

## Timeline for Domestic Extended Trips

Any trip that is longer than 2 nights and/or is outside New England or New York is considered 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 may be denied.
- \_\_\_\_\_ Chaperones: All adults need to start the process of becoming an approved chaperone. At least 2 adults must have completed the process to become a troop leader (registered as members and completed the GSGWM volunteer process, background check process, and current training).
- \_\_\_\_\_ Ensure anyone driving girls other than their own is an Approved Driver. Volunteers must submit copy of car insurance binder/declaration page to show appropriate coverage. Refer to Council's Policies and Procedures under Transportation for requirements.
- \_\_\_\_\_ 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](#).
- \_\_\_\_\_ Ensure all activities follow [Girl Scout Safety Activity Checkpoints](#).
- \_\_\_\_\_ Money Earners: Discuss with girls how they will earn money for the trip. Fall Product, Cookie, and money-earning activities 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.
- \_\_\_\_\_ 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.

### Step 2 - 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 and emergency contact information.
- \_\_\_\_\_ 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 3P 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.