

Trip & Outdoor Advisor Regional Travel Guide

This Planning Guide is for Troop Leaders, Trip Advisors, and Camp Advisors of Junior Girl Scouts and up who will be present during the trip and will guide them as they plan their trip. The online Regional Travel course will prepare and qualify you to take youth on a regional trip for 3 to 4 nights a few hours from home. GSNorCal has determined that would include the states of California, Oregon, and Nevada.

- The 636 Trip & Outdoor Advisor Learning Path and the 636 Sleep In course are a prerequisite to the online 636 Regional Travel course, which can be found on [gsLearn](#).
- If you will be traveling for a longer period of time, will travel to other states, or internationally, the 636 Extended Travel Live Webinar course is required.
- Depending on your trip, additional training may be needed, such as, 636 Cook In, 636 Sleep Out, 636 Cook Out, 636 Camp Out Course, and/or 636 Backpacking In-Person Course. Learn more in the [Trip & Outdoor Learning Matrix](#).

[Safety Activity Checkpoints](#), [Volunteer Essentials](#), and this guide should be consulted when planning a trip lasting 3 nights or more. Care should be taken to determine if troops are ready to participate in travel longer and farther away from home. Safety and money-earning procedures are also available in this resource and those mentioned above.

A Girl Scout trip is an opportunity for Girl Scouts to have fun, to experience adventure, and to enrich their ongoing Girl Scout program. Travel offers a wealth of opportunities for youth to develop leadership skills and create memorable Girl Scout moments. Following travel and outdoor progression guidelines listed on the next few pages will help you prepare youth for travel.



Progression

Progression allows youth and adults to learn the skills they need to become competent travelers, including how to plan and organize trips. Even if each individual is ready, a successful trip is also dependent upon the ability for the group (both youth and adults) to work and function together as a team.

Travel Progression

Girl Scouts love trips and Girl Scouts is a great place for them to learn how to plan and take exciting trips. When progressing to more advanced trips consider the troop's independence, flexibility, decision making, group skills, and cross-cultural skills. Before taking a regional travel trip, Girl Scouts should have had several successful local field trips, day trips, and overnights.



Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. In addition to this Travel Progression Chart, also follow the Outdoor Progression Chart, to help girls develop outdoor skills and experience outdoor travel and adventures. When girls take the lead, the possibilities are endless.

LOCAL FIELD TRIPS

d b j c s a

Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.

Keep it girl-led: girls choose the location.

DAY TRIPS

d b j c s a

Take an all-day trip!

Keep it girl-led: girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

Forms: Trip and High-Adventure Form may be needed

OVERNIGHTS

d b j c s a

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

Keep it girl-led: girls plan the activity and meals, create travel games, and pack their own overnight bags.

Forms: Trip and High-Adventure Form needed

REGIONAL TRIPS

j c s a

Spend three to four nights away somewhere a few hours from home.

Keep it girl-led: girls plan key details of the trip, such as the activities, the budget, the route, and lodging.

Forms: Trip and High-Adventure Form needed; Additional insurance required

NATIONAL TRIPS

c s a

Travel the country! Trips often last a week or more. Girls should think beyond a typical vacation location and consider historical sites, museums, or parks!

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project.

Forms: Trip and High-Adventure Form needed; Additional insurance required

INTERNATIONAL TRIPS

c s a

Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Center!

Keep it girl-led: girls download the Global Travel Toolkit and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.).

Forms: Trip and High-Adventure Form needed; Additional insurance required

INDEPENDENT TRAVEL

c s a

Older girls with national or international travel experience can travel nationally or internationally independently through GSNorCal travel opportunities or GSUSA's Destinations program. Check with our GSNorCal Travel and Adventure webpage, or visit the Girl Scout Destinations website!

Forms: Trip and High-Adventure Form needed; Additional insurance required

Girls should have experience at every level of the progression before moving on to the next level.

When moving up to each level of the progression, consider girls' independence, flexibility, decision-making skills, group skills, and cross-cultural skills.

Outdoor Progression

When regional travel will be done outdoors, consider the troops outdoor progression. Have they had plenty of opportunities to Look Out, Meet Out, Move Out, Explore Out, Cook Out, Sleep Out, and had at least one successful Camp Out (1-2 night camping trip)? The last step for the outdoor progression is Adventure Out, where girls will spend several days/nights outdoors. It is important Girl Scouts and adults have had the appropriate experience in order to make the trip a success for everyone. Girl Scouts should also understand and practice good Leave No Trace principles in the outdoors.

girl scouts
of northern california

Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out. Outdoor fun can be endless when girls lead.

Look Out
Share past experiences in the outdoors.
Talk about favorite outdoor places and why they're special.
Wonder what else can be seen in the outdoors.

Meet Out
Step outside to look, listen, feel, and smell.
Share what was observed.
Learn more about what was discovered.

Move Out
Plan and take a short walk outside.
Discuss being prepared for the weather.
Do activities to explore nature.
Plan and carry out an indoor sleeperover.

Explore Out
Plan and take a short and easy hike.
Discuss what to take in a day pack.
Dress for the weather.
Plan a healthy snack or lunch.
Learn how to stay safe in the outdoors.

Cook Out
Plan and cook a simple meal outdoors.
Make a list of gear and food supplies needed.
Learn and practice skills needed to cook a meal.
Review outdoor cooking safety.
Practice hand and dish sanitation.
Create a Kaper Chart for the cookout.

Sleep Out
Plan and carry out an overnight in a cabin/backyard.
Discuss what to pack for the sleep out.
Learn to use and care for camping gear.
Learn and practice new outdoor skills.
Plan a menu with a new cooking skill.
Discuss campsite organization.
Plan time for fun activities.

Camp Out
Plan and take a 1- to 2-night camping trip.
Take more responsibility for planning.
Learn and practice a new outdoor skill.
Learn a new outdoor cooking skill.
Plan a food budget, then buy and pack food.
Practice campsite set up.
Plan an agenda that includes fun activities.
Explore/protect the surrounding environment.

Adventure Out
Plan and take an outdoor trip for several days.
Learn and practice a new outdoor skill.
Learn a new outdoor cooking skill.
Develop first-aid skills and use safety check points.
Budget, schedule, and make arrangements.
Participate in an environmental service project.
Teach and inspire others about the outdoors.
Imagine new experiences to be had outdoors.
Practice all Leave No Trace principles.

LEAVE NO TRACE PRINCIPLES:

- Plan Ahead & Prepare
- Leave What You Find
- Respect Wildlife
- Minimize Campfire Impacts
- Dispose of Waste Properly
- Travel & Camp on Durable Surfaces
- Be Considerate of Other Visitors

Learning Requirements and Required Forms

There are several online and in-person [courses in gsLearn](#), required for longer and more complex trips. In addition, different trips require different permission and health history forms. On the following page we have listed the names of the courses along with the forms needed for each activity.



Trip & Outdoor Advisor Learning Matrix

At least one adult must take the online modules required for the activity the group will be doing.

Visit the [gsHelpCenter](#) to review the [Safety Activity Checkpoints](#)

Take online training in [gsLearn](#) (Log-in through [MyGS](#))

Type of Activity	Approved Girl Scout First Aider must attend	636 Trip & Outdoor Advisor Learning Path	636 Sleep In	636 Cook In	636 Campfire	636 Cook Out	636 Sleep Out	636 Camp Out Course	636 Regional Travel	636 Extended Travel Live Webinar Course	636 Backpacking In-Person Course	Activity and Event Permission Form	Girl Health History Form	Adult Health History Form	Trip or High Adventure Approval Form	Girl and Adult HFF with Physical	Permission to Travel with Minors
Required Courses												Additional Forms					
Day Trips																	
Local field trips away from the regular meeting location*		X										X	X				
*Note: for local field trips involving high-adventure activities, council approval and a First Aider are required-see Safety Activity Checkpoint																	
Day trips farther than 60 miles or 6 hours in duration	X	X										X	X		X		
Overnights																	
Indoor overnight for 1-2 nights with indoor plumbing and electricity	X	X	X									X	X	X	X		
Outdoor overnight for 1 night close to home with indoor plumbing and electricity	X	X	X				X					X	X	X	X		
Camping trip farther from home without indoor plumbing and electricity for 1-2 nights	X	X	X	X	X	X	X	X				X	X	X	X		
Indoor overnights for 3-4 nights only in the following states (CA, NV, OR)	X	X	X						X			X	X	X	X	X	
Outdoor overnights for 3-4 nights only in the following states (CA, NV, OR)	X	X	X	X	X	X	X	X	X			X	X	X	X	X	
Indoor overnights for 5 or more nights anywhere nationally and internationally	X	X	X						X	X		X	X	X	X	X	X
Outdoor overnights for 5 or more nights anywhere, nationally and internationally	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X
Backpacking with overnight camping	X	X	X	X	X	X	X	X			X	X	X	X	X	X	
Cooking and Campfires																	
Anytime girls will cook indoors (no cook, stoves, ovens, etc.)	X	X		X								X	X				
Any trip involving fire and/or campfire (includes roasting marshmallows)	X	X		X	X							X	X				
Girls cook simple meals outdoors (no cook, one-pot, simple stick cooking, and solar cooking)	X	X		X	X	X						X	X				
Girls cook advanced meals outdoors (propane, charcoal, dutch/box oven)	X	X	X	X	X	X	X	X				X	X				

Readiness

The more prepared the leaders, the Girl Scouts, and the parents/guardians are for regional travel and beyond, the better experience it will be for everyone. As you begin to plan your trips, ask yourself what are your Girl Scouts ready for. If you feel many struggled with a step, it's okay to do it again until most of the troop is ready. Here are some examples to help you decide whether the troop is ready or if they need more time or experience.

- They have the ability to make decisions well and easily for themselves and the good of the group
- They have the ability to adapt to unfamiliar surroundings and situations
- Both youth and adults have the ability to work well as a team
- They are able to get along with each other and handle unexpected challenges
- They have traveled several hours away from home

How about adult readiness?

Adults' readiness should be evaluated too! Parent/guardian readiness is a factor when it comes to troop travel. To make complicated plans and raise funds, the troop will need parent/guardian support and "buy-in." Also, if a parent/guardian doesn't have confidence in his/her child's ability to be independent, it can be very difficult to "let go"

- How independent is their child at home?
- Are you prepared to go a couple of days without seeing or hearing from your child?
- Are they able to keep track of their own belongings?

You can have Girl Scouts, parents/guardians, and troop leaders/advisors take the "Am I Ready for Travel?" quiz in the [Girl Scout Guide to U.S. Travel](#) to help determine the readiness of your troop.

Keeping it Girl-Led

As Girl Scouts progress from Daisies to Ambassadors their decision-making capabilities and leadership role increases, as the adult role decreases. Regional travel gives youth the opportunity to have fun, experience adventure, enrich their ongoing Girl Scout Program, develop self-confidence and learn leadership skills by planning, earning money, and venturing further away from home. How much youth decide will depend on the program level and readiness of the troop.

The role of the adult should be to:

- Encourage girl-led planning and decision-making
- Coach the Girl Scouts
- Provide resources and support
- Ensure Girl Scout safety

Refer to Volunteer Essentials:

- Girl Scout Troops and Program, for information on the Girl Scout Program and letting youth take the lead.
- Use the [Trip & Outdoor Planning Checklist](#) to help you and your Girl Scouts begin planning.

Although it's tempting to do all of the planning and take care of the logistics, your Girl Scouts would miss out on a great opportunity to build life skills. However, some responsibilities should be handled by the leader only or with close leader supervision for older Girl Scouts.

These parts of planning require adult involvement:

- Manage site reservations and payment of fees
- Oversee the individual budget and troop finances
- Secure permission for the trip from your Service Unit or designee and council ([Trip or High-Adventure Approval Form](#))
- Secure a trained First Aider and ensure a well-stocked first aid kit is available
- Secure sufficient adult help (proper [adult-to-girl ratios](#) are followed)
- Secure responsible drivers with proper insurance and training
- Secure permission forms and health history forms
- Know any health problems the girls and adults may have and how to deal with them
- Have a backup plan/alternate plans, set up cancellation and rescheduling criteria
- Work toward a spirit of inclusiveness
- Communicate responsibilities to other adult chaperones

Helping Girl Scouts Plan

Planning your trip should be just as fun as the trip itself! Before you start, listen openly to everyone's opinions and create a plan for how you will make your final group decisions fairly. Planning for regional trips is similar to the planning done for shorter trips. Girl Scouts will need to decide on:

- **Where to go**— What kind of activities do you want to do.
- **When to go**— Think about the best season to visit, school, work and vacation plans. Remember you may need to plan a year or two in advance if you are going to earn money for the trip.
- **How to get there**— Car, bus, train, airplane. How much will it cost and how long will it take to get there?
- **Where to stay**— Research hotels, motel and hostels. Do you want to camp?
- **What to eat**— Can the troop make their own food? How will you accommodate youths with allergies or dietary restrictions. Are there famous local foods you want to try?
- **What to do**— Encourage Girl Scouts to review the Journeys and badges that they can incorporate into their trip. The most obvious example is the Senior Traveler badge or cooking badges. Girl Scouts can explore other badge topics, such as, photography, car care, etc.
- **How to earn money**— There are many ways to earn money for troop trips including participating in the council Entrepreneurship programs (Fall Take Action and Cookies), troop money-earning activities, and family contributions.
- **Who will go**— Have the right amount of properly trained adults attend. Such as a first aider, drivers, if camping; a camp advisor.

*Please refer to the [Volunteer Essentials](#) and [Safety Activity Checkpoint Introduction](#) and [Travel/Trips](#) when planning transportation, accommodations, and sleeping arrangements for the trip.



Budgeting

Once you have decided on a trip, you will need to determine your budget. Be sure to include youth in the development of the budget so they gain an understanding of the costs involved. Regional travel budgeting will take more planning and money than closer shorter trips and you will want to ensure that you also build in a contingency fund in case there are unexpected expenses.

Since regional trips can cost more than short trips, troops may need to earn additional money to fund their trip beyond the Entrepreneurship program proceeds and family contributions. Here is some information on money-earning options.

Money Earning Options:	
Money-Earning vs Fundraising	Money earning activities are planned and carried out by youth. Such as garage sale, recycling, babysitting, holiday gift wrapping. Fundraising is the direct solicitation of business, organizations or individuals, asking for funds to support activities. This is the responsibility of adults only. Check with GSNorCal Fund Development Department BEFORE soliciting a donation.
Money-Earning Application	All applications must be filled out and turned into your Volunteer Support Staff for approval at least four weeks prior to your proposed money-earning activity date. Money-earning projects cannot take place during the Fall Take Action and Cookie Program campaigns.
Cause-Related Marketing	A business donates a percentage of their sales or profits when customers bring in promotional flyers distributed by the troop.
Product Program Reward Card	Communicate with parents and other adults working with the troop. Be specific in enlisting support-drivers, grocery shoppers, etc. Distribute necessary paperwork (Permission Forms, Health History Forms, etc.) Submit the Trip or High Adventure Form to council, if necessary.

*Be sure to use the [Trip & Outdoor Budget Planning Tool](#) to help you and your troop plan! Also review [Volunteer Essentials: Troop Finances](#).



Safety Procedures

Safety is Girl Scout's number one priority. You have determined that your troop is ready for a regional trip, completed all the necessary planning, made sure the adults have completed the required training, and reviewed the appropriate Safety Activity Checkpoints. Let's review the necessary paperwork that needs to be completed:

Paperwork that needs to be completed

- [Activity/Event Permission Form](#)
- Health History Form with Physical. Refer to [VE: Safety-Wise: Permission Forms and Health History](#) Forms for detailed information
- [Trip or High Adventure Approval Form](#)— you need to submit a Trip or High Adventure Approval Form at least 4-6 weeks before the trip. Contact the Risk Management & Travel team at travel@gsnorcal.org if you have any questions.
- [Troop Driver Forms](#) (if applicable)
- Trip Folders—All drivers or adult chaperones should carry a folder containing all of the girl, adult, and emergency forms. See [Volunteer Essentials](#) and/or the Troop Driver learning path for more information.

Travel Insurance

Additional insurance (beyond basic coverage included in Girl Scout membership) must be purchased for:

- Any Girl Scout activity, event, or trip lasting 3 nights or more
- For trips out of state or any other trip where sickness could occur
- Where one or more participants does not have personal family insurance (or where personal insurance may not be honored)

See [Volunteer Essentials](#) for more information. Troop Leaders (or other registered adults in charge of an event) may order insurance by completing the [Trip or High-Adventure Approval Form](#) or the [Event and Trip Insurance Enrollment Plans Form](#). Please e-mail the Risk Management Team if you have any questions at insurance@gsnorcal.org.



Medication

A medication health log is to be maintained by the designated First Aider and should be in the troop first aid kit for the trip. If parents/guradians send medication, it should be in the original labeled container and administered by the First Aider. If adults need to bring medication, they may carry it themselves but should have it listed in the medication log. The log should include any treatments provided to a participant.

Troop Identification

- An ID bracelet or dog tag is required for each person with the following information; participants full name, Girl Scouts of Northern California, Council emergency number (1-877-636-1912).
- Attach a photo of each person and a copy of their health insurance card to their health history form.
- If flying, Girl Scouts should have some kind of picture ID and/or copy of birth certificate. It is not required but it would be a good idea to have a letter from the parent/guardian indicating you have permission to fly with the troop.
- Photo consent forms need to be carried for youth and adults, just in case you need them.
- It is recommended that the troop wear “like dress” i.e. matching t-shirts or jackets in order to spot members in large groups. It is also a great way to keep track of your group.



Staying Safe

Be sure to discuss the [VE: Safety-Wise: Staying Safe During the Trip](#) list with Girl Scouts and their parents before you leave on any trip.

Emergency Planning

As you know, emergencies can happen. Girl Scouts need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting any accidents, illnesses, or unusual behaviors during Girl Scout activities to adults. Have the Girl Scouts brainstorm safety rules and precautions, such as, establishing boundaries, the buddy system, and a plan for what to do if lost.

- Read [VE: Safety-Wise: Emergencies, Accidents, & Incidents](#) for information on how to prepare for an emergency.
- Help youth to create an emergency plan. Bring this plan on your trip. Use the Emergency Checklist in [Volunteer Essentials](#) to help girls develop an emergency plan. The plan should include communication protocol; who is going to call home, who is going to call the council.
- Make sure every adult understands and follows the [GSNorCal Emergency Management Plan](#).
- In event of an emergency everyone should stick to the plan. Gathering participants is the #1 priority.
- Girl Scouts, adult chaperones, and youth's parents/guardians should receive information about the emergency procedures plans.
- Provide a detailed itinerary to youth and adults, do not post it on a public accessible website where others may be able to see it.

Troop/Group Emergency Contact Person

A troop/group emergency contact person must be established for every trip. This person would act as a “point person” in case of any emergency on the trip or an emergency or natural disaster at home while the troop/group is away. Refer to [VE: Safety-Wise: Troop/Group Emergency Contact Person](#) for more information.

Be Prepared

Carry forms with you! In case of emergency, troop/group leaders should always carry a copy (multiple copies for a large group) of the following:

- [GSNorCal Emergency Management Plan](#)
- [GSNorCal Emergency cards](#)
- [Accident-Injury Report Form \(pdf version\)](#)
- [Incident Form \(pdf version\)](#)
- [Media Information Sheet](#)
- [Insurance Claim Form](#)

Communicate with the GSNorCal Risk Management Team in the Alameda Office within 24 hours in case of any accident, injury, or incident at by completing the online forms or emailing the Accident-Injury Report Form or Incident Report Form (along with a copy of the Girl's or Adult's Health History Form) to: insurance@gsnorcal.org or call (800) 447-4475.

Group Management

Supervising Girl Scouts

A successful trip is dependent upon the ability of the group to work and function together as a team. The team includes youth and any adult chaperones who will be participating in the trip. Adults accompanying a group should be chosen for their:

- Patience
- Flexibility
- Good judgment
- Appropriate language and behavior
- Character

A group needs to establish a working relationship prior to traveling together. The chaperones should attend the troop meetings were Girl Scouts are preparing for the trip and participate in some of the pre-trip activities. Here is a list of requirements for a troop chaperone and what good Girl Scout supervision is.



Good Girl Scout Supervision is...

- Be a registered Girl Scout and have cleared LiveScan fingerprints on file
- Follow the [Girl Scout Safety Guidelines](#)
- Complete online the 636 Troop Chaperone/Helper learning path
- Understand your role and expectations
- Understand and agree to the plans the troop has made
- Understand and agree to the safety plans and the buddy system
- Know the emergency procedures for the site as well as during travel to and from the site
- If driving, fill out Troop Driver form and take 636 Troop Driver learning path
- Being a positive role model
- Encouraging Girl Scouts to try new things
- Watching over them, guiding, and knowing where Girl Scouts are at all times
- Being knowledgeable about the activity and the potential dangers
- Intervening before injuries happened, if possible
- Taking full responsibility for the activity or group, when asked
- Being available at all times for youth who may need help
- Providing effective discipline when needed (criticize the behavior not the youth)
- Providing praise for effort and achievement

Preparing Girl Scouts

Have an open discussion about travel with Girl Scouts. Have them share their experiences, do they have any concerns or worries, discuss the appropriate things to do while traveling, and good etiquette while on a plane, train, etc.

Prepare Girl Scouts for new experiences.

- On an airplane, prepare them for what to expect when walking through security, seating arrangements, what they are allowed to bring, and appropriate behavior. Discuss what to do if they experience turbulence or motion sickness?
- If in a car or bus, do not distract the driver and keep voices at an appropriate level.
- If in a train or subway, explain the expected behavior, such as, using the buddy system, checking-in if they are going to the observation deck, dining room, or restroom and make sure they know when to check in and when to leave the train or subway.



Share the [VE: Safety-Wise: Safety Tips for Hotels, Motels, Hostels, or Dormitories](#) with everyone before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory. Don't be loud, respect your neighbors, lights out rules, know the evacuation route, and lock doors. Refer to the 636 Sleep In course and guide for more information.

Group Agreements

Establishing agreements prior to leaving for the trip on how the group will function and make decisions is very important. The agreements should be signed by the participants and their parent/guardian. Agreements are important because they:

- Set clear expectations from the very beginning, which avoids misunderstandings.
- Make it easier to confront someone if you have their commitment in writing.
- Provide an official capacity in which to hold someone accountable.
- Teach Girl Scouts integrity, responsibility and professionalism.

Behavior Agreement

Girl Scouts (with the help from the participating adults) need to develop their own set of rules. Here are some things to consider:

- Are the items fair and reasonable?
- Is the agreement clearly understood by all members?
- Are there consequences for not following the rules? Are they realistic? Are they clear? Are they enforceable?

Some typical items to include are:

- Safety rules and expectations
- Follow the Girl Scout Promise and Law
- What are your rules for the buddy system, and what if two or more youth clique up for the entire trip?
- Curfews
- Policy on bringing extra money for souvenirs or snacks
- Rules/expectations about cell phones, iPods, and other electronic devices
- Expectations regarding restaurant behavior and how much food is suitable to order at one meal
- Expectations on how to behave in public, e.g. visiting museums, participating in a tour, etc.
- What to wear and not wear
- How much luggage to pack/bring

Parent/Guardian/Youth Agreement

As soon as Girl Scouts start deciding on their trip, it is advisable to write up an agreement between youth and their parent/guardian specifying what each is willing/needs to do to help make the trip happen. Such as:

- Items that need to be done prior to the trip
- Financial responsibility
- Commitment
- Communication between the troop and family

***Samples are available in the appendix section of this guide.**



Troop Evaluation/Reflection

It is very important to evaluate and reflect after the trip with Girl Scouts (and participating adults). Reflection and evaluation is a great way for youth and adults to sum up the activities and experience of the trip and determine what went well and what didn't. It also serves as a starting point for the next trip. Here are some sample questions:

- What was your favorite part?
- What was your least favorite part?
- What would you change?
- What did you learn in planning the trip?
- How would you describe your trip?
- Would you recommend this to other Girl Scout troops?
- Would you like to go on another regional trip?
- Do you feel you are ready for a longer trip?

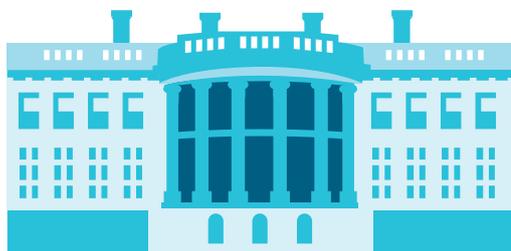


After traveling regionally with your troop, and when your troop is ready, you can begin planning to take the next steps and move on to Extended Troop Travel for 5 or more nights traveling to any state in the USA or Internationally!

Resources

- Volunteer Essentials (<https://www.gsnorcal.org/en/members/for-volunteers/volunteer-essentials.html>)
- gsHelpCenter | Safety Risk Management Resources Forms and Documents (<https://helpcenter.gsnorcal.org/hc/en-us/sections/10568074064795-Safety-Risk-Management>)
- gsHelpCenter | Resources - Outdoors, Trips, & Travel (<https://helpcenter.gsnorcal.org/hc/en-us/articles/11445340487963-Resources-Outdoors-Trips-Travel>)
- gsLearn (<https://helpcenter.gsnorcal.org/hc/en-us/articles/12671936929051-Where-to-find-gsLearn>)
- Trip or High-Adventure Approval Form (https://fs19.formsite.com/girlscoutsnorcal/form123_test/index.html)
- GSUSA Travel website (<https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/Travel.html>)
- GSNorCal Travel website (<https://www.gsnorcal.org/en/members/for-girl-scouts/camp-and-outdoors.html#travelwithgirlscouts>)
- Girl Scout Guide to U.S. Travel (https://www.gsnorcal.org/content/dam/gsnorcal-redesign/documents/volunteer_resources/troop/gs-guide-to-us-travel.pdf)
- Travel Progression (https://www.gsnorcal.org/content/dam/girlscouts-gsnorcal/documents/volunteer_resources/troop/travel-progression-chart.pdf)
- Outdoor Progression (https://www.gsnorcal.org/content/dam/girlscouts-gsnorcal/documents/volunteer_resources/troop/outdoor-progression-chart.pdf)

For more information about Troop Travel, Insurance, Vendor Approval, or High Adventure questions, please send you inquiry to travel@gsnorcal.org.



Girl Scout Agreement

I agree to:

Attend scheduled planning meetings and complete assignments for the benefit of myself as well as the troop.

1. Learn about the places we will be visiting and complete any assignments.
2. Participate in money-earning activities to help cover the cost of this trip.
3. Earn my share of the individual fee plus a minimum of my spending money.
4. Make the family payments on time unless other arrangement have been made, as to keep the troop account up to date.
5. Wear the appropriate identifiable outfits.
6. Live by the Girl Scout Promise and Law.

Participant Signature: _____ Date: _____

I understand and agree with the above responsibilities for my girl.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Agreement

I agree:

1. All money earned as part of the trips money-earning is earmarked for the trip. If the trip does not occur the money will become the property of the troop.
2. Parents/guardians and youth are expected to actively participate in all money-earning events. Trip money-earning activities are important for developing the ability to work as a team, as well as earning money.
3. No youth will be excluded from the trip due to financial need. Families should notify the troop leader of need.
4. Parents/guardians are responsible for the costs associated with a physical exam by a licensed health provider, trip clothing, and spending money.
5. As the parent/guardian, am expected to support my child in their commitment to the troop for the trip.
6. Each family will assume any financial responsibility for their child if they are sent home because of illness or for a disciplinary reason. If a trip adult must accompany them, their parent/caregiver will pay for the cost incurred by that adult. Trip adults will determine the need for a youth to return home early and will advise the parent/guardian.
7. *Non-refundable deposit of \$_____ is due on _____.

*Parent/Guardian and troop leaders establish the amount and due date of non-refundable deposit at least 5 or more months prior to start of the trip.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Behavior Agreement

I understand that my attitude and behavior are critical to the success of this trip. Therefore, for the good of this trip as well as my fellow troop members, I agree to abide by the following:

1. Be on time. Do not make others wait for me.
2. Be sensitive to the needs of others. Don't take personal problems out on others.
3. Keep my belongings and myself clean and neat. Nothing with a heavy order is to be applied /used while in enclosed areas (cars, tents, etc.) Such as hairspray, perfume, nail polish, etc.
4. I will be responsible for my personal belongings and will not hold the council, troop, or troop leader responsible for their loss or damage due to my negligence or neglect.
5. Ask before borrowing something, if you break it, replace it promptly
6. Use the buddy system. Notify an adult when I leave the area.
7. Keep the noise level down while in cars, train, hotel, etc.
8. Cell phones and personal electronic devices are used during free time only.
9. I will be active and considerate member of the troop and will include everyone in the activities.
10. I will fulfill my share of daily responsibilities.
11. Wear appropriate outfit with pride and respect the organization you represent.
12. Use of alcohol, tobacco, or abuse of drugs will not be tolerated and that usage during the trip may result in expulsion from the trip.
13. I understand that if I am sent home early due to any serious misconduct, it will be at my family's expense and that my troop leaders will make the travel arrangements and notify my parent/guardian of those plans.

Participant Signature: _____ Date: _____

I understand and agree with the above responsibilities for my girl.

Parent/Guardian Signature: _____ Date: _____

