

**Girl Scouts of Western Washington  
Travel Form Checklist**

The **Travel Form Checklist** is intended to help traveling groups organize forms that need to be completed prior to departure. Please use this form as a planning checklist as your group plans their trip. Copies of each form are available on the Girl Scouts of Western Washington website at: <http://www.GirlScoutsWW.org/programs/forms>. **All forms should be turned in to your Girl Scouts of Western Washington staff representative unless otherwise noted below.** Please note that if you do not turn the forms in by the required due date, your travel will not be approved as a sanctioned Girl Scout trip.

Form	Description or Purpose	Due Date [for Girls and Advisors]	Due Date [to GSWW]	Date Submitted [to GSWW]
<b>FOR SOME DAY TRIPS, ALL 1-2 NIGHT TRIPS, OR 3-NIGHT TRIPS OVER A U.S. FEDERAL HOLIDAY* WEEKEND:</b>				
<b>Permission for Troop Meetings, Day Trips and Medical Care</b>	<ul style="list-style-type: none"> <li>Form is completed by the parent/guardian and returned to the troop/group leader for all troop/group meetings and day trips</li> <li>This record will be retained by the troop/group leader for one year and accompany the adult in charge at all meetings and other activities (i.e. field trips, camping, etc)</li> </ul>		N/A	N/A
<b>Parent Permission for Overnight Trips and Sensitive Topics</b>	<ul style="list-style-type: none"> <li>Complete for all overnight trips and/or day trips involving sensitive topics</li> <li>Form is completed by the parent/guardian and returned to the troop/group leader</li> </ul>		N/A	N/A
<b>Application for High Risk and Sensitive Topics</b>	<ul style="list-style-type: none"> <li>Complete for activities involving special equipment, sensitive issues and/or identified in <i>Safety-Wise</i> as “Activities Not Listed in the Activity Checkpoints” and/or “Activities with High Risk”</li> <li>Additional insurance may be required depending on activities/participants. Information and forms available at: <a href="http://www.GirlScoutsWW.org/programs/forms#Insurance">www.GirlScoutsWW.org/programs/forms#Insurance</a></li> <li>Submit to your Service Unit Manager <b>1 month</b> prior to in-council travel and <b>2 months</b> prior to out-of-council travel</li> <li>If you are traveling internationally (including Canada), check identification and permission guidelines, and submit this form to <b>GSWW staff representative</b>, instead of Service Unit Manager</li> </ul>			
<b>Travel Application for Short Trips</b>	<ul style="list-style-type: none"> <li>Complete for <b>all 1-2 night</b> travel, <b>3-night</b> travel that occurs over a U.S. Federal Holiday weekend*, or international travel (including Canada)</li> <li>Additional insurance may be required depending on activities/participants. Information and forms available at: <a href="http://www.GirlScoutsWW.org/programs/forms#Insurance">www.GirlScoutsWW.org/programs/forms#Insurance</a></li> <li>Submit to your Service Unit Manager <b>1 month</b> prior to in-council travel and <b>2 months</b> prior to out-of-council travel. If you are traveling internationally (including Canada), check identification and permission guidelines, and submit this form to <b>GSWW staff representative</b>, instead of Service Unit Manager.</li> <li>All adults traveling overnight with girls must complete a Volunteer Application (including Criminal Background Check)</li> </ul> <p><i>*Federal Holidays: New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day</i></p>			
<b>FOR TRIPS OF 3 OR MORE NIGHTS THAT DO NOT OCCUR OVER A U.S. FEDERAL HOLIDAY* WEEKEND:</b>				
<b>Additional Insurance</b>	<ul style="list-style-type: none"> <li>Forms must be submitted <b>6 weeks</b> prior to departure</li> <li>Information and forms available at: <a href="http://www.GirlScoutsWW.org/programs/forms#Insurance">www.GirlScoutsWW.org/programs/forms#Insurance</a></li> </ul>	N/A		
<b>Intent for Extended Travel Application</b>	<ul style="list-style-type: none"> <li>Complete for travel lasting <b>3 or more nights</b>, unless travel occurs over a U.S. Federal Holiday* weekend</li> <li>Submit <b>2 months</b> prior to in-council travel, <b>6 months</b> prior to out-of-council travel, and <b>18 months</b> prior to international travel</li> </ul>	N/A		

Form	Description or Purpose	Due Date [for Girls and Advisors]	Due Date [to GSWW]	Date Submitted [to GSWW]
<b>Travel Application for Extended Trips</b>	<ul style="list-style-type: none"> <li>Complete for all trips for which you submitted an Intent for Extended Travel Application</li> <li>Submit <b>4 weeks</b> prior to in-council travel, <b>4 months</b> prior to out-of-council travel or <b>6 months</b> prior to international travel</li> <li>All adults traveling overnight with girls must complete a Volunteer Application (including Criminal Background Check)</li> </ul>	N/A		
<b>Travel Health Form</b>	<ul style="list-style-type: none"> <li>Complete within <b>12 months</b> of trip departure</li> <li>If a medical issue is present, frequent updates may be required</li> <li>Submit to Trip Advisor(s) before departure (due date determined by Trip Advisor(s); suggested due date for national/international travel is at least <b>3 months</b> before departure)</li> </ul>		N/A	N/A
<b>Trip Action Plan</b>	<ul style="list-style-type: none"> <li>This form is a tool for girls and advisors when planning trips and should be developed and discussed with girls and advisors</li> <li>A copy should be left with your Emergency Contact(s), and brought on the trip</li> </ul>		N/A	N/A
<b>Policy on Administering Medication to a Minor</b>	<p>The policy includes the following sections:</p> <ul style="list-style-type: none"> <li>Written authorization and instructions from medial provider in regards to administering medication</li> <li>Parental permission form</li> <li>Volunteer confirmation of receipt of written authorization and instructions</li> </ul>		N/A	N/A
<b>Notarized Permission to Travel Form and Authorization for Medical Treatment</b>	<ul style="list-style-type: none"> <li>Signed and notarized by both legal guardians (unless otherwise noted)</li> <li>Authorization for Medical Treatment: <ul style="list-style-type: none"> <li>Girl form needs to be signed by both legal guardians (unless otherwise noted) and notarized</li> <li>Adult form needs to be signed by participant and notarized</li> </ul> </li> </ul>		N/A	N/A
<b>For Travel Outside the United States:  Passports</b>	<ul style="list-style-type: none"> <li>Girl and adult participant passports copied and carried by Trip Advisor(s)</li> <li>Copies also saved to USB drive or other easily accessible electronic storage</li> <li>Copies submitted to Emergency Contact(s)</li> <li>Submit to Trip Advisor(s) before departure (due date determined by Trip Advisor(s)); suggested due date for national/international travel is at least <b>3 months</b> before departure)</li> </ul>		N/A	N/A
<b>RECOMMENDED RESOURCES</b>				
Standards of Personal Conduct	<ul style="list-style-type: none"> <li>Signed by each girl participant, adult participants, and parent/guardian prior to trip (example in Global Travel Toolkit Appendix: <a href="http://www.GirlScoutsWW.org/files/The_Girl_Scout_Appendix.pdf">www.GirlScoutsWW.org/files/The_Girl_Scout_Appendix.pdf</a>)</li> </ul>		N/A	N/A
Group Agreements	<ul style="list-style-type: none"> <li>Often groups complete a Group Agreement for their pre-trip planning meetings, and another Group Agreement for the actual trip.</li> <li>Signed by each girl and adult participant prior to trip (example: <a href="http://www.GirlScoutsWW.org/files/GroupAgreement.pdf">www.GirlScoutsWW.org/files/GroupAgreement.pdf</a>).</li> </ul>			
Hold Harmless Agreements	<ul style="list-style-type: none"> <li>If you are participating in an activity that requires a waiver, hold harmless agreement, or release form, a copy of the form should be forwarded to your Girl Scout staff representative at least <b>6 weeks</b> prior to the event with written proof that the vendor or site holds a current \$1 million liability insurance policy. Forms cannot be signed until they are approved by Girl Scouts of Western Washington.</li> </ul>			
Certificates of Insurance	<ul style="list-style-type: none"> <li>For activities at a site other than regular group meetings or Girl Scouts of Western Washington properties, the sites and events should provide a Certificate of Insurance verifying that they hold a current \$1 million liability insurance policy. When possible, Girl Scouts of Western Washington should be added as an additional insured to the site or event's insurance policy. This process can take several weeks, so plan additional time into your trip planning.</li> </ul>			
Girl and Adult Travel Workshop	<ul style="list-style-type: none"> <li>Complete at the beginning of your travel planning.</li> <li>All <i>Safety-Wise</i> adults traveling with girls must complete the Travel Workshop</li> </ul>		N/A	N/A