



GIRL SCOUT TROOP TRAVEL RESOURCE

Some of the most memorable moments in a Girl Scout's life happen while traveling. Travel offers a wealth of opportunities for girls to develop leadership, confidence, and practical life skills.

Is your troop ready to plan an adventure together? Use this resource as a guide for all you need to know to plan a local, regional, or international trip!



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Traveling with Girls

Participating in Girl Scouts is a great way for girls to learn how to plan and take exciting trips, because travel is built on a progression of activities—one activity leads to the next. As girls grow in their travel skills and can better manage the planning process, they can progress to longer trips—even global trips!

For Daisies, this could mean a day trip to an arboretum as part of the Journey they are achieving. For Seniors or Ambassadors, it might mean whitewater rafting in Costa Rica, or exploring the Our Chalet World Center in Switzerland.

Although many troops decide to travel together, Girl Scouts may also get together specifically for the purpose of traveling. Girls might join a trip with other girls from around their council or form a new troop with other girls who like to travel. Girl Scouts of the USA also offers individual Girl Scout Cadettes, Seniors, and Ambassadors the chance to travel independently and meet other Girl Scouts from across the country through the [Destinations](#) program.

Include girls with disabilities

Communicate with girls with disabilities and/or their caregivers to assess any needs and accommodations. Make sure that reasonable accommodations are made for girls with disabilities. Learn more about the resources and information that [Trail](#) and [Wilderness Inquiries](#) provide to people with disabilities.

Where to go...

Use this section for inspiration on where to travel with your Girl Scouts.

The Travel Progression

The recommended progression of trips and travel for Girl Scouts is

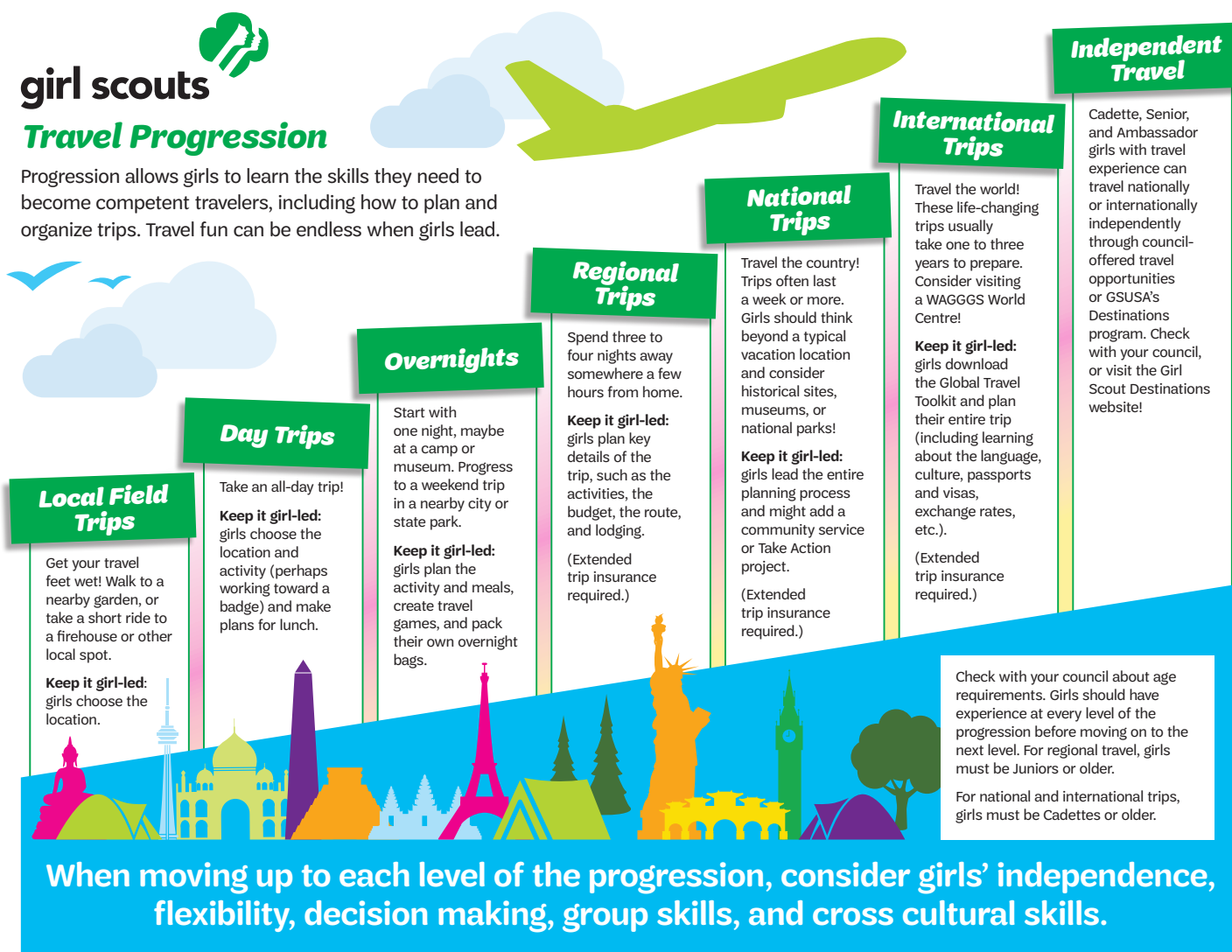
- **Short trips to local points of interest (Daisies and older):** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Day trip (Daisies and older):** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal). Younger girls can select locations and do much of the trip-planning while never being too far from home. Note: Full-day trips may be very challenging for Daisies, especially for kindergarteners who have not experienced short trips. Make sure girls take some short trips before they progress to a full-day trip.
- **Overnight trips (Daisies and older):** A trip of one (or possibly two) nights away could start with one night camping or staying at a Girl Scout property and progress to a visit to a state or national park or nearby city for sightseeing, staying in a hotel, motel, or campground—or even an overnight at a museum! These short trips are just long enough to whet their appetites, but not long enough to generate homesickness. Note: A Daisy troop may participate in an overnight experience if the girls are ready. Brownie troops can participate up to two nights. For camp, this differs: girls who have completed kindergarten may independently participate at day camp and in resident camp experiences lasting up to three nights. Girls who have completed first grade may independently participate in resident camp experiences lasting four or more nights.
- **Extended overnight trips (Juniors and older):** Three or four nights camping or staying in a hotel, motel, or hostel within the girls' home region—up to a few hours away from home.
- **National trips (Cadettes and older):** Travel anywhere in the country, often lasting a week or more. Try to steer clear of ordinary recreational trips girls might take with their families, and consider those that offer some educational component such as incredible cities, historic sites, and museums around the country. Perhaps the girls want to plan a trip to some national parks as part of the [Girl Scout Ranger program](#).
- **International trips (Cadettes and older):** Travel around the world, often requiring one or two years of preparation.

Although some girls who are in a group (for example, a troop of Cadettes) may decide to travel together, opportunities exist for girls who are not otherwise involved in Girl Scouts to get together specifically for the purpose of traveling locally, regionally, and even internationally. Girls can travel regardless of how they are—or aren't—participating in Girl Scouting.

Travel Progression Checklist

If your group is thinking about travel, consider first whether the girls are mature enough to handle the trip. Determine a group's readiness for travel by assessing the girls'

- Ability to be away from their parents and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions for themselves and the good of the group well and easily
- Previous cross-cultural experiences
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Skills, interests, and language skills (where applicable)





Girl Scouts of the USA: A Worldwide Sisterhood

GSUSA is a member of the World Association of Girl Guides and Girl Scouts ([WAGGGS](#)) and offers Global Girl Scouting opportunities to ensure that girls have an increased awareness about the world.

Through Global Girl Scouting, members may visit the four WAGGGS World Centers which promote global friendship, understanding, and taking action on global issues. Visit the [Global Girl Scouts webpage](#) for information.

From the Birth of Girl Scouting to the World Centers

The Juliette Gordon Low Birthplace in Savannah, Georgia is a fantastic place for Girl Scout Juniors and older to visit ([juliettegordonlowbirthplace.org](#)). Reservations and council approval are required to take a group. Most educational opportunities are booked at least a year in advance, so book early! Families and individuals do not need to reserve a tour in advance.

In addition, lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel (or dormitory-style) accommodations. These World Centers are operated by [World Association of Girl Guides and Girl Scouts](#) (WAGGGS) and offer low-cost accommodations and special programs. They are a great way to meet Girl Guides and Girl Scouts from around the world.

Using Journeys and Girl's Guide to Girl Scouting in Their Travels

Girl Scout travel is an ideal way to offer girls leadership opportunities. Encourage girls to choose one of the series of [National Leadership Journeys](#); the Journey's theme will give girls a way to explore leadership through their travels. Use the adult guide to incorporate activities and discussions that help girls explore the Three Keys to Leadership (Discover, Connect, and Take Action) as they plan their trip and eventually travel.

Tying your trip to the topic of a Leadership Journey is a cinch. For example, if Cadette girls have chosen MEdia, before their trip they can read online newspapers from the area to which they're traveling, and evaluate when they arrive how well the media reflects the realities there. If Senior girls are using SOW WHAT?, they can plan to observe agricultural practices in other parts of the country or around the world. Ambassadors using BLISS: Live It! Give It! can build a trip around dreaming big and empowering others in their community to dream big, too.

If girls also want to complete [skill-building badge](#) requirements as part of their trip, they can. The most obvious example is the Senior Traveler badge, which fits perfectly into planning a trip. In addition, girls can explore other badge topics, depending on the focus of their trip. For examples, Cadettes can explore the food in other regions or countries for their New Cuisines badge; Seniors can find out about international business customs as part of their Business Etiquette badge; Ambassadors can work on their Photography badge while documenting their trip.

To ensure that any travel you do with girls infuses the Girl Scout Leadership Experience at every opportunity, limit your role to facilitating the girls' brainstorming and planning—but never doing the work for them. Allow the girls to lead, learn collaboratively, and learn by doing (and by making mistakes). All the while, however, provide ideas and insight, ask tough questions when you have to, and support all their decisions with enthusiasm and encouragement!



Visiting Your Council's Properties: Local Trips

Our camp and other properties have heard girls giggle and sing silly camp songs for generations. They are a very safe space to take girls on day hikes, first overnights, weekend retreats, and more! Visit Our Camps on the [camp webpage](#) and view up-to-date fliers for each camp location.

Five Easy Steps to Reserving Council Property

To reserve space at Butternut Springs, Friendship Center, Greene Wood, Juniper Knoll, Palos, Pokanoka, or River Trails, please follow the steps outlined below.

1. **Complete Outdoor Module 1 training**, which is necessary for one or more nights at camp with no campfires. Add Outdoor Module 2 to have a campfire & s'mores, and Outdoor Module 3 to sleep in platform tents, yurts, or pitch-your-own tent sites and cook outside. Current certification in first aid and CPR must be on file with our Property Registrar prior to your arrival at camp. A current first aid/CPR trained adult or medical professional must be present at all times with your troop. If training information is needed, please visit the [Learning Portal](#).
2. **Select your accommodations.** Visit the [camps webpage](#) to view available accommodations. If you wish to tour a camp, please call our property registrar at 312-912-6371 for information on scheduling a visit.
3. **Complete an online Property Rental application.** To complete an online Property Rental application, visit [this application](#) and select the Property Rental Application link near the bottom of the page. Complete the online application form which will include opportunities for recreations. Copies of outdoor training, first aid, and CPR certifications will be required. A \$25 (per site) application fee is also required with your Property Rental application. This application fee is non-refundable (Exception: If property selected is unavailable).

If you don't have access to the online form, please send your request for a paper application to the following and include your name, address, and phone number.

Property Registrar
Fax: 312-750-0718

4. **Secure your reservation.** Once your request has been processed, a contract along with deposit instructions and other paperwork will be sent to the troop representative for the event. To secure your reservation, a signed copy of page two of the Site Use Agreement with the specified payment must be received by the date listed at the bottom of the Group Reservation Page to avoid cancellation of your reservation request. Payment can be made by credit card, check, or cash; submit by mail or bring to any Gathering Place.
5. **Complete payment.** Final payment and recreation participant numbers must be received 30 days prior to your arrival at camp in order to avoid reservation cancellations. Please note that adjustments to billing will not be made after this date.

If you have questions, please contact our property registrar at 312-912-6371.





Making your Travels Girl-Led

Girls who help make decisions and plan their own activities tend to love their Girl Scout experiences more than those whose leaders do everything for them. They feel connected, valued, and “heard.” When leaders encourage girls to make basic decisions and participate in planning, they establish a valuable foundation for girls to make larger decisions and plan bigger activities in the future. Overall, it is important to set expectations with both girls and families that building leadership is sometimes a messy process but is always beneficial in terms of girls’ growth and development.

Why should Girl Scout travel be girl-led? When girls step up and take ownership of their decisions, they grow into confident leaders who can make informed and empowered decisions—a valuable skill they’ll carry throughout their lives.

What does it look like to plan a trip while making it girl-led? Girl Scouts at each level below can work on the bullet points listed, as well as any bullets in younger Girl Scout levels.

Daisies

- Girl Scout Daisies can choose where they’d like to go on a day trip. Give girls a few options and let them decide or let them brainstorm a few ideas while guiding them to reach a decision.

Brownies

- Girl Scout Brownies can choose where they’d like to go on a day trip or overnight. Give them a few options and let them decide.
- Girls can choose an activity they’d like to do while at that location. That might be an activity to work toward earning a badge or choosing where to go for lunch.

Juniors

- After choosing where they want to go on the day trip or overnight, Juniors can plan the activities they do and the meals.
- They can also plan some travel games, or what they’d like to do along the way.
- Girl Scout Juniors should work on packing their own bags for the trip.
- Girls at this age can start to review [Safety Activity Checkpoints](#) to help guide them in their decision-making.

Cadettes

- While planning for a trip, Girl Scout Cadettes can plan key details of the trip, such as the activities, the budget, the route, and lodging.
- Girl Scout Cadettes may even be ready to lead the planning process for a national trip.
- Girl Scout Cadettes should consider adding community service or a Take Action Project to the itinerary.

Seniors & Ambassadors

- Girl Scout Seniors and Ambassadors are ready to plan their entire trip from start to finish. This includes the smaller details like learning the language, culture, passports and visas, exchange rates, etc.



Letting Girls Lead

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It's true that as the locale gets farther away and duration of the trip grows, the itinerary and details become more complex, but planning every trip starts by asking the following:

What do we hope to experience?

Who will we want to talk to and meet? What will we ask?

Where are we interested in going?

When are we all available to go?

Will everyone in our group be able to go?

Are there physical barriers that cannot be accommodated?

What are visiting hours and the need for advance reservations?

What are our options for getting there?

What's the least and most this trip could cost?

What can we do now to get ourselves ready?

How will we earn the money?

What's the availability of drinking water, restrooms, and eating places?

Where is emergency help available?

What safety factors must we consider?

What will we do as we travel?

What will we do when we get there?

How will we share the Take Action story?

As girls answer these questions, they begin the trip-planning process. In time, girls can make specific arrangements, attend to many details, create a budget and handle money, and accept responsibility for their personal conduct and safety. Later, after they've returned from an event or trip, girls also have the chance to evaluate their experiences and share them with others.

Seeking Council Permission

Before all trips, you and the girls should review our council's Trip and Travel Overview in this document to discover when you will need to obtain council permission for trips and how far in advance the paperwork needs to be submitted. If taking a trip within the U.S. , you will need to obtain written approval by the council at least four weeks prior to the event by filling out the [National Trip and Travel Application](#). If your troop is taking a trip internationally, you will need to fill out the [Intent to Travel Internationally](#) at least one year in advance.

Encourage the girls to submit much of the information themselves, including the following information when applicable:

- Detailed itinerary, including specific activities involved, mode of travel, and all dates and times
- Location and type of premises to be used
- Numbers of girls who will be participating (parental permissions must be obtained)
- Names and contact information for the adults participating
- Any other groups, organizations, consultants, or resource people who will be involved
- Participants' skill levels (language skills, backpacking, or camping experience, etc.)
- Any specialized equipment that will be used
- Required agreements or contracts (for example, hiring a bus, use of premises)



Involving Chaperones

To determine how many volunteer chaperones the girls will need with them on the trip, see the adult-to-girl ratios referenced later in this book. As you ask for chaperones, be sure to look for ones who are committed to...

- Being a positive role model
- Respecting all girls and adults equally, with no preferential treatment
- Creating a safe space for girls
- Prioritizing the safety of all girls
- Supporting and reinforcing a group agreement
- Handling pressure and stress by modeling flexibility and a sense of humor
- Creating an experience for and with girls
- Getting fit (appropriate to the trip)

Adults in Addition to Chaperones

Traveling with Girl Scouts is unique from other organizations because girls take the lead both during the planning and on the trip. This helps girls build essential skills, develop confidence, overcome challenges, and practice collaboration. Girls are most likely to achieve these outcomes when they travel with the recommended girl/adult ratios, rather than with too many adults on the trip. When there are too many adults participating, it becomes difficult for the trip to remain girl-led.

When parents are involved, make certain you model for them girl-led practices and help them take a support role to girl decision-making. That way, by the time girls are ready for a weekend trip, and definitely a regional or national trip, your girls are ready to do the planning and to make decisions. You may want to start your travel experiences with Daisies by inviting parents to join local field trips and day trips, but avoid having parents tag along on your regional, national, and international trips. If girls are not ready to travel without a parent, they are not yet ready to step up to a more intensive trip. When you give girls the chance to travel independently (with their leaders, of course!) you help girls build decision-making skills and confidence, and provide them with a powerful component in girls' full Girl Scout Leadership Experience.

Staying Safe During the Trip

Be sure to discuss the following items with the girls and their parents before you leave on any trip (you may also want to put this information in writing and have girls sign it).

- Who her buddy is and how the buddy system works
- What to do if she is separated from the group, whether by accident or because of a crime
- What to do if she loses something significant: money, passport, luggage
- What to do in the event of a crime and how to report a crime
- What to do if emergency help is needed
- How to perform basic first-aid procedures
- How to deal with a large crowd (if applicable)
- What behaviors you expect and what consequences exist for not living up to those behaviors

Travel Security and Safety Tips

Share these safety tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:

- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm.
- Don't mention or display your room number when in the presence of strangers.
- Never leave jewelry, electronics, cash, or credit cards in your room.
- Never leave luggage unattended.
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take these with you if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase. Before leaving your room, feel the door: if it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Trip leaders: Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn't provide access to inappropriate movies on TVs and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel and ask them to contact you if any girls are seen out of their rooms after bedtime.

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 and capable 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, discuss the possibility of booking a nonstop flight to make her trip 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.





Safety Guidelines

Follow [Safety Activity Checkpoints](#). Read them, follow them, and share them with other volunteers, parents, and girls before engaging in activities.

- **Arrange for proper adult supervision of girls.** There must be at least two unrelated adult volunteers (age 18 or older) present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Volunteers must be screened by our council first. One lead volunteer in every group must be a woman.
- **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details and obtain permission for girls to participate.
- **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
- **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved, registered adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat, wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
- **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning so they know what to expect. Each participant should have her own bed; parent/guardian permission must be obtained if girls are to share a bed. Girls and adults do not share a bed; however, some exceptions may be made for mothers and daughters. It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with girls, but if an adult woman does share the sleeping area, there should always be two unrelated adult women present. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters. When parents staff events, daughters should remain in quarters with other girls rather than in staff areas.
- **Model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.
- **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; avoiding physical and verbal bullying, clique behavior, and discrimination.
- **Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

When preparing for any activity with girls, start by reading the [Girl Scout Safety Activity Checkpoints](#) for that particular activity. Each checkpoint provides information on where to do the activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare for the activity, what specific steps to follow on the day of the activity, and more.

If your girls are interested in an activity that is not listed in the Safety Activity Checkpoints, be sure to complete the trip application process BEFORE making any definite plans, and we can help you ensure the girls' safety through that process. Access the trip application at girlscoutsgcnwi.org/forms.

Some activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely. Please check [Safety Activity Checkpoints](#) before planning any activities with your troop. Safety Activity Checkpoints outlines each activity and indicates if council pre-approval is required.



Warning: Activities never allowed for girls include but are not limited to: potentially uncontrolled free-falling (i.e. bungee jumping, hang gliding, parachuting, parasailing, outdoor trampolining, and zorbing); flying in small private planes, helicopters, or blimps; hot air ballooning; skydiving; creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, stunt skiing, snowboards, skateboards, wakeboards, and water-skis); operating motorized vehicles (such as motor bikes, all-terrain vehicles, go-carts, and motorized personal watercraft such as jet skis); hunting; shooting a projectile at another person; and taking watercraft trips in Class V or higher.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress.

Preparing for Activities

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, contact your local service unit manager with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration.

[Safety Activity Checkpoints](#) exist for the following activities:

- | | |
|--|--|
| <ul style="list-style-type: none">Amusement ParksAnimal InteractionBackpackingBicyclingCampingClimbing and Adventure Sports—Master Progression ChartChallenge CoursesClimbing and RappellingRecreational Tree ClimbingZip LiningComputer and Internet UseCookie and Product SalesCross-Country SkiingDownhill Skiing and SnowboardingFencingFishing and Ice FishingGeocachingGo-KartingHayridesHikingHorseback RidingIndoor SkydivingIndoor TrampolineInflatablesMiscellaneous ActivitiesOffshore Water VesselsOrienteering | <ul style="list-style-type: none">Outdoor CookingPaddling and Rowing Sports—Master Progression ChartCanoeingCorcl BoatsKayakingRow BoatingStandup Paddle BoardingWhitewater RaftingSailingScubaSledding and TobogganingSnorkelingSnowshoeingSpelunking/CavingSurfingSwimmingTarget and Shooting Sports—Master Progression ChartArcheryShooting SportsTomahawk, Knife, and Hatchet ThrowingTethered Balloon RidesTravel/TripsTubingWaterskiing and WakeboardingWindsurfing |
|--|--|



Experts

The [Safety Activity Checkpoints](#) for most activities require having an expert on hand to help girls learn an activity. Some things to keep in mind:

Does the person have documented training and experience? They should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity, and letters of reference. The expert's training, certifications, and experience should mirror those outlined in the Safety Activity Checkpoints.

What do they need to be able to do? This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. At the very least, this person should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios, and respond appropriately in an emergency.

See more on Experts under Safety Standards and Activity Guidelines in the introduction to Safety Activity Checkpoints under the topic of Instructor Credibility.

Have the Required Girl-to-Adult Ratios

Girl Scouts' adult-to-girl ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls; for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls.

	Group/Troop Meetings		Events, Travel and Camping	
	Two Adults* for this # of Girls	Plus One Adult for this Additional # of Girls	Two Adults* for this # of Girls	Plus One Adult for this Additional # of Girls
Girl Scout Levels				
Daisies (Grades K-1)	12	1-6	6	1-4
Brownies (Grades 2-3)	20	1-8	12	1-6
Juniors (Grades 4-5)	25	1-10	16	1-6
Cadettes (Grades 6-8)	25	1-12	20	1-10
Seniors (Grades 9-10)	30	1-15	24	1-12
Ambassadors (Grades 11-12)	30	1-15	24	1-12

* Two adults must be unrelated, at least one of whom is a woman.

For example, if you're meeting with 17 Daisies, you'll need three adults, at least two of whom are unrelated (in other words, not your sister, spouse, parent, or child) and at least one of whom is a woman. If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated adults, at least one of which is a woman (because, on the chart, two adults can manage up to 25 Cadettes).

In addition to adult-to-girl ratios, remember that adult volunteers must be at least 18 years old or at the age of majority defined by the state, if it is older than 18. Age of majority in Illinois and Indiana is 18. All adults must be registered and approved Girl Scout volunteers.



Transportation

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:

- Every driver must be an approved, registered adult volunteer, at least 21 years of age, and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is a woman, and the girl-volunteer ratios in Volunteer Essentials must be followed.
- If traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is a woman. Girl-volunteer ratios must be followed. Care should be taken so that a single car (with a single adult driver) has at least two girls and is not separated from the group for an extended length of time.

The use of ride-share companies to transport girls is permitted. However, when planning any activities that require transportation, each girl **MUST** have a permission form signed by their parent or guardian indicating all manners of transportation to be used on the trip so that parents are aware in advance and give informed permission for the trip's travel arrangements.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle—state laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver's license (CDL).

Please keep in mind the following non-negotiable points regarding private transportation:

- Read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout-related.
- Obtain parent/guardian permission (form available at [girlscoutsgcnwi.org/forms](https://www.girlscoutsgcnwi.org/forms)) for any use of transportation outside of the meeting place.

Checklist for Drivers

When driving a car, RV, or camper, take the following precautions. Ask all drivers to do the same:

- Ensure all drivers are adults over the age of 21—girls should not be transporting other girls.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip and check them periodically on long trips.
- Keep all necessary papers (driver's license, vehicle registration, state or local inspections, insurance coverage, etc.) up to date.
- Wear your seatbelt at all times and insist that all passengers do the same; keep girls under 12 in the back seats.
- Follow all the established rules of the road in the state you're in (following the speed limit, keeping a two-car-length between you and the car ahead of you, not talking or texting on a cell phone or other personal electronic device, not using earbuds or headphones, driving with your headlights on, etc.).
- Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.



Plan rest stops every few hours; if driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.

Knowing Your Responsibilities

You, the volunteer, the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe.

Responsibilities of the Volunteer: Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and you all demonstrate that by agreeing to follow these guidelines at all times.

Responsibilities of Parents and Guardians

You should engage each parent or guardian to help you work toward ensuring the health, safety, and well-being of girls. Clearly communicate to parents and guardians that they are expected to...

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
- Make provisions for their daughters to get to and from meeting places or other designated sites in a safe and timely manner, and inform you if someone other than the parent or guardian will drop off or pick up the child.
- Provide their daughters with appropriate clothing and equipment for activities or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Be aware of appropriate behavior expected of their daughters.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.

Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to...

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safely” and be prepared at all times.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.



Health Histories (Including Examinations and Immunizations)

Current health histories for all girls and adults within the troop should be maintained by the troop leaders and carried by that leader to all activities and events in case of an accident or emergency that requires medical attention or communication with parents/guardians or emergency contacts. Keep in mind that information from a health examination is confidential and may be shared only with people who must know this information (such as the girl herself, her parent/guardian, and a health practitioner).

For various reasons, some parents/guardians may object to immunizations or medical examinations. Please contact your troop support specialist at the council to ensure that provisions can be made for these girls to attend Girl Scout functions in a way that accommodates these concerns.

It is important for you to also be aware of any medications a girl may take or allergies she may have.

Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian. Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen, or diabetes medication.

Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, and seafood. This means that before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), ask whether anyone is allergic to peanuts, dairy products, or wheat! Even Girl Scout Daisies and Brownies should be aware of their allergies, but be sure to double-check with their parents/guardians and review their health histories.

Girl Scout Activity Insurance

Every registered Girl Scout and registered volunteer member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. The premium for the Basic Plan, which provides supplemental medical insurance is paid for in full by Girl Scouts of the USA.

This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity. This is one reason why all volunteers and girls should be registered members. It is important to remember that non-registered parents, tagalongs (brothers, sisters, and friends), and other persons are not covered by the basic plan.

This insurance coverage is not intended to diminish the need for, or replace existing, family health insurance. When \$130 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that aren't covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

An optional Activity Insurance plan is available for Girl Scouts taking extended trips (trips that are more than two overnight stays) and for non-members who participate in Girl Scout activities. These optional plans are secondary insurance that a council may offer to cover participants taking part in any council-approved, supervised Girl Scout activity. Optional insurance coverage is available for any Girl Scout activity that involves non-Girl Scouts or lasts longer than three days and two nights.

Review the [Girl Scouts insurance plan](https://www.girlscoutsgcnwi.org/forms) description. You can access the insurance plan description and forms online at [girlscoutsgcnwi.org/forms](https://www.girlscoutsgcnwi.org/forms). If you need additional assistance identifying which enrollment form to complete to file a claim, please contact the council.



Certificates of Insurance

If you are asked for a certificate of insurance, please email insurance@girlscoutsgcnwi.org. Please include the full name of the venue, address, city, state, zip, venue contact name, and the venue contact email address.

Providing Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction on how to care for themselves and others in emergencies. They also need to learn the importance of reporting any accidents, illnesses, or unusual behaviors during Girl Scout activities to adults. You can help girls to...

- Know what to report. See the “Procedures for Accidents” section later in this resource.
- Establish and practice procedures for weather emergencies.
- Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses. Every girl and adult must know how to act in these situations.
- Assemble a well-stocked, up-to-date first-aid kit that is always accessible. First-aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

First-Aid/CPR

Emergencies require prompt action and quick judgment. For many activities, Girl Scouts recommends that at least one adult volunteer be first-aid/CPR-certified. For that reason, if you have the opportunity to get trained in council-approved first aid/CPR, do it! You can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, Emergency Care and Safety Institute (ECSI), National Safety Council, EMP America, American Heart Association, or other sponsoring organizations approved by your council. Take age-specific CPR training; that is, take child CPR if you’re working with younger girls, and adult CPR when working with older girls and adults. As a partner of GSUSA, American Red Cross offers discounts on certification courses.

Caution: First-aid/CPR training that is available entirely online does not satisfy Girl Scouts’ requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you’re taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from the council’s adult development team before enrolling in the class.

Girl Scouts of Greater Chicago and Northwest Indiana offers a “blended learning” option which combines the convenience of eLearning with an in-person skills session. Check our council’s Training Calendar on the [“Volunteer” section](#) of our website for information.

The [Safety Activity Checkpoints](#) state when a first-aider needs to be present. Activities take place in a variety of locations, which is why first-aid requirements are based on the remoteness of the activity, as noted in the [Safety Activity Checkpoints](#) for that activity.

For example, it’s possible to do a two-mile hike that has cell phone reception and service along the entire route and EMS (Emergency Medical System) is, at maximum, 30 minutes away at all times. It is also possible to hike more remotely with no cell phone service at a place where EMS would take more than 30 minutes to arrive. It’s important that you or another volunteer with your group has the necessary medical experience (including knowledge of evacuation techniques) to ensure group safety. The levels of first aid required for any activity take into account both how much danger is involved and how remote the area is from emergency medical services.



Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

**Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.*

Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as the emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.


First-Aid Kit

Make sure a general first-aid kit is available on your trip and accompanies girls on any activity, including transportation to and from the activity. You can purchase a Girl Scout first-aid kit, buy a commercial kit, or you and the girls can assemble a kit yourselves. The Red Cross offers a list of potential items in its [Anatomy of a First Aid Kit](#). (Note that the Red Cross’s suggested list includes aspirin, which you will not be at liberty to give to girls without direct parent/guardian permission.) You can also customize a kit to cover your specific needs, including flares, treatments for frostbite or snake bites, and the like.

In addition to standard materials, all kits should contain your council and emergency telephone numbers (found later in this resource). Girl Scout activity insurance forms, parent consent forms, and health histories should be included and are available at [girlscoutsgcnwi.org/forms](https://www.girlscoutsgcnwi.org/forms).

Procedures for Accidents

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the sick or injured person. Follow our established council procedures as noted on the emergency information card on the back page of this guide for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand your emergency information card and phone numbers of parents/guardians and emergency services such as the police, fire department, or hospital emergency technicians.



Emergency Numbers

Please carry this card with you on all Girl Scout-related activities.

GIRL SCOUTS: 855-456-8347 (Monday - Friday, 8:30 a.m. - 5 p.m.)
877-870-5823 (after hours)

POISON CONTROL: 800-222-1222

POLICE, FIRE AND AMBULANCE: 911

Troop Emergency Contact:
Make sure there is a person identified as the troop emergency contact when troops/groups are on a trip and that parents/guardians have their contact numbers.

www.girlscoutsgcnwi.org

Girl Scout Emergency Information Card

Procedure to be followed at scene of serious accident, emergency, or fatality:

1. Give priority attention to providing all possible care for the injured.
2. Secure doctor, ambulance, and/or police, as appropriate.
3. Contact Girl Scouts of Greater Chicago and Northwest Indiana at 855-456-8347, then press zero, Monday - Friday, 8:30 a.m. - 5 p.m. to report the emergency and secure additional assistance.

The after-hours, emergency, toll-free phone number is 877-870-5823

4. In the event of fatality or serious accident ALWAYS notify police. Retain a responsible person at the scene. See that no disturbance of victim or surroundings is permitted until police have assumed authority.
5. Refer all questions from the press (print, radio and television reporters) to Girl Scouts of Greater Chicago and Northwest Indiana at 312-912-6336. Members of a trained crisis team will respond appropriately. **MAKE NO STATEMENTS TO THE PRESS** and do not discuss the incident, place any blame or accept liability.
6. Once the emergency is over, fill out an Accident/Incident Report Form and send to your membership specialist.

EMERGENCY NUMBERS on back!



After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/guardians, as appropriate. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, only council-designated staff alerted through our emergency protocol should discuss the incident with these representatives. Please do not speak on behalf of the council.

In the event of a fatality or other serious accident, notify the police. A responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions. Do not share information about the accident with anyone but the police, your council, and, if applicable, insurance representatives or legal counsel.

Taking Advantage of Learning Opportunities

Learning opportunities ensure that you have the tools you will need in Girl Scouting. The adult development department and the online Learning Portal, gsgcnwi.training.org, will provide you with the instruction and guidance necessary to fulfill your role successfully as a Girl Scout volunteer, learning that will not only help you work more effectively with Girl Scouts, but also may introduce new skills and behaviors into your work life, relationships, and personal development. In the end, your service will be recognized and evident to all the girls you help become confident, courageous, and character-driven young women. That's the greatest reward of all!

Re-Engaging Girls

Girls who have traveled once tend to want to travel again. Be sure girls are aware that there are other travel opportunities such as council-sponsored trips and Girl Scout Destinations, which provide an opportunity for individual members to broaden their perspectives and give Girl Scouting an enhanced visibility. GSGCNWI sponsors multiple trips each year for girls within the council, including national trips to Colorado and international trips to the World Association of Girl Guides and Girl Scouts' World Centers. Visit our [travel webpage](#) for more information on council-sponsored trips.

Girl Scout Destinations are sponsored by GSUSA. Girls apply on an individual basis to explore both national and international locations. Learn more on [GSUSA's Destinations webpage](#).





Money-Earning Basics

Girls earn money in two distinct ways: the Fall Product and Girl Scout Cookie programs organized by our council. All girls, troops, and groups are expected to participate in both the Fall Product and cookie programs. There is no minimum required level of participation unless the individual, troop, or group is asking for financial assistance and/or wanting to do another money-earning activity. In these cases, the minimum each girl must sell is defined as:

- **a minimum of 12 candy/nut products OR**
- **four magazine subscriptions OR**
- **a combination of both for fall product**
- **AND a minimum of 30 packages of cookies**

Girls' participation in both council-sponsored product program activities and group money-earning projects is based upon the following:

- **Voluntary participation**
- **Written permission of each girl's parent or guardian**
- **An understanding of (and ability to explain clearly to others) why the money is needed**
- **An understanding that money-earning should not exceed what the group needs to support activities**
- **Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws**
- **Vigilance in protecting the personal safety of each girl**
- **Arrangements for safeguarding the money**

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that product programs and additional money-earning activities are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:

- Cookie Dough and Nutty Bucks earned by girls through the product program activities must support Girl Scout program experiences such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations.
- Rewards are based on sales ranges set by the council and may not be based on a dollar-per-dollar calculation.
- Groups are encouraged to participate in council product programs as their primary money-earning activity. Any group money-earning activities may not compete with the Girl Scout Cookie Program or other council product programs selling times. This blackout period is for October, January, February, and March.
- Obtain written approval from the council prior to the onset of a group money-earning event (see girlscoutsgcnwi.org/forms).
- Girl Scouts discourages the use of games of chance as a money-earning activity. Activities which could be considered a game of chance include raffles, contests, bingo, and any other activity in which participants pay for the chance of winning cash or non-cash prizes.
- Group money-earning activities must be suited to the age and abilities of the girls and be consistent with the principles of the GSLE.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, earn rewards and/or may earn credits from their Girl Scout product programs. Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures.

The best way to earn money for your group is to start with Girl Scout Cookie activities and other council-sponsored product programs. If the group has participated in both programs, the group may organize additional activities to earn additional funds on its own.



Additional Group Money-Earning Activities

Product programs are a great way to earn the funds necessary for girls to travel or carry out Take Action projects. Remember that groups must participate in the cookie and fall programs before they are allowed to organize another additional money-earning project.

- Approval is not required for money-earning projects that will earn less than \$100.
- For money-earning projects that will earn more than \$100, the Troop Money-Earning Project Approval Form must be submitted 30 days prior to the project.
- Before implementing any money-earning project, please refer to the Managing Group Finances section of Volunteer Essentials for complete guidelines.
- Refer the [Safety Activity Checkpoints](#) when planning any money-earning activity.
- Girls must be involved in planning and implementing the project.
- Girls must receive 100 percent of the proceeds from any money-earning activity; and funds raised must belong to the troop as a whole (they cannot be refunded or redeemed by an individual member).
- Money-earning projects cannot take place during the blackout months of October, January, February, and March.
- Troops cannot take orders for, sell, or endorse commercial products or businesses of any kind (this includes Mary Kay, Tupperware, Candle Lite, Culver's, and coupon programs). However, troops can sell wholesale, non-branded, or homemade items.
- Troops cannot use paid advertising or the Internet to promote their project. They are encouraged to use signs, fliers, and word of mouth. Please refer to Using Online Resources and Social Media for Product Programs section of Volunteer Essentials for complete guidelines.
- Troops and/or Service Units cannot participate in cause marketing. This includes Culver's/Panera Bread/Portillo's fundraising events.
- Projects must not be conducted on a door-to-door basis (with the exception of the cookie program).

For projects involving food, troops/service units must follow state food safety guidelines and, in some cases, purchase a food license.

Money-Earning Project Ideas

Although you cannot resell products, groups may conduct other money-earning activities such as the following:

Sell crafts and goods:

- Garage sale
- Calendars, cookbooks, or bird feeders/houses if created by girls
- Wreath, flower, plant, or tree sale (items must be wholesale/non-branded)
- Concession stand (must have appropriate food license and receive 100 percent of the profits)
- Cookie or cocoa mix in a jar (must have appropriate food license, if applicable)

Charge or accept donations for services:

- Tutor others or walk dogs
- Wash cars, rake lawns, or shovel sidewalks
- Bag groceries or gift wrap for donations (but cannot replace a paid employee's regular position)
- Referee at sporting events
- Offer clown activities or face painting at community or school events
- Organize a fall or international festival (accept donations or charge a small fee)
- Community dinner or breakfast (must have appropriate food license and follow promotion guidelines)
- Facilitate badge/patch workshops for younger troops
- Facilitate a recyclable drive (i.e. cans, paper, or ink cartridges)
- Take and distribute holiday photos



Charge or accept donations for productions:

- Haunted houses
- Talent shows
- Dances

Collaborating with Sponsors and Other Organizations

Sponsors help Girl Scout councils ensure that all girls in the community have an opportunity to participate in Girl Scouting. Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. The sponsor's participation can be recognized by arranging for the girls to send thank-you cards, inviting the sponsor to a meeting or ceremony, or working together on a Take Action project.

For information on working with a sponsor, consult your service unit support manager. Our council may already have relationships with certain organizations or may know of some reasons not to collaborate with certain organizations.

When collaborating with any other organization, keep these additional guidelines in mind:

- Girl Scouts are not allowed, when identifying themselves as Girl Scouts (such as wearing a uniform, a sash or vest, official pins), to solicit money on behalf of another organization. This includes participating in a walkathon or telethon while in uniform. You and your group can, however, support another organization through Take Action projects. Girl Scouts as individuals are able to participate in whatever events they choose, as long as they're not wearing anything that officially identifies them as "Girl Scouts."
- When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.
- Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.
- Girl Scouts and volunteers are not allowed to endorse, provide a testimonial for, or sell any commercial products. "Commercial products" are any product sold at retail.

Helping Girls Reach Their Financial Goals

The Girl Scout Cookie Program is so well known in communities, it's likely that your girls will already know a bit about it and want to get out there to start selling as soon as possible. It's important that the girls have a clear plan and purpose for their product program activities. One of your opportunities as a volunteer is to facilitate girl-led financial planning:

- **Set goals for money-earning activities.** What do girls hope to accomplish through this activity? In addition to earning money, what skills do they hope to build? What leadership opportunities will be offered to them?
- **Create a budget.** Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group's account balance and projected cookie proceeds).
- **Determine how much the group needs to earn.** Subtract expenses from available income to determine how much money your group needs to earn based on their anticipated program plans.
- **Make a plan.** The group should brainstorm for program ideas and anticipated expenses and then make decisions about its financial plans. Will cookie and other product programs earn enough money to meet the group's goals? If not, which group money-earning activities might offset the difference in anticipated expense and anticipated income? Will more than one group money-earning activity be necessary to achieve the group's financial goals? In this planning stage, engage the girls through the Girl Scout processes (girl-led, learning by doing, and cooperative learning) and consider the value of any potential activity. Have them weigh feasibility, implementation, and safety factors.



- **Write it out.** Once the group has decided their goals and proposed activities, describe it in writing or perhaps create a chart. If the plan involves a group money-earning activity, fill out an application for approval and submit it along with the budget worksheet the girls created.
- **Share the plan and troop treasury information.** This helps girls see where they are toward meeting troop financial goals and helps parents understand troop finances.

Remember: It's great for girls to have opportunities, like the Girl Scout Cookie Program, to earn funds that help them fulfill their goals as part of the GSLE. As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects, for example, may not always require girls to spend a lot of money!

Juliette Low World Friendship Fund

To honor Juliette Gordon Low's love of travel, of experiencing different cultures and of making friends, Girl Scouts created the Juliette Low World Friendship Fund in 1927. Today, this fund supports girls' international travel, participation in adult learning and attendance at other international events—any event that fosters global friendships that connect Girl Scouts and Girl Guides from 150 nations. Find out more or donate to the fund at donate.girlscouts.org/worldfriendshipfund.





Reviewing Financial and Sales Abilities by Grade Level

Girl Scout Daisies
The group volunteer handles money, keeps financial records, and does all group budgeting.
Parents/guardians may decide that they will contribute to the cost of activities.
Girls can participate in Girl Scout cookie activities and other council-sponsored product programs.
Daisies are always paired with an adult when selling anything. Girls do the asking and deliver the product, but adults handle the money and keep the girls secure.
Girl Scout Brownies
The group volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities.
Girls discuss the cost of activities (supplies, fees, transportation, rentals).
Girls set goals for and participate in council-sponsored product programs.
Girls may decide to pay dues.
Girl Scout Juniors
The group volunteer retains overall responsibility for long-term budgeting and record-keeping but shares or delegates all other financial responsibilities.
Girls set goals for and participate in council-sponsored product programs.
Girls decide on group dues, if any. Dues are collected by girls and recorded by a group treasurer (selected by the girls).
Girls budget for the short-term needs of the group, on the basis of plans and income from the group dues.
Girls budget for more long-term activities, such as overnight trips, group camping, and special events.
Girls budget for Take Action projects, including the Girl Scout Bronze Award, if they are pursuing it.
Girl Scout Cadettes, Seniors, and Ambassadors
Girls estimate costs based on plans.
Girls determine the amount of group dues (if any) and the scope of money-earning projects.
Girls set goals for and participate in council-sponsored product programs.
Girls carry out budgeting, planning and group money-earning projects.
Girls budget for extended travel, Take Action projects, and leadership projects.
Girls may be involved in seeking donations for Take Action projects, with council approval.
Girls keep their own financial records and give reports to parents and group volunteers.
Girls budget for Take Action projects, including the Girl Scout Silver or Gold Awards, if they are pursuing them.

Trip and Travel Overview

Type of Trip	Day	Overnight - United States				Outside the United States
		Non-Camp		Camp		
# of Days or Nights	1	1-2	3 or more	1-2	3 or more	All
GSGCN WI-Owned Property	No			Yes	Yes	No
Council Approval Required	See Safety Activity Checkpoints for all Day Trip activities. Many require council approval. Trip and Travel Application bit.ly/gstripandtravel	Yes Trip and Travel Application bit.ly/gstripandtravel	Yes Trip and Travel Application bit.ly/gstripandtravel	Yes Property Rental Application girlscoutsgcnwi.org/rent-camp	Yes Property Rental Application girlscoutsgcnwi.org/rent-camp	Yes Intent to Travel Internationally fs24.formsite.com/gsgcnwi2/form204/index.html
Application Deadline	4 weeks prior	4 weeks prior	6 weeks prior	4 weeks prior	4 weeks prior	6 weeks prior
Supplemental Insurance	Plan 2: Recommended for non-members Apply at least 3 weeks prior	Plan 2: Required for non-members Apply at least 3 weeks prior	Plan 3E: Required for all Apply at least 3 weeks prior	Plan 2: Required for non-members Apply at least 2 business days prior	Plan 3E: Required for all Apply at least 3 weeks prior	Plan 3PI: Required for all Apply at least 3 weeks prior
First-Aid/ CPR/ AED Training	Required for at least one volunteer					
Additional Training Required	Refer to the Camp Trained Adult section in the Learning Portal and the specific Safety Activity Checkpoints for your planned activities. Note: Additional training is needed for both day and overnight activities at a camp property.					

For complete information about trips and travel, please visit girlscoutsgcnwi.org/travel.





Trip and Travel Checklist

BEFORE ANY GIRL SCOUT TRIP OR OUTING

- ☐ Review [Safety Activity Checkpoints](#) to determine if council permission is needed for activities. If permission is needed, obtain approval.
- ☐ Be sure that every girl participating is a registered member
- ☐ Review Outdoor Training Requirements, and take modules as needed
 - Cabin, lodge or personal home overnights need Outdoor Module 1
 - Tent camping and/or cooking over a fire require Outdoor Modules 2 & 3
- ☐ Secure a parent/guardian permission slip for each girl
- ☐ Be sure that adult chaperones and drivers are registered and approved volunteers
- ☐ Verify that drivers hold a valid driver's license and car insurance
- ☐ Have a current health history for each participant, girls and adults
- ☐ Identify an emergency contact person (adult available by phone but not going on trip)
- ☐ Replenish troop first aid kit
- ☐ Provide proof of first aid certification when activities state it is needed
- ☐ Secure additional insurance if non-members will be in attendance (i.e. family events)
- ☐ If staying at a personal home, send a copy of the homeowner's insurance declaration page to tripapplications@girlscoutsgcnwi.org. This acts as the Certificate of Insurance, similar to the documentation that the council receives from other places troops stay that are not council-owned properties.

THE DAY OF THE TRIP

The leader has:

- ☐ Signed permission slip for each girl
- ☐ Emergency contact information (and cell phone number) for each driver
- ☐ Assigned each girl a buddy

Each girl has:

- ☐ Dressed for the weather
- ☐ The necessary equipment, including lunch or lunch money if needed

First aider has:

- ☐ Troop first aid kit
- ☐ Girl and Adult Health Histories (Best practice: Provide each driver a copy of all histories)
- ☐ Girls' medication in original containers and a signed Administering Medication to a Minor form. Note: Girls should keep epinephrine auto-injector and/or inhalers with them.

Emergency contact person (adult NOT going on the trip) has:

- ☐ Contact info/trip itinerary with phone numbers for venues and leaders' cell phone numbers
- ☐ Copies of the contact and emergency contact numbers for each participant

Each driver has:

- ☐ A trip itinerary
- ☐ A first aid kit

AFTER ANY GIRL SCOUT TRIP

- ☐ Evaluate the trip with your girls
- ☐ Help them reflect on what they learned from their experience
- ☐ Retain permission slip for current membership year