



# Intent for Extended Travel (Step 1 of 2)

Complete for travel lasting 3 or more nights, unless travel occurs over a U.S. Federal Holiday weekend.

Complete and submit this form to [Travel@girlscoutsww.org](mailto:Travel@girlscoutsww.org). You will be notified of the status of your request within 10 business days of submission. International travel should plan on submitting at least 12-18 months in advance. **This form must be approved before proceeding with further planning.**

**June-September travel:** Intent form due November 1  
**October - December travel:** Intent form due June 1  
**January - May travel:** Intent form due October 1

<b>Today's Date:</b>	<b>Group/Troop No.:</b>	<b>Service Unit:</b>
<b>Trip Advisor Name:</b>		
<b>Best phone number to reach you:</b>		<b>Email:</b>
<b># of Participants:</b> ___ Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___ Ambassador ___ Adults		
<b>Has your group previously planned and participated in a travel experience?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, provide destination, type of trip, and type of activities (Use separate sheet if necessary)</b>		
<b>How many Girl Scouts plan to or have completed a travel workshop*?</b> ___ <small>*The Domestic or International Travel Workshop is designed to give Girl Scouts the tools they need to be active participants in the trip planning process. This is <u>highly recommended</u> 12-24 months prior to your trip.</small> <b>Have all the adults completed the <a href="#">Travel Planning for Adults Workshop</a>*?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <small>*The Adult Travel Workshop teaches adults the basics of trip planning and how to make it girl led.</small> <b>This workshop is mandatory</b> and recommended at least 18-24 months prior to your trip.		
<b>Proposed Dates of Travel:</b> _____ <b>Places Traveling:</b> _____		
<b>Describe your proposed trip.</b> Please be specific in outlining what the participants will do (Use separate sheet if needed):		
<b>Types of transportation planned (i.e. private vehicle, plane, etc.):</b> _____		
<b>Please discuss Girl Scout Leadership Experience Outcomes as a group and indicate which outcomes will be achieved through this travel experience and explain. For more information please visit <a href="#">Our Program</a>.</b>		
<b>Strong Sense of Self</b>	<b>Positive</b>	<b>Challenge Seeking</b>
<b>Healthy Relationships</b>	<b>Community Problem Solving</b>	

**Initial next to each statement to indicate understanding:**

*As you move forward with the trip planning process, it is crucial to keep these requirements in mind.*

1. \_\_\_\_\_ High risk activities and lodgings require a [certificate of insurance](#) from each vendor  
*More information can be found in the [Safety Activity Checkpoints](#) for travel*
2. \_\_\_\_\_ You must submit a separate [Money-Earning Activity Application](#) for each money-earning activity/event other than Girl Scouts of Western Washington product sale programs
3. \_\_\_\_\_ All adults must be registered as active Girl Scout members, must pass a background check and must complete the Travel Planning with Girls Workshop before the Application for Extended Travel is approved
4. \_\_\_\_\_ The Application for Extended Travel form is due either April 1, September 1 or November 1 depending on your travel dates. Your application is due \_\_\_\_\_ (dd/mm/yy)
5. \_\_\_\_\_ [Additional insurance](#) is due 6 weeks prior to in state and out of state travel and 6 weeks prior to international travel. Your insurance is due \_\_\_\_\_ (dd/mm/yy)
6. \_\_\_\_\_ All additional travel forms and paperwork listed on the [travel page](#) of the Girl Scout Website must be completed in a timely manner

## Estimated Trip Budget:

We understand that this is just an estimate of trip costs. Use this form to share your plans for earning money, and estimated expenses. If you have another budget form that you are using that includes the same information, you may submit that.

<b>Estimated Income:</b> from money-earning events, council product sales, scholarships, etc.		<b>Amount</b>
Council product sales		
Money-earning		
Scholarships		
Cookie Dough		
Other/Current Bank Balance:		
Estimated Total Income:		
<b>Estimated Trip Expenses:</b> costs of pre-trip activities, the trip and post-trip activities		<b>Amount</b>
Pre-trip Costs	Travel Workshops (~\$25/person)	
	Meetings and events (activities and supplies, site rentals, etc.)	
	Food	
	Transportation	
	Patches, group t-shirt, thank-you gifts, etc.	
	“Shakedown” Practice travel event	
	Other:	
Trip Costs	Airfare	
	Lodging	
	Transportation	
	Food	
	Activities	
	Registration Fees	
	Insurance (~\$.70 to \$1.17 per person per day through GSWW)	
	Other:	
Post-trip Costs	Memorabilia	
	Reunion	
	Other:	
Estimated Sum:		
Trip Buffer (Girl Scouts recommends budgeting an additional 20% over trip costs to cover higher prices, incidentals that arise, etc.)		(20% of the sum)
Estimated Total Expenses (sum and buffer):		
Estimated cost per person:		
Estimated cost per person if fewer people participate:		

\*Each person going on the trip must be a currently registered member of Girl Scouts. You will be asked to submit a roster with your [Application for Extended Travel](#) closer to your trip departure date.

For additional trip planning tools, visit the Travel section of the [Girl Scouts of Western Washington website](#).

Signature of Trip Advisor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Girl Scout Representative \_\_\_\_\_ Date \_\_\_\_\_

### For Council use only

Date Received: \_\_\_\_\_ Approved: Yes  No  If not approved, reason for not approving: \_\_\_\_\_

Date of Notification to Trip Leader: \_\_\_\_\_ Next steps/ \_\_\_\_\_

GSWW Representative (you may type your name): \_\_\_\_\_ Recommendations: \_\_\_\_\_