



# Let's Go!

A Resource Guide for TRIP AND TRAVEL PLANNING



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# Welcome!

Thinking about travel? You've come to the right place! Travel and outdoor adventures are among the top reasons girls stay in Girl Scouting. This is a special way girls can dream something big, make it their own, and achieve it together. The tasks and responsibilities involved may seem daunting, but it's well worth the effort. A thoughtful approach to progression and planning can make the experience rewarding, successful and safe.

## Using This Guide

The Let's Go! Resource Guide includes tips and tools to support you through all phases of the planning process. A recap of pertinent Girl Scout guidelines is included, based on resources available at time of publication. Be sure to check back periodically, as these resources are updated on an as-needed basis. You are responsible for using current materials and standards. Use this guide in conjunction with Volunteer Essentials (including Safety-Wise Chapter 4) as well as any applicable Safety Activity Checkpoints.

If you're just interested in learning more, peruse this book however you like, skipping around to what interests you. If you are actively planning group travel, please read the entire booklet to gain an overview, then begin working on the timeline/checklists in the appendix.

*Troop Tripping Workshop* is a required, in-person course that must be completed prior to advanced troop travel. At least one adult attending the trip must be trained, but everything is easier when other adults are also trained. For the best impact, plan to attend class 6-12 months before departure. The earlier you attend, the more you'll be able to use.

Find specialized travel tips and ideas at the annual Volunteer Conference and Celebration, held each summer. An optional *San Francisco Bridging* course is available in the fall. Keep in mind that all of these are enrichment opportunities, and do not replace the required *Troop Tripping Workshop*.

For any travel, a troop must be in good standing:

- At least one attending leader has *Core Leadership Training* (currently: *Getting Started with Your Troop* and *Intro to Girl Scouts*; prior to 2015: *Intro to Girl Scouts* and a program age level course)
- All persons attending are current members; adults have current background checks
- Financial Report up-to-date

For each type of trip, a detailed checklist is provided, in a chronological framework. In bold, you'll find elements with specific **required deadlines** for your type of trip. Because trips are unique, some variations may occur, or your timeline might look a little different. In general, however, you are expected to follow the due dates. The appendix has sample forms you may need, many of which can be downloaded and customized on the Girl Scouts San Diego website. Use these tools in a way that works for your girls and your trip.



**Check in frequently!** Share the information contained with stakeholders in your group—girls and parents. Touch base with your activity consultant when you need advice. Reach out to the Girl Scouts San Diego office when you need help. Most of all, enjoy the process of working with the girls as you go!

# The Girl Scout Leadership Experience (GSLE)

The GSLE model engages girls by using three keys to leadership:

- **Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls care about, inspire, and team with others locally and globally.
- **Take Action:** Girls act to make the world a better place.

*When girls participate in Girl Scouts, they benefit in 5 important ways:*



## **STRONG SENSE OF SELF**

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Girls have confidence in themselves and their abilities, and form positive identities.



## **POSITIVE VALUES**

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Girls act ethically, honestly, and responsibly, and show concern for others.



## **CHALLENGE SEEKING**

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Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



## **HEALTHY RELATIONSHIPS**

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Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



## **COMMUNITY PROBLEM SOLVING**

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Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

# Learning Goals

Through this guide, and in-person training courses, you will learn how to apply the GSLE to travel, so that girls will experience the 5 benefits above.

## **DISCOVER** a purpose and mission for travel

Every Girl Scout trip needs to have **goals** and a **valuable mission**. Look beyond the concept of a vacation or celebration and think of program quality. Work together with girls to establish meaningful goals. Here's some food for thought:

- What pieces of the Girl Scout Promise, Law, or Mission, might apply to your travel?
- How will the girls discover, connect, or take action?
- What can they learn?
- How will they grow?

## **CONNECT** with girls and families, and the Girl Scout community. You'll understand how to gain approval for your plans.

You'll start when travel is just a **seed of an idea**...

- Observe girls' interests and skills
  - Are they curious, adventurous, exploratory?
  - Do they ask about other cultures?
  - When do you see them "light up?"
- Read parent buy-in
  - Do parents trust the girls' ability?
  - Do parents trust the leaders?
  - Are they willing to tangibly support travel (with finances, planning, chaperoning)?
- Listen to other leaders' stories
  - At classes and the Volunteer Conference and Celebration
  - Network with other troops at your service unit
- Evaluate your troop's money-earning and decision-making capacity
- Check in with your activity consultant and see if you're on the right track

You'll find a number of **nuts-and-bolts resources** for managing finances, safety, and other necessities, so that you and your girls can **TAKE ACTION and GO!**

## **Important Girl Scout Travel Terms**

...to help you understand Girl Scout "travel jargon."

**Activity Consultant** – a volunteer in your neighborhood service unit, who reviews and approves troop travel requests, with Girl Scouts San Diego staff guidance. S/he is your travel coach, and it's important to have frequent, open dialogue about your travel plans.

**Advanced Domestic Travel** – involves air travel OR travel out of state OR more than three nights.

**Adventure travel** - when transportation is by backpacking, canoeing, or the like.

**Field Trip** – an experience outside of the normal meeting place and time. This is the first step in working together, using the buddy system, and exploring new places.

**Girl Planning** – this is what makes Girl Scouts’ experiences unique. This doesn’t mean troop adults say, “Ok, you girls plan this!” Girl planning is also a progressive experience. Very young girls simply vote between 2 or 3 reasonable options. Juniors can research places to visit, make decisions and map out routes. By the time girls are Seniors or Ambassadors, they’re able to make all decisions and arrangements. Their adults advise them on safety and provide wisdom as needed.

**International Travel** – includes travel outside the United States, for any length of time.

**Leader** – often, in Girl Scouts, this refers to the troop leader. In the case of travel, a volunteer “travel guru” might take a lead role. In this booklet, the leader is whomever is supervising trip plans. If it’s not clear who that person is, sit down together and decide. It’s fine to divvy up tasks.

**Progression** – gradual development of skill and confidence by achieving increasingly challenging experiences. The concept of progression applies to all sorts of Girl Scout activities—not just travel. It is necessary for leaders’ and parents’ growth, as well as for the girls themselves.

**Road Trips** – sometimes known as trip/travel camping, road trips involve travel by car or bus, with stops at different campgrounds, hostels or hotels along the way.

**Troop Tripping Workshop** – an in-person course required for advanced domestic or international travel. Best taken early in the planning process.

**Weekend or Overnight** – whether in the neighborhood or a couple of hours’ drive away, a weekend or overnight experience builds on confidence and personal management. A trip may include camping, a hotel stay, a hostel visit, or a combination of these, for 1-3 nights away from home.

## Your Key Resources

	Name	Contact info
Activity Consultant (AC)	_____	_____
Adult Learning Manager	Sandy Sultz	ssultz@sdgirlscouts.org
Troop Support Specialist	_____	_____
Other	_____	_____

Travel Websites	GSSD Travel	<a href="http://www.sdgirlscouts.org/travel">www.sdgirlscouts.org/travel</a>
	GSSD Safety	<a href="http://www.sdgirlscouts.org/safety">www.sdgirlscouts.org/safety</a>
	GSSD Forms	<a href="http://www.sdgirlscouts.org/forms">www.sdgirlscouts.org/forms</a>
	Girl Scouts of the USA	<a href="http://forgirls.girlscouts.org/travel/">http://forgirls.girlscouts.org/travel/</a>
	Hosteling International	<a href="https://www.hiusa.org/programs/girl-scouts">https://www.hiusa.org/programs/girl-scouts</a>

## Let’s get going!



# First Steps

## Evaluating Readiness

### Girls

As you begin to plan trips, from the simplest to the most complex, ask yourself what the girls are ready for. Build necessary skills and give girls opportunities to practice (and even fail).

For example: If a girl wears ill-fitting shoes on a simple hike around the neighborhood, you can treat her blisters and send her home to mend and think about what she learned. But, if the first trip is a long hike or several days in another city, both you and she will suffer for the duration of the trip.

For any kind of trip, girls need practice in some basic life skills as well as specific travel-related skills. Give them a chance to experience progressive trips before taking an advanced trip. Girls need to be able to adjust to differences in culture, noise, language, money, tempo, etc. as they get farther from home. The longer a trip, the more girls will need endurance, independence, ability to manage gear, and ability to stay patient with each other. What kinds of skills should girls learn and practice as they make progress through the levels of trip taking?

- Being away from home, her routine and familiar surroundings for longer and longer periods of time
- Taking care of herself: brushing her own hair, getting dressed alone
- Organizing and keeping track of her own belongings (see Personal Gear)
- “Street Smart Skills” and good safety practices (see Safety Management)
- Good manners (see Responsible Travel)
- Can the girls be responsible for their behavior?
- Comfortable with hotel/hostel living
- Budgeting and fiscal responsibility (see Money Management)
- Able to get along with others for longer and longer periods of time – accepting responsibility for their own behavior (see Group Management)
- Able to handle emotions
- Planning and evaluating: learning how to plan ahead, and how to evaluate what worked and what didn’t (see Reflection)
- Making choices and group decisions
- Record keeping

Girl Scout Juniors and above should be actively encouraged to read and be familiar with all travel and activity information so that they can be engaged partners in determining where, when and how they travel or participate in activities.

**How about adult readiness?** Adults’ readiness should be evaluated, too!

Are **you** up for troop travel? Just like with camping or any other particular activity, if travel is not your “thing” it’s fine to delegate to another troop volunteer (note: someone with basic training still needs to go along). But if you’re willing and able, you’ll be able to build your own confidence and skills along with the girls. You don’t have to be a travel expert to help your girls have wonderful experiences. Ask for help if you need it.

**Parent or guardian** readiness is a factor when it comes to troop travel, too. To make complicated plans and raise funds, the troop will need parental support and “buy-in.” Parents need to have clear communication throughout the planning and travel process. Be sure to communicate the mission and vision of the trip, how money will be managed, and specific transportation, safety and sleeping plans. We’ll explore those more later.

Also, if a parent doesn’t have confidence in his/her daughter’s ability to be independent, it can be very difficult to “let go.” Be sure to provide progressive experiences that allow girls to develop skills in a safe setting—and then share those successes with families.

If you notice that several parents are feeling uncomfortable with the idea, this may be a sign that you’re attempting a plan that’s a bit too ambitious! Take a good, honest look at the progression you have so far. Is your troop jumping ahead in its progression too fast?

See the Travel Progression in Girl Scouting chart (p 7-8) for progressive travel options.

## Get yourself ready with required training!

Some trips are “travel” while others are “camping” – and some are both. You’ll need *Troop Tripping* for trips over 3 nights, involving air travel, or leaving California. You’ll need outdoor training for various overnight or camping activities.

It’s smart to include parents and/or trip chaperones in training, too. You’ll be on the same page, and have a chance to discuss how the topics apply to your situation.

Compare the skills covered in class with the specific goals of your trip. Check out these descriptions of our current classes (ask [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org) if you’re still unsure):

 <b>Basic Overnights</b> Required for encampments, adventure weekends and preparatory overnights in the neighborhood. Online; free; sign up at <a href="http://www.sdgirlscouts.org/outdoortraining">www.sdgirlscouts.org/outdoortraining</a>	 <b>Let’s Camp</b> This in-person class will qualify you to take your girls cabin camping in our mountain properties and at private and public campsites. It covers program activities, GS property reservations, safety and meal options.	 <b>Let’s Have a Campfire</b> A hands-on class where you’ll learn all you need to safely hold a backyard, beach or cabin camping campfire, complete with s’mores, program ideas and reflection. Includes knife and hatchet instruction to teach your girls.	 <b>Let’s Cook Out</b> You’ll work in small groups with new friends to create delicious meals outdoors. Learn cool tricks to make cooking a blast for your girls. Course includes safe food handling, and sanitation. How to accommodate allergies and food restrictions is discussed.	 <b>Let’s Tent</b> Learn how to sleep comfy outdoors so that your girls can try new locations and adventures! You’ll discover tips for gear selection, cool night-time activities and much more.
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**Campfire/Cook/Tent:** Are you an expert in camping with youth? Ask about testing out of some of these courses.



# Travel Progression in Girl Scouting

Why do it?	Examples	Required skills and ability	Training & paperwork needed
<p><b>Field Trip:</b> any trip outside the normal meeting place and time. Also called a short trip or day trip. Start with 1-2 hour trips; may be as long as all day. Daisies and older.</p>			
<ul style="list-style-type: none"> <li>• Chance to use the buddy system</li> <li>• Connect with the community</li> <li>• Learn something new</li> <li>• Complete a badge or Journey requirement</li> <li>• Basic planning skills and decision-making</li> <li>• Fun!</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in a neighborhood park</li> <li>• Visit a museum, civic building, monument, etc.</li> <li>• Tour fire or police station, store, bank, or library</li> <li>• Soup kitchen or park cleanup</li> <li>• Girl Scout or other event</li> <li>• Pumpkin patch, parade, zoo</li> <li>• Adventure: kayaking, swimming, hiking, bicycling (approval required)</li> <li>• Cookout in a park (approval required)</li> </ul>	<ul style="list-style-type: none"> <li>• Able to listen, follow rules</li> <li>• Able to use buddy system</li> <li>• Appropriate public behavior</li> <li>• Able to perform any specific skills (as in adventure example)</li> <li>• Interest in the subject</li> </ul>	<ul style="list-style-type: none"> <li>• All adults are registered and background-checked</li> <li>• At least one adult has:               <ul style="list-style-type: none"> <li>○ <i>Core Leadership Training</i></li> <li>○ <i>First Aid/CPR/AED</i></li> </ul> </li> <li>• Permission slips signed by parents, sample sent to AC</li> <li>• Health Histories and Parent-Guardian Info sheets on hand</li> <li>• Safety Activity Checkpoints are followed, including special training such as lifeguard if appropriate</li> <li>• Activity Approval is obtained if activities require it (Appendix)</li> </ul>
<p><b>Overnights or Weekends:</b> 1-2 nights in a lodge, cabin, tent, hostel or hotel. Start with 1 night close by, move farther and longer. Daisies and older, depending on activities planned and trip length.</p>			
<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• Develop independence</li> <li>• Added complexity of skills above</li> <li>• Added planning experience</li> <li>• Wider options due to distance possible</li> </ul>	<ul style="list-style-type: none"> <li>• Any of the above, but in more SoCal cities or parks!</li> <li>• Overnights in the neighborhood</li> <li>• Encampments</li> <li>• Adventure weekends</li> <li>• Independent troop camping</li> <li>• Kern River for rafting</li> <li>• Los Angeles fashion district</li> <li>• College visits on central coast</li> <li>• Catalina</li> </ul>	<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• Able to spend overnight away from home</li> <li>• Can take care of hair, teeth, getting dressed, etc.</li> <li>• Can pack, carry and keep track of own gear</li> <li>• Has endurance for longer days</li> <li>• Understands what to do if separated from group</li> </ul>	<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• Activity Approval (required for all overnights); see form for info</li> <li>• Appropriate training for the type of overnight (table, p 6)</li> <li>• All chaperones complete at least <i>Basic Overnights</i> online</li> <li>• <i>Let's Cook Out</i> training if outdoor cooking</li> <li>• Extended Event Insurance if outside council boundaries</li> </ul>
<p><b>Advanced Domestic Travel:</b> 3+ nights away, outside California OR using air travel. Includes road trips (travel camping) and adventure trips. Juniors and older, depending on trip length.</p>			
<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• Drama and fun of a big adventure</li> <li>• Experience new vibe or pace</li> <li>• See significant sites</li> <li>• Possible new culture</li> <li>• Try new forms of transportation</li> </ul>	<p><b>Air travel:</b></p> <ul style="list-style-type: none"> <li>• San Francisco (for bridging or just to visit), Seattle or Portland</li> <li>• Savannah (Juliette Low birthplace)</li> <li>• New York, Boston, Washington</li> <li>• Hawaii or Alaska</li> </ul>	<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• Polite behavior on public transportation</li> <li>• Ability to handle own money</li> <li>• Flexibility (things <i>will</i> change!)</li> <li>• Girls have taken <i>GS Travel</i> or <i>Cultural Kitchen</i> with <i>Hosteling International</i> (recommended)</li> </ul>	<p><b>All of the above, plus:</b></p> <ul style="list-style-type: none"> <li>• <i>Troop Tripping Workshop</i> training</li> <li>• Extended Event Insurance</li> <li>• If 30 minutes away from EMS, <i>Wilderness First Aid</i> or higher</li> </ul>
<p><b>Above, plus:</b></p> <ul style="list-style-type: none"> <li>• Get off the beaten track</li> <li>• Access locations without public transportation</li> <li>• Slow down the clock</li> </ul>	<p><b>Road trips:</b></p> <ul style="list-style-type: none"> <li>• Yosemite, Sequoia, Tahoe, etc</li> <li>• Grand Canyon, Bryce, Zion</li> <li>• California coast, Sacramento, San Francisco</li> </ul>	<p><b>Above, plus:</b></p> <ul style="list-style-type: none"> <li>• Able to spend extended periods in the car</li> </ul>	<p><b>Above, plus:</b></p> <ul style="list-style-type: none"> <li>• Evaluate need for relief drivers and <i>Wilderness First Aid</i> or higher</li> </ul>

Why do it?	Examples	Required skills and ability	Training & paperwork needed
<b>Advanced Domestic Travel (cont'd):</b> 3+ nights away, outside California OR using air travel. Includes road trips (travel camping) and adventure trips. Juniors and older, depending on trip length.			
<b>Above, plus:</b> <ul style="list-style-type: none"> <li>• Take beloved sport or skill to the next level</li> <li>• Access remote areas</li> <li>• Potential for life-changing experiences</li> </ul>	<b>Adventure trips</b> (these combine distance to initial start, plus high-level transit to an end point): <ul style="list-style-type: none"> <li>• Sierra backpacking</li> <li>• East coast backpacking</li> <li>• Colorado River canoeing</li> <li>• Out-of-state rafting or canoeing</li> </ul>	<b>Above, plus:</b> <ul style="list-style-type: none"> <li>• Any skills necessary for the activities, such as backpacking or canoeing ability, according to the trip's difficulty level</li> </ul>	<b>Above, plus:</b> <ul style="list-style-type: none"> <li>• <i>Wilderness First Aid</i> or <i>Wilderness First Responder</i></li> <li>• Training or documented experience in the activity type, and/or approved vendor or trip guide</li> </ul>
<b>International:</b> All travel outside the United States. Includes day trips to Mexico and cruises to Mexico or Canada. Cadettes and older.			
<b>All of the above, plus:</b> <ul style="list-style-type: none"> <li>• Once-in-a-lifetime opportunity to travel abroad with the troop</li> <li>• Cultural exploration</li> <li>• See significant sites</li> <li>• Practice foreign languages</li> <li>• Experience a different economy</li> <li>• Open girls' eyes to the world!</li> </ul>	<b>Day trips to Mexico:</b> <ul style="list-style-type: none"> <li>• Service work at schools, churches, etc.</li> <li>• Walk across for Spanish practice, culture or shopping</li> <li>• Exploration close to the border</li> <li>• Practice for bigger trips</li> <li>• Possible approval for Juniors; contact council office</li> </ul>	<b>All of the above, plus:</b> <ul style="list-style-type: none"> <li>• Cultural and economic sensitivity</li> <li>• Girls have taken <i>GS Travel</i> or <i>Cultural Kitchen</i> with Hosteling International (required)</li> <li>• Able to maintain personal safety</li> <li>• Able to safeguard money, valuables and documents</li> <li>• Able to manage health in areas where medical services are difficult to access or interpret</li> <li>• Able to plan and carry out complicated travel arrangements</li> <li>• Physical and emotional endurance for long trips</li> </ul> Each of these requirements will vary greatly, depending on the trip specifics.	<b>Important! For any travel in Mexico:</b> Permission to Travel in Mexico with Minors form, notarized by <b>both</b> parents (see Appendix) <b>All international trips require council approval.</b> <b>Day trips to Mexico:</b> <ul style="list-style-type: none"> <li>• Strong adult knowledge of language, culture and safety</li> <li>• Extended Insurance for International trips (Plan 3PI)</li> <li>• Appropriate ID for all</li> <li>• Permission to Travel in Mexico with Minors form, notarized by <b>both</b> parents (see Appendix)</li> <li>• Timeline may be shortened</li> </ul>
	<b>Cruises that include a stop in Mexico or Canada:</b> <ul style="list-style-type: none"> <li>• Cruises from Seattle to Vancouver, etc.</li> <li>• Cruises from LA area that visit Baja or mainland Mexico</li> </ul>		<b>Cruises that stop in either Canada or Mexico:</b> <ul style="list-style-type: none"> <li>• Strong adult knowledge of language, culture and safety</li> <li>• Extended Insurance for International trips (Plan 3PI)</li> <li>• Appropriate ID for all</li> <li>• For cruises to Baja, planning and approval timeline may be shortened</li> <li>• For cruises to Mexico: Permission to Travel in Mexico with Minors form, notarized by <b>both</b> parents (see Appendix)</li> <li>• For cruises to Canada: Permission to Travel with Minors form, notarized by both parents</li> </ul>
	<b>Other international locations:</b> <ul style="list-style-type: none"> <li>• One of the 4 World Centres</li> <li>• Europe, incl. United Kingdom</li> <li>• Australia, New Zealand</li> <li>• Japan, China, India</li> <li>• Central or South America</li> <li>• Africa...many more options!</li> </ul>		<b>Other international locations:</b> <ul style="list-style-type: none"> <li>• Strong adult knowledge of language, culture and safety; guides may be used</li> <li>• Extended insurance for International trips (Plan 3PI)</li> <li>• Passports; evaluate need for visas, other documents</li> <li>• Permission to Travel with Minors form, notarized by both parents (see Appendix)</li> </ul>

# The Planning Process

## Working with Girls

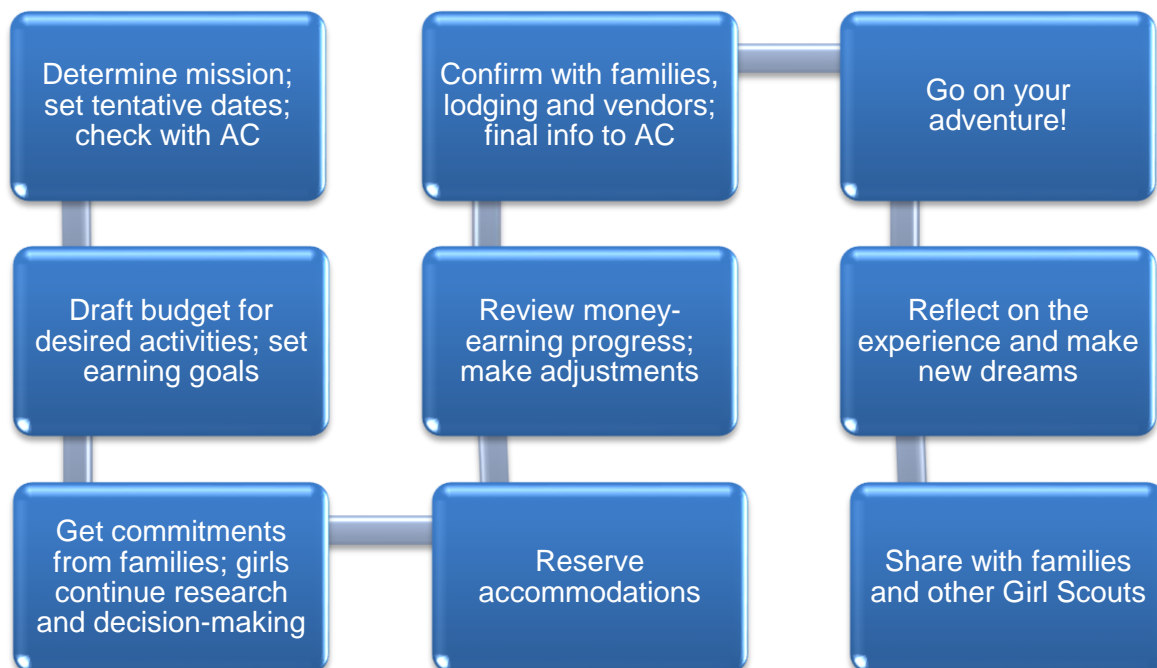
Girl planning and decision-making are key. Here's how to do it:

First, identify the limits of your trip, if known. If you have only a set amount of money or time to spend, that will narrow the choices girls need to consider. If everyone's summer schedules conflict, leaving only spring break as an option, that will direct girls' research efforts.

Next, set a timeline for decisions and planning. It helps to make this an actual, physical timeline the girls can check off and watch progress (they'll be more familiar with a progress bar!). Rule of thumb: allow at least one month for each night you'll be gone (so, plan at least 6 months ahead if you'll be gone a week). Here are the milestones that might be found on your girls' timeline:

- Determine the mission, set dates, check with AC. Get *Troop Tripping* training if needed.
- Draft a budget and set earning goals.
- Get buy-in from families (figuratively and perhaps literally—deposits solidify intent). Girls continue to research and make decisions together.
- Make reservations for lodging and activities. If your plans are less than rock-solid, make sure arrangements are refundable.
- Review money-earning progress. Make adjustments as money, attendance plans, or other details require.
- Confirm with families, double-check reservations, send final itinerary to AC and families.
- Go on the adventure.
- Reflect during and immediately after the trip; begin dreaming and scheming for the next trip!
- Share with families and other troops in your service unit.

***These suggestions are process-oriented. A task-driven checklist can be found (and must be used) in the appendix.***

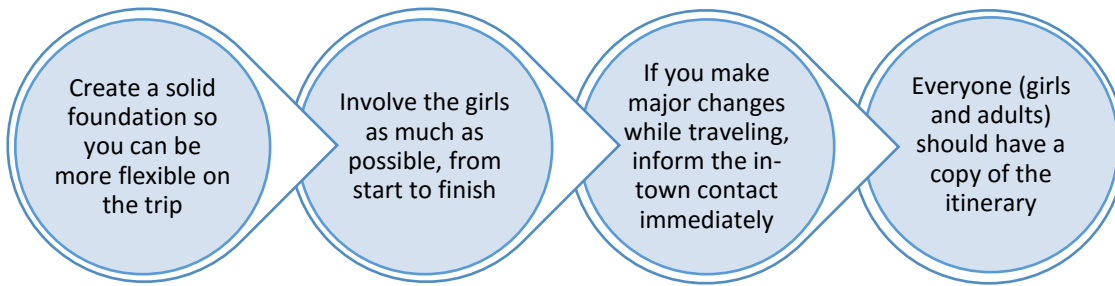


## Build the Itinerary

A good itinerary isn't created after the plans have been made. It IS the plan. Think of it as a living document that starts with a skeleton to give it structure. It gets fleshed out as the muscle (program elements) develop. And then detailed features are added in.

Your girls' itinerary will provide families with clear information, and will remind participants of plans and details as you go.

Points to remember when creating an itinerary:



### Include:

- Time of departure and arrival.
- Miles and/or hours to be traveled per day.
- Miles to be trekked (hiked, biked, canoed) if that's how you're travelling.
- Mode/s of transportation. Include flight numbers and confirmation info if appropriate.
- "Bio breaks" – food, water, bathrooms. You don't have to list exactly where you'll stop, but you do need to set aside time for these needs.
- Sightseeing or event details
- Designated group meeting spots – if you'll drive for more than a few hours, locate a place to "regroup" every 100-150 miles. This can coincide nicely with a lunch or sightseeing spot.
- Lodging name, location, contact info.
- Bed times, wake up times, etc.

## Goal Setting

Often, troop planning goals are tied to money-earning. Make sure the girls understand the correlation between activities they can do and the money they're trying to earn. It's helpful for girls to equate an activity or expense to the number of boxes of cookies or cans of nuts it'll take to make it happen. It's easier to perceive value and work in a tangible way like that.

Read the financial guidelines to know what's appropriate. One important travel-related item to know now: parents do not earn participation for trips by helping to sell cookies, and trips are not a reward for selling cookies. The troop can cover the expenses of adults who are needed per the Safety-Wise supervision ratios, and no more. The topic of chaperone selection is covered in more detail in *Troop Tripping*, and more info on money-earning is described on page (p 40).

## Paperwork and Approval Requirements

Paperwork requirements for a big trip can seem daunting! If you build your paperwork skills with appropriate progressive trips, and you plan ahead, it won't be so bad. Here's why we do paperwork:

- Most paperwork is meant as a tool to develop safe, quality program.
- Use the forms as you go, not after the planning is done.
- The forms will help you think of everything. You'll sleep better!
- They'll make sure you communicate details to those who need them.

### Things to know:

- Use the Safety Activity Checkpoints Matrix to determine if you need approval for your activity (hint: you need approval for any overnight).
- There are detailed checklists in the Appendix to help you track paperwork and other tasks.
- Check in with your activity consultant BEFORE you start making serious plans, making promises, or paying deposits. If you're not ready, s/he'll give you pointers on training and experience you need.
- For initial approval, you don't need all the answers yet. Tell your AC what you know so far.
- Check in with your AC as you go, with a final approval package as noted on the checklist.
- Don't wait till the last minute. Your AC wants to help you, but if you cut the dates too close, there may not be time to fix issues that come up.
- If you don't know who your AC is, contact your service unit manager or [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org).

See the Appendix for the planning checklists, the SAC Matrix, and a list of travel-related paperwork.

## Working with Parents

It's critical to develop a good working relationship between troop leaders and families. After all, you'll be working together on behalf of all the girls on a shared vision. Everything is easier when clear, reasonable expectations are communicated.

### Parents should expect from the troop:

- A chance to give input into the planning process, especially regarding dates, length of travel time, budget and suitability of the trip.
- Goals and program elements that support the values inherent in Girl Scouting. Remember that parents may not be as well-versed in Girl Scout program or protocol as leaders.
- "Rules" for participation well in advance: payment schedules, who can go, whose expenses will be paid (girls only, chaperones also, etc.).
- A detailed budget and an affordable trip; wise use of girls' money.
- An adequate number of well-prepared adult chaperones; willing to work with **all** girls.
- Emotional and physical safety.
- Ample notice of what their daughters will be expected to provide for the trip, medical exams, special equipment, spending money, participation in fundraising activities, etc.
- A detailed itinerary. Clear understanding of departure and arrival times and locations.
- In-town contact – role, name and all contact information for the person.
- Notice of changes or updates in plans.

## The troop should expect from parents/guardians:

- An investment of time in understanding the mission and purpose of the trip and Girl Scout values.
- Support for the girl's efforts in reaching individual goals.
- Communication of any concerns throughout the planning process.
- Timely completion of needed paperwork.
- Adherence to Girl Scout standards.
- A commitment to dates, participation and money-earning goals, once agreement to participate has been confirmed.
- Attention to updates or changes in plans.

## Get together!

For advanced travel, the best practice for parent-leader communication is an orientation meeting. You may even want to host an informational meeting, where you can explore ideas the girls have come up with, and gauge parent support for the concepts. Provide a brief financial overview and any known details in writing. Give parents a chance to voice any concerns.

Prior to departure, another meeting is wise. About a month before the trip, gather to confirm details, what the girls need to bring or do, and collect/update any paperwork.

After you return, invite the parents to a celebratory event and share photos and stories. This will help the families better understand and appreciate the experience!

Here are some topics you might wish to discuss at a parent meeting:

- Council policies and safety standards governing the trip and money-earning projects (e.g., written parent permission slips, first aid kits, council permission if required, etc.).
- Girl and accompanying adults' behavior expectations.
- Purpose of trip and activities that achieve this.
- The importance of girl-planning and progression.
- The importance of opportunities for girls to learn independence and self-reliance.
- Mistakes will happen, all may not go smoothly. It is important that girls have the opportunity to learn from mistakes and be able to cope with "less than perfect." Let parents know that making mistakes in a safe environment is part of the experience.

# Travel Arrangements

## Where to Go?

We're so lucky to live in a place with ready access to cool destinations. In fact, there are so many, your girls may have a hard time narrowing things down! Here are some ideas:

- Identify any constraints the trip **must** fit, such as:
  - Budget ceiling, if you know it
  - Total number of days available to travel
  - Specific dates that the group is available
  - Any other hard limits—such as girls' ages ("sorry, Brownies, we can't go to Paris")
- Check the Travel Progression in Girl Scouting chart (p 7-8). What are your girls ready for?
- Attend the Volunteer Conference and Celebration, and take a travel session.
- Look at the sample itineraries in the back of this resource booklet.

- Ask other troop leaders you admire.
- Use the ideas and techniques you'll learn at *Troop Tripping* to plan a unique trip with your girls.
- Visit a Girl Scout classic: Juliette Low's birthplace in Savannah, or a WAGGGS World Centre. We'll talk about that later.
- Check out the *destinations* and Getaways at [forgirls.girlscouts.org/travel](http://forgirls.girlscouts.org/travel). Great ideas!

## Where to Stay?

### General Lodging Info

While traveling, Girl Scouts have many options. Work with your girls to find overnight accommodations that fit your goals, budget, available time, and readiness level. Overnight accommodations **MUST** be listed on your itinerary and confirmed; when traveling with Girl Scouts it's not acceptable to "see what we find."

A quick, early check of lodging is important, before you make a firm plan on destinations. For example, if you're planning to sightsee in a city, you may save money by camping a distance away. But the time you'll spend setting and breaking camp, and making your way into town, may not be worth it. On the other hand, hotels in an expensive city can eat up a year's worth of savings for just a couple of nights. Make sure girls are aware of these facts as they make their decisions about where to go.

As you research, keep in mind:

- Do not make non-refundable deposits until your trip has been approved.
- Keep your reservation number, confirmation email, etc. If you end up cancelling, get the contact info of the person you cancelled with, and any cancellation number.
- Ask parents if they're eligible for any discounts: AAA, military, etc.
- Make sure you know supervision and bed use rules so that you reserve the correct number of rooms/beds (see "Sleeping Arrangements" below).

### Campgrounds for tenting and (sometimes) cabins:

- National Parks, State Parks, other agencies, and participating private campgrounds; choose from an array of camping needs (cabins, tent sites, group sites—essential for large groups). You can also find day use/picnic places – perfect for a nice rest during a road trip. Visit [www.reserveamerica.com](http://www.reserveamerica.com).
- Try Girl Scout properties where you're going (limited in summer). Visit the council finder at <http://www.girlscouts.org/en/about-girl-scouts/join/council-finder.html>.
- Or Boy Scout properties: <http://www.scouting.org/LocalCouncilLocator.aspx>.
- Military bases, if you'll have a sponsor with you: visit MWR sites or [www.militarycampgrounds.us](http://www.militarycampgrounds.us).
- Private networks of campgrounds, like KOA or Thousand Trails.
- AllStays has a website and various apps for camping, hotels and driver resources: [www.allstays.com](http://www.allstays.com).

### Hostels and Dorms:

- For hostels, use Hosteling International, a trusted partner of GSUSA: [www.hiusa.org](http://www.hiusa.org).
  - 50 US hostels and 4,000 worldwide, in great locations.
  - Easy to book, clean, generally includes breakfast.
  - It's often possible to book a lockable dorm room for the sole use of your troop. Learn more at *Troop Tripping*.
  - Book large groups at [www.hihostels.com/groups](http://www.hihostels.com/groups).

- When students aren't in residence, colleges and universities might offer dorms and dining halls. Prices vary greatly. An affordable choice can be a great way for girls to glimpse college life!
- Conference centers can run from rustic to posh, with rates to match. Do an internet search where you're going.

## Hotels and Motels

Hotels can be very familiar and easy, but the cost can really add up! Help girls make thoughtful decisions, keeping in mind that Girl Scouts "use resources wisely."

- Leverage hotel amenities when needed: a free shuttle from the airport can save a ton.
- Watch hotel parking fees, if you're driving.
- Beware of extra bed fees. Follow hotel safety rules about occupancy; be honest about the number of people who will use a room.
- Have girls consider the benefit of free breakfasts; paying \$15 per person to get a free breakfast may not make sense if you can get bagels and bananas at the store down the street.

### **Alert!**

Did you know you can help stop human sex trafficking? Use the TrafficCam app to take pictures of your hotel room. Police can upload an image of a child being advertised for sex into the app. The app compares that photo with ones taken in everyday peoples' hotel rooms. This can lead to rescue or arrest. Really.

## Vacation Rentals:

2018 Update from GSUSA:

The use of Airbnb and other private rentals is not permitted. The safety, credibility, and insurance requirements of private rentals are difficult to qualify compared to traditional commercial properties. With traditional commercial properties like hotels, safety standards are continually monitored. With a private rental there is no way to adequately guarantee that locks are on the doors, that a group of male or female adults are not also present in close quarters, that there are no animals in the building, that the property itself is safe and secure, that the owner is credible, and that there are adequate fire exits. Proper liability coverage or homeowners insurance is often unavailable or not applicable to private rentals in the scenario where guests are paying money for use of the property. In other words, there is no effective insurance on personal private property being rented for commercial public use. This means the property has not been investigated, appraised, or approved for safe public use, including by children. For these reasons, the guideline is to stay away from private rentals such as Airbnb, VRBO, Flipkey, Roomarama, Homeaway, VayStays, Tripping, Wimdu, and Couchsurfing.

## Service Learning Accommodations:

If your girls want to give their time to a cause while traveling, good for them! Service learning or travel volunteerism can be a great way to give back. And some of them provide lodging.

- Encourage girls to research what's available in their areas of passion.
- Ideas include camps for special groups; ecologic or historic opportunities; school or orphanage improvements; animal care; and more.
- Ask around. Your best bet for an affordable arrangement is to connect with people you know. For example, if one of your girls has a family member who lives with a disability or illness, an out-of-state camp that serves that community may be a perfect fit.
- Try Holbrook Travel, Global Explorers, Global Volunteers, Habitat for Humanity, Earthwatch, Youth Action Without Borders. Use keywords "teen" and "group" to narrow search results.



- Find out whether lodging, meals, and/or transportation to the site are provided. If not, how difficult will it be to arrange those?
- Be careful when evaluating eco-tourism or service-learning trips, which in some cases are more marketing than mission. These sometimes cost as much or more than a regular trip. It still may be a great choice for your girls, however. Just know the situation.



**Side note:** Try [www.packforapurpose.org](http://www.packforapurpose.org) to find an accommodation or tour company that supports a local project in the area you'll visit. Pack your bags with needed donations and they will be delivered to the school or place in need. You may even be able to visit the place. And...you'll have room for more local-economy-supporting souvenirs on the return trip!

## Sleeping Arrangements

Be sure to read the Volunteer Essentials Chapter 4: Safety-Wise and the Safety Activity Checkpoints for Camping and for Trip/Travel. You're responsible for following those standards, as well as the checkpoints for other activities you add to your trip. As a reminder, here are some common topics from those resources, on travel-related concerns.

Key things to remember, from Volunteer Essentials and trusted experts:

- Each participant has her own bed. **Parent/guardian permission** must be obtained if girls are to share a bed. You may add this information to the trip permission form.
- Adults and girls **never** share a bed. An exception can be made for mother-daughter pairs, but...
- Whenever possible, maintain the troop experience by having girls lodge together.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, hotel room, or designated area) with the girls. If an adult female does share the sleeping area, there should always be two unrelated adult females present. Make hotel reservations with this in mind. Adjoining rooms, suites, vacation rentals and hostel lodging can help balance this requirement with the need for close supervision. Learn more at your *Troop Tripping Workshop*.
- Men may attend overnight events if separate sleeping and toilet facilities are available.
- During family or "he and me" events (in which girls share sleeping accommodations with males), ensure the sleeping arrangement details are clearly explained in parent/guardian permission slip.
- During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters (tent, cabin, etc.) in program areas.
- When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- Teach girls to never roam hotel or hostel halls alone. Even if they're just going to another girl's room or to the car, they should take a buddy and let a leader know where they're going. Only open doors to those they know, and always keep their rooms locked.
- Don't give out room numbers, or discuss room numbers out loud in front of strangers.

## **International Accommodation Tips**

Some special tips for global travelers...

- World Centres, operated by the World Association of Girl Guides and Girl Scouts (WAGGGS), are a special experience. They offer safe lodging and program activities at a terrific value. You'll learn more at *Troop Tripping*. Visit [www.wagggs.org/en/our-world/world-centres/](http://www.wagggs.org/en/our-world/world-centres/).
  - Our Chalet, Adelboden, Switzerland
  - Pax Lodge, London, UK
  - Our Cabana, Cuernavaca, Mexico
  - Sangam, Pune, India
  - Kusafiri, various countries, Africa (at present, not open to troops)
- The UK's National Trust offers historic and interesting campsites, such as the one on Brownsea Island, where the Scouting movement was born. [www.nationaltrust.org.uk](http://www.nationaltrust.org.uk).
- Hostels (described above) are excellent in Europe. Other places vary. Use Hostelling International, [www.hihostels.com](http://www.hihostels.com), when possible. Check out their lighthouses, castles and fairy tale places you can sleep in! Do your homework with other hostels.
- Watch hotel prices: Many accommodations are charged per person, not per room.
- Try the keyword "Scout" as well as "Girl Scout" when you search for Scouting camps and properties to rent. Some parts of the world are co-ed, under the umbrella of what we would consider Boy Scouts.

## **How to Get There – and Get Around?**

*Note: Be sure to understand and follow the Transportation section of Safety and Risk Management (p 29), and the "Transporting Girls" section of Volunteer Essentials.*

### **Air Travel**

The options for air travel planning can be overwhelming! Here are some terms to help narrow down the field. Consider the pros, cons, and tips for each. Share them with the girls or any parent who might be willing to help with research.

#### **Travel Agents**

- Pros: Can book all sorts of travel; personal attention; customized trips; overall knowledge and wisdom.
- Cons: Office hours; hard to find these days; suggestions may be biased by personal experience; bargains somewhat limited.
- Tips: Ask friends for referrals; consider tagging onto a family member's corporate account; try AAA if you're a member; ask for a field trip for the girls.

#### **Group Sales**

- Pros: Modest discount but guaranteed fares (fees and taxes can still change); nominal deposit at booking; deposits often refundable if you find a better fare (by a set due date); number and names of travelers can be changed (by a set due date); some airlines offer a discounted or free ticket for the group leader/may include advance site inspection trip.
- Cons: Must have 10+ travelers.
- Tips: READ THE FINE PRINT AND WATCH DUE DATES; contact airlines that serve your arrival city and ask for the "group sales desk;" try asking for an adjustment if fares drop.

### **Travel Websites** (Expedia, Kayak, Priceline, etc.)

- Pros: Ability to compare travel dates/when to buy dates; easy to research during planning; flexible travel options (eg, +/-3 day feature); easy to purchase; filtering options.
- Cons: Can be overwhelming as new windows open; usually limited to 6 travelers; each airline can set unexpected rules for the booking site—read the fine print!
- Tips: Use travel or price alerts to tell you when things are changing; play around with multi-city or “open jaw” options (where you fly into one city and leave from another); do your research for good flights then book directly with the airline.

**Discount consolidators** (companies that purchase directly from the airlines at low negotiated rates, then resell them to travel agents or consumers)

- Pros: Potential for rock-bottom discounts; best discounts are on international tickets.
- Cons: More restrictions (read the fine print before buying!); minimal customer service; tickets may not accrue frequent flier miles or allow advance seat selection.
- Tips: Check the consolidator’s reputation with the US Air Consolidators’ Association or the Better Business Bureau; shop around; use a major credit card with good recourse protection; confirm details before and after purchase; only use if you’re an experienced traveler and know what you’re looking for.

### **Train Travel**

Taking the train can be a fun, new experience for many! In many countries, it’s the best way to get from one city to the other. Views can be spectacular. Trains allow travelers to rest, move around, eat (sometimes) – and no one has to drive. Review travel guides and blogs for advice.

Find a wealth of detailed info about trains at [www.seat61.com](http://www.seat61.com). Included are definitions of travel classes, sleeper options, tips on routes, how to buy tickets, and much more. You’ll be able to evaluate whether it’s best to get a pass or individual tickets, whether group rates are available, and even what the onboard toilets are like!

### **Tour Buses**

Especially if your group is large, a tour company can be a good option. See the section on choosing a vendor, outfitter or guide, below, for tips.



**What**

### **About Local Transportation?**

The best way to get around will vary greatly from place to place. Ask for advice from your hostel or campground. They’ll be familiar with how groups can effectively travel. Read trusted travel sites and blogs. Lonely Planet, Rough Guides and Nomadic Matt are geared to fairly young, adventurous budget travelers; Trip Advisor is quite comprehensive. These sources will have good guidance.

**Public transportation** is often an affordable, efficient way for a small or moderate-size group to move about. Girls can look up the local website and see:

- Rates, schedules, and maps (plus transfer info to other forms of transit)
- Whether a pass, multi-use ticket, or single-use ticket is best
- Whether there’s a city pass or group discount available

**If you're driving**, be sure to find out about tolls, traffic and parking. These can put a huge dent in your schedule or budget. Find out whether cash or a special electronic pass are needed. Be sure to see the "Road Trips" section in the Appendix for important reminders about driving.

### **Drivers for hire**

Licensed livery services, public buses and taxis may be used. If the group cannot fit in one vehicle, be sure a qualified adult is in each of the vehicles used. Uber, Lyft, Curb and similar ride-sharing services may not be used. 15-passenger vans may not be used. Ensure the credentials of chartered buses include drivers with commercial driver's licenses.

**Walking** will be part of any Girl Scout travel. Help girls be ready by: safe where you're going.

- Taking increasingly rigorous walks or hikes
- Learning how to read a map
- Choosing sensible shoes
- Understanding how to take care of their feet, especially blisters

In foreign countries, you may want to hire a **driver and guide** for a day trip or longer. Check Viator and your hostel or hotel for suggestions. Double-check Trip Advisor and other sources for reviews. Consult the adult learning manager for specifics on evaluating safety.

Large groups (20+) may need to **charter a bus and driver**, for domestic or international trips. You must obtain special council permission for this, so plan early.

**Hot tip to save data:** Whether you walk, drive or take the subway, many maps can be downloaded to your GPS device or phone in advance, rather than eating up your data. Do this in advance (don't count on hotel wifi to be fast enough). Make sure there's sufficient space on your device.

**Girl planning idea:** In small groups, have girls research transit routes from one place to another, using a different method for each (one group checks air, another car, a third train, for example). Then have them compare cost, time needed for travel, and any other pros or cons.

## **How to Choose a Vendor, Outfitter, or Guide?**

Before engaging a vendor or outfitter, especially for high-risk activities, you want to check them out for safety and value. Here are some tips, whether you're in San Diego or away:

1. Locally, see if any of Girl Scouts San Diego's community partners offer the activity you're looking for. Find them at [www.sdgirlscouts.org/partners](http://www.sdgirlscouts.org/partners). Partners have been vetted by council staff and have insurance on file.
2. Next best, check the list of companies and agencies on GSSD's insurance list. Find it at [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance). If listed there, another leader has done some legwork for you and used that vendor. Contact info is posted as a convenience, but council has not vetted their program quality, value or other aspects of their business.
3. Get referrals from friends, family or other troop leaders. If you find a vendor from another source, you'll want to ask questions. Some of these may apply:
  - What is the cost (and related details) to help you determine if it's a good value?
  - Have they been rated on TripAdvisor, Viator, Yelp, or other social media? Are there reviews on their Facebook page?
  - How long have they been in business?
  - What are their safety rules? And emergency plans? See if those line up with Girl Scouts' safety activity checkpoints. If they're different, is the vendor willing to meet GS standards?

- What experience, training or certifications do their instructors have?
- What ratio of participant to instructor is used?
- Are there national or industry standards for the activity they do? Do they follow them?
- How is their equipment maintained?
- Does the state have regulations about this industry? Are they following those?
- Are there pre-requisites for participation? Or skill needs?
- Are there any limitations to participation for those with physical or intellectual challenges?
- Will you group be combined with another group:
- Is there a waiver? (provide this to your activity consultant when you request approval)
- Is a contract required? (contracts over \$500 naming Girl Scouts need to have council approval)
- What do participants need to bring? Wear?
- Are they willing to provide a certificate of liability insurance? This is required for high-risk activities. See your activity consultant or contact the adult learning manager if you need help.  
Note: Council can provide its certificate of insurance if the vendor requests it.

4. Out of town: Follow #3 above. For high risk-activities and tour operators, obtain their certificate of liability insurance.

5. Be sure to get approval from your activity consultant before committing money to vendors.

### ***International Vendors, Outfitters, Guides & Tour Operators***

It will be difficult to obtain certificates of insurance for international vendors, outfitters or tour operators. It can be hard to check their compliance with local laws, or tell if they're accredited. The steps above still apply. Get referrals from Viator or TripAdvisor. Check guides like Lonely Planet, Rough Guides or Nomadic Matt.

According to Nomadic Matt's travel blog <http://www.nomadicmatt.com>, here are key elements for tour company selection, but they apply to any outfitter:

- Reputation. Check multiple review sites, get references. Don't assume bigger is better.
- Cost. Ask where the money goes and how it is spent. Ask about additional fees at sites. Add-ons can make an apparently affordable arrangement a terrible value.
- Market. Research their target market. Does that market include youth?
- Guides. Look for local or long-term-resident guides, who speak English well. Ask about their experience in facilitating tours like yours.
- Safety. Find out whether they follow the safety requirements of the local government (remember, these may not be as strict as here).
- Schedule. Ask for the itinerary. Get a tour that balances activities and free time.
- Environmental Impact. Do they take any measures for sustainability?
- Group Size. Larger groups are less intimate and trips less likely to be customized.

## **What to Eat?**

For some, this will be the most important question of your trip planning! Meals can make or break a trip. The good news is, food can usually be adjusted, at least for the next meal. Here are some ways to make smart choices.

**Plan for water.** Whether on a hike in the woods or in the city, you'll need water—probably more than usual. In some places, bottled water is expensive. Encourage girls to bring a sturdy, refillable water bottle. In

foreign countries, find out what water is safe to drink. Have a plan for treating the water if it's not (or budget more money to buy bottled water).

**When eating in restaurants**, consider having the main meal at lunchtime. Many restaurants have lower prices at lunch than dinner. The portions may be smaller, but so will the cost. Some restaurants have group rates, so be sure to ask! Don't forget to include tax and tip in budget planning, and coach girls on this if they haven't paid a restaurant bill themselves. In food courts, give each girl a set amount (say, \$7) and let her decide (a nice occasional switch from group meal planning).

**Include plenty of money in the food budget**, whatever type of trip you're taking. In tourist areas and large cities, food costs may be considerably more than you're used to paying. And sometimes plans go awry—food spoils and schedules change. Having a little extra money will make adapting less worrisome. Because if the girls don't get enough to eat, they will be cranky!!

**Budget your money and your time.** If you want to sightsee, you may not want to spend a lot of time cooking or cleaning up. Consider fast options like bagels/yogurt/fruit or instant oatmeal/fruit for breakfast, one-pot meals or foil packets for dinner. If you have a cabin or condo, how about making use of a crock pot—for any meal? Take picnic meals with you when you can. Pausing outdoors can be a great way to reconnect and relax. If you're walking, have each person carry a piece of the picnic menu.

**If you're cooking** think of all the critical pieces. Be sure girls think of all the little-but-important items they need: salt and pepper, salad dressing, aluminum foil, potholders. Take small packets of spices, and prep as much as possible before departure, to save space and time. But eliminate the luxuries, if you can. Simplicity saves hassle and time. **Girls can get hungry**—even when they've just eaten a big meal! Protein-packed snacks will stave off hunger, longer.

**Shop on the go!** Girls will learn from the experience of shopping, especially in foreign countries. Practice savvy, healthful, frugal shopping at home, and then allow girls time to shop in the new country. Girls can quickly and inexpensively choose a shared meal and try new things! This will also give you a chance to replenish fresh stuff.

**Keep healthy habits.** Avoid the temptation to indulge, especially on long trips. Keep the fiber high by stopping in grocery stores for fresh fruits and veggies to supplement the items you've brought from home. Fiber can be critical when traveling, since group living and availability of toilets can throw off a person's system already. Note that free continental breakfasts in hotels can be full of fat and sugar; ask the hotel what they serve so you'll know if that "free" meal is a good value.



**If someone is hosting you**, let them know (in advance) what your meal plans are, so they don't wonder if they'll need to feed the group. Ask them if you can take their family out for a meal as a thank-you, or include them in your at-home meal planning.

**Don't forget to check health history cards** for food allergies or special diets. Ask parents for details if you're not sure how to accommodate those needs.

**Part of the adventure** of traveling regionally or internationally is trying new foods! If your girls aren't ready to eat (somewhat) like the locals, re-consider their readiness. Can you sample some foods from the area to better prepare?

## How to Stay in Touch on the Go?

### In-Town Contact

When your Girl Scout troop is on a trip—even a field trip—you should always designate an in-town contact person. This is a troop adult who can be contacted should an emergency or a delay arise, that all parents should be aware of. The in-town contact can relay updates to families as needed. This allows the adults traveling with the group to **stay focused on the girls** and the situation, not distracted by making multiple phone calls or texts.

The parents should all know how to contact this person. Depending on the age and experience of the girls, you may want to develop a plan to check in regularly with the in-town contact and let the parents know the check in schedule so they may monitor the group's adventure.

### Social Media

Sharing photos on social media is a fun way to update families about your adventures. A few pointers:

- Get parent permission to post pictures
- Keep security in mind; don't invite burglars to visit your empty house while you're traveling, or announce the troop's whereabouts while you're still there
- Consider using a Shutterfly or Facebook page set to private or secret
- Develop guidelines that girls and attending adults will comply with



# Health and Safety

## What you'll learn in this section:

- Safety and risk management basics
- Safety Management Plans
- Using *Volunteer Essentials* and Safety Activity Checkpoints
- First aiders and first aid kits
- Lifeguards
- Insurance
- Security
- Supervision and emotional safety
- International health management
- See these safety-related topics on the page noted:
  - Transportation (p 16)
  - Sleeping arrangements (p 15)
  - How to choose a vendor or outfitter (p 18)

## Safety and Risk Management Basics

There are three essential elements to evaluating risk:

- 1. Identify** risks or dangers.
- 2. Take reasonable steps to reduce** the likelihood or severity of those risks.
- 3. Have a plan to respond** if they do happen.

Safety addresses harm to people; risk refers to damage or loss of things. Either can spoil a trip. Let's look at some examples:

Activity	Identified Risks	Risk Reduction	Response
Swimming at beach	Drowning; injury; sting ray; sunburn	Swim test in advance; confirm lifeguard; check conditions before swimming; reminders/orientation about animals and sunscreen	Lifeguard on duty; parent watchers
Trail ride on horseback	Fall from horse; stepped on or kicked; separation from group	All girls have arena experience; will get reminders from trained guides about behavior around horses; one guide at front of group, one behind	First aider will attend; EMS nearby
Travel in foreign city	Loss or theft of documents or funds	Girls learned situational awareness, how to safeguard valuables; buddies help watch out when in crowds; don't carry too much cash	Copies of passports made; passports kept in safe at hotel; consulate nearby; spare credit card
Travel by car	Car accident or breakdown	Drivers will follow Checklist for Drivers; girls have taken Safe Passenger Pledge; seat belts used at all times; vehicles in good condition; adequate driver rest planned	Trained first aiders; emergency rooms noted on map; each driver has towing service

**Note: these may NOT be the right answers for your situation. It's important to evaluate conditions based on the activities and location you'll use. Ask for help if you're unsure.**



You won't be able to identify every single thing that could possibly happen, but you do need to address what could reasonably happen. By doing so, you'll be able to reduce the likelihood and/or severity if the threat does occur. And...you'll be prepared!

Don't forget to consider the things that (sadly) could happen during just about any trip:

- Car accidents
- Encounters with strangers or wildlife
- Getting lost or separated from the group
- Natural disasters
- Terrorism or civil unrest

## **Safety Management Planning**

Get in the habit of making Safety Management Plans (SMPs) early in your troop's progression. It's a good practice that gets easier, well, the more you practice! Soon you'll be able to think through plans, share those plans, and manage risk more quickly and effectively.

The format of your SMP is not critical, but it needs to contain all the elements found in the template form: Safety Management Plan for Troop Activity. Those key elements are:

- Basic trip information.
- Transportation details.
- How and where to get help if you need it.
- Safety points to share with participants on transportation, activities, outdoor living.
- Who will do what in an emergency. Anticipate variations in each travel location.
- Emergency and/or evacuation plan.

For travel, you may have complicated transportation plans and multiple emergency numbers/locations.

Be sure to recap the key elements of your plan in your Activity Approval Form. For complex or international travel, submit the whole plan with your final approval packet. Activity consultants may ask to review your entire SMP for any activity.

All participants must understand the key elements of the SMP. Knowing your SMP will help participants and their families feel more prepared and comfortable.

### **Activity Idea!**

Have girls make their own emergency phone cards. Have them write the appropriate phone numbers on one side of an index card. On the other side, write information they will need if they get lost or separated from the group:

- leaders' first and last name
- troop number
- cell phone numbers for all participating adults
- phone number/address of lodging location

Laminate the cards (or cover with clear packing tape). The girls can carry them in their pockets or backpacks. Don't rely on cell phones which can be lost, broken or the battery drained. Each girl should also have a copy of the itinerary with local contact info, to help her reunite if separated.

Use this activity to spur discussion or role-play what girls should do if separated.

## Safety Activity Checkpoints (SACs)

GSUSA writes Safety Activity Checkpoints for many different adventures. Check out the matrix (Appendix) to see what's appropriate for your girls, and whether approval is needed. The checkpoints are linked to the matrix at [www.sdgirlscouts.org/safety](http://www.sdgirlscouts.org/safety).

If you don't see your activity, there are a few possible reasons:

- It doesn't require special preparation or training
- It's new or rare; contact [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org) for assistance
- It's not allowed for Girl Scouts (see a list in Volunteer Essentials)

Not sure? Ask your activity consultant!

You are responsible for understanding and following the SACs for all activities during your travels.

## Lifeguards...

To take advantage of a hotel or cruise ship pool, a beachfront, and some kinds of watercraft, you'll need a lifeguard. Read the appropriate Safety Activity Checkpoints. Be sure to identify the need for a lifeguard early. Options include:

- Ask a troop adult to become a lifeguard. GSSD offers lifeguard training once or twice a year, so plan ahead! Courses are also held at many high school or city pools.
- Recruit a lifeguard to come on the trip with you. Ask GSSD for a roster of guards to contact (see below).
- Hire a local lifeguard where you are going. Ask for references from the Girl Scout council in your destination, Boy Scout or other camps, city or high school pools.
- Go to places that have lifeguards on duty.
- Make sure your lifeguard is appropriate for the experience. Open water, waterfront and pool lifeguards have different training and certification.

Girl Scouts San Diego maintains a small list of lifeguards who may be able to accompany your troop. Contact [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org) for a referral. Discuss trip expenses and any pay openly.

**...and Experts:** Safety Activity Checkpoints require certified instructors for many kinds of activities. If the SACs call for a certified instructor, and you're not sure how to interpret that, ask for help. Contact the adult learning manager at [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org).

## First Aiders

Girl Scouts San Diego requires that a first aider be on hand at all meetings and outings. A first aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR.

Acceptable providers of training are American Red Cross, American Heart Association, National Safety Council, MEDIC/ASHI, and a handful of others. Girl Scouts San Diego offers ASHI training. Training must have an in-person element; online-only courses do not meet Girl Scout standards. Currently licensed doctors,

nurses and other health care professionals may serve as first-aiders for most activities. Currently certified lifeguards and emergency medical technicians are also acceptable.

Safety Activity Checkpoints indicate when a first aider with a higher level training needs to be present. The presence of a first-aiders and the qualifications they need to have are based on the remoteness of the activity.

For example, if you take a two-mile hike in an area that has cell phone reception and service along the entire route and EMS (Emergency Medical Services) is no more than 30 minutes away at all times the first-aiders will not need to have knowledge of wilderness first aid. If, on the other hand, you take the same two-mile hike in a more remote area with no cell phone service and where EMS is more than 30 minutes away, the first-aiders must have knowledge of wilderness first aid (see the chart below).

While health care professionals may have excellent care training, specific wilderness training is required for them to be appropriate wilderness first-aiders.

<b>Access to EMS</b>	<b>Minimum Level of First Aid Required</b>
Less than 30 minutes	First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

*\*Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.*

It is important to understand the differences between a first-aid course, and a wilderness-rated course. Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.

Girl Scouts San Diego maintains a list of Wilderness First Aid trained adults who may be able to accompany your troop. Contact [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org) for a referral. Discuss trip expenses and any pay openly.

## **First Aid Kits**

Create and bring a first aid kit, customized to the needs of your group, activities, and the duration of the trip (you can start with the list at <http://www.sdgirlscouts.org/safety>). See the “Stuff to Bring Along” suggestions in the appendix. The kit should be accessible to the first aider at all times. Make sure the health history forms (and any other health-related forms) for all participants are either kept in the first aid kit, or are accessible to the first aider.

Generally, distribution of medications is managed by the first aider. This allows the troop leader to focus on travel details and group management. Make your roles clear to each other, so medication is neither missed nor duplicated. Keep a log of medications dispensed, and first aid care given, in case another person needs to provide first aid, or transfer to a medical professional is needed.

## Insurance

For most field trips and overnights, the accident insurance automatically provided through your Girl Scout membership (**Plan 1**) is sufficient. This covers co-pays, prescriptions and other expenses not covered by the injured person's health insurance. Make sure all participants' membership is up to date (remember, adults driving or supervising girls need membership *and* a background check).

**Plan 2** is available to cover any non-members attending a local field trip (true travelers should be already be members).

When your trip involves leaving San Diego or Imperial Counties, OR lasts 3+ nights, you need to get the insurance for extended events, **Plan 3P**. This covers accidents *and* illness.

International Insurance is necessary for **any** trip to a foreign country. In addition to accidents and illness, other significant benefits are provided. This will be described in your *sleep* Workshop. Enroll in **Plan 3PI**.

Learn more about insurance for Girl Scouts at [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance).

### ***Do we need "ticket insurance?"***

Trip or ticket insurance is available commercially, from various providers. Many different coverage features are available, including trip cancellation, lost luggage, etc. Unlike the Girl Scout insurance described above, this is optional. Many troops do not choose this protection. Some leave it up to parents to decide, especially if the family contribution has been significant. Check with your trusted insurance company, Costco, American Express, the Auto Club, or a travel agent, for enrollment or referrals.

## Safety Skills for the Youngest Travelers

Even young girls on their first field trips can begin to take responsibility for their personal safety.

Teach girls about the buddy system early; help them understand what to do if separated from the group. Adults should not be a girl's buddy.

Teach girls the circumstances where it's ok to talk to strangers (lost, sick, hurt) and when it's not ok. Practice how girls should handle both situations. Know if your field trip destination has security personnel; show girls how to identify them.

Make sure girls know how to use a phone, how to call home, and how to dial 911.

Give girls the chance to become more and more responsible for their own gear.

## Security

Share this information with your girls. Whether you're traveling at home or abroad, it's more important than ever to make smart decisions and be aware of your surroundings. Here are some tips for your personal safety and protection of your valuables. An expansion of some of these may be found in the Girl Scout Global Travel Resources at <http://forgirls.girlscouts.org/travel/resources/global-travel-toolkit/>.

- Be aware of your surroundings, and listen to your gut.
- Consider taking a self-defense course.

- Be aware of any unrest or political upheaval in the region. In most cases, the chances of encountering a problem are very small, but advance knowledge can help you avoid hot spots and recognize the signs of trouble brewing.
- Avoid large crowds of tourists, when possible. Take tours of famous sites early in the day, when they're less crowded. Consider smaller hotels and quiet neighborhoods. Eat where the locals do—you'll get a more authentic experience, too!
- Try a money belt or security purse, available from many sources, or a shoulder bag worn over your front hip. Carry only as much money as you need.
- Use hotel or hostel safes and lockers when you can (find out if you need your own lock). Backpacks can be secured with a wire mesh, like PacSafe, available at travel stores.
- Don't tell people your hotel room number. If someone claiming to be room service or maintenance come to the door, call the front desk to confirm before opening the door.
- Leave valuable jewelry and electronics at home.
- Maintain copies of critical documents and credit card contact info in separate places (consider trading with each other).
- Use the buddy system. Even better, have buddy pairs that stay within sight of each other.
- Depending on girls' experience and maturity, Cadettes and older may split into small groups. If so, set periodic meeting times and make sure girls know where to find a troop adult if needed. Adults must accompany younger girls at all times.
- For **international travel**, follow all of the above plus, see the International Security section of Tips, Tricks and Reminders for International Travel, in the Appendix.

## Supervision and Emotional Safety

Follow the chart on girl-adult supervision, found in Volunteer Essentials. For travel, including field trips and camping, you need:

	Events, Travel, and Camping	
	<b>Two</b> unrelated adults (at least one of whom is female) for this number of girls:	<b>One</b> additional adult to each additional:
<b>Girl Scout Daisies (grades K-1)</b>	6	1-4
<b>Girl Scout Brownies (grades 2-3)</b>	12	1-6
<b>Girl Scout Juniors (grades 4-5)</b>	16	1-8
<b>Girl Scout Cadettes (grades 6-8)</b>	20	1-10
<b>Girl Scout Seniors (grades 9-10)</b>	24	1-12
<b>Girl Scout Ambassadors (grades 11-12)</b>	24	1-12

In general, girls gain independence most effectively when a small number of adults attend outings. It's recommended that you use the minimum number of adults in the table. For example, 2 adults supervise 14

Girl Scout Seniors. However, there may be times when you need additional adults for safety, such as a relief driver, advanced first aider, etc.

Important qualifications for girls' physical and emotional safety include: a firm grasp of safety responsibilities, ability to support and direct the group in a positive way, and agreement with Girl Scout philosophies and mission. Set and agree to expectations that will result in a good group experience. Use a Code of Conduct that all sign.

Be sure to review relevant policies with potential chaperones, such as:

- Adults do not drink alcohol during Girl Scout trips, even when not "on duty"
- Smoking is done away from girls
- Adults do not bring firearms
- An adult should not be alone with a girl at any time

### **Speaking of Emotional Safety...**

Know that when you spend several days together, or have intense experiences, revelations may be shared. Be prepared to listen kindly. Don't dismiss the girl's thoughts or emotions. Avoid making promises, judgments or declarations. Ask your troop support specialist for help when you return (or call the council emergency number if it's an emergency).

Also be ready for more routine emotions. Nerves can wear on each other, and hunger and fatigue can make anyone grouchy or impatient! Prevent this with "emergency" snacks, rest when needed, and plan a "lay day" in the middle of a long trip (this is also laundry day). Agree on a way you'll communicate with each other when girls—or adults—need emotional first aid.

Choose chaperones who utilize positive techniques to address challenging behavior. The Group Management Tips (p 46) may be helpful.

See the overnight accommodations topics in Sleeping Arrangements (p 15)



### **Health Management Tips**

- Have a supply of over-the-counter medications (see "Stuff to Bring With You" Appendix). Use the Permission to Give Over-the-Counter Medications form to get permission in advance.
- Grab some nourishment when you arrive. Slow down and orient yourself. Make sure everyone has a full bottle of water and something to eat.
- Reset your clock: Adjust to the new time as soon as possible. Set your watch, eat meals at the local time, wake up at the local time, and try to go to bed at the local time. This will be easier if you go outside! Take a walk.
- Bring spares of anything critical: glasses, prescriptions, etc.
- Make open communication a habit. You should be able to ask about periods and regularity, because those—when off—can make any traveler feel lousy. But be respectful, too...if asking "when did you last poop?" is embarrassing, change your approach.
- Take stock on a regular basis. A reflective time each evening will give you a read on the group's energy and health.

## **International Health Management**

There are special steps to take with regard to international trips. Allow plenty of time for each of these:

- In addition to a health history, each girl and adult will need a health exam (see Appendix). Give parents plenty of time to get this done.
- Evaluate the need for vaccinations. Visit <http://wwwnc.cdc.gov/travel> to find out what vaccinations are recommended. Some countries require that you have vaccinations, in order to enter the country.
- Find out about prophylactic medications, such as anti-malarial drugs, that are recommended. These may need to be taken before and/or after the trip.
- Advise each participant to ask her doctor about prescriptions for common diseases where you're going. Some doctors will allow you to bring treatment for giardia, for example, if water quality is poor there. Having the pills on hand (with instructions on when to take them) can save a lot of trouble when symptoms appear.

## **Transporting Girls Reminders**

For any driving, read Transporting Girls in Volunteer Essentials, and share the Checklist for Drivers with your chaperones. Here are some reminders that apply to travel (subject to update):

- **Drivers** – must be 21+, background checked, Girl Scout members, who you feel good about driving.
- **Route Selection** – plan routes of no more than 6 hours of driving per day, unless you have relief drivers. No all-night driving. Take breaks every 2 hours and check other drivers to see how you're doing. Make a promise to be honest with each other about this. **Better to get there late than not at all.** Stop if necessary. An unscheduled motel stay is FAR less expensive than an accident.
- **Vehicles** –
  - Must be insured, registered, in good repair.
  - Help girls learn about car care when the driver checks the car. Check fluids and tires before you leave and on the road.
  - Everyone gets a proper seat belt, even if you use an RV.
  - 12-passenger vans require a professional driver with a commercial driver's license. 15-passenger vans are *ever* allowed.
  - You must have special council permission to charter or borrow a vehicle. Rental cars or minivans are ok in the driver's name. Read agreements carefully.
    - Make sure insurance is adequate. Liability coverage may extend from your own policy; check with your insurance carrier.
    - Some credit cards include rental car damage coverage if you use them to pay for the rental.
  - Load vehicles appropriately.
- **Insurance** – adequate auto coverage for liability and medical payments (this is different from GS insurance, described above).
- **Supervision** –
  - If a group is traveling in one vehicle, there must be two unrelated, approved adult volunteers in the vehicle, one of whom is female. The girl-adult ratio must be appropriate for the age of the girls.
  - If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adults, one of whom is female, and the girl-volunteer ratio must be followed. Plan so that a single car is not separated from the others for an extended length of time.

- **Caravans** – don't do it!! This is when one car follows closely behind another, and it's deadly. Make sure everyone has directions, a map, and participant paperwork. Plan catch-up stops so following drivers don't get nervous about losing the lead car.
- **Emergency response** – ideally, have a first aider in each car, and a first aid kit and flares. Consider roadside assistance coverage. Keep the Safety Management Plan, health histories and permission slips in each car.

## Accidents and Emergencies

**This is the third element of safety management:** your response if something happens, despite your prevention plans.

**Accidents (and illness) Happen.** Unless the situation is serious, follow these steps:


- Contact the girl's family to discuss the situation and decide on an option. Make contact directly, not via the in-town contact.
- Care for the girl as decided.
- Complete an Accident/Incident Report for any accident or illness that might require medical attention. Follow the instructions on the form. If appropriate, Girl Scout staff will send a claim form to the parents.
- If you paid for any medical expenses, let the parents and Girl Scouts San Diego know.

### Emergencies

There is no time to research in an emergency. Follow these steps NOW to be ready:

- Make a complete but simple Safety Management Plan
- Make sure everyone knows how to respond in an emergency
- Follow the plan
- Contact Girl Scouts immediately after everyone's safety has been secured

Here's the council emergency card. Print it and keep it handy.

 <p><b>In case of emergency, during office hours call</b>  Council headquarters  <b>(800) 643-4798</b>  Office hours: 8:30 a.m.-5:30 p.m., M-F  If after hours, press "2" when prompted to be directed to our after-hours answering service.  <i>Remain by the phone so a staff member can call you back.</i></p> <p>SA:da  OS-0007 06/12/14</p> <p>www.sdgirlscouts.org</p>	<p><b>EMERGENCY PLAN FOR GIRL SCOUT GROUPS</b>  <b>Before trip:</b> Review transportation, insurance, first aid and girl/adult partnership sections of the <i>Adventures in the Outdoors</i> and <i>Safety-Wise</i> publications.</p> <p><b>Bring on each group outing:</b></p> <ul style="list-style-type: none"> <li>• This card</li> <li>• Health history cards</li> <li>• Signed parental permission forms (with parent contact info)</li> <li>• Directions to nearest hospital or medical facility</li> <li>• Cell phone</li> <li>• Non-emergency phone numbers for nearest:</li> </ul> <p>Police _____ Fire station _____  Hospital _____  Poison Control Center: (800) 222-1222</p>
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# National and International Scouting & Guiding

## GSUSA has information and assets

for girls travelling independently or with troops.

- GSUSA Travel Website: [www.girlscouts.org/forgirls/travel](http://www.girlscouts.org/forgirls/travel). Contains info on Girl Scout travel with slide shows, videos and inspiration. An interactive explorer tool allows you to view as a map or list.
- Find places to go:
  - *destinations* (formerly Wider Opportunities) are trips girls take independently. Attend a local *destinations* Expo, held in the fall each year, to learn more. Read about upcoming national and global opportunities: <http://forgirls.girlscouts.org/travel/take-a-trip/destinations/>
  - *getaways* are trips that girls do as a troop. Lots of opportunities, from arts to adventure, for various age groups. Many dates to choose from. Learn more at your Troop Tripping Workshop and at <http://forgirls.girlscouts.org/travel/take-a-trip/getaways/>.
  - *International Events* list upcoming opportunities to gather with Girl Guides and Girl Scouts in exciting locations.
- GSUSA's Global Travel Toolkits for girls and adults are colorful, progressive workbooks with a built-in timeline and thought-provoking questions. Be sure to supplement with local council requirements and resources. [www.girlscouts.org/forgirls/travel/global\\_travel\\_toolkit](http://www.girlscouts.org/forgirls/travel/global_travel_toolkit)

**Travelling to New York?** Visit the GSUSA Headquarters in Manhattan. A new exhibit, Epic Reflections: The Promise of Girl Scouts, is part of the Visitor Experience. Find out more here: <http://www.girlscouts.org/en/visit-us/visit-us.html>.

**Considering a trip to Savannah?** Check out [www.juliettegordonlowbirthplace.org](http://www.juliettegordonlowbirthplace.org).

**The Birthplace**, or [Juliette Gordon Low Girl Scout National Center](http://www.juliettegordonlowbirthplace.org), is located in downtown Savannah, GA. It was the Gordon family home and Juliette Magill Kinzie Gordon, called Daisy, was born there on Oct. 31, 1860. Girl Scouts of USA purchased the house in 1953. Since 1956, it has been operated as a Girl Scout Program center and historic house museum.

The Birthplace is open to Girl Scout groups (Junior and up) and to the general public. While there, take advantage of the [Troop Experience](#), where you'll experience activities that connect Daisy's life with girls' own. Book early. Suggestions on places to stay are featured on the website.

**Getting the most out of your visit:** A visit to the Birthplace is a special Girl Scout experience. Be sure the girls have an appreciation of Girl Scout history and lore before you go. They'll get the most out of the visit if they can make connections between what they know and what they see. Check out the Girl Scouts of Greater Atlanta guide, [Daisy's Day](#), for games and recipes to bring Daisy Low to life.

Check out Girl Scouts of Historic Georgia's [website](#) to learn about visiting the first Girl Scout Headquarters. This local council offers fun programs that connect girls with the city of Savannah and Juliette Low's life. These programs book early! A sampling:

- Take a geocaching tour of the streets of Savannah
- Earn a patch focusing on skills and badge work done by girls during Juliette Low’s time
- Take a Savannah safari, hunting for artistic representations of animals in the town

## WAGGGS World Centres

Most Girl Scouts learn about the four traditional World Centres during Thinking Day or other events:

- Our Chalet, Adelboden, Switzerland
- Our Cabaña, Cuernavaca, Mexico
- Pax Lodge, London, England
- Sangam, Pune, India

There’s a fifth World Centre, Kusafiri (“to journey” in Swahili). Kusafiri travels around Africa, offering leadership opportunities on an occasional basis. Kusafiri was established in 2010, and was called the “Fifth World Centre” until it was given its new name in 2015).

**If your troop is interested in visiting a World Centre**, it is important to know that:

1. GSUSA is a member of WAGGGS, not vice-versa. Because GSUSA’s membership is nearly 1/5 of WAGGGS’ total membership, it’s easy for Americans to have a dominating presence. Be diplomatic.
2. Programmes last from a few days to more than a week. Choose according to your availability and interests. Book directly at each centre’s website (via [www.waggggs.org](http://www.waggggs.org)).
3. World Centres book very far in advance, so plan early. If your dates are flexible, you may be able to visit on relatively short notice. How about an Our Chalet ski week in December or February, instead of a summer trip?
4. It’s possible to visit World Centres for just a day tour, one overnight, or a full programme. Ask what’s available at the time you’ll be in the area. You can visit as an individual or family, too—you don’t have to be with a troop.
5. Permanent staff at the centres are very helpful in customizing your experience as needed. Feel free to ask questions about getting to the centre, options for side trips, and finding a driver or guide for a special excursion. They are quite flexible about meals and other variables.
6. Other member organizations may do things differently from GSUSA or GS San Diego because their resources, needs and culture are different. Our expectations must adjust to these realities. General safety guidelines found in Volunteer Essentials, along with Safety Activity Checkpoints, should govern San Diego troops’ planning, decision-making and actions in other countries (i.e., you can’t go on the hot air balloon ride offered at a WAGGGS encampment. Sorry!).



## More on World Centre Visits...

Traveling to a WAGGGS World Centre offers an unparalleled opportunity to explore other cultures because guests not only experience the customs and traditions indigenous to the regions but they also benefit from interacting with other international staff, volunteers and visitors.

Each World Centre offers an informal **atmosphere that encourages interaction** among visitors. Each guest is expected to contribute to the daily operation of the centre and most chores are performed through the patrol system. Because storage space in these facilities is limited, visitors are asked to bring only essential items. The World Centres are an incredibly valuable resource for all members of the Girl Scouting and Guiding community and they should always be treated with care and respect.

**Activities at the World Centres** generally focus on a theme and will have a seminar or discussion component. Some sessions will include extensive camping and other will include no camping at all. While each centre has a unique strength or focus, all incorporate culture, arts, service and the outdoors.

The United States is a country of great informality, but this is not the case for all WAGGGS member countries. The **uniform is given greater importance**, respect and significance in most other Guide and Scout associations, and this is true at World Centres as well. At times, complaints have been lodged about dress habits and manners of US Girl Scouts visiting the centres. Incorporate this into a group discussion prior to travelling.

**When visiting a World Centre**, Girl Scout visitors are expected to wear the complete, correct, official GSUSA uniform. You don't have to wear them all the time, but do bring the uniform and find out which ceremonies and activities require the uniform. Made-up uniforms, like matching tie-dye shirts, may be too casual for ceremonies. Shorts are not acceptable outside of the World Centres, but in most cases, neat, conservative shorts may be worn on centre grounds. Visit the Girl Scout store ([www.sdgirlscouts.org/shop](http://www.sdgirlscouts.org/shop)) to learn about uniform components.

**Flag ceremonies** are an important part of daily life at the World Centres, and visitors must be familiar with flag etiquette. It is necessary to learn about the World Association before visiting. A good source for basic information is <https://www.wagggg.org/en/about-us/who-we-are/symbols-movement/>.

You may want to take on the **challenge** at the world centre you visit! Each site has a set of tasks which you must complete in order to achieve the challenge. A mysterious token of your completion is a special memento.

Even if you visit for just a while, you may ask for a **Pinning Ceremony**. You'll receive a special pin that cannot be purchased or received except by visiting that centre.

...but other items can be purchased! Each World Centre features **a small shop** with souvenirs, postcards, t-shirts, patches, water bottles, and more. You'll want to save a little money and some space in your suitcase for these mementos that you can't get anywhere else.



**Gifts to the World Centres** Many visitors bring small gifts. While gifts are appreciated, the World Centres receive many items from well-meaning visitors and often don't have the space to store or display them. Before you leave home, ask the centre if they have a wish list. Tangible, easy-to-carry items will be listed, and you'll know the centre really needs those. A monetary gift is always appropriate, and easy to carry!

**SWAPS** are always welcome when meeting sister Guides and Scouts! Bring SWAPS that represent California, San Diego or the personality of your troop. Council patches are a good bet (some countries are unfamiliar with SWAPS as tiny pinned crafts, but almost all share patches)! You could even have some custom patches made for your trip. A useful SWAP that you can also use as a simple thank-you gift are pens or pencils emblazoned with our council logo or your troop information.

## There's More to WAGGGS than the World Centres!

The World Association of Girl Guides and Girl Scouts, of which GSUSA is a member, is the largest voluntary movement dedicated to girls and young women in the world. The movement comprises 10 million girls and women from 146 countries.

Did you know that the World Association always has awareness and service campaigns of global interest to women and girls? Find toolkits with activities appropriate for girls as young as 5 here:

[www.waggggs.org/en/resources/](http://www.waggggs.org/en/resources/).

What a great way to expand girls' horizons!

## A Note on Private Exchanges

Lifelong connections and friendships are often made during national or international events. Sometimes, invitations are extended for additional visits or contacts. For example, a girl who attends a *destination* in Sweden may make friends who later invite her (or her whole troop) for a visit. Please be aware:

1. Girl Scouts of the USA holds no responsibility or liability for such travel. Costs, safety management and insurance are the responsibility of the troop or individual, depending on the nature of the exchange.
2. Funding from GSUSA or the Juliette Low World Friendship Fund is not available. JLWFF scholarships cannot be given to troops or groups; they are only provided to those traveling as official representatives of GSUSA to WAGGGS events.
3. WAGGGS protocol stipulates that organizations issuing such private invitations send notification of the invitation to the invitees' national organization. In this case, the host organization should send a copy of the invitation to the GSUSA International Commissioner at [globalgirlscouting@girlscouts.org](mailto:globalgirlscouting@girlscouts.org).
4. Individuals, troops or councils receiving such private invitations are requested to send a copy of the invitation to International Relations at national headquarters, for their files. Send it to [globalgirlscouting@girlscouts.org](mailto:globalgirlscouting@girlscouts.org).

## Global Leadership Opportunities

Calling all future global leaders! Women 18-35 are invited to apply....Submit your application to be considered to represent Girl Scouts at events held by the World Association of Girl Guides and Girl Scouts (WAGGGS).

From GSUSA: “When Global Leadership Opportunities become available (usually

several times a year), we’ll contact you for details about your interests and qualifications so we can better gauge your eligibility for specific events.”



To be considered, women must be:

- A member of Girl Scouts of the USA
- Between the ages of 18 and 35
- Available to travel internationally on short notice
- Actively volunteering at, and endorsed by, your local Girl Scout council
- Committed to bringing back, sharing, and integrating your new knowledge and skills at the local Girl Scout council and/or nationally

Download the application here: <http://www.girlscouts.org/en/about-girl-scouts/global.html>.

Applications are accepted throughout the year. Selected volunteers will be notified by email. Travel stipends may be available. Due to the limited number of opportunities, acceptance in the pool of applicants does not guarantee attendance or participation at an international event.

# Budgeting and Money Management

## Overview

Money is one of the greatest concerns for many troops considering troop travel. Common questions are:

- How much will we need?
- How will we get it?
- What are the rules?
- Who pays for what?

Without clear expectations, communication, and compromise, money matters can be a source of contention between girls, parents, and leaders. Please allow ample time for the budgeting process, and be sure to keep everyone in the loop as plans develop.

### ***Money tips for young girls***

This section is from Travel Bugs, a Volunteer Conference session for adults serving young girls, but it's a good reminder for anyone...

Frame budgeting like this: "We have this much...what can we afford to do?" Explain the cost of things in terms of # of boxes they would need to sell. Help girls see the difference between wants and needs.

Saving and delayed gratification: When you're budgeting, put aside a little for a future activity (not too far in the future for young girls)...talk about adding to your savings, talk about how it's growing, celebrate finally using the money you've saved. Perfect during cookie goal setting. Make a short trip or campout one of your goals!

Know the financial guidelines, and follow them, right from the start.

**The Let's Go Budget Worksheet** (see Appendix) is a tool to help girls plan their trip finances.

Take a look now. The worksheet is designed for two categories of expenses:

- Cost per girl (tickets, meals, etc.) where the expense is truly based on the number to be purchased.
- Cost per unit (rental cars, hotel rooms, etc.) where you need to purchase or rent the whole thing, no matter how many people will use the asset.
- Note: some expenses aren't that black-and-white! If you're unsure whether you'll need 4 or 5 hotel rooms, budget based on the more expensive situation. That way you won't be underfunded.

Copy the form and put it in the girls' hands so they'll know more, too. Encourage them to research places you're considering, and have them report back to the group.

Once you have a rough idea of expenses, look at where the money might come from:

Available funds	Projected income	Family contributions
<ul style="list-style-type: none"> <li>• Money in your troop account</li> </ul>	<ul style="list-style-type: none"> <li>• Product sales</li> <li>• Recycling</li> <li>• Other money-earning</li> <li>• Financial assistance (local trips only)</li> </ul>	<ul style="list-style-type: none"> <li>• Ask families for input and agreement</li> <li>• Budget must fit the "smallest pocketbook"</li> </ul>

Once you've decided on a destination, continue to flesh out the worksheet to keep track of expenses and income. Do a "pulse check" of the trip's financial health on a regular basis.

**Per person costs:** To determine the amount each girl or adult must pay for the trip for event:

(Start with)	Total expenses for the trip	\$ _____
(Minus)	Available troop funds	\$ _____
(Equals)	Amount short/needng subsidy	\$ _____
(Divided by)	Number of paying participants	\$ _____
(Equals)	Amount each paying participant pays	\$ _____

### ***So...who is a "paying participant?"***

This is for the troop to decide! Some troops cover the expenses of adults required to meet adult supervision requirements (see *Volunteer Essentials*). Some leaders prefer (and are able) to pay their own expenses. This should be a conversation for the girls, with parent review and understanding.

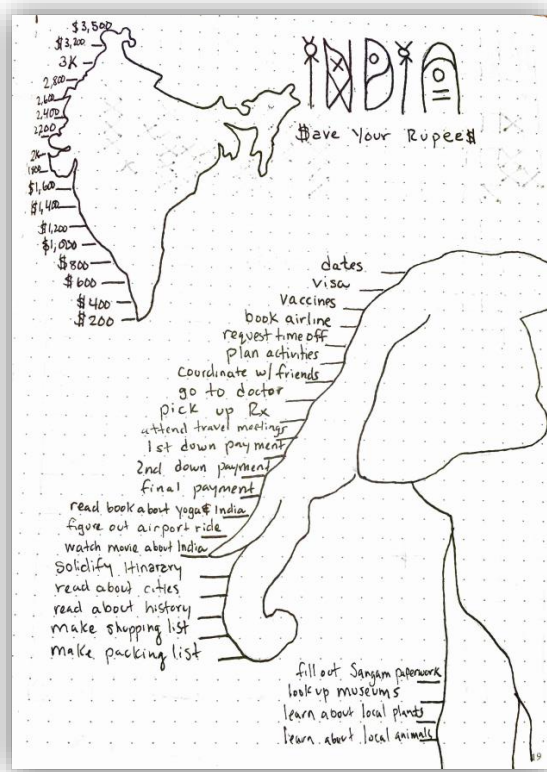
#### **Other important topics for discussion:**

- Is the amount each girl pays reasonable? → If not, is a money-earning activity needed? Or, should you scale back travel plans? Remember, any Girl Scout activity should fit the "smallest pocketbook" in the troop. Give parents a chance to discuss this privately.
- How many of the girls will be able to attend? → If less than 75%, try other dates. While it may be impossible to find dates that work for every family, a strong majority is necessary.
- What about girls who can't go? → Is there another trip they could do? You may NOT provide cash as an alternative.
- What about girls who join the troop after we've started planning and money earning? → If you keep your troop open, do pick a cutoff date for trip participation. A girl who joins 2 weeks before a big trip won't be well prepared, even if her family is able to pay the entire amount.

## Timelines

Lay out a firm timeline for your trip planning, with specific financial milestones included. The checklists for each type of trip (see appendix) will give you a start. Your troop may need more or less time for saving or money-earning, based on how much money you already have, how much (if any) families will contribute, or how enthusiastic your troop's money-earning efforts are. Use past money-earning results as a guide.

- Meeting time and discovery trips in the neighborhood and day trips involving travel of two hours or more one way are often inexpensive and can be paid for from the troop treasury.
- Camping trips and travel trips involving overnight stay and meals are more expensive. A troop might need to apply all money-earning proceeds to pay for a trip or two.
- Trips involving hostel or hotel stays, and air or train travel, represent significant expense. These can take 2 years to save for, even with family contributions. If families are unable to contribute, allow more time to save.
- To help girls learn goal setting and long range planning, a portion of the troop funds may be carried over from one membership year to the next, for a special event/trip.
- Year-end financial reports need to include plans for use of any balance over \$500.
- But...don't save too much, too early! Troops should budget and plan to spend most of their money within a single membership year for the benefit of the girls within that group. If girls don't see benefit from the money they've earned, they won't stay in Girl Scouts long enough to reap the rewards.



Consider using some kind of graphic representation for savings, earnings, or even due dates. You can purchase a poster like the one on the left, or have girls create a custom one, like the one on the right. Either way, girls can chart their progress and stay motivated.



### **Double check: Do all parents and girls understand:**

- How much money is available in the troop treasury?
- How much more money is needed?
- Where the additional funds will come from?
- And agree that the money is being spent wisely? (Expect less parent involvement as the girls get older and more experienced.)
- They must follow safety and money-management policies?
- The need to meet group goals for attendance, participation, and money-earning/saving?

After the trip, have the girls fill in the “Actual” column of the Let’s Go Budget Worksheet, and discuss the differences between the “Budget Total Column” and the “Actual” column. What have we learned? The worksheet should be turned in with the troop financial records at the end of the membership year. Use this process on smaller events, like campouts, so everyone is familiar with the concept.

### **Money-Earning Projects**

Know the financial guidelines! [Girl Scouts San Diego’s specific guidelines](#) are found at [www.sdgirlscouts.org](http://www.sdgirlscouts.org). Additional info is provided in [Volunteer Essentials](#) Chapter 5: Managing Group Finances. There you will find current info on:

- Money-earning activities you may do, and those you may not do
- Application for money-earning activities, with instructions
- Event budget worksheet (to use when planning a badge workshop or service unit event)
- Record-keeping and financial reporting

### **Quick reminders:**

- In order to perform additional money-earning projects, troops must participate in the Fall Sale and the Cookie Program. You must obtain approval in advance (allow time for this!).
- Other than ongoing recycling, which needs no approval, the additional money-earning projects may not be held during the Fall Sale or Cookie Program.
- As girls get older (and their goals more pricey), they can conduct more money-earning projects than younger Girl Scouts. See the Application for Troop Money-Earning Activity for more important guidelines.
- Certain kinds of fund-raising are not allowed under Girl Scouts’ 501c3 status, or do not meet our values. Know what’s permitted.
- Report proceeds of money-earning activities with your end-of-year financial records.
- See the Troop Money-Earning Project Application for guidelines on what is allowed.

If you need assistance, contact your troop support specialist or [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org).

### **Working with families:**

- When planning activities, the leader should be sensitive to the financial circumstances of all members, and be affordable for the “smallest pocketbook” of the group. Don’t make assumptions about affordability; instead, ask for input in your parent communications. Give parents and guardians a chance to speak with you privately. Be discreet; do not share knowledge about financial need with others.
- Collaborate with girls and families about the budget, financial status of the troop, and product sales or other goals.
- Help families understand the financial guidelines.

- Make sure parents understand that their assistance with the Cookie Program or other efforts benefit the entire troop. Funds earned by girls are troop assets, and do not belong to any individual girls. Proceeds do not fund parent participation.
- There are special policies for when girls leave a troop, a troop disbands, or a troop divides. If any of these situations seem likely, read the financial guidelines and ask for help before making decisions or agreements with parents or girls. Don't make promises that can't be kept!

Contact your troop support specialist or the finance support specialist, if you need help sorting out the financial questions and details.

## Things to Think About...

**Admissions to parks and events:** Are group rates available? Is the admission price lower during holidays, certain hours, or if the tickets are purchased in advance? How far in advance should you purchase the tickets in order to get the dates you want?

**Discuss in advance** what you will do if:

- A girl wants to join the troop or the trip after money-earning has begun.
- A girl doesn't meet her goals for money-earning
- The group doesn't meet its goals for money-earning
- A change in the economy or other factors makes the trip more expensive

**Girl Scout trips should be affordable** to all the girls in the troop. If each girl is expected to pay for a portion of the trip beyond what the troop funds will cover, the amount must be easily afforded by each girl. If not, revise your plan. In some cases, monies from the Opportunity Fund may be available. Contact your finance support specialist at [troopbanking@sdgirlscouts.org](mailto:troopbanking@sdgirlscouts.org).

Opportunity funds are not available for advanced travel. Girls may, however, vote to hold a money-earning project that provides money for troop members who cannot afford to make a family contribution.

**Girls must have a say** in how the girls who cannot attend might share in the troop funds. Funds belong to the troop, not any individual. Ideally, you'll work hard to find a trip all girls can attend—and this won't even be an issue!

**Group, tourist and non-profit rates** are available for various transportation services, from airlines and train fares to bus passes and attractions. Many cities offer a pass that includes local buses and admission to popular venues. Search your destination city online for tips. At theme parks, look for education programs. This will add quality to the experience, and may cut costs.

**Insurance:** You may need to purchase additional insurance coverage. See the section on insurance in Safety and Risk Management or visit [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance).

**Parent support is essential!** Be sure to discuss travel plans, budget, money-earning, etc., with the parents before making any final promises to the girls.

**Professional services:** Occasionally, you may need the services of someone with a license or certification that troop parents don't have: a lifeguard, a horseback riding instructor, a wilderness first aider. Determine what they charge and what daily expenses the troop should cover.

**Signed agreements:** Troop adults have authority to sign agreements for use of facilities or program activities if the total amount of the contract is \$500 or less. If over \$500, a council-designated

representative must review the contract if the wording “Girl Scout” is in any of the documents. Activity approval is required before the leader/troop adult can sign a contract which totals more than \$500.

**Spending money:** Having some discretionary funds is great for girls! They can make decisions about how to spend their money, and learn how to manage it themselves. Girls who are old enough to travel are old enough to have some pocket money.

While you cannot demand that parents send a certain amount of spending money, you may provide a suggested minimum. You may (and should) also set a limit. It is important to have consensus on an amount of “spending money” appropriate to the occasion. Discuss the issue with parents and girls.

## **Managing Money on the Go**

Bring your troop debit card. This is the best way to track your expenses.

Bring a backup payment source, just in case. Make sure someone in the group has a personal credit card with available credit.

Split the cash among adults, to protect the total from loss or theft. Keep a log of who’s got what, and collect all receipts. It helps to keep the money in envelopes, so that receipts can be placed there as cash is removed. Notes can be made on the envelope for consolidations after the trip.

At the end of each day, review the budget with the girls. Did anything cost more than expected? → Is there any way to economize? Were there fewer expenses? → Could a modest treat be afforded with the savings?

# Useful Goodies

## Kapers on the Go!

Chores don't stop just because you're traveling! If you're camping and cooking outdoors, you may already have a suitable kaper chart. If not, make a very portable one with paper plates (check Pinterest for ideas).

Better yet, how about deciding on a fair rotation before you leave? Then you can just write "Cook: Sondra and Ali, and Clean Up: Raquel and Lyssa" right on the meal planner. Or put the info into a phone calendar.

More likely, you'll be eating out or having no-cook meals while you travel. And you may not have many housekeeping kapers in a hotel. But that doesn't mean communal living is without responsibility. And travel is a wonderful opportunity for girls to take the helm!

Depending on their age and experience, let girls take turns leading a day (or a partial day). Ask each to choose a piece of the trip ahead of time, and:

- Encourage her to be the expert on how to get around, where to eat, what cool attractions are nearby.
- Let her lead the discussion and voting.
- Give her the responsibility of managing that day's funds.
- Support her in navigating from one place to another.
- Empower her to manage the girls' time and energy levels.

An alternate method is to divide the responsibilities, where each girl has one of the above tasks for the entire trip. Let them decide together. Either way, they're all getting leadership experience...and you get a bit of a break!

It's okay if they stumble a bit (as long as it's not dangerous). They'll learn a lot from minor mistakes.

As for gear, take a look at the list of "Stuff to Bring Along" in the Appendix. It's not your responsibility to carry everything. Divvy up the gear and have each girl responsible for a few items throughout the trip. Note: the first aider should take charge of the medical stuff.

## Reflection

Reflecting and evaluating are Girl Scout traditions. There are good reasons for that!

- Looking inward and examining what you learned and felt turns activities into experiences, which can be applied to other parts of life. For example, if you successfully reach your goal of climbing 10 feet on the climbing wall, you might feel great! But by intentionally reflecting, you might also recognize what courage it took to overcome your fears, and you might just feel empowered to do more. When you do, you can draw on your past success.
- Listening to others allows you to grow, too, and gain a deeper understanding of your fellow travelers. You discover areas of common ground, and which of your observations are unique.
- Adults and girls can get a good read on energy levels, interests, and "what worked." Reflective times can help direct the pace or activities of the next day. You'll also find out what your girls are falling in love with ♥

There are many great reflective techniques you might try. You'll learn "Peaches and Pits" and "Thorns, Buds and Roses" at *Let's Have a Campfire* training. Here's a new one: "Q Jumping" (which also creates more balanced discussion).

## **"Q JUMPING" Reflective Technique**

**Makes contribution levels visible. Encourages more balanced participation.**

A frequent problem in reviewing (or in any group discussion) is that some people do all the talking while others say very little. 'Q Jumping' provides a simple rule that allows everyone to see a continually refreshed picture of the latest pattern of contribution in a group. The technique also forces the participant to choose their words very carefully.

***This is the rule:*** "Anyone who speaks for more than 10 seconds or for more than one sentence, jumps to the head of the Q."

Think of the Q as a line, with the first speaker at the head of the line. So that everyone in the 'Q' can see each other easily, everyone sits in a circle as for a 'normal' group discussion. Make it clear which person is in front of the line by putting a stick between them and the last person in line.

Go around the circle, with each person responding to a prompt (samples below). If anyone takes longer than 10 seconds to answer, they get up and move to the end of the line or Q. Everyone needs to shift a bit. No shaming or teasing allowed.

Anything can happen. In essence, it is just a simple wordless way of reflecting back the pattern of contribution in a group discussion. It automatically brings the pattern to everyone's attention. If the amount of movement is disrupting the discussion you can extend the time that people can speak without moving to (say) 20 seconds, or suspend the rule. You can join in as a facilitator at the head of the Q, or have an observer/timer role.

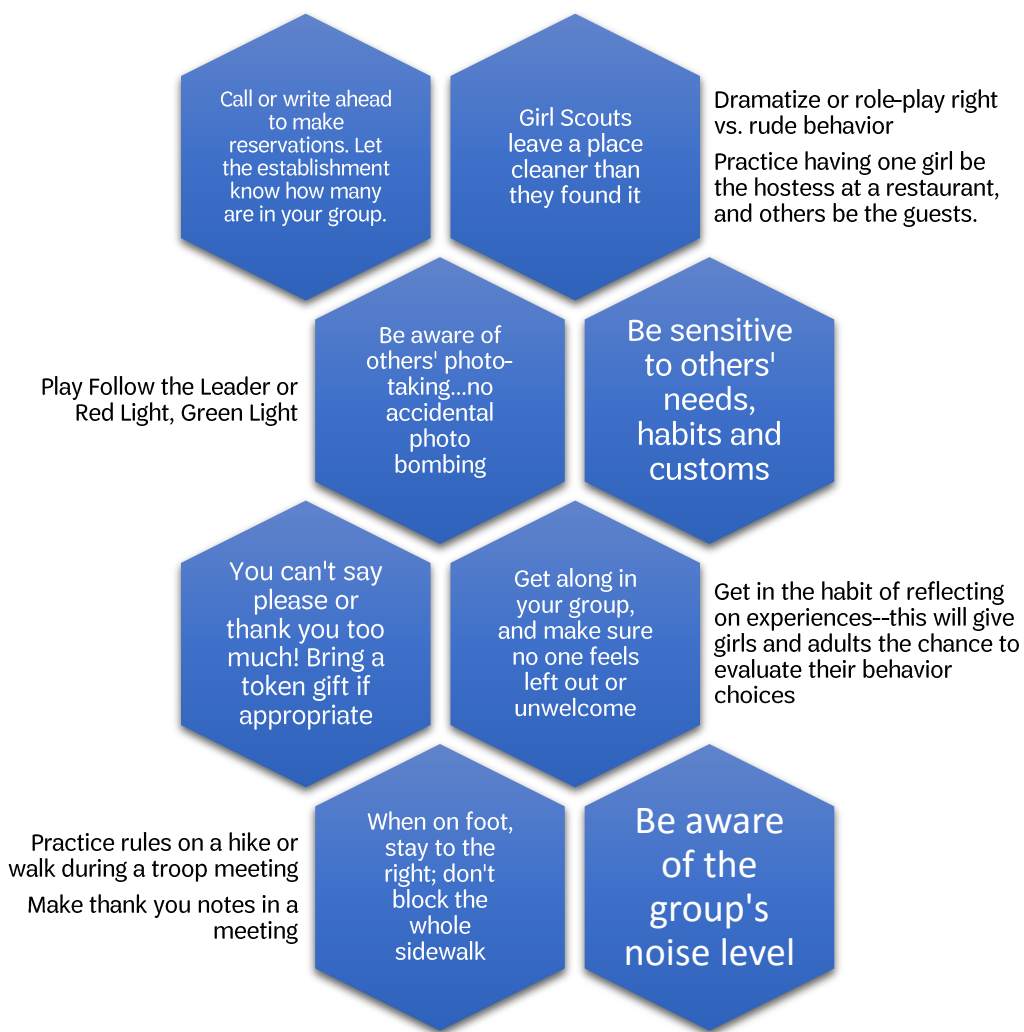
Now, what will you talk about? The topic could be anything, but here are some open-ended prompts related to travel. Choose no more than 2 or 3:

1. What went well about today's travels?
2. What could have gone better?
3. Tell us about something that made you feel proud...
4. If you could have brought one more thing with you, what would it be?
5. What would you have left at home?
6. Tell us what you're looking forward to, tomorrow...
7. Share something you've been feeling nervous about...
8. Explain how you'll be able to use something you learned today...

Try to end on a high note, looking toward the next day, or the next time you travel!

# Responsible Traveling

Discuss manners with the group. Remind girls that they're the ambassadors of Girl Scouting and the United States, and are guests in the city/country you're visiting. Here are some talking points and a few ideas on building etiquette skills:



If you're planning to travel out of the country, or even to another region of the US, find out what's appropriate (and not!). For example, in the South, your girls should know that saying "ma'am" or "sir" to adults is customary. In Italy, they'll need to know that bare shoulders and shorts are not appropriate in the old churches they may wish to visit. In Japan, they'll need to know it's a serious insult to leave waitstaff a tip.

Invite an expert to visit your troop meeting and provide a tutorial on culture—and on what to expect. Take part in the Cultural Kitchen program with Hostelling International to learn about cultural sensitivity in general.

# Staying in Touch While Traveling

## Why You Should Have an In-Town Contact

Be sure to complete the Troop Contact Log (or In-Town Contact Log) as part of your Safety Management Plan.

An in-town contact is an adult who is readily available by phone, who is not going on the trip. This person acts as a relay between the troop and the non-attending parents. When a delay or challenge happens, the troop leader calls the in-town contact, who then shares the information with the parents.

This allows the leader to focus on the girls and the situation, rather than contacting all the parents (and fielding follow-up questions).

## What the In-Town Contact Will Need

Provide your in-town contact with an attendee roster with parent contact info, a trip itinerary, and a copy of your safety management plan. For international travel, provide this info to your activity consultant and to the council office, too.

## Who Needs Which Phone Numbers?

Legend: L = Leader & adults on the trip I = In-Town Contact  
 G = Girl F = Family  
 AC = Activity Consultant (+ Council for international)

L	I				Girls' names/parents' names/all parent phone numbers
L	I				Girls' emergency contact names and all phone numbers
L		G	F	AC	Troop in-town contact and all phone numbers
L	I	G	F	AC	All lodging numbers enroute
L		G			Emergency numbers at destination – police, fire, hospital
L					Roadside service numbers
L					Auto insurance numbers
L					Transportation/lodging/tour/venue numbers
L	I		F		Council emergency numbers – update annually

**Hostelling International** is a valued Girl Scout travel partner. GSUSA has a broad relationship with HIUSA, and the two local hostels, Downtown and in Point Loma, work closely with Girl Scouts San Diego.

To arrange a troop stay in one of the San Diego hostels, or to arrange program activities, contact:

Joelle Dent  
 Group Sales Manager  
 Phone: 619-338-9981 ext 3203  
[swgroupsales@hiusa.org](mailto:swgroupsales@hiusa.org)

Or visit the HI San Diego hostel site at [www.sandiegohostels.org](http://www.sandiegohostels.org). For hostels across the US, visit [www.hiusa.org](http://www.hiusa.org). For international hostels, see [www.hihostels.com](http://www.hihostels.com).

In many HI hostels, you can book dorm-style or private rooms. Sheets and towels are provided, and breakfast is included. Take advantage of free tours, activities and advice. Troop leaders find HI Hostels to be clean, safe and reliable.

## Inclusion

As you know, Girl Scouts promise to be a “sister to every Girl Scout.” In practice, that means we include others, even when doing so presents challenges. We’ve discussed financial inclusion. You might also need to find ways to accommodate:

- Those who learn differently
- People with physical or mobility challenges
- Travelers with behavior that challenges others
- Girls who have little parental support
- Those who have medical conditions, such as allergies, that may be unfamiliar to you

It is the responsibility of troop adults to model respectful, inclusive behavior. This means that we make reasonable accommodations when possible. Inquire how to do that with direct, respectful questions. Address the girl when possible, and check in with the parents, too.

Girl Scouts San Diego has an inclusion specialist who will be happy to assist. Contact [customercare@sdgirlscouts.org](mailto:customercare@sdgirlscouts.org). Kids Included Together (KIT) offers free online training at [kitonline.org](http://kitonline.org). You can also consult by phone. They’re experts at offering easy, innovative ways to lighten concerns and challenges.

## Group Management

Share these tips with the other adults on your trips. You have the right to expect good behavior...but you may need to work together to decide what that is! First, set yourself up for success:

- When planning visits to new places, let the girls know any site or safety rules ahead of time, then remind them when you arrive.
- Discuss your tactics with parents. Let the parents know they will be expected to come get a child whose behavior becomes disruptive or dangerous.
- Let the girls rest. They’ll be tired without adequate rest and may act out more.
- Frequent meals/healthy snacks will help keep up energy and positivity.
- Discuss natural consequences of behavior, in a logical and unemotional way. Frame it positively when possible. For example, “if we can get our sleeping bags rolled up and in the car by 10 a.m., we’ll have an extra half hour for games.” Avoid threats like, “if you don’t get your sleeping bags rolled up, we’ll be late for our tour.” The difference can be subtle.



### **Be ready to respond on the go:**

- Have several ways to assign buddies. A buddy switch can keep girls from arguing, picking favorite friends or leaving some girls out. Changing buddies on a regular basis can reduce conflict.
- Keep things simple. If girls are squabbling over sharing a tube of glitter glue, you could sit down with them and have a long talk about getting along. But it's also fine to just try:
  - Getting another tube of glitter glue
  - Moving the two girls so they're not sitting together
  - Putting a squeeze of glue on a little plate for each girl
- Watch the signs. Notice which girls get along and which don't, when and if they are likely to misbehave and how much sleep they need. Know your girls well before you go on an extended trip.
- Occasionally a girl will feel comfortable in the emotionally safe environment of a troop trip to disclose problems at home, including abuse. Remind yourself to respond appropriately as discussed in your Girl Scout adult training. Don't promise to keep the secret.
- If the whole troop behaves badly, you've got a lot of work to do before you take another trip. Girls can often work out solutions with reflective time. Consider coming home early if the situation is not workable. Perhaps it is a "logical consequence" for the girls' behavior.

### **Final reminders:**

- Girls can—and should—develop their own code of conduct for behavior during trips. If girls have a say in making the rules and consequences, they will be more willing to honor them. You'll learn more at your *Troop Tripping Workshop*.
- Be consistent and be fair.
- Never use physical discipline.
- Be mindful of discipline for your own daughter. Be consistent with all girls on the trip. Some leaders and co-leaders "switch" daughters for trips; it makes it easier to be objective.
- Set rules, but not too many. While we must maintain a certain amount of order, let the girls have fun. Let them learn proper behavior, but don't be so strict that they can't enjoy themselves. It's a fine line, but try to find it. If you plan in advance what you will be doing and set your guidelines together, up front, the trip should go smoothly for everyone.

# Appendix

Remember to use current forms from [sdgirlscouts.org](http://sdgirlscouts.org)

## **Planning Checklists** (next page)

On the following checklists, keep track of your travel progress. It's smart to use a clean copy for each trip. Engage girls as much as possible in completing and tracking their plans.

Write the date due so you don't lose sight of any details.

Girls should be engaged in all aspects of trip planning; parents should be informed periodically.

<b>10 Steps-Field Trip</b> <b>Start 1+ months prior to travel</b>		Any trip outside the normal meeting place and time. Start with 1-2 hour trips; may be as long as all day.	<b>Info on Page #</b>	<b>Date due</b>
<b>1</b>	<b>Mission, purpose and program quality</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.</li> <li><input type="checkbox"/> Girls and leader consider options, decide on destination, possible activities, costs and food.</li> <li><input type="checkbox"/> Girls and leader determine what skills, readiness or experience girls might need to gain first.</li> <li><input type="checkbox"/> Identify the program value of the trip: learning, skill development, other?</li> </ul>			
<b>2</b>	<b>Money, schedules and responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader determine trip budget, including funding source (Troop funds, family contributions? Is it necessary to earn money first?).</li> <li><input type="checkbox"/> Girls and leader set up a planning timeline.</li> <li><input type="checkbox"/> Begin fitting trip prep preparations into on-going troop activities.</li> <li><input type="checkbox"/> Inform families with general info about the trip (date, cost, etc).</li> </ul>			
<b>3</b>	<b>Training and safety</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader determines training needed. Minimum: Core Leadership Training (<i>Getting Started+Intro</i>).</li> <li><input type="checkbox"/> Appropriate <i>First Aid/CPR/AED</i> trained adult enlisted.</li> <li><input type="checkbox"/> Review <i>Volunteer Essentials</i> for adult supervision and transportation standards.</li> <li><input type="checkbox"/> Identify qualified drivers and chaperones (background check and membership current).</li> <li><input type="checkbox"/> Review the <i>Safety Activity Matrix</i>. Are <i>Safety Activity Checkpoints</i> written for the activity? Share them with vendors, parents, girls, as appropriate. Note: allow time for approval!</li> <li><input type="checkbox"/> Develop a Safety Management Plan; share with all.</li> </ul>			
<b>4</b>	<b>Clarify details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader refine purpose of trip, money-earning projects, trip schedule, equipment needed, meals and snacks, who will bring what, how troop will travel, etc.</li> </ul>			
<b>5</b>	<b>Girl Scout approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> If approval is required, submit Activity Approval Form to service unit activity consultant (AC) one month prior AND before any non-refundable plans are made, whichever is sooner. Attach sample Permission Slip, any itinerary, any waivers, Safety Management Plan if requested.</li> <li><input type="checkbox"/> After approval (or if not required), begin confirmation, payments and accumulation of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Paperwork listed in step 7</li> <li><input type="checkbox"/> Reservations with venue or vendors</li> <li><input type="checkbox"/> Transportation details (drivers, train passes, bus tickets)</li> </ul> </li> </ul>			
<b>6</b>	<b>Finalize details and logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader and girls finalize itinerary and budget.</li> <li><input type="checkbox"/> Make arrangements to purchase snacks.</li> <li><input type="checkbox"/> Leader and girls review safety plans and rules to be followed.</li> <li><input type="checkbox"/> Orient families to the trip.</li> </ul>			
<b>7</b>	<b>Paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health History and Parent/Guardian Info forms are up to date.</li> <li><input type="checkbox"/> Permission slips signed, sample sent to AC (required even if activity approval is not needed).</li> <li><input type="checkbox"/> Envelope for each car with copy of each passenger's Health History and Permission Slip.</li> <li><input type="checkbox"/> Reservation and transportation copies, receipts, etc. on hand; share maps with drivers.</li> <li><input type="checkbox"/> Additional insurance obtained for non-members (Plan 2) or out of council trip (Plan 3P).</li> </ul>			
<b>8</b>	<b>Confirm details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit any updated forms to AC.</li> <li><input type="checkbox"/> Provide details and parent contact info to in-town contact.</li> <li><input type="checkbox"/> Final reminders to girls and families.</li> </ul>			
<b>9</b>	<b>Travel time! Let's Go!</b>			
<b>10</b>	<b>Debrief and wrap up paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate and debrief with the girls, and adults who participated (may be 2 conversations).</li> <li><input type="checkbox"/> Share stories of success with families; let them know of any challenges you faced.</li> <li><input type="checkbox"/> Keep evaluation and debrief notes in troop records.</li> <li><input type="checkbox"/> Gather receipts; log funds collected and money spent in Troop Detailed Cash Record.</li> </ul>			

<b>10 Steps-Overnight/Weekend</b> <b>Start 1-6 months prior to travel</b>	1-2 nights in a lodge, cabin, tent, hostel or hotel. Start with 1 night close by, progress farther, longer.	<b>Info on Page #</b>	<b>Date due</b>
<b>1</b>	<b>Mission, purpose and program quality</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.</li> <li><input type="checkbox"/> Girls and leader consider options, decide on destination, possible activities, costs and food.</li> <li><input type="checkbox"/> Girls and leader determine what skills, readiness or experience girls might need to gain first.</li> <li><input type="checkbox"/> Identify the program value of the trip: learning, skill development, other?</li> </ul>		
<b>2</b>	<b>Money, schedules and responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader determine trip budget, including funding source (Troop funds, family contributions? Is it necessary to earn money first?).</li> <li><input type="checkbox"/> Girls and leader set up a planning timeline.</li> <li><input type="checkbox"/> Begin fitting trip prep preparations into on-going troop activities. Explore related badge work.</li> <li><input type="checkbox"/> Inform families with general info about the trip (date, cost, etc).</li> </ul>		
<b>3</b>	<b>Training and safety</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader determines training needed. Minimum: Core Leadership Training; <i>Basic Overnights</i></li> <li><input type="checkbox"/> Appropriate <i>First Aid/CPR/AED</i> trained adult enlisted.</li> <li><input type="checkbox"/> Review <i>Volunteer Essentials</i> for adult supervision and transportation standards.</li> <li><input type="checkbox"/> Identify qualified drivers and chaperones (background check and membership current).</li> <li><input type="checkbox"/> Review the <i>Safety Activity Matrix</i>. Are <i>Safety Activity Checkpoints</i> written for the activity? Share them with vendors, parents, girls, as appropriate.</li> <li><input type="checkbox"/> Check in with service unit activity consultant (AC) and make sure you're on the right track.</li> <li><input type="checkbox"/> Develop a Safety Management Plan; share with all.</li> </ul>		
<b>4</b>	<b>Clarify details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader refine purpose of trip, money-earning projects, trip schedule, equipment needed, meals and snacks, who will bring what, how troop will travel, etc.</li> </ul>		
<b>5</b>	<b>Girl Scout approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit Activity Approval Form to service unit activity consultant (AC) one month prior AND before any non-refundable plans are made, whichever is sooner. Attach sample permission slip, any itinerary, any waivers, Safety Management Plan if requested.</li> <li><input type="checkbox"/> After approval, begin confirmation, payments and accumulation of:               <ul style="list-style-type: none"> <li><input type="checkbox"/> Paperwork listed in step 7</li> <li><input type="checkbox"/> Reservations with venue or vendors</li> <li><input type="checkbox"/> Transportation details (drivers, train passes, bus tickets)</li> </ul> </li> </ul>		
<b>6</b>	<b>Finalize details and logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader and girls finalize itinerary and budget.</li> <li><input type="checkbox"/> Meals, snacks, equipment purchased and packed.</li> <li><input type="checkbox"/> Leader and girls review safety plans and rules to be followed.</li> <li><input type="checkbox"/> Orient families to the trip.</li> </ul>		
<b>7</b>	<b>Paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health History and Parent/Guardian Info forms are up to date.</li> <li><input type="checkbox"/> Permission slips signed.</li> <li><input type="checkbox"/> Envelope for each car with copy of each passenger's Health History and Permission Slip.</li> <li><input type="checkbox"/> Reservation and transportation copies, receipts, etc. on hand; maps shared with drivers.</li> <li><input type="checkbox"/> Additional insurance obtained for non-members (Plan 2) or out of council trip (Plan 3P).</li> </ul>		
<b>8</b>	<b>Confirm details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit any updated forms to AC.</li> <li><input type="checkbox"/> Provide details and parent contact info to in-town contact.</li> <li><input type="checkbox"/> Double-check lodging and transportation arrangements; check for road closures and weather</li> <li><input type="checkbox"/> Final reminders to girls and families.</li> </ul>		
<b>9</b>	<b>Travel time! Let's Go!</b>		
<b>10</b>	<b>Debrief and wrap up paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate and debrief with the girls, and adults who participated (may be 2 conversations).</li> <li><input type="checkbox"/> Share stories of success with families; let them know of any challenges you faced.</li> <li><input type="checkbox"/> Keep evaluation and debrief notes in troop records.</li> <li><input type="checkbox"/> Gather receipts; log funds collected and money spent in Troop Detailed Cash Record.</li> </ul>		

10 Steps-Advanced Domestic Start 6-18 months prior to travel	3+ nights away, outside California OR using air travel. Includes road trips and adventure trips.	Info on Page #	Date due
1	<b>Mission, purpose and program quality</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.</li> <li><input type="checkbox"/> Girls and leader consider options, decide on destination, possible activities, costs and food.</li> <li><input type="checkbox"/> Girls and leader determine what skills, readiness or experience girls might need to gain first.</li> <li><input type="checkbox"/> Identify the program value of the trip: learning, skill development, other?</li> </ul>		
2	<b>Money, schedules and responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader determine trip budget, including funding sources (Troop funds, family contributions? In what proportions? How much money will need to be earned? Agree on goals.</li> <li><input type="checkbox"/> Sketch out an itinerary, which will be developed through the planning process.</li> <li><input type="checkbox"/> Girls and leader set up a planning timeline. Line up payouts with money-earning dates.</li> <li><input type="checkbox"/> Begin fitting trip prep preparations into on-going troop activities. Explore related badge work.</li> <li><input type="checkbox"/> Inform families with general info about the trip (date, cost, etc.). Ensure support of the concept.</li> </ul>		
3	<b>Training and safety</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader determines training needed. Minimum: Core Leadership Training; <i>Basic Overnights, Troop Tripping Workshop</i>. Adventure trips need additional trained supervision.</li> <li><input type="checkbox"/> Appropriate <i>First Aid/CPR/AED</i> trained adult enlisted. Is Wilderness First Aid needed?</li> <li><input type="checkbox"/> Evaluate need for Health Exams (refer to guidelines in adventure training). Inform parents early!</li> <li><input type="checkbox"/> Girls participate in <i>Hosteling International's GS Travel 101</i> or <i>Cultural Kitchen</i> (recommended).</li> <li><input type="checkbox"/> Review <i>Volunteer Essentials</i> for adult supervision and transportation standards.</li> <li><input type="checkbox"/> Identify qualified drivers and chaperones (background check and membership current).</li> <li><input type="checkbox"/> Review the <i>Safety Activity Matrix</i>. See the <i>Safety Activity Checkpoints for Travel</i>. Are SACs available for other planned activities? Share them with vendors, parents, girls, as appropriate.</li> <li><input type="checkbox"/> Develop a Safety Management Plan; share with all.</li> </ul>		
4	<b>Clarify details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flesh out itinerary: Refine purpose of trip, money-earning projects, trip schedule, equipment needed, meals and snacks, who will bring what, how troop will travel, etc.</li> <li><input type="checkbox"/> Pay attention to travel from one overnight stop to another; leave room for traffic, delays, driver rest, bio breaks, and interesting opportunities along the way. Don't schedule too tightly!</li> </ul>		
5	<b>Girl Scout approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit the rough itinerary to AC 6 months before trip AND before any non-refundable plans are made, whichever is sooner. Briefly describe the nature of the trip and any likely activities.</li> <li><input type="checkbox"/> After approval, begin confirmation, payments and accumulation of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Paperwork listed in step 7</li> <li><input type="checkbox"/> Reservations with venue or vendors</li> <li><input type="checkbox"/> Transportation details (drivers, train passes, bus tickets)</li> </ul> </li> <li><input type="checkbox"/> Submit an updated itinerary and any developments to AC 3 months before trip.</li> <li><input type="checkbox"/> Submit final Activity Approval Form to AC one month before trip, with sample permission slip, detailed itinerary, any waivers, Safety Management Plan.</li> </ul>		
6	<b>Finalize details and logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader and girls finalize itinerary and budget. Make adjustments as needed.</li> <li><input type="checkbox"/> Meals, snacks, equipment purchased and packed.</li> <li><input type="checkbox"/> Leader and girls review safety plans and rules to be followed.</li> <li><input type="checkbox"/> Orient families to the trip; provide detailed info.</li> </ul>		
7	<b>Paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health History and Parent/Guardian Info forms are up to date.</li> <li><input type="checkbox"/> Health exams if needed for adventure travel.</li> <li><input type="checkbox"/> Permission slips signed, and Permission to Give Over the Counter Medications forms complete.</li> <li><input type="checkbox"/> Envelope for each car with copy of each passenger's Health History and Permission Slip.</li> <li><input type="checkbox"/> All participants carry detailed itinerary and emergency contact info throughout trip.</li> <li><input type="checkbox"/> Reservation and transportation copies, receipts, etc. on hand; share maps with drivers.</li> <li><input type="checkbox"/> Additional insurance obtained for out of council trip (Plan 3P).</li> </ul>		
8	<b>Confirm details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide details and parent contact info to in-town contact.</li> <li><input type="checkbox"/> Double-check lodging and transportation arrangements; check for road closures and weather</li> <li><input type="checkbox"/> Final reminders to girls and families.</li> </ul>		
9	<b>Travel time! Let's Go!</b>		
10	<b>Debrief and wrap up paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate and debrief with the girls, and adults who participated (may be 2 conversations).</li> <li><input type="checkbox"/> Share stories of success with families; let them know of any challenges you faced.</li> <li><input type="checkbox"/> Keep evaluation and debrief notes in troop records.</li> <li><input type="checkbox"/> Use Let's Go! Budget Worksheet to track expenses</li> <li><input type="checkbox"/> Gather receipts; log funds collected and money spent in Troop Detailed Cash Record.</li> </ul>		

<b>11 Steps-International Trips</b>		All travel outside the United States. Includes day trips to Mexico and cruises to Mexico or Canada.	<b>Info on Page #</b>	<b>Date due</b>
<b>Planning timeline:</b> Most international travel: 12-24 months in advance Cruises to Baja or Canada may be reduced to 6-12 months with council permission Day trips to Baja may be reduced to 3-6 months with council permission				
<b>1</b>	<b>Mission, purpose and program quality</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.</li> <li><input type="checkbox"/> Girls and leader consider options, decide on destination, possible activities, costs and food.</li> <li><input type="checkbox"/> Girls and leader determine what skills, readiness or experience girls might need to gain first.</li> <li><input type="checkbox"/> Identify the program value of the trip: learning, skill development, other? Needs to be significant.</li> </ul>			
<b>2</b>	<b>Money, schedules and responsibilities</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Girls and leader determine trip budget, including funding sources (Troop funds, family contributions? In what proportions? How much money will need to be earned? Agree on goals.</li> <li><input type="checkbox"/> Sketch out an itinerary, which will be developed through the planning process.</li> <li><input type="checkbox"/> Girls, leader set up planning timeline. Line up payouts with money-earning/contribution dates.</li> <li><input type="checkbox"/> Begin fitting trip prep preparations into on-going troop activities. Explore related badge work.</li> <li><input type="checkbox"/> Inform families with general info about the trip (date, cost, etc.). Ensure support of the concept.</li> <li><input type="checkbox"/> Discover the best way to pay for expenses and obtain cash while abroad. Consider exchange rates, ATM fees, and safety/security of ATMs.</li> </ul>			
<b>3</b>	<b>International Requirements</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Enroll in STEP Smart Traveler at <a href="http://www.state.gov">www.state.gov</a>. Update before you go.</li> <li><input type="checkbox"/> Review State Dept. warnings and alerts for intended countries. Share with families. Seek advice from Girl Scouts San Diego adult learning manager before making firm plans for countries with an alert or warning. Heed any State Dept. updates that develop during the planning process.</li> <li><input type="checkbox"/> Passport for each traveler. A passport card may be sufficient for Mexico or Canada.</li> <li><input type="checkbox"/> If any adults drive while abroad, evaluate credential needs. Obtain International Driver's Permit if necessary. Review insurance requirements and availability. Understand GS car rental rules.</li> <li><input type="checkbox"/> Use the Permission to Travel with Minors form for each person under 18. This form must be signed by both parents, and notarized. See appendix.</li> <li><input type="checkbox"/> For Mexico, a special, notarized Permission to Travel with Minors form is used. See appendix.</li> <li><input type="checkbox"/> Identify any immunizations needed for the destination.</li> <li><input type="checkbox"/> Health Exam form for most international travel (except day trips or cruises to Baja, Mexico). Allow families up to 6 months to get this done without extra cost.</li> <li><input type="checkbox"/> Identify any visas or other documentation needed for the countries you'll visit. Find out how to obtain them.</li> <li><input type="checkbox"/> Train girls on safeguarding their valuables, money and documents. Make copies of all passports and other critical documents and keep in a safe place. Bring digital scans with password.</li> </ul>			
<b>4</b>	<b>Training and safety</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader determines training needed. Minimum: Core Leadership Training; <i>Basic Overnights</i>, <i>Troop Tripping Workshop</i>. Adventure trips need additional trained supervision.</li> <li><input type="checkbox"/> Appropriate <i>First Aid/CPR/AED</i> trained adult enlisted. Is Wilderness First Aid needed?</li> <li><input type="checkbox"/> Girls participate in <i>Hosteling International's GS Travel 101</i> or <i>Cultural Kitchen</i> (required).</li> <li><input type="checkbox"/> Review <i>Volunteer Essentials</i> for adult supervision and transportation standards.</li> <li><input type="checkbox"/> Identify qualified drivers and chaperones (background check and membership current).</li> <li><input type="checkbox"/> Review the <i>Safety Activity Matrix</i>. See the <i>Safety Activity Checkpoints for Travel</i>. Are SACs available for other planned activities? Share them with vendors, parents, girls, as appropriate.</li> <li><input type="checkbox"/> Develop a Safety Management Plan; share with all. Include document and money safeguards.</li> </ul>			
<b>5</b>	<b>Clarify details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flesh out itinerary: Refine purpose of trip, money-earning projects, trip schedule, equipment needed, meals and snacks, who will bring what, how troop will travel, etc.</li> <li><input type="checkbox"/> Pay attention to travel from one overnight stop to another; leave room for traffic, delays, driver rest, bio breaks, and interesting opportunities along the way. Don't schedule too tightly!</li> </ul>			
<b>6</b>	<b>Girl Scout approval</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit the rough itinerary to AC 12-18 months before trip AND before any non-refundable plans are made, whichever is sooner. Briefly describe the nature of the trip and any likely activities.</li> <li><input type="checkbox"/> After approval, begin confirmation, payments and accumulation of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Paperwork listed in step 7</li> <li><input type="checkbox"/> Reservations with venue or vendors</li> <li><input type="checkbox"/> Transportation details (drivers, train passes, bus tickets)</li> </ul> </li> <li><input type="checkbox"/> Submit an updated itinerary and any developments to AC 6-12 months before trip. AC will review the troop's progression and experience and send to GSSD staff for review and approval.</li> <li><input type="checkbox"/> Confirm council approval.</li> <li><input type="checkbox"/> Submit final Activity Approval Form to AC 2-3 months before trip, with detailed itinerary, any waivers, attendee roster, Safety Management Plan, and a list of all paperwork being collected.</li> </ul>			

7	<b>Finalize details and logistics</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Leader and girls finalize itinerary and budget. Make adjustments as needed.</li> <li><input type="checkbox"/> Meals, snacks, equipment purchased and packed.</li> <li><input type="checkbox"/> Leader and girls review safety plans and rules to be followed.</li> <li><input type="checkbox"/> Orient families to the trip; provide detailed info.</li> </ul>		
8	<b>Paperwork (collect these early!)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health Exams (Health History is sufficient for cruises or day trips to Baja, Mexico).</li> <li><input type="checkbox"/> Parent/Guardian Info forms are up to date.</li> <li><input type="checkbox"/> Permission to Travel with Minors forms signed and notarized.</li> <li><input type="checkbox"/> Permission to Give Over the Counter Medications forms complete.</li> <li><input type="checkbox"/> If any driving, envelope for each car with copy of each passenger's forms.</li> <li><input type="checkbox"/> All participants carry detailed itinerary and emergency contact info throughout trip.</li> <li><input type="checkbox"/> Reservation and transportation copies, receipts, etc. on hand; share maps with drivers.</li> <li><input type="checkbox"/> Additional insurance obtained for international travel (Plan 3PI).</li> </ul>		
9	<b>Confirm details</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide details and parent contact info to in-town contact.</li> <li><input type="checkbox"/> Inform AC of any last-minute updates.</li> <li><input type="checkbox"/> Inform council of any major changes prior to or during the trip.</li> <li><input type="checkbox"/> Double-check lodging and transportation arrangements.</li> <li><input type="checkbox"/> Double-check STEP Smart Traveler alerts and warnings; update details.</li> <li><input type="checkbox"/> Final reminders to girls and families.</li> <li><input type="checkbox"/> Check that everyone's passports, money, and medications are on hand.</li> </ul>		
10	<b>Travel time! Let's Go!</b>		
11	<b>Debrief and wrap up paperwork</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate and debrief with the girls, and adults who participated (may be 2 conversations).</li> <li><input type="checkbox"/> Share stories of success with families; let them know of any challenges you faced.</li> <li><input type="checkbox"/> Have a celebration to share photos and special moments with families.</li> <li><input type="checkbox"/> Keep evaluation and debrief notes in troop records.</li> <li><input type="checkbox"/> Use Let's Go! Budget Worksheet to track expenses.</li> <li><input type="checkbox"/> Gather receipts; log funds collected and money spent in Troop Detailed Cash Record.</li> </ul>		

**Paperwork used for troop travel.** Use most current versions at [www.sdgirlscouts.org/forms](http://www.sdgirlscouts.org/forms).

<b>Form name and no.</b>	<b>Why and when form is used</b>	<b>What to do with it</b>
Permission Form PG-0085W	Two purposes: 1. Communicates details to parents 2. Establish parental consent for the activity and for medical treatment in an emergency. Use for any activity outside the normal meeting place and time.	<ul style="list-style-type: none"> <li>• Send to parents in advance.</li> <li>• Parents may sign electronically but leaders must bring copies with them on the listed trip.</li> <li>• Drivers should have a copy in the car for each passenger.</li> <li>• Send an “FYI” copy to service unit activity consultant (AC).</li> </ul>
Activity Approval Form (AAF) PGO-0023W	Grants council permission for participation in specified program activities listed on the form (Camping, archery, horseback riding swimming, camping, travel outside GSSD boundaries, etc.).	<ul style="list-style-type: none"> <li>• Submit to AC for approval.</li> <li>• Allow at least 1 month for approval; more for travel. See Let’s Go! checklist for approval timeline.</li> </ul>
	Special approval is needed for: <ul style="list-style-type: none"> <li>• Contracts over \$500 that name “Girl Scouts” as a party to the contract.</li> <li>• International travel</li> </ul>	Once AC has approved the troop’s progression and experience, s/he forwards the AAF to council staff for additional review and approval.
Transporting Girl Scouts: A Message to Volunteer Drivers PG-0108W	Communicates Girl Scout safety guidelines with volunteer drivers. Drivers transporting girls in privately owned vehicles agree to safety requirements and provide pertinent information.	Be sure every driver has a current completed form on file. Review for accuracy with the driver at the beginning of each troop year. Note that all drivers must be background-checked, current Girl Scout members.
Troop Contact (In-Town Contact) Log PGO-0033W	A communication link between the traveling troop and the families. This allows the troop leader to focus on the girls, not on providing updates.	Complete the log and provide to in-town contact. On the trip, the in-town contact relays any updates to families. For international trips, the log is also given to the AC and council.
Health History Record Girl: MB0079A PGO-0063CW	Alerts first aider to any health problems, allergies or restrictions a participant may have. Update form annually or after a serious medical problem. Used for troop meetings and trips.	Keep forms with troop. Drivers should have forms for girls in their vehicle. Information is confidential; share only on a need to know basis. Give to first responders in an emergency.
Permission to Give Over-the-Counter Medications TRP0808W	Parent permission to administer OTC medications to minors. Prescription medications are listed on the Health History Form and/or Permission Form.	Keep forms with troop. Don’t give medicine without this signed form.
Safety Management Plan for Troop Activity PGO-0154W	A tool to help the group think through the information they need to “Be Prepared.”	Keep form with troop. Get help from AC or council adult learning manager if needed.
Health Exam Record Girl: Adult:	Confirms readiness to participate in adventure activities (backpacking, canoeing, etc) or international travel. Not required for day trips or cruises to Baja, Mexico.	Allow sufficient time to get this completed. Keep forms with troop during trip as you would a health history form. Information is confidential.



Accident/Incident Report Form PGO-0016W	Communicates information about accidents or incidents that might require medical help or other followup. Prompts an insurance claim invitation to the injured person if appropriate.	Fill out objectively and neatly, submit to council as soon as possible (1 business day). Send to <a href="mailto:accidentreporting@sdgirlscouts.org">accidentreporting@sdgirlscouts.org</a> .
Permission to Travel with Minors	Proves permission for an adult to have custody of a child outside the United States. Required for international travel, even if a parent is attending the trip.	Parents sign and have notarized. Both parents must sign (or provide documentation of sole custody). Allow sufficient time for this process. Keep with the troop.
Permission to Travel with Minors in Mexico	Special form approved by the Mexican consulate. Proves parental permission for an adult to have custody of a child while in Mexico. Required for <b>all</b> trips to Mexico.	Parents sign and have notarized. Both parents must sign (or provide documentation of sole custody). Allow sufficient time for this process. Keep with the troop.

# Let's Go! Budget Worksheet

Prepare a budget, adjust it as plans develop, then stick to it! Turn a completed copy in with troop year-end financial reports for any trip with expenses over \$500.

Expenses	Cost per Girl	Cost per Unit	Budgeted	Actual
<b>Fees</b>				
Event registration				
Admission				
Tickets				
<b>Transportation:</b>				
Gas, oil, etc., for cars				
Vehicle rental fees				
Trolley, boat or train fare				
Insurance				
Parking, tolls, etc.				
Tips				
Driver fees				
<b>Lodging:</b>				
Night 1				
Night 2				
<b>Food:</b> (Be sure to include tips)				
Breakfast Day 1				
Lunch Day 1				
Dinner Day 1				
Snacks Day 1				
Breakfast Day 2				
Lunch Day 2				
Dinner Day 2				
Snacks Day 2				
<b>Souvenirs:</b> (Patches, t-shirts, etc.)				
<b>Other:</b> _____				
<b>Miscellaneous:</b>				
Registration dues for non-members				
Additional insurance, if needed				
Lifeguard expenses				
Driver expenses				
Other				
<b>Total expenses:</b>			\$	\$
After you have figured out the costs, add 15% for unplanned contingency fund expenses.				
<b>Income</b> (use 0 if not applicable)				
Paid from Troop Treasury (Product sales, dues, savings, etc.)				
Additional Money Earning Projects				
Each Girl Paid \$ _____ x _____ girls				
<b>Total income</b> (should equal total expense)			\$	\$
Number of girls registered in the troop:			Number participating in trip:	

# Stuff to Bring Along for the Troop

Here are some useful (even critical) things you may need. Be sure to bring anything required for the specific activities you'll do. You don't have to carry them all yourself, however. Delegate! Everyone should carry at least one piece of group gear.

- First aid kit (list at <http://www.sdgirlscouts.org/safety/safety>). Add to the kit:
  - Blank Accident/Incident Report form
  - Emergency Contact Card.
  - Safety Management Plan (it has emergency procedures on it).
  - Health history forms (or health exam forms) for all adults (including the leader).
  - Any specific supplies needed for your activity. Wilderness first aid kits are highly customized.
  - Any girl's medications, instructions for dosage and signed permission to give medications. Exception: girls may carry their own epinephrine, asthma inhaler, or insulin, with physician approval. Consider bringing a backup supply in the first aid kit.
  - A selection of common over-the counter medications likely to be needed. Consider acetaminophen, ibuprofen, an anti-diarrheal, etc. Consult a health care provider or pharmacist if you need advice. Most important for adventure travel or abroad, where these medications can be difficult to obtain.
- Permission slips and health history forms (or health exam forms) for each girl. Have a packet in each car, with copies of these forms for all vehicle occupants. Use international permission forms if appropriate, and the specific form for Mexico if you're going there.
- Copies of passports and other critical documents, and/or scans contained on a thumb drive.
- All of your paperwork: reservations, confirmation numbers, lease agreements, etc.
- Map of the areas you will be traveling; do not rely solely on GPS units or smart phones.
- Change or small bills for tips, toll roads, etc.
- Calling card (international) and/or one cell phone with international service.
- Extra beanie hats and fleece jackets.
- Extra sanitary supplies. Travel can throw off girls' cycles.
- Portable power source (power stick).
- Emergency "fix it" kit with safety pins, needle and thread, duct tape, scissors, pen and paper, etc.
- Bungee cords, webbing straps, or a length of parachute cord—for tying gear on car roofs, securing broken suitcases, and so forth.
- Ideas for travel games or activities to keep girls engaged.
- Trash bags: for litter, makeshift rain gear, storage, wet clothing, etc.; zip bags for motion sick-ness.
- Handi-wipes, tissues and/or paper towels.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Tips on Personal Gear

Give these tips—and the gear list on the next page—to your girls to discuss and customize. Share the final list with families early, so they can get what they need.

### General Tips:

- Make an agreement as to how much \*whatever\* girls can bring: makeup, stuffed animals, books, etc.
- Discourage electronics (games, movies, music without earbuds) as they can distract girls from participating in the group experience. They aren't appropriate during outdoor activities, and can be disruptive to other guests. Girls may decide to take some electronics as long as all agree to their use.
- Girls should pack so they can carry their own gear in one trip from the car/train/bus.
- Girls need to be able to pack and manage their own sleeping bag and other gear. If not, they're not ready.
- If you'll only be away from home one night, or if you're going camping, leave flatirons and hair dryers at home. One night overnights may not require showers, either, saving towel space.

### What to wear:

- Is particular clothing needed for an occasion, such as a ceremony? Do the girls need to dress alike for formality or visibility? Are uniforms appropriate? If so, list those components. Don't use clothing with girls' names.
- Choose comfortable, modest clothing. Not ok for Girl Scout events: halters, spaghetti straps, tanks, strapless or midriff tops, short shorts, micro mini skirts.
- Wear sturdy, closed-toe shoes with socks over the ankle, especially if you'll be camping or walking on uneven terrain.
- If your trip is more urban, make sure your daytime shoes are very comfortable during long walks.
- Always, always bring a second pair of shoes.
- Bring a hat: for shade in sunny weather or for warmth in cold weather.
- Wear long pants and shirts with long sleeves when hiking in brush or when in the sun for long periods.
- Wear layers for warmth adjustability.
- Use sunscreen religiously. Remind each other. One or two in the group can bring and carry sunscreen to share.

### Packing tips:

- Pack each day's set of clothes in a gallon zip bag, underwear and all (keep the bags for your dirties—this will save your nose). Or use this fun method to pack: <https://www.youtube.com/watch?v=r75WLjdCOJ0>.
- Bring one change of clothes per night away, maximum. Can you re-wear jeans? Can you wash items in the sink (or with friends in a washer) to save packing? Hint: synthetic clothing will wash and dry quickly; sink wash at night, hang to dry by morning.
- Find out about terrain, stairs and cobblestones where you're going. Rolling suitcases can be an advantage if the routes are smooth; backpacks can be advantageous otherwise.
- Carry a lightweight daypack to hold their water bottle, snack/lunch, money, emergency numbers, and souvenirs. Adults (even accompanying parents) should not manage girls' belongings.

# Sample Gear List

For an 8-day trip that includes mountain camping and urban sightseeing – customize yours!

## Remember to:

- |   |  |
|---|--|
| <input type="checkbox"/> CHECK 1ST AID SUPPLIES | <input type="checkbox"/> BUY NEW BATTERIES           |
| <input type="checkbox"/> CHECK FLASHLIGHT       | <input type="checkbox"/> WASH CAMP CLOTHING          |
| <input type="checkbox"/> CLEAN CAMP GEAR        | <input type="checkbox"/> LEAVE YOUR PLAN WITH FAMILY |

## On Your Body:

- |   |   |
|---|---|
| <input type="checkbox"/> TRIP TIE-DYE SHIRT | <input type="checkbox"/> SHORTS OR LONG PANTS |
| <input type="checkbox"/> TENNIS SHOES       | <input type="checkbox"/> SOCKS & UNDERWEAR    |
| <input type="checkbox"/> WATCH              | <input type="checkbox"/> WHISTLE              |
| <input type="checkbox"/> EMERGENCY CARD     |   |

## In a Day Pack:

- |  |  |
|--|--|
| <input type="checkbox"/> SACK LUNCH (DISPOSABLE CONT)            | <input type="checkbox"/> HAIR BANDS/BARRETTES  |
| <input type="checkbox"/> SUN HAT                                 | <input type="checkbox"/> SUNGLASSES  |
| <input type="checkbox"/> EMERGENCY FOOD (TRAIL MIX OR POWER BAR) | <input type="checkbox"/> SMALL SEALED WATER BOTTLE   |
| <input type="checkbox"/> REFILLABLE WATER BOTTLE                 | <input type="checkbox"/> LIP BALM W/SPF  |
| <input type="checkbox"/> CAMERA & SD CARD                        | <input type="checkbox"/> ID & SPENDING MONEY (\$40 TO \$60 MAX)  |
| <input type="checkbox"/> WARM FLEECE JACKET/PULLOVER             | <input type="checkbox"/> HYGIENE SUPPLIES (SM TISSUE PACK, TOWELETTES, FEMININE SUPPLIES, EXTRA PANTIES) |
| <input type="checkbox"/> BANDANNA                                | <input type="checkbox"/> COMPASS   |
| <input type="checkbox"/> MAP (WILL BE PROVIDED)                  | <input type="checkbox"/> RAIN PONCHO/JACKET  |
| <input type="checkbox"/> WATERPROOF SUNSCREEN                    | <input type="checkbox"/> 2 LARGE TRASH BAGS  |
| <input type="checkbox"/> FLASHLIGHT W/EXTRA BATTERIES & BULB     | <input type="checkbox"/> 2 LARGE (1 OR 2 GALLON) ZIPLOC BAGS   |
| <input type="checkbox"/> WATERPROOF MATCHES                      | <input type="checkbox"/> FIRE STARTER  |
| <input type="checkbox"/> FIRST AID KIT                           | <input type="checkbox"/> POCKET KNIFE  |
| <input type="checkbox"/> UNIFORM SASH OR VEST (MANDATORY)        | <input type="checkbox"/> INTERESTING GAME TO SHARE IN CAR (SMALL)  |

THINK  
COMPACT!

## In a Beach Bag:

- |  |  |
|--|--|
| <input type="checkbox"/> SWIMSUIT  | <input type="checkbox"/> BEACH TOWEL (LIGHTWEIGHT/COMPACT) |
| <input type="checkbox"/> WATER SHOES (WATER MOCS—NO SANDALS OR FLIP FLOPS) |  |

## In a Duffel Bag:

- |   |   |
|---|---|
| <input type="checkbox"/> <input type="checkbox"/> LONG PANTS (1 NON-COTTON)   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SHORTS (1 NON-COTTON)  |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> TOPS (1 NON-COTTON)  | <input type="checkbox"/> WARM JACKET OR SWEATER   |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> UNDERWEAR (6 PR) | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> SOCKS (6 PR) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> BRAS AS NEEDED   | <input type="checkbox"/> WARM HAT & GLOVES  |
| <input type="checkbox"/> HIKING BOOTS, SOCKS, LINERS  | <input type="checkbox"/> LAUNDRY BAG (OLD PILLOWCASE OR SIMILAR)  |

## In a Ziploc Bag:

Inside the duffel

- |   |   |
|---|---|
| <input type="checkbox"/> TOOTHBRUSH, PASTE, FLOSS | <input type="checkbox"/> HAND LOTION                          |
| <input type="checkbox"/> DEODORANT                | <input type="checkbox"/> COMB/BRUSH                           |
| <input type="checkbox"/> WASHCLOTH                | <input type="checkbox"/> SOAP                                 |
| <input type="checkbox"/> FEMININE SUPPLIES        | <input type="checkbox"/> SHAMPOO/CONDITIONER                  |
| <input type="checkbox"/> 6-8 QUARTERS FOR SHOWERS | <input type="checkbox"/> FLIP FLOPS FOR SHOWERING <b>ONLY</b> |

## In a Stuff Sack:

- |   |   |
|---|---|
| <input type="checkbox"/> SLEEPING BAG RATED <25 DEG.  | <input type="checkbox"/> <u>SMALL</u> PILLOW                |
| <input type="checkbox"/> PJ'S/SWEATS (PREFER NON-COTTON)                                      | <input type="checkbox"/> SMALL COMFORT ITEM/BOOK (OPTIONAL) |
| <input type="checkbox"/> SLEEPING PAD (CLOSED-CELL FOAM OR THERMAREST-TYPE—NO AIR MATTRESSES) |   |

Note: Clothes must be neat and clean (at least to start!) Tank tops, shirts with inappropriate designs or slogans, belly shirts, cut-offs, sagging pants, or short shorts are not acceptable. No hair dryers, curling irons; makeup must fit in the palm of your hand.

## Special Notes for this trip:

WE WILL BE IN **BEAR** COUNTRY! **NO FOOD OR TOILETRIES** PERMITTED IN YOUR DUFFEL OR STUFF SACK!! OUR YOSEMITE CAMPSITE IS OVER 8000' ELEVATION, AND SAN FRANCISCO CAN BE COLD. **BE PREPARED!**

## Safety Activity Checkpoints Matrix

Activity Click the links to view the checkpoints	Approval Form Needed?	Appropriate for Program Levels:					
		D	B	J	C	S	A
<a href="#">Adventure and Theme Parks</a>		X	X	X	X	X	X
<a href="#">Archery</a>	yes			X	X	X	X
<a href="#">Arts and Crafts</a>		X	X	X	X	X	X
<a href="#">Backpacking</a>	yes				X	X	X
<a href="#">Bicycling</a>	yes	X	X	X	X	X	X
<a href="#">Camping</a> (includes any overnight)	yes	L	X	X	X	X	X
<a href="#">Canoeing</a>	yes	L	L	L	X	X	X
<a href="#">Challenge Courses</a> (see also Ziplining, below)	yes	L	L	X	X	X	X
<a href="#">Climbing and Rappelling</a>	yes	L	L	X	X	X	X
<a href="#">Computer/Online Use + Online Safety Pledge</a>		X	X	X	X	X	X
<a href="#">Contracts over \$500 naming GS</a> (see reverse)	special	X	X	X	X	X	X
<a href="#">Cookies/Council-Sponsored Sales</a>		X	X	X	X	X	X
<a href="#">Cross-Country Skiing or Downhill Skiing and Snowboarding</a>	yes		X	X	X	X	X
<a href="#">Fencing</a>	yes	L	X	X	X	X	X
<a href="#">Fishing or Ice Fishing</a>	yes	X	X	X	X	X	X
<a href="#">Geocaching</a>		L	L	X	X	X	X
<a href="#">Hayrides</a>		X	X	X	X	X	X
<a href="#">Hiking</a> (day hikes; see backpacking for overnights)		X	X	X	X	X	X
<a href="#">Horseback Riding or Vaulting on Horseback</a>	yes	L	L	X	X	X	X
<a href="#">Ice Skating or In-line/Roller Skating</a>	rivers/lakes only	X	X	X	X	X	X
<a href="#">Indoor Skydiving</a>	yes			X	X	X	X
<a href="#">Indoor Trampoline Parks</a>	special		X	X	X	X	X
<a href="#">Kayaking</a>	yes		L	L	X	X	X
<a href="#">Orienteering</a>				X	X	X	X
<a href="#">Other Land Sports</a>		X	X	X	X	X	X
<a href="#">Outdoor Cooking</a>	yes	L	X	X	X	X	X
<a href="#">Outside San Diego/Imperial County</a> (see reverse)	yes	X	X	X	X	X	X
<a href="#">Parades and Other Large Group Gatherings</a>		X	X	X	X	X	X
<a href="#">Playgrounds</a>		X	X	X	X	X	X
<a href="#">Recreational Tree Climbing</a>	yes	X	X	X	X	X	X
<a href="#">Rowboating</a>	yes	X	X	X	X	X	X
<a href="#">Sailing</a>	yes			X	X	X	X
<a href="#">Scuba Diving</a>	yes				X	X	X
<a href="#">Segway</a>	yes				X	X	X
<a href="#">Skateboarding</a>			X	X	X	X	X
<a href="#">Sledding, Tobogganing, and Snow Tubing</a>		X	X	X	X	X	X
<a href="#">Snorkeling</a>	yes	X	X	X	X	X	X
<a href="#">Snowshoeing</a>	yes	L	X	X	X	X	X
<a href="#">Spelunking</a> (caving)	yes			X	X	X	X
<a href="#">Stand-Up Paddleboarding</a>	yes			X	X	X	X
<a href="#">STEM</a> (Science, Technology, Engineering, Math)		X	X	X	X	X	X
<a href="#">Surfing</a>	yes			X	X	X	X
<a href="#">Swimming</a>	yes	X	X	X	X	X	X
<a href="#">Travel</a> , advanced domestic	yes	L	L	X	X	X	X
<a href="#">Travel</a> , international (see reverse)	special				X	X	X
<a href="#">Tubing</a> (floating down a river)	yes	X	X	X	X	X	X
<a href="#">Waterskiing and Wakeboarding</a>	yes			X	X	X	X
<a href="#">White-Water Rafting</a>	yes		L	L	X	X	X
<a href="#">Windsurfing</a>	yes			X	X	X	X
<a href="#">Ziplining</a>	yes	L	L	X	X	X	X

**LEGEND**

- X = Appropriate for typical girls of this age group. Assess girls' abilities objectively.
- L = Limited situations for this age group. See the activity's checkpoints for guidance.
- Special = Strict standards apply. Read reverse for instructions.

Read the [Introduction to SACs](#) and the specific checkpoints **before** you begin planning.

Is your activity not listed? See "Approaching Activities" in [Volunteer Essentials](#) or your activity consultant.

Download all SACs in one searchable [document](#).

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# Safety Activity Checkpoints Matrix

## Special Approval Instructions

[Volunteer Essentials](#) is your primary source for guidelines on girl-adult supervision, transporting girls, first aiders, and general safety.

Safety Activity Checkpoints (SACs) are provided for many specific activities. The SACs indicate whether approval is needed, age appropriateness, and much more.

A few activities need a slightly different process. This sheet captures those situations.

Contact your service unit activity consultant for assistance with the approval process. Your troop support specialist or the adult learning manager at Girl Scouts San Diego can help, too.

**Activities Not Allowed** include activities with potential freetail, X Games-type sports, outdoor trampolines, etc. See the list in [Volunteer Essentials](#).

**Contracts Over \$500:** contracts that name “Girl Scouts” as a party to the contract and which exceed \$500 must have a council staff signature. Start by requesting activity approval (for whatever your activity is). Your activity consultant will approve (or make suggestions for) non-contract elements of the activity, then will forward the contract to the adult learning manager for review. Allow extra time for approval.

- Drivers may rent cars or minivans in their own names without staff signature.
- ANY plans to borrow or rent a passenger van must be reviewed by council staff, even if there is no cost.

**Indoor Trampoline Parks:** GSUSA began allowing limited use of indoor trampoline parks in 2015. Very specific review is required, including a site visit by council staff. The businesses are reviewed by request; either troop leaders or the business can request site approval. It can take time, however, to schedule the visit and complete any follow up. Troop leaders should contact Rea de la Cruz at [rdelacruz@sdgirlscouts.org](mailto:rdelacruz@sdgirlscouts.org) to request approval. Allow up to 60 days.

**International Travel** requires advance planning. Use the checklist in the Let’s Go! booklet, found at [www.sdgirlscouts.org/travel](http://www.sdgirlscouts.org/travel). The approval process begins with your activity consultant, and includes a final review by the adult learning manager.

**Limits** on specific activities have to do with the appropriateness for the age group involved. For example, Girl Scout Daisies may enjoy hand-led pony rides, but may not participate in other forms of horseback riding. When you see an “L” in the Safety Activity Checkpoints Matrix, read the SACs for the details. Know that *any* activity has the potential to be above the girls’ age or skill level, depending on conditions. Seek expert advice.

Going **Outside Girl Scouts San Diego** territory (San Diego and Imperial County) requires additional insurance. Download the Plan 3 enrollment form at [www.sdgirlscouts.org/insurance](http://www.sdgirlscouts.org/insurance) and follow the instructions on the form. Send an activity approval form to your activity consultant, indicating insurance enrollment. This applies to day trips and overnights

# Tips, Tricks and Reminders *for* **Adventure Travel**

For troops interested in high adventure away from home, get ready for a life-changing experience! Here are options you may be considering:

- A backpacking trip in the High Sierras or on the Appalachian Trail.
- A canoe passage on the Colorado River or in Oregon's Columbia Gorge.
- A rock-climbing adventure in Joshua Tree or Zion National Park.
- A horseback pack trip in Montana

*Does your pulse quicken just thinking about these things??*

These trips have unique features: they require very expert instruction and guides, and they take place in the wilderness. In these cases, the safety management planning has a different focus than most advanced travel. Trip leaders will have added logistic complexity along with the travel planning.

Progression for such trips is not captured in the chart at the beginning of this booklet. Required preparation and training are not adequately represented—there are too many variables.

For backpacking, visit [sdgirlscouts.org/backpacking](http://sdgirlscouts.org/backpacking) for a full list of program and learning opportunities.

Girl Scouts San Diego is absolutely committed to supporting your troop's adventure travel. Allow extra time for your planning process. Get in touch early about planning, preparation and paperwork, so that you're set up for success! Contact [training@sdgirlscouts.org](mailto:training@sdgirlscouts.org).

**Top Tip!** Watch for adventure travel and high adventure learning opportunities at our annual Volunteer Conference and Celebration, Outdoor Skills Weekend, and at selected opportunities during the year: [sdgirlscouts.org/events](http://sdgirlscouts.org/events).

# Tips, Tricks and Reminders *for* **Cruise Ships**

## **Basic Cruise Ship Questions**

### **1. What is the purpose of the cruise?**

Remember that Girl Scout trips should have a high degree of program quality. How will this cruise build leadership, develop confidence, enhance life skills, or educate the girls? Identify the mission before you proceed with significant planning.

### **2. Are cruises all-inclusive?**

No. Your cruise fare includes a lot, but you will have to pay extra for many amenities. Specialty restaurants, some coffee and ice cream bars, soft drinks, shore excursions, spa treatments and gratuities are generally not included. Luxury lines will include more, but even they are never completely all-inclusive.



### **3. Are all cruise ships alike?**

Cruise ships come in a variety of sizes and personalities. Research carefully: use internet travel forums; ask friends and family who have cruised before; talk to travel agents.

### **4. Is cruising like going to a resort?**

These days, cruise ships do have all the comforts and luxuries that travelers associate with on-land resorts, as well as much of the glitz and glamour of big city destinations (including casinos and production shows). Rough seas can impact your itinerary, you must disembark and reboard the ship at specified times and your cabin will typically be smaller than a hotel room (unless you book the highest level of suites). Be sure to check out the content and “rating” of the shows onboard. Most shows are generally geared to adult audiences.

### **5. Will we get sick or seasick?**

You may have read news articles about outbreaks of illness on cruise ships. You can stay healthy by washing your hands often and using the hand sanitizer lotion found in dining areas and by the ship's gangway. As for seasickness, most ships are so big and well stabilized that you can hardly tell you're moving. Radar helps big ships outrun hurricanes and other bad-weather patches, but if you do happen to pass through some rough water, any queasiness can usually be relieved by an over-the-counter medication.

### **6. Can we stay in touch?**

On most ships, you'll get CNN or some other cable news network on your in-room TV. You can make phone calls from the phone in your cabin, though it's prohibitively expensive. Your cell phone also can be used to make phone calls and send text messages. (Roaming charges apply.) Most ships have small Internet centers and shipboard Wi-Fi, so you can read email and surf the web. Some cruise lines are finding ways to optimize bandwidth to make it easier for cruisers to Skype and stream videos. Mobile apps also have been making headway. These apps allow cruisers to stay in touch with family and friends onboard by exchanging messages with other app users. Depending on the cruise line app, users may be able to check out daily activities, access social media sites, browse restaurant menus, submit reviews and view their onboard accounts.

### **7. Will we need a passport?**

For domestic cruises you will not, especially if you stay on the ship and do not do any shore excursions. However, to be safe it is always good to have a passport available in case the ship gets diverted to another destination due to weather or other unforeseen problems. Leave a copy of the passport at home in case you lose it.

For any trip that visits Mexico, you'll need a Permission to Travel with Minors in Mexico form, notarized by both parents. The Permission to Travel with Minors is used for other countries. You must bring these forms, even if you don't plan to disembark abroad, and even though the cruise line may not request or collect the form. These forms are found in the Let's Go booklet appendix.

## **Cruise Ship Safety Tips:**

### **1. Check the rating**

The best reports come from the Vessel Sanitation Program of the [Centers for Disease Control and Prevention](#) (CDC), which routinely inspects ships for cleanliness, repair, food preparation and storage, water quality, hygiene, pest management and many other things. Check out your ship's report card on the CDC website **before** you book your passage. It will let you know the results of the last inspection and exactly what grade the ship received.

## **2. Be aware of your surroundings**

It is natural to let your guard down on vacation, especially on a cruise ship. You need to be aware of your surroundings on a ship just as you would in a big city.

- Ask for cabins in a “block” – across the hall or next to each other.
- Have an emergency communication plan for the group in case you get separated.
- Don’t walk down darkened hallways; stay out of staff berthing areas.
- Keep your distance when tempers flare – other passengers may be drunk or just unable to get along for some reason. Don’t try to mediate – report it to the purser’s office or crewmember immediately.
- Don’t accept drinks or food from strangers.
- If your gut tells you something is wrong, it probably is. And don’t keep it a secret, either; notify the purser’s office the minute you suspect trouble.

## **3. Use the ship’s safe**

Leave your valuables home! The lightweight safe in your cabin is fine for storing small everyday items like your address book and tip money, but never put anything in it that you can’t afford to lose.

## **4. Watch what you eat**

There are many food choices and options when cruising! If you have allergies or food intolerances, be sure to check with the cruise line in advance to be sure they can be accommodated. Remember, you are on a moving ship, you may not want to try too many new food options if you generally have a queasy stomach after trying new foods. Shipboard water is usually pretty good, but you should always insist on bottled water on shore. And make sure it is a *sealed* bottle.

## **5. Shore excursions**

Be careful on your shore excursions. The cruise lines organize the shore trips because they are moneymakers for them; in return, you get some assurance of quality and security. You may save some money by going it alone, of course, but beware. Make sure you negotiate any fares and fees upfront. Most cabbies are honest when the cards are on the table, but if you do not agree in advance, the sky will be the limit and you may find yourself in a police station for failure to pay the fare. Find out how to choose a safe cab in the cities you’ll visit.

## **6. Follow Girl Scout standards**

You’re responsible for observing Girl Scout Volunteer Essentials and Safety Activity Checkpoints (SACs) while aboard and during excursions. Make sure you’ve asked for (and received) approval for any activities your group is considering. Of particular note:

- Lifeguards are generally not provided for cruise ship pools. Check ahead. See if one of your participants can become a lifeguard, or bring one with you. See the Safety Activity Checkpoints for Swimming.
- Follow SACs for snorkeling, SCUBA, and other aquatic activities.
- Adventure activities, like zip lines, canopy tours, or recreational tree climbing, can be popular excursions. If you’re using the ones contracted by the cruise ship, approval will be an easier process. Using an outfitter not aligned by the ship, especially in a foreign country, can be challenging. See “choosing an outfitter” in the Let’s Go booklet.
- Follow all general security tips in the Let’s Go booklet.

## **7. Report anything suspicious**

While the crew-to-guest ratio looks pretty low in the brochure, much of the crew actually works behind the scenes and is not permitted any guest interaction; moreover, many may not speak your language. Most of the senior crew will be looking out for guest safety, but they cannot be everywhere at once.

Ultimately, your safety is your own responsibility. Keep your eyes and ears open. If something looks odd to you, it probably is. Is there a creepy guy hanging outside the teen club? A man who is asking dozens of single ladies to dance? A couple that is fighting in public left and right? Take a walk to the Purser's Office and let the staff know.

**Top Tip for Cruises:** You *must* follow GS guidelines for international travel, even if you don't get off the ship. But for goodness' sake, if you're going to a foreign country, get OFF the ship! What a great learning experience!

## Tips, Tricks and Reminders **for International Travel**

*Be sure to review the general sections and international specifics in Let's Go! Lodging, transportation, guide selection and more health and safety info is provided there.*

### **Get Familiar with the Destination**

Research online and read guidebooks about your destination. It is important to understand the culture, food, and business practices. For example, if you are going to Argentina, traditionally, businesses are open from 8 am to noon. They take a siesta for three to four hours before opening their doors again. Here are some ways this could be problematic:

- If you have 12 hungry teenagers in a town where all doors are closed for lunch
- You need local currency and all the banks are closed, and your bus is leaving for the next town?
- You need to break a large bill in the local currency, because vendors won't take them (this is common in poor areas).

There are a number of questions that need to be asked before you leave. Address the applicable ones in this booklet, as well as the international ones below. Divvy up the research questions and report back, or invite someone to a meeting to answer many of these questions at once. Make sure someone in your group brings a guidebook (or digital access) in case a question comes up during the trip.

1. What are the entry and exit requirements?
2. What's the safety climate like? In general, and for girls and women?
3. Road conditions – do any roads wash away in the rainy season? Are you going then? Is traffic bad at certain times?
4. If you're driving, how do you buy gas? What road signs do we need to know? Do drivers need to get an international driver's permit? *Note: driving in a foreign country can be challenging. Evaluate this very carefully and consult council staff.*
5. What is the weather like during the time you'll be there?
6. Are any vaccinations necessary? (tell families early!)

7. Do we need to take any medications, such as an anti-malarial? (tell families early!)
8. Should we take any “just in case” medications along? (tell families early!)
9. How do we need to dress? To enter historic churches or other sacred places, do we need to cover up in a particular way?
10. What are some key phrases we should know? (see below for more about language)
11. How do we buy train or bus tickets? What signs and labels will we see?
12. Toilets. What are they like? Do we squat or sit? Flush or trash toilet paper?
13. How do gestures and eye contact differ from what we’re used to? This can be significant. More about this below.
14. What do they eat? What time of day do they eat? What is safe to eat?
15. Exchange rate = cheat sheet

Look beyond the sightseeing options and digest the current information about entry and exit requirements, the safety climate, road conditions and special circumstances, all found in Country Specific Information from the U.S. State Department. Also, check the State Department’s Travel Warning list, which is collated with the Country Specific Information. Register for the STEP Program, and check for country warnings regularly.

## **Learn the Language and Culture**

Although most service providers in the world speak English, knowing the local language can give a teen a slight edge when it comes to safety. Imagine if you could understand the conversation between two locals and their intentions.

Saying “please” and “thank you” go a long way no matter where kids visit, but being able to ask for directions if lost, and communicating “help” to emergency workers really can make a difference. Learn basic language phrases. That’s the best advice from the Peace Corps. They should know. They believe proficiency of language and connecting to the local community are what help most when on an extended stay to another country. Exchange students, work and study abroad, gap year travelers, and volunteer workers are better prepared for emergencies when they have integrated into the community. When cell phone lines are jammed and every road is blocked, local friends know the lay of the land and can help find medical assistance and transportation options faster.

Even though most people are forgiving of foreigners, it is easy to offend someone. Please show respect by adopting their habits as best you can. Your effort will be appreciated.

## **International Security**

- Be wary of people (male and female) who seem over friendly or overly interested in you or your group.
- Be cautious when you meet new people, and do not share your location or phone number.
- If you find yourself in uncomfortable surroundings, try to act like you know what you are doing and where you are going; seek help from local authorities in a well-lit place.
- Exercise good judgment about what sorts of places to frequent during the day and at night, and avoid being on the street at late hours more than necessary.
- Research host-country laws and customs before traveling.
- Research and know where local authority offices are; relative to where you are staying.
- Never keep all of your documents and money in one place or in one suitcase.
- Keep extra copies of passports and identification in a safe and separate location. Be discreet in displaying passports.
- Be careful with taxis; find out how to recognize and hail legitimate ones.
- See more in “Keeping Your Money Safe,” below.

For more information visit the Web sites for the [National Center for Missing and Exploited Children](#), the [Human Smuggling Trafficking Center \(HSTC\)](#), and the [Federal Bureau of Investigation](#).

## **Be Careful What You Bring and Wear**

Consider what you will bring when you travel. Travel light and keep it simple. Leave all your expensive designer bags, shoes and clothes at home. Wear simple but stylish clothing without attracting attention. Pack a day bag for the flights with personal necessities and a change of clothes. Find out what level of modesty and formality is customary.

In many European countries it may be socially acceptable to wear little or no clothing at all at beaches. Be sure to research the beach locations you plan to visit to be familiar with the local norm. Modest swimwear and casual clothing at the pool or beach is a safer bet while traveling.

## **Make copies of your passport and important documents**

Make several copies of your passport, license, health insurance cards and other important documents such as your Health History and Permission to Travel with Minor forms. A copy of each should be left at home and the group leader should keep a copy with her at all times in a safe place.

## **Keeping your money safe**

In many foreign countries, Americans are viewed as wealthy and are the frequent targets of pickpocketing. The FBI advised against wearing any jewelry that looks expensive or carrying your belongings in a bag without a zipper. Even avoiding clothing that implies you're American, such as U.S. sports jerseys, is a good idea – blending in as much as possible will lower your risk of being eyed by a thief. Be aware of your belongings and your surroundings in crowded locations, tourist attractions, and public transportation.

Do not leave valuables unattended or place all your money and passport in your bag. Keep your belongings in a safe deposit at the hotel and consider a money belt or other secure holder. It is safer to place important documents, credit cards and cash in the money belt. If you must carry a backpack, carry it on the front of your body rather than the back and consider placing a lock on it. Placing a lock (or even a safety pin) on the zipper will make it harder for pick pockets.

- Call your bank and let them know you'll be traveling overseas – a lot of banks will cancel your card if they see it's being used in a different country when they're not informed that you've left.
- Find out if your bank has an international partner bank where you're going. This may reduce ATM fees, and may even allow you to access services.
- If you can use a bank that reimburses ATM fees, use it! USAA is one (at time of printing).
- Research best practices for carrying cash and money exchanging where you're going. In many places, it's best to get cash as you need it from an ATM. These days, travelers' checks and large amounts of cash are more likely to be problematic than safe, but locations do vary.
- Parents may be able to open a joint bank account with the child before travel. Both account holders may be issued a debit card which works like a credit card, even in overseas locations.
- ATMs often offer a favorable exchange rate, and can usually be found in most towns. For security and best exchange rates, try to use ATMs in respected bank lobbies. In some countries, ATMs in stores are perfectly safe, but you need to do your homework! Do not use ATMs placed on sidewalks or in small markets.

- Backup your backup. Carry at least two cards, one credit and one debit. One should have a chip, and one should not. Make sure your available funds are adequate. Keep a spare elsewhere, with some of your cash. Know how to get in touch with your bank if a card is lost or stolen. Write it somewhere separate from where the cards are.

## **Don't drink alcohol**

Alcohol consumption is not permitted during Girl Scout travel, even when:

- Girls are asleep or currently in another chaperone's care
- Girls are of legal drinking age in the area you're visiting.

Include agreement on alcohol—and other risky behavior—in your code of conduct agreement.

## **Safety & medical care while abroad**

Pack an emergency kit with common remedies, and over-the-counter medications for nausea, motion sickness, diarrhea, headache, sores, aches, insect bites and more. Bring fever reducing over-the-counter medication too. Consult your doctor early to determine whether any “just in case” antibiotics are a good idea. Share what you learn with others. Be sure to have parents approve the use of these for each girl or have the girls bring their own. Use the Permission to Give Over-the-Counter Medications form. Any prescriptions for individuals (even the “just in case” ones) should be noted on the health form, and must be packaged in their original container.

The U.S. Centers for Disease Control and Prevention suggested that student travelers read up on the do's and don'ts of traveling abroad through the Center for Global Education website <http://globaled.us/> There's also a list of specific countries and the current health risks there on the CDC's Travelers' Health website <http://wwwnc.cdc.gov/travel>.

The Smart Traveler Enrollment Program <https://step.state.gov/step/> allows the Department of State to assist you quickly if necessary. Enrollment is fast and simple and can be extremely beneficial to young students living in an unfamiliar place. Enrollment is required by Girl Scouts San Diego for international travel.

Doctors/Hospitals Abroad <http://travel.state.gov/content/passports/english/go/health/doctors.html> is another useful site that directs travelers to health care resources in the country you'll be visiting. Familiarize yourself with this site, in case you need it in a hurry.

Your Girl Scout travel insurance includes coverage for sickness as well as accidents. Bring your policy and contact info with you. The international help desk will assist.

## **Register online with the U.S. Embassy in the country you will visit**

Registration works both ways. If a political protest or natural disaster is looming, the Embassy can contact travelers via the registration data for evacuation and emergency notification, and if travelers need Embassy services to assist with an ill or injured child, Embassy workers can help faster and communicate with loved ones at home when the traveler is already in the system.

## **Assemble U.S. and overseas phone number before you travel**

If tragedy strikes, know who to call – both in the destination country, and here at home for concerned relatives. The Country Specific Information sheet will include the local number for the U.S. Embassy and family members in the U.S. can call. Make sure this is listed on your Safety Management Plan.

### Ensure at least two alternate forms of communication

Check with your service provider well before departure to verify international calling plan options. At least one adult in the group should have an international calling plan or phone. You might consider:

- A “throwaway” phone with or without data
- Ordering a temporary upgrade to international service
- A short-term rental of a portable hotspot, allowing several to use wifi at once
- A SIM card from the host country, to insert in your own phone (does not work for all phones)

Then make sure to purchase an international calling card for back up.

## Tips, Tricks and Reminders *for* **Road Trips**

**Definition Of A Road Trip** - A long-distance journey on the road, where you stay in different locations along the way.

### Why Take Girls On The Road?

- Learn life skills – budgeting, map reading, cooperative leadership, self-reliance, meeting new people
- Budget-friendly
- Flexible
- Explore possibilities not available via other means
- Slow down the clock

### A Quality Experience

As with any trip, other than constraints on time or distance, girls’ passions and interests define the trip purpose or mission. A road trip may be a great way to get to a key, off-the-beaten-path activity.

What are they “into” ... Adventure? Sports? Art? Nature? Academics? Drama? Water? Mountains? Culture? Food? Peace? GS achievement (badges, Journeys, awards)? Where can they get what they want to achieve? Would that place be a good turnaround point or key destination?

Here are some cool **Road Trip ideas** to get you started. See the appendix for a few sample itineraries.

Areas to visit	Sub-destinations or nearby	Notes/What’s great about it
Los Angeles area-urban	FIDM fashion trip; Laguna Festival of the Arts; Film-see a show taping or studio tour; Tuesday Night Café Project (Little Tokyo); LACMA or Getty Museum; Griffith Park and Observatory; Venice Beach & Santa Monica Pier; The Last Bookstore.	Arts and culture and weird memories. You’re certain to get some of each.
Los Angeles area-not so urban	Big Bear; Lake Arrowhead; coastal burgs and camping, Malibu grotto; Palos Verdes or Point Fermin tidepools; Star Eco Station; Cabrillo Marine Aquarium (near the San Pedro hostel); Underwood Family Farms (pick some produce and cook it at your campsite?).	LA offers some hidden gems to connect girls with nature. Close enough for a weekend! These make great practice trips for a longer adventure.
Sacramento	Sutter’s Fort; Sutter’s Mill; the California State Capitol; Jelly Belly Factory; whitewater rafting on the American River; the Sacramento River delta; Moaning Cavern; Railway Museum; Gold Country.	History, lots of colleges, something for everyone. Consider a loop with these ideas: Lake Tahoe, San Francisco, Yosemite, Sequoia, King’s Canyon, Kern River.

San Francisco	All the regular tourist stuff, plus lots of off-the-beaten-path alternatives. You can use the Golden Gate for a private bridging. See specific suggestions in the SF Bridging section, and learn more in an in-person class.	Rich culture, variety, urban experience; loop with Santa Cruz, Monterey, Yosemite, Sacramento, Muir Woods, more. For the cost of airfare and hotels alone, you can have an epic road trip with many more destinations.
North California Coast	Monterey Bay Aquarium; monarch butterflies; Mystery Spot; boardwalks; lush camping and hiking in Pfeiffer Big Sur, spectacular beaches all along the way.	Beautiful, peaceful areas; cool geography and ecosystems.
Trona Gemorama (2 <sup>nd</sup> weekend in October)	Death Valley; Trona Pinnacles; stay in motel in Ridgecrest or camp at local recreation area.	Weirdest experience ever: find gems through a series of side trips, arranged by the weekend organizers.
Catalina Island	Avalon or Two Harbors, plus remote campsites for independent stays; backpacking; Emerald Bay or Cherry Valley BSA camps; see the bison, go kayaking, or take a SCUBA class.	Zipline, bus tour, shopping in Avalon; relaxing camping in Two Harbors; Aquatics everywhere. If you go to Two Harbors, try to get a visit to the Wrigley Marine Science Center. Eels, touch tank, hyperbaric chamber, and chance to learn about graduate studies in oceanography, etc.
Central Coast	Santa Barbara; Lompoc; Shell Beach; San Luis Obispo (try the architecture graveyard at Cal Poly SLO); Morro Bay; San Simeon; Hearst Castle; pick strawberries in Nipomo; see the Lompoc flower fields; eat tri-tip at historic and funky Cold Spring Tavern; camp and fish at Lake Cachuma; camp and water slide at Lopez Lake.	Calm spots within relatively short drives; beautiful scenery; practice multi-spot road tripping to prepare for longer trips. Lots of college visit opportunities!
The Southwest	Grand Canyon; Bryce; Zion; Roswell NM; Carlsbad Caverns; Canyon de Chelly; Blue Mesa; Durango; so many choices!	Perfect for a spring break trip, or even a winter break adventure (depending on locations and activities).

**Consider a mascot.** Bring a Flat Juliette (like a Flat Stanley), or a silly stuffed animal, that the girls decide on together. Include it/her/him in pictures and make it part of the troop’s storyline. This can be the source of much creativity during a long car ride.

**Get your own lifeguard.** If someone has the ability, get lifeguard certification so you can use those unstaffed pools. Girl Scouts San Diego offers an affordable class at Outdoor Skills Weekend, and (some years) in the spring. Know where they’re qualified to guard. Read the Safety Activity Checkpoints.

**Keep things random and moving.** Nobody wants to sit in the center seat all the time, and even your best buddy will wear on you after a few days. Make a plan so that everyone gets a prime seat sometime, a fresh buddy now and then, and a different spot in the tent. Maybe you rotate counter-clockwise every time you stop for gas, or you draw buddy names every morning, or whatever. The girls should decide on these random or scheduled rotations so that everything is clear. Include a chance for each girl to be in charge of the route, reporting back to the others how far you’ve gone/how much longer to go/gas economy so far, etc.

**Have something to do in the car.** Help girls “own” their trip and feel confident about what’s coming. Make a folder for each girl that includes itinerary and map, plus some car games to play. Consider having each girl make a sheet for the folder—they can use the puzzlemaker on [discoveryeducation.com](http://discoveryeducation.com), or make up a scavenger hunt, or write down parts of badge work that can be done in the car. In the folder, include a pen or pencil, sticky notes.



**Be flexible.** Don't plan every minute—leave some open space for things to go a little wrong or slow, and to leave room for unexpected opportunities along the way. For a long trip, plan a lay-day in the middle, where you don't move camp. This will give you a chance to make adjustments, do laundry or shop for groceries. Or just lay around! It's nice to have a break.

**Go Geocaching!** It's soooo much fun! If girls get antsy or drivers get numb, you can stop almost anywhere for a refreshing diversion. Visit [geocaching.com](http://geocaching.com) and attend a learning session at Outdoor Skills Weekend.

**Spread the love!** After you've figured this road trip stuff out, can you grow it bigger next time? Can you include girls who don't have a troop, or whose troop can't take on this kind of thing? Can you include other whole troops from your service unit? At the very least, your girls should report back to the service unit and inspire others!

**Road Trip Safety Reminders** see Transportation Safety section in Safety and Risk Management (p 29)

## Tips, Tricks and Reminders *for* **San Francisco Bridging Trip**

### **Description**

The Golden Gate Bridge is a very special place to hold a bridging ceremony. This can be done on your own for any bridging after Brownie-to-Junior. Plan as you would for any trip, following the requirements and timelines in this booklet.

Girl Scouts NorCal council hosts a large bridging event each spring, where troops moving from Juniors to Cadettes are invited to join in. The council posts a lot of helpful information about the event at [gsnorcal.org](http://gsnorcal.org) (search "bridging"). Registration fills. Be sure to watch the website if your troop wants to join in. Featured elements are transportation to the north end of the bridge, so you only have to walk one way, an expo in Crissy Field, and the chance to celebrate a milestone event with thousands of other girls.

The troop's readiness is the prime factor in deciding on this trip; by the time Girl Scouts reach 5<sup>th</sup> grade, some are ready and others are not. Be sure to allow enough time for girls to become independent and skilled enough. Talk to other troops about their experience to make sure the trip and/or the event are a good fit for your girls.

Below are tips for bridging in San Francisco. Some are specific to the big Junior-to-Cadette event, others can be used any time you visit San Francisco with your girls!

## Overview – Timeline for NorCal council event

Sept/Oct–Troop meeting to agree that your girls want to make the trip!, Parent meeting #1 (collect deposit), book lodging, activity approval in to Activity Consultant, Take your troop to one of the Hosteling Workshops: World Travel 101, Cultural Kitchen or Travel Bug

Attend a *Troop Tripping Workshop* (mandatory) – held throughout the year, but take it early!  
San Francisco Bridging Training (optional) – held in the fall

October–register for event! (if you miss the event, plan to go another weekend)

Nov to Feb–with troop plan where to go, what to see, where to eat, make matching t-shirts or hats, collect second installment (should have enough to cover airfare), communicate regularly with parents, sell nuts and cookies!

Early February–best fares available (3 months before, on Tuesday), book flight

March/April–get BART tickets online, confirm with lodging, make packing list, arrange transportation to the airport, Parent meeting #2 (collect final payment adjusted based on money earned from cookie sales)

April–collect permissions & health histories, confirm details with girls and parents

Golden Gate Bridging late April or early May –Take the trip and attend the bridging event!

**Registration:** - <http://www.girlscoutsnorcal.org/girls/big-events/golden-gate-bridging>

Information available around Sept 30th. Registration opens in mid-October (the 7000 spots have occasionally sold out in a few hours...other years there's no rush). Read all the guidelines and instructions on the website

**Resources** - Join our Facebook group:

<https://www.facebook.com/groups/sandiegogirlscoutsbridginginsanfrancisco/>.

**Who Goes?** - The event is exclusively for 5<sup>th</sup> grade Juniors bridging to Cadettes. Older girls may plan to do the same trip on a different weekend. When deciding how many adults to bring remember that this is the girl's trip: too many adults limit their life skills learning opportunities. You may only register 1 adult for every 3 girls for the actual bridging.

**What will you do?** - Girl Planning–Let girls research and make the decisions!!

Union Square–free

Coit Tower–free

Lombard Street–free

Fisherman's Wharf–free

Golden Gate Park–free

Maritime Museum–\$

Boudin Bakery Tour–\$

Ghirardelli Square ice cream–\$

Yerba Buena Gardens–\$\$

Bridging Event–\$\$\$

Chinatown–free

Ferry Marketplace–free

Alamo Square Park–free

Pier 39–shopping

Japanese Garden–\$

Musee Mechanique–\$

Cable Cars & museum–\$

Alcatraz Tour–\$\$

Exploratorium–\$\$

## Transportation

- Check fares to San Francisco Intl. Airport or Oakland on Southwest (Oakland), Air Tran, Jet Blue, Virgin America, United and America West. Sign up for fare alerts and start watching for low fares now. Compare group fares. Travel Thurs and Sat or Mon for best fare (if parents agree girls may miss school). You will learn more about booking at *Troop Tripping*.
- Take the BART train into San Francisco from the SF or Oakland airports.
- Consider Muni visitor passes, Adult and youth 5-17 are \$31 for 3 days and include unlimited bus and cable cars.
- Download the Routesy muni app for mobile maps and schedules and trip planners.
- You may drive if time permits; remember that relief drivers are needed as each driver may drive only 6 hours.

## Where to Stay

- There are three Hosteling International hostels in SF. Book early: 10-12 months ahead!  
<http://norcalhostels.org/>
- Girl Scouts NorCal has other accommodations options posted on their Bridging Event web page.
- If you are driving bring sleeping bags and camp at the Council property!
- Hotels are expensive in San Francisco all year, and spike for large events.

**Swaps** - Many troops bring bags of swaps or patches to exchange at Crissy Field. It's nice to create swaps that represent your troop's personality or something special about San Diego.

**What to Pack** - Depending on your specific plans, you may be carrying your backpacks all day on Friday, so keep them extremely light!! Girls all over the city are wearing their GS uniforms, you'll be able to see each other better if you make your own t-shirts or hats to wear on the trip. To simplify, you can wear one pair of jeans all 3 days, and bring just two t-shirts. Bring one sweatshirt with hood and a windbreaker or warm jacket (remember, Mark Twain said the coldest winter he ever spent was a summer in San Francisco!) Rain and fog are possible. Two pairs of undies and socks, and a pair of good walking athletic shoes. Since the bathrooms will be in the hall at the hostel it is a good idea to have a pair of pajama bottoms to wear with your t-shirt to bed.

Towels, linens and pillows are provided at hostels or hotels, no sleeping bags needed. One baggie with toiletries/liquids; another Ziploc baggie for spending money, few tissues, and chapstick. A water bottle (leave it empty till you get through airport security then you'll fill it up at a drinking fountain).

**Costs Estimates** - Low of \$350–high of \$700 for three days/two nights

**San Francisco Bridging Trip Top Tip!** Learn more about the San Francisco Bridging Event at Girl Scouts San Diego's Volunteer Conference and Celebration, or by taking the *San Francisco Bridging* class. Don't forget that *Troop Tripping* is a required course for this trip.

## Sample Itinerary Formats

Choose the format that works best for the way your troop thinks. Share your itinerary with your Activity Consultant (AC) early—before things are fleshed out and non-refundable payments are made. That way, if your AC has any concerns you can respond to them. Provide your final itinerary to your AC, parents, and the in-town contact. And of course, the girls will have their own copy for reference!

Remember to use these samples as idea-generators and guides only—let your own trip develop organically, representing your girls' pace, ideals and interests.

### "Table" Style

## Joshua Tree Itinerary and Info Troop XXXX, November, 20XX

	<b>FRIDAY</b> 20-Nov	<b>SATURDAY</b> 21-Nov	<b>SUNDAY</b> 22-Nov	<b>MONDAY</b> 23-Nov	<b>TUESDAY</b> 24-Nov
<b>TRAVEL</b>	2:30 pm Pick up girls at Black Mountain Middle School, drive to campsite	none	none	Drive from Joshua Tree to Palm Springs	Drive from Palm Springs to home
<b>LOCATION</b>	Indian Cove Group Campsite, Joshua Tree, (phone # & address) (reservation #)	Indian Cove Group Campsite, Joshua Tree, (phone # & address) (reservation #)	Indian Cove Group Campsite, Joshua Tree, (phone # & address) (reservation #)	(ABC Affordable hotel with pool), Palm Springs (phone # & address) (reservation #)	Home sweet home
<b>ACTIVITIES</b>	Cards or magazines for car ride	9 am-4 pm Rock Climbing with (XYZ Climbing School) (phone #)	10 am Horseback Riding with (ABC Ranch) (phone #) 3 pm Visit Keys Ranch	Aerial tram to Mt. San Jacinto, short hike and snow play	Tour University of Redlands
<b>BREAKFAST</b>	N/A	Bagels etc quick!	Oatmeal and berries	Eggs in a baggie	Muffins from grocery store or bakery in PS
<b>LUNCH</b>	N/A	sack lunch	sack lunch	Pines Café, top of mountain, Troop buys	Redlands dining hall
<b>DINNER</b>	Fast food on the road, Troop buys	Foil Packet Dinners	Dutch oven stew and dump cake	Elmer's Restaurant	N/A
<b>NOTES</b>				Bring up to \$10 for souvenirs	

**Mandatory gear check and drop-off Thursday, November 19, at troop meeting!**

**“Ad” Style**

**WHITewater ADVENTURE**

**Leader:** Susie Somebody, 858.555.0087  
cell 858.555.5456

**Assistant:** Connie Colead

**Place:** Kern River

**Date:** June 24-26, 2016

**Time:** Fri 8:00 am – Sun 6:00 pm

**Objective:** Paddling badge, fun and adventure!

**Itinerary:** The trip will start at Sundance Elementary school parking lot, girls need to bring a sack lunch or money for fast food. We will leave at 8:00,



don't be late! We'll arrive at our campsite in the early afternoon, set up camp and explore the area. Saturday morning we'll head to our outfitter, XXX XXX. Interested girls can earn a large part of the Paddling badge by exploring two paddlecraft (inflatable kayaks and rafts) on the river (Class II-III), in a total of four runs down the river. Our standup paddleboarding session next month will fulfill the requirement for a third kind of paddlecraft experience. Those not interested in earning the badge and who went rafting last year can choose an advanced rafting trip (Class III-IV). At our next meeting we'll decide who's doing which option [Note: this scenario assumes enough adult leadership to split up—which may not be the case for your troop]. Sunday we'll head home.

**To bring:** Clothing for warm days and cool nights (remember any weather is possible, let's be prepared!), Ten Essentials, water, rain gear (just in case), 30 F or cooler rated sleeping bag, water shoes, swimsuit, rash guard or other non-cotton clothing that can get wet, sunscreen, disposable waterproof camera, and personal medication. No electronics except cell phones. See the gear list for more information.

**Food:** Friday, eat breakfast before arriving at the Sundance parking lot, lunch on the road (sack or fast food). Saturday breakfast, lunch, dinner, and Sunday breakfast will be in camp/on the river. Sunday lunch will be fast food.

**Cost:** Here's a breakdown of the estimated cost per person. The girls have voted to spend \$1000 of their troop funds. Once we know how many girls are going, we'll know the family contribution needed. Return the permission slip with a \$25 deposit to hold your spot and allow us to make firm arrangements. In mid-March we'll know the exact cost; final payment will be due in April. Here are the estimates:

<b>Paddling badge program</b> –includes 4 short river runs 2 raft/2 kayak	\$107-127
<b>OR Adventure runs</b> —experienced paddlers only	\$135 to \$185
<b>Food</b> —Friday dinner thru Sunday lunch	\$30
<b>Gas</b>	\$20
<b>Camping, firewood, other expenses</b>	\$10
<b>Total</b>	<b>\$167 to 245</b>

**Minus the troop contribution (\$1000 / # girls going)** - \_\_\_\_\_

**Family contribution** = \_\_\_\_\_

**Directions:** Exact directions will be provided once camping arrangements are finalized. We will camp on or near Lake Isabella. XXX XXX (outfitter) is located in Kernville, just north of the lake.



## “Narrative” Style

### Troop 6903 Zion camping and hiking trip April 10, 20xx – April 15, 20xx

In Town Contact will be Cyndi Chie, XXX-4954

Travel distance is approx 490 miles one way.

#### Itinerary:

Mon, April 10 – Departure 10AM from RUMC. Travel route: Interstate 15 North. Stops for gas and stretch breaks or driver changes as needed, planned rendezvous for lunch in Barstow. Stops for gas and stretch breaks or driver changes as needed, planned rendezvous for dinner in St. George. Turn off on Route 9 to head to Zion. Hoped for arrival time 8pm at Watchman Group camping area, site E1, (first on the right, no other camp sites on either side, circled by trees, max of 5 vehicles). \$20 park entry fee, free with National Parks Pass. Anticipated max \$\$ for food \$25. Camp setup.

Tues, April 11 - Breakfast (breakfasts will have little variety each day, but will consist of some combination of oatmeal, pancakes or french toast, bacon and eggs, fruit and drinks. Adults will be in charge of the breakfasts.). Prepare for day hikes (includes coordination of water, trail mix, trash bags, etc). Take shuttle to Visitor Center. Take shuttle to Lodge. Depending on decision of group next order might be reversed: hike at Emerald Pools (moderate 1.2-2.5 miles), lunch at lodge. Take shuttle to hike at Riverside Walk (easy 2-3.3 miles). Take shuttle back to camp. Dinner (Steak with baked potatoes and corn on the cob, smores for dessert. Jessie is in charge.). Evening activities (TBD). If it rains we will do all these activities, although we will not hike to the upper pools at Emerald Pools, all other trails are suitable to hike in the rain.

April 12 - Breakfast (same as 4/11). Prepare for day hikes (includes coordination of water, trail mix, trash bags, etc). Take shuttle to Weeping Rock. Hike to Observation Point (moderately strenuous 8 miles). Sack lunch at some point along the hike. Take shuttle back to campsite. Dinner (Cornish game hens with mashed potatoes and peas, banana boats for dessert. Cat is in charge.) Evening activities (TBA). If it rains we will hike only as far as Weeping Rock (approx 1/2 mile) and spend some time at the lodge. If it snows we will not hike any of this trail, but will hike Watchman Trail near the campsite instead.

April 13 - Breakfast (see 4/11). Prepare for day trip to Bryce (includes coordination of water, trail mix, trash bags, etc). Drive to Bryce. Hike Fairyland Loop (moderate 8 miles). Sack lunch at some point along the hike. Drive back to campsite. Dinner (Stir fry with chicken and rice, pre-made sugar cookies (provided by Jessie) will be decorated. Jennifer is in charge.). Evening activities (TBD). If it snows this side trip will not happen at all. We can spend time at the Visitor Center and the Lodge or hike Watchman Trail. If it rains we will go and hike the rim side trail only.

April 14 - Breakfast (see 4/11). Prepare for day hikes (includes coordination of water, trail mix, trash bags, etc). Drive through tunnel to parking location near trailhead. Hike Canyon Overlook Trail. Either have lunch at end of hike or back at campsite. Drive back to campsite to meet Becca Lieberg 435.772.0218 at Watchman Campground D Loop to prepare for the service project. Project: stump removal up in the Big Bend area in the Main Canyon until about 4:30PM. Dinner (Chicken Casserole with dumplings, pineapple upside-down cake for Christina's birthday. Art is in charge.) Evening activities (TBD). If it rains or snows the hike will not happen. Light rain the current service project will happen, heavy rain we will help at the nursery oiling and labeling tools for the season, washing and sanitizing greenhouse pots, and some cleaning of native seeds that we will use for revegetation this season.

April 15 – Breakfast (whatever we have left over). Break camp. Departure planned for 10AM. Drive back home with gas and stretch breaks or driver changes as needed, lunch and dinner stops TBD. Anticipated max \$\$ for food \$25.

What does in charge of the meal mean? Coordination of helpers and preparation of the meal. Using abilities as best served for the success of the meal.

#### Camping details:

There are no showers at this facility. There are restrooms (flush toilets, running water). Everyone will need to bring a wash cloth and towel for sponge baths. No perfumes, no body sprays, bio-degradable soap is preferred. Each person should bring a roll of toilet paper.

Individual tents. If you don't have one, there may be extras. Everyone needs to determine if they have a useable tent. 1-3 man tents are running about \$30 or less.

mess kit. At the least a cup and plate/bowl and eating utensils.

We will be picking up wayward trash we find along our hikes. Everyone needs to bring small trash bags (not the grocery store bags, we need to be able to securely close these bags) for each of the hikes. Each person should be carrying one. There \*shouldn't\* be that much trash along these trails, we hope.

The weather can range from cold to hot. Layers. Bring more of the underneath layers, less of the over layers. Bring extras of underwear and socks. You should have two pairs of shoes. Don't forget a rain poncho or x-large trash bag to make into one. From what we have found, it looks like the average temperature for April is in the low to mid 70's, but this is the average. It could be warmer, or colder. Remember, long pants and long sleeve shirts (no shorts, no tank tops)

Shoes: if you are planning on buying new shoes for this trip, do it now (already getting too close). You don't want to be breaking in new shoes out in the back country.

Sleeping bags: you should have one. If you want to make a bedroll that is fine, but make sure you know what you are up to and make it so it will be warm enough if the nights get cold. We are sleeping in individual tents....1 person per tent.

Vehicles going:

Diana's Kia (4 passengers max, 3 comfortable)

Robin & Dennis' Toyota (4 passengers max, 3 comfortable)

Jon's Ford Ranger (3 passengers max)

Christina's Suzuki (4 passengers max, 3 comfortable)

Costs:

\$20 per person

money for souvenirs

money for drive up lunch and dinner and drive back lunch and dinner (estimate \$60)

Troop has paid:

campsite (\$225)

extended insurance (\$25.20)

will cover up to \$10 per person for lunch at the lodge one day

**“Basics” Style**

# Itinerary!!

## Cadette Bridging Trip

Dates, year

Day 1 Tues	8:00 am	Depart Rolling Hills Parking Lot to University of the Pacific (6.5 hr) Explore UOP Eat in dining commons <i>Stay in dorms-Conference Services 209-228-4305</i> <i>5200 North Lake Rd, Merced</i> <i>Reservation Number xxxx-xx</i>
Day 2 Wed	8:00 am	Drive to San Francisco Exploring by Cable Car Fantasy Shopping at Union Square Lombard Street on roller blades (kidding!) Coit Tower <i>China Camp State Park (415) 456-0766</i> <i>101 Peacock Gap Trail, San Rafael, CA 94901</i>
Day 3 Thu	9:00 am 11:30 am	Bridging Walk across Golden Gate Alcatraz (pick up tickets 11 am) Exploratorium Tourist Trap visits <i>China Camp State Park</i>
Day 4 Fri	10:00 am noon 1:30 pm	UC Berkeley Tour* Spenger’s Restaurant* Scharffen-Berger Chocolate Factory Tour* Jack London’s Cabin <i>China Camp State Park</i>
Day 5 Sat	12:30 pm	Drive China Camp to Monterey Bay Area (3 hr) Mystery Spot Tour Santa Cruz Boardwalk <i>Sunset State Beach, 16 miles south of Santa Cruz via Highway One and</i> <i>San Andreas Rd, 831-763-7062</i>
Day 6 Sun	9:45 am	Monterey Bay Aquarium Surrey riding Beach <i>Sunset State Beach</i>
Day 7 Mon	8:00 am 2:00 pm	Drive Monterey to Lompoc (4 hr) U-Pick Strawberries or ? in Nipomo Tour Cabrillo High School Aquarium <i>Motel 6, 1521 N. H Street, Lompoc, 805-735-7631</i>
Day 8 Tue	7:00 pm	Drive Lompoc to San Diego (5 hr) Meet at Souplantation for dinner and girl & gear collection <i>Home in your own bed!</i>





## Safety Management Plan for Troop Activity

Adult trip leader's name: \_\_\_\_\_ Troop number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (day):(\_\_\_\_\_)\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (eve):(\_\_\_\_\_)\_\_\_\_\_

Number of girls participating: \_\_\_\_\_ Age level: \_\_\_\_\_

Number of adult females participating: \_\_\_\_\_ Number of adult males participating: \_\_\_\_\_

Council training taken: \_\_\_ Let's Camp      \_\_\_ Let's Cook      \_\_\_ Let's Tent      \_\_\_ Troop Tripping

Activity site: \_\_\_\_\_ Address: \_\_\_\_\_

Cross street: \_\_\_\_\_ Phone # at site: (\_\_\_\_\_)\_\_\_\_\_

Time and date of departure: \_\_\_\_\_ Time and date of return: \_\_\_\_\_

Type of activities planned: \_\_\_\_\_

Name of first aider: \_\_\_\_\_ Expiration dates: First Aid \_\_\_\_\_ CPR \_\_\_\_\_

List all forms of transportation to be used: \_\_\_\_\_

Drivers and vehicles to be used:

Driver	Driver's license number	Make and model of vehicle	Vehicle license number

## Emergency Numbers

Site Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Fire Department: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Police/Sheriff: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Nearest Emergency Medical Facility: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

In-town Contact: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

## Safety Review

In the boxes below indicate the safety points to be reviewed with all participants. Date and initial when done. Tip: Letting girls participate in developing the rules helps them in following those rules.

Means of transportation	Safety rules to be reviewed prior to departure	Date of completion

Planned activities	Safety rules to be reviewed prior to program activity	Date of completion

Outdoor living	Safety rules to be reviewed	Date of completion
Cooking		
Sanitation		
Sleeping		
Other		

Evacuation plan in case of fire (non-council site): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Emergency plan in case of a natural disaster (non-council site): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Site hazards: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attach list of all participants and carry a copy of this on trip.  
 Review the information with the girls and adults going on the trip.

Your activity consultant can be a helpful resource person  
 if you have questions on completing this form.



## Permission to Travel with Minor

Minors under the age of 18 traveling from the United States to any foreign country, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

- The child is traveling out of the United States with the permission of the parent.
- That the non-traveling parent is aware that the child is leaving on the departure date, and
- The name(s) of the person(s) accompanying the child.

If the minor child is leaving the country without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

**BOTH PARENTS** must sign the **permission form**, which **MUST** be notarized. If parents are not together, parent consent from both parents is still necessary. If one parent is the custodial parent, there **MUST** be legal proof/documentation of this status. **GIRLS UNDER 18 WILL NOT BE ABLE TO BOARD THE INTERNATIONAL FLIGHT WITHOUT THIS PERMISSION.**

### PERMISSION TO ENTER FOREIGN COUNTRY FOR MINORS (under age 18)

This certifies that \_\_\_\_\_ has the permission of her undersigned parents/guardians to enter \_\_\_\_\_ (country) to participate in an international trip

with Girl Scouts for the dates of \_\_\_\_\_ to \_\_\_\_\_.

Names of the responsible adults that will be accompanying the minor:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of mother or guardian: \_\_\_\_\_

Typed name of mother or guardian: \_\_\_\_\_

Signature of father or guardian: \_\_\_\_\_

Typed name of father or guardian: \_\_\_\_\_

State of California, County of \_\_\_\_\_) On \_\_\_\_\_ before me,  
\_\_\_\_\_ (insert name and title of the officer)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



# Permission to Travel in Mexico with Minor

Attention: Mexican Government Tourism Department

This certifies that \_\_\_\_\_ has the permission of her undersigned parents/guardians to enter Mexico to participate in an international trip with Girl Scouts for the dates of

\_\_\_\_\_ to \_\_\_\_\_. Thank you for permitting her to enter your country.

Minors under the age of 18 traveling from the United States to Mexico, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

- The child is traveling out of the United States, and to Mexico, with the permission of the parents.
- That the non-traveling parent is aware that the child is leaving on the departure date, and
- The name(s) of the person(s) accompanying the child.

If the minor child is entering Mexico without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

Names of the responsible adults that will be accompanying the minor:

1. \_\_\_\_\_
2. \_\_\_\_\_

### PERMISSION TO ENTER MEXICO FOR MINORS (under age 18)

Signature of mother or guardian: \_\_\_\_\_

Typed name of mother or guardian: \_\_\_\_\_

Signature of father or guardian: \_\_\_\_\_

Typed name of father or guardian: \_\_\_\_\_

State of California, County of \_\_\_\_\_) On \_\_\_\_\_ before me,

\_\_\_\_\_ (insert name and title of the officer)

personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)



# Girl Health Examination Record for Advanced Travel

Girl's Name Last \_\_\_\_\_ First \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**★ PLEASE MAKE A COPY OF THIS FOR YOUR RECORDS**

To Be Filled In By a Qualified Physician, Nurse Practitioner, Physician's Assistant or Registered Nurse Working In Cooperation with A Licensed Physician

**Health Examination:** Date of examination: \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ B.P. \_\_\_\_\_ Appearance-Nutrition \_\_\_\_\_

Wears:  Glasses  Contacts or  Protective eyewear      Frequent ear infections  Yes  No      Hearing Limitations: \_\_\_\_\_

	Code:	Satisfactory ✓	Not satisfactory X	Not examined ☐	
E.N.T. _____	Skin _____	Heart _____	Abdomen _____	Neuro _____	Urinalysis* _____
_____	Teeth _____	Lungs _____	Musculoskeletal _____	Genitalia * _____	HGB* _____
_____					

\* Depending on the child's age these may not be required for every health examination. Let the person completing the physical determine if needed.

Other notes \_\_\_\_\_

**Comments and recommendations:**

General physical and emotional status \_\_\_\_\_

The traveler is under the care of a physician for the following conditions: \_\_\_\_\_

Describe management/current/ongoing treatment of significant illness to be continued during travel. \_\_\_\_\_

Explain any activity restrictions: \_\_\_\_\_

Chronic Medications to be administered during trip: \_\_\_\_\_

Acute Medications to be administered during trip: \_\_\_\_\_

**This person is in satisfactory condition and may engage in all usual activities except as noted above.**

Name/Qualifications \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Date \_\_\_\_\_









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