

Timeline for International Extended Trips

Any trip that is outside of the United States and requires documentation to enter another country is considered an international trip.

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

- _____ [Intent to Travel form](#): This must be submitted *at least one year prior* to the trip. Intent to Travel paperwork not turned at least a year prior may be denied.
- _____ Chaperones: All adults must have completed the volunteer process including becoming a registered Girl Scout, completing the background check process, and GS101.
- _____ CPR/First Aid: At least one adult must be CPR/First Aid certified on the trip dates.
- _____ Complete the [Checklist for Troops Going on an Extended Trip](#)
- _____ Activities: Ensure all activities follow [Girl Scout Safety Activity Checkpoints](#)
- _____ Money Earners: Discuss with the girls how they will earn money for the trip. Fall Product, Cookie and money-earning activities need to be part of the budget. It is recommended that no more than 1/3 of the cost of the trip should be asked of girls and/or their families.
- _____ Itinerary: Girls start to plan a tentative itinerary, including travel plans, lodging, accommodations, and activities.
- _____ Parent Information Meeting: 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 beginning. Use the [Planning Your Parent Meeting](#) form as a guide.
- _____ International Documents: Make sure girls and parents are aware of what is needed to travel internationally (passport, visa, notarized consent to travel form, and health forms). For more information, visit the [U.S. Department of State website](#).

Step 2 - Six months prior to the trip:

- _____ International Documents: Ensure all adults and girls have proper documentation to travel outside of the USA.
- _____ Parental Permission: Remind all participants they must have written notarized parental permission from parents/guardians to leave the country.

Step 3 - Four to six weeks prior to the trip:

- _____ Itinerary: Submit a detailed itinerary that includes travel arrangements, lodging (with contact information), and a schedule of daily activities.
- _____ Lodging: Please refer to Safety Activity Checkpoints for utilizing AirBnB, VRBO, or Homeaway. If you will be lodging at a campground, you must provide a Certificate of Insurance for the location.
- _____ Budget: Submit a detailed budget that includes money earned and how funds will be used to pay for the trip. Use the [Troop Budget Worksheet](#) as a guide.
- _____ Participant List & Emergency Contacts: Submit a list of all participants with emergency contacts that will not be on the trip.
- _____ CPR/First Aid: Submit copies of CPR/First Aid certification.

_____ Insurance: Check Safety Activity Checkpoints and Council Policies and Procedures in the Troop Packet to determine if you will need a Certificate of Insurance for your planned activities. Contact GSGWM for assistance on activities you're not sure about.

Step 3 - Two to three weeks prior to the trip:

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

_____ Changes/Updates: Submit any changes to information already sent.

Step 4 - Two weeks after the trip

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