

## Travel Checklist for an International 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.

#### Girl Planning

- 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 – allergies, special diets, access to fresh water and food
  - 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? Exchange rate?
  - Money-earn to pay for the trip – How much money will you have to raise? Troop funds?
  - 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?

#### At least 12 months from travel date

- Submit an “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) **at least 1 year** prior to your trip. Remember, girls **must be at least 11 years old to travel internationally**. You can find the form in the forms section of the GSCTX website: <http://www.gsctx.org/content/dam/girlscouts-gsctx/documents/volunteers/2014-06%20Intent%20to%20Travel%20fillable.pdf>
  - Have a rough draft of the itinerary available.
- 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.

- Before your trip your leaders/adults need to have taken the training that pertains to your individual trip. See which one(s) they need and be sure to get a copy of their certification(s) to submit. **Bolded means the training is required for international 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: All adults traveling with troop/group have completed this course.

## 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: <http://www.gsctx.org/content/dam/girlscouts-gsctx/documents/2014-09%20Travel%20Application%20fillable.pdf>
- Include the following items:
  - Budget
  - 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
  - Contact Glenda Hicks about extended trip insurance, [glendah@gsctx.org](mailto:glendah@gsctx.org) or 512-490-2310.
- Once your TTA has been approved, make sure you complete the following actions:
  - 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 member going on the trip to take with you. Leave copies with someone who is not going on the trip.
  - Follow up with parents attending the trip to make sure they are all registered and have clear background checks and required trainings.

*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