

This document outlines the steps necessary for travelling with your Troop/Group. All volunteers planning a trip must review the Appendix for Travel Volunteers in [Volunteer Essentials](#) and the Girl Scouts of Orange County Policies and Standards for Travel Progression and Girl Led Planning.

Please find your trip level and complete the necessary steps:

Level 1 Field Trips: Short trips to points of interest in the neighborhood. Usually take place during regular troop meeting times.

- Turn [permission slip](#) into your Service Unit 48 hours before your trip.

Level 2 Day Trips: All-day visits to historical or natural points of interest. Not an overnight trip.

- Turn [permission slip](#) into your Service Unit two weeks before your trip.

Level 3 Overnights: One or two nights away. These trips are less than 300 miles away. Includes “Parent and Me” trips.

- Turn [permission slip](#) into your Service Unit six weeks before your trip.

Level 4 Extended Overnights: Three nights or more and/or over 300 miles away within California. Includes Golden Gate Bridging.

- Fill out the [Troop/Group Travel Application](#) and turn it into your Service Unit Manager for approval 15 months before your departure. To obtain authorization from your Service Unit on the online form, please select Save and Resume later below. This will redirect you to a page with a unique link that you can copy and paste to send to your Service Unit Coordinator. Your Service Unit Coordinator will submit the approved application to the GSOC Global Action Team for review.

- Submit the [Troop/Group Travel Itinerary](#) to the GSOC Program Department and your [permission slip](#) to your Service Unit four weeks before your departure.

- If your trip is longer than two nights and three days, submit the [Plan 3E Secondary Accident & Sickness Insurance Request Form](#) and a check or money order made out to *Mutual of Omaha* four weeks before your departure.

- If your trip is longer than two nights, a current health examination form for girls and adults filled out by a licensed physician, qualified nurse practitioner, physician’s assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months is required. Paperwork is to be kept by the leader at all times during travel.

Level 5 Domestic Trips: Travel anywhere in the country. These trips are outside of California.

- Fill out the [Troop/Group Travel Application](#) and turn it into your Service Unit Manager for approval 15 months before your departure. To obtain authorization from your Service Unit on the online form, please select Save and Resume later below. This will redirect you to a page

with a unique link that you can copy and paste to send to your Service Unit Coordinator. Your Service Unit Coordinator will submit the approved application to the GSOC Global Action Team for review.

- Submit the [Troop/Group Travel Update](#) to the GSOC Program Department four months before your departure.
- Submit the [Troop/Group Travel Itinerary](#) to the GSOC Program Department and your [permission slip](#) to your Service Unit four weeks before your departure.
- If your trip is longer than two nights and three days, submit the [Plan 3E Secondary Accident & Sickness Insurance Request Form](#) and a check or money order made out to *Mutual of Omaha* 4 weeks before your departure.
- If your trip is longer than two nights, a current health examination form for girls and adults filled out by a licensed physician, qualified nurse practitioner, physician's assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months is required. Paperwork is to be kept by the leader at all times during travel.

Level 6 International Trips: Anywhere in the world! Download the Global Travel Toolkit to begin planning.

- Fill out the [Troop/Group Travel Application](#) and turn it into your Service Unit Manager for approval 15 months before your departure. To obtain authorization from your Service Unit on the online form, please select Save and Resume later below. This will redirect you to a page with a unique link that you can copy and paste to send to your Service Unit Coordinator. Your Service Unit Coordinator will submit the approved application to the GSOC Global Action Team for review.
- Submit the [Troop/Group Travel Update](#) to the GSOC Program Department six months before your departure.
- Submit the [Troop/Group Travel Itinerary](#) to the GSOC Program Department and your [permission slip](#) to your Service Unit four weeks before your departure.
- Submit the [Plan 3PI Secondary Accident & Sickness Insurance Request Form](#) and a check or money order made out to *Mutual of Omaha* four weeks before your departure.
- A current health examination form for girls and adults filled out by a licensed physician, qualified nurse practitioner, physician's assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months is required. Paperwork is to be kept by the leader at all time during travel.
- All international groups should register with [S.T.E.P. - the U.S. Department of State travel registry](#). In addition to completing council forms, troops should complete this online [Intent to Travel](#).

Approval Process

After the Travel Application is submitted a Global Action Team volunteer will review it. The Global Action Team will then contact the leader listed on the application with questions and tips. After the initial review by the Global Action Team, applications will be submitted to the Travel Program Specialist for conditional approval.

Upon conditional approval, your application will be kept on file at the GSOC offices and an electronic copy will be sent to you with confirmation of approval and further information, as needed. Your Volunteer Specialist will also receive a copy.

Global Action Team volunteers will contact the Troop/Group Leader in Charge as deadlines approach for Travel Updates, Travel Itineraries, and Travel Insurance. Final approval will be given once a Travel Update, Itinerary, and, if necessary, additional Travel Insurance has been received and reviewed.

This packet contains the following:

- Travel Checklist
- Approval Process
- Important Links

Important Links

- [Safety Activity Checkpoints](#), p. 150
- [Standards and Policies](#)
- [Volunteer Essentials](#)
 - [Transporting Girls](#), p. 62
 - [Trips/Travel](#), p. 93
- [S.T.E.P. - the U.S. Department of State travel registry](#)
- [Intent to Travel Form](#)- **international travel ONLY**
- [Global Travel Toolkit](#)
- [Indoor Overnight Adventures](#)
- [Money-Earning Guidelines and Application](#)
- High Adventure
 - [Guidelines](#)
 - [High Adventure Application](#)
 - [Approved Companies List](#)
- [Travel Application](#)
- [Travel Update](#)
- [Travel Itinerary](#)

Questions? Please contact our Global Action Team at GSOCTravel@GirlScoutsOC.org.

Money Earning

- If a troop/group is planning a money-earning event then a Money Earning Project Application must be submitted. Please see the [Money Earning Project Guidelines and Application](#) for more details.

Training Requirements

- All troops/groups going on a trip are required to have at least one volunteer meet the following training requirements:
 - CPR/First Aid Certified, the following may also serve as a first-aider: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician. (Policies and Standards, First Aiders)
 - If you will be over 30 minutes away from emergency medical services, camping for more than 2 nights and 3 days, or travelling internationally, a Level 2 CPR/First Aid certification is required. (Volunteer Essentials, First Aider)
 - Travel Training
 - [Indoor Overnight Adventures](#) (Policies and Standards, Troop Trips/Travel)
- All troops who will be camping are required to have a volunteer meet the following training requirements:
 - Troop Tent Camping
 - Outdoor Cooking (only if cooking over an open flame during trip)
 - CPR/First Aid Certified, the following may also serve as a first-aider: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technician. (Policies and Standards, First Aider)
 - If you will be over 30 minutes away from emergency medical services, camping for more than 2 nights and 3 days, or travelling internationally, a Level 2 CPR/First Aid certification is required. (Policies and Standards, First Aider)
 - Travel Training
- If you are planning on swimming and/or boating, a currently certified lifeguard who is over 18 years of age and not a girl member with the travelling troop/group must be present. Public pools, beaches, lakes, or rivers may be used if the site provides lifeguards who are on duty. All safety rules must be followed at all times. (Policies and Standards, Lifeguards)

Transportation

- All drivers must be an approved adult volunteer, at least 21 years of age, and have a good driving record, valid driver's license, and a registered/insured vehicle. Girls never drive other girls. (Volunteer Essentials, Transporting Girls)

- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female. In addition, the girl-volunteer ratios in the “Knowing How Many Volunteers You Need” section must be followed. (Volunteer Essentials, Transporting Girls)
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in the “Knowing How Many Volunteers You Need” section must be followed. Care should be taken so that a single car is not separated from the group for an extended length of time. (Volunteer Essentials, Transporting Girls)
- Private vehicles are suitable for Girl Scout travel only if each passenger is in a legal seat, everyone wears seatbelts at all times, and drivers adhere to state laws regarding booster seats and requirements for children in rear seats. (Volunteer Essentials, Transporting Girls)
- In case of an accident, the vehicle owner’s insurance is the primary applicable insurance.
- If you intend to lease a vehicle, follow all requirements found in the most current copy of Volunteer Essentials. Drivers MUST carry the minimal insurance as required by the laws of California, but are encouraged to purchase additional insurance through their rental agency. (Volunteer Essentials, Transporting Girls)
- Vehicles that carry more than 9 passengers (including the driver) may not be used to transport girls or volunteers, unless operated by a charter transportation company who has a Certificate of Liability on file with GSOC. Any troop/group seeking charter transportation must submit the charter agreement to GSOC 4 weeks before departure; this agreement will need to be signed by the GSOC CEO or their designee. (Policies and Standards, Troop Trips/Travel)
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer. (Volunteer Essentials, Transporting Girls)
- No adult drives more than 6 hours in one day, with rest breaks every two hours. (Safety Activity Checkpoints, Camping)
- 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. (Safety Activity Checkpoints, Trips/Travel)

Ratios and Rooming

- A minimum of two registered and background screened adults who are at least 21 years of age must accompany girls on any trip, one of whom must be female. (Policies and Standards, Troop Trips/Travel)
- Avoid having parents tag along on your regional, national, and international trips. If girls are not ready to travel without a parent, they are not yet ready to step up to a more intensive trip. (Volunteer Essentials, Appendix: For Travel Volunteers)
- All adults accompanying the girls on any trip must be registered Girl Scout members with a current background screening. (Policies and Standards, Troop Trips/Travel)
- 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. (Safety Activity Checkpoints, Travel/Trips)

- When deciding on rooming, please follow these guidelines:
 - Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
 - Adults and girls never share a bed.
 - It is not mandatory for an adult to sleep in the sleeping area (tent, cabin, hotel room, or designated area) with the girls. If an adult female does share the sleeping area, there should always be two unrelated adult females present.
 - Men may participate only if separate sleeping quarters and bathrooms are available for their use. (Safety Activity Checkpoints, Camping)

Activities

- Activity planning should be girl led and involve all girls participating in the trip.
- The [Safety Activity Checkpoints](#) must be followed at all times. (Policies and Standards, Girl Scout Program)
- Check the [High Adventure Guidelines](#) to see if any activities on your trip are High Adventure activities. If it is and the vendor is on our [Approved Vendor List](#), please submit your [High Adventure Application](#) 4 weeks before departure to the GSOC Program Department. If your vendor is not on our Approved Vendor List, please submit your High Adventure Application 8 weeks before departure. (GSOC High Adventure Guidelines)

Medical, Insurance and Paperwork

- All Travel Forms must be turned in by the designated due dates. Any changes made to the trip after the final itinerary has been turned in must be made as soon as possible in writing by e-mailing GSOCTravel@GirlScoutsOC.org.
- Troops/Groups who fail to turn in the final itinerary or purchase the required supplemental insurance for their trips will not be considered participating in a Girl Scout activity and will not be covered under Girl Scout insurance. If extenuating circumstances make these deadlines difficult to meet, please contact Customer Care at CustomerCare@GirlScoutsOC.org.
- A copy of the final itinerary should be shared with parents/guardians of all girls attending and given to the at home emergency contact. (Safety Activity Checkpoints, Trips/Travel)
- A permission slip is required for all girls participating in the trip. A copy of the permission slip should be turned into the troop/group's Service Unit at least 48 hours in advance of the trip. (Policies and Standards, Parental Permission)
- As required, health examinations and immunizations are completed, and parents/guardians have a means of updating these health histories when girls' health situations change. An adult has possession of health records, permission forms, insurance forms and medical waivers, necessary medications, eyeglass and contact lens prescriptions, and/or extra eyeglasses. (Safety Activity Checkpoints, Introduction)

- Domestic trips lasting longer than 2 nights and 3 days require the following additional steps:
 - [Plan 3E Insurance](#) for all days on the trip (make sure to include the day you depart and the day that you return) (Policies and Standards, Insurance)
 - A current health examination for girls and adults given by a licensed physician, qualified nurse practitioner, physician's assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months is required. Paperwork is to be kept by the leader at all times. (Safety Activity Checkpoints, Introduction)
- International trips of any length require the following additional steps:
 - [Plan 3PI Insurance](#) for all days on the trip (make sure to include the day that you depart and the day that you return) (Policies and Standards, Insurance)
 - A current health examination form for girls and adults filled out by a licensed physician, qualified nurse practitioner, physician's assistant, or registered nurse working in cooperation with a licensed physician within the preceding 24 months is required. Paperwork is to be kept by the leader at all times. (Safety Activity Checkpoints, Introduction)
 - A Wilderness First Aid Certification is required for all international travel or camping trips lasting longer than 2 nights and 3 days. (Policies and Standards, First Aiders)
 - The health examination paperwork also includes a list of over the counter medications for the parents to sign off on. This will allow them to take things like Tylenol and Pepto Bismol throughout the duration of the trip.
 - Trip volunteers must bring:
 - Citizenship documents, such as passports or copies of documentation of each traveler's legal status to reenter the United States. Check the U.S. State Department for individual countries' entry requirements (such as a visa)
 - A copy of the group itinerary with all contact numbers
 - A card for making international phone calls
 - Personal medications to be administered in case of emergency, such as bee-sting kits and asthma inhalers (girls need a doctor's note to keep the medication with them at all times)
 - Two individually signed and notarized Permission to Travel with Minor and Authorization for Medical Treatment for Minors forms for each girl signed by both parents (or guardians). If a single parent or guardian has custody, attach documentation stating that the minor is in the sole custody of the signer of the Permission to Travel with Minor and Permission to Authorize Treatment for Minor forms.
 - Health histories (for every member of the group), insurance information, and emergency contact information
 - Copies of reservations/confirmations for transport, lodging, activities, and so on. (Safety Activity Checkpoints, Trips and Travel)
 - Each girl must carry:
 - Citizenship documents, such as her passport, or documentation of her legal status to reenter the United States. Check the U.S. State Department for requirements for individual countries' entry requirements (such as a visa).
 - A copy of her health history and insurance information
 - A copy of the group's itinerary, with all contact numbers
 - A card for making international phone calls

- Personal medications to be administered in case of emergency, such as a bee-sting kit or asthma inhaler (Girls' health histories indicate which medications they are allowed to take on their own, which need to be monitored by a volunteer, and which over-the-counter medications they are allowed to take in case of illness or emergency. Girls also need a doctor's note to keep medication with them at all times.) (Safety Activity Checkpoints, Trips and Travel)

Personal Conduct and Equipment

- Girls and adults know what clothing and equipment to take and how to use and pack the equipment. (Safety Activity Checkpoints, Introduction)
- When the group travels in uniform, all travelers have a Girl Scout uniform and wear it correctly. Girls and adults are encouraged to be in uniform at World Centers and at other Girl Guide/Girl Scout activities or events. (Safety Activity Checkpoints, Trip/Travel)
- Girls understand their responsibilities as travelers. Everyone is briefed on appropriate conduct and safety precautions in public places, restrooms, escalators, and elevators, as well as on stairs and while in transit. (Safety Activity Checkpoints, Trip/Travel)
- Groups staying in hotels are prepared to take special precautions to protect their own safety and know what to do in case of fire. (Safety Activity Checkpoints, Trip/Travel)
- Girls and adults are prepared for new experiences and are open to appreciating local customs and foods. When traveling internationally, groups learn about local customs and behaviors in advance so that they are culturally sensitive travelers. (Safety Activity Checkpoints, Trip/Travel)
- Individual limits on luggage and equipment are set and adhered to. Each person is able to carry her own individually identified belongings except when a special consideration, such as a disability, warrants alternative plans. All valuables are left at home. (Volunteer Essentials, Trips and Travel)

Tips and Tricks

- Download the [Global Travel Toolkit](#) or the [Guide to U.S. Travel](#) to begin your planning.
- Your initial trip budget should be as complete as possible. Your girls will be completing a budget worksheet to come up with the basics for the trip. The most commonly missed items in trip budgets are:
 - Travel to and from the airport
 - Travel around your destination
 - Gratuities
 - Snacks
 - Activity Fees
 - Airport charges (baggage fees, etc.)
- If your trip will require a parent contribution, many troops/groups have found it helpful to set up a monthly payment plan. This can be done amongst your troop/group and does not require council approval.

Daily Itinerary

Directions: This is a sample daily itinerary that can be uploaded to the Travel Itinerary form. Complete one sheet for each day of travel, including departure and return days.

Date: _____ Time: _____ Location: _____

Transportation Information

Mode of Transportation: _____ Personal Rental Public
Car, Van, Boat, Train, Airplane, etc.

Make/Model of Vehicle: _____ # of Passengers Vehicle Holds: _____

Airline: _____ Flight #: _____

Departure Time: _____ a.m./p.m. Airport: _____

Arrival Time: _____ a.m./p.m. Airport: _____

Other (Boat Carrier, Train, etc.) _____

Lodging Information

Dates: _____ to _____ Name: _____ Phone: _____
Hotel, Campground, Private Residence

Address: _____
Street City/State Zip Code

Daily Activities

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Meals: Please check if you have a plan for each.

Breakfast: Yes No Lunch: Yes No Dinner: Yes No Snacks: Yes No

Closest Medical

Name: _____ Address: _____ Emergency Number: _____

Distance in minutes by vehicle: _____

International Travel Only: Location of U.S. Embassy and Consulate

Address: _____ Phone: _____



Troop/Group Travel Guidelines

Sample Daily Itinerary