



Intent to Plan International Travel

This form must be submitted 1-2 years prior to international

Please mail, fax or e-mail form to: Brooke Radford
Girl Scouts of Northern Illinois
Elgin Service Center
12N124 Coombs Rd
Elgin, IL 60124
P: 847-741-5521
F: 847-741-5667
bradford@girlscoutsni.org

Troop/Group # _____
Program Level _____
Trip Leader/Advisor _____
Home phone _____
Other phone _____
E-mail _____
Address _____
City _____ State _____ Zip _____

Destination _____
Number of Girls Attending _____ Number of Adults Attending _____
Projected Date of Departure _____ Projected Date of Return _____
Trip is longer than 3 days/2 nights. Extended Girl Scout insurance will be purchased* Yes No Not Applicable

Adult with indoor overnight training attending trip _____
Adult with outdoor camping training attending trip _____
Adult with current First-Aid/CPR training attending trip _____

Type of Transportation: Bus Train Private Car Plane
Rented Vehicle: Bus Car (Note: Rental of 15-passenger van is prohibited)

ALL CONTRACTS FOR VEHICLE RENTAL MUST BE APPROVED BY COUNCIL STAFF PRIOR TO RENTAL.

Type of Accommodations: Hotel/Motel Cabin/Lodge Tent Other _____
(please indicate what type)

We are planning on taking part in money earning projects to help offset the cost of this trip**
**All money earning projects require a separate Money Earning Application which can be found on the GSNI website.
The Money Earning Application must be turned in to Brooke Radford at the Elgin Service Center no later than one month prior to the date of the money earning project.

*Trips lasting more than three nights are not covered by the Girl Scout Basic Activity Accident Insurance. You **must** take out additional activity insurance through GSNI. This plan would cover the entire period of the event for all participants. Contact Brooke Radford at bradford@girlscoutsni.org or 847-741-5521, Ext. 7147 for forms.

Arrangements must be made to obtain the written consent of parents/guardians for every girl who wishes to participate and complete the Permission to Travel for Minors form. Emergency medical release, annual medical history and medical examination record (if needed) for each girl must be included in the troop first-aid kit and taken on the trip.

For staff use only

Date Received: _____ Date Approved: _____ Date Not Approved: _____
If not approved, what is the reason? _____
Date of Notification: _____ Council Signature: _____
Next Steps/Recommendations/Comments: _____

We are familiar with the policies and procedures pertaining to Girl Scout travel and activities, and have made our plans accordingly.

Leader/Advisor Signature _____ Date _____
GSNI Representation Signature _____ Date _____

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| Elgin Service Center
12N124 Coombs Road
Elgin, IL 60124
847-741-5521 | Freeport Service Center
5040 Business Rt. 20 W.
Freeport, IL 61032
815-235-8777 | Rockford Service Center
2101 Auburn Street
Rockford, IL 61103
815-962-5591 | Sugar Grove Service Center
200 New Bond
Sugar Grove, IL 60554
630-897-1565 |
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