Travel Program Tiers Overview

Tier	Description	Forms Needed	Insurance	Required Training
Tier 1	All troop activity **outside** regular meeting space (location **and/or** time)	• Annual Permission Form • Girl and/or Adult Health History Form(s) • Add Driver/Driving Record Request Form (completed annually)	• Certificate of Insurance (COI's)	• CPR/First Aid certification for 1 adult • Per planned activity, other certifications as required by Safety Activity Checkpoints
Tier 2	Short overnight trips that include one or two nights.	• Annual Permission Form • Girl and/or Adult Health History Form(s) • Intent to Travel Form: (should be submitted **1+ months prior** to travel for any overnight stays outside of council-owned properties) • Parent/Guardian and Girl Agreement for Trips • Add Driver/Driving Record Request Form (completed annually)	• Certificate of Insurance (COI's)	• CPR/First Aid certification for 1 adult • Per planned activity, other certifications as required by Safety Activity Checkpoints

Tier	Description	Forms Needed	Insurance	Required Training
Tier 3 **Juniors and older**	Longer overnight trips that include three or more nights.	• Annual Permission Form • Girl and/or Adult Health History Form(s) • Intent to Travel Form (should be submitted at least **6+ months prior** to travel for any overnight stays outside of council-owned properties) • Travel Final Permit Form • Add Driver/Driving Record Request Form (completed annually) • Parent/Guardian and Girl Agreement for Trips	• Certificate of Insurance (COI's)	• CPR/First Aid certification for 1 adult • Per planned activity, other certifications as required by Safety Activity Checkpoints
Tier 4 **Cadettes and older**	International trips that allows girls to travel around the world.	• Annual Permission Form • Girl and/or Adult Health History Form(s) • Intent to Travel Form (should be submitted at least **1 year prior** to travel) • Travel Final Permit Form • International Travel with Minors Form • Parent/Guardian and Girl Agreement for Trips • Add Driver/Driving Record Request Form (completed annually)	• Certificate of Insurance (COI's)	• CPR/First Aid certification for 1 adult • Per planned activity, other certifications as required by Safety Activity Checkpoints