

This checklist is intended to help organize planning and paperwork in preparation for Girl Scout troops or groups traveling on a domestic overnight lasting three or more nights or an international trip of any length. Reminder, travel of this type is advised for Girl Scout Juniors and older.

- **Intent to Travel Application** [\[link\]](#)
  - Complete for domestic travel lasting more than three nights or international travel of any length *prior to formalizing any plans and no less than 120 days prior to departure.*
  - Attach a roster of participants; include all adults and youth traveling.
  - Submit to [info@gshnj.org](mailto:info@gshnj.org) and await an appointment to discuss with a GSHNJ staff member.
- **Planning Resources** | Use these resources to guide your Girl Scouts in the planning of the trip.
  - [Safety Activity Checkpoints](#)
  - [Guide to U.S. Travel](#)
  - [Global Travel Toolkit](#) | Girl Scout's guide, adult's guide, appendix, travel log
  - [Money Earning Approval Request](#)
  - [Request for Authorized Signature](#) | allow up to 10 business days for processing
  - Activity Insurance | Plan [3P](#) or [3E](#) required for activities lasting 3+ nights; [Plan 3PI](#) required for international travel | allow up to 15 business days for processing
  - [Certificates of Insurance](#) | allow up to 30 days for processing
- **Emergency Action Plan** | Created by Event Coordinator following Safety Activity Checkpoints.
  - Medical emergencies; accidental injury; COVID-19 travel restrictions
  - Weather-related emergencies
  - Fire
  - Missing/lost traveler
  - Contact list
  - Pre-determined roles and responsibilities of adults
  - Exit strategy; vendor cancellation/refund policies
  - Communication chain
  - On-trip activities preparation
- **Required Forms for Minors** | Received from GSHNJ staff during trip application review.
  - Minor Health History
  - Notarized Authorization for Medical Treatment
  - Notarized Permission to Travel Form for Minors (int'l travel only)
  - Media Release
  - Color copy of passport (int'l travel only)
- **Required Forms for Adults** | received from GSHNJ staff during trip application review.
  - Adult Health History
  - Notarized Authorization for Medical Treatment
  - Media Release
  - Color copy of passport (int'l travel only)
- **Recommended for All Travelers** | Created by travel group.
  - Standards of Personal Conduct | [template](#)
  - Group Agreement | [page 19](#)