

Trip & Outdoor Planning Checklist

Progression Tip: Trips and outdoor experiences are based on progression and girl 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 girls.

1. Mission, purpose and program quality

- Determine what skills, readiness, or experience girls might need to gain before the trip.
- Discuss logistics of the trip (why, who, what, where, when, 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?).
- 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 info about the trip (date, cost, etc).

3. Training and safety

- Complete required online training. Minimum requirements for Leaders and/or Trip/Camp Advisors: [New Leader Training](#); [Safety-Wise](#), [Trip & Outdoor Basics](#). Reference the Training Requirements on [page 3](#).
- Enlist appropriate *First Aid/CPR* trained adult.
- Review [Volunteer Essentials](#) for adult supervision and transportation standards.
- Identify qualified drivers and chaperones. Ensure their background check and membership are current, and they have completed the [Troop Driver](#) and/or [Troop Chaperone](#) online training.
- Review the [Safety Activity Checkpoints](#). Are *Safety Activity Checkpoints* written for the activity? Share them with vendors, parents, girls, as appropriate.
- Develop an Emergency Management Plan and review [VE: Safety-Wise: Emergencies, Accidents and Incidents](#) to share with all.
- Assemble 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](#) at least two weeks before the trip or before any non-refundable plans are made, whichever is sooner.
- Submit contracts or rental agreements, if needed, on your Trip and High-Adventure Approval Form.
- Begin confirmation, 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 Risk Management Dept. to ensure 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 [Parent Permission Forms](#) 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](#) for non-members (Plan 2) or out of state trip (Plan 3E).
- 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 parent contact info to at-home emergency contact person.
- Double-check lodging and transportation arrangements; check for road closures and weather.
- Provide final reminders to girls 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 girls 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 girls, parents and Troop Treasurer.
- Learn from your experience and start planning your next adventure!

Required Training

Trip & Outdoor Basics

Course Type: Online

Prerequisite: Safety-Wise

Required: Before you leave the meeting location for a local field trip, day trip, or longer trip.

Cook In

Course Type: Online

Prerequisite: Trip & Outdoor Basics

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

Sleep In

Course Type: Online

Prerequisite: Trip & Outdoor Basics

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

Campfire

Course Type: Online

Prerequisite: Trip & Outdoor Basics → Cook In

Required: Before you have an outdoor campfire with girls. Learn the skills you'll need to guide girls to build, light, and manage a campfire with safety in mind.

Cook Out (Available Dec. 2018)

Course Type: Blended

Prerequisite: Trip & Outdoor Basics → Cook In → Campfire

Required: Before girls cook outdoors with charcoal, propane, or wood.

- **Part 1:** Cook Out Online Course. Learn the fundamentals for cooking out, using various outdoor cooking techniques.
- **Part 2:** Camp Out In-Person Course. Learn the skills you need to teach girls to cook out with various fuel sources.

Sleep Out (Available Dec. 2018)

Course Type: Online

Prerequisite: Trip & Outdoor Basics → Sleep In

Required: Before you plan a sleep out in a backyard, outdoor cabin, or outdoor GSNorCal property with indoor plumbing and electricity. Learn the fundamentals to practice sleeping outdoors in preparation for your troop camping adventure.

Camp Out (Available Dec. 2018)

Course Type: In-Person

Prerequisite: Trip & Outdoor Basics → Sleep In → Cook In → Campfire → Cook Out → Sleep Out

Required: Before you plan an outdoor camping trip with girls to a campground or other non-GSNorCal outdoor facility without indoor plumbing and electricity. Learn the camping skills you'll need so you can teach girls.

Backpacking

Course Type: In-Person

Prerequisite: Trip & Outdoor Basics → Sleep In → Sleep Out → Cook In → Campfire → Cook Out → Camp Out

Required: Before you plan an overnight backpacking trip with girls. Learn the skills you'll need to guide girls to plan, budget, 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).

Extended Travel (Online Course will be available in 2019)

Course Type: In-Person

Indoor Travel Prerequisite: Trip & Outdoor Basics → Sleep In → Cook In (if girls are cooking)

Camping Travel Prerequisite: Trip & Outdoor Basics → Sleep In → Sleep Out → Cook In → Campfire → Cook Out → Camp Out

Required: Before you plan an extended overnight trip of 3 or more nights (national or international) with girls. Learn advanced planning, budgeting, safety, group management and best practices for Extended Travel.