

Girl Scouts of Western New York Travel Checklist For Trips Outside Western NY* Or More Than Two Overnights

Congratulations! Your troop has decided on taking a trip.

Follow the steps below and your troop will be on its way to a fun and safe trip everyone will enjoy!!

- _____ 1) Read and discuss, *Volunteer Essentials* Appendix: For Travel Volunteers, with your troop.
- _____ 2) File **Intent to Travel Form**. This should be signed by your service unit OPC or service unit manager, and then sent to your Membership Manager. Make two copies of the signed form - one for your OPC or SUM and one for your records.
 - **Turn interest form in as soon as decision is made to make a trip, preferably at least 3 months before your chosen travel dates!**
 - **This form is not required if you are participating in a council-sponsored trip**
- _____ 3) File **Travel Application**. Your SUM must sign, and then send to your Membership Manager
 - **Turn in two months (60 Days) prior to trip!**
 - **Include any additional documentation requested in the application**
- _____ 4) Going white water rafting, canoeing, horseback riding or other special activities? Check out the **Troop Activity Special Requirement Form** to make sure all the proper certifications are complete.
- _____ 5) Traveling to Canada? *Volunteers Essentials* (p. 73) states that girls must be Cadette level or older to travel internationally. Make sure you have a **Permission to Travel Form for Minors** for each girl, and check out <http://travel.state.gov> for the latest required travel documents.
- _____ 6) Make sure that you have **Parent Information/Permission forms** for each girl and an updated **Health History** for all participants (girls and adults). Both forms are available online.
- _____ 7) Having some worries about girls behaving inappropriately, adults driving abilities, or chaperons making not so wise choices? Make sure to have the girls fill out their **Behavioral Agreement**. Adults should fill out the **Safe Driving Pledge** and **Chaperone Agreement** and take it seriously! All of these forms are available online.
- _____ 8) Any changes???? Fill out the **Travel Addendum** and send to Service Unit OPC or SUM and one to Council Membership Manager up to one week prior to the trip.
- _____ 9) And finally, enjoy your trip!!!

Should any emergencies arise, use the emergency telephone # **1-800-882-9268**.

This number is for emergencies only!

A copy of emergency procedures is available online.

- _____ 10) Don't forget to tell us how you liked (or disliked) your trip. Turn in the **Trip Evaluation** two weeks after the trip, so we can share it with other troops!!

***Western New York is considered west of Interstate 81 to the New York State border.**