

Time Line for International 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. Any trip that is outside of the USA and requires documentation to enter another country is an International Trip.

Step 1- At least one year prior to the trip:

_____ [Intent to travel form](#) This form must be submitted at least one year prior to the trip. Intent to Travel paperwork not turned at least a year prior to the travel date will be denied.

_____ All Adults need to start the process of becoming an approved volunteer. They will need to register as a Girl Scout member, have a current background check and complete 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 form](#) to help in planning.

_____ Make sure girls and parents are aware of what is needed to travel to your destination (passport, visa, consent to travel form notarized, and health forms. For more information, go to www.state.gov/travel

Step 2- 6 months prior to the trip

_____ Ensure all adults and girls have proper documentation to travel outside of the USA.

Step 3- 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 [Budget form](#) from our website as a guide.

_____ 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.