



In-State Weekend and Overnight Travel Checklist

For Your Troop

Required forms to turn in to Service Unit Manager	Timeline	Due Dates
Travel Application for Short Trip	Due to Service Unit Manager 1 months 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	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
 - 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

For Adults

- [Membership & Criminal Background Check on file](#)
- [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