



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

Troop Travel Packet



Revised 3/08





Progression for Trips by Age Level

Daisy Girl Scouts

- Occasional field trips no longer than a day in length.
- No overnight camping.

Brownie Girl Scouts

1st grade:

- Field trips during troop meetings or on the weekend

2nd grade:

- Overnight campout in backyard
- Train trip to Olvera Street
- Trip to Los Angeles Zoo
- Day Camp
- Resident Camp

3rd grade:

- Overnight at Girl Scout House
- Service Unit campouts
- Train trip to San Diego Zoo

Junior Girl Scouts

4th grade:

- Weekends at Girl Scout House
- Weekends at local campgrounds

5th - 6th grade:

- Campouts for an extended period, 2-3 days
- Trips in the Southern California area, i.e. weekend in San Diego
- Motel trips in Southern California area

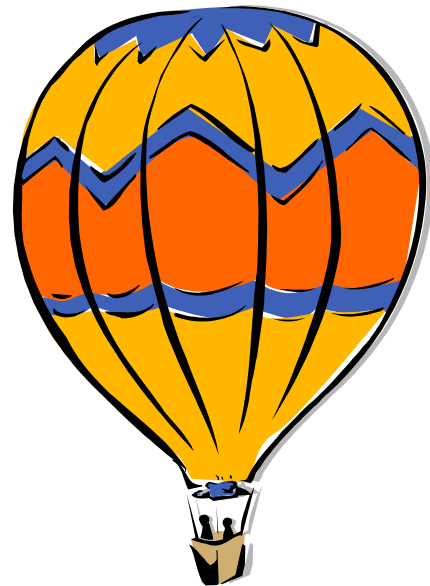
Girl Scouts 11-17

6-9th grade:

- Day trips to Mexico
- Extended trip of 4-6 days in length
- Trips to San Francisco, Colorado River, state capitol
- Biking tours of short duration (2 nights)
- Backpacking trip of short duration (3-4 nights)
- Cadette-O-Rama
- Trips outside California
- Session at Our Cabaña in Mexico

9th - 12th grade:

- All of the above
- Cruise to Mexico
- Fall Event
- GAM
- River rafting with a river rafting company
- **Extended trips of several weeks, i.e. Hawaii, Washington D.C., New York, USA tour, Europe**





Troop Travel Form

Troops contemplating travel must request permission to do so on the ***Troop Travel Form*** as follows:

1. Troops planning trips **under** 150 miles must notify the Service Unit Managers at least 2 weeks prior to the trip by using a copy of the permission slip.
2. Trips between 150 and 300 miles (600 miles round trip) must be approved 6 weeks in advance by the Service Unit Manager.
2. Day trips to Tijuana, Mexico must be approved 1 month in advance by Program Services.
3. For trips **over** 300 miles:
 - a. Six (6) months in advance for trips within the State of California to be approved by Program Services **after being signed by the Service Unit Manager**;
 - b. One (1) year in advance for trips within the continental United States, (this does **NOT** include Hawaii and Alaska), Canada, Mexico to be approved by Program Services **after being signed by the Service Unit Manager**.
 - c. Two (2) years in advance for trips outside of the continental United States, Hawaii, Alaska, to be approved by Program Services **after being signed by the Service Unit Manager**.
4. If a troop is planning a fund raising event to raise money for a trip, the trip must be approved by Program Services prior to submitting a Money-Earning Project Application.
5. A minimum of two adults who are at least 21 years of age must accompany girls on any trip.

Complete the following steps:

1. Review **Safety-Wise** pages 44-60, "Planning Trips With Girl Scouts."
2. Complete the attached form. Fill out completely. We need details to determine your readiness for this trip.
3. Obtain your Service Unit Manager's signature. If a Service Unit Manager has not been appointed, your Volunteer Support Specialist **must** sign the form.
4. Send your form to Program Services, GSCOC, 9500 Toledo Way, Irvine, CA 92618.
5. Your form will be kept at GSCOC and a copy will be sent to you with further information as needed. Your Volunteer Support Specialist will also receive a copy.

Additional Information

A trip of more than three (3) days requires a current health examination given by a licensed physician, qualified nurse practitioner, physician's assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months.

If you are planning on swimming and/or boating, you will need a currently certified lifeguard. (See page 120, **Safety-Wise**). Public pools, beaches, lakes, or rivers may be used if the site provides lifeguards who are on duty and if all safety rules are followed. The primary lifeguard on duty must be 18 years of age.



Troop Traveling Procedures

The following procedures will be used for troops planning trips ***within the State of California and over 300 miles:***

1. File a Troop Travel Form at least ***six months*** in advance of your scheduled departure.
2. Submit the Troop Travel Itinerary to the council ***four weeks*** before your departure.
3. Send a check for your insurance ***four weeks*** before your departure date. You will need extra insurance if your trip is more than 2 nights and 3 days.

The following procedures will be used for troops planning trips ***to Canada, Mexico, or within the continental United States (excluding Hawaii and Alaska).***

1. File a Troop Travel Form at least ***one year*** before your departure date.
2. File a Travel Update ***four months*** before your scheduled departure date. It will be mailed to you.
3. Submit the Travel Itinerary to the council ***four weeks*** before your departure date.
4. Send a check for your insurance ***four weeks*** before your departure date. You will need extra insurance if your trip is more than 2 nights and 3 days.

The following procedures will be used for troops planning trips ***outside the continental United States, Hawaii, or Alaska (excluding Mexico or Canada).***

1. File a Troop Travel Form at least ***two years*** in advance of your scheduled departure date.
2. ***One year*** before your scheduled departure date file a Troop Travel Update. It will be mailed to you.
3. Contact Program Services to set up an interview during first year of planning to assess the readiness of the troop to travel abroad. Recommendations will be given to the troop if needed.
4. Submit the Travel Itinerary to the council ***four weeks*** before your departure date.
5. You will need extra insurance for your troop. The check for your insurance is due at the council ***four weeks*** before your departure date. You will be required to purchase global travel and medical insurance through the Girl Scout Council. **This is a must!**



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Troop Travel Form

COUNCIL USE:
Received _____
Mailed _____
VSS copy to _____

Directions: Complete all required information on this form and give it to your Service Unit Manager for approval before you submit the form to the Girl Scout Council.

Troop Number: _____ Brownie Junior Girl Scouts ages 11-17 Grade(s): _____

Community Association/Region: _____ Service Unit: _____

Dates of Travel: _____ To _____
month/day/year month/day/year

Destination: _____

Leader/Advisor's Name: _____ Phone: (____) _____

Address: _____
street city zip

E-mail address: _____

of Girls: _____ Ages of Girls: _____ # of Female Adults: _____ # of Male Adults: _____

It is NOT appropriate to include siblings of troop members or leaders/advisors in the trip.

Transportation: Auto Van Commercial Aircraft Charter Bus Boat Train

() RV Bus Company: _____ Type of Boat: _____

If you intend to lease a vehicle, follow all requirements found on "Steps in Securing Transportation" and drivers MUST carry the minimal insurance as required by the laws of California.

Has your troop been on any trips before? No Yes If yes, where and how long? _____

What plans have you made to educate your girls about traveling? _____

How does this trip relate to your planned troop program? _____

Are you using regularly scheduled troop meeting to plan your trip? No Yes If yes, what arrangements have you made for girls who will **not** be going on your trip? _____

Unless ALL your troop members are going on this trip, it is strongly recommended you schedule a separate time for your trip planning.



Name of trained *Beginning Troop Tent Camper* (for camping trips): _____

OR *Indoor Overnight Adventures* (for overnight trips): _____

• Date training was completed: _____
month/year

Name of certified First Aider: _____

• Level I Level II Expiration date of card: _____

Name of adult certified lifeguard (if required): _____

• Expiration date of card: _____
month/year

Trip Budget (Estimate any costs that you don't have firm numbers for.)

Expenses: (per person)

Transportation \$ _____

Food \$ _____

Lodging \$ _____

Admissions (list)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Special Equipment \$ _____

Other (list)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

Income: (per person)

Girl Contribution \$ _____

Parent Contribution \$ _____

Fall Product Sale \$ _____

Cookie Sale \$ _____

Fundraising \$ _____

Other (list)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total \$ _____

What is your plan for the girls who will not be able to participate because of the cost? _____

If you plan any money earning project in addition to product sales, give details here: _____

When are you planning this money earning project? _____

How much money do you plan to net? _____

Have you filed a Money Earning Project application? Yes No

All money earning projects must be approved. If you plan to net under \$250 you need the approval of your Service Unit Manager. If you plan to net \$250 or more you must have the approval of the Girl Scout council. Requests must be filed 3 months in advance. Please submit the application to Fund Development.

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To be completed by the Service Unit Manager:

This troop is recommended for travel _____

Signature of Service Unit Manager

Date: _____

This troop is **not** recommended for travel _____

Signature of Service Unit Manager

Date: _____

Comments: _____

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COUNCIL USE:

Your travel plans have been Approved Not Approved

You will need extra insurance Yes No

Comments: _____

Program Services Specialist

Date