



Out of State or International Weekend Travel Checklist

For Your Troop

Required forms to turn in to Girl Scouts of Western Washington Staff	Timeline	Due Dates
Travel Application for Short Trip	Due to staff 2 months prior to travel	
Additional Insurance 3P or 3E plan (out of state) or 3PI plan (for international)	Due to staff 4 weeks prior to travel	
Certificates of Insurance – Required for Lodging and Activities	Due to staff prior to travel	
Application for High Risk and Sensitive Topics – May be required depending on activities	Due to staff 1 month prior to travel	

- Forms for troop
 - [Incident Report Form](#) – Just in case!
 - [Emergency Procedures Card](#) – Just in case
- Preparation
 - Complete the [Getting Started Online Modules](#)
 - Complete the [Day Trip Planning Module](#)
 - Complete the [Basic Overnight Module](#)
 - Complete the [Outdoor Overnight Workshop](#) – If outdoors
 - Complete the [Travel Planning with girls Workshop](#) Or
 - Complete [Domestic Troop Travel Module \(20 minutes\)](#) – Required
 - Complete the [International Troop Travel Module \(30 minutes\)](#) – Required for International
 - At least one adult who is First aid/CPR certified*
 - Review relevant [Safety Activity Checkpoints](#)
 - Review [Administering Medication to a Minor Policy](#)

For Individual Girls

- [Membership](#)
- [Girl Permissions & Health History](#)– Sections 1 & 2 (if needed)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities
- [Notarized Girl Medical Permission](#) – Recommended for out of state, required for international
- Complete the [Travel Workshop for Teens](#) – Highly Recommended

For Adults

- [Membership & Criminal Background Check on file](#)
- [Adult Health History Record](#)
- [Transportation Card](#) – Required for adults who are driving
- [Medical Treatment Authorization for Adults](#) – Recommended for out of state, required for international

*Wilderness first aid is required if more than 30 mins from emergency services