

Request to Travel

A [Request to Travel](#) form should be submitted to GSEMA before this final application *at least 18-12 months prior* to the trip.

Final Application for Extended Trip

Final Application form below should be completed and submitted to GSEMA **6 months prior** to the trip. This can be scanned and emailed to customercare@gsema.org. Originals should be kept on file with the remainder of your trip paperwork for the entire troop year plus three months.

Troop #:		Program Level:		Total # of Girl Scouts in Troop:	
# of Girls Participating in Trip:				# of Adults Participating in Trip:	

Trip Destination(s):		Method of Transportation:	
Departure Date:		Return Date:	

Please list the volunteers who will be taking on the following responsibilities. Be sure to attach copies of their certifications when submitting this form to GSEMA.

Lead Trip Volunteer:			
Outdoor Skills Certified Volunteer: (cooking/camping or lodge/tent)			
First Aid/CPR Certified Volunteer:		Cert. Expires:	
Lifeguard Certified Volunteer: (if applicable)		Cert. Expires:	
Other Certified Volunteer: If applicable, please specify:		Cert. Expires:	

When submitting this form, please verify the following:

- All participants are [GSEMA registered members](#)
- All adults are approved volunteers with an eligible [GSEMA Criminal Background Check](#) on file
- Have a GSEMA approved volunteer serve as [first aider](#) & a second, separate volunteer [troop camper](#)
- Verify [Certificates of Liability Insurance](#) documents have been received from vendors
- Collected forms from all participants to travel with you:
 - [Authorization for Medical Treatment](#)
 - [Health History & Medical Examination](#)
 - [Child Participant Waiver](#)
 - [Permission for Extended Trip](#)
 - [Permission to Travel Forms](#)
 - [Adult Participant Waiver](#)
- Purchased [Extended Trip Insurance](#), including roster, emergency contacts, and **printed a copy** of this to travel with you.
- Completed Girl-Led Final Itinerary & Travel Budget below

Lead Trip Volunteer Signature:		Date:	
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Final Travel Budget

Use this page to help determine the final budget for your trip. Please include copies of any supporting documentation (i.e. bank statements, email confirmations, ticket purchases, rental agreements)

Troop Treasury	
Girl Scout Fall Product Program Profits	
Girl Scout Cookie Program Profits	
Additional Money Earning Activities	
Dues	
Family / Individual Contribution	
Other (explain)	
Total	

Trip Expenses	
Food	
Lodging	
Transportation	
Transportation	
Activity 1	
Activity 2	
Activity 3	
Activity 4	
Total	

Extended Trip Itinerary

Use the chart below to plan your troop/group's itinerary. Submit this with your Final Application for Extended Trip

Date	Location / Activity	Start Time	Finish Time	Time Allotted	Activity Description

Scan these forms, along with all supporting documentation, and email them to customercare@gsema.org. Keep originals and all travel paperwork for the entire troop year plus 3 months, unless otherwise instructed by council, then shred all.