

# GSWISE Travel Guidelines



*Travel promises Girl Scouts the chance to plan and lead their own trips and to travel in an all-girl environment, where they can feel safe in taking risks and confident in building new skills, all while experiencing adventure and seeing the world.*

**girl scouts**   
of wisconsin  
southeast

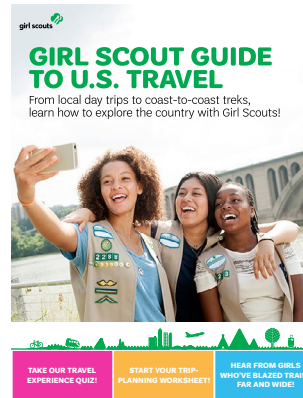
# Travel Planning Resources

Your troop is planning a trip? That's great! Travel is a fantastic way for Girl Scouts to have fun and experience adventure. Girl Scouts will develop leadership skills through researching, planning, working cooperatively with others, goal setting, budgeting, and more. And, they'll gain a broadened perspective of our world.

There are three travel resources available for travel planning:

- [GSUSA's Girl Scout Guide to U.S. Travel](#)
- [GSUSA's Girl Scout Guide to Global Travel](#)
- GSWISE's *Travel Guidelines*

**GSUSA's resources** provide information on travel progression, travel readiness quizzes, girl-led planning, parent/guardian and troop leader roles, discussing Girl Scouts' interests, planning the trip details, cultural awareness, and more. Find GSUSA's travel guides at [girlscouts.org](http://girlscouts.org)>Members>For Girl Scouts>Travel.



**GSWISE's Travel Guidelines** is a supplement to both GSUSA's travel guides and provides information regarding safety, paperwork and forms, managing finances, contracts and vehicle leasing procedures, activity insurance, a few travel planning tips, and more. Where possible, form/resource hyperlinks, and QR codes are available within this resource. If a link is not working, contact us at [customercare@gswise.org](mailto:customercare@gswise.org).



Together, all three travel resources are incredible tools for planning a safe and successful experience no matter the type of trip your troop is taking. Keep in mind, Girl Scouts should participate in a trip and help plan in a way that is appropriate for their grade level – older Girl Scouts with previous travel experience can travel farther and longer and assume more responsibility in planning. Share these resources with them too.

GSUSA offers a **Field Trip and Travel** training in *gsLearn!* This optional 20-minute training is suitable for all grade level Troop Volunteers. It highlights why field trips and travel are a valuable part of the Girl Scout experience. You'll learn about travel progression, how to involve girls in leading the planning process, get inspired with fun trip ideas, pick up helpful planning tips, and more! To access this training, log into *gsLearn* and search for **GSUSA Field Trip and Travel**.

Note: for the sake of consistency and ease, while the term 'troop' is used throughout these resources, these resources and council policies and guidelines also apply to service units and other group-structured Girl Scout travel.

Questions about travel tripping? Contact us at 800-565-4475 or [customercare@gswise.org](mailto:customercare@gswise.org).

# Forms & Documentation - At a Glance

Here's an at-a-glance list of the various forms and documentation required for trip travel. Some forms and documentation the troop completes and submits to the council, while other forms and documentation the troop retains for themselves. Some forms, documentation, and processes only apply to specific situations (e.g., vehicle rental, international trips, medication form, etc.). Follow the charts to determine what is needed for your trip. This page can also be used as a checklist to ensure you've covered all your forms and documentation. If you have any questions, reach out to council for clarification.

For forms that are due to council, we understand sometimes there may be changes to your trip (e.g., travel dates) between the time you submit your trip documentation and your departure. If this is the case, email any updates to [customercare@gswise.org](mailto:customercare@gswise.org).

## Troop Submits to Council

Form/Documentation	One- or two-night trips to a non-council owned site more than 100 miles away from the troop's community	All trips of three or more nights	International trip
<input type="checkbox"/> <a href="#">Travel Trip Application</a>	X	X	X
<input type="checkbox"/> <a href="#">Travel Trip Emergency Contact Roster</a>	X	X	X
<input type="checkbox"/> Criminal Background Check for Adults	X	X	X
<input type="checkbox"/> <a href="#">Driver Record Checks</a> (if applicable)	X	X	X
<input type="checkbox"/> Contracts – e.g., lodging and vehicle leasing (if applicable)	X	X	X
<input type="checkbox"/> <a href="#">Activity Approval Form</a> (if applicable)	X	X	X
<input type="checkbox"/> <a href="#">Travel Trip Budget &amp; Itinerary</a>		X	X

Form/Documentation	One- or two-night trips to a non-council owned site more than 100 miles away from the troop's community	All trips of three or more nights	International trip
<input type="checkbox"/> <a href="#">Parent/Guardian Permission Form</a>	X	X	X
<input type="checkbox"/> First Aid/CPR Certification	X	X	X
<input type="checkbox"/> Lifeguard Certification (if applicable)	X	X	X
<input type="checkbox"/> Code of Conduct Agreement (if desired)	X	X	X
<input type="checkbox"/> <a href="#">Permission to Administer Medications</a> (if applicable)	X	X	X
<input type="checkbox"/> <a href="#">Health Histories</a>	X	X	X
<input type="checkbox"/> Health Exams			X
<input type="checkbox"/> Notarized Authorization for Medical Treatment			X
<input type="checkbox"/> Notarized Permission for Minors to Travel			X
<input type="checkbox"/> Passport, Visa, Birth Certificate, photo ID, etc.			X

# GSWISE Travel Trip Processes and Procedures

Where possible, hyperlinks to forms are available on page 3 for those viewing digitally, while QR codes and URLs are available within the body of this resource for those viewing in print.

## Travel Trip Application

“Travel trips” are defined as:

- **1-2-night trips to a non-council owned site more than 100 miles away** from the troop’s community (submit application 30 days prior to departure).
- **All trips of three or more nights** (submit application 30 days prior to departure)
- **International trips** (submit application one year in advance)

**Troops must complete and submit a Travel Trip Application to receive council approval for the trips categorized above.** (Day ‘field’ trips, 1-2-night trips less than 100 miles away, and all trips to GSWISE properties do not require council approval so troops do not need to submit Travel Trip Applications for these types of trips).

Find this online form at [gswise.org>Members>Travel and Destinations](https://gswise.org/Members/Travel and Destinations) under Troop Travel, at <https://gswise.jotform.com/213507159743054>, or scan the QR code.



## Travel Trip Emergency Contact Roster

The Travel Trip Emergency Contact Roster must be submitted to council prior to trip departure. Emergency Contact Roster should include information for all travelers (girls and adults) as well as information for a stay-at-home contact.

Find this online form at [gswise.org>Members>Travel and Destinations](https://gswise.org/Members/Travel and Destinations) under Troop Travel, at <https://gswise.jotform.com/213506676193056>, or scan the QR code.



## Criminal Background Checks

We can prioritize the safety of Girl Scouts and adult volunteers only when all adults participating in travel trips complete the required criminal background check. To verify if adults traveling with your troop have an approved criminal background check on file, or to initiate a criminal background check, contact 800-565-4475 or [customercare@gswise.org](mailto:customercare@gswise.org).

## Driver Record Checks

All drivers for travel trips must have an approved driver record check on file with GSWISE. This applies to drivers operating their own personal vehicles and drivers operating a rental vehicle. Submit Driver Record Check forms to council at least two weeks prior to your trip to allow enough time for processing. Refer to Volunteer Essentials and Safety Activity Checkpoints for additional details on transportation and drivers requirements.

Find the Driver Record Check form at: <https://www.gswise.org/content/dam/gswise-redesign/documents/forms/GSWISE%20Driver%20Check%20Form%202022.pdf> or scan the QR code.



## Vehicle Rental

Contact the vehicle rental company of your choice to make your vehicle reservation. Please note that GSWISE will not allow renting any vehicle larger than a 15-passenger van, and if renting a 12- or 15- passenger van, drivers should have previous experience and be comfortable driving this sized vehicle. Girl Scouts of Wisconsin Southeast highly recommends that the rentee purchase additional insurance from the vehicle rental agency for all vehicle rentals.

A troop leader can sign a vehicle rental agreement and should sign it as Jane/John Doe Girl Scouts of Wisconsin Southeast. By signing the agreement this way, it ensures that the rental is being rented for “Girl Scout business”.

## Contracts & Agreements

A council-authorized signature is required on all contracts and agreements (e.g., site agreements, vehicle rental contracts, and chartered bus rentals), even if there is no charge for the provided services. Council-authorized signature includes the Chief Financial Officer or other designee; adult volunteers and parents/guardians are not authorized to sign contracts or agreements related to Girl Scout activities.

To obtain council-authorized signatures on contracts and agreements, submit the contract or agreement documentation to [customercare@gswise.org](mailto:customercare@gswise.org).

## Certificates of Liability Insurance

Some high-risk activities require Girl Scouts of Wisconsin Southeast to obtain a Certificate of Liability Insurance from the vendor prior to Girl Scouts participating in the vendor’s activity. In addition, a GSWISE Certificate of Liability Insurance may be required from an organization prior to a troop participating in their activity. For more information on what’s required, refer to the activity in *Safety Activity Checkpoints*. To obtain Certificates of Liability Insurance from GSWISE or an activity vendor, contact us at 800-565-4475 or [customercare@gswise.org](mailto:customercare@gswise.org) at least six weeks in advance, or complete the above referenced Activity Approval Form to initiate the procurement process.

## Volunteer Essentials

*Volunteer Essentials* is a key resource for Girl Scout volunteers. While *Safety Activity Checkpoints* focuses on safety guidance and parameters, *Volunteer Essentials* addresses an array of topics such as Engaging Girls and Families, Troop Management, Product Program, Troop Finances, and the Leader’s Guide to Success. All Girl Scout volunteers should review, understand, and practice the principles and standards in *Volunteer Essentials*.

## Travel Trip Budget & Itinerary

For travel trips of three or more nights and international trips, troops must complete the Travel Trip Budget & Itinerary form prior to departure to provide a summary of estimated trip expenses and a detailed daily itinerary.

Find this online form at: <https://gswise.jotform.com/213507487226054> or scan the QR code.



## Activity Insurance

Girl Scouts provides activity insurance underwritten by Mutual of Omaha to support Girl Scouts participating in Girl Scout approved and supervised activities. Activity insurance is automatically included for all youth and adult Girl Scout members. Accident coverage applies to day events, overnight activities (including camp and travel), and international travel. Sickness coverage is also included for overnight activities and international travel. Coverage works like supplemental medical/health coverage and is intended to help with out-of-pocket medical expenses that may not be covered by personal insurance. Activity insurance also extends to non-members who are invited to participate in a Girl Scout approved and supervised activities.

## Safety Activity Checkpoints & Activity Approval Form

In Girl Scouting, safety is a top priority. GSUSA's *Safety Activity Checkpoints* is a resource that provides general safety standards and specific guidelines for a variety of activities. GSUSA, GSWISE, and adult volunteers are responsible for seeing that all Girl Scout activities are planned and carried out in a manner that considers the health, safety, and general well-being of all participants in accordance with these standard safety guidelines.

In the *Introduction: Standard Safety Guidelines* section, adult volunteers and troop leaders will find GSUSA's general standard safety guidelines which apply to all Girl Scout activities. This section includes information on supervision, activity approvals, emergency action plans, appropriate behaviors, first aid, health histories and health exams, safety, transporting girls, and more. Please read and become familiar with all topics in this section, especially as they relate to travel.

Adult volunteers and troop leaders should always review the individual activity's *Safety Activity Checkpoints*, which provides specific safety guidelines related to an individual activity (e.g., Swimming, Horseback Riding, Camping)

The current *Safety Activity Checkpoints* document can be found at [gswise.org](http://gswise.org)>Members>For Volunteers>Volunteer Essentials>Safety.

According to GSUSA's *Safety Activity Checkpoints*, some activities require council approval. The activities that require council approval are listed on the next page.

- Backpacking
- Pocket/Jack Knife Safety
- Climbing and Rappelling\*
- Ziplining\*
- Camping
- Challenge Courses\*
- Recreational Tree Climbing\*
- Downhill Skiing and Snowboarding
- Go-karts
- Hayrides
- Horseback Riding\*
- Indoor Skydiving
- Offshore Water/Large Passenger Vessels
- Canoeing
- Corcl Boats
- Kayaking
- Row Boating
- Standup Paddle Boarding
- Whitewater Rafting
- Sailing
- Scuba Diving
- Snorkeling
- Spelunking/Caving
- Surfing
- Swimming
- Tubing
- Waterskiing and Wakeboarding
- Windsurfing and Said Boarding
- 3-D Archery\*
- Air/BB Guns\*
- Archery
- Knife Throwing\*
- Muzzle Loading\*
- Pistol\*
- Rifle\*
- Shotgun/Trap/Skeet Shooting\*
- Slingshot
- Target Paintball\*
- Tomahawk/Hatchet Throwing
- Tethered Balloon Rides
- Tools-Hand and Power
- Travel Trips/Troop Travel\*\*

\*These activities will be approved after council confirms the facility where the activity takes place is a GSWISE approved vendor.

\*\* Travel Trips/Troop Travel will be approved after receipt of all additional required and applicable forms are submitted to council.

To receive council approval for activities listed above, submit the Activity Approval Form annually or prior to Girl Scouts participating in these activities. Find this online form at:

<https://gswise.jotform.com/213505791201043> or scan the QR code.



# Additional Safety Information

The adult-in-charge must obtain **Parent/Guardian Permission Forms**. Additionally, leave a copy of the detailed itinerary and emergency contact roster with an adult that is not attending the troop trip.

An adult with current **CPR and First Aid Certification** that has participated in a council approved training must be present on all travel trips.

A **certified lifeguard** must be present at any public or private swimming site (see *Safety Activity Checkpoints* for more lifeguard/water safety information.)

A **Permission to Administer Medications** form is helpful to obtain from parents/guardians for Girl Scouts that may need to take either prescription or over the counter medications that will be administered by adult volunteers during the trip. Find this form at: <https://www.gswise.org/content/dam/gswise-redesign/documents/forms/Troop-Trip-permission-to-administer-medication.pdf> or scan the QR code.



Troop leaders should carry current **Health Histories** for Girl Scouts participating in the trip. Find this form at: <https://www.gswise.org/content/dam/gswise-redesign/documents/forms/Health%20History%20and%20Pick%20Up%20with%20Code%20of%20Conduct%20Form.pdf>. **Health exams** may be required for trips of three or more nights and when participating in physically demanding activities such as water sports, horseback riding, skiing, and backpacking trips, etc. Refer to *Safety Activity Checkpoints* for more details.

If **horseback riding** is planned, refer to GSWISE's approved horse stable vendor list for up-to-date information on the council-approved horseback riding facilities. If you're planning to include horseback riding at a facility that has not been approved by GSWISE, please contact the council at 800-565-4475 or [customercare@gswise.org](mailto:customercare@gswise.org) for GSWISE to review and approve the vendor, this includes stables in other states.

Each troop has its own norms, rules, and expectations. As a group, consider creating a **Code of Conduct Agreement** for your trip. Your group's agreement could include expectations regarding using the buddy/truddy system, representing Girl Scouts in public, following activity safety standards, appropriate behavior, respecting others' belongings, appropriate attire, cell phone usage, appropriate language, drugs/alcohol/tobacco/vaping/weapons prohibited, etc. Discuss in advance the consequences for violating the agreement (which could include contacting parents/guardians or removing them from the trip at the parents' expense). Provide copies to all travelers (and their families) for signature. There's an optional Code of Conduct Agreement template included in this packet, you may also create your own.



Use the following guidelines to ensure **sleeping area safety**:

- Sleepovers/overnights should **not take place on private property or in homes**.
- **Each participant should have their own bed.**
  - Parent/guardian permission must be obtained if Girl Scouts are to share a bed.
  - Girl Scouts can only share a bed with an adult if the adult is their parent/guardian.
- It is **not required that adults sleep in the sleeping area** (tent, cabin, hotel room, etc.) with the Girl Scouts. However, if an adult female does share the sleeping area, there should always be two unrelated adult females present.
- If adult males are attending your trip, it is **required that adult males do not share a communal sleeping space** (tent, hotel room, etc.) with any Girl Scout that is not their own daughter; men must have separate sleeping quarters and separate bathroom facilities.

When not in a group, always use the **buddy/truddy system**.

Research current ways to **keep money safe** that will work for your group while traveling.

Everyone keeps a copy of the entire **group's contact information** (name and cell phone numbers), destination site information (name of hotel, address, and phone number), and local medical/emergency facilities with them at all times. If traveling internationally, ensure everyone in group also has contact information for the local U.S. Embassy.

As a refresher, GSWISE offers **Troop Safety Basics** (available in gsLearn), which provides basic information on Safety Activity Checkpoints, First Aid and Emergencies, information on overnights, camping, and travel trips, and more.



# Responding to Situations and Emergencies

## Travel Action Plans

Review your troop's action plans for different situations that may occur while traveling. Does everyone know:

- How to represent Girl Scouts during travel?
- How to navigate a crowd? What to do if someone gets lost or becomes separated from the group?
- What to do if the power goes out or the fire alarm goes off in your hotel?
- How to perform basic first aid? How you'll handle someone that becomes ill or injured? What to do if emergency help is needed?
- How you'll deal with homesickness?
- How you'll handle lost or stolen luggage? What you'll do if someone loses their cell phone, passport, or money?
- What to do if you get a flat tire or your vehicle breaks down?
- What you'll do if inclement weather is forecasted, or a natural disaster occurs?

With your troop, brainstorm other situations that might occur... and discuss your plans!

## Accident/Incident and Emergency Procedures

If an accident/incident or emergency occurs during any Girl Scout activity, follow GSWISE procedures:

1. Provide all possible care for the injured person and keep a responsible adult at the scene of the incident (move non-injured people away from the scene).
2. If necessary, call 911 for help (police, fire, EMS)
3. Call injured person's parent(s)/guardian(s) or emergency contact(s).
4. Report emergencies to GSWISE at 800-565-4475 (press 2 if after business hours).
5. Speak only to first responders or Girl Scout staff.
6. Do not speak to media. Refer requests to speak to media to council officials.
7. Complete and submit the Accident/Incident Report Form to council. Find this form at:  
<https://www.gswise.org/content/dam/gswise-redesign/documents/forms/Accident%20-%20Incident%20Report%20Form%20-%20Updated%20Dec%202024.pdf>



# Additional Safety Information (for International Travel only)

## Medical Treatment Permission

A Notarized Authorization for Medical Treatment form is strongly suggested for all international trips to minimize obstacles an adult volunteer may have if a minor that is not their daughter needs medical treatment. For more information on this process contact 800-565-4475 or [customercare@gswise.org](mailto:customercare@gswise.org).

## Notarized Permission for Minors to Travel

Trip leaders should travel with notarized permission forms signed by parents. This best practice is strongly recommended by the U.S. Customs & Border Protection and will help keep Girl Scouts safe as well as avoid potential delays at border crossings. Parents should sign off on permission to travel forms. If a single parent/guardian has custody, attach documentation stating that the minor is in the sole custody of the signer of the forms.

## International Travel Advisory Levels

For international travel, GSUSA follows the [US Department of State guidance](#). Where the Travel Advisory is ranked “Level 4: Do Not Travel”, Girl Scouts are prohibited from traveling to that location. Troops must obtain special permission from GSWISE to travel to locations ranked: “Level 3: Reconsider Travel.” Do periodic travel climate checks on the countries your group will be visiting regarding anti-American sentiment, cultural considerations, local politics, natural disasters, etc.



# Financing the Trip

**Advanced planning is important for trips.** This includes the time it takes to earn the money to cover all the trip costs and communicating with families.

Girl Scout troops should aim to plan trips where costs are covered by the troop's treasury. Participating in **GSWISE's Fall Product Sale and Cookie Program Activity** should be the foundational avenues to build up enough funds in the troop treasury for the activities that interest the troop. Other options for obtaining funds include troop dues, money-earning activities, redeeming Program Activity Credits (PAC), and Girl Scouts/families paying a percentage into the trip.

Girl Scouts traveling on Travel Trips with their troop can redeem their **Program Activity Credits (PAC)** to help cover trip costs the Girl Scout may incur (trip expenses that are not covered by the troop account). For Girl Scouts to qualify for this redemption option, the troop must first submit a Travel Trip Application and the trip must be approved by GSWISE. Once council approves the trip, the Girl Scout's family can complete the PAC Redemption Form to initiate the process. PACs will be redeemed and funds will be transferred to the troop bank account in the Girl Scout's name. Find the PAC Redemption Form (please share this with your parents/guardians) online at: <https://gswise.jotform.com/213218750595055>



If troops need to do additional **money-earning activities**, money-earning activities must be approved by the council. Review GSWISE's money-earning policies at: <https://www.gswise.org/en/members/for-volunteers/volunteer-essentials/troop-finances.html>. To obtain council approval for money-earning activities, find the online form at: <https://gswise.jotform.com/213476292129055> or scan the QR code.



As referenced earlier in the Travel Trip Budget & Itinerary section of this resource, for travel trips of three or more nights and international trips, troops must complete the **Travel Trip Budget & Itinerary** form to provide a summary of estimated trip expenses (and a detailed daily itinerary). Find this online form at: <https://gswise.jotform.com/213507487226054> or scan the QR code.



Troop leaders may consider sharing the following with families, in writing and early in the planning process, when organizing trips or activities involving nonrefundable expenses, so expectations are clear from the start.

*Please note that some troop trips and activities require advance payments for items such as tickets, lodging, or reservations that may be nonrefundable. By committing to participate, families understand and agree that if a Girl Scout is unable to attend for any reason after these expenses have been incurred on her behalf, the family will be responsible for covering those costs and will reimburse the troop in a timely manner.*

It's draining for Girl Scouts to go from bake sale to car wash to selling Girl Scout cookies when earning money for a trip is the only thing the troop is focused on. Plan some other troop activities and outings, and don't hesitate to use troop funds to pay for these non-trip related activities. Girl Scouts want to have a great adventure on their trip and all year long through a variety of Girl Scout experiences.



# COVID Guidance

COVID health and safety guidance will change as the transmission risk shifts over time. This section provides information for your troop to develop a safe travel plan amidst a pandemic. Ensure all girls' families are comfortable with their girl traveling and parents/guardians understand the COVID mitigation expectations and risks. Troop travelers (and their families) need to be prepared to adjust or cancel travel plans if necessary.

Find **GSWISE's COVID Guidelines** here: <https://www.gswise.org/en/members/for-volunteers/volunteer-essentials/creating-safe-space.html>

## **COVID-19 incidence rates:**

If COVID-19 rates are high at home or your destination location, consider rescheduling.

- [CDC COVID-19 rate data.](#)
- For international travel, GSUSA follows the [US Department of State guidance](#). Where the Travel Advisory is categorized as “Level 4: Do Not Travel”, Girl Scouts are prohibited from traveling to that location. Troops must obtain special permission from GSWISE to travel to locations ranked: “Level 3: Reconsider Travel.”

## **COVID-19 related requirements for vaccination or testing in the destination:**

Are vaccines, testing, masking, or other COVID-19 mitigation measures required at the location?

- For domestic trips, check this [AARP Coronavirus Restrictions list by state](#).
- For international trips, check the [US State Department Travel Advisories](#).
- Note: the [CDC recommends full vaccination](#) for all travelers. In the event of a COVID-19 exposure follow [CDC guidelines](#). (check local guidelines for international travel)
- For international trips, what is the plan for testing (if required) to return to the US?

## **Activity considerations and trip logistics:**

- Is the trip primarily outdoor or indoor?
- If necessary, is it possible to physically distance from those outside the group, or will the group be visiting mostly crowded, indoor locations?
- What are the sleeping, transportation, and eating arrangements?

## **Financial considerations:**

- Deadlines for final payments due to vendors
- Travel, lodging, etc. cancellation policies
- Financial implications if the entire trip is postponed or cancelled
- Financial implications if a traveler in the group contracts or becomes exposed to the virus

# COVID Guidance

## Illness, exposure, and quarantine considerations:

- What is the immediate plan if a traveler exhibits COVID-19 symptoms? (e.g., testing, costs, etc.)
- What is the next step for any individual who tests positive or is exposed to COVID-19? (Note [current CDC guidelines](#). These guidelines may differ on international trips – check local guidelines.) Which adult(s) on the trip will supervise any participant who must be isolated for a positive case, and at what point (24/48 hrs?) must parents/guardians arrive on-site to take custody of their children?
- Do travelers (and families) understand and agree with your group's plans? Are parents/guardians willing to finance their own travel to pick up their daughter if needed, and do they have passports already if needed?
- What is the plan if adult chaperones fall ill? It is strongly recommended the trip have additional adults beyond ratio-requirements and all adult chaperones be fully vaccinated.

## Consider rescheduling or adjusting your travel plans:

- If you cannot comply with the standards set by the location your group is traveling to and as listed in the [Girl Scout COVID Guidelines](#).
- If the transmission rate locally or in your travel destination is high.
- If the US Department of State has a “Level 4” Travel Advisory in place, Girl Scouts do not travel to that location. Troops must obtain special permission from GSWISE to travel to locations ranked: “Level 3: Reconsider Travel.”
- If a group does not have a viable plan for the financial risks.
- If a group does not have a viable plan for the risks of illness, exposure, and quarantine.



# Other Travel Planning Tips

**Involve parents/guardians.** Their input and support early on will eliminate miscommunications later. Hold a parent meeting or have parents complete a survey to gather their thoughts on the scope of trip they are willing to let their daughter take.

When planning **activities or sightseeing**, vary each day's activities. Mix historical sites with a bit of shopping or an outdoor adventure to satisfy everyone in the troop. Schedule some free time - an afternoon by the pool/lake/ocean or hang out time at the hotel may be just the break the troop needs to reenergize. Consider making reservations when possible, and research the average length a visit typically takes for different activities. Consider what activities might be free or low cost to balance out with higher cost entrance fees. And consider the fitness levels of all travelers in your troop.

When planning what **mode(s) of transportation** are best for your trip (e.g., car, rental vehicle, chartered bus, train, air travel, etc.), consider drive times, comfort levels of everyone in group, varying costs including day to day use and potential repairs, space you'll need for travelers and their luggage, cancellation policies, and if you'll have the flexibility you want to set your own schedule.

When planning **lodging options** (e.g., Girl Scout property, places of worship, private or public campgrounds or parks, hotels/motels, hostels, etc.), consider varying costs, sleeping arrangements, level of privacy needed, what sleeping gear you may or may not need, if continental breakfast is provided if desired, whether shower or cooking facilities are available if desired, location is safe and convenient, set up and take down time, if weather forecast will be of concern, cancellation policies, etc. Consider checking out GSUSA's directory of Girl Scout properties that troops can rent while traveling. <https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/Travel/group-travel.html>.

When planning for **food/meals** (e.g., dining out, preparing your own meals, or a combination of both), consider varying costs, food preparation and storage capabilities, tipping costs, what lodging options provide continental breakfast, importance of sampling foods from local cuisine or other cultures, travelers' food allergies and dietary restrictions, etc.

Be cautious when booking **vendor travel tours or experiences**. Pre-designated tours likely do not allow girl-planning and you won't have control over other groups participating in the tour (e.g., smokers, age groups, etc.)

If travelers (or families) are paying **personal money** towards the trip, establish how trip finances will be handled (e.g., deposits, payment schedules, final payments, cancellations/refunds, etc.) Determine if personal deposits can be refundable or are they non-refundable. Put expectations in writing for travelers and their families. Create a process for tracking individual traveler payments that are submitted by the families.

**Money earned by the troop (e.g., product sales, money-earning activities) belongs to the troop and is never the property of an individual Girl Scout in the troop.** While not advised, we do understand that sometimes troops may utilize an accounting system to track girls' individual earnings from product sales and money earning activities. If doing so, ensure that all travelers (and their families) understand and support the troop's decision to track money in this manner, and consider the pros and cons of managing Girl Scouts' troop-earned income using an accounting system.

Think about **money-handling during the trip**. Would you like to appoint an adult as Trip Treasurer to handle the trip funds or is each traveler responsible for their own money? How is money being stored to ensure accessibility by your troop and security from others? If Girl Scouts are responsible for their own money (e.g., meals, souvenirs, etc.), do they get the full amount at the beginning of the trip, or do the adults provide daily envelopes to the girls with their names on them? Do you have some emergency contingency funds available for unexpected situations (e.g., flat tire, extra meals, etc.)? Have a plan for exchanging currency (if needed).

When traveling internationally (or even locally), take time to discuss **culture**. Girl Scouts and adults should learn in advance as much as possible about the area(s) where they will travel, including the people, language, culture, customs, food, and activities, etc. they will be experiencing. One of the best ways to increase comfort and avoid culture shock is for everyone to know what to expect and how to be culturally respectful travelers.

## Getaways: Ready-Made Experiences

Check out curated events by Girl Scout councils and partners to see if these pre-scheduled and pre-planned experiences might be a fit for your troop. Find these opportunities at [girlscouts.org>Members>For Girl Scouts>Ways to Participate>Travel](https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/travel).

# World of Girl Scouts

Girl Scouts of the USA is part of the World Association of Girl Guides and Girl Scouts (WAGGGS). WAGGGS has special places called World Centers. They are in the countries of India, Mexico, Switzerland, and the United Kingdom, as well as the continent of Africa (Kusafiri World Center moves from country to country in Africa).

In the United States, you can visit the home where Juliette Gordon Low (our founder) was born in Savannah, Georgia. The elegant house is now a museum. You can also visit the Girl Scouts of the USA national headquarters in New York City.

To learn more, visit these sites:

- **World Centers** – [girlscouts.org>Members>For Girl Scouts>Ways to Participate>Global Action and Travel>World Centers](http://girlscouts.org/Members/For%20Girl%20Scouts/Ways%20to%20Participate/Global%20Action%20and%20Travel/World%20Centers)
- **Juliette Gordon Low Birthplace** – <https://www.juliettegordonlowbirthplace.org/>
- **Girl Scout National Headquarters in New York City** – <https://www.girlscouts.org/en/footer/visit-us/girl-scout-central.html>



# Our Trip is Over – Now What?

## Travel Reflections

Reflecting on your experiences after the trip is over helps Girl Scouts and the troop grow through the lessons learned and clarity gained from being in a different environment and experiencing new things. Purposeful reflection can teach us something about life after we've arrived home, that is meant to stay with us long term. Think of travel reflection as the souvenir that keeps giving. Below are some prompts for travelers to reflect on their experiences. Girl Scouts could share their reflections by chatting in a group setting, keeping a journal, writing a blog, sharing their experiences with younger Girl Scouts, etc.

- What don't you want to forget?
- What did you laugh about?
- What brought tears to your eyes?
- What is something new you tried?
- What was your greatest personal insight?
- What was your biggest cultural success/mistake?
- What smells, sounds, textures, tastes, or colors have stayed with you?
- How have you changed?
- What is something that surprised you?
- How did the trip compare to your expectations?
- What leadership skills did you develop?
- What practical life skills did you develop?
- What sparked your curiosity?
- Was there a problem you solved?
- What inspired you?
- What challenged you?
- How did you connect to the community?
- Where do you want to go next?
- What do you want to do next?

## Share Your Story

Want us to showcase your travel trip on our website, social media, or other online platforms?

Share your story with us to celebrate your troop's experiences and inspire other Girl Scouts to participate in Girl Scout travel opportunities. Find this online form using the QR code or go to <https://gswise.jotform.com/213556433091049>.





# Transportation Expenses Worksheet

## Gas Costs (private or rented vehicle)

Estimated # of miles \_\_\_\_\_ ÷ by Average Miles Per Gallon (MPG) \_\_\_\_\_ = # of gallons needed \_\_\_\_\_

Gallons needed \_\_\_\_\_ X estimated cost per gallon \_\_\_\_\_ = cost of gas per car \$ \_\_\_\_\_

Total cost of gas per car \_\_\_\_\_ X # of cars \_\_\_\_\_ = **Total cost of gas** \_\_\_\_\_

## Rental Vehicle Costs

Cost of vehicle per day/week \_\_\_\_\_ X # of days/weeks = Total \_\_\_\_\_

Cost per miles (if not included in rental fee) \_\_\_\_\_ X # of miles \_\_\_\_\_ = Total \_\_\_\_\_

Cost of extra insurance purchased through rental company \_\_\_\_\_

Rental fee \_\_\_\_\_ + Mileage fee \_\_\_\_\_ + Insurance \_\_\_\_\_ = **Total cost** \_\_\_\_\_

## Train, Bus, Airplane, Etc. Fees

Cost of ticket per person \_\_\_\_\_ X # of people \_\_\_\_\_ = Total \_\_\_\_\_

Cost of transportation to and from airport/train stations (cabs, limousines, bus, etc.) \_\_\_\_\_

Tips for cab drivers, bellhops, etc. \_\_\_\_\_

Tickets \_\_\_\_\_ + Ground Transportation \_\_\_\_\_ + Tips \_\_\_\_\_ = **Total cost** \_\_\_\_\_

## Summary of Transportation Expenses:

Cost of gas \$ \_\_\_\_\_

Cost of rented vehicles \$ \_\_\_\_\_

Cost of air/train/bus \$ \_\_\_\_\_

**Total Transportation Expense = \$ \_\_\_\_\_**

# Lodging Expenses Worksheet

A. Day # and date	B. Place	C. Cost of room or campsite (including taxes)	D. # of people per room	E. # of rooms needed	Total Cost (C x E)
<i>Day 1: July 28</i>	<i>Holiday Inn- Missouri</i>	<i>\$120</i>	<i>2</i>	<i>6</i>	<i>\$720</i>
<b>Total Lodging Expenses</b>					<b>\$</b>

# Sightseeing Expenses Worksheet

<b>A. Day</b>	<b>B. Place or Activity</b>	<b>C. Cost per adult</b>	<b>D. Multiplied by the # of adults</b>	<b>E. Cost per girl</b>	<b>F. Multiplied by the # of girls</b>	<b>Total Cost (column D + column F)</b>
<i>Sample: Day 1</i>	<i>XYZ museum</i>	<i>\$8</i>	<i>\$16</i>	<i>\$12.50</i>	<i>\$125</i>	<i>\$141</i>
<b>Total Sightseeing Expenses</b>						<b>\$</b>

# Food Expenses Worksheet

Day # and date	Meal	Where	Cost per person (consider tips)	# of people	Total Cost
<i>Day 1:</i>	<i>Breakfast</i>	<i>Complimentary Hotel Breakfast</i>	<i>Free</i>	<i>12</i>	<i>\$0.00</i>
<i>July 28</i>	<i>Lunch</i>	<i>Museum Cafeteria</i>	<i>\$10.00</i>	<i>12</i>	<i>\$120.00</i>
	<i>Dinner</i>	<i>Local sit-down Restaurant</i>	<i>\$20.00</i>	<i>12</i>	<i>\$240.00</i>
	<i>Snacks</i>	<i>Misc.</i>	<i>\$2.00</i>	<i>12</i>	<i>\$24.00</i>
<b>Total Food Expenses</b>					<b>\$</b>

# Miscellaneous Expenses Worksheet

Item	Cost
<b>Emergency Money:</b> To be used for unexpected auto repairs, medical expenses, etc. Allow enough money in this category; we suggest 5-10% of the total cost of the trip.	\$
<b>Other Expenses (explain)</b> (e.g., group shirts, patches, special equipment, souvenirs, stocked first aid kit, etc.)	\$
<b>Other Expenses (explain)</b>	\$
<b>Other Expenses (explain)</b>	\$
<b>Other Expenses (explain)</b>	\$
<b>Total Miscellaneous Expenses</b>	\$

# Personal Expenses Worksheet

While personal expenses are not part of the group's travel budget, these expenses still affect girls and their families and should be considered when figuring overall costs per person.

Item	Cost
<b>Passport/Visa</b>	\$
<b>Souvenirs</b>	\$
<b>Special Gear/Equipment</b> (e.g., hiking boots, international travel converters/adaptors, cell phone power bank, etc.)	
<b>Other Expenses (explain)</b>	\$
<b>Other Expenses (explain)</b>	\$
<b>Other Expenses (explain)</b>	\$
<b>Other Expenses (explain)</b>	\$
<b>Total Personal Expenses</b>	\$

# Total Travel Budget Worksheet

EXPENSES	
Expense Category	Total Expense
Transportation Costs	\$
Lodging Costs	\$
Sightseeing/Activities/Event Costs	\$
Food Costs	\$
Miscellaneous Costs (E.g., emergency money)	\$
<b>Total Expenses</b>	<b>\$</b>

INCOME	
Income Category	Total Income
Current troop bank account balance (portion the troop is willing to use for the trip)	\$
Estimated future candy and nut sales proceeds (from now until departure)	\$
Estimated future additional money-earning profits (E.g., rummage sale, craft fair, bake sale, etc.)	\$
Estimated troop dues or other monies (from now until departure)	\$
Estimated amount to be paid by Girl Scout and adult trip participants (E.g. personal money, Program Activity Credits, etc.)	\$
<b>Total Income</b>	<b>\$</b>

Total Expenses \$ \_\_\_\_\_ divided by # of people \_\_\_\_\_ = Cost of trip per person \$ \_\_\_\_\_

*Is the amount per person reasonable for this type of trip?*

Total Income \$ \_\_\_\_\_ minus Total Expenses \$ \_\_\_\_\_ = \$ \_\_\_\_\_

*Do you realistically have enough funds for this trip?*

# Code of Conduct Agreement

The following Code of Conduct has been adopted by my Girl Scout troop for our trip to

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(destination) (start date) (end date)

1. The Girl Scout Promise and Law shall be my guide throughout the trip.
2. I will do my best to make sure this trip is a positive experience for everyone.
3. I agree to treat all individuals with courtesy and respect. I will respect individual differences and the places and people with whom I come in contact.
4. I will make sure an adult knows where I am at all times.
5. I will use the “buddy/truddy system” during this trip and I agree to never leave another group member alone.
6. I will be responsible for taking care of my personal belongings.
7. I agree to take my share of daily responsibilities, such as routine kapers.
8. I will treat all equipment provided for my use with care. I understand that I could be assessed for damages to any equipment if my use of such equipment is negligent.
9. I will use all required safety equipment and follow all safety rules and procedures.
10. I understand the purchase and possession of fireworks and possession and or consumption of alcoholic beverages, tobacco products, vapes, or illegal drugs by any Girl Scout are prohibited.
11. I will not invite anyone outside our group into our sleeping quarters.
12. I will follow the guidance of Trip Leaders and Activity Facilitators.

Other rules and regulations agreed upon by my troop include the following:

13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_

I agree to the statements above. I understand that failure to comply with any of these guidelines may be reason for loss of privileges and/or being sent home early at my parent/guardian’s expense.

Accepted by: \_\_\_\_\_  
(Girl Scout name) (Girl Scout Signature) (Date)

\_\_\_\_\_

(Parent/guardian name) (Parent/guardian Signature) (Date)