

# Girl Scout Travel Planning

## Girl Scout Travel is:

- 4 or more nights,
- Or at a destination further than 200 miles, or a 3.5-hour drive from your regular meeting place.
- This includes all international destinations and cruises.

## Travel Planning Should Begin:

- Domestic Travel: 6 months before
- International Travel: 1-2 years before

## Travel Requirements:

- Troop Leaders must complete required Troop Leader training,
- Be in good financial standing with Service Unit,
- Regularly be represented at SU meetings,
- Identify an Adult-in-Charge,
- Adult-in-Charge must complete required Travel Training,
- Travel Pre-Approval Form submitted at least 3 months prior to the trip start date,
- Travel Approval Form submitted two weeks prior to the start of the trip. Must include itinerary, rental agreements, contracts and budget.

The Adult-in-Charge is the adult volunteer who will submit all the required travel documentation and is required to take Travel Training

## Required Travel Training

Travel Training can be found by going to the 'Content Library' and searching 'travel'.

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## Travel Progression

Progression allows Girl Scouts to learn the skills they need to become competent travelers, including how to plan and organize trips. Travel fun can be endless when Girl Scouts lead - keep your travel youth-led!

### Local Field Trips

Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.

**Keep it youth-led:** Girl Scouts choose the location.

### Day Trips

Take an all-day trip!

**Keep it youth-led:** Girl Scouts choose the location and activity (perhaps working toward a badge) and make plans for lunch.

### Overnights

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

**Keep it youth-led:** Girl Scouts plan the activity and meals, create travel games, and pack their own overnight bags.

### Regional Trips

Spend three to four nights away somewhere a few hours from home.

**Keep it youth-led:** Girl Scouts plan key details of the trip, such as the activities, the budget, the route, and lodging.

### National Travel

Travel the country! Trips often last a week or more. Girl Scouts should think beyond a typical vacation location and consider historical sites, museums, or national parks!

**Keep it youth-led:** Girl Scouts lead the entire planning process and might add a community service or Take Action project.

### International Travel

Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Center!

**Keep it youth-led:** Girl Scouts plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.)

Girl Scouts should have experience at every level of the progression before moving on to the next level.

**Daisies and Brownies are prohibited from taking troop trips of 3 or more nights even if they have previous experience.**

**For regional travel, Girl Scouts must be Juniors or older.**

**For international trips, Girl Scouts must be Cadettes or older.**



When moving up to each level of the progression, consider Girl Scouts independence, flexibility, decision making, group skills, and cross cultural skills.

# Girl Scout Travel - On The Trip

## Adults Required to Travel:

- **Adult-in-Charge** | The Adult-in-Charge is the adult volunteer who will submit all the required travel documentation. The Adult-in-Charge can be a Troop Leader.
- **First-Aider** | There must be at least one First Aider on the trip. If your Adult-in-Charge is a First Aider, there must be at least one additional First Aider on the trip who can attend to a member who needs assistance while the Adult-in-Charge remains with the group.
- **On-Site Emergency Contact** | This can be the same person as the Adult-in-Charge or the First Aider.
- **Enough Adults** to meet the youth-to-adult ratio in Volunteer Essentials.
- **Home-Based Emergency Contact** | A registered adult volunteer who remains at home and serves as a point of contact to those traveling.

All youth and adult participants in Girl Scout travel who are eligible for Girl Scout membership must be members. In addition, all adults are required to have an eligible background screening.

## TIP!

Troop Leaders should have a Field Trip & Travel Packet on them anytime they leave their regular meeting place!

## Travel Insurance

Consider carefully if you need to purchase additional insurance. International travel requires the purchase of

**EXTENDED ACTIVITY INSURANCE.**

More information on insurance can be found in Volunteer Essentials and in the required Travel Training.

## UPDATED

## Field Trip & Travel Packet

Document	What it does?	Where Located
<b>Girl Scout Health History and Medical Authorization for each youth member</b>	Provides medical history and authorizes medical treatment in the event of an emergency for each Girl Scout youth	Forms and Documents on GSCNC website: <a href="http://gscnc.org/forms">gscnc.org/forms</a>
<b>Procedure for Accidents and Emergencies</b>	Tells you what to do in the event of an emergency.	Forms and Documents on GSCNC website: <a href="http://gscnc.org/forms">gscnc.org/forms</a> & On the back page of Volunteer Essentials
<b>Emergency Action Plan</b>	Ensures you have a plan ready in case of unexpected circumstances.	Template can be found at Forms and Documents on GSCNC website: <a href="http://gscnc.org/forms">gscnc.org/forms</a>

