



Girl Scouts of the Green and White Mountains

Serving New Hampshire and Vermont

PO Box 10832

Bedford, NH 03110-0832

888-474-9686

Thanks for expressing interest in taking an extended trip! An extended trip is considered any trip longer than two nights. In order to take an extended trip there are some guidelines that your girls need to follow.

Paperwork:

1. Travel Plan for Extended Trip Form: Detailed information and planning tool. This form must be submitted before your district office will approve money-earning activities. Submit at least four months before the departure for a domestic trip, and at least one year before the departure for international trips.
2. Travel Checklist: Should be used throughout the process of planning a trip.
3. Required Supplemental Travel Insurance: For trips within the United States it is an additional \$0.29 per person per day. For international trips it is an additional \$1.17 per person per day. (*You will receive this form once you have full approval for a trip.*) This form should also be completed and submitted no less than ten days before your trip, so that it can be signed and forwarded to Mutual of Omaha before your trip.
4. Permission for Money Earners: This form is completed by the girls and submitted to the district office for approval before the activity takes place.
5. Money-Earning Report: This form is completed and submitted to the district office after the money-earning activity is completed. It should be sent in within two weeks of the activity completion.
6. Extended Trip Report: This form is completed during your trip (or immediately following) and must be submitted within two weeks after the trip is completed.

Money Earners:

- Girls must participate in the Council-sponsored cookie sale (the Fall Product sale is optional) in order to complete additional money-earning activities.
- The first Permission for Money Earner form should be submitted to the appropriate district office for approval at least four weeks prior to the event.
- Any additional money earner requests must be submitted through the district office, to the Chief Executive Officer (CEO) or authorized designee for approval at least four weeks prior to the event.
- Money earners will not be approved if there is no report from previous money earners that have occurred.

Please remember to keep a copy of all forms for your own records, just in case of a mail issue. If you have any further questions about the trip process, please get in touch with the Girl Leadership Experience Team.