

Troop Leader Trip Planning Guide

1. Trip Overview

Destination:

Purpose of the trip (e.g., badge work, cultural, service, fun):

Grade Levels Attending:

Trip Date(s):

2. Participants

Number of Girls Attending:

Number of Registered Adults:

Adult-to-Girl Ratio Confirmed: ☐ Yes ☐ No

Volunteer Roles (driver, first aider, chaperone):

3. Permissions & Paperwork

Required Documents

☐ Parent Permission Forms

☐ Health Histories

☐ Insurance Info

☐ Trip Roster

☐ First Aid Kit

☐ Council Notification (if required)

4. Itinerary Planning

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Outline each day's schedule and activity highlights:

Day 1: _____

Day 2: _____

Day 3: _____

5. Transportation

Transportation Mode

☐ Personal Vehicles

☐ Charter Bus

☐ Public Transit

☐ Plane

☐ Other:

Drivers Confirmed: ☐ Yes ☐ No

Emergency Contact Plan While Traveling:

6. Lodging & Meals

Lodging Name & Address:

Meal Plans (bring/buy, allergies, responsibilities):

Kitchen Access or Food Restrictions:

7. Budget & Funding

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Expense	Estimate	Actual
Transportation	\$	\$
Lodging	\$	\$
Food	\$	\$
Activities	\$	\$
Emergency Funds	\$	\$
Total	\$	\$

8. Safety & Risk Management

Designated First Aider:

Location of Nearest Hospital or Clinic:

Behavior Expectations Reviewed with Girls: ☐ Yes ☐ No

What is your emergency plan?

9. Reflection & Follow-Up

What went well?

What would you improve next time?

Photos collected/shared with families: ☐ Yes ☐ No

Girls completed reflection activity or badge work: ☐ Yes ☐ No
