

## Travel Checklist for Domestic Trip

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### Let's Go On a Trip!!

Not sure what to do? Here is a checklist for the paperwork you need to fill out to make sure you have completed everything.

#### 14-16 months from travel date

- Girls should be voicing their opinion if not planning the entire trip themselves. The older they are the more capable they are of planning. Have them think of the following items when planning:
  - Safety! - Did the troop review safety awareness and precautionary exercises?
  - Food, including allergies and special diets
  - Accommodations – what kind? Girl Scout camp, national park, hotel, host family?
  - Activities – Museum, Girl Scout site, national landmark
  - Transportation – Bus, driving, plane, train
  - Budget per person – How much does each girl and adult have to pay? Cookie dough?
  - Money-earn to pay for the trip – How much money will you have to raise?
  - Girl Scout resources available – Have you checked out the travel page on our website? [www.gsctx.org/girls/ourprogram/travel](http://www.gsctx.org/girls/ourprogram/travel) Who have you asked for help?

#### 12 months from travel date (Brownies and Juniors)

#### 6 months from travel date (Cadettes, Seniors and Ambassadors)

- Submit "Intent to Travel Application" to your Service Unit Director (SUD.) If you do not have a SUD, send it to your Membership Development Executive (MDE.) You can find the form in the forms section of the GSCTX website.
  - Have a rough draft of the following items available to submit with application:
    - Budget
    - Itinerary
  - Check with your local SUD and/or MDE to make sure they have received the application. They should get back with you within 10 business days.

- All adults traveling must be Girl Scout registered members and must receive training that pertains to the trip. A copy of certification(s) training is required upon submission of the Troop Travel Application. Bolded are trainings that are required at a minimum to travel.

- First Aid/CPR: At least one person on the trip roster must have this**
- Advanced First Aid Responder (if application to the trip)
- Let's Go! 1 – Out & About: Day trips staying out past midnight or an overnight up to two nights with no outdoor cooking involved.**
- Let's Go! 2 – Fire, Food & Fun: Indoor camping and building a campfire.
- Let's Go! 3 – Outdoor Skills: Outdoor camping, tent, cabin or platform and outdoor cooking. One to two nights; three nights if a federal holiday.
- Let's Go! 1, 2, 3: This course covers everything in Let's Go! 1, Let's Go! 2 and Let's Go! 3)
- Let's Go the Extra Mile: Travel more than 2 nights/3 days within state, regional, national or international.**
- Chaperone: Adults traveling with troop/group

## 10 weeks from travel date

- Submit "Troop Travel Application" (TTA) to your SUD or assistant SUD. If you do not have a SUD, send it to your MDE. You can find the form in the forms section of the GSCTX website.

- Include the following items:
  - Budget – only if it is a 2 night trip or over
  - Itinerary
  - Roster – use the troop travel roster. You can find the form in the forms section of the GSCTX website.
  - Copies of adult certifications for trainings and CPR/FA cards

- Before traveling, you must have the following actions completed and generate troop travel packets containing these documents per transportation vehicle:

- Have an approved TTA from council
- Purchase extended travel insurance for all travelers (if trip is 2 nights or longer) by contacting Glenda Hicks, [glendah@gsctx.org](mailto:glendah@gsctx.org) or 512-490-2310.
- Have copies of parent permission and health forms for every adult/girl member traveling.
- Have a designated non-traveler as the contact and the holder of copies of parent permission and health forms for every adult/girl member traveling.
- Have copies of drivers' licenses and proof of insurance of TTA approved drivers.

*You've completed the checklist!*

*You've got your plan of action!*

*Now take your girls for the  
experience of a lifetime!*

All forms can be found on the Girl Scouts of Central Texas website at <http://www.gsctx.org/forms>  
For more information or help with travel, contact Emily Magnotta at Emily [m@gsctx.org](mailto:m@gsctx.org) or call 979-774-0050