

Girl Scouts of Hawai`i  
**Group Travel Home-Study  
Manual**



**Updated January 2008**

Welcome to the world of Girl Scouts...where girls gain skills, have fun, and make the world a better place. This manual along with the Group Travel Home-Study DVD will help you in taking the Girl Scout Program beyond the group meeting time and place. It will provide you with all the information and forms you need to provide safe program opportunities to girls.

Aloha,

On behalf of the Board of Directors and the staff of the Girl Scouts of Hawai'i (Council), we would like to thank you for your commitment to Girl Scouts. Together with our national organization, Girl Scouts of the USA (GSUSA) and the other 314 independent Girl Scout councils across the nation, we represent the world's preeminent organization dedicated solely to girls. The Girl Scout Program is designed to not only encourage girls to develop to their full potential but also allow girls to discover the fun, friendship, and power of girls together. The key to the program's success is the adults who work together to create accepting and nurturing environments for the girls, and serve as their mentors, role models, and advocates.

Our girl-focus is purposeful and supported by GSUSA's 95 years of experience and a collective body scientific research. In fact, a recent independent research study conducted by the University of Arizona and University of California, Davis, singled out the Girl Scout Program as an outstanding positive youth development program because it embraces the essential element of having "caring adults engaged with youth in meaningful activities that foster the development of agency, connectedness, and competence." *[Building Partnership for Youth – Partnership with National 4-H Council, University of Arizona, and the University of California, Davis; 2004]*

The perpetual challenge for the Council is how to ensure that Girl Scouting remains relevant, contemporary, and viable to each successive generation of girls. In this regard, the Council has been working to put in place an adult volunteer system that better meets the needs of today's adults who, like our girls, live demanding lives. This includes offering training that not only shares information regarding the policies, standards, and procedures of the Girl Scout Program but also information regarding the issues impacting girls growing up in Hawai'i today.

This challenge has led the Board of Directors (Board) to align the Council's policy and standards with this changing landscape. The Board was motivated to do so because of the girls. It wants to ensure that the Council can continue to serve not only the girls who are in the program today but those we are working to include in the near future, and the generations to come. Thus, this document, *Policies and Standards for Adults Participating in the Girl Scout Program*, was adopted by the Board on October 6, 2004.

We appreciate your willingness to give of your time, talent, and resources to the thousands of girls and adults who are proud to be Girl Scouts. It's a great time to be involved in Girl Scouts!

Mahalo,

Caroline Oda  
Chair, Board of Directors

Gail Mukaihata Hannemann  
Chief Executive Officer

## TABLE OF CONTENTS

Safety and Health Policy and Standards .....	4
Trip Definitions .....	6
Trip Progression Chart .....	7
General Guidelines in Trip Planning .....	8
Girl Planning	
Budgeting	
Money-Earning Activities	
Transportation	
Girl/Adult Ratio Requirements	
Trip Readiness	
Emergencies	
High Risk	
Insurance	
Health Forms	
First-Aide	
Swimming	
Camping	
Membership Manager	
Day Trips .....	18
Simple Overnight Trips (on-island) .....	20
Extended Overnight Trips (on-island, inter-island and/or mainland) .....	23
Studio 2B Destination Trips .....	27
International Trips .....	29
Forms .....	30
Day Trips	
Simple Overnight Trips (on-island)	
Extended Overnight Trips (inter-island or mainland)	
Forms Used By All Trips	
Appendix A .....	
<i>Girl Scouts of Hawai'i Policies and Standards for Adults Participating in the Girl Scout Program</i>	

## SAFETY AND HEALTH

As stated in Chapter One of *Safety-Wise*, “As Girl Scout activities keep pace with an ever-changing world; health and safety remain cornerstones of the Girl Scout Movement. Safety is planned and practiced by all members. When Girl Scout members learn about safety, more activities are at their command. When participants follow safe practices, they can feel relaxed and confident. While total safety cannot be guaranteed, unnecessary risk can be reduced.”

Seeing that every program, activity, and/or event is planned and implemented with the utmost regard for the physical and emotional safety, health and well-being of each girl is of paramount importance. The Council recognizes that this responsibility, in order to be effective, must be shared among the participants—both girl and adult.

Because every girl deserves a chance to see the world, Girl Scouts offers many different trip/travel opportunities so girls can see new places, meet new people, and learn about different cultures and ideas. Whether exploring their own neighborhoods, going on overnight camping trips, participating in community service projects, or flying to one of the four world centers, Girl Scouts are continually expanding their horizons.

To this end, the Council has developed the Girl Scout *Group Travel Manual* that provides all of the information needed to safely conduct a group trip away from the regular meeting time and place. What you will find in the *Group Travel Manual* is a compilation of the procedures and forms needed for Day Trips, Simple Overnight Trips (on-island), Extended Overnight Trips (inter-island, mainland), Studio 2B Destination Trips (individual girl and group), and International Trips.

Along with the procedures and forms you will find general information to help you assess the readiness of your girls, plan with your girls using “girl planning”, and limit risk and ensure the safety of all participants. The timeline for submission of forms and the forms themselves have been established to ensure that the Council can assist each group in a timely manner and that everything is in place for a wonderful adventure.

## SAFETY AND HEALTH POLICY

<b>POLICY:</b> <b>20.0</b>	<b>SAFETY AND HEALTH</b> (adopted October 6, 2004)
	<b>The Council is committed to providing girls with opportunities to discover and grow to their full potential through the Girl Scout Program but only if the safety, health, and well-being of the girls and adult participants can be reasonably assured.</b>

<b>STANDARDS:</b>	
<b>Planning Trips with Girl Scouts</b>	<ol style="list-style-type: none"> <li>1. A Girl Scout trip is an opportunity for girls to go beyond the regular meeting place and time, to have fun, to experience adventure, and to enrich the ongoing Girl Scout Program. When planning for Girl Scout trips <i>Safety-Wise</i>, Chapter 5 must always be consulted.</li> <li>2. The different types of trips and the standards for planning such trips are defined by GSUSA in <i>Safety-Wise</i> and the Council's policies and procedures. These standards must be adhered to when requesting trip approval, securing requisite insurance, and obtaining appropriate first-aid trained individuals.</li> <li>3. Adult participants must complete the required forms and receive Council authorization prior to all planned day, overnight, off-island, mainland, or international trips.</li> <li>4. Adult participants must follow all Council procedures and complete the required forms when planning a trip that entails a High Risk Activity, as defined in <i>Safety-Wise, Chapter 7: "Activity Checkpoints."</i></li> </ol>
<b>Insurance Coverage</b>	<ol style="list-style-type: none"> <li>1. Each Girl Scout program, activity, and/or event must have adequate insurance coverage.</li> <li>2. Additional insurance must be purchased by the group when warranted.</li> </ol>

## **TRIP DEFINITIONS**

### **Day Trips**

Day Trips are daytime trips away from the group meeting place and outside the regular meeting time. Girls might plan an all day visit to a place of historical interest, bringing their own lunch. Other Day Trips might involve planning a trip to the local aquarium with lunch at a nearby restaurant or going to dinner and a movie.

### **Simple Overnight Trips (on-island)**

Simple Overnight Trips involve one (1) or two (2) nights away (on-island). The destination might be a group member's home for a backyard slumber party or an overnight at a local recreation center with several other troops. Girls might plan a stay in a hotel, or may camp at a Girl Scout campsite or nearby campground.

### **Extended Overnight Trips (on-island, inter-island and/or mainland)**

Extended Overnight Trips include three (3) nights or more spent on-island at a camp or other location, one (1) night or more off-island, (inter-island and/or mainland). Inter-island travel is restricted to Junior Girl Scouts (ages 8-11 or in grades 3-6) and above. Mainland travel is restricted to Cadette Girl Scouts (ages 11-14 or in grades 6-9) and Senior Girl Scouts (ages 14-17 or in grades 9-12). International travel is restricted to Senior Girl Scouts (ages 14-17 or in grades 9-12).

### **Studio 2B Destination Trips**

STUDIO 2B Destination Trips fall into five categories: international, outdoors, science, people, and getaways. Facilitated by Girl Scouts of the USA and hosted by individual Girl Scout councils, GSUSA, and contracted organizations such as Outward Bound, these trips open girls up to whole new worlds and ideas. Studio 2B Destination Trips are offered for individual girls 11-17 years old and to some groups of girls 11-17 with accompanying adults.

### **International Trips**

International Trips could encompass planning to stay at a world center, a Girl Guide hostel, or visiting the Girl Guide/Girl Scout headquarters in countries where there is a WAGGGS organization. International Trips are available to girls in grades 9-12 or 14-17 years old who have, along with their leader/adult-in-charge, demonstrated their ability to plan, organize, budget, accept responsibility, observe emergency and safety measures, work together as a group, and evaluate their experiences through a variety of successful short and extended trips.

## TRIP PROGRESSION CHART

Girl Scout trips are planned activities away from the normal meeting place and time. They are an opportunity for girls to have fun, to experience adventure, and to enrich their ongoing Girl Scout program. Sometimes trips are the culmination of a progression of activities in which the girls have been involved. The distance from home and the length of the trip depends on the travel experience of the girls and adults.

This chart is a starting point for girls to generate their own ideas about where they want to go.

LEVEL	TYPE OF TRIP	EXAMPLES
<b>Daisy Girl Scouts</b> (ages 5-6 or in grades K-1)	Day Trips	Local field trips
		*Camping trip with family
<b>Brownie Girl Scouts</b> (ages 6-8 or in grades 1-3)	Day Trips; Simple Overnight Trips	Discovery trips in neighborhood
		Council sponsored events
		Backyard camping
		Service Unit "lock-in"
<b>Junior Girl Scouts</b> (ages 8-11 or in grades 3-6)	Day Trips; Simple Overnight Trips; **Extended Overnight Trips	All of the above
		Use of tent camping facilities
		Hotel stays
<b>Cadette Girl Scouts</b> (ages 11-14 or in grades 6-9)	Day Trips; Simple Overnight Trips; **Extended Overnight Trips; Studio 2B Destination Trips	All of the above
		Backpacking trips
		Some STUDIO 2B Destinations
<b>Senior Girl Scouts</b> (ages 14-17 or in grades 9-12)	Day Trips; Simple Overnight Trips; **Extended Overnight Trips; Studio 2B Destination Trips; ***International Trips	All of the above
		International destinations

\*Under the leadership of the group leader/adult-in-charge, and with parents, guardians, or other family members participating, a Daisy Girl Scout group may participate in an occasional overnight camping experience.

\*\*Extended Overnight Trips are restricted as follows: Inter-island travel is restricted to Junior Girl Scouts (ages 8-11 or in grades 3-6) and above; mainland travel is restricted to Cadette Girl Scouts (ages 11-14 or in grades 6-9) and Senior Girl Scouts (ages 14-17 or in grades 9-12).

\*\*\*International travel is restricted to Senior Girl Scouts (ages 14-17 or in grades 9-12).

## **GENERAL GUIDELINES**

### **Girl Planning**

A key ingredient in Girl Scouting is the partnership of girls and adults working together to plan and carry out the Girl Scout Program. With girl/adult planning, girls feel involved and have more opportunities to become responsible and self-reliant. They learn how to plan and make decisions, and they develop leadership and interpersonal skills.

Girls need to make choices and plans to mature and develop their competence and self-esteem. Girls who are encouraged to be actively involved, who develop leadership skills, and who accept responsibility are more likely to enjoy their Girl Scout activities and to stay in longer.

The girl/adult partnership begins at the Daisy Girl Scout age level and changes and matures as the girls grow older and gain experience in making and carrying out their own decisions.

### **Budgeting**

Once the girls have decided on a trip they would like to plan, the next part of the process involves creating a budget. The extent to which the girls will be involved in this process depends on their level. See *Safety-Wise*, pg. 27 for more detail on the progression in handling group finances. Whether the girls are actively developing, implementing and or reconciling their budget, time should be spent discussing how much money will be needed to make their trip possible. This is a good time to talk about their goals for the product sale and how they will utilize their funds.

Money earned by the group through council product sales, and other approved money-earning activities should be used strictly for the expenses of the girls on the trip. Such things include: transportation, meals, overnight accommodations, fees for activities and tours. Money for personal souvenirs is the responsibility for each girl. Group funds maybe used to pay for the adults need to meet *Safety-Wise* ratio requirements. All other adults, traveling with the group, are responsible for their own expenses.

### **Money-Earning Activities**

“Group money-earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. The number of money-earning projects may not exceed the amount of money needed to support group activities. The group determines the amount to be raised by preparing a group budget. Group money-earning activities need to be suited to the ages and abilities of the girls and consistent with goals and principles of the Girl Scout Program.

Planning and participating in money-earning projects give girls the opportunity to learn many skills, such as budgeting, goal setting, customer relations, good business practices, and public relations. Income from group money-earning activities never becomes the property of individual members – girls or adults.

Product demonstration parties, raffles, drawings, games of chance, the direct solicitation of cash, and the sale or endorsement of commercial products are not acceptable money-earning activities.



## **Transportation**

Transportation decisions are a very important part of trip planning. The first concern is always safety, but even with the greatest care, accidents can happen. It is imperative that leader/adult-in-charge follows all Council procedures and *Safety-Wise* standards to help ensure the safety of all participants. *Safety-Wise*, pgs. 52-59 and pgs. 25-27, “Standards”, deal with transportation.

Private passenger cars and vans may be used during Girl Scout activities. They must be properly registered, insured, and operated by adults with a valid license for the type and size of the vehicle used. Any other form of private transportation requires council approval.

**NOTE:** If the leader/adult-in-charge is personally providing transportation (carpooling) and/or organizing transportation through a third party (i.e.: chartered bus, rented vehicle), then the activity/trip *begins* with the transportation. If a parent provides transportation for her/his child and/or other girls, then the activity/trip begins at the activity/trip site, after the parent drops off her/his child and/or other girls.

## **Girl/Adult Ratio Requirements**

Each group has at least one adult leader and one or more assistant leaders. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female. Please read *Safety-Wise*, pgs. 69 – 72 for more details. See below the recommended ratios of adults to girls.

<b>For events, trips, and group camping, two adults to every:</b>	<b>Plus one adult for each additional:</b>
5 Daisy Girl Scouts*	3 Daisy Girl Scouts*
12 Brownie Girl Scouts	6 Brownie Girl Scouts
16 Junior Girl Scouts	8 Junior Girl Scouts
20 Cadette/STUDIO 2B Girl Scouts	10 Cadette/STUDIO 2B Girl Scouts
24 Senior/STUDIO 2B Girl Scouts	12 Senior/STUDIO 2B Girl Scouts

\*Under the leadership of the group, leader/adult-in-charge, and with parents, guardians, or other family members participating, a Daisy Girl Scout group may participate in an occasional overnight camping experience.

There may be trips when fathers or male co-leaders/adults-in-charge are part of the group. It is not appropriate for males to sleep in the same space with girl members. They may participate only if separate sleeping quarters and bathrooms are available for their use. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men should not supervise girls in the sleeping area.

## **Trip Readiness**

Use *Safety-Wise* as a resource before planning any trip. Read *Safety-Wise*, pgs. 62-77 "Girl Scout Program Standards"; pgs. 78-83 "Activity Checkpoints"; and pgs. 44-60 "Planning Trips with Girl Scouts".

Here is a checklist of general indicators for leader/adult-in-charge and girls to look for to determine the group's readiness for a trip.

### 1. Girl Scout Policies and Standards

- Meets *Safety-Wise* chapter 6 on "Girl Scout Program Standards," and chapter 5 on "Planning Trips with Girl Scouts."
- GSCH Policies and Standards* and procedures are met.
- Girl/Adult ratio is correct
- First-aide trained and certified adult is in the group
- Proof of insurance for all trips over two nights
- If plans change GSCH is informed

### 2. Sound Planning

- Trip has a clear purpose
- Trip is part of ongoing group activities, with girls involved in planning
- Girls work successfully in groups and accept responsibilities
- Enough adult chaperones have been recruited
- Girls, parents or guardians support the project
- Girls and adults work together to make realistic, detailed plans
- Consider special abilities, religious/ethnic diversity of participants and those they will encounter
- Learn in advance what they will be seeing and doing
- Seek guidance and approval for best means of transportation
- Alternate plans

### 3. Travel arrangements made in advance

- Time provided for eating, sleeping, rest and relaxation, recreation, and personal needs
- Mileage covered each day is reasonable
- Drivers as well as passengers are considered when making plans
- Reservations for overnight accommodations are confirmed in writing
- All stopping places are planned in advance
- Sufficient space is reserved so that each girl has her own bed
- Entire itinerary is known by girls, adults, parents, and the council office and the back-home emergency contact person

### 4. Business and money matters are worked out

- Girls and adults create a detailed, realistic budget
- Money-earning projects (if needed) are carried out with Council permission according to *GSCH Policies and Standards*
- Personal and group expenses are defined in advance.
- Travel funds are kept in a bank before the trip and carried in traveler's checks during the trip
- One person is responsible for all troop funds and keeps a daily account of expenditures
- All cash and traveler's checks should not be held by just one person at any time during the trip
- Decisions are made in advance concerning how to pay bills that occur before, during and after the trip

### 5. Members take responsibility for personal conduct and equipment

- Girls and adults know what clothing and equipment to bring, how to use and pack
- When group travels, uniforms are suggested
- Girls understand their responsibilities as travelers.
- Everyone is briefed on appropriate conduct and safety precautions in public places, restrooms, building stairs, escalators, elevators, and the selected forms of transportation
- Groups staying in hotels are prepared to take special precautions and know what to do in case of fire
- Girls and adults are prepared for new experiences and are open to local customs and foods
- Any special equipment required is checked and ready in advance

- Set luggage and equipment limits and adhere to them. Each person can carry their own with exceptions made for special considerations

6. Everyone knows and observes good health and safety practices

- Safety-Wise* is used in planning
- Required health examinations and immunizations are complete. Health records, prescriptions, etc. are taken along.
- Everyone is physically and mentally able to undertake the trip
- A current certified first-aider with appropriate level of training need for this trip is present
- For trips of three nights or more additional insurance is obtained through GSCH
- Arrangements for adult contact back home is secured
- Written itineraries, including phone numbers and addresses, are prepared for the girls, their families, and the council office and back-home contact.
- Procedures for accidents, illness and emergencies are understood by all
- All necessary insurance forms and important paperwork are carried along on the trip

### **Emergencies**

Emergencies require prompt action and quick judgment. First aid in the first few minutes can mean the difference between life and death. Leader/adult-in-charge should ensure that girls receive proper instruction in how to take care of themselves and others in emergencies. See *Safety-Wise*, chapter 4, on “Basic Safety Guidelines”, for more basic information.

Girl Scout leaders/adults-in-charge must observe council procedures for handling serious accidents, emergencies, or fatalities. At the scene of an accident, first provide all possible care for the sick or injured. Follow the procedures below for obtaining medical assistance and reporting the emergency. To do this, the leader/adult-in-charge must always have on hand the names and telephone numbers of the council representative, parents/guardians and local emergency services such as the police or fire department. In the event of a fatality or other serious accident, notify the police. A responsible person should remain at the scene.

Follow procedures for handling serious accidents, emergencies, or fatalities as outlined in the Council’s Crisis Communication Packet:

1. Call 911
2. Contact the Membership Manager (as noted in Council’s Crisis Communication Packet)
3. Contact Council Representative (as noted in Council’s Crisis Communication Packet)
4. Forms – Complete the appropriate incident and accident report forms.
5. One Voice Policy – Only a designated Council representative is authorized to speak to the media.

**NOTE:** The Council will contact and notify the parents/guardians in such situations.

### **High Risk**

High risk activities are those activities that require specialized skills, training, equipment, and or supervision. Care must be taken to control risks as much as possible as well as to ensure that participants are prepared for the activity and that the activity is conducted under optimum safety conditions.

The Girl Scouts of Hawai`i recognizes the following activities as meeting the above definition of high risk. This list is not meant to be a complete listing of all high risk activities. There are some activities such as those that involve scientific experiments that require specialized skills, training, equipment, and supervision.

If taking a trip that will involve one or more of the activities listed or any other activities that meet the definition above, please complete the appropriate trip form and be sure to provide information requested in regards to the high risk activity. Check *Safety-Wise*, chapter 9, pgs. 94 – 111 on “Land Sports”, and chapter 10, pgs. 112 – 125 on “Water Activities”, and their respective checkpoints for further information.

**Water Sports:**

Outrigger canoe paddling/sailing  
Canoeing  
Kayaking  
Sailing  
Snorkeling  
Scuba Diving  
Water skiing  
Surfing

**Land Sports:**

Rock climbing  
Backpacking  
Archery  
Horseback Riding  
Challenge Courses  
Snow skiing

Activities that are **NOT** permitted as Girl Scout program activities:

- Activities such as paintball that involve shooting a projectile at another person
- Activities involving potentially uncontrolled free fall such as bungee jumping, parasailing, and trampolining
- Extreme variations of sports activities such as high altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, and water skis
- Hunting
- Riding all-terrain vehicles and motor bikes
- Watercraft trips in Class IV and above whitewater

**Insurance**

**PLAN 1 – Basic Accident Insurance**

There is no enrollment form for Plan 1 as all registered Members of GSUSA are automatically covered under this plan provided that 1) the activity/trip is an approved Girl Scout activity/trip; 2) the activity/trip is Girl Scout supervised activity/trip; and 3) the activity/trip is intended for all the attendees.

**Usage:** Plan 1 covers registered Members for all Girl Scout approved and Girl Scout supervised activity/trip that is intended for the participant/s and lasts for 2 consecutive nights or less (3 nights when one night is on a federal holiday).

**Cost:** The entire cost of Plan 1 is paid for by GSUSA.

**EXAMPLE 1:** A Cadette Girl Scout attends a Brownie group meeting as an older sister who is doing her homework during the meeting. In this example, she is a registered member, the activity/trip is approved and supervised, BUT it is not intended for her. Therefore, she is not covered by Plan 1 – Basic Accident Insurance for this activity/trip.

**EXAMPLE 2:** A Cadette Girl Scout attends a Brownie group meeting as a Program Aide. In this example, she is a registered member, the activity/trip is approved and supervised, and is intended for her even though it is a Brownie meeting. Therefore, she is covered by Plan 1 – Basic Accident Insurance for this activity/trip.

There are activities/trips that require enrollment in a more comprehensive or needs-specific insurance plan. Please see below two such plans with information on when to use them and the associated costs.

#### PLAN 2 – Accident Insurance

Plan 2 is not automatically in place and requires enrollment.

**Usage:** Enrollment in Plan 2 is required when there are non-members participating in a 1) Girl Scout approved; and 2) Girl Scout supervised activity; that is 3) intended for such participants. In this scenario, the intended participants may be both Members and non-members.

**Cost:** The cost of the plan is \$0.11 per person, per day (Minimum payment of \$5.00).

**EXAMPLE 1:** A Brownie group plans a “Bring a Friend” activity/trip at the park with the purpose of increasing membership. In this example, the “friends” are not a members and the activity/trip is approved, supervised and intended for them. Therefore, Plan 2 – Accident Insurance must be purchased for 100% of the participants.

#### PLAN 3E – Accident and Illness Insurance

Plan 3E is not automatically in place and requires enrollment.

**Usage:** Enrollment in Plan 3E is required when the length of the trip is 3 nights or more (with the exception of International Trips – see International Trips, pg. 29).

**Cost:** The cost of the plan is \$0.29 per person, per day (Minimum payment of \$5.00).

**EXAMPLE 1:** If the length of the trip is 3 nights or more and such trip is a Girl Scout approved and Girl Scout supervised activity and it is intended for its participants (member/non-member), then you would elect Plan 3E for 100% of the participants.

#### Uninsured Attendee

The following provides information on who is NOT covered by any of the insurances plans.

“Tagalongs” as defined by Mutual of Omaha (‘Uninsured Attendee’) is: “A child who is not a Member of the troop/group and is not participating in the activities as a potential Member. Examples include your younger or older siblings of a troop/group member who accompanies the Member or an adult to a meeting or on an outing. A Daisy who goes to a Cadette meeting that her mother is leading is a “Tagalong”. A Cadette attending a Daisy event who is assisting on a formal basis is not a “Tagalong”. A Cadette who does her school homework while the Daisy troop/group meets is a “Tagalong”.”

#### **“Tagalongs” are NOT covered by any insurance.**

An Uninsured Attendee Waiver Form must be completed and signed for each child and/or adult attendee/tagalong. Submit this form to the leader/adult-in-charge.

## FOR ALL COVERAGE

- When completing event information under “Name and Location”, on the insurance form, list a general itinerary. You do not need to list every overnight stop along the way.

For example:

Neighbor Island Trip to Maui  
Mainland Trip to Oregon for Studio 2B Destination  
Service Unit Camp

- Under the “Type of Activity” list: “group trip” or “group camping.”
- The days to be listed are the day your trip begins and the day your trip ends, not dates for individual stops/activities along the way. When figuring the number of days, you must count each calendar day of your trip. For example, if you begin your trip on the 10<sup>th</sup> of the month and return on the 20<sup>th</sup>, it is an eleven-day trip. If you begin your trip on a Friday evening and return on Tuesday morning, it is a five-day trip. If the application and payment are a day short, Mutual of Omaha will not process the application until correct adjustments and payment are made. An incorrect application often results in a long delay due to additional handling and communication required by the insurance company. This delay often occurs at the time of the event and therefore, the trip participants are not covered by this insurance. Please be very careful and accurate when figuring out number of days and premium rate.
- As in any official document, if an error is made on your form, draw a single horizontal line through the mistake, initial above the error, and continue.
- **Return the completed form with your check payable to United of Omaha to your Membership Manager at your island Service Center. The form will then be signed by the council representative and forwarded to the insurance company.**  
**NOTE:** Forms must be given to your Membership Manager **no later than 2 weeks prior** to your activity/trip. All insurance forms and payment must be received by Mutual of Omaha prior to 12:01a.m. of the first day of the Girl Scout activity/trip.

## Health Forms

A Girl Health History Record is required annually of each girl. The leader/adult-in-charge is required to have this health history record on-hand for all trips. In addition to the health history record, a Girl Health Examination Record is required for all trips four (4) nights or more (Extended Overnight Trips – see chart below). A girl may obtain a copy of her current school health examination record to fulfill the GSCH Girl Health Examination Record requirements. Adults are also required to complete appropriate health forms for some trips.

Information included on all health forms is confidential and should only be shared with persons who have a need to know in order to protect the health and safety of the participant and other participants. Read *Safety-Wise*, pg. 64, Program Standard and pg. 39, Health Histories/Health Examinations for more details.

Below is a chart showing the Health forms needed for the various types of trips:

Type of Group Trip	Health Form Required	Supervises	Who Keeps
Day Trips	Girl Health History Record	Leader/adult-in-charge	Leader/adult-in-charge
Simple Overnight Trips	Girl Health History Record	Leader/adult-in-charge	Leader/adult-in-charge
*Extended Overnight Trips	Girl Health History Record Girl Health Examination Record Adult Health History Record	Leader/adult-in-charge	Leader/adult-in-charge
International Trips	Girl Health History Record Girl Health Examination Record Adult Health Examination Record	Leader/adult-in-charge	Leader/adult-in-charge

Below is a chart showing health forms required for Extended Overnight Trips:

*Extended Overnight Trip Details	Required Girl Health Form	Required Adult Health Form
1 – 3 nights on-island or off-island	Girl Health History Record	
4 nights or more on-island or off-island	Girl Health History Record Girl Health Examination Record	Adult Health History Record

### **First-Aid**

A Girl Scout first-aider is an adult who has taken Girl Scout council-approved first-aid and CPR Training. The CPR training must be adequate for the participants in the activity covered by the first-aider: for example, child CPR for children younger than eight and adult CPR for older girls and adults.

For all trips of a day or more, at least one currently certified first-aider is present. No oral or topical medication is to be administered unless authorized as stated on Girl Health History Record or Girl Health Examination Record. A general first-aid kit should be available at the meeting place and accompany the girls on any activity, including transportation to and from an event. See *Safety-Wise*, pgs. 36-39 for more information. In addition to the standard materials, all first-aid kits should contain:

1. Girl Scout council and emergency contact telephone numbers
2. Girl Scout activity insurance claim forms
3. Council accident report forms
4. Council incident report forms

### **Swimming**

Public pools and controlled water-fronts (beaches, lakes, etc.) may be used when lifeguards are on duty. Adults accompanying the group should serve as watchers. See *Safety-Wise*, pgs. 112 – 125 “Water Activities” for more information on activities that involve the water.

Use chart below to determine ratios, but note that the ratio of lifeguards and watchers to swimmers may need to be increased depending on various circumstances. Please see *Safety-Wise*, pg. 120, for more detailed information.

Number of Swimmers	Lifeguards	*Watchers
1-10	1 adult	*1
11-25	1 adult	*2
26-35	2 persons, at least 1 an adult Others may be 16 years of age or older	*3
36-50	2 persons, at least 1 an adult Others may be 16 years of age or older	*4

\*May be a minor in the state where the activity takes place but cannot be under 16 years of age.

Each participant’s swimming ability should be tested before being allowed to swim on their own. Swimmers who can not pass a “swim test” must remain in shallow water.

Swim test: Swimmers should be able to swim the length of the pool (or 75 yards) in a strong manner using one or more of the following strokes: sidestroke, breaststroke, or crawl without touching the bottom or the side of the pool.

### **Camping**

For trips that include camping at one of the Council’s three campsites, a separate ***Campsite Reservation Form*** will be necessary. Please follow the procedures below regarding the process. In addition, read *Safety-Wise*, pgs. 84-93 “Camping Activities”.

1. Before submitting the appropriate Trip Application form (Day Trip, Simple Overnight Trip, or Extended Overnight Trip) to your Service Unit Manager or Membership Development Manager for approval, the leader/adult-in-charge contacts the Council Office or Island Service Center to see if desired dates for Council camp are available. If dates are available, a ***Campsite Reservation Form*** will be sent to the leader/adult-in-charge.
2. Leader/adult-in-charge completes the ***Campsite Reservation Form*** and attaches it to the appropriate Trip Application form (Day Trip, Simple Overnight Trip, or Extended Overnight Trip).
3. Leader/adult-in-charge submits both the ***Campsite Reservation Form*** and the appropriate Trip Application form to their Service Unit manager for approval. Check your *Girl Scout Group Travel Manual* for submission timeline. Leader/adult-in-charge can apply for campsites as follows:

Paumalu	6 months prior to campout
Piiholo	6 weeks prior to campout
Kilohana	1 month prior to campout

4. Service Unit Manager reviews the appropriate Trip Application form (Day Trip, Simple Overnight Trip, or Extended Overnight Trip), using *Safety-Wise*, pgs. 84-93 ACamping Activities@, and assures qualified personnel will accompany the group.
5. Service Unit Manager approves or denies (signs and dates) the appropriate Trip Application form (Day Trip, Simple Overnight Trip, or Extended Overnight Trip).



If application is denied:

- Leader/adult-in-charge must make changes or provide additional information, if possible, and resubmit to their Service Unit Manager. Note: Applications may be denied if not enough time has been given to secure additional insurance and/or obtain additional information.

If application is approved:

- Submit **Campsite Reservation Form** and appropriate Trip Application form (Day Trip, Simple Overnight Trip, or Extended Overnight Trip) to the Girl Scouts of Hawai`i Service Center or Council office on the island where the camp is located.
  - Submit a deposit of 25% of the total site fee with the **Campsite Reservation Form**. Reservations will not be confirmed until proper forms and deposit fees are received.
  - Provide one copy for your Service Unit Manager for service unit files.
  - Keep one copy for the leader/adult-in-charge's records.
6. If any changes are made (dates, times, number of participants, First-Aid certified individual, etc.) after application and reservation have been approved and submitted, the Leader/adult-in-charge must submit a Notice of Change Form to their Service Unit Manager for notification and then to the Council Service Center or Council office on the island where the reservation has been made.
7. Balance of payment due ten (10) working days prior to the activity/trip.

The Girl Scouts of Hawai`i reserves the right to deny use of Council properties to any individuals who do not follow Council policies, standards and or procedures.

### Membership Managers

Some trips require the leader/adult-in-charge to submit forms to their Membership Manager. Find below contact information for Membership Managers state-wide.

<p><b>Hawai`i Island Service Center (Kea`au)</b>          Lyn McGee – Pathways Development Manager          16-105 Opukahaia St.          Kea`au, HI 96749          Phone: (808) 966-9376  <a href="mailto:lymcgee@girlscouts-hawaii.org">lymcgee@girlscouts-hawaii.org</a></p>	<p><b>Kaua`i Service Center</b>          Tricia Yamashita – Director Mission to Market and Kauai          County Manager          4268 I Rice Street.          Lihue, HI 96766          Phone: (808) 245-4984  <a href="mailto:tryamashita@hawaii.rr.com">tryamashita@hawaii.rr.com</a></p>
<p><b>Maui Service Center (Including Lanai &amp; Molokai)</b>          Tauna Neerings – Service Center Representatives          200 B Liholiho St.          Wailuku, HI 96793          Phone: (808) 244-3744  <a href="mailto:taneerings@girlscouts-hawaii.org">taneerings@girlscouts-hawaii.org</a></p>	<p><b>Girl Scouts of Hawai`i (O`ahu)</b>          Council Headquarters          420 Wyllie St.          Honolulu, HI          Phone: (808) 595-8400  <a href="mailto:gshi@girlscouts-hawaii.org">gshi@girlscouts-hawaii.org</a></p>

# DAY TRIPS

## Definition

**These trips are daytime trips away from the group meeting place and outside the regular meeting time.** Girls might plan an all day visit to a place of historical interest, bringing their own lunch. Other Day Trips might involve planning a trip to the local aquarium and lunch at a nearby restaurant, or going to dinner and a movie. Below is an overview of forms necessary for this type of trip.

TYPE OF TRIP	AGE LEVEL	FORM & TITLE	SUBMIT TO	WHEN
Day Trips	All	**Notice of Changes	Service Unit Manager	On-going
		*Day Trip Application	Service Unit Manager	2 weeks
		*Parent/Guardian Permission for Girl Scout Activity/Trip	Leader/adult-in-charge	2 weeks
		**Mutual of Omaha Enrollment Form	Membership Manager	2 weeks
		*Girl Health History Record	Leader/adult-in-charge	On file

\* Mandatory forms

\*\* If applicable

## Procedures:

If the trip you are planning meets the above definition, then you and your girls will be embarking on a Day Trip. Below is a checklist of the procedures for Day Trips.

The following procedures have been set to ensure the safety of you and your Girl Scouts while planning and carrying out Day Trips. The timeline set for you will help to encourage thorough planning and ensure that your girls are prepared. Involve your group, at age appropriate level, in as much of the planning and application process as possible.

DAY TRIPS PROCEDURES		
✓	ACTION	FORM
<b>On-Going</b>		
	If applicable, leader/adult-in-charge fills out the <b>Notice of Changes</b> form and submits to their Service Unit Manager. Leader/adult-in-charge should use this form to communicate any changes from their original paperwork, ie: phone number; time slots; roster additions and/or subtractions; etc. The information at their island Service Center when they leave, should be an up to date accurate itinerary of their trip.	<b>Notice of Changes</b>

<b>Pre-Trip</b>		
<b>2 Weeks Prior</b>		
	Leader/adult-in-charge fills out <b>Day Trip Application</b> form and submits to their Service Unit Manager.	<b>Day Trip Application</b>
	Leader/adult-in-charge fills out <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> form and sends it home for parent/guardian signatures. (Girls to return to leader/adult-in-charge in 1 week.)	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
	If additional insurance is required, leader/adult-in-charge fills out <b>Mutual of Omaha Enrollment Form</b> and submits to the Membership Manager. Leader/adult-in-charge to follow additional insurance requirements as outlined on pgs. 12-13 of this manual. Contact your Membership Manager, Service Unit Manager or Council for the appropriate form.	<b>Mutual of Omaha Enrollment Form</b>
<b>1 Week Prior</b>		
	Leader/adult-in-charge receives completed, with parent/guardian signatures, <b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b> form from girls.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
<b>Trip</b>		
	Leader/adult-in-charge takes <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> and <b>Girl Health History Record</b> form for each girl on their trip.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip &amp; Girl Health History Record</b>
	If transportation is required, leader/adult-in-charge follows all safety standards found in <i>Safety-Wise</i> , pgs. 52 – 60. <b>Girl Health History Record</b> form must accompany the girls in their vehicles.	<b>Girl Health History Record</b>
	Leader/adult-in-charge to bring first-aid kit on the trip.	

<b>REQUIRED CERTIFICATION &amp; TRAINING</b>
Group Travel Certified Adult
Out & About Trained Adult
First-Aid/CPR Trained and Certified Adult

## SIMPLE OVERNIGHT TRIPS (on-island)

### Definition

**Simple Overnight Trips (on-island) involve one (1) or two (2) nights away on-island.** The destination might be a group member's home for a backyard slumber party or an overnight at a local recreation center with several other troops. Girls might plan a stay in a hotel, or may camp at a Girl Scout campsite or nearby campground. Below is an overview of forms necessary for this type of trip.

TYPE OF TRIP	AGE LEVEL	FORM & TITLE	SUBMIT TO	WHEN
<b>Simple Overnight Trips (on-island)</b>	BR-JR- CD-SR	**Notice of Changes	Service Unit Manager	On-going
		*Simple Overnight Trip Application	Service Unit Manager	1 month
		*Parent/Guardian Permission for Girl Scout Activity/Trip	Leader/adult-in-charge	2 week
		**Mutual of Omaha Enrollment Form	Membership Manager	2 weeks
		*Girl Health History Record	Leader/adult-in-charge	On file
		Post Trip Evaluation	Leader/adult-in-charge	On file

\* Mandatory forms

\*\* If applicable

### Procedures:

If the trip you are planning meets the above definition, then you and your girls will be embarking on a Simple Overnight Trip (on-island). Below is a checklist of the procedures for Simple Overnight Trips (on-island).

The following procedures have been set to ensure the safety of you and your Girl Scouts while planning and carrying out Simple Overnight Trips (on-island). The timeline set for you will help to encourage thorough planning and ensure that your girls are prepared. Involve your group, at age appropriate level, in as much of the planning and application process as possible.

SIMPLE OVERNIGHT TRIPS PROCEDURES		
✓	ACTION	FORM
<b>On-Going</b>		
	If applicable, leader/adult-in-charge fills out the <b>Notice of Changes</b> form and submits to their Service Unit Manager. Leader/adult-in-charge should use this form to communicate any changes from their original paperwork, ie: phone number; time slots; roster additions and/or subtractions; etc. The information at their island Service Center when they leave, should be an up to date accurate itinerary of your trip.	<b>Notice of Changes</b>

<b>Pre-Trip</b>		
<b>1 Month Prior</b>		
	Leader/adult-in-charge fills out <b>Simple Overnight Trip Application</b> form and submits to their Service Unit Manager.	<b>Simple Overnight Trip Application</b>
	Leader/adult-in-charge fills out <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> form and sends it home for parent/guardian signatures. (Girls to return to leader/adult-in-charge in 2 weeks.)	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
<b>2 Weeks Prior</b>		
	Leader/adult-in-charge receives completed, with parent/guardian signatures, <b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b> form from girls.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
	If additional insurance is required, leader/adult-in-charge fills out <b>Mutual of Omaha Enrollment Form</b> and submits to the Membership Manager. Leader/adult-in-charge to follow additional insurance requirements as outlined on pgs. 12-13 of this manual. Contact your Membership Manager, Service Unit Manager or Council for the appropriate form.	<b>Mutual of Omaha Enrollment Form</b>
<b>Trip</b>		
	Leader/adult-in-charge takes <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> form and <b>Girl Health History Record</b> form for each girl on their trip.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip &amp; Girl Health History Record</b>
	If transportation is required, leader/adult-in-charge follows all safety standards found in <i>Safety-Wise</i> , pg.s. 52 – 60. <b>Girl Health History Record</b> form must accompany the girls in their vehicles.	<b>Girl Health History Record</b>
	Leader/adult-in-charge to bring first-aid kit on the trip.	
<b>Post-Trip</b>		
<b>1 Month After</b>		
	Leader/adult-in-charge sits down with group to review the trip and complete the <b>Post Trip Evaluation</b> form. Leader/adult-in-charge keeps <b>Post Trip Evaluation</b> form on-file.	<b>Post Trip Evaluation</b>
	Leader/adult-in-charge sends thank you cards/letters to any sponsoring individuals or organizations that helped the group reach their destination.	
	Leader/adult-in-charge returns any borrowed or rented equipment and insures it is in the same, if not better, condition than when you borrowed it.	

<b>REQUIRED CERTIFICATION &amp; TRAINING</b>
Group Travel Certified Adult
Out & About Trained Adult
Camping Hawaiian Style Trained Adult (TCT) (if camping)
First-Aid/CPR Trained and Certified Adult

## EXTENDED OVERNIGHT TRIPS (on-island, inter-island and/or mainland)

### Definition

**Extended Overnight Trips include three (3) nights or more spent on-island at a camp or other venue, one (1) night or more off-island (inter-island and/or mainland).** Inter-island travel is restricted to Junior Girl Scouts (ages 8-11 or in grades 3-6) and above. Mainland travel is restricted to Cadette Girl Scouts (ages 11-14 or in grades 6-9) and Senior Girl Scouts (ages 14-17 or in grades 9-12). International travel is restricted to Senior Girl Scouts (ages 14-17 or in grades 9-12).

TYPE OF TRIP	AGE LEVEL	FORM & TITLE	SUBMIT TO	WHEN
Extended Overnight Trips (on-island, inter-island, mainland)	JR*** - CD-SR	**Notice of Changes	Membership Manager	On-going
		*Extended Overnight Trip Application	Membership Manager	6 mo-1yr
		*Final Trip Itinerary	Membership Manager	1 mo
		*Final Trip Budget	Membership Manager	1 mo
		*Final Trip Roster	Membership Manager	1 mo
		*Parent/Guardian Permission for Girl Scout Activity/Trip	Leader/adult-in-charge (Copy to Membership Manager)	1 mo
		*Girl Health History Record	Leader/adult-in-charge (Copy to Membership Manager)	On-file
		**Girl Health Examination Record	Leader/adult-in-charge (Copy to Membership Manager)	1 mo
		**Adult Health History Record	Leader/adult-in-charge (Copy to Membership Manager)	1 mo
		**Mutual of Omaha Enrollment Form	Membership Manager	1 mo
		Post Trip Evaluation	Leader/adult-in-charge	On-file
		Post Trip Budget	Leader/adult-in-charge	On-file

\* Mandatory forms

\*\* If applicable

\*\*\* Extended Trips are restricted as follows: Inter-island travel is restricted to Junior Girl Scouts (ages 8-11 or in grades 3-6) and above. Mainland travel is restricted to Cadette Girl Scouts (ages 11-14 or in grades 6-9) and Senior Girl Scouts (ages 14-17 or in grades 9-12).

## Health Forms

A Girl Health History Record is required annually of each girl. The leader/adult-in-charge is required to have this health record on-hand regardless of the type of trip. In addition to the health history record, a Girl Health Examination Record is required for all trips four (4) nights or more. A girl may obtain a copy of her current school health examination record to fulfill the GSCH Girl Health Examination Record requirements. Read *Safety-Wise*, pg. 64, Program Standard and pg. 39, Health Histories/Health Examinations for more details. See chart below regarding such health records as they pertain to Extended Overnight Trips:

<b>*Extended Overnight Trip Details</b>	<b>Required Girl Health Form</b>	<b>Required Adult Health Form</b>
1 – 3 nights on-island or off-island	Girl Health History Record	
4 nights or more on-island or off-island	Girl Health History Record Girl Health Examination Record	Adult Health History Record

Please note these health record requirements as you move through the procedures below.

## Procedures

If the trip you are planning meets the definition, then you and your girls will be embarking on an Extended Overnight Trip (on-island, inter-island and/or mainland). Below is a checklist of the procedures for Extended Overnight Trips (on-island, inter-island and/or mainland).

The following procedures have been set to ensure the safety of you and your Girl Scouts while planning and carrying out Extended Overnight Trips (inter-island and/or mainland). The timeline set for you will help to encourage thorough planning and ensure that your girls are prepared. Involve your group, at age appropriate level, in as much of the planning and application process as possible. You may even want to make copies of the forms and have your Girl Scouts fill them out with you. This can be a valuable learning experience for girls 11-17 years old.

<b>EXTENDED OVERNIGHT TRIPS (on-island, inter-island and/or mainland) PROCEDURES</b>		
<b>✓</b>	<b>ACTION</b>	<b>FORM</b>
<b>On-Going</b>		
	If applicable, leader/adult-in-charge fills out the <b>Notice of Changes</b> form and submits to their Membership Manager. Leader/adult-in-charge should use this form to communicate any changes from their final paperwork, ie: phone number; time slots; roster additions and/or subtractions; etc. The information at their island Service Center when they leave, should be an up to date accurate itinerary of your trip.	<b>Notice Of Changes</b>
<b>Pre-Trip</b>		
<b>6 Months – 1 Year Prior</b>		
	Leader/adult-in-charge fills out the <b>Extended Overnight Trip Application</b> form, signs, and submits to their Membership Manager for approval. Allow 2 weeks for the application approval process.	<b>Extended Overnight Trip Application</b>



<b>6 Weeks Prior</b>		
	Leader/adult-in-charge fills out <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> form and sends it home for parent/guardian signatures. (Girls to return to leader/adult-in-charge in 2 weeks.)	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
	If applicable, leader/adult-in-charge provides girl with <b>Girl Health Examination Record</b> for parent, along with the girl's primary care physician to complete.	<b>Girl Health Examination Record</b>
	If applicable, leader/adult-in-charge provides all trip participating adults with <b>Adult Health History Record</b> form for completion.	<b>Adult Health History Record</b>
<b>1 Month Prior</b>		
	Leader/adult-in-charge fills out the <b>Final Trip Itinerary</b> form and submits it to their Membership Manager.	<b>Final Trip Itinerary</b>
	Leader/adult-in-charge fills out the <b>Final Trip Budget</b> form and submits it to their Membership Manager.	<b>Final Trip Budget</b>
	Leader/adult-in-charge fills out the <b>Final Trip Roster</b> form and submits it to their Membership Manager.	<b>Final Trip Roster</b>
	Leader/adult-in-charge receives completed, with parent/guardian signatures, <b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b> form from girls.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip</b>
	If applicable, leader/adult-in-charge collects <b>Girl Health Examination Record</b> , if applicable, form from girls.	<b>Girl Health Examination Record</b>
	If applicable, leader/adult-in-charge collects <b>Adult Health History Record</b> form from adults.	<b>Adult Health History Record</b>
	If additional insurance is required, leader/adult-in-charge fills out <b>Mutual of Omaha Enrollment Form</b> and submits to the Membership Manager. Leader/adult-in-charge to follow additional insurance requirements as outlined on pgs. 12-13 of this manual. Contact your Membership Manager, Service Unit Manager or Council for the appropriate form.	<b>Mutual of Omaha Enrollment Form</b>
<b>Trip</b>		
	Leader/adult-in-charge takes <b>Parent/Guardian Permission for Girl Scout Activity/Trip</b> form, <b>Girl Health History Record</b> form and, if applicable, the <b>Girl Health Examination Record</b> form for each girl on their trip.	<b>Parent/Guardian Permission for Girl Scout Activity/ Trip, Girl Health History Record &amp; Girl Health Examination Record</b>
	If applicable, leader/adult-in-charge takes <b>Adult Health History Record</b> form for each adult on their trip.	<b>Adult Health History Record</b>
	Leader/adult-in-charge to notify emergency contacts and their Membership Manager of any changes along the way, major problems/incidents and/or	

	accidents or if local authorities are involved. If any paperwork or forms must be filled out or signed, please send/fax them to your Membership Manager within 24 hour of the incident/accident.	
	Leader/adult-in-charge follows all transportation safety standards found in <i>Safety-Wise</i> , pgs. 52 – 60. The <b>Girl Health History Record</b> form and, if applicable, the <b>Girl Health Examination Form</b> must accompany the girls in their vehicles.	<b>On-file</b>
	Leader/adult-in-charge to bring first-aid kit on the trip.	
<b>Post-Trip</b>		
<b>1 Month After</b>		
	Leader/adult-in-charge sits down with group to review the trip and fills out the <b>Post Trip Evaluation</b> form. Leader/adult-in-charge keeps <b>Post Trip Evaluation</b> form on-file. See <i>Safety-Wise</i> , pg. 60, “After the Trip”.	<b>Post Trip Evaluation</b>
	Leader/adult-in-charge fills out the <b>Post Trip Budget</b> form and keeps on-file.	<b>Post Trip Budget</b>
	Leader/adult-in-charge sends thank you cards/letters to any sponsoring individuals or organizations that helped the group reach their destination.	
	Leader/adult-in-charge returns any borrowed or rented equipment and insures it is in the same, if not better, condition than when you borrowed it.	

### REQUIRED CERTIFICATION & TRAINING

Group Travel Certified Adult

Out & About Trained Adult

Camping Hawaiian Style Trained Adult (TCT) (if camping)

First-Aid/CPR Trained and Certified Adult

## STUDIO 2B DESTINATION TRIPS (individual girl or group)

### Definition

**Studio 2B Destination Trips fall into five categories: international, outdoors, science, people, and getaways.** Facilitated by Girl Scouts of the USA and hosted by individual Girl Scout councils, GSUSA, and contracted organizations, such as Outward Bound, these trips open girls up to whole new worlds and ideas. Studio 2B Destination Trips are offered for individual girls 11-17 years old and to some groups of girls 11-17 with accompanying adults. Below is an overview of forms necessary for this type of trip.

TYPE OF TRIP	AGE LEVEL	FORM & TITLE	SUBMIT TO	WHEN
<b>STUDIO 2B Destination Trips</b> (individual girl or group)	CD-SR	GSUSA Destination Application Form	Membership Manager	3 mo. – 1 yr
		[All other forms required by Host Council.]	Host Council	As requested by Host Council

### Procedures

If the trip you are planning meets the above definition, then you (individual girl) and/or your girls (group) will be embarking on a Studio 2B Destination Trip (individual girl or group). Please go to GSUSA Studio 2B Destination Trip website at: <http://www.studio2b.org/> for detailed information and to download the necessary forms. Also, contact the Council and inform them of your Studio 2B Destination Trip plans. The Council will provide support and guidance in completion of all necessary forms and procedures. Below is a checklist of the procedures for Studio 2B Destination Trips (individual girl or group).

The following procedures have been set to ensure the safety of you and your Girl Scouts while planning and carrying out Studio 2B Trips (individual or group). The timeline set for you will help to encourage thorough planning and ensure that your girls are prepared.

<b>STUDIO 2B DESTINATION TRIPS (Individual girl or group) PROCEDURES</b>		
✓	ACTION	FORM
<b>On-Going</b>		
	Actions as required by Host Council.	TBD by Host Council
<b>Pre-Trip</b>		
<b>3 Months to 1 Year Prior</b>		
	INDIVIDUAL GIRL: Individual girl fills out <b>GSUSA Destination Application</b> form and submits to Membership Manager. Note: the application needs to be endorsed by the Council to verify membership.	<b>Destination Application Form</b>

	GROUP: Leader/adult-in-charge fills out <b>GSUSA Destination Application</b> form and gives to the girls to complete. Leader/adult-in-charge submits form to Membership Manager. Note: the application needs to be endorsed by the Council to verify membership.	<b>Destination Application Form</b>
	Actions as required by Host Council.	TBD by Host Council
<b>Trip</b>		
	Actions as required by Host Council.	TBD by Host Council
<b>Post-Trip</b>		
	Actions as required by Host Council.	TBD by Host Council

### **Extended Overnight Trips Pre and/or Post Studio 2B Destination Trips**

Those groups who wish to extend their travels pre and/or post their Studio 2B Destination Trip are required to follow procedures as outlined for either: 1) Extended Overnight Trips (on-island, inter-island and/or mainland), if traveling domestic (pg. 22 of this manual); or 2) International Trips, if traveling abroad (pg. 28 of this manual). It is important that you consult with your Membership Manager regarding completion of all forms necessary for your extended trip.

The same procedure does not apply to individual girls who wish to extend their travels before and/or after their Studio 2B Destination Trip, as they are on their own and not part of an organized Girl Scout trip or activity.

# INTERNATIONAL TRIPS

## Definition

**International Trips could encompass planning to stay at a world center, a Girl Guide hostel, or visiting the Girl Guide/Girl Scout headquarters in countries where there is a WAGGGS organization.** International Trips are available to girls in grades 9-12 or 14-17 years old who have, along with their leader/adult-in-charge, demonstrated their ability to plan, organize, budget, accept responsibility, observe emergency and safety measures, work together as a group, and evaluate their experiences through a variety of successful short and extended trips.

## Procedures

If you and your group would like to go on an International Trip, it is important to contact your Membership Manager or Council ***1-2 years prior*** to the trip and request the Girl Scouts of Hawai`i Group International Trip Packet which includes GSUSA's International Travel Packet for Girl Scouts. The Council and your Membership Manager will provide guidance to help ensure a safe and fun-filled trip abroad.