

**INFORMATION SUMMARY AND PERMISSION
FOR TROOP/GROUP TRAVEL OUTSIDE THE U.S.A.**

Complete and return this form with attachments to the Program Director, Attn: International Travel at the above address no later than **3 months before departure**. Include the following attachments:

- List of all participants**, including names, addresses and telephone numbers. Show troop number(s) for girls and, for adults, troop affiliation (if any) and Girl Scout volunteer positions.
- Accommodations** information including name, address and phone numbers for all places of lodging
- Detailed **itinerary** (usually provided by travel agent), including transportation to be used. Show flight numbers for air travel.

TRIP DETAILS:

Troop # _____ Destination _____ Trip Dates _____

PERSON IN CHARGE OF TRIP:

Name _____ GS Position _____
Address _____ City _____ Zip _____
Telephone: Day _____ Evening _____
Email: _____

QUALIFIED FIRST AIDER:

Name _____ GS Position _____
Expiration Dates: First Aid _____ CPR _____

BACK HOME EMERGENCY CONTACT:

Name _____ Relationship _____
Address _____ City _____ Zip _____
Telephone: Day _____ Evening _____
Other contact information (cell, pager, email): _____

TOTAL # GIRLS: _____ TOTAL # ADULTS: _____ TOTAL COST PER PERSON: \$ _____
Amount Paid by each person: \$ _____ Amount Paid for each from Troop funds: \$ _____

TRIP PERMISSION REQUEST

By filing this trip permission request, we confirm that we have completed each item below:

- Necessary attachments are accompanying this request.
- Financial arrangements are in order.
- Written parental permissions are in hand.
- Participants are prepared to meet requirements of *Safety-Wise*.
- Guidelines found in *Safety-Wise*, including "Planning Trips with Girl Scouts", have been followed.

Signed (Person in Charge): _____ Date: _____