



## FINAL INFORMATION FOR INTERNATIONAL TRAVEL



Complete and return this form with attachments to the Raleigh Service Center, 6901 Pinecrest Rd., Raleigh NC, 27613 Attn: International Travel at the above address no later than **3 months before departure**. Include the following attachments:

- ☐ **Approved TP103**, including participant roster, background checks and certifications for approved activities
  - ☐ **Plan 3PI Insurance Form and Payment**
  - ☐ **Emergency Contact List**, including names, addresses and telephone numbers for all participants as well as the phone number and email address for their state-side emergency contact.
  - ☐ Detailed **itinerary** (may be provided by travel agent or tour company), including **transportation** to be used- list flight numbers for air travel-, accommodations information including name, address and phone numbers for all places of lodging, as well as addresses and phone numbers for major attractions and/or stops.
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### TRIP DETAILS:

Troop(s) # \_\_\_\_\_ Destination(s) \_\_\_\_\_ Trip Dates \_\_\_\_\_

### TRIP LEADER INFORMATION:

Name \_\_\_\_\_ Girl Scout Position \_\_\_\_\_

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

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

### QUALIFIED FIRST AIDER:

Name \_\_\_\_\_ Girl Scout Position \_\_\_\_\_

Expiration Dates: First Aid \_\_\_\_\_ CPR \_\_\_\_\_

### STATE-SIDE EMERGENCY CONTACT:

Name \_\_\_\_\_ Relationship to Troop \_\_\_\_\_

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

Telephone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Other contact information (cell, email): \_\_\_\_\_

TOTAL # GIRLS: \_\_\_\_\_ TOTAL # ADULTS: \_\_\_\_\_ TOTAL COST PER PERSON: \$ \_\_\_\_\_

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### FINAL CHECKLIST

By filing this Final Information for International Travel, I confirm that each of the items below have been completed:

- ☐ Necessary attachments are accompanying this request
- ☐ Financial arrangements are in order.
- ☐ Notarized parental permissions are in hand.
- ☐ Copies of passports, extra passport photos, and birth certificates for all participants are in hand.
- ☐ Trip leader(s) have read the relevant Safety Activity Checkpoints for all planned activities as well as completed the Explore More: Traveling with Girls Progression Series training and Volunteer Essentials Online.

Trip Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_