** TROOP'S OWN PLANNING CHECKLIST FOR OVERNIGHTS**

BEFORE THE TRIP: Planning Stage

* Gather ideas for destinations from brainstorming and interests of the girls.
* Choose the destination.
* Prepare outline of the trip.
* Obtain parental approval to proceed.
* Determine the budget for the outing
* Determine mode of travel and secure estimate of cost.
* Check *Safety Activity Checkpoints* for general standards, as well as specific activity standards.
* Check Council policies, and follow Council practices and procedures.
* Decide how to pay for the trip.

BEFORE THE TRIP: Action Stage

* Make reservations for your overnight.
* Make transportation arrangements.
* Help troop plan and prepare program, i.e., learning about places to be visited, packing, behavior, and any necessary skills (camping, tipping etc.).
* Arrange for emergency procedures. Train girls for handling emergencies.
* Obtain final parent approval.
* Designate First Aider
* Designate Emergency Contact – an adult not on the outing with the troop.
* **At least four weeks before a short trip** submit permission formto the Service Unit Manager or designee for approval.

ON THE TRIP:

* Designate one person to be responsible for money, disbursements, records and accounts.
* First Aider keeps record of all treatment and medicines taken.
* Designate one person to be responsible for troop trip log or diary.
* Remember who you are and what you represent (the Girl Scout Promise and Law).
* Have a fun and worthwhile trip!

AFTER THE TRIP:

* Evaluate the trip – both for yourselves and others.
* Make a complete financial accounting for parents and to give other troops planning trips.
* Send parents an interesting report on the trip.
* Send thank you letters to all appropriate people.
* Create a trip photo album or scrapbook.

01/2015