

General Travel Information

Introduction, Travel Steps, Contracts, Age-level Progression and Girl Scout Destinations

An important component to the Girl Scout leadership experience is the ability to travel as a troop or with a group locally, nationally and internationally. Girls and adult volunteers have the opportunity to take their journey outside of their regular meeting place so they can discover their world, connect with others and take action to make the world a better place. A great way to start that journey is through Girl Scout travel. Below is basic information regarding the procedures for traveling as a Girl Scout. Please refer to all insurance coverage and claim information and contact [volunteer relations](#) for more information. As with any Girl Scout adventure, it is best to be prepared and safe.

1. Determine the purpose of the trip

A Girl Scout trip should offer plenty of opportunities for fun, adventure and learning. Girl planning and post-event evaluation are all part of the process. Every trip should have a purpose. Appropriate purposes might be completing badgework, working on a service project, learning to budget or celebrating a goal that has been achieved.

2. Complete initial paperwork

The [Intent to Travel](#) form alerts the volunteer resource manager of the troop's intent to take the trip and ensures that all guidelines are being followed for planning an extended trip. An Intent to Travel form must be completed and signed by the troop/trip leader and a girl representative in the following instances and by the stated deadlines:

- Three months in advance of the trip date for trips more than 100 miles outside the Girl Scouts of Middle Tennessee's jurisdiction and/or more than two nights.
- One year in advance of departure for international travel.

Once you receive approval to make final arrangements, you will receive paperwork that includes a Final Travel Approval form, troop trip roster, final budget and detailed itinerary form. A deadline will be provided for having these forms returned to the Girl Scout office. Remember "Planning trips with Girl Scouts" in *Safety-Wise*, pages 44-60 is essential reading.

- If your trip is within 100 miles of the council jurisdiction and is only one to two nights, contact your local service unit manager with your travel plans.

3. Trip Progression.

Trips in Girl Scouts should follow a progression to ensure that girls are fully prepared for their adventures. Refer to *Safety-Wise* Progression by Age Level on page 46.

Progression of trips:

1. Meeting-time trips
2. Day trips
3. Simple overnight trips
4. Extended overnight trips (suggested for Girl Scout Juniors and up)

4. Parent Partnership

The girls should present their plans for the trip (including financing) at a parent meeting. Parents should be informed during all steps of the planning process. The troop or group must have the proper number of adult chaperones (as stated in *Safety-Wise*) who accept the responsibility. If you discover that many parents want to go, try to discourage this. The purpose of a Girl Scout trip is to allow the girls to develop their independence. If every girl has a family member in attendance, this just becomes an extended family trip. If parents feel they have to go for the sake of their daughter, go back and re-evaluate your troop's readiness for the trip.

Policy: [Parent permission](#) forms are required for any troop activity or trip that requires the girls to meet at a time or place different from the regular troop meeting. See *Safety-Wise*.

5. The agenda.

Ask the girls to develop the trip agenda by researching activities and places of interest. Suggest that they contact the destination city's Chamber of Commerce or state tourist department. There is also a wealth of information available on the Internet. (see page 130 in *Safety-Wise* for the online safety pledge).

6. Trip budget.

Make sure the troop will have enough money in the treasury for the trip. Will the cookie program and fall product program cover at least half the expenses? If a money-earning activity is needed in addition to the Girl Scout-sponsored product programs, refer to [Troop Finances](#). Let the girls plan and decide on the trip's budget.

7. Complete final paperwork and purchase accident insurance if needed.

Contact [volunteer relations](#) for more information, or call (615) 383-0490 for more information.

Policy: Trips lasting three or more nights (not including a holiday) require the troop to purchase additional accident insurance from GSUSA.

Policy: Forms found in the Guide for Traveling Troops, sent to troops after receiving Intent to Travel form, must be completed if any one or more of the following conditions exists:

1. you travel more than 100 miles from troop meeting place to a non-Council owned site
2. spend more than two nights away from home

3. need to sign any contracts
8. Have fun and be safe!!

For more information about Girl Scout troop travel visit [GSUSA's](#) website.

Contracts

To ensure that Girl Scout practices are in keeping with the guidelines in *Safety-Wise* and *Safety and Risk Management in Girl Scouting*, the board of directors has adopted a policy authorizing the CEO to appoint designated staff to sign contracts. The procedure will be:

Regional managers will sign contracts for:

- meeting places
- service unit or regional events
- cookie booths

The contract will be signed and approved or denied (with explanation) within two weeks of receipt at the regional office. Regional managers must provide copies of all contracts for the master file at the Girl Scout office in Nashville.

[Volunteer relations](#) must review and/or sign all other contracts. This includes contracts for:

- transportation-"chartered" buses
- hold harmless agreements
- any other contracts not listed

The contract will be reviewed, signed and approved or denied (with explanation) within two weeks of receipt at the Girl Scout office in Nashville. Allow sufficient time for a review of each contract based on the required deadline.

Review pages 57-59 of *Safety-Wise* for information about choosing transportation for troop/group events. Questions about these procedures should be directed to the volunteer resource manager.

Age Level Travel Progression

Girl Scout Daisy (Grades K-1)

Trips should include local field trips (up to a day long) and overnight camping trips with family members.

Girl Scout Brownie (Grades 2-3)

Discover trips in the neighborhood. For travel of any distance, the troop leader researches the time length of the trip, checks points of interest with her Girl Scout Brownies and makes arrangements for places to eat and locates rest stops. Hotel accommodations are not recommended for Girl Scout Brownie

Girl Scout Junior (Grades 4-5)

With adult help, the 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. Girl Scout Juniors can go on day trips in their own communities and places of interest nearby. Eventually, their plans include longer trips, with stays in hotels or motels as well as camps.

Girl Scout Cadette (Grades 6-8)

Young teens can go away for three days or longer if they have taken overnight trips before. Only girls ages 14 and older may go on international trips.

Girl Scout Senior and Ambassador (Grades 9-12)

By now, girls at this age usually have greater emotional, physical and mental maturity than younger girls. They can benefit from more extensive travel.

Girl Scout Destinations

GSUSA offers [Destinations](#) trips where girls sixth grade and up can travel across their state, their country or their globe.

There are six categories of destinations.

- International - events outside of the United States.
- Outdoors - events ranging from learning outdoor skills to Outward Bound challenges on land or sea.
- Science - events that take science to a new level. Learn animal behavior or what a doctor's life is like.
- People - events that visit cities and countrysides so you can experience the culture of new places.
- Apprenticeships - events that give you hands-on, real-life experience in a potential career field.
- Getaways - two to four-day events all over the country, that don't require the Destinations application.