



TRAVELING WITH YOUR GIRL SCOUT(S)

Planning trips and travel is an opportunity for Girl Scouts to develop decision-making skills and work collaboratively with leaders and troop volunteers. All trips should involve Girl Scouts in the planning process.

Overnight, regional trips (Idaho), domestic (US), and international trips all require Council approval. Following are a list of forms you may need to complete and submit to the Council office depending on your destination. Please contact customercare@girlscouts-ssc.org or call (208) 377-2011 for any additional questions.

1. Intent to Travel Checklist
2. Intent to Travel form
3. Plan 3P/3PI Insurance
4. Program Credit Reimbursement



**INTENT TO TRAVEL CHECKLIST:
REQUIRED FOR ALL
OVERNIGHT TRAVEL**

Girl Scouts of Silver Sage
8948 W Barnes St.
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
customer@girlscouts-ssc.org
www.girlscouts-ssc.org

International	CHECKLIST	COUNCIL APPROVED
Plan 3P/3PI Insurance		
U.S. Department of State Travel		
Domestic		
Plan 3P Insurance (outside of Idaho)		
Intent to Travel Form		
Copy of non-expired Drivers Licenses		
Copies of non-expired car insurance which matches the cars written on the Intent to Travel Overnight form along with the name(s) of the driver(s)		
A roster of girls and adults going on the trip; adults will need a current membership and valid background check		
Copy of current CPR/First Aid certifications		
Trip Itinerary		
Required Training – If Overnight: 401 Planning Overnight Trips with Girls		
Required Training – If Camping: 402 Outdoor Basics		
Required Training – If Camping: 403 Troop Camp Skills		

Green – International Only

Yellow – Domestic Only

White – Both International and Domestic

Activity Accident Insurance.

GSUSA sponsors Activity Accident insurance with Mutual of Omaha for all Girl Scout members. This insurance is intended to be a supplemental accident injury coverage to cover out-of-pocket medical expenses for those injured during a Girl Scouts supervised event, activity, troop meeting, or trip. There are four categories of coverage:

Basic Plan 1. The Basic Plan 1 automatically covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or trip.

Basic Plan 1 will pay the first \$140.00 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges or large deductibles or ambulatory services.

If the injured person does not have medical insurance, the Basic Plan1 will drop down to cover medical expenses from dollar one.

Note: Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers *accidental bodily injury*. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident to your council at the time it occurs.

Plan 3P. Accident plus Sickness: Plan 3P covers the same as Basic Plan 1 *plus sickness coverage*. Sickness coverage must be purchased separately and is intended for all non-Idaho domestic travel or as an option for extended, long-distance trips.

Plan 3PI. Accident plus Sickness for International Trips: Plan 3PI coverage is needed for international trips. It provides accident plus sickness coverage for trips outside of the USA. The Basic Plan 1 will not cover international trips, so it is necessary to purchase Plan 3PI when taking Girl Scouts on international travel.

International Inbound Accident plus Sickness. Accident plus Sickness coverage for Councils who are hosting Girl Guides/Girl Scouts visiting the United States from out of country.

Questions? Please email customer care@girlscouts-ssc.org or call (208) 377-2011



INTENT TO TRAVEL: REQUIRED FOR ALL OVERNIGHT TRIPS

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NOTE: This form must be received by Council's Customer Care at least 4 WEEKS before your domestic planned trip to allow enough time for data verification and approval. Since this approval process ensures the safety of our volunteers and our girls, we reserve the right to refuse approval, if not received 4 WEEKS in advance. If travel is denied, either because submission was not timely or documentation was missing, troop funds or girls' Program Credits cannot be used for the travel.

If your trip is an international trip, all documents must be received by Council's Customer Care at least 3 MONTHS before the planned trip to allow sufficient time for data verification and approval. Additional insurance is required for all non-Idaho domestic (3P) and all International trips (3PI)

Girl Scouts are not allowed to travel to international locations rated "Level 4: Do Not Travel" by the [United States Department of State](#), as outlined in the Safety Activity Checkpoints.

Troop #: _____ SU #: _____ Circle: Daisies Brownies Juniors Cadettes Seniors Ambassadors

Description of Travel: _____

Physical Address of Site: _____

If applicable: Lodging Type: Campsite AirBnb Hotel/Motel

Lodging Address: _____ City _____ State _____

Dates- From: _____ To: _____ # of Girls: _____ # of Adults: _____

Adult in Charge _____

Name Position Email

Address City State ZIP Code Phone #

Other adults accompanying the girls (*attach additional sheet if necessary*):

All adults involved in this trip are "approved" volunteers (registered members of the current Girl Scout membership year who have successfully completed a criminal background check).

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Send this completed form to Customer Care for review and final travel approval.

Email: customercare@girlscouts-ssc.org
or mail to: 8948 W Barnes St, Boise, ID 83709

Form of transportation: _____

Adults driving on this trip, if applicable

Copy of driver's
License Attached

Copy of auto
Insurance Attached

Name	Make & Model of Car	Copy of driver's License Attached	Copy of auto Insurance Attached
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Emergency contact staying in town during the trip is: _____

Relationship to the Emergency Contact _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Safety Checklist:

Our First Aider is: _____

(Attach a copy of the current CPR/FA Certification Card for your First Aider and any additional safety certifications required for your trip based on Safety Activity Checkpoints.)

- We will have a First-Aid kit on hand.
- We have made/will make alternate plans should the weather be an issue.
- If the troop will be in a body of water a lifeguard is required. Attach a copy of the lifeguard certification.
- If any Safety Activity Checkpoints apply to your trip, list the checkpoints and the additional safety requirements you will adhere to.

Paperwork Checklist:

- I have obtained/will obtain signed Permission for Special Activities forms for each girl participant.
- I have attached a Trip Itinerary.
- I have attached a roster of girls attending the overnight trip.
- I will be using Program Credits for Council ONLY property fees. (Budget must be provided)

Insurance Checklist: Insurance plans require a 2-week processing time – NO EXCEPTIONS

- If the trip is a domestic trip outside of Idaho, I have obtained/will obtain Plan 3P Liability Insurance.
- If the trip is out of the country, I have obtained/will obtain Plan 3PI Liability Insurance.

Training Checklist:

- Overnight only: At least one of the adults on this trip has completed 401 Planning Overnight Trips with Girls
- If we are troop camping, at least one of the adults on this trip has completed 402 Outdoor Basics and 403 Troop Camp Skills or met the competency requirements.

Continue on pg 3

Send this completed form to Customer Care for review and final travel approval.

Email: customercare@girlscouts-ssc.org or

mail to: Girl Scouts of Silver Sage 8948 W Barnes St, Boise, ID 83709

Intent to Use Program Credits – This is for Cadettes, Seniors, and Ambassador Troops ONLY

- We engaged girls in the program travel planning and budgeting.
- We incorporated the Girl Scout Leadership Experience elements in the travel program.
- We have attached a detailed description of our day or overnight trip.
- We have attached a detailed budget for the event.

Signatures:

Person in charge of travel/Date

Council Approval/Date

Send this completed form to Customer Care for review and final travel approval.
Email: customercare@girlscouts-ssc.org
or mail to: Girl Scouts of Silver Sage, 8948 W Barnes St, Boise, ID 83709



PLAN 3P OR PLAN 3PI INSURANCE REQUEST FORM

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8948 W Barnes St.
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
www.girlscouts-ssc.org

**This form must be submitted at least four (4) weeks prior to travel dates.
Intent to Travel Form must be submitted and approved prior to purchasing this insurance.
Checks may be made payable to 'Girl Scouts of Silver Sage Council, Inc', or you may pay with
troop credit card after form has been received.**

Name of Adult in Charge _____ Troop Number _____ Service Unit _____

Phone Number _____ Email Address _____

Intent to Travel Form submitted and approved? _____

Plan 3P Within United States:

Name & Physical Address of Event	Beginning Date	Ending Date	(1)	(2)	(3)	(4)	Total (3x4)
			Number of Participants	Number of Days	Number of Participant Days (1x2)	Premium Each Day @ 0.70	
SAMPLE: Savannah, GA	6/1/xx	6/8/xx	10	8	80	\$0.70	\$56.00
TOTAL	N/A	N/A				\$0.70	

Plan 3PI for International Travel:

Name & Physical Address of Event	Beginning Date	Ending Date	(1)	(2)	(3)	(4)	Total (3x4)
			Number of Participants	Number of Days	Number of Participant Days (1x2)	Premium Each Day @ 1.17	
SAMPLE: Royal Caribbean Cruise, Bahamas	6/1/xx	6/8/xx	10	8	80	\$1.17	\$93.60
TOTAL	N/A	N/A				\$1.17	

Adult in Charge of Travel _____ Date _____

Council Approval _____ Date _____

(OVER)



PROGRAM CREDIT REIMBURSEMENT FOR TROOP OVERNIGHT TRAVEL

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How to Redeem Program Credits for Troop Overnight Travel

- Please allow at least **3 weeks** to receive your check once all the following is submitted.
- Program Credits can be reimbursed when the Intent to Travel form has been completed and approved by a Council Staff member.
- Compile all Program Credits and complete the Redemption Detail section at the end of this form.
- Please attach all receipts already collected.
- Please submit **ALL** Program Credits for your trip at one time.
- Include a copy of the signed and approved Intent to Travel.
- If Program Credits are being shared to cover the costs for sisters, please note this on the Program Credits with the names of the sisters.
- If you are looking for a reimbursement before your trip, please attach any receipts from payments made prior to your trip.

Event Name _____	Event Date(s) _____
Please make payable Troop# _____ (checks will only be made to a Troop) SU# _____	
Mail to _____	
Address _____	
Street	City/State ZIP

Program Credit Redemption Details

Name of Girls going on the Trip	Year of Program Credits	Amount in \$5's	Amount in \$10's	Amount in \$25's	Amount in \$50's	Total

Name of Girls going on the Trip	Year of Program Credits	Amount in \$5's	Amount in \$10's	Amount in \$25's	Amount in \$50's	Total
Grand Totals						

Authorization	
<hr/>	
<hr/>	<hr/>
Troop Leader/Date	Council Staff Member/Date

Please send completed, signed form with all attached Program Credits and supporting documentation to

Girl Scouts of Silver Sage Attn. Customer Care

8948 W Barnes St, Boise, ID 83709