

## Troop Trip Planning Guide



### Service Centers:

131 W. Washington/Ste C Marquette, MI 49855 906.225.8020	4693 N. Lynndale Dr. Appleton, WI 54913 920.734.4559	4222 Oakwood Hills Pkwy. Eau Claire, WI 54701 715.835.5331	2430 Finger Rd. Green Bay, WI 54302 920.469.4860	3511 Camp Phillips Rd. Schofield, WI 54476 715.355.9850	3910 Chestnut St. Wisc Rapids, WI 54494 715.423.6360
--	--	--	--	---	--

888.747.6945 / [gswgl@gswgl.org](mailto:gswgl@gswgl.org) / [www.gswgl.org](http://www.gswgl.org)

## Troop Trips at a Glance

Trip Category	Appropriate For	Examples	Forms Required	Council Approval Required?
<b>Category 1</b> Trips to Council-owned properties or Council events (including overnight stays)	All grade levels	A weekend stay at a Council camp; participating in a Council event	<b>Facility Use Reservation</b> form or the <b>Program Event Registration</b> form Leaders must carry a <b>Parent Permission</b> form and a <b>Medical History</b> form for each participant	No
<b>Category 2</b> Trips within the Council jurisdiction and not involving an overnight stay	All grade levels	Any one day trip	Leaders must carry a <b>Parent Permission</b> form and a <b>Medical History</b> form for each participant	No
<b>Category 3</b> Trips outside the Council jurisdiction and trips inside or outside the jurisdiction AND one or two nights in length	GS Brownies and older	A two night trip to another city such as Milwaukee, Chicago or Minneapolis; a weekend camping trip to a state park	<b>Troop Travel Form</b> is due to the <b>Membership Manager</b> at least two weeks in advance of the trip. Leaders must carry a <b>Parent Permission</b> form and a <b>Medical History</b> form for each participant.	Yes
<b>Category 4</b> Trips three or more nights in length	GS Cadettes and older	Trip to a big city such as Chicago or Minneapolis lasting three or more nights; a week-long trip to Disney World; a hiking or backpacking trip	<b>Notification of Travel Form</b> is due to the Membership Manager three months in advance of trip. <b>Troop Travel form</b> is due to Membership Manager two weeks in advance of trip. Leaders must carry a <b>Parent Permission</b> form and a <b>Medical History</b> form for each participant.	Yes
<b>Category 5</b> International Trips	GS Seniors and Ambassadors	Trip to Canada or Mexico; visits to the WAGGGS World Centers; trips to anywhere a passport is required	<b>Notification of Travel Form</b> is due to the Membership Manager one year in advance of trip. <b>Troop Travel form</b> is due to Membership Manager two weeks in advance of trip. Leaders must carry a <b>Parent Permission</b> form and a <b>Medical History</b> form for each participant.	Yes

## Travel Check List

- Involve the girls in every step!
- Discuss travel opportunities/research ideas
- Choose a destination
- Choose sights to see/develop trip itinerary
- Choose lodging, if needed
- Choose transportation
  - Contracts must be signed by VP of Membership
  - Certificates of Insurance required of all bus companies
- Develop trip budget
- Plan and participate in troop money earning activities, if needed
- Read applicable sections of *Safety Wise*
- Develop a Troop Travel Agreement, collect signed copies from all girls and parents
- Develop a packing list for the trip
- Collect signed Parent/Guardian Permission Slips
- Collect Health History Forms
- Turn in Council paperwork, if needed
- Purchase additional insurance, if needed
- Have FUN on your trip!
- Complete the Troop Trip Evaluation form and submit to your Membership Manager



# Troop Trip Planning Guide

Taking field trips is one of the many ways troops can Discover, Connect and Take Action. Trips are an important part of the Girl Scout Leadership Experience, and choosing where to go and what to do is part of the fun. Trips can range from a hike outside your troop meeting place or a walk to the local ice cream shop, to a long excursion to one of the four World Centers of Girl Scouting (India, Mexico, London, or Switzerland). The choices are up to the girls!

When planning trips, it is important to keep a few points in mind:

- The trip should meet the needs and interests of the girls, and be appropriate for their age group. A Girl Scout Daisy troop might visit a local farm or take a behind-the-scenes tour of a local restaurant. A Girl Scout Cadette troop, on the other hand, might plan a weekend trip to a big city.
- 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.
- All *Safety-Wise* procedures must be strictly observed. Be sure you know all of the policies and procedures before venturing out.

## Girl Planning

Learning to plan a trip should be a progressive experience for a Girl Scout, one that begins at a level which the girls can handle. Girl Scout Brownies may want to begin with a discovery hike. Older girls may want to begin with a simple trip to a museum or a historical bus tour. Once the planning process is understood, girls can progress to longer and more experiential trips. Regardless of the troop/group's level, the basic steps to plan a trip never change. Every group starts with the same questions:

1. Where are we going?
2. When are we going?
3. How will we get there?
4. How much will it cost?
5. How should we get ready?
6. What will we do along the way?

**To answer these question with girls please refer to the worksheets that would coincide with each question. (Trip Budget, Trip Itinerary, and Sightseeing Planner worksheets found in this packet.)**

Through the planning process, the girls will be able to answer these questions themselves by developing overall plans, making arrangements, budgeting and handling money, accepting responsibility for personal conduct and safety, and by evaluating and sharing their experience with others.

## Lodging

Traveling troops looking for places to stay have a variety of inexpensive options:

- Local Girl Scout council camps and facilities: Visit GSUSA's Council Finder (<http://www.girlscouts.org/councilfinder/>) to find which council's jurisdiction you will be traveling to. Then contact them to find out about possible lodging (camps, troop houses, service centers, etc.) and even programming options.
- Hostels: [Hosteling International-USA](http://www.hihostels.com) (HI-USA) ([www.hihostels.com](http://www.hihostels.com)) offers free membership to Girl Scout troops. A number of youth hostels provide GS programs, such as [Boston](#), [Eastern New England](#), [Chicago](#), and [Los Angeles](#).
- Other local options: Look into churches, military installations and Veterans' Posts who are sometimes able to provide a hall or gym where your troop can roll out their sleeping bags.

## **Activities: What Do We Do While We Are There?**

When creating your budget and itinerary, write down the free things on the itinerary first. Add things to the itinerary based on cost. Before you know it, your trip will be filled with free or next to free things to do. This is a great way to incorporate girl planning. Examples:

- Museums (many have free days)
- Take in the historical sights
- Visit the local Girl Scout council
- Shopping
- Theater
- City scavenger hunt

## **Dining on the Troop Trip**

When taking a troop trip you should always figure out a way to keep cost to a minimum. As you create your itinerary, consider things like how close you will be to a specific eatery, can you pack a bag lunch, do you have coupons, and can lunch be included in the expense for activity. These four things will help you determine how cost effective you will be.

For example, you can

- Contact the visitor's bureau and see if they would be willing to send you a guide for the area. These usually come with great eating locations and or coupons.
- Call the local Girl Scout council to see if they have some ideas on eating in the area. They will always provide you ideas.
- Check out 2-for-1 deals.
- Have the girls plan a day that they pack their lunch. Girls enjoy planning menus and shopping.
- Stay at hotel/motel that provides free breakfast.
- Decide on a per diem amount for each meal/daily meals. This will keep the girls aware of spending.

## **Troop Money Earning**

The safety and well-being of troop members are always the top priorities in money-earning activities. Any troop wishing to conduct a money-earning activity must participate in the Girl Scout Cookie Sale Program. Money-earning activities must adhere to GSNWGL Council policies. Money-earning activities are not scheduled during the order-taking or direct sale phases of the Council's Girl Scout Cookie Sale Program, during the Council's Fall Product Program, or during local United Way drives. All money-earning activities should be age and skill appropriate, properly supervised and decided upon with girl input and planning. All money-earning activities must be approved prior to participation. Please turn completed Request for Money-Earning Activity Approval forms in to your Membership Manager.

## **Transportation**

Girl Scouts of the Northwestern Great Lakes is pleased to announce a preferred partnership with the largest rental car company, Enterprise Rent-A-Car. Enterprise was chosen as our supplier due to competitive rates, convenience, customer service and quality. With over 6,000 rental locations in the United States and Canada, Girl Scouts of the Northwestern Great Lakes troops will receive special discounted rates at all Enterprise locations in the United States. For more information about renting with Enterprise, contact your Membership Manager.

## **Safety-Wise**

Questions that *Safety-Wise* can answer:

- Do I need additional Girl Scout insurance?
- Are there enough qualified adults for the girl/adult ratio for this trip? (pg. 69)
- Is this trip age appropriate? Are the girls ready to take this type of trip? (pg. 46-47)
- What are the Activity Checkpoints? (Chapter 7)
- What kind of permission slip is needed for an extended trip? (pgs. 67-68)
- Are there specific instructions for the assigned driver/drivers? (pg. 55)
- What are the emergency procedures for troop travel? (Chapter 4)
- Read all portions related to trips and activities you are doing

**All** trips involving swimming, wading or boating **must** have a certified lifeguard in attendance at all times. If the site does not have its certified lifeguard (such as a home swimming pool, hotel, lake, etc.), then the troop must bring their own.

## **Horseback Riding**

Horseback riding is considered a high-risk activity and is not recommended for girls younger than Girl Scout Juniors. Horseback riding should only be attempted if the girls in your troop possess the maturity, physical coordination and balance to take responsibility for themselves and their horses. Remember, horses are unpredictable. While following safety precautions will reduce the likelihood of an accident, it does not eliminate the risk. GSNWGL has approved horseback riding stables that meet our insurance and safety standards. These are the only facilities within our area you may attend with your troop. Approved stables may be added or discontinued during the year due to a lapse in standards. The most up-to-date list of approved stables can be found in the Horseback Riding guidelines at (<http://www.gsnwgl.org/forms/CouncilApprovedHorseStables.pdf>). Approved horseback riding stables may also be found under “Council Collaborations” in Section E of *The Source*. Because each facility offers a different riding experience, we recommend you call each facility to find the one that best meets the needs and interest of your troop. If you are interested in horseback riding at a horseback riding facility not listed on our website, please contact the Property Director at [property@gsnwgl.org](mailto:property@gsnwgl.org) for additional guidelines.

## **Resources**

Girl Scout *destinations* are additional opportunities for girls to explore new places and interests while connecting with their peers around the state, country, or world, and are an exceptional part of what makes Girl Scouting for teens so unique and valuable.

\*\*\* Those traveling to *destinations* outside of the United States and to some GSUSA program centers (i.e. Savannah, Georgia) must secure local council program department endorsement on inquiry and application forms. Contact the Program Manager at your nearest Service Center for additional information.

The following websites are very useful when planning a troop trip...extended, overseas, or around town:

1. [http://www.girlscouts.org/program/gs\\_central/travel/](http://www.girlscouts.org/program/gs_central/travel/)
2. <http://www.studio2b.org>

## Sample Packing/Equipment List

- Swimming suit
- Beach towel
- Sunscreen with #20 SPF or higher
- Plastic bag for wet suit
- Sunglasses
- Water shoes (optional)
- Sturdy, comfortable shoes (at least two pair)
- Socks, underwear
- Pajamas
- Shorts
- Sweats
- Long pants
- Long sleeve shirts
- Light-weight tops
- Sweater
- Light weight jacket and poncho
- Comfortable footwear, appropriate for activities
- One nice outfit (casual, to go out to eat)
- Uniform piece, if trip appropriate
- Small bar of soap in a container or a resealable plastic bag (optional)
- Deodorant
- Sanitary protection
- Toothbrush and toothpaste
- Comb or hairbrush
- Shampoo/conditioner, travel size
- Lotion (optional)
- Snacks
- Water bottle
- Bug repellent, non-aerosol
- Girl Scout sash or vest
- Fanny pack/small bag (no purse)
- Watch
- Small radio with headphones/CD player (optional)
- Pocket games, magazines, other entertainment
- Camera and lots of film
- Addresses and stamps (optional)
- Travel journal (optional)
- Pen, pencil
- Spending money/loaded credit card, no traveler's checks, no huge amounts of money
- Extra pair of glasses/contacts and supplies
- Health history form
- Participant and parent agreement forms
- Prescription drugs in their original containers (if needed)
- Duplicate copy of drug prescriptions
- Phone card (optional)
- Identification card

\* Remember, you'll have to carry whatever you pack

\* Label everything, including your suitcase and backpack



# Sample Troop Trip Budget

Leader's name \_\_\_\_\_

Troop number \_\_\_\_\_

Trip destination \_\_\_\_\_

Dates of travel \_\_\_\_\_

Number of girls \_\_\_\_\_

Number of adults \_\_\_\_\_

## Trip-Related Income

(troop income to be used for this trip, not the total troop budget)

	<u>Amount</u>
From troop dues	_____
From Fall Product Program proceeds	_____
From Cookie Sale Program proceeds	_____
From Money Earning Activity proceeds	_____
From other (please specify) _____	_____
From other (please specify) _____	_____
Total income	_____

## Trip Related Expenses

Transportation	_____
Lodging	_____
Food	_____
Fees (admission, etc.)	_____
Other (please specify) _____	_____
Other (please specify) _____	_____
Other (please specify) _____	_____
Miscellaneous (emergency money, etc.)	_____
Total expenses	_____





**Girl Scouts.**

Girl Scouts of the Northwestern Great Lakes, Inc.

### Adult Health History and Release

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Cell phone \_\_\_\_\_ Email \_\_\_\_\_

Family physician \_\_\_\_\_ Phone number \_\_\_\_\_

Health insurance carrier \_\_\_\_\_ Policy/Group number \_\_\_\_\_

Policy holder \_\_\_\_\_

Medications (prescribed and over-the-counter), dosage, and times \_\_\_\_\_

\_\_\_\_\_

Dietary restrictions \_\_\_\_\_

#### Emergency Contacts

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

I give permission to be treated by a health provider, first-aider, health supervisor, and/or hospital in case of an emergency.

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Additional information

List any allergies

List any special medical or other pertinent information



## Sample Troop Travel Agreement

I understand that my attitude and behavior are critical to the success of our trip. Therefore, for the good of the event as well as my fellow participants, I agree to abide by the Girl Scout Law and each of the following specific rules.

1. I will try to be sensitive to the needs of each group member.
2. I will respect the places and the people with whom I come in contact. This respect includes being a quiet and considerate hotel room resident, cooperative group member, and being attentive to all program leaders, event staff, and my group leader. I will practice courtesy and polite behavior at all times.
3. I understand that I must follow standard site rules, and follow common rules of courtesy and safety regulations. Where applicable, I will respect no photography or touching rules.
4. I understand that the use of tobacco, alcohol, or drugs will not be tolerated.
5. I will be responsible for my personal belongings and equipment and will not hold our troop or a third party responsible for their loss or damage due to my negligence or neglect.
6. I will treat all equipment provided for my use with care. I understand that I will be assessed for damages to any equipment in the event that my use of such equipment is negligent or abusive. I also understand that I am responsible for the conditions of my hotel room and will be held financially responsible for any damage.
7. I understand that there is no circumstance where shop lifting is tolerated and that shop lifting and theft by Girl Scouts damages the reputation of all Girl Scouts.
8. I will use all required safety equipment and follow safety rules and procedures.
9. I agree to take my share of daily responsibilities.
10. I will respect when chewing gum or candy is not allowed.
11. I understand that I am not to leave my hotel room without an adult under any circumstances. I also understand that I must be in my room from 10:00 p.m. to 7:00 a.m.
12. No phone use except during allocated time frames. All phones should be kept in hotel rooms unless group decides differently.
13. I understand that if I am sent home early due to any serious misconduct, it will be at my parents' or guardians' expense and that the group leader will make travel arrangements and notify my parents(s) or guardian(s) of those plans.

Participant's signature \_\_\_\_\_ Date \_\_\_\_\_

We (I) understand and agree with the above responsibilities of my daughter.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



**Girl Scouts.**

Girl Scouts of the Northwestern Great Lakes, Inc.

## Troop Trip Evaluation Form

To be submitted to Membership Manager within two weeks of your trip.

Attach additional sheets as needed.

Troop number \_\_\_\_\_ Service Area \_\_\_\_\_ Grade level \_\_\_\_\_

Leader's name \_\_\_\_\_ Phone (day) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Please have at least two girls help fill out this form.**

Trip destination \_\_\_\_\_ Dates of travel \_\_\_\_\_

Transportation used \_\_\_\_\_

What were the highlights of the trip?

What was the least favorite part of the trip? Why?

How did your troop incorporate Discover, Connect and Take Action into this trip?

How did your troop include girl planning?

Advice for troops who may be planning this same trip

Troop leader signature \_\_\_\_\_ Date \_\_\_\_\_

Girl member signature \_\_\_\_\_ Date \_\_\_\_\_

Girl member signature \_\_\_\_\_ Date \_\_\_\_\_