

International Travel Procedures when using Tour Providers for Troop Trips

The items in this document are a compilation of policies and procedures from other Girl Scouts of Utah sources to assist in clarifying what is needed when a troop is planning an international trip through a tour provider. All other requirements for international trips will still need to be followed as well.

- All travelers must be registered members of Girl Scouts of Utah.
- All adults must be background checked and have completed GSU's youth protection training.
- Tagalongs, such as siblings, are not allowed on the trip, unless they meet the criteria for travel.
- Any activities requiring activity approvals via Safety Activity Checkpoints must be complete before booking the trip.
- Trips must have a minimum of five Girl Scouts traveling.
- Cadettes, Seniors, and Ambassadors are eligible to travel.
- Appropriate Girl Scout to adult ratios must be followed at all times and trip chaperones must be aware of where all members of a group are located. Buddy systems must be in place and a Girl Scout should never be wandering around alone.
- Trips must have finalized their list of travelers no later than six months in advance of the trip.
- Any cancellations or payments of activity credits will follow the GSU activity credit procedure for tour providers. Any fees paid with activity credits will come back to council and council will redistribute.
- Expectations for how much additional money is needed on the trip should be clearly communicated with all participants in advance. (Examples include: tips, non-included meals, etc.)
- GSU will not advertise trips on behalf of the troop.
- If the tour provider offers any free or pro-rated adult spaces as part of the trip, who occupies these spaces should be decided by the troop as a whole.
- International Trips training must be completed at least 12 months prior to travel by all those going on the trip, although we recommend completing the training as early as 18 months prior.
- If the tour provider offers any incentives that will be earned by going on the trip (I.e. cash/rewards points/etc.), these must be used to benefit the troop. Incentives cannot go towards an individual. How to use the incentive must be decided by the troop.
- For EF Tours: All trips must either choose a "Tours for Girls" option or must make it a private tour if they choose another offering. The group needs to request that EF Tours only pairs their participants in rooms together and does not mix them with other groups.
- For EF Tours: All travelers must have extra insurance either purchased through Girl Scouts or through EF Tours' Global Travel Protection Plus Plan.