



find
YOUR
Path




girl scouts
of western new york
girls can do anything.

TRAVEL
PACKET

Forms included in this packet:

- Travel Checklist
- Intent to Travel
- Travel Application
- Trip Planning Budget Form
- Troop Activity Special Requirements Form
- Permission to Travel Form for Minors
- Travel Addendum
- Trip Evaluation

Forms available online at www.gswny.org:

- Accident Incident Report
- Additional Accident Sickness Insurance
- Adult Health Form
- Adult Participation Roster
- Behavioral Agreement
- Chaperone Participation Agreement
- Contract for Bus and Leased Vehicles
- Emergency Procedures
- Girl Health Form
- Girl Participation Roster
- Final Parent Information/Permission Form
- Initial Parent Information/Permission Form
- Medication Permission/Emergency Treatment Form
- Safe Driving Pledge

Traveling with Girls

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. Here are some examples of the progression of events and trips in Girl Scouting's ladder of leadership:

- **Short trips to points of interest in the neighborhood (Daisies and older):** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Day trip (Brownies and older):** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning, while never being too far from home.
- **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. These short trips are just long enough to whet their appetites, but not so long as to generate homesickness.
- **Extended overnight trips (Juniors and older):** Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (for example, New England, the Upper Midwest, the Southeast, the Pacific Northwest, and so on). Planning a trip to a large museum—and many offer unique opportunities for girls to actually spend the night on museum grounds—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 (Cadettes, Seniors, and Ambassadors):** Travel around the world, often requiring one or two years of preparation; when girls show an interest in traveling abroad, contact your council to get permission to plan the trip and download the Global Travel Toolkit. Visiting one of the four World Centers is a great place to start, but also consider traveling with worldwide service organizations. Recently, girls have traveled to rural Costa Rica to volunteer at an elementary school, to Mexico to volunteer with Habitat for Humanity, and to India to witness the devastation of poverty in urban slums.

Although some girls who are in a group (for example, a troop of Cadettes) may decide to travel together, opportunities exists 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.

Girl Scouts of Western New York Travel Checklist For Trips Outside Western NY* Or More Than Two Overnights

**Congratulations! Your troop has decided on taking a trip.
Follow the steps below and your troop will be on its way to a fun and safe trip everyone will enjoy!!**

- _____ 1) Read and discuss, *Volunteer Essentials* Appendix: For Travel Volunteers, with your troop.
- _____ 2) File **Intent to Travel Form**. This should be signed by your service unit OPC or service unit manager, and then sent to your Membership Manager. Make two copies of the signed form - one for your OPC or SUM and one for your records.
 - **Turn interest form in as soon as decision is made to make a trip, preferably at least 3 months before your chosen travel dates!**
 - **This form is not required if you are participating in a council-sponsored trip**
- _____ 3) File **Travel Application**. Your SUM must sign, and then send to your Membership Manager
 - **Turn in two months (60 Days) prior to trip!**
 - **Include any additional documentation requested in the application**
- _____ 4) Going white water rafting, canoeing, horseback riding or other special activities? Check out the **Troop Activity Special Requirement Form** to make sure all the proper certifications are complete.
- _____ 5) Traveling to Canada? *Volunteers Essentials* (p. 76) states that girls must be Cadette level or older to travel internationally. Make sure you have a **Permission to Travel Form for Minors** for each girl, and check out <http://travel.state.gov> for the latest required travel documents.
- _____ 6) Make sure that you have **Parent Information/Permission forms** for each girl and an updated **Health History** for all participants (girls and adults). Both forms are available online.
- _____ 7) Having some worries about girls behaving inappropriately, adults driving abilities, or chaperons making not so wise choices? Make sure to have the girls fill out their **Behavioral Agreement**. Adults should fill out the **Safe Driving Pledge** and **Chaperone Agreement** and take it seriously! All of these forms are available online.
- _____ 8) Any changes???? Fill out the **Travel Addendum** and send to Service Unit OPC or SUM and one to Council Membership Manager up to one week prior to the trip.
- _____ 9) And finally, enjoy your trip!!!

Should any emergencies arise, use the emergency telephone # **1-800-882-9268**.

This number is for emergencies only!

A copy of emergency procedures is available online.

- _____ 10) Don't forget to tell us how you liked (or disliked) your trip. Turn in the **Trip Evaluation** two weeks after the trip, so we can share it with other troops!!

***Western New York is considered west of Interstate 81 to the New York State border.**

Girl Scouts of Western New York, Inc. Intent to Travel Application



This form must be submitted three (3) months in advance for trips outside of the Girl Scouts of Western New York, Inc. jurisdiction or for trips longer than 2 overnights. Girl Scouts of Western New York is considered west of Interstate 81 to the New York State border. This application is NOT required if you are participating in a council-sponsored trip. When complete, send to the Membership Manager at your local service center.

Contact Information

Troop Number:	
Grade Level:	
Service Unit:	
Leader/Troop Coordinator:	
Daytime Phone #:	
Address:	
City, State, Zip:	
E-Mail Address:	
Number of Registered* Girls attending:	
Number of Registered* Adults attending:	

***Girl Scouts of Western New York, Inc. recommends that every girl and adult participating should be a currently registered member of Girl Scouts of the USA**

Troop Data

Destination*: (Include Address)	
<input type="checkbox"/> Day Trip	<input type="checkbox"/> Overnight Trip
<input type="checkbox"/> Camping on a Non-Council Site (you will also need to submit a "Troop Camping on a Non-Council Site" form – available on website)	<input type="checkbox"/> Extended Trip (more than 3 nights)
If more than 3 nights, how many?	
Date of Departure:	Departure Time:
Date of Return:	Return Time:
How does this trip pertain to the Girl Scout program?	
Leader's Signature:	
Service Unit Managers Signature:	

***As per *Volunteer Essentials* (p. 73), girls must be Cadette level or older to travel internationally.**

For Office Use Only

Council Notes:

Date Received:	<input type="checkbox"/> Packet Sent/E-mailed
Initials:	

Travel Application

*This form is to be filled out for all troop/group trips for more than 2 nights and/ or outside Western New York. (WNY is considered west of Interstate 81), except those trips sponsored by GSWNY. It must be submitted to **GSWNY Membership Manager** two months (60 days) prior to trip. Please be sure all information is complete, so processing is not delayed. Please keep a copy for your records.*

Troop Information

Troop # _____ Grade Level _____ Service Unit _____

Leaders Name _____ Phone () _____ Email _____

Address _____ City _____ Zip _____

Trip Information

Trip Destination _____

Site name and address: _____

_____ Phone # () _____

Date of Activity _____ to _____ # of nights _____
(Month, Day, Year) (Month, Day, Year)

of Girls _____ # of Female Adults _____ # of Male Adults _____ Total # of persons _____

Purpose for trip _____

If we are not able to make this trip, our alternative plan is _____

Please attach a complete itinerary with each day, schedule, activities, contact person, phone #, etc.

Required Certifications

First Aider		Exp date:	Phone:
CPR Adult		Exp date:	Phone:
Outdoor Trained Adult			
Level: () Troop Camping 1	() Troop Camping 2	Training Date:	Phone:
Other		(Lifeguard, etc)	Phone:
		Training Date:	Exp.Date:
Other			Phone:
		Training Date:	Exp.Date:

Troop Emergency Contact Person (at home): _____

Phone # () _____ - _____

MAKE SURE YOUR TROOP EMERGENCY PERSON WILL BE AVAILABLE DURING THE ENTIRE TRIP!

Emergency plans (hospital name, street address and phone # for each destination during trip)

Transportation Information

Type of Transportation (*check*) Private Car Bus Train Plane Leased Vehicle
Attached copy of bus/ leased vehicle contract (available online)
Name of carrier you are considering _____

Certificate of Liability Insurance obtained _____ (mandatory for leased vehicles) attach copy.
Name and Address of Travel Agency _____

Additional Paperwork – check when complete

- Certificate of liability insurance (requested from private homes, churches, school, etc to show proof of insurance coverage) attached
- Supplemental accident/illness insurance forms completed (available online) and attached and check is attached
- Copy of waiver or hold harmless agreements obtained, if applicable Yes
- Has parent/guardian permission been obtained: Yes No
- Planned fund raising activities (list): GS Cookie sale QSP sale

Include a copy of Trip Planning Budget Form (available online)

Horseback Riding/ Ranch Activities**Not Applicable**

Name of Ranch/Stable _____ Phone _____
Address _____ City _____ State _____ Zip _____
Certificate of Liability Insurance on file at GSWNY or copy attached This form is mandatory.
Activity: Ring Riding Grooming Trail Riding Lessons Other

White Water Rafting/ Boating/ Swimming**Not Applicable**

Location Name _____ Phone _____
Address _____ City _____ State _____ Zip _____
Certificate of Liability Insurance on file at GSWNY or copy attached This form is mandatory.
Name of trained Lifeguard _____ Expiration date _____
Name of trained Boater _____ Expiration date _____

Certified lifeguard and certified boater must be over 18, and must be two different people.

Travel to Canada**Not Applicable**

As per *Volunteer Essentials* (p.73), girls must be Cadettes or older to travel internationally.

I have consulted <http://travel.state.gov> to identify the latest requirements for transporting non-custodial minors to Canada, and have secured/will secure the appropriate documentation **Yes**

To inquire if a Riding Stable, Ranch or White Water Rafting facility is on the GSWNY approved list, contact the Membership Manager at your local service center.

Service Team Use

Travel Application Completed Approval returned to leader Sent to Council Membership Manager

I have reviewed this form and the troop may or may not proceed with their plans.

I have made the following recommendations to the troop leader:

Service Unit Outdoor Program Consultant

Or

Service Unit Manager Signature

Signature _____

Date _____

Phone _____

Service Center Use

Check when received:

Travel Packet complete

Itinerary

Projected Budget Form

Application for Travel Insurance

I have reviewed this form and this troop may or may not proceed with their plans.

I have made the following recommendations to the troop leader:

Membership Manager Signature _____ Date _____

Submit completed application to your local GS Service Center: GSWNY Attn: Membership Manager

5 Jackson St., Batavia, NY 14020

3332 Walden Ave., Suite 106, Depew, NY 14043

2661 Horton Road, Jamestown, NY 14701

5000 Cambria Road, Lockport, NY 14094

1020 Johns Street, West Henrietta, NY 14586

Trip Planning Budget Form

Troop # _____ Leader's Name _____ Date _____

Projected Expenses

Transportation

Transportation to be used
(private car(s), charter bus,
train, rental/lease vehicle, etc.)

Total Cost
\$ _____
Divide by # of people
going for **Per Person
Cost**
[A1] \$ _____

Food

	Cost/Day	x#Days	x#People	Total
Breakfast	\$ _____	_____	_____	_____
Lunch	\$ _____	_____	_____	_____
Dinner	\$ _____	_____	_____	_____
Other	\$ _____	_____	_____	_____

Total Cost _____
Divide by # of people going for **Per Person Cost [A2]** _____

Lodging

Lodging to be used (campsite,
motel, private
home, etc.)

Total Cost
\$ _____
Divide by # of people
going for **Per Person
Cost**
[A3] \$ _____

Accident/Illness Insurance

Cost/Day X #Days X # of people going = Total Cost
\$ _____ X _____ X _____ = _____

Divide by # of people going for **Per Person Cost [A4]** _____

Planned Activities and Admission

	Cost	X	#Days	X	# of people going	=	TOTAL
_____	\$ _____		_____		_____	=	\$ _____
_____	\$ _____		_____		_____	=	\$ _____
_____	\$ _____		_____		_____	=	\$ _____
_____	\$ _____		_____		_____	=	\$ _____
_____	\$ _____		_____		_____	=	\$ _____

Total Cost

Divide by # of people going for **Per Person Cost [A5]** \$ _____

Projected Expense Totals

A1 _____ +	Total Cost of Transportation	\$ _____	+
A2 _____ +	Total Cost of Food	\$ _____	+
A3 _____ +	Total Cost of Lodging	\$ _____	+
A4 _____ +	Total Cost of Activities	\$ _____	+
A5 _____ =	Total Cost of Insurance	\$ _____	=
Total _____ This is your per person cost	Total Expenses For Trip	\$ _____	

Adults should pay their costs; this should not come from money girls have earned.

Projected Income

Money Earning Activities	Total
Cookie Sale	
Girl Contribution	
Adult Contribution	
Troop Dues	
Savings	
Other	
Other	
TOTAL INCOME	
Totals	
Total Income	\$ _____
Total Expense	\$ _____
	(-)
	(=)

Troop Activity Special Requirements Form

This form is to be filled out for trips requiring special certifications as listed below. To be turned in with Final Travel Application two months (60 days) prior to trip with a copy of all certifications attached. All certified instructors must be 18 years or older.

certification copy attached	Activity	Certification/ Training Required	Name of Person Certified/ Trained	Exp. Date of Cert.
	Outdoor trips (2+ nights Lodge camping)	GSWNY Outdoor Training 1		
	Camping (beyond the lodge, tents, etc)	GSWNY Outdoor Training 2		
	Primitive camping	TBD		
	Backpacking	TBD		
	Swimming: Home or public pools	American Red Cross Lifeguard Training (Lifeguard 18 yrs or older)		
	Swimming: Lakes, streams, rivers, oceans	ARC Lifeguard Training plus Waterfront Life Guarding (Lifeguard 18 yrs or older)		
	Swimming: Wading (knee deep)	ARC Basic Water Rescue (Lifeguard 18 yrs or older)		
	Canoeing, Sailing	Small Crafts Safety		
	Archery	Archery Instructor		
	High/Low Ropes	Challenge Course Instructor		
	Horseback Riding	Riding Instructor		
	Whitewater rafting, tubing/ kayaking	Small Crafts Safety with moving water/ Kayaking instructor		
	Water Skiing	Certified USA Water Ski instructor		
	Other:			



PERMISSION TO TRAVEL FORM FOR MINORS

Minors under the age of 18 traveling from the United States to any foreign country, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

- 1. The child is traveling out of the United States with the permission of the parent.
2. That the non-traveling parent is aware that the child is leaving on the departure date, and
3. The name(s) of the person(s) accompanying the child.

If the minor child is leaving the country without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

BOTH PARENTS must sign the permission form, which MUST be notarized. If parents are not together, parent consent from both parents is still necessary. If one parent is the custodial parent, there MUST be legal proof/documentation of this status. GIRLS UNDER 18 WILL NOT BE ABLE TO BOARD THE INTERNATIONAL FLIGHT WITHOUT THIS PERMISSION.

PERMISSION TO ENTER FOREIGN COUNTRY FOR MINORS (under age 18)

This certifies that _____ has the permission of her undersigned parents/guardians to enter _____ (country) to participate in an international trip with Girl Scouts for the dates of _____.

Names of the responsible adults that will be accompanying the minor:

- 1. _____
2. _____

Signature of mother or guardian: _____

Typed name of mother: _____

Signature of father or guardian: _____

Typed name of father or guardian: _____

State of _____ County of _____

on this _____ day of _____ before me personally

came _____ known to me and known by me to be the parent or

guardian of _____

Notary Public

Travel Addendum

This form needs to be filled out and submitted to your local GSWNY service center if there are any changes to the original travel packet submitted. Please submit no later than one week prior to the trip, if possible.

Troop # _____ Leader Name _____ Phone # _____

Changes with trip destination or types of activities (please list): _____

Changes with trained adults (list names, phone, area trained and exp. dates): _____

Changes with transportation: _____

Changes with emergency contact person: _____

Changes in budget/cost: _____

Any additional girls/adults not listed on original roster: _____

Other changes: _____

Trip Evaluation

Please submit to your Membership Manager upon return.
Thank you for sharing your experience.

Troop/Group Trip Information

Troop # _____ Program Age Level _____ Service Unit _____
Please check Day Trip Overnight Trip International Trip
Trip Destination(s) _____
Trip Date(s) _____
Girl Members attended _____ # of Adults Members _____ Non Members _____
Cost of trip per girl \$ _____ per adult \$ _____

Transportation

Transportation Used _____
Would you recommend using this transportation company again? YES NO
Contact person _____ Phone # _____

Lodging

Type(s) lodging _____
Would you recommend using this lodging facility again? YES NO
Contact person _____ Phone # _____

Travel Agency

Travel Agency Used _____
Would you recommend using this travel agency? YES NO
Contact person _____ Phone # _____

Evaluation

1. What activities did you do? Sites and attractions visited?
2. What did you like best about this trip?
3. What did you like least about this trip?
4. What were the program goals for this trip?
5. Do you recommend this trip for other troops/groups? Please explain.
6. What was enjoyed most by the girls? Adults?
7. Are there any safety precautions that you would recommend?
8. What problems did you encounter?
9. What would you do differently if you went again?
10. What suggestions or advice could you give another troop/group that planned on taking this same trip?
11. Additional comments.