

TRAVEL CHECKLIST

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?
- ___ 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 troop/group program?
- ___ Has the troop/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?
- ___ 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 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?
- ___ Do all drivers have proof of liability insurance?
- ___ If appropriate, are there enough child/booster seats for all girls according to state laws?
- ___ Are there enough seatbelts for all girls and adults?
- ___ 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?
- ___ Have all travel rental agreements, including those for sites and/or vehicles, been submitted to and signed by the Girl Scouts of the Green and White Mountains CEO?

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.

Girl Scouts of the Green and White Mountains, PO Box 10832, Bedford, NH 03110-0382