Troop Travel Guide
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Travel Progression

Every troop or group is different and has unique experiences. This table shows some general grade level-based guidelines that you may find useful. Consider the experience level of the girls in your troop and use your discretion.

Girl Scout Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Because when girls take the lead, the possibilities are endless.

Progression helps girls to be successful with travel. This will help the girls to build on a positive basic trip experience and learn new skills over time. Keep in mind the 3 Keys and Processes. Girls should be learning by doing using cooperative learning and being leaders while discovering, connecting and taking action for the trip. Depending on your troop’s program level, start with an overnight close to home (i.e. a troop leader’s backyard or a council camp or office). Next, plan a trip within the state for a couple of days. After that the troop should be ready to travel around the nation. Now get ready to take on the world! Remember to make sure that all girls in the troop are ready for the trip you are planning and wherever you go, your trip should be fun, safe, and have some sort of Girl Scout learning component.

As the girls begin to plan their trip, ask yourself what they are ready to do. Make sure to give them the chance to plan, learn and practice skills in a safe environment. For example: If a girl wears shoes that do not fit on a hike around the local park, you can treat her blisters and send her home to mend and think about what she learned. However, if the trip is a long hike or days in another city, she will suffer for the duration of the trip.

No matter what kind of trip, girls need practice in some basic lessons. Here are a few suggestions of skills the girls should learn and practice as they progress through the levels of trip-taking:

- Being away from home for longer and longer periods of time.
- Taking care of herself: brushing her own hair, getting dressed alone, etc.
- Keeping track of and organizing her own belongings
- Rolling up their own sleeping bag
- Packing
- Good safety practices
- Good manners
- Budgeting and fiscal responsibility
- Planning and evaluating: learning how to plan ahead and to evaluate what worked and what didn’t.
- Making choices and group decisions

Defining Types of Travel

Field trips (Daisies and older): A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step.

All day trip (Daisies and older): An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning while never being too far from home.

Overnight trips (Daisies and older): One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.

Extended overnight trips (Juniors and older): Three or four nights camping or a stay in a hotel, motel, or hostel within the girls’ home region (for example, within our state or a bordering state). Planning a trip to a large museum—and many offer unique opportunities for girls to actually spend the night on museum grounds—makes for an exciting experience for girls.

National trips (Cadettes and older): Travel anywhere in the country, often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer Girl Scout programming/educational components—this often means no Disney and no cruises, but can incorporate some incredible cities, historic sites, and museums around the country.

International trips (Cadettes and older): Travel around the world, often requiring one or two years of preparation. International trips are available to Girl Scout Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips through Girl Scouts. When girls show an interest in traveling abroad, contact your council to get permission to plan the trip and download the Global Travel Toolkit. Adult volunteers should ensure that girls are mature enough to participate in the trip. Factors to consider are adaptability, good decision-making, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable), and specific skills and interests related to the trip. Visiting one of the four World Centers is a great place to start, but also consider traveling with international service-learning organizations. Girls have traveled to rural Costa Rica to volunteer at elementary schools, to Mexico to volunteer with Habitat for Humanity, and to India to work with girls living in poverty in urban slums. WAGGGS World Centers may have additional guidelines regarding age requirements.
Requirements for Troop Travel

Participation Limits
To travel utilizing troop funds, a majority of the girls must support the trip and the use of troop money must benefit and be voted on by a majority of the Girl Members.

- The Troop must have 80% of the Girl Members interested in attending the event and/or activity before planning begins.
- The Troop must have 51% of Girl Members attend the event or it should be rescheduled.

These two requirements ensure that the troop money is being used for the troop as a whole and not just a few girls.

Rule of Three
When interacting with girls, volunteers should ensure that at all times there are at least 2 girls plus 1 adult volunteer or 1 girl plus 2 adult volunteers for safety purposes. Examples: carpooling, trips to bathroom, etc.

Tag-alongs
When deciding whether or not to allow tag-along attendance on short trips, take into consideration the comfort level of the troop members, girls and volunteers. The top priority should be to allow the GIRLS to have fun, explore, have new experiences and make memories that will last a life time.

Only registered Girl Scouts (girls and adult volunteers) can attend an overnight troop trip lasting three or more nights (no tag-alongs). For shorter trips, additional insurance is recommended for any unregistered guest (aka tag-alongs). Additional participants are required to cover all of their own expenses and may not be covered by troop funds. Only adult volunteers required to meet the safety ratios, may be covered with troop funds. (Refer to Volunteer Essentials, Chapter 5).

Travel Volunteers/Chaperones
Every adult participating in a troop activity needs to have a current Girl Scout membership and have an eligible background check on file. Refer to the chart in Volunteer Essentials, Chapter 4, to identify the minimum required adult volunteers/chaperones needed to supervise the girls on their trip and ensure the health and safety of all.

Opting Out
A completed Parental Permission Form is required for every girl to participate in activities outside the troop’s normal meeting time and place. It is also recommended that when a girl opts out of (chooses not to participate in) a travel event, you have the parent or guardian sign this form and check NO. This will provide the troop leader (s) written documentation that each parent or guardian was informed of the trip and the girl member has OPTED out of participating.
Involving Parents and Volunteers in Planning

Choosing Trip Chaperones

When it comes to choosing trip chaperones, it is best to only have the number of adult volunteers required to meet the safety ratios. These are the only adult volunteers that may be covered with troop funds. (Refer to Volunteer Essentials, Chapter 5). The troop leadership team has the option to decide which adult volunteers will go with the troop. Try to rotate chaperones per trip, if possible. It is important to remind parents that Girl Scout trips are designed to help girls learn self-reliance. These trips are intended to be fun, learning experiences for girls and should not be considered family vacations. It is important to stress to the parents that it is not necessary for every single parent to go on each trip. The more adults who attend, the more considerations the girls will have to make for tag-along siblings. Weigh the options of tag-alongs – including your own. It may not always be possible to leave all of the siblings at home, but your planning is complicated when you take them. Tag-alongs should not be funded by the troop. In turn, additional and unnecessary adults and tag-alongs make a Girl Scout trip less about scouts and more about making sure everyone else has a field trip. Any additional adults and tag-alongs outside of safety ratios must cover their own trip expenses. At the end of the day, this is about the girls. It is their money which they earned, and it is for them to have a fun Girl Scouting experience. The girls should have input on which adults should be the chaperones on any given trip.

Keep Parents Informed

Keeping parents informed is crucial for trips, especially for parents who are not chaperoning. Make sure you give each parent a clear description and expectation of what the trip will be. Examples would be goals, program elements, an itinerary, troop emergency contact and budget. Having these tools already in place for parents will give them the transparency they need and also let them know where their child will be, with whom, and when. It will also be useful for the parents going on the trip. They will be able to see what each day’s activities/itinerary looks like and what will be expected of them. Being transparent with this information will help ease the minds of those parents who are unable to go on the trip. It will also help with the conversation you will have when you begin to pick chaperones.

Have a Parent Meeting

Having a parent meeting will help create clear expectations for not only the trip, but also for what you expect of the parents throughout the process. Be sure to include clear “rules” for participation well in advance. Some examples would be payment schedules, who can go (tag-alongs) and whose expenses will be paid. Also be sure to include what their daughter would be responsible to provide. Required forms, medical records/exams, special equipment, spending money, and discussing fundraising activities are a few examples of topics to discuss. Having a detailed agenda of what you will be talking about will help keep the meeting on track and also allow time for you to take additional questions at the end. It is best to provide the information in writing for all trips. As a trained troop leader, you have knowledge and information that parents may not. Plan to hold one or more parent meetings. It is also crucial to remind them of Council policies and safety standards governing the trip and money earning projects. Examples would be written parent permission form, first aid kits, council event/trip approval etc.

Helpful Reminders for Adults

- Required girl-adult volunteer ratios
- Girl Scout program standards
• Written parental permission and health forms required for participation and administration of medication
• Girl and accompanying adult’s behavior expectations
• Purpose of trip and activities (Girl Scout programming)
• The importance of girl planning and progression. (Girl-led)
• The importance of opportunities for girls to learn independence and self-reliance (Cooperative Learning)
• Mistakes will happen, all may not go smoothly. It is important that girls have the opportunity to learn from mistakes and be able to handle “less than perfect”. (Learning by doing)

Involving Girls in Planning

Building a Team
Having girls understand the importance of “sticking together” during trips is vital when you begin to talk to your troop about travel. The girls together at meetings is one thing, but having them in an unfamiliar place makes utilizing the buddy system pertinent. It would also be useful to switch the girls’ buddies up at least once during your trip. Begin talking with your girls about behavior expectations and appropriate conduct at the very beginning of trip planning. Setting expectations and boundaries from start to finish will help ensure that the girls have a positive experience and will want to travel as a troop again. Facilitating team-building activities before, during and after the trip will help your group of girls grow and stay united. Also talk with the girls about how to handle situations as they arise. For example, if one of the girls isn’t getting along with another, give them the tools beforehand to know what their next steps should be. Of course this situation will be handled differently at every program level.

It may seem easier for a Troop Leader to decide where the girls will travel to, what they will do to fund the trip, and everything in between, but we encourage Troop Leaders to involve their girls as much as possible. Of course, this will look different for a Brownie troop than it will for a Senior troop. As girls grow older, they should take a more active role in planning. Girl Scouts gives girls the tools they need to be successful in life. Involving the girls in the planning process will teach them skills that will come in handy for the rest of their lives. The girls can make specific arrangements, plan details, create a budget, and accept responsibility for their personal conduct and safety.

Incorporating the Girl Scout Leadership Experience into travel should start by asking girls the following questions:

• What do we want to experience?
• Where are we interested in going?
• Who will we want to talk to/meet?
• When are we all available to go?
• What are visiting hours? Do we need advance reservations?
• What are our options of getting there?
• What is the least and the most this trip can cost?
• How will we earn the money?

• What do we need to do now to get ourselves prepared for this trip?
• What’s the availability of drinking water, restrooms and eating places?
• Where is emergency help available?
• What safety factors must we consider?
• What will we do as we travel?
• What will we do when we get there?
• How will we make the world a better place on our trip?
• How will we share our experience?
What if the girls decide to travel to somewhere primarily fun? (ie: an Amusement park, cruise, etc.) Girl Scout travel experiences should be fun. However there does need to be some sort of learning/leadership component with the experience. Consider seeing if you can meet with a rollercoaster engineer or a Cruise Ship Director to hear about their career. Have a focus on healthy living and have the girls wear pedometers while at the amusement park. Learn about sea animals and how to advocate for whales before going on a cruise…then go whale watching! There are so many ways to make these experiences more than just running around a park and going on rides (although that is fun, too). Reach out to us if you need inspiration. We want the fun to happen as much as you and your girls do.

A key aspect to the Girl Scout Leadership Experience is reflection. After the conclusion of your trip, ensure that girls have a chance to evaluate their experience, talk about what they learned, and find ways to share their experience with others. This will help the girls to see how they Discovered, Connected, and how to Take Action from what they learned.

Budget
Girls should take an active role in the budgeting and financing for the trip. An example budget sheet is available in the appendix for the girls to use during your troop’s planning session.

Build an Itinerary
Work with the girls in the troop to build a clear itinerary that states the following:

- Where you are going?
- How long you are going?
- How you are traveling there and back?
- Who is going?
- What you will be doing?
- Include a time line that features each activity, but allow for flexibility in your schedule so that you are not booked for every hour on every day of your trip. Everyone (girls and volunteers) needs downtime to recharge and rejuvenate.
- Remember any changes to the itinerary need to be a troop decision (volunteers and girls) both before and during the trip.
- For International Trips-Itineraries are required to be submitted for approval.

Risk Management During Travel

Procedures for Trip Safety
As girls go through their Girl Scouting Experience, they may decide they want to add field trips, overnights, camps or travel into their badge work. This is a great way for girls to get to know the world around them, but it is up to the adult volunteers to keep them safe.

Activities, events and trips must follow Safety Activity Checkpoint guidelines available.

The Event Approval Form must be submitted at least 30 days prior to the activity, event or trip and must be approved in advance of the activity. This form must be completed if the event or trip meets one or more of the following criteria:

a. Events where non-Girl Scout participants will be in attendance (recruitment events, or other events where tag-alongs will attend)
b. Overnight events of 1 night or more  
c. High risk events or events requiring special equipment or special certifications  
d. Events covering sensitive or controversial information  
e. Events taking place away from the usual troop meeting location

Insurance may also be required for an activity, event or trip and must be purchased at least 10 days prior to the activity, event or trip. Once an activity, event, or trip is reviewed, the person submitting the request will receive an approval or denial response along with any pertinent information regarding the activity, event or trip. Also included may be a request for insurance payment along with the insurance form.

**Transportation with Girls**
How parents decide to transport girls between their homes and Girl Scout meeting locations is each parent’s individual decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in **private vehicles**:

- Every driver must be an approved volunteer at least 21 years old and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

**Choosing Public Transportation**
Whenever possible, choose public transportation (trains, commercial airlines, bus lines, and ship lines). These common carriers are preferable to chartered forms of travel, which often do not have set standards for equipment, personnel, and insurance.

If public transportation is not possible, private vehicles are suitable for Girl Scout travel only if each passenger is in a legal seat, everyone wears seat belts at all times, and drivers adhere to state laws regarding booster seats and requirements for children in rear seats. Every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. In case of an accident, the vehicle owner’s insurance is the primary applicable insurance.

**If chartering as a form of transportation is necessary,** use the following guidelines to help ensure everyone’s safety.

**Rideshare Services**
Uber, Lyft, Curb, and similar ridesharing companies are NOT permitted to transport girls because the safety, credibility, and insurance of the drivers is far more difficult to qualify than that of traditional or well-known charter and rental companies. Complete auto insurance coverage is often not available or not sufficient for the majority of rideshare drivers.
Leased or Rented Vehicles
Read rental agreements carefully, noting the type and amount of insurance carried by the rental agency and the minimum age of drivers, in order to avoid surprises. Also note who is responsible for damage to or loss of the vehicle.

Commercial Vehicles
Only vehicles designed to carry passengers can transport Girl Scouts. Flatbed or panel trucks without seats, buses reconditioned by hand, or any vehicle that cannot be registered should not transport passengers. The use of 15-passenger vans is not recommended for troop trips.

Recreational Vehicles
When using recreational vehicles—such as snowmobiles—you’ll want to ensure that the owner’s liability insurance is appropriate, the vehicles are properly maintained, and the vehicles are driven by experienced operators over courses free of obstacles.

Campers
Passengers must wear seatbelts and must sit in seats designed by the manufacturer for that purpose. Cargo should be stowed so that sudden stops or impact won’t result in injury. People shouldn’t be transported in fifth-wheel camper/trailers, in campers that fit onto pickup flatbeds, or in the body of any trailer.

Airplanes
Commercial airlines with regular schedules are also appropriate for Girl Scout group travel. A travel agent and trusted online travel sites can help a group determine the best routes and rates. Because of poor accident records and non-uniform safety standards, travel via private plane is not recommended. Chartering planes for Girl Scout travel involves legal and financial responsibilities, which means that additional, specialized liability insurance must be purchased. Generally, the financial impracticality of chartering a plane makes it not recommended for Girl Scout council travel.

Watercraft
Chartering boats longer than 16 feet, with or without a crew, is not recommended. All vessels carrying Girl Scouts must be registered or documented according to federal regulations and state statute, inspected according to U.S. Coast Guard or state regulation, and piloted by operators licensed as required by federal regulations. See Safety Activity Checkpoints for more water safety information.

Accident and Incident Reports
In the event of an accident/incident occurring during any Girl Scout activity, event, or trip, Council Staff is to be notified as soon as possible. The volunteer/chaperone in charge should complete the Accident/Incident Report within 24 hours of the occurrence and submit it to Info@gswestok.org. Once the Accident/Incident Report is received, GSWESTOK will follow up with further instructions.

Emergency Plan for Girl Scout Troops
On any outing with your troop/group, take with you:
- Signed parental permission forms, which include how parents can be reached in case of emergency and all emergency telephone numbers
• Directions to the nearest hospital/medical facility
• Cell phone and charger

Action Plan
1. Give required first aid treatment. Call 911 and retain a responsible adult at the scene. Secure girls with volunteers
2. Permit no disturbance of the victim or surrounding until police/emergency responders have assumed authority
3. Speak only to the police, Girl Scout staff or proper authorities
5. Contact Parent/Guardians of those affected
6. Refer all media (newspaper, radio, TV) inquires to the council office. DO NOT release any information or names
7. Keep a record of order of events, treatments, calls, etc., and submit to council within five days

Local Non-Emergency # _______________________________
National Poison Control Center – 800-222-1222
GSWESTOK Council Office – 405-528-4475 or 800-698-0022
After hours GS Emergency – 405-343-8796
Appendix A: Required Training

The following chart identifies the required training volunteers must have prior to taking a trip, depending on the type of trip you are taking.

<table>
<thead>
<tr>
<th>Trip Type Training</th>
<th>Field/All Day Trips</th>
<th>Overnight Trip</th>
<th>Extended Overnights</th>
<th>National Trips</th>
<th>International Trips</th>
<th>Get-Aways</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl Scout Approved Volunteer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Basic Overnight (online)</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Let's Camp Let's Camp 2</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Required when cooking outdoors, fire building or sleeping in tents, regardless of the trip type. Please check specific training requirements for council events at council properties. **Must have Let's Camp to rent any camp as an individual Girl Scout troop/group.** (Similar training from other organizations may suffice. Inquire through info@gswestok.org.)

CPR/First Aid* | Yes | Yes | Yes | Yes | Yes | Yes |

Basic Water Rescue* or Lifeguard Training | Required when wading, swimming, boating, or fishing. Refer to Safety Activity Checkpoints for specific activity requirements.

*Each trip must have one volunteer trained in First Aid and CPR and one volunteer trained in Basic Water Rescue or Let’s Camp/Let’s Camp 2 (if needed). These cannot be the same volunteer.
Appendix B: Frequently Asked Questions

1. How do we start planning a trip?
   It is important to have the girls involved in the planning process. Have a meeting to discuss the different options for a trip. This also utilizes the Three Process in Girl Scouting, girl led, cooperative learning, and learn by doing. The girls have a voice and will also have to work together on making a decision. Once the girls have picked a destination, you can check out our Travel page on a few different options of resources to utilize. You can also send any questions to info@gswestok.org.

2. How do I get insurance for my event?
   An optional Activity Insurance plan is available for Girl Scouts taking extended trips (longer than three days and two nights) and for non-members who participate in Girl Scout activities. When you submit your Event Approval for your Girl Scout trip, the Finance Specialist will let you know what your insurance options are for that particular trip.

3. When should I submit the Event Approval Form?
   The Event Approval Form should be completed and submitted at least 30 days before the trip/event takes place. This can be completed online through our website.

4. How does someone in my troop become First Aid/CPR Certified?
   We offer several trainings for First Aid/CPR Certification throughout the year. Please check out our website calendar for dates. You can also receive certification from the Red Cross, National Safety Council, EMP America, or the American Heart Association. Be sure to visit their website for dates and times.

5. Do I have to have a First Aider on my trip?
   Absolutely. A Girl Scout is always prepared, therefore you MUST be prepared for any accident/incident that can occur.

6. What suggestions do you have for renting a vehicle?
   Girl Scouts Western Oklahoma currently does not have a partnership with any rental companies. Be sure to research for good deal or work with your parents for finding discounts.

7. The location we are visiting is asking for our tax exempt certification. How do I get this?
   Girl Scouts of Western Oklahoma holds the tax-exempt status which is not transferable to Troops/Groups/Service Units.

   Per the Oklahoma Tax Commission Ruling listed below, troop accounts are not tax-exempt. Updated Tax laws page 139:  https://www.ok.gov/tax/documents/rule6509.pdf

   710:65-13-341 Exemption for Council organizations or similar state supervisory organizations of Boy Scouts of America, Girl Scouts of U.S.A., and the Camp Fire Girls and Boys

   (a) General provisions. Council and state supervisory organizations of the Boy Scouts of America, Girl Scouts of U.S.A., and the Camp Fire Girls and Boys are exempt from the levy of sales tax on purchases of tangible personal property and services. Dens, packs, troops, or similar groups affiliated with a council or state supervisory organization of the Boy Scouts
of America, Girl Scouts of U.S.A., or the Camp Fire Girls and Boys are not included within the scope of the exemption described in this Section

8. What is the Global Action Travel Toolkit?
   This is a resource that lives on the Volunteer Tool Kit under the Resources Tab for adults and girls to utilize for travel. It walks you through the different stages needed to plan a trip and also how to make sure you are keeping the Girl Scout program at the core of your planning.

9. Can tag-alongs come on a trip?
   Only registered Girl Scouts (girls and adult volunteers) can come on a Girl Scout overnight trip lasting three nights or more. It is up to the troop to decide if they would like to include tag-alongs on shorter trips.

10. Can we stay at one of our Council Camps or facilities?
    Absolutely! Girl Scouts of Western Oklahoma allows reservations at our camps and facilities. To reserve one of our facilities, email info@gswestok.org or call 405-528-GIRL. If you are traveling to different states, consider contacting other Councils to see if you can stay at one of their facilities.

11. What is the buddy system?
    Each girl should have a buddy in the group to accompany her at all times (switching buddies throughout the trip is a good idea). Girls should never be alone.

12. What is the rule-of-three?
    At all times when interacting with girls, adults should ensure that there are at least 2 girls plus 1 adult volunteer OR 1 girl plus 2 adult volunteers for safety purposes. Examples: carpooling, trips to bathroom.

13. What are the guidelines for men traveling with girls?
    Men who are approved volunteers are allowed to travel with a troop. If the trip is an overnight, the men must have separate sleeping quarters from all girls (including their daughters) and use separate bathroom facilities.

    In using the “Rule of Three”, a female adult should be included with a male so that a male is never alone with any girl.

**If you have any questions about travel, please contact info@gswestok.org, we are happy to help!**
Appendix C: Required Forms

Please fill out the Intent to Travel Form at least THREE MONTHS before you travel so that Girl Scouts of the USA can report on where our Girl Scouts travel internationally and help to connect girls globally. You can find that form here.

The Event Approval Form is required for overnights, or any activity, event, or trip away from a troop’s regular meeting location. Once your overnight, activity, event, or trip has been approved, you will be contacted if extra insurance needs to be purchased.

The Parent Permission Form, Girl/Adult Healthy History, and Volunteer Driver Forms need to be completed and kept with the troop leader/chaperone for the activity, event or trip.

<table>
<thead>
<tr>
<th>Trip Type Forms</th>
<th>Field/All Day Trips</th>
<th>Overnight Trip</th>
<th>Extended Overnights</th>
<th>National Trips</th>
<th>International Trips*</th>
<th>Get-Aways*</th>
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<td>Parent Permission Form</td>
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<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Girl/Adult Health History</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Volunteer Driver Form</td>
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<tr>
<td>GSUSA Intent to Travel Form</td>
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<td>No</td>
<td>Yes</td>
<td>As Needed</td>
</tr>
<tr>
<td>Dept of State Travel Advisory Online Sign Up</td>
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<td>Yes</td>
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<td>Smart Traveler Enrollment Program-STEP (Online)</td>
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<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

* check other countries for required forms needed
Appendix D: GSWESTOK Leader Travel Checklist

Compile all the paperwork needed in each car into a folder or manila envelope. Slip it under the seat, out of your way, but convenient in case you need it.

☐ Complete the Event Approval Form 30 days prior to the trip

☐ Parental Permission form and Health History form for each girl in the car she is riding in (including the leader’s daughter)

☐ Health History form for all volunteers (including the leader)

☐ Volunteer Driver form for each driver

☐ Any girl’s medications, instructions for dosage and signed permission to give medications (volunteers must secure and be responsible for their own medications)

☐ Emergency contact phone numbers (including an in-town contact who is not on the trip)

☐ Emergency procedures sheet and/or card

☐ Accident/Incident Report Form

☐ Copies of passports and/or other critical documents as needed/required

☐ First Aid Kit (check Safety Activity Checkpoints)

☐ Map of the areas you will be traveling; do not rely solely on GPS units or smart phones (you may not have service in all areas)

☐ All necessary paperwork for reservations, including phone numbers, confirmation numbers, or lease agreements, etc.

☐ Change/Cash for telephones, toll roads, tips, etc. (in appropriate currency)

☐ Handi-wipes, tissues and/or paper towels, trash bags-for trash, makeshift rain gear, wet clothing, etc., zip bags for motion sickness

☐ Emergency “fix it” kit with safety pins, needle and thread, duct tape, scissors, pen and paper etc.

☐ Ideas for travel games or activities to keep girls engaged
## Appendix E: Travel Budget Worksheet

<table>
<thead>
<tr>
<th>Transportation</th>
<th>Cost</th>
<th>x</th>
<th># of People</th>
<th>Transportation Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train</td>
<td>$</td>
<td></td>
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</tr>
<tr>
<td>Bus</td>
<td>$</td>
<td></td>
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<tr>
<td>Boat/Ferry</td>
<td>$</td>
<td></td>
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</tr>
<tr>
<td>Subway</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rental Vehicles</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Fees</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Lodging</th>
<th>Cost per Night</th>
<th>x</th>
<th># of Nights</th>
<th>x</th>
<th>Total Rooms</th>
<th>Lodging Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel/Motel</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campsite</td>
<td>$</td>
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<tr>
<td>Other</td>
<td>$</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Food/Meals</th>
<th>Cost per Meal</th>
<th>x</th>
<th># of Meals</th>
<th>x</th>
<th># of People</th>
<th>Meals Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$</td>
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</tr>
<tr>
<td>Lunch</td>
<td>$</td>
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<tr>
<td>Dinner</td>
<td>$</td>
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<tr>
<td>Snack</td>
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<tr>
<td>Water</td>
<td>$</td>
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<tr>
<td>Other/Tips</td>
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</table>

<table>
<thead>
<tr>
<th>Program/Sightseeing</th>
<th>Cost per Person</th>
<th>x</th>
<th># of People</th>
<th>Program Cost</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Equipment</th>
<th>Cost per Person</th>
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<th># of People</th>
<th>Total</th>
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<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Cost per Day</th>
<th>x</th>
<th># of Days</th>
<th>x</th>
<th># of People</th>
<th>Miscellaneous Cost</th>
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<tr>
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<tr>
<td>First Aid Supplies</td>
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<tr>
<td>Laundry</td>
<td>$</td>
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<tr>
<td>Life Guards</td>
<td>$</td>
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<tr>
<td>Tolls</td>
<td>$</td>
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<tr>
<td>Other</td>
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</table>

<table>
<thead>
<tr>
<th>Contingency</th>
<th>10% of Subtotal</th>
<th>$</th>
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</table>

<table>
<thead>
<tr>
<th>Total Individual Cost</th>
<th>Total $</th>
<th>/</th>
<th># of People</th>
<th>$</th>
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</thead>
</table>