



Girl Scouts of Santa Clara County

# NOTIFICATION: INTENT TO TRAVEL

*\*Refer to Time Schedule For Traveling Troops*

Troop # \_\_\_\_\_ SU # \_\_\_\_\_ Program Level \_\_\_\_\_ Date \_\_\_\_\_

Proposed Trip Destination \_\_\_\_\_ Approximate round-trip miles: \_\_\_\_\_

Proposed Dates \_\_\_\_\_ Proposed # of Nights: \_\_\_\_\_

Proposed Lodging \_\_\_\_\_ Proposed Transportation: \_\_\_\_\_

List Proposed Money-Earning Projects: \_\_\_\_\_

Proposed Cost Per Person \$ \_\_\_\_\_

Number of Girls \_\_\_\_\_ Age range at the time of trip \_\_\_\_\_ Number of Adults \_\_\_\_\_

**On a separate piece of paper please answer the following:**

1. What is the purpose of the trip?
2. List how the girls are preparing to plan the trip?
3. List troop's previous travel experience?
4. When/how often are the girls & leaders meeting with parents to share trip plans and budget?
5. Is there a written agreement signed by all parties?

**The following steps have been reviewed and completed: (please check)**

Read the sections on Planning Trips in *Safety-Wise* page 44-60.

Read the *Troop Travel Process* (flow chart).

[http://www.girlscoutsofsc.org/volunteers/leaders\\_travel\\_troop.html](http://www.girlscoutsofsc.org/volunteers/leaders_travel_troop.html)

**Travel Troop Adult Information (list additional adults on separate page):**

Name: \_\_\_\_\_ Completion Date of Travel Troop Training: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name: \_\_\_\_\_ Completion Date of Travel Troop Training: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**FOR COUNCIL USE ONLY**

Date Received \_\_\_\_\_

Council Staff Initials \_\_\_\_\_

Date of Acknowledgment \_\_\_\_\_

Adm. Initials \_\_\_\_\_