
Travel Checklist

Planning a trip is a lot of fun and also a lot of details! Here's a checklist to help you stay organized. Look for forms in the [travel section of *Volunteer Essentials*](#), as well as the [Forms](#) page of gswpa.org.

- Complete appropriate training such as First Aid/CPR/AED, *Let's Go Travel Training*, and *Let's Go Camping 1* and *Let's Go Camping 2*. See the [Volunteer Training](#) page for full details.
- Determine the type of trip (day, overnight, extended overnight (more than two overnights), international, or cruise).
 - If international, review the International Travel Checklist on the next page.
- Determine who is going.
 - Are all volunteers active members and approved?
 - Do you meet the volunteer-girl ratio?
 - Is everyone attending a registered member? (Note: additional insurance is needed for non-members actively participating in trips/events.)
- Choose your location.

Is the facility/transportation approved? You can check the [Insured Sites & Facilities](#) page at gswpa.org.

 - If the facility/transportation company is on the approved list, a certificate of liability insurance is already on file with Girl Scouts Western Pennsylvania.
 - If the facility/transportation company is not found on the approved list, a certificate of liability insurance must be obtained by the volunteer and sent to Girl Scouts Western Pennsylvania.
- Develop the itinerary or purpose of your trip focusing on the Girl Scout Leadership Experience (GSLE).
- Start planning for age-appropriate activities.
 - Review [Safety Activity Checkpoints](#) at gswpa.org
 - [Travel section of *Volunteer Essentials*](#)
- Select departure and return dates
 - Consider other obligations (school, holidays, weather, etc.).
- Determine Budget. Note: start planning goals for the MagNut and cookie programs and additional money-earning activities where applicable. For more information, view the [Additional Money-Earning Policy and Procedure](#). If you need help with your trip/activity, contact customer care at 800-248-3355 or customer care@gswpa.org.
- Complete [Trip & High-Adventure Application](#)
- See the Trip & High-Adventure Application Procedure for additional paperwork that may need to be submitted.

International Travel checklist:

In addition to all of the above:

- Determine the readiness of the attendees (both physically and mentally).
- Consider developing a Travel Committee with your girls/families. Typical roles include:
 - trip planning development,
 - coordinating meetings with the Travel Committee, and
 - supporting group development and progression.
- Minimize culture shock.
 - Explore the culture you'll visit.
 - Talk with other groups that have been to the area.
 - Familiarize the group with common phrases in the local language.
- Attendees must have the proper travel documentation such as passports and vaccinations. (Note: "up to date" is not an acceptable entry on a health history form.) Check your destination on the U.S. Department of State website at travel.state.gov to make sure all entry requirements and vaccinations prior to travel.
- Financials
 - Create a trip payment calendar.
 - Know what form of currency is used and how much you'll need.
 - It's recommended to exchange currency beforehand from your local bank or to use an ATM at your destination to withdraw cash. Also, check with your bank and credit card company for fees associated with international travel to avoid any surprises.
 - If using credit cards, be sure it is one accepted internationally, and call the credit card company to alert them to your travel.
- Packing Smart
 - Create a list of items needed that are appropriate for the culture you're visiting.
 - Be sure that all items are acceptable for air travel and when crossing borders.
 - Consider luggage requirements, both for airlines (some budget airlines have VERY strict requirements) and in terms of transporting your bag when you arrive. Think of carrying your bag down a cobblestone street and how realistic it is for getting around your destination. Also, if you plan on purchasing souvenirs, make sure you leave space when packing your luggage.
- Keep girls and parents informed and involved in the planning process.
- Make airline and lodging reservations.

More detailed information on trips, forms, and high-adventure activities can be found in [Volunteer Essentials](#).

Additional resources:

[Girl Scouts of the USA travel resources](#) available at girlscouts.org/travel
[Safety Activity Checkpoints](#)