

# Troop Travel Guide



**Girl Scouts love to travel**—from the field trips they take as Brownies to the global adventures they go on as teens. If you love exploring different places and cultures, then Girl Scouts is the place for you. This resource is created especially to help adults to guide girls on travel adventures in Girl Scouts. Thanks to you, girls can experience unforgettable, life-changing adventures.

Through travel, girls gain enormous benefits. They develop self confidence and learn leadership skills by planning, earning money, and venturing to other countries or parts of the United States. They make lifelong friends—not only with the girls they travel with but new girls they meet along the way. They gain cultural insight, an appreciation for differences and similarities, and a broadened perspective. As girls mature in Girl Scouts, many consider travel one of the most exciting aspects of their membership.

Everything girls do in Girl Scouting is based on the Girl Scout Leadership Experience, and Girl Scout trips are no different. Girls will discover, connect, and take action at every stage, from budgeting to traveling. In your role as a supportive adult, you can shape girls' adventures by infusing the processes of girl led, learning by doing, and cooperative learning into activities.

Girl Scout programming is always progressive. Girls progress from meeting time and day trips as Daisies towards simple and extended overnight trips as Brownies and Juniors. As they gain experience and confidence girls will plan extended trips, participate in council led International travel, and apply for National Girl Scout Destination experiences.

- **Sense of Self:** Girls have confidence in themselves and their abilities, and form positive identities.
- **Positive Values:** Girls act ethically, honestly and responsibly, and show concern for others.
- **Challenge Seeking:** Girls take appropriate risks, try things even if they might fail, and learn from their mistakes.
- **Healthy Relationships:** Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.
- **Community Problem Solving:** Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Focus of Girl Scout Activities:  
**Discover  
Connect  
Take Action**

Girl Scout Processes:  
**Girl Led  
Learning by  
Doing  
Cooperative  
Learning**

Short-Term and Intermediate Outcomes:  
**The specific knowledge, skills, attitudes, behaviors, and values girls gain in Girl Scouting.**

Long-Term Outcome:  
**Girls lead with courage, confidence, and character to make the world a better place.**

## Discuss it! Plan it!

### Coach the girls through:

- Choosing a location
- Determining the purpose of the trip
- Working out the trip itinerary and budget
- Where are you going to stay?
- Will you sightsee?
- How much do the museums, performances, etc., cost?
- How much will you need to spend on food?
- Don't forget to include personal expenses, such as souvenirs, film, postcards, gifts, etc.
- Transportation? How should we get there? If we travel by plane or train, how will we get around once we arrive at our destination?
- Packing appropriately

## Destinations

Girls age 11 and older who are ready for independent travel can choose from many domestic and international opportunities in the Girl Scouts of the USA [Destinations](#) webpage. Applications are due in the fall and financial aid opportunities are available.

## GSWNY Travel Right

### Requirements for ALL events that occur outside the normal meeting time and place:

- Signed parent permission slips
- Appropriate girl to adult ratio as indicated in [Volunteer Essentials](#) for events and trips. Any adult fulfilling the ratio must be an approved, registered volunteer.
- If you are arranging transportation, troop drivers are approved, registered, adult volunteers
- Bring health forms, permission slips and a first aid kit on the trip
- Leaders must review the [Safety Activity Checkpoints](#) for additional requirements
- Notification of Service Unit Manager
- Some trips will require additional paperwork, and/or permission. All travel paperwork can be found at [gswny.org](#).  
*Refer to the grid on the next page for details.*

## Reminder:

**ALL contracts/agreements must be signed by our GSWNY CEO.**

# GSWNY Travel Right Requirements

Where are we going?	What do we need? (GSWNY Travel Right requirements)
A <b>day</b> trip in your community	<ul style="list-style-type: none"> <li>Any additional requirements per <a href="#">Safety Activity Checkpoints</a></li> </ul>
An <b>overnight</b> at a museum, zoo or other building where programming will be provided, less than 250 miles away and within the US	
An overnight at a hotel for two nights or less, less than 250 miles away, and within the US	
An overnight in a lodge structure at a GSWNY camp property	<ul style="list-style-type: none"> <li>Camping <a href="#">Safety Activity Checkpoints</a></li> <li>Depending on trip activities (such as archery or boating), any additional requirements per <a href="#">Safety Activity Checkpoints</a></li> </ul>
An overnight in an A-frame or tent at a GSWNY camp property	<ul style="list-style-type: none"> <li>Camping <a href="#">Safety Activity Checkpoints</a></li> <li>Depending on trip activities (such as archery or boating), any additional requirements per <a href="#">Safety Activity Checkpoints</a></li> </ul>
An overnight at a <b>camp property not owned by GSWNY</b> , less than 250 miles away	<ul style="list-style-type: none"> <li>Camping <a href="#">Safety Activity Checkpoints</a></li> <li>Depending on trip activities (such as archery or boating), any additional requirements per <a href="#">Safety Activity Checkpoints</a></li> <li>Must submit <a href="#">Permission for Use of Non-Council Camp Site form</a> <b>60 days</b> before your trip</li> </ul>
An trip longer than 2 nights at a <b>camp property not owned by GSWNY</b> , more 250 miles away	<ul style="list-style-type: none"> <li>Camping <a href="#">Safety Activity Checkpoints</a></li> <li>Depending on trip activities (such as archery or boating), any additional requirements per <a href="#">Safety Activity Checkpoints</a></li> <li>Must submit <a href="#">Permission for Use of Non-Council Camp Site form</a> <b>60 days</b> before your trip</li> <li>Submit an <a href="#">Intent to Travel form</a> <b>90 days</b> before trip</li> <li>Follow-up with the <a href="#">Troop Travel Agreement</a> <b>60 days</b> before your trip.</li> </ul>
A trip more than 250 miles away, and/or longer than 2 nights, within the US	<ul style="list-style-type: none"> <li>Submit an <a href="#">Intent to Travel form</a> <b>90 days</b> before trip</li> <li>Follow-up with the <a href="#">Troop Travel Agreement</a> <b>60 days</b> before your trip.</li> <li>There may be additional requirements as per the <a href="#">Safety Activity Checkpoints</a></li> </ul>
A trip outside of the US	<ul style="list-style-type: none"> <li>Submit the <a href="#">Intent to Travel form</a> <b>24 months</b> before your trip,</li> <li>Follow up with the <a href="#">Troop Travel Agreement</a> <b>18 months</b> before your trip,</li> <li>And any additional requirements as per the <a href="#">Safety Activity Checkpoints</a></li> <li>Bring with you <a href="#">Permission to Travel with Minors forms</a>, required documents for border crossing.</li> </ul>

## Safe Travels

### Safety Checkpoints:

- Review the [Safety Activity Checkpoints](#) for ALL of your planned activities, including swimming in hotel pools.

### Transportation:

- Review the *Transporting Girls* section of the [Volunteer Essentials](#)
- Every driver must be an approved adult volunteer, at least 21 years of age with a good driving record, valid license, and a registered/insured vehicle
- There must be two unrelated adults, one of whom is female, in the vehicle or group of vehicles

### Accommodations:

- Review the [Volunteer Essentials](#) section on accommodations, especially when traveling with male participants

### Before the trip, girls should know:

- Always use the buddy system
- What to do if they accidentally get separated from the group
- What to do if emergency help is needed
- How to navigate a crowd
- How to perform basic first-aid procedures
- Appropriate behaviors
- How to appropriately represent Girl Scouts
- Which adult they are accountable to while on the trip

## Is additional insurance needed?

Additional insurance is needed for international travel, including Canada.

[Application for Accident/Sickness Insurance](#)

## Additional Forms and Resources:

### [Medication & Emergency Treatment Permission](#)

- To be carried with you

### [Permission to Travel with Minors](#)

- For International travel, including Canada
- To be carried along with you

### [Chaperone Participation](#)

### [Safe Driving Pledge](#)

### [Behavioral Agreement](#)

- Use this form to ensure that all participants have common expectations and consequences — or work with your girls to create your own troop's agreement

### [Girl Scout Guide to U.S. Travel](#)

### [Group Travel and Getaways Girl](#)

### [Girl Scouts Guide to Global Travel](#)

Have any questions about Troop Travel?

Contact the GSWNY Girl Experience Department at [girl.experience@gswny.org](mailto:girl.experience@gswny.org) or 1-888-837-6410.