

Introduction

Purpose

It is important to establish a common purpose for your trip that captures Girl Scout philosophy as well as the spirit of the girls in your troop or group. This presents an opportunity to create an environment that promotes challenge and personal growth. The following are positive elements of a Girl Scout trip:

- Learning experience, socially and personally
- Opportunities to learn self-reliance by taking care of themselves and their belongings
- Progression in skills and decision-making ability
- A safe environment for girls
- Quality programs that enhance on-going troop program
- Build friendships and skill in working in a community
- FUN!

Planning

Girl Planning is what makes Girl Scouts' experiences unique. Every trip can be a stepping stone, teaching the girls just a little bit more about the skills they will use for life – taking care of themselves, making decisions, evaluating their growth and working together for the common good.

Progression

Build on positive field trips around town and basic trip experiences. This will set you and your troop or group up for success and get ready for advanced trips and world-wide adventures.

Supportive Resources

Safety Activity Checkpoints: www.sdgirlscouts.org/safety

Service Unit Activity Consultant

A volunteer on your service unit team who will guide and approve your trip

Name: _____ Phone number: (____)_____

E-mail: _____

Volunteer Support Coordinator (VSC)

A staff member who supports your service unit and your service unit team

Name: _____ Phone number: (____)_____

Email: _____

Adult Learning Manager— (619) 610-0814

A staff member who supports the activity consultants and the volunteer support coordinators. This person is responsible for updating information and communicating council policy.

Table of Contents

Are You Ready?	1
Trip and Travel Progression in Girl Scouts	2-3
Ten Steps to a Field Trip	4
Ten Steps to a Basic Trip	5
Eleven Steps to an Advanced Domestic Trip	6
Twelve Steps to an Advanced International Trip	7-8
Necessary Paperwork	9
On the Road Checklist—Who Needs Which Phone Number	10
Girl Scout Leader Tool Kit	11
Planning Resources	
Working with Parents	12-13
Responsible Traveling	14
Group Management	15
Safety and First Aid	16-17
Creating a Trip Itinerary	18
Budgeting	19-22
Lodging	23
Transportation	24
Meal Planning	25
Personal Gear	26
World Association of Girl Guides & Girl Scouts	27-30
Travel Education: Hostels	31
Necessary Paperwork Appendix	
Intent to Travel	32
Adult Health Examination Record	33-34
Girl Health Examination Record	35-36
Permission to Travel with Minors Form	back
Parental Permission to Travel in Mexico	back

Are You Ready? Are the *GIRLS* Ready?

As you begin to plan trips, from the simplest to the most complex, ask yourself what the girls are ready for. **Give them the opportunity to plan, learn and practice skills in a safe environment where, when mistakes happen, they can profit from the experience.**

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

For any kind of trip, girls need practice in some **basic lessons**, and definitely need **skills** before taking an advanced trip. What kinds of skills should girls learn and practice as they **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
- Packing (see Personal Gear)
- “Street Smart Skills” and good safety practices (see Safety)
- Good manners (see Responsible Travel)
- Can the girls be responsible for their behavior and comfortable with hotel/motel living
- Budgeting and Fiscal Responsibility (see Budgeting)
- Getting along with others for longer and longer periods of time –accepting responsibility for their own behavior (see Group Management)
- 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



Trip and Travel Progression in Girl Scouts

Type of Trip	Suggestions	Examples	Girl Skills Required	Adult Training & Other Requirements
Field Trips				
Meeting Time and Discovery trips	These are the first steps in taking a trip	<ul style="list-style-type: none"> Short hikes Visits to parks Visits to civic buildings, museums or historical monuments Field trips—places that you can visit in troop meeting time—fire station, police stations, library, etc. 	<ul style="list-style-type: none"> Can decide when and where to go Can help decide what to do Can understand and use the buddy system Can be responsible in public Can evaluate—did we like it? What worked? What didn't work? 	<ul style="list-style-type: none"> The leader has completed Core Leadership Training, a Welcome Meeting and the appropriate age level training Trip meets Safety Activity Checkpoints Troop in-town contact has information needed Activity Approval form only if doing one of the program activities listed on the form
Basic Trips: day trips over two hours away, travel within California, two night maximum, no air travel				
Day trips	Help girls develop more complex planning skills; get girls ready for overnight trips	Visit a nearby city, have meals in restaurants or spend a day in the outdoors practicing skills or learning about nature	<p>All of the above plus:</p> <ul style="list-style-type: none"> Can develop purpose of trip Can identify appropriate dress for activities and weather Can make some arrangements Can use public telephones Can call for help and understand what to do if separated from the group Can develop trip budget and make choices about how and when money is spent Can develop plan for trip activities 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Adult working with the girls in preparation and going with the group has the Let's Go! resource guide. A copy of the permission form is sent FYI to the activity consultant Activity Approval form only if doing one of the program activities listed on the form. A currently certified first aider will accompany the group
Complex day trips involving two or more hours of travel time one way	Plan an all-day outing away from the troop meeting place; take sack lunches—keep it simple	<ul style="list-style-type: none"> A park, beach or zoo Historical sites, museums, etc. Longer hikes and picnics A council or service unit event Day only at encampments Trips to nearby amusement parks: Disneyland, Knott's Berry Farm 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Can keep track of own belongings and spending money during trips Can get along with others for duration of trip Can understand simple economics: how much it will cost, how to pay for trip, what choices will have to be made 	All of the above

Type of Trip	Suggestions	Examples	Girl Skills Required	Adult Training & Other Requirements
Basic Trips Cont'd				
Overnights	A good way to prepare girls for staying away from home; keep meals simple	Overnights in a troop member's home or community building in the neighborhood	<p>All of the above plus:</p> <ul style="list-style-type: none"> Can be away from home for duration of trip Can care for oneself: brush hair and teeth, dress oneself, etc. Can identify equipment needed, pack accordingly and care for her own things 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Adult working with the girls in preparation and going with the group has completed "Let's Camp" Activity Approval form required Review 10 Steps to a Basic Trip
Overnight trips of one or two nights	Trips such as these involve a bit more planning and expense	<p>Any trip that requires more planning of equipment, travel arrangements or activities</p> <ul style="list-style-type: none"> Camping in council cabin Tent camping in local park Hostel visit in nearby city 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Has a good understanding of budgeting for and financing a trip Has good outdoor living skills and ethics if camping Has maturity and skills appropriate to the trip (see "Are you Ready," p. 1) Has knowledge of hotel living safety 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Let's Camp and/or Let's Cook and/or Let's Tent as appropriate if camping Activity Approval form required
Advanced Trips: Domestic and International: three+ nights, involves air travel, outside of California, day/overnight trips to Mexico				
Day or overnight trips to Mexico	Trips across the border for service, education or camping	<ul style="list-style-type: none"> Visit to Cultural Center in Tijuana Work with Habitat for Humanity or other service group 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Respect for other cultures' values, traditions and customs Accept and appreciate you are a guest in another country 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Adult working with the girls in preparation and going with the group has completed Troop Tripping Activity Approval form required Review 12 Steps to an International Trip
Trips of three nights or more OR involves air travel OR involves travel outside of CA	These trips require months of planning, fund raising and parental support	<ul style="list-style-type: none"> Camping trips exploring new territory/parks Trips to historical places (Washington DC, Boston) Trips to Girl Scout centers (Savannah, Camp Andrea Clark outside New York City, Our Chalet, Cabana) Trips to places of interest (Hawaii, Alaska, Florida) 	<p>All of the above plus:</p> <ul style="list-style-type: none"> Can understand concept of "delayed gratification" Can budget and save for trip over time Can follow through on activities for raising money, making travel and lodging arrangements, etc. <p>This type of trip requires a great deal of maturity and skill. Girls and adults must have prior experience with progressively more complex trips!</p>	<p>All of the above plus:</p> <ul style="list-style-type: none"> Adult working with the girls in preparation and going with the group has Troop Tripping training Appropriate Outdoor Training required for camping trips Completed the 11 steps for Domestic or 12 Steps for International Trips Activity Approval form required

10 Steps to a Field Trip

Begin at least one month prior to your departure date.

1	Vision & Purpose <ul style="list-style-type: none"><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.<input type="checkbox"/> Girls and leader consider options and decide on destination<input type="checkbox"/> Girls and leader discuss possible activities, costs and food
2	Money, Schedules & Responsibility <ul style="list-style-type: none"><input type="checkbox"/> Girls and leader determine trip budget<input type="checkbox"/> Girls and leader set up a planning timeline<input type="checkbox"/> Begin fitting trip preparations into on-going troop activities<input type="checkbox"/> Inform families with general information about the trip
3	Training & Safety Standards <ul style="list-style-type: none"><input type="checkbox"/> Leader determines training needed<input type="checkbox"/> Appropriate first aid trained adult enlisted<input type="checkbox"/> Safety Activity Checkpoints consulted<input type="checkbox"/> Appropriate progression and skills practice evaluated and planned
4	Clarify Details <ul style="list-style-type: none"><input type="checkbox"/> Girls and leader refine purpose of trip, money earning projects, trip schedule, equipment needed, meals & snacks, who will bring what, how troop will travel, etc.
5	Girl Scout Approval <ul style="list-style-type: none"><input type="checkbox"/> Submit Activity Approval form to the service unit activity consultant if required<input type="checkbox"/> After approval begin confirmations and accumulation of the following:<ul style="list-style-type: none"><input type="checkbox"/> All paperwork in Step 7<input type="checkbox"/> Reservations for venue<input type="checkbox"/> Transportation details (carpooling, car reservation, train passes)
6	Finalize Details <ul style="list-style-type: none"><input type="checkbox"/> Leader and girls finalize itinerary and budget<input type="checkbox"/> Leader and girls complete safety and risk management planning<input type="checkbox"/> Orient families to the trip
7	Paperwork & Logistics <ul style="list-style-type: none"><input type="checkbox"/> Permission slips signed<input type="checkbox"/> Transportation confirmed (public, private vehicles, commercial vendor)<input type="checkbox"/> Health histories collected and organized<input type="checkbox"/> Safety and Risk Management Plan complete<input type="checkbox"/> Snacks planned<input type="checkbox"/> Fees paid<input type="checkbox"/> Family field trip orientation (provide a contact packet for each family)<input type="checkbox"/> Obtain additional insurance for non-members in attendance (see www.sdgirlscouts.org/insurance)
8	Confirm Details <ul style="list-style-type: none"><input type="checkbox"/> Submit samples of all paperwork from Step 7 to service unit activity consultant<input type="checkbox"/> Finalize details with families
9	Travel Time <ul style="list-style-type: none"><input type="checkbox"/> Let's Go! Have a great time on your field trip
10	Debriefing & Record Keeping <ul style="list-style-type: none"><input type="checkbox"/> Evaluate and debrief with the girls<input type="checkbox"/> Evaluate and debrief with the adults who participated<input type="checkbox"/> Evaluate and debrief with the families<input type="checkbox"/> Keep evaluation and debrief notes in troop records

10 Steps to a Basic Trip

Begin at least three months prior to your departure date.

1	Vision & Purpose <ul style="list-style-type: none"> <input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc. <input type="checkbox"/> Girls and leader consider options and decide on destination <input type="checkbox"/> Girls and leader discuss possible activities, costs, food and lodging
2	Money, Schedules & Responsibility <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader determine trip budget <input type="checkbox"/> Girls and leader set up a planning timeline <input type="checkbox"/> Begin fitting trip preparations into on-going troop activities; explore related badge work <input type="checkbox"/> Inform families with general information about the trip
3	Training & Safety Standards <ul style="list-style-type: none"> <input type="checkbox"/> Leader determines training needed <input type="checkbox"/> Appropriate first aid trained adult enlisted <input type="checkbox"/> Money earning standards reviewed (see financial guidelines and budgeting) <input type="checkbox"/> Safety Activity Checkpoints consulted for safety requirements <input type="checkbox"/> Work with the service unit activity consultant <input type="checkbox"/> Appropriate progression and skills practice evaluated and planned (integrate into meetings and field trips)
4	Clarify Details <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader refine purpose of trip, money earning projects, trip schedule, equipment needed, meals & snacks, personal packing list who will bring what, how troop will travel, etc.
5	Girl Scout Approval (two months in advance of the trip) <ul style="list-style-type: none"> <input type="checkbox"/> Submit Activity Approval form to the service unit activity consultant if required <input type="checkbox"/> After approval begin confirmations and accumulation of the following: <ul style="list-style-type: none"> <input type="checkbox"/> All paperwork in Step 7 <input type="checkbox"/> Reservations for site and lodging <input type="checkbox"/> Transportation details (carpooling, car reservation, train passes)
6	Finalize Details <ul style="list-style-type: none"> <input type="checkbox"/> Leader and girls finalize itinerary and budget <input type="checkbox"/> Leader and girls complete safety and risk management planning (Safety Management form) <input type="checkbox"/> Orient families to the trip <input type="checkbox"/> Recruit & train the troop in-town contact (see In-Town Contact form in appendix)
7	Paperwork and Logistics <ul style="list-style-type: none"> <input type="checkbox"/> Permission slips signed <input type="checkbox"/> Transportation confirmed (public, private vehicles, commercial vendor) <input type="checkbox"/> Health histories collected and organized <input type="checkbox"/> Safety and Risk Management Plan complete <input type="checkbox"/> Detailed itinerary complete <input type="checkbox"/> Lodging confirmed <input type="checkbox"/> Meals and snacks planned and purchased <input type="checkbox"/> Fees paid <input type="checkbox"/> Family Trip Orientation (provide a contact packet for each family) <input type="checkbox"/> Additional insurance purchased if required (see www.sdgirlscouts.org/insurance)
8	Confirm Details <ul style="list-style-type: none"> <input type="checkbox"/> Submit samples of all paperwork from Step 7 to service unit activity consultant <input type="checkbox"/> Finalize details with families <input type="checkbox"/> Finalize details with in-town contact
9	Travel Time <ul style="list-style-type: none"> <input type="checkbox"/> Let's Go! Have a great time on your trip
10	Debriefing & Record Keeping <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate and debrief with the girls <input type="checkbox"/> Evaluate and debrief with the adults who participated <input type="checkbox"/> Evaluate and debrief with the families <input type="checkbox"/> Keep evaluation and debrief notes in troop records <input type="checkbox"/> Complete Let's Go Budget Worksheet filed for the end-of-year financial report (See Budgeting for form)

11 Steps to an Advanced Domestic Trip

Begin at least 12 months prior to your departure date.

1	Vision & Purpose <ul style="list-style-type: none"> <input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc. <input type="checkbox"/> Girls and leader consider options and decide on destination <input type="checkbox"/> Girls and leader discuss possible activities, costs, food and lodging
2	Money, Schedules & Responsibility <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader determine trip budget <input type="checkbox"/> Girls and leader set up a planning timeline <input type="checkbox"/> Begin fitting trip preparations into on-going troop activities <input type="checkbox"/> Inform families with general information about the trip <input type="checkbox"/> Older girls should evaluate possible use of the troop ledger system
3	Training & Safety Standards <ul style="list-style-type: none"> <input type="checkbox"/> Leader determines training needed <input type="checkbox"/> Money earning standards reviewed (see financial guidelines) <input type="checkbox"/> Safety Activity Checkpoints consulted for safety requirements <input type="checkbox"/> Consult with the service unit activity consultant <input type="checkbox"/> Appropriate progression and skills practice evaluated and planned (integrate into meetings and field trips)
4	Clarify Details <ul style="list-style-type: none"> <input type="checkbox"/> Girls and leader refine purpose of trip, money earning projects, trip schedule, equipment needed, meals & snacks, personal packing list who will bring what, how troop will travel, etc.
5	Girl Scout Approval (six months in advance of the trip) <ul style="list-style-type: none"> <input type="checkbox"/> Submit Activity Approval form to the service unit activity consultant. <input type="checkbox"/> After approval begin confirmations and accumulation of the following: <ul style="list-style-type: none"> <input type="checkbox"/> All paperwork in Step 8 <input type="checkbox"/> Reservations for site and lodging <input type="checkbox"/> Transportation details (Plane tickets, car reservation, train passes)
6	Required Training <ul style="list-style-type: none"> <input type="checkbox"/> One adult must complete Troop Tripping. The training is offered on a quarterly basis; plan ahead <input type="checkbox"/> All participants (girls and adults) are strongly encouraged to complete one of the following programs offered by Hostelling International: Girl Scout Travel 101, Cultural Kitchen Series or Travel Bug. For best impact, plan to complete the program six months before travel. Contact the program coordinator for current schedule: programs@sandiegohostels.org or (619) 338-9981, ext. 2
7	Finalize Details <ul style="list-style-type: none"> <input type="checkbox"/> Leader and girls finalize itinerary and budget <input type="checkbox"/> Leader and girls complete safety and risk management planning <input type="checkbox"/> Orient families of troop plans <input type="checkbox"/> Recruit & train the troop in-town contact (see In-Town Contact form)
8	Paperwork and Logistics <ul style="list-style-type: none"> <input type="checkbox"/> Permission slips signed <input type="checkbox"/> Transportation confirmed (Public, private vehicles, commercial vendor) <input type="checkbox"/> Health histories collected and organized <input type="checkbox"/> Safety and Risk Management Plan complete <input type="checkbox"/> Detailed itinerary complete <input type="checkbox"/> Lodging confirmed <input type="checkbox"/> Meals and snacks planned and purchased <input type="checkbox"/> Fees paid <input type="checkbox"/> Family Trip Orientation (Provide a contact packet for each family) <input type="checkbox"/> Additional insurance purchased if required (see www.sdgirlscouts.org/insurance)
9	Confirm Details (three months in advance) <ul style="list-style-type: none"> <input type="checkbox"/> Submit samples of all paperwork from Step 8 to service unit activity consultant for final confirmation. (Please inform of any major changes prior to or during the trip.) <input type="checkbox"/> Finalize details with families <input type="checkbox"/> Finalize details with in-town contact
10	Travel Time <ul style="list-style-type: none"> <input type="checkbox"/> Let's Go! Have a great time on your trip
11	Debriefing & Record Keeping <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate and debrief with the girls <input type="checkbox"/> Evaluate and debrief with the adults who participated <input type="checkbox"/> Evaluate and debrief with the families <input type="checkbox"/> Keep evaluation and debrief notes in troop records <input type="checkbox"/> Complete Let's Go Budget Worksheet filed for the end-of-year financial report

12 Steps to an Advanced International Trip

Begin at least 18 months prior to your departure date.
(Six months for day trips to Mexico)

1	Vision & Purpose <ul style="list-style-type: none"><input type="checkbox"/> Girls discuss trip, where, purpose, how to get there, etc.<input type="checkbox"/> Girls and leader consider options and decide on destination<input type="checkbox"/> Girls and leader discuss possible activities, costs, food and lodging
2	Money, Schedules & Responsibility <ul style="list-style-type: none"><input type="checkbox"/> Girls and leader determine trip budget<input type="checkbox"/> Girls and leader set up a planning timeline<input type="checkbox"/> Begin fitting trip preparations into on-going troop activities<input type="checkbox"/> Inform families with general information about the trip<input type="checkbox"/> Older girls should evaluate possible use of the troop ledger system
3	Training & Safety Standards <ul style="list-style-type: none"><input type="checkbox"/> Leader determines training needed<input type="checkbox"/> Money earning standards reviewed<input type="checkbox"/> Safety Activity Checkpoints consulted for safety requirements<input type="checkbox"/> Talk with the service unit activity consultant regularly<input type="checkbox"/> Appropriate progression and skills practice evaluated and planned (integrate into meetings and field trips)
4	Clarify Details <ul style="list-style-type: none"><input type="checkbox"/> Girls and leader refine purpose of trip, money earning projects, trip schedule, equipment needed, meals & snacks, who will bring what, personal packing list, how troop will travel, etc.
5	Girl Scout Approval (12 months in advance of the trip) <ul style="list-style-type: none"><input type="checkbox"/> Submit preliminary Activity Approval form to the service unit activity consultant for review<input type="checkbox"/> Submit preliminary Activity Approval form to the adult learning manager for approval<input type="checkbox"/> After approval begin confirmations and accumulation of the following:<ul style="list-style-type: none"><input type="checkbox"/> All paperwork in Step 9<input type="checkbox"/> Reservations for site and lodging<input type="checkbox"/> Transportation details (Plane tickets, car reservation, train passes)
6	Passports & Legal Documents (see www.travel.state.gov for information) <ul style="list-style-type: none"><input type="checkbox"/> Enroll in STEP (Smart Traveler Enrollment Program) for automatic State Department updates and links to assistance abroad; in case of emergency, the local embassy will know you're nearby<input type="checkbox"/> Check status and apply for passports (must be valid for at least six months past travel dates)<input type="checkbox"/> Apply for needed Visas<input type="checkbox"/> Arrange for notarized parent/guardian permission to travel (see appendix for form)<input type="checkbox"/> Arrange for required immunizations – information on requirements is available through Center for Disease Control www.cdc.gov/travel or 877.FYI.TRIP<input type="checkbox"/> If traveling to a WAGGGS World Center go to www.wagggsworld.org; complete required documents<input type="checkbox"/> Arrange for International Driving Permits. See www.aaa.com/vacation/idpf.html. See note on page 26.
7	Required Training <ul style="list-style-type: none"><input type="checkbox"/> One adult must complete Troop Tripping. The training is offered on a quarterly basis; plan ahead.<input type="checkbox"/> All participants (girls and adults) must complete one of the following programs offered by Hostelling International: Girl Scout Travel 101, Cultural Kitchen Series or Travel Bug. For best impact, plan to complete the program six months before travel.
8	Finalize Details <ul style="list-style-type: none"><input type="checkbox"/> Leader and girls finalize itinerary and budget<input type="checkbox"/> Leader and girls complete safety and risk management planning<input type="checkbox"/> Orient families to the trip<input type="checkbox"/> Recruit & train the troop in-town contact<input type="checkbox"/> Check with state department for travel warnings (refer to www.travel.state.gov)

Advanced International Trip cont'd

9

Paperwork & Logistics

- ☐ Permission slips signed
- ☐ Notarized parent or guardian permission to travel collected
- ☐ Copies of all attendees' passports collected
- ☐ Transportation confirmed (public, private vehicles, commercial vendor)
- ☐ Health histories organized and reviewed by first aider
- ☐ Health exams
- ☐ Safety and Risk Management Plan complete
- ☐ Detailed itinerary complete
- ☐ Lodging confirmed
- ☐ Meals and snacks planned and/or purchased
- ☐ Trip monies collected
- ☐ Fees paid
- ☐ Family Trip Orientation (Provide a contact packet for each family)
- ☐ World Center confirmation received
- ☐ Additional insurance purchased if required (www.sdgirlscouts.org/insurance, obtain Plan 3PI)

10

Confirm Details (Three months in advance)

- ☐ Submit samples of all paperwork from Step 9 to **service unit activity consultant for records**
- ☐ Submit samples of all paperwork from Step 9 to the **adult learning manager for final confirmation** (Please inform of any major changes that come prior to or during the trip.)
- ☐ Finalize details with families
- ☐ Finalize details with in-town contact (provide contact information council support)
- ☐ Check travel warnings and bulletins at www.travel.state.gov. Confirm details in STEP enrollment

11

Travel Time

- ☐ Let's Go! Have a great time on your trip

12

Debriefing & Record Keeping

- ☐ Evaluate and debrief with the girls
- ☐ Evaluate and debrief with the adults who participated
- ☐ Evaluate and debrief with the families
- ☐ Completed Let's Go Budget Worksheet filed for the end-of-year financial report
- ☐ Keep evaluation and debrief notes in troop records

National and Global Girl Scout Resources:

Girl Scouts of the USA (GSUSA) Travel Website: www.girlscouts.org/forgirls/travel
Contains info on Girl Scout destinations and getaways, slide shows and inspiration.

GSUSA's Global Travel Toolkits for girls and adults are excellent progressive workbooks with a built-in timeline and thought-provoking questions. Be sure to supplement with local council requirements and resources. www.girlscouts.org/forgirls/travel/global_travel_toolkit

WAGGGS World Centres: <http://www.wagggsworld.org/en/world/centres>. This portal accesses information on the four centers operated by the World Association of Girl Guides and Girl Scouts. Booking, documentation and program information are seasonal and vary by centre, so check often for current information.

Necessary Paperwork

These are accessible online at www.sdgirlscouts.org under “Forms,” in the council resource centers and in the Appendix of Paperwork in this packet.

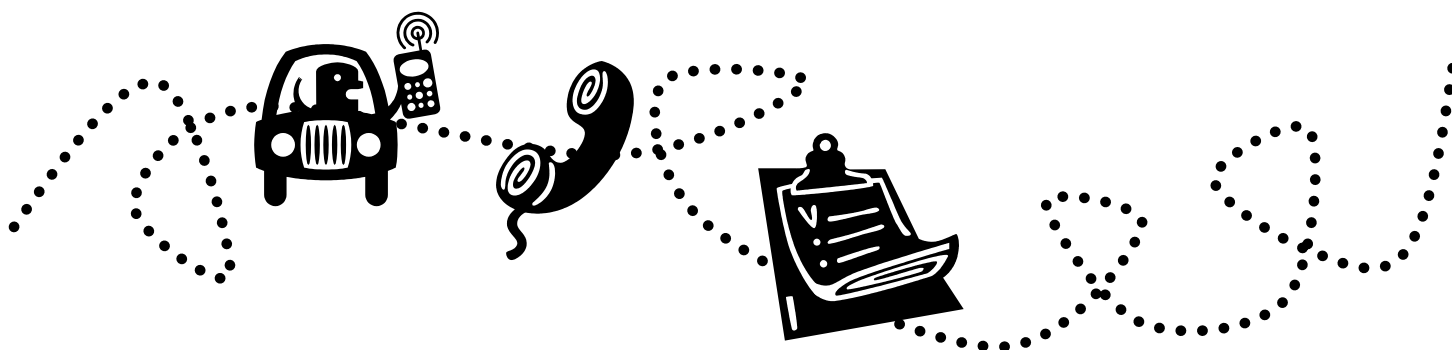
Form name and number	Why/when form is used	What to do with it
Permission Form PG-0085W	Sends information to parents; parents return completed form. Girls cannot participate without signed form.	Keep forms with troop. Drivers should have forms for girls in their vehicle. Send FYI copy to activity consultant.
Activity Approval PGO-0023W	Grants council permission for participation in specified program activities listed on the form. (Camping, swimming, bicycling, over-nights, archery, horseback riding, surfing, etc.)	Submit to service unit activity consultant for approval.
	Activities requiring a signed agreement that includes the words “Girl Scouts” totaling \$500 or more must be reviewed prior to your signature. Not required if contract does not include Girl Scouts.	Give any contracts to the Adult Learning Manager for approval, after the service unit activity consultant has reviewed other aspects of the trip.
Transporting Girl Scouts—A Message to Volunteer Drivers PG-0108W	Drivers transporting girls in privately owned vehicles agree to safety requirements and provide pertinent information.	Be sure every driver has a current completed form on file. Review for accuracy with the driver at the beginning of each troop year.
Troop Contact Log PGO-0033W	The communication link between the traveling troop and the families.	Keep person’s name & contact information with the troop.
Girl Health History Record MB0079A	Alerts adults to any health problems, allergies or restrictions a girl may have. Update form annually or after a serious medical problem. Use for troop meetings and basic trips. For a more advanced form, contact the Adult Learning Manager.	Keep forms with troop. Drivers should have forms for girls in their vehicle. Information is confidential, share only on a need to know basis.
Adult Health History Record PGO-0063CW	Adults accompanying groups should have a health history on file with the troop.	Keep forms with troop. Information is confidential, available to troop first aider.
Permission to Give Over-the-Counter Medications TRP0808W	Parent permission to administer prescription and OTC medications to minors.	Keep forms with troop. Don’t give medicine without this signed form.
Safety Management Plan for Troop Activity PGO-0154W	A tool to help the group think through the information they need to “Be Prepared.”	Keep form with troop. Get help from AC or VSC if needed.
Accident Report Form PGO-0016W	Accidents that might require medical help. Be objective; write clearly.	To Adult Learning Manager at council the first working day after incident. Phone, fax or deliver.
Adult Health Examination Record Girl Health Examination Record Permission to Travel with Minors Parental Permission to Travel to Mexico	International travel, extended trips or high adventure trips.	Keep with troop during travel.

On The Road Checklist

Who Needs Which Phone Number

Legend: **L = Leader** **I = In-Town Contact** **G = Girl**
 F = Family **AC = Activity Consultant**

L	I				Girls' names/parents' names/ all parent phone #s (cell, work, home, mobile)
L	I				Girls' emergency contact names and all phone numbers
L		G	F	AC	Troop in-town contact – all numbers
L	I	G	F	AC	All lodging numbers enroute
L		G			Emergency #s at destination – police, fire, hospital
L					Roadside service numbers
L					Auto insurance numbers
L					Appropriate #s for your travel arrangements – bus company, airline, travel agency, train, etc.
L	I		F		Council emergency numbers – update annually



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

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

IDEA! Have girls make their own emergency phone cards. Have them write the appropriate phone numbers on one side of an index card. On the other side, write information they will need if they get lost or separated from the group – leaders' first and last name, troop # and cell phone numbers for all participating adults, etc. Laminate the cards. The girls can carry them in their backpacks. Each girl should have a copy of the itinerary with local contact info, to help her reunite if separated.

Girl Scout Leader Tool Kit

- ☐ First aid kit (check Safety Activity Checkpoints)
- ☐ Permission slips and health history forms for each girl in the car she is riding in (including the leader's daughter or child)
- ☐ Copies of passports and other critical documents (for international travel)
- ☐ *Adult Health History* form for all adults (including the leader)
- ☐ Extra beanie hats and fleece jackets
- ☐ Accident Report form
- ☐ Emergency contact phone numbers
- ☐ Emergency procedures sheet and/or card
- ☐ Change for telephones, tips, toll roads, etc.
- ☐ Map of the areas you will be traveling; do not rely solely on GPS units or smart phones
- ☐ All of your paperwork: reservations, confirmation numbers, lease agreements, etc.
- ☐ Emergency "fix it" kit with safety pins, needle and thread, duct tape, scissors, pen and paper, etc.
- ☐ Ideas for travel games or activities to keep girls engaged
- ☐ Trash bags: for litter, makeshift rain gear, storage, wet clothing, etc.; zip bags for motion sickness
- ☐ Handi-wipes, tissues and/or paper towels
- ☐ Any girl's medications, instructions for dosage and signed permission to give medications



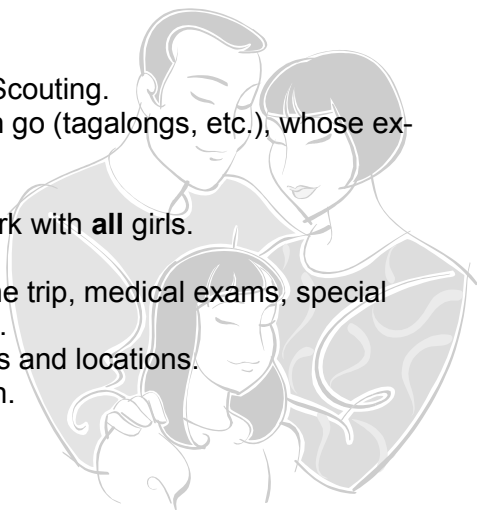
Planning Resources



Working With Parents

Parent Expectations for any Girl Scout Activity:

- Good planning and input into the planning process.
- Goals and program elements that support the values inherent in Girl Scouting.
- “Rules” for participation well in advance: payment schedules, who can go (tagalongs, etc.), whose expenses will be paid (girls only, chaperones also, etc.).
- A detailed budget and an affordable trip; wise use of girls’ money.
- An adequate number of well-prepared adult chaperones; willing to work with **all** girls.
- Emotional and physical safety.
- Ample notice of what their daughters will be expected to provide for the trip, medical exams, special equipment, spending money, participation in fundraising activities, etc.
- A detailed itinerary. Clear understanding of departure and arrival times and locations.
- In-town contact – role, name and all contact information for the person.
- Notice of changes or updates in plans.



Information in Writing:

It is best to provide the information in writing for all trips. As a trained leader, you have knowledge and information that parents may not. Plan to schedule one or more parent meetings. The number will depend on the complexity of the trip, the age of the girls and their (and their parents) previous experience with Girl Scout trips.

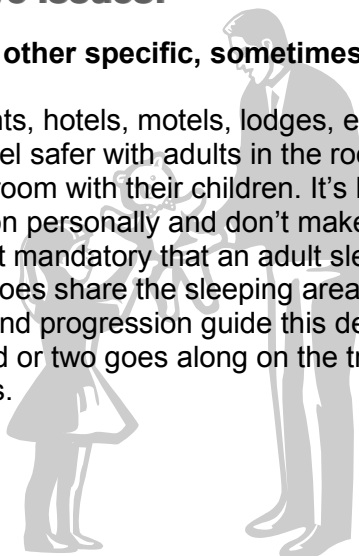
You would be wise to inform them of:

- Council policies and safety standards governing the trip and money-earning projects (e.g., written parent permission slips, first aid kits, council permission if required, etc.).
- Required girl-adult ratios.
- Girl Scout program standards (see Safety Activity Checkpoints).
- Written parental permission required for participation and administration of medication.
- Girl and accompanying adults’ behavior expectations.
- Purpose of trip and activities that achieve this. (Good program)
- The importance of girl-planning and progression.
- The importance of opportunities for girls to learn independence and self-reliance.
- Mistakes will happen, all may not go smoothly. It is important that girls have the opportunity to learn from mistakes and be able to cope with “less than perfect.”

Sensitive Issues:

There are other specific, sometimes sensitive, issues that you should consider discussing with parents:

- For tents, hotels, motels, lodges, etc., discuss sleeping and bathroom arrangements well in advance. Parents feel safer with adults in the room; sometimes parents prefer not to have an adult they don’t know well in the room with their children. It’s best if this is discussed candidly. Whatever is decided, don’t take the decision personally and don’t make a parent uncomfortable about speaking his/her mind.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, room) with the girls. If an adult female does share the sleeping area, there should always be two unrelated females present. Let the girls’ ages and progression guide this decision.
- If a dad or two goes along on the trip, require that the men lodge together in a room separate from women/girls.



Working With Parents cont'd

Recruiting Trip Chaperones:

- In most cases, it is best if only the number of adults required to meet supervision ratios attend the trip because:
 - 1) Girl Scout trips are designed to help girls learn self-reliance.
 - 2) The more adults that attend, the more considerations you will have to make for tag-along siblings.
 - 3) Girl Scout trips **are intended to be fun, learning experiences for girls** and should not be considered family vacations. Begin immediately to consider what adults you would want to help chaperone and how you might do this without hurting the feelings of those who will not be going.
- As the leader, you have the right to decide which adults will go with the troop. You may be surprised at how many parents will want to go. If possible, try to rotate chaperones on the shorter, more frequent trips. Any potential chaperone should attend *at least* one preparatory trip before commitment to a longer trip.
- Make sure the chaperones know what you expect.
 - They understand that they are there to help you supervise girls and their activities.
 - They should not show their daughters special treatment.
 - Whether, or how much of, the adults' expenses will be paid.
 - They understand and agree to follow safety precautions.
- Find out which parents who best "connect" with the girls and you on the shorter trips.
- Establish yourself as the group leader. Girls should learn to listen to all adults. However, there may be times when you have to override the word of another adult because of safety precautions, etc.
- Weigh the options of tagalongs – your own included. It may not always be possible to leave all of the siblings at home, but your planning is complicated when you take them. **Tagalongs should not be funded by the troop.**

Words to the Adults: (Leaders, review this with adults going on the trip.)

Girl Scout adults should think of themselves as role models for the girls. Although most leaders are already sensitive to this, there are some guidelines to share with adult chaperones who may not regularly meet with your troop.

- Treat girls and other adults fairly by maintaining a positive attitude and controlling temper.
- Always be sure to use appropriate language around girls.
- Help girls learn from difficult situations and encourage everyone to work together to find more positive solutions. Model flexibility and good humor, especially in challenging circumstances to maintain a calm, safe experience for the girls.
- Alcoholic beverages are prohibited at all Girl Scout activities where girls are present; including after the girls are asleep! Smoking should be done only in appropriate areas away from girls.
- Only the first aider will administer over-the-counter or prescription medications. Maintain a health log for medication doses and other first aid treatment.
- Wear clothing appropriate for working with children.
- Set good examples for girls in the way they behave, dispose of trash, follow rules and get along with others. Cooperate with troop leader's direction.
- Firearms are not permitted around girls at any time.
- Treat all girls equally by not showing any one girl preferential treatment over another.



Responsible Traveling

As Girl Scouts, you and your girls are representatives of the largest voluntary organization for girls in the world. **The name “Girl Scouts” and your uniform can open many doors for you. It is the responsibility of you and your girls to maintain the good image of the organization and to practice good manners.** You are representing the **entire** organization when you are out there as “Girl Scouts.” Review the information below with your troop or group:

- Call or write ahead to make reservations. Wherever you go, it is nice to let whoever is in charge know that a troop is coming, how many are in the group and what they will be doing.
- Decide with girls on rules for personal equipment (cell phones, iPods, etc.).
- Girl Scouts **always** leave a place cleaner than they found it.
- Whether buddies are chosen or assigned, girls should get along with others and should make sure no one feels left out or unwelcome. Practice living the Girl Scout Law.
- Be sensitive to others’ needs, habits and customs.
- Don’t forget to say “thank you” to your host, and to show your appreciation afterward.

Practice Suggestions:

- Discuss rules in a troop meeting.
- Dramatize right and wrong skills.
- Play Follow the Leader or Red Light, Green Light.
- Practice rules on a hike or walk during a troop meeting.
- Use paper bag puppets.
- Make thank you notes in a troop meeting.
- Role play. Let one girl be the “hostess” at a place you visit, and let others be the “guests.”
- Role play both good and bad behavior.

Group Management

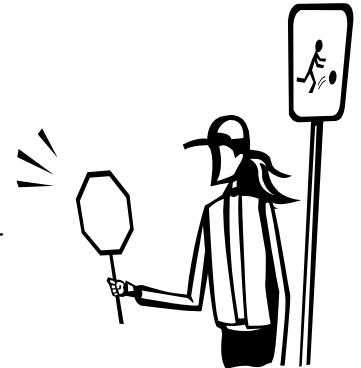
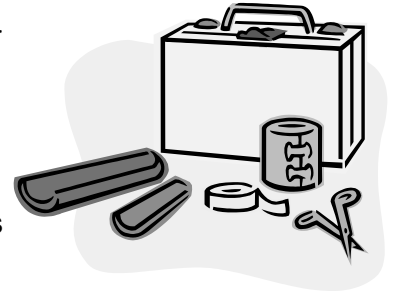
- You have the right to expect **good behavior**.
- Let the girls know the rules ahead of time. Also, discuss the **consequences of misbehavior**. It is a good idea to have the girls give input as to what the consequences will be. If they have a say in making the rules and consequences, they will be more willing to honor them.
- Discuss your discipline tactics with **parents**. Let the parents know they will be expected to come get a problem child.
- **Never use physical discipline.**
- Let the girls **rest**. They'll be tired without adequate rest and may act out more.
- Frequent meals/**healthy snacks** will help keep up energy and promote enjoyment.
- Create ways to assign **buddies**. It should keep girls from arguing, picking favorite friends or leaving some girls out. Changing buddies on a regular basis can reduce conflict.
- Take jellybeans or other candy to dispense as "homesick" pills. **Homesickness** can spread like wildfire, especially with younger girls.
- Be **consistent** and be **fair**. Remember you are the leader, not your girls' mom!
- Watch the signs. Notice which girls get along and which don't, when and if they are likely to misbehave and how much sleep they need. **Know your girls** well before you go on an extended trip.
- Occasionally a girl will feel comfortable in the **emotionally safe environment** of a troop trip to disclose problems at home, including abuse. Remind yourself to respond appropriately as discussed in your Girl Scout adult training. Don't promise to keep the secret; another course of action may well be in the best interests of the child.
- If the whole troop behaves badly, you've got a lot of work to do before you take another trip. Consider coming home early if the situation is not workable. Perhaps it is a "logical consequence" for the girls' behavior. **Adults are in control**; however, girls can often work out solutions in a "magic circle."
- Girls should participate in **setting the rules**. Set rules, but not too many. While we must maintain a certain amount of order, let the girls have fun. Let them learn proper behavior, but don't be so strict that they can't enjoy themselves. It's a fine line, but try to find it. If you plan in advance what you will be doing and set your guidelines up front, the trip should go smoothly for everyone.
- As girls get older and more experienced, they should develop their own **code of conduct** for behavior.



Safety and First Aid

Review this with the girls:

- Use the buddy system at all times. For younger girls provide adult supervision in the public bathroom. Know what to do if separated from the group.
- Do not wear your name monogrammed where strangers can see it. It's better to all dress alike with the same color t-shirts when visiting crowded areas. This helps with easy identification of everyone in the group.
- Know the circumstances when it is OK to talk to strangers (lost, sick, hurt) and when **not** to talk to strangers. Practice how you would handle both situations. Know if your destination has security personnel and teach the girls how to identify them.
- Know how to use a telephone, how to phone home and how to phone police or fire.
- Carry only as much money as you need; carry it in a pocket or fanny pack – avoid purses.
- Be sure an adult is with each group of girls when splitting up, (except with Cadettes, Seniors or Ambassadors who have demonstrated responsible behavior) and there should be frequent “check in” times.
- During severe weather, seek shelter inside. Stay with your group until the weather clears.
- Know what to do in case of fire; know escape routes of wherever you are visiting.
- Don't roam the halls alone. Even if you are going to another “Scout room” or to the car, you should take a buddy and check with your leader before leaving and when you get back. Only open your door to someone you know, never to strangers. Always keep your room door locked.
- If carrying a backpack, pin the zipper down with a large safety pin run through the zipper hole. It is not as convenient to use, but it will help prevent theft from behind.
- Be careful of laying down all packages, backpacks and purses – while watching entertainment, while riding public transportation, etc.
- Don't give anyone your room numbers if staying in a hotel, motel or lodge; this may be especially important for older girls who may meet boys on the trip.
- Don't discuss the room number out loud in front of strangers.



General first aid: You must have a currently certified first aider on the trip.

- Know what goes into a first aid kit. (Check Safety Activity Checkpoints for activity-specific items.)
- Know what to do for dehydration, heat or cold emergencies, chapped lips, insect bites, minor burns, cuts, scrapes, poison oak, sprains and sunburn.
- Learn about accident prevention for the activities you will be engaged in.

Safety and First Aid cont'd

Accidents Happen:

- Contact the girl's family to discuss the situation and decide on an option.
- Complete an Accident Report form for any accident that might require medical attention. Contact the Adult Learning Manager at Girl Scouts San Diego, 1231 Upas Street, San Diego, CA 92103-5199. An insurance claim form will be sent.
- In case of serious injury, hospitalization or accidental death, immediately contact the council office at (800) 643-4798 or (619) 298-8391. After business hours call the answering service at (866) 361-2327. That person will notify staff as needed. Be sure to stay by the phone and wait for the return call.
- For any inquiry regarding Girl Scout activity insurance, contact the council Adult Learning Manager at (619) 610-0814 or (800) 643-4798, ext. 814.

Safety Procedures Adults Need to Know:

You must have written parent permission for each girl going on the trip – whatever the distance, for any length of stay, anytime you are going away from your regular troop meeting place.

Follow Safety Activity Checkpoints. All girls and adults should know the safety rules that apply to the troop's chosen activities and agree to abide by them.

Carry a first aid kit at all times.

Know how to contact each other, call for help **and** the location of nearest medical facility. More than 911! What procedures has the troop set for emergencies? Completing the *Safety Management Plan* form helps you think through the details.

Collect any medications including dosage instructions from girls at the beginning of the trip. An adult should be responsible for storing and handing out medications. Inhalers and Epi-pens may be an exception. Ask the girl to let you know if used so you can monitor health concerns.

Be prepared. At your destination, help girls find exits and – discuss how to get out and where to meet after evacuation. If you are staying at a hotel, motel or lodge, immediately locate fire exit routes. Count the number of doors between rooms and the exit in case the exit is blocked and you must return to the room. (If there is smoke and girls must crawl on the floor, they will not be able to read room numbers.) Be sure to keep a key with you at all times. Either you or a girl appointed by you should be sure the key is not left behind in case of evacuation.

Stay together. Depending on the girls' experience and maturity, the group may split up. If so, set periodic meeting times and places to "check-in." For younger girls an adult should accompany each group. Girls need to carry an emergency contact information card. Practice what to do if separated; consider choosing a tall landmark as a reunion spot.

Develop a plan for what you will do at each location if someone is missing.

Who assumes what role, stays with the girls while others search, contact security (if applicable), contact in-town contact and council emergency number. Take pictures of each girl just in case.



Creating a Trip Itinerary

Building a strong itinerary is an important part of your trip planning. It will create clear communication with the families at home, quality programming for the experience and most importantly, a safety net for the people who are traveling. Use this information as a resource as you begin to build your trip itinerary.

Points to Remember

- Create a solid foundation, so you can be more flexible on the trip.
- Involve the girls as much as possible from start to finish.
- If you make major changes while traveling, inform the in-town contact immediately.
- Everyone (girls and adults) should have a copy of the itinerary, or know the plan.

Important Information

- Time of departure and arrival
- Miles traveled per day
- Mode/s of transportation
- “Bio Breaks” food, water, bathroom
(*This is legally required: one hour for every eight hours if the group is providing volunteer drivers*)
- Meal and snack breaks
- Sites and event details
- Designated group meeting spots
- Trekking (hiking, biking, kayaking, etc.) miles to be traveled
- Lodging locations, contact information
- Bed time designated
- Bed check information

Grand Canyon Trip (Sample Day Itinerary)

7/12	Location/Action	Time	Time allotted	Activity description	Changes
469 miles traveled	Meet at Ms. Smith’s house	8 a.m.	1 hour	Check in, load cars	
	Depart for Yuma	9 a.m.	4 hours	Private cars	
	Lunch stop (Yuma City Park)	1- 2 p.m.	1 hour	Eat sack lunches	
	Juliette Lowe nature hike	2 p.m.	20 mins.	Leg stretch – $\frac{3}{4}$ miles	
	Depart for Grand Canyon	2:30 p.m.	2 hours	Private cars	
	Rest stop 121	4:30 p.m.	20 mins.	Bio break	
	Depart for Grand Canyon	5 p.m.	2 hours	Private cars	
	Dinner stop in route (Denny’s in Grand Canyon)	7 p.m.	1 hour	Sit down restaurant (call ahead)	
	Lodging – Grand Canyon Super 8	8:30 p.m.	Overnight	4 rooms (adults in each)	
	Bed time	10:30 p.m.	Overnight		
	Bed checks	10:30 p.m.	30 min.		

Budgeting

Budgeting takes a considerable amount of planning. When developing a budget consider all your options. The same principles apply to all trips, whatever the length.

Meeting time and discovery trips in the neighborhood and day trips involving travel of two hours or more one way are often inexpensive and can be paid for from the troop treasury. Camping trips and travel trips involving overnight stay and meals are more expensive.

- Troops should budget and plan to spend most of their money within a single membership year for the benefit of the girls within that group.
- To help girls learn goal setting and long range planning, a portion of the troop funds may be carried over for a special event/trip.
- Year-end financial reports need to include plans for use of any balance over \$500.
- *Let's Go Budget Worksheet* should be turned in with year-end financial reports for any trip with expenses over \$500.

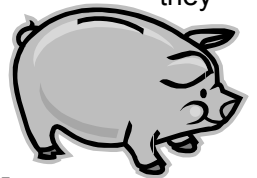
Know the Council's Financial Guidelines

- Troop money should be used for troop program opportunities.
- Money earned within a troop belongs to the group and is never the property of individual girls. Never compensate girls who cannot attend with cash.
- Troops may be given permission for fundraising beyond what can be earned through cookie and nut sales when necessary to support planned age/experience program for girls.
- Troops must have written approval from the service unit team prior to beginning any money-earning projects.
- Additional approval must also be obtained from the volunteer support coordinator (VSC) if the money earning is expected to net more than \$250.
- Donations may not be solicited. To be in compliance with IRS regulations any donation of \$250 or more must be made through the council.
- Troop travel funds are kept in the troop bank account before the trip.
- Personal expenses are defined well in advance of the trip.
- Troops of Cadettes or older girls may vote to adopt the troop ledger system described in Volunteer Essentials. This allows for individual record-keeping within the troop account.

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

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

The Let's Go Budget Worksheet is a tool to help girls plan their trip. The worksheet is designed for two categories of expenses. Some are per girl (tickets, meals, etc.) and some are "units" (rental cars, hotel rooms, etc.). After the trip have the girls fill in the "Actual" column and discuss the differences between the "Budget Total Column" and the "Actual" column. What have we learned?



Signed agreements: Troop adults have authority to sign agreements for use of facilities or program activities if the total amount of the contract is \$500 or less. If over \$500, a council-designated representative must review the contract if the wording "Girl Scout" is in any of the documents. Activity approval is required before the leader/troop adult can sign a contract which totals more than \$500.

Budgeting cont'd

Insurance: You may need to purchase additional insurance coverage. See www.sdgirlscouts.org/insurance for information.

Souvenirs: While you cannot demand that parents send a certain amount of spending money, you may set a limit. It is important to have consensus on an amount of “spending money” appropriate to the occasion. Discuss the issue with parents and girls.

Additional Hints:

Girl Scout trips should be affordable to all the girls in the troop. If each girl is expected to pay for a portion of the trip beyond what the troop funds will cover, the amount must be easily afforded by each girl. If not, revise your plan. In some cases, monies from the Opportunity Fund may be available. Contact your volunteer support coordinator.

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

The girls should have a say in how the girls who cannot attend can share in the troop funds.

Discuss in advance what you will do if :

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

Girl Planning Idea!

Have girls help plan and decide the trip's budget. Girls need the experience of seeing just how far money will go and how to make choices. Have the girls work on exploring the cost of chartering a bus in comparison to the cost of private cars, camping in comparison to staying in motels, eating out in comparison to preparing their own meals.



If the girls want to save their troop money for future events, then you must decide how to pay for the cost of the trip beyond what troop funds will cover. Discuss all the options with the girls, then the parents. **(Remember, you must get council permission to hold a money-earning project other than council product sales.)**

Contact your volunteer support coordinator if you need help sorting out the financial questions and details.

Shop for the best credit card for your trip. Evaluate your needs and determine which card(s) fit best. Some cover rental car supplemental insurance, some have lower foreign transaction fees (this applies to debit cards as well). Have a backup credit card in case of theft or difficulty accessing funds.

Let's Go! Budget Worksheet

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

Expenses	Cost per Girl	Cost per Unit	Total	Actual
Fees:				
Event registration				
Admission				
Tickets				
Transportation:				
Gas, oil, etc., for cars				
Vehicle rental fees				
Trolley, boat or train fare				
Insurance				
Parking, tolls, etc.				
Tips				
Driver fees				
Lodging:				
Night 1				
Night 2				
Food: (Be sure to include tips)				
Breakfast Day 1				
Lunch Day 1				
Dinner Day 1				
Snacks Day 1				
Breakfast Day 2				
Lunch Day 2				
Dinner Day 2				
Snacks Day 2				
Souvenirs: (Patches, t-shirts, etc.)				
Miscellaneous:				
Registration dues for non-members				
Additional insurance, if needed				
Lifeguard expenses				
Driver expenses				
Other				
Total:			\$	\$

After you have figured out the costs, add 15% for unplanned contingency fund expenses.

Income (use 0 if not applicable)

Paid from Troop Treasury (Product sales, dues, etc.)

Additional Money Earning Projects				
Each Girl Paid \$ _____ x _____ girls				
Total:			\$	\$

Statistical Information:

girls registered in troop _____

girls participated in trip _____

adults participating in trip _____

Adult expense subsidized Yes _____ No _____

Budgeting cont'd

To determine **the amount each girl or adult must pay for the trip or event, you:**

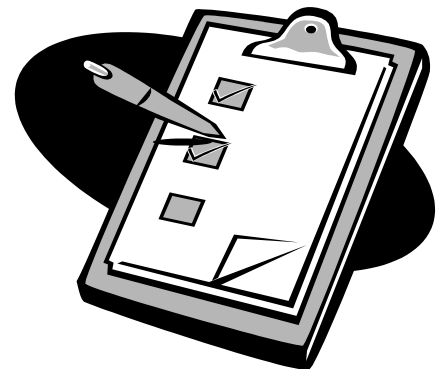
(Start with)	Total Expenses for Trip	\$ _____
(Minus)	Available Troop Funds	\$ _____
(Equals)	Amount Short/Needing Subsidy	\$ _____
(Divided by)	Number of Participants	_____
(Equals)	Amount Each Girl/Adult Pays	\$ _____

Then, before proceeding, girls should discuss these questions:

- Is the amount each girl can pay reasonable? If not, is a money-earning activity needed?
- How many of the girls in the troop will be able to attend? (Try for at least 75%.)
- What about girls who can't go? What opportunities will be provided for them?
- What about girls who join the troop after we have started planning and money earning?
- Should all the troop funds pay for this one event, or do we want to save some money for future plans?

Do all parents and girls understand:

- How much money is available?
- How much more money is needed?
- Where the additional funds will come from?
- Agree that the money is being spent wisely? (Expect less parent involvement as the girls get older and more experienced.)
- Know and agree to the safety standards and council policies that govern the trip?
- Agree to follow the rules and accept consequences for inappropriate behavior?



Lodging

Girl Scout Program Centers: Girl Scout councils around the country open their facilities to traveling troops at a minimum cost. Call to see what facilities are available, how much they cost, what equipment is there, etc. Our council office has a directory of addresses and phone numbers. Be aware that such facilities are in top demand at spring break and summer. Make reservations well in advance.

Other Youth Facilities: Boy Scouts, Campfire, etc. Google the community you'll visit.

Colleges, Universities and Conference Centers: Many offer dormitories at a very reasonable rate during vacation times when students are not in residence. Call one near your destination to see what they have that you might use. This is a great way to explore universities and sample campus food.

Military Bases: Many military facilities will allow camping on base, even if public camping is not offered. You'll need a military sponsor. If you have a military troop member, enlist their assistance. Try militarycampgrounds.us for on-base campgrounds; many feature cabins.

Public Campgrounds: While these are usually available at a low cost, you must take everything; this usually requires more vehicles. Remember, any tent camping requires Let's Tent training. The office of parks and tourism in any state can send you information on which state park campgrounds have cabins, camper hook-ups, etc. Resource: reserveamerica.com or recreation.gov

Private Campgrounds: Many private campgrounds have rental cabins available at nominal cost. Taking coolers with food for breakfast and lunch, eating out and only taking bedding, towels and clothing might work for your group.

Hostels: Inexpensive and safe housing for traveling groups. (See page 31 for more information.)

Hotels and/or Motels: Many hotels will allow children, up to a certain age, to stay free in a room with adults. Some will also provide roll-away beds at a minimal cost. Some hotels are chain-owned; others are chain-affiliated privately-owned.

Rental Condominiums or Cabins: If your destination is a resort area, there are probably rental units available for weekend use. Contact the local Chamber of Commerce or tourist bureau for referral to a listing agent. Check homeaway.com, vacationrentals.com or VRBO.com.

Hints for Lodging:

- Do not make non-refundable deposits for lodging until your trip has been approved.
- Mistakes happen. Keep your reservation confirmation number, check stub, etc., in case you arrive and there's no record of your reservation.
- Find out phone numbers and contact names at your destination. In case of an emergency at home, the in-town contact and/or your family should be able to reach you at all times.
- In case the trip is canceled, keep your cancellation numbers. Just as reservations can get lost, so can cancellations. If there is no record of your cancellation and you lose the number, you could still be liable for the cost.
- Consider travel insurance (separate from Girl Scout additional insurance) available from travel vendors. This can cover trip cancellation, emergency evacuation and other urgent, costly expenses.
- Ask your troop parents if they are eligible for discounts and what rules apply. Military personnel may be eligible for discounts if the reservations are made in their name, they go on the outing and they have their ID with them, etc.
- Decide on supervision ahead of time and make a plan for checking on each room, etc.
- If rooms have telephones, decide on some rules about phone use: prank calls, calls home, calls to leader's room, calls to other girls' rooms, room service, etc.
- Discuss rules for leaving the room.
- Girl Scouts requires that enough space be reserved so that each girl has her own bed (or get prior permission from parents for girls to share a bed—but never with an adult).
- Discuss rules for lights out, then no talking and respect for others if you wake up early.
- See Sensitive Issues, page 12.

Transportation

Review applicable sections of Safety Activity Checkpoints first.

Public Transportation:

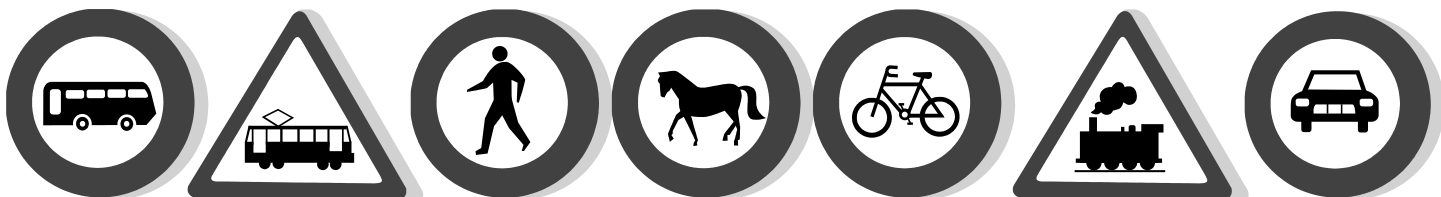
- Use public transportation whenever possible.
- If your destination is a city, check to see what kind of public transit is available.
- Many cities have city buses, trolleys, trains or subways that are cheap and much easier than trying to find your way through the traffic.
- Some public systems and tour companies offer full-day or multi-day passes so you can get on and off several times for only one charge.

Private Transportation:

- For field trips, will each parent take their own child and pick her up?
- Will leaders and some parents carpool the girls?
 - If carpooling, are there enough seat belts for each girl and adult?
 - Are all drivers licensed and insured?
 - Will the troop reimburse drivers for mileage? Gas?
- Driver must be a registered Girl Scout and have a background check done. Be sure each driver has completed the **“Transporting Girl Scouts – A Message to Volunteer Drivers”** form (PG-0108).
- Make sure all vehicles are serviced before the trip – check tires, fluids, wipers, lights.
- Take a cell phone, calling card and change for emergencies. Take roadside assistance numbers. Caution drivers to avoid cell phone use unless they are stopped out of traffic.
- Be sure each driver has a map and directions to the destination, the permission forms (it includes permission for medical treatment) for the girls in the vehicle and a number to call if there’s a problem (lateness, accident, etc.). You may wish to include the health history forms. Put the permission forms and healthy history forms in each vehicle in an envelope.
- Share the itinerary with all drivers and pre-arrange meeting places along the way. Caravans can be dangerous when only one car has information.
- Plan realistic schedules for driving, breaks, loading and unloading girls, etc.
- For international trips, obtain an International Driving Permit for each adult, whether they intend to drive or not. Should you need to communicate with foreign authorities, this recognizable form of identification may help. It will also allow you to drive and rent a vehicle if plans change unexpectedly.

Girl Planning Idea!

Have the girls gather information on places to go, things to do and see. Check out the Chambers of Commerce in the cities of interest, state tourist departments, libraries and web searches. Each girl will feel better about the outing if she knows her ideas have been considered, even if they aren’t chosen. Be prepared to help them along asking leading questions and by pointing out other options they may not have considered.



Meal Planning

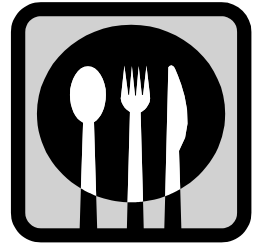
Think Healthy Girls, Healthy Lives and encourage the girls to plan through this viewpoint. Childhood obesity is a nationally recognized problem. Girl Scouts can have an impact in helping girls make choices that are healthy for their growing bodies.

Do not expect the host family to provide the munchies for overnights or other activities in a private home. You can have each girl bring something, or have the troop plan what they want and buy it from existing troop funds or from an assessment for each girl attending. If you are staying in a public place, plan for all meals and snacks.



Take water: Whether on a hike in the woods or in the city, you'll need it. Bottled water is not always accessible, or it's very expensive. Encourage girls to take bottled water with screw-caps or Nalgene bottle or large sipper bottles in their backpacks. Refill bottles from potable water taps.

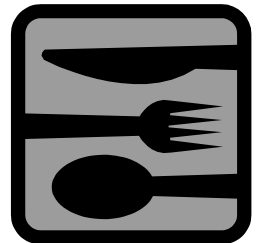
If you plan any meal preparation be sure to plan the menus and supplies carefully. Include all the extras – like salt and pepper, salad dressing, potholders, aluminum foil, etc. – on your “to bring” list. Evaluate luxuries that can be forfeited. Soft drinks and junk food are not only bad nutrition, but are expensive as well. Substitute juices, water, powdered drink mixes and nutritional snacks such as fresh fruit, fresh veggies and granola bars.



Girls sometimes get hungry regardless of the size of the meal they have just eaten. Whenever possible, bring sack lunches from home for the first meal. Carry cold drinks and snacks as a means of keeping your budget within reason. If there is room for ice chests, take them. (If you are staying at a hotel, you can refill them with ice from the hotel ice machines where allowed.)

Breakfast can be a budget-killer, if you allow it to be. Consider taking bagels, cereal, milk, fruit and juice to eat in parks. Some hotels and motels offer complimentary breakfasts as part of the room charge.

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



When eating in restaurants, consider having the main meal at lunchtime. Many restaurants have lower prices at lunchtime than at dinner. The portions may be smaller, but so will the costs. In food courts, usually found in shopping malls, give each girl a set amount (say, \$7) and let her decide. Some restaurants have group rates, so be sure to ask about this. Don't forget to include tips in the budget. If you stick with fast food restaurants, you can budget for \$5 per meal. (You may need to budget more for older girls.) We recommend that you rotate restaurants so you don't eat at the same place twice. It will save arguments from the girls on who picks where to go.

Include plenty of money in the food budget, whatever type of trip you have. Remember, in tourist areas and in some large cities, food costs may be considerably more than you are used to paying. If girls do not get enough to eat, they will be unhappy and cranky!



Take plenty of change. If you will be staying at a lodge, church, a program center in another council or any other similar facility, be sure to ask if there are snack or drink machines, microwave ovens or ice.

Don't forget to check over the girls' health history cards for food allergies or special diets.

Personal Gear

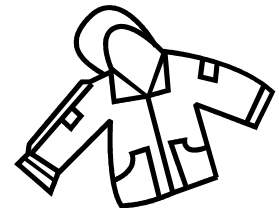
General Tips for Dressing:

- The clothing should fit the outing: Do girls need to dress alike? Are uniforms appropriate?
- A second pair of comfortable shoes is always advisable if you'll be doing much walking.
- Emphasize comfortable clothing whenever possible.
- One change of clothes is okay for an overnight, but don't let them bring their whole wardrobe.
- Pack each day's set of clothing in a gallon-size plastic bag – underwear and all. Two gallon-size bags will hold a pair of jeans or a lightweight jacket. Dirty clothes can be stored back in the bags at the end of the day.



Dressing for Activities:

- Wear sturdy closed-toe shoes and socks over the ankle. Especially appropriate if camping or walking on uneven terrain.
- Wear hats in sunny weather to protect you from the sun and in cold weather to keep you warm.
- Wear long pants and shirts with long sleeves when hiking in brush.
- Wear clothing that is appropriate for the weather and environment. Halters, spaghetti straps, tank tops, strapless tops, bare midriff; extra low cut or too short pants, etc., are not appropriate.
- Wear several layers of clothing in cool weather; it's warmer, and you can strip off layers as you warm up during activities.
- Plastic garbage bags make good impromptu raincoats; plastic gallon-size bags can be used for rain boots.
- Take and use sunscreen. Avoid sprays. Be careful not to get it in your eyes.
- Even in the summer, take at least one pair of long pants and a jacket. The weather may be too unpredictable to count on shorts and t-shirts all the time.
- For long or rustic trips, lightweight synthetic clothing can be quickly washed and dried if needed. This allows girls to pack just a few outfits for a long trip, and do "sink laundry" in the evening—dry by morning.



Packing Tips:

- Girls should pack so that they can carry their own gear.
- Girls should be able to roll and carry their own sleeping bag or bedroll. If they bring pillows or teddy bears, these should be rolled into the bedrolls. Girls often show up with bedrolls or sleeping bags that the parents have rolled for them. Practice rolling sleeping bags with your girls so they know how to do this themselves.
- Discourage CD players and iPods as they distract girls from participating in group activities. They aren't appropriate during outdoor activities, and they are disruptive to other guests if you stay in a lodge or motel.
- Girls should carry a lightweight backpack to hold their water bottle, snack money, emergency phone numbers and souvenirs. This encourages independence and saves you from carrying girls' belongings.
- If you will only be away from home one night, or if you are going camping, leave the curling irons and hair dryers at home. One night overnights may not require showers either, so towels can also be left at home.



World Centers: World Association of Girl Guides & Girl Scouts (WAGGGS)

Although there are currently 144 member organizations in the World Association of Girl Guides and Girl Scouts (WAGGGS), Girl Scouts of the USA, with a membership of over three million girls and adults represents approximately one-third of the total WAGGGS membership. Our large size enables us to provide our membership with a variety of supports not always available in smaller Girl Guide/Girl Scout organizations.

In all communication with the World Bureau, the World Centers (www.wagggsworld.org) or other WAGGGS member associations, it is important to remember that:

1. GSUSA is a member of WAGGGS, not vice-versa.
2. Individuals, troops, groups and councils should NOT contact individual WAGGGS member countries. All contacts must go through GSUSA.
3. Other member associations may do things differently from Girl Scouts of the USA because their resources, needs and cultures are different from ours. Our expectations must adjust to these realities; however, **Safety Activity Checkpoints should govern GSUSA members' planning, decision-making and actions in other countries** (i.e., you can't go on the hot air balloon ride offered at a WAGGGS encampment).

Members of Girl Scouts of the USA who are planning an international trip that will involve contact with a World Center, the World Bureau or a WAGGGS member association are asked to **abide by the following specific guidelines**:

Contacting a World Center

Contact the world centers directly to make reservations:

- Our Cabana, Mexico: www.ourcabana.org/
- Pax Lodge, England: www.paxlodge.org/
- Our Chalet, Switzerland: www.ourchalet.ch/en/home
- Sangam, India: sangam.wagggsworld.org/

Please follow the instructions for booking program and accommodations on each center's website. Policies and procedures vary slightly from center to center.

Contacting the World Bureau

The World Bureau is **not** a source of information for troop program. It is an administrative office serving 144 national offices of the Girl Guide/Girl Scout organizations around the world. Its offices are small and tours are not generally offered. Individuals and groups should not contact the World Bureau.

Contacting Girl Guide/Girl Scout Associations in Other Countries

Each national organization is responsible for responding to its own membership through its own system. A special worldwide practice has been in effect for many years to ensure that the small staffs are not overburdened with correspondence. **This practice requires that only the International Commissioners carry out all correspondence between Girl Guide/Girl Scout organizations. This includes e-mail correspondence.** Girl Guide and Girl Scout association addresses in other countries are **not** available to the general membership of GSUSA, or to the general membership of any other Girl Guide or Girl Scout association.

World Center: WAGGGS cont'd

General Notes on Private Exchanges

International Girl Guide/Girl Scout connections and friendships are often made on an individual basis, which result later in private invitations to individual girls or patrols from the United States. For example, perhaps a girl from Lonesome Bear Girl Scout Council was selected one year to participate in a GSUSA-sponsored *International Destination* in Sweden and she made many friends at the camp. The following year, Girl Guides from Sweden invited her to come on a private exchange, or to attend, with a patrol from her council, a small event they were holding.

If a Girl Scout individual, patrol or group from a council receives such an invitation and decides to accept it, the following should be noted:

1. Girls Scouts of the USA holds no responsibility or liability for such travel. Insurance is the responsibility of either the council or the individual, depending upon the type and nature of the exchange.
2. Funding from the Girl Scouts of the USA **is not** available for such exchanges. This includes funding from the Juliette Low World Friendship Fund. JLWFF scholarships cannot be given to troops or groups. They can only be given to those traveling as official representatives of GSUSA to WAGGGS events.
3. WAGGGS protocol stipulates that organizations issuing such private invitations send notification of the invitation to the invitees' national organization. In this case, the host organization should send a copy of the invitation to the GSUSA international commissioner when they issue the private invitation to the girl or council. Often, however, this procedure does not take place.

Individuals or councils receiving such private invitations are requested to send a copy of the invitation to the attention of International Relations at Girl Scout national headquarters for their files. This information is useful for both parties as the host organization frequently will issue an invitation to GSUSA as well as to individual Girl Scout members or councils in the United States. If GSUSA is informed, it can assist its selected participants and the private exchanges in contacting each other prior to the trip for planning purposes.

International Relations
Girl Scouts of the USA
420 Fifth Avenue
New York, NY 10018

The Four World Centers

Traveling to Pune, India; Adelboden, Switzerland; London, England; and Cuernavaca, Mexico, girls and adults enjoy the four World Centers owned and operated by the World Association of Girl Guides and Girl Scouts (WAGGGS). Visits to the centers offer unparalleled opportunities to explore other cultures because guests not only experience the customs and traditions indigenous to the regions but they also benefit from interacting with other international travelers.

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

Activities at the World Centers generally focus on a theme and will have a seminar or discussion component. Some of these sessions will include quite extensive camping and others will include no camping at all. For example:

Excerpt from GSUSA packet

World Centers: WAGGGS Cont'd

Our Cabana (Cuernavaca, Mexico): Sessions feature community service projects, folk arts, tours to nearby historical sites and fiestas.

Pax Lodge (London, England): Sessions focus on English history and culture, with a special emphasis on the roots of Girl Guiding/Girl Scouting.

Our Chalet (Adelboden, Switzerland): Activities are focused on the outdoors, and include skiing in the winter and hiking in the summer, all with skilled instructors.

Sangam (Pune, India): Sessions feature Indian culture, family lifestyles, religions and the arts, as well as service opportunities in nearby urban and rural communities.

The descriptions above are only a brief overview of the types of activities or topics that might comprise an event at a particular World Center. In the months preceding your event, you will receive more specific information from the center that you plan to visit. You are also encouraged to visit each center's website.

Accommodations

To book accommodations go to www.wagggsworld.org/en/home; click on Our World; under Discover Our World Centre click on the World Center you are interested in. Click on Bookings; under Step 1 click on online booking.

Important Things to Know When Visiting a World Center

Although Girl Scouts of the USA is only one of 144 member associations in WAGGGS, it makes up almost one third of the entire world membership.

For this reason, it is very important that United States visitors to the World Centers exercise utmost cultural sensitivity. Visitors should not expect or request special treatment, nor should they impose American cultural values upon other visitors or staff at the centers.

Although the United States is a country of great informality in dress and manner, this is not acceptable at the World Centers. The uniform is given greater importance, respect and significance in most other Girl Guide and Girl Scout associations and this is especially true at the World Centers.

Complaints have been lodged in recent years about the dress habits and manners of U.S. Girl Scouts visiting the centers. Incorporate this into a group discussion prior to traveling.

Although GSUSA does not require ownership of a uniform for membership, when visiting the World Centers, Girl Scout visitors are expected to wear the complete, correct and official Scout uniform. Unofficial or "made-up" uniforms are not acceptable, nor are camp or council t-shirts (if worn as "official" uniforms). Sports clothing should be neat and tidy and of conservative length and style. Shorts are not acceptable dress outside of the World Centers, but in most cases, well-pressed, neat, conservative shorts may be worn inside the World Center grounds. To obtain an official Girl Scout uniform, contact your council.

Flag ceremonies are an important part of daily life at the World Centers, and visitors should be familiar with flag etiquette. It is necessary to learn the World Song and World Association handshake.

Giving Gifts to World Centers

It is sometimes the custom for visitors to World Centers to bring small gifts. While gifts are always appreciated, the World Centers receive many similar items from well-meaning visitors and often do not have the necessary room to store such items. A monetary gift to a World Center, however, can be put toward whatever is needed most and will be most gratefully accepted. If a Girl Scout visitor is determined to bring a gift, it is best to write ahead and ask if anything specific is needed.

Excerpt from GSUSA packet

World Centers: WAGGGS Cont'd

Safety Guidelines

Girl Scout activities for GSUSA participants in other countries must be governed by the safety guidelines set down by Safety Activity Checkpoints and council guidelines. This is important for insurance purposes and the health and safety of girls. This includes not engaging in program activities that are not approved, such as ballooning or swimming without a lifeguard or illegal activities such as drinking wine and smoking cigarettes.

Space and Belongings

Since space at each of the World Centers for personal belongings is very limited, do not bring radios, large personal photographs, etc. Leave space in your luggage for souvenirs and swaps. Bring all luggage with you—duty fees are prohibitive on packages mailed into a country and delay at customs may prevent their arrival in time to be of use.

Obtaining More Information on World Centers

Each of the four World Centers has its own history, individual roots and special characteristics that reflect the background on the country in which it was built. Visitors have an opportunity to explore the culture and traditions of these countries. An international atmosphere is maintained by the global staff at the centers, as well as by many of the various nationalities of the visitors. At these centers, visitors can discover the richness of different customs, faiths and languages, learning to understand one another and forming lasting international friendships.

WAGGGS offers program patches which can be earned by girls as young as 5. Explore the “quick links” at www.wagggsworld.org for these interesting global learning and service opportunities.

Please check the web for updated information on specific World Centers and the U.S. Department of State travel advisories when planning trips.

- World Association of Girl Guides and Girl Scouts: www.wagggsworld.org and the individual center web pages
- U.S. State Department: www.state.gov/travel



Excerpt from GSUSA packet

Traveling Education: Hostels



Hostelling International San Diego

COME FOR THE SUN. STAY FOR THE FUN!



Stay at HI-SD Downtown
in the heart of the exciting Gaslamp district.



Relax at HI-SD Point Loma
just down the street from Ocean Beach.

Get Involved with the Hostel Community

Hostelling International Hostels are more than an affordable source of accommodation. HI USA offers programs, discounts, learning experiences and the opportunity to share your travel experiences. Our mission has always been, "To help all, especially the young, gain a greater understanding of the world and its people through hostelling."

Program and Learning Opportunities

- Volunteer opportunities
- Service projects or collaborations with other groups and non-profits
- Walking tours (beaches, Coronado, Balboa Park, Gaslamp Quarter, etc.)
- Girl Scouts patches and programming specially prepared for Girl Scouts
- Cultural kitchens
- Campfires

Available upon request, HI offer a series of travel presentations:

- Girl Scout Travel 101
- Cultural Kitchen
- Travel Bug
- Women Traveling Solo
- Discover the World Patch Program – Girl Scouts

For more information, contact Programs & Outreach
Phone: (619) 338-9981 or
E-mail: programs@sandiegohostels.org
www.sandiegohostels.org/programs/girl-scouts

Necessary Paperwork



INTENT TO TRAVEL FORM



Please submit this Intent to Travel form three to six months before departure so that GSUSA can report on where girls travel and connect girls globally.

The WAGGGS Card of Introduction (blue card) is no longer required for international travel. However, if your troop or group is staying in a community for at least **THREE** days and willing to collaborate on a **TAKE ACTION PROJECT** with local Girl Guides or Girl Scouts, GSUSA can send a letter of introduction on your behalf. Please indicate on the form below that you would like a letter of introduction.

If your group is travelling to a World Center, you do not need a letter of introduction because you will have the opportunity to meet with Girl Guides and Girl Scouts at the World Center.

Name of Traveler or Adult Leader of Group:

Address:

E-mail:

Phone:

City:

State:

Zip Code:

Position in Girl Scouting:

Country(ies) to be Visited:

Have you notified your council of your upcoming trip? Yes ☐ No ☐

Date of Departure:

Date of Return:

Number of Adults Traveling:

Number of Girls Traveling:

Age Range:

Letter of Introduction

If you will be staying in one community for at least **THREE** days and willing to collaborate on a **TAKE ACTION PROJECT** with local Girl Guides or Girl Scouts, GSUSA can send a letter of introduction on your behalf.

Would you like a letter of introduction to meet Girl Guides and Girl Scouts? Yes ☐ No ☐

If yes, for which country?

Send completed form to:

globalgirlscouting@girlscouts.org

OR

Global Girl Scouting
Girl Scouts of the USA
420 Fifth Avenue
New York, NY 10018-2798
Phone (212) 852-5045
Fax (212) 852-8183

03/11/2009

Adult Health Examination Record

This part to be filled in by adult and reviewed with physician at the time of examination.

Name (Last, First, Initial)			Sex	Birth date
Address	City	State	Zip	Phone
				()
In emergency notify	Address		Relationship	Phone
				()

Insurance Information, please complete the following:

Carrier	ID Number	Group Number
Member Services Phone Number	Address	
()		

Health History: (Check if you have had any of the following)

<input type="checkbox"/> Eyesight Impairment	<input type="checkbox"/> Disease of Kidneys	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Disease of Ears
<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Intestinal Disorders
<input type="checkbox"/> Speech Impairment	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Chicken Pox
<input type="checkbox"/> Disorders of Nervous System	<input type="checkbox"/> Abnormal Blood Pressure	<input type="checkbox"/> Mental or Emotional Disorders	<input type="checkbox"/> Measles
<input type="checkbox"/> Sinusitis	<input type="checkbox"/> Hernia	<input type="checkbox"/> Asthma or Hay Fever	<input type="checkbox"/> German Measles
<input type="checkbox"/> Lyme Disease	<input type="checkbox"/> Severe Menstrual Pain	<input type="checkbox"/> Other Serious Allergies	<input type="checkbox"/> Mumps
			<input type="checkbox"/> Other

Have you been hospitalized in the last five years? ___Yes ___No

If you have checked or answered yes to any of the above, give nature, dates, period of disability and results:

PLEASE LIST CURRENT MEDICATIONS BEING TAKEN BELOW—INCLUDE DOSAGE AND ANY POTENTIAL HARMFUL INTERACTIONS (e.g., food, medications, environmental)

I certify that to the best of my knowledge this healthy history is complete and accurate. I am in good health and able to participate in this event/assignment.

Signature of Applicant: _____ Date: _____

HEALTH INFORMATION PRIVACY STATEMENT

The **Adult Health Examination Record** is for health care concerns at the specified event only. All records will be handled by staff/volunteers who job includes processing or using this information for the benefit of the participant. All medical records will be held in limited access by the health care supervisor of the specific event. Minimal necessary information may be shared with event staff/volunteers in order to provide adequate participant safety and health care. The health form will be retained by the sponsoring council or GSUSA until it is destroyed. All forms/records with noted treatment will be retained for seven years. Access to the information will be limited, but copies may be requested from the event sponsor, by the participant or their legal representative.

I have read the above procedures for handling the health form information and I agree to the release of any records necessary for treatment, referral, billing or insurance purposes.

SIGNATURE: _____ Date: _____

Adult Health Examination Record

Name: _____ Date: _____

Physician—Please complete the remainder of application.

Instructions: Please ask participant to show you a written description of the event/assignment so that you may determine whether she/he is in condition to participate in this particular event/assignment and to insure that the applicant has the valid immunization required.

Examination Findings—check box if condition is satisfactory. If not, explain in space provided below.

<input type="checkbox"/> Eyes and Vision	<input type="checkbox"/> Ears and Hearing	<input type="checkbox"/> Menstrual Pain	<input type="checkbox"/> Abdomen
<input type="checkbox"/> Skin	<input type="checkbox"/> Heart	<input type="checkbox"/> Legs (for camping and primitive activities)	<input type="checkbox"/> Chest X-Ray (if required)
<input type="checkbox"/> Throat	<input type="checkbox"/> Lungs		<input type="checkbox"/> Other

Blood Pressure	Pulse Rate	Urinalysis: SP Grav	Sugar	Albumin	Blood Hemoglobin	Height	Weight

- Does the applicant have any condition which might limit activity for this event/assignment? ☐ Yes ☐ No
- Does the applicant have any chronic diseases? ☐ Yes ☐ No
- If overweight, will condition restrict activity? ☐ Yes ☐ No
- Does applicant have any condition which might limit his/her participation in swimming, hill climbing and other strenuous activities? ☐ Yes ☐ No

If any of the above were unsatisfactory, or if the applicant has any limitations, use this space to explain.

Immunizations—Fill in date of valid immunizations applicant has had. Only those requested on the announcement of the event are required.

Immunization	Date Last Received	Immunization	Date Last Received
Hepatitis B		Typhoid and Paratyphoid	
Tetanus (within 10 yrs)		Cholera	
Typus		Yellow Fever	
Polio (complete series or booster required)		Gama Globulin (Hepatitis)	
Rocky Mt. Spotted Fever (entire series)		Other—	
German Measles (Rubella)			

Statement of Physician:

- ☐ Applicant is in good physical condition and able to participate in this event/assignment.
- ☐ Applicant should not participate in this event/assignment for the following reasons:

Name of Physician _____ Signature _____ Address _____ Date _____

Girl Health Examination Record

This part to be filled in by parent and reviewed with physician at the time of examination.

Name (Last, First, Initial)			Sex	Birthdate
Address	City	State	Zip	Phone
				()
In emergency notify	Address		Relationship	Phone
				()
Insurance Information, please complete the following:				
Carrier	ID Number		Group Number	
Member Services Phone Number	Address			
()				

Health History (Check those that apply)

Diseases	Allergies	Chronic or Recurring Illness	Suggestions from Parent
<input type="checkbox"/> Chicken Pox <input type="checkbox"/> Measles <input type="checkbox"/> German Measles <input type="checkbox"/> Mumps <input type="checkbox"/> Rheumatic Fever <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Kidney	<input type="checkbox"/> Animals _____ <input type="checkbox"/> Food _____ <input type="checkbox"/> Hay Fever _____ <input type="checkbox"/> Insect Stings _____ <input type="checkbox"/> Medicine/Drugs _____ <input type="checkbox"/> Plants _____ <input type="checkbox"/> Pollen _____ <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Ear infections <input type="checkbox"/> Heart defect/disease <input type="checkbox"/> Seizures <input type="checkbox"/> Bleeding disorders <input type="checkbox"/> Asthma <input type="checkbox"/> Hypertension <input type="checkbox"/> Diabetes <input type="checkbox"/> Musculoskeletal Disorders <input type="checkbox"/> Arthritis <input type="checkbox"/> Sinusitis <input type="checkbox"/> Other _____	My daughter has permission to take or use the following: <input type="checkbox"/> Tylenol/acetaminophen <input type="checkbox"/> Advil/ibuprofen <input type="checkbox"/> Sudafed/decongestant <input type="checkbox"/> Benadryl/antihistamine <input type="checkbox"/> Pepto Bismol <input type="checkbox"/> Tums/antacid <input type="checkbox"/> Robitussin/expectorant <input type="checkbox"/> Swimmers' ear/alcohol vinegar solution

Please describe conditions and give dates:

Operations or serious illness: _____

Hospitalizations: _____

Other diseases/disabilities: _____

Comments where applicable:

Fainting: _____

Bed wetting: _____

Constipation: _____

Emotional disturbances: _____

Specific activities to be encouraged: _____

Sleep disturbances: _____

Menstrual cramps: _____

Nosebleeds: _____

Other: _____

Restricted: _____

Special medical or dietary regimen to be followed (specify) _____

This healthy history is complete and accurate. My daughter has permission to engage in all prescribed activities, except noted by me and the examining physician.

Signature of Parent/Guardian: _____ Date: _____

Girl Health Examination Record

Name: _____ Date: _____
 (This part to be filled in by physician after review of health history with parent/guardian)

Health Examination:

Record of Immunization:

Height:	Weight:	BP:	Immunization	Years Primary Series Completed	Year of Last Booster
Appearance—Nutrition:					
Without Glasses		With Glasses	DTaP		
Eyes:R:20/	L 20/	R 20/	L 20/	Diphtheria	
Ears:	Hearing:	R	L	Pertusis (Whooping Cough)	
Code: Satisfactory=S, Not Satisfactory=NS, Not examined= NE			Tetanus (within last 10 years)		
Nose		Throat	Td		
Teeth		Heart	Oral Polio/IPV		
Lungs		Abdomen	Measles		
Genitalia		Hernia	Rubella		
Skin		Musculoskeletal	Hib		
General physical and emotional status			Hep B		
Urinalysis*		HGB*	Tuberculin test	Year last given	Result
Other notes			Other		
Physician's comments and recommendations. Give details or indicate management or significant illnesses.			Typhoid and		
			Paratyphoid		
			Cholera		
			Yellow Fever		
			Typhus		
			Rocky Mountain Spotted Fever		
			This person is in satisfactory condition and may engage in all usual activities except as noted. Licensed physician's name:		
			Signature		
			Address		
* Not required for every health exam. A girl 11-18 should have this test if she has not had it since entering puberty.			City	State	Zip
			Phone ()		Date

PLEASE LIST CURRENT MEDICATIONS BEING TAKEN ON SEPARATE PAPER AND ATTACH—INCLUDE DOSAGE AND ANY POTENTIAL HARMFUL INTERACTIONS (e.g., food, medications, environmental)

HEALTH INFORMATION PRIVACY STATEMENT

The **Girl Health Examination Record** is for health care concerns at the specified event only. All records will be handled by staff/volunteers who job includes processing or using this information for the benefit of the participant. All medical records will be held in limited access by the health care supervisor of the specific event. Minimal necessary information may be shared with event staff/volunteers in order to provide adequate participant safety and health care. The health form will be retained by the sponsoring council or GSUSA until it is destroyed. All forms/records with noted treatment will be retained for seven years past the age of maturity of the participant. Access to the information will be limited, but copies may be requested from the event sponsor, by the participant or their legal representative. I have read the above procedures for handling the health form information and I agree to the release of any records necessary for treatment, referral, billing, or insurance purposes.

SIGNATURE: _____ Date: _____

Permission to Travel with Minors Form

PERMISSION TO TRAVEL FORM FOR MINORS

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

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

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

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

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

This certifies that _____ has the permission of her undersigned parents/guardians to enter _____ (country) to participate in an international trip with Girl Scouts for the dates of _____.

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

1. _____ 2. _____

Signature of mother or guardian: _____

Typed name of mother or guardian: _____

Signature of father or guardian: _____

Typed name of father or guardian: _____

State of California, County of _____) On _____ before me,

_____ (insert name and title of the officer)

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

WITNESS my hand and official seal.

Signature _____ (Seal)

Parental Permission to Travel in Mexico Form

Attn: Mexican Government Tourism Department

This certifies that _____
has the permission of her undersigned parents/guardians to enter Mexico. Thank you for permitting
her to enter your country.

Signature of mother/guardian: _____

Typed name of mother/guardian: _____

Signature of father/guardian: _____

Typed name of father/guardian: _____

State of California, County of _____) On _____

before me, _____ (insert name and title of the officer)

personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)