



Day Trip Checklist

For Your Troop

| Required forms to turn in | Timeline | Due Dates |
|--|-------------------------------------|-----------|
| Certificates of Insurance – May be required | Due to staff prior to activity | |
| Application for High Risk and Sensitive Topics – May be required | Due to staff 1-month prior activity | |

- [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](#)
 - 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](#) – Section 1 & section 2 (if applicable)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities

For Adults

- [Membership & Current Criminal Background check on file](#) – May be required
- [Adult Health History Record](#)
- [Transportation Card](#) – Required for adults who are driving

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

*Additional forms may be required if leaving the state, or if non-members attending