



DOMESTIC TROOP TRIP & TRAVEL TRAINING

Study Guide

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Overview

Domestic trips and travel opportunities are adventures that create life-long memories, teach life skills, and allow girls to expand their world. When traveling with girls, our primary responsibility is to ensure their safety. Our second responsibility is so make sure they have a positive experience. At the same time we want to make sure you feel have the tools you need to feel prepared and to enjoy the trip as well. Domestic Troop Trip & Travel Training will help ensure you and your travelers have a safe and amazing experience.

Troop Trip & Travel Training Objectives

Participant will be able to:

- Incorporate the Girl Scout Leadership Experience into trip and travel planning and implementation in an age-appropriate manner
- Describe the benefits of traveling with Girl Scouts
- Define trip and travel progression
- Define six Council-recognized trip and travel categories
- Assess girl-readiness for trips and travel
- Plan and implement a successful trip
- Guide girl participants through the financial aspects of trip and travel planning and through the budgeting planning process
- Determine insurance requirements and how to submit an Activity Insurance Form
- Discuss fundraising policies and determine appropriate fundraising activities.
- Communicate behavioral expectations to girls, parents, and chaperones
- Identify and communicate trip and travel responsibilities to chaperones
- Involve parents/guardians in a positive manner
- Identify required trip and travel forms and know how to access, complete, and submit them

Girl Scout Leadership Experience

When working with girls it's not just *what* you do - it's *how* you do it! That's what makes Girl Scouts a fun and meaningful experience for girls. It's all about delivering fun with purpose! To bring the **Girl Scout Leadership Experience (GLSE)** to life, activities are **led by girls** themselves, feature **cooperative learning**, and highlight **learning by doing**. When preparing for trips and when traveling, girls come up with their own ideas, build teams, plan their experiences, and enjoy a sense of accomplishment.

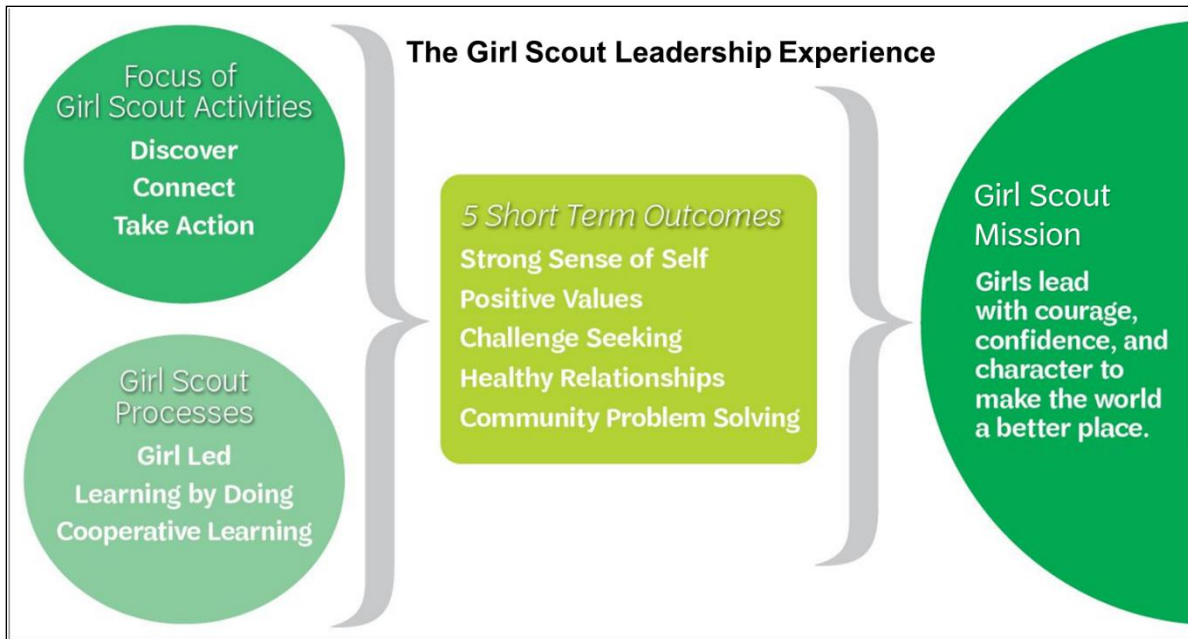
Using the three GSLE processes each travel participant should use the opportunity to:

- **Discover** who she is, what she cares about, and what her talents are.
- **Connect** and collaborate with other people, both locally and globally, to learn from others and expand her horizons.
- **Take Action** to make the world a better place.

In fact, traveling with Girl Scouts should help girls thrive in five key ways:

- Developing a strong **sense of self**
- Displaying **positive values**
- Seeking **challenges** and learning from setbacks
- Forming and maintaining **healthy relationships**
- Learning to **identify and solve problems** in her community





Benefits to Girls

Travel offers many benefits to girls, which include:

- Providing **fun experiences** shared with friends and the opportunity to make new ones
- Developing the **interpersonal skills**, such as flexibility and problem solving, necessary to navigate new experiences with confidence, maturity and flexibility
- Expanding **knowledge** about culture and history as well as the basis for different values and beliefs
- Bringing **awareness** of global perspectives and connections
- Offering **leadership opportunities** and **cross-cultural understanding**
- Enhancing **college applications** and **future resumes**
- Impacting **girls' futures!!!!**

Travel Progression, Categories, and Opportunities

A trip is defined as any time a group has an activity at a location other than the regularly scheduled meeting place and girls love trips! And Girl Scouts is a great place for them to learn how to plan and take exciting trips, because travel is built on a progression of activities—that is, one activity leads to the next. Girl Scout Daisies, for example, can begin with a discovery walk. As girls grow in their travel skills and experience and can better manage the planning process, they progress to longer trips.

This chart will help you determine what type of trip is appropriate for each level of Girl Scout.

Travel Ready?	Meeting Trips	Day Trips	Simple over nights	2-3 nights	4-6 nights	One week of nights	US Travel	GSUSA Getaways	Inter-national Travel
Daisies	X	X							
Brownies	X	X	X						
Juniors	X	X	X	X					
Cadettes	X	X	X	X	X	X	X	X	
Seniors	X	X	X	X	X	X	X	X	X
Ambassadors	X	X	X	X	X	X	X	X	X

Appropriate travel opportunities will make for confident and savvy travelers. Examples of age-appropriate travel opportunities include:

- **Meeting trips** (Daisies and older): Short trips to points of interest in the neighborhood such as a trip to a nearby garden or a short ride by car or public transportation to the local firehouse.
- **Day trips** (Brownies and older): An all-day visit to a point of historical or natural interest or a day-long trip to a nearby city—girls can select locations and do much of the trip-planning, while never being too far from home.
- **Simple overnight trips** (Brownies and older): One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground—short trips are just long enough to whet their appetites, but not long enough to generate homesickness.
- **Extended overnight trips** (Juniors and older): two or three nights for Juniors and four nights or more for Cadettes and older girls camping; staying in a hotel, motel, or hostel; or spending the night in a museum, aquarium, or zoo within the girls' home region makes for an exciting experience for girls.
- **National trips** (Cadettes and older): Travel anywhere in the country, often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer some educational component—this often means no Disney and no cruises, but can incorporate some incredible cities, historic sites, and museums around the country.
- **International trips** (14-years-old and older): Travel around the world, often requiring one or two years of preparation. When girls show an interest in traveling abroad, contact GSSN to get permission to plan the trip and download the GSUSA Global Travel Toolkit. Visiting one of the five World Centers is a great place to start, but also consider traveling with reputable worldwide tour/service organizations.

Please note that although some girls who are in a group (for example, a troop of Cadettes) may decide to travel together, opportunities exist for girls who are not otherwise involved in Girl Scouts to get together specifically for the purpose of traveling locally, regionally, and even internationally. Girls can travel regardless of how else they are—or aren't—participating in Girl Scouting, as long as they are a registered Girl Scout at time of travel.

Travel Readiness

If your group is thinking about travel, consider first whether the girls are mature enough to handle the trip they want to take. Determine a group's readiness for travel by assessing the girls':

- Ability to be away from their families for the time required and enjoy it
- Ability to adapt to unfamiliar surroundings and situations
- Ability to try and appreciate new experiences
- Ability to make decisions well and easily
- Ability to follow established rules and meet behavioral expectations
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Previous cross-cultural experiences
- Interests, skills, and physical abilities

Letting Girls Lead

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It's true that as the locale gets farther away, the itinerary more complex, and the trip of greater duration, the details become richer and more complex, but planning every trip—from a day-long event to an international trek—starts by asking the following:

- What do we hope to experience?
- Who will we want to talk to and meet? What will we ask?
- Where are we interested in going?
- When are we all available to go?
- Will everyone in our group be able to go?
- What will we do as we travel?
- What will we do when we get there?
- Are there physical barriers that cannot be accommodated?
- What are visiting hours and the need for advance reservations?
- What's the least and most this trip could cost?
- What are our options for getting there?
- What can we do now to get ourselves ready?
- How will we earn the money?
- What's the availability of drinking water, restrooms, and eating places?
- Where is emergency help available?
- What safety factors must we consider?
- How will we share our story?

As girls answer these questions, they begin the trip-planning process. In time, girls can make specific arrangements, attend to a myriad of details, create a budget and handle money, and accept responsibility for their personal conduct and safety. Later, after they've returned from an event or trip, girls should also have the chance to evaluate their experiences and share them with others.

Trip Planning

Use this checklist to determine if your troop is ready to travel.

- The trip is in keeping with the Girl Scout policies and standards.**
 - The trip meets the planning guidelines in Chapter 4: Staying Safe of *Volunteer Essentials* and all the appropriate program/activity standards listed in *Safety Activity Checkpoints*.

- There is communication with the council.**
 - All mandatory forms have been submitted by required deadlines and all permissions have been obtained from the council.
 - Trip and High Risk Activity Application, Activity Insurance Form, Application for Troop Money-Earning
 - Council staff is informed of any changes in plans.

- There is appropriate planning.**
 - The trip has a clear purpose, determined and understood by all participants.
 - The trip is part of ongoing troop activities, with all participants included in the planning steps.
 - Girls are able to work successfully in groups and are mature enough to accept the responsibilities involved in the trip.
 - The proper number of council-approved adult chaperones, who are willing to accept their agreed upon responsibilities of the trip, have been recruited.
 - Girls and their parents/guardians wholeheartedly support the project.
 - All participants make realistic, detailed plans together well in advance.
 - Parents/ guardians understand all travel plans and expectations and have confidence in the adult leadership.
 - Plans take into consideration the special abilities and religious and ethnic diversity of the participants, and those of the people with whom they will interact during the trip.

- Travel arrangements are made in advance.**
 - Time is provided for eating, sleeping, rest and relaxation, recreation, and personal needs.
 - Mileage to be covered per day is reasonable for the type of travel/activity.
 - Drivers as well as passengers are considered when making plans.
 - Reservations for overnight accommodations are confirmed in writing.
 - Rest stops are planned in advance.
 - The entire itinerary is known to girls, chaperones, parents/guardians, council representative, and the at-home emergency contact.

- Financial planning is completed.**
 - Participants develop a detailed, realistic budget. Remember to include transportation, food, tips, accommodations, insurance, recreation, admission fees, taxes, and emergency funds.
 - Money-earning projects are approved by the council and in accordance with GSSN and GSUSA policies and procedures.

- Group versus personal expenses are defined in advance.
- The amount of personal money that may be needed, and the way that money is to be managed, is determined in advance.
- Troop travel funds are kept in a troop bank account before the trip and all troop monies accounted for after the trip.
- One traveling adult is responsible for all troop monies, receipts, and final expense report at the end of the trip.
- Decisions are made in advance of the trip concerning who can and how to pay expenses that come up prior to the trip, during the route, and after the trip.

- Participants are responsible for their personal conduct and possessions.**
 - All participants are prepared for new experiences and are open to appreciation of local customs and foods.
 - All participants know what clothing and equipment they need to take and how to use and pack the equipment. Be sure participants pack any clothing that will be required for special activities – entering churches, attending cultural activities, going on hikes, etc.
 - If a Girl Scout uniform is required while traveling, provisions are made to ensure that all travelers have a uniform and that they know how to wear the uniform correctly.
 - All participants have agreed to and signed the groups "Code of Conduct" and adhere to behavioral expectations and cultural norms.
 - On trips requiring special equipment such as tents, bicycles, canoes, etc., the equipment is checked and ready well before the departure date.
 - Luggage and equipment are kept to a minimum. Individual limits are set and adhered to.
 - Each participant is able to carry her personal luggage.

- Participants understand and observe good health and safety practices.**
 - Make sure *Volunteer Essentials* ("Staying Safe" chapter and "Appendix B: Troop Travel") and *Safety Activity Checkpoints* are reviewed when preparing for any trip.
 - All participants know appropriate safety precautions and emergency procedures.
 - All participants have health examinations, when required, and submit required health history forms.
 - Participants are physically, mentally, and emotionally able to safely and enjoyably take part in the trip.
 - The required insurance must be obtained through council.
 - Arrangements have been made for an adult contact at home to be available for routine reporting as well as for emergencies.
 - Written itineraries, including phone numbers and addresses, are prepared for girls, adults, parents/guardians, the council representative, and the at-home emergency contact.
 - Procedures for handling accidents, illnesses, and emergencies are in place and understood by girls, adults, parents/guardians, the council representative, and the at-home emergency contact.

Finances and Budgeting

Finances are an integral part of the trip-planning process. A budget is required and should be completed with age-appropriate assistance for the participants. Income and expenses for the trip should be determined responsibly, realistically, and after the necessary research.

Be sure you clear about which expenses will be paid by the coordinating group and which expenses are the responsibility of the individual participant.

In addition to the budget items as listed on the following Budget Worksheet the following "hidden" items need to be considered and a contingency plan devised.

Group Expenses:

- Transportation delay/missed connections/inclement weather
- Unplanned events/activities
- Injury/emergency care
- Currency rate of exchange
- Lost items/travel documents
- Misjudged food prices/tips
- Reservations unexpectedly cancelled or lost
- Hotel taxes/fees/surcharges
- Additional occupancy charges
- Tips
- Phone calls/internet
- Special dietary needs
- Parking fees
- Personal vehicle repairs/locksmith/towing charges
- Extra bags/excess weight
- Travel expenses to return home a participant home if Code of Conduct is breached

Individual Expenses:

- Unplanned events/activities
- Meals not covered by the group
- Tips
- Currency rate of exchange
- Injury/emergency care
- Lost items/travel documents
- Phone calls/internet
- Special dietary needs
- Rain gear/emergency clothes
- Personal items
- Medication
- Laundry
- Souvenirs
- Extra bags/excess weight
- Travel expenses to return a participant home if Code of Conduct is breached

Budget Worksheet

Costs should be researched and estimated as closely as possible. The budget should be reviewed regularly as final trip plans are formalized.

EXPENSES

Food and Tips

_____ Breakfasts @ \$ _____ /person _____
_____ Lunches @ \$ _____ /person _____
_____ Dinners @ \$ _____ /person _____
_____ Snacks @ \$ _____ /person _____

A. Food and Tips Expenses Subtotal \$ _____

Transportation _____
Lodging _____
Admission Fees _____
Equipment Purchases or Rentals _____
Pre-Trip Planning Costs _____
Additional Insurance _____
First Aid Supplies _____
ID cards / Passports / Travel Documents _____
Other _____
Other _____
Other _____
Other _____
Contingency Fund (10%) _____

B. Other Expenses Subtotal \$ _____

C. TOTAL EXPENSES (A + B) \$ _____

INCOME

Amount in troop account _____
Fall Product Program _____
Cookies _____
Other _____
Other _____
Other _____
Other _____

D. INCOME TOTAL \$ _____

COST / PERSON [(C - D) divided by number of people] \$ _____ / person

Insurance

Insurance must be purchased through Girl Scouts of the Sierra Nevada for any non-member Girl Scout activity participant. It is highly recommended that, for liability purposes, any activity participant register as a Girl Scout before the activity. Basic Accident Insurance coverage is provided for every registered Girl Scout and registered adult member for any approved and supervised Girl Scout activity lasting two consecutive nights or less.

Additional insurance must be purchased for any trip lasting three or more consecutive nights. The **Activity Insurance Form** can be submitted through www.gssn.org.

Insurance plan options:

- **Plan 2 (\$0.11/day)** - Covers accident/injury for members in events lasting longer than two consecutive nights and covers non-members in all events regardless of length of time
- **Plan 3E (\$0.29/day)** - Covers accident/sickness for members and non-members in events lasting longer than two consecutive nights and covers events outside of Council boundaries.
- **Plan 3P (\$0.70/day)** - Covers accident/sickness for members and non-members in events lasting longer than two consecutive nights and covers events outside of Council boundaries with no dollar limit in benefits
- **Plan 3PI (\$1.17/day)** - Covers accident/sickness for members and non-members during international travel with no dollar limit in benefits

Note: The minimum insurance premium is \$5.00 for any plan. If your total is less than that it will automatically be rounded up and you will be charged \$5.00 total.

Fundraising

One of the challenges for every trip is fundraising. There are specific policies you must abide by which are outlined here as well as those in our council's board-approved policies, Volunteer Essentials, Safety Activity Checkpoints, and the Blue Book of Basic Documents.

- While fundraising, you may seek in-kind donations or cash donations, provided two requirements are met:
 - You **MUST** receive approval from council by submitting an **Application for Troop Money Earning** at least 30 days prior to the solicitation.
 - A participant should be the one to make a presentation to potential funders and they **MUST** be accompanied by a parent/guardian/troop/group volunteer.
- You may hold money-earning activities to earn money for your trip provided the following requirement is met:
 - You **MUST** receive approval from council by submitting an Application for Troop Money Earning at least 30 days prior to the money-earning activity.

Your troop/group, can hold a bake sale (following Health Department requirements) or car wash, or charge a fee to an approved event for which you are responsible to earn money for your trip. It must be a troop/group decision on how to allocate the funds. If you are the only one in your troop that is traveling, things are slightly different. You must present your need for funds to that troop/group or service unit. The troop/group or service unit will then make a decision about the dispersal of the funds.

- You **MUST** participate in our council's Cookie Program in order to participate in any additional money-earning activities or solicitations related to troop travel.
- You cannot raise money for another organization as a Girl Scout.
- Money earned from group money-earning activities or solicitations **CANNOT** be deposited into personal bank accounts.
- In-kind and cash donations valued at \$250 or more must be approved by council.



Application for Troop Money-Earning

Special permission must be obtained for troop fund-raising activities beyond the council-sponsored fund-raising programs. This application must be received by your Membership Specialist at the GSSN Service Center at least one month prior to the money-earning event. **The Troop Financial Report must be turned in from the previous year.** Troops are required to support council-sponsored product sales, (Fall product sale or cookie sale) before considering additional money-earning activities. All troop money-earning activities must be consistent with the principles of the organization and must have the purpose of enriching troop program. With very few exceptions, **Girl Scouts may not raise money for any other cause, person or organization.**

Troop #: _____ Program Level: *Daisy, Brownie, Juniors, Girls11-17*

Leader: _____

Troop Bank Account #: _____ Name of Bank: _____ Balance: _____

In what other activities has your troop participated this year?

Fall product sale: _____ Cookie Sale: _____ Troop Dues: _____

Why does the troop feel the need to raise additional money? _____

Type of fund-raising event: _____

Short description: _____

Beginning Date of event: _____ Ending Date of event: _____ Location: _____

Description of product (if any): _____

How much money is the troop planning to raise from this activity? _____

We, the troop leader(s) and girls of this Girl Scout Troop # _____ understand and will follow the policies of the Girl Scouts of the U.S.A. as stated in *Volunteer Essentials*, and the policies Girl Scouts of the Sierra Nevada with regard to troop money-earning.

Troop Leader's Signature: _____ Date: _____

Daytime Telephone: _____ Email: _____

For Office Use only Membership Specialist Approval: _____ Date: _____

Chaperone Requirements/Expectations/Code of Conduct

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow the below guidelines at all times. Every adult participating in a trip should be a member of Girl Scouts and chaperones must be council-approved volunteers.

- **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls. Points common to all Safety Activity Checkpoints include:
 - **Girls plan the activity.** Keeping their grade-level abilities in mind, encourage girls to take proactive leadership roles in organizing details of the activity.
 - **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, council approved adult volunteers present at all times, plus additional adult volunteers as necessary (this is dependent upon the size of the group and the ages and abilities of girls). Adult volunteers must be at least 18 years old (or the age of majority defined by your state, if it is older than 18), and must be screened and approved by your council before volunteering. One lead volunteer in every group must be female.
 - **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain written permission for girls to participate. Communicate with council and parents. Follow council procedures for activity approval, certificates of insurance, and council guidelines about girls' general health examinations. Make arrangements in advance for all transportation and confirm plans before departure. Be prepared for emergencies and compile key contacts. Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults and site security. Give an itinerary to a contact person at home; call the contact person upon departure and return. Create a list of girls' parents/guardian contact information, telephone numbers for emergency services and police, and council contacts—keep on hand or post in an easily accessible location. Always keep handy a well-stocked first-aid kit, girl health histories and contact information for girls' families. Check Safety Activity Checkpoints to determine the type of first-aider needed.
 - **Get a weather report.** On the morning of the activity, check weather.com or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the activity, be prepared with a backup plan or alternate activity, and/or postpone the activity. Write, review, and practice evacuation and emergency plans for severe weather with girls. **Use the buddy system.** Using the buddy system, girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help.

- **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members, as well as physical, verbal, and emotional abuse of girls is strictly forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
- **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be a council-approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
- **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls, unless given special permission by your council for group marksmanship activities.
- **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- **Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
- **Keep girls safe during money-earning activities.** Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or are not Girl Scout-approved product sales and efforts.

CAUTION: When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. **For the full Safety Activity Checkpoints go to [GSSN.org](https://www.gssn.org)→Online Support for Volunteers→Safety Activity Checkpoints.**

Chaperone Code of Conduct

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow certain rules of behavior and conduct. The purpose of these guidelines is not to restrict your rights, but rather to be certain that you understand what is expected and necessary to make Girl Scouting a fun and safe experience for the girls. When each person is aware that he or she can fully depend upon fellow volunteers to follow these rules of conduct, then our organization will be a better place to volunteer for everyone.

Chaperone Code of Conduct

As Girl Scouts of the Sierra Nevada volunteer, I will:

- Serve as a positive role model for girls.
- Treat all volunteers, council staff, parents and guardians, and girl members with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Respect differing opinions and interests; appreciate and encourage diversity.
- Strive to work well with others within the organization, exemplifying cooperation, teamwork, and respect.
- Manage conflicts or difficulties in an appropriate manner; contact Girl Scouts of the Sierra Nevada to voice concerns and receive support.
- Demonstrate respect for the guidance, direction, and decisions that council staff and/or their designated appointees provide to support their role as a volunteer.
- Conduct myself in a manner that is consistent with the Girl Scout Promise and Law at all Girl Scout activities.
- Abstain from creating discord during Girl Scout activities.
- As stewards of girls' safety, well-being, finances, and program participation, make responsible decisions with the best interest of our girl members in mind.
- Honor the confidentiality of volunteers, families, and girl members.
- Report known or suspected instances of child abuse to their local Child Protective Services provider within 24 hours.
- Leave event sites, properties, and accommodations in better condition than that in which they were found.
- Dress appropriately and use appropriate language for Girl Scout events and activities.
- Refer to a communications staff person regarding all sensitive issues or media statements.
- Comply with all Girl Scouts of the USA and Girl Scouts of the Sierra Nevada policies, procedures, and safety guidelines as outlined in the Volunteer Essentials and Safety Activity Checkpoints.

In addition, as a Trip/Travel Chaperone, I will:

- Be sensitive to the needs of each group member.
- Respect the places and the people with whom I come in contact.
- Refrain from the use tobacco or alcohol while chaperoning.
- Refrain from the use of any illegal drugs while on the trip. Usage during the trip will result in expulsion from the trip at the participant's expense.
- Be responsible for all equipment provided for my personal use. 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.
- Be responsible for my personal belongings and will not hold the coordinating group responsible for their loss or damage.
- Use all required safety equipment and follow all required safety rules and procedures.
- Participate as an active team member and be responsible for any necessary tasks as required.
- Be responsible for any expenses incurred if I am required to leave the trip early due to any serious misconduct.

Chaperone's Name: _____

Chaperone's Signature: _____ Date: _____

Participant Expectations/Code of Conduct

Every girl in Girl Scouting is expected to be responsible for their own conduct and to abide by the Girl Scout Law and Girl Scout Promise while on a trip. When each participant is aware of what the behavioral expectations she is to respect, she will know that she will be able to enjoy the trip while being held accountable for her actions. It is recommended that participants meet, discuss, and agree to a trip-specific code of conduct. Items that may be included in this document include how long a girl can monopolize the restroom, music/noise restrictions, number of alarm snoozes allowed, time for lights-out, personal items space, etc. Having girls discuss their personal traveling preferences, making compromises, and determining "livable" solutions for any differences will make for a much more enjoyable experience, for both the chaperones and participants. The biggest expectation that should be that the trip is a "NO DRAMA ZONE"!!!! Be firm about this and the girls will respect it.

In addition to the trip-specific behavioral expectations, the below Participant Code of Conduct should be discussed with and signed by both participants and their parents/guardians.

Participant Code of Conduct

As Girl Scouts of the Sierra Nevada Trip/Travel Participant, I will:

- Serve as a positive role model for the people with whom I travel and those with whom I interact.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Respect differing opinions and interests; appreciate and encourage diversity.
- Strive to work well with others, exemplifying cooperation, teamwork, and respect.
- Manage conflicts or difficulties in an appropriate manner.
- Demonstrate respect for the guidance, direction, and decisions of trip chaperones.
- Conduct myself in a manner that is consistent with the Girl Scout Promise and Law at all times.
- Abstain from creating discord.
- Leave event sites, properties, and accommodations in better condition than that in which they were found.
- Dress appropriately and use appropriate language for Girl Scout events and activities.
- Comply with all Girl Scouts of the USA and Girl Scouts of the Sierra Nevada policies, procedures, and safety guidelines as outlined in the Volunteer Essentials and Safety Activity Checkpoints.

In addition, I will:

- Be sensitive to the needs of each group member.
- Respect the places and the people with whom I come in contact.
- Refrain from the use tobacco, alcohol, or any illegal drugs while on the trip. Usage during the trip will result in expulsion from the trip at the participant's expense.
- Be responsible for all equipment provided for my personal use. 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.
- Be responsible for my personal belongings and will not hold the coordinating group responsible for their loss or damage.
- Use all required safety equipment and follow all required safety rules and procedures.
- Participate as an active team member and be responsible for any necessary tasks as required.
- Be responsible for any expenses incurred if I am required to leave the trip early due to any serious misconduct.

Participant's Name: _____

Participant's Signature: _____ Date: _____

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

Custodial Parent's/Guardian's Name: _____

Custodial Parent's/Guardian's Signature: _____ Date: _____

Parent/Guardian Involvement

Parents/guardians should be involved in the planning of trip, but not to the extent that they take over the planning process for which the girls should be responsible. Parents/guardians also want to be kept informed of the details of the trip, including logistics, finances, emergency procedures, etc. Parent meetings are a great opportunity to share information.

Parent/Guardian meetings could include:

- Presentation of the girl-planning process for the trip destination.
- Presentation on information of the trip destination
- Transportation information/needs
- Required travel documents/vaccinations
- Accommodation information
 - Type
 - Sleeping arrangements
- Luggage
- Presentation of the planned budget and financial policies
 - Current income
 - Fundraising plan/expectations, both group and individual
 - Policy for new participant that has not been involved in fundraising
 - Policy for participant that cannot go on the trip but has been involved in fundraising
 - Fundraising ideas, both group and individual
 - Timeline for fundraising, both group and individual
 - Deadlines for payment(s) and policies for missed payments
 - Contingency fund
- If income goals are not met, what is "Plan B"?
- Chaperone/adult information
 - Policy for who can chaperone
 - Roles of chaperones/adults
 - Chaperone/adult expenses that will be paid by the group and expenses for which chaperones/adults be individually responsible
- Risk management
 - GSSN, GSUSA, local, state, and federal guidelines that are relevant to the trip
 - Safety Activity Checkpoints that relevant to the trip
 - Council and at-home contacts have trip/travel/participant information
 - Special safety certifications (lifeguard, first aid/CPR, etc.)
- Required forms
 - Parent Permission
 - Health History
 - Code of Conduct
- Final trip itinerary/contact information