

Planning Extended Overnight & National Trips

Adult Resource Guide



Purpose

What is a Girl Scout Trip?

Girl Scout trips provide opportunities for fun, adventure and serve to enrich ongoing troop program.

To participate in a Girl Scout trip, you will need:

- 1. A clear purpose**

*The purpose may be to ride a train, fly, or cross the Atlantic Ocean. Whatever it is, the girls should help determine the purpose and the advisers make sure that girl planning and follow-up are part of the on-going activities. Ask: **Why do we want to go on a trip?***

- 2. Parent/guardian support**

- 3. Realistic and detailed itinerary**

- 4. Detailed financial plan**

- 5. Health and safety plan**

- 6. Council approval**

- Why do we want to go on this trip?

- How will this Girl Scout trip differ from a family trip?

- What are the advantages of girls planning the trip?

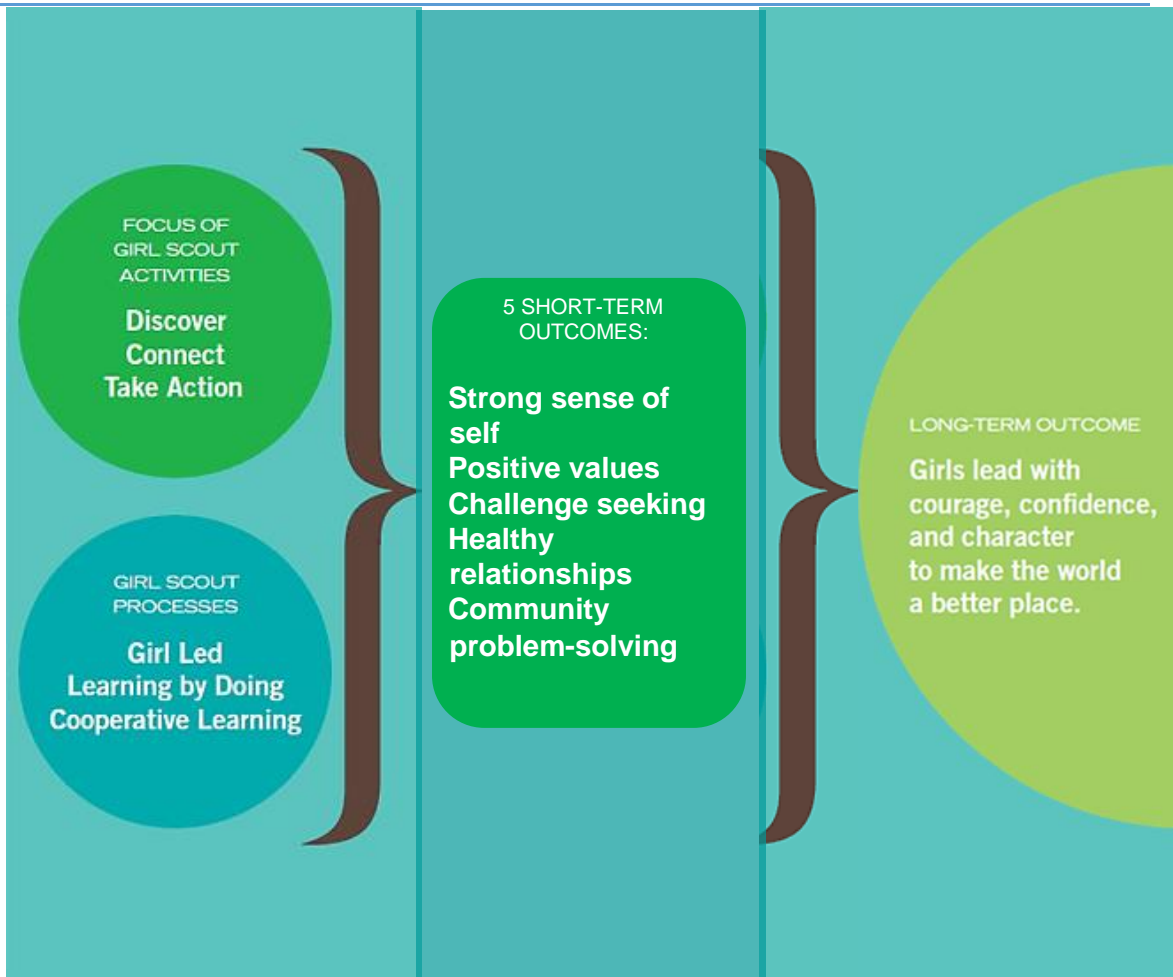
Letting Girls Lead

*Volunteer Essentials pg 90

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. Ask the girls these questions:

- 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 a myriad of 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.



Girl Scout Leadership Experience

- Which Short-Term Outcome(s) do we want to achieve on this trip or in the planning process?
- How can we make this experience girl-led?
- What type of experiential education (learning by doing) is happening/will happen?
- How are the girls able to work together (cooperative learning) during this experience?

Who's Traveling?

How many adults do you need?

Adult Volunteer to Girl Ratios for Events, Travel and Camping

	Events, travel, and camping: <i>Two non-related adults (at least one of whom is female) for this number of girls</i>	Events, travel, and camping: <i>Plus one adult for each additional number of girls</i>
<i>Girl Scout Daisies (K– grade 1)</i>	6	4
<i>Girl Scout Brownies (grades 2–3)</i>	12	6
<i>Girl Scout Juniors (grades 4–5)</i>	16	8
<i>Girl Scout Cadettes (grades 6–8)</i>	20	10
<i>Girl Scout Seniors (grades 9–10)</i>	24	12
<i>Girl Scout Ambassadors (grades 11–12)</i>	24	12

**Troops must have a minimum of five girl members to participate in any troop trip.*

Adult Chaperones:

- 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)
- Be sure every chaperone reviews and follows the 12 Girl Scout Safety Guidelines, available both in the QuickStart Guide to Volunteer Essentials and in the “Safety-Wise” chapter.

Tagalongs:

Girl Scouts of Utah defines tagalongs as anyone who is not registered for an event, who is not a current member of GSUSA, and/or is not in the required grade level to participate in the event, activity and/or trip. For insurance purposes and to ensure the safety of all Girl Scout participants, tagalongs are not allowed on troop/group trips.

Progression

Grade Level	Grade Appropriate Activities/Trips
<p style="text-align: center;"><i>Daisies</i> <i>(grades: K-1)</i></p>	<ul style="list-style-type: none"> • Field Trips during meeting time • Local daytime activities/trips • Day Camp • One night trip or backyard overnigher (see <i>Volunteer Essentials</i> for requirements)
<p style="text-align: center;"><i>Brownies</i> <i>(grades: 2-3)</i></p>	<ul style="list-style-type: none"> • Above activities/trips • Day Trips • Mini Camps • GSU Resident Camps • Troop camping at a GSU facility • Troop camping trips (one-two nights) • Troop trips (one – two nights)
<p style="text-align: center;"><i>Juniors</i> <i>(grades: 4-5)</i></p>	<ul style="list-style-type: none"> • Above activities/trips • Troop camping trips (three to four nights) • Extended troop trips (three to four nights in the Western region)
<p style="text-align: center;"><i>Cadettes</i> <i>(grades:6-8)</i></p>	<ul style="list-style-type: none"> • Above activities/trips • Troop camping trips (three nights or more) • National/International trips (three nights or more)
<p style="text-align: center;"><i>Seniors/Ambassadors</i> <i>(grades: 9-12)</i></p>	<ul style="list-style-type: none"> • Above activities/trips • National/International trips (three nights or more) • <i>Destination</i> trips

When Should a Troop Take a Trip?

When the first request for a trip comes from the girls, advisors should be ready with these questions.

- What is the purpose of the trip?
- How well do we work together as a troop?
- Are we able and willing to do what is necessary to finance the trip?
- What about our parents? Will they support the idea?
- Does everyone in the troop think this is a good idea?

The responses to these questions will be the clue to the advisor whether she should encourage the girls in this activity or wait until they are ready for the responsibility of planning a trip and the travel itself.

Girl Travel Readiness Indicators

Emotional

- Wants to go
- Is not afraid to be away from home or parents for extended periods
- Is willing to share space with others during meals, sleeping and play time
- Can cope with unknowns
 - Strange places
 - Darkness
 - Different noises
 - Crowds
- Can manage little or no privacy
- Is flexible and can give in graciously to others' ideas
- Can function as a member of a group

Physical

- Has stamina, does not tire easily
- Is strong enough to carry personal equipment
- Has strength and coordination necessary for planned activities

Skills and Knowledge

- Can help with all aspects of planning
- Can read and follow written instructions
- Can use public transportation
- Can read and order from a menu
- Can handle money

Experienced Ability

- Has demonstrated the ability to follow orders, instructions, and directions successfully
- Has been on a series of day trips, simple overnights, or has attended resident camp
- Has demonstrated (practiced) in troop meeting the ability to pack and repack a duffel bag, etc.
- Has demonstrated the ability to work with a buddy (Buddy system)
- Has demonstrated a clear understanding of the need for safety procedures



Planning and Getting Started

1. Start a **Travel Binder** (one to keep and one to leave behind)

- Trip Itinerary
- Map/Directions
- Trip Roster
- Girl Scouts of Utah Emergency Information card
 - Council Emergency Number: 801-483-3413**
 - An emergency is defined as an incident that involves:
 - A fatality
 - A near-fatality
 - Potential media attention
 - An incident that brings a Girl Scouts of Utah policy into question
- Permits/reservation information
- Cell phone numbers for each driver
- License plate number and make & model of each vehicle
- Confirm that each driver has a current driver's license and current auto insurance card
- Name and phone number of troop emergency contact
- Trip Agreement

For Each Girl and Adult include:

- Parent/Guardian Permission Slip
- Girl Emergency Medical Information
- Adult Emergency Medical Information
- Girl Event Release & Health History Form
- Adult Event Release & Health History Form
- Current Picture of Each Girl
- Copy of Trip Documentation – Passports, Birth Certificates, etc.
- Health Examination Forms

2. Location

- Think about purpose of trip
- Ask the girls!
- Talk to other troops in Community
- Getaways, Juliette Gordon Lowe birthplace, other Councils

See www.girlscouts.org/program/travel for ideas.



3. Itinerary

- Be specific
- Ask the girls!
- Be realistic
- Include time to relax and reflect

Sample Itinerary

**CADETTE TROOP #148
DISNEYWORLD TRIP
June 8th-15th, 2011
Itinerary (Tentative)**

		<u>Time</u>	<u>Cost</u>
<u>Tuesday</u>			
June 7th	Depart SLC Airport	4:00 p.m.	\$1,175 Per Person Air, Hotel & Meals
	Arrive Orlando FL	11:00 p.m.	
	Transportation to Disney Resort Hotel	11:30 p.m.	
	Check in rooms & GOOD NIGHT	12:30 a.m.	
<u>Wednesday</u>			
June 8th	Sleep In and breakfast at resort		
	Relax, Swim, etc.	??????	
	Leave for Magic Kingdom	1:00p.m.	
	Lunch & Dinner in the park	1:00 p.m. -11:00 p.m.	
	Back to the hotel & Good Night	12:00 a.m.	
<u>Thursday</u>			
June 9th	Sleep In and breakfast at resort	??????	
	Leave for Magic Kingdom	1: p.m.	
	Lunch & Dinner in the park	1:00 p.m. -11:00 p.m.	
	Back to the hotel & Good Night	12:00 p.m.	
<u>Friday</u>			
June 10th	Rise & Shine and breakfast at resort	8:30 a.m.	
	Leave for Hollywood Studios	9:30 a.m.	
	Lunch & Dinner in the park	10:00 a.m. -8:00 p.m.	
	Back to the hotel	9:00 p.m.	
	Swimming	9-10:30 p.m.	
	Back to rooms & good night	11:30 p.m.	
<u>Saturday</u>			
June 11th	Rise & Shine and breakfast at resort	7:30 a.m.	
	Leave for Epcot	8:30 a.m.	
	Lunch & Dinner in the park	9:00 a.m. -9:00 p.m.	
	Back to the hotel & Swimming	10:00 p.m. - 11:00 p.m.	
	Back to rooms & good night	11:30 p.m.	
<u>Sunday</u>			

June 12th	Rise & Shine and breakfast at resort	7:30 a.m.
	Leave for Animal Kingdom	8:30 a.m.
	Lunch & Dinner in the park	9:00 a.m. -7:00 p.m.
	Downtown Disney	7:30 p.m.
	Back to the hotel	10:30 p.m.

Monday

June 13th	Rise & Shine and breakfast at resort	7:30 a.m.
	Transportation to Universal Studios & Hotel	9:00 a.m.
	Leave for Universal Studios	11:00 a.m.
	Universal Studios Day	11:00 a.m. -8:00 p.m.
	Back to the hotel	9:00 p.m.

Tuesday

June 14th	Rise & Shine	7:00 a.m.
	Breakfast in the hotel	8:00 a.m.
	Leave for Universal Studios Islands of Adventure & Harry Potter	9:00 a.m.
	Universal Studios Day	9:00 a.m. -9:00 p.m.
	Back to the hotel	10:00 p.m.

Wednesday

June 15th	Rise & Shine & pack	8:00 a.m.
	Breakfast in the hotel	9:00 a.m.
	Universal City Walk??	10:00 a.m. -2:00 p.m.
	Lunch @ Universal City Walk - on your own	
	Transportation to airport	2:30 p.m. ??
	Depart Orlando airport	5:15 p.m. ??
	Arrive SLC	8:07 p.m. ??

4. Travel Application & Council Approval

- Due minimum of 6 weeks prior to planned departure.
- Check *Volunteer Essentials* and *Safety Activity Checkpoints*


Steps for Completing Application

- 1) Go to www.gsutah.org
- 2) Enter *Travel* in the Search field
- 3) Click on *Travel* and scroll to the bottom to find the **Troop Trip/Group Camping Application**
- 4) Complete Application as prompted

Travel | Girl Scouts of Utah | x


m/ways-to-participate/travel.html

Sharepoint | Girl Scouting 101 | Safety Activity Checkp | Volunteer Essentials | Files - OneDrive | Paylocity Payroll + HR | Having Fun with Purp | Website Bac



Check out **Girl Scout Destinations**, the ultimate adventure program for girls ages 11 and older. With a ton of different trips to apply for every year—from **surfing** camp on the east coast and breathtaking **hikes** out west, to the crazy-cool wonder of new **cultures abroad**—there's something amazing for everyone to experience.

Make friends from all over the country as you travel with Girl Scouts from different states, see and learn new things, and **pack your bags** full of inspiring, life-changing experiences and memories. **Find your trip today!**




Where can you go? Places like China, Costa Rica, Switzerland, Patagonia, Peru, Scotland, Germany, Mexico, and more!

How far will your Girl Scout experience take you? That's up to you!

To learn more about traveling email us at programs@gsutah.org

Forms & Applications

- [Girl Scouts of Utah Guide to Travel](#) 
- [Troop Trip/Group Camping Application](#)
- [International Trip and Travel Application](#)
- [High Adventure Application](#)
- [Approved High Adventure Outfitters](#)

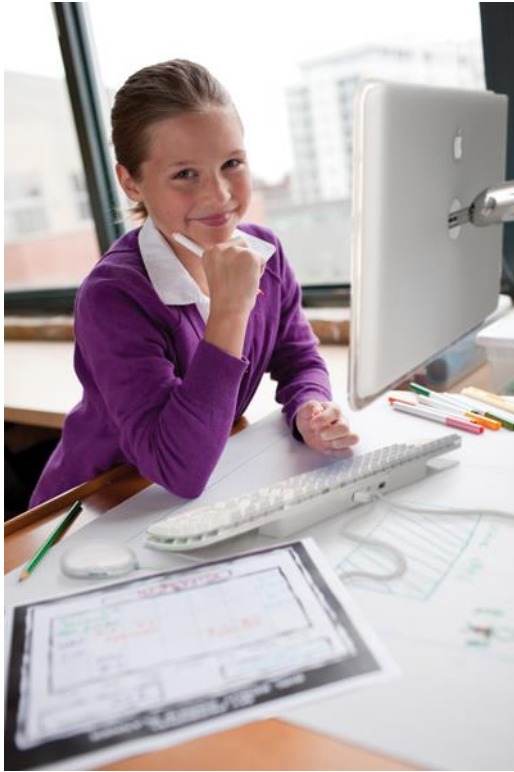
What information is required for the application?

- Troop and Community Information
- Lead Volunteer Information
- Dates and destination of trip
- Training completed by adults going on trip
- First Aider information
- Travel itinerary
- Troop roster

*You will be contacted by Council about Insurance, High Adventure Activity forms, and any additional information required.

*Please contact **info@gsutah.org** for information on how to submit and use Activity Credits, questions on filling out application, status of application, or any other travel questions.

Finances/Budgeting



One of the benefits to trip planning is that you will learn how to budget money so it covers all costs and have the satisfaction knowing you have earned your own money to pay for the trip. Girls are to be involved in all aspects of trip finances – including determining how funds will be raised and spent and developing budgets for specific activities. After you have determined where you want to go and what you want to do, then it is time to find out:

- How much money it will take to go on the trip?
 - How will the money be earned?
 - How much money will the group raise per participant?
 - How much must each girl/adult pay?
 - What are the monthly targets?
 - What happens if all girls can't afford their share?
- When must money be paid to the hotel, airline, etc.?
 - What extra insurance must the group purchase?
 - What will you do if you don't have enough money?

Types of Funding Sources

- **Individually earned girl money:** Money earned in the name of Girl Scouts by an individual girl. All money earned belongs to the event.
- **Parent/family payments:** Money paid by the parents or family to support the trip. This money is refundable to the girl, if no expenses have been incurred should the girl decide to not go on the trip.
- **Group money:** Money earned through group money earning activities. Money is divided by the girls participating. If not all girls participated equally in the activity, money can be distributed proportionately by the hours of participation of each girl.

***Girl Accounts:** Monies earned in the name of this event are not owned by the girl, but in an account for her to utilize for the intended purpose – the trip. If a girl leaves the group/trip, funds earned within the group remain with the group. Personal girl/family payments can be refunded to the girl.

Sample Troop Travel Budget Worksheet

Anticipated Cost/Expenses

	Per Person	Per Troop
Accommodations (# of rooms reserved ___)		
___ nights @ \$___ + tax =		_____
___ nights @ \$___ + tax =		_____
Total for Accommodations =		_____
Transportation		
To & From Destination		_____
Local Transportation (Remember parking fees and tolls!)	_____	_____
Food/Meals (+tips)		
___ Breakfasts @ ___ per person		
___ Lunches @ ___ per person		
___ Dinners @ ___ per person		
___ Snacks @ ___ per person		
___ Special Meals @ ___ per person		
Total for Food =	_____	_____
Pre-Trip Planning Costs (Stamps, envelopes, telephone, newsletters, booking fees, etc.)	_____	_____
Entrance/Program Fees	_____	_____
Extra Insurance (if needed)	_____	_____

Special Equipment Rentals/Costs <i>(if needed)</i>	_____	_____
Safety/First Aid	_____	_____
Supplies	_____	_____
Contingency Fund <i>(recommend at least the cost of one night's lodging plus meals)</i>	_____	_____
1.	_____	_____
Other Items	_____	_____
2.	_____	_____
Add 10%-15% for possible miscalculations	_____	_____
TOTAL TRIP COST (ESTIMATE)	_____	_____

Anticipated Income

Amount currently in Checking Account	\$ _____
Cookie Program Proceeds	\$ _____
Other Money Earning Project Proceeds <i>(limit of 2 for Juniors-Ambassadors)</i>	\$ _____
	\$ _____
TOTAL INCOME (ESTIMATE)	\$ _____

Some things to think about as you plan your budget:

1. **What is your plan for using the money earned in the event the trip does not happen?**
2. **What is the agreed upon plan for handling money if individual girls drop out of the trip or if new girls join?**
3. **What is the plan if the troop does not earn the projected income?**
 - a. **Additional Money Earning Projects? *Make sure to get Council approval!***
 - b. **Alter Trip Plans?**
 - c. **Girls/Parents Pay More?**
 - i. **If yes, how have girls AND parents/guardians agreed to this?**

Money Earning

- Donations from corporations generated by matching cookie sales may only be distributed at the Community level. These funds must be used only for girl program at the Community level.
- Written permission for any troop money earning project must be secured from the Community Finance Representative at least two weeks before the project occurs.
- No troop money earning projects may be conducted during the Girl Scout Cookie Program (from scheduled order taking through booth sales). Note: Recycling is considered to be a service project, not a money earning project.
- Adult Troop volunteers must receive written permission from a girl's parent or guardian before she participates in any money earning project. This includes the Girl Scout Cookie Program.
- Individual girl participation in money earning activities/projects is voluntary.
- Girls may not request direct cash contributions/donations.
- If troop adults hold a money earning project for the benefit of the Girl Scout troop, the project will be considered a troop money earning project and must follow all council money earning policies.
- Money earning activities/projects may be conducted only when there is need for additional income for a specific program activity. It should not exceed what the troop needs to support its activities/projects.
- Money earning activities/projects must meet Utah state laws. Games of chance (e.g., raffles, bingo, and card games), direct solicitation for cash, or endorsement/sale of a non-Girl Scout commercial product are not permitted.
- The annual Cookie Program is considered a troop money earning project. Girl Scout Daisy and Brownie troops may not participate in additional money earning projects beyond the council sponsored Cookie Program.
- Girl Scout Juniors, Cadettes, Seniors, and Ambassadors may have a maximum of two annual money earning projects in addition to the Cookie Program. Special permission beyond the two additional projects must be requested 60 days in advance from the Community Finance Director see Troop Money Earning form online at www.gsutah.org.

For more on money earning policies, see Volunteer Essentials pgs. 68-70; 75-79; 105-107

Trip Agreement

It is highly recommended that each girl, her parent/guardian and troop facilitator sign a contract before departing on a trip. The contract will help reduce misunderstandings and disagreements for all participants.

Suggestions for Trip Agreement:

- Money-Earning participation
- Money due by dates – be sure to use receipts for all money
- Refund policy
Note: Some things cannot be refunded and need to be determined at the beginning of planning for the trip
- Buddy System
- Lights off
- Conduct/Behavior
- Maximum amount of money to take – everyone takes the same, no credit cards, no lending, when you are out, you are out!
- Items not allowed (CD players, game boys, etc.)
- If you are sent home, it is at your expense
- Consequences for not meeting at established time of activities, etc.
- No fighting
- Include everyone in all activities
- Stay in designated areas
- Remember the Girl Scout Promise and Law
- Kapers/Responsibilities
- Have FUN
- Respect others (especially while sleeping)
- Positive attitude
- Not eating gassy foods before car trip
- No whining
- No screaming – use indoor voices



Sample Travel Agreement

Troop _____ Travel Agreement

Trip Location:

Trip Dates:



I understand that my attitude and behavior are critical to the success of this trip. Therefore, for the good of the trip, as well as my fellow travelers, I agree to abide by the following:

1. I am familiar with and agree to behave according to the Girl Scout Promise and Law.
2. I will be sensitive to the needs of each troop member by performing my share of duties such as food preparation, clean-up, and shopping.
3. I will respect the people and places with whom I have contact.
4. I will stay with my buddy and troop at all times and will know where to meet if separated from the group.
5. I will be responsible for my personal belongings and equipment and will not hold my troop or the Council responsible for loss or damage due to my negligence or neglect.
6. I agree to make myself aware of and follow safety procedures and rules of my troop, Council, and the locations we visit.
7. I understand that, at times, the activities will be physically and mentally demanding but that these demands will be to the benefit of myself and the troop.
8. I understand that if I need to be sent home early due to inappropriate contact, my Troop Leader will contact my parents to determine the first available means of transportation and it will be at my parents' expense.

Participant Signature

Date

Troop Leader(s) Signature

Date

*I understand and agree with the above responsibilities for my girl.

Parent/Guardian Signature

Date

Safety and Travel Etiquette

Volunteer Essentials – Travel Volunteer Appendix (pgs. 86-93)

- Transportation
- First Aider
- Sleeping Arrangements
- Hotel Security and Safety
- Requirements

Safety Activity Checkpoints

- Swimming
- Camping
- Theme Parks
- Council Permission & Extra Insurance
- High Adventure Activities

Registering

- The adult accompanying the girls should handle registration procedures including room assignments. Adults should be in rooms connecting with girl rooms when possible. Hotels may not have connecting rooms on every floor, so make reservations early and request contiguous rooms if connecting rooms are not available.

Checking Into the Room

- Adults should enter each room with the girls to check that linens and glasses are sufficient for the number of girls in the room.
- Adults should make all calls for supplies, comfort, problems and concerns during the stay
- Adults should double-check that access to objectionable TV programs and pay for view movies are restricted.

Departure

- After checking out of the room, if necessary, adults ask concierge to store luggage until time of departure. Tipping is appropriate.
- If departure is delayed for any reason and the troop must remain in the lobby of the hotel, adults should plan some quiet games or journal writing to keep girls occupied during the wait.

Cleanliness

- Just because there is maid service does not excuse guests from keeping rooms clean and neat. Be considerate of others sharing the room and of the staff who service your room(s). If your hotel room is left in bad condition, the troop may be financially liable. You will also damage the reputation of Girl Scouts. Adults should check each room with girls prior to check out to ensure that nothing has been left behind and that no damage has been done.



Gift Shops

- An adult should always accompany girls when shopping.

Telephone Calls

- During trip planning stages, the group/troop should establish guidelines as to when cell phone calls are appropriate. Be sure to inform parents of these guidelines. Keep in mind that before using a phone located in the hotel room, you should check with the front desk to find out if there is a charge.

Additional Safety Suggestions

- Do not announce your names or room numbers in public.
- Do not wear nametags when traveling.
- Follow all travel and hotel safety standards.
- Do not leave valuables in your room.
- Do not leave your room after lights out.
- Do not trade rooms with another girl without advance permission from the troop facilitator
- All girls and adults traveling with the troop should wear a watch. Watches should be synchronized and time should be changed to reflect local time if you are spending more than a couple of hours in a time zone.
- Adults should accompany girls while in elevators.

Swimming Pools, Hot Tubs, and Fitness Rooms

- Many hotels have established regulations (rules) as to age limits when using their equipment (fitness room, swimming pool, spa, hot tubs, etc.) Check with hotel staff for a list of their guidelines and rules before use.
- ***Girls must not use the pool or hot tub unless a currently certified adult lifeguard is present;*** one that is traveling with the troop/group **or a local lifeguard that you have arranged** to have available on duty during swimming time. For more information check Safety Activity Checkpoints. If an accident occurs when a currently certified adult lifeguard is **NOT** present, Girl Scout insurance will **NOT** cover any medical expenses.
 - Girls must be accompanied by an adult when using the fitness rooms. For more information check *Safety Activity Checkpoints*.

Restaurants

- Prior to going out to eat, decide:
- How the bill is to be paid – individually or by one person handling the troop money.
- How much to tip (15-20% gratuity is the standard). For large groups, some restaurants automatically add a gratuity to the bill. Check prior to leaving a tip.
- When ordering, inform your server how the bill will be paid.
- When possible, call the restaurant to make reservations for large groups. This will speed up service and also let you know if the wait is going to be too long.

Tipping: Note: When designing your budget, plan for tipping!

- If a bellman takes luggage to the rooms, the standard tip is \$1 per piece of luggage. Travel light! It is also customary to leave a tip for the maid. This can be done at the end of your stay and the recommended tip is \$1 per day per person staying in the room.

Equipment & Packing

Put together a wardrobe that consists of clothes with complimentary colors that can be worn together in different combinations. Consider using plastic zip-lock bags to sort and compress clothing.

Always remember that airlines have specific regulations about permissible size and weight for luggage, and these requirements are firmly observed. Review the list of things you cannot take with you . . . or that you must pack in your bag.

Choose the type of bag you will use – make sure it’s not too bulky. In general, girls have been extremely happy with frame packs that convert into suitcases.

Keep in mind that you should leave your expensive jewelry at home. Also, if you wear glasses or contact lenses, you should bring an extra pair with you, along with a copy of the prescription.

Label your luggage, clothing and equipment inside and out with both your name and address. It is also advisable for each participant to take out short-term travelers insurance just in case something gets lost or stolen.

Imagine all the swaps you will collect and the souvenirs that you may buy; leave room in your luggage for these items.

Get extra items and sanitary supplies that may be expensive while traveling. Travel can sometimes disrupt menstrual schedules.

Heed the advice of veteran travelers and keep all important documents – airline tickets, passports, traveler’s checks, medicines, contacts, glasses, etc. – in your handbag or fanny pack. Also, pack your carry-on luggage with one spare change of clothes just in case your checked luggage gets temporarily lost.

Take a walk around your block carrying all your luggage. If you come back huffing and puffing, start to unpack some of those things that might not be so vital after all.



Taken from the International Travel Packet for Girl Scouts from GSUSA

Sample Packing List

Clothing

Keep in mind that some religious sites require that shirts cover the shoulders and arms, and do not allow shorts, short skirts, or flip-flops.

- Comfortable walking shoes and one pair of nicer shoes
- Shirts (short and long-sleeved)
- Socks
- Underwear
- Shorts/pants/jeans
- Pajamas
- Bathing suit (if applicable)
- Dressier outfit (reserved for a special night out)
- Raincoat and/or umbrella

Toiletries

- Toothbrush & Toothpaste
- Shampoo/conditioner
- Soap
- Deodorant
- Hairbrush/comb
- Sunscreen
- Spare set of contact lenses/glasses (if applicable)
- Small First Aid kit and sewing kit

Money

- ATM card (call your bank prior to departure to alert them of your trip)
- Pouch for storing money
- Cash

Electronics

- An alarm clock (many hotel rooms won't have one)
- Camera with ample batteries/recharging cord

Documents

- A copy of your itinerary
- A list of important phone numbers and addresses to send postcards home
- Copy of any prescriptions

Carry-on bag

Here's a short list of things you might need on the first day of the trip. These should be packed in the carry-on in case the checked luggage is delayed.

- Money
- Airline ticket
- Toothbrush and toothpaste (toothpaste needs to go in a one-quart Ziploc bag, and can't be bigger than 3oz)
- Hairbrush
- Contact lens case/glasses (to sleep comfortably on the plane)
- A change of clothes (in case luggage is delayed)
- Medication
- Neck pillow (optional for long flights)
- Any valuable



Bon Voyage Party:

- Transportation to and from the airport
- Paperwork check
- Emergency contacts in order
- Packing details



Questions? Contact members of your Community Leadership Team or info@gsutah.org.

Let's Go!