

# GSWCF Troop Travel Checklist

Use of this form is optional. Use it for your own recordkeeping.

Use this checklist as a tool to help your troop prepare for Girl Scout Trips that require approval. The first page will help to make sure you have everything you need to get the trip approved. Add your own "to-do" items or packing list to the second page so that nothing is forgotten! Asking the girls in your troop to help create the list is one way to keep them involved in the trip planning process. Bon Voyage!

Leader/Advisor		
Troop #		
Age Level		
Trip Dates		
Destination		
Transportation		
Item	OK/NA	Comments
<b>Paperwork</b>		
Read the travel appendix in Volunteer Essentials		
All girls and adult are registered		
All adults have current background checks		
Minimum adult-to-girl ratio met		
Trip Planning Form and Participant Roster completed		
Detailed Itinerary & Excursions (Attached)		
Trip Budget (Attached)		
Trip insurance purchased for trips of 3 nights or more		
Safe Driver Pledge(s) signed		
All activities follow Safety Activity Checkpoints		
Travel/Outdoor Progression followed		
<b>Trainings</b>		
First Aid/CPR Certification (Attached)		
Traveling Troops		
Managing Troops and Groups		
GS 101		
Working with DBJ/CSA		
Lifeguard Certification		
Camp Trainings (if needed)		
<b>Approvals</b>		
Approved by your Service Unit		
Approved by Council (Out of state trips)		

[illegible]