



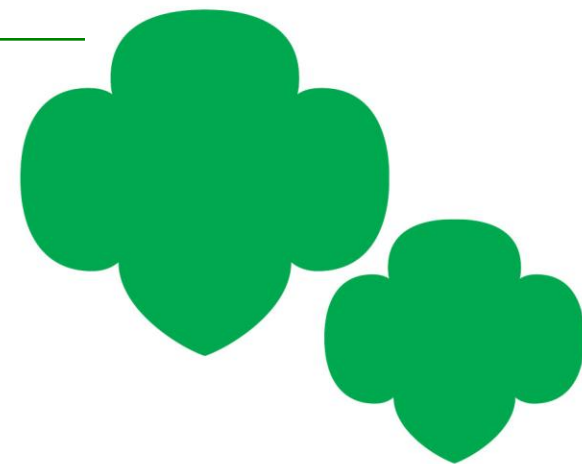
Council 101: Section 5

Troop/Group Travel

This self-directed session outlines basic elements, policies, and services provided by Girl Scouts in the Heart of Pennsylvania. For your convenience, Council 101 is designed into five sections which may be completed all at once, or one section at a time. At the end of each section, there will be a few wrap up questions for you to answer and email to your council contact.

Detailed information on procedures is available within our volunteer handbook, *Volunteer Essentials*. Please read this book in its entirety. If you need a copy of this resource, contact your Membership Associate, or visit www.gshpa.org to download a copy.

Troop Travel/Trips

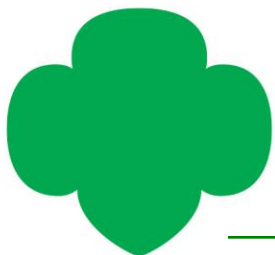


Purpose:

An opportunity to have fun and experience adventure.

It should:

- Stimulate good program
- Enrich ongoing experience in some way
- Have a purpose
- Incorporate a girl's voice and include girl planning.



Always Use the Buddy System!



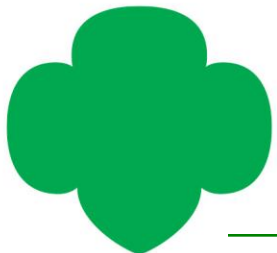
The buddy system is an easy way to have girls help one another.

Two people, the “buddies,” operate together as a single unit so they are able to monitor and help each other.

Girls can choose their own buddies or you can choose for them.

If there is an odd number, expand one team to include three members. These are called “truddies.”

Part of Girl Scouting is learning to work with everyone. Try having the girls switch their buddies periodically.



Trips at a Glance

Type of Trip	Definition	Grade Level	Deadline for Application	Approval	Experiences/ Prerequisites
Meeting Time	A trip that occurs within the normal troop/group meeting time.	All	Notify SUM verbally or via email/note prior to the trip.	Service Unit Manager OR Membership Associate	Courses: Council 101: Section Troop Travel
Day	Trip completed within 10 – 12 hours.	All	Notify SUM verbally or via email/note prior to the trip.	Service Unit Manager OR Membership Associate	Courses: Council 101: Section Troop Travel
Simple Overnight	Trip lasting one or two nights	All	Three weeks Submit Travel Trip Application	Service Unit Manager OR Membership Associate	Prior Trip Experience: Day Trip Courses: Council 101: Section -Troop Travel And appropriate outdoor classes if camping is part of the experience.
Extended Overnight	A trip lasting three or more nights	Brownie Junior Cadette Senior Ambassador	Six weeks Submit Travel Trip Application	Service Unit Manager AND Membership Associate	Prior Trip Experience: Simple Overnight Courses: Council 101: Section -Troop Travel And appropriate outdoor classes if camping is part of the experience.
International	A trip outside the USA including Canada and Mexico	Girls must be age 14 or older Exception: age 12 for participation in a GSUA Destinations program	Letter of intent to travel – One year prior to trip Final paperwork- six months prior to trip	Regional Director	Prior Trip Experience: Extended Overnight Trip Courses: Council 101: Section – Troop Travel And meet with Regional Director

Planning for Troop/Group Travel

Review the “Trips at a Glance” Slide

Find out what type of trip you are taking and ask yourself the following questions:

- What will you do on the trip?
- How much will it cost?
- How will you pay for it?
- How will you get there?
- How long will it take to get there and back?
- When should you leave?
- Do you need permission slips?
- What do you need to take along?
- What GSHPA training courses must you take?
- What are your goals for the trip?



Planning for Troop/Group Travel

Important Things to Remember When Planning:

- A first-aider, who is currently certified in both first-aid and CPR must accompany the troop/group on all trips.
- Girl & Adult Health History Forms, Parent Permission Slips, Emergency Procedure Card, and information such as driver's information should be given to each driver (all found on [Forms](#) portion of the website).
- Develop an emergency plan – Do girls know what to do in case they get lost? Do parents have the troop leader's contact information?
- Check the local weather – what will you do in emergency weather situations?
- All girl adult ratios for trips must be followed – make sure you have the appropriate number of adults by checking *Volunteer Essentials*.

Planning an Overnight for Beginners

	Meeting Content	Leader Activities
Meeting 1	<ul style="list-style-type: none">• Discuss overnight with troop• Decide what kind of place/activities interest the girls	<ul style="list-style-type: none">• Make site reservations• Submit necessary trip forms
Meeting 2	<ul style="list-style-type: none">• Plan menu with girl input• Demonstrate how to roll a sleeping bag; let girls practice.	<ul style="list-style-type: none">• Alert girl's parents/guardians of dates of upcoming trip• Ask for adult volunteers for shopping, drivers, chaperones, etc.• Check to make sure drivers have back ground checks and have completed all necessary forms.
Meeting 3	<ul style="list-style-type: none">• Plan the schedule for the overnight, including activities.	<ul style="list-style-type: none">• Send parent/guardian permission forms home with the girls with details of the trip.
Meeting 4	<ul style="list-style-type: none">• Practice safety skills; buddy system, fire drill.• Review packing list	<ul style="list-style-type: none">• Make copies and send equipment list home.
Meeting 5	<ul style="list-style-type: none">• Discuss expectations and behavior for overnight• Make a behavior contract• Practice the skills needed	<ul style="list-style-type: none">• Permission forms due• Set up transportation system• Have a parent meeting to review details.
Meeting 6	<ul style="list-style-type: none">• Answer questions• Review plans and schedule	<ul style="list-style-type: none">• Check arrangements with drivers, chaperones, etc.

Travel Insurance

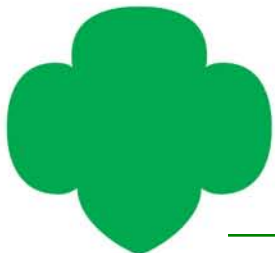


Due to the nature of your trip, you may need additional insurance. Review all plans prior to trip to ensure you have the appropriate coverage.

	Plan 1	Plan 2	Plan 3E	Plan 3P	Plan 3PI
ELIGIBILITY	Every registered Girl Scout and Adult Member	All participants of a participating Girl Scout Council	All participants of a participating Girl Scout Council	All participants of a participating Girl Scout Council	All participants of a participating Girl Scout Council
COVERAGE (any approved and supervised Girl Scout Activity)	Lasting two consecutive nights or less	Lasting more than two nights	Lasting more than two nights	Lasting more than two nights	Lasting more than two nights
PREMIUM RATES	Cost is paid by Girl Scouts of the USA	The cost is \$.11 per participant per calendar day or portion thereof	Cost is \$.29 per participant per calendar day or portion thereof	Cost is \$.70 per participant per calendar day or portion thereof	Cost is \$1.17 per participant per calendar day or portion thereof

*100% enrollment is required of all participants.

**There is a \$5.00 minimum charge.



Additional Insurance

If you need additional insurance coverage, please fill out the following:

[Additional Insurance Coverage Request Form.](#)

Guidelines for Female & Male Volunteers on Troop/Group Trips

- Prior to the trip, the leader/advisor should inform all parents of travel arrangements. The leader shall make certain all parents are comfortable with provisions for privacy. If the leader needs further guidance, they should contact their Membership Associate.
- All adults who will be part of the trip, should be a part of the planning and preparation.
- Appropriate sleeping attire has been reviewed, i.e. shorts and tee shirt or sweatpants and sweatshirt.

Guidelines for Female & Male Volunteers on Troop/Group Trips

- Bathroom facilities are labeled male or female to insure privacy. If that is not possible, provide a “Male in Use” and “Female in Use” sign to post on the door.
- Avoid having men sleep in the same space as girls and women. During family or parent-daughter 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 girls rather than in staff areas.
- Everyone should use the buddy system.

PA Car Seat Safety Tips

Children under 4 years of age are required to use a child restraint device.

Children 4 to under 8 years of age are required to use a booster seat.

Drivers and passengers 8 to 18 years of age are required to be restrained anywhere in the vehicle. *GSHPA requires drivers to be age 21 or older.*

There are exceptions to these rules:

- It is a recommendation that any child under the age of 12 be seated in one of the rear seats and not in a front seat.
- A child over 4 but less than 8 weighing less than 40 lbs. may be securely fastened in a child passenger restraint system (car seat) appropriate for their height and weight.
- A child between 4 and under 8 who weighs more than 80 lbs or who is 4 foot 9 inches or taller may be fastened in a vehicle seat belt system without the use of a booster seat.
- A child over 4 but less than 8, in a vehicle not originally equipped with a shoulder belt, **shall** be fastened in the seat belt without the use of a booster seat or **may** be fastened in a child passenger car seat appropriate for height and weight.

Medical Exception:

Exceptions from the use of a child passenger restraint system for medical reasons may be obtained upon **written certification** by a physician.

Troop/Group Trip Planning Checklist

General:

- Discuss the trip with the girls and agree on ground rules.
- Review trip planning/rules/ratios in Volunteer Essentials.
- File any applications and forms according to GSHPA policies.
- Review Girl Scout Activity insurance and optional insurance coverage.
- Recruit enough adults to supervise girls and relieve drivers on long trips.
- Discuss your expectations and the girls expectations for the trip with everyone.

Troop/Group Trip Planning Checklist

Vehicles & Drivers:

- All Drivers and chaperones have completed and submitted necessary forms to volunteer (this may take up to two weeks). Each vehicle has two adults and obtain insurance information for all drivers.
- All contracts for trip have been signed by your local Regional Director.
- Talk with drivers about safe driving tips, including use of cell phones. When using a cell phone in an emergency, pull completely off the road and stop. Set emergency brake and put on flashers before dialing.
- Plan the route to the destination.
- Obtain maps for each drive and have toll money easily available.
- Establish realistic schedules for the trip, including safe places to stop for breaks (plan rest stops every two hours).
- Check for seat belts and booster seats for each passenger.
- Prearrange meeting places for vehicles. There should be no driving in caravans.
- Plan to drive in daylight hours, whenever possible, and drive with headlights on.
- Ask drivers to check all lights, signals, tires, windshield wipers, horns, and fluid levels for each vehicle.
- First aid kit and information travel packet to each vehicle.
- Do not start a trip if bad weather will impair visibility and reduce safety.

Recommended Lost Child Procedures

- Check Safety Activity Checkpoints to make sure that you have the correct girl/adult ratio for all activities.
- Assign each adult a specific list of girls for whom she is responsible. Review responsibilities before the day of the trip. Each chaperone should know girl's names, addresses, home phone numbers, and should be able to describe the girls, if necessary.
- If possible, select secure spot such as first aid station at an amusement park as the “meet-up” point. Tell the girls to go there if lost and wait for an adult to come. Extra adults could take turns keeping watch at this point.

Recommended Lost Child Procedures

- If touring a large, unfamiliar metropolitan area, train your girls and adults in the following procedure:
 - Select a contact person who will be near a phone while you are touring. Everyone should have a copy of that person's number.
 - Tell girls, should they become separated from their group to remain where they are for 15 minutes. If not found, they should find the nearest phone in a safe area and call their contact, giving their location as clearly as possible and staying there until found.
 - Adult chaperones should “back-track” to search for the lost girl for 15 minutes; if the girl is not found, the chaperone should then call the contact number for the possible location of the girl. Groups should stay together during the search.

Important Travel Forms

[Additional Insurance Coverage Request Form](#)

[Adult Health History Form](#)

[Girl Health History Form](#)

[Parent/Guardian General Permission Form](#)

[Parent/Guardian Permission for Activities Form](#)

[Emergency Card](#)

[Troop/Group Travel Roster](#)

[Troop/Group Trip Application](#)

[Incident Report](#)



Questions

Questions

In order to receive credit for this training, please answer questions on the following slides and send your answers in an email to your local contact or Membership Associate. In the body of your email, please make sure to do the following:

- Include the section title of Council 101 in your email. This section is called:
Section 5 – Troop/Group Travel.
- Include your name
- Number all responses to coincide with each question

Troop/Group Travel

1. What training is required by leaders before taking a Troop on an extended overnight (3 or more nights)?
2. When is a first-aid/CPR certified adult required for a trip?
3. Under what circumstances is additional insurance (beyond the basic Girl Scout coverage that is part of the membership) required?
4. What specific guidelines must be followed by anyone driving a private vehicle for a Girl Scout trip?
5. What is the PA State Law regarding drivers and passengers 8 to 18 years in regards to seat belts?