

Time Line for Domestic Extended Trips

Any trip that is outside of New England and/or upstate New York and/or is longer than 2 nights is an extended trip.

Step 1- Four to six months prior to the trip:

_____ [Intent to travel form](#) This must be turned in at least 4-6 months prior to the trip. Trip paperwork not turned in 4-6 months prior to the trip will be denied.

_____ All Adults need to start the process of becoming an approved volunteer. All adults must have completed volunteer process- become a registered member, complete the background check process and watch GS101.

_____ At least one adult will be CPR/1st Aid Certified on the trip dates.

_____ Completed [Check list](#) for Troops Going on an Extended Trip

_____ Ensure all activities follow Girl Scout Safety Activity Checkpoints

_____ Discuss with girls how they will earn money for the trip. Fall Product Sale, Cookie Sale and money earners need to be part of the budget. No more than 1/3 of the cost of the trip should be asked of girls and/or their families.

_____ Girls start to plan tentative itinerary that includes travel plans, lodging, accommodations, and activities.

_____ Hold a parent meeting to make sure parents are informed of the troop's plans and share as much as you know about the trip at this point. It is extremely important that parents understand the planning, money earning and expected behaviors from the very beginning. Use the [Parent Meeting for Extended trips](#) form to help in planning your parent meeting

Step 2- Four to six weeks prior to the trip:

_____ Submit a detailed itinerary that includes travel arrangements, lodging (with contact information), and a schedule of daily activities.

_____ If lodging will be in a private home, rental home, or campground, you must provide a certificate of insurance for the location. If using a private home, parents must sign a form stating that they understand GSGWM has not inspected the home.

_____ Submit a detailed budget that includes money earned and how funds will be used to pay for the trip. You can use the [Troop Trip Budget worksheet](#) on our website for guidance.

_____ Submit list of all participants and emergency contact information.

_____ Submit copies of CPR/1st certification.

_____ Provide certificates of insurance for any high risk activities, including (but not limited to) amusement parks, white water rafting, life guard certifications for swimming, and adventure courses.

Step 3 – two to three weeks prior to the trip:

_____ Completed 3P travel insurance with payment sent to the Bedford office. Form will be sent to the troop leader with final approval paperwork.

_____ Submit any changes to information already sent.

Step 4 – two weeks after the trip

_____ Submit a final report to the Bedford office. Troops will receive this with final approval paperwork.