

**Girl Scouts of Western Washington
Trip Action Plan**

This form is a tool for girls and advisors when planning trips and should be developed and discussed with girls. A copy should be left with your trip Emergency Contact, and a copy brought on the trip with you. Girl and adult medical forms should be kept separately with the First Aider. Please refer to Safety-Wise for specific high-adventure activities. This form should be typed for ease of reading. Girl Scouts of Western Washington Emergency Answering Service: 800/303-9963.

Lead Trip Advisor:

Phone:

Email:

Activity/Trip:	
Region/Location:	Days & Date(s) of Activity:
Distance from Emergency Medical Services:	Level of First Aid Required:

Trip/Activity Description

Include a brief description of your trip. Please note if different activities will be done (ex. rock climbing, exploring cultural sites, etc.)

Trip Itinerary [include lodging, transportation, and activities]				
Date	Approx. Time	Activity	Location/Vendor Name and Address	Contact Information

CERTIFICATIONS

Name	Certifications/Girl Scout Workshops (First Aid/CPR, Travel Workshop, Lifeguard, etc.)	Date Completed	Expiration (if applicable)

What is the Adult/Participant Ratio for your trip: ____ adult to ____ girls

Non-Emergency Action Steps: *Include steps for behavior problems, illness, and change of plans. See Global Travel Toolkit Appendix for an example of a behavior contract that should be established with the group prior to the trip.*

Disobeying Behavior Agreement 1st Offense:

Disobeying Behavior Agreement 2nd Offense:

Not listening/being a "pill":

At-Home Emergency Contacts:

Girl Scouts of Western Washington Emergency Answering Service: 800/303-9963

Name: <i>(list in priority order)</i>	Day Phone Number:	Evening Phone Number:

Traveling Resources and Agency Contacts: *List contact phone numbers for the area where your trip will be. Indicate if numbers are 8am-5pm or available after-hours. Include embassy information, consulates, hospitals, etc.*

Agency	Telephone	Hours of Operation

Final Paperwork and Checklist:

- Trip Action Plan (this form) filled out completely.
- Paperwork signed by Participant or Parent/Guardian:
 - Notarized Authorization for Medical Treatment (for girls and adults)
 - Notarized Permission to Travel with Minor Form
 - Medical History Form (for girls and adults)
 - Copies of girl and adult passports scanned and emailed to Trip Advisor(s)

CC (leave a copy with): Emergency Contact _____
 Other Trip Advisor(s) _____