This checklist is intended to help organize planning and paperwork in preparation for Girl Scout troops or groups traveling on a domestic overnight lasting three or more nights or an international trip of any length. Reminder, travel of this type is advised for Girl Scout Juniors and older.

- **Intent to Travel Application** [link]
  - Complete for domestic travel lasting more than three nights or international travel of any length prior to formalizing any plans and no less than 120 days prior to departure.
  - Attach a roster of participants; include all adults and youth traveling.
  - Submit to info@gshnj.org and await an appointment to discuss with a GSHNJ staff member.

- **Planning Resources** | Use these resources to guide your Girl Scouts in the planning of the trip.
  - Safety Activity Checkpoints
  - Guide to U.S. Travel
  - Global Travel Toolkit | Girl Scout’s guide, adult’s guide, appendix, travel log
  - Money Earning Approval Request
  - Request for Authorized Signature | allow up to 10 business days for processing
  - Activity Insurance | Plan 3P or 3E required for activities lasting 3+ nights; Plan 3PI required for international travel | allow up to 15 business days for processing
  - Certificates of Insurance | allow up to 30 days for processing

- **Emergency Action Plan** | Created by Event Coordinator following Safety Activity Checkpoints.
  - Medical emergencies; accidental injury; COVID-19 travel restrictions
  - Weather-related emergencies
  - Fire
  - Missing/lost traveler
  - Contact list
  - Pre-determined roles and responsibilities of adults
  - Exit strategy; vendor cancellation/refund policies
  - Communication chain
  - On-trip activities preparation

- **Required Forms for Minors** | Received from GSHNJ staff during trip application review.
  - Minor Health History
  - Notarized Authorization for Medical Treatment
  - Notarized Permission to Travel Form for Minors (int’l travel only)
  - Media Release
  - Color copy of passport (int’l travel only)

- **Required Forms for Adults** | received from GSHNJ staff during trip application review.
  - Adult Health History
  - Notarized Authorization for Medical Treatment
  - Media Release
  - Color copy of passport (int’l travel only)

- **Recommended for All Travelers** | Created by travel group.
  - Standards of Personal Conduct | template
  - Group Agreement | page 19