

Trip Action Plan

This form is a tool for Girl Scouts and advisors when planning trips and should be developed and discussed with youth. You should leave a copy with your trip emergency contact and bring a copy on your trip. Youth and adult medical forms should be kept separately with the trip first aider.

Lead Trip Advisor:

Phone:

Email:

Activity/Trip:	
Region/Location:	Days & Date(s) of Activity:
Distance from EMS:	Level of First Aid Required:

Trip/Activity Description

Include a brief description of your trip. Please note trip activities (ex. rock climbing, museums, etc.).

Trip Itinerary				
Date	Approx. Time	Activity	Location/Vendor Name and Address	Contact Information

CERTIFICATIONS

Name	Certifications/Girl Scout Workshops (First Aid/CPR, Travel Workshop, Lifeguard, etc.)	Date Completed	Expiration (if applicable)

Non-Emergency Action Steps: *Include steps for behavior problems and illness. See the Global Travel Toolkit Appendix for an example of a behavior contract established with the group prior to the trip.*

In case of illness:

Difficult Behavior (No Agreement Violation):

Behavior Agreement Violation: First Offense:

Behavior Agreement Violation: Second Offense:

At-Home Emergency Contacts

Name: <i>(list in priority order)</i>	Day Phone Number:	Evening Phone Number:

Traveling Resources and Agency Contacts: *List phone numbers for the area of your trip. Indicate hours of operation (8 AM-5 PM, other, available after-hours). Include embassy information, consulates, hospitals, etc.*

Agency	Telephone	Hours of Operation

Final Paperwork and Checklist:

- Trip Action Plan (this form) filled out completely.
- Paperwork signed by Participant or Parent/Guardian:
 - o Notarized Authorization for Medical Treatment (for youth and adults)
 - o Notarized Permission to Travel with Minor Form
 - o Medical History Form (for youths and adults)
 - o Copies of youth and adult passports scanned and emailed to Trip Leader(s)

CC (leave a copy with):

- o Emergency Contact _____
- o Other Trip Leader(s) _____