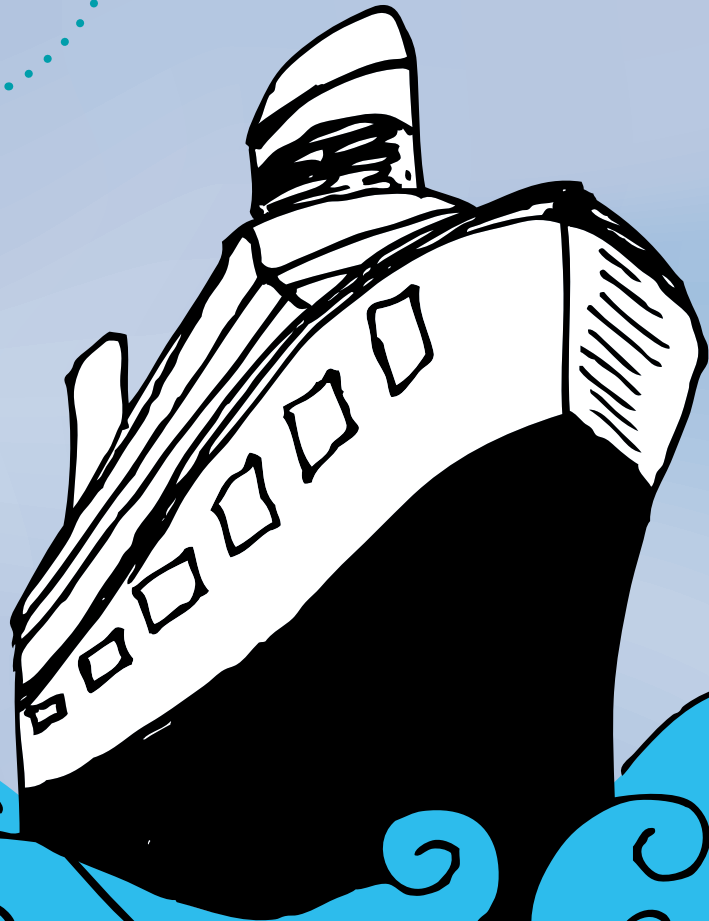


A PART OF THE GLOBAL TRAVEL TOOL KIT

2011 Edition

The Girl Scout

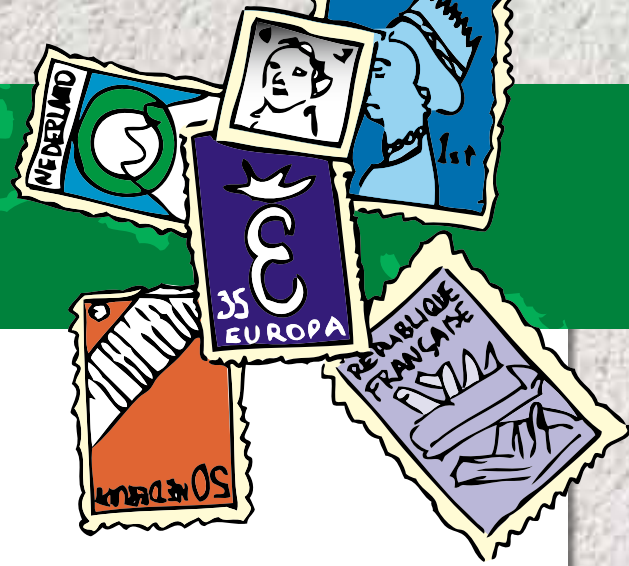
Appendix



girl scouts



Table of Contents



Online Resources.....	03
World Association of Girl Guides & Girl Scouts.....	05
Safety Checklist for Travel Readiness.....	07
Safety Tips for Girls Traveling Alone.....	09
Travel Procedure for Visiting the Juliette Gordon Low Girl Scout National Center.....	10
Hostelling International.....	11
Handouts for Girls.....	12
Money Makes You Go Round the World.....	13
Individual Worksheet.....	14
Crunch the Numbers Chart.....	15
Daily Travel Itinerary.....	16
Forms.....	17
Adult Health Examination Record.....	18
Authorization for Medical Treatment for Minors.....	20
Girl Health Examination Record.....	21
Girls Outcome Evaluation Form for Girl Scout Travel.....	23
Intent to Travel.....	26
Permission to Travel Form for Minors.....	27
Photo Media Release for Minors.....	28
Photo Media Release for Adults.....	29
Standards of Personal Conduct and Community Behaviors.....	30
Trip Approval Form.....	31
Trip Plan.....	32

Online Resources

Air Travel

- Transportation Security Administration
www.tsa.gov/travelers

Communication

- Country and city dialing codes:
www.business.att.com/bt/dial_guide.jsp
- Phone card tips:
www.ekit.com/ekit/about/phonecardfeatures

Consulates and Embassies

- Embassies and consulates worldwide:
www.usembassy.gov/
- U.S. State Department: www.state.gov/

Culture

- The CIA's World Factbook, with detailed information on every country: <https://www.cia.gov/library/publications/the-world-factbook/index.html>
- Culture Grams—concise, up-to-date reports on more than 200 countries: www.culturegrams.com/
- Culture Matters, developed by the Peace Corps, helps visitors interact respectfully in other cultures: www.peacecorp.gov/wvs/educators/enrichment/culturematters/index.html
- "Culture Shock"—tips for easing cultural adjustment: <http://www.cie.uci.edu/prepare/shock.shtml>
- What's Up With Culture prepares students for cultural immersion: www.pacific.edu/sis/culture/

Health

- Travelers' health, Centers for Disease Control and Prevention: <http://wwwn.cdc.gov/travel/>
- The Travel Clinic offers information on travel-related health matters: www.drwisetravel.com/index.html
- IAMAT's advice on health risks, required immunizations, and medical care abroad: www.iamat.org

Insurance

- Mutual of Omaha's Girl Scout insurance:
www.mutualofomaha.com/girl_scouts_of_the_usa

Money

- Currency converter: www.xe.com/ucc/
- Mastercard ATMs overseas:
www.mastercard.com/cardholderservices/atm/
- Visa ATMs abroad:
visa.via.infonow.net/locator/global

Passport/Visas

- Passport-issuing offices:
www.travel.state.gov/passport/
- "Where to Write for Vital Records" tackles birth certificate application: www.cdc.gov/nchs/howto/w2w/w2wel-com.htm
- Country-specific entry regulations:
<http://travel.state.gov/travel/>

Planning

- Abroad View's travel basics:
www.abroadview.org/going/travel/index.htm
- University of Michigan's travel abroad resource:
www.internationalcenter.umich.edu/swt/travel/

People with Disabilities

- "Disability travel and recreation resources":
www.makoa.org/travel.htm
- Mobility International USA offers opportunities for international exchange and useful travel information:
www.miusa.org

Safety and Emergency Preparedness

- Safety Abroad First's "Top Ten Ways to Not Become a Victim of Crime Around the World":
www.globaled.us/safeti/toptennotvic.html
- U.S. State Department's emergency assistance: http://travel.state.gov/travel/tips/emergencies/emergencies_1212.html
- Sara's Wish Foundation provides helpful safety tips for traveling abroad: www.saraswish.org/travel_safety_guidelines.htm

Travel Guides and Resources

- U.S. Department of State offers information on traveling abroad: <http://travel.state.gov/>
- Tourism Offices Worldwide Directory:
www.towd.com/

Continued...

Online Resources *(continued)*

- Let's Go offers popular student guidebooks: www.letsgo.com/
- Lonely Planet's guidebooks for budget travelers: www.lonelyplanet.com/destinations/
- Rough Guides publishes guidebooks for budget travelers: www.roughguides.com/
- Moon handbooks provide in-depth cultural and practical information: www.moon.com/
- Footprint offers comprehensive travel guides: www.footprintbooks.com/

Travel Providers

- STA Travel is a student travel agency offering discounted air and rail fares, as well as the International Student Identity Card (ISIC): www.statravel.com/
- Hostelling International offers customized Girl Scout adventures and global education programs: www.hiusa.org/programs/girls-scouts.shtml
- EF Tours offers Girl Scout troops and groups customized educational tours to the WAGGGS world centers and more than 50 countries around the world: www.eftours.com
- Global Explorer's trips focus on science, culture, leadership, and service to help girls understand that they are part of a much larger, interconnected world, and that their actions have an impact on that world: www.globalexplorers.org

Your Next Adventure Abroad

- Rotary International provides scholarships abroad: www.rotary.org/programs/index.html
- Council for International Education Exchange offers study and work abroad programs: www.ciee.org/
- AFS-USA summer and year-long exchange opportunities: www.usa.afs.org/usa_en/home
- Youth for Understanding summer, semester, and year-long exchange opportunities: www.yfu.org/
- Study abroad programs: www.studyabroad.com/
- Opportunities for volunteering abroad: www.volunteerabroad.com/

World Association of Girl Guides and Girl Scouts (WAGGGS)

Worldwide Movement

The World Association of Girl Guides and Girl Scouts (WAGGGS—www.wagggsworld.org/en/home) is comprised of 145 member organizations, including Girl Scouts of the USA. WAGGGS not only unites all of its member organizations, but promotes and establishes Girl Guiding/Girl Scouting organizations around the world. The goal of WAGGGS is to enable girls and young women to develop their fullest potential as responsible citizens of the world.

World Centers

The four world centers, Our Cabaña in Cuernavaca, Mexico; Our Chalet in Adelboden, Switzerland; Pax Lodge in London, England; and Sangam in Pune, India, are owned and operated by the World Association of Girl Guides and Girl Scouts (WAGGGS). Staffed by volunteers and paid international staff, the centers offer Girl Guides and Girl Scouts a comfortable, inexpensive, and safe place for short stays or long-term accommodations, seminars, trainings, and international events. Members of Girl Scouts of the USA and their families are encouraged to visit the centers, meet girls from other countries, and build lasting friendships.

Our Cabaña (www.ourcabana.org/), located 47 miles from Mexico City, is a beautiful retreat located in historic Cuernavaca. Our Cabaña is the largest of the four world centers, can accommodate up to 90 guests, and offers five-, eight-, and nine-night sessions throughout the year to girl and adult members of WAGGGS and GSUSA, including Girl Friendship sessions and Adult Adventure programs.

Our Chalet (www.ourchalet.ch/) was the first world center built by WAGGGS. Located in the picturesque Swiss Alps, Girl Scouts, Girl Guides and their families can explore the network of trails and footpaths that lead to snow-capped peaks, crystal-clear waters, alpine forests, and wild flower meadows. Our Chalet offers a wide array of programs from high-adventure activities such as skiing or hiking to leadership seminars.

Pax Lodge (paxlodge.wagggsworld.org), located in Hampstead Village, 20 minutes by subway from the center of London, is an ideal base for exploring the city's rich history, tradition, and culture. This world center offers a vibrant selection of cultural programs for youth and adults as well as leadership seminars and day activities.

Sangam (www.sangamworldcentre.org), situated along the banks of the Mula River in Pune, India, is a few hours from Mumbai (Bombay). Sangam, which means "coming together" in Sanskrit, brings Girl Guides and Girl Scouts together from around the globe. Events, scheduled from June to March, emphasize cultural sharing, common Girl Guiding/Girl Scouting links, and the rich cultural heritage of India.

Dress

Girl Guides and Girl Scouts are expected to wear their official Girl Scout uniforms or camp uniforms when visiting the world centers.

Continued...

World Association of Girl Guides and Girl Scouts (WAGGGS) *(continued)*

Atmosphere

The informal atmosphere of the world centers encourages interaction among visitors who are expected to contribute to the daily operation of the facility. As space in these facilities is limited, visitors are asked to bring only essential items.

Gifts

Contact the center before your visit to find out what is needed to maintain operations, or contact the World Foundation (www.worldfoundationgggs.org/), a private nonprofit that supports the world centers.

Visits

Contact the world centers directly to inquire about accommodations, programs, and events.

Our Cabaña: www.ourcabana.org/

Our Chalet: www.ourchalet.ch/

Pax Lodge: paxlodge.wagggsworld.org

Sangam: www.sangamworldcentre.org

Volunteering

The world centers offer volunteer opportunities for Girl Scout members 18 years old and above.

www.girlscouts.org/who_we_are/global/wagggsworld_centers_volunteers

The World Association of Girl Guides and Girl Scouts is the official umbrella organization for all national Girl Guide and Girl Scout organizations in the world. It consists of 145 member organizations, which are organized into five regions—Africa, Arab, Asia Pacific, Europe, and Western Hemisphere. Girl Scouts of the USA makes up about one-third of the total WAGGGS.

Safety Checklist for Travel Readiness

Here is a checklist of general indicators for leaders and girls to look for to determine group readiness for a trip. Group consultants and others who review the travel plans should also find the checklist useful. Program services personnel can use the checklist as they approve travel plans, evaluate trips, and make trip recommendations.

The following statements show travel readiness:

1. The trip upholds Girl Scout policies and standards.

- The trip meets all appropriate safety guidelines provided by your council and *Volunteer Essentials*.

2. There is communication with the council.

- All appropriate permissions have been obtained from the council.
- Adult volunteers and girls know and follow council policies on camps and overnight trips, including procedures for handling emergencies.
- Council staff are informed of any changes in plans.

3. There is sound planning.

- The trip has a clear purpose, formulated and understood by the girls and adults.
- The trip is part of ongoing group activities, with all participants included in the planning steps.
- Girls work successfully in groups and accept the responsibilities involved in the trip.
- The proper number of adult chaperones who accept the responsibilities of the trip have been recruited.
- Girls and their parents or guardians support the project wholeheartedly; parents or guardians understand all plans and have confidence in the leadership.
- Girls and adults together make realistic, detailed plans well in advance.
- Plans consider the special abilities and the religious and ethnic diversity of the participants and of those they will interact with during the trip.
- Girls and adults learn in advance as much as possible about what they will be seeing and doing.
- The group seeks council guidance and approval on the best means of transportation for the trip.

4. Travel arrangements are made in advance.

- Time is provided for eating, sleeping, rest and relaxation, recreation, and personal needs.
- Mileage to be covered each day is reasonable for the terrain expected.
- Plans consider both drivers and passengers.
- Reservations for overnight accommodations are confirmed in writing, and all stopping places are planned in advance. Sufficient space is reserved so that each girl has her own bed. If girls will be sharing beds, this should be clearly conveyed to the parent/guardians in the permission slip. Under no circumstances will a girl share a bed with an adult.
- The entire itinerary is known to girls, adults, parents, the council, and the back-home emergency contact.

5. Business and money matters are worked out.

- Girls and adults create a detailed, realistic budget, remembering to include such items as transportation, food, tips, insurance, recreation, admission fees, taxes, and emergency funds.
- Money-earning projects are carried out with the permission of the council and in accordance with Girl Scout policies and Program Standards.
- Personal and group expenses are defined. The amount of personal money needed and how those funds should be handled are determined in advance.
- Group travel funds are kept in a bank account before the trip and carried securely during the trip.

Continued...

Safety Checklist for Travel Readiness *(continued)*

- One person is responsible for group funds and will keep a daily account of expenditures. However, all funds should not be held by just one person at any time during the trip.
- Decisions are made in advance about how to pay bills that occur before the trip, en route, and afterward.

6. Members take responsibility for personal conduct and equipment.

- Girls and adults know what clothing and equipment to take and how to use and pack the equipment.
- When the group travels in uniform, all travelers have a Girl Scout uniform. Girls and adults are expected to be in official uniform to represent Girl Scouts of the USA and respect the traditions of the Girl Guide and Girl Scout movements when traveling internationally to events and opportunities at world centers and other Girl Guide/Girl Scout international activities.
- Girls understand their responsibilities as travelers. Everyone is briefed on appropriate conduct and safety precautions in public places, restrooms, escalators, and elevators, as well as on building stairs and selected forms of transportation.
- Groups staying in hotels are prepared to take special precautions to protect their own safety and know what to do in case of fire.
- Special equipment required, such as tents, bicycles, canoes, etc., is checked and ready well before the departure date.
- Individual limits on luggage and equipment are set and adhered to. Each person is able to carry her own individually identified belongings except when a special consideration, such as a disability, warrants alternative plans. All valuables are left at home.

7. Everyone knows and observes good health and safety practices.

- *Volunteer Essentials* is used when preparing for any trip. Girls and adults also consult council resources.
- Required health examinations and immunizations are completed. Health records, medical waivers, necessary medications, eyeglass and contact lens prescriptions, and/or extra eyeglasses are taken along.
- Everyone is physically and mentally able to take the trip. Reasonable accommodations are made for girls who have disabilities.
- For trips of a day or more, at least one currently certified first-aider is present. The council office is contacted to determine the level of first-aid training needed.
- Provisions are made for first aid.
- For trips of three nights or more, insurance coverage is obtained for the entire trip through the council under one of the optional accident or accident and sickness plans available. For international trips, request information from your council about the comprehensive foreign travel insurance and travel assistance program provided by Mutual of Omaha.
- Arrangements have been made for an adult contact back home for routine reporting as well as for emergencies.
- Written itineraries, including telephone numbers and addresses, are prepared for girls, their families, the council office, and the back-home contact. On overseas trips, the written itineraries include U.S. embassy and consulate locations.
- Everyone understands procedures for handling accidents, illnesses, and emergencies.
- Trip leaders for specialized trips, such as canoeing or backpacking, have taken water safety and leadership training for the activity and are familiar with the Girl Scout Program Standards and activity checkpoints set forth by your council.
- Necessary insurance forms are carried, along with all important papers.



Tips for Girls Traveling Alone

If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, use the opportunity to help her feel comfortable with and capable of being on her own. Always talk first with her parents to assess her maturity and ability to handle herself, and have them complete an emergency form. If she is flying, also discuss the possibility of booking a nonstop flight to make her trip that much less stressful, and ask parents to contact the airline, which will make special arrangements for any unaccompanied minor. With the girl herself, develop a trip plan, discuss hotel security and safety, and talk about avoiding excess communication with strangers, not wearing a nametag, and avoiding exposing money or other items (such as smartphones, iPads, and iPods) that are attractive to pickpockets.

Travel Procedures for Visiting the Juliette Gordon Low Girl Scout National Center

The Juliette Gordon Low Girl Scout National Center provides year-round educational opportunities for Girl Scout Juniors, Cadettes, and Seniors and Ambassadors in Savannah, GA. Reservations and council approval are required for visiting the Birthplace. Most programs are booked a minimum of one year in advance. Families and individuals do not need a reservation for a tour. For information about specific programs and days and hours of operation, or to request a copy of Birthplace Bound, a booklet summarizing educational programs, schedules, and fees as well as lodging, camping, restaurants, and sightseeing opportunities, contact the center by calling 912-233-4501, faxing 912-233-4659, or writing the Juliette Low Center at 10 East Oglethorpe Ave. Savannah, Georgia 31401.

Visit the website: <http://www.juliettegordonlowbirthplace.org/>

Handouts for Girls

The following handouts can be used in conjunction with Exploration: The Girl Scout Guide to Global Travel to help you plan your trip more effectively.

Money Makes YOU go 'Round the World

EXPENSES	COST FOR GROUP	COST FOR YOU
Passport	\$_____	\$_____
Airfare	\$_____	\$_____
Lodging	\$_____	\$_____
Food	\$_____	\$_____
Event Fees	\$_____	\$_____
Souvenirs, gifts	\$_____	\$_____
Local transportation	\$_____	\$_____
Miscellaneous	\$_____	\$_____
Emergency money	\$_____	\$_____
Admission fees (museums, theater, etc.)	\$_____	\$_____
Total	\$_____	\$_____

Individual Worksheet

EXPENSES	COST FOR YOU	NOTES
Passport	\$_____	
Airfare	\$_____	
Lodging	\$_____	
Food	\$_____	
Event Fees	\$_____	
Souvenirs, gifts	\$_____	
Local Transportation	\$_____	
Miscellaneous	\$_____	
Emergency money	\$_____	
Admission fees (museums, theater, etc.)	\$_____	
Total	\$_____	

Crunch the Numbers Chart

Total For One Week

(equal to one month)
One-week total x 4.5

(equal to one year)
One-week total x 52

FOOD	TRANSPORTATION	FUN	CLOTHES	OTHER

Daily Travel Itinerary



DATE

MORNING

Time	Schedule	Notes
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		

AFTERNOON

Time	Schedule	Notes
1:00		
2:00		
3:00		
4:00		
5:00		

EVENING

Time	Schedule	Notes
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		

Forms

The following forms are available for you to use and adapt as needed. Check with your Girl Scout council to see if they use or require other travel forms.

- [GSUSA Girl Health Form](#)
- [GSUSA Adult Health Form](#)
- [Intent to Travel Form](#)
- [Permission for Minors to Travel Form](#)
- [Authorization of Medical Treatment of Minors](#)
- [Authorization of Medical Treatment of Adults](#)