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. For longer and farther trips, planning can take 9-12 months.

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 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), members without insurance (Plan 3P), or out of state trips (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!
Troop Leaders and Trip and Camp Advisors should take the appropriate training for the activities they will be doing with girls. The Trip & Outdoor Basics course should be completed by everyone and is a prerequisite to our other Trip & Outdoor Advisor courses. Our menu of training options are 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 girls.

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 girls will cook indoors, the Trip Advisor could complete the Trip & Outdoor Basics, 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 Basics, 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.

### Trip & Outdoor Basics

**Activity Prerequisite:** Safety-Wise

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

### Cook In

**Activity 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

**Activity Prerequisite:** Trip & Outdoor Basics

**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 girls as they plan, budget, prepare, and pack for their indoor overnight experience.

### Campfire

**Activity 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, extinguish, and manage a campfire with safety in mind. Hands-on campfire experience offered in the in-person Camp Out course.

### Cook Out

**Activity Prerequisite:** Trip & Outdoor Basics → Cook In → Campfire

**Required:** Before girls 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 are offered in the in-person Camp Out course.
Sleep Out

Activity Prerequisite: Trip & Outdoor Basics → 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.

Camp Out (Formally Troop Camping Certification)

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

Required: Before you plan an outdoor camping trip for more than 1 night with girls to a campground or other non-GSNorCal outdoor facility without indoor plumbing and electricity. Learn the outdoor cooking and camping skills you’ll need for a successful camp out.

Regional Travel (Coming Soon)

Activity Prerequisite: Trip & Outdoor Basics → 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.

Extended Travel

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 5 or more nights (national or international) with girls. Learn advanced planning, budgeting, safety, group management and best practices for Extended Travel.

Backpacking

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, 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).