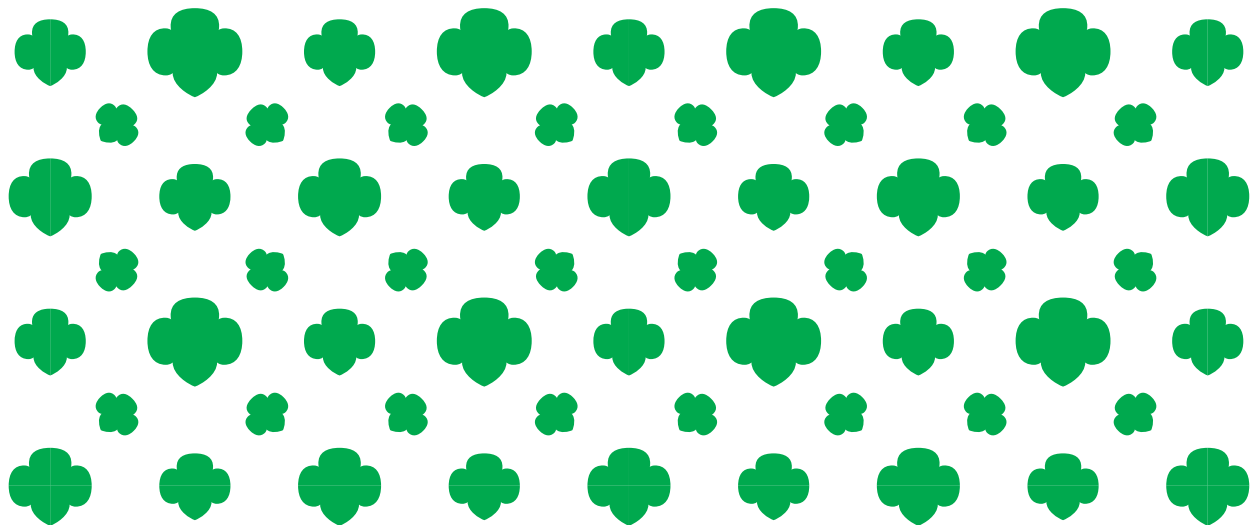


Travel Guide

2018-2019



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

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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 stimulate good activities or 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**, **corporative 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. These are ran by the World Association of Girl Guides & 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 2 hour drive (one way) from your home city or town.
- **Regional:** between 150 and 400 miles or up to a 6 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

Meeting Time 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.

Simple Overnight Trips

Simple Overnights usually involve one or two 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 Overnight Trips

Extended Overnights range from three 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
Day or overnight trip to GSK properties.	All Grade Levels	A day visit to a GSK Camp.	<ul style="list-style-type: none"> ➤ Follow campsite reservation process ➤ Notify Service Unit Manager* 	Yes
Day or overnight event hosted by the council, or GSK volunteers.	All Grade Levels	Festival of the Arts, or a weekend camporee.	<ul style="list-style-type: none"> ➤ Follow the event registration process ➤ Notify Service Unit Manager* 	No
Meeting Time Trips (near meeting place)	All Grade Levels	Walk to a park near your meeting place.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* 	No
Day trips (local or regional)	All Grade Levels	Tour a local fire station or visit Holiday World.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* 	No
Overnight trips are 1-2 nights in length (local or regional)	All Grade Levels	An overnight trip to another city or a weekend camping trip to a state park.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* ➤ Submit Travel Application at least 4 weeks in advance 	Yes
Extended Overnights are 3 nights in length or longer (local or regional)	GS Brownies and older	An overnight trip to Chicago, Indianapolis, Nashville, or St. Louis.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* ➤ Submit Travel Application with Optional Insurance at least 4 weeks in advance 	Yes
National Trips often last a week or longer	GS Juniors and older	Troop trip to Savannah, Florida, or Washington, DC.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* ➤ Submit Travel Plan at least 3 months in advance or prior to first money-earning project ➤ Submit Travel Application with Optional Insurance at least 4 weeks in advance ➤ Open Travel Custodial Account 	Yes
International Trips often last a week or longer	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.	<ul style="list-style-type: none"> ➤ Notify Service Unit Manager* ➤ Submit Travel Plan at least 12 months in advance or prior to first money-earning project ➤ Submit Travel Application with Optional Insurance at least 3 months in advance ➤ Open Travel Custodial Account 	Yes

- If you don't have a SUM, notify your Troop Support Specialist.
- 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 \$5000 or more and accumulate funds for more than 1 troop year.

Travel Distances:

- **Local:** within 150 miles or up to a 2 hour drive (one way) from your home city or town.
- **Regional:** between 150 and 400 miles or up to a 6 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; 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 paintings of what impressed them. They should send thank-you notes to anyone who helped make the trip possible or memorable, and they may include a painting or a poem they have written. 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 capital 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 be allowed 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.

- Optional Insurance is required whenever a tagalong is in attendance.
- Troop funds should not be used for tagalongs or for the adults needed to supervise them.

Tagalong 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	4
2-3	12	6
4-5	16	8
6-8	20	10
9-12	24	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:

- *Volunteer Essentials* – *Volunteer Essentials* is the Girl Scout's volunteer handbook. It includes basic policy and procedure information; health and safety guidelines; and information about Girl Scout basics, volunteer tips, Girl Scout activity resources and traditions; and ideas for ways to engage girls. The following chapters are especially important for troops planning an activity or trip.
 - *Volunteer Essentials: Chapter 4: Safety-Wise* is the key safety reference document, providing volunteers with basic program activity guidelines and assuring safe and quality experiences for girls.
 - *Volunteer Essentials: Appendix for Travel Volunteers* provides key information for troops planning overnight or trips.
- *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 in *Volunteer Essentials* 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 be approved volunteers. This means that the following conditions are met:

- Be a registered member.
- Have an unexpired background check with GSK.

- Complete Child Protection Training.

Tagalongs are a separate group; therefore, a separate adult ratio is required for tagalongs to be allowed to attend. Use the Tagalong Ratio Chart when planning.

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. A Health History Form is available on the council website. 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.

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

The use of Airbnb and other private rentals is not permitted. The safety, credibility, and insurance requirements of private rentals are difficult to qualify compared to traditional commercial properties. With traditional commercial properties like hotels, safety standards are continually monitored. With a private rental there is no way to adequately guarantee that locks are on the doors, that a group of male or female adults are not also present in close quarters, that there are no animals in the building, that the property itself is safe and secure, that the owner is credible, and that there are adequate fire exits. Proper liability coverage or homeowners insurance is often unavailable or not applicable to private rentals in the scenario where guests are paying money for use of the property. In other words, there is no effective insurance on personal private property being rented for commercial public use. This means the property has not been investigated, appraised, or

approved for safe public use, including by children. For these reasons, the guideline is to stay away from private rentals such as Airbnb, VRBO, Flipkey, Roomarama, Homeaway, VayStays, Tripping, Wimdu, and Couchsurfing.

Insurance

Girl Scout Activity Insurance

A portion of the individual annual Girl Scout membership dues pays for supplementary insurance for Girl Scout members only. 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 lasting 1-2 nights, after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-member adults, tagalongs (brothers, sisters, or friends), and other persons are not covered by basic coverage.

Optional Insurance

Optional plans of activity insurance are required for Girl Scouts taking Extended Trips (3 nights or longer) and for non-members who participate in approved and supervised Girl Scout activities. These plans are secondary insurance that covers individuals while participating in any approved, supervised Girl Scout activity that involves non-Girl Scouts, lasts longer than 3 days and 2 nights or involves travel outside the United States.

To purchase additional insurance, submit the Application for Optional Insurance and remit payment at least 4 weeks prior to departure. Insurance for International Trips must be purchased at least 3 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 7/4/2014 (Independence Day) and returns on Monday 7/7/2014, the first night was a Federal Holiday. The troop would not be required to purchase insurance. Alternately if a trip departs on Friday 8/29/2014 returning home on Monday 9/1/2014 (Memorial 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 – 1-2 nights (including camping on non-council sites) – submit forms at least 4 weeks prior to departure date.
- Extended Travel (3 or more nights) – submit forms at least 4 weeks prior to departure date. Optional Insurance must be purchased for trips lasting 3 nights or more.
- International Travel – submit forms at least 3 months prior to departure date.

To obtain council permission, submit a Travel Application. You may submit the form to council either:

- online at www.gskentuckiana.org – Search for “Travel Application”
- email to troopsupport@gskentuckiana.org
- mail to 3095 Girl Scout Rd, Utica, KY 42376
- in person at your local Service Center

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 via troopsupport@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.

Money-Earning Basics

The best way to earn money for your group is to start with Girl Scout cookie activities and other council-sponsored product programs. From there, your group may decide to earn additional funds on its own.

- **Girl Scout Cookie & MagNut Program** All girl members who take part in any way of Girl Scouting (troop, camp, travel, etc.), including Daisies, are eligible to participate in council-sponsored activities, with volunteer supervision. Please remember: volunteers and Girl Scout council staff don't sell cookies and other products—girls do.
- **Group money-earning** refers to activities organized by the group (not by the council) that are planned and carried out by girls (in partnership with adults) and that earn money for the group.

Girls' participation in MagNut, Cookies, and group money-earning projects is based upon the following:

- Voluntary participation.
- Written permission of each girl's parent or guardian.
- An understanding of (and ability to explain clearly to others) why the money is needed.
- An understanding that money-earning should not exceed what the group needs to support its activities.
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws.
- Vigilance in protecting the personal safety of each girl.
- Arrangements for safeguarding the money.

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that money-earning is conducted with legal and financial integrity. To that end, consider the following reminders and cautions:

- All rewards earned by girls through the product programs must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Rewards are based on ranges set by councils and may not be based on a dollar-per-dollar calculation.

Troop/Group Money-Earning

If in planning it is determined that additional funds are needed, troops/groups turn to money-earning projects. **All money-earning activities must be planned and carried out by the girls with the help of adults.** The following are requirements for money-earning projects.

- Money-earning activities over \$250 must be approved by the GSK Fund Development department.
- Please be aware that only the Council holds the nonprofit status and a unique identification number with the IRS. While a troop or service unit is part of the Council, neither qualifies on its own as a nonprofit organization. **Use of the tax identification number by troops or service units is not allowed.**
- Girls may participate in troop money-earning such as a bake sale but may not engage in any direct solicitation for money. Adults are the only ones who can ask for donations to Girl Scouts.
- Girl Scouts USA prohibits fundraising for other organizations. This means that troop or service units can't collect cash or solicit cash donations for another organization. A troop or service unit can collect goods for other organizations, such as a can drive for a local food bank or gloves for a homeless shelter.
- Troops or service units cannot solicit donations using Girl Scouts of Kentuckiana letterhead.
- Girl Scouts USA does not allow games of chance as acceptable activities or means of money-earning for Girl Scouts. This includes raffles, bingos, poker nights or other games of chance to raise money.
- Girl Scouts does not allow the promotion or sales of commercial products. Girl Scout Cookies and the Mag/Nut products are the only commercial products allowed for sale.
- Raising money via the internet through funding pages is not allowed.
- If money is to fund national, international, or trips costing more than \$250 per person, a Travel Plan must be submitted to the Council prior to the approval of a Money-Earning Permission Form. Please see the GSK Travel Guide for more details.

Questions to consider when thinking about money-earning activities are:

- Is the activity age appropriate?
- What is the budget for the activity?
- Did the girls plan the activity?
- Are the girls involved in the activity?

If the troop/group decides to plan a money-earning activity, the Money-Earning Permission Form must be submitted to the Service Unit Manager and Fund Development department at Girl Scouts of Kentuckiana 30 days prior to the event.

Money-Earning Project Standards & Guidelines

The best way to earn money for your troop and build girls' financial skills is the Girl Scout Cookie Program and Mag/Nut Program. Money-earning activity for your troop/group beyond these programs requires an application and approval. The Troop/Group Money-earning Permission Form is required if the money-earning activity is to raise \$250 or more.

To receive permission for a money-earning activity, the activity must include the girls and be age appropriate. Examples:

- Holding a car wash – you do not need to file a permission form.
- Holding a pancake breakfast – you do not need to file a permission form.
- Hosting a father daughter dance for multiple troops – you need to file a permission form if proceeds will exceed \$250.

If you have any questions about your activity, please contact the Fund Development department. We will help your troop create a profitable money-earning event.

Donations

Donations received by the troops or service units will not receive a tax letter from GSK. Since the Council holds the non-profit status, only donations processed through Council are tax deductible.

All donations of \$250 or more must be processed through Council.

Troops/groups can receive in-kind donations such as cups, paper plates, drinks, food, etc. from businesses. GSK cannot provide a tax contribution letter because the donation went directly to the troop/group. Troops/groups can provide the business with a thank you note detailing the donation.

Please make sure all contributors receive a thank you note. Gifts received on behalf of a GSK troop or service unit program are representing the GSK brand, and we want to make sure all contributors are properly stewarded.

We'll help your troop stay on the right side of tax and liability issues by reviewing your plans in advance.

Sponsorship

Sponsors help Girl Scouts councils ensure all girls in the community have an opportunity to participate in Girl Scouting. Community organizations, businesses, religious organizations and individuals may be sponsors and provide the following:

- Meeting places
- Volunteer their time
- Offer in-kind donations such as supplies
- Provide activity materials
- Loan equipment

Troops/groups cannot solicit sponsorship without prior approval from the Fund Development department. We can give you guidance on the availability of sponsors, recruiting responsibility and any council policies or

procedures. Girl Scouts of Kentuckiana may already have a relationship with certain organizations or may know of reasons **not** to collaborate with certain organizations. Sponsorship for a troop is not tax deductible.

Grants

Individuals, troops or service units cannot apply for grants. Grants are subject to auditing and financial policies.

Cause Related Marketing

Troops cannot engage in fundraisers with business or corporations where a percentage of the price of the item is donated back to the troop. If you have any questions regarding funding from businesses or corporations please contact the Fund Development staff.

Custodial Accounts

When a trip budget total is \$5000 and accumulate funds for more than 1 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.

Monies are 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.
 - 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 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 2 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 2 volunteers who may authorize expenses on the account.

Contact Volunteer Care Team for more information.

Day and Meeting Time Trip Planning Checklist

Local

- Trip planning should begin at a minimum of 4 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 *Volunteer Essentials* 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 2 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 Parent/Guardian Permission Slips 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?

Overnight Trip (1-2 nights) Planning Checklist

Local/Regional

- Trip planning should begin at a minimum of 8 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 3 months** in advance for trips costing >\$250 per person.
- If needed, submit a Money-Earning Permission Form **at least 30 days** in advance of each money-earning event.
- Plan and participate in troop money-earning activities, if needed.
- Adults read applicable sections of *Volunteer Essentials* 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 2 weeks)
 - Complete Child Protection Training
 - Drivers must be at least 21 years old
- Submit a Travel Application **at least 4 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 Parent/Guardian Permission Slips 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 (3+ 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 3 months** in advance for National trips or for trips costing >\$250 per person.
- If needed, submit a Money-Earning Permission Form **at least 30 days** in advance of each money-earning event.
- Open a travel custodial account for trips that will accumulate funds for more than 1 troop year and a total budget of \$5000 or more.
- Plan and participate in troop money-earning activities, if needed.
- Adults read applicable sections of *Volunteer Essentials* 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 2 weeks)
 - Complete Child Protection Training
 - Drivers must be at least 21 years old
- Submit a Travel Application with Optional Insurance **at least 4 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 Parent/Guardian Permission Slips 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 *Volunteer Essentials* 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 2 weeks)
 - Complete Child Protection Training
 - Drivers must be at least 21 years old
- Submit a Travel Plan **at least 12 months** in advance.
- If needed, submit a Money-Earning Permission Form **at least 30 days** in advance of each money-earning event. Each project the troop participates in will require a permission form.
- Open a travel custodial account for trips that will accumulate funds for more than 1 troop year and a total budget of \$5000 or more.
- Plan and participate in troop money-earning activities, if needed.

- Submit a Travel Application with Optional Insurance plan 3PI **at least 3 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 Parent/Guardian Permission Slips
 - Health Histories for girls and adults signed by medical professional.
 - Copies of all passports/pass 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: <http://forgirls.girlscouts.org/travel/resources/>
- [Girl Guide for Global Travel: http://forgirls.girlscouts.org/travel/wp-content/uploads/2013/06/exploration_the_girl_scout_guide_to_global_travel.pdf](http://forgirls.girlscouts.org/travel/wp-content/uploads/2013/06/exploration_the_girl_scout_guide_to_global_travel.pdf)
- [Adult Guide for Global Travel: http://forgirls.girlscouts.org/travel/wp-content/uploads/2013/06/adult_guide_to_girl_scout_global_travel.pdf](http://forgirls.girlscouts.org/travel/wp-content/uploads/2013/06/adult_guide_to_girl_scout_global_travel.pdf)
- US Passport Website: <https://travel.state.gov/content/passports/en/passports.html>