

Extended Troop Trip Training



For Girl Scout Juniors, Cadettes, Seniors,
Ambassadors and their Advisors

www.girlscoutsp2p.org

HOW TO PROCEED WITH THIS SESSION

This training is required of at least one adult who accompanies Girl Scouts on trips lasting more than two nights. It is designed for use with girls Junior-age and older.

The adults who plan to accompany the trip will want to read the enclosed material. Each adult might select one of the Girl Activities to direct.

Complete all of the Girl Activity sections. You might complete them all in two or three meetings, you might decide to spread the activities over several months or you might go all out and tackle them all during a slumber party or all-day event. You and the girls create your schedule for this training.

As you complete the activities, fill in the “What Did You Learn” sections on the Learning Report (page 47). When all the activities are finished, girls and adults should take a few minutes to complete the evaluation of the training (page 48). When all information is completed, mail/e-mail the form to the council office, attention “Adult Learning.” That’s all there is to it! The adults listed will receive credit for completing the course.

Keep this packet. You’ll want to do some of the activities as a “refresher” when you plan your next trip.

OBJECTIVES

By the end of this training girls and adults will be able to:

- Assess their travel skills and determine skills that need to be learned.
- Begin working together to plan a trip that is safe and fun for all.
- Describe how to organize travel plans and create a budget.
- Explain how to be representatives for Girl Scouts wherever they travel.
- Describe GSUSA and GSCP2P policies and procedures relating to troop travel.



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INTRODUCTION

Planning and taking trips is a tradition in Girl Scouting. Progressing through the various types of trips affords girls the opportunities to develop skills in decision-making, planning, evaluating, budgeting, safety and self-reliance, as well as having fun in the process.



This guide has been designed to help you, the Girl Scout volunteer, understand and help your girls understand some of the most important aspects of trip planning.

What is a trip in Girl Scouting? A trip is one means through which girls can experience the fun, learning and adventure of Girl Scouting. A trip should be a method of enriching on-going troop program. A trip without purpose ("I want to take a cruise") is not quality program.

Whatever kind of trip you take, whatever the level of the troop's ability, the trip should be consistent with on-going program. Girls should participate in planning, budgeting and evaluating any trip; and if the trip is consistent with on-going troop program, the lesson learned will last a lifetime.

Chapter 1: PROGRESSION

When girls have been allowed to develop their skills and increase their knowledge through activities commensurate with their abilities, they will seek ever wider opportunities. Girl Scouts recognize the principle progression and how that relates to the many steps in learning to travel.

The assumption in this guide is that the girls who are taking an extended troop trip (Juniors, Cadettes, Seniors or Ambassadors) have already experienced the progression of trips, from day trips to simple overnights and beyond, within the troop setting. If your troop has not already taken several trips lasting up to two nights, they should gain that experience BEFORE proceeding with this course. Older girls will, of course, progress through the steps of progression at a much faster rate. If you need help in planning a progression for your new Girl Scouts, consult your Service Unit Specialist, Adult Learning Facilitator, Membership Manager or an experienced leader.

Allowing girls the opportunity to progress slowly through the steps of planning and taking trips, the trips will be more enjoyable, the girls will learn more, and they will gain a sense of accomplishment at being able to plan and carry out activities within their range of abilities.

Overnight travel of more than 72 hours requires that both girls and leaders have sufficient experience in simpler, shorter trips so that the planning and executing of the trip comes naturally. Because this type of trip requires a great deal of maturity and skills, these trips are suggested only for very experienced Cadette, Senior and Ambassador Girl Scout troops.

ARE YOU READY?

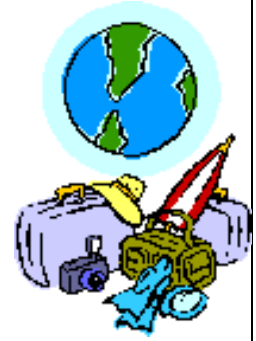
As your girls and you begin to plan your trips, ask yourself what you are all ready for. Make sure to learn and practice skills in a safe environment where, when mistakes happen, the girls can profit from the experience. For example, having to wear wet jeans on a two-day trip are not the disaster they could be on a weeklong excursion. The same is true of blisters from ill-fitting shoes.

For any kind of trip, you and the girls need to have certain kinds of skills. Use the following game to assess the skills present and where you all need to grow.

Girl (and Advisor) Activity

ARE YOU READY?

This game will give the leaders and the girls an idea of skills they need to learn before going on an extended trip.



1. Each girl and adult should have a copy of the “foot page” (page 6) and a pencil. Girls and adults line up in an area where they can take 10-12 steps forward without bumping into anything.
2. Take a minute to talk about being honest with the answers to the questions below. A girl may want to say she can spend her money responsibly, but she knows that usually she spends it all on candy and knick-knacks at the first opportunity. The activity will need honest answers so the troop can determine what skills it needs to practice before the trip.
3. Instruct the players to take one step forward *and* circle the foot on her paper each time she can answer “yes” to one of the “Can you...” questions she can do or has done.
4. The leader might read the questions or let the girls take turns.

If one girl seems to be far behind the other girls in stepping forward, the leader may need to end the game early and reassess if the troop as a whole has had the experiences necessary for a long trip or if some other experiences need to take place in troop time to help all the girls gain the necessary skills.

I. Older Juniors/ Young Cadettes:

Can you/ Have you/ Do you...

1. Order your own meal in a restaurant?
2. Create a packing list?
3. Stay away from home for more than three days?
4. Taken trips of more than two nights?
5. Been trained in some simple first aid?
6. Use the buddy system?
7. Take care of your own things (load camera, launder and mend clothes)?
8. Tried new foods often?
9. Demonstrate polite behavior in public?
10. Demonstrate hotel safety precautions?
11. Keep up with your own things?
12. Take responsibility for your own health during a trip (proper sleep, eating properly, taking medicine if necessary)?
13. Travel safely (seat belts, noise levels, behavior around strangers)?
14. Know how to get emergency help?
15. Understand the importance of personal ID?
16. Do research on places to see/things to do?

ARE YOU READY? continued

II. Older Cadettes/Seniors/Ambassadors (All the above, plus)

Can you/ Have you/ Do you...

17. Read a map?
18. Know what to do if separated from the group?
19. Are aware of permissions, paperwork and due dates?
20. Spend your own money wisely?
21. Create a budget?
22. Work together as a group?
23. Manage your own time so that others don't have to wait for you?
24. Are reliable; follow through when you say you'll do something?
25. Make contacts with speakers/transportation?
26. Stay in a hotel room without an adult?
27. Have traveled out of state?
28. Are aware of each other's special needs?
29. Create an itinerary?
30. Plan and carry out money-making events to fund the trip?
31. Have a realistic view of expenses?
32. Demonstrate some basic car care (check oil, change tire)?
33. Aware of activities that require extra certification?
34. Know and follow polite good manners for cell phones/technology?
35. Are aware of charges cell phone/technology might accrue when traveling?



APPLY: Discuss with the girls which feet they left un-circled. Make a plan to learn the needed skills. (It is a good idea for the leaders to collect the papers to check that you've planned to learn all the un-circled skills. Some girls may hesitate to tell the group they haven't done some of the activities.)

My troop wants to develop these skills before we travel:

Follow the numbered footprints.

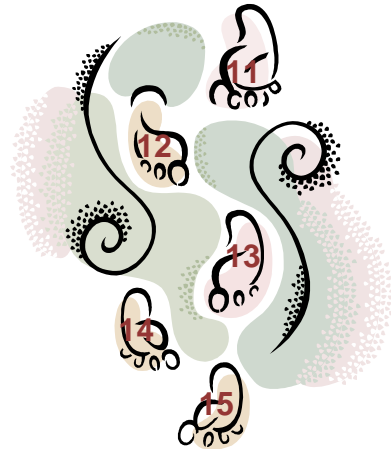
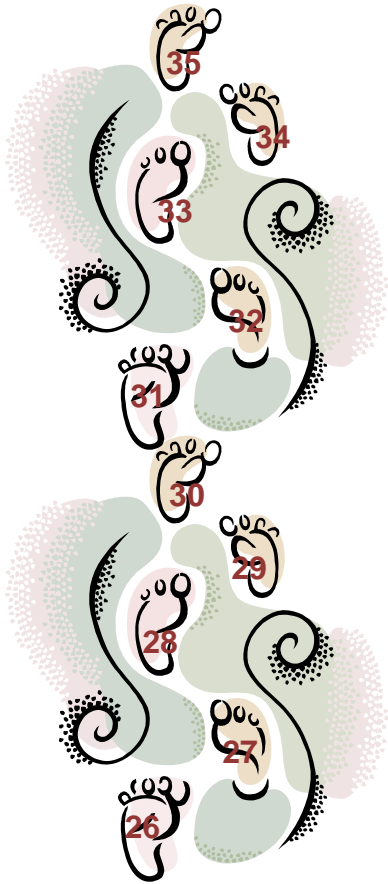
As the questions on pages 4 and 5 are read, circle the question numbers you can honestly answer "yes" to.

2



ARE YOU READY?

Name: _____

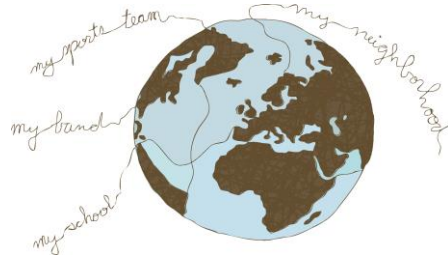


Chapter 2: PLANNING

Begin the planning process well in advance. The planning process itself is a learning experience and an integral part of the Girl Scout program. And, if you use girl-planning as you should, it will take more time than if you and other troop adults do the planning yourselves. This guide will lead you through the process.

Trip Planning involves:

- ✓ Determining the purpose of the trip
- ✓ Investigating council guidelines
- ✓ Learning to make arrangements
- ✓ Outlining good safety measures
- ✓ Building time for follow-up activities



Determine the purpose of the trip: What does your troop want to learn? What is the best way to learn it? What will you do when you arrive?

As you progress through the levels of difficulty and complexity in trips, you will also be progressing in the levels of planning and decision-making skills. Let the girls do as much of the planning as possible, keeping in mind their age, maturity and experience.

Remember, even the younger girls have good ideas. Each girl will feel better about the outing if she knows her ideas have been considered, even if they aren't chosen. Be prepared to help girls by asking leading questions and by pointing out options they may not have considered.

Evaluate the girls' skills and abilities: Make sure they have had plenty of opportunities to develop and practice skills before they are expected to use them. If you go on a complex trip without having spent many troop meetings in preparation, it could be a disaster for you all.

Example: Progression in trips is the answer for most situations. A troop that has had plenty of experience planning and carrying out short, simple trips should have no problem carrying out more extensive trips later.

Decide who will go: This should be done once you have decided where you are going and what you will be doing. Girls and leaders only? Families? Prospective Girl Scouts? Other guests?

Example: Your troop will attend a mother-daughter event. Do you allow one parent to bring her tag-along son because she does not want him to feel left out?

Investigate council policies and standards: What permission is required? How far in advance? What training is needed? What about additional insurance?

Look ahead: Check your route and the arrival point for: phones and emergency phone numbers, water, restroom facilities, emergency care facilities, fees, equipment needed, reservations required, etc.

Be prepared: Have back-up plans in case something goes wrong. Rain can spoil a trip if indoor or rainy day activities are not considered.

Stick to the plan as much as possible: But no matter how well-planned the trip, there will be some surprises. Be flexible enough to keep your cool when something goes wrong.

Example: Once the itinerary has been determined and distributed, notify your emergency contact of changes. The emergency contact should be able to contact you if there is an emergency at home.

PARENTS

For a trip of any kind, you *must* keep parents well informed. Whether a simple overnight at a council event or an extended trip, parents have a right to expect:

- ✓ Good planning and input into the planning process.
- ✓ Ample notice of what their daughter will be expected to provide for the trip—medical exams, special equipment, spending money, participation in money-making activities, etc.
- ✓ A detailed budget and an affordable trip.
- ✓ A detailed itinerary.
- ✓ Emergency phone numbers of lodging, council authorities and emergency contact at home.
- ✓ Adequate number of well-prepared adult chaperones.
- ✓ Notice of changes or updates in plans.
- ✓ Their girls have a safe experience..

It is best to provide the information in writing for all trips. When the planning of trips of three nights or more, plan to have 2-3 meetings with troop parents.

As a trained leader, you have knowledge and information that parents may not. You are on your way to a successful trip if you make sure parents feel involved and engaged while on the trip. Make sure they are informed of these items:

- ✓ Council policies and safety standards governing the trip and money-earning projects
- ✓ Required girl/adult ratios
- ✓ Girl Scout program standards
- ✓ Written parental permission required
- ✓ Insurance required
- ✓ Purpose of trip and activities that achieve this
- ✓ Importance of opportunities for girls to learn independence and self-reliance



In most cases, it is best if only the number of adults required to meet common sense and safety practices attend the trip because:

1. Girl Scout trips are designed to help girls learn self-reliance.
2. The more adults that attend, the more consideration you will have to make for tag-along siblings.
3. Girl Scout trips are intended to be fun learning experiences for girls and should not be considered family vacations.

Begin immediately to consider which adults you would want to help chaperone and how you might do this without hurting feelings.

There are other specific, sometimes sensitive, issues that you should consider discussing with parents when girls are not present:

- ✓ For hotels, motels, lodges, etc., discuss whether parents would feel more comfortable with one adult per room with children. Sometimes parents (and girls) feel safer with an adult in the room, sometimes parents prefer not to have an adult they don't know well in the room with their children. It's best if this is discussed candidly. Whatever is decided, don't take the decision personally and don't make a parent uncomfortable about speaking her/his mind.
- ✓ For extended trips, and particularly in cases where you anticipate behavior problems, discuss how discipline will be handled. (Do *not* strike a girl for any reason.) Some troops create behavior contracts; if a girl breaks her contract she is sent home at the parent's expense.

- ✓ Discuss how first menstruation will be handled if it occurs on the trip. (We recommend that leaders reassure girls that they are normal and that everything is fine, answer direct questions factually and have girls talk to their mothers when they get home.)

Girl (and Advisor) Activity

THE BIG LIST

Using a large piece of newsprint, poster board, or chalk or white board, make a list, as a group, of all the **questions** that need to be asked and answered about the trip. This list should include, but not necessarily be limited to :

- Where are we going?
- What will we eat?
- Where will we sleep?
- How will we get there?
- How will we pay for it?
- Who will drive?
- How will we stay safe?
- What will we do there?
- What special equipment do we need?



Once your question list is complete, begin looking for answers. You may be able to answer with no further research, but you may also need to assign girls to check into lodging options, prices and reading Safety-Wise. Divide the tasks up and determine when each person will share her findings with the group.

You might plan a trip to the public library to research the questions in books and on the Internet.

APPLY: From your questions and answers, put together your master plan for the trip.

Chapter 3: SAFETY



Safety must become second nature to you and your girls. Before going on any trip, spend time together, perhaps for several meetings, talking about safety. Help the girls become familiar with “**Safety-Wise**” in *Volunteer Essentials Reference Guide* and the appropriate **Safety Activity Checkpoints**

By now, you should be familiar with these basic guidelines:

- ❖ Your Membership Services Manager must approve any extended troop trip.
- ❖ You must have written permission for each girl going on the trip, which lists all activities, destinations, etc.
- ❖ In each car you should have: Map/directions, itinerary, places to re-group, contact information for the destination, first aid kit, insurance form, permission slip and health history form of each girl and adult in that car. Including a picture of the girl with her information can help rescue workers identify her more quickly. (It’s not a bad idea for the leader to keep duplicates of all information.)
- ❖ Drivers and vehicles must be licensed and insured. There must be a seat belt for each passenger. A “back home” contact must have a list of all girls and adults on the trip with emergency names and contact numbers for each. This contact should also have the emergency contact information for the council.
- ❖ Girls use the buddy system at all times. No one goes anywhere alone.
- ❖ All girls and adults should be thoroughly familiar with the safety rules that apply to that trip’s chosen activities and agree to abide by them.
- ❖ Girls wear uniforms or dressing in same color t-shirts makes them easier to spot in a crowd. However, name tags or monograms are not appropriate in public places.
- ❖ Wherever you go, once you get there, help girls find exits, discuss how to get out safely and tell them what to do in case of an emergency or separation from the group.
- ❖ At least one adult who is certified in CPR and first aid is required. (Your First Aider should prepare by completing the training [In Case of Emergency](#).)
- ❖ Check the specific requirements and safety rules for: amusement parks, boating, swimming, hotel and motel stays and camping if any of these are part of your trip.

If there is an accident requiring medical attention on *any* outing or event, contact the council service center and turn in an Incident/Accident Report within 24 hours. [GSCP2P Incident/Accident Report Form](#)



For any accident requiring medical attention, have the insurance form completed by the medical personnel and **returned to you**. Directions are in Chapter 7.

In case of serious injury, hospitalization, or accidental death, follow the procedures on the Girl Scouts Carolinas Peaks to Piedmont crisis card immediately. Find the card on our website, Forms. [Council Crisis Card](#)

Basic accident insurance is provided with registration as a Girl Scout; however, additional insurance **must** be purchased for any trip lasting longer than three nights (an extended troop trip). This coverage is inexpensive, but provides essential coverage in case of natural disasters, evacuations and illnesses away from home. For information on the type of insurance needed and the cost, see information in Chapter 7.

Girl (and Advisor) Activity

Good Idea / Bad Idea

The purpose of this game is to refresh the leader's knowledge of trip safety and to introduce the girls to the safety requirements of travel in a Girl Scout setting.



Game playing suggestions:

1. Divide the troop into teams or use patrols. Each team needs a copy of **“Safety-Wise” in Volunteer Essentials Reference Guide, and the Safety Activity Checkpoint for Trip Travel Camping.**
2. Give a noisemaker (bell, buzzer, kazoo) to each team.
3. Leader reads the questions. The team rings in with Good/Bad Idea answer. If Bad Idea, extra points can be given if team can tell correct way or find the answer.
4. The leader may have small trinkets or candy as prizes for answers.

Word to the leaders and chaperones:

The issues raised during this game are not the only considerations of troop travel. You are also responsible for reviewing:

- **“Safety-Wise” in Volunteer Essentials Reference Guide and Safety Activity Checkpoints** which apply to the activities included in your trip.

Good Idea / Bad Idea

1. Your girls know safety skills. (*Good-SW: Responsibilities of Girls*)
2. One parent will tow a camper and can carry 8 girls in it. (*Bad-SW: Private Transportation*)
3. You have a two-day drive to your destination. Driving through the night will get you there faster and save motel money. (*Bad-SW: Verify adults' transportation credentials*)
4. Your troop planned several days at the beach. It has rained the entire time, but they have no alternative plans for bad weather. Now they sit in the cabin and argue. (*Bad-SAC: On the Day of the Trip*)
5. Your girls use the Buddy System. (*Good-SAC: On the Day of the Trip*)
6. Your troop parents are involved in supporting the girl's money-making projects and assisting with reservations. (*Good-SW: Responsibilities of Parents*)
7. Your troop of 25 needs two adults to go on the trip. (*Bad-SW: Knowing How Many Volunteers*)
8. Girls create a list of gear and supplies and plan what can be shared. (*Good-SW: Girls share resources*)



Good Idea / Bad Idea, page 2

9. Girls have been responsible for planning an itinerary and for contacting places to visit. *(Good-SAC: Girls plan the activity)*
10. You equip every car with a map, first aid kit, and flashlight. *(Good- SW: Checklist for Drivers)*
11. Your reservations were not confirmed; now you discover the hotel has no room for you tonight. *(Bad-SAC: Communicate with council and parents)*
12. Your plans take into consideration a member who will participate in a religious fast during the trip. *(Good-SW: Responsibilities of the Volunteer)*
13. You borrow a church van for the trip—it is free and there's no paperwork! *(Bad- SW: Private Transportation)*
14. Your chaperones only need to show up; they don't need a trip orientation. *(Bad-SAC: Arrange a pre-trip orientation)*
15. A hotel room with 2 full beds can sleep 4 girls. *(Bad-SAC: Ensure safety of sleeping areas)*
16. Girl Scout membership "basic" activity insurance will cover you on your week-long trip. *(Bad-SW: Girl Scout Activity Insurance)*
17. Only the lead car needs directions; the others can follow it *(Bad-SAC: Verify adult's transportation credentials)*
18. Girls need a break from each other and should not have to stay as a group at stops. *(Bad-SW: Checklist for girls)*
19. It is unnecessary to point out fire alarm and fire exits to girls or to develop a fire emergency plan with the group. *(Bad-SAC: Take safety precautions)*
20. Each girl carries personal ID, emergency contact information and medical information on her person. *(Good- SAC: Compile contact information)*
21. For safety, one adult will stay in each room with girls. *(Bad-SAC: Ensure Safety of sleeping areas)*
22. Your parents have signed written permission for the girls to go on the trip. *(Good- SW: Checklist for Drivers)*
23. Your drivers (or girls) check lights, signals, tires, wipers, horns and fluid levels before each trip. *(Good- SW: Checklist for Drivers)*
24. All your vehicles are equipped with first aid kits. *(Good-SW: First Aid Kit)*

Good Idea / Bad Idea, page 3



25. You didn't pack health insurance claim forms and now you have a girl in the emergency room. (*Bad- SW: First Aid Kit*)
26. You will travel in private cars. To provide enough space for luggage to be stowed securely and not block the driver's vision, your girls plan to share items to cut down on the amount of gear they bring. (*Good-SW: Girls share resources*)
27. Before the trip you have a special training session for the drivers. You also hold an information session for parents. (*Good- SAC: Arrange a pre-trip orientation*)
28. You tell girls to go the bathroom now—you aren't stopping for the next six hours! (*Bad-SW: Checklist for Drivers*)
29. An emergency contact person at home can quickly notify parents if you're going to return later than planned. (*Good-SW: Compile key contacts*)
30. For reasons of privacy, the only the trip leader should keep all parents' phone numbers and emergency numbers in her cell phone. (*Bad-SAC: Compile contact information*)

APPLY: After you've worked through all the questions, talk about what the group learned from the activity. Are there some safety requirements you were not aware of, and will they have an affect on your trip planning?

Safety "surprises" from this activity were:

Chapter 4 GOOD MANNERS

As Girl Scouts, you and your girls are representatives of the largest volunteer organization for girls in the world. The name Girl Scouts and your uniform can open many doors for you. But it is the responsibility of you and your girls to maintain the good image of the organization and to learn and practice good manners.

In addition to the obvious (no rude language, pushing, alcohol or t-shirts with profanity or messages promoting drugs or alcohol), remember that adults may not smoke in front of the girls.

Although everyone may be excited by the prospect of the trip, noise levels need to be kept under control out of courtesy to fellow travelers.

Practice dining in restaurants. In fast-food restaurants, it is much less disruptive to call ahead with your order or to leave one cash register open for other guests.

Discuss manners for public toilets (leaving one toilet stall open for others, being aware of those who may need the handicap stall), and for moving as a group through airports and city streets (walk single file or two abreast so as not to block the flow of traffic).

Discuss cell phone etiquette in public places. If girls will take other electronics, include them in the discussion.

Talk with someone from the area you hope to visit. Are there different customs or expectations there? If a different language is spoken, learn to say some basic phrases.

No firearms or other weapons are permitted. If you feel they are necessary to your safety, then this is a trip that Girl Scouts should not take.

GETTING ALONG WITH EACH OTHER

Being with the same people 24/7 can cause a strain on friendships. Before the trip the group needs to decide on behaviors that can make things go more smoothly.

Some troops develop a “Code of Conduct” agreement that all sign before departing on an extended trip. Framed with positive wording, the agreement lists behaviors the girls and adults consider important (respect other’s property, put no one at a health or safety risk, respect authority, treat each other as we wish to be treated, no smoking or alcohol).

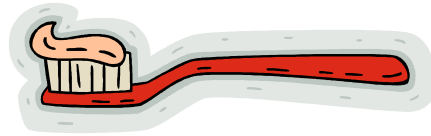
There may even be a clause of what will happen if a girl or adult breaks this agreement (she spends two days as an adult’s buddy, she is sent home immediately at the parent’s expense).

If the troop does not already work well together, it is worthwhile to spend some time in team-building activities. Suggestions are at <http://wilderdom.com/games/InitiativeGames.html>, as well as many other sites, library books, or from the training department. You might also spend a fun day at camp at the Cooperation Course to learn to work together as a team.



Girl (and Advisor) Activity

Sharing the Toothbrush



On the next page are toothbrushes—make enough copies for each girl and adult to have a toothbrush. Color three toothpastes one color, three another color, and so on. Girls and adults will draw toothbrushes out of a cup and form small groups according to the color of toothpaste.

Post papers around the room, each with one of these headings:

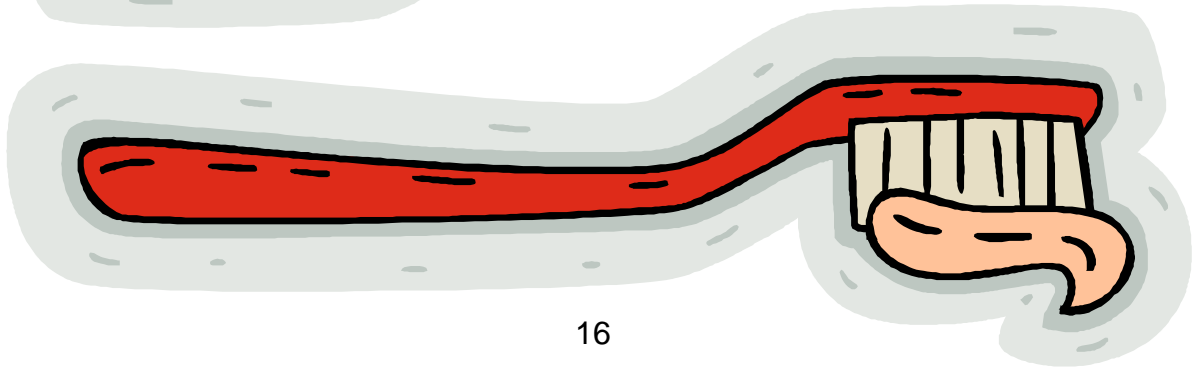
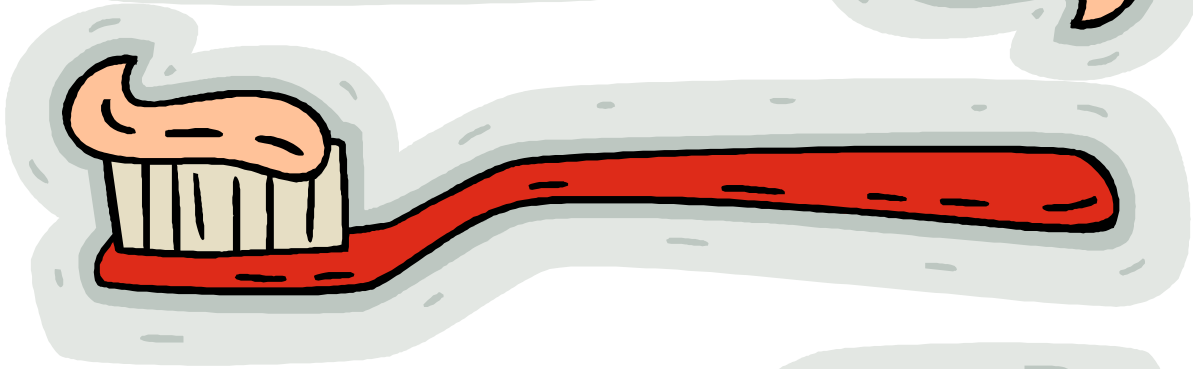
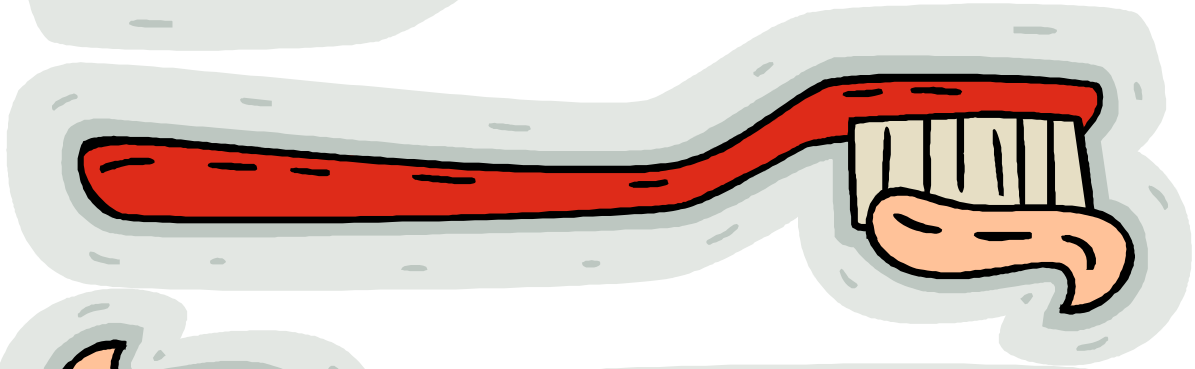
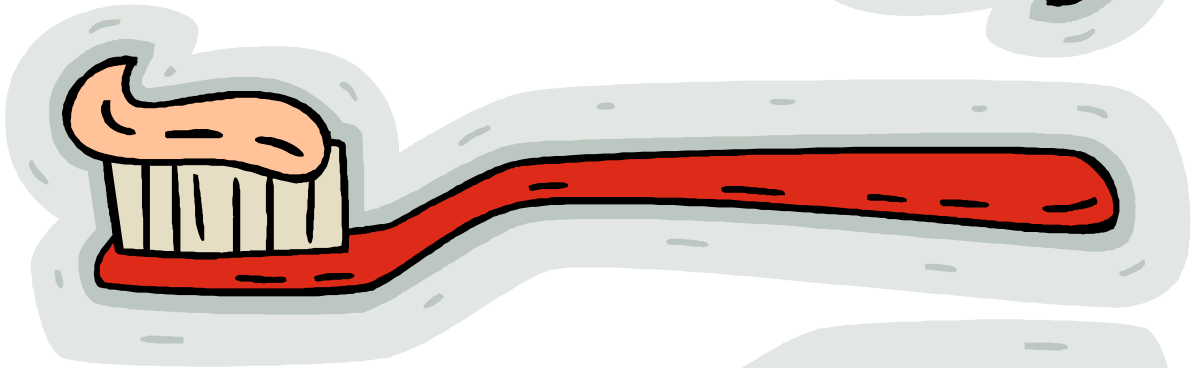
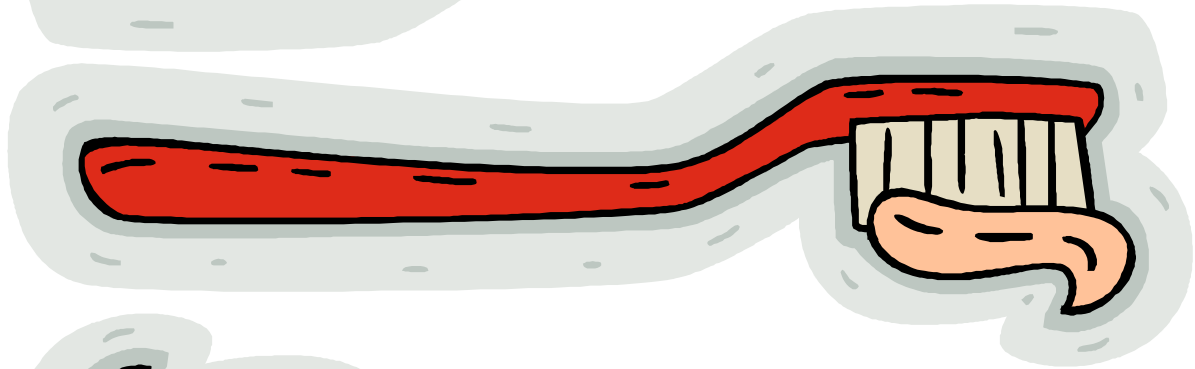
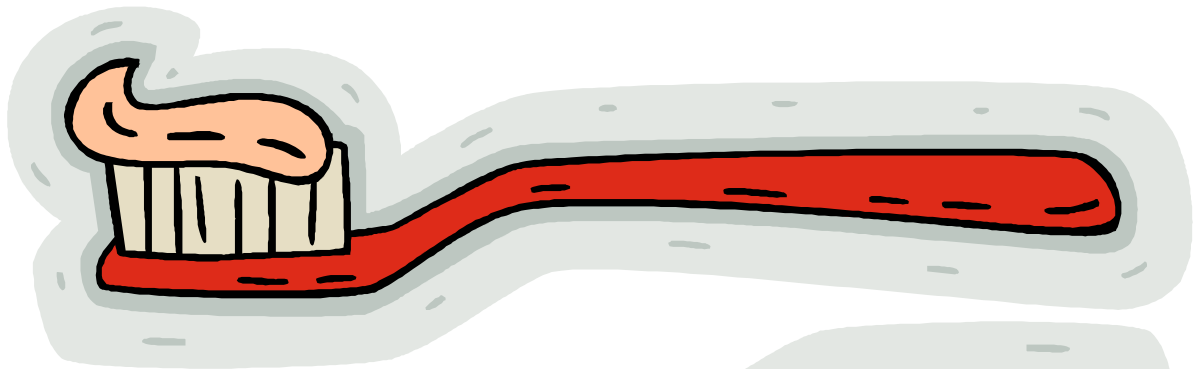
- When sharing a room, it really bothers me when someone...
- When traveling in a vehicle, it really bothers me when someone...
- When in public places, it really bothers me when someone...
- Make up your own headings

Explain to the girls that on the coming trip they're going to be spending lots of time together and being very close together. They'll be side by side in a car/van/airplane, sharing a room/tent/bathroom, with limited space for their own gear. They'll be eating together, moving about together, playing together. They'll be so close, in fact, it will almost be like sharing a toothbrush. It is natural that as they get tired, they start to get on each other's nerves.

Pass the cup of toothbrushes around and let each person draw one. Ask groups to form according to the color of toothpaste. Groups rotate around the room, visiting each posted paper, and write their comments on each paper. (You might set a timer, giving each group three minutes in one spot.)

When everyone has visited every site, gather the group together and look at the things written. What behaviors would keep the group happy with each other on the trip? (For instance, respecting other's property, being quiet at bedtime). Remember to phrase the behaviors with positive words: "I will do" instead of "don't do." Once your list is done, decorate it with toothbrushes.

Apply: From your discussions, create your troops' own Code of Conduct for your trip. (A sample code of conduct is included.) Be sure to share it with all parents, so they will also know what is expected.



(Sample)

GIRL SCOUT TROOP _____ TRIP TO _____

Date: _____

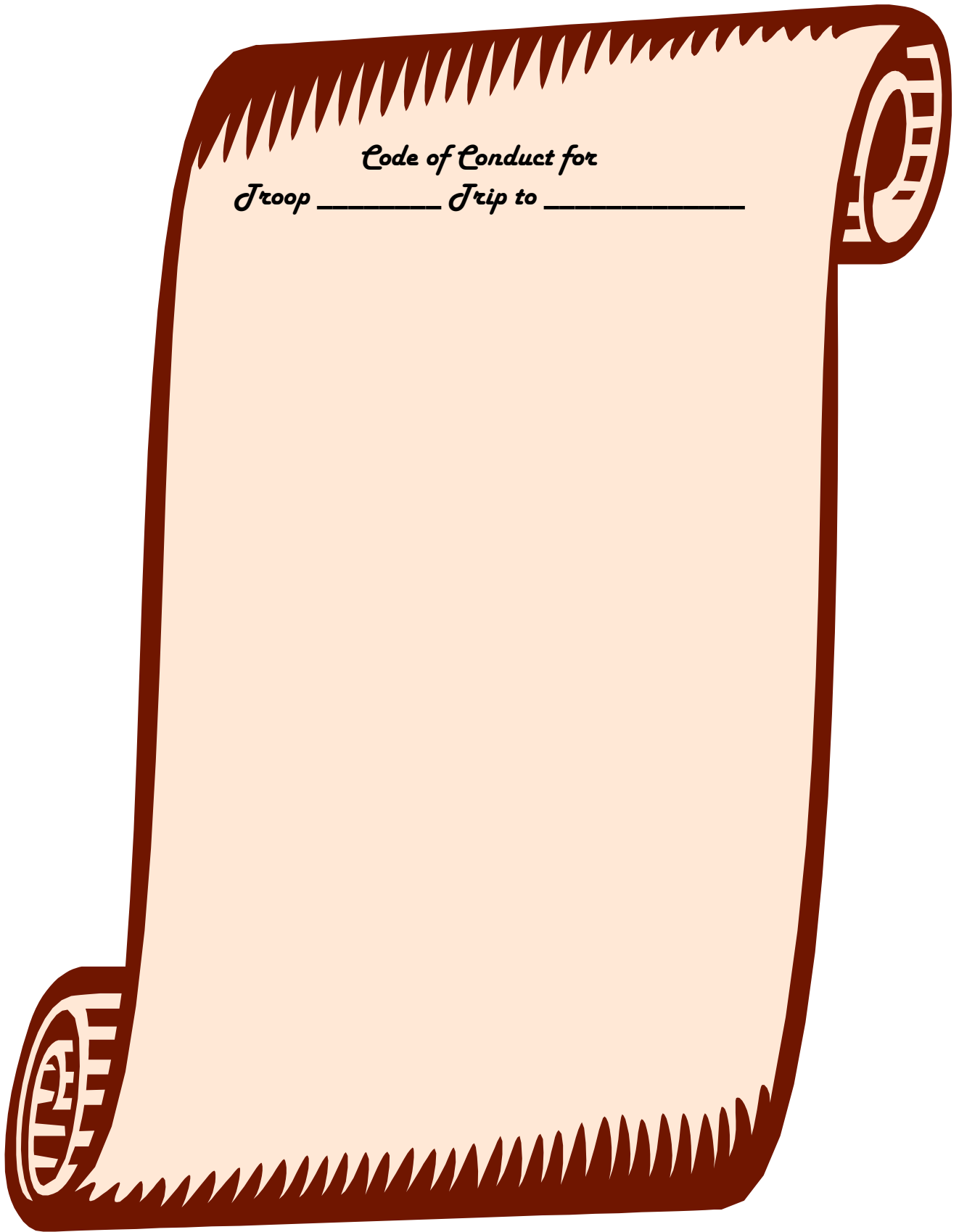
Code of Conduct

- AT NO TIME WILL I DO ANYTHING TO ENDANGER MYSELF OR ANYONE ELSE.
- I will be courteous, respectful, honest and fair at all times.
- I will treat others the way that I want to be treated.
- I will be respectful to the Girl Scout leaders in charge.
- I will go everywhere in groups of two or more. A Girl Scout leader or an adult will know where I am at all times.
- I will help where I am needed.
- I will not whine, mope or complain if the group decides on something other than what I want. I will maintain a positive attitude and a pleasant disposition.
- I will not use vulgar language, make vulgar gestures or make derogatory remarks.
- I will not use drugs, alcohol or cigarettes at any time.
- I will maintain proper personal hygiene—take showers, wash hands, brush hair, brush teeth, use deodorant, etc.
- I will be responsible for all my possessions and will keep them organized. I will not hold GSCP2P responsible for loss or damage due to my negligence.
- I will keep ID with me. I will protect my personal money. I will not borrow money.
- I will use resources wisely. I will not waste, litter, deface or destroy.
- I will have respect for the local people and customs.
- I will remember that I am representing Girl Scouts wherever I go.

I understand that the above rules are designed for my good and the good of others. The rules are not to be bent or broken. If I create a problem that is disruptive and does not allow for a safe and enjoyable trip for everyone, I will accept the reprimand and/or discipline the Girl Scout leaders feel is appropriate. I may miss out on one or more of the activities if I break any rules. I understand that if I am sent home early due to any serious misconduct, it will be at my parent's expense.

Date: _____ Signature of Girl Scout: _____

Date: _____ Signature of Parent: _____



Code of Conduct for
Troop _____ Trip to _____

Chapter 5: LODGING, FOOD, TRANSPORTATION AND EQUIPMENT



The following is a list of possibilities for lodging that you may not have considered before:

- ✓ Girl Scout properties: Girl Scout councils around the country open their facilities to traveling troops at a minimum cost. Call to see what facilities are available, the cost, what equipment is at each location, etc. You can find contact information for councils at www.girlscouts.org.
- ✓ Military installations: Contact the public information officer at any base and ask if they have facilities your troop could use for free or at a minimum cost.
- ✓ Churches: Locate the names and addresses from state headquarters of the various denominations. Many churches have gyms with showers, unused classrooms or auditoriums where you could unroll your sleeping bags for a night or two.
- ✓ College campuses: Especially during summer vacations, colleges will frequently open up a dorm room or two for Girl Scout troops.
- ✓ Hotels or motels: Many hotels will allow children, up to a certain age, to stay free in a room with adults. Some hotels will also provide rollaway beds at a minimal cost. Some hotels are chain owned; others are chain-affiliated privately owned. Check to see whether rates are standard across the state or country or if prices vary.

Hints for lodging

1. Do not make non-refundable deposits for lodging until your trip has been approved by the council office.
2. Mistakes happen. Keep your reservation confirmation number, check stub, etc. in case you arrive and there's no record of your reservation.
3. Find out phone numbers and contact names at your destination. In case of emergency at home, your emergency contact person should be able to reach you at all times. Remember, cell phones won't always work.
4. In case the trip is cancelled, keep your cancellation numbers. Just as reservations can get lost, so can cancellations. If there is no record of your cancellation and you lose the number, you could be liable for the cost.

When traveling overnight consider:

- ✓ Whether an adult will be in the room with the girls.
- ✓ Men, couples or boys are *not* to sleep in the room with girls. Make other accommodations. (See "Safety-Wise" in *Volunteer Essentials Reference Guide*)
- ✓ If an adult is not going to be in the room with girls, adults should have adjoining rooms, suites or rooms next door to girls. An adult must be nearby.
- ✓ If rooms have telephones, lay down some rules about phone use and who is responsible for the bill; prank calls, calls home, calls to leader's room, calls to other girl's rooms, room service, etc.
- ✓ Discuss rules for leaving the room. (See Hotel Security and Safety Tips in the Travel section of *Volunteer Essentials Reference Guide*.)
- ✓ Whether girls will choose roommates or whether they will be assigned.

FOOD

For something like a slumber party, do not expect the hostess (if in a private home) to provide the munchies. You can have each girl bring something, or have the troop plan what they want and buy it—whether from existing troop funds or from an assessment from each girl attending. If you are staying in a public place, plan for all meals and snacks.



If you plan to do any meal preparation, be sure to plan the menus and supplies carefully. Include all the extras like salt and pepper, sugar, pot-holders, aluminum foil, etc. on your “to bring” list.

Girls get hungry every two hours, regardless of the size of the meal they have just eaten. Whenever possible, bring sack lunches from home for the first meal. Carry cold drinks and snacks as a means of keeping your budget within reason. If there is room for ice chests, take them. (If you are staying at a hotel, you can refill the ice chest from the hotel ice machine.)

Evaluate luxuries that can be forfeited. Soft drinks and junk food are not only poor nutrition, but expensive as well. Substitute water or juice and eat nutritional snacks such as fresh fruit, fresh veggies and granola bars.

Breakfast can be a killer if you allow it to be. Consider taking boiled eggs, cereal, milk, fruit and juice to eat in parks. McDonald’s and Burger King offer good values if you must eat breakfast out.

If it is necessary to eat in restaurants, consider having the main meal at lunch time. Many restaurants have lower prices at lunch time rather than at dinner. The portions may be smaller, but so will the costs. In food courts, usually found in shopping malls, give the girls a set amount of money and let each one decide on what to eat. Some restaurants have group rates, so be sure to ask about this. Don’t forget to include tips in the budget.

Whatever type of trip, plan to include plenty of money in the food budget. Remember, in tourist areas and in some large cities, food costs may be considerably more than you are used to paying. If girls do not get enough to eat, they will be unhappy and cranky through much of the trip.

If you will be staying at a lodge, church, a program center in another council or any other similar facility, be sure to ask if there are snack or drink machines, microwave ovens or ice. Take plenty of change. Don’t forget to check over the girls’ medical history cards for food allergies or special diets.

TRANSPORTATION

Will parents take their own children and pick them up? Will leaders and some parents carpool the girls? If carpooling, are there enough seat belts for each girl and adult? Are the drivers all licensed and insured? Have their [Volunteer Add Driver](#) forms been submitted?

While it is not absolutely necessary for a driver to be a registered Girl Scout, it is preferred. It might be nice for the troop to pay the driver’s registration fee as a thank you for their help.

If you carpool, do not caravan; share the itinerary with all drivers and plan check points along the way. Caravans are dangerous; one car with a problem can cause a multi-car collision. Drivers do not talk on cell phones while driving.

Use public transportation whenever possible.



Leased Vehicles

Girl Scout leaders are not authorized to sign rental agreements or contracts for leasing or chartering vehicles. A written agreement is required even when there is no cost. All contracts and agreements must be submitted to the council to be signed by your membership manager.

If your troop plans to lease a vehicle you must:

- Fill out a *Leased Vehicle Form* in this packet.
- Obtain a certificate of insurance, which is provided from the insurance company of the rental agency/church/school or sponsor.
- Have an agreement form for the leased vehicle.



EQUIPMENT

Decide ahead of time on rules for what to bring. Each girl must be responsible for carrying and managing her own bag. However, how big a bag is there room for? What will be the rule for iPods, CD players, cell phones and the like?

Discuss the pros and cons of electronic equipment (passes the time in a plane or car, is easily lost or stolen, prevents interaction with others, masks noises to help one sleep). Any decision should be a group one, or there will be hard feelings.

Make sure one of the girls researches the climate of the area to which you are traveling. Assign others to determine if specific equipment or clothing is necessary. Is the area in a culturally conservative area? Should the girls avoid short skirts or revealing swimsuits?

The basics for the adults (and girls too) should include:

- First aid kits
- Permission forms and medical history forms
- Emergency contact information
- Change for tolls, tips, vending machines
- Map(s) of the areas in which you are traveling or visiting
- All of your paperwork (reservation confirmations, etc.)
- Emergency 'fix-it' kit: safety pins, needle and thread, duct tape rolled off onto a pencil, buttons, etc.

Girl (and Advisor) Activity

TRAVEL PACKING GAME

- Scenario: You are traveling to The Juliette Gordon Low Birthplace for one week in the late spring. You will visit Savannah, GA in April.
Do you know the climate? Hint: With temperatures varying from the low 50s to the high 80s, spring in Savannah is variable with frequent showers.
- What do you pack? Keep in mind; you have to carry everything you choose!



The Rules

- Cut apart the cards on the next pages.
- From the cards, choose items to pack so that when you add up the points on the cards you do not exceed 35 points.
- This will approximate the amount of space available in a carry-on size pack and be around 20 pounds in total weight.
- Many of the items don't take up much space or weight, so they have zero points.
- Make sure you pack all of the items you will need to be able to travel.
- Bonus: If you achieve only 26 points, or 15 pounds, you can carry your bag and not need to pull a wheeled bag!

Leader Hints:

- Make additional copies of the game and cut out the pieces. Give a set to each patrol or play leaders against Girl Scouts.
- Provide blank cards for the leader or girls to personalize with specific items for their trip.
- Point out when a group has all the required items—normally those with 0 points, such as Health form and card, photo id, spending money.
- Play the packing game against time and set the time for two minutes.

Total of points on the cards _____

Apply: Create a packing list for your trip



Cargo Pants 1 point

Zipper of legs provide versatility, shorts and pants in one garment

Easy to wash/dry



T – Shirt 1 point

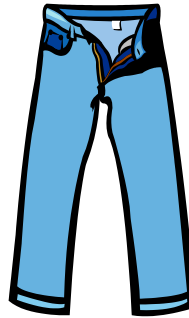
Purchase one on your trip; allow it to be a sleeping shirt and a souvenir.



One matching outfit 2 points

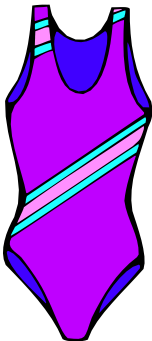
It will do double duty, as two single pieces or a dressy night out.

Don't forget to color coordinate!



Blue Jeans 3 points

Jeans are heavy, bulky and take forever to dry.



Swimsuit 1 point

Any type dries quickly

A vacation must!



Dress Shoes 3 points

These shoes are bulky and can only be worn for a small part of your trip.



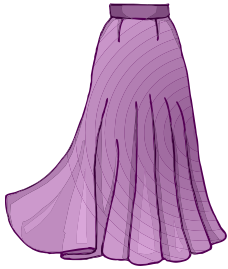
Sandals 1 point

Can be used at the beach or in the shower.



Shorts 1 point

Use as cover up at the beach, or as bottoms to the pajamas.



Skirt 1 point

Prints work well on bottoms, they hide dirt and stains and don't need washing as often.



Sweater 3 points

Never looks wrinkled. Good for layering and dressing up. Dark is best.



Lightweight shoes 2 points

Make sure they are broken in and comfortable



Long Sleeved Shirt 2 points

Make sure it's lightweight. Nice for cool days.



Lightweight Jacket 3 points

Windproof and waterproof. Hood keeps your ears warm



Medication 0 points

Make sure you bring enough for the time you are gone



Small Daypack 1 point

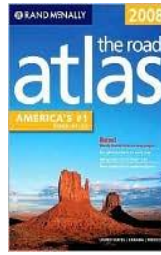
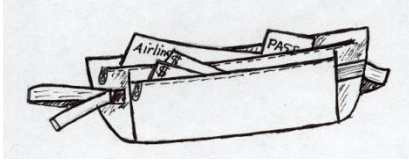
Great for carrying a sweater or jacket, camera and water bottle



Bank Cards 0 points

**One for use
One for backup**

Money Belt 0 Points
Security for your critical items...
Cash, credit card,
plane tickets



Maps to areas or cities traveling

1 point



**Full Size Shampoo
Bottle and
Toothpaste**

3 points

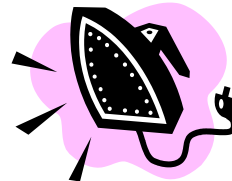


**Airline, Train
Ticket
0 points**



**Travel Size
Shampoo and
Toothpaste**

1 point



Travel Iron 5 points



**Down Jacket
5 points**

**Bulky. Try layering
sweater and
lightweight jacket**



Curling Iron 2 points



iPod Player 1 point

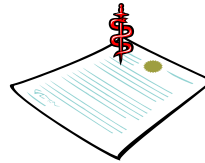
How often will you use this?



**Cash,
Travelers Checks
0 points**



**Hair Dryer
3 points**



**Prescription
0 points**

Helpful for required medication



**Pocket Knife
0 points**

Can't carry on plane



**Photocopies of
important items
0 points**

Copies of passport,
plane ticket, credit
card



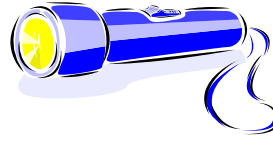
**Sewing Kit
0 points**



**Travel clothesline
0 points**



**Digital Camera, cards
and battery charger
1 point**



**Small Flashlight
0 points**



**Conventional
Camera
2 points

Needs film**



**Travel Alarm
1 point**



**Picture ID
0 points

School ID, Driver's
license, may be
necessary**



**Insurance
card, Health
Exam form

0 points**



**Books to Read
4 points

Heavy, take up a lot
of room**



**2 underpants
2 pair socks
1 point**



Journal
1 point
Nice remembrance of your trip



Travel Towel
1 point



Nightshirt
2 points

Hostelling International Card
0 points
Don't leave home without it!



Super Lightweight Pants
1 point



Combination Lock
1 point
To use on the lockers at hostels



Sunglasses
1 point
Needs a strong case

Chapter 6: CREATING A BUDGET

Budgeting can take a considerable amount of planning. Have girls in on this process as much as possible. Girls need the experience of seeing just how far money will go and how to make choices. They should have a say in how the troop money they earned is used. When developing a budget, consider all your options. The same principles apply to short, inexpensive day trips as well as extended overnight travel.

For accommodations, don't overlook staying in churches. Sometimes, for a small donation, groups can stay overnight. Be sure to offer a donation even if it is free.

Admissions to parks and events must be considered. Do the places you are going offer group rates? Will you need to wear your Girl Scout uniforms in order to get the cheaper rate? Is the admission price lower during special holidays or certain hours or if tickets are purchased in advance? How far in advance should you purchase tickets in order to get the dates you want?

For all travel, consider toll fees, parking fees, tips for cab or air travel, etc. If going by bus, will there be adequate room to park? Be sure to budget for extra gas and oil. Remember that buses don't get the same mileage as the family car—probably 8-10 miles per gallon. Don't forget provisions for possible repairs.

Souvenirs are another item to consider. While you cannot demand that a parent send a certain amount of spending money, you might suggest an amount appropriate to the occasion. Even better, limit the amount a girl can spend. This will help prevent hurt feelings when some girls are able to bring more money than others.

If possible, find out the kinds of merchandise that will be available and how much the items cost. *Do not* lend money to the girls to buy souvenirs. While you will probably get repaid, parents may be unhappy with the selections or the amount spent. If patches and/or t-shirts are available, you might budget some troop funds for these—girls love them.

After you have figured out the cost of transportation, lodging, meals, admissions, tips and souvenirs, **add 15-20 percent for unplanned expenses.**

Can your troop afford to pay the whole cost? If so, do the girls want troop funds to pay for this one event, or do they want to save some money for future plans? If your troop is active, let the girls pay for inexpensive outings (such as service unit events) and let the troop funds pay for the more expensive outings.

If the girls want to save some of their troop money, then you must decide how to pay for the cost of the trip beyond what troop funds will cover. Should each girl pay a small amount toward the cost, or should the troop hold a money-earning project? (Remember, you need council approval for money-earning projects.)

If each girl is to pay part of the cost, you might decide to divide the costs into known and contingency costs, with the contingency money being repaid if not used. It would be wise to ask adults going on the trip to bring some extra money or credit cards in case of emergency. They can be repaid later, out of the troop funds, if their money is needed.

Also consider whether the troop might be able to afford to pay the cost of the adults going with the troop to treat them for their time and help. Short inexpensive day trips are usually not a problem, but more expensive weekend trips will be.

How will the girls who don't attend the trip get to use troop monies they helped earn? (*Never* hand out cash to girls. Troop money should be used to pay for program opportunities. If a girl cannot attend one activity, make sure she has access to others.)

THINGS TO REMEMBER

Discuss travel plans, budget, etc. with parents before making any final promises to girls.

Parents have a right to know that troop funds are being spent wisely. Share all plans!

Girl Scout trips should be affordable to *all* girls in the troop. If each girl will be expected to pay for a portion of the trip beyond what troop funds will cover, the amount *must* be easily afforded by each girl. If not, revise your plans.

GSUSA and GSCP2P policies and guidelines must be followed. Everyone must understand that the money earned by the troop does not belong to the individual girls. If a girl cannot go on the trip, she should still benefit in other ways from the money she helped to earn. All money is kept in troop funds. The girls in the troop/group should decide (preferably very early in the planning process) how that money should be spent.

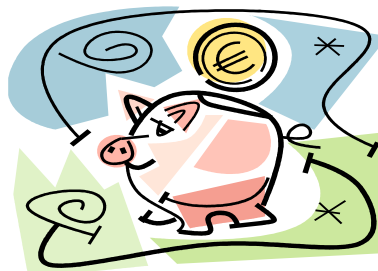
The troop/group must submit a Money Earning Application before the project and Evaluation Form afterwards.

Girl Activity

Beyond Cookies and Nuts

You'll need colored paper, newsprint or something large to write on, a noisemaker for each group and the *Volunteer Essentials Reference Guide* and appropriate Safety Activity Checkpoints.

1. Using a new piece of newsprint, poster board or clean white board, prepare to brainstorm some Money-earning ideas.
2. Cut up some colored paper into squares.
3. Divide into groups or patrols (go ahead, you can put an adult in the group), announce a competition. When a group has a money-earning idea they sound their noise-maker. Called upon, one person runs to the front, announces the idea and takes a colored piece of paper. (Meanwhile, the scribe writes the idea on the paper.)
4. Play goes on until ideas are exhausted. The patrol with the most squares is the most creative.
5. Consult Volunteer Essentials and the GSCP2P policies (this handout, pages 31-34) and eliminate those that do not meet criteria given.
6. Keep the list to narrow it down. Assign girls to research, organize, etc. Be sure to submit the Request for Troop Money-Earning Project form.



APPLY: Choose appropriate money-making projects for your troop, submit the paperwork and hold the activity. Remember to evaluate the success of the project afterward.

Girl Scout Carolinas Peaks to Piedmont Money Earning Policy

Approved 8/19/2013

IMPORTANT DEFINITIONS

Money-Earning Activities – These activities are selected because of the program value to the girls. While these activities may also have a goal of earning money for a troop, group or service unit, the overriding goal is the benefit of what the girls learn through the program. For example, an older girl troop might lead a program for younger girls and charge a small fee which covers expenses and includes enough income to help pay for a future trip or activity. Suggestions for troops are to make items and sell them, wash cars, provide meals for families, provide gift wrapping services, recycle aluminum cans, or hold yard sales.

Fundraising Activities – “Fundraising, or fund development, refers to any of various methods of soliciting contributed funds – for example, an annual campaign, a capital campaign, project funding, planned giving, benefits, and federated funds allocation.” *Safety-Wise*. “Adult members may engage in combined fundraising efforts authorized by the Girl Scout council and in which the local council is a beneficiary. Girl members may not engage in any direct solicitation for money.” *Blue Book of Basic Documents*. The term fundraising should only be used to refer to the responsibility of adults to support the Girl Scout council.

Donor Designated Money – Designated donation monies refers to funds received from a foundation, corporation, organization or individual (including recognition of volunteer service hours through corporate matching gift programs). Designated funding is a donation made to Girl Scouts Carolinas Peaks to Piedmont, Inc. with the intention of the monies being transferred, per the donor’s request, to a troop or service unit or a specific program. Individuals may not receive designated funding.

Sponsorship – A Girl Scout sponsor provides facilities (space) for Girl Scout activities to take place. For troops/groups, this is usually a school, church or community center. Occasionally, an individual will sponsor a troop or group. Sometimes, the sponsoring groups will have funds they will donate to their sponsored troop/group in addition to the gift of space. This donation is considered an “**unsolicited sponsorship**,” meaning the troop/group leader or girls did not ask directly for cash. Sometimes those who offer unsolicited monetary sponsorships may require an application be filled out by the troop/group leaders; this is permissible as long as the money was not directly solicited.

In-kind Gifts – In-kind gifts of goods and services instead of cash. A monetary value may be placed on the gifts by the donor.

TROOP MONEY EARNING

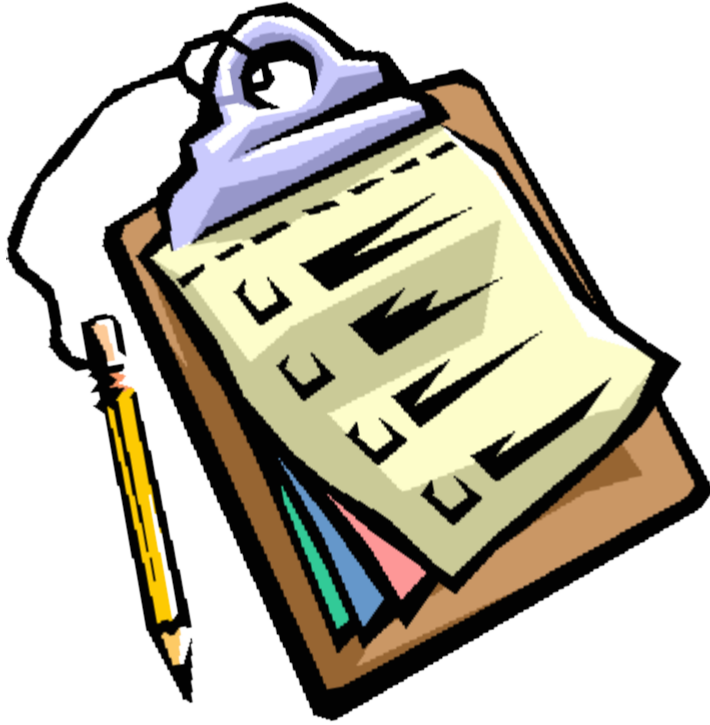
Introduction

There are four ways troops/groups can earn money for their activities.

- 1.) **Participate in the Girl Scout Cookie Program**
- 2.) **Participate in the Partnership for Girls Campaign**
- 3.) **Participate in the Fall Product Sale**
- 4.) **Participate in a Money Earning Project**

By planning and participating in money-earning projects, girls build real-world skills that benefit their troop/group, council and community – but most importantly, themselves. Budgeting, goal-setting, customer relations, good business practices and public relations are all things a girl can learn.

To ensure that girls build their new skills safely, Girl Scouts of the USA and Girl Scouts Carolinas Peaks to Piedmont, Inc. have developed money-earning policies for girls and adults to follow.



PROCEDURES

1. Troops/groups support their activities through a combination of troop/group dues and profits from participation in the GSCP2P cookie sale, Partnership for Girls Campaign and fall product programs.
2. Troops/groups can have one Money-earning project per Girl Scout year where they can keep 100% of the money earned. Troops
3. Troops/groups must have participated in the Council Cookie Program.
4. Money Earning Projects should occur only when there is a need for such funds due to a specific program goal.
5. Troops/groups may not participate in money-earning activities during the United Way or United Fund campaign in their area. Before applying for a money-earning project verify with the Director of Development that the United Way or United Fund is not in an official blackout period.
6. Troops/groups may not participate in other money-earning activities during council cookie sale.
7. A Troop Money Earning Application must be submitted **one month** prior to the project and signed by the Membership Manager and approved by the Director of Development before the project may be conducted by girls and adults. The project must be from the preapproved list of money-earning projects that is included in the **Money-Earning Made Easier** document. Additional projects may be approved by contacting the Director of Development.
8. A Money Earning Project Report must be completed and submitted within one month of the **money-earning project's completion.**
9. Money-earning projects are to be suitable to the ages and abilities of the girls and are to be planned and carried out by the girls.
10. Adults may assist girls in their troop/group money-earning project.

MONEY EARNING PROJECT

1. Troops/groups may conduct one Money-earning project per Girl Scout year where they can keep 100% of the money earned.
2. Girls shall not be involved in the direct solicitation of cash. Blue Book pg. 21
 - a. Girls shall not sell commercial products such Pampered Chef, Krispy Kreme donuts, Tupperware, etc. Girls shall not implement games of chance (Bingo, poker, raffles, etc.)
 - b. Girls are encouraged to make the case for support for all types of assistance for their project, but the “ask” for money must be made by an adult.
 - c. Adults may engage in combined fundraising efforts authorized by the Girl Scout Council and in which the local council is a beneficiary. Blue Book pg. 21
 - d. No business, civic group, or corporation may be solicited without prior approval from the council.
3. Troops/Groups may not participate in a money earning project during the council cookie sale.

4. Designations to troops/groups:

“Designated donations” refers to funds received from a foundation, corporation, organization or individual (including recognition of volunteer service hours through corporate matching gift programs). Designated funding is a donation made to Girl Scouts Carolinas Peaks to Piedmont, Inc. with the intention of the monies being transferred, per the donor’s request, to a troop or service unit or a specific program. Individuals may not receive designated funding.

- a. The designated troop, group or service unit will receive 100% of the first \$500. The balance of the donation over \$500 will be considered council fundraising and will be kept by the council for the support of the Girl Scout program. For example, if a matching gift of \$600 is designated to a troop, the troop would receive \$500; the remaining \$100 would go into the council fund. If a gift of \$350 is received, the troop would receive the entire amount.
 - b. Multiple matching gifts for donations or volunteer service hours may be received.
5. Troops/groups may receive one *unsolicited* monetary sponsorship up to \$500.00 per year. This may be in addition to an in-kind sponsorship of a meeting place. For example, a women’s group at a sponsoring church may designate a certain amount of funds to support that troop yearly.

**For questions about Money-Earning Activities,
please contact the Vice President of Program
Innovation & Community Relations. 336-274-8491**



DO THIS!	DON'T DO THIS!
<p>Money-Earning Activities: A money-earning activity has a purpose and helps develop skills:</p> <ul style="list-style-type: none"> • Participation is voluntary, permission is given by parents/guardians, and activities are age and ability appropriate. • Girls can explain why the money is needed. • A budget is created to determine the amount needed. • All policies and procedures for safety are followed. • The troop participated in the most recent council-sponsored cookie program. • A Troop Money-Earning Application is submitted one month prior to the project and has written approval. • A Money-Earning Project Report will be submitted within one month of completion of the project. • Adults may assist with the project, but may not conduct independent money-earning activities to benefit the troop or individual girls. 	<p>Fund Raise: Do not ask directly for cash. GSCP2P has a professional fund raising team that generates funding through annual giving, Partnership for Girls Campaign, grants, foundations, United Way contributions, special fundraising events, corporate giving and direct mail solicitations.</p> <ul style="list-style-type: none"> • Directly asking for cash is inappropriate for girls. • Any adult asking for cash must be asking to benefit the Council. • Do not apply for grants. • Do not apply for cash prizes.
YES! YES! Money-Earning Activities	NO! NO! Money-Earning Activities
<ol style="list-style-type: none"> 1. Girl Scout cookies (Think BIG to sell more cookies – sell cases to businesses as gifts to clients or employees; sell at events or college dorms.) 2. Provide childcare at a special event. 3. Make homemade cards for special occasions and sell them. 4. Pick up litter after an event. 5. Do face-painting at a community event. 6. Wash neighborhood windows. 7. Walk pets or offer pet sitting services. 8. Make crafts and sell them. 9. Rake leaves for family, neighbors, and friends. 10. "Sack Sit" at a local mall or shopping center while shoppers do holiday shopping. 11. Provide gift wrapping services – add it to the sack sitting and you have a great one stop service. 12. Make and sell corsages for service unit father/daughter dances. Take pre-orders. 13. Make holiday decorations and sell them. 14. Make and sell baked goods. 15. Create, design and sell cookbooks – must not violate any Girl Scout copyrights. 16. Conduct a car wash. 17. Create items and offer them for silent auction at a local Girl Scout event or meeting. 18. Make and sell food at a special event. It is recommended that this be food that does not require refrigeration. 19. Offer the service of sewing on badges and patches for Girl Scouts. 20. Council program event or workshop for other girls. 	<ol style="list-style-type: none"> 1. Sale of commercial products or services through order taking or home demonstration parties, i.e.; Pampered Chef, Krispy Kreme, Avon, Mary Kay, etc. 2. Raise funds for another organization while acting as a Girl Scout. This includes foundations, other nonprofits or political parties. For example, A Girl Scout troop cannot sell crafts to raise money for an animal shelter. The troop can sell the items and buy food to donate it to the shelter. 3. Raise funds where the money goes to individual members of the troop. 4. Internet sales of any kind. 5. Raffles or games of chance. Do not sell chances to win a piece of furniture, a quilt, etc. 6. No door-to-door sales except for the cookie program. 7. Do not create and resell any item that has the trademarked Girl Scout logo or brand on it. 8. No projects where Girl Scouts of the USA might be perceived as endorsing a political party. 9. Any activity that takes place during the cookie program or during a United Way blackout period (call the Vice President of Resource Development for dates in your area).

SAMPLE BUDGET

FEES: Event registration fees _____

 Admission fees, tickets, etc. _____

TRANSPORTATION: Gas, oil, etc. for cars _____

 Vehicle rental fees _____

 Plane or train fare _____

 Insurance _____

 Parking, tolls, etc. _____

 Tips _____

LODGING: Night 1: _____ _____

 Night 2: _____ _____

 Night 3: _____ _____

FOOD: Breakfast, Day 1: _____ _____

 Lunch, Day 1: _____ _____

 Dinner, Day 1: _____ _____

 Snacks, Day 1: _____ _____

 Breakfast, Day 2: _____ _____

 Lunch, Day 2: _____ _____

 Dinner, Day 2: _____ _____

 Snacks, Day 2: _____ _____

 Breakfast, Day 3: _____ _____

 Lunch, Day 3: _____ _____

 Dinner, Day 3: _____ _____

 Snacks, Day 3: _____ _____

 Tips _____

SOUVENIRS: _____ _____

MISCELLANEOUS: Registration dues for non-Girl Scouts _____

 Additional insurance, if needed _____

 Contingency fund _____

 Other _____

TOTAL COST OF TRIP _____

To determine the amount each girl (or adult, if needed) must pay for any trip or event, you:

(Start with)	Total expense of trip	_____
(Minus)	Available troop funds	_____
(Equals)	Amount short/needng subsidy	_____
(Divided by)	Number of participants	_____
(Equals)	Amount each girl pays	_____

Before proceeding, answer these questions:

1. Is the amount each girl can pay reasonable?
2. Will at least $\frac{3}{4}$ of your troop be able to attend?
3. What opportunities will be provided for the girls who cannot go?
4. Do you need to budget for them as well?
5. Do all parents and girls agree that the money is being spent wisely?
6. Do all parents and girls understand the council policies and procedures that will govern the trip?
7. Are all participants agreeable to the following rules?



Chapter 7: EXTRA ACTIVITY INSURANCE—QUESTIONS AND ANSWERS

When do I need “extra” insurance?

Whenever a Girl Scout activity meets any one of the following conditions, you need to purchase one of the extra activity plans:

- The event/activity will last more than two consecutive nights, or three nights when one of the nights is a federal holiday
- Non-members will be participating in the activity, no matter how long the event lasts.

Are non-registered mothers, program consultants or other persons assisting the leader covered under the Basic Plan?

No. Only registered girl and adult members are covered under the Basic Plan. It is expected that non-member parents and others will be involved from time to time in Girl Scout activities in providing transportation, chaperoning, decorating, visiting or just lending a hand. These activities are done without expectation of reimbursement for medical expenses in case of accidental injury. **Anyone who is more than sporadically involved should be strongly encouraged to become a member.**

Are “Tagalongs” (brother, sisters, friends) covered under the Basic Plan?

No. The Basic Plan only provides coverage for registered members. If an event is planned to include non-members, for example a family event for your troop or a bring-a-friend event, you should purchase one of the extra plans to provide coverage for the event.

Which plan should I take out? What is the difference between Plans 2, 3E and 3P?

Learn all about the plans for extra insurance at: http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html

You will then print off the form on the website, fill it out and mail the check in with your Trip Approval Application. Checks should be made payable to *Mutual of Omaha*.

- **Minimum premium that must be paid at any time is \$5.** You can combine events that need to be covered. For example, your troop will have two events that will involve non-members and both will last only one day. To obtain coverage for 25 participants for each event would cost \$3. If you submitted those events for coverage separately, the cost would be \$5 per event, for a total of \$10. You could submit both events on the same enrollment form for only \$6.

If an event lasts four or five nights, will the first two overnights be covered under the Basic Plan?

No. The entire event is excluded from the Basic Plan, including travel to and from. An Optional Plan of activity insurance would need to be arranged through your council to cover the entire period of the event.

When counting the number of days of an activity/event on the Enrollment Application, do you include the beginning day and ending day of the event?

Yes. Since coverage for travel directly to and from an activity/event is covered, all days, including days traveled, should be included. For an event that starts Tuesday night and lasts until Sunday afternoon, coverage must be arranged for six calendar days.

How do I file a claim? http://www.mutualofomaha.com/documents/gs/how_to_file_a_claim_girl_scout_web_site.pdf

All claim forms can now be completed (filled in) online. You can move from line to line; section to section by using your Tab key located on your keyboard. Handwritten claim forms are still acceptable. The same instructions should be followed regardless of how you complete the form.

Troop Leader's or Other Activity Representative's Procedures:

1. Complete, including original signature, each section of the claim form to the best of your ability. Be sure to provide all the information required to expedite processing and to avoid delay.*
2. Submit an itemized bill complete with diagnosis, date(s) and procedure code(s).
3. Retain one copy of the completed claim form for your records.
4. Send the original and one copy to the Council for validation along with any available bills for covered expenses which have been incurred. **Claims will not be processed without Council signature.** (Kimberly Richards, VP of Human Resources, reviews and signs all claims. You may direct paperwork to her attention.

* **NOTE:** *The address section on the claim form must be the Claimant's Home Address, not the Council or Resident Camp address or the address where the covered event was held.*

Council Procedures:

1. Kimberly Richards, GSCP2P Vice President of Human Resources, receives the completed Claim Form and reviews for:
 - membership status
 - purchase of Optional Insurance
 - eligibility
 - presence of a bill
 - and that the activity information provided is sufficient to confirm the claim is for a Girl Scout related accident or illness.
2. The Activity Information section shown on the Claim Form must be completed. When marking this section, exercise good judgment (i.e. *while at camp a girl falls over a log while walking across the beach*; the Aquatic section should not be marked as she was not in or on the water. The appropriate section is Slips/Falls and Other [carpet, log, stairs, etc.]).
3. Council Official (Kimberly Richards) must sign the form.
4. Councils will not sign blank forms and release them to Troop Leaders. **Remember, United of Omaha relies on the Council to verify that the claim is for a Girl Scout related accident or illness.**
5. Retain one copy of the claim form for Council records. P2P sends the original (with any bills) to:

United of Omaha Life Insurance Company
Special Risk Services
P.O. Box 31156
Omaha, NE 68131

**Questions on insurance claims should be referred to the P.O. Box number above or call:
1-800-524-2324**

TRIP CHECKLIST and FORMS

Please go through each checkpoint before submitting forms.

The trip is in keeping with Girl Scout policies and standards:

- The trip is in accordance of the guidelines presented in this training, volunteer Essentials Reference Guide, and Safety Activity Checkpoints.
- The number of girls to adults is within the recommended ratio.
- Paperwork that is necessary for your trip has been submitted to the membership manager.
 - Troop Travel Application with trip itinerary.
 - If trip is three nights or more insurance form with check made out to Mutual of Omaha (Chapter 7) must be included.
 - If leasing vehicles, leased vehicle form is needed:
 - One month ahead for trips 3-5 days
 - Six months ahead for trips over 5 days
 - One year ahead for international travel
- Additional insurance has been purchased six weeks ahead.
- Parental Permission, Health Form and emergency contact for each girl are in leader's possession, with copies made for the appropriate places (first aid kit, envelope in each car, etc.)
- Adults trained for special activities are signed on for the trip.
- Trip activities comply with program standards and Safety Activity Checkpoints.
- The trip and all activities are within the skill level of the girls in the troop.

There is sound planning:

- The trip has a clear purpose, formulated and understood by girls and adults.
- The trip is based on on-going troop activities.
- Adults are willing to accept responsibility for the trip.
- Girls and their parents wholeheartedly support the trip; parents understand the plans and have confidence in the leadership.
- All the girls and adults make realistic, detailed plans together well in advance.
- Girls and adults learn as much as possible about what they will be seeing and doing.

Travel arrangements are made:

- The entire itinerary is known to girls, adults, parents, council and back home emergency contacts.
- Time spent traveling on the trip has been thoughtfully scheduled to provide for rest, relaxation, eating, sleeping, personal needs and recreation.
- Mileage covered per day is reasonable.
- Drivers (if needed) are included in the planning phase.
- Reservations for any overnight stays are confirmed **in writing**. All stopping places are planned in advance.
- Vehicles and drivers are licensed and properly insured.

The business and money matters are worked out:

- Girls and adults have set up a detailed realistic budget.
- An emergency fund for unexpected expenses is provided.
- Money-earning projects have the permission of the council **two weeks in advance**.
- Personal and troop expenses are defined well in advance.
- Troop travel funds are kept in the troop bank account before the trip and carried in traveler's checks during the trip.
- One person is responsible for all troop funds and will keep a daily account of expenditures.
- The trip is affordable to all girls in the troop.

Girls and adults take responsibility for personal conduct and equipment:

- All girls and adults know what clothing and equipment to bring, and how to pack and care for their equipment.
- Everyone plans to wear the Girl Scout uniform correctly where appropriate.
- All girls and adults are prepared for new experiences and are attuned to appreciate local customs.
- Everyone knows how to behave in public places, or wherever they happen to be.
- Girls and adults can get along well while traveling and living together.

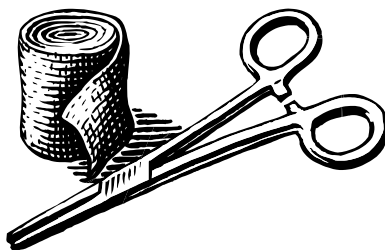
FORMS

The enclosed forms are the ones most commonly required for extended trip travel. They are current as of 2015. Always check <http://www.girlscoutsp2p.org/forms> for the most recent versions.

HEALTH FORMS:

- ✓ Girl and Adult Health History, completed by a parent or guardian, are suitable for trips of up to three nights. You can use the same health form that is used for overnight activities for programs.

- ✓ A health examination within the preceding 24 months is required for a trip of more than three nights. A Summer Camp Health Form is available online.





Troop Intent to Travel APPLICATION

MISSION: Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

This form must be used for trips/events that involve two or more overnight accommodations, and/or are conducted on non-council sites and for day trips out of council jurisdictions. Use the Parent Permission-General OR the Parent Permission 3-in-1 Form for the times the troop meets at time or location different than their meeting place of record (regular troop meeting location/time). Please refer to the GSCP2P Troop Extended Trip and Travel Information when planning and for completing this form. Submission of this form does not constitute approval of your trip.

TROOP INFORMATION

Troop/Group # _____ Service Unit # _____ County _____

Leader's Name _____ Age Level (D, B, J, C, S, A) _____

Address _____ City _____ State _____ Zip _____

Day Telephone _____ E-mail Address _____

Service Unit Specialist Name _____

Day Telephone _____ E-mail Address _____

TRIP/EVENT INFORMATION

Number Traveling _____ Registered Girls _____ Registered Adults _____ Non-registered Adults _____

Trip/Event Location _____ Dates _____ Total Nights _____

Method of Transportation _____ Driver's Name(s) _____

Lodging Facility _____ Sleeping Accommodations _____

Total Cost of Trip/Event \$ _____ Cost Per Person \$ _____

Funds Earned through Money Earning Activities \$ _____ Funds Earned through Other Sources* \$ _____

**Please describe "Other Sources"* _____

Have Girls Been Involved in Planning (Y/N) _____ Parents? (Y/N) _____ Permission Forms Obtained? (Y/N) _____

Emergency Contact at Trip Destination _____ Phone _____

Emergency Contact for Troop at Home _____ Phone _____

Revised June 2015

TRAINING *(Please check all completed training.)*

- Girl Scouting 101 Volunteer Essentials First Aid/CPR *(Type of certification & expiration date)* _____
 Be Safe, Be Ready: Outings and Overnights Be Safe, Be Ready: Girl Planning
 Additional Training Appropriate and Required for Your Specific Trip _____

ABOUT YOUR TRIP

A Girl Scout trip/event is a learning experience. If a parent per girl is planning on participating, re-evaluate your girl's readiness. They may not be prepared for an extended Girl Scout trip. Refer to progression guidelines in the *Volunteer Essentials Reference Guide*.

What is the purpose of this trip/event? How does it fit into the Girl Scout Program? _____

How have the girls been involved in planning this trip? _____

How does this trip/event fit into ongoing troop programs? _____

As a troop leader for this trip/event, I have

- Followed *Safety-Wise* standards and *Safety Activity Checkpoints*? Yes No
Have developed and attached trip/event budget? Yes No
Have confirmed all drivers have submitted an Add Driver Form to the council? Yes No
Have developed and attached trip/event itinerary? Yes No
Attached all necessary forms to this application? Yes No

INSTRUCTIONS

Note: For trips lasting three nights or longer, additional insurance is required. For information and forms, contact your Membership Services Manager. Insurance information and payment must be included with this Troop Intent to Travel Form. Do not submit form to Mutual of Omaha. Make check payable to: Mutual of Omaha.

*Complete this form and submit to your local Membership Services Manager at least **one month** prior to travel dates. Attach all requested and/or supporting documentation.*

OFFICE USE ONLY

Trip/ Event has been approved _____ Date _____

Trip/ Event has been denied for the following reasons _____

Membership Services Manager Signature _____

Revised June 2015



PARENT PERMISSION FORM

Troop Leader: Please note that any time a troop meets at a time or location different than their meeting place of record (regular troop meeting location/time) you must inform your Service Unit Specialist and Membership Services Manager, and have a signed parental permission form (even if the girls are responsible for getting to that location on their own). You may choose to use the 3-in-1 Parent Permission Form for multiple locations on one outing. This is **not** the troop travel application form. Use this (or the 3-in-1) form when your troop is meeting at a time/location different than your meeting place of record.

Part I: To be completed by the troop leader.

Troop # _____ Activity _____ Date _____
Location _____ Phone # _____

Arrangements for Transportation

Time and place of departure _____
Time and place of return _____
Mode of transportation _____
Names of accompanying leaders/adult _____

Each girl will need

Expenses \$ _____ Explanation _____
Equipment and Clothing _____
Additional Remarks _____

In case of an emergency the leader/accompanying adult will contact the at-home emergency contact, whom will immediately notify all parents.

Name _____ Phone _____

Part II: To be completed by the parent/guardian and returned to the troop leader. Please keep top portion.

My daughter _____ has permission to participate in the following activity _____ with Troop # _____ on (date) _____.

During the activity, I may be reached at: (address) _____
(phone) _____

If, at any time, I cannot be reached in the event of an emergency, the following person is authorized to act on my behalf

Relationship to participant _____ Phone _____

Participant's physician's name _____ Phone _____

Additional Remarks _____

_____ (Y/N) I authorize Girl Scouts Carolinas Peaks to Piedmont to use photographs of my Girl Scout for the purpose of telling a story or promoting the interests in publications and on the website (girls' last names are not used on the website).

Parent/Guardian Signature _____ Date _____

Submission Instructions

This form is an exchange between the troop leader and the parent/guardian.

Revised July 2011



TROOP/GROUP MONEY-EARNING ACTIVITY APPLICATION

This form must be filled out for all troop/group money-earning activities **one month** prior to **each** money-earning activity. This form does not need to be completed for Fall Fundraiser and Cookie Program. Please make a copy of the completed application for your troop records.

Leader _____ Troop/Group # _____ Service Unit # _____

Address _____

Phone/Day _____ Phone/Cell _____

E-mail Address _____ # of Girls _____ Age Level (D, B, J, C, S, A) _____

ACTIVITY INFORMATION (These questions pertain to the activity for which you need to raise money.)

- A. \$ _____ Amount needed by troop/group for program activity
- B. \$ _____ Total Current Funds Available
- C. \$ _____ Amount of Deficit (Line A minus Line B)

For what program activity do you need the money? _____

How does your program activity relate to the Girl Scout Program? _____

MONEY-EARNING ACTIVITY INFORMATION (These questions pertain to the money-earning activity you want to conduct.)

To meet the deficit, we request approval to conduct the following activity: _____

Specifics of girl involvement in this money-earning activity: _____

Date and Time of activity _____ Location _____

Has parent permission been received for this activity? (Y/N) _____ Is activity suitable to the ages and abilities of the girls participating? (Y/N) _____

New troop/group? (Y/N) _____ Will troop/group participate in council-sponsored Fall Fundraiser & Cookie Program? (FF) _____ (Cookie) _____

Existing/Re-Registering troop/group? (Y/N) _____ Did troop/group participate in last Fall Fundraiser & Cookie Program? (FF) _____ (Cookie) _____

Were there/are there any other planned troop fundraisers this membership year? (Y/N) _____

For re-registered troop/groups: Annual Troop Finance Report and Troop Progress Report for previous year has been submitted to the Service Unit Specialist and Membership Services Manager? June Financial Report (Y/N)? _____ December Financial Report (Y/N)? _____ Annual Troop Progress Report (Y/N)? _____

We have read and agree to adhere to GSUSA and GSCP2P Policies, Standards and Procedures regarding troop/group money earning activities as stated in the Leader's Digest, page 10, Safety-Wise, pages 74-75, updated Safety-Wise guidelines and GSCP2P's Policies. We are aware that GSCP2P has strict guidelines from the United Ways – money-earning activities are prohibited in late summer through fall. No other troop/group money-earning activities are permitted during the Fall Fundraiser and the Cookie Program.

Leader Signature _____ Date _____

Submission Instructions

Mail this application to the attention of your Membership Services Manager in your closest GSCP2P Service Center.

Asheville Service Center
 31 College Place
 Building C.
 Asheville, NC 28804

Gastonia Service Center
 156 S. South Street,
 Suite 201
 Gastonia, NC 28054

Hickory Service Center
 530 4th Street SW
 Hickory, NC 28602

Triad Service Center
 8818 W. Market Street
 Colfax, NC 27235

<p>COMPLETED BY GSCP2P STAFF – OFFICE USE ONLY</p> <p>Your money-earning project has been: _____ Approved _____ Denied</p> <p>Comments: _____</p> <p>_____</p> <p>_____</p> <p>Regional Executive Signature _____ Date _____</p>

Leased Vehicle Information Form

Name of Leader: _____ Troop #/Age Level: _____

GSUSA has provided our council with vehicular insurance guidelines which are used to ensure your protection. If the rented vehicle does not have the necessary personal liability insurance in place the troop must secure a different vehicle for transportation.

You must complete this form and submit with your troop trip application if:

- You are leasing a vehicle such as a car, van or bus
- You are using a local rented vehicle such as a church, school/sponsor car, van or bus
- You are using a privately owned vehicle and the owner is not going on the trip. **(You do not need to complete this if you are using a privately owned vehicle and the owner will be traveling with you or you are traveling on a national common carrier such as Amtrak, Greyhound, Delta, US Airways, etc.)**

TROOP LEADER NAME _____ PHONE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TROOP # /AGE LEVEL _____ We will be renting a () Car () Van () Bus

LEASING COMPANY/CHURCH/ORGANIZATION _____

MAKE OF VEHICLE _____ MODEL _____ YEAR _____

OWNER/CONTACT PERSON'S NAME _____ PHONE # _____

DATE TO PICK UP VEHICLE _____ RETURN _____

You must attach this information with this form:

- ✓ Copy of the agreement from the company, church, etc. that you are leasing the vehicle.
- ✓ A certificate of insurance which clearly indicates personal liability coverage.

Learning Report and Evaluation for EXTENDED TROOP TRIP TRAINING

To receive credit for completing this training, adults must read the booklet and participate in all six activities with the girls.

Names and addresses of adults who completed this course:

_____	_____
_____	_____
_____	_____

Troop Number: _____ Age Level: _____ Service Unit: _____

Learning Report

What did you learn about the girls and yourselves in each of these activities:

1. Are You Ready? We learned:

date completed: _____
2. The Big List We Learned:

date completed: _____
3. Good Idea / Bad Idea We Learned:

date completed: _____
4. Sharing the Toothbrush We Learned:

date completed: _____
5. Packing Game We Learned:

date completed: _____
6. Beyond Cookies and Nuts We Learned:

date completed: _____

How did this training increase your confidence and skills for planning extended troop trips?

Over, please

Evaluation of Extended Troop Travel Training:

In what ways was information in the booklet helpful?

Were directions for the activities clear? (If not, which ones need improvement?)

What do you feel girls and adults learned from this course?

Do you and your girls feel confident that you can plan an extended troop trip?

Yes No Getting there

Are there topics you felt weren't covered, or weren't covered well enough?

Signature of adult completing this request: _____

Contact information: _____

Scan/e-mail to: training@girlscoutsp2p.org or

Tri-fold and Mail to

Girl Scouts Carolinas Peaks to Piedmont
Attn: Adult Learning Department
8818 West Market Street
Colfax, NC 27235