

Travel



Description

Follow the process below to notify council staff of travel of three nights or longer or over 350 miles from your meeting location. Work with your local membership staff person to ensure proper steps are followed.



Process

- ☐ Complete Travel Training on gsLearn.
- ☐ Always refer to Safety Activity Checkpoints to verify if approval is needed for an activity, what levels can participate in the activity, and what guidelines need to be followed.
- ☐ Complete Intent to Travel form if trip is greater than six months away. We recommend submitting for international travel at least 1 year in advance.
 - a. To complete this form please use your estimated time frame for travel and numbers of Girl Scouts and adults attending.
 - b. You will finalize this information when you complete the Extended Overnight Trip Application.
- ☐ Complete the Extended Overnight Trip Application at least 45 days prior for trips fewer than 350 miles and 3 months prior for trips greater than 350 miles. If you have any questions on completing the application, please see your local membership staff person. The International Addendum is required for travel outside the continental US.
- ☐ Respond to staff person's questions and requests for information regarding the trip as quickly as possible to expedite the approval process.

Please reach out to your local membership staff person with any questions.

Processes are subject to change. Always refer to Volunteer Essentials, Safety Activity Checkpoints, and your local membership staff person for the most current information.