

Find all Travel Forms online at:

<http://www.kansasgirlscouts.org/en/our-council/forms---documents.html>

Bolded Items must be submitted to a GSKH office for approval. Use the **Date** box to track date submitted.

Italicized Items must be collected and maintained by the Leader/Advisor in charge of the trip.

Day Trips (depart and return within the same day)

- Review *Safety Activity Checkpoints* for all planned activities
- Travel Application*** (submit at least 6 weeks before travel) Date _____
*If cookie credits are not being requested, a Travel Application is not required for day trips.
- Collect *Health History and Authorization* forms for all participants
- Collect *Permission Form for Troop/Group Activities* for all girls

One or two night trips (including in-town overnights at non-council owned property)

- Review *Safety Activity Checkpoints* for all planned activities
- Travel Application*** (submit at least 6 weeks before travel) Date _____
*If the trip is to a GSKH camp/property, the Travel Application is not required.
Instead, submit a **Facility Use Application**.
- Collect *Health History and Authorization* forms for all participants
- Collect *Permission Form for Troop/Group Activities* for all girls

Three or more night trips

- Review *Safety Activity Checkpoints* for all planned activities
- Travel Application*** (submit at least 12 weeks before travel) Date _____
*If the trip is to a GSKH camp/property, the Travel Application is not required.
Instead, submit a **Facility Use Application**.
- Collect *Health History and Authorization plus Medical Exam* form for all girl participants
- Collect *Health History and Authorization* forms for all adult participants
- Collect *Permission Form for Troop/Group Activities* for all girls
- Purchase supplemental insurance** through GSKH shop Date _____

International Travel

- Review *Safety Activity Checkpoints* for all planned activities
- Contact Girl Scout affiliated tour company to begin coordinating trip
- Travel Application** (submit at least 6 months before travel) Date _____
- Follow all guidelines and timelines presented by Girl Scout affiliated tour company
- Collect *Health History and Authorization plus Medical Exam* form for all girl participants
- Collect *Health History and Authorization* forms for all adult participants
- Collect notarized *Permission to Travel Form for Minors* for all girls
- Collect notarized *Authorization for Medical Treatment* for all girls
- Purchase supplemental insurance** through GSKH shop Date _____

Cookie Credits

Cookie Credits can be used for travel if the destination is at least 125 miles one-way from origin. Once the Travel Application is approved, submit the following to a GSKH office.

- Submit **Troop Cookie Credit Request for Travel** form (submit 4 weeks before travel) Date _____
*Each parent must sign to authorize use of his/her daughter's cookie credits.

Questions? Contact us at 1-800-686-MINT(6468) or info@gskh.org.

Travel Surveys: Following the trip, please submit surveys to info@gskh.org or mail to:
Girl Scouts of Kansas Heartland, 360 Lexington Rd, Wichita, KS 67218