

Travel Approval Worksheet

This worksheet is designed to be completed when all of your travel planning is complete. This worksheet is required for council approval of your trip. If you are taking a basic trip (field trip, day trip, or overnight lasting two or fewer nights), completing this form and leaving it with an at-home contact constitutes council approval. All other trips (including extended travel and international travel) need to complete this form and submit to Girl Scouts River Valleys at least one month before your departure date for review. Email this form to girlscouts@girlscoutsrv.org.

BASIC INFORMATION

Troop Number: _____ Troop Leader's Name: _____
Troop Leader's Phone: _____ Troop Leader's Email: _____
Co-Leader's Name: _____
Co-Leader's Phone: _____ Co-Leader's Email: _____
Number of Girl Scouts participating: _____ Number of adults participating: _____
Trip Destination: _____
Trip Dates: _____ Departure Time: _____ Arrival Time: _____

EMERGENCY CONTACTS

Emergency contacts should be designated for each trip. These should be adults who are not participating in the trip. The emergency contact at the trip destination could be the contact information of your hotel, the park ranger of your campsite, or your tour guide or provider. This completed document should be provided to the emergency contacts, the chaperones on the trip, and to the guardians of each Girl Scout participant.

Emergency Contact at Trip Destination: _____
Phone Number: _____ Relationship: _____
Emergency Contact at Home: _____
Phone Number: _____ Relationship: _____

BACK-UP PLANNING

All trips should include a backup plan in case of varying circumstances. These include (not limited to):

- Weather
- Participants that drop out of the trip
- Inability to raise the total amount of money required for the trip
- Girl Scout or adult behavior issues
- Pre-trip and during-trip emergencies
- Changes in the cost of the trip
- COVID-19 cases increase

We have examined contingencies that might affect our trip and our backup plan is:_____

Girl Scouts River Valleys recommends that all troops purchase travel insurance to protect their purchases and reservations if their travel needs to be rescheduled or canceled.

ITINERARY

Please use this page to provide your itinerary. Include activities, transportation, and locations.

TRAVEL EXPENSES	COST PER PERSON	TOTAL COST
Fees: Event Registrations		
Fees: Admission Fees, Tickets, Etc.		
Fees: Other		
Transportation		
Lodging		
Meals		

TRAVEL CREDITS	GOAL	ACTUAL
Troop Funds		
Snacks & Magazines		
Cookies		
Other Money-Earning		

APPROVAL

- The entirety of this form has been completed
- This form has been copied and provided to our at-home contact
- We submitted a Travel Request Form to Girl Scouts River Valleys and have been approved
- We have submitted a copy of this form to Girl Scouts River Valleys for review and approval of our travel.

For trips requiring Girl Scouts River Valleys review and approval, please email this completed form to girlscouts@girlscoutsrv.org.