

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 one month prior to travel	
Certificates of Insurance : Required for lodging and activities	Due to council prior to travel	
Application for High Risk and Sensitive Topics : May be required	Due to council one 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 Girl Scouts

- [Membership](#)
- [Youth Permissions and Health History](#): Sections one and two (if needed)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#): May be required depending on activities

For Adults

- Membership and Criminal Background Check on file
- [Adult Health History Record](#)
- [Transportation Card](#): Required for adults who are driving

*Wilderness First Aid (WFA) certification is required if more than 30 minutes for emergency services.