

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		
Item	✓	Comments
Paperwork		
Read the Travel section in Safety Activity Checkpoints		
All girls and adult are registered		
All adults have current background checks		
Minimum adult-to-girl ratio met		
Detailed Itinerary including any excursions		
Trip Budget		
Troop Travel Application submitted online		
Accident & Sickness insurance purchased (trips of 3+ nights)		
Safe Driver Pledge(s) signed		
All activities follow Safety Activity Checkpoints		
Travel/Outdoor Progression followed		
Trainings		
(For trainings, please reference your gsLearn account at gswcf.org > MyGS > My Account.)		
First Aid/CPR Certification (Girl Scout approved)		
Traveling Troops		
Let's Work Together		
Let's Get Organized		
Let's Be Girl-Led		
Activity specific certifications (lifeguard, archery, etc.)		
Camp Trainings (if needed)		
Approvals		
Approved by your Service Unit		
Approved by Council (Trips of 3+ nights)		

