Safety Activity Checkpoint

Travel/Trips

HIGH-ADVENTURE ACTIVITY: Trip or High-Adventure Approval Form Required

Council Approval: Required

Activity Permitted For: D B J C S A

Required: At least one adult who will be involved in planning the camping trip with the girls and will be accompanying them on their camping adventure must be trained in camping as required by GSNorCal. Visit GSNorCal’s Volunteer Training Portal for more information. Check out the Trip and Outdoor Advisor course.

Note: Approval for international travel must often be obtained six months or more in advance of the trip.

About Travel/Trips

Some of the most memorable moments in a Girl Scout’s life happen while taking trips. Travel offers a wealth of opportunities for girls to develop leadership, confidence, and practical life skills. The following information can help you and girls prepare for local, regional, or international travel.

Girl Scouts is a great place for girls to learn how to plan and take exciting trips, because travel is built on a progression of activities—one activity leads to the next. For Daisies, this could mean a day trip to an arboretum as part of the Journey they are working on. For Seniors or Ambassadors, it might mean whitewater rafting in Costa Rica or exploring the Our Chalet World Center in Switzerland. Please see the Girl Scout Guide to U.S. Travel.

Although many troops decide to travel together, Girl Scouts may also get together specifically for the purpose of traveling. Girls might join a trip with other girls from around our council, GSNorCal. Girl Scouts of the USA
also offers individual Girl Scout Cadettes, Seniors, and Ambassadors the chance to travel independently and meet other Girl Scouts from across the country through the GSUSA Destinations program.

The recommended progression of trips and travel for Girl Scouts are:

Local Field Trips (Daisies and older): A walk to a nearby garden or a short ride by car or public transportation to a firehouse or courthouse is a great first step for Daisies. Keep it girl-led: girls can choose the location!

Day trip (Daisies and older): An all-day visit to a point of historical or natural interest (bringing their own lunch) or a daylong trip to a nearby city (stopping at a restaurant for a meal) allows younger girls to select locations and do much of the trip-planning, while never being too far from home. Keep it girl-led: girls can choose the location and an activity (maybe a badge activity?) and help make plans for lunch.

Note: Full-day trips may be very challenging for Daisies, especially for kindergarteners who have not experienced short trips. Make sure girls take some short trips before they progress to a full day trip.

Overnight & Weekend Trips (Daisies and older): A trip of one—or possibly two—nights away could start with one-night camping or staying at a Girl Scout property and progress to a visit to a state or national park, or nearby city for sightseeing, staying in a hotel, motel, or campground—or even an overnight at a large museum!
These short trips are just long enough to get girls excited about travel, but not long enough to generate homesickness. Keep it girl-led: girls plan the activity and meals, create travel games, and pack their own bags.

**Note:** A Daisy troop may participate in an overnight experience if the girls are ready. Perhaps troops can begin with a backyard sleep out and progress to a “family camp-out” before the girls participate in a two-night overnight event. Troops might consider a stay in Yurts and cabins for a night on one of our GSNorCal properties instead of sleeping in tents on the ground. *Daisies cannot participate in overnight trips longer than two nights.*

Brownie troops can participate in overnight events up to two nights. For camp, this differs: girls who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Girls who have completed first grade may independently participate in resident camp experiences lasting four or more nights.

**Regional Trips (Juniors and older):** Three or four nights camping or staying in a hotel, motel, or hostel within the girls’ home region take girls up to a few hours away from home. Keep it girl-led: girls plan key details of the trip such as activities, the budget, the route, and lodging.

**National trips (Cadettes and older):** Travel anywhere in the country can often last a week or more. Try to steer clear of ordinary recreational trips girls might take with their families and consider those that offer some educational component—such as, incredible cities, historic sites, and museums around the country. Perhaps the girls want to plan a trip to some national parks as part of the Girl Scout Ranger program. Keep it girl-led: girls lead the entire planning process and might plan to add a community service or Take Action project.

**International trips (Cadettes and older):** Travel around the world can require one to three years of preparation. Ensure passports, documentation, visas, and customs requirements are in order well in advance of your trip. International trips are available to Cadettes, Seniors, and Ambassadors, but only to those who have successfully participated in a progression of overnight and extended trips within Girl Scouting. Keep it girl-led: girls download the [Global Travel Toolkit](#), and plan their entire trip – including learning about language, culture, passports & visas, exchange rates, etc.

**Independent Travel (Cadettes and older):** Older girls who already have national or international travel experience can travel independently through council-offered travel opportunities or GSUSA’s Destinations program. For opportunities, check with GSNorCal and visit the [GSUSA Destinations website](#).

When thinking about progression, consider things like girls’:

- Ability to be away from parents and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions for themselves and the good of the group well and easily
- Ability to get along with each other and handle challenges
- Previous cross-cultural experiences, skills, interests, and language skills (where applicable)

**Non-Girl Scouts.** If you plan to include non-Girl Scouts on your trip, such as siblings, they should also be the same appropriate grade level in progression with travel experience. For example, an eight-year-old sibling of a Senior should not participate in an international trip. And remember, you will have to purchase supplemental insurance for nonmembers. Plan 2’s online form can be found here: [Additional Insurance Online Purchase](#).

WAGGGS World Centers or GSNorCal may have additional or different guidelines regarding age requirements for international travel.
Learn More:

- WAGGGS World Centers
- Girl Scout Guide to U.S. Travel
- International events through Girl Scouts
- Girl Scouts’ GSUSA Destinations program
- U.S. passports and international travel: U.S. Department of State
- Travelers’ health (vaccines, medicine, advice): Centers for Disease Control
- Girl Scout Global Travel Toolkit

Include Girls with Disabilities and/or Special Needs
Communicate with girls of various abilities and/or their caregivers to assess any needs and accommodations. A great reference for learning about traveling with disabilities and/or special needs is the Open Doors organization.

Safety Activity Checkpoints
**Emergency Action Plan (EAP).** Review and document your Emergency Action Plan (EAP) ahead of time before taking girls out for this activity. Think through scenarios of what can go wrong such as an accident, physical injury to a girl or adult, missing girl, or sudden illness.

**Plan Transportation in Advance.** When planning transportation, keep in mind that large 15-passenger vans have been flagged as unsafe by the National Highway Traffic Safety Administration and should, therefore, be avoided. If the van is being used professionally by a commercial shuttle service, this is acceptable. For chartered buses or rented vehicles always verify safety credentials and commercial driving licenses, check the availability of seatbelts and request a certificate of insurance showing a minimum of $1 million in auto liability coverage.

Uber, Lyft, Curb, and similar ride-sharing companies are not permitted to transport girls because the safety, credibility, and insurance of the drivers is far more difficult to qualify than traditional or well-known charter and rental companies. Complete auto insurance coverage is often unavailable for a vast majority of rideshare drivers.

**Choose accommodations wisely.** Girl Scout groups may stay in a variety of overnight accommodations. Evaluate all options with a view to safety, cost, amenities, distance to planned sights or transportation, parking, and insurance. Consider:

- Girl Scout camps and facilities, or WAGGGS World Centers.
- National, state, or local campgrounds, many of which offer cabins to rent. Try reserveamerica.com.
- Hostels. HI USA offers Girl Scout-ready hostels in the U.S.
- Hotels. Consider suites and adjoining rooms to enhance supervision.

**Airbnbs and other personal overnight accommodations for hire are not permitted.** The safety, credibility, and insurance of these facilities is difficult, if not impossible, to qualify, unlike those for traditional or well-known commercial properties. Proper liability or homeowners’ insurance coverage is often unavailable or not applicable to personal housing when guests are paying for the service. In other words, there is no effective insurance on personal property being used for commercial use.

**Involve girls in arrangements.** Safe overnight outings include preparing girls to be away from home by involving them in planning, so they know what to expect. Men should not sleep in the same space as girls or women to promote a girl-led experience. During family or parent-daughter overnights, one family unit may
sleep in the same sleeping quarters in designated program areas. When parents are staffing an event, daughters should remain in sleeping quarters with other girls rather than in staff areas.

**Check accommodations on arrival.** No matter what housing you book, inspect premises with the group immediately on arrival. Let the front desk or host know if you find any deficiencies. Maintain a budget margin so that you can move to another location if you find a property unsafe. Here are several points to check upon arrival:

- All points of entry are secure and lockable.
- Stairs or fire escapes are identified and shown to girls.
- Evacuation routes are clear and known to all.
- Basic safety systems are in place (as appropriate to the building and jurisdiction, such as, a fire extinguisher and smoke alarm).
- Location of local emergency services and how to reach them.
- Confirm any communication services (mobile carrier, Wi-Fi) are running and reliable.

**Make sure international permission slips are signed by both parents.** Discuss with GSNorCal about having both parents sign the permission slip and notarizing it. This is recommended by the U.S. Customs Office and strongly suggested as a best practice.

**Take the insurance.** When booking flights, consider cancellation insurance, which primarily covers the cost for airfare in the event a trip is cancelled due to illness. Discuss this option with GSNorCal as it could be costly.

For trips longer than two nights, inquire with GSNorCal about accident activity insurance. You must enroll and purchase a specific policy from Mutual of Omaha to cover trips longer than two nights; trips longer than two nights are not covered on the basic plan.

When planning to travel internationally, discuss liability insurance and accident activity insurance for it with GSNorCal. You will want to ensure that GSNorCal’s liability policy does not have any specific exceptions or exclusion for international travel. For accident activity insurance, you must enroll and purchase a specific policy from Mutual of Omaha to cover international trips; international trips are not covered on the basic plan.

**Verify leader/instructor knowledge, experience, judgment, and maturity.** Ensure that at least one adult is trained or possesses knowledge, skills, and experience in the following areas:

- Travel progression and readiness, including homesickness
- Trip planning in a girl-led environment
- Safety management
- Program activities specific to the trip
- Group dynamics and management
- Supervision of girls and adults
- If the trip is international, leader must have international travel experience

**Sleeping Arrangements.** See Safety Standards and Guidelines at the beginning of Safety Activity Checkpoints.

Avoid having men sleep in the same space as girls and women. Girls have a clear and separate bathroom facility from men. Adults are not required to sleep in the same space, (e.g. hotel room), as girls; if they do, there should be at least two non-related female adults in the room. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in designated program areas. When parents are staffing an event, daughters should remain in sleeping quarters with other girls rather than in staff areas.
On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Always support and maintain an all-girl atmosphere for sleeping quarters. Men may participate only when separate sleeping quarters and bathrooms are available for their use.

Always avoid having men sleep in the same space as girls and women. An exception is made for family members during events, such as, parent-daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families. Also, please note the following:

- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Girls and adults do not share a bed; however, GSNorCal does make exceptions for mothers and daughters.

If possible, men should have their own designated bathroom. If a unisex bathroom is used, the door must have a working lock, or a system for notifying others that the bathroom is in use. This system should be reviewed and understood by all girls and adults.

Men should not have to walk through the girls’ sleeping area to get to the bathroom. When camping in tents or single room cabins, men must stay in a tent or a cabin that is separate from the girls or women.

During family or “he and me” events (in which girls share sleeping accommodations with men), ensure the sleeping details are clearly explained in a parent/guardian permission slip.

For long-distance travel, men must have separate sleeping quarters and bathrooms away from girls. Each participant should have her own bed. If girls want to share a bed, they must obtain parent/guardian permission. Girls and adults may not share a bed, however, GSNorCal will make exceptions for mothers and daughters.

**Prepare a pre-trip orientation.** Make sure girls have a detailed itinerary, but do not post the itinerary on a publicly accessible website where others may be able to see it. Ensure that girl and adult participants, and girls’ parents/guardians, receive information about health, first aid and emergency procedures, plans for transportation and any geographic detail, such as, the terrain or environment. Also share basic operational procedures (e.g. using the buddy system at all times) and behavior expectations. You may want to work with your girls to create a group behavior contract, and have girls sign it. Another suggestion is to create a personal emergency action plan that each girl can write out herself and keep with her. Make sure to discuss topics like:

- Who her buddy is—and how the buddy system works
- What to do if she is separated from the group, whether by accident or due to a crime
- What to do if she loses something significant: money, passport, luggage
- What to do if emergency help is needed
- How to perform basic first-aid procedures
- How to deal with a large crowd, if applicable
- What positive behaviors are expected of her and the consequences to self or others by not living up to those behaviors

**International Travel:**

International travel has increased requirements compared to domestic travel.

**Register your trip with the U.S. government’s Smart Traveler Alert Program**, so that you will get updates about safety, and that the State Department knows where you are traveling.
Read on the [Centers for Disease and Control Prevention website](https://www.cdc.gov) about health concerns for the country. Make sure girls and parents/guardians review this information, and that they visit their doctor to discuss their travel health requirements and any vaccinations or medications necessary.

**Confirm the travel advisory level for the country** via the [U.S. State Department’s Bureau of Consular Affairs](https://travel.state.gov). Note that the State Department now classifies travel advisories with travel alert levels as follows:

- Level 1: Exercise Normal Precautions
- Level 2: Exercise Increased Precautions
- Level 3: Reconsider Travel
- Level 4: Do Not Travel

- Confirm that both girls and their parents/guardians have the advisory information and are aware of the travel alert level in the region you plan to visit. This can be reflected on the [Activity and Event permission form](https://www.gsnorcal.org).

- Read information about safety issues and concerns carefully. Pay attention to the in-country travel alerts for the particular region you are interested in. For example, a certain country may be classified as a Level 2, but a particular state or region within that Level 2 country may be categorized as Level 3.

- Check the travel alert status periodically in the months/weeks/days leading up to your trip for any changes. For situations where there is a travel alert Level 1 or Level 2, take normal safety precautions to safeguard girls.

- **Travel Alert 4.** When the travel alert Level is 4 (“do not travel”), girls are not to travel to a location under any circumstances.

- **Travel Alert 3.** For situations where the travel alert is a 3 (“reconsider travel”), there are several steps that should be taken before moving forward:
  - Strongly consider selecting a different location.
  - If interest is high, have a conversation with GSNorCal’s Risk Management Team to fully understand the specific risk factors in play.
  - Contact the host destination facility and ask if they’re aware of the travel alert level and what extra security measures are in place, if any.
  - Inform girls and parents/guardians and determine if there is still a compelling interest to travel to this location, considering the travel alert level.
  - Get parents'/guardians’ explicit approval to travel to the location, in light of specific risk, in writing.
  - Have a conversation with GSNorCal and get approval from a legal perspective, from in-house legal or outside legal counsel.
  - Confirm that you have senior management approval within GSNorCal prior to moving forward with your plans.

Finally, when travelling, be sure to follow the safety checkpoints for specific activities you plan to do on your trip.
Girl Scouts of Northern California’s Approval Process for Travel and Trips

Travel and Trips must be pre-approved by the council.

- **Trip or High-Adventure Approval Form:** Submit the online [Trip or High-Adventure Approval Form](#) to council at least **4-6 weeks** prior to your activity. Gather the following information to complete this form:
  - Confirmation that your chaperones are registered members of Girl Scouts of Northern California and have a current background check. Troop Leaders can find this information in their [Volunteer Toolkit](#).
  - Name of First Aider and a copy of their current CPR/First Aid certification card. Certification needs to be renewed every two years. If you are hiking or backpacking farther than 30 minutes from a medical facility, please have the information of the member, who is certified in Wilderness First Aid, accompanying your troop.
  - Confirm that the necessary online and in-person courses have been completed for this trip. You can find more information or register for these courses in your [Volunteer Learning Portal](#) in the section called Trip & Outdoor Advisor.
    - **The Camp Out course** is required for all camping trips that involve advanced outdoor cooking or camping trip with girls to a campground or other non-GSNorCal outdoor facility for longer than 1 night without indoor plumbing and electricity. Girls should have already had practice sleeping and cooking outdoors.
    - The **Extended Trips course** is required for troops traveling three (3) nights or more.
    - The **Backpacking course** is required before you take girls on an overnight backpacking adventure.

- **High-Adventure Approved Vendor List:** GSNorCal troops/groups must select a high-adventure vendor from the [High-Adventure Approved Vendor List](#), which consists of organizations that meet Girl Scouts safety and insurance requirements for the activity. For the safety of our members, before a troop uses a high-adventure site/vendor for a troop or service unit event, the council must approve the high-adventure site/vendor. This process is designed to ensure a safe experience and protect the council’s and volunteer’s legal interests.