

TRAVEL CHECKLIST



Girl Scouts®
Where Girls Grow Strong™

Program - Girl Planning

- ___ Was the trip suggested or enthusiastically received by the girls?
- ___ Are the girls mature enough to accept responsibility?
- ___ Will all the plans be part of the on-going group program?
- ___ Are the girls able to work successfully in groups?
- ___ Have you learned as much as possible about where you wish to go?
- ___ Have you filled out and had approved the Intent to Travel form?
- ___ Has your group practiced traveling by taking short trips?
- ___ Do all the girls and adults know what clothing and equipment to bring (and not to bring) and how to use and pack the equipment?
- ___ Are provisions for First Aid made and procedures for handling accidents, illness and emergencies understood by all?
- ___ Do the girls understand travel courtesy either as guests or visitors? Remember you are reflecting Girl Scouts wherever you go?
- ___ Have all the adults and girls been over this checklist together?

Finances and Fund Raising

- ___ Have you included the required GS Travel Insurance in your budget?
- ___ Is the money-earning going to interfere with good group program?
- ___ Has the group worked out a detailed budget, including an emergency fund?
- ___ Have you secured proper permission for the necessary money-earning?
- ___ Does each girl know how much it costs to go and how much it will cost the entire group?
- ___ Are the funds safeguarded by keeping them in the bank? How will funds be safeguarded on the road? Traveler's checks? Charge cards?
- ___ Is one adult responsible for all the funds and keeping track of daily expenses? Are girls involved?

Travel Arrangements and Transportation

- ___ Have you reviewed all of Chapter 5 (page 44) in Safety-Wise?
- ___ Do you have an appropriate number of adults participating on this trip?
- ___ Have you investigated all types of transportation before deciding on the one best suited to your needs?
- ___ Is the mileage to be covered each day within the reasonable limits?
- ___ Are the drivers as well as passengers considered in the plans?
- ___ Have reservations for overnight accommodations been confirmed in writing?
- ___ Has time been allowed for eating, sleeping, rest, recreation, relaxation and personal needs?
- ___ Is the itinerary known to all adults, girls and parents?

Communication and Involvement of Parents

- ___ Are the girls' parents whole-heartedly behind the project and understand their responsibility?
- ___ Have the parents been kept informed of changes in plans throughout the process?
- ___ Is everyone in good health? Be sure to have an emergency parental release form for each girl.