

This checklist is intended to help prepare Girl Scout troops or groups for extended or international travel. Reminder, travel of this type is advised for Girl Scout Juniors and older.

- **Intent to Travel**
 - Submit this request for consultation with GSHNJ staff at least 6 months prior to your intended international travel date. Complete consultation prior to making any reservations or deposits.
- **Planning Resources | 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
 - Add Driver Request form | required to transport Girl Scout members not in own household and driving over 50 miles roundtrip in a single instance
 - Certificate of Insurance from GSHNJ | allow up to 30 days for processing
 - Certificate of Insurance from Organization to GSHNJ | allow up to 30 days for processing
- **Emergency Action Plan | Created by Event Coordinator per Safety Activity Checkpoints**
 - Medical emergencies; accidental injury; travel alerts and 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**

NOTE: Name on all documents must match what appears on passport.

 - Girl Scout Health History
 - Notarized Authorization for Medical Treatment
 - Notarized Permission to Travel Form for Minors (international travel only)
 - Media Release
 - Color copy of passport (international travel only)
- **Required Forms for Adults | Received from GSHNJ staff during trip application review**

NOTE: Name on all documents must match what appears on passport.

 - Adult Health History
 - Notarized Authorization for Medical Treatment
 - Media Release

- Color copy of passport (international travel only)
- **Recommended for All Travelers | Customized by Event Coordinator**
 - Group Agreement Guide | Use this guide to set standards of behavior with the group.
 - Standards of Personal Conduct and Community Behavior Agreement *Form may be edited by Event Coordinator prior to distribution; option to detail additional requirements for travelers in provided text boxes.