



3+ Day Out of State Travel Checklist

For Your Troop

Required forms to turn in	Timeline	Due Dates
Intent for Extended Travel	Due to staff 6 months prior to travel	
Application for Extended Travel	Due to staff 4 months prior to travel	
Additional Insurance 3P or 3E Plan	Due to staff 4 weeks prior to travel	
Certificates of Insurance – Required for Lodging & 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!
 - [Trip Action Plan](#)
- 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 for all adults
 - At least one adult who is First aid/CPR certified*
 - Review relevant [Safety Activity Checkpoints](#)
 - Review [Administering Medication to a Minor Policy](#)
 - Highly recommended to complete the [International Troop Travel Module \(30 minutes\)](#)

For Individual Girls

- [Membership](#)
- [Girl Permissions & Health History](#) – All Sections that apply
- [Notarized Girl Medical Permission](#) – Recommended (Required for Air travel)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities
- Complete the [Travel Workshop for Teens](#) – Highly Recommended

For Adults

- [Membership & Current Criminal Background check on file](#)
- [Adult Health History](#)
- [Medical Treatment Authorization for Adults](#) Recommended (Required for Air travel)
- [Transportation Card](#) – Required for adults who are driving

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