



# Day Trip Checklist

## For Your Troop

Required forms to turn in	Timeline	Due Dates
<a href="#">Certificates of Insurance</a> – May be required	Due to staff prior to activity	
<a href="#">Application for High Risk and Sensitive Topics</a> – May be required	Due to staff 1-month prior activity	

- [Incident Report Form](#) – Just in case!
- [Emergency Procedures Card](#) – Just in case!
- Preparation
  - Complete the [Getting Started Online Modules](#)
  - Complete the [Day Trip Planning Module](#)
  - At least one adult who is First aid/CPR certified\*
  - Review relevant [Safety Activity Checkpoints](#)
  - Review [Administering Medication to a Minor Policy](#)

## For Individual Girls

- [Membership](#)
- [Girl Permissions & Health History](#) – Section 1 & section 2 (if applicable)
- [Parent/Guardian Permission for Overnight, High Risk Activities, and Sensitive Topics](#) – May be required depending on activities

## For Adults

- [Membership & Current Criminal Background check on file](#) – May be required
- [Adult Health History Record](#)
- [Transportation Card](#) – Required for adults who are driving

\*Wilderness first aid is required if more than 30 mins from emergency services

\*Additional forms may be required if leaving the state, or if non-members attending