



**INTENT TO TRAVEL:
REQUIRED FOR DAY TRIPS
100+ MILES OR OVERNIGHT &
EXTENDED TRIPS**

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

NOTE: This form must be received by Council's Customer Care at least **4 WEEKS** prior to your domestic travel (day-trips or overnight) to allow enough time for data verification and approval.

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 overnight trip is a non-Idaho domestic or an international trip, all documents must be received by Council's Customer Care at least **3 MONTHS** prior to the planned trip to allow sufficient time for data verification and approval.

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 #: _____

Program level (Check all that apply): ☐ Daisies ☐ Brownies ☐ Juniors ☐ Cadettes ☐ Seniors/Ambassadors

☐ DAY TRIP (100+ miles) ☐ OVERNIGHT TRIP ☐ EXTENDED TRIP (more than 3 nights)

Destination (Include Address):

If applicable: Lodging Type: ☐ Campsite ☐ AirBnb/VRBO/HomeAway ☐ Hotel/Motel

Date of Departure: _____ Date of Return: _____

Number of Registered Girls Attending: _____

Number of Registered Adults* Attending: _____

*Any adult attending a day trip or any overnight trip MUST be a registered member of Girl Scouts of the USA and have an eligible background check with GSSSC.

Adult in Charge on the trip:

| Name | Troop Position | Email |
|---------|----------------|---------|
| Address | City | State |
| | ZIP Code | Phone # |

Page 1 of 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

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

Mode of transportation: _____

Adults driving on this trip, if applicable

Copy of driver's
License Attached

Copy of auto
Insurance Attached

| | | | |
|-------|---------------------|--------------------------|--------------------------|
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name | Make & Model of Car | | |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name | Make & Model of Car | | |
| _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Name | Make & Model of Car | | |

Emergency contact staying in town during the trip is: _____

Relationship to the Emergency Contact: _____

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

Safety Checklist:

Our First Aid & CPR Certified adult 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.)

- ☐ The First Aid & CPR Certification is current for the duration of the trip
- ☐ 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 shall 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** for any overnight or extended trip.
- ☐ I have attached a roster of girls attending the day, overnight, or extended trip.
- ☐ I will be using Program Credits for Council ONLY property fees. (Budget must be provided)

Page 2 of 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

Training Checklist:

☐ Overnight or extended trips only: At least one of the adults on this trip has completed **401 Planning Overnight Trips with Girls** – Adult Name: _____

☐ 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.

Adult Name (402): _____

Adult Name (403): _____

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.

Council Approval Disclaimer:

By submitting this Intent to Travel, the troop and all participating adults acknowledge their responsibility to follow all applicable Girl Scouts of the USA and Girl Scouts of Silver Sage safety guidelines, including Safety Activity Checkpoints for the activities outlined in this plan. Approval of this Intent to Travel is based solely on the information provided in the submitted documentation. If plans change or new activities are added that fall outside the scope of the original itinerary, the troop is responsible for ensuring that those updates align with Girl Scouts safety standards. Council approval is specific to the original submission and does not extend to unreviewed changes.

Signatures:

Name of Person in charge of travel

Signature of Person in charge of travel

Date signed

COUNCIL USE ONLY

Date Received: _____

Notes: _____

Council Approver Name: _____ Date: _____

Page 3 of 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