TRAVEL CHECKLIST

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)*
  - *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)*
  - *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)*
  - *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

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)*
- 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

**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)*
  - *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