

LEAD – LEADER ENRICHMENT & DEVELOPMENT EXTENDED TRAVEL

Purpose: Provide additional travel information for leaders taking extended trips with their girls. This training concentrates on higher detail in completing the required planning for a trip of 3-nights or more. It assumes that leaders already know the information included in the field trip and travel LEAD Enrichment.

Length: 25 minutes.

Time	Activity	Materials Needed
8 minutes	Activity #1: <ul style="list-style-type: none"> Planning and paperwork 	<input type="checkbox"/> Copies of the Request to Travel Extended Trips Form (available at Volunteers.GirlScoutsRV.org/travel) <input type="checkbox"/> Copies of the Trip/Travel Planning Worksheet <input type="checkbox"/> Copies of the Sample Participant Behavior Contract
5 minutes	Activity #2: <ul style="list-style-type: none"> Preparedness 	None
10 minutes	Activity #3: <ul style="list-style-type: none"> Trip finance 	<input type="checkbox"/> Copies of the Sample Budget Worksheet <input type="checkbox"/> Copies of the Sample Financial Agreement <input type="checkbox"/> Paper and easel or marker board <input type="checkbox"/> Markers
2 minutes	Activity #4: <ul style="list-style-type: none"> Resources 	<input type="checkbox"/> Laptop & projector (optional) <input type="checkbox"/> Internet access (if available)

Activity #1: Planning and Paperwork.

Time: 8 minutes

Materials Needed:

- Copies of the Request to Travel – Extended Trips Form
- Copies of the Trip/Travel Planning Worksheet
- Copies of the Sample Participant Behavior Contract



Prep Needed:

- Print copies of the “Request to Travel – Extended Trips” form, “Trip/Travel Planning Worksheet”, and the “Sample Participant Behavioral Contract”.
1. It is important for leaders to understand that planning a Girl Scout trip is different than planning a family trip. The process will take longer and there are many additional factors to consider. The most important factor is that, like all Girl Scout activities, the trip should be girl led. This means girls should have an active part in researching, planning, and preparing for the trip. Ask leaders some things girls can do to participate actively in trip planning. Take a few answers.
 2. Hand out copies of the Sample Participant Behavior Contract. The first step in planning a trip is to make a behavioral contract. This is only a sample. The girls should write the behavioral contract for your trip as a group.
 3. Pass out copies of the Request to Travel – Extended Trips form. Once you have completed your behavior contract, you can start planning your trip. Your first step should be to plan enough of your trip to fill out the Request to Travel – Extended Trips form. This includes basic trip information including destination, basic activities, transportation, back-up planning, etc. This form is due at least 6 months prior to departure for extended trips. This should be sent in and approved prior to the bulk of trip planning. The reason this form is due far in advance is because it allows Girl Scouts River Valleys to ensure you are on the right track with planning prior to making reservations, etc. It also provides a larger amount of time because girl-led decision making can take longer and extend the process. If time allows, review the questions on the form.
 4. Pass out copies of the Trip/Travel Planning Worksheet. This form is due 2 months prior to departure. When this form is turned in, all planning should be finished, reservations/payments paid, etc. Along with the Trip/Travel Planning Worksheet, Girl Scouts River Valleys requires a few supplemental documents to be submitted: itinerary, participant list (including names, ages and responsibilities such as First Air/CPR, driver), budget worksheet and additional travel insurance. It is important for this form to be received on time. This allows Girl Scouts River Valleys staff ample time to review and approve your trip. This also allows staff time to process cookie credits that are sent in with your paperwork. Cookie Credits cannot be processed until the paperwork is received.

In order to properly plan your trip, you should use this form throughout the entire planning process with your girls. It details step by step processes and ensures you are fully prepared to travel.

Check with the group to see if they have any questions on this form.

Activity #2: Preparedness

Time: 5 minutes

Materials Needed: None

1. When girls are travelling, it is important they are prepared for the experience. If girls are not prepared, it could be a negative experience for them. Some factors to consider are:
 - Have these girls taken shorter trips together?
 - Do girls know what to do in an emergency?
 - Are girls and adults physically prepared for the activities they will do?
 - Are girls familiar with the culture where they will be going?
 - Are girls capable of working together to make the decisions needed to plan the trip?
 - Can girls properly pack for their trip?
2. Give the group the scenarios below and have them brainstorm things girls can do to prepare for each.
 - A trip to Chicago where they will be staying in a hostel and riding public transportation to local attractions.
 - A 7-day canoe trip in the boundary waters.



- A 10-day trip to England, France, and Italy.

Activity #3: Trip Finance

Time: 10 minutes

Materials Needed:

- Copies of the Sample Budget Worksheet
- Copies of the Sample Financial Agreement
- Paper and easel or marker board
- Markers

Prep Needed:

- Print copies of the Sample Financial Agreement and Sample Budget Worksheet from Volunteers.GirlScoutsRV.org/travel
 - Draw a vertical line down the middle of the paper/marker board. Write “income” on one side and “expenses” on the other.
1. Hand out copies of the sample financial agreement. All extended trips should have a financial agreement that is written and signed by all participants and families prior to the bulk of trip planning. This will help prevent issues and misunderstandings later. The agreement should be written by the girls with input from families.
 2. Ask the group to list things they will need to spend money on for a trip. As they list items, write them under expenses. Add any items they may have missed. Some possible expenses/ways to save are:
 - Lodging
 - Transportation
 - Entrance Fees
 - Food/snacks
 - Equipment
 - Taxes
 - Paperwork
 - Insurance
 - Clothing
 - Sundries
 3. Have the group brainstorm ways you could save money for each expense.
 4. Have the group list possible income sources for trips. As they list possibilities, write them on the board under “Income”. Add and explain any possibilities they may have left off. Below are ways Girl Scouts can earn money for trips.
 - Personal contribution
 - Family Contribution
 - Cookies
 - Fall Product
 - Money-Earning Activities
 5. Hand out the Sample Budget Worksheet. This is available at Volunteers.GirlScoutsRV.org/travel. The budget turned into Girl Scouts River Valleys should match this format.



Activity #4: Resources

Time: 2 minutes

Materials Needed:

- (Optional) Laptop & projector
 - Internet access (if available)
1. Go to Volunteers.GirlScoutsRV.org/travel.
 2. Click “Reference” in the top menu.
 3. Click “View” under the articles section.
 4. Scroll down the list and choose “Travel Progression and Planning.”
 5. Scroll through the page to show leaders what resources are available.

