

Let's go on a trip! – Domestic Travel

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

- Submit an intent to travel form to your Service Unit Director (SUD). If you do not have a SUD, send it to your Membership Development Executive (MDE) **at least 6 months** prior to your trip if you have **Cadettes and older. 1 year** submission for **Brownies and Juniors**. You can find the form here.
<http://www.gsctx.org/images/forms/volunteers/mbrshpforms2014/2014-06%20Intent%20to%20Travel%20fillable.pdf>
- Have a rough draft of the itinerary available
- Check with your local MDE to make sure they have received the form. They should get back to 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 they need and be sure to get a copy of their certification(s) to submit. 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 applicable to 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.
 - Let's GO! 1, 2, & 3 (This course covers everything in Out & About, Fire, Food & Fun, and Outdoor Skills)
 - Let's GO! Extra Mile: Travel more than 2 nights/3days within state, regional, national, or international. (Let's Go 1 is a prerequisite)**
 - Chaperone: All adults traveling with troop/group
- Ten weeks prior to your trip submit a troop travel application (TTA) found here:
<http://www.gsctx.org/images/forms/volunteers/mbrshpforms2014/2014-09%20Travel%20Application%20fillable.pdf>

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 emilym@gsctx.org or call 979-774-0050

- Include the following items:
 - Budget
 - Itinerary
 - Roster – use the troop travel roster under the forms section of the website
 - Copies of adult certifications for trainings and CPR/First Aid cards
 - Contact Glenda Hicks about insurance at glendah@gsctx.org

- Once your TTA has been approved, make sure you complete the following actions:
 - Purchase extended trip insurance if your trip is 3 days or longer.
 - To do so e-mail Glenda Hicks at glendah@gsctx.org
 - Make sure you have copies of a parent permission and health form for every member going on the trip to take with you. Leave copies of them 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.
 - Have copies of registered drivers' licenses and vehicles including proof of insurance.

- 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 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 Who have you asked for help?

You've completed the checklist, you've got your plan of action, now take your girls for the experience of a lifetime!

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