

Trip Planning - How Do We Get There from Here?

Let's Plan a Trip!

Before you begin – TAKE THE TRAINING!!!

GO TO : <http://www.gsw.org/en/for-volunteers/online-support-for-volunteers/required-courses.html>

Download the Troop Trip and Overnight Planning Manual. Take the quiz at the end, and submit it to GSWO.

This Training is required for ALL trips.

It's also a pre-requisite for Lodge Training & Troop Camp Training. You must take this training to submit a trip for approval, and you must submit a trip for approval if you are taking various trips – see the Training Manual for details.

We did a little brainstorming on trips, just like you would with your girls, and took a little quiz.

Meeting 1 Begin discussion - where to go, activities, cost, how to pay. (See budget worksheet)

Meeting 2 Menu

Meeting 3 Activities, schedule

Meeting 4 Skills – safety, first aid, permission

Meeting 5 Behavior, packing list

Meeting 6 Kapers, agenda, final paperwork

Take Trip

Evaluation

Notes/Questions

Leader Training Requirements for Trips

Write the letter(s) of the training(s) required for each type of trip. Answers are in the Training Manual

Day Activity/Trip	a. Lodge Camp Training
High Risk Activity	b. Trip and Overnight Planning
Overnights <5 nights (no camping)	c. Contact your Program and Partnership Manager for Training
Overnights @ Council-owned camp (sleeping inside)	d. Troop Camp Training
Trips anywhere that include camping and outdoor skills (sleeping in tents)	
Overnights >5 nights	
International trips	

Troop Trip Planning Details

True or False? Answers are in the Training Manual

- When your troop is participating in a day trip over 100 miles from your usual meeting place, you must notify the council by completing the Troop Trip and Activity Notification Form at least one month prior to the trip.
- The trip approval for a rafting trip is automatic once you have submitted the form AND have taken the required training(s) for your type of trip.
- Trips that take place at council-owned properties require submission of the Troop Trip Notification Form.
- Permission forms are required if you are meeting at a time or location different from your regular meeting place or if transportation is involved.
- Older girls (CSA) can carry their own medications as long as they give you the signed permission form.
- We should always have a designated emergency contact person. (An adult, not on the trip, who is willing to communicate with families and the troop in case of an emergency.)
- When you take 14 Brownies camping, 2 unrelated adults are required for Safety-Wise numbers.
- Any adult that is counted toward your girl-adult ratio, including drivers and chaperones, must be registered as either a troop leader or troop assistant.
- Additional insurance may need to be purchased if your troop will be taking a trip lasting more than 2 nights or if your trip is a family event.
- In an instance where adults need to share a sleeping area with girls (not a family event), having one adult in a room full of girls is fine.