

EXTENDED TRAVEL CHECKLIST
A guide to help make your troop trip a success!

Extended travel is defined as any domestic trip three nights or longer in length or any international trip.

Six to Twelve months before a domestic trip --- Eighteen months to Two Years before an International Trip.

- Evaluate troop/group readiness for trip, including age minimums for domestic and international trips.
- Girls/volunteer adults begin the planning process. Where? When? Why? How much? What?
- Complete and submit [Troop / Group Travel Application](#)
- Review [Safety Activity Checkpoints](#), [Volunteer Essentials](#) and Emergency Procedures for planning trips with girls, for safety requirements for each activity, and car/van rentals.
- Discuss plans with all Troop Volunteers, SU Administrator Team and Membership Development Specialist.
- Contact the MDS and/or the Girl Experience Program staff with any questions or submit your question to customercare@gsle.org.
- Hold parents' meeting. Get support for your plans.
- Set up a tentative budget. Include travel insurance costs and alternate use of funds if the trip does not take place.
- Ensure that your month-by-month troop program plans achieve a proper balance between regular program and trip activities. The troop/group activities should not just be the trip or just be program. It should be a blend of activities so that the girls do not get bored with one topic.
- Discuss and plan money-earning projects. Set cookie and fall product sale goals. Submit the GSLE [Troop Money-Earning Application](#). Participation in the cookie product sale is expected for additional money earning. Troop Money-Earning Application must be approved before money-earning for trip can begin.
- Organize post trip sharing with council and sister Girl Scout troops and groups.

One to Three months before trip --- The countdown begins.

- Update Extended Travel Application **One to three months before departure**. DUE: _____
 - Certificates of Liability
 - All activity specific certifications
 - First Aider certifications
 - Final budget
 - Final itinerary
 - Emergency contacts and procedures
 - [Parent Permission for Extended Travel](#)
 - [Extended Travel Health History](#)
- Travel arrangements: Ensure all transportation contracts or hold harmless agreements are approved and signed by Girl Scouts Louisiana East CEO.
- Parent meeting set to go over final itinerary, procedures, and permissions.



- Sickness, extended trip or High Risk activity should use [Plan 3P](#) and international trip insurance requires [Plan 3PI](#)
 - (Submit Insurance requests to Kimberly Hennegan <mailto:khennegan@gsle.org>)
- International trips – obtain notarized [Minor Permission for International Travel](#)
- Review State Department Travel Advisories
- Enjoy trip!

Post travel/trip expectations: Back home commitments

- Evaluate the trip with all participants.
- Complete and submit [Extended Travel Completion Report](#) within two weeks after returning.
- Share what you did with other Girl Scouts and the community.
- Send "Thank you letters" where applicable, i.e.: drivers, hosts, parents.

PROCEDURES FOR EXTENDED TRIPS

The Qualified Troop will have demonstrated readiness for this trip by:

1. Participating in a progression of activities leading up to this trip.
2. Blocking out a month-by-month troop program outline in order to achieve a proper balance between regular program and trip activities.
3. Selecting a trip which is age appropriate and meets all the appropriate program standards as outlined in [Safety Activity Checkpoints](#). Steer clear of trips girls can take with their families. Focus on trips that offer an educational component. This means incorporating some incredible cities, historic sites, skill building workshops, and museums, around the country.

The Troop Volunteer will:

1. Be well informed regarding Girl Scouts Louisiana East Council policies and procedures. Review Extended Travel forms and procedures. Understand current guidelines regarding emergency procedures, contractual agreements, money-earning guidelines, and trainings required.
2. Review in [Safety Activity Checkpoints](#):
 - a. Activity Checkpoints for planned activities
 - b. Program standards
 - c. Adult certifications required for planned activities.
3. Work closely with the girls and council staff (Membership & Girl Experience Program) throughout all stages of planning. Keep the Membership Development Specialist informed of plans as they can provide additional support and assistance to you.
 - a. Complete the Extended Travel Application a minimum of six months prior to the departure date.

NOTE: *Additional extended domestic trips or trips to another country will require a planning period longer than six months. It is recommended that two years be allowed in preparing for trips requiring large expenditures of money and/or extensive program planning. For international trips review [Safety Activity Checkpoints](#) and discuss with your Membership Development Specialist.*
 - b. Three months prior to the departure date, update the Extended Travel Application with the following: Certificates of Liability, All activity specific certifications, First Aider certifications, Final budget, Final itinerary, Emergency contacts and procedures, [Parent Permission for Extended Travel](#), [Extended Travel Health History](#)



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- c. Complete the [Extended Travel Completion Report](#) within two weeks after returning.
- 4. Obtain additional Girl Scout Insurance required for trips outside of council jurisdiction, extended trips over 3 nights or longer (not including a three-night trip over a Federal Holiday) and international trips.
 - a. 3 Nights or longer, a High-Risk Activity, or Accident & Sickness---[Plan 3P](#).
 - b. International: Accident & Sickness ---[Plan 3PI](#)
- 5. Work closely with girls, parents, and the council to plan money-earning events.
 - a. Have girls discuss troop plans for the year so that they understand the possible need for money earning activities.
 - b. Establish money-earning goals especially for cookie and fall product sales. Discuss other methods of money-earning with girls as outlined in [Safety Activity Checkpoints](#).
 - c. Discuss troop's financial status and possible needs with parents and/or troop committee.
 - d. Communicate information about potential troop money-earning events, trip's budget, troop's financial needs, etc. to parents at a parent meeting.
 - e. Agree on amount to be raised by troop and by each individual girl, and amount to be contributed by parent(s).

Travel Application Guide:

1. You can access the GSLE Online [Troop / Group Travel Application](#) here or by visiting our website at www.gsle.org, forms and documents, Trip and Safety Forms, [Travel Application](#).
2. If you are applying for an extended or international trip, you will submit this form twice. The first time, you will submit the initial trip information. Once this is approved, you will receive an email that will allow you to update your application with your final details. This link is only available once and is due no later than 3 months prior to your departure. Please be sure that you have all of your trip information available to you when you are ready to submit your final application. We suggest that you print a copy of your initial approved application and make notes of all needed updates before you access your application for final update and approval. As you update each section of the application, remember to change your submission status from "Requesting Initial Approval" to "Requesting Final Approval".
3. Should you have any questions concerning travel or trip preparation, please email travelingtroops@gsle.org.

REFERENCES: [Safety Activity Checkpoints](#), [Volunteer Essentials](#)



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