



# **Trip Planning Guide**

**September 2019**

# Trip Planning 101

This guide is intended to offer clear information about how to plan a successful, girl-led and progressive trip with your troop. You'll find the basic steps and important info to help you and your girls plan your trip along with many helpful resources as links for you to reference as needed.

## Training Requirements

Attending training as a leader before planning trips with girls introduces you to the skills to guide girls through planning their own travel. Training will also give you materials you can reference while planning, and perspective about what type of travel is appropriate for your girls' experience and grade level.

Think ahead to get the training you need in the time frame required for the type of trip you want to take so that your paperwork can be easily approved. Your service unit's event and travel coordinator can talk to you about how to plan all your training and trip planning in advance.

Look at page 5 to see trainings organized by type of trip.

Course Name	Required For	Time Frame
Grade Level Trainings*	All troop leaders	Within three (3) months of receiving a troop number
Day Trips*	At least one adult volunteer attending a day trip or short outing	At least two (2) months prior to a planned outing
Indoor Overnights*	At least one adult volunteer attending an indoor overnight trip**	At least three (3) months prior to an outing
Outdoor Skills*	At least one adult volunteer attending a camping trip	At least six (6) months prior to an outing
Extended Travel*	At least one adult volunteer attending a trip of four or more nights or more than 200 miles outside of the council jurisdiction	At least six (6) months prior to an outing. Not required before submitting an extended travel application.

\*Check pre-requisites online.

\*\*An indoor overnight trip is defined as staying overnight in an enclosed structure with running water, heat, toilets, kitchen facilities or a restaurant, and phone/cell coverage. Outdoor Skills training is required when missing any of the above amenities, or for cooking with fire.

## Certifications

For some activities, one adult needs a certification. For example, if girls want to swim, there needs to be certified lifeguard present. Going kayaking? One adult needs Small Craft Safety training. Questions? Check out [Safety Activity Checkpoints](#) for all requirements for the activity your girls are interested in doing.

## Trip Support

While there's lots of helpful information in this guide, you can access additional support from your service unit's event and travel coordinator or Program department staff. You can email questions to [activities@girlscoutsosw.org](mailto:activities@girlscoutsosw.org).

## **Trip Planning Steps\***

1. Start with Girl Scout programming and girl planning (see “The Basics” below).
2. Create a timeline for planning your trip.
3. Create a budget (see budget planning worksheet on Page 6).
4. Secure site/location.
5. Submit a *Trip Planning Summary* (form #119a) to your event and travel coordinator to notify the service unit of your planned trip and to get approval for the type of trip, activities, and grade levels involved. Note: You do not need a finalized roster to submit this form!
6. Purchase additional insurance if needed (see Page 5).
7. Create a schedule for your trip.
8. Purchase or order needed supplies.
9. Submit your *Training and Roster Verification* (form #199b) to your service unit data specialist no later than two weeks before your trip to get your trainings and roster verified.
10. Go on your trip!
11. Evaluate your trip with your girls.

\*Check out Pages 16-20 in the Outdoor Resource Guide Part 1 for more planning info (you’ll receive this guide in your Day Trips training).

## **The Basics**

Involve the following basic concepts when planning your trip with your girls to ensure that you are following the Girl Scout mission and preparing for a successful trip.

### **Girl Scout Programming**

Each trip needs to have a Girl Scout program purpose! Will you be working on a badge or Journey? Practicing leadership skills? Participating in Girl Scout traditions? Plan your trip with programming in mind to ensure that your girls are getting a quality Girl Scout Leadership Experience. And document those activities in your *Trip Planning Summary*, form #119a.

### **Progression**

Progression is an important concept in Girl Scout programs, as we want to make sure that girls are having experiences that build skills and confidence as they bridge from grade level to grade level. This is especially true with trips. Leaders should be sure that troop trips are appropriate for the experience and grade level of girls traveling together. As the girls gain skills and experience, they also have the opportunity to practice their leadership skills by participating in trip planning and execution.

### **Girl Led**

The Girl Scout Leadership Experience enables girls to discover themselves, connect with others and take action to make the world a better place. Adult support in trip planning will depend upon the age or grade level of your girls. Younger girls will likely need adult support to draft a loose framework but they can help fill in ideas and activities. As they grow in skills and experience, they can take over more and more of the trip responsibilities and tasks. Involving girls in the planning and execution allows them to empower themselves, encourages cooperative learning, and promotes fun and friendship.

## **Girl Led, Con't.**

Be sure the concept of “girl led” extends further than “the girls wanted it.” Girl Scout Brownies may want to go to Disneyland, but they will not have the skills to plan, prepare and take themselves on the trip. Take note if your plan requires all of the parents to come along. That can be an indicator that the girls are not yet ready to carry out their own plans. Ask yourself what they are currently capable of and work with them to develop their skills. While Disneyland may be beyond what those Brownies can realistically do, maybe they can plan an indoor overnight at a leader’s house, planning, packing, thinking about meals, and choosing what activities they want to do. This will help them develop their leadership skills and grow their confidence!

Lift up the Girl Scout Leadership Experience at every opportunity in your planning, but limit your role to facilitating the girls’ brainstorming and planning, never doing the work for them. Share your ideas and insight, ask tough questions when you have to, and support all their decisions with enthusiasm and encouragement!

## **Being Inclusive**

An inclusive trip is one that was planned to make everyone, including girls who experience disabilities, feel welcome! In planning, put the girl first. Every girl has something to bring to the table. Every girl has feelings and wants to have friends, learn new things, go places and have fun. It’s also perfectly acceptable for a girl’s caregiver to come with her on your trips if an extra adult is needed to support her experience.

## **Questions to Review**

- *How are girls involved in the planning?*
- *Can girls lead themselves through their plan?*
- *How does progression impact your planning?*
- *What skills and abilities do girls independently need to demonstrate that will indicate they are ready?*

# **Health, Safety and Insurance**

## **Safety**

You, as the adult leader, are responsible for complying with all the safety standards that apply to the trip. This responsibility cannot be delegated. All forms and safety guidelines are truly to protect the safety of the girls. This can be accomplished by ensuring:

- Leaders, Friends & Family Volunteers, and girls are registered annually and are adhering to the most current *Council Volunteer Policies and Procedures* (including background checks and training requirements).
- Adherence to the guidelines in *Volunteer Essentials* and *Safety Activity Checkpoints* (girl-adult ratios, activity standards, etc.); working with the service unit event and travel coordinator to ensure following all policies, procedures and laws.
- Girls are taught safety awareness, first aid skills and how to make activity decisions based on *Volunteer Essentials* and *Council Volunteer Policies and Procedures* and self-government skills so that they learn to work as a team and become responsible for their own well-being.
- Parents are informed of troop/group activities and are involved in troop/group support.

- Required approval is obtained for travel and money-earning activities.
- Girls have had the appropriate experiences, building progression, to participate in the trip.
- Permission slips are obtained from participants and held by the leader and driver during the course of the trip.

### **Money Handling**

Girls should be involved in creating the budget and managing the money during the trip. Please refer to *Volunteer Essentials* for specifics on how group finances work.

See the budget planning worksheet on Page 6.

### **Insurance**

Basic insurance for every registered Girl Scout girl and adult is insurance to cover injuries (not illnesses) during approved Girl Scout programming. It is a “secondary” insurance, covering those expenses not covered by the family insurance of the registered girl or adult.

### **Extended Insurance**

Extended insurance must be purchased for any trip lasting three nights or more, as well as international trips. If a trip lasts more than two nights, the entire event is excluded from the basic plan, including traveling to and from your destination. Medical insurance is available to cover illness at an additional fee. Contact the GSOSW Portland Service Center (1-800-338-5248 or 503-977-6800) for purchasing information, costs and deadlines.

### **Emergency Procedures**

Procedures to be followed in the event of a serious accident, emergency or fatality:

1. First adult - Give priority attention to providing care to the injured person.
2. Second adult - Call 911 to secure police, ambulance, fire, etc.
3. Call Girl Scouts of Oregon and Southwest Washington’s (GSOSW) 24-hour emergency number: 1-800-626-6543
4. Give YOUR name, troop number, exact location and phone number where you can be reached.
5. Stay by the phone until you receive a return call from a Girl Scout representative. That individual will guide you and secure additional assistance as needed. If you cannot stay by the phone, leave all important information with the answering service (such as who, what, where, when, and how to get a hold of you).
6. Work with emergency personnel. **Do not speak to the media.** Refer all media inquiries (press, radio, TV) to GSOSW by emailing [communications@girlscoutsw.org](mailto:communications@girlscoutsw.org) and calling 1-800-338-5248.

## Approval from Girl Scouts of Oregon and Southwest Washington

Troops must receive approval for all Girl Scout overnight travel and high-risk activities from GSOSW prior to making any purchases towards the trip.

Submit a *Trip Planning Summary (form #119a)* to your event and travel coordinator to notify the service unit of your planned trip and to get approval for the type of trip, activities, and grade levels involved. Note: You do not need a finalized roster to submit this form! **Please submit this form as soon as you and your girls start planning the trip.**

Submit your *Training and Roster Verification (form #119b)* to your service unit data specialist no later than two weeks before your trip to get your trainings and roster verified.

Type of trip:

1. Day Trips with High-Risk Activities – For one-day, high-risk activities (i.e. requires use of an approved outfitter).
2. Indoor Sleeping Overnights – For indoor overnights, which includes cooking indoors (using a kitchen) or eating at a restaurant, and flush toilets.
3. Cabin Camping, Outdoor Overnights – This includes campground camping (tent or rustic cabin/yurts). Also includes building or cooking over a fire OR if any of these amenities are missing: water, heat, toilets, lights, kitchen facilities and cell service.
4. Backpacking, Primitive Site Camping – Heading away from the campground and farther out into the wild. This includes camping at a primitive site and/or on an overnight backpacking trip of up to three (3) nights.
5. Extended Travel – Trips lasting more than 4 nights or for a distance of more than 200 miles outside of council boundaries. Email forms to [travel@girlscoutsosw.org](mailto:travel@girlscoutsosw.org) for approval.

Form Name	Form #	Type of Trip/Activity	Training
<i>Trip Planning Summary, Training and Roster Verification</i>	Form #119a and #119b	Day Trips with High-Risk Activities	First Aid/CPR, Day Trips
<i>Trip Planning Summary, Training and Roster Verification</i>	Form #119a and #119b	Indoor Overnights	First Aid/CPR, Day Trips, Indoor Overnights
<i>Trip Planning Summary, Training and Roster Verification</i>	Form #119a and #119b	Cabin Camping/Outdoor Overnights	First Aid/CPR, Day Trips, Indoor Overnights, Outdoor Skills, Wilderness First Aid (if applicable)
<i>Trip Planning Summary, Training and Roster Verification</i>	Form #119a and #119b	Backpacking, Primitive Site Camping	First Aid/CPR, Day Trips, Indoor Overnights, Outdoor Skills, Wilderness First Aid (if applicable)
<i>Extended Travel –Intent to Travel Notification, Extended Travel - Travel Planning Summary</i>	Form #121a and #121b	Any trip lasting more than 4 nights or for a distance of more than 200 miles outside of council boundaries	First Aid/CPR, Day Trips, Indoor Overnights, Extended Travel (Outdoor Skills and/or Wilderness First Aid if applicable)

