



GSWNY Travel Guide

girl scouts 
of western new york

Travel Progression

girl scouts 



Local Field Trip

Visit a nearby spot, possibly during your regular meeting time.

Recommended for:
Daisy, Brownie

Minimum age:
Daisy

Day Trip

Plan an all-day trip. Try a council event or local attraction.

Recommended for:
Daisy, Brownie, Junior

Minimum age:
Daisy

Overnight

Help Girl Scouts plan their first single overnight—maybe at a council event, camp, or nearby attraction.

Recommended for:
Brownie, Junior

Minimum age:
Daisy (with Day Trip experience in Girl Scouting)

Short Trip

Spend two to three nights in your region, up to a six-hour drive away from home. Girl Scouts plan budget and schedule.

Recommended for:
Junior, Cadette

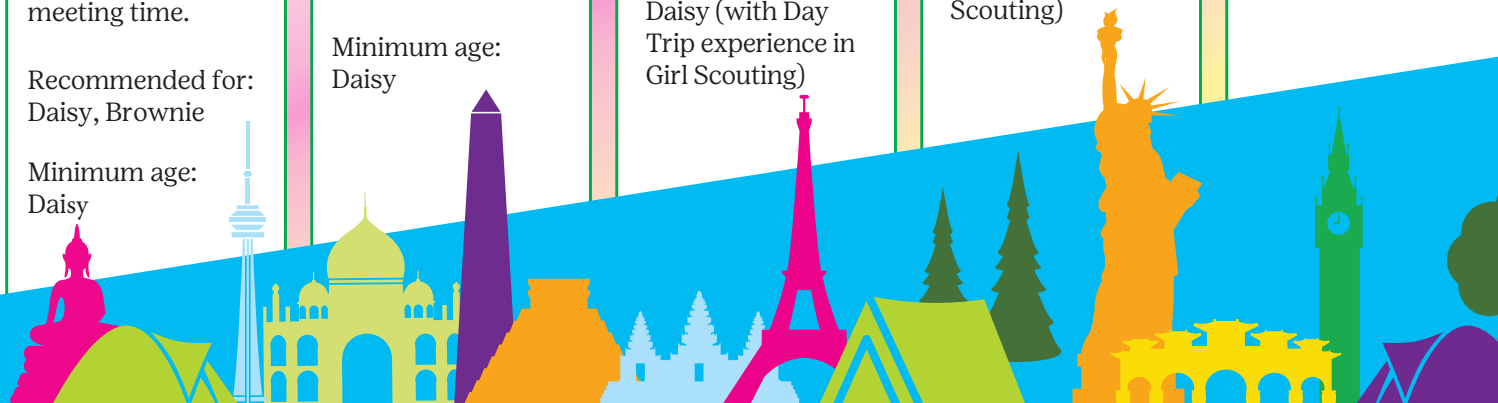
Minimum age:
Brownie (with Overnight experience in Girl Scouting)

Extended Trip

Travel the country! Extended trips last four or more nights OR take place more than a six-hour drive from home.

Recommended for:
Cadette, Senior, Ambassador

Minimum age:
Junior (with Short Trip experience in Girl Scouting)



Through progression, Girl Scouts build skills to become lifelong citizens. Girl Scouts take the lead in planning a new adventure.

International Trip

Travel the world! These life-changing trips usually take two to three years to save for, plan, and prepare.

Recommended for: Senior, Ambassador

Minimum age: Cadette (with Extended Trip experience in Girl Scouting)

Individual Travel

Individual Girl Scouts can sign up for independent travel and meet new Girl Scout friends through council-offered travel opportunities or GSUSA's Destinations program.

Recommended for: Senior, Ambassador

Minimum age: Cadette (with Extended Trip experience in Girl Scouting)

When moving up to the next step, consider each Girl Scout's independence, ability to work well in groups, flexibility, and experience with cultures other than their own.

Girl Scout programming is always progressive. Progression allows Girl Scouts to learn the skills they need to become competent travelers, including how to plan and organize trips. Girl Scouts progress from meeting time and day trips as Daisies toward simple and extended overnight trips as Brownies and Juniors. As they gain experience and confidence Girl Scouts will plan extended trips, participate in council-led international travel, and apply for National Girl Scout Destination experiences. Girl Scouts should have experience at every level of the progression before moving on to the next level.

GSWNY Travel Right Requirements

All events that occur outside the normal meeting time and place require GSWNY Travel Right Requirements:

1. Appropriate Girl Scout to adult ratio for events and trips. Review the specific guidelines for overnight trips and overnight trips including male volunteers as applicable in Volunteer Essentials.
2. Permission slips are required.
3. If you are arranging transportation, troop drivers are approved, registered volunteers.
4. Health forms, permission slips and a first aid kit must be brought along on the trip.
5. Leaders must review the Safety Activity Checkpoints for additional requirements. Some trips require additional paperwork and/or permission.

Important Forms and Documents

Depending on the type of travel, you will need to fill out a few forms. All contracts (e.g. resort, travel agency, or campground contracts) need to be signed by the GSWNY CEO. All travel paperwork mentioned in this guide can be found at www.gswny.org.

ng travelers and global
nture at every level.

Travel Steps

Step 1	Local field trips are short trips to local points of interest: A walk to a nearby garden or a short ride by car or public transportation to the firehouse or courthouse. Local field trips usually take place during the regular troop meetings.	
Local Field Trip	<i>Prepare your troop</i> Before you go, your troop should:	<i>Travel Requirements</i>
Recommended for: Daisy, Brownie	<ul style="list-style-type: none"> • Understand the buddy system • Function as part of a group • Follow behavior and safety instructions 	<ul style="list-style-type: none"> • 5 GSWNY Travel Right Requirements (above) • Any additional requirements per Safety Activity Checkpoints
Minimum age: Daisy	<i>Keep it Girl Scout-led:</i> Have your troop vote on the location	

Step 2	An all-day visit to a point of historical or natural interest (bringing their own lunch) or a daylong trip to a nearby city (stopping at a restaurant for a meal) allows younger Girl Scouts to select locations and do much of the trip-planning, without being too far from home.	
Day Trip	<i>Prepare your troop</i> Before you go, your troop should:	<i>Travel Requirements</i>
Recommended for: Daisy, Brownie, Junior	<ul style="list-style-type: none"> • Take a few local field trips before moving on to a day trip <p><i>* Day trips can be especially challenging for Daisies who have not experienced short trips. Make sure Girl Scouts take a few short trips before they progress to a full day trip.</i></p>	<ul style="list-style-type: none"> • 5 GSWNY Travel Right Requirements (above) • Any additional requirements per Safety Activity Checkpoints
Minimum age: Daisy	<i>Keep it Girl Scout-led:</i> Girl Scouts can choose the location and an activity (possibly a badge activity) and help make plans for lunch	

Travel Steps

Step 3	Help Girl Scouts plan their first single overnight— maybe at a council event, camp, or nearby city, staying in a hotel or even overnight at a large museum.	
Overnight Trip One night Recommended for: Brownie, Junior Minimum age: Daisy (with Day Trip experience in Girl Scouting)	<p>Prepare your troop</p> <p>Before you go, your troop should:</p> <ul style="list-style-type: none"> • Take a few field trips and day trips together before staying overnight. <p><i>* A Daisy troop may participate in an overnight experience if the Girl Scouts feel ready. Brownie troops can participate up to two nights.</i></p> <p>Keep it Girl Scout-led: Girl Scouts plan the activity and meals, create travel games, and pack their own bags.</p>	<p>Travel Requirements</p> <p>Venue (e.g. museum) with programming provided, in a hotel or motel</p> <ul style="list-style-type: none"> • 5 GSWNY Travel Right Requirements (above) • Any additional requirements per Safety Activity Checkpoints <p>GSWNY Camp property</p> <ul style="list-style-type: none"> • 5 GSWNY Travel Right Requirements (above) • Safety Activity Checkpoints (Camping chapter) • Depending on trip activities (such as archery or boating), any additional requirements per Safety Activity Checkpoints <p>GSWNY Camp property not owned by GSWNY (less than 250 miles away)</p> <ul style="list-style-type: none"> • 5 GSWNY Travel Right Requirements (above) • Camping Safety Activity (Camping chapter) • Depending on trip activities (such as archery or boating), any additional requirements per Safety Activity Checkpoints • Submit Permission for Use of Non-Council Campsite form 60 days before trip.

Travel Steps

Step 4	Broaden your troop's horizons by spending two to three nights in your region, up to a six hour drive away from home. Girl Scouts plan budget and schedule.	
Short Trip	<i>Prepare your troop</i>	<i>Travel Requirements</i>
2-3 nights, up to 6 hour drive from home Recommended for: Junior, Cadette Minimum age: Brownie (<i>with Overnight experience in Girl Scouting</i>)	Before you go, your troop should: <ul style="list-style-type: none">• Take at least one local overnight or weekend trip before progressing to a regional trip <i>Keep it Girl Scout-led:</i> Girl Scouts plan key details of the trip such as activities, the budget, the route, and lodging.	<ul style="list-style-type: none">• 5 GSWNY Travel Right Requirements (above)• Submit Intent to Travel 90 days before trip• Submit Troop Travel Agreement and any add'l documents 60 days before trip• Any additional requirements per Safety Activity Checkpoints

Step 5	Travel the country! Extended trips last four or more nights OR take place more than a six-hour drive from home. Consider taking your Girl Scouts to an incredible city, historic site, national park, or museum around the country.	
Extended Trip	<i>Prepare your troop</i>	<i>Travel Requirements</i>
4+ nights or more than 6 hour drive from home Recommended for: Cadette, Senior, Ambassador Minimum age: Junior (<i>with Short Trip experience in Girl Scouting</i>)	Before you go, your troop should: <ul style="list-style-type: none">• Take at least one short trip before progressing to an extended trip. <i>Keep it Girl Scout-led:</i> Girl Scouts lead the entire planning process (with adult support) and might decide together on a community service or Take Action Project. GSUSA Guide to Domestic Travel : https://bit.ly/4j6xoC0	Inside US, longer than 3 nights, over 250 miles away <ul style="list-style-type: none">• 5 GSWNY Travel Right Requirements (above)• Submit Intent to Travel 90 days before trip• Submit Troop Travel Agreement and any add'l documents 60 days before trip• Any additional requirements per Safety Activity Checkpoints

Travel Steps

Step 6

Travel the world! These life-changing trips usually take one to three years to prepare but create lifelong memories and benefits for your Girl Scouts. When planning your trip, consider visiting a WAGGGS World Centre!

International Trip

Cadettes and older

Prepare your troop

When they're ready, Girl Scouts can download the [Girl Scout Guide to International Travel](#) to help plan the entire trip, including learning about language, culture, passports and visas, exchange rates, and more! We also suggest checking the U.S. Department of State's website for any travel warnings, immunizations needed, and required documentation related to your destination.

Keep it Girl Scout-led: Girl Scouts should take at least one national trip before progressing to international travel.

Travel Requirements

Inside US, longer than 3 nights, over 250 miles away

- 5 GSWNY Travel Right Requirements (above)
- Submit Intent to Travel 24 months before trip
- Submit Troop Travel Agreement 18 months days before trip
- Submit Application for Accident/Sickness Insurance at least 3 weeks before trip
- Submit Permission to Travel With Minors Form (for each minor under the age of 18 traveling from the US to any foreign country not accompanied by parent[s])
- Any additional requirements per Safety Activity Checkpoints



Deciding Where to Go

Girl Scouts of all ages have ideas of places they want to go. Depending on their age and experience, Girl Scouts can take active roles in researching, planning, budgeting, earning money, and putting together an itinerary for the trip. Girl Scout Daisies can brainstorm a list of ideas. Girl Scout Juniors can find out admission fees and hours of operation. Girl Scout Seniors can make airline reservations. Let the girls take on the leadership roles in planning and carrying out their trip.

Keep travel planning Girl Scout-Led: Have a brainstorming discussion with your troop.

Ask:

- What is interesting to us all?
- Where and when could we go?
- How will we get there?
- How much will it cost?
- How should we get ready?
- What will we do along the way?

Put it to a Vote

A great way to make sure everyone's voice is heard is to put decisions to a vote.

Pick a few top choices from your brainstorming discussion and have Girl Scouts vote on their favorite.



Girl Scout to Volunteer Ratio

Whatever the activity, from camping to field trips, adult supervision is required regardless of the grade level of the Girl Scouts. This table has been developed to show the minimum number of adults needed to supervise a specific number of Girl Scouts during trips. For multi-level troops, use the ratio for the lowest grade level in the troop. For example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

Girl Scouts Volunteer-to-Girl Ratios	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
Girl Scout Daisies (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (Grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (Grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (Grades 11-12)	30	1-15	24	1-12



Travel Safely

You (the Volunteer), the parents/guardians of the Girl Scouts in your group, and the Girl Scouts themselves share the responsibility for staying safe. Below are more details about everyone's responsibilities.

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and Girl Scouts before engaging in activities. Visit the Safety page on gswny.org.
2. **Arrange for proper adult supervision of Girl Scouts.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of Girl Scouts, or the type of activity. Adult volunteers must be at least 18 years old, registered Girl Scout Members with current background check before volunteering. One volunteer in every group must be female. Adult volunteers must be over the age of 21 to transport Girl Scouts.
3. **Be prepared for emergencies.** Work with Girl Scouts and other adults to establish and practice procedures for emergencies related to weather, fire, lost girl/adults, injury and accidents, and site security. Always keep a well-stocked first aid kit, health history & permission forms, Council emergency contact information, and your at-home emergency contact. Submit Incident Report Form within 24 hours of any incident.
4. **Ensure safe driving.** Every driver must be a registered Girl Scout Member and listed on the Troop Trip Application with a valid driver's license and registered/insured/safety check vehicle. Everyone must have a legal seat and wear a seatbelt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats, every driver must be over 21.
5. **Ensure safe overnight outings.** Prepare Girl Scouts to be away from home by involving them in planning, so they know what to expect. Males must have their own sleeping and bathroom space. During family or parent overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other Girl Scouts rather than in staff areas.
6. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where they are as safe emotionally as they are physically. Protect the emotional safety of everyone by creating a team agreement and coaching them to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
7. **Ensure that no one is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all involved, including school schedules, family needs, financial constraints, religious holidays, dietary needs, and the accessibility of appropriate transportation and meeting places.

Troop Guidelines

Travel Safety Checklist

- Review the travel section in Volunteer Essentials
- Ensure you have emergency contact information and medical forms with the group at all times
- Ensure you have a first aid kit with the group at all times
- Have a plan ahead of time on how the group will deal with sickness if it arises
- Have a plan ahead of time for weather changes
- Upon arrival, inspect accommodations for safety, i.e.. working door locks, fire alarms, exit routes, etc.
- Create and share an exit or evacuation plan

Tips

Avoid having parents/caregivers tag along on your regional, national and international trips. If Girl Scouts are not ready to travel without a caregiver, they are not yet ready to step up to a more intensive trip.

- All adults accompanying the Girl Scouts on any trip must be registered Girl Scout members with a current background screening.
- Individual limits on luggage and equipment are set and adhered to. Each person is able to carry her own individually identified belonging except when a special consideration, such as a disability, warrants alternative plans. All valuables are left at home.

Raising Money for Travel

Girl Scout Product Programs are the primary way Girl Scouts raise money to fund their fun. While the cost of some local travel can be quite inexpensive (or even free!) bigger trips can be more expensive. Earning money through the Fall Product and Cookie Programs will not only help your troop build their entrepreneurial skills, it will also get you that much closer to traveling the world!

To get started, we recommend working backwards with your troop: First, decide together on a trip to take, then make a budget for how much it will cost. Use this budget as a baseline for your money earning goals. Remember, big trips might require years 1-3

Fall Product Program	Cookie Program
Mid-October - Mid-November	January - March
Girl Scouts sell a variety of delicious nuts, candy, and magazine subscriptions to friends and family online and through in-person order taking.	Girl Scouts use their in-person order card and online store front to sell cookies and reach her goals. The Cookie Program focuses on goal setting, skill building, and entrepreneurship.

Learn more about product program sales:
[gswny.org](https://www.gswny.org)

Troop Guidelines

Other Money Earning Activities

Juniors (4th and 5th grade) and above can participate in other council approved money earning activities such as a car wash, or bake sale. GSWNY prohibits games of chance. Any activity that could be considered a game of chance (raffles, contests, bingo, etc.) is prohibited. See Volunteer Essentials for all rules and guidelines for money earning.

Working with Caregivers/Chaperones on the Trip

Remind chaperones to be aware of the type of conversations they have in front of the troop. Girl Scouts at all ages are very impressionable and comments made in generalization may be taken out of context.

Troop funds may be used for adults to attend but only the minimum number needed based on safety ratios. Girl Scouts should be aware of what their troop funds are going toward and agree.

As you ask for chaperones, be sure to look for those who are committed to:

- Being a positive role model
- Respecting all girls and adults equally, with no preferential treatment
- Creating a safe space for girls
- Prioritizing the safety of all girls
- Supporting and reinforcing a group agreement
- Handling pressure and stress by modeling flexibility and a sense of humor
- Creating an experience for and with girls

Additional Travel Training

Looking for more help? If you'd like to talk through the nitty gritty of your travel, or even brainstorm ideas, GSWNY has travel trainers ready to help. Simply reach out to Customer Care and we'll connect you with someone who can help!

Email: customercare@gswny.org

Call: 1-888-837-6410

