



GSHOM Troop Trip & Activity Application Checklist

One of the best experiences for Girl Scouts is traveling! Take a look at this Troop Trip Checklist to see all the info your troop will need to gather to complete a Troop Trip & Activity Application.

- Troop Number, grade level, service unit of each troop traveling
- How far away will the troop be traveling?
 - In Michigan- how far away?
 - Out of state
 - International
- High risk activities (swimming, archery, slingshots, ziplining, horseback riding, etc.)
 - Check [Safety Activity Checkpoints](#) for requirements for each activity
- Are you traveling to a GSHOM property?
 - If yes, all [Safety Activity Checkpoints](#) will be followed by GSHOM camp staff- **you do not need to complete a Troop Trip & Activity Application.**
 - If no, please provide certifications required by [Safety Activity Checkpoints](#) for all activities your troop will be doing at your non-GSHOM travel location.
- Location of each destination (name and address)
- Dates of trip (and how many nights)
- How will the participants be transported?
 - If each Girl Scout is transported by own family, provide documentation shared with each family with arrival/departure information (date, time, location, etc.)
 - If drivers will carpool with Girl Scouts outside of their family
 - List all drivers (first and last name)
 - All drivers are required to be registered adult Girl Scouts with active background checks on file.
 - All drivers are required to complete **Driver and Privately Owned Vehicle** form (including their license and insurance info) and the **Driver Guidelines** form. This form can be found [here](#).
- List number of Girl Scouts (youth), number of non-registered youth, registered adults, female and male attending the trip.
- Full roster of everyone attending trip (including contact info).
- One troop leader or registered & background checked adult with an Active First Aid/CPR certification (and a copy of the certification).
- One troop leader or registered & background checked adult who has completed Outdoor Skills (if necessary based on activities) and the date they completed this training.
- Trip Itinerary (if traveling overnight) that includes activities each day.
 - If traveling by plane, attach flight information.

- Total cost per participant.
 - How much will family pay?
 - How much will troop treasury pay per girl?
 - How are you ensuring this troop is affordable to all girls in the troop?
- How will your trip connect to the 15 outcomes?
- You will need to purchase accident insurance coverage for your troop if you will be leaving Michigan or if the trip duration is longer than seven days. This form can be found [here](#).
- You will need to purchase accident insurance coverage for your troop if you will be leaving the United States. This form can be found [here](#).

Please submit the Activity and Travel Application at least four weeks prior to the start date of a trip or activity. Applications submitted any closer to the trip or activity run the risk of not being approved in time.