

LEAD – LEADER ENRICHMENT & DEVELOPMENT FIELD TRIPS AND TRAVEL BASICS

Purpose: Step-by-step script to help you walk through the LEAD Enrichment Trips and Travel Basics PowerPoint (available for download at Volunteers.GirlScoutsRV.org/Travel) with volunteers. This resource will cover Girl Scout Travel basics including: types of travel, age appropriateness, progression, and training and paperwork required.

Length: 25 minutes.

Time	Activity	Materials Needed
5 minutes	Activity #1: • Travel – Who, What, Why, and How	<input type="checkbox"/> Laptop & projector (optional)
5 minutes	Activity #2: • Travel Progression	<input type="checkbox"/> Laptop & projector (optional) <input type="checkbox"/> Travel Progression Handouts (available for download at Volunteers.GirlScoutsRV.org/Travel)
10 minutes	Activity #3: • Planning and paperwork	<input type="checkbox"/> Laptop & projector (optional) <input type="checkbox"/> Copies of the “Trip/Travel Planning Worksheet” <input type="checkbox"/> Copies of the “Request to Travel-Extended Trips” form
5 minutes	Activity #4: • Resources	<input type="checkbox"/> Laptop & projector (optional) <input type="checkbox"/> Internet access (if available)

Activity #1: Travel – Who, What, Why, and How

Time: 5 minutes

Materials Needed:

- Laptop & projector (optional)
- LEAD Enrichment Trips and Travel Basics Powerpoint (available for download at Volunteers.GirlScoutsRV.org/Travel)

Steps:

(Please use the script below for the LEAD Enrichment Trips and Travel Basics PowerPoint)

1. (Slide 1: File Trips & Travel Basics Title Page) SAY: Today we will be learning more about Girl Scout Field Trips and Travel. Has anyone here traveled with their troop before?



Have those who have traveled before quickly tell where they have travelled with their girls. These volunteers can be used as a resource during this enrichment if needed.

2. (Slide 2: Who can travel?) SAY: Any registered Girl Scout can travel; however, all trips should be appropriate for ages and abilities. We will talk more about this later in the training.
3. (Slide 3: What is travel?) SAY: Girl Scout Travel isn't just going across the country or the world. Any time girls leave their meeting space it is considered travel. Even short trips can build girls skills and give them new experiences.
4. (Slide 4: Why travel?) SAY: Travel has so many benefits to girls (and adults!). It helps them gain skills, discover the world around them, see new places, and meet new people. Studies show there are two things that keep girls in Girl Scouting: Camp and Travel. Plus, every girl deserves the chance to travel.
5. (Slide 5: how: Girl-Led) SAY: An important difference between Girl Scout travel and traveling with your family or friends is how it is planned. Just like all Girl Scout activities, travel should be girl led. This means girls should have a say in where they go, what they do, and other aspects of the trip. For younger girls, this may be choosing between two destinations or two activities. For older girls, this means taking over all of the researching and planning of a trip.

Activity #2: Travel Progression

Time: 5 minutes

Materials Needed:

- Laptop & projector (optional)
- Travel Progression Handouts (available for download at Volunteers.GirlScoutsRV.org/Travel)

Steps:

(Please use the script below for the Travel Progression Handout and slides 6-8)

1. SAY: There are many different types of trips the girls can take. Today we are going to talk about each one and discuss examples.
2. (Slide 6: Types of Trips): Go through each type of trip one by one. For each one, give the definition and ask the group for examples of trips that would fit this description. Take 1-2 examples of each. The below chart includes types, definitions, and needed experience level and Girl Scout Program Grade Level.
3. (Slide 7: Other travel opportunities) SAY: There are additional types of Girl Scout trips. GSUSA offers two types for travel for girls. The first is Destinations. These are trips for individual girls 5th grade and up and are sponsored by GSUSA. Girls must apply for these trips through Girl Scouts River Valleys. You can find more information by searching for "Destinations" at GirlScoutsRV.org. The second is Getaways. These are travel packages for troops sponsored by GSUSA. They can range from theater tickets to a fully planned trip package. Girl Scouts River Valleys paperwork must be completed for Getaways trips. More information about Getaways can be found on GirlScouts.org.

Girl Scouts River Valleys plans trips for girls within the council. You can find information on the upcoming trip "2019 Belize Wildlife Adventure" at www.GirlScoutsRV.org/Travel.

4. (Slide 8: Travel Progression) SAY: Travel helps girls learn and grow their skills. This means that there should be a progression in travel. Not all trips are appropriate for all ages. In addition, even if girls are at an appropriate age for a type of trip, they should still progress through all types of trips first. For example: If Girl Scout Seniors want to take a trip to Europe, they should first have taken a day trip, simple overnight, and extended overnight together.

(Pass out Travel Progression Handout)



SAY: In addition to what we just discussed, this travel handout shows what level of travel is generally appropriate for each Program Grade Level and experience level.

Activity #3: Planning Paperwork

Time: 10 minutes

Materials Needed:

- Laptop & projector (optional)
- Copies of the “Trip/Travel Planning Worksheet”
- Copies of the “Request to Travel – Extended Trips” form

Prep Needed:

- Print copies of the “Trip/Travel Planning worksheet” and the “Request to Travel – Extended Trips” form available for download at Volunteers.GirlScoutsRV.org/travel.

Steps:

1. Hand out copies of the “Trip/Travel Planning Worksheet”
2. (Slide 9: Trip/Travel Planning Worksheet) SAY: This is the planning worksheet for all trips. You should fill this out for every trip and give a copy to your emergency contact. This form should be turned in to Girl Scouts River Valleys at least two months prior to traveling for all Extended and International trips as well as those involving high risk activities.

While you don’t need to turn it in for shorter trips, it is still important to fill it out EVERY time you travel. By completing the form, you ensure you have taken the proper steps to plan the trip and ensured safety for the girls. You will be very happy you have it if an emergency arises.

3. Go through each section of the form. Volunteers will not need to fill out all sections for every trip. They only need to fill out what applies.

Notes about this form:

Types of Trips:

- A regional trip is a trip with more than two troops attending. The form only needs to be filled out by one person for the trip, this should be the organizer.
- High risk activities are those not included in the Safety Activity Checkpoints. Even if the trip is less than 3 nights, this should still be submitted to Girl Scouts River Valleys for approval.

Permission Slips

- You should have a signed permission slip for all girls who are traveling.
- For international trips, you do require a permission slip to take the girl out of the country. This should be signed by all legal guardians.

Training

- Girl Scouts River Valleys has a variety of self-study, online, and in-person training and well as online resources that provide the skills needed to travel with girls. When planning and traveling with girls, you should be certain you have the skills needed to supervise the trip. Available trainings are:
 - Girls Sleep In – self study
 - Girls Cook In – self study
 - Campfire Fun - online training
 - S’mores and More - online training
 - Girls Cook Out – In person training
 - Girls Sleep Out – in person training
 - Travel and Camping-related Safety-Wise Activity Checkpoints.



Program Ties and Outcomes

- All trips should be related to Girl Scout programming and outcomes. This may be met through activities on the trip or through the planning process.
- Examples:
 - Daisies spend a day at a church garden completing their Daisy Flower Garden Journey Take Action Project.
 - Brownies visit an art museum as part of the requirements for their Painting badge.
 - Juniors take their cameras on a camping trip to earn their Digital Photography badge.
 - Cadettes plan a tour of several national parks while completing their Breathe Journey.
 - Seniors travel to Pax Lodge World Center in London to meet Girl Guides as part of their Mission Sisterhood Journey.
 - Ambassadors work together to plan a group trip to celebrate their successes and reflect on their time as Girl Scouts.

Additional Insurance

- Girl Scouts River Valleys provides all registered members with basic insurance coverage.
- You need to purchase additional insurance for Extended Trips, International Trips, and for nonmembers.

4. Hand out copies of the “Request to Travel – Extended Trips” form.
5. (Slide 10: Request to Travel – Extended Trips Form) SAY: This is the Request to Travel – Extended Trips form. This should be completed only for Extended and International Troop Trips. It is due before the bulk of trip planning has taken place – at least 6 months before departure. This helps you know you are on the right track before you have planned most of your trip.

Activity #4: Resources

Time: 5 minutes

Materials Needed:

- (Optional) Laptop & projector
- Internet access (if available)

Prep:

- Familiarize yourself with travel resources and documents on the Travel Progression and Planning page at Volunteers.GirlScoutsRV.org/travel.

Steps:

(The following guidance can be done using the PowerPoint slides or by guiding the group through the live website.)

1. SAY: Girl Scouts River Valleys has a variety of resources to help you with your travel as well as staff to answer your questions and provide guidance. All of the information can be found in the “Trip/Travel Progression and Planning” article.
2. (Slide 11: Resources) SAY: To find this article, start at volunteers.girlscoutsrvalleys.org and click on “Reference” in the top menu.
3. (Slide 12: Resources – Travel Progression & Planning) SAY: From here, click on the “articles” section. If needed, you can also go directly to forms from this page.
5. (Slide 13: Resources – Travel Progression & Planning) SAY: On this page, you will find a list of helpful articles and information. To find the article directly, you can type “travel” into the search box on this page. This will bring up only the Trip/Travel Progression and Planning Article.
6. (Slide 14: Resources – Travel Progression & Planning) SAY: This article provides all the information we’ve gone over today and more. You will find trip definitions, planning steps, and information on other trips.
7. (Slide 15: Resources – Travel Progression & Planning) SAY: If you scroll to the bottom of this page, you will find links to all the policies, guidelines, forms, and additional articles you will need for trip planning.
8. (Slide 16: Questions) SAY: If you are not finding the information you need, you can ask questions and get advice from our Girl Scouts River Valleys program team through phone or email.

