

Explore More!

Trip and Travel Guidebook



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The information shared in this document is derived from Volunteer Essentials Manual, Safety Activity Checkpoints, Risk Management Guide for Councils, as well as resources developed by GSUSA and Girl Scouts-North Carolina Coastal Pines.

Girl Scout Mission

Girl Scouts builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,

and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout

Council Service Centers and Shops

Raleigh Service Center

6901 Pinecrest Road
Raleigh, NC 27613
919-782-3021

Fayetteville Service Center

894 Elm Street Suite B & C
Fayetteville, NC 28303
910-437-9900

Goldsboro Service Center

108 E. Lockhaven Drive
Goldsboro, NC 27534
919-734-6231

Wilmington Service Center

2250 Shipyard Boulevard Suite 3
Wilmington, NC 28403
910-202-9197

*Girl Scouts of the USA makes no attempt to define or interpret the word "God" in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God." Please feel free to share this information with girls' families.

Welcome to your Trip and Travel Guidebook!

Thank you so much for signing up to lead girls on a travel adventure! As a Girl Scout Volunteer and/or trip leader you are providing the girls with an amazing Girl Scout experience. Every girl deserves a chance to see the world, and travel adventures are among the top reasons girls stay in Girl Scouting! Leading a trip can be daunting yet exciting and will be worth all the effort.

Pre-Requisite: Before completing the Explore More! Trip and Travel Training, you must complete Volunteer360 (V360) training online.

Using this Guide

The Explore More! Trip and Travel Guidebook includes tips and tools to support you and the girls through all the phases of the planning process. A recap of pertinent Girl Scouts-North Carolina guidelines is included based on the resources available at time of the publication. You will use this guide in conjunction with Volunteer Essentials as well as the current Safety Activity Checkpoints.

The Explore More! Travel Training is a required online training for all troop co-leaders and trip leaders who plan on taking girls away from the normal troop meeting location to participate in activities which enhance the Girl Scout Leadership Experience for the girls in your troop. This can include field trips to a local park, a day trip to a historical site or museum, a weekend camping trip, and of course travels out of the state and abroad. For the most impact, complete the required training at least six-to twelve months before departure. The earlier you attend, the more you'll be able to use.

The manual is broken down into seven sections:

- Section One: Troop Trip Basics
- Section Two: Progression and Travel
- Section Three: Health and Safety
- Section Four: Budget and Paying for Your Trip
- Section Five: Forms, Permissions and Resources
- Section Six: Frequently Asked Questions
- Section Seven: Resources



Check in frequently! Share the information you learn in this training with your parents, your troop volunteers and of course the girls! Touch base with your membership director and the appropriate Program Director for advice when needed. Most of all, enjoy the process of working with the girls as you go and remember we are here to help!

Course Objectives

Troop volunteers who complete the online training will be able to:

- Define troop trip leader;
- Identify the difference between the responsibilities of the troop co-leader and trip leader;
- Choose travel and trip activities that are age appropriate;
- Define progression and age-appropriate planning;
- Identify appropriate safety standards and responsibilities; and
- Identify the appropriate permissions and forms

Section One: Troop Trip Basics

A Troop **Trip Leader** is any registered and background checked adult who serves as the lead for an outing outside of the normal troop meeting location. This person can also be the troop co-leader but serving as co-leader is not required. This role can be held by more than one adult depending upon the trip or travel activity, but trip/travel opportunities should be girl-led and girls should be involved in all aspects of the planning process. For trips and travel opportunities to be successful, all adults involved in the planning and execution must complete the appropriate training, work in tandem and communicate throughout the duration of the plan.

Troop Co-Leader Responsibilities

- Ensure all girl and adult participants have current memberships and background checks throughout the duration of the trip/travel opportunity from the initial planning stages to everyone returns from the experience.
- Review Safety Activity Checkpoints and Volunteer Essentials Manual to ensure that all activities are covered and in accordance with safety guidelines.
- Submit TP103 to Service Unit Manager when applicable.
- Submit travel forms and notifications to the Program Department when applicable.
- Purchase additional insurance, if necessary

Troop Trip Leader Responsibilities

- Collaborate with troop co-leader to review Safety Activity Checkpoints and Volunteer Essentials Manual to ensure that all activities are covered and in accordance with safety guidelines. This included completing all required travel training and providing documentation.
- Assist with reviewing Safety Activity Checkpoints and Volunteer Essentials to ensure that all activities are covered and in accordance with safety guidelines.
- Gather ideas from the girls, sift through ideas, to create a travel plan with the girls.
- Communicate logistics and plans with co-leaders, parents, other adult chaperones, and girls. Setup a pre-trip orientation.
- Create an itinerary and safety plan and share with all participants and Girl Scouts- North Carolina Coastal Pines if necessary.
- Evaluate the experience with the troop during and after the experience.
- Wrap up any financial commitments and submit paperwork if applicable.

Why are trip and travel opportunities important?

Every girl deserves a chance to see the world beyond her own backyard. Girl Scouts offers many different opportunities for girls to see new places, meet new people, and learn about different cultures and ideas. Whether exploring their own neighborhoods, going on overnight camping trips, participating in community service projects, or flying to one of the four world centers, Girl Scouts are continually expanding their horizons.

Trip versus Travel

Although often used synonymously, there is a difference between a troop trip and what is considered travel. Trips are short in duration and may be to a local destination like a garden or police station, day trips to the zoo, museum, or even an overnighter to the beach or a weekend camping adventure. A

travel opportunity is an extended trip that involves complex planning and more than two-nights away from home. Destinations within the state or surrounding states, travel within the United States over the course of a week or more, and international destinations all fall under the travel umbrella. Understanding the differences between these terms also helps you understand trip and travel progression, as well as the necessary permissions and level of planning involved to successfully execute your experience.

Ways to Travel as a Girl Scout



Connecting to the Girl Scout Leadership Experience (GSLE)

The Girl Scout Leadership Experience (GSLE) is the core of who we are as an organization. In Girl Scouts, girls follow a path to discover themselves, connect with others, and take action to make the world a better place - all within the safety of an all-girl environment where girls take the lead, learn by doing and learn cooperatively.

The GSLE is a collection of engaging, challenging, and fun activities called the National Program Portfolio. The National Program Portfolio is a series of resources that brings the GSLE to life for girls. These resources include the Girl's Guide to Girl Scouting, Journeys, program awards (badges and pins), and Girl Scouts' Highest Awards (Bronze, Silver, and Gold). Troop activities supplement the GSLE by providing unique, engaging, and age-appropriate activities and experiences where girls can encounter the GSLE in a fun and purposeful way that is girl-led, cooperative, and hands-on.

The goal is to create activities and programs that are grounded in Girl Scouts' Three Keys to Leadership and Three Processes and that reflect Girl Scouts' Five Outcomes. The GSLE will help you unleash the inner G.I.R.L. (Go-getter, Innovator, Risk-taker, Leader) in every girl! Let's review those concepts.

Girl Scouts' Three Keys to Leadership

The GSLE model engages girls by using Girl Scouts' **Three Keys to Leadership**:

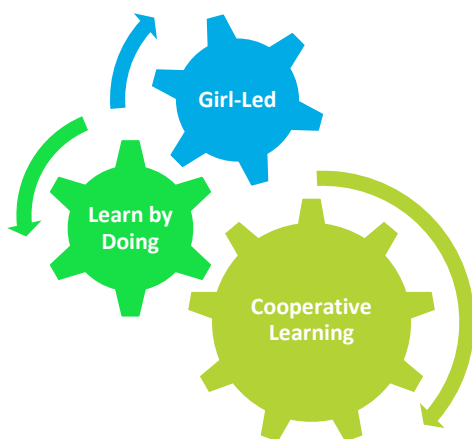
- **Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls connect with issues, people and things locally and globally that inspire them.
- **Take Action:** Girls act to make the world a better place.



Keep the Three Keys to Leadership in focus as you work with the girls to develop goals and activities.

Girl Scouts' Three Processes

Girl Scouts' **Three Processes** ensure quality and promote the fun and friendship so integral to Girl Scouting. Girl Scout Volunteers help girls engage by incorporating the **Three Processes** into the troop's activities. Being a Girl Scout isn't just about what you do, it's about how you do it!



The Girl Scout experience is designed to be **girl-led**. Decision making, compromise, and communication are essential elements to developing strong leaders. Ensure that troop activity planning incorporates **girl-led** by asking the girls what they want to do or attend and discuss options.

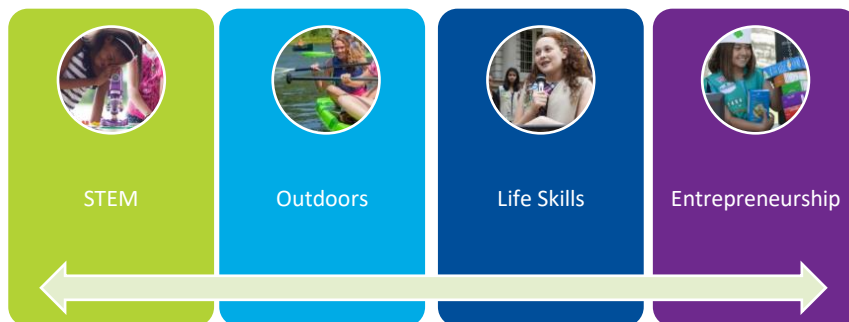
At Girl Scouts, we encourage girls to **learn by doing**. By asking girls to take age-appropriate risks and try new things, we bring a hands-on element to our program. Remember to reflect on the activity or event to see if they enjoyed it and/or what they learned.

Girl Scouts is a **cooperative learning** experience where girls work together to discover, connect and take action in their community. Let the girls share knowledge, skills, and learning to promote trust, respect, teamwork and cooperation.

Girl Scouts' Four Pillars

While girls may be exposed to these subjects at school, in other youth programs, or even on their own, girls experience and gain important skills in Girl Scouts' **Four Program Pillars – STEM, Outdoors, Life Skills, and Entrepreneurship** - the skills that put girls on a path to a lifetime of leadership, adventure, and success. And because our program is girl-led, girls decide what they'll do, together.

It's important that the activities and events that troops plan and participate in include programming tied to the Girl Scout Leadership Experience and our Four Pillars.



Girl Scouts' Five Outcomes

Girl Scouts' **Five Outcomes** describe what girls gain as a result of their Girl Scout experience and are signs that let us see we are delivering on our mission. Checking the five outcomes is like noting road signs on a journey - the signs let you know you're on the right path to your destination. Seeing the age-appropriate signs during Girl Scout activities lets adults know that girls are achieving the intended outcomes.

Activities and events grounded in these five outcomes achieve our overall goals of girls leading with **Courage, Confidence and Character**.



Travel Safety

In Girl Scouting, the safety of the girls is our most important consideration. Girls must be given a high degree of care and they need guidance and support from adults. We don't believe that adults should do everything for the girls, but adults must ensure that what girls are doing is safe.

Before planning any trip, be sure to review to complete Volunteer360 training, Volunteer Essentials and the Trip and Travel Safety Activity Checkpoint.

What Volunteer360 Training?

Volunteer360 (V360) training outlines guidelines for Girl Scout activities, information on the Girl Scout program and experience, and general expectations and reviews Volunteer Essentials, Volunteer Policies and Safety Activity Checkpoints. This vital resource will support you in providing a fun, safe and impactful Girl Scout experience. All trip leaders are required to complete the V360 training. This training can be found at <http://www.nccoastalpines.org/en/for-volunteers/volunteer-learning-and-support/troop-co-leaders.html>.

What is the Volunteer Essentials Manual?

Volunteer Essentials outlines the guidelines for Girl Scout activities, information on the Girl Scout program and experience, and general expectations. This vital resource will support you in providing a fun, safe and impactful Girl Scout experience.

What are Safety Activity Checkpoints?

Safety Activity Checkpoints (SAC) is a resource for all trip leaders and co-leaders. This document provides safety standards and guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts-North Carolina Coastal Pines (GNSCCP) approved activities. Safety Activity Checkpoints can be located on the council website under Forms and the Resource tab of the Volunteer Toolkit.

When to Use Safety Activity Checkpoints

Trip leaders and other adult volunteers should refer to Safety Activity Checkpoints every time girls want to take a trip. Safety Activity Checkpoints are updated annually, so always make sure you are referring to the most up-to-date version by accessing SAC from the council website or through the Volunteer Toolkit.

Safety Activity Checkpoints Format

The Safety Activity Checkpoints document is broken down into four main sections:

- General Safety Standards and Guidelines;
- Understanding Which Activities are Not Permitted;
- First Aid; and
- Overall Health, Well Being and Inclusivity

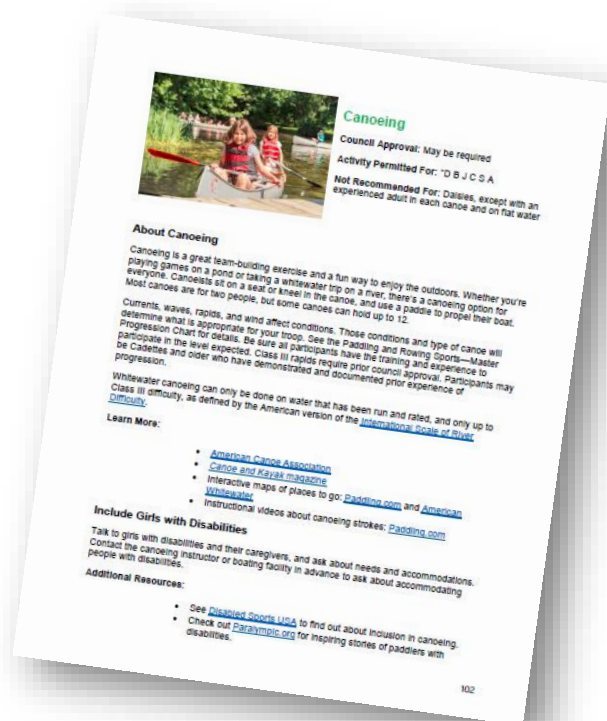
Section 1: General Safety Standards and Guidelines for All Activities

This section provides general safety standards and guidelines that apply to all activities. For clarification, the adult-to-girl ratio requirements for troop meetings and outings, activities, travel, and camping are now shown separately. All General Safety Standards and Guidelines are to be used in conjunction with the specific safety checkpoints for an individual activity.

Section 2: Activities at a Glance

This section states activities that are not permitted. Each sport or activity on the “not permitted” list is evaluated annually with respect to safety factors, council feedback, insurability, and accident history. These activities may pose a high risk of bodily injury, require extensive prior experience to safely participate, or may require a driver’s license. The purpose of prohibiting certain activities is first and foremost to ensure the safety of girls.

Activities at a Glance	Daisies	Brownies	Juniors	Cadet	Seniors	Ambassadors	Council Approval Required	Required Instructor Certifications or Experience and Verification
Amusement Parks	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the Introduction.
Animal Interaction and Adventure	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the Introduction.
Arts and Crafts (See Miscellaneous SAC)	D	B	J	C	S	A	Not required	Follow the adult-to-girl ratios listed in the Introduction.
Backpacking			J	C	S	A	May be required	Backpacking is not recommended for Daisies and Brownies, due to weight restrictions on their small frames, and the need when backpacking to be able to carry all their supplies needed to camp. (FOR DAISIES AND BROWNIES-REFER TO HIKING)
Bicycling	D	B	J	C	S	A	Not required. Bicycle trip approval may be required.	Follow the adult-to-girl ratios listed in the Introduction.
Camping	D	B	J	C	S	A	May be required	Ensure that at least one adult is trained for camping as required by your council. In addition, follow the adult-to-girl ratios listed in the Introduction.



Section 3: First Aid

This section provides information on how to handle and report accidents in an emergency and obtain medical assistance. This section also provides information on first aid requirements. Safety Activity Checkpoints always tell you when a first aider needs to be present. Since activities can take place in a variety of locations, the presence of a first aider and the qualifications they need to have are based on the remoteness and scope of the activity.

Section 4: Overall Health, Well Being and Inclusivity

This section shares information on health history, health exams, vaccinations and immunizations, prevention tips of mosquitoes, tick and insect bites and promotes the safety and wellbeing of each Girl Scout. Girl Scouts welcomes all members, regardless of race, ethnicity, background, family structure, religious beliefs, sexual orientation, gender identity and socioeconomic status, including girls with disabilities. Girl Scouts is committed to making reasonable accommodations for any physical or cognitive limitations a girl may have, as our goal is to include all girls with a desire to participate.

Adult Chaperones

All adults attending a trip or travel opportunity must have a current registration and a successful and approved background check on file with GSNCCP during the planning and execution of the trip. If either membership and/or background check status will expire before the end of the trip or travel, the adult attending is responsible for renewing his or her membership or submitting a background check prior to leaving for the experience. Please consult your area Membership Director for assistance with obtaining necessary links or to seek further information.

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow for development of individual girls. The following group sizes are recommended:

Girl Scout Daisies: 5-12 girls
Girl Scout Brownies: 10-20 girls
Girl Scout Juniors: 10-25 girls


Girl Scout Cadettes: 5-25 girls
Girl Scout Seniors: 5-30 girls
Girl Scout Ambassadors: 5-30 girls

Adult-to-Girl Ratios

Troop co-leaders are responsible for arranging and maintaining proper adult supervision for meetings and activities. Each troop meeting or Girl Scout activity must have at least two unrelated, background checked volunteers (one being female) present at all times, plus additional adult volunteers to cover the adult/girl ratios, if necessary.

To assist co-leaders in determining the appropriate number of adults needed to supervise a specific number of girls, GSUSA provides adult-to-girl ratios in the form of a chart. This chart shows the minimum number of adults needed to supervise

Events, Travel, and Camping

	Two unrelated adults (at least one of whom is female) for every:	Plus one additional adult for each additional number of this many girls:
GS Daisies (grades K-1)	6	1:4
GS Brownies (grades 2-3)	12	1:6
GS Juniors (grades 4-5)	16	1:8
GS Cadettes (grades 6-8)	20	1:10
GS Seniors (grades 9-10)	24	1:12
GS Ambassadors (grades 11-12)	24	1:12

a specific number of girls depending on the activity. The ratios were devised to ensure the safety and health of the girls. For example, if one adult must respond to an emergency, a second adult is always on hand to supervise the rest of the girls.

You will find the adult-to-girl ratios you will need to follow in Volunteer Essentials. Certain high-risk activities listed in Safety Activity Checkpoints will override the adult-to-girl ratios listed in Volunteer Essentials to ensure added safety. Always consult both resources when determining the number of adults required to be present for your troop activities and events.

Please note: For multi-level troops, use the adult-to-girl ratio for the lowest grade level in the troop. For an example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

First Aid

Emergencies require prompt action and quick judgment. In partnership with GSUSA and the American Red Cross (ARC), the council offers courses at significantly discounted rates for registered members.

NOTE: First Aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities for individuals to practice and receive feedback on skills and technique. In addition, courses that do not include adult and child CPR do not satisfy Girl Scouts' requirements.

Troop First Aider

GSNCCP does require a troop first aider (does not have to be the troop co-leader) to be present at all activities and events outside the traditional troop setting. Troop first aiders are also required to attend Council-sponsored events. This means that whether your troop is going to the Farmer's Market in town or a Farmer's Market in Italy, you must have an adult present who is currently certified in Adult and Child First Aid and CPR or has the approved credentials to serve in that role.

The troop first aider is a registered volunteer who has successfully completed the Girl Scout background check and a Girl Scout-approved (American Red Cross, American Heart Association, EMP America, and National Safety Council) first aid and adult and child CPR/AED training.

If an activity will take the troop 30 minutes or more away from local Emergency Medical System (EMS), then a level two first aider is necessary. Individuals with the following certifications, can serve as a level two first aider for troop trips and activities: Wilderness and Remote First Aid, First Aid/CPR for Professional Rescuer or Lifeguard. Different types of trips/travel may have different requirements: some may require the first aider to have basic first aid, while others require a more advanced level of certification. Remember to check Safety Activity Checkpoints for the requirement that matches your plans.

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	Adult and Child First Aid/CPR/AED
More than 30 minutes	Wilderness and Remote First Aid

Inclusion: How to Include All Girls

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive

philosophy of inclusion that benefits everyone. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all.

More often than not, a simple adaptation or alternate activity gives girls with different abilities the opportunity to explore common interests.

Traveling with Minors

Permission is required for all troop activities away from the normal meeting place. For trips and travel opportunities within the continental United States, a signed Parent/Guardian Permission and Health History for Troop Outings TP105 must be obtained from every girl participant. Notarized permission must be obtained from both parents and/or legal guardian(s) for any girl who is under the age of 18 traveling outside of the continental United States without both custodial adults. Participants under 18 may not be able to board international flights without notarized permission.

Notarized consent must also be given for a non-custodial adult to take a minor to seek medical and dental attention as well. Both parents/legal guardian(s) must sign an authorization form. If one parent is the custodial parent or deceased, legal proof of this status must be provided.

Men Traveling Overnight with the Troop or Group

Special accommodations must be made when traveling with men on Girl Scout trips, overnights, and camping. According to Safety Activity Checkpoints, “Separate sleeping and bathroom facilities are provided for adult males.” They can participate only if separate sleeping quarters and bathrooms are available for their use. This information can be found in Trip/Travel Camping: Safety Activity Checkpoint. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation might not be possible. If this is the case, men should not be part of the adults supervising girls in the sleeping area at this event. The adult-to-girl ratio for the trip will need to be adjusted accordingly (please see Safety Activity Checkpoints).

Alcohol, Tobacco, Illegal Substances and Firearms

Role-model the correct behavior. Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by GSNCCP for group marksmanship activities.

Section Two: Readiness, Progression and Planning

Girl Readiness

As you begin to plan trips, from the simplest to the most complex, ask yourself what girls are ready for. Build necessary skills and give girls opportunities to practice. For any kind of trip, girls need to practice 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 the 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
- “Street Smart Skills” and good safety practices
- Good manners
- Accepting responsibility for her own behavior
- Comfortable with hotels
- Budgeting and fiscal responsibility
- Able to get along with others for longer and longer periods of time
- Able to handle emotions
- Planning and evaluating: learning how to plan ahead, and how to evaluate what worked and what didn’t
- 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 they can be engaged partners in determining where, when and how they travel or participate in activities.

Adult Readiness

Now that you have determined the girls’ readiness, it is important to evaluate adult readiness as well. Are **YOU** up for troop travel? Just like with camping and any other activity, if travel is not your “cup of tea” it is fine to delegate to another troop volunteer. But if you are 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.

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?

Planning Activity Are You Ready?



This game will give the leaders and the girls an idea of skills they need to learn before going on an extended trip. Each girl and adult should have a copy of the foot page and a pencil. Girls and adults line up in an area where they can take 10-12 steps forward without bumping into anything.

Take a minute to talk about being honest with answers to the questions below. A girl may want to say she can spend the money responsibly, but she knows that usually she spends it all on candy and knick-knacks at the first opportunity. The activity will need honest answers so the troop can determine the skills it needs to practice before the trip.

Instruct the players to take one step forward and circle the foot on paper each time she can answer "yes" to one of the "Can you.." questions she can do or has done.

The leader might read the questions or let the girls take turns.

If one girl seems to be far behind the other girls in stepping forward, the leader may need to end the game early and reassess if the troop as a whole has had the experiences necessary for a long trip or if some other experiences need to take place in troop time to help all the girls gain the necessary skills.

Older Juniors/Younger Cadettes

Can you/Have you/ Do you...

- Order your own meal in a restaurant?
- Create a packing list?
- Stay away from home for more than three days?
- Taken trips or more than two nights?
- Been trained in some simple first aid?
- Use the buddy system?
- Take care of your own things (wash your own clothes)?
- Tried new foods?
- Demonstrate polite behavior in public?
- Demonstrate hotel safety precautions?
- Keep track of your own things?

- Take responsibility for your own health during a trip (proper sleep, eating properly, taking medicine if necessary)?
- Travel safely (seat belts, noise levels)?
- Know how to get emergency help?
- Understand the importance of personal ID?
- Do research on places to see/things to do?

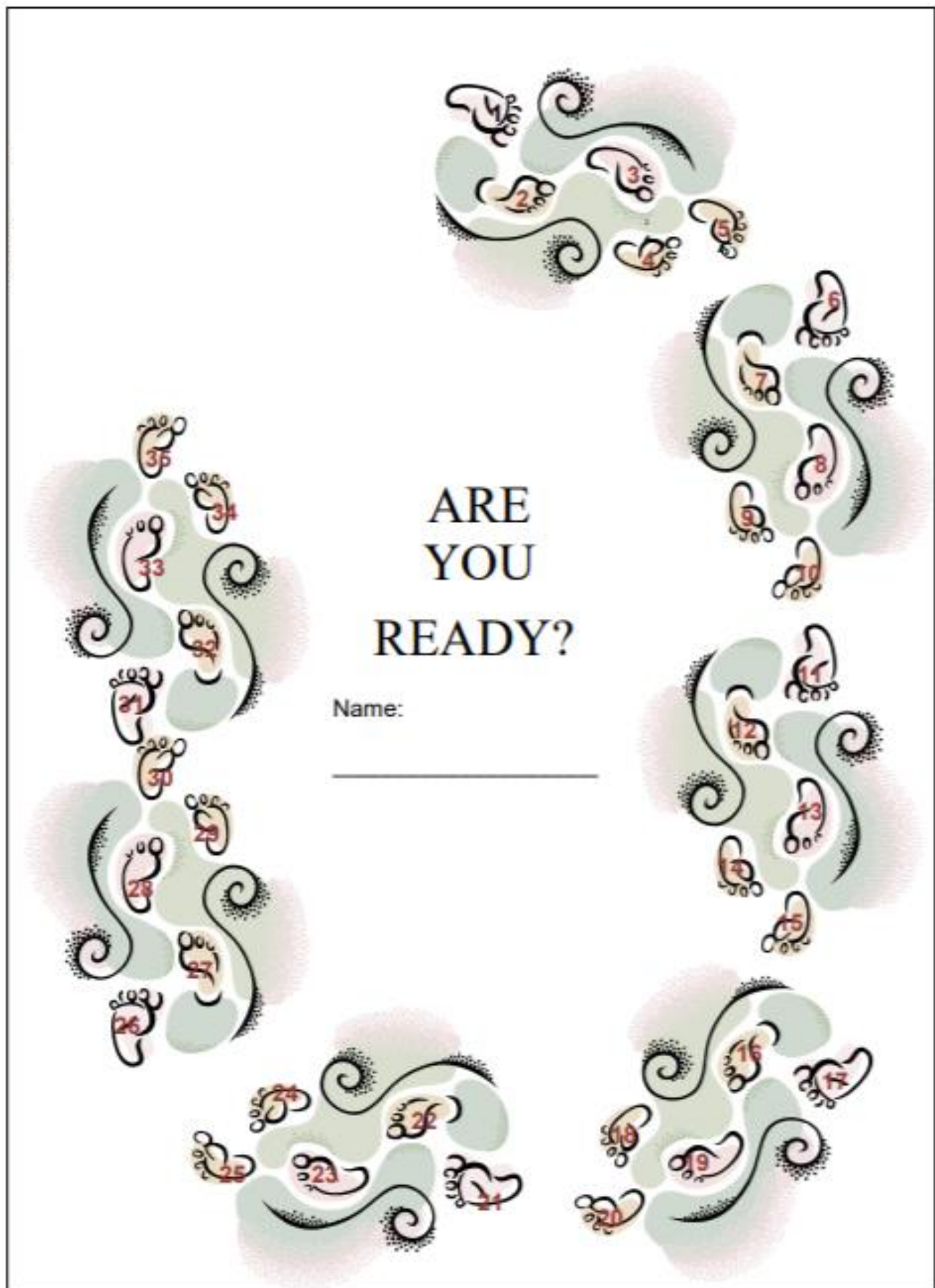
Older Cadettes/Seniors/Ambassadors (All the above, plus)

Can you/Have you/ Do you...

- Read a map?
- Know what to do if separated from the group?
- Be aware of permissions, paperwork and due dates?
- Spend your own money wisely?
- Create a budget?
- Work together as a group?
- Manage your own time so that others don't have to wait for you?
- Be reliable: follow through when you say you'll do something?
- Make contacts when speakers/transportation?
- Stay in hotel room without an adult?
- Traveled out of state?
- Be aware of each other's specific needs?
- Create an itinerary?
- Plan and carry out money-making events to fund the trip?
- Have a realistic view of expenses?
- Demonstrate some basic care?
- Have awareness of activities that require extra certification?
- Know and follow polite manners for cell phones/technology?
- Have awareness of charges cell phone technology/might accrue when traveling?

Application: Discuss with the girls which feet they left un-circled. Make a plan to learn the needed skills.

My troop wants to develop these skills before we travel:



Progression

By definition, progression is the process of developing or moving gradually towards a more advanced state. Taking trips puts adventure into your troop's program. A very important part of these trips is the planning process. A trip is not something planned for girls by adults, but something planned by girls with guidance from adults. Learning how to plan a trip should be a progressive experience for Girl Scouts.

Progression allows for girls, their parents, and Girl Scout volunteers to grow their skills and readiness.

By participating in trips appropriate for their level of readiness, girls, parents, and Girl Scout volunteers have positive experiences and are ready and willing to tackle bigger challenges in the future.

Progression is about: WHERE you go, HOW LONG you stay and HOW you plan the trip!



Program Level	Types of Trips	Planning
Daisies	Field trips during troop meetings, day trips, and overnight trips Examples: art or science museum, fire station, park, garden, planetarium, sleepover/lock-in, camping at Girl Scout camp	Girls meet in their Daisy Circle to talk about and vote on options that adults propose (for example, choose between a trip to the art museum and a trip to the science museum). Daisies can make other simple choices related to the trip. Adults are otherwise responsible for all aspects of trip planning
Brownies	Field trips during troop meetings, day trips, and trips up to two nights Examples: all the above plus day trips or overnight trips to a nearby city, NC Zoo, Food Bank, ride the train to Charlotte, "Sleep with the Fishes" at an NC aquarium	Girls meet in their Brownie Ring. Ideas for trips can be generated by girls or adults. In the Brownie Ring, girls talk about what they would like to do. Girl Scout Volunteers help them narrow down their ideas to things within their abilities and budgets and then let girls vote on the trip they want to take or reach a consensus. Girls can make decisions related to various aspects of the trip by choosing from options generated by adults. Adults are otherwise responsible for all aspects of trip planning
Juniors	Field trips during troop meetings, day trips, and trips up to four or so nights All the above plus trips that are farther away, such as Juliette Low's Birthplace in Savannah GA, Washington DC, or Charleston SC	Girls can take a bigger part in the planning of trips. Girls decide where they want to go, with some adult help. They can do the planning in patrols, keeping in mind the purpose of the trip, how much money is available, any special skills that are needed to participate and safety issues. Juniors can read the Safety Activity Checkpoints for the specific activity they are planning. The Junior Girl Scout trip is usually longer than trips taken by younger girls and includes stays in hotels and camps. Junior Girl Scouts evaluate the trip, discuss their likes and dislikes, and talk about ways to improve what they did not like.
Cadettes	Field trips during troop meetings, day trips, and trips of one week or longer. All of the above, plus trips that are even farther away	Girls make most decisions regarding where they will go. Their interests and skills determine the types of trips they take. They take an active role in budgeting and money earning. They become familiar with Safety Activity Checkpoints and check to see that all program standards are being followed, all activities requiring special skills or certifications are noted, and with the help of the leader, find people with these skills or certifications.
Seniors and Ambassadors	Field trips during troop meetings, day trips, and domestic and international trips. All the above plus ANYWHERE, like a Girl Scout World Center in Mexico, England, Switzerland, India, or Africa! Big cities, state and national parks, the sky's the limit!	Girls usually have greater emotional, mental, and physical maturity and can benefit from more extensive travel. At this age, girls are making most of the plans, reservations, itinerary decisions, and so on. Leaders are there to guide and support them.

The Planning Process

Taking trips beyond the troop meeting place will put adventure into your troop's program. A very important part of these trips is the planning process. A trip is not something planned for girls by adults, but something planned by girls with guidance from adults. Learning how to plan a trip should be a progressive experience for Girl Scouts. Trips should have a specific purpose that the girls understand and be of a length suitable for their age and maturity. The trip progression steps give girls the confidence to handle the "glitches" that sometimes occur in planning and carrying out program.

Questions to be answered by the girls when starting the planning process:

- Why are we going?
- Where are we going?
- When are we going?
- How will we get there?
- How much will it cost?
- Where should the money come from?
- How should we get ready?
- What will we do when we get there?
- When will we return?

During the planning process, **girls** learn how to develop their overall plans, make arrangements, budget and handle money, and accept responsibility for personal conduct and safety. Afterwards, they evaluate the experience.

The Girl Planning

Brainstorming is an easy way to get a group to discuss where they would like to go. Everyone is urged to participate and say where they would like to go. All ideas in a brainstorming session are noted and cannot be criticized or rejected. It is only after the brainstorming session the ideas are evaluated for feasibility and against all other constraints such as time, cost, safety, and so on.

Building Consensus in Decision Making

Consensus decision making is a way of reaching agreement between all members of a group. Instead of simply voting for an item and having most of the group getting their way, a group building consensus is committed to finding solutions that everyone actively supports, or at least can live with.

For example, the trip group might be split between going to two different places. Instead of picking one trip over the other and potentially losing girls, a third place that all girls can agree on might be chosen.

Develop a timeline for Decision and Planning

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

- Determine the mission, set dates, Take the Explore More Training if needed.
- Draft a budget and set earning goals
- Get buy-in from families. 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 Girl Scouts- North Carolina Coastal Pines 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.

Planning Activity: The Big List

Using a large piece of newsprint, poster board, or chalk or white board, make a list, as a group, of all the questions that need to be asked and answered about the trip. This list should include, but not necessarily be limited to:

- Where are we going?
- What will we eat?
- Where will we sleep?
- How will we get there?
- How will we pay for it?
- Who will drive?
- How will we stay safe?
- What will we do there?
- What special equipment do we need?



Once your question list is complete, begin looking for answers. You may be able to answer with no further research, but you may also need to assign girls to check into lodging options, prices and reading Safety Activity Checkpoints. Divide the tasks up and determine when each person will share her findings with the group.

You might plan a trip to the public library to research the questions in books and on the Internet.

APPLY: From your questions and answers, put together your master plan for the trip.



Working with Parents

It's critical to develop a good working relationship between Girl Scout Volunteers and families. After all, you'll be working together on behalf of all 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 programs 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: payments 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.
- 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 effort 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 plan.

Let's Meet!

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 a trip, gather to confirm details, what the girls need to bring or do, and collect/update any paperwork.

After your 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.

- Girls' and accompanying adults' behavior expectations.
- Purpose of trip and activities this achieve this.
- The importance of girl-planning and progression.
- The importance of opportunities for girls to learn independence and self-reliance.

Logistics

To make good decisions about your trip, you need to know details about the options that are available. Investigate! Visit the library, explore the internet, talk to a travel professional, and talk to friends and family. Gather as much information as you can before making a detailed plan. Decide what information is needed about each place or activity, and then make each trip participant responsible for a specific place or activity.

Outdoor Trained Adults

Outdoor trained adults on camping trips serve an important role in not only skill and know-how, but also ensuring girls are adequately prepared for the trip. In our outdoor progression, we gradually introduce girls to the out-of-doors while increasing levels of skills and responsibilities. By having adults who have been trained in these topics, we can do our best to ensure each girl going on a camping trip is prepared to have an outstanding time. If your trip/travel opportunities include camping activities, backpacking, intensive hikes, or any complex outdoor activity, you are required to be accompanied by and consult an outdoor trained adult.

Lodging and Accommodations

While traveling, Girl Scouts have many options. Work with girls to find 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."

Please keep in mind that girls and adults can only share lodging spaces if two unrelated adults are in spaces with girls. It is permissible to have adults and girls sleep in separate spaces. Girls can only share beds with other girls with written permission from a parent/guardian. All male chaperones must sleep in a separate space from both girl and female adult participants.

Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in areas with other adults. Ensure that girls have a clear and separate bathroom facility from men. A quick, early check of lodging is important, before you make a firm plan on destinations. Search for accommodations that fulfill the three C's – clean, comfortable, and cheap!

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 information 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.

Airbnb, VRBO, Flipkey, Roomarama, Homeaway, VayStays, Tripping, Wimdu, and Couchsurfing

These are permitted, however because these are privately owned properties, it can be difficult to qualify safety and credibility. For these reasons, additional steps for Airbnb, VRBO and Homeaway VayStays, Tripping, Wimdu, and Couchsurfing are required. Confirm the following ahead of time:

- The rental is for exclusive use of the home. No other renters will have access to the home during the rental period.
- The space has smoke alarms, carbon monoxide detectors, and fire extinguishers (these are noted as amenities on booking sites).
- The home and host have substantial, positive visitor reviews. Don't book places with negative, few or no reviews. Look for superhost status on Airbnb.
- The liability insurance from the host covers premises for commercial use, with a minimum of \$1,000,000 General Liability insurance.
- Check the host's profile or identity verification. You may be asked to do the same, as a renter.
- The local host or manager contact info is available for immediate needs. Share this information with an in-town contact (a person not on the trip).
- Check state laws to see if Airbnb, VRBO and Homeaway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection.
- Check accommodations on arrival. No matter what housing you book, inspect premises with the group immediately on arrival. Let the front desk or host know if you find any deficiencies.
- Maintain a budget margin so that you can move to another location if you find a property unsafe. Here are several points to check upon arrival:
 - All points of entry are secure and lockable.
 - Stairs or fire escapes are identified and shown to guests.
 - Evacuation routes are clear and known to all.
- Basic safety systems are in place (as appropriate to the building and jurisdiction such as a fire extinguisher and smoke alarm).
- Location of local emergency services and how to reach them.
- Confirm any communication services (mobile carrier, wifi) are running and reliable.



Campgrounds

Camping might be the focus of your trip, or you might use a campsite as an inexpensive place to sleep and spend your days elsewhere. You can camp at private campgrounds, in state parks, national forests, and national parks. Don't forget youth camps, especially Girl Scout, 4H, and Camp Fire USA properties.

- 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

- Try Girl Scout properties where you're going (limited in the summer). Visit the Council finder at <https://www.girlscouts.org/en/about-girl-scouts/join/council-finder.html>
- Private networks of campgrounds, like KOA or Thousand Trails
- All Stays has a website and various apps for camping, hotels and driver resources. Visit www.allstays.com

Hostels

Hostels are usually interesting large houses close to recreation areas. They have single sex dormitory accommodations, showers, and a kitchen where you can prepare your own food. Most are closed during the day. You will enjoy meeting the other people staying at the hostel – you might meet the same boys or girls at different hostels if both groups have similar itineraries. To purchase a membership kit, go to www.hiusa.org/membership.

Hotels and Motels

Hotel and motel might come within your price range if you have three to four people in a room. As an example, four people sharing a room that costs \$52 would be \$13 per person. 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 money.
- 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.

Churches and Synagogues

Religious organizations might allow groups to stay overnight. Obtain contacts through your minister, priest, or rabbi.

Colleges and Boarding Schools

Educational institutions often open their residence halls (and cafeterias and sports facilities) to groups during vacation periods. What a great opportunity to get a taste of campus life! Nightly rates vary.

Home Hospitality

Home hospitality is a wonderful way to make new friends and visit a different place. It often happens as part of a troop exchange – your troop invites another to visit, provides accommodations and organizes sightseeing and activities. Then, at a later date, your troop visits the other troop and enjoys their hospitality. Families provide hospitality in their homes. Often girls stay in pairs, so not everyone need be a hostess. No money changes hands for these types of accommodations. However, networking to find a compatible troop at your desired destination can be time-consuming.

Community Organizations

Organizations such as the YMCA have lodging centers in some cities. While a few are for men only, the majority are co-ed. Most have a cafeteria, swimming and recreational activities

Sleeping Arrangements

Be sure to review Safety Activity Checkpoints. You're responsible for following those standards, as well as the checkpoints for other activities you add to your troop. As a remind, here are some common topics from those resources, on travel-related concerns.

Key things to remember:

- 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 trip permission form.
- Adults and girls **NEVER** share a bed. An exception can be made for mother-daughter pairs.
- 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 mind. Adjoining rooms, suites, and hostel lodging can help balance this requirement with the need for close supervision.
- Men may attend overnight events if separate sleeping and toilet facilities are available.
- 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.

Transportation

For any driving, read refer to Safety Activity Checkpoints.

Transporting Girls

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 adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling with two adults in the vehicle, the adults cannot be related to one another and both adults must be approved adult volunteers, 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 that will join each other once the groups reach their final destination. One of the volunteers 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.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle—state laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a

professional driver who possesses a commercial driver's license (CDL)—check with your council to determine specific rules about renting large vehicles.

Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, you are *not* authorized to sign an agreement or contract—even if there is no cost associated with the rental. Such an agreement must instead be signed by the person designated by GNCCP.
- Check with GSNCCP to make sure you are following accepted practices when using private transportation; this ensures that both you and your council are protected by liability insurance in the event of an accident.
- If GSNCCP has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout-related.
- Obtain parent/guardian permission for any use of transportation outside of the meeting place. Permission can be verbal or written.
- In accordance with GSNCCP travel guidelines, “It is strongly suggested that for every 3 standard passenger vehicles the troop take at least one additional adult who is a licensed driver, age 21 or older, who can act in a relief driving capacity.” For more information about travel guidelines, refer to Volunteer Essentials handbook.

North Carolina Booster Seat Law

A properly-used child restraint device (CRD) is required if the child is less than 8 years old AND weighs less than 80 pounds. Most parents and other care givers will be able to comply by using belt-positioning booster seats for children between 40 and 80 pounds. The child must be within the weight range for the child restraint/booster seat and it must meet Federal standards in effect at time of manufacture.

Children may be secured in a properly fitted seat belt at age 8 (regardless of weight) OR at 80 pounds (regardless of age) whichever comes first. Placing the shoulder belt under a child's (or adult's) arm or behind the back is both dangerous and illegal.

If no seating position equipped with a lap and shoulder belt to properly secure a belt positioning booster seat is available, a child who weighs at least 40 pounds may be restrained by a properly fitted lap belt only. **WARNING: Belt-positioning booster seats can only be used with lap and shoulder combination seat belts. Belt-positioning booster seats must NEVER be used with just a lap belt.**

Chartering Buses

When a Girl Scout troop/group charters a bus for an activity or trip, the guidelines provided by the Council and the standards established by GSUSA in *Safety Activity Checkpoints* should be followed carefully:

In North Carolina, all companies chartering buses for trips within their jurisdiction must have a permit from their local regulatory commission.

For trips across state lines, the federal government requires the company to have a permit from the Interstate Commerce Commission (ICC).

Under a charter agreement, the company supplies the vehicle and the driver. Girl Scout troops cannot enter into arrangements wherein they rent or lease just the bus and provide their own driver.

In an attempt to save money, sometimes arrangements are made for the use of school buses during off-school time, but this practice is not advisable. The insurance the school district carries on school buses does not always apply to use of a bus by outside groups or to travel outside the school district. Careful consideration must be given when making arrangements with school district officials to ensure all the requirements within the guidelines are fulfilled.

Guidelines for Chartering Buses

The bus company must hold a current license for operating in the jurisdiction/state the troop/group will be traveling. The bus company must have general liability insurance covering claims or lawsuits arising out of an accident. Standard coverage should be no less than one million dollars limited liability for bodily injury or property damage. The bus company must provide a certificate evidencing the insurance carried.

A copy of this certificate, a copy of the letter of agreement and a TP103 Troop Permission Form for Camping, Overnights, Water Sports and Adventure Activities– Permission Application for Camping – Swimming/Boating – Overnight Activities form (if required) must be sent to the Raleigh Service Center not later than two weeks prior to the activity. Often it takes several weeks for the certificate of insurance to be sent, so be sure to request it well in advance. When requesting a copy of a certificate of insurance to be sent to the Council, please ask the bus company to have their insurance company list Girl Scouts - North Carolina Coastal Pines as "additionally insured" for the dates of your trip.

Once a company has been selected, it is necessary to enter into a written agreement or contract specifying all of the agreed upon arrangements. Some companies prefer to use their own form for this purpose while others do not. In the latter case, a letter written by the company or the troop/group Leader is acceptable. Three copies of the form or agreement letter must be signed by the bus company and the Leader. ***Contracts must be signed by the Chief Executive Officer or designee.** The original copy must be sent with the insurance certificate to the Raleigh Service Center at least three weeks prior to the date of departure. A copy should be retained by both the bus company and the Leader.

Tour Companies

When entering into an agreement for a troop/group trip or activity with a tour company that will provide transportation, it is the Leader's responsibility to inquire about the transportation provided and to ensure it meets the standards and guidelines established by GSUSA in *Safety Activity Checkpoints* and by the Council regarding bus transportation (see above).

Leased or Rented Vehicles

Rental agencies supply a variety of vehicles designed for group travel. Be certain the agency provides liability insurance for rentals. Read all rental agreements carefully in order to comply with the terms. Note especially the type and amount of insurance carried by the rental agency. Rental agreements specify the minimum age of the driver, generally from ages 21 to 25. The rental terms also specify who has responsibility for damage to the vehicle. Strong consideration should be given to carrying collision insurance for the rented vehicle. This insurance generally is available from the rental agency for a daily

fee. Complete OPG750 and submit to the Raleigh Service Center to have the rental company receive a certificate of liability insurance. The driver is responsible for insurance.

Fifteen Passenger Vans

15-passenger vans pose rollover risks if overloaded. Please make sure that driver(s) of 15-passenger vans have a chance to practice driving the vehicle before driving with passengers. Do not load equipment on the roof. Just as in all vehicles, make sure everyone uses her seat belt.

Uber, Lyft, Curb and Similar Ridesharing

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.

Meals

Meals are an important consideration when planning a trip, regardless of the trip's duration. Decisions regarding food may be influenced by the trip length, environment, group dietary needs, available resources, and more. Here are some suggestions to help you plan for meals:

How long is your trip? For a trip of four hours or less, you may want to plan for an easy snack. For a longer day trip, a lunch (and maybe one additional meal) should be included. Any trips or travel that includes an overnight will definitely require multiple meals. Always be aware of dietary restrictions and allergies within the group.

What is your budget? When working with a smaller budget, you may want participants to bring their own snack or lunch. If providing snacks/meals for the group, buying in bulk is often a cost-saver. Check the price difference between individually packaged options and large packages (individual bags of goldfish vs. a large tub split between ziplock bags). For overnight travel, keep in mind that cooking your own meals is often significantly cheaper than restaurants. When eating at a restaurant, know what your per person budget is and share that with the group so they can make choices within the budget. If backcountry camping, you may want to consider preparing your own meal ingredients rather than purchasing meal kits (ie: dehydrating items yourself).

What type of trip/travel is it? The food you take on a day trip or travel that is less physically exerting is probably going to be different than the meals you'll need to fuel longer hikes or physically demanding activities. Be mindful of nutritional content and calorie intake to select meals that are an appropriate match for your plans.

How much time do you have? The time you are able to set aside for meals will dictate what type of restaurant(s) you plan for (fast food v. sit-down). Note that the larger the group, the longer service will take – you may want to build in extra time or consider making a reservation. If you are planning to cook your own meals, think about what preparation can be done in advance (making GORP before the trip or in the morning before a hike, making sandwiches the night before, etc) to help save time. When cooking over a fire, remember to plan for the time it takes to build the fire and let it burn down to coals if needed.

Activities

Every activity that girls participate in during the travel experience must be an approved activity within Safety Activity Checkpoints. If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, email outdoorprogram@nccoastalpines.org before making a definite plan with the girls or committing monetary funds to book the activity. Remember, the safety of girls is the most important consideration. Under no circumstances should girls engage in activities that involve unpredictable safety variables such as bungee jumping, hang gliding, riding all-terrain vehicles, or other activities as outlined in the “Understanding Which Activities Are Not Permitted” section of Safety Activity Checkpoints.

For those activities that involve overnight stays, camping activities, all watersports, climbing and adventure sports, target and shooting sports, a signed Troop Permission Form for Camping, Overnights, Water Sports and Adventure Activities (TP103) must be obtained in advance of the activity from your Service Unit Manager and/or Membership Director. This is an important protection for both volunteers and the girls as it confirms that your planning has taken all safety requirements into consideration. All certifications must be obtained in advance of the activity and documented on the approved TP103.

Please ensure that all vendors and adult volunteers are aware of and adhere to the both the Safety Activity Checkpoints and safety policies as outlined in Volunteer Essentials. For additional information, refer to “Travel/Trips” checkpoint in Safety Activity Checkpoints.

Section Three: Health and Safety

Be sure to follow to check Safety Activity Checkpoints.

Safety and Risk Management Basics

There are three essential elements to evaluating risk:

1. **Identify** risks and 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 an event.

Activity	Identified Risks	Risk Reduction	Response
Swimming at the beach	Drowning; injury; sting ray; sunburn	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 homes; one guide at front of group; one behind	First aider will attend; EMS nearby

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!

Developing a Safety Management Plan

Get in the habit of making Trip/Travel Safety Management Plans (TSMPs) early in the trip/travel planning progression. The format of your SMP is not critical, but can contain the suggested elements found in the template on the following page.

Trip/Travel Safety Management Plan

Trip Leader's Name _____ Area/Service Unit _____

Address: _____

Phone Number _____ Email _____

Membership Director _____ Phone: _____

Date Trip/Travel Training Completed: _____ Other applicable training: _____

Number of girls participating: _____ Program Levels: D B J C S A

Number of adult females: _____ Number of adult males: _____

Destinations: _____

Lodging & Address: _____

Travel Dates: _____

Types of activities planned:

Are Safety Activity Checkpoints written for any of these activities? Y N

Name of first aider (if appropriate) _____

Emergency Numbers

Fire Department: _____ Phone Number: (_____) _____

Police/Sheriff: _____ Phone Number: (_____) _____

Emergency Medical Facility: _____ Phone Number: (_____) _____

Address: _____ City: _____

In-town council contact: _____ Phone Number: (_____) _____

Directions to the hospital:

Emergency Evacuation Plan:

-
-
- Evacuation location: _____
 - Parental Notification plan: _____

Missing Girl Procedures:

- Who searches _____
- Who stays in unit/camp with campers _____
- Who notifies authorities & council office _____
- Search procedures (give step by step)

Group Separation Plan:

In case the group is accidentally separated, we will:

Intruder Plan:

In case of an intruder, our event will:

Contingency Plans:

If our plans are altered in anyway due to acts of nature, change of itinerary, etc. we will:

Parents/Families will be notified by:

If applicable, Council will be notified by:

Site Security and Hazards

Safety and security at any location—including Girl Scout properties—should not be taken for granted. Keep girls and belongings secure and supervised. Report any suspicious activity to the police.

- Sites not owned by Girl Scouts require additional safety evaluation and preparation. Make contact with the public part of your safety management plan. Know who to contact in case of emergency, existing site hazards and off-limit areas. Include this information in your confirmation or leader training, if possible, and consider giving warnings at check-in or orientation.
- Make sure all emergency exits are clearly marked.
- If the site has a waterfront (pool, lake or ocean), make certain participants are clear on proper use of that area. For example, if you are planning a beach cleanup and swimming is part of the day's activities, arrange for a lifeguard and watchers, according to the Safety Activity Checkpoints for swimming. If swimming is **not** a planned activity, inform participants clearly that swimming is not permitted and that lifeguards will not be provided. Otherwise, participants (especially inexperienced chaperones) may think it's fine to swim.

Troop Activity and Trip Insurance

A portion of the annual Girl Scout membership dues pays for supplementary/basic insurance for Girl Scout members only. This insurance provides up to a specified maximum for medical expenses incurred because of an accident while a member is participating in an approved Girl Scout activity lasting two nights or less, after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-registered parents, family members, friends, and other persons are not covered by Girl Scouts supplementary/basic insurance.

An optional plan for additional activity insurance is available for Girl Scout members taking extended trips (3 nights or more) and for non-members who participate in approved and supervised Girl Scout activities. These plans are secondary insurance that cover individuals while participating in any approved Girl Scout activity.

For plan descriptions, see below.

If additional insurance is required for an activity or an event, submit the **Insurance Request Form** and payment at least two weeks in advance to the council to: Girls Scouts -- North Carolina Coastal Pines for the total premium calculated on the insurance form; minimum payment is \$5.00.

Mail the completed insurance form and check to:

Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road
Raleigh, N.C. 27613

Types of Additional Insurance

Insurance Type	Cost	Description
Plan 2 Accident Insurance	\$0.11 per participant per day	Required: For <i>member participants</i> in approved Girl Scout activities lasting 3 days/2 nights or longer. Optional: For non-members <i>participating</i> in an approved and supervised Girl Scout activity such as Thinking Day or Father Daughter Dance.
Plan 3E Accident and Sickness Insurance- (supplemental to individual's insurance)	\$0.29 per participant per day	Optional: For <i>member and non-member participants</i> in approved Girl Scout activities 4 days/3 nights or longer. This acts as a supplement to an individual's personal insurance.
Plan 3P Accident and Sickness Insurance – (primary insurance)	\$0.70 per participant per calendar day	Optional: For <i>member and non-member participants</i> in approved Girl Scout activities – most often purchased for council sponsored activities such as resident camp or for troop travel of 4 days/3 nights or longer. This acts as primary insurance and is recommended for trips outside council boundaries.
Plan 3PI Accident and Sickness Insurance for International Trips	\$1.17 per participant per calendar day	Required: For <i>member and non-member participants</i> on approved international trips. Primary coverage, not subject to coordination of benefits and includes emergency travel assistance service.

Insurance Claims

- Complete the form: Basic Accident Plan for Registered Girl Scouts.
- The area event director or area event first aider (if the event has more than 200 participants) is responsible for having the attending physician complete the reverse side of the claim form. She/he will then submit the claim form with the original bills to the Raleigh Service Center (address above). Advise hospital/physician that additional bills should be submitted directly to Mutual of Omaha.

Emergency Procedures

- Have emergency procedures (in case of fire, intruder, etc.) in the Safety Management Plan for all events. Communicate pertinent procedures in advance to all key volunteers and participants.
- In case of a critical accident, serious injury, harm or fatality, ensure that council procedures are followed. Carry a wallet card (right).
- Report accidents and incidents to council promptly.



Accident and Incident Report and Logs

In line with recommendations from Girl Scouts of the USA, our council has developed a plan and a team to help respond to any crisis needing attention beyond local troop or service unit volunteers. Such emergencies are incidents of a serious nature that occur during Girl Scout activities.

For the purposes of Girl Scouts and this plan, an emergency or crisis is defined as any of the following:

- Death or serious injury during a Girl Scout activity
- Allegation of misconduct, abuse or anything that threatens safety of member(s)
- Violence/natural disaster threatening Girl Scouts
- Traffic accident involving Girl Scouts during Girl Scout activity
- An illness serious enough to require hospitalization and/or widespread illness
- Any situation which involves law enforcement officers
- Lost group/camper/Girl Scout (who is ultimately found)
- Crime either committed by or against a girl, volunteer, or staff member
- Allegation of tampering with or safety of products sold
- Threat of legal action
- Other occurrences that may have adverse media or legal implications

If you have more questions about what to do in case of an emergency, please refer to the **Crisis Management Response Sheet**.

First Aid

General considerations:

- A troop first aider must always be on hand during Girl Scout events. For all trips, it is acceptable to have each troop provide its own first aider. That arrangement must be clearly communicated with Girl Scout Volunteers.
- A vehicle must be on hand to transport individuals to a medical facility if necessary.
- If someone needs medical care, the first aider should remain at the event while another volunteer accompanies the patient to the hospital.
- All girls must bring a permission slip and health history form, to be collected at check-in and held by the first aider. Placing each troop's forms in a large envelope makes it easy to return the packet to the leader at check-out.
- Parents should inform the adult leaders of any medications their daughter is taking. Any medication (both prescription and over-the-counter) should be in the original container and administered in the prescribed dosage by the first aider per the written instructions of a parent/guardian. All medications brought to the event should be stored in a locked box with the first aider. Clear and concise directions (as well as the owner's name) must be on the bottle.

What kind of first aider do we need?

- The troop first aider must be currently certified as a Level 1, basic first aid and CPR skills or Level 2, advanced first aid skills and C-Pro, first aider, depending on the activity, size of the group and remoteness from emergency medical services. Check Volunteer Essentials for current guidelines.
- See specific Safety Activity Checkpoints for the activities planned, as some might require additional safety or first aid training.
- For groups over 200 participants, or locations where EMS is more than 30 minutes away, GS-NCCP requires a level 2 or Wilderness and Remote First Aider.

First Aid Kit

A first aid kit at minimum should include the following:

- Adhesive bandages in assorted sizes
- Adhesive cloth tape
- Gauze pads and absorbent dressings
- Alcohol or antiseptic wipes
- Hand sanitizer
- Bottle of distilled water
- Instant ice pack
- Disposable gloves (non-latex)
- Oral thermometer
- Paper drinking cups
- Plastic bags for used materials
- Pocket face mask for CPR
- Roller gauze bandages
- Safety pins
- Scissors
- Small packets of honey (for hypoglycemia)
- Soap
- Splints
- Triangular bandages
- Tweezers
- White index card, transparent tape & self-closing
- bags
- Sunscreen
- Flashlight with batteries
- First Aid Reference Book
- Personal care items
- Additional items if appropriate for planned
- activities or if suggested by first aider
- Pens

Packing

When packing for a longer trip (like an international trip), each person should pack (or help pack) her own belongings and while on the trip carry her own individual identified belongings.

You should choose lightweight clothing that is easy to wash. Choose an easy-care wardrobe that can be mixed and matched and adapted to unexpected occasions and unpredictable weather. Hand-washables and clothing that dries fast are good travelers. Layering is important, especially when traveling at different altitudes. Minimize bulky items, like shoes, coats, and sweaters.

One way of having the girls learn whether they have the items that they need and whether they can carry them is to have a **shakedown** at a meeting just before the trip.

In a shakedown, all the trip participants bring their packed bags to the meeting. At the meeting, the group goes through the packing list item by item and the girls rummage through their bags to make sure they have each item. If they do not have an item, they can make a note to pack it for the trip.

Once through the packing list, the group repacks their bags and takes walk around their meeting place to make sure they can walk around with all the belongings they packed. Many will realize how cumbersome their bags are and leave those extra items they don't really need at home.

Planning Activity Travel Packing Game

Scenario: You are traveling to The Juliette Gordon Low Birthplace for one week in the late spring. You will visit Savannah, GA in April. Do you know the climate? Hint: With temperatures varying from the low 50s to the high 80s, spring in Savannah is variable with frequent showers. What do you pack? Keep in mind; you have to carry everything you choose!

The Rules:

- Cut apart the cards on the next pages.
- From the cards, choose items to pack so that when you add up the points on the cards you do not exceed 35 points.
- This will approximate the amount of space available in a carry-on size pack and be around 20 pounds in total weight.
- Many of the items don't take up much space or weight, so they have zero points.
- Make sure you pack all of the items you will need to be able to travel.
- Bonus: If you achieve only 26 points, or 15 pounds, you can carry your bag and do not need to pull a wheeled bag!



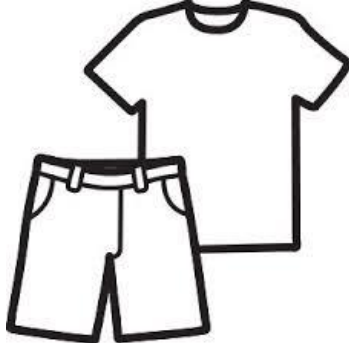

Leader Hints:

- Make additional copies of the game and cut out the pieces. Give a set to each patrol or play leaders against Girl Scouts.
- Provide blank cards for the leader or girls to personalize with specific items for their trip.
- Point out when a group has all the required items—normally those with 0 points, such as Health form and card, photo id, spending money.
- Play the packing game against time and set the time for two minutes.

Total of points on the cards _____

Apply: Create a packing list for your trip

Potential Packing List

<p>Cargo Pants 1 point</p> <p>Zipper of legs provide versatility, shorts and pants in one garment Easy to wash/dry</p>  <p><small>shutterstock.com • 242451805</small></p>	<p>T-Shirt 1 point</p> <p>Purchase one on your trip; allow it to be a sleeping shirt and a souvenir.</p> 	<p>One Matching Outfit 2 points</p> <p>It will do double duty, as two single pieces or a dressy night out. Don't forget to color coordinate!</p> 
<p>Blue Jeans 3 points</p> <p>Jeans are heavy, bulky and take forever to dry.</p> 	<p>Swimsuit 1 point</p> <p>Any type dries quickly A vacation must!</p> 	<p>Dress Shoes 3 points</p> <p>These shoes are bulky and can only be worn for a small part of your trip.</p> 

Sandals
1 point

Can be used at the beach or in the shower.



Shorts
1 point

Use as cover up at the beach, or as bottoms to the pajamas.



Skirt
1 point

Prints work well on bottoms, they hide dirt and stains and don't need washing as often.



Sweater
3 points

Never looks wrinkled. Good for layering and dressing up. Dark is best.



Lightweight shoes
2 points






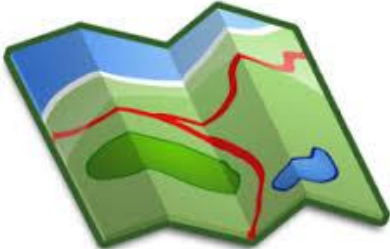
Make sure they are broken in and comfortable



Long Sleeved Shirt
2 points

Make sure it's lightweight. Nice for cool days.



<p>Lightweight Jacket 3 points Windproof and waterproof. Hood keeps your ears</p>  <p>warm</p>	<p>Medication 0 points Make sure you bring enough for the time you are gone</p> 	<p>Small Daypack 1 point Great for carrying a sweater or jacket, camera and water bottle</p> 
<p>Bank Cards 0 points One for use One for backup</p> 	<p>Money Belt 0 Points Security for your critical items... Cash, credit card, plane tickets</p> 	<p>Maps to areas or cities traveling 1 point</p> 

Full Size Shampoo Bottle and Toothpaste
3 points



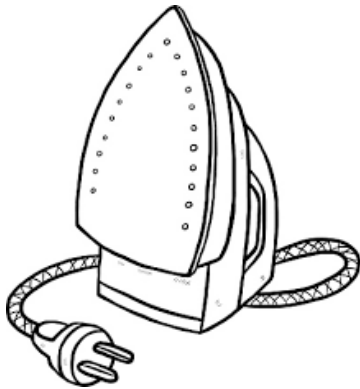
Airline, Train Ticket
0 points



Travel Size Shampoo and Toothpaste
1 point



Travel Iron
5 points



Down Jacket
5 points
Bulky. Try layering sweater and lightweight jacket



Curling Iron
2 points



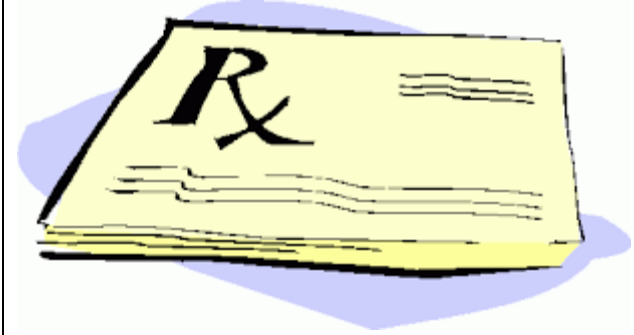
Cash, Travelers Checks
0 points



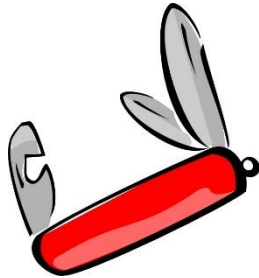
Hair Dryer
3 points



Prescription
0 points
Helpful for required medication



Pocket Knife
0 points
Can't carry on plane



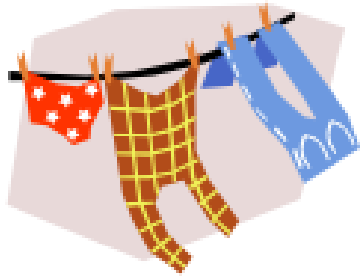
Photocopies of important items
0 points
Copies of passport, plane ticket, credit card



Sewing Kit
0 points



Travel clothesline
0 points



Digital Camera, cards and battery charger
1 point



Small Flashlight
0 points

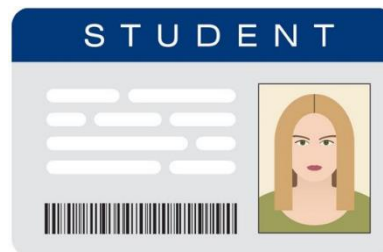


Travel Alarm
1 point



Picture ID
0 points

School ID, Driver's license, may be necessary



Insurance card, Health Exam form
0 points



Books to Read
4 points

Heavy, take up a lot of room



2 underpants 2 pair socks
1 point



Journal
1 point

Nice remembrance of your trip



Pajamas
2 points



Super Lightweight Pants
1 point



Combination Lock
1 point

To use on the lockers at hostels



Section Four: Budget and Paying for Your Trip

Money is one the greatest concerns for many area event directors. Common questions are:

- How much money 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 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 plan develop.

Estimating Costs

There will always be items without firm prices, and you might wonder how to estimate them. It is probably best to work with a per-person figure, since it can be a shock to realize how much a single item will cost for a large group. A meal at \$10 a head costs \$300 for a group of 30!

Strive for a realistic average. For food, budget most meals at a relatively low price with one meal per trip at a higher price. Then, on the trip, this extra amount might be used for a single meal or spread across all meals. Do not budget too much for sightseeing and activities if prices are not known. Group and youth prices are frequently much lower than regular admission, with one or more adult chaperones getting in free. Also, you will probably not have the time for all the different activities you wanted to do. When you are actually on the trip, free or low-cost alternatives can be found.

Make sure your budget includes gas if driving, estimates for tips, taxes and other such costs where appropriate. Remember to include the cost of group equipment, such as first aid supplies, garbage bags or paper cups. Also, include the cost of additional insurance.

If the budget is prepared far in advance of the trip or if many costs are estimates, include a fixed amount or a percentage of the total for inflation or mis-estimates. Or, round each item upwards slightly to obtain a total estimate.

Planning Costs

Planning costs include copying information for parents, making long distance phone calls, purchasing maps, stamps, and guide books, including bank charges and the cost of money orders. Depending on the size of the group and the scope of the trip, include between \$5 and \$25 per head for indirect costs.

Contingency Fund

Every trip budget needs a contingency fund. This should be built into the budget with money provided by troop funds or by parents, with the understanding it will be returned if not used. The contingency fund is used if transportation breaks down, if planned accommodations turn out to be unsuitable and the group must stay elsewhere, or if the weather is unseasonable and activities must be changed, even if paid for. Sometimes full or partial refunds can be obtained after the trip is over, but meanwhile the Troop needs money to continue!

The contingency fund might also be used if one traveler becomes ill or has an accident and extra money is needed at the time of the trip. In this case, the family of the girl will reimburse the fund later, so everyone else will have their money returned.

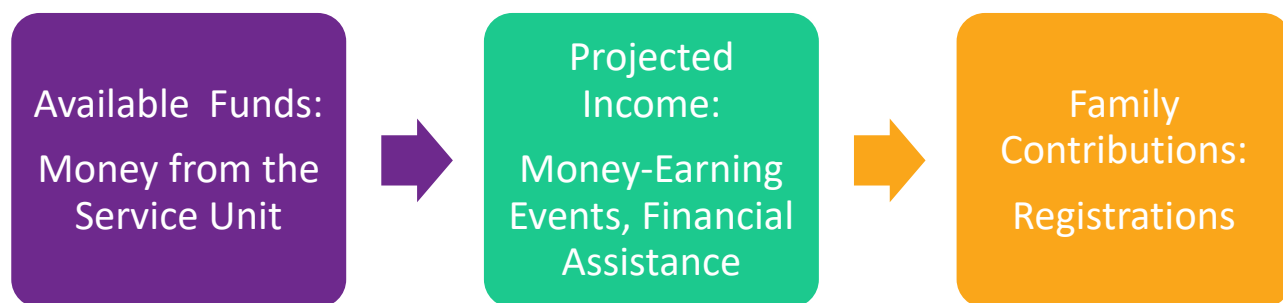
The actual amount of the contingency fund can be decided as follows. Allow \$5 a head for a short trip, \$50 a head for a long trip, or add five or ten percent to the total budget. Whichever method you choose, the amount is separate from the sum added for mis-estimation or inflation.

Create a Trip Budget Worksheet to help plan the trip finances. Expenses will vary depending upon the destination and scope of the trip/travel opportunity. Some basic costs for any trip/travel opportunity includes:

- Transportation: fuel cost, rental fees, airfare, tolls, local transportation, etc.
- Lodging & Accommodations
- Food
- Event fees: program fees, admission fees, etc.
- Souvenirs & gifts
- Gratuities: food, transportation, excursions, etc.
- Emergency money

It is important to note that the budget needs to take into account individual fees for each girl as well as the overall troop expenses. Girls may need to factor in personal expenses such as clothing, gear, and miscellaneous funds to spend at her discretion.

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



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

Per person cost: To determine the amount each girl or adult may pay for the trip for event:

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

Paying for your Trip

Money-Earning Projects

Whether it is a simple local outing or an international excursion, trips should not exceed the financial means of the troop and individual participants. Fall Products and the Cookie Sale Program should be the troop's main sources of funds to cover trip related expenses for girls and ratio-required adults. Family contributions and additional money-earning projects should be used as additional means to secure funds. All money-earning projects must be pre-approved by your Service Unit Manager and/or Membership Director via the Money Earning Activity Request Form SU104. Projects must involve girls actively doing a task or service, must be age-appropriate and girl-led, and troops must have participated in or have committed to participate in the most recent product sale program.

Know the financial guidelines! "Money-earning activities" refer primarily to services carried out by girls and adults to provide additional funding for specific Girl Scout projects or experiences. Examples of money-earning activities include, but are not limited to, dog walking, pet sitting, leaf raking, babysitting, and bake sales.

GS-NCCP specific guidelines are found at www.ncocoastalpines.org. They will find current into on:

- Money-earning activities you may do, and those you may do;
- Application for money-earning activities, with instructions

Financial Assistance

Financial Assistance for travel opportunities should be the last option to secure funds for travel opportunities. Financial assistance from the Trip and Travel Assistance Committee is not guaranteed and troops and individuals must be currently participating or participated in the last Cookie Sale Program.

Troop Request

Troops have the option to apply for funds from a set scale based on grade-level:

- \$5 for Daisy Girl Scouts
- \$10 for Brownie Girl Scouts
- \$15 for Junior Girl Scouts
- \$20 for Cadette and Senior Girl Scouts

Funds can be awarded for each girl and adult within required ratio; additional girls or requests that exceed the stated guidelines will not be approved. These funds can be used to help purchase patches, pay gratuities, provide transportation, cover fees for experiences, etc. Applications for these funds are submitted to the Trip & Travel Assistance Committee via form [PG320 Troop Travel Assistance Form](#)

Individual Request

In addition to the troop funds, the Trip & Travel Assistance Committee also reviews and awards financial assistance for individual participants who are participating in a Girl Scout sponsored trip (troop, GSNCCP, or GSUSA) and who demonstrate financial need. Individual funds are limited and can only be used to help with the cost of transportation and program fees- no food, souvenirs, etc. Unlike the troop

application, any registered member attending a travel opportunity can apply for individual financial assistance. Priority is given to girl participants and adults needed to make the travel opportunity possible. Applications for these funds are submitted to the Trip & Travel Assistance Committee via form [PG310 Individual Financial Assistance Form](#)

Applications for both troop and individual funds should be submitted by the first of each month to the Raleigh Service Center.

Why Would Someone Not Be Approved?

- Incomplete application
- Falsified information
- Not a currently registered Girl Scout
- Owes money to Council
- Safety Activity Checkpoints violations
- Has not had their TP103 form approved
- Lack of participation in Cookie Sale Program
- Troop trip not granted status (individuals then would not be eligible)

Section Five Forms, Permission and Resources

Common Forms for Trip Leaders

Proper documentation is essential to ensure the safety, care, and well-being of our girl and adult members as well as the overall success of your troop activity. Some of the most frequently used forms you will work with are listed below. We recommend that you always download the most up-to-date versions from the council website or Resources tab of the Volunteer Toolkit.

Form Number	Form Title	Form Description
CP 115	Accident/Incident Report Form	This form should be completed and submitted if an emergency or crisis occurs during a Girl Scout troop meeting or activity.
CP 116	Accident/Incident Report Log	This form should be completed in addition to the Accident/Incident Report form.
PG210	Intent to Travel Internationally	This form should be completed prior to 12-24 months prior to your international trip and sent to outdoorprogram@nccoastalpines.org
PG211	International Travel Health and Permission Form	This form is for usage on an international trip. It asks for more detailed information than our standard health form.
PG212	Permission to Travel Internationally with a Minor	This form should be completed for each girl (minor) on the trip and kept with the trip leader for reference if need on trip.
PG213	Traveler Behavior Agreement Girl	This agreement is for each girl and her parent/caregiver to sign prior to the trip stating they understand the expectations for the trip.
PG214	Traveler Behavior Agreement-Adult	This agreement is for each adult to sign prior to the trip stating they understand the expectations for the trip.
PG215	Authorization for Medical Treatment for Minors	This form is for minors attending an international trip.
PG216	Authorization for Medical Treatment for Adults	This form is for minors attending an international trip.
PG220	Final Information to Travel Internationally	This form should be completed and sent to the Raleigh Service Center 3 months prior to the trip. Completed forms include: 1) an approved TP103, 2) International insurance form and payment, 3) Emergency contact list, and 4) Detailed Itinerary
PG230	GSUSA/Girl Guide Application for Camping and Other Across the Border	This form is for any troop/group planning to visit Canada must complete and send this form to the Program Director at least five months before the proposed trip dates.
PG240	Intent to Travel Form A	This is the accommodations request form for the four world centers and/or Girl Guide hostels in more than

		25 countries
PG250	Intent to Travel Form B	Request for World Association Card of Introduction Send to Program Director 8-10 weeks before departure. A card will not be issued more than 3 months in advance of departure.
PG 310	<u>Individual Wider Opportunity: Financial Assistance Application</u>	Application for an individual girl or adult volunteer to receive financial assistance to participate in a Girl Scout approved program or a trip.
PG 320	<u>Council Wider Opportunity Trip Status and Troop Financial Assistance Application</u>	Application for a troop to receive financial assistance to participate in a Girl Scout approved program, area event or trip.
PG 330	<u>Application for Individual Financial Assistance and Registration Council Sponsored Activities</u>	Application of for an individual girl or adult volunteer to receive financial assistance to participate in a council-sponsored program, area event or trip.
PG360	Post Trip Activity Evaluation	This form should be completed upon the completion of your trip/travel and emailed to <u>outdoorprogram@nccoastalpines.org</u> .
OPG 750	<u>Council Certificate of Insurance Request</u>	This form should be completed if you need to provide proof of insurance to a certificate holder. This request should be submitted to <u>jbraun@nccoastalpines.org</u> .
SU 104	<u>Troop Money Earning Guidelines & Project Request Form</u>	This form should be completed and submitted for approval to the area service unit manager and membership director at least four weeks prior to troop participating in a non-council sponsored money earning project.
TP 103	<u>Troop Permission Request for Camping, Overnights, Watersports and Adventure Activities</u>	This form is required for all troops to participate in camping, overnights, watersports and adventure activities. Should be submitted to area service unit manager at least 4 weeks prior to activity for approval.
TP 105	<u>Parent/Guardian Permission for Troop Outings and Health History Form</u>	Parents/Guardians should complete this form annually for their girl to participate in Girl Scouting troop meetings, activities and events. Troop co-leaders should keep these forms for their records.
TP 106	<u>Health History Form for Adult Members</u>	Highly recommended for adults to complete if they are assisting with troop activities and events. Troop co-leaders should keep these forms for their records.
TP 300	<u>Plan 2: Accident Coverage Only</u>	For non-members participating in any Girl Scout sponsored event lasting two consecutive nights or less.

		Forms should be submitted to program@nccoastalpines.org .
TP 301	Plan 3E: Accident and Sickness Coverage	Recommend for members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .
TP 302	Plan 3I: Accident and Sickness Coverage (primary international)	Recommended for members and non-members participating in any Girl Scout sponsored international trip lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .
TP 303	Plan 3P-Accident and Sickness Coverage (primary)	For members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .

Section Six: Frequently Asked Questions

1. What is a Girl Scout trip or travel experience?

A true Girl Scout travel experience is progressive, age-appropriate, grounded in the Girl Scout Leadership experience, and adheres to all Safety Activity Checkpoints, Volunteer Essentials, Trip & Travel Guidelines and any other applicable Girl Scout guidelines and policies. It is girl-led and girl planned from conception to reflection, is financially sound and accessible to all girls who would like to participate in the experience.

2. Where are we allowed to go on troop trips and travel opportunities?

Troops and individual girls can travel to any destinations that does not have a travel advisory issued by the U.S. Department of State. Destinations should be age-appropriate, within the financial means of the troop, and selected by the girls.

3. How do we make it girl led?

All travel opportunities should be girl-led and girl planned from conception to reflection. Allow girls to brainstorm ideas, research activities, lodging and other logistics, develop the budget and decide how troop funds will be spent. The skills garnered in planning and executing travel opportunities foster independence.

4. What permission are necessary in order to take trips and travel with my troop?

Local field trips and day trips that do not include specialized activities do not required prior approval. For overnight trips, troops must obtain a signed TP103 Troop Permission Form for Camping, Overnights, Water Sports and Adventure Activities. If your troop is traveling internationally, you will need to submit Intent to Internationally, Final Information in addition a signed and approved TP103.

5. Why are adult chaperones not permitted to drink alcohol on Girl Scout trips or travel opportunities?

As will all aspects of the Girl Scout program, trip and travel should be girl focused. Every adult should be focused on the health and safety of the girls in their care and should not consume alcohol, smoke, or use foul language in the presence of girls. Adult should not carry ammunition or firearms in the presence of girls or otherwise engage in actions that would place the physical and emotional well-being

6. Why can't an adult from every family attend the trip or outing?

Beyond exposing girls to the world around them, travel opportunities foster independence in girls. To guarantee that travel opportunities remain girl focused, only the number of adults as outlined in the Adult-to-Girl ratios should attend the travel opportunity.

7. Beside troop trips, how else can I travel as a Girl Scout?

Beyond troop planned trips, troop treks, international events, and destinations for individual girls all provide opportunity to travel. Visit <http://forgirls.girlscouts.org/travel/> to discover more about these opportunities. Additionally, there are several special interest troops throughout council whose focus is travel. Check with your area leadership to find out additional information on the location of these troops.

8. Can siblings and/or non-registered individuals come on a trip?

Only registered Girl Scouts members can participate in on a Girl Scout travel opportunity.

9. We want to go somewhere primarily fun (ie: Disneyland, cruise, etc.); how do we make it a Girl Scout Leadership experience for our girls?

Girl Scout travel experiences should absolutely be fun! We love to see groups interested in going places like Disneyland—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 Disney Imagineer!), or if you can meet with a Cruise Ship Director to hear about their career. Have a focus on healthy living and have the girls wear pedometers while at a theme 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 eating candy and going on rides (although that is fun too)—talk to us if you need inspiration! We want the fun to happen as much as you (and your girls) do.

10. Are hostels safe?

Hostels offer a low-cost option for lodging while on an overnight trip. As with any accommodations, hostels need to be thoroughly researched prior to booking to ensure safety and security. We recommend hostels run by Hosteling International USA

<https://www.hiusa.org/>

11. Do we need a lifeguard if our troop is going on a cruise?

Most cruise ships do not staff assigned lifeguards. It is the responsibility of troops to provide a lifeguard for all cruise related trips.

12. Can male chaperones accompany girls on travel opportunities?

Men are allowed to chaperone girls on all types of travel opportunities. Please keep in mind safety policies concerning unrelated adults and ensure that the proper adult to girl ratio is maintained at all times.

13. I have additional questions, where do I go to find answers and resources?

Both GSUSA and GSNCCP have excellent planning resources to help your girls get out and exploring. Please visit <http://forgirls.girlscouts.org/travel/> and/or contact the Program Department via email outdoorprogram@nccoastalpines.org for questions and assistance.

14. When can I take my troop on a trip?

This is dependent upon the interest of the girls, cooperation of parents and families, the availability of funds, and the readiness of your girls and adults. Use the resources provided in this document to gage the readiness of your girls and adults in your troop.

15. When can we travel out of state?

Trip and travel experience is built on progression and both the participating girls and adults need to have the skills necessary to take extended trips. We recommend that trips that involve interstate travel be for Girl Scout Juniors and above. However, this is dependent upon the level of experience within your troop. Use the resources provided in this document to gauge the readiness of the girls and adults in your troop to determine if traveling out of state is an option.

16. What specific training do I need to take a trip or travel with my troop?

All trip leaders will need to complete the Explore More: Traveling with Girls travel training as well as complete Volunteer Essentials online. The need for other certifications such as First Aid/CPR, Wilderness and Remote First Aid, Lifeguarding, and Outdoor Certification is dependent upon the destination, and the activities that the girls will be engaging in during the experience. It is recommended that these roles are filled by others rather than the Trip Leader for risk management and ratio purposes.

17. Do the co-leaders of my troop have to be the trip leader?

No, the trip leader does not have to be a co-leader. Any registered adult with an approved background check can serve as trip leader. The trip leader needs to work in tandem with the co-leader(s) and should include him/her in all planning, money-earning, and logistics of the trip/travel opportunity.

18. What is the role of the camp certified adult in terms of trip and travel activities with my troop?

Outdoor trained adults on camping trips serve an important role in not only skill and know-how, but also ensuring girls are adequately prepared for the trip. In our outdoor progression, we gradually introduce girls to the out-of-doors, plus increasing levels of skills and responsibilities. By having adults who have been trained in these topics, we can do our best to ensure each girl going on a camping trip is prepared to have an outstanding time.

19. None of the adults in our troop hold any certifications. How do we obtain the necessary certifications to take our troop on a trip?

The Explore More: Traveling with Girls travel training and Volunteer Essentials Online can be accessed through the NC Coastal Pines website. For additional trainings such as First Aid/CPR, Outdoor certification, and aquatics trainings, please see event calendar in MyGS and register for available trainings. You can also contact the Learning and Development Department and the Program Department to find out additional information on training opportunities.

20. Is it mandatory to have two adults in each car/van when traveling?

For planned Girl Scout trips and travel opportunities outside of the normal meeting time and place where a group of girls will be transported in private vehicles, the following applies:

- If a sole group of girls are traveling in one vehicle, there must be two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the adult to girl ratio as outlined 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 adult to girl ratio as outlined 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.

More questions? Email outdoorprogram@nccoastalpines.org

Section Seven: Resources:

GSUSA Travel Website [http://forgirls.girlscouts.org/travel/
Guide to U.S. Travel](http://forgirls.girlscouts.org/travel/Guide%20to%20U.S.%20Travel)