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EXTENDED TRIP CHECKLIST

An extended trip is defined as any domestic trip three nights or longer in length (unless it is a three night trip with one night being a Federal Holiday) or any international trip.

Six to Twelve months before a domestic trip - Eighteen months to Two Years before an International Trip

- _____ Assess troop/group readiness for trip including age minimums for international trips.
- _____ Girls/volunteer adults begin planning process. Where? When? Why? How much? What?
- _____ Review Safety Activity Checkpoint and planning trips with girls.
- _____ Discuss plans with Troop Volunteer, Service Unit Coordinator and Program Director.
- _____ Contact Program Director for additional information for an international trip. - International Trip Resource-Girl Scout Guide for International Travel. Global Travel Toolkit www.girlscouts.org
- _____ Hold parents' meeting. Get support for your plans.
- _____ Set up tentative budget. Include plans for alternate use of funds if trip does not take place.
- _____ Block out month-by-month troop program outline in order to achieve a proper balance between regular program and trip activities.
- _____ Discuss and plan money-earning projects. Set cookie sale goals. Receive council permission for money earning projects.
- _____ Decide on back home commitments for sharing trip with others.
- _____ Complete and submit Preliminary Application for Extended Trip (Form A).

One to Three months before trip - The countdown begins

- _____ Complete and submit Final Application and Itinerary for Extended Trip (Form B) three months before departure.
- _____ Travel arrangements made. Contractual agreements approved by Girl Scouts of Eastern Massachusetts.
- _____ Business & financial matters settled. Final budget set.
- _____ Update itinerary, back home emergency contact, emergency procedures, last minute details.
- _____ Parent meeting set to go over final itinerary, procedures and permissions.
- _____ Parent Permission for Extended Trip (Form C) completed and returned.
- _____ Standard Health Examination Record received for all participants.
- _____ Additional insurance obtained. (See Program Director for application)
- _____ International trips – obtain notarized minor permission for International Travel
- _____ International trips – check State Department Travel Advisories
- _____ Enjoy trip!

After the trip: Back home commitments

- _____ Evaluate the trip with all participants.
- _____ Complete and submit Extended Trip Report (Form D) within two weeks after returning.
- _____ Share what you did with other Girl Scouts and community.
- _____ Send "Thank you letters" where applicable.

PROCEDURES FOR EXTENDED TRIPS

An extended trip is defined as any domestic trip which is three nights or longer in length (unless it is a three night trip with one night over a Federal Holiday) or any international trip.

1. The Qualified Troop will have demonstrated readiness for this trip by:

1. Participating in a progression of activities leading up to this trip.
2. Blocking out a month-by-month troop program outline in order to achieve a proper balance between regular program and trip activities.
3. Selecting a trip which is age appropriate and meets all the appropriate program standards as outlined in Safety Activity Checkpoint

2. The Troop Volunteer will:

1. Be well informed regarding Girl Scouts of Eastern Massachusetts Council policies and procedures. Review Extended Trip Packet. Know current information re: emergency procedures, contractual agreements, money-earning guidelines and training required.
2. Review in Safety Activity Checkpoint
 - A. Safety principles for all activities
 - B. Activity Checkpoints for planned activities
 - C. Program standards
 - D. Adult certifications required for planned activities
3. Work closely with the Girls and the Program and Program Director for approval throughout all stages of planning. Keep your Program Director informed of plans as they can provide additional support and assistance to you.
 - A. Complete the Preliminary Application for Extended Trip (Form A) and submit it to the Program Director for approval **not less** than six months prior to the departure date. **NOTE:** Additional extended domestic trips or trips to another country will require a planning period longer than six months. It is recommended that two years be allowed in preparing for trips requiring large expenditures of money and/or extensive program planning. For international trips review Safety Activity Checkpoint and contact your Program Department.
 - B. Not less than three months prior to the departure date, complete and submit the Final Application and Itinerary for Extended Trip (Form B) to the Program Director for approval. **NOTE:** Any last minute changes must be approved by the Program Director.
 - C. Parent Permission for Extended Trip forms (Form C) and Standard Health Examination Record Forms will need to be given to all girls and adults in the group and returned to the Troop Volunteer prior to trip departure.
 - D. Complete the Extended Trip Report (Form D) within two weeks after returning and send it to the Program Director.
4. Obtain additional Girl Scout Insurance required for extended trips over 3 nights or longer (not including a three night trip over a Federal Holiday) and international trips. Applications for this insurance are available from the Program Director.
 - A. 3 Nights over a Federal Holiday: Accident/Basic plan OR Accident & Sickness/Plan 3E OR Tag-along/Plan 2
 - B. 3 Nights with no holiday, or longer than 3 Nights: Accident & Sickness/Plan 3 E
 - C. International: Accident & Sickness/Plan 3PI
5. Work closely with girls, parents, and the council to plan money earning events.
 - A. Have girls discuss troop plans for the year so that they understand the possible need for money-earning activities.
 - B. Establish money-earning goals especially for cookie sales. Discuss other methods of money-earning with girls as outlined in Safety Activity Checkpoint.
 - C. Discuss troop's financial status and possible needs with parents and/or troop committee.
 - D. Communicate information about potential troop money-earning events, trip's budget, troop's financial needs, etc. to parents at a parent meeting.
 - E. Agree on amount to be raised by troop and by each individual girl, and amount to be contributed by parent(s).
 - F. Discuss trip budget with girls once extended trip is decided upon.

REFERENCES: Safety Activity Checkpoint and Program Standards



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**PRELIMINARY APPLICATION FOR EXTENDED TRIP
 (FORM A) (Due Six Months Prior to Trip)**

For trips lasting three nights or longer and any international trips. Fill out application at least **six months** prior to departure and give the original and two copies to the Program Director for approval. For international trips make three copies of this form.

Troop # _____ Service Unit _____ Program Level _____ # of girls in troop _____

of girls planning to participate in the trip _____ # of adults participating _____

Troop Volunteer Name _____ Phone _____

Street _____ City _____ Zip _____

Trip Destination(s) _____ Email: _____

Tentative Travel Dates Departure _____ Return _____

Method(s) of Transportation _____

The troop (girls and adults) has taken the following steps: (please check steps completed)

- _____ Discussed our plans with the Program Director and decided that we are mature enough and work well enough together to benefit from the trip as an educational experience.
- _____ Held a meeting with parents to present the idea and secured their willingness to support the trip if it is approved.
- _____ Have Girl Scout Activity Form for group money-earning projects approved prior to activity.

Attach copies of:

- _____ Tentative budget and possible ways of financing the trip.
- _____ Our agreed upon plan for handling the troop funds if some members of the troop choose not to participate.
- _____ Alternate plan for using the money earned in case the trip does not materialize.

Action taken by Program Director:

_____ I have reviewed the above plans for troop trip and discussed any concerns with the Troop Volunteer. I have sent an approval letter and copy of this form back to the Troop Volunteer.

_____ At this time, I cannot approve these trip plans and have notified the Troop Volunteers.

Reason: _____

Signature _____ Date _____
 Program Director

CC: _____ Troop Volunteer _____ Service Unit Coordinator _____ Program Department



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**FINAL APPLICATION AND ITINERARY FOR EXTENDED TRIP
 (FORM B) (Due Three Months Prior to Trip)**

For trips lasting three nights or longer and any international trips which have been reviewed by the Program Director: Fill out application at least **three months** prior to departure and give the original and two copies to your Program Director for approval. For international trips make three copies of the form.

Troop # _____ Service Unit _____ Program Level _____ # of girls in troop _____

of girls planning to participate in the trip _____ # of adults participating _____

Trip Destination _____ Departure Date _____ Return Date _____

Method(s) of Transportation _____

Troop Volunteer's Name _____ Phone _____ Email _____

Street _____ City _____ Zip _____

Certified Individuals (as required per Safety Activity Checkpoint)

Camping _____ Cert exp _____ First Aid _____ Cert exp _____

Lifeguard _____ Cert exp _____ Other (_____) _____ Cert exp _____

Please attach a final copy of:

- _____ Final budget.
- _____ Day by day itinerary given to parents including overnight accommodations and mailing addresses at least three (3) weeks prior to departure.
- _____ Roster of names, addresses and telephone numbers of all girls and adults taking the trip, list of back home contact numbers and emergency phone numbers at home.
- _____ Copies of Certifications, showing name and expiration date, held by adults attending trip.

Indicate below the status of your plans: (check completed items)

- _____ Receive health forms on all participants
- _____ Received approval from Girl Scouts of Eastern Massachusetts on all contractual agreements.
- _____ Obtained most current copy of Council Emergency Procedures from the Program Director.
- _____ Provided the parents with a copy of final itinerary, names and emergency phone numbers.
- _____ Taken out trip insurance (contact Program Director)

Troop Volunteer _____ Date _____

Action taken by the Program Director:

- _____ I have discussed and reviewed the above plans with the Troop Volunteer and give my approval for this trip.
- _____ At this time I cannot approve these trip plans. Reason(s) for denial _____
- _____ I have sent a copy of this form and approval letter to the Service Unit Coordinator.

Signature _____ Date: _____
 Program Director

CC: _____ Troop Volunteer
 _____ Service Unit Coordinator



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PARENT PERMISSION FOR EXTENDED TRIP (FORM C)

(To be completed by Troop Volunteer)

Participant's Name _____ has permission to travel round trip to
(destination) _____ via (transportation method) _____

Trip Departs at (time) _____ AM/PM on (day/date) _____ and

Returns at (time) _____ AM/PM on (day/date) _____

Trip program and activities include (i.e. camping, sightseeing) _____

Parent Permission and Agreement

We (I) will obtain any necessary travel documents (birth certificates, passport, visa, etc.) and travelers checks. We (I) understand that the responsibility for the following rests with us (me):

1. Our (my) share of the financial support of this trip as outlined in the tentative trip budget.
2. All extra costs relating to transportation including:
 - A. Payment of any additional costs for early return home.
 - B. Ticket cancellation fees.
3. Insurance for our daughter's (my own) personal belongings. (Homeowner's or other insurance policy)
4. Medical expenses from departure to return; this includes follow up treatment for accidents.
5. Our daughter (I) will not participate in this trip if she is (I am) not in good health.

Adults accompanying the group reserve the right to send girls home for disciplinary reasons in which case parents are responsible for additional transportation costs.

To be signed by both parents or guardians of girl (where appropriate).

Parent/Guardian Signature _____ Date _____ Phone _____

Parent/Guardian Signature _____ Date _____ Phone _____

Troop Volunteer's Signature _____ Date _____ Phone _____



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EXTENDED TRIP REPORT (FORM D)

Complete and return Report Form within two weeks of trip. Keep one copy for your troop records and give original and a copy to the Program Director and your Service Unit Coordinator.

Troop Volunteers _____ Troop # _____ Service Unit _____

Trip Destination _____ Departed on _____ Returned on _____

Actual number of participants on trip: Adults _____ Girls _____

Health and Safety:

Please list below all First Aid treatment for burns, cuts, sprains, etc. and treatment for any illness or injury. (use separate sheet if necessary): If you filed any accident insurance claims, please give details on separate sheet.

Date	Name	Injury/Illness	Treatment	By Whom

FINANCES:

Troop Treasury:	Actual Cost of Trip:	
Estimated Cost _____	Transportation _____	
Total Cost _____	Overnight Lodging _____	
Balance _____	Meals _____	
	Program _____	
	* Other _____	

* Please Specify tips, cab fare, entrance fees, unexpected expenses and/or changes in plans.

Total Cost of Trip: _____

TRANSPORTATION: any comments?

PROGRAM: Briefly explain the highlights of your trip, any changes in plans, how the girls plan to share the experience with others and the results of evaluations with the girls. (Use separate sheet if necessary)

Signature of Troop Volunteer _____ **Date** _____

CC: _____ Service Unit Coordinator
 _____ Program Director



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MINORS PERMISSION for INTERNATIONAL TRAVEL FORM

Minors under the age of 18 traveling from the United States to any foreign destination, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

- 1. The child is traveling out of the United States with the permission of the parent.
2. That the non-traveling parent is aware that the child is leaving on the departure date and
3. The name(s) of the person(s) accompanying the child.

If the minor child is leaving the country without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

GSUSA is asking all minors to have BOTH PARENTS sign two (2) permission forms, which MUST be notarized. If parents are not together, parent consent from both parents is still necessary. If one parent is the custodial parent, there MUST be legal proof/documentation of the status. We have enclosed the forms for you if you are under 18. Please see that it is properly completed and BRING IT WITH YOU to orientation. YOU WILL NOT BE ABLE TO BOARD THE INTERNATIONAL FLIGHT ABROAD WITHOUT IT, IF YOU ARE UNDER 18.

PERMISSION TO ENTER FOREIGN COUNTRY FOR MINORS (under age 18)

This certifies that _____ has the permission of her undersigned parents/guardians to enter _____(country) to participate in an international trip approved by Girl Scouts of Eastern Massachusetts for the dates of _____.

Thank you for permitting her to enter your country.

Names of the responsible adults that will be accompanying the minor:

- 1. _____
2. _____

Signature of mother or guardian: _____

Print name of mother: _____

Signature of father or guardian: _____

Print name of father or guardian: _____

State of _____

County of _____

On this _____ day of _____ before me personally

Came _____, known to me,

And known by me to the parent or guardian of _____

Notary Public