

Domestic Troop Travel Manual



Trainer(s) Name(s): _____

Contact Information: _____

Date of Training _____

My Notes

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ADDITIONAL REFERENCES

For the purpose of minimizing the reproduction cost of this document and being environmentally conscious, we have chosen to supply additional topics to be covered more thoroughly online. The below list will provide resources that will assist you as you fill out your online forms.

1. [Volunteer Essentials](#)
 - o Chapter 4 – Safety-Wise
 - o Chapter 6 – Trips and Travel
2. [Safety Activity Checkpoints](#) for specific activities for the trip
 - o Group Camping
 - o Trip/Travel Camping
 - o Any other topic-specific activities involved for your outing
 - o For additional Information visit **Forms** at <https://www.girlscoutsla.org/>, and reference the Places to Go document for Ideas of places to visit for the day or sleep overnight in Los Angeles and the surrounding areas.
3. Manual References:



Activity suggestion



Internet Links



Caution / Important to remember



Practical Tips



Visit *Tips and Tools* end of this manual

What You Need For Your Girls To...

Getting the girls out to explore their world and experience new activities is fundamental to Girl Scouting and developing leadership qualities in the girls, whether it is taking a hike, planting new flowers at the local assisted living facility, camping, or traveling to Sea World, Savannah, Georgia, or Our Chalet in Switzerland. It is often confusing for leaders to know exactly what training is needed, forms to fill out, or equipment to bring. The GSGLA Adult Educators team has created a handy chart to reduce the mystery!

On page 38, you will find “What I Need for My Girls to Attend A...” This chart is updated periodically, so we recommend you review this chart online at the GSGLA website for the most current information.

Welcome to Domestic Troop Travel

Domestic Troop Travel is designed to help adult volunteers prepare the girls for trips that are chosen, planned arranged, and implemented by girls. This course is required for trips within the United States. Upon completion of this training, consider yourself a “Travel Advisor,” as that term will be used throughout this manual. For international travel, GSGLA’s International Troop Travel training is required. Completing Domestic Troop Travel training permits you, as a Travel Advisor, to safely take your girls on extended travel within the United States.

This manual is provided as a resource relating to Domestic Troop Travel. Most of all, don’t forget to have fun and enjoy these wonderful experiences that you are making possible for your girls. If you talk to women who were Girl Scouts in their youth, you will often hear that the trip they worked for and accomplished is still a highlight of their Girl Scouting experience. Working and planning for a trip can help girls grow, mature, and build lifelong friendships.

Prerequisite: Indoor Overnight. If your trip will include handling fires or sleeping outdoors, the Camping Skills training is also required.

For **Girl Scout Juniors**, this includes activities of 3-4 nights in our region (California, Arizona, and Nevada).



For **Girl Scout Cadettes, Seniors, and Ambassadors**, this includes longer trips and can extend beyond our region, but within the United States.

Activities for all can include traveling from place to place using both indoor and outdoor experiences. For proper preparation, we strongly recommend that the girls already will have experienced indoor and/or outdoor overnight activities of at least two nights in duration.

Terms of Interest

Throughout this manual, we will be using certain terms. These terms and definitions should operate as your guidelines in planning travel trips with your girls:

- A **LOCAL** trip refers to anywhere in Southern California, from San Luis Obispo as the most northern point to San Diego as the most southern point.
- A **REGIONAL** trip is limited to California, Arizona, and Nevada.
- A **NATIONAL** trip is defined by the borders of the United States; national are inside the borders which include Alaska, Hawaii and then U.S. territories.
- An **INTERNATIONAL** trip is anywhere around the world and a passport is necessary.
- **SHORT** trip = 1 to 2 nights, 3 nights if it includes a federal holiday.
- **EXTENDED** trip = 3 nights or more, not including a federal holiday.
- **FEDERAL HOLIDAYS** are defined by our insurance company, Mutual of Omaha, as New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day.



Ready, Get Set, Go

Domestic travel is built on a progression of activities – that is, one activity leads to the next. This is a starting point for girls to generate their own ideas about where they would like to go.

Girl Scout Daisies (grades K-1)

- **Day trips:** Short trips to points of interest in the neighborhood; a walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Overnight trips:** Using progression for girls, GSGLA recommends kindergarten Daisies do no more than 1 one-night outing and 1st grade Daisies may try 2-3 one-night outings during the year; as both leaders and parents determine their readiness.



Girl Scout Brownies (grades 2-3)

- **Day trips:** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning, while never being too far from home.
- **Overnight trips:** Stay one (or possibly two) nights away at a state park or nearby city for sightseeing, staying in a hotel, motel, or a campground. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.

Girl Scout Juniors (grades 4-5)

- **Extended overnight trips:** Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (Arizona, Nevada, and California). There are many sites within California such as San Francisco, Sacramento and San Diego and many attractions or museums in these areas that offer unique opportunities for girls to actually spend the night on site — making it a real adventure for the girls.



Girl Scout Cadettes, Seniors or Ambassadors (grades 6-through 12)

- **National trips:** Travel anywhere in the United States, with trips often lasting a week or more. Let the girls decide on the destination, plan the trip, earn the money, and GO!
- **International trips (requires additional training) are only for Cadettes and older.** When girls show an interest in traveling abroad, new opportunities arise. Allow for at least 18-24 months to plan, get permission, and earn money. Contact the council to get permission to start planning the trip. Visiting one of the four WAGGGS World Centers is a great place to start, but also consider traveling with worldwide service organizations. Recently, girls have traveled to rural Costa Rica to volunteer at an elementary school, to Mexico to volunteer with Habitat for Humanity, and to India to work with girls living in poverty in urban slums. Touring and learning the culture are fun ways of traveling. Tour groups such as As Education First (EF) are also fun and easier way to travel



Note that cruises departing the US are considered Girl Scout international trips, International Troop Travel is required. Each trip makes a scheduled stop in a non-US port. (More specifics needed: Adult/girl ratio, lifeguards, no wandering by selves, passports)

See *Volunteer Essentials* for additional information on Travel.

Inclusiveness

Girl Scouts of Greater Los Angeles strives to provide resources to volunteers working with girls with developmental disabilities, learning disabilities, physical disabilities, or multiple disabilities. Refer to *Volunteer Essentials* as a general guide on Inclusion and adhere to the following Inclusion statement “As a Girl Scouts of Greater Los Angeles member, I will do my best to think, speak, and act in ways that ensure everyone across the council feels they belong and can meaningfully participate in all aspects of Girl Scouting regardless of ability, age, culture, education, ethnicity, gender, race, religion, sexual orientation, and socio-economic status”.

It Matters!

Travel Safety


When preparing for taking a trip with girls, have the girls read the Girl Scout *Safety Activity Checkpoints* for the particular activity they are planning on doing. Also have them read the information on Trips and Troop Travel in *Volunteer Essentials*. Both are online on the GSGLA website.

If a *Safety Activity Checkpoint* does not exist for an activity you and the girls are interested in, check with your Service Unit Manager or designee **before** making any definite plans with the girls. A few activities are allowed only with written GSGLA pre-approval and only for girls 12 and over, while some are off-limits completely.


**C A U
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N !**

Activities completely off limits: trampolining (check current *Volunteer Essentials* for a list of approved venues), bungee jumping, hang gliding, parachuting, parasailing, go-karting, extreme variations of approved activities, shooting a projectile at another person, riding all-terrain vehicles and motor bikes, and taking watercraft trips in Class V or higher.

Troop Travel Adult-to-Girl Ratios

 Always refer to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for up-to-date information. The Girl Scout Leadership Experience (GSLE) provides direction to meet the developmental, educational, emotional, and social needs and interests of girls in the Girl Scout grade levels.

Girl Scout Grade Level	Events/Trips Two Non-Related Adults, One of Whom Must be Female, For Each Number (Below) of Girls	Plus One Adult for each Additional Number (Below) of Girls
Daisy	6	4
Brownie	12	6
Junior	16	8
Cadette	20	10
Senior/Ambassador	24	12

 Grade level is determined by the current membership year, beginning October 1 at time of travel. A multi-level troop must use the ratios for the youngest level attending, even if there is only one girl.

Domestic Travel Advisor (Volunteer)

Upon completion of this training, you are considered a Domestic Travel Advisor within Girl Scouts of Greater Los Angeles (GSGLA). One need not be a troop leader to serve as the Domestic Travel Advisor, however, if the Domestic Travel Advisor is not a leader, the leader must acknowledge the Domestic Travel Advisor's role as in charge of adhering to GSGLA safety procedures, standards, and practices throughout the planning and execution of the trip.

The Domestic Travel Advisor serves as a troop/group resource for activities relating to any traveling the troop plans and is involved in all aspects of the program by:

- Attend all troop meetings where planning is involved, and attend the trip.
- Assisting the troop in the planning, and organizing the trip, camp, and travel outings relevant to the level of training completed.
- Confirming troop trips are conducted according to GSGLA safety procedures, standards and practices, and Safety Guidelines found in *Volunteer Essentials* and *Safety Activity Checkpoints*.

The Domestic Travel Advisor must also:

- Be a registered adult member of GSUSA.
- Be at least 18 years of age.
- Be LiveScan fingerprinted (completed 60 days prior to trip).
- Have taken required trainings:
 - Mandated Reporter
 - Indoor Overnight
 - Domestic Troop Travel (must be current)
 - Camping Skills (if outdoor skills/camping is involved)
- Assist the troop with the planning and is willing to participate and attend the trip.



Are the Girls in Your Troop Thinking About a Trip?

When the first excited request for a trip comes from the girls, the Domestic Travel Advisor should be ready with these questions:

1. How well do we work together as a troop? Are we ready to take the necessary responsibility for our own behavior and for carrying out the plans that we make, or will the leader wind up with most of the work? Have we already proved we are ready for this project by the way we have carried out our troop camping and/or some other troop activity?
2. Are we able - or willing - to do what is necessary to finance the trip? It might require extra money earning activities for Junior and older girls. Is everyone willing to do her part? What understanding should we have about the amount each girl will contribute from her own money (if any), and how much should be from troop funds? Have the adults taken Special Events & Money Earning training?
3. What about our parents/guardians? We will have to know how they feel about it, for every girl must have the written permission of her parents/guardians. Are there ways they could help us? What responsibility will we have toward them in our preparation?
4. Does everyone in the troop think this is a good idea - or only a few girls?
5. What progression trips have we completed leading up to this experience?

The responses to these questions will be the clue to the Domestic Travel Advisor as to whether s/he should encourage the girls in this activity or wait until a later time, when they will be more ready for domestic travel.

Troop Travel Behavior Contracts

To reduce the likelihood of conflict and ensure safe behavior while on your trip, consider using a Behavior Contract for the girls and for the adults traveling with the troop/group, have a sample of each. The girls develop the contract, and both parents and girls should agree to sign. Some topics to cover might include: being respectful to those in the group, and those you meet while travelling, prohibiting use of tobacco, alcohol, drugs, or profanity, using the buddy system, etc. Make sure that the consequences of violating the behavior contract are spelled out. If girls are to be sent home early for serious misconduct, the contract should specify who is responsible for the additional expense of travel charges.

See a sample behavior contract in *Tips and Tools*



Troop Travel Planning Steps

Throughout the planning process, it is important the activities are girl-led with the Adult Domestic Travel Advisor providing grade level appropriate guidance by allowing the girls to learn by doing and to engage them in cooperative learning. A Girl Scout trip is NOT something planned by adults *for* girls. A successful trip requires sound planning and teamwork by the troop/group. The trip should be based on ongoing troop/group activities and interests. The girls should have demonstrated readiness and exhibit the maturity to accept the responsibilities that the trip will bring.



Each girl should participate in the decision-making process about where the group will go and her goal in taking this type of trip. Remember, though, that readiness to travel is not age-based. Juniors that have camped and traveled a lot may be more ready for extended trips when they reach Cadettes than Ambassadors that have never traveled. Before you journey on extended trips with inexperienced Seniors and Ambassadors, make sure that they prepare for it and build their travel experience through a series of overnight and shorter trips.

To have a successful trip, review and follow the planning steps below with your troop/group.

Step 1 Brainstorming: Brainstorm on what locations the girls would like to visit.



Step 2 Choosing Your Destination: Girls need to research activities at the different locations.

Step 3 Parent/Guardian Support: Have the girls host a family meeting.

Step 4 Developing a Budget: What are the costs?



Step 5 Funding the Trip: Now that you have a budget, how are you going to pay for it?

Step 6 Money Earning Activities: Is the revenue from Fall Product and Cookie Programs not enough to fund your trip?

Step 7 Safety Procedures, Standards, and Practices: Be sure you and the girls have read *Volunteer Essentials* and *Safety Activity Checkpoints* to make sure your activities during your trip are appropriate, allowable, and safe.



Step 8 Planning the Itinerary: The girls will review the activities planned and determine what are 'must sees'.

Step 9 Getting Approval: The troop must obtain GSGLA approval before committing to troop travel.



Step 10 Getting Commitments: Before you sign any paperwork committing funds, make sure you have both the girls' and their families' approval and the trip has been approved by your Service Unit Manager and Council.

Step 11 Making Reservations: The girls can call hotels and other places they want to visit.

Step 12 Meeting with the Families: Have a family meeting to go over the final itinerary, collect funds and any forms due, and resolve any issues or questions the families may have.



Step 13 Preparing for the Trip: Help the girls learn the skills that they will need while traveling.

Step 14 Travel Insurance: You will require additional insurance for your trip.



Step 15 During the Trip: No matter where you stay, you need to take precautions.

Step 16 After the Trip: Share stories and reflect.



Travel Planning Steps in Action

Step 1 Brainstorming

Once the girls have determined what their goal for the trip will be, they can start discussing where they may want to go. A great tool for this is brainstorming. During the brainstorming session, there should be no criticism of ideas. You are trying to identify the possibilities. With the girls, develop a group agreement for the brainstorming. These would include:

- One person speaks at a time.
- All ideas are written down.
- No comments are made on the idea, negative or positive – this includes from the Adult Travel Advisor. If there are too many negative reactions, girls will not feel comfortable sharing ideas.
- Take turns going around to everyone for input. Be sure everyone has a chance to contribute one or more ideas.
- It's okay to build on others' ideas.
- It's okay to pass.
- Some girls may be anxious about contributing. You could start by first soliciting contributions from everyone through anonymous cards with ideas.



After all the ideas are offered, they are evaluated for feasibility, alternatives could then be considered. For example, if one of the girls in a Junior troop would like to plan for a trip to Paris when they are Cadettes, the Travel Advisor would let the girls know what the requirements are for a trip to Paris and it could certainly be something for the troop to consider in a few years, but what might be an alternative? Another girl might think of EPCOT at Walt Disney World where they could learn about other countries, including France, and actually meet the people from those countries that work at the pavilions.

The girls should then review the list and look for:

- Answers that are repetitive or similar
- Start clustering like ideas together
- Eliminate responses that definitely do not fit
- Narrow the list down to 3 to 5 locations
- Check to see that the location is appropriate for the grade level of the troop



Use the Planning Timeline and Planning Checklist in *Tips and Tools* to assist you in the brainstorming and planning process.

Step 2 Choosing Your Destination

Before making a decision, more information will be needed. The girls will need to research what kinds of activities are available at the different destinations they have selected and the associated costs. They should include activity costs along with lodging and transportation options. Ask the girls where they might go for information.



Each girl or patrol should then either volunteer or be assigned to take one or more of these resources to start collecting information. Looking through guidebooks or checking online are great first places to go. Don't forget about online safety! Some may look at transportation alternatives; some might review the types of lodging; while others might research activities. The pros and cons for each of location should be addressed and costs compared. Then it is time for the final decision to be made.

When the location is agreed upon, it is important for the girls to learn about the place they will visit and obtain more specific information. Obtain information from the local Chamber of Commerce or

Convention and Visitor's Bureau, guidebooks (AAA), and online searches are also useful as well as talking to people that have been there. Get brochures and information from travel agencies.

Below are additional helpful tips for working with your troop/group when choosing a destination.

Progression with choosing a destination:

- Have the girls come up with a few choices within some parameters of distance, length of stay, etc. Discuss aspects of each destination such as cost, activities available, etc. Discuss how you can make it part of your program of badges or Journey. Let the girls discuss and vote.
- Juniors can come up with a few choices from looking at some resource material. Have girls develop pros and cons of each destination based on cost, activities available, modes of transportation etc. Discuss and come to a consensus, making compromises to accommodate all troop members, not just the majority.
- Cadettes, Seniors, and Ambassadors can set goals for their next trip from evaluating the last trip. Discuss the purpose of the trip. Begin to look for destinations to fulfill the purpose. Girls can research on their own and develop pros and cons of each destination and come to consensus on their final choice.
- Your troop/group is ready to make a long range plan for the trip. They reach a decision by consensus and choose a destination with a commitment to the funding of the trip over time.



Resources:

- As a group traveling a long distance, you can often do better with the help of a travel agent who is familiar with the destination. However, remember that travel agents sell travel packages and this may not be appropriate or affordable for the trip you have planned.
- Have girls from a troop that have gone to the destination talk to the girls at a troop meeting, or have a parent who has visited the destination talk to the girls.
- Check the library for picture books or videotapes/CDs/DVDs about the area.
- Do research on the internet, etc. Use Google Earth to check out the surrounding area before booking a hotel, hostel, camping spot, or activity location.
- Learn something about the history, culture, and site-seeing opportunities in the area.



Tips:

- As a leader/advisor, you need to step back and be sure that it is a girl trip and not your personal agenda and/or vacation. Offer ideas based on your own experience, but allow the girls to consider and accept/reject them as they would with any other input, as they develop the plans
- Girls need to be integrally involved in where to go, what to do, how to pay, and how long to stay.



- If the girls choose the destination they will stay more committed to the trip during the planning and preparation stages.
- If things go wrong, girls complain less if they have made the plans and arrangements.
- Look for choices that match the interests of the girls. What are the girls' interests? Camping, photography, acting, etc.
- On what badges or Journeys are they working?
- For younger travelers, give them some ideas about different places to consider. What day trips have they enjoyed most? Why?

Step 3 Parent/Guardian Support

The support of parents/guardians is very important throughout the entire planning and preparation process. When the girls have made a decision, they can help develop an **information sheet** on their chosen destination and take copies home to their families. Information should include an idea of when the trip will take place, what is involved in planning, costs along with any possible money earning ideas, activities during the trip, and chaperone needs



Have a **parent/guardian meeting** to let them know what is involved in planning and implementing then trip. Trip planning may take as little as a few meetings or as long as two years, it depends upon the level of the troop and the trip involved. Let the parents know how long it will take to plan and prepare. Give them an idea of what kinds of costs and activities might be involved. Alert parents/guardians if there will be a need for chaperones, drivers, lifeguards, first aiders, etc. All chaperones and drivers must be registered members of Girl Scouts and approved volunteers*. Talk about what the girls will learn and accomplish, including Journey/badge work, while on this trip.

For younger girls, discuss what the trip might cost and what the troop can afford.

Cadette and older girls should conduct the parent/guardian meetings for their trips. Discuss what the trip might cost and what the troop can afford. Discuss troop and individual girl money-earning projects and what the troop, girl, and family financial responsibilities might be for the trip.

It is important to have parent commitment to support the plan made by the girls. A signed parent agreement to this is a good idea.

*Approved volunteers are registered Girl Scout adults, have completed LiveScan fingerprinting 60 days prior to the overnight, and have completed all required position related training, including mandated reporter training at least 6 weeks in advance of your trip.

Step 4 Developing a Budget

The trip budget is a key piece of the planning process. The budget should be carefully determined before any final decisions are made. A good budget follows the SMART principle: Specific, Measurable, Achievable, Realistic, and Timely. If the troop does not have the funds or cannot reasonably earn them, alternate plans should be made. Deficit is not an option!

Ask the girls to identify and compose a list of things on the trip that will require money. Have them research fees and start developing a draft budget based on their research results. Review the list developed by the girls. Did they include: transportation, lodging, food, attraction/activity costs?

Have the girls done their research? What are the parking fees at all of places you will go/how will you there? If you are taking public transportation, are there passes available? Can you get a group rate? What are the restrictions of the activities/attractions in which you are participating? What are the hours of operation for your chosen activities?



Since this is a rough estimate, round up or perhaps add about 10-20% to cover increases to airfare, activities, or costs that are identified later. Anticipate your expenses generously. It will be much easier to adjust the cost of the trip lower when the decisions become firm rather than having the cost of the trip continually increase throughout the planning process.



As decisions are made throughout the process, the budget should be updated with actual costs. When working with girls, make sure that they estimate reasonable amounts for the different costs. Use the [Simple Overnight Trip Budget](#) or the [Detailed Overnight Trip Budget](#). Both linked in the Tips and Tools section. Or the troop can create their own. This initial budget will be submitted with the Overnight Travel/High Risk Activity Application eForm. Also, in *Tips and Tools* are budget tips and a listing of potential budget busters.

Girls should review the total cost and discuss if the trip is too costly. What are the options? They might consider changing different aspects of the trip, such as changing the mode of transportation like driving instead of taking a train, cutting back on some of the activities, shortening the length of the trip, or deciding it will require two years of holding money-earning events. Extended trips require more time to plan and earn money.

Step 5 Funding the Trip

The troop/group needs to start planning early on how to pay for their trip. How much will they earn from participating in the Fall Product and Cookie Programs? How many boxes of cookies, cans of nuts would they have to sell to pay for their trip? Other questions include:



- Does the troop have money?
- How much can the girls raise?
- How much will each family contribute? Ideally, the troop should raise all of the funds needed for the trip.
- Will you host Money Earning Activities? Troops must participate in both Fall Product and Cookie Programs in order to host an additional four (4) Money Earning Activities per Girl Scout year (October – September).

Step 6 Money-Earning Activities

A Money-Earning Activity (MEA) refers to activities that follow a planned budget and are carried out by the girls and adults, in partnership, to earn money for the troop/group. MEAs should be consistent with the Program Standards and Council policies on money-earning. All Safety Activity Checkpoints and Council policies and guidelines must be followed. If the girls decide to participate in other events, such as yard sales and other money-earning activities, they **MUST** participate* in both Fall Product and Cookie Programs. Girls should identify how many troop money earning activities (MEAs) each must work on. Troops are restricted to four (4) money-earning activities in addition to product programs per year. Six (6) for large multi-level troops, Senior and Ambassador troops, and Specialty Groups. There are many things girls can do to earn money for travel. Check *Volunteer Essentials* for some ideas of money earning activities. Be sure an adult advisor has taken Special Events & Money Earning training before planning any money earning activities, this training is available as a self-study course in gsLearn. Additionally, Go Team and/or Council approval is required via eForm before you begin advertising any event.

Some girls may not be able to work on the day of a particular event, but they could still be involved in the planning. For example, the girls could be involved in the pricing and tagging of the items for a yard sale or providing baked goods for a bake sale. There should be an understanding that the money raised will be part of the troop funds and not an individual girls' money.



* Please refer to current product sales guidelines for the participation definition.

Step 7 Safety Procedures, Standards, and Practices

No matter where you stay, you need to take precautions. All of the same precautions apply when travelling as they do at home. Don't let your guard down just because you're on a fun trip, or because you're in a smaller or more rural location. For example, you probably wouldn't leave \$500 cash lying around your house, so why would you leave it in a hotel room? Or you wouldn't think of going to bed at home without checking to see that the doors are locked--yet plenty of hotel guests have not only left room doors unlocked, but have left keys in the door.

General safety:



- If using cell phones, all travelers should program all girl and adult numbers into their phones.
- For each destination, make sure every girl carries a copy of the hotel's (or hostel or campsite) address and phone number.
- Each girl should carry a copy of the travel itinerary should they become separated from the group in the airport, bus terminal, etc.
- Do not leave luggage unattended in airport, hotel lobby, etc.

Travel safety:



- When on mass transit such as subways or trains, it is recommended you form smaller groups of girls, each with an adult, to move on and off for safety and to have supervision if they should get separated.



- Talk about plans if someone misses a subway train or didn't get off the train. It's important that everyone understands or you may be missing each other going back and forth between the stops! Know your stop in advance. During your planning meetings, you may want to do some role-playing on what to do if someone misses the subway or couldn't get off. Now as you enter the subway station, go over the procedures with everyone.
- Know what forms/information each traveler should carry on them at all times.
- Have a meeting spot when sightseeing in case someone is separated from the group. If you have a large group, it may be difficult to continually take a head count.



Large Group Tip

Assign everyone, including adults, a number. You have to know the person on either side of your number so if someone was missing, you can identify it very quickly. Assign a girl to be in charge of the group and occasionally she will say "Count off!" Everyone shouts their number in order. You will know immediately if someone is missing.

Planning for transportation:

- **Drivers**
 - All drivers, female and male must be a registered and approved volunteers
 - Each driver must be at least 21 years old and hold a valid operator's license appropriate to the vehicle and proof of liability insurance
 - All drivers must adhere to state laws and safe driving practices at all times
 - Girls cannot drive other girls
 - If using one vehicle for the trip you must have two unrelated females in the car
 - If using more than one vehicle, one adult per car is acceptable
 - Drivers cannot use cell phones while driving; observance of state laws regarding cell phones and texting is required
- **Vehicles**
 - All cars must be currently registered with the DMV and have all safety equipment in **working order**. This includes a first aid kit and a flashlight.
 - The number of occupants in the car shall not exceed the intended capacity of the vehicle and each occupant shall have his/her own seat and is buckled into a seat.
 - Car seats and booster seats are used as defined by state law; the family of the girls must provide the needed car/booster seat.
 - GSUSA prohibits volunteers from driving 15-passenger vans or larger.
 - Anyone driving a 10-12 passenger van must have, in accordance with California state law, a commercial driver's license.

Hotel security:



- When arriving at hotel, locate primary and secondary exits. Establish a meeting place outside of the hotel where you can account for everyone in case of an emergency.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport and cell phone. Take the flashlight and bag with you if you have to leave for an emergency.
- Make sure everyone knows that if a fire alarm goes off, they must get out as quickly as possible without stopping to pack their suitcase or gather their belongings.
- Use the deadbolt locks on all room doors.
- Fasten the night latches or chains on room doors, especially on sliding doors to the balcony or patio.
- Always use the view ports in your guest room door.

Hotel Fire Safety

Feel the door and:

- If warm, don't open; stuff wet towels under the door; call hotel operator immediately.
- If cool, proceed slowly and follow emergency procedures.


- Do not open the door for strangers, if hotel staff is at the door call the front desk to confirm.
- Don't shout out or display your room number when in the presence of strangers.
- Store cash, jewelry, and airline tickets in the safety deposit boxes at the front desk.
- Avoid parking lots and walkways that are not lit after dark. Stop at the front desk and ask for an escort if you feel concerned.

Step 8 Planning the Itinerary

Girls should look at the activities that they have planned.

- What are the “must see” sites?
- What are the opening and closing times for attractions?
- What days are they closed?

This is information that they will be able to find online or in guides. Make sure they are identifying posted times for the timeframe they will be traveling, especially if you are going “off season.” Many attractions have later openings and earlier closings during low season.

 The itinerary may be built in one-hour increments. Girls should estimate how much time will be required at a particular activity to fully experience it and not feel like they are rushing through. Some travel books and online sites will have recommendations on how long to stay. Make sure extra time is allotted for things like loading cars, getting to the airport/destination, meals, and bathroom breaks. It will take longer than expected. Allowing for the extra time will reduce stress during the trip. Leave time in the schedule for breaks, free time, and changes of plans. See sample itinerary in *Tips and Tools*.



Be flexible in the itinerary to accommodate delays, unexpected weather conditions, sold-out activities, or even canceled activities. Finally, be sure to include quiet time at night. Even if girls are still awake, they are expected to be quiet to respect the other girls sharing their room.

Program Links and Activities:

- What badges are the girls doing? Many can be linked to the trip activities: photography, leadership, planning field trips, exploring nature, learning about other cultures, budgeting etc.
- Choose a trip around the interests of the girls. Are they crazy about fashion? Visit a fashion district or garment district in the city to be visited or in Los Angeles. Do they love sports? Get tickets for a game at a college or sports arena. See if a tour can be arranged or an opportunity to meet the players. They love dolls? Visit a doll museum.
- Be sure that there is some activity for everyone.
- Inspire the girls to look for new places and activities that they would like to learn about.
- Check out special tours that can be arranged for a traveling Girl Scout troop.

Step 9 Getting Approval

Troops/Groups must seek prior approval before committing to troop travel. Travel with your troop is not something that is planned in one or two meetings. Planning and gathering funds take time.

For **Domestic trips**, submit a Parent/Guardian Single-Use Permission Form to your SU Manager or designee for approval as soon as you have a tentative itinerary and budget.

- For **Short local or regional trips**, submit a completed [Parent/Guardian Single Use Permission form](#) to your Service Unit Manager or designee at least six weeks in advance of the trip.
- For **Extended Regional or National trips**, submit a completed [Extended Travel/High Risk Application eForm](#) at least six months in advance* of the trip and **final plan** submitted two months in advance with itemized budget, detailed itinerary, and list of girl and adult participants and their emergency contact information.

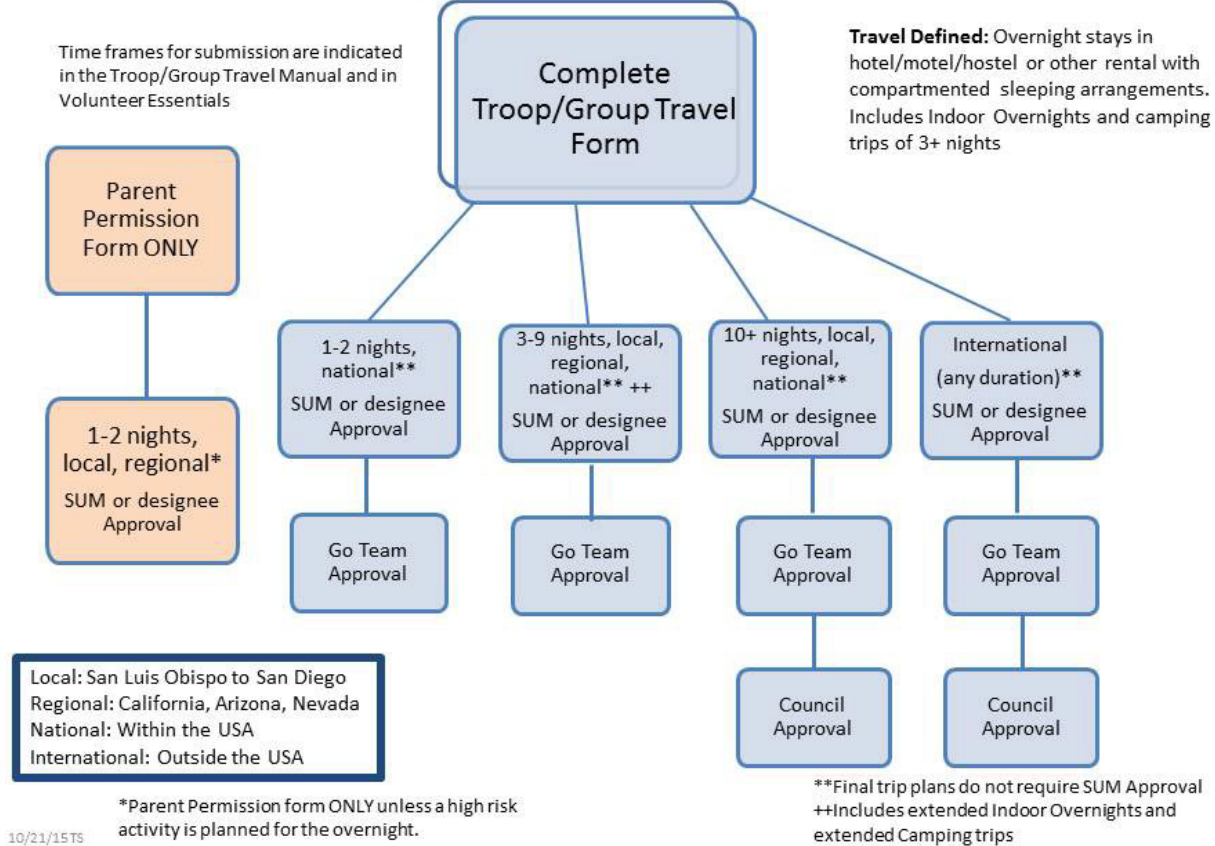


* This form will automatically be sent to your SUM or designee for approval.

The [Extended Travel/High Risk Application eform](#) can also be found on the [GSGLA website](#).



Travel Approval Process Flow



Links for Travel forms:

Initial Application: https://www.gsglavolunteerapps.org/frm_display/extendedtravel-high-risk-application/

Final Plan: https://www.gsglavolunteerapps.org/frm_display/extended-travel-final-report/

Change Request: https://www.gsglavolunteerapps.org/frm_display/extended-travel-change-request/

Step 10 Getting Commitments

Before you sign any paperwork committing funds, make sure you have the approval of all the following: the girls' families, Service Unit Manager or designee, the Travel Go-Team and Council (if needed). Submit the [Extended Travel/High Risk Application eForm](#), this includes any High Risk activities. Have the girls explain to the families the purpose of the trip, the costs, payment schedules, specialty equipment, and clothing needs. If this is an extended trip, it would be a good time to let parents know that a health examination, signed by a medical professional documenting a medical exam in the last 24 months, will be required.

💡 It is recommended you have an agreement letter available to give to parents/guardians that spells out where the girls will be going, what kinds of activities they plan on doing and the cost of the trip. Deadlines for deposits, down payments, payment installments and late penalties should be clearly stated. In addition, it should identify what happens to the money if the girl can't go on the trip. All money belongs to the troop, not individual girls. The refund policy should state which fees and deposits cannot be returned, such as some airline tickets that are nonrefundable, and if substitutions can be made. A sample letter to parents is provided in *Tips and Tools*. A sample agreement for participating adults, which includes a payment schedule as well as adult behavior expectations, can be found in *Tips and Tools*.



Note: No Girl Scout Volunteer shall enter into any agreement or contract that is binding on the council or includes a hold harmless clause. Please refer to the [Volunteer Essentials](#).

Step 11 Making Reservations

Discuss with the girls how to prepare to make a reservation. Help them make a list of questions and have them make the calls. Some of the information might be found online as well. As an example, if girls will be staying in a hotel, some of these questions might include:

- What is the cost of the room? Is there a discount for reserving a large block of rooms?
- How many beds are in the room? Are they twins, full or queen sized bed?
- Do they have rollaway beds available? Is there an additional charge?
- Can rooms be reserved close together or at least on the same floor?



Have the girls call different hotels for information and then review the costs as well as locations. Help them create a comparison chart. A cheaper hotel may not be close to public transportation and could require taxicabs or car rentals.

This should be taken into consideration. Once decisions are made, have them call to make reservations. In some cases, this may have to be done by an adult. If so, use a speakerphone and include the girls in the discussions. Confirmations are usually sent through emails. Make sure that the girls check them for accuracy. Keep a copy of the confirmation with the confirmation number in your travel-planning file, which will eventually become your Troop Event Packet, so that before you leave for the trip, the girls can call to confirm the reservation



- If girls are to share a bed with another girl, you need written permission from the parents; otherwise every girl gets her own bed. See *Tips and Tools* for the sample **Sleeping Arrangements Form**.
- Girls and adults do not share a bed; however, exceptions can be made for mothers and their own daughters.
- It is not mandatory that an adult sleep in the sleeping area with the girls, but if an adult female does share the sleeping area, there should always be a second unrelated adult female present.



The girls should also be involved in researching the costs for, transportation options to, and making reservations for any travel and activities in which they plan to engage at their destination.

Although most reservations can be made online or with a travel agency, discuss with the girls about getting information. Girls can create a list of questions and call using a speakerphone. Once the girls have made their decisions, reservations can be made. Confirmations are usually sent by email and should be checked for accuracy

Step 12 Meeting with Families

Have a family meeting about 6 to 12 weeks before an extended trip with all the girls and their parents/guardians. When the meeting notice is sent out, remind parents to bring a copy of the Health Examination (extended trips) along with perhaps their final payments, the signed Parent/Guardian Single-Use Permission Form, Girl or Adult Health forms or any other requirements you might need. Where possible, the girls should take on leadership of this meeting. One might outline their safety plans. Another would explain the forms needed.

- The first aider collects and reviews the forms to make sure that they are aware of any medical conditions that may require attention during the trip. Then they would make copies for participating adults or drivers. To protect privacy, health histories are to be sealed in manila envelopes and only opened when needed.
- Provide a detailed itinerary to the parents, including: lodging and contact person information.
- Have examples of the kind of gear (luggage/backpack/duffle) the girls will need to bring. Explain that if they do not have it, that there are options to buying, such as borrowing, renting, or finding them at yard sales or thrift shops.

- A girl-developed packing list can be provided to everyone at this time. A sample-packing list is provided in *Tips and Tools*; however, this list does not represent everything that should be taken on every trip. It is meant to provide a general list that the girls could pick and choose from depending on the destination and activities that have been planned. Remind girls that they will have to carry their own gear.
- Discuss what could happen if their daughter gets sick. If she requires an extended stay in the hospital, the parents/guardian will be contacted and may need to travel to where you are, or she may have to return home. Parents/guardians should understand that this would be at their expense.
- Discuss cell phones and how to handle calls/plans or purchasing calling cards.
- Money
 - Discuss/set personal money limits.
 - If girls will expect to carry significant sums of money (\$100+), a prepaid debit card or a credit card is a good idea. *Note: some cards charge monthly fees. Check with your bank for more information.*
 - What is the troop paying for and what are the girls expected to pay for? Be specific.
 - The troop should pay for adults needed for proper adult/girl ratios, just as the troop is paying for the girls attending.

Financial Tip

As a suggestion, a financial commitment is required by the troop early on, as a “good faith” deposit to be secured from each parent/guardian to insure the commitment of the girl. Sometimes girls back out and then the troop is left to pay for all who were scheduled to go, not just those that finally take the trip

Traveling Tip

There are no moms/parents on a Girl Scout Travel Trip. Let someone else handle your daughter and do not allow her to call you MOM. On a Girl Scout Trip, you are every girl’s MOM and your co-leader is your daughter’s Mom. It is difficult at first, but one of the best rewards you both can experience with Girl Scouts

Step 13 Preparing for the Trip

The blend of the group is as important, or more important, than the individuals involved. A successful trip is dependent upon the ability of the group to work and function together as a team. Certain factors are very crucial. They are:

- The ability of each person to function as a team member
- The ability of each person to follow as well as lead
- The ability of each person to accept more direction and leadership from group leaders.

The group needs to establish a working relationship prior to traveling together.

With the help of the leaders, younger girls learn the skills they will need for the trip by practicing during a series of troop meetings. They learn how to plan menus, prepare food, pack luggage, pitch tents, order in a restaurant, tipping. Help train the girls in different aspects of the trip, packing and safety when traveling. They shop

for supplies, food, etc., staying within their budget. Girls set ground rules and work on skills for getting along and solving differences when traveling with others in close quarters. They relate their ground rules to the Promise and Law.

Step 14 Travel Insurance

Forms to take on the trip:



- Print out an insurance claim form. The claim form and more information about insurance can be found on the Mutual of Omaha website <https://www.mutualofomaha.com/girl-scouts>.
- Fill out the [GSGLA Accident/Incident Report](#).
- Pink After Hour Emergency Card.

If an accident occurs during the trip:

- Follow directions on the pink card for After Hour Emergencies. The card may be picked up from any service center.

- Fill out the top part of page two of the claim form (do not sign the claim form), and complete the accident /incident report and submit both to your local service center within 72 hours. You will be contacted and given further directions.

Additional insurance, called Activity Accident Insurance, will be required if:

1. Your trip is **2 nights or less** (3 if it includes a federal holiday) **and** you will have non-members attending.
 - If this describes your trip, please fill out the enrollment for **Plan 2**, and submit at least 4 weeks prior to your trip.
2. Your trip is **3 nights or more**.
 - If this describes your trip, please fill out the enrollment for **Plan 3E or 3P**, and submit at least 4 weeks prior to your trip.
3. Your domestic trip is **NOT** described here.
 - Your trip does not require additional insurance.

Types of insurance for domestic troop travel:

Plan 2: Covers girl and adult non-members attending an approved and supervised activity lasting two nights or less including travel to and from the activity. This plan covers accidents and coordinates with any family health plans.

Plan 3E: Covers all participants attending an approved and supervised activity lasting 3 or more nights including traveling directly to and from the activity. This plan covers accidents and illness and coordinates with any family health plans.

Plan 3P: Covers all participants attending an approved and supervised activity lasting 3 or more nights including traveling directly to and from the activity. This plan covers accidents and illness and DOES NOT coordinate with any family health plans.

Purchase additional insurance:



1. Download and complete an [Activity Accident Insurance Request Form](#) from the GSGLA website.
 - Send the form along with a Girl Scout (troop or service unit) check/money order payable to **Mutual of Omaha** to customer care. This must be received no later than four weeks prior to the first day of the travel. No cash, credit cards, personal checks will be accepted.
 - Refer to insurance request form for the exact pricing.
 - The form and check will be returned if:
 - It is not a troop or service unit check or money order
 - The information about the trip is incomplete
 - The payment is not received at least four weeks prior to the trip



If there are any questions or concerns, contact riskmanagement@girlscoutsla.org or Customer Care (213-213-0123 or customer care@girlscoutsla.org).

Step 15 During the Trip

You and the girls will need to put together a Troop Event Packet. For extended trips, it is especially important to make sure that the contact person, drivers, and you have all the information/forms that you will need. This would include health history forms, record of health examinations, insurance claim form, GSGLA Accident/Incident form, green cards for each adult, pink emergency GSGLA card, girl behavior agreement, adult behavior agreement, confirmations, reservations and if applicable, copies of contracts signed by the GSGLA representative. You would also want copies of receipts for items paid for in advance and itineraries. In the event of an emergency, it will much less stressful since you will have all of the necessary information.

Step 16 After the Trip

After girls return from their trip, have them share their journal entries, if they did one, and discuss what went well, and what didn't. What would they do differently next time? These discussions will help them learn how to improve their trip planning for future trips.



An important part of learning is reflection. Girls should reflect on the trip perhaps by writing an article for the local paper, writing a poem about their adventure or making a scrapbook that include their photos, ticket stubs, and brochures from the sites they visited.



They should also take the time to write thank you letters and complete financial reports. With the girls, compile all the receipts from the trip and categorize by ledger topic. Financial reports with actual costs and receipts should be prepared and provided to each participant and their parents/guardians.



Getaways, Destinations, and International Travel

Getaways: Travel opportunities designed for Girl Scout troops. Domestic & International Travel

When your troop is ready...take a look at GSUSA **Getaways**. Consider them for EXTENDED TROOP TRAVEL. Encourage your Cadettes, Seniors, and Ambassadors to go to the national website, <http://www.girlscouts.org/travel>. From there, they can locate all of the Getaways for extended troop travel.



When an INDIVIDUAL GIRL IS READY to branch out and travel on her own, GSGLA participates in the GSUSA **Destinations** program for individual girls, 11-17. Encourage each girl to go to <http://www.girlscouts.org/travel>.

From there, they can locate both the Getaways and Destinations pages for more information and available opportunities. Since the **Destinations** do change each year, it is fun just to check often. After the new **Destinations** are announced on the website each October, each region within GSGLA will host a **Destinations** Day for Cadettes, Seniors, and Ambassadors and their parents/guardians to learn all they need to know about **Destinations**. Girls and their parents will learn what **Destinations** are being offered, how to apply for a trip, receive help on writing the essay, travel safety, information how they can put on money-earning projects to help them earn funds to attend and how to apply for available scholarships.

When the troop is ready for travel outside of the United States and the girls are Cadette and older - attend **International Travel Training**. This training is for all trips outside the United States, including cruises which stop in a non-US port.



Tips and Tools

In this next section you will find tips and tools to help you as a Troop Travel Advisor. Included are links to forms, and other pertinent resources you will need in your role. Use these tips and tools as you get started and throughout the planning process with your troop.

Links to important forms and resources:

Note: this is not an exhaustive list of forms and resources, but instead lists some of the important ones that will help you as you get started as a Junior Leader. For more forms and resources, visit the [forms page](#) on our website.

- [Accident/Incident Report eForm](#)
- [Activity accident insurance request form](#)
- [Adult Emergency Information and Authorization for Treatment Card \(Green Card\)](#)
- [Adult Volunteer Behavior Agreement](#)
- [Certificate of Insurance Request eForm](#)
- [Destinations & Getaways](#)
- [Extended Travel/High Risk Application eForm](#)
- [Extend Travel/High Risk Change Request eForm](#)
- [Extended Travel/High Risk Final Report eForm](#)
- [GSGLA Properties Page](#)
- [Health Information and Release Form](#)
- [Health Examination \(extended trips\)](#)
- [Mutual of Omaha Site](#)
 - [How to File a Claim](#)
- [Overnights 101](#)
- [Over the Counter \(OTC\) Form](#) (English)
- [Over the Counter \(OTC\) Form](#) (Español)
- [Privately Owned Rental Properties](#)
- [Provided Prescription \(OTC\) Form](#) (English)
- [Provided Prescription \(OTC\) Form](#) (Español)
- [Parent/Guardian Permission for Sensitive Issues](#)
- [Parent/Guardian Single-Use Permission Form](#) (English)
- [Parent/Guardian Single-Use Permission Form](#) (Español)
- [Places to go in Southern CA](#)
- [Safety Activity Checkpoints](#)
- [Sample Girl Troop Agreement](#)
- [Simple Overnight Trip Budget](#)
- [Volunteer Essentials](#)
- [What I Need for my Girls to Attend a...](#)

Documents included here in Tips & Tools:

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Checklist for Domestic Troop Travel	<u>25</u>
Potential Budget Busters	<u>28</u>
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Planning Timeline

Short/Local Trip	Extended/Regional/National Trip	Activity
6+ weeks	6+ months	Choose your location Develop the purpose of your trip Brainstorm your trip details Create your budget Plan your money-earning projects Build your adult network Submit Overnight Travel/High Risk Activity Initial eForm – Extended trips
5-6 weeks	4-6 months	Build your itinerary Focus on team building Get your travel documents in order
4-5 weeks	8-10 weeks	Finalize your itinerary details Check your paperwork Confirm your plans Submit Overnight Travel/High Risk Activity Final eForm – Extended trips
1 week	1-2 weeks	Pack smart
On the trip	On the trip	Be safe and savvy Journal your heart out
Back at home	Back at home	Reflect on your trip Get back into the groove Spread the word

Checklist for Domestic Troop Travel

BEFORE THE TRIP: Planning Stage

1. **Adult Research and Training Needed Before Girl Planning** at least one adult going on the trip must:
 - Take required training needed to help the girls plan and attend the overnight trip.
 - Check the What I Need For My Girls To Attend... in *Tips and Tools* and be sure all adult training is undertaken.
 - Take CPR/AED/First Aid training that is appropriate for your trip as required by destination, activity, Emergency Services Response time, and length of trip.
 - Indoor Overnight is required before you can take Domestic Troop Travel and/or Camping Skills.
 - Take Camping Skills (if needed): Several levels of training may be required, depending upon your destination and activities. Plan ahead and take them early.
 - Read [Volunteer Essentials](#) especially *Chapter 6: Trips and Travel*
 - Check [Safety Activity Checkpoints](#) for general standards, as well as specific activity standards for your trip.
 - Submit the online [Extended Travel/High Risk Application eForm](#) for approval as soon as you have a tentative itinerary and budget.
 - At least six months before an extended, regional or national trip.
 - International trips require additional training (International Travel Class).
2. **Girl Planning** (with Travel Advisor guidance and needs to be done before you submit your Overnight Activity/Trip Application):
 - Girls gather ideas for travel destinations from newspaper articles, travel books, brainstorming, and interests of the girls. The leader can also share opportunities for travel that the girls may not be aware of such as Girl Scout program centers, camps, Getaways, college housing, hostels, sites, and attractions.
 - Choose the destination. Younger girls may need to just vote, but the older the girls get let them make their decision by consensus not a vote.
 - Prepare an outline of the trip and activities
 - Obtain parent/guardian approval to proceed.
 - List jobs to be done - patrols or committees assume responsibility.
 - Determine mode of travel and secure estimate of cost.
 - Designate the trip treasurer.
 - Girls check [Safety Activity Checkpoints](#) for general standards, as well as specific activity standards for their trip.
 - Check council safety procedures, standards, and practices.
 - Decide how to pay for the trip.

BEFORE THE TRIP: Preparation Stage

1. **Adult Responsibilities** (assisted by older girls, if possible)
 - Designate chaperones, other than Leaders, Co-Leaders, and/or Assistant Leaders (keeping adult/girl ratios in mind).
 - Designate First Aider with current, required training (check [Volunteer Essentials/Safety Activity Checkpoints](#)) for destination, activities, and length of stay.
 - Designate an Emergency Contact – an adult not attending the trip.
 - Make hotel, youth hostel, [Girl Scout Council facility](#) or other lodging reservations.
 - Make transportation arrangements.
 - Designate people willing to drive, if needed. Make sure all parental driving forms are completed and with leader during trip.
 - Create driver packets. See *Safety Activity Checkpoints*.
 - Designate an adult to check all first aid kits for the cars to make sure they are refilled with necessary materials.
 - Have a troop briefing session - check uniforms, as well as understanding of final plans.

- Arrange for emergency procedures. Train girls for handling emergencies and practice the emergency drill.
 - Obtain final parent/guardian approval.
 - Submit all necessary paperwork:
 - **Short, local trips** - submit Parent/Guardian Single-Use Permission Form to Service Unit Manager for approval prior to sending to parents.
 - **Extended Regional or National trips** - submit the online [Extended Travel/High Risk Application eForm](#) at least six months in advance with the final plan submitted two months in advance with itemized budget, detailed itinerary, and list of girl and adult participants and their emergency contact information.
 - Have all Medical History for Trips forms completed. All girls must have documentation of a physical examination by a medical professional, taken within the past 24 months for trips over 3 days.
 - Purchase trip insurance. Additional insurance is available through GSGLA and is **required** for trips of three (3) or more nights (federal holiday clause applies)
2. **Girl Responsibilities** (with Domestic Travel Advisor guidance)
- Plan and prepare program, i.e., learning about places to be visited, activities in area, and any necessary skills (camping, tipping etc.).
 - Discuss, create and agree upon a Behavior Agreement. Discuss luggage (type, size, weight, number of pieces) and create a packing list. See General Packing List in *Tips and Tools*.
 - Attend a troop briefing session to check uniforms and equipment, as well as understanding of final plans.
 - Practice handling emergencies that might occur while on the trip.

ON THE TRIP: Implementation Stage - Travel

1. Car Travel

- Let the girls ride where they want. You can make the arrangements if you want, but letting them ride where they want is easier on the drivers in the long run.
- Plan a car game. Some kind of 'Where's Waldo' for the girls. It will keep them occupied.
- Don't caravan. Have designated meeting/stopping spots. Caravanning can be dangerous.
- Give each driver complete directions and/or a map to where you are going.
- Bring an extra driver along for long drives. This is not someone who is bringing a car.
- Girls should have a water bottle with them in the car. They should also bring a small dry snack
 - i.e. peanut butter crackers or fruit snacks.
- Limit the 'carry on' bags for girls.

2. Air Travel

- Do not meet at the airport. Girls that are normally late will be late there, too.
- Mark all bags alike. Contractor's or duct tape works well.
- Put a tag inside suitcases with your girl's or Trip Advisor's name, address, and cell phone number while on trip.
- Have guidelines for carry-on bags (what to bring, how much – review airline rules)
- Uniforms make the girls more easily identified and they tend to behave differently (better). This could be informal, like matching shirts.
- Know what you are doing for ground transportation before you go. This needs to be part of your budget.
- Ensure that each adult traveling has a Real ID or valid Passport

ON THE TRIP: Implementation Stage - Responsibilities

1. Adult Responsibilities

- Designate one adult to be responsible for troop money, disbursements, records and accounts.
- Designate a First Aider to keep all of the medications, (except asthma inhalers, epi-pens), and a record of all treatment given and medicines taken.
- Designate one adult to be responsible for troop trip log/diary and photos.

- Remember who you are and what you represent (the Girl Scout Promise and Law).
- Have a fun and worthwhile trip.

2. Girl Responsibilities

- Create memories/photos and enjoy the new adventure away from home.
- Remember who you are and what you represent (the Girl Scout Law)
- Have a fun and worthwhile trip!

AFTER THE TRIP: Evaluation Stage

1. Adult and Girl Responsibilities

- Evaluate the trip as a troop: What would we like to do again and what would we do differently next time?
- Send parents an interesting report on the trip and/or invite them to a group sharing of photos of the trip. Girls share their stories of their adventure; create a power point, or CD/DVD of all photos.
- Send thank you letters to all appropriate people.
- Create a trip photo album/scrapbook/display board for the troop record and to share with other troops.

Potential Budget Busters

Air Travel:

- Transportation to and from airport
- Parking fees
- Group deposits not returned until trip completion
- Tips for skycaps
- Luggage fees
- Over-weight luggage charge
- Additional bags charge
- Unscheduled changes
- Meals/snacks on the airplane
- Blanket/pillow charges
- Headphones

Hotel:

- Hotel taxes (can be 11%)
- Energy surcharge and taxes
- Resort fee
- Baggage storage before/after check in/out
- Luggage assistance tip
- Additional person charges
- Roll-away charges
- Phone charges (even local)
- Daily parking fee
- Room service/pizza delivery
- In-room movies
- Internet access fee
- Mini bar charges
- Charges for water bottles provided in room
- Cancellation fees
- Life guard if planning on using the pool

Restaurants/Dinner Shows:

- Gratuities
- Souvenirs
- Specialty drink glasses
- Photos
- A la Carte meals
- Parking or transportation

Automobile:

- Hidden rental charges (mileage)
- Drop off charges if returning to another location
- Gas price increases
- Prepaid gas charges
- Parking (expensive in tourist areas)
- Rental Insurance – collision and liability (do you really need it?)
- GPS rental
- Maps (*GoogleMaps* or other internet sources are not always accurate)
- Tolls

Cruises: (domestic such as within Hawaiian islands)

- Gratuities
- Beverages, even at dinner
- Destination/Port fees
- Excursions (may be expensive but worth it)
- Photos
- High prices at destinations
- Specialty coffee
- Parking

Train:

- Transportation to and from train station
- Parking
- Meals
- Snacks
- Beverages
- Fee for movies
- Gratuities

Other:

- Patches
- Itinerary changes
- Unscheduled tours
- Phone calls home
- Bottled water
- Snacks
- Lifeguard or watercraft certified adult

Troop Travel Budgeting Tips

- Girls should bring their Student IDs for some admission discounts. AAA members can also often get discounts for amusements and hotels.
- Some large chains will give you great discounts (even cheaper than lower-budget chains). Call the sales office of the location instead of the reservations line.
- Girl Scout uniforms or t-shirts can sometimes get you discounts, moved to the front of lines, or upgrades.
- Planning to buy food staples at a local supermarket can really cut down on costs--as long as there's a supermarket nearby! If possible, identify the closest supermarket and drugstore before the trip. You may discover the nearest market is miles away!
- Get free state maps from the state or local tourism departments.
- Consider any specific items girl/adults will need for particular activities, such as water shoes for boating or tide pools – not flip flops.
- Bring refillable water bottles, not disposable.
- Contact local religious institutions (PRIOR to trip) regarding sleeping in finished church basements as an alternative to hotels.
- Some youth hostels require membership fees, but can also save travelers money due to inexpensive lodging and food. There are hostels located in many American cities. [Hosteling International](#) is a great organization to start with.
- Some student travel agencies offer memberships, which can greatly reduce the costs of transportation and lodging and offer additional insurance coverage.
- Look for hotels that offer free breakfast.
- Cell phones do not always work in some areas. In addition, some phones may not have unlimited service plans. When discussing cell phone usage by the girls, it might be a good idea to also check with parents. They may not want their daughter using/carrying cell phones.
- If transportation will be by air, everyone participating in the trip should consider signing up for the airline's frequent flyers program. Some airlines will offer special programs for new people signing up that could include waiving luggage fees for the first flight
- Check air transport fees. They change often.
- Check out the possibility of camping on other council camping sites. They are usually cheaper than local camping sites.

Paperwork Check list for Travel

- Parent/Guardian Single-Use Permission Forms for each girl
- Extended Travel/High Risk Application eForm
- Health History for each girl
- Health Examination for each girl (extended trips)
- Over-the-Counter (OTC) Form
- Adult Emergency Information and Authorization for Treatment Card (Green Card) for each adult
- Detailed Budget
- Detailed Itinerary
- Girl Behavior Agreement (optional)
- Adult Behavior Agreement (optional)
- Parent/Guardian and Girl Travel Agreement (optional)
- Additional Insurance (as needed)
- Sleeping Arrangements Form
- Confirmation notices
- Receipts for pre-paid items

Sample Girl Travel Behavior Agreement

I understand that MY attitude and MY behavior are critical to the success of this trip. Therefore, for the good of the trip, as well as for the good of my fellow group members, girls and adults, I agree to abide by the following:

1. I will try to live up to the principles expressed in the Girl Scout Promise and Law. I will respect the places and people with whom I come in contact during the trip and remember that my action must reflect high standards.
2. I will follow safety rules and procedures, be alert to keep myself safe, and use the buddy system. Buddies will ask permission before leaving a group, like to go to the restroom. I will include everyone and avoid cliques.
3. I will stay with the group and participate in all activities.
4. I will observe "quiet time" from 11:00 p.m. – 8:00 a.m.
5. I will try to be cheerful and enthusiastic. I will not pout or whine.
6. I understand that our troop has set a maximum spending limit of \$75.00 for souvenirs. Further, I understand that I will not ask for any additional money from my parents if they are traveling with us on this trip.
7. I will refrain from being rowdy and using profanity. I understand that physical violence will not be tolerated.
8. I will be responsible for my personal belongings and I will pack carefully, not bring more than I need, and keep my things in order.
9. I will be responsible for my own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water and getting enough sleep, taking my medication (if applicable) and notifying the advisors if I do not feel well or suspect a health problem.
10. I will listen carefully to all orientations, observe all safety rules and procedures, and use all safety equipment required for activities during the event.
11. I will treat all equipment and/or supplies provided for my use with care. I understand that I will be assessed for damages to any equipment/supplies if the event that my use of such equipment/supplies is negligent and/or abusive.
12. I will not borrow money and be sensitive about borrowing little things. I will be respectful of other's property.
13. I will be sensitive to the needs of each group member, both girls and adults. I will respect and look out for other troop members.
14. I will not play with or use the hotel room phones. I will follow guidelines for calling home set by girls.
15. I understand that the advisors have the ultimate authority regarding trip and safety decisions.
16. I understand that I will be sent home immediately, at my parent's/guardian/s expense if I behave in a manner which is dangerous to others or me. This includes using tobacco, drugs, or alcohol or possessing illegal paraphernalia. No refund will be given.
17. No public display of affection.

Girl Participants – I have read, discussed with my parents/guardians, understand and agree to my responsibility for my conduct as described above while participating in the trip.

Participant's Signature

Date

Parents/Guardian of Girl Participating – I am the legal parent/guardian. My child and I have carefully read and discussed, in terms she can understand the trip information and her responsibility for her conduct as described above.

Parent's/Guardian's Signature

Date

Sample parent/guardian and girl travel agreement

AGREEMENT FOR TRIP TO SAVANNAH, GA

I, the parent/guardian of _____, a Junior/Cadette/Senior/Ambassador registered in Girl Scout Troop _____, do hereby give my permission for her to attend the Girl Scout trip to Savannah, GA dated October 30th – November 2nd, 2010. I agree that my daughter will only attend if in good physical condition and have instructed her in proper behavior. She has agreed to be respectful of everyone during this trip and to abide by all rules set out by the Trip coordinator and her Group leader and chaperones and to be a good ambassador for the Girl Scout Program and from our Association.

Both my daughter and I understand that there will be no drinking, smoking, or other illegal behavior while on this trip. I further agree and understand that should my daughter's behavior warrant removal from the trip, she will be sent home at my expense. I understand that it is at the discretion of the group leader and the Trip coordinator to determine behavior warranting my daughter being sent home.

I have discussed with my daughter the rule of wearing her scout vest/sash at all times during the trip and she has agreed to do so. I have also discussed with my daughter and she agrees, to stay with the group the ENTIRE time as no girl is allowed to be on her own at any time. My daughter understands that there will be consequences should she not follow the group rules. I have also discussed with my daughter and she agrees to leave all electronic devices at home, including cell phones. Chaperone cell phones will be available for quick calls home if needed.

Money:

Given the cost to the trip \$495.00, I hereby agree to accept financial responsibility for the following schedule of money due to the trip coordinator:

Deposit due March 15th: \$75.00 **this is a non-refundable deposit.**

April 15th: \$70.00

May 15th: \$70.00

June 15th: \$70.00

July 15th: \$70.00

August 15th: \$70.00

September 15th: \$70.00

I understand that there is no grace period on the payment schedule and that if a payment is missed by me (on your scout's behalf!), she will be dropped from the trip and no refund will be given unless an eligible replacement pays the full amount. In that case, the amount of the trip paid to date, minus the non-refundable deposit will be returned. Checks are to be made payable to Troop 12345. Troop 12345 is only being used as a clearinghouse for the payments. No profit will be made on this trip.

Parent Signature

Participant's Signature

(Date)

(Date)

Sample Participating Adult Travel Agreement

ADULT AGREEMENT FOR TRIP TO SAVANNAH, GA

I agree to serve as a group leader/first aider/chaperone on the Girl Scout trip to Savannah, GA dated October 30th – November 2nd, 2010. I understand that as an adult participating in the Girl Scout Troop sponsored trip, I play an essential role in the success of this project and that my attitude, behavior and responsibilities as a role model are critical to the success of the trip program.

I therefore agree to do the following:

- Be sensitive to the needs of each participant.
- Respect the places and the people with whom I come in contact.
- Review and become familiar with all the materials and forms provided for this trip in order to interpret them to girls and their families.
- Provide all required information and forms from myself, such as application, health history and exam, emergency contacts, photo releases, etc.
- Follow GSUSA and GSGLA health and safety standards during all phases of the trip.
- Conduct myself according to the Girl Scout Promise and Law at all times.
- Understand that there will be no drinking of alcoholic beverages or smoking in front of any girls at any time.
- The use of illegal drugs and carrying firearms are prohibited.
- Be responsible for my personal belongings and equipment.
- Treat equipment/supplies with care. I will be responsible for paying for any damage that may have been caused by abuse of the equipment/supplies.
- Use all required safety equipment and follow safety rules and procedures established prior to and during the trip.
- Be responsible for monitoring the behavior and safety of the group I am assigned and will discuss any situations I feel warrant disciplinary action with the Advisor. I further agree to abide by any decision that she makes regarding any and all disciplinary actions. There will be no corporal punishment of any kind on this trip, including of my own child.
- No public display of affection.

Money:

Given the cost to the trip \$495.00, I hereby agree to accept financial responsibility for the following schedule of money due to the trip coordinator:

Deposit due March 15th: \$75.00 **this is a non-refundable deposit.**

April 15th: \$70.00

May 15th: \$70.00

June 15th: \$70.00

July 15th: \$70.00

August 15th: \$70.00

September 15th: \$70.00

I understand that there is no grace period on the payment schedule and that if a payment is missed by me I will be dropped from the trip and no refund will be given unless an eligible replacement pays the full amount. In that case, the amount of the trip, paid to date, minus the non-refundable deposit will be returned.

Adult Signature

(Date)

General Packing List

Provide a packing list (see below for a guide). Include what needs to be packed, what cannot be packed, and optional items. Discuss what size suitcase they can bring, how many, and how much it can weigh. Girls should pack their own suitcase. This general packing list is meant to be a checklist of things. Pick clothing/equipment necessary for destination and activities. Check local temperatures at the destination(s) a few days before the trip. Suggest layered clothing that the girls can add/subtract as temperatures change from morning to night.

Note: Remove any old claim checks from your luggage. Label luggage on the inside and outside with your name, phone number, and address, including your carry-on luggage. Put your itinerary inside your luggage so you can be traced easily, if necessary.

Essentials

- Troop Event Packet
- Airline tickets or e-ticket confirmation
- Airline boarding pass (print at home)
- Driver's license or School I.D.
- Medical insurance card
- Credit card – be sure to call credit card companies before traveling to alert them you are traveling outside your normal area
- ATM card
- Watch
- Cash or Traveler's checks – be sure to leave traveler's check receipt in separate location
- Itinerary – keep one with you and leave a copy with someone at home
- Contact numbers to report lost/stolen credit cards or traveler's checks
- Emergency numbers at home
- Cell phone and charger – turn off internet capability
- First aid kit, prescription drugs with appropriate parent authorizations
- GSGLA Emergency procedures with phone numbers

Clothing

- Pants, shorts, skirts
- Dresses
- Shirts/T-Shirts
- Sweater, sweatshirt or jacket
- Underwear
- Socks
- Swimsuit, cover-up
- Hat
- Winter hats, gloves, long underwear
- Rain gear
- Walking shoes, sandals, boots
- Girl Scout uniform
- Pajamas
- Purse, small pack

Toiletries (pack in plastic bag)

- Shampoo and conditioner
- Soap
- Deodorant
- Toothbrush, toothpaste, dental floss, mouthwash
- Cotton balls/Q-tips
- Brush, comb
- Hair ties
- Feminine hygiene products
- Ear plugs
- Razor and shaving cream
- Cosmetics – remember that large bottles cannot be carried onboard the plane

Other

- Reading material or travel games
- Journal or notebook and pen for making notes to tell friends or to add to scrapbook
- Addresses for anyone you're sending a postcard
- Camera/Video Camera
- Extra battery, memory card and battery charger
- Fanny pack/Tote bag
- Binoculars
- Travel alarm clock
- Safety pins
- Ziploc bags of different sizes
- Clothes packed in Ziploc bags by day
- Small flashlight
- If you bring a pocketknife be sure to put it in your checked luggage
- Collapsible travel pillow
- Sunscreen, sunburn relief lotion
- Sunglasses
- Sewing kit with scissors – pack in checked luggage
- Bug spray
- Camping Gear (if camping on trip)

