

**For any trip of more than three nights or more than 200 miles out of council borders. Application must be submitted to [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org).**

This checklist is intended to help organize forms and resources that will need to be completed prior to travel. Please use this form as a planning checklist as you guide the girls in planning their trip. Underlined forms must be submitted to Girl Scouts of Oregon and Southwest Washington (GSOSW) for approval.

## Extended Travel Application Packet

Extended Travel is approved by submitting the two forms included:

- ▶ **Extended Trip – Intent to Travel Notification** (121a) is to be completed at the beginning of trip planning at least six months prior to travel.
- ▶ **Extended Trip – Travel Planning Summary** (121b) is to be completed three months prior to travel. Any changes to this form must be submitted separately no less than one month prior to travel.

## Requirements

- All participating adults must be registered members of Girl Scouts, have a current and approved background check on file with the council, and must have completed the initial volunteer trainings (*Volunteer Essentials and Safety*).
- All *GSOSW In-Person Troop/Group Meeting Guidelines, Safety Activity Checkpoints* and GSOSW policies and procedures must be followed.
- CPR/First Aid Certification must be obtained by at least one approved adult volunteer going on the trip.
- At least one approved adult volunteer going on the trip must have completed all applicable trainings (GSOSW Foundations, Mandatory Reporter, Day Trips, Indoor Overnights, Extended Travel Training and Outdoor Skills for trips that include camping).

## Girl Information (per attending girl)

- Participation agreement and/or behavior agreement
- Extended Travel Permission Slip
- Girl Health Exam Form
- GSOSW Assumption of Risk, Release and Waiver of Liability Relating to CORONAVIRUS/COVID-19*
- Any waivers/releases for activities on trip (to be signed by parent/guardian)
- Copy of COVID-19 vaccination card or negative viral test taken 1-3 days before trip

## Adult Information (per attending adult)

- Participation agreement and/or behavior agreement
- Adult Health Exam form
- Copies of Driver's License and Insurance card for all drivers
- GSOSW Assumption of Risk, Release and Waiver of Liability Relating to CORONAVIRUS/COVID-19*
- Any waivers/releases for activities on trip
- Copy of COVID-19 vaccination card or negative viral test taken 1-3 days before trip

## Insurance

- For Extended Travel Insurance, email [insurance@girlscoutsosw.org](mailto:insurance@girlscoutsosw.org) with trip location, dates and number of participants.
- It is recommended that troops purchase the trip insurance offered through lodging or transportation vendors. Be sure to read through the policy to make sure it covers pandemic and other appropriate reasons for cancellation.

## Cookie/Nut Credits

- If girls plan to transfer Cookie/Nut Credits to the troop for the trip or use their adventure pass, submit the *Cookie/Nut Credit Transfer Request* (form #238) at least four weeks prior to when funds are needed. You must have approved travel paperwork on file with the council before funds will be transferred.



# Extended Trip - Intent to Travel Notification

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*This form is required for any trip of more than three nights or more than 200 miles out of council borders. Submit completed form by email to [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) or fax to 541-857-8525 at least six months in advance of your planned trip. Please retain a copy of your form and approval.*

**Due to COVID-19 continuing to present significant health and safety challenges across the council, proof of vaccination is required for overnight troop travel. Unvaccinated members must submit negative COVID-19 test results before traveling.**

Troop/Group # \_\_\_\_\_ Service Unit # \_\_\_\_\_ Dates of Trip: From \_\_\_\_\_ To \_\_\_\_\_

Adult in Charge \_\_\_\_\_ Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Other Adult Chaperones (all must go through the Volunteer Application Process): \_\_\_\_\_

Level of girls at the start of current membership year (beginning October 1):  JR  CAD  SR  AMB

Adult/girl ratio verified: # of girls \_\_\_\_\_ # of adults \_\_\_\_\_

If you are bringing adults beyond safety ratio, please explain: \_\_\_\_\_

Final Destination \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

***I understand all of the following requirements must be met at least six weeks prior to the scheduled departure date for this trip:***

C	I	NN	(C = completed, I = in progress, NN = not needed)		
			"Grade Level"	Name	Date (mm/dd/yy)
			"Day Trips"	Name	Date (mm/dd/yy)
			"Indoor Overnights"	Name	Date (mm/dd/yy)
			"Extended Trips"	Name	Date (mm/dd/yy)
			Currently Certified First Aid/CPR	Name	Expires (mm/dd/yy)
			"Wilderness First Aid"	Name	Expires (mm/dd/yy)
			"Outdoor I" (camping at established campgrounds)	Name	
			"Outdoor II" (camping at primitive campgrounds)	Name	
			Lifeguard Certification - For all water activities offered including use of hotel swimming pools	Name	Expires (mm/dd/yy)
			Small Craft Safety Certification		Expires (mm/dd/yy)

**Please indicate all of the following that apply:**

- Primitive camping (NO water, toilets or electricity)
- Backpacking
- Personal home/cabin
- Camping in established campground
- Hostels, community buildings, hotels
- Vacation rental (privately or commercially owned)

What other overnight trips has the troop/group taken to prepare for this trip?

Date	Location	Length of Trip



# Extended Trip - Intent to Travel Notification

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*We understand these amounts are estimates only - make your best guess. You should revisit this budget as final trip plans are formalized. Add an additional page for budget items.*

What are the girls doing to plan/prepare for this trip? How will the Girl Scout Leadership Experience be incorporated into their trip (girl-led, learning by doing, cooperative learning)?

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## Preliminary Budget

Trip Expenses	Per Person	Total
Admission Fees		
Lodging/Site Fees - Type of lodging:		
Food		
Insurance		
Transportation Costs - Type of transportation:		
Other Expense - Describe:		
Other Expense - Describe:		
<b>Subtotal</b>		
Add 10% Emergency Fund		
<b>Total Projected Expenses</b>		

Trip Funding	Per Person	Total
Girl Contribution (Family Portion)		
Troop Contribution - At start of trip planning:		
Troop Money Earning - Troop goal:		
Product Sales Credits		
Other Income - Describe:		
<b>Total Projected Income</b>		

Any special circumstances that affect the budget? \_\_\_\_\_

**No purchase or reservations towards this trip will be made prior to receiving approval of this form 121a.**

*I hereby verify that the above information is correct and that I will follow all council policies, standards and procedures and Safety Activity Checkpoints in regards to extended trips.*

Signature of Adult in Charge \_\_\_\_\_ Date \_\_\_\_\_

**Submit completed forms by email to [answers@girlscoutsosw.org](mailto:answers@girlscoutsosw.org) or by fax to 541-857-8525.**

FOR OFFICE USE ONLY	Date Received _____	Paperwork Review Date _____
Reviewed & confirmed chaperones VAP approval _____	Updated travel database _____	
Initial Approval? _____	Conditional? _____	Denied? _____
Reason _____		
Leader Notified _____	By _____	Date _____