



# Travel Guide



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# Traveling as Girl Scouts

## What is a Girl Scout Trip?

A Girl Scout trip is not only an opportunity for girls to have fun and experience adventures but is also a way of enriching the Girl Scout Leadership Experience. Taking trips is one of the many ways troops can Discover, Connect and Take Action. A Girl Scout trip should be the final step of some activity the girls are already involved in. All of the troop's energy should not be put into just going on the actual trip. It is important that the troop trip planning and implementation incorporates the three program processes: girl-led, cooperative learning, and learning by doing.

Every trip should have an immediate purpose. For the young or inexperienced troop, the purpose might be as simple as riding on a train. An experienced troop might want to take part in a troop exchange, test camping skills in a different environment, or visit a historic place.

A Girl Scout trip is not something planned for girls by grownups. The girls themselves do the planning with the guidance of adults. In this way, taking a Girl Scout trip is also an important way for girls to learn. If the entire group cannot decide on or feel that they would enjoy the same goal, it is advisable for the group to go back to the drawing board and design a trip or project that would meet the needs of all the members.

When a troop's money is used to pay for any part of a trip, then that trip is a Girl Scout trip, and as such, all Girl Scouts of Kentuckiana policies and procedures must be followed.

## Travel Progression Guide

In Girl Scouts, traveling is a progressive experience. The troop's experiences may begin with a visit to a local park, then progress to overnight camping, a visit to a city in another state, and ultimately a long excursion. Girl Scout Ambassadors may want to visit one of the five World Centers in Africa, India, Mexico, Switzerland, or the United Kingdom. The World Centers are run by the World Association of Girl Guides and Girl Scouts (WAGGGS).

Learning how to plan a trip is also a progressive experience for a Girl Scout, one that starts at a point she is ready to handle. Both the distance and duration of the trip should be considered. Even older girls should start with simple trips if they don't have experience traveling. Once they understand the planning process, older girls can progress to longer trips more rapidly.

## Travel Distances

Use these distance guidelines when considering travel destinations.

- **Local:** within 150 miles or up to a two hour drive (one way) from your home city or town.
- **Regional:** between 150 and 400 miles or up to a six hour drive (one way) from your home city or town. Regional day trips are strongly discouraged.
- **National:** over 400 miles from your home city or town. Overnights are required.
- **International:** Canada, Mexico, Europe, or cruises outside of the continental United States (including Caribbean and Alaskan cruises)

# Travel Duration

## Local Field Trips

These are trips to points of interest in the neighborhood. For example, a walk to a nearby garden or a short ride by car or public transportation to a firehouse or courthouse. These types of activities are simple trips that start the progression.

## Day Trips

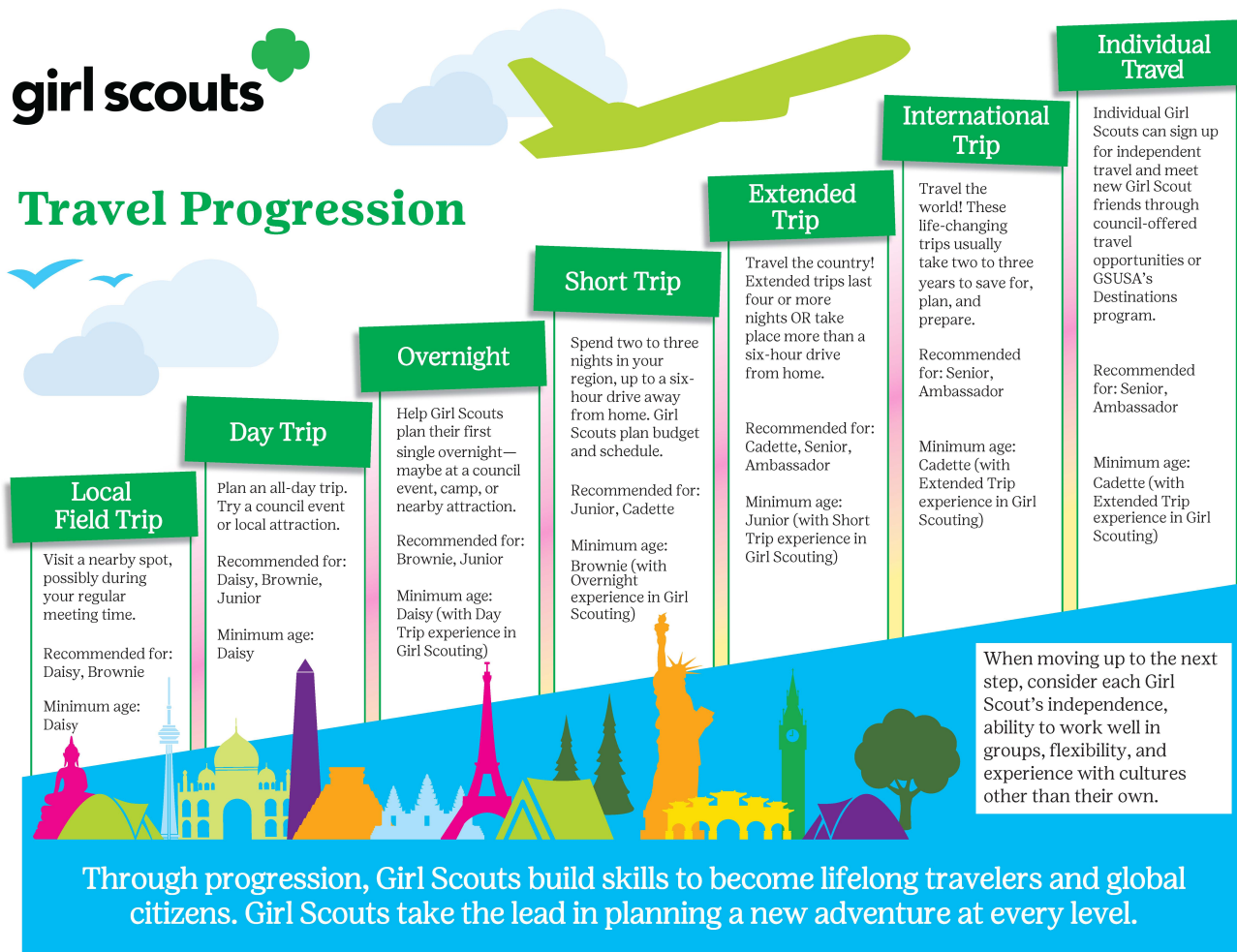
These are daytime excursions away from the group meeting place and outside the regular meeting time. Girls might plan an all-day visit to a point of historical or natural interest, bringing their own lunch, or they might go to a nearby city, scheduling time for a meal in a restaurant.

## Short Trips

Short Trips usually involve two or three nights away. The destination may be local or regional e.g. a nearby state or national park, historic site, or city for sightseeing. The group may stay in a hostel, hotel, or motel, or they may camp at a Girl Scout campsite or nearby campgrounds.

## Extended Trips

Extended Trips range from four or more nights spent at camp to extensive regional or national travel within the continental United States. The group might use several accommodations and modes of transportation throughout the trip.



# Travel Approval at a Glance

Type of Trip	Grade Level	Example	Forms Required	Council Approval Required
<b>Day or overnight trip to GSK properties</b>	All Grade Levels	A day visit to a GSK camp.	-Follow campsite reservation process -Notify Service Unit Manager*	Yes
<b>Day or overnight event hosted by the council, or GSK volunteers.</b>	All Grade Levels	Festival of the Arts or a weekend camporee.	-Follow the event registration process -Notify Service Unit Manager*	No
<b>Local field trips (near meeting place)</b>	All Grade Levels	Walk to a park near your meeting place.	-Notify Service Unit Manager*	No
<b>Day trips (local or regional)</b>	All Grade Levels	Tour a local fire station or visit Holiday World.	-Notify Service Unit Manager*	No
<b>Overnight trips are 1-2 nights in length (local or regional)</b>	All Grade Levels	An overnight trip to another city or a weekend camping trip to a state park.	-Notify Service Unit Manager* -Submit <a href="#">Travel Application</a> at least <b>four weeks</b> in advance	Yes
<b>Short Trips are 2-3 nights in length or longer (local or regional)</b>	GS Brownies and older	An overnight trip to Chicago, Indianapolis, Nashville, or St. Louis.	-Notify Service Unit Manager* -Submit <a href="#">Travel Application</a> at least four weeks in advance	Yes
<b>Extended Trips often last a week or longer</b>	GS Juniors and older	Troop trip to Savannah, Florida, or Washington, DC.	-Notify Service Unit Manager* -Submit <a href="#">Travel Plan</a> at least <b>three months</b> in advance or prior to first money-earning project -Submit <a href="#">Travel Application</a> at least <b>four weeks</b> in advance -Open travel custodial account	Yes
<b>International Trips often last a week or longer</b>	GS Cadettes, Seniors and Ambassadors	Trip to Canada or Mexico, visits to the WAGGGS World Centers. Trips to anywhere a passport is required and cruises.	-Notify Service Unit Manager* -Submit Travel Plan at least <b>12 months</b> in advance or prior to first money-earning project -Submit <a href="#">Travel Application</a> with Additional Insurance at least three months in advance. -Open travel custodial account	Yes

\* If you don't have a SUM, notify your Membership Experience Coordinator

- Every trip should have a [Troop Activity Permission Form](#) and [Health History Form](#) for every participant.
- Travel Custodial Accounts are required for trips with a budget total of \$5,000 or more and if you plan to accumulate funds for more than one troop year.

### Travel Distances:

- **Local:** within 150 miles or up to a two hour drive (one way) from your home city or town.
- **Regional:** between 150 and 400 miles or up to a six hour drive (one way) from your home city or town. Regional day trips are **strongly discouraged**.
- **National:** over 400 miles from your home city or town. Overnights are required.  
**International:** Canada, Mexico, Europe, or cruises outside of the continental United States (including Caribbean and Alaskan cruises).

# Travel Planning Guide

## Girl-Led Trip Planning

Girls of all ages have ideas of places they want to go and, through the progression of experience and skills, they can research, plan, budget, earn money, and put together an itinerary for the trip.

Start a discussion with girls using these questions:

- Where could we go?
- When?
- How will we get there?
- How much will it cost?
- How should we get ready?
- What will we do along the way?

The girls should plan the trip, not the adults. Even Girl Scout Daisies can brainstorm a list of ideas. Girl Scout Juniors can make phone calls to find out admission fees and hours of operation. Girl Scout Seniors can make airline reservations. Let the girls take on the leadership roles in planning and carrying out their trip.

## Grade Level Trip Planning

### Girl Scout Daisies

A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies. Overnight trips may be appropriate if a family member is in attendance. In the Girl Scout Daisy circle, girls can help to choose the specific places they would like to go.

Before the trip the leader talks with the girls about what they will see and do on the trip, what they need to bring with them, and what is expected of them, particularly in regard to courtesy and safety.

### Girl Scout Brownies

An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal), while never being too far from home is a good first trip for Brownies.

The girls may have the idea for taking a trip, or a leader or an older Girl Scout may stimulate the discussion. In the Girl Scout Brownie ring, the girls talk about what they would like to do and the leader helps them narrow their ideas to those that are within their abilities and budget. The girls can then vote on the trip they want to take and on alternative plans.

For travel of any distance, the leader finds out how long the trip will take, checks points of interest for Girl Scout Brownies, and makes arrangements for places to eat and for rest stops. She sets arrival and departure times, schedules tours, arranges transportation, and obtains the permission of parents or guardians. Group committee members or older Girl Scouts may help with these pre-trip plans.

Before the trip Girl Scout Brownies and their leader talk about what they will see and do on the trip, what they need to bring with them, how much the trip will cost and what is expected of them, particularly in regard to courtesy and safety.

After the trip, the girls discuss and reflect on their trip. Follow-up activities may include dramatizations, stories, or art activities (such as drawings) of what impressed them. They should send thank-you notes to anyone who helped make the trip possible or memorable. They make plans for future trips, basing these plans on what they have learned, enjoyed or need to practice.

## **Girl Scout Juniors**

With adult help, girls decide where they want to go. Girls plan the trip in patrols or small groups, keeping the trip's purpose in mind and including budgeting, pre-trip skills, and tips for personal conduct and safety. Leaders advise girls as needed and help them keep their ideas realistic and appropriate for their age.

Badge activities suggest trips to all kinds of places in the community, as well as hikes, walks, and campouts. Girl Scout Juniors go on day trips in their own communities and to places of interest nearby. Eventually, their plans include longer trips, with stays in hotels or motels, as well as camps.

## **Girl Scout Cadettes and Girl Scout Seniors**

Girl Scouts Cadettes and Girl Scout Seniors can go away for three days or longer, if they have taken overnight trips previously. For example, they might go to a state capitol or visit with groups in other parts of the country.

Girl Scout Cadettes and Girl Scout Seniors can combine camp living with exploration and travel, using a campsite as a base from which to take trips. Girls with specialized skills, such as horseback riding, biking, skiing, backpacking, or boating may plan trips around those interests. Girls may also use these skills and interests to prepare for a national destination. Leaders/advisors can encourage girls to enrich the experience of their trip by making exhibits, showing slides, and illustrating logbooks for their families, friends, and for community groups.

After several trips, they can share their travel know-how with less experienced groups.

## **Girl Scout Ambassadors**

Because Girl Scout Ambassadors usually have greater emotional, physical, and mental maturity than younger girls, they can benefit from more extensive travel. In addition, mature girls experienced in travel or in planning, can work with less experienced girls or younger groups. They can help with the planning process, teach specific skills needed for a trip, or serve in a leadership role. They may also prepare themselves for a national or international opportunity.

## **Tagalongs**

A tagalong means a person who attends an event but is not of an age or skill level to participate. A tagalong can be a registered Girl Scout, sibling or friend (both boys and girls) who come with parents or guardians to a Girl Scout activity. For example, a registered Girl Scout Daisy tagging along with their parent who is leading a Girl Scout Junior activity is classified as a tagalong. A brother tagging along for a troop campout is also classified as a tagalong.

There are some key points to remember when working with tagalongs:

- Tagalongs are a separate group. Therefore, a separate adult ratio is required for tagalongs to attend.
- Tagalongs must be kept under the continuous supervision of these adults while a Girl Scout activity takes place.
- Tagalongs follow the same rules as Girl Scouts regarding grade level for participating in activities, on and off GSK properties.

- Troop funds should not be used for tagalongs or for the adults needed to supervise them.

Ratios for Events/Travel/Camping		
Grade	Two unrelated adults (at least one of whom is female) for this number of tagalongs.	Plus one more adult for each additional number of up to this many more tagalongs.
K-1	6	1-4
2-3	12	1-6
4-5	16	1-8
6-8	20	1-10
9-12	24	1-12

All adults must be registered member, have a background check, and have completed child protection training, even those working with tagalongs.

## Travel Safety

The most important factor in having a safe and successful outing is good planning. Let girls do as much of the planning as possible. When girls have been included in planning, they will take the responsibility for enforcing safety procedures. The leader needs to guide the group to ensure that the plans are appropriate to the girls' experience and skill level. Part of the planning process is to learn and practice the basic skills that girls will need to carry out the trip.

Before planning any activity or trip, a leader is responsible for reviewing the following resources:

- **GSK Safety Guide** – This guides provides information on GSUSA and GSK safety policies, emergency preparedness, transporting girls, and how to buy additional insurance.
- **Safety Activity Checkpoints** – These provide specific instructions for staying safe while participating in various activities. They are activity specific and should be reviewed before engaging in activities with girls.

## Adult Chaperones

Troops must maintain proper adult/girl ratios during all Girl Scout activities. Use the Events, Travel and Camping ratios found above when planning field trips, and overnight travel. Adults accompanying a group should be chosen for their patience, flexibility, and good judgment.

They need to understand their responsibilities during the trip. Any adult participating in a field trip or overnight trip including drivers must meet the following conditions:

- Be a registered member.
- Have an unexpired background check with GSK.
- Complete Child Protection Training.
- Drivers must be at least 21.



## Emergency Contact Person

Designate an emergency contact person who will remain near home during the duration of the trip.

- Leave a list of names, phone numbers, emergency contacts, and other vital information of all people going so that they can contact you or the girls' families in an emergency.
- Provide the contact person with a complete trip itinerary including contact numbers for hotels, campgrounds, and attractions you plan to visit.
- Leave your route of travel with the contact person along with basic vehicle information.

## Health History

Leaders should collect a complete, accurate, signed [Health History](#) from each girl in the troop annually. It is a fillable PDF and can be emailed to families at the beginning of the school year.

## Overnight Safety

To ensure the safety of sleeping areas, use the following guidelines.

- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Adults and girls never share a bed.
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, hotel room, or designated area) with the girls. However, if an adult female does share the sleeping area, there should always be two unrelated females present.
- If men or boys are participating, separate sleeping areas and restroom facilities must be provided for them.
- GSK's sleeping arrangement guidelines can be found at [bit.ly/gsksleep](http://bit.ly/gsksleep).

## Car Rental

Troops might need to rent vehicles to go on a trip. The rental agreement is a personal contract between the renter and the agency. Girl Scouts of Kentuckiana does not sign rental contracts for troops.

Remember: Girl Scouts of Kentuckiana adults and volunteers cannot rent or borrow 15-passenger vans for transportation.

## Private Rentals

Airbnb, VRBO and Home Away are permitted. However because these are privately owned properties, it can be difficult to verify safety and credibility. For these reasons, additional steps are required when considering private rentals. Confirm ahead of time:

- The rental is for exclusive use of the home. No other renters will have access to the home during the rental period.
- The space has smoke alarms, carbon monoxide detectors, and fire extinguishers (these are noted as amenities on booking sites).
- The home and host have substantial positive visitor reviews. Don't book places with negative, few, or no reviews. Look for superhost status on Airbnb.
- The liability insurance from the host covers premises for commercial use, with a minimum of \$1,000,000 General Liability insurance.

- Check the host’s profile or identity verification. You may be asked to do the same, as a renter.
- The local host or manager contact info is available for immediate needs. Share this information with your emergency contact.
- Check state laws to see if Airbnb, VRBO, and Homeaway are mandated to meet hotel laws and standards so that you know there is an extra layer of protection.

## Insurance

### Girl Scout Activity Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. Insurance is also provided to nonmember participants of Girl Scout sponsored/supervised events. This supplementary insurance coverage is not intended to diminish the need for, or replace existing, family health insurance. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual’s primary insurance pays out. When \$140 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that aren’t covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

### Additional Insurance

Additional plans of activity insurance are also available for accident plus sickness insurance for national and international trips. These plans are secondary insurance that covers individuals while participating in any approved, supervised Girl Scout activity that involves travel outside the United States or for members who wish to have accident and sickness insurance for a trip within the United States.

To purchase additional insurance, submit the [Application for Additional Insurance](#) and remit payment at least four weeks prior to departure. Insurance for International Trips must be purchased at least three months in advance.

Every person in the group must be insured, and they must be insured for all the calendar dates over which the trip extends (“day” equals “date”), including the beginning date (the day you’re leaving) and the ending date (the day you’re returning home).

For example: Troop 1234 is going to Chicago for a long weekend trip. They will be leaving Friday afternoon, and returning home on Monday afternoon. This trip takes place over three nights and four days (Fri, Sat, Sun, and Mon). So, insurance must be purchased for four days.

There is one exception to the three night insurance requirement. Events or trips lasting three nights when **one of the nights** falls on a federal holiday are covered under the Basic Plan, and additional insurance is not needed (unless the group desires sickness coverage).

Using the above example if the trip departs on Friday, July 4 (Independence Day) and returns on Monday, July 7, the first night was a federal holiday. The troop would not be required to purchase insurance. Alternately if a trip departs on Friday, September 4 returning home on Monday, September 7 (Labor Day) the trip lasts three nights and four days, and would require insurance to be purchased for four days. Even though one of the days was a federal holiday, none of the nights were.

# Overnight Trip Approval

Council approval is required for the following trips within the stated timeline:

- Overnight stays (one to two nights including camping on non-council sites) – Submit forms at least four weeks prior to departure date.
- Extended Travel (Three or more nights) – Submit forms at least four weeks prior to departure date.
- International Travel – Submit plan at least 12 months prior to departure date.

To obtain council permission, submit a [Travel Application](#) via JotForm.

When an application is submitted, the advisor or leader who submitted the form will receive notice within 10 business days giving one of three answers:

1. The trip is approved. No further steps are required.
2. The trip is in “pending” status. Additional steps will be required.
3. The trip is not approved. An explanation for denial and changes that may be made to obtain approval (if applicable) will be given.

The number one reason a Travel Application is denied is due to participating adults missing one or all of the following:

- Membership Registration
- Background Check
- Child Protection Training

If plans change a new application must be submitted. If a trip is canceled, notify council at [customercare@gskentuckiana.org](mailto:customercare@gskentuckiana.org).

## Service Unit Trips

Service units should follow the same travel guidelines as if a troop was planning the trip. The trip advisor will need to submit the Travel Application and include the names of all participants. Individual troops participating in a service unit trip do not need to submit a separate application.

# Custodial Accounts

When a trip budget total is \$5,000 and accumulate funds for more than one troop year, a troop travel custodial account will be required. We encourage every troop that is saving for a large trip to consider using a custodial account to take the pressure off the troop leader and finance lead.

Money is held and managed by the council directly.

- Account is opened with an initial deposit and a unique number is assigned. This number is used for tracking all activity.
- Deposits can be made into the account from the troop or individual families.
  - Deposits are tracked by person.
- Expenses for the trip are paid by the council against the account. Email invoices or money request to [accountspayable@gskentuckiana.org](mailto:accountspayable@gskentuckiana.org).
  - Airline Tickets
  - Hotel Reservations
  - Admission Fees
- Small purchases can be made with the custodial account or by troop funds or personal funds. If personal or troop funds are used email a receipt to [accountspayable@gskentuckiana.org](mailto:accountspayable@gskentuckiana.org) to get reimbursed from the custodial account.
- A council credit card, with remaining balance in the custodial account, will be issued upon an approved [Travel Application](#). Purchases made with the council credit card will require a receipt and should be turned in within two weeks of returning from troop trip.
- Quarterly bank statements are emailed to troop leader and finance lead.
- If troop doesn't take the trip all individual parent contributions will be returned to the parent and troop contributions will go back to the troop.
- The group must assign two volunteers who may authorize expenses on the account.

Contact Customer Care Team at 888-771-5170 for more information.

# Day and Local Field Trip Planning Checklist

## Local

- Trip planning should begin at a minimum of **four weeks**, if not sooner:
  - Girls brainstorm ideas for things they would like to do.
  - Discuss activity opportunities and research ideas.
  - Girls vote or use troop government to choose a destination.
  - Girls consider cost and develop an activity/trip budget.
- Adults read applicable sections of [GSK Safety Guide](#) and [Safety Activity Checkpoints](#).
- All girls on trip are registered Girl Scouts.
- Secure enough approved volunteers to appropriately supervise the trip. All volunteers participating in troop trips must:
  - Register
  - Complete a Background Check (can take up to two weeks)
  - Complete Child Protection Training
  - Drivers must be at least 21 years old
- Register for activity or event, if applicable.
- Notify your service unit manager.
- Collect signed [Troop Activity Permission Form](#) and [Health History](#) for girls and adults, bring these on trip.
- Have FUN on your trip!
- As a troop, evaluate the experience:
  - What did you enjoy?
  - What would you change?
  - What did you learn?

# Overnight/Short Trip (one to three nights) Planning Checklist

## Local/Regional

- Trip planning should begin at a minimum of **eight weeks**, if not sooner:
  - Girls brainstorm ideas for things they would like to do.
  - Discuss activity/travel opportunities and research ideas.
  - Girls vote or use troop government to choose a destination.
  - Girls consider cost and money-earning potential and develop an activity/trip budget.
  
- All girls on trip are registered Girl Scouts.
  
- Submit a [Travel Plan](#) **at least three months** in advance for trips costing over \$250 per person.
  
- Plan and participate in troop money-earning activities, if needed. Submit a [Money-Earning Permission Form](#) **at least 30 days** in advance of each money-earning event that will raise more than \$250. Refer to the [Finance Guide](#) for money-earning rules.
  
- Adults read applicable sections of [GSK Safety Guide](#) and [Safety Activity Checkpoints](#).
  
- Secure enough approved volunteers to appropriately supervise the trip. All volunteers participating in troop trips must:
  - Register
  - Complete a Background Check (can take up to two weeks)
  - Complete Child Protection Training
  - Drivers must be at least 21 years old
  
- Submit a [Travel Application](#) **at least four weeks** prior to departure.
  
- Council will review application and the advisor or leader who submitted the form will receive notice within 10 business days of status.
  
- Notify your service unit manager.
  
- Collect signed [Troop Activity Permission Form](#) and [Health Histories](#) for girls and adults, bring these on trip.
  
- Have FUN on your trip!
  
- As a troop, evaluate the experience:
  - What did you enjoy?
  - What would you change?
  - What did you learn?

# Extended Overnight Trip (More than three nights) Planning Checklist Local/Regional/National

- Trip planning should begin at a minimum of **12 weeks**, if not sooner:
  - Girls brainstorm ideas for things they would like to do.
  - Discuss activity/travel opportunities and research ideas.
  - Girls vote or use troop government to choose a destination.
  - Girls consider cost and money-earning potential and develop an activity/trip budget.
- All girls on trip are registered Girl Scouts.
- Submit a [Travel Plan](#) **at least three months** in advance for National trips or for trips costing over \$250 per person.
- Plan and participate in troop money-earning activities, if needed. Submit a [Money-Earning Permission Form](#) **at least 30 days** in advance of each money-earning event that will raise more than \$250. Refer to the [Finance Guide](#) for money-earning rules.
- Open a travel custodial account for trips that will accumulate funds for more than one troop year and have a total budget of \$5,000 or more.
- Adults read applicable sections of [GSK Safety Guide](#) and [Safety Activity Checkpoints](#).
- Secure enough approved volunteers to appropriately supervise the trip. All volunteers participating in troop trips must:
  - Register
  - Complete a Background Check (can take up to two weeks)
  - Complete Child Protection Training
  - Drivers must be at least 21 years old
- Submit a [Travel Application](#) **at least four weeks** prior to departure. Council will review application and the advisor or leader who submitted the form will receive notice within 10 business days of status.
- Notify your service unit manager.
- Collect signed [Troop Activity Permission Form](#) and [Health Histories](#) for girls and adults, bring these on trip.
- Have FUN on your trip!
- As a troop, evaluate the experience: What did you enjoy? What would you change?

# International Trip Planning Checklist

- ❑ Trip planning should begin at a minimum of **18 months**, if not sooner.
  - Girls brainstorm ideas for things they would like to do.
  - Girls discuss activity/travel opportunities and research ideas.
  - Girls vote or use troop government to choose a destination.
  - Girls develop an itinerary.
  - Girls consider cost and money-earning potential and develop an activity/trip budget.
  - Girls research:
    - Passport requirements
    - Proof of citizenship requirements
    - Travel limitations
    - Health/vaccination requirements
    - Culture and language
    - Currency exchange
  - Girls develop:
    - Participant roster
    - Transportation plans
    - Safety plan
    - Final budget
  - Adult volunteers:
    - Ensure all girls on trip are registered Girl Scouts.
    - Ask parents to begin to apply for passports and anything else required by the U.S. and destination country.
    - Read applicable sections of [GSK Safety Guide](#) and [Safety Activity Checkpoints](#).
    - Secure enough approved volunteer drivers and chaperones to appropriately supervise the trip. All volunteers participating in troop trips must:
      - Register
      - Complete a Background Check (can take up to two weeks)
      - Complete Child Protection Training
      - Drivers must be at least 21 years old
- ❑ Submit a [Travel Plan](#) **at least 12 months** in advance.
- ❑ Plan and participate in troop money-earning activities, if needed. Submit a [Money-Earning Permission Form](#) **at least 30 days** in advance of each money-earning event that will raise more than \$250. Each project the troop participates in will require a permission form. Refer to the [Finance Guide](#) for money-earning rules.
- ❑ Open a travel custodial account for trips that will accumulate funds for more than one troop year and have a total budget of \$5,000 or more.



- Submit a [Travel Application](#) with Additional Insurance plan 3PI **at least three months** prior to departure.
- Council will review application and the advisor or leader who submitted the form will receive notice within 10 business days with status.
- Notify your service unit manager.
- Collect paperwork for trip:
  - Notarized letter from parents:
    - Giving permission for minor to travel with named leaders in specified countries.
    - Giving authorization for medical treatment.
  - Signed [Troop Activity Permission Form](#)
  - [Health History](#) for girls and adults signed by medical professional.
  - Copies of all passports/passport cards (either paper or electronic).
- Provide copies of all trip paperwork to all emergency contacts.
- Have a minimum of \$500 emergency funds available.
- Review trip details as a troop (safety plans, itinerary, travel requirements, etc.).
- Have FUN on your trip!
- As a troop, evaluate the experience:
  - What did you enjoy?
  - What would you change?
  - What did you learn?

## Resources

- Girl Scouts Travel Resources: [www.girlscouts.org/travel](http://www.girlscouts.org/travel)