

## Trip Checklist: Use this checklist and the supporting information in the Council Resource Guide (CRG) to plan your trips.

<b>Step 1: Planning</b>	
<input type="checkbox"/> Budgeting <input type="checkbox"/> Follow Safety-Wise guidelines including adult to girl ratios on page 18 in the CRG <input type="checkbox"/> Money Earning, if applicable <input type="checkbox"/> Logistics (Contracts, Drivers—screening and Troop Driver Form, and Insurance) <input type="checkbox"/> Establish At Home Emergency Contact Person—see CRG for responsibilities	
<b>Step 2: Communicate With Parents: Permission Forms</b>	
<p>Permission forms must always be used when:</p> <ul style="list-style-type: none"> <li>• Activities are held in a different place than regularly scheduled meetings OR</li> <li>• Activities are held on a different day or time than regularly scheduled meetings OR</li> <li>• Activities involve unusual physical risks OR</li> <li>• Activities involve sensitive or controversial issues OR</li> <li>• Product sale activities</li> </ul> <p>For any of the above, one or more of the following types of forms must be used:</p> <input type="checkbox"/> Annual Permission Form <input type="checkbox"/> Permission Form (regular) <input type="checkbox"/> Sensitive/Controversial Issues Permission Form <input type="checkbox"/> Product Sales Permission Form	
<b>Step 3: Communicate with Service Unit, Emergency Contact Person, and Council:</b>	
<input type="checkbox"/> Service Unit activities <input type="checkbox"/> Council sponsored activities in the <i>Choices</i> catalog <input type="checkbox"/> Activities where girls walk or ride their own bicycles as part of their regularly scheduled meetings <input type="checkbox"/> Trips that are located within one hour driving time (or 60 miles) from the regular meeting place, AND are less than 6 hours in duration, AND are NOT high-risk	<b>Trip and High-Risk Activity Notification &amp; Approval Form</b> used as a planning tool, give copy to group emergency contact person, make sure service unit has troop/group emergency contact information <ul style="list-style-type: none"> <li>• Form recommended, but not required</li> </ul>
<input type="checkbox"/> Trip farther than one hour driving time (or 60 miles) from the regular meeting place OR longer than 6 hours in duration, but NOT high-risk	<b>Trip and High-Risk Activity Notification &amp; Approval Form</b> filed with service unit, give copy to group emergency contact person <ul style="list-style-type: none"> <li>• File with service unit at least <u>2 weeks prior</u> to the activity</li> <li>• Service unit approves trip</li> </ul>
<input type="checkbox"/> Trip longer than two nights <input type="checkbox"/> Trips involving air travel <input type="checkbox"/> High-risk activity	<b>Trip &amp; High-Risk Activity Notification &amp; Approval Form</b> filed with service unit, give copy to group emergency contact person <ul style="list-style-type: none"> <li>• File with service unit at least <u>4 weeks prior</u> to the activity</li> <li>• Form will be forwarded to the council for approval</li> </ul>
<input type="checkbox"/> International Trip	<b>Trip and High-Risk Activity Notification &amp; Approval Form</b> filed with service unit, give copy to group emergency contact person <ul style="list-style-type: none"> <li>• File with service unit at least <u>1 year prior</u> to the activity and again with updated information 2 months prior</li> <li>• Form will be forwarded to the council for approval</li> </ul>
<b>Step 4: Go on trip—have fun!</b>	
<input type="checkbox"/> Bring forms and first aid kit <input type="checkbox"/> Follow <i>Safety-Wise</i> guidelines <input type="checkbox"/> Trip Folders for all drivers/adult chaperones <input type="checkbox"/> Emergency Plans and Emergency Cards	