

### Trip and Travel Requirements Chart

**For all trips:** Follow all guidelines in the Volunteer Essentials manual along with Safety Checkpoints found online at [www.usagso.org](http://www.usagso.org). Report any incident/accident to USAGSO within 48 hours using the Incident Report Form also found on our website.

Type of Trip or Travel	Training Needed	Paperwork for Each Participant <i>(Collected and Maintained by the Troop Leader)</i>	Due to USAGSO – At Least 2 Weeks in Advance
Day Trip (example - a visit to the fire department, library, etc.)	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- First Aid/CPR Certification, if activity requires (see appropriate Safety Activity Checkpoints)</li> </ul> <p>No campfires or outdoor cooking unless appropriately trained.</p>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification and Insurance Request Form ONLY if participating in high risk activities needing USAGSO approval or needing supplemental insurance</li> </ul> <p>Your Overseas Committee likely requires notification of day trips. Please check with your local OCMT for specifics.</p>
Overnight Trip at a USAGSO program, Overseas Committee (OC) event, Leader's home, hotel, or to a site where girls sleep in enclosed facilities providing flush toilets and drinkable water.	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- First Aid/CPR Certification, if activity requires (see appropriate Safety Activity Checkpoints)</li> </ul> <p>No campfires or outdoor cooking unless appropriately trained.</p>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification &amp; Insurance Request Form ONLY if participating in high risk activities needing USAGSO approval or needing supplemental insurance</li> </ul> <p>Your Overseas Committee likely requires notification of overnight trips. Please check with your local OCMT for specifics.</p>
Overnight Trip involving tent camping at a facility with drinkable water and established bathroom facilities.	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- First Aid/CPR Certification, if activity requires (see appropriate Safety Activity Checkpoints)</li> <li>- Outdoor Training Certificate</li> </ul>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification &amp; Insurance Request Form</li> </ul>
Primitive Camping and Backpacking Trips	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- Outdoor Training Certificate</li> <li>- General First Aid/CPR Certification</li> <li>- Advanced First Aid or Wilderness First Aid / First Responder required if you will be more than 30 minutes away from EMS response</li> </ul>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification &amp; Insurance Request Form</li> </ul>
International Travel that Does NOT Involve Passport Control (for example, traveling from Austria to Italy)	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- General First Aid/CPR Certification</li> <li>- Review GSUSA's <a href="#">Exploration: The Guide to Global Travel Toolkit</a></li> </ul>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification &amp; Insurance Request Form <b>submitted 4-weeks in advance</b></li> </ul>
International Travel that Involves Passport Control (for example, traveling from Saudi Arabia to the United States, from the United Kingdom to Switzerland, or from Japan to India)	<ul style="list-style-type: none"> <li>- Troop Leader Onboarding</li> <li>- Child Protection Training</li> <li>- Overseas Updates</li> <li>- General First Aid/CPR Certification</li> <li>- Review GSUSA's <a href="#">Exploration: The Guide to Global Travel Toolkit</a></li> </ul>	<ul style="list-style-type: none"> <li>- Signed Permission Forms</li> <li>- Health History Forms</li> <li>- Proof of COVID Vaccination (if required)</li> </ul>	<p>Submit online or email to <a href="mailto:overseascustomer@girlscouts.org">overseascustomer@girlscouts.org</a>:</p> <ul style="list-style-type: none"> <li>- Activity Notification &amp; Insurance Request Form <b>submitted 6-months in advance</b> (International Plan 3PI supplemental insurance required)</li> </ul> <p>Plus these additional details submitted to your assigned Membership Manager:</p> <ul style="list-style-type: none"> <li>- Participant list with each traveler's full name, phone number, and email address due <b>3-months in advance</b></li> <li>- For any travelers under the age of 18, a list of their parent/guardian's full name, phone number, and email address due <b>3-months in advance</b></li> <li>- Detailed itinerary including flight numbers, lodging address, etc. due <b>4-weeks in advance</b></li> <li>- Copies of passports and visas (if required) for all participants due <b>4-weeks in advance</b></li> <li>- For any travelers under the age of 18, a notarized letter from the parent/guardian stating the trip leaders/chaperones have permission to travel with their child and permission to seek medical treatment for their child if necessary due <b>2-weeks in advance</b></li> </ul>

#### Important Notes on Insurance –

Every registered member of the Girl Scouts of the USA is automatically covered under the Basic Activity Accident Insurance (Plan 1). To assure coverage of all registered members, the entire cost of the Basic Plan is paid for by the Girl Scouts of the USA. Plan 1 covers/provides:

- Both non-registered and registered members for any approved, sponsored and supervised Girl Scout activity
- Basic accident protection (not medical expenses/sickness)
- No event duration time frame

When participating in Girl Scout activities not covered under the Basic Activity Accident Insurance (Plan 1) the purchase of supplemental insurance is strongly recommended but not required. USAGSO committees operating in countries that either require or provide insurance may opt out of purchasing supplemental insurance.

For more information on Insurance, please review our [Insurance Quick Guide](#).