



Girl Scout Travel Guide

From local day trips to international travel, we've designed your go to guide for all activities and trips with Girl Scouts!

Adventure Awaits: Resources

Available Trainings:

- Volunteer Essentials
- Cook Out
- Camp Out
- Sleep In
- First Aid/CPR

Available Forms:

- Trip & Activity Form
- How to Submit a Trip & Activity (video)
- Sample Trip/Activity Participant List
- GSHH Property Reservation Request
- Permission Slips
- Girl Health History Form
- Adult Health History Form
- Accident Report
- Background Check Request Form

Available Resources:

- Sample Troop Packing List
- Sample Individual Packing List
- Sample Trip Itinerary
- Volunteer Essentials
- Safety Activity Checkpoints
- Local Activity & Trip Ideas



Trip Planning Process

Step 1.

These steps must be completed before submitting your trip form:

- Identify what type of trip you are planning (basic, overnight, camping, etc.)
- Contact your Service Unit Manager for approval and guidance
- Identify if trip form submission is required for your type of trip
- If using GSHH property submit reservation via Double Knot
- Ensure you have confirmed instructors for specialized activities (archery, boating, swimming, etc.) and notify GSHH Reservations department
- Ensure all girls and adults attending are GSHH members and have current memberships
- If overnight trip ensure all adults attending have current background checks

Step 2.

These steps must be completed when submitting your trip form:

- Ensure you have at minimum two leaders, who have taken Volunteer Essentials, have current memberships, and are background checked
- Ensure you are adhering to proper ratios
- Thoroughly fill out the participant list
- Thoroughly fill out the trip itinerary
- Ensure current certifications are valid and ready to upload (FA/CPR, lifeguard, etc.)
- Submit your Trip & Activity form

Step 3.

These steps must be completed after submitting your trip form:

- Review Safety Activity Checkpoints to ensure you are in alignment with all policies
- Print out copies of every girl's Health Form during all trips
- Requests for Certificate of Insurance needed for activities/trips should be emailed to membercare@girlscoustshh.org once your trip form has been approved. Please include the address and name of the entity that must be covered as well as all minimum amounts required

Standard Trips

Type of Activity/Trip	Courses Required	Certifications Required	Trip/Activity Form	Additional Insurance	Approval Required
Service Unit Events or Recruitments	Volunteer Essentials (VE)	Recommended	No	No insurance is needed	Service Unit Manager Approval Required
Field Trip (within Service Unit)	Volunteer Essentials (VE)	Recommended	No	No insurance is needed	Service Unit Manager Approval Required
Day Trip (may be within or outside of Service Unit)	Volunteer Essentials (VE)	Recommended	No	No insurance is needed	Service Unit Manager Approval Required

- Field trip: Travel your community! Usually a quick visit to a nearby activity in your Service Unit, often a short walking distance. Examples: Firehouse, local parks, ice cream shops, etc.
- Day trip: Travel your city! Usually an all-day activity/trip that may be within or outside your Service Unit. Most day trips will require travel in a car, bus, train, etc. Examples: Amusement parks, museums, zoos, aquariums, musicals, etc.
- Please remind adults and chaperones that they must follow all Girl Scout guidelines and policies.
- Two leaders (VE trained and background checked) must be present at all times and should have a copy of every girl's Health Form with the troop during all trips.
- We recommend you print permission slips and complete ID Cards for every girl on your trip, in case of emergency or separation.

Overnight Trips

Type of Activity/Trip	Courses Required	Certifications Required	Trip/Activity Form	Additional Insurance	Approval Required
Overnight Trip (electricity & running water)	Volunteer Essentials (VE) and Sleep In	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required
Extended Trip (trip outside of NY)	Volunteer Essentials and Sleep In	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required
International Trip (trip outside of USA)	Volunteer Essentials (VE) and Sleep In	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required

- Overnight trips: Travel your region! This is an activity/trip that may be within or outside your Service Unit in which girls sleep over overnight. Most overnight trips will require travel in a car, bus, train, etc. Examples: Camping, waterparks, hotels, etc.
- Extended trips: Travel the country! Extended trips last three or more nights and or take more than four hours of travel. Examples: Disney World, Washington D.C., Savannah Georgia, etc.
- International trips: Travel the world! Most international trips will require travel on an airplane, but also include trains, cruises, etc. Examples: Italy, Mexico, Costa Rica, etc.
- The Basic Plan does not cover illness. The optional 3P plan is recommended for long-distance or extended overnight trips.
- **All adults must be background checked for overnight trips.**

Camping Trips

Type of Activity/Trip	Courses Required	Certifications Required	Trip/ Activity Form	Additional Insurance	Approval Required
Overnight Trip-Tent	Volunteer Essentials (VE), Sleep In, Camp Out	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required
Overnight Trip-Cabin	Volunteer Essentials (VE), Sleep In, Camp Out	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required
Service Unit Camping (at GSHH property or other property)	Volunteer Essentials (VE), Sleep In, Camp Out	First Aid/CPR Required	Yes	Optional Plan 3P *	Council Approval Required/ Property Reservation via Double Knot

- Site reservation in Doubleknot is required for any GSHH Property use.
- Other certifications as necessary for specific activities.
- The Basic Plan does not cover illness. The optional 3P plan is recommended for long-distance or extended overnight trips.
- **All adults must be background checked for overnight trips.**

Special Activities

Type of Activity	Certifications Required	Trip/Activity Form	<u>Safety Activity Checkpoints Section</u>
Archery	Archery Instructor required.	Yes	page 205
Fire Building & Outdoor Cooking	Volunteer Essentials and Cook Out	Yes	page 129
Boating	Lifeguard required. GSHH instructor required.	Yes	pages 27, 134-172
Swimming	Lifeguard required. Swim test is recommended.	Yes	page 199
Low Ropes	Low Ropes Instructor required	Yes	page 63

- Please ensure you have finalized an instructor before submitting a trip form. Need help booking an instructor? Reach out to Member Care at atmembercare@girlscoutshh.org.
- If you are using a non-GSHH instructor, you need to submit all their certifications during the trip form submission process.
- Site reservation in Doubleknot is required for GSHH Property use.

Girl & Adult Ratios

Your group must have at least two approved, volunteers present at all times. These volunteers cannot be related to each other, and at least one must be female.

You may need additional volunteers, depending on the size of the group, the ages and abilities of troop members, and for travel or certain types of activities. Any adult that is supervising girls must:

- Be 18 years or older (or over 21 to drive youth Girl Scouts)
- Have a current background check (renewed every 3 years)
- Be approved as a volunteer

Girl Scout Volunteer-to- Youth Ratios Please Note ALL Youth In Ratio Guidelines	Group Meetings		Events, Travel, and Camping	
	Two Troop Leaders or Co-Leaders (Girl Scout registered members, unrelated, at least one of whom is female, with background checks and Volunteer Essentials Training) for:	One Additional adult volunteer (registered Girl Scout member. Background check needed if attending 50% or more meetings) to each additional:	Two Troop Leaders or Co-Leaders (Girl Scout registered members, unrelated, at least one of whom is female, with background checks and Volunteer Essentials Training) for up to this number of youths:	One Additional adult volunteer (registered Girl Scout member with background check) to each additional:
Girl Scout Daisy (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownie (Grades 2-3)	20	1-8	12	1-6
Girl Scout Junior (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadette (Grades 6-8)	25	1-12	20	1-10
Girl Scout Senior (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassador (Grades 11-12)	30	1-15	24	1-12

Trip/Activity Itinerary

Date: _____

Troop/Service Unit: _____

Trip Destination: _____

Trip/Activity Itineraries should include but is not limited to:

- Travel arrangements(car, bus, train, etc.)
- Arrival & Departure
- Overview of entire trip
- Meal times
- Any specialized activities (fire building, archery, swimming, low ropes, etc.)
- Any high risk activities (zip lining, rock climbing, hiking, etc.)

[illegible]

[illegible]

Trip/Activity Individual Packing List

Modify based upon trip destination and activities*

Clothing:

- ___Pants
- ___Shorts
- ___Skirts
- ___Shirts/T-Shirts
- ___Sweater, sweatshirt or jacket
- ___Underwear
- ___Socks
- ___Swim suit, cover-up
- ___Hat
- ___Winter hats, gloves, long underwear
- ___Rain gear
- ___Walking shoes, sandals, boots
- ___Girl Scout uniform
- ___Pajamas

Other:

- ___Glasses and/or contacts with solution
- ___Phone/Camera
- ___Phone charger
- ___Travel alarm clock
- ___Clothes packed in zip lock bags by day
- ___Small flashlight
- ___Sunscreen, sunburn relief lotion
- ___Sunglasses
- ___Bug spray
- ___Camping Gear (if camping on trip)
- ___Sleeping bag or bed roll (if needed)
- ___
- ___

Toiletries:

- ___Shampoo and conditioner
- ___Soap
- ___Deodorant
- ___Toothbrush, toothpaste, dental floss
- ___Cotton balls/Q-tips
- ___Brush/comb
- ___Hair ties
- ___Feminine hygiene products
- ___
- ___
- ___

Medical:

- ___Medications
- ___Dietary snacks
- ___Epi Pen
- ___Inhaler
- ___Allergy Information
- ___

Tip: Ask girls to pack their own bag so they know what all is included and where everything is. Parents of younger girls may want to check behind to be sure nothing is forgotten as well as ensure everything is LABELED. Also be sure girls are able to carry their own bag throughout the trip.

Trip/Activity Troop Packing List

Modify based upon trip destination and activities*

General Troop Equipment:

- ☐ Original and copies of permission and health forms from all participants
- ☐ Emergency phone numbers for all participants
- ☐ Council Emergency phone number (845)-558-9436.
- ☐ Copies of all reservations and confirmations
- ☐ Safety Activity Checkpoints
- ☐ First Aid Kit
- ☐ Resource books: Volunteer Essentials, Safety Activity Checkpoints
- ☐ Ratio charts

Car/Vehicle:

- ☐ 2-3 extra blankets
- ☐ Car tools, including jack, spare tire
- ☐ Emergency phone numbers for each passenger
- ☐ First aid kit

Food and Kitchen Equipment (as needed):

- ☐ Tissues, paper towels, toilet paper, napkins
- ☐ Salt, pepper, spices, condiments
- ☐ Knives/cooking utensils
- ☐ Sponges, dishcloths, scouring pads, dish detergent
- ☐ Cleanser/bleach (in marked container)
- ☐ Coolers/chill bags
- ☐ Ziploc bags, food storage containers
- ☐ Trash bags

Special Equipment/Supplies for Planned Program Activities:
