

Progression Tip: Trips and outdoor experiences are based on progression and youth readiness. Follow the guidelines in this checklist and in the online training to ensure your Girl Scout travels are a success!

Planning: 2-6 months before traveling with youth. For longer and farther trips, it can take 9-12 months.

1. Mission, purpose and program quality

- Determine what skills, readiness, or experience Girl Scouts might need to gain before the trip.
- Discuss logistics of the trip (why, who, what, where, when, and how to get there).
- Consider options and make tentative decisions based on interest, costs, and feasibility.

2. Money, timeline, and responsibilities

- Determine trip budget, including funding source (troop funds, family contributions, is it necessary to earn money first?). Use the [Trip & Outdoor Budget Planning Tool](#).
- Set up a planning timeline.
- Begin fitting trip preparations into on-going troop activities. Explore related badge work.
- Recruit necessary adult chaperones and inform families with general trip info (date, cost, etc).

3. Training and safety

- Complete your [required training in gsLearn](#). Troop Leaders should complete a New Troop Learning Path option, then take the 636 Trip & Outdoor Advisor learning path when they are ready to venture out. Other required roles with training include, the Trip & Outdoor Advisor, Troop Chaperone/Helper, Troop First Aider, and Troop Driver (if transporting youth). You can find all [available Role Learning Paths](#) in the Content Library.
- Enlist an appropriate *First Aid/CPR/AED* trained adult.
- Review [Volunteer Essentials: Safety-Wise](#) for adult supervision and transportation standards.
- Identify qualified drivers and chaperones. Ensure their background check and membership are current, and they have completed the 636 Troop Driver and/or 636 Troop Chaperone/Helper learning path in gsLearn. You can have them print out their [Achievements Report](#) from gsLearn.
- Review the [Safety Activity Checkpoints](#). Are *Safety Activity Checkpoints* written for the activity? Share them with vendors, parents, and youth, as appropriate.
- Develop an Emergency Management Plan and review [Volunteer Essential: Safety-Wise: Emergencies, Accidents and Incidents](#) and share with all.
- Assemble a first aid kit. Reference the [Anatomy of First Aid Kit](#).

4. Clarify details

- Refine purpose of trip, money-earning projects, trip schedule, equipment needed, meals and snacks, who will bring what, how the troop will travel, etc.

5. Girl Scout approval

- Submit the online [Trip or High-Adventure Approval Form](#) before any non-refundable plans are made and at least:
 - **2 weeks before** in-state trips and events
 - **6-12 weeks before** out-of-state trips and events
 - **6-12 months before** international trips and events
- Submit contracts or agreements, if needed, on your Trip or High-Adventure Approval Form.
- Begin confirmations, payments, and accumulation of the following, after approval:
 - Paperwork listed in [Paperwork section](#)
 - Reservations with venue or vendors
 - Transportation details (drivers, train passes, bus tickets, etc.)

6. Finalize details and logistics

- Finalize itinerary and budget.
- Purchase and pack meals, snacks, and equipment.
- Review safety plans and rules to be followed (team agreements, Kapers, patrols).
- Orient families to the trip.

7. Paperwork

- Connect with the [Risk Management Department](#) to ensure your Trip or High-Adventure Approval Form is approved.
- Verify [Girl Health History Forms](#) and [Adult Health History Forms](#) are up-to-date (must be dated/signed within 2 months of any overnight activity).
- Verify [Activity/Event Permission Forms](#) are signed.
- Verify [Troop Driver forms](#) are completed/updated.
- Assemble Trip Folders for each driver.
- Share reservation and transportation copies, receipts, maps, etc. with drivers.
- Obtain additional [insurance](#), members without insurance (Plan 3P), out-of-state trips (Plan 3E), or international trips (3PI)
- Download the [Accident/Injury Report Form](#), [Incident Report Form](#), [Media Information Sheet](#), and [Mutual of Omaha Claim Form](#).
- Download the [Council Emergency Plan](#) and [Emergency Cards](#) and share with troop adults/chaperones.

8. Confirm details

- Provide details and caregiver contact info, give to at-home emergency contact person.
- Double-check lodging and transportation arrangements; check for road closures and weather.
- Provide final reminders to youth and families.

9. Travel time! Let's Go!

- Have fun!
- Follow established rules.
- Stay with your buddy.
- Be flexible!

10. Debrief and wrap up paperwork

- Evaluate and debrief with the youth and adults who participated (may be 2 conversations).
- Share stories of success with families; let them know of any challenges you faced.
- Keep evaluation and debrief notes in troop records.
- Celebrate your success. Give out earned badges or patches that were part of the trip/outdoor experience.
- Gather receipts, tally expenses, and manage reimbursements.
- Log income and expenses in a detailed financial report to share with youth, caregivers, and Troop Treasurer.
- Learn from your experience and start planning your next adventure!

Required Training

Troop Leaders and Trip and Camp Advisors should take the appropriate training for the activities they will be doing with youth. The 636 Trip & Outdoor Advisor learning path should be completed by both the Troop Leader and the Trip/Camp Advisor and is a prerequisite to our other Trip & Outdoor Advisor courses. Our menu of training options is designed with progression in mind, so that you can learn the information you need for the types of trips and outdoor activities you will be doing with youth. You can find all available [courses](#) and [learning paths](#) on [gsLearn](#).

Please note: Each leader/advisor does not need to take all the courses. Course completions can be shared between 2 or more roles, so long as they complete the courses required for the activity. Depending on the roles in your troop, at least one adult who will be planning and attending the trip will need to complete the required training for the activities you will be doing.

For example, when you are ready for your first indoor overnight where youth will cook indoors, the Trip Advisor could complete the Trip & Outdoor Advisor Learning Path, Sleep in, and Cook In courses. However, when you are ready for your first outdoor sleep out with a campfire, your Camp Advisor could complete the Trip & Outdoor Advisor Learning Path, Campfire, and Sleep Out courses. So long as both the Trip and Camp Advisors will be planning and attending the trip, one person does not have to complete all training.

636 Trip & Outdoor Advisor Learning Path

Before you leave your regular meeting location for a local field trip, day trip. This course is also required before all other Trip & Outdoor Advisor courses.

- **636 GSNorCal Mandated Reporter Biennial Course** – In compliance with California's AB506 law, all volunteers must complete child abuse and neglect mandatory reporter training, every 2 years.
- **636 GSNorCal Mandated Reporter Annual Acknowledgment**– Electronic signature that must be completed each year.
- **636 Getting Started as the Trip & Outdoor Advisor Course** – Become a Trip and Outdoor Advisor by taking advantage of the variety of training opportunities for you to prepare for a safe and fun travel & outdoor experience with your Girl Scouts.
- **636 Safety-Wise Course** – Learn about your responsibilities to supervise Girl Scouts and keep them safe by following GSNorCal Safety Guidelines. Learn about adult-to-girl supervision ratios, safety activity checkpoints, safety forms, when a first aider/first aid kit is needed, GSNorCal's emergency management plan/protocols, and more! This training must be completed before adults supervise Girl Scouts as part of the adult-to-girl supervision ratios.
- **636 Planning for Trips & Outdoor Activities Course** –Before venturing outdoors, volunteers are required to have the knowledge and experience to lead a safe and positive travel & outdoor experience. This course will provide all the basics for planning a trip or outdoor activity with your troop.

Trip & Outdoor Courses

Trip & Outdoor Advisors must also take the following individual courses based on the activities they will be doing. Check out the [Trip & Outdoor Advisor Matrix](#) for more information.

636 Cook In

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor

Required: Before youth use knives or prepare a snack or meal indoors. Learn the skills you'll need to teach Girl Scouts how to plan, budget, shop, and prepare their own meal.

636 Sleep In

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor

Required: Before planning an indoor overnight for 1-2 nights at an indoor facility with indoor plumbing and electricity. Learn the skills you'll need to guide youth as they plan, budget, prepare, and pack for their indoor overnight experience.

636 Campfire

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor → 636 Cook In

Required: Before you have an outdoor campfire with troop, learn the skills you'll need to guide them to build, light, extinguish, and manage a campfire with safety in mind. Hands-on campfire experience may be offered through adult enrichment opportunities. Check out our [events calendar](#) to learn about upcoming opportunities in your area

636 Cook Out

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor → 636 Cook In → 636 Campfire

Required: Before youth cook simple meals outdoors such as no cook meals, one-pot meals, stick cooking, and solar cooking. Hands-on outdoor cooking experience and advanced cooking techniques may be offered through adult enrichment opportunities. Check out our [events calendar](#) to learn about upcoming opportunities in your area.

636 Sleep Out

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor → 636 Sleep In

Required: Before you plan a sleep out for 1 night in a backyard or close to home in tents, cabins, yurts, or platform tents at GSNorCal properties with indoor plumbing and electricity available. Learn the fundamentals to practice sleeping outdoors.

636 Camp Out Course

Learning Path Type: Online or In-Person

Activity Prerequisite: 636 Trip & Outdoor Advisor

*This course learning path includes the prerequisite courses: 636 Campfire, 636 Cook Out, and 636 Sleep Out. Then, you have the choice to either take and submit the online 636 Camp Out Assessment course or the 636 Camp Out In-Person course.

Required: Before you plan an outdoor camping trip for more than 1 night with Girl Scouts at a campground or other non-GSNorCal outdoor facility, without indoor plumbing and electricity.

636 Regional Travel

Course Type: Online

Activity Prerequisite: 636 Trip & Outdoor Advisor → 636 Sleep In

*Additional prerequisites may be needed if cooking, camping, or backpacking.

Required: Before Juniors and older stay overnight 3 or 4 nights camping, backpacking, or staying indoors in a hotel, motel, hostel or other approved facility located only in the following states: California, Nevada, or Oregon.

636 Extended Travel Live Webinar Course

Course Type: Live Webinar

Indoor Travel Prerequisite: 636 Trip & Outdoor Advisor → 636 Sleep In → 636 Regional Travel

*636 Cook In (if youth are cooking)

Camping Travel Prerequisite: 636 Trip & Outdoor Advisor → 636 Sleep In → 636 Cook In → 636 Camp Out Course → 636 Regional Travel

Required: Before you plan an extended overnight trip of 5 or more nights (national or international) with youth. Learn advanced planning, budgeting, safety, group management, and best practices for extended travel.

636 Backpacking In-Person Course

Course Type: In-Person

Prerequisite: 636 Trip & Outdoor Advisor → 636 Sleep In → 636 Cook In → 636 Camp Out Course

Required: Before you plan an overnight backpacking trip with Girl Scouts. Learn the skills you'll need to guide youth as they plan, pack proper gear, cook, shop, and prepare for their overnight backpacking trip.

- **Part 1** is the pre-trip planning process.
- **Part 2** is an overnight backpacking trip (date and site will be determined at the part 1 class).