

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
  - 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
  - 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.