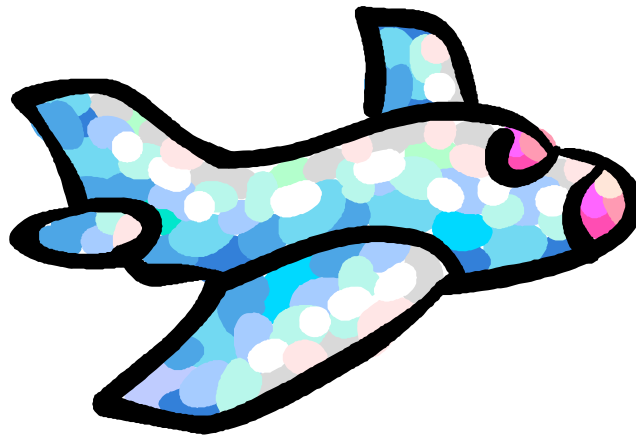


# **Trip Planning Toolkit**

**The Sky's the Limit ....**  
**When Planning YOUR Extended Trip**



**Anything is possible!**

## **TRIP PLANNER**

**Belongs to:**

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# Welcome!

## The Journey Begins ...

*A trip abroad can be compared to the images seen through a kaleidoscope, where each of the crystals and colors represents a different region of the world, type of food, attitude, behavior, and more. With each turn of the kaleidoscope's knob the pattern changes and looks different, but none is right or wrong, better or worse – it's a fascinating and educational experience.*

*As you travel abroad, you will be surrounded by boundless cultural differences. The differences will be in the food, the buildings, the surroundings, the rules, the laws, the dress, and the language. It's a wonderful opportunity to be able to experience these differences.*

*As you prepare to embark upon this 18-month to 2 year journey of planning YOUR trip and earning money, every emotion will come into play. You'll be excited, sad, happy, overjoyed, angry, and elated. It's part of the process of working together for a long period of time to accomplish one goal – YOUR TRIP. From this experience, you will have the opportunity to improve your:*

- *Leadership skills*
- *Communication skills*
- *Time management skills*
- *Research skills*
- *Organizational skills*

*Most of all have fun through the process. It's the process and working together that charts the way for a fabulous once-in-a-lifetime trip. We are going to have a super exciting time planning and preparing for YOUR trip!*

*This book will help you cover all the details of planning YOUR trip from the beginning through your "Picture Party" when you return.*

*Keep your minds open and let your imaginations soar. This journey will be super! You will get out of this journey what you put into it.*

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**Girl Scouts.**

## **Girl Scout Promise**

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## **Girl Scout Law**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

## What is a Girl Scout Trip?



A Girl Scout trip is an opportunity for girls to have fun, to experience adventure, and is a way of enriching ongoing program. The trip should stimulate good program or be the climax of some activity in which the girls are already involved. **Girls do the planning with the guidance of adults/advisers. All trips should be planned with safety in mind, and should follow guidelines in *Safety-Wise*.**

Girl Scout trips can happen when:

1. Girls express interest in specific activities or places.
2. Specific awards spark an interest in exploration and learning.
3. The group is brainstorming and setting goals for the year, including determining how many cookies to sell.
4. A service unit or council-wide event appeals to the girls.
5. A teen Girl Scout visits your troop to tell about a GSUSA destination that she participated in.
6. Someone's relative works in a really interesting place that gives tours.
7. Girls just want to have fun!

When the girls go on a trip, they are representing the Girl Scouts and the United States of America. Girls should be made aware of their responsibilities as travelers and guests when they visit a different city, state, country, company, tourist site, etc. Everyone should be briefed on appropriate conduct and safety precautions in public places, restrooms, stairs, escalators, elevators, and the various forms of transportation they will be using. All girls and adults should be prepared for new experiences and agree to abide by procedures and rules of conduct.

During the planning process, the girls learn how to develop their overall plans, make arrangements, budget and handle money and accept responsibility for personal conduct and safety. Afterwards, they evaluate the experience. The trip progression steps give girls the confidence to handle the "glitches" that sometimes occur in planning and carrying out program.

Reasons for a girl only trip:

- The girls will relish the independence.
- They will show a maturity level that might surprise even them!
- It looks good on a college application - anything to give them an edge.
- It will add to their Scouting experience.
- It will avoid potentially differing agendas.
- It allows the girls to learn more about who they are away from the parental sphere.

**PURPOSE:** Girl Scout trips provide opportunities for fun, adventure and serve to enrich ongoing troop program. You will need:

1. A clear purpose for the planned activity/trip – The purpose may be to ride a train, or 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. Why do we want to go on a trip?
2. Parent/guardian support
3. A realistic and detailed plan
4. A completed travel plan
5. A detailed financial plan prepared
6. Council approval
7. A health and safety plan

Why do I want to go on this trip?

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How is a Girl Scout trip different from a family trip?

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What are the advantages of girls planning a trip?

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# Section 1: Getting to Know You, Getting to Know All About You

## Rosters

A current roster communicates the participants of the trip. It is important to continually distribute this information, to enable the girls and advisers to build relationships with each.

### Girl Roster

Name	Address	City/State/Zip	Phone Number	Birthday	Email Address

### Trip Adviser Roster

Name	Address	City/State/Zip	Phone Number	Birthday	Email Address



See samples in Appendix:  
Adviser Application – Page 121  
Profile of an Adviser/Job Description – Page 122  
Adviser Agreement – Page 124  
Girl Trip Application Form – Page 123  
Girl Trip Reference Form – Page 127



## Commitment Form

Knowing that we all have commitments other than this trip, and we will be committing ourselves to take this trip, what should be on our Commitment Form?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Should each participant sign and date this form?

Who else should sign it?



See sample in Appendix on page 128.



Should Mom, Dad, or my Guardian sign this form?

# Teambuilding

Team building can make a significant contribution to the team working well. It develops:

- Motivation,
- Communication skills,
- Leadership skills,
- Coping under pressure,
- Working together,
- Builds commitment,
- Increases team spirit,
- Increases critical thinking,
- Increases trust and support, and
- Having fun.



They can *motivate, energize, create cohesive groups, improve communication skills, and increase product and training knowledge*. These activities provide insight to the strengths of the individuals. At the same time they teach participants that by *working together*, the team wins. The seemingly impossible becomes possible.

Team Building Activities demonstrate different aspects of team behaviors and get team members to think about what is essential for high performing teams. They allow the group to recover from disunity, frustration and conflict. They also help sensitize the team members to behaviors that may contribute toward or obstruct group problem solving. Behaviors cover such things as good communication, problem solving skills, trust, taking advantage of the strengths and weaknesses of each team member and understanding the customers point of view.

Start each meeting with a teambuilding activity.



See Team Building Activities in Resources on page 105



## **Web sites:**

<http://www.wilderdom.com/games/InitiativeGames.html>

<http://www.teamworkandteamplay.com/activities.html>

# Stages of Group Development

Each new group goes through stages of development. Some groups may go through loss of productivity and regression before they reach productivity. An awareness of the stages of group development is important, particularly for managers, trainers, and persons who lead teams during times of transition.

## **STAGE 1 : FORM**

During stage 1, team members discover what behaviors are acceptable to the group. For new groups it is a transition from individual to member status. Other characteristics are:

- Hesitant participation
- Light conversation
- Politeness
- Trying to get comfortable
- Minimal work is accomplished
- Establishing common cause

## **STAGE 2 : STORM**

During stage 2, team members may feel the need to express their individuality and are resistant to group formation. Other characteristics are:

- Politeness wears off
- Defensiveness and competition
- Polarization of group, team forming
- Individuals are finding their niche
- Fear of differences based on assumptions
- Questioning
- Establishment of the pecking order
- Establishing common differences



## **STAGE 3 : NORM**

During stage 3, members accept the team, team norms, their own roles and idiosyncrasies of fellow members. Other Characteristics are:

- Feeling comfortable
- Restatement of groups' purpose
- Leaders emerge
- Commitment to objective
- Exploring
- Establishing common ground

## **STAGE 4 : PERFORM**

At this stage the group establishes interpersonal norms, the group is capable of diagnosing and solving problems and making decisions. Not all groups reach stage 4. Other characteristics are:

- Appreciation of differences and use to support each other
- Direct, clear communication
- Accepting of change
- Ability to deal with conflict
- Use differences
- Establishing common good

## Relationship Building

**R is for Relax.** Relax and be authentic. This is first and foremost; trying to be someone you are not is will not work in relationship building. Even if you think you can fool others, you are wrong. The first time maybe, but from then on, they have your number. If you decide to be the best possible you, understand that it is enough.

**E is for Excitement.** Be excited about your project and the chance to get to know others. Think about that monotone teacher you had in high school or college, the one that put you to sleep five minutes into the class. An unexcited participant is no different. Why in the world would I want to associate with somebody that is not excited about our project? Being your best includes excitement, but the excitement must be genuine.

**L is for Look.** Look the other participants and advisers in the eye when you talk with them. Be happy you had this opportunity. Not everyone does. Today, we live in a fast paced society. People do not have enough time to do all the things the want to. And you are sharing a small piece of their life. Let other participants and your advisers know that you appreciate their involvement and their time.

**A is for Ask.** Ask plenty of questions about your project and then go find the answers. Knowledge is power and you need lots of knowledge to help to make all the decisions you will be making. Then share the information you found with others. This will bring unity to the group, build excitement and foster great working relationships.

**T is for Talent.** Use your talents throughout the process of building your trip. This can be beneficial as you are building and developing your money earning projects, building cohesiveness within your group, and getting around in Europe. We all come with special talents. Find out what they are and build on them.

**I is for Invite.** Invite each other to participate wholly in the project. Get everyone in the act. If they hear, they forget. If they see, they remember. If they experience, they internalize and it becomes theirs. Put it in my hand and I am on the path to emotional ownership. If I emotionally own the process, it will be quite easy for each of you to succeed.

**O is for Objections.** Objections are really questions. Simply seek answers for your questions. No question is bad. Sharing together can add another brick onto the solid relationship you are building as a team.

**N is for Now.** Now is time to build relationships with others on your project. Find out what is special about each individual person on your team. Capitalize on each other's assets. Build on their strengths and help them achieve greatness with their weaknesses. This is a learning experience.

**S is for Solve.** Solve together issues before they become insurmountable. Don't let roadblocks stare you in the face from getting what you want. Work together to achieve the

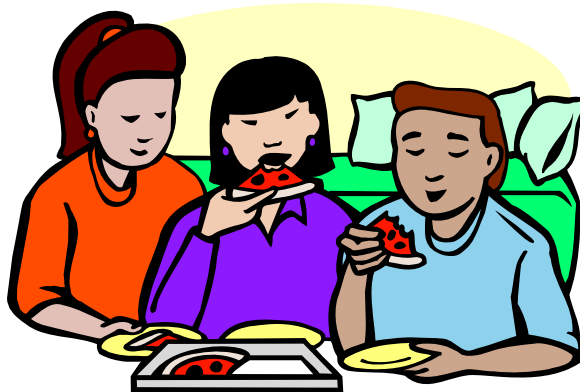
common goals. Perhaps working in patrols can foster commonality and unity for a greater purpose.

**H is for Help.** Help is right around the corner. You have a whole structure within Girl Scouting that can help you achieve your dreams and make it reality. Help comes within the relationships you are building and the support available.

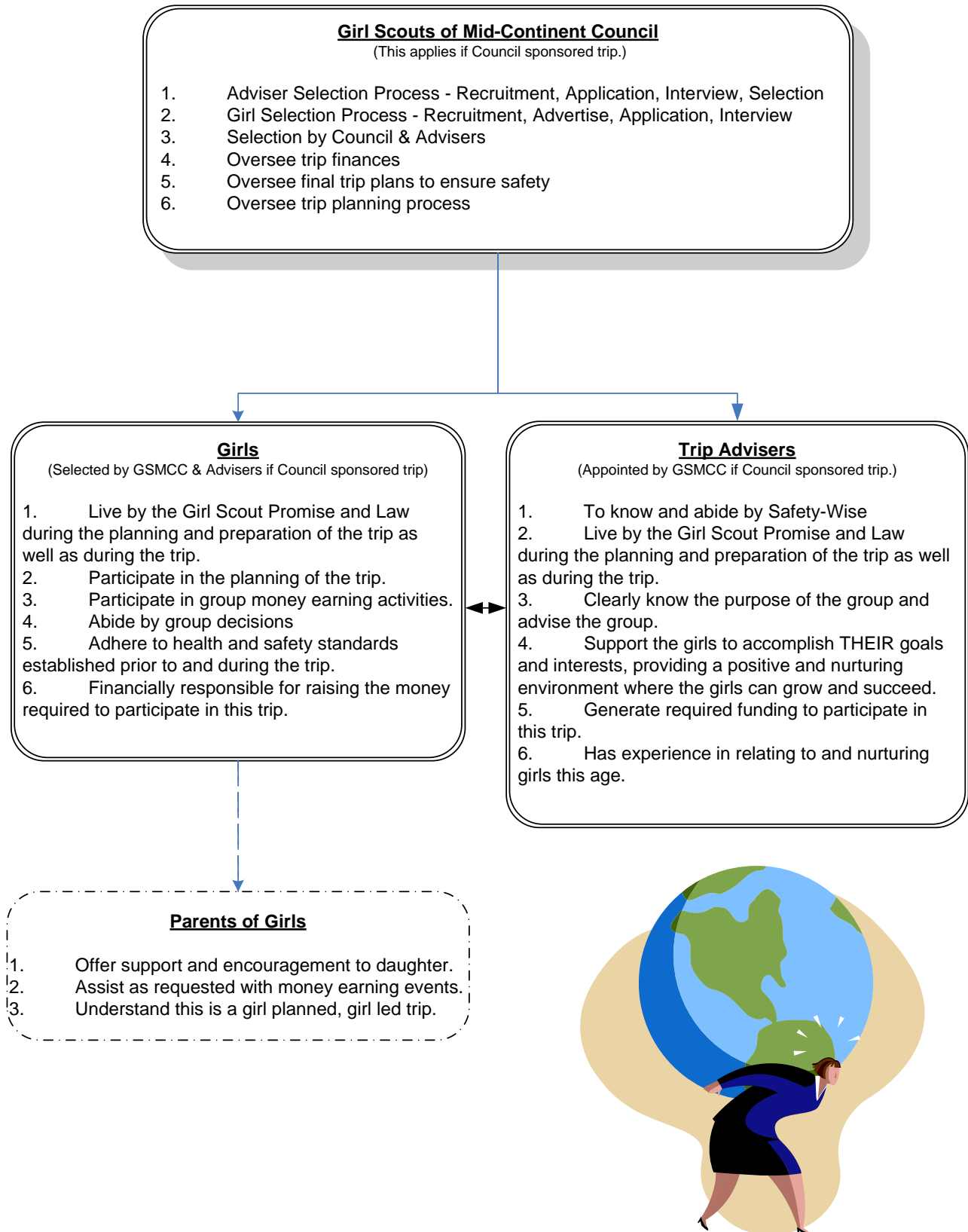
**I is for Inspire.** Inspire each other as you make your plans, develop money earning activities, plan events, and go on your trip. We will all have down moments. Work together to minimize these moments. Working together as a team can accomplish greater results than 12 people working independently.

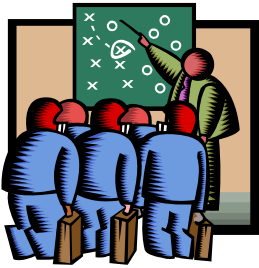
**P is for Partner.** Become partners together. Attend the regularly scheduled meetings (and the fun events). Add value and enjoyment to the team you are a member. Help each other succeed in the trip planning process. Help each other enjoy all there is to enjoy throughout the trip itself. Keep your eye on the goal.

In making your deposits into the "Relationship Bank," you are guaranteed to yield healthy returns. Position yourself as a partner in this group. Be persistent in your efforts. Try to help others to have all that you know they want. Have patience. Building relationships does payoff. Not always today, but generally sooner than you think.



# Responsibilities





## Group Government

As you know from your troop experiences, every troop has a type of troop government. This trip planning group is no different. We will review and discuss different types of “government” through our process of planning our trip.

Types of group government:

1. **Town Hall Meeting** - In a Town Meeting, the entire troop makes its decisions together. A Moderator is generally needed to lead group discussions. Officers such as Secretary and Treasurer may be elected if the troop feels that there is a need. This generally only works well in small groups but can work in large groups if the girls can stay on task.
2. **Patrols** - The Patrol System is the most versatile of the systems of government. The troop is divided into smaller units called patrols. The ideal patrol size is about 5-8 girls. Each patrol elects a patrol leader responsible for running their patrol meetings. An assistant patrol leader is also a good idea in the event that the patrol leader cannot make a meeting. All troop business can be handled in these patrols. Roles of members and patrols can change – i.e. by money earning activity, by time frame, or by changing the process.
3. **Executive Board** - The Executive Board consists of the "officers" of the troop. They generally include a President, Vice-President, Secretary, and Treasurer. Job descriptions should be agreed upon as well as the duration of office. It is important, especially at the beginning of self-government, that everyone has the opportunity to participate at some time throughout the year. These "board" members meet on a regular basis to decide matters for the troop. Some method needs to be devised for the troop members to give input to the Executive Board. This could be a simple suggestion box at a troop meeting. This system tends to work well with smaller troops.

How do you see these types of “government” applying to help us meet our goal?

Town Hall Meeting	Patrols	Executive Board



## Section 2: Meeting Planning

### 1<sup>st</sup> Three Meetings



#### **Meeting #1**

Adviser Led

#### **Opening**

Welcome  
Introductions –  
Girls/Parents/Advisers/Council  
Team Building Activity

#### **Business**

Purpose of Trip – Girls Trip  
Responsibilities  
(Girl/Parent/Adviser/Council)  
Financial Commitment Form  
Group Rules

#### **Trip Planning**

GS Trip vs. Family Vacation  
Brainstorm: Where do you want  
to go?  
Why do I want to go on this trip?  
Trip Timeframe

#### **Closing**

Q&A  
Next meeting date  
Next meeting responsibilities  
Closing activity

#### **Meeting #2**

Girl Led

#### **Opening**

Welcome  
Team Building Activity  
Random Thoughts-questions or  
thoughts from last meeting

#### **Business**

Roster Distribution  
Skill Inventory  
Brainstorm: Money Earning  
Activities  
Dates for Money Earning  
Activities  
Committees  
“Save List” created  
Group Expectations  
Campout  
Birthday/Christmas Wish List

#### **Trip Planning**

Prioritize Destination Options  
Identify Researchers  
Special Preparation –  
Languages

#### **Closing**

Q&A  
Next meeting date  
Next meeting responsibilities  
Closing activity

#### **Meeting #3**

And Subsequent Meetings  
Girl Led

#### **Opening**

Welcome  
Team Building Activity  
Random Thoughts

#### **Business**

Financial Report  
Brainstorm: Money Earning  
Activities  
Promotional Opportunities  
Finalize Money Earning  
Activities  
Family Money Earning Events  
Committees  
Group Dynamics  
Group Expectations

#### **Trip Planning**

Special Preparation –  
Languages  
Research Presentations  
Culturewise  
Itinerary Building

#### **Closing**

Q&A  
Next meeting date  
Next meeting responsibilities  
Closing activity

#### **Goals of Meeting:**

1. Begin to solidify group
2. Set up group structure (i.e. rules)

#### **Goals of Meeting:**

1. Begin to solidify group
2. Set up group structure (i.e. rules)

#### **Goals of Meeting:**

1. Continue to build group cohesiveness
2. Create money earning opportunities
3. Discover info about destinations

## Scheduling Meetings

What should we keep in mind when setting the schedule?

1.

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2.

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3.

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4.

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5.

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How frequently should we meet?

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Where can we have our meetings?

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Do we want to have a meeting facilitator at each meeting? What could be the responsibilities of the facilitator? (i.e. snacks, leading the meeting, making calls, etc.)

1.

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2.

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3.

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4.

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5.

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What types of specialists could we invite to our meetings to help us prepare for our trip?  
(*This is a list we can continually add to as we discover we might need more information before leaving for our trip.*)

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Set the schedule:

Day	Time	Meeting Facilitator	Place



## Agenda Development

In planning agendas for upcoming months, what topics need to be covered within what months?

<b><u>18 months before departure</u></b>  Introductions Teambuilding Activities Brainstorming Make World Center reservation Commitment Form Brainstorm money earning activities	<b><u>17 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>16 months before departure</u></b>  Teambuilding Activities Money earning activities Become a SUPER saleswoman
<b><u>15 months before departure</u></b>  Teambuilding Activities Money earning activities Research places to go and things to see	<b><u>14 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>13 months before departure</u></b>  Teambuilding Activities Money earning activities
<b><u>12 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>11 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>10 months before departure</u></b>  Teambuilding Activities Money earning activities
<b><u>9 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>8 months before departure</u></b>  Teambuilding Activities Money earning activities	<b><u>7 months before departure</u></b>  Teambuilding Activities Money earning activities

<b><u>6 months before departure</u></b>  Teambuilding Activities Money earning activities Specialist: Language Work on Itinerary How to stay safe	<b><u>5 months before departure</u></b>  Teambuilding Activities Money earning activities Specialist: Banker Work on Itinerary	<b><u>4 months before departure</u></b>  Teambuilding Activities Money earning activities Order Passports Work on Itinerary Make reservations and purchase travel insurance with travel agent Specialist: Safety
<b><u>3 months before departure</u></b>  Teambuilding Activities Money earning activities Specialist: Photographer Work on Itinerary Distribute forms to complete Visit State Department web site	<b><u>2 months before departure</u></b>  Teambuilding Activities Money earning activities, if needed Submit International Card of Introduction Specialist: Travel Agent Dr. Appointment for physical Receive forms from girls Health Insurance Process	<b><u>1 month before departure</u></b>  Teambuilding Activities Parent Meeting Finish shopping for trip Practice Languages Specialist: Packing Review and make final changes to schedule Phone cards ATM/Debit card account Parent/Girl/Adviser meeting
<b><u>3 weeks before departure</u></b>  Teambuilding Activities Finalize packing list – page 142-143. Weather check for countries	<b><u>2 weeks before departure</u></b>  Teambuilding Activities Pack what you think you want to take – test the weight Make first aid kit for trip Get meds in original containers	<b><u>1 week before departure</u></b>  Repack
<b><u>Day of departure</u></b>  Relax & Enjoy! Zip up your suitcase HAVE FUN!		



See Sample Agenda in Appendix on page 130 and Timeline in Resources on page 93.

## Section 3: Finances of Trip Planning

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

In money earning, there can be individually earned girl money, parent/family payments, and group money. Regardless of the type of income, it **MUST** be tracked carefully. The amount of money you will handle is equal to that of a small business.

- \* 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 in 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.



# Management of Funds During Trip Planning Process

In no case does the income from money earning activities or product sales become the property of the individual girl members or advisers. All monies earned for the trip, stay with the trip funds, even if the girl or adviser chooses not to go on the trip. Trip money belongs to the group and decisions on use and spending are made by the group.

It's a good idea for the group to think about, discuss, and DECIDE how money, reservations, deposits, girl payments (if any), refunds, etc. will be handled BEFORE money is ever collected. Doing so can head off problems before they have a chance to occur. The following questions need to be addressed by the troop before money is collected. Regardless of what a group decides to do, it is important for girls and advisers to understand and agree to the procedures and to **put them in writing** for all.

1. How will we pay for the trip? Will money-earning activities pay for the trip? Will individual participants (girls, adults) pay for the trip? Will it be a combination of these methods? Other methods?
2. How will money be handled before the trip?
3. Where will money be kept? Troop account? Separate account? Council account?
4. Who has access to the money?
5. What records need to be kept?
6. Who will keep them?
7. How can others see and review them?
8. How will we handle individual payments for the trip?
9. Will we set up a payment schedule?
10. What expenses will be group expenses and what will be personal expenses?

## **What to do if ...**

1. How will finances be handled if:
  - A new girl or adviser joins the group after part of the money is raised?
  - There is a change in group leadership?
  - The trip is abandoned?
  - A girl or adviser drops out or moves from the community? Will the personal money the girl or her family paid in be refunded to her?
  - If a girl or adviser does not participate in money earning activities?
2. If we give refunds, under what circumstances will we give refunds? Will we give refunds of individual money paid towards the trip?
3. If a girl does not participate in money earning activities?
4. What if a member can't afford the trip?
5. What if a member falls behind in making individual payments?



Write down the decisions of the group and give each participant a copy of the decisions. Have each girl sign this agreement.



Tell mom, dad, or my guardian what we decided.

# Trip Expense Worksheet

**Destination** \_\_\_\_\_

## Transportation

Airfare (\$ _____ per person x (#) _____ people)	\$	
Trains (\$ _____ per person x (#) _____ people)	\$	
Buses (\$ _____ per person x (#) _____ people)	\$	
Boats (\$ _____ per person x (#) _____ people)	\$	
Subways (\$ _____ per person x (#) _____ people)	\$	
Rented Vehicle (\$ _____ x (#) vehicles _____)	\$	
Auto (_____ miles @ _____ mi/gal @ \$ _____ per gallon)	\$	
Other (Specify: _____)	\$	

## Lodging

Hotel/Motel (#) _____ nights x \$ _____ per night x (#) _____ rooms)	\$	
Hostel (#) _____ nights x \$ _____ per night x (#) _____ rooms)	\$	
Campsite (#) _____ nights x \$ _____ per night x (#) _____ sites)	\$	

## Food

(#) _____ Breakfasts @ \$ _____ per meal x (#) _____ people	\$	
(#) _____ Lunches @ \$ _____ per meal x (#) _____ people	\$	
(#) _____ Dinners @ \$ _____ per meal x (#) _____ people	\$	
(#) _____ Snacks @ \$ _____ per meal x (#) _____ people	\$	

## Program & Sightseeing

Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	

## Equipment and Clothing

Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	
Specific _____ (\$ _____ per person x (#) _____ people)	\$	

## Miscellaneous

Laundry	\$	
First Aid	\$	
Insurance (#) _____ days @ \$ _____ per day x (#) _____ people)	\$	
Other (Consider tipping (i.e. bus drivers, taxis, restaurant staff, hotel staff, guides, etc.)	\$	

Subtotal	\$	
Contingency (10% of subtotal)	\$	
<b>TOTAL (add Contingency to Subtotal)</b>	<b>\$</b>	



**TOTAL COST PER  
PERSON**

Total \_\_\_\_\_ = \$ \_\_\_\_\_  
# of people



## Trip Income Worksheet

Where will the money come from?

From girl	\$
From parents/guardians/family	\$
Money earning activities	\$
TOTAL Per Participant (must match total expenses)	\$
Number of Participants	
Cost for all Participants (must match total expenses)	\$

If the cost of the total trip is \$ \_\_\_\_\_ and we plan to go on the trip in \_\_\_\_\_ months, all funds need to be in the Trip bank account by \_\_\_\_\_ (# months – 3 months) to allow payment for reservations.

Individual Balance Targets – If the forecasted cost of the trip is \$\_\_\_\_\_, how much money needs to be in the individual girl and adult portion of the account by the following target dates, whether from the girl, parents/family, or through money earning activities?

Month 1:	Month 7:	Month 13:	Month 19:
Month 2:	Month 8:	Month 14:	Month 20:
Month 3:	Month 9:	Month 15:	Month 21:
Month 4:	Month 10:	Month 16:	Month 22:
Month 5:	Month 11:	Month 17:	Month 23:
Month 6:	Month 12:	Month 18:	Month 24:

### **Financial Spreadsheet**

On page 132, of the Appendix is a sample of a spreadsheet used to track receipts and expenses through the trip planning process. This report is what the Council needs on a quarterly basis throughout your money earning and trip planning process.

This will become a very critical report that requires accuracy and timeliness. It is important the information be recorded correctly. It is also important that the information be reported to the participants as soon as possible after a money-earning event to provide valuable feedback on the status of reaching their financial goal.



## Section 4: The Planning Process

Planning a trip can be good program when the girls are ready for the experience and when they are allowed to have a hand in the planning – with adult guidance. If the advisers make all the plans, the girls have not had the experience. Part of the fun and value of planning a trip is exploring possibilities and selecting the trip that sounds best. The experience is all about the process.

### Where do we begin?

Every group that plans a trip starts with the same questions:

- |                                 |  |
|---------------------------------|--|
| 1. Where are we going?          | 8. What applications and approvals are needed?           |
| 2. Why are we going?            | 9. How will we get there?                                |
| 3. When are we going?           | 10. How should we get ready?                             |
| 4. Who is going?                | 11. What should we take?                                 |
| 5. Will everyone be able to go? | 12. What safety factors must we consider?                |
| 6. How are we going?            | 13. What will we do along the way and once we get there? |
| 7. How much will it cost?       |  |

### Brain Dump

What questions do you have about this trip?



1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

# Types of Trips

## What sort of trip do you want to take?

1. Do you want to plan the whole trip, which is an independent, girl organized, self-directed (adviser guided) trip?
2. Do you want to purchase an organized tour package using a tour company?
3. Do you want to attend a program at one of the four World Centers?

The type of trip your group chooses will depend on a number of things:

- \* The "comfort" level of your group leader - has she traveled extensively outside the USA? Does she have prior knowledge of your chosen destination? Is she familiar with the language (if you choose a country where English is not the main language)?
- \* The age and maturity level of the girls involved.
- \* The number of people you are taking - both girls and adults.
- \* Your destination - it is much easier, for example, to do an independent trip to Europe than it would be to the Far East.
- \* The funds you have available. Independent trips can be cheaper than organized trips - providing you are 'travel savvy'.

## Girl Scout World Center Program

World Association of Girl Guides and Girl Scouts (WAGGGS) has four World Centers, each has a Web site that you can access and learn more - or visit [www.wagggs.org](http://www.wagggs.org) and use the links from there.

Our Chalet in Adelboden, Switzerland – [www.ourchalet.ch](http://www.ourchalet.ch)  
Pax Lodge in London, England – [www.paxlodge.org](http://www.paxlodge.org)  
Our Cabana in Cuernavaca, Mexico – [www.ourcabana.org](http://www.ourcabana.org)  
Sangam in Pune, India – <http://sangam.tajmahal.net>



Each center is very different reflecting the history and culture of the country in which it is situated. All of the World Centers offer programs and it is possible to stay at them independently providing they have enough accommodations available for you. The Centers offer special opportunities for international friendship and education, and the chance to learn about WAGGGS. All members of WAGGGS are welcome to stay at the World Centers, either to attend an event or just for a few days to experience the international dimension of Girl Guiding/Girl Scouting.

Programs are published two - three years in advance and have a limited number of participant places available. Costs will vary depending on the type of program and the center you are planning to visit. You will need to add on the cost of getting to the World Center to the costs quoted for each session.

- \* Our Chalet is the oldest of the World Centers which opened in 1932. It is situated in the Bernese Oberland, Switzerland, amongst Alpine peaks. Switzerland has two main seasons: winter and summer. Our Chalet sets up the program in relation to these seasons. Winter is the ideal time to do activities in the snow and attempt all kinds of winter sports. Summer means enjoying the out of doors around Our Chalet, in Adelboden and other parts of Switzerland.

- \* Our Cabaña was officially opened in July of 1957. A cabaña is a hide-away cabin in the woods, surrounded by nature. Cuernavaca, Mexico has grown to become a sprawling city of one million people, and Our Cabaña is safely nestled in its leafy suburbs. Adult sessions normally focus on given themes or around a Mexican festival, or a special event. Girl sessions are primarily intended to encourage international friendship and team building. Most Friendship Sessions also have a secondary theme, such as Communication, Peace, Global Understanding, Women or WAGGGS. All sessions include a service project, visits to places of interest – both historical and cultural and crafts, songs and games.
- \* Pax Lodge is in Hampstead, England, a leafy suburb of northwest London and was opened in March 1991, replacing Our Ark which opened in 1939. A variety of programs and seminars are offered throughout the year, which focus on women's issues, environment, topical events, or on historical and cultural aspects of London.
- \* Sangam is the youngest of the World Centers - opening in 1966. It is situated in the town of Pune which is in Western India. The Event Season includes International Events centered on United Nations' issues, Girl Guiding/Girl Scouting themes and cultural exchange. The events enable participants to experience aspects of India, by meeting Sangam's neighbors, visiting community projects, touring Pune and shopping in the colorful local bazaars. There is also time during the season for tailor-made special events, for groups of 10 or more people; normally from the same country, region, troop/unit or area. The program for the group may have a particular interest - education, service in the community, learning about Sangam and India, or relaxing.

### Advantages

- You get to stay at a World Center.
- You meet other Girl Scouts and Girl Guides from around the world.
- The Girl Scouting/Girl Guiding experience - an increased awareness and knowledge of Girl Scouting as an international organization.
- Structured – no need to worry about planning and organizing the itinerary – it's all done for you.
- Meals are usually provided as part of the program or you can pay to have them included for a very reasonable cost.
- A good choice for first time international travelers.
- Able to extend your stay after the program and see more of the country and its sites.
- Provides a warm and home-like atmosphere – a sense of sisterhood.



### Disadvantages

- You still need to arrange travel - possibly to the Center itself - although the Center will be able to offer advice on this.
  - You may not fully experience the essence of the country and its people to the same extent that you would if you were traveling independently.
  - Limited choice of country to visit.
  - Programs at World Centers have a minimum age for participants.
1. Go prepared to contribute to an international program of activities.
  2. Remember to allow for fluctuations in the exchange rate when calculating the total cost!
  3. Programs at World Centers tend to fill up rapidly - to get the program you want in the year you want it you will probably need to book at least two years in advance.



4. If you are thinking of traveling independently but want to stay at a World Center - look at program dates and try to plan your stay to avoid these - that way you are more likely to get accommodations.
5. Check out food arrangements.
6. Check out extending your stay beyond the program dates and do some independent sight-seeing.
7. Find out about the cost.
8. Find out about wearing uniforms for meals.
9. Learn the songs of the World Centers.



#### **Web Site:**

World Association of Girl Guides and Girl Scouts - <http://www.wagggsworld.org/>

## **Organized Tour**

Many tours are now offered to almost anywhere in the world. They represent a complete "package deal" and often include the services of a tour guide.

### **Advantages**

- Everything is planned - if the tour is just your group you may have some say in the itinerary and some companies will even organize the whole tour for you - you just have to say what you want to see. 4.
- You don't need to worry about the arrangements - the tour company will take care of everything from transport to accommodation (you may be responsible for organizing some meals).
- Your sightseeing schedule will be organized and in most cases - prepaid.
- You may be able to see more of a country if you choose a tour that includes more than just a capital city. Some tours for example will use a bus or coach to transport you around the country.

### **Disadvantages**

- Cost - you pay more for someone to do the organizing for you.
  - Not really girl driven - limit to what you can do especially if you are joining a tour and not having one created for you.
  - Not necessarily Scout focused - indeed you might not be able to include any Scouting activities.
  - Have limited free time, based on tour schedule.
1. Find out how a tour runs.
  2. Find out when reservations need to be made.
  3. Research where tours go.
  4. Research the requirements of the tour company (luggage, space, timeliness, etc.).



## Self-Directed Independent Trip

For this kind of trip, you are responsible for organizing everything. If you break it down into stages its relatively straight forward.

### Advantages

- Girl - driven - the girls are able to take ownership of their trip.
- You can structure the trip to be exactly what you want it to be.
- It can include a Scouting focus and other activities.
- It is possible to arrange to stay at a World Center and not participate in a program - places will be limited so you will need to book early (up to 2 years in advance) and be flexible with your dates.
- The girls will see what is involved at all stages of the trip - they will learn to research using all different kinds of resources from the internet to videos and books.
- You can use a travel agent to help with your plans - especially flights.
- You can be flexible and change plans when you are actually on your trip - e.g. if the weather is bad one day you can swap your itinerary around and do an "indoor" activity, saving the outdoor activity until a nicer day.
- Hostels are an alternative to hotels ([http://www.yha.org.uk/Home/Home\\_Page/index.html](http://www.yha.org.uk/Home/Home_Page/index.html)).

### Disadvantages

- The buck stops here! You are responsible for all of the details.
- Most airlines, hotels, and entrance fees offer group rates for parties of 10-15 or more.



Now that you know the differences in the types of trips, vote on the type of trip you would like to take.



## Let's Brainstorm



### Rules of Brainstorming

1. Everyone should think about the question silently for a few moments. Each person might want to jot down his/her ideas on a sheet of paper.
2. Everyone suggests ideas by calling them out. Another way is to go around the room and have each person read an idea from his/her list until all ideas have been written on a board or newsprint. (Note: The team member in charge of the brainstorming session should be enforcing the rules.)
3. Collect as many ideas as possible from all participants with no criticisms or judgments made while ideas are being generated.
4. All ideas are welcome no matter how silly or far out they seem. Be creative. The more ideas the better because at this point you don't know what might work.
5. Absolutely no discussion takes place during the brainstorming activity. Talking about the ideas will take place after brainstorming is complete.
6. Do not criticize or judge. Don't even groan, frown, or laugh. All ideas are equally valid at this point.
7. Build on others' ideas.
8. One team member writes down all ideas on a board or newsprint.
9. Do write all ideas on a board or newsprint so the whole group can easily see them.
10. Set a time limit (i.e., 30 minutes) for the brainstorming.
11. When all the ideas have been recorded combine ideas as much as possible, but only when the original person agrees.
12. Number all of the ideas.
13. Each member votes on the ideas by making a list of the numbers of the ideas he/she thinks are important or should be discussed further. This list should contain no more than one third of the total number of ideas.
14. After counting the votes, cross out ideas with only one or two votes. Then vote again until only a few ideas remain (i.e., 3 or 4). If there is no clear-cut winner, then vote again or discuss the remaining ideas and determine which idea best answers the original question.

Where would you like to go on YOUR trip and what would YOU like to see?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

Point of interest: What do you find appealing about these destinations? What sites, culture, art, etc.?

1.

2.

3.

4.

5.





Vote on the top 6 destinations.

1.

2.

3.

4.

5.

6.

Any random thoughts about these destinations? (Sites, cities, fun things to do, life wishes, etc.)

Where can we get information about these destinations?

1.

2.

3.

4.

5.

6.



## Research Time

Next step is to research the top six places and find out what we can do/see at these sites. Include the following sources in your research:

- Travel brochures
- Travel books
- Encyclopedias
- Travel magazines
- Reports from people who have been there
- Internet – travel sites



What things do we want to learn about these destinations?

1.	2.
3.	4.
5.	6.

Who wants to find out what is special about these destinations?

Destination	Researcher	Due Date
1.		
2.		
3.		
4.		
5.		
6.		

## Presenting Research

Have each researcher present the information they have learned about their destination.

Destination 1:	Destination 2:	Destination 3:

Destination 4:	Destination 5:	Destination 6:



Thought! Is there a way to choose more than one destination?  
Look at tour brochures, look on-line at trips, or talk to a travel agent.



Tell Mom, Dad, or my Guardian of our destination decisions?



## Becoming Culturewise



**Culture Definition:** *The system of shared beliefs, values, customs, behaviors, and artifacts that the members of society use to cope with their world and with one another, and that are transmitted from generation to generation through learning.*

Whenever someone travels overseas they are like “a fish out of water”. In general we do not think too much about the culture we are raised in. Our culture helps to shape our identity. Many of the cues of interpersonal communication (body language, words, facial expressions, tone of voice, idioms, slang) are different in different cultures. When we enter a new culture we do not know all of the cues that are used in the new culture. Everything is different, for example, not speaking the language, not knowing how to use banking machines, not knowing how to use the telephone and so forth. It is important to understand that culture shock happens to all people who travel abroad, but some people have much stronger reactions than others.

Cultures are different everywhere. Discuss the differences between cultures you are familiar. What makes our cultures unique?

Where can we get information about the cultures at the destinations we will visit?

1.

2.

3.

4.

5.

What do we want to know about the cultural characteristics in the different countries on our destination list?

1.

2.

3.

4.

5.

Who would like to research and present information about cultures in the countries on our destination list?

Destination	Researcher	Presentation Date
1.		
2.		
3.		
4.		
5.		
6.		



See Table of Greetings in European Languages in Resources on page 91.

## Itinerary Development

This is the fun part! Deciding where you want to go and what you want to see. Whether it is the Swiss Alps, the Eiffel Tower, Pompeii, the diamond factory in Amsterdam, or ... whatever you can imagine, you're sure to have a super time!

If you are going to a Girl Scout World Center or participating in an organized tour, your itinerary options will be limited. Organized tours offer time in cities for self-exploration – may range from 1 hour to a full day. Take advantage of this time to explore sites selected previously in the planning process and others as you continue your research.

If you plan each leg of your trip, your travel agent will help you with this process. Because this is a draft itinerary until the final plans are made, there will be many changes to this, as the girls make decisions on where they want to go and what they want to see. Start by writing the information you know (See next page). The open squares leave the options open for more discussion and decision making.

Remember to be flexible to changes and opportunities you might not have experienced, if you wouldn't have had the flexibility. Keep in mind those activities which are weather dependent.

Consider also meeting with a troop from the areas you plan to visit. GSUSA can help you with this.



If you visit London, don't miss the memorial to Lord and Lady Baden Powell (the founder of Scouting) in Westminster Abbey or the wax model of Lord Baden-Powell in Madame Tussauds, or the Girl Guide Office (in almost every country).



## Initial Itinerary Building



Based on the research and decisions made so far, let's build an itinerary.

Day/Date	Where	Site	Hours Open	Cost

What are other things you would like to do, but we haven't scheduled at this time?

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See sample itinerary packet in Appendix on page 144.

*This itinerary is a work in progress. It will change as more plans are developed and as we continue to learn more about the destinations we plan to visit. It's okay to make changes.*

# Reservations



## Travel Agent Selection

What characteristics and attributes do you look for in a travel agent?


Has anyone used a travel agent who has what we are looking for? If yes, who was this person?

---

How can we verify the travel agent has what we are looking for?

---

---

---

---

---



Vote on the selection of the travel agent.

What reservations need to be made and when?

1.

---

2.

---

3.

---

4.

---

# Trip Insurance

Travel insurance is an option available when you book your reservations against specific covered losses incurred related to your trip. The coverage varies widely. Some cover only losses incurred during travel (not when you get to the destination). Others cover everything from medical emergency or death in the family and all losses from the moment you set your foot on the plane to when you get home. Travel insurance is protection against potential losses you might incur on your trip.

So what should you do? Read the policy carefully and know your benefits! Does the policy include coverage for:

- Trip cancellation,
- Lost luggage,
- Tour Operator files for bankruptcy,
- Airline goes on strike,
- Medical Emergency,
- Death in the Family,
- Assistance anytime and anywhere,
- Protection for your belongings,
- Lost passport, or
- Other coverage?



Whatever your decision, weigh the consequences and make an informed decision. Look at the Girl Scout Travel Insurance and know those benefits as well. The knowledge of coverage will possibly save you much money in the event you have an emergency.

What would you do if ...

*You left your passport in Grenoble, France on your trip. You realized this on a Friday afternoon in Paris, France. You called the hotel asking them to look in your room for the passports. The hotel staff located them. You instructed the hotel where you left them to have them couriered via an overnight carrier (i.e. FedEx, DHL, etc.). You paid all the charges. Because you didn't speak the language, the hotel operator did not understand you wanted to pay for Saturday delivery. The package was sent for delivery on Monday morning. You are supposed to leave London Monday morning at 9:00 AM.*

What would you do?

How could travel insurance be used?

Travel insurance works by you paying upfront for any charges and submitting a lengthy claim for reimbursement, according to your policy benefits. Keep impeccable records of what happened, who you talked to and when, what was said, what you were told to do, receipts for additional expenses, total expenses incurred, and anything you can think to write down. Your attention to detail and knowing your benefits could mean the difference between receiving a settlement or not.



See International Travel Assistance Services in Resources on page 92.



## Staying Safe

### ***Safety-Wise***



What does *Safety-Wise* say about traveling? In what section?

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Where does *Safety-Wise* say what we CANNOT do? What page? What can't we do?

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### **Things to Remember**

- It is inappropriate to call attention to the group as Americans in this day. We need to be low-key when we are in public. We are guests in these countries. We are representing GSUSA and the United States (<http://www.state.gov/>).

Avoid the wearing of clothing, pins, logos, buttons, etc. that identify the group as Americans while traveling abroad. (Uniforms can be taken to wear at special Girl Guide/Girl Scout gatherings and ceremonies.)

- Most cell phones that work in the United States do not work in Europe. Check out the options with your long distance wireless dealer regarding international plans.
- Learn about security when traveling, touring and at overnight accommodations.
- Learn acceptable social behavior for the area you are visiting (i.e. mealtime social graces in Savannah, etc.).
- Understand body language and be aware of what you are “saying” non-verbally. Perhaps invite someone to a meeting to teach about body language.
- Be prepared to be noticed by young men, but do not respond.



## United States Department of State Website

The State Department web site provides a vast amount of information regarding traveling to other countries.

What do we need to know before traveling outside the United States?

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### Web sites:

United States Department of State – <http://www.state.gov/>



## Buddy System

The buddy system is a safety practice in which two or three girls are grouped to keep watch over each other. In an activity (ex. swimming, hiking), the girls grouped together should be of equal ability.

Under the buddy system, each pair/trio is responsible for: staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if it is safe to do so, calling for help or going for help when the situation warrants it.

The buddy system does NOT relieve the leader of their responsibility for knowing the whereabouts of each member of the troop, but it does serve as a means of involving everyone in the group and having them share the responsibility. To be really effective, all members of the group need to understand how the buddy system works.

As an adviser preparing to take your troop on an outing, you need to be keenly aware of health and safety. Security is just part of a Girl Scout's BEING PREPARED - everywhere and anytime.

- Safety has to do with the prevention of accidents and the prevention of injury to the individual while she is participating in an activity or while she is using facilities, supplies, equipment, and tools.
- Security has to do with the protection of the lives and property of individuals and with the protection of the site and facilities and protection from the criminal acts of other people and from attacks by animals.

For the Advisers: Be sure they understand their security role. Have them review *Safety-Wise* Activity Checkpoints for the activity.

- To watch over and keep track of specific groups of girls (as assigned by the adviser) - conduct periodic buddy checks - upon a prearranged signal, each person finds her buddy. Adults can immediately count buddy pairs/trios and spot any unattached girls.
- To assist with bed checks at night.
- To become a "substitute buddy" for night trips to the latrine when it is too far from the sleeping area.
- To be alert for and report any suspicious sounds, activities, autos, or people.
- To intervene if a stranger approaches your girls or group.
- Be sure the adults know their sleeping assignments will be made so that they can readily detect intruders and offer immediate assistance to girls if needed.

For the Girls: Establish a few simple security rules for everyone to follow:

- Always stay with your buddy - never walk alone.
- Stay near the group - don't stray away from the designated area.
- Avoid strangers and other groups.
- Carry your flashlight at night, stay within the lighted area.
- Report suspicious sounds, activities, people to an adult in your group.
- Make noise for self-protection to scare off unseen intruders.



Pre-Trip Planning helps your girls to:

- Know what safety and security problems may be encountered
- Know how to deal with these hazards and potential problems
- Develop safety-security procedures for buddies to follow:
  - Example: if they get separated from the group or get lost, tell them to stay put.
- Decide on a signal to be used for emergencies ONLY,
- Decide on the best way for choosing buddies for the trip and rotate.

If you plan your trip security and prepare the girls and adults in your group to carry out the plan, you will have a secure trip.

What do we need to do to take care of each other on the trip?

1.

2.

3.

4.

5.

What can I do to stay safe and take care of me?

1.

2.

3.

4.

5.



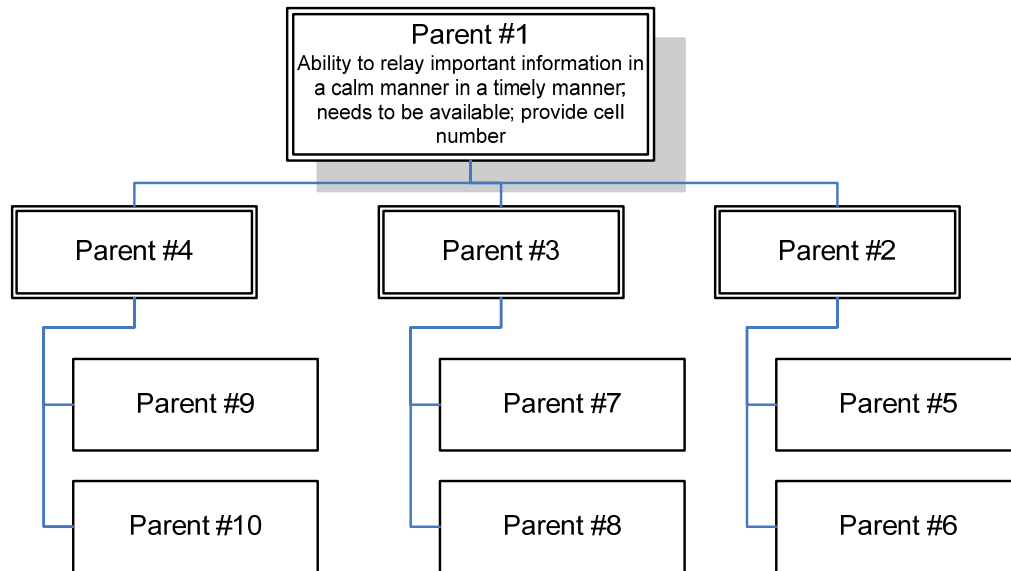
**Web sites:**

Girl Scouts of the United States of America – <http://www.girlscouts.org>



## Calling Tree Construction

Communicating with family at home can sometimes be difficult, let alone expensive. Build a calling tree for the trip.

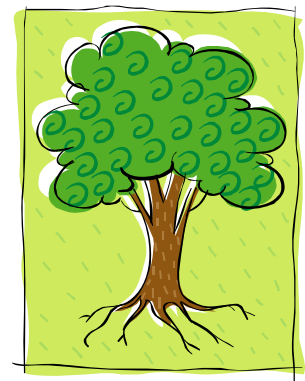


What information needs to be communicated?

When are examples of times the calling tree will be used?

Who will start the calling tree?

What do we need to take with us to start the calling tree?



In the event the law from another country becomes involved in your trip, the following is the order you need to contact:

1. Local Law Enforcement officials
2. The United States Embassy in the country you are visiting
3. GSUSA and/or Council
4. Parents of Girl

## Emergency Plans

The unexpected happens. Our Girl Scout motto is to “Be Prepared.”

Who would like to research and present the following to the group?



Situation	Researcher	Presentation Date
1. What is the location of the hospitals in each country or part of the United States you will be visiting? If in a foreign country, where are the American Hospitals and doctors?		
2. How to use our medical insurance card or trip insurance in the event of a medical need? What do we need to bring?		
3. What do we need to do if we have a member of our group who is sick?		
4. What do we need to do if one of our members dies?		
5. How do we need to transport a sick member home safely?		
6. What do we need to do in the event of international terrorism?		
7. What to do in the event a member gets in trouble with the law?		
8. Where are the American Consultants and Embassy's in each country we will be visiting? What are their hours, phone numbers, fax numbers, emergency phone number, and what services can they provide? How can they help us in an emergency?		
9. What is the phone number for our travel agent? How can we reach our travel agent when we are overseas 24 hours per day 7 days per week?		
10. What are the Red Cross locations and phone numbers?		
11. What is the plan if someone gets lost on the trip? Develop a plan for each city we visit.		

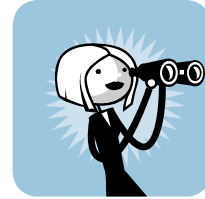
Along with the itinerary, add the information from the questions listed above and others. This would be your “Unexpected Event Plan”.

## ICE = In Case of Emergency

If you have a cell phone, program a phone number as your ICE number. With more people carrying their cell phones than address books, this number will be used by officials to contact your family, should an emergency arise.



## Planning for the Unexpected



### ***Role play the following situations:***

- You need to call the contact person at home to let them know you arrived at your next destination safely. You don't have an international cell phone. The phone system is not only different in its requirements, but the operator doesn't speak English. What do you do?
- You are in a hotel in a large city. The hotel staff doesn't speak English and no one in your group speaks the language of the country. How can you communicate to the hotel staff what you need?
- Everyone is busy shopping and looking at the sites. One of the girls is standing next to a building. A gypsy approaches her and mesmerizes her with her eyes, putting the girl into a trance. The gypsy has her hand in the girl's fanny pack, looking for money. You see what is happening. What would you do?
- In your excitement of leaving the hotel for your next destination, you leave your passport in your hotel room. You don't realize you have left it there until you are 10 minutes out of town on the highway. You are in a tour bus. What do you do?
- You are touring in a city. The plan is to go to an art museum. The group leaves, but you are standing in line at the ice cream store. The shop owner is helping someone else. You interrupt only to be told you have to wait. You want the ice cream (it's a hot day). The group is now no longer visible and you have no idea where they have gone. What should you do?
- You are in the subway of a large city late at night (past midnight). You (on crutches), your adviser, and another girl are alone. You haven't been in this part of town before, and you read the signs to get back to the hotel. What can you do to make yourself less of a target to the people hanging around the subway?
- You, the rest of the girls, and your Advisers are on the corner in a beautiful city discussing if you want to take funds out of the account to buy ice cream for the group. Ten girls cannot agree to have the "account" pay for the ice cream. Two girls aren't hungry. There is almost a temper tantrum. What can you do to alleviate and minimize the situation?

Contact by fax U.S. Embassies in countries you will be visiting. Provide them with a list of names and group itinerary. ([See http://www.state.gov/](http://www.state.gov/))

Do periodic "travel climate checks" on the countries that you will be traveling in to prepare yourselves for anti-American sentiment, cultural considerations, local politics, etc. Do your research on the country before visiting.

It is most important to stay safe. Keep your passport and financial source close. All else can be replaced.

## Staying Healthy on the Trip



### Staying Healthy

Traveling is physically strenuous and emotionally exhausting. The last thing you want to consider when you're planning your next big trip is getting sick. The best time to think about it, though, is while you are in the planning stage. Few things are more unpleasant than getting off the plane halfway around the world with a sore throat, trying to hike with that twisted ankle, or discovering too few Band-Aids too late.

Eat the correct foods and get plenty of rest on your trip, so illnesses can be avoided.

Before leaving the country, check with the Centers for Disease Control (CDC) for required immunizations.

Also, before departing, your advisers need to know your medical needs and medical history. Advisers may need to schedule a meeting with the parents and girl. Having knowledgeable advisers may prove to be your best advocate, if you become sick or injured.

Discuss healthy eating to maintain energy for traveling.

If you take medicine, plan to take the medicine in it's original container so it is not mistaken for illegal drugs. For prescription drugs, take a prescription from your doctor specifying the generic name rather than the brand name in the event it needs to be filled while you are out of the country. Remember there is no Food and Drug Administration (FDA) in any other country but the USA. Take with you the medicine you anticipate needing. Have each girl bring her personal first aid kit. An ample first aid kit with familiar items could be your best friend.

Determine what adviser is First Aid/CPR trained and communicate this to Council. **An adult(s) is required to be CPR/First Aid trained to go on this trip. This adult is \_\_\_\_\_.** In order to take care of all of us, who has received CPR/First Aid training?

Girls	Advisers

**Would you like to participate in a First Aid/CPR class so all of us are trained? Yes No**



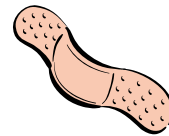
To be on the safe side, consider the following:

- Only drink bottled water and drinks that are sealed (i.e. sodas).
- Avoid eating raw fruits and vegetables that cannot be peeled.
- Order meat well-done.
- Milk or dairy products should be avoided unless it is certain they come from a dairy farm where the milk is pasteurized.
- Avoid food from street vendors.
- If you want to go swimming, go in clean, chlorinated swimming pools or salt water to avoid the risk of parasites.



If a member of the group becomes sick, GSUSA Travel Insurance can be contacted in an emergency, 24 hours per day, 7 days a week, around the globe, by making a call to the service center. (See Resources on page 92 for information about coverage.)

What can I do to stay healthy on the trip?



1.

2.

3.

4.

What should we include in the First Aid Kit and in the Medicine box for everyone's use?


What should you include in your personal First Aid Kit?


What do you need to do to eat right during the trip? What things should you avoid?

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What healthy snacks can you carry with you?

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What does “getting enough rest” mean to you? How many hours?

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How can we ensure “downtime” is on the itinerary? How much do you require?

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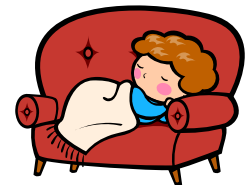
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**Web sites:**

Girl Scouts of the United States of America – <http://girlscouts.org>  
Girl Scouts of Mid-Continent Council – <http://www.girlscoutsmcc.org>  
(You can register for CPR/First Aid classes on-line.)



## Section 5: Raising the Dough

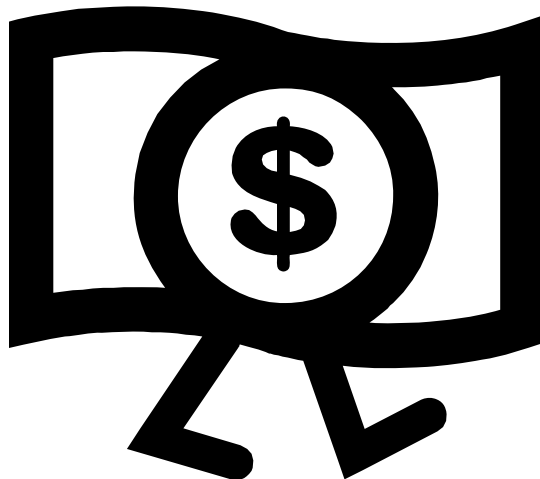
### Discussion Questions:

1. What is the purpose of raising money?
2. What are the consequences of not earning the money needed?
3. What options does the group agree to if not all funds required for a specific destination are not earned?
4. How much money do we need to raise through money-earning activities?  
(# of participants x \$ needed to earn = \$ xxx) (See page 131)
5. What are the barriers to raising funds and how can we overcome them?

Barriers	Opportunity



See 6 Common Sales Myths on page 96 and Plan before Taking the First Step to Victory on page 97.



## Learning/Earning Opportunities



### Money earning activities objectives

What do we want to accomplish by earning money *besides* making money? What can we learn?

1.

2.

3.

4.

5.

6.

7.

Some of the best money earning events are just plain fun. When you are looking for money earning ideas (see page 98), finding a program that participants will enjoy will boost your success.

Too many organizations waste creative energy trying to come up with new ideas that may or may not work. Some ideas do get worn out from over-use. This doesn't happen as often as most people think, however.

Don't steal other groups' ideas if they are still using them in your community. It's unproductive too. An event that works well in your community once a year might fizzle if tried twice a year.

You may be able to borrow an idea from another group and modify the idea. Before you borrow, check with the group that originated the idea. They may already have plans to implement it in your community. On the other hand, if they don't see you as a competitor, they may be willing to share their techniques with you.



Money earning projects ***must*** be approved by Council. Submit your request on the Money Earning Application. (Page 136). *You may not begin your money earning activity until you have received approval from Council.* Submit your request to your Field Director four weeks in advance of this activity.



See Money Earning Application (page 136), Money Earning Evaluation (page 137), Activity Approval Form (page 135), and Parent Permission Form (page 138).



See money earning ideas in Resources (page 98).

# Money-Earning Activity Selection

**Fit** is the most important factor in choosing which event you should chose. There are thousands of event ideas but which is for you? Here is a list of major factors to consider. You may have others to add. The right idea will fit your...

## **Human Resources** (volunteer and staff)

- Talents
- Skills
- Time available
- Interests
- Contacts

## **Financial Resources**

- Available money for materials needed
- Goals for needed net income (earnings less expenses)

## **Organizational Image**

- Ethical limitations
- Specific message to communicate
- Seriousness/Fun style

## **Audience**

- Interests
- Availability
- Long-term connection
- Demographics (age, gender, income)

## **Timing**

- Advance planning time
- Competing events
- Seasonal suitability
- Marketing of money-earning activity

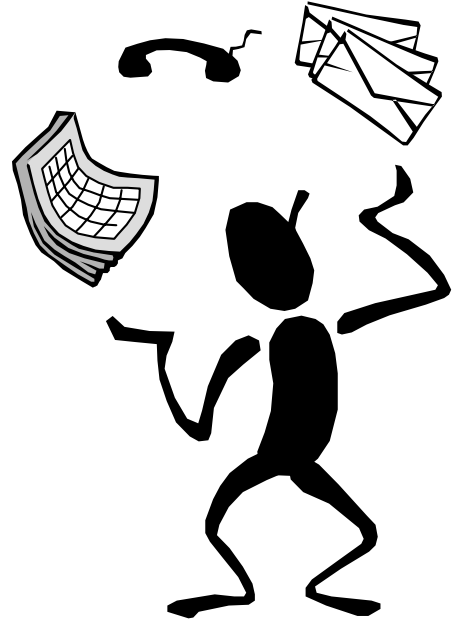
*Look at the resources you have in your group. Who works for whom? Who has access to what supplies/equipment? Who knows who? Perhaps making a survey for the parents and girls to complete with this information would be helpful.*



## Skills Inventory

A great way to evaluate the skills, resources, and access everyone has who is involved would be to have them complete a questionnaire – a skills inventory. Everyone has a skill, knows someone, and has access to SOMETHING! Find out!

1. Where do you work (both husband and wife)
2. What resources/facilities do you have available?
3. What church do you attend?
4. What other facilities do you have access to?
5. What hobbies/areas of expertise/interest do you have?
6. What groups are you affiliated with?
7. Does your company have a matching grants program?
8. Do you know of any grants we can apply for?
9. How would you like to help this group accomplish their goals?



### Discussion Questions:

- What other questions would you like to ask the parents, grandparents, and other family members of the girls going on this adventure?
- Who has access to supplies you may need?
- Who throws away what that you may be able to recycle for an activity (i.e. pie tins, plastic bags, crayons, etc.)?
- Who has grant programs in place at their places of employment? How can you take advantage of these?

# Marketing Savvy

You can have the GREATEST product/event in the world, but without letting people know about it, you won't generate sales.

To market your product, you need to have the right product at the right place for the right price and promote it. That's it! Think of people who have taken chances with businesses and have been very successful. A business starts out as a small idea. Through fostering and nurturing it, the idea can grow exponentially. How did they do it? You can do the same thing!

- \* **Product** - the products or services you offer. Are they unique, superior, easier to use? Is the quality the best available?
- \* **Price** - how much to sell your products for based on your cost and value to potential customers.
- \* **Place** - your business location and methods of distributing your products.
- \* **Promotion** - communicating to potential customers to create an awareness of your business.

## Discussion Questions:

1. What new product or service have you purchased recently that you didn't plan on purchasing? (PRODUCT)
2. Why did you to purchase this item? (ATTITUDE)
3. What were the features and benefits of the product? (PROMOTION)
4. What about the price was appealing? (PRICE)
5. What did the advertiser do to catch your eye or ultimately convince you to try this? (PROMOTION)
6. Where did you purchase the product? (PLACE)
7. Did you purchase this item as advertised or buy up or add-on to your anticipated purchase?



## Your money-earning activity:

1. What is a good product you could sell?
2. Why do people want to buy your product or service?
3. Why do people NOT want to buy your product/service? These are called barriers which we make into opportunities.
4. What opportunities are there for adding on to the purchases decision or buying up/adding on?



# Money Earning Ideas

Where do good ideas for money earning activities come from? Just like you brainstormed where you would like to go on this trip, brainstorm ways to earn money. Let your imagination run as to new and creative ways to raise funds to support your trip. Think of all the businesses and events in the marketplace. How can you capture a corner of this by making a money earning event that is similar?

One option is have each family “host” a money-earning event. This would include helping their daughter coordinate the event, inform the girls what they need to bring, where it is, what time to arrive, and what to bring. There are several advantages to doing this.

- Spread the money-earning around the area the girls live.
- Get fresh ideas from parents.
- Promotes leadership opportunities and improves organizational skills of girl hosting.

Do you want each family to host a money earning activity?



Talk to Mom, Dad, or my Guardian about family sponsored money earning activities.

What activities are NOT permitted in Girl Scouting to raise funds? What page does it say this in *Safety-Wise*?

1.

2.

3.

4.



## Web sites:

[http://www.geocities.com/brennan\\_51/fundraisingideas.html](http://www.geocities.com/brennan_51/fundraisingideas.html)

<http://www.epilogsys.com/scoutingweb/Traditions/Fundraising.htm>





Let's brainstorm ideas for ways we can earn money for YOUR trip.

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17.	
18.	
19.	
20.	



## 2005-2006 Trip Preparation Calendar

7 4-6:00 Trip Meeting  
21 4-6:00 Trip Meeting

AUGUST '05						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Projected Income/girl \$0  
Actual Income/girl \$0

SEPTEMBER '05						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

11 4-6:00 Trip Meeting  
25 4-6:00 Trip Meeting

Projected Income/girl \$0  
Actual Income/girl \$0

2 4-6:00 Trip Meeting  
15-16 Trip Conference  
16 4-6:00 Trip Meeting

OCTOBER '05						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Projected Income/girl \$0  
Actual Income/girl \$0

NOVEMBER '05						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

5 Cookie Sales Begin  
6 4-6:00 Trip Meeting  
9 Judy's Birthday  
27 4-6:00 Trip Meeting

Projected Income/girl \$0  
Actual Income/girl \$0

2 Money earning event  
4 4-6:00 Trip Meeting  
9 Money earning event  
16 Money earning event  
18 4-6:00 Trip Meeting

DECEMBER '05						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Projected Income/girl \$0  
Actual Income/girl \$0

JANUARY '06						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

8 4-6:00 Trip Meeting  
22 4-6:00 Trip Meeting

Projected Income/girl \$0  
Actual Income/girl \$0

5 4-6:00 Trip Meeting  
19 4-6:00 Trip Meeting

FEBRUARY '06						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Projected Income/girl \$0  
Actual Income/girl \$0

MARCH '06						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 4-6:00 A07-Brennan's  
26 4-6:00 A07-Brennan's

Projected Income/girl \$0  
Actual Income/girl \$0

2 4-6:00 Trip Meeting  
16 4-6:00 Trip Meeting  
16 Easter

APRIL '06						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Projected Income/girl \$0  
Actual Income/girl \$0

MAY '06						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7 4-6:00 Trip Meeting  
21 4-6:00 Trip Meeting

Projected Income/girl \$0  
Actual Income/girl \$0

4 4-6:00 Trip Meeting  
18 4-6:00 Trip Meeting

JUNE '06						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Car wash??

Projected Income/girl \$0  
Actual Income/girl \$0

JULY '06						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
31						

2 4-6:00 Trip Meeting  
16 4-6:00 Trip Meeting

Projected Income/girl \$0  
Actual Income/girl \$0

## Money Earning Checklist

For each money earning activity, use this checklist to ensure you have completed each step.

- ☐ Brainstorm ideas
- ☐ Vote on money earning activity
- ☐ Complete Marketing Magic form (page 62)
- ☐ Decide individual responsibilities
- ☐ Plan the activity
- ☐ Submit to Council the Money Earning Application (submit for approval at least 4 weeks prior to event) (page 133)
- ☐ Obtain approval from Council for Money Earning activity
- ☐ Prepare advertisement/promotion for Good for Her and Friday Mailers.
- ☐ Conduct activity
- ☐ Complete Marketing Magic form (page 62)
- ☐ Complete Money Earning Evaluation form (turn into Council) (page 137)
- ☐ Deposit money and reflect on financial spreadsheet (page 132)



**Sample**

## Marketing Magic Form

Product/Service: \_\_\_\_\_

Girl Manager: \_\_\_\_\_

Plan Development	Activity	Contacts (supply source , phone number, cost)	To Do	Responsible Party	Due Date
Sales Goal	100 cookbooks				
Purchase Price	\$2.19 each	Kinko's 816-753-8787	Call Kinko's for timeframe to print	Sally	
Selling Price	\$10.00 each		Research price points	Mae	
Selling time	Fall				
Selling location	Schools Carnivals Back to School Events Church Town Fair Kiwanis Club		Make list of contacts & selling locations. Get forms required for events.	Sara  Lindsey	
Target Audience	Families Church family School Nurse/Teachers Boss		Identify group contacts	Patrice Inez	
Audience preferences	Good food and easy to make Support Girl Scouts				
Purchase Motivation	Price Great purpose				
Promotion/Advertise	Appeal to their sense of giving Give them samples		Develop posters and flyers	Millicent Bernice	
Submit Paperwork	Money Earning Form Activity request Event forms	Adviser  Event Coordinator	Complete forms, copy & submit.  Complete form, write check, copy & submit	Shannon  Lucinda	



<b>Testing</b>	Activity	Contacts (supply source , phone number, cost)	To Do	Responsible Party	Due Date
Testing Plan	Carnival at Elementary School on 3/17 at 7:00. Make posters and set up 1 hour early. Train staff on features and benefits of cookbooks.	Principal Jones PTA President Mrs. Harvey	Set up at event Make table appealing Learn sales approaches Work event	Maude	10/19
Results of Test	Sold 22 in 2 hours	Girls & Advisers	Evaluate test	Scarlet	10/22
Income	\$220				
Cost of Product	\$2.19 x 22= \$48.18				
Profit	\$171.82				
Comments Received					
Changes to make			Make changes decided upon.	Girls	10/30

<b>Sales Campaign</b>	Activity	Contacts (supply source , phone number, cost)	To Do	Responsible Party	Due Date
When and where to sell?	Sell at school open houses every Friday night	Principal Brown  Coordinator	Contact principal to arrange table for display Create display	Charlotte	11/6
Staff	Emma Mae Sally Jones	Mr. Smith, Principal	Coordinate outfits for event Assign responsibilities	Sally & Emma	
Thank you gift/card (See page 62.)	Get card to sign Wrap gift			Hazel	11/10
Finances	Deposit funds	Advisers	Deposit funds in account Determine balance yet to earn		11/12
Evaluate after events		Girls	How did we do? What do we need to do differently?	Girls	11/15

## Saying Thank you

After you have generated the sale, the next most important thing to do is say “thank you”. It is through your process of telling your buyer “thank you” that you make the person feel good about helping you with your money earning project. This simple act could potentially generate additional sales from the same buyer or more buyers. Word of mouth is a powerful sales generator.

Ways of saying “thank you” include:

- For product sales, include a half page note (such as the one below).
- For services, include a “thank you” note in their packet.
- Mailing a thank you note to a buyer.



**Sample**

# *Thank you!*

*Our Chalet 2000 Patrol thanks you for supporting our money earning efforts.  
Your purchase is very important in achieving our goal,  
and we hope you enjoy it very much.*

*Our Chalet 2000 Patrol  
Girl Scouts of Mid-Continent Council  
Kansas City, MO  
Email: [jbrennan2@kc.rr.com](mailto:jbrennan2@kc.rr.com)*



## **EVERYONE is a SUPER Saleswoman ...**

A Super Saleswoman is:

1.

2.

3.

4.

5.

6.

7.

8.

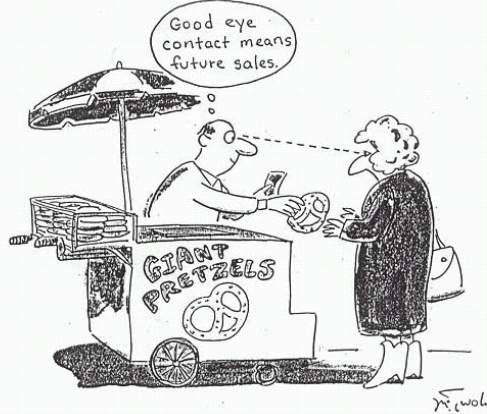
9.

10.



## Keeping Track of Monies Earned

*There Is No Substitute For In-Person Fund-Raising*



Major Donors Are Always Personally Solicited In The Most Compelling Manner

*Wrong Attitude To A Solicitation Approach*



Below is an *example* of a partial spreadsheet (page 132) set up to track income and expenses of money earning activities. For this trip, each girl was required to host a money earning project. The host received no additional funds from the project other than her proportionate share. Submit a copy of this spreadsheet (page 132) at least monthly to the girls and quarterly to your Field Director.

Set monthly targets. Produce regular financial statements showing how much each girl has made towards the target. Keep the FUN in raising funds!

Using the information you have created about your money earning activities, complete this partial spreadsheet.

Fundraiser	Girl Sponsor	Income	Expenses	Profit	Group	Girl 1	Girl 2	Girl 3
Example: Cookies	3	\$350.00	\$300.00	\$50.00	\$50.00	\$10.00	\$20.00	\$20.00
Example: Girl Payment	1	\$100.00	\$	\$100.00	\$0	\$100.00	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$	\$	\$
<b>Total</b>		\$	\$	\$	\$	\$	\$	\$



See Financial Spreadsheet Form in Appendix on page 132.



## Disbursement Options

Decisions need to be made about the method you will use to disperse funds from your money earning events. The following demonstrate two different methods. While one method may look more appealing than others, there are circumstances where each method could be used.

1. When all girls participate equally (have same number of workshops they are hosting) or spend same number of hours at an event:

$\text{Total Income} / \text{Number of Girls} = \text{Income per Girl}$

Example:      $\$1,000 / 8 \text{ girls} = \$125 \text{ per Girl}$

2. When some girls host a different number of workshops and the group decides to split the revenue equally by workshop (i.e. Tara hosts 3, Suzy hosts 2, and Sally hosts 1):

$\text{Total Income} / \text{Number of Workshops} = \text{Income Per Workshop}$

Example:      $\$1000 / 10 \text{ workshops} = \$100 \text{ per Workshop}$

Income per Workshop x Number of Workshops hosted by <Name> = <Name> Income  
Using the example above where the income per workshop was \$100 each;

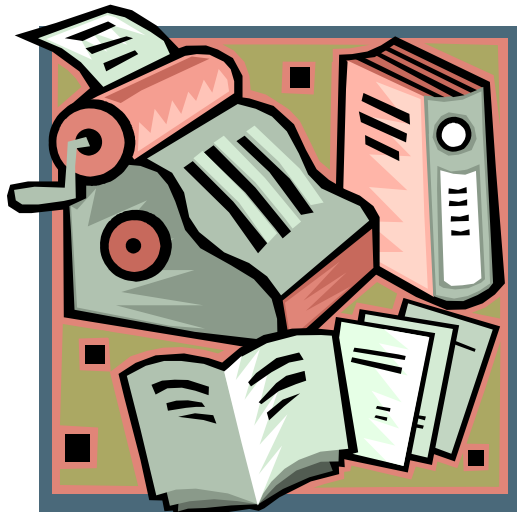
Example:      $\$100 \times 3 \text{ workshops hosted} = \$300 \text{ is Tara's Income}$

$\$100 \times 2 \text{ workshops hosted} = \$200 \text{ is Suzy's Income}$

$\$100 \times 1 \text{ workshop hosted} = \$100 \text{ is Sally's Income}$

### Discussion Question:

What other methods can you develop to divide the funds?



## Accounting for Inventory Costs of Items Not Yet Sold

If your group is selling a tangible product (i.e. trash bags, cookbooks, etc.) where a quantity of the item was purchased up front to achieve a lower price, a method needs to be devised to:

- Keep track of girl agreement,
- Cost of the item,
- Accurately reflect what each girl has sold, and
- Calculate the remaining cost of the inventory.

For example, say your group has decided to sell rolls of trash bags. The group purchased 500 rolls initially to get a good price. Each girl has agreed to selling 50 rolls (assuming 10 girls in the group). The following is an example of the accounting required to track the inventory.

**Trash Bag Sales**  
**Selling Price: \$8 per roll**

	A	B	C	D	E	F	G
Calculation					$B \times D = E$	$A - B = F$	$C \times F = G$
Girl	Girl Agreement	# Rolls Sold	Cost per roll	Net income/roll	Income per girl	# Remaining in inventory per girl	Total Cost if not sold
Sally	50	15	\$5	\$3	\$45	35	\$105
Suzy	50	5	\$5	\$3	\$15	45	\$225
Michelle	50	40	\$5	\$3	\$120	10	\$50

***It is important for girls and parents to understand that what they have sold counts, but what they have NOT sold still has to be paid for by each girl.***



## Money Earning Activities Tips



1. Events take volunteers. Usually a lot of them! Carefully consider how much girlpower it will take to pull off the event you are considering.
2. For mid-size events, the chair for the event should not do all the work. If applicable, set up committees for each aspect of the event. (i.e. publicity, decorations, food, etc.)
3. Keep the costs of the event low! This is a major factor in any money earning campaign. Try to get as much donated as possible! If your costs are **zero**, ALL the money goes toward the cause.
4. Don't fall for the idea of "Build it and they will come." It may have worked in the movie *Field of Dreams*, but does not work in real life! People need a compelling reason to come to the event besides the opportunity to give.
5. Remember that advertising such as signs is important, but do not guarantee people will come to the event. Only a very small percentage of the people who see the advertisement will actually come. Many times the best advertisement is **word of mouth**. Tell all of your friends!
6. Choose events that will be fun or unique.
7. Events do not have to be large to be successful! Selling donuts at work, home baked cookies, dinner parties ...there are lots of great small events. Some can even be organized by just one or two people.
8. Get an RSVP or sell tickets so you will KNOW how many people are coming to the event.
9. Match the type of event with you and your audience. If you have a good match you will be more likely to have a very successful event!
10. If the demand for your event exceeds your capacity, consider offering a "special time" for the overflow crowd.
11. Evaluate each money earning activity using Money Earning Evaluation (See page 137).
12. Perhaps waiting a few days to do this evaluation after a big event could be considered, as you'll be tired and might not have the correct perspective.
13. Don't constantly look for new ideas. Improve upon the best of the past.
14. Don't guess about how well it will do – ask others who have done it.
15. Research ideas that are new to you carefully.
16. When you're done with the product/service, share the idea with others – Everyone wins!

## Section 6: Getting Ready to Leave



You've worked hard and now the fun begins – Getting Ready to Leave!

Begin your journey in good health. It's always tempting to pack at the last minute, get to sleep late the night before, and eat whatever fast food is handy for breakfast. Don't! Pack a couple of days ahead and do a one-half hour check through the evening before, then go to bed at your usual time, if not earlier.

Drink extra water the day before your trip and when you leave, have a solid, balanced dinner and a healthy breakfast with fruits and vegetables. Carry a health bar or some trail mix and a baggie of carrots to snack on before you clear security checkpoints (since they don't let you take fresh food through). When in travel terminal shops and restaurants, look for fresh food or healthy alternatives, and replenish your water whenever you can.

What do we need to do to get ready to leave on our trip?

1.

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2.

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3.

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4.

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5.

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6.

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7.

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8.

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9.

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10.

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What are some options for reducing the cost of the trip when we make reservations?

1.

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2.

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3.

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4.

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5.

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# Passports



**Passport Definition** – An internationally recognized travel document that verifies the identity and nationality of the bearer. A valid U.S. passport is required to enter and leave most foreign countries. Only the U. S. Department of State has the authority to grant, issue or verify United States passports.

## Steps to obtaining a passport:

1. Go to Post Office to get an application and complete or obtain on-line (see web site below).
2. Go to Costco, Kinko's, or Sam's to have passport pictures taken (2 copies). Cost is as little as \$5 (at Costco).
3. Cost of passport for U. S. citizens is:
  - Age 16 and older: The passport fee is \$55. The security surcharge is \$12. The execution fee is \$30. The total is \$97.
  - Under Age 16: The passport fee is \$40. The security surcharge is \$12. The execution fee is \$30. The total is \$82.
4. When applying at one of the thousands of designated application acceptance facilities in the U.S., you pay the passport fee and the security surcharge to the "U.S. Department of State" and the execution fee to the facility where you are applying. Acceptable forms of payment vary. When applying at a Regional Passport Agency, both fees and the surcharge are combined into one payment to the "U.S. Department of State" and may be paid by check (personal, certified, travelers"), major credit card (V, MC, AE, Discover), bank draft or cashier's check, money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank. Applicant must return to the Post Office to submit application with certified birth certificate and pictures. Applicant will be required to take an oath at this time.
5. Post Office takes application for processing by the State Department.
6. Passport arrives within 6 weeks to 3 months (dependent on the timeframe submitted).

What steps do I need to take to protect my passport once I receive it?

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What can I do to protect my passport on the trip?

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Do you need your mom, dad, or your guardian to take you to get your passport?



Web sites: [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

# Behavior Contract

Draw up and sign an acceptable behavior contract for the event, developed jointly by the girls and adults. Everyone must buy into acceptable behavior for the safety of individuals and the group. To ensure everyone knows the rules when we are on the trip, what should be included in our Behavior Contract?

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

16.

17.

18.

19.

20.

**Who should sign the Behavior Contract?**



Does mom, dad, or your guardian need to sign this?



See sample Behavior Contracts in Appendix on page 149.



# Packing List



## Packing

Pack light! Nothing can be stressed more! The most common mistake travelers make is taking too much. Find a lightweight suitcase (21"-25") that can protect your possessions. Have the girls develop a packing list based upon their anticipated needs. Then, cut it in half. Remember what you take, you carry. Mix-n-match the clothes. Packing needs to be done one week in advance of your trip departure.

Plan to do laundry in the sinks of the hotel rooms. Take a laundry kit. Be sure to check out Rick Steve's Web site for packing suggestions.

According to GSUSA, Girl Scout uniforms are not to be worn unless they are for ceremonies or required to be worn at a Girl Guide/Girl Scout World Center. We no longer travel in uniforms due to security concerns.

Short shorts and tight clothes are not permitted. Anything that makes you stand out like an American is also not permitted. This includes wearing the red, white, and blue together, or anything that identifies you as being an American.

Do take hard candy and other snack foods (i.e. string cheese, trail mix, etc.).

Suitcase		Backpack
		Neck/Waist Pouch
		Fanny Pack (optional)

What should you NOT take on the trip?


What is the airline weight limit for your destination? \_\_\_\_\_

What can you do to reduce what you plan to take?

1.

2.

3.

4.

5.



If you had to reduce what you were taking in half from the packing list you built above, place a checkmark by what you would eliminate?



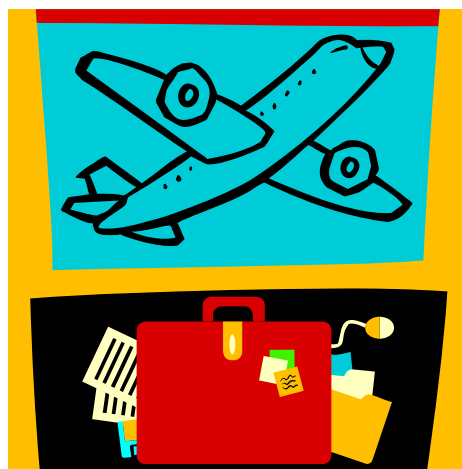
**Web sites:**

[http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html)

<http://www.ricksteves.com/plan/tips/womenpack.htm>



See sample packing lists in Appendix on pages 142-143.





## Money Management

ATM machines are available all over Europe. They primarily take Visa (1<sup>st</sup> choice) or Mastercard. Make sure your ATM/Debit card has a four digit code that works. Check with your bank on accessibility where you plan to travel. Develop a back-up plan in case you find your card doesn't work.

Be aware traveler's checks don't work well in foreign countries. They are not recognized at many places and are **very difficult** to cash.

Consider bringing some money (\$50-\$100) for the first country you visit. This could be Pounds, Euros, Swiss Francs, etc. This is just to get you started.

What are my sources of money for this trip? (i.e. ATM card, Debit card, Credit card)

1.

2.

3.

4.

What and for whom do you plan to purchase souvenirs on the trip?

How much money do you plan to budget for souvenirs and food (if any not included in trip budget)?

Meals (# meals x # days x cost)	
Snacks (\$ _____ x _____ days)	
Souvenirs (Average cost per souvenir x # of gifts)	
TOTAL Money need to take	\$



## Foreign Currency

As you visit various countries, the different currency can mislead you on your decision making. What may appear to be a great purchase in a foreign country might be available for less in the United States. Learning about the value of the currency is an important step in the planning process. The following steps will help you become currency savvy.

1. Using the Internet, research what the currency looks like for your countries of destination. This will assist you with knowing if you receive counterfeit currency.
2. What is the conversion rate for US Dollars to the money YOU will be using at your destination? The following Web sites are a few that can assist you.
  - a. <http://www.x-rates.com/calculator.html>
  - b. <http://www.xe.com/ucc/>
  - c. <http://www.oanda.com/convert/classic>
3. Where can you convert your currency from one country to the next?
4. Prepare a table such as the following **just prior to departing** from the United States with the conversion rates.
5. Print this out, laminate it, and carry it with you. This can serve as a tool to tell you if something is 20 €, it would cost \$25 US DOLLARS. Now, you need to evaluate, as an informed consumer, if this would be a good purchase.

Currency Converter

US Dollars (\$)	Euro (€)	Swiss Franc (CHF)	British Pound (£)
\$1	0.82	1.25	0.55
\$2	1.64	2.51	1.09
\$3	2.46	3.76	1.64
\$4	3.27	5.01	2.18
\$5	4.09	6.26	2.73
\$6	4.91	7.52	3.27
\$7	5.73	8.77	3.82
\$8	6.55	10.02	4.36
\$9	7.37	11.27	4.91
\$10	8.19	12.53	5.45
\$15	12.68	18.79	8.18
\$20	16.37	25.05	10.91
\$25	20.46	31.31	13.64

**SAMPLE**



## Paperwork

Girl Scouts Activity Accident Insurance – Purchase the required insurance approximately 4-6 weeks prior to departure. The Council will assist you in completing the form for the correct coverage for your trip, as well as determine the cost for the coverage. For international trips, Plan 3PI provides accident and sickness insurance along with travel assistance services. (See Resources for Mutual of Omaha insurance information.)

The following paperwork needs to be carried or retained by:

### Girls and Advisers need to carry:

- \* Passport + 3 copies (under lining of suitcase, in zippered lid of suitcase, and in fannypack or backpack)
- \* Airline tickets
- \* Health history
- \* Permission to Travel with Minor forms, if applicable
- \* Insurance card/information
- \* Group itinerary
- \* Emergency contact information
- \* List-serv and/or email information
- \* Roster
- \* Girl Contract
- \* Phone Tree
- \* GSUSA Membership Card

### Advisers need a waterproof portfolio or envelope to keep copies of the following for each participant on the trip:

- \* Passport
- \* Airline tickets
- \* Health history
- \* Permission slips
- \* Permission to Travel with Minor forms, if applicable
- \* Insurance information
- \* Over-the-counter drug permission form
- \* All forms signed
- \* Group itinerary
- \* Emergency contact information
- \* List-serv and/or email information
- \* Girl Contract
- \* Phone Tree
- \* Roster

### Advisers also need to carry:

- \* GSUSA Travel Insurance Form and information
- \* Accident or sickness form
- \* Council contact information
- \* Embassy contact information
- \* American hospitals in areas traveling
- \* English speaking doctors in countries traveling



File with Council:

- \* Detailed final itinerary
- \* Complete list of girl and adult participants
- \* Insurance coverage for International Trips
- \* Name of First Aid/CPR adult
- \* List-serv and/or email information
- \* Roster

File with Parents:

- \* Copy of passport
- \* Copy of airline tickets
- \* Copy of health history
- \* Copy of Permission to Travel with Minor forms, if applicable
- \* Copy of insurance information
- \* Copy of over-the-counter drug permission form
- \* Copy of all forms signed
- \* Copy of group itinerary
- \* Copy of emergency contact information
- \* List-serv and/or email information
- \* Roster

- Bring back completed signed forms as distributed by adviser.
- Provide 6 copies of your signed passport to the adviser.



See forms in Appendix:

Travel Application – page 133

Health History – page 139

Trip Insurance – page 140

Intent to Travel – page 141

Permission to Participate – page 151

Girl Agreement Form – page 152

Non-Prescription Form – page 154

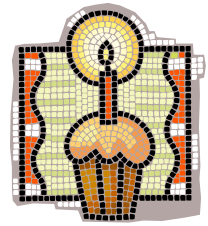
Mexico Travel Form – page 155

Traveling with Minors Form – page 159

Accident Form – page 160

Trip Transportation Information for Vehicles Form – Page 161





## Ceremonies

Part of Girl Scouting is celebrating significant milestones with ceremonies. There are many opportunities for ceremonies on a trip of this magnitude. Consider a pinning ceremony when you receive the World Center pin, Savannah Birthplace pin, Bridging Ceremony (a girl bridging from Cadettes to Seniors or Seniors to Adult Girl Scouting), or the celebration of a birthday. There are many others.

Are ceremonies important on the trip? Why or why not?

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What ceremonies could be done on the trip?

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Where can you get information on ceremonies?

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If you were going to write your own ceremony for your group, what type of ceremony would you like and what would you include?

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## Parent Meeting

The purpose of the Parent Meeting is to distribute all information about the trip. Girls lead this meeting

What should be on our agenda for our Parent Meeting?

1. Documentation: All forms signed and turned in; passport copies turned in.

2.

3.

4.

5.

6.

7.

8.

Who will present what parts of the Parent Meeting?

Parent Meeting Agenda Items	Girl Presenter
1.	
2.	
3.	
4.	
5.	
6.	
7.	

When will we schedule the Parent Meeting and where?

Date/Time:

Location:

## Section 7: Departure

What to wear?

What to bring?

What documents/money to bring? What to keep?

What time to arrive at the airport?

- \* For trips leaving for another U.S. city, you need to be at the airport 1 ½ hours prior to departure.
- \* For international flights, you need to be at the airport 2 hours prior to departure.

What needs to be communicated with the parents?

1.

2.

3.

4.

5.

What can we use to put on all our luggage and backpacks to identify they belong to our group? This will help with all of us keeping an eye on all of our bags.



## Section 8: On the Trip



### Tips for a successful trip

1. Take pictures and encourage the girls to create memory books of their experience after the trip. Those tangible reminders can be helpful tools in evaluating the trip and determining plans for the future.
2. Talk about what was fun, what was interesting, what they would do differently if they return to this location again.
3. Be flexible. Things may not go exactly as you've planned, and that doesn't mean it's a bad experience. Our behavior during an unexpected occurrence can serve as a good example of how to handle difficulties.
4. Ensure that each girl has made arrangements to call home - including date and time, remembering the time difference. The most mature girl will get concerned if parents are not home when she tries to call at a time when she thinks they will be! This can also help off-set homesickness.
5. Use the calling tree to notify families about your safe arrival.
6. Allow postcard writing time
7. Build in to the itinerary time for each girl to write a "trip log"/journal.
8. When you get to your hostel/hotel take the girls for a familiarization with the neighborhood tour. Walk the route from the nearest train/bus stop to the hotel/hostel.
9. Make sure each girl knows the name of the stop/station that will get them to the hotel/hostel.
10. Exchange money as a group - this can reduce commission.
11. Travelers checks – It is worth noting that in some cities retailers will not necessarily treat them as cash unlike here in the USA and that girls may have problems using them.
12. ATM cards (check the logos on the back - Cirrus is a good one to have) are probably the best way forward. Be sure to have a 4-digit code.
13. Discuss when uniform is to be worn - either GS uniform or "the same".
14. Calling home - find out and plan what phone cards will work and how calls will be made. Cards purchased here do not necessarily work there! Also, if you get a 1,000 minute card, outside the United States you don't get 1,000 minutes to use. You will get a portion of these minutes that varies by country (i.e. 1000 minute card is 250 minutes in some countries). Check the back of the card that you purchase for minute equivalents in other countries. You may want to consider having parents give credit card details to girls to allow them to use pay phones that take credit card calls. Often telephones in hostels and World Centers do not have touch tone dialing so you can't use calling cards. Use internet access to email home where possible to avoid time zone conflicts.

**Advisers:** Keep a journal of all that happens (i.e. medically, behaviorally, details, details, details).



## Keeping Communication Open

On the trip, it is important to keep communication open and flowing between the girls and the Advisers. One way to do this is through nightly meetings. While the platform can easily digress into a complaint and criticism session, it would be more productive to share what did or didn't go well during the day and brainstorm solutions to problems.

Topics to be covered could also include the need to speak with someone outside the meeting, plans for the next day, choices to make, concerns for the group (safety, security, health, finances), changes in the plan, etc.



If a girl needs time with an adviser and there is no place to go, the girls form a circle around the girl needing help with the girls facing outward. Adviser and girl are in the circle to resolve the issue.

## Positive Healthy Attitudes

Having a positive and helpful attitude not only contributes to a successful experience, but makes everyone pleasant to be around. You have worked hard for this trip. Check your bad attitude at the airport gate as you board your plane. If you like, you can pick it up when you return to the United States.

## Pickpockets, Thieves, Gypsies, and Street People Awareness

They are everywhere – the trains, the streets, the stores, the buses, the subways, the tunnels, tourist attractions/sites! Don't keep anything in your back pockets. Lock your zippers on your backpacks/fanny packs. Don't leave your personal items unattended (i.e. on the beach, in the airport, in the dressing room). Take needed precautions to protect yourself, each other on the trip, and your possessions. The most important thing to take care of is YOU! Stay together. You will be wearing your passport and financial resources under your clothes. The rest can be replaced if anything happens.

## Protecting Each Other

How can we protect each other against negative situations? You are your own best protector.

- Keep your eyes open.
- Keep locks on zippers.
- Keep locks on your stuff.
- Stay with the group.
- Have a plan if a girl gets lost.
- Watch out for each other.



## Group Money Management on the Trip

There are a couple of options available to manage the group funds on the trip. You may have earned money to pay, perhaps, for excursions, meals, activities, entrance fees, etc. You may:

1. **Divide the money proportionately prior to the trip departure** and let the participants manage the money individually. This would require the girl to budget her funds to allow for all the activities that the money was dispersed for. If the funds included admission to the Musée du Louvre, the participant would have to ensure through personal budgeting she had the money when it came time to enter the Musée du Louvre.
2. **Disperse the money throughout the trip.** Money would be placed in a unique bank account in the United States which would provide an ATM/Debit card which could be accessed at your destination(s). This account would carry the signatures of the two advisers and one of the girls. Each adviser(s) would carry a card.

On a periodic basis to be determined during the planning section of the trip, the account would be accessed for funds to disperse to the girls (i.e. food money, admissions fees). Prepare for the ATM/Debit machines to only dispense a specific amount of money on a daily basis (\$300 or \$500).

A checkbook register can be used for girls to sign that they received the specific money allocation (i.e. Amy would sign her name that she received \$50). This method eliminates the question that a girl did not receive her allotment. Charges for events would come out of the money in the ATM/Debit account. The girls would not be responsible for personally managing these funds.



## Section 9: After the Trip

You've done it! You worked together for 18-24 months planning a trip of your dreams! Now is the time to celebrate and share memories. Schedule a time to get together and share memories of this once-in-a-lifetime trip!

1. Ask the girls to bring their pictures and share the duplicates.
2. Talk about what was fun, what was interesting, what they would do differently the next time, or what new experiences they would like to do.
3. Share your experience with other Girl Scouts. Other troops may be thinking about taking a similar trip and could benefit from your experiences.
4. When will we schedule the Photo Party? Everyone brings their duplicates and swaps.

Date/Time:

Location:

---

Complete the trip evaluation form (See form in Appendix).

Discussion Questions:

1. What did we do that was fun?
2. What did you learn?
3. What do you wish you would have known before we left?
4. What do you not want to do again?
5. What do you want to do next?
6. How can you share your experiences with other Girl Scouts? (Council to provide options)

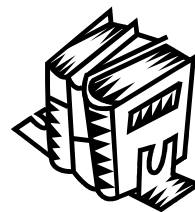
***Now, begin planning your NEXT trip!***



See Trip Evaluation form in Appendix on page 162.



## Resources



1. **U.S. Department of State:** This site has a wealth of information for traveling abroad, including lists of medical facilities, embassy numbers and faxes, travel warnings, passport information, etc. [www.state.gov/travel](http://www.state.gov/travel)
2. **Girl Scouts of the United States of America** – [www.girlscouts.org](http://www.girlscouts.org)
3. **Girl Scouts of Mid-Continent Council** – [www.girlscoutsmcc.org](http://www.girlscoutsmcc.org) – place to get forms, etc.
4. **Girl Scout World Centers** – <http://www.wagggsworld.org/aroundtheworld/worldcentres/> - links to information about the four Girl Scout/Girl Guide World Centers: Our Cabana, Our Chalet, Sangam and Pax Lodge.
5. **Centers for Disease Control** - <http://www.cdc.gov/travel> - tips and hints about safe travel health.
6. **GSUSA Travel Insurance Update:** Additional Travel Insurance is available through Mutual of Omaha. International Plan 3PI provides for accident and sickness insurance for international trips including travel assistance services provided by GSUSA Travel Insurance-USA. This does not include ticket insurance. Forms are available through Girl Scout councils, or they can be downloaded, along with other Mutual of Omaha Travel Plans for Girl Scouts at <http://www.mutualofomaha.com/gsusa>
7. **Rick Steves** - <http://www.ricksteves.com/> - tips and hints for a light weight trip.
8. **Lonely Planet On a Shoestring** - <http://www.lonelyplanet.com/>
9. **Fodor's** - <http://www.fodors.com/>
10. **International Travel Packet for Girl Scouts:** This is the resource that contains the forms and information needed to share with anyone planning a trip abroad. [http://www.girlscouts.org/program/gs\\_central/forms/](http://www.girlscouts.org/program/gs_central/forms/)
11. **The Juliette Gordon Low Birthplace** - [http://www.girlscouts.org/who\\_we\\_are/birthplace/](http://www.girlscouts.org/who_we_are/birthplace/) - Call or write for a list of programs at the Juliette Gordon Low Girl Scout National Center. Open 10:00 a.m. - 4:00 p.m. Monday, Tuesday, Thursday, Friday, Saturday; 12:30-5:00 p.m. Sunday. Special fees for Girl Scouts and leaders.
12. **Savannah Area Convention and Visitors Bureau** – [www.visitsavannah.com](http://www.visitsavannah.com)
13. **Judy Brennan's Site** – [http://www.geocities.com/brennan\\_51](http://www.geocities.com/brennan_51)
14. **Scouting Web on money earning ideas** – <http://www.epilogsys.com/scoutingweb/Traditions/Fundraising.htm>

### Books

1. **Safety Wise** – Be sure to read Chapter 5 – Planning Trips with Girl Scouts.
2. **Trefoil Round the World** – A great resource for information on Girl Scouts/Girl Guides in each country of WAGGGS.
3. **Our Chalet Songbooks** – If you are visiting the World Centers, learn the songs for that Center(s).
4. **Travel Books:**
  - **Lonely Planet On a Shoestring**
  - **Fodor's**
  - **Rick Steves**

# The Sky's the Limit

## Traveling Beyond the Borders

### Compare & Contrast

	National	International	Reference	Notes
1. Cost per day	\$0-125	\$150-200		
2. Timeline	6-12 months	18-24 months		
3. Commitment to time/money earning	Yes/No	Yes/No		
4. Average Length of Stay	3-5 days	2+ weeks		
5. Trip Process		1. Girl should be ready to travel internationally. 2. Respect cultural differences. 3. Maturity!		
6. Team Building		1. Rely on each other. 2. Not as easy to get home. 3. Team player. 4. Increased self-reliance. 5. Clear understanding of roles. 6. Flexible 7. Able to handle significant changes in schedule, culture, environment, law.		
7. Responsibilities	Same	Same		
8. Finances	Same	Same		
ATM Card		A MUST!		
Currency	Learning opportunity for budgeting.	1. Dependent upon country's currency and exchange rate 2. Previous travel experience with girl is optimal.		

	National	International	Reference	Notes
9. Age	According to Safety Wise	16 years of age at minimum		
10. Research		Broader with more details		
11. Safety		International Travel Rules (Safety Wise)		
12. Health	Access health care system through parents	1. Utilize health care system of country 2. Understand reimbursement required for services.		
13. Buddy System	Yes	Consider increased group size of 3-4		
14. Calling Tree	Need to use	More important to use than with National trips.		
15. Emergency Plan	Health form Phone Number	1. Critical! 2. Action plans mapped out 3. Access State Department website for warnings, etc. 4. Know how to reach Embassies		
16. Terrorism	GSUSA Statement ICE	1. GSUSA Statement 2. ICE 3. State Department		
17. Taking care of self				
Bottled Water	Yes	Yes		
Medications	Yes – girl to bring	1. Anticipate delays/complications. Have a contingency plan. 2. Consider taking antibiotics, inhalers, steroids.		
Snacks	Easy to access	1. Plan on taking snacks. 2. Consider hard candy – i.e. Life Savers, peppermints, etc.		

	National	International	Reference	Notes
18. Foods		<ol style="list-style-type: none"> <li>1. Need to be able to peel it, if purchased in an open air environment.</li> <li>2. Ingest only sealed drinks (cans of soda, bottles of water, etc.)</li> </ol>		
19. Theft	Pickpockets Muggings Purse snatchers	<ol style="list-style-type: none"> <li>1. Gypsies</li> <li>2. Pickpockets</li> <li>3. Thieves</li> </ol>		
20. Dress	Troop/Behavior Contract directed	Avoid certain clothing per GSUSA and State Department instructions		
21. Law	U.S. laws apply If incident, contact: <ol style="list-style-type: none"> <li>1. Law enforcement</li> <li>2. Parents</li> <li>3. Council</li> </ol>	<ol style="list-style-type: none"> <li>1. US Laws don't apply in foreign countries. Assistance to you may be limited to laws of visiting country.</li> <li>2. If incident occurs, contact:               <ol style="list-style-type: none"> <li>1. Embassy</li> <li>2. Council</li> <li>3. Parents</li> </ol> </li> </ol>		
22. Cell Phones	Work within your plan limitations	Normal US phones do not work in Europe.		
23. Social Differences	Vary by area of the country.	<ol style="list-style-type: none"> <li>1. Honor the culture in country visiting.</li> <li>2. May be instructed to cover knees and shoulders in some areas.</li> </ol>		
Getting Ready				
24. Passports	Not needed in US Need picture ID	Required for travel outside US (page 67)		
25. Reservations	Council required documents	Council required documents		
Trip Insurance		Examine benefits of having trip insurance		

	National	International	Reference	Notes
26. Packing List		<ol style="list-style-type: none"> <li>1. Awareness of items that can be taken to different countries</li> <li>2. Airline regulations on weight and size.</li> <li>3. Plan for doing laundry</li> <li>4. Count on toting luggage.</li> </ol>		
27. Council Paperwork	Submission by due dates	<ol style="list-style-type: none"> <li>1. Quarterly finance reports to Council of money-earning activities.</li> <li>2. Council requires copies of more documents and additional notice time</li> </ol>		
28. Ceremonies	Review options for conducting ceremonies	While reviewing options for conducting ceremonies, make sure safe in that culture.		
29. Parent Meeting	Itinerary Copies of paperwork	<ol style="list-style-type: none"> <li>1. Itinerary</li> <li>2. Copies of paperwork</li> <li>3. Insurance copies</li> <li>4. Passport copies</li> <li>5. Everything!</li> </ol>		
30. Behavior Issues	<ol style="list-style-type: none"> <li>1. Refer to Behavior Contract and consequences.</li> <li>2. Enforce contract.</li> </ol>	<ol style="list-style-type: none"> <li>1. Refer to Behavior Contract and consequences.</li> <li>2. Enforce contract.</li> <li>3. Sending girl home at parent's expense for behavior disorder</li> </ol>		



## Table of Greetings in European Languages <http://www.geocities.com/mailjohan/>

American	Nederlands (Dutch/Flemish)	Italiano (Italian)	French	German
Hello!/Hi!	Hallo / Hoi	Ciao / Salve	Salut / Bonjour	Hallo / Guten Tag / Grüß Gott (southern Germany & Austria)
Nice to meet you.	Leuk je te ontmoeten. / Aangename kennismaking.	Piacere/ Piacere di conoscerti	Enchanté (>m).Enchantée (>f).	Schön, dich kennen zu lernen. / Sehr erfreut.(formal)
Good morning	Goede morgen	Buongiorno	Bonjour	Guten Morgen
Good evening	Goede avond	Buonasera	Bonsoir	Guten Abend
How are you ?	Hoe gaat het ermee ? / Hoe is het ?	Come stai? / Come sta? (formal)	Comment ça va ? /	Wie geht's? (informal) / Wie geht es Ihnen?(formal)
I'm fine.	Goed. / Het gaat goed.	Sto bene	Comment allez-vous ?(formal)	Mir geht es gut.
Not so good.	Niet zo goed. / Het gaat niet zo goed.	Non tanto bene	Je vais bien. Pas très bien.	Nicht so gut. / Es geht.
I feel bad.	Ik voel me slecht.	Mi sento male	Je me sens mal.	Mir geht es schlecht. / Ich fühle mich gar nicht gut.
Thank you	Dank u / Bedankt / Dank je	Grazie	Merci	Danke / Danke schön
Do you speak english ?	Spreek je Engels ?	Parli inglese?	Parlez - vous anglais ?	Sprichst du Englisch? (inform.) / Sprechen Sie Englisch? (form.)
yes   no	Ja   Nee	sì   no	oui   non	ja   nein
Please	Alsjeblieft / Alstublieft	Per favore	S'il vous plaît	Bitte
Goodbye	Dag	Arrivederci / Ciao	Au revoir	Auf Wiedersehen / Tschüß (informal)
See you soon	Tot ziens / Tot gauw	A presto / Ci vediamo	à bientôt	Bis bald
What's your name ?	Hoe heet je ?	come ti chiami? / Come si chiama? (formal)	Comment vous appelez - vous ?	Wie heißt du? (informal) / Wie heißen Sie? (formal)
I am called (your name).	Ik heet (your name)	Mi chiamo (your name)	Je m'appelle (your name)	Ich heiße (your name)
Where are you from ?	Waar kom je vandaan ?	Da dove vieni? / Da dove viene?	D'où venez - vous ?	Woher kommst du?
How old are you ?	Hoe oud ben je ?	Quanti anni hai ?	Quel âge avez - vous ?	Wie alt bist du?
I love you.	Ik hou van je.	Ti amo.	Je t'aime.	Ich liebe dich.

# International Travel Assistance Services

(Comprehensive Worldwide Services 24 hrs/day)

AXA Assistance services can be secured in an emergency 24 hours a day, around the world, by making a toll-free or collect telephone call to the AXA Service Center. AXA is strategically located around the world to intercede locally whenever needed in an emergency situation. Physicians and nurses experienced in emergency care and transport are available 24 hours a day to interact immediately when notified of an emergency situation, thus ensuring continuous contact between all interested parties including the treating physician(s), facilities, home physician(s), family members and Girl Scout Councils chartered by GSUSA. (AXA Asst. USA has teamed with Mutual of Omaha to offer plan 3PI.) Call AXA for any of the services below.

## Pre-Trip Services

- Health Hazards Advisory
- Health Care Facility Identification
- Weather Information
- Consulate and Embassy Locations
- Passport and Visa Information

## Technical Assistance Services

- Credit Card, Passport, Ticket and Documentation Replacement
- Interpreter/Translator Services
- Lawyer Referrals
- Assistance in Posting Bonds/Bail
- Vehicle Repatriation

## Travel Assistance Services

- Emergency Cash Assistance
- Hotel/Motel Reservations and Information
- Lost/Delayed Luggage Tracing

## Medical Assistance Services

- Locating Medical Care
- Medical Insurance Assistance
- Case Communications
- Medically Necessary Repatriation
- Emergency Medical Evacuation
- Transportation for Family Member/Friend
- Hotel Convalescence Arrangements
- Prescription Drug Assistance

Medical Evacuation (which includes but is not limited to Return Transportation and Surface Ambulance Services) and Repatriation services are payable up to a combined single limit of \$50,000. All services are subject to the terms and conditions of a service agreement with AXA Assistance-USA. Services must be provided by AXA Assistance-USA. No claims for reimbursement will be accepted.

## Important Note

The Plan will coordinate and pay for covered expenses incurred if an accidental bodily injury or sickness commencing while the Insured is covered under this Plan results in the necessary emergency evacuation if adequate medical facilities are not available locally. The emergency evacuation must be arranged and approved by the Medical Director of AXA Assistance-USA. Medical considerations such as the Insured's condition and ability to travel will determine the method and time evacuation. The plan will coordinate and pay the reasonable expenses incurred to return the Insured's body to the United States if death occurs while covered by the Plan. Covered expenses include, but are not limited to: expenses for embalming, cremation, minimally necessary casket for transport and transportation.

For Travel Assistance inquiries outside the U.S. call AXA **direct or collect** at **1-312-935-3658**. For inquiries within the U.S. call AXA **toll free** at **1-800-856-9947**.

Please have the following information ready when you call AXA Assistance:

- Your Travel Assist ID Number: 9900M004GS
- Your name, telephone number, nearby fax number (if possible), Council name and number.
- Patient's name, your relationship to the patient, patient's age, and patient's Girl Scout Council.
- A description of the patient's condition.
- Name, location and telephone number of the hospital, if applicable.
- Where can the doctor be reached now?
- 24-hour emergency contact name and telephone number for each participant.

These Travel Assistance benefits are subject to the terms and conditions of the Service Agreement issued. The travel assistance services described above are provided by, and are the sole responsibility of AXA Assistance-USA, which is not affiliated in any way with the Mutual of Omaha Companies.

## Timeline

### HAVE FUN!

Girl Responsibilities	Adult (Chaperone) Responsibilities
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#### 18 months to 2 years before departure

Complete Council application for trip including experience in going on trips and participation in troop.	Host Parent/Girl Meeting.
Determine destination – Who wants to go where?	Develop selection criteria. Review applications and select girls.
Build TENTATIVE trip budget.	Decide group size and ratio of adults to girls.
Determine how much each girl will fundraise.	Complete Troop Travel Application (page 133) and submit to Field Director for approval.
Sign and turn in commitment form and deposit.	Develop schedule for meetings.
Review <i>Safety-Wise</i> to help plan activities.	Every meeting: hold team building activities and be aware of the group's development.
Every meeting: Review budget and financial status.	Review <i>Safety-Wise</i> to help plan activities. Be well informed of Council's policies and procedures on taking girls on trips.
Brainstorm ideas for fundraisers. Decide which ones are good choices. Produce money earning calendar.	Help the girls break the budget down in achievable goals (i.e. earn \$x per month).
Determine where fundraisers can be held and make reservations as needed.	Develop system for monitoring money earning to budget (work with Council on this).
Complete Money Earning Application (page 136) for each fundraiser.	Collect commitment forms and deposit. Determine amount of deposit (i.e. \$50).
	If visiting a World Center, work with Council to make reservations 2 years before departure.
	Obtain copy of GSUSA International Trip packet from Council.
	Have current CPR/First Aid certification.
	Set meeting schedule for 2 years (i.e. every other Sunday, once a month, etc.).

#### 12 to 18 months before departure

Continue money earning	Every meeting: hold team building activities.
Every meeting: Review budget and financial status.	

#### 6 to 12 months before departure

Review route of trip.	Provide documentation of trip route.
Identify sites of interest to see. Make a list of sites and prioritize based on number of girls wanting to see them.	Every meeting: hold team building activities.
Research sites – cost, hours, location, what's available to see.	
Continue money earning.	
Every meeting: Review budget and financial status with financial reports.	

#### 4 to 6 months before departure

Apply for passport.	Apply for passport.
Develop Emergency Plan.	
Problem solve situations that may come up and the actions required.	Develop situations that may come up.
Develop a packing list for the trip,	Every meeting: hold team building activities.
Determine what sites make the list of things not to miss and another list of sites that if time permits, to not miss.	
Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited,	
Make reservations with GOOD travel agent.	Determine that travel agent is reliable before making reservations.
Continue money earning,	
Every meeting: Review budget and financial status with financial reports.	

### **3 to 4 months before departure**

Complete request to GSUSA for International Card of Introduction for each participant.	Distribute forms for girls and their parents to complete.
Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited.	Distribute GSUSA for International Card of Introduction for each participant to complete.
Continue money earning,	Submit completed GSUSA International Card of Introduction to Council to complete and send to GSUSA in New York.
Every meeting: Review budget and financial status with financial reports.	Every meeting: hold team building activities.
	Complete and submit required forms to Council.

### **2 to 3 months before departure**

Research exchange rate of currency's you will use. Learn the coins and paper money for each country.	Purchase Girl Scout extended trip insurance application –Council can help you with this. Submit a copy of your itinerary.
Submit forms and 6 copies of photo/signature page of passport to Advisers.	Receive copies of all forms, passport, and health insurance card from all participants.
Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited.	Every meeting: hold team building activities.
Every meeting: Review budget and financial status with financial reports.	
Find out how your health insurance works overseas.	Find out how your health insurance works overseas.
If you have health related issues, meet with your physician to develop worse case scenarios/plans.	

**1 month before departure**

Review documentation and schedule.	Host final parent/girl meeting to discuss plan.
Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited.	Discuss medical needs of each participant with parent.
Every meeting: Review budget and financial status with financial reports.	File a copy of the itinerary and trip documents (i.e. permission slips, etc.) with Field Director or Teen Coordinator.
Decide how you will contact home (email, phone cards, debit/credit cards). Find out how to use phone cards.	Every meeting: hold team building activities.
Set up an ATM account or debit card account to access monies. Need a 4-digit ID number.	Set up an ATM account or debit card account to access monies. Need a 4-digit ID number.

**1 week before departure**

Consider getting some "start-up" money for each country you visit (i.e. \$100). Where can you get this money?	
Prepare a first aid kit for the trip. Include lots of Band-Aids and medications (they don't have the FDA) outside the USA.	
Reconfirm travel arrangements with travel agent.	
Every meeting: Review budget and financial status.	

**Day before departure**

Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited.	
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**Day of departure**

Relax! Have fun!	If needed, distribute final copy of itinerary and contact information to parents and girls.
Finish packing.	Distribute tickets.
Review <a href="http://travel.state.gov/travel/travel_1744.html">http://travel.state.gov/travel/travel_1744.html</a> for travel advisories and information about countries to be visited.	Each adviser to carry copies of all documentation on each participant (permission slip, traveling out of country, medical history, health history, passport, ticket, etc.).
Arrive at the airport 2 hours early (assuming you will not be flying direct to the country).	

**1 month after return**

Have a photo memory sharing party – invite family members and others to share in the stories.	Schedule a date and place for gathering.
Complete Evaluation Forms.	Share your pictures and stories of the girls.
Brainstorm what was good about the trip, things not to repeat, things to try next time. Leave this with Council to assist other groups.	
Share what you did with other Girl Scouts and your community.	
Send Thank You notes where applicable.	

## 6 Common Sales Myths

By Tony Parinello (<http://www.vitoselling.com/>)

There are a number of potentially dangerous misconceptions that surround the sales profession. There are always people who are "down in the mouth," complaining that business is down, constantly making excuses as to why. If you believe these cynics, you can sabotage your own business. An attitude of self-pity can be contagious, so get things straight in your own mind first. Let's address the most damaging myths associated with sales and how you can overcome them. Before long, you'll actually have fun whenever you engage in selling activities.

### Myth #1: Only Someone Who Talks a Good Game Can Sell

In reality, fast talkers don't really do very well in the world of sales. They have a bad reputation because their prospects can sense the pressure, the insincerity and the lack of concern and compassion. A good listener will outsell a fast talker any day of the week. When you don't listen, you don't learn about the individuals, the companies and their priorities. You won't be able to address their needs, hence your chances of making the sale are greatly diminished.

### Myth #2: Sales Is a Numbers Game

Actually, sales *is* a numbers game--the harder you work, the more money you make! Lots of sales managers are obsessed with numbers: how many cold calls on the phone, how many in person, how many appointments, how many sales. I've even seen tons of forms that salespeople have to fill out and hand in at the end of the day. That's how the sales manager monitors the salespeople. Does this sound like elementary school homework or what? Sales work is about people, not numbers. It's a lot more like brain surgery than bingo. It's about research, information and relationships. No, sales is not a numbers game.

### Myth #3: To Succeed in Sales, You Must Have Thick Skin

Yes, we all have to (graciously) call on internal reservoirs of strength to deal with inevitable setbacks. But that's not the same thing as developing an outer persona that is offensively aggressive.

In the name of thick skin, a lot of salespeople have adopted a persona that is, in a word, insufferable. Their attitude seems to be, "I succeed, you fail, see you around!" Professional sales result in win-win situations.

### Myth #4: Sales Has Its Unavoidable Ups and Downs

Sales only becomes a roller coaster ride if you let the *process* drive *you* instead of the other way around. It only has ups and downs if you don't have goals. Almost every industry is vulnerable to seasonal shifts. Like most other inconveniences, these shifts can be avoided with proper planning.

No matter what you hear anyone else say, there really is no "bad" season. There is always opportunity for salespeople who are committed enough to find it. Picture this scenario: While your competitors moan about everyone being on vacation in July, you target people who are less likely to be away on holiday--and you get through to them more easily, because there are fewer gatekeepers to contend with!

### Myth #5: You Have to Be Good at Handling Rejection to Be in Sales

Out of the millions of sales professionals in the United States, I'll warrant that every one of them has heard "no thanks" much more often than the average individual. If they took it to mean that they themselves were somehow inferior, we'd probably need special psychiatric hospitals just for salespeople with bruised egos.

Rejection is a bad thing only if you make a conscious choice not to learn anything from the situation. Otherwise, rejection is an opportunity for growth!

### Myth #6: Sales Is a Dead-End Career With Little Promotional Opportunity

Did you know that 85 percent of the company leaders and entrepreneurs in America today were once salespeople? They carried sample cases, made cold calls, dialed for dollars, did product demonstrations and handled objections. Today, they're the majority of corporate presidents, CEOs and the like. Sales is a dead-end job, all right--especially when you consider that the end may be at the very top of an organization.

## Plan before taking the first step to victory

*By Jeffrey Gitomer, president of Charlotte, N.C.-based Buy Gitomer  
(<http://www.bizjournals.com/baltimore/stories/2003/12/01/smallb2.html>)*

[http://www.bizjournals.com/search/bin/search?t=baltimore&am=baltimore&q=%22%22&f=byline&am=120\\_days&r=20](http://www.bizjournals.com/search/bin/search?t=baltimore&am=baltimore&q=%22%22&f=byline&am=120_days&r=20)

How many things have you ever wanted to do in your life that at the moment you thought were great ideas but you never started?

Millions of people have millions of intentions and millions of ideas and millions of brainstorm where the first step is never taken. There are 2.5 factors that play a primary role in taking the first step.

1. The "Roll Over Factor." This deals with your personal self-discipline.

The "Roll Over Factor" is the easiest one to explain because each of you have done it no less than a hundred times. You know you gotta do it. You know you should do it. You've been thinking about doing it. You made a goal to do it. And you just roll over and go back to bed.

At one point in my life I considered myself a runner. I would wake up in the morning, most of the time before the sun came up, put on my running clothes according to the weather, and go out for a jog. Two miles, three miles, four miles, sometimes more. I never came back from a run where I didn't feel great. But every run started with my self-discipline and my desire for personal excellence to take the first step.

And then I quit. Hey I had a good excuse. I'm busy, I gotta speak, I gotta write, I gotta make a sale. Whatever the excuse is, they all have the same definition: lame. And now it's up to me to return to those thrilling days where the lone ranger rides (er, runs) again. The only way that it will get done is if I decide to do something about it.

2. The "I'm Gonna Factor." I'm gonna lose some weight. I'm gonna quit smoking. I'm gonna read that book.

One of the main reasons that people don't take the first step is that they have no plan and no vision of the outcome. And they haven't figured out what benefits they would enjoy as a result of achieving the success. Make yourself more determined by listing the reasons that you have failed to take the first step.

Every human being suffers from the "I'm Gonna Factor." All you have to do is develop a deeper desire and a game plan to begin.

2.5. The "I Did It Factor." For years I have preached in sales that the easiest time to make a sale is right after you just made one, because you are on a roll. You're in that euphoric state of achievement. You did it!

The secret to taking the first step is to visualize previous first steps combined with the feeling that you got when you were victorious. That's the beginning of your self-confidence, your self-determination, and your desire. You can do it.

# Money Earning Ideas

Categories of appropriate money earning projects include:

**Entertainment:** There's always plenty of program involved when girls create an idea, theme an event, detail plans for implementing an event, market an idea, host guests, and showcase their talent.

1. Entertainment projects such as plays, magic shows, or square dances.
2. Movie Night: Many organizations rent a movie and hold movie night fundraisers. This works especially well if you have a large room and projection/large screen TV. Make money by charging a single price for the movie and refreshments; provide the movie free but sell refreshments; or charge nothing and just ask for donations. Make sure you select a movie that will be of special interest and age appropriate to your group. Allow plenty of time for socialization before and after the movie. Some groups have held all-nighters where movie-goers bring their sleeping bags and blankets and have a movie marathon. Check copyright regulations before doing this.
3. Brownie Try-It/Junior Badge Days
4. Speak to Community Groups – VFW, Elks, Toastmasters, etc.
5. Me and My Special Friend Tea/Mother-Daughter English Tea
6. Me and My Guy Dance
7. Birthday party entertainment
8. Art Exhibition
9. Apple bobbing contest
10. Autograph sale
11. Barn Dance
12. Beard Shave
13. Bring and Buy Sale
14. Bike Ride
15. Coffee Morning
16. Cricket Match
17. Car Wash
18. Carol Concert
19. Craft Fair
20. Crazy Golf Match
21. Donkey Derby
22. Darts Tournament
23. Drum-a-thon
24. Dress Down Day
25. Eating Competition
26. Egg and Spoon Race
27. Egyptology Quiz
28. Environment Day
29. Fancy Dress
30. Fashion/Flower Show
31. Face Painting
32. Football Match
33. Fun Run
34. Film Premiere
35. Guess the Weight Age Competition
36. Go-Carting
37. Head Shave
38. Hat/Halloween Party



39. Hockey Tournament
40. Ice Skating
41. Ice Hockey
42. Juggle-a-thon
43. Jumble Sale
44. Jell-O Eating Competition
45. Knobby Knees/Kite Flying Competition
46. Karate Match
47. Karaoke
48. Loud Tie Day
49. Marathon
50. Magic Show
51. Mystery Tour
52. Music Concert
53. Nut Cracking Competition
54. Nature Trails
55. Onion Peeling Competition
56. Poetry/Painting Competition
57. Plant Sale
58. Pancake Race
59. Quiz Night
60. Running Race
61. Rugby Match
62. Record Breaking Attempt
63. Sponsored Silence/Swim
64. Samba/Salsa Night
65. Spell-a-thon
66. Sports Day
67. Surf Competition
68. Silly Clothes Day
69. Talent Show
70. Teddy Bears Picnic
71. Treasure Hunt
72. Three Legged Race
73. Tug-o-war
74. Talk-a-thon
75. Unwanted Gift Sale
76. Unicycle Race
77. Variety Show
78. Valentines Party
79. Walk for Whales and Dolphins
80. Whale and Dolphin Quiz
81. Xylophone Concert
82. X-Files Night
83. Yoga Marathon
84. Yo-Yo Competition
85. Zany Clothes Day
86. Letter from Santa - write letters from Santa to children of parents who give their name, including a special something in each one about that child's wishes.
87. Breakfast with Santa - pancake breakfast for the children to see and eat with Santa.
88. Bingo Night

89. Diva Du – Girls earn the *Looking Best Badge* while learning about the fun of dressing up and keeping your face clear and clean.
90. Strawberry Festival
91. Sealed Bids Sale
92. Children's Christmas Shopping
93. Haunted House
94. **Kiss a Pig** - We did this one back in high school, and it was a big hit. The students' favorite (or least favorite) teachers are persuaded to join in. Jars with each teachers name are placed in a prominent location in the school. Which ever teacher has received the most money by a given date has to "kiss the pig" in a school assembly.
95. **Singing Telegrams** - This fundraiser idea is great for school or church choirs. Buyers select the song, recipient and any special message. Singers visit the recipient in their class to give the telegram. This one is great for Valentines Day.
96. **Goofy Olympics** - Pick fun and silly games for an "Olympics" day. Participants pay an entry fee per game or for the whole day. Prizes (donated) are given to winners of each contest or game. Combine this program with food booths for more fun and profits.
97. **Pie and cake sale** - The cooks and the sweet lovers in your group will enjoy this money earning idea! Label each dessert with the name of the dessert and the cook.
98. **World's Longest Banana Split** - You don't have to beat any records to have fun at this event. This fun fundraiser is tasty to boot. Sell tickets in advance, at a set price per person, for all you can eat banana splits. A suggested price is \$3 per ticket. Have drink booths set up separately.

Plastic gutters, found at any hardware store, are cleaned and/or lined with foil to provide your banana boats. Set these up on tables or sawhorses. Have volunteers set up at various points on the line to add bananas, ice cream, and toppings. Have a gun shot, or loud speaker announcement as the starting time.

To boost the proceeds for this event, ask members of your organization to donate supplies ahead of time. Purchase all remaining supplies, bananas and ice cream the day before the event.

99. **The 'Stay at Home' Event** - People buy a ticket to a non-event, entitling them to stay home and relax. Since most people buy tickets primarily because a friend asked them, actually holding an event may be needless work.

Explain how much money the activity is saving by not arranging a hall, food and entertainment. Point out how much the donor saves, with no expenses for a hair-do, baby-sitter, parking, gas, rented tuxedo, and so on.

This is especially good if your target audience are people who are constantly on the go, who crave a night at home. If your supporters are "party animals" who look forward to a chance to get together, this may not be the right fit.

An extra benefit can be had by scheduling the non-event for the same night as an important television show related to your cause. This could be an investigative report, or a movie dramatizing your issues. It could be a concert starring your artists, or a game your team is playing. Urge people to watch it, and learn more about what you do.

Attach a teabag - donated, of course - to the ticket.

As a modification, you can even encourage the donors to throw their own neighborhood money earning tea party. This do-it-yourself event may result in dozen of mini- events on the same

night. Each can raise a little money, at minimal cost and send it to you. They can even compete for titles such as 'Most Money Raised', 'Most Fun', or 'Most Innovative'.

100. **Rich/Poor Dinner Feast** - At your dinner, serve some guests a lavish feast of meat and rich desserts. Others, to their surprise, get rice and beans. Or perhaps a bologna sandwich and a glass of water is their meal. Everyone at the event pays the same price.

The unequal dinners help provide an educational message to all who attend. A brief speech may explain the facts of hunger to all. The distribution might be completely random, to show the degree to which luck controls our fortunes.

Or if the point is education about racism or sexism and the economy, discriminate against one group for an arbitrary feature. Choose something startling and novel as the feature that results in inequality, such as wearing glasses, or having big ears.

Sometimes it's up to the dinner guests to arrange a better distribution of the scarce resources. Other times, the organization brings out additional high quality meals once the educational point is clear.

101. **The Food Fair** - To keep the costs down, it's ideal to get all the food and drinks for a dinner donated. Restaurants and suppliers can't always donate all the food for a gala. They can usually afford to give a portion, however. Chefs from several restaurants, hotels and caterers might each contribute one special signature dish to a gala buffet. The restaurant gets publicity and the guests get a gourmet treat. Sell the public tickets as for any dinner. Ticket prices can go quite high for this kind of all-you-can-eat buffet if the quality is good. There are many variations:

- Pizzerias could contribute several pizzas each, so people could have one mini-slice from each for a taste comparison.
- Chocolate has been used as a theme for events with a name like Chocolate Sunday. They offer candy bars, ice creams, cakes, hot cocoa and so on.

Food fairs can also feature dishes by amateur cooks. They usually agree to pay for all the ingredients. Sometimes the non-profit group can get the ingredients donated. Avoid paying for ingredients, though. Here are some examples:

- Celebrity chefs such as media stars, politicians, authors, business leaders or clergy could each contribute one dish.
- The best home cooks provide their specialties.
- An old-fashioned fall fair-style pie-tasting competition can still draw a crowd.
- Men who don't ordinarily cook could compete for the title of Barbecue King or Chili Champion.

Dream up your own theme! This is essentially a bake sale, modified to increase the income and decrease the labor.

102. **Adventures in Food** - Imagine the finest restaurants, chefs, and caterers in your town coming together for one truly delectable evening. Invite all members of your community to partake in food sampling and cooking workshops, all while raising funds for the program.

103. **Gift Wrap With a Twist** - Catch the spirit and provide a much-needed service to holiday shoppers at a local mall. Gift wrap is an effective way to raise significant funds and awareness for the program.

104. **WINGO: Women Only BINGO** - This one-of-a-kind event is a real blast! Yes, it's BINGO, but for ladies only. Dinner and lots of laughs make this event a huge success.
105. **Black Tie Bowling "Ball"** - Step out and be bowled over by a fun-filled night that will help. An elegant, fun bowling event that features a variety of themes, including Bobby Sox Bowling. Fund raising for this event includes admission from the bowlers and other guests, personal sponsorships, varied levels of participation and more!
106. **Reach For the Stars** - Originally coined "Academy Awards Night," the event is now called Reach For The Stars (RFTS) so that chapters can plan their events any time of year and not only in conjunction with the Academy Awards. It is a minimum donor event. To further enhance participation, which includes sample press materials, time lines, event ideas and more.
107. **Honoree Event** - This event is an opportunity to pay tribute to a person who deserves special recognition for his/her commitment and contributions to the community.
108. **Spa Day** - Pamper yourself! This event offers a day-long program of beauty salon services in either a private setting or commercial facility.
109. **Ports of Call** - An international food festival...from hot dogs to haute cuisine. Sample the many flavors of the world. A true festival of nations!
110. **A Traditional English High Tea** - An elegant setting for candid conversation and light refreshments. A perfect Sunday afternoon activity. Some high teas even include guest speakers. End your weekend (or begin your week) on the right note.
111. **Night of 1,000 Laughs** - We could all use a good laugh from time to time, right? Perfect Saturday evening event. An informal dinner followed by a night of laughter and relaxation, a very popular event.
112. **Put a Price on Everything** – Thinking creatively can reveal many more income sources at an event. Organizers routinely charge at the event, but why stop there?

#### The Floral Centerpiece

If you have flowers at an event, someone will take them home. Why not sell them instead? This works especially well if it is an arrangement of dried flowers that will last for a long time. Get the flowers donated in the first place, of course! Ask florists, garden clubs, or a flower arranging class at a school. One group even got the flowers second hand from a funeral home - don't tell the guests!

#### The Photo Opportunity

If you have a special guest of honor, have someone with a camera take pictures of people with the guest. Sell the pictures. A simple cardboard frame, sold at most photo supply shops, can be personalized as a souvenir item. Add a printed design, a sticker, label or business card. A Polaroid camera is best. The immediacy is exciting. Each photo can be autographed. On the other hand, with negatives some people may order several copies of the picture. Make sure the guest agrees in advance. Time restrictions will limit the number of photos. Make that a selling feature. Advertise "limited quantities only!" Some groups charge anywhere from \$5 to \$50 for a photo. If the guest of honor has a sense of humor, they may charge even more not to have your photo taken with him/her.

**Services: The girls are providing something of real value for the customer.**

1. Car washes
2. Mow lawns
3. Snow shoveling
4. Extreme ironing
5. Litter Picking
6. Open Garden/Orange Clothes/Odd Job Day
7. Pet care
8. Gift wrapping
9. Ushering in the theatre
10. Taking troop/event photos
11. Kids Night Out – babysitting -[http://www.geocities.com/brennan\\_51/savraisemoney.html](http://www.geocities.com/brennan_51/savraisemoney.html)
12. Babysitting during PTA meetings, at church, other events
13. Community Service: Get people to sponsor you for each hour of community service. Then, schedule 20 hours of service over an eight week period. There are many organizations to choose from. On a national level, you can choose from many organizations such as Red Cross, The Salvation Army, or even needy people in your own area. In most communities, there are several local organizations also. The positive side of this fundraiser is raising money by serving others.
14. Taking pictures at dances/events
15. Flamingo Flocking – putting flamingos in the yard of a person at \$1/flamingo.
16. Work Day – girls are hired out for a day/hourly fee (i.e. rake leaves)
17. Concession Stand - purchase products at Sam's and get in a high visibility, high traffic, high demand spot. Perhaps at major event!
18. Sports Clinics
19. Plant Care Service
20. Singing Telegrams - hopefully with someone who has a great voice!
21. Children's Movies shown in the morning at a neighborhood theatre with movie profits going to organization and snack bar proceeds going to theatre.
22. Booth at events – Festivals, County fairs, cooking back-offs, etc.
23. Work Day
24. Host a yard sale
25. Bag at stores during the holiday season
26. Clean garages
27. Do personal shopping
28. Teach a skill
29. **Unusual Telegram Deliveries**
  - Donors pay you to send a message to friends in a clever way.
  - On Halloween, tuck a message inside a pumpkin with a carved glad/sad/mad face. Write it in icing on a giant cookie for Mother's Day. Draw it on a balloon for Valentine's Day. Have it delivered by someone in costume on any festive occasion. Others send Christmas carolers to sing the message. It could be anonymous or personalized. The limit is your creativity.

Imagine the messages.

“Happy Mother's Day from all the kids.”

“Marylou, I love you. Please marry me.”

“Happy Birthday, Dad, you're the best.”

Sell the service for a reasonable fee. Set up a booth in malls, offices, schools, service clubs, or religious centers. Organize teams of volunteers for publicity, sales, creative services, and delivery.

**Products: It is important that girls don't simply resell a product for a commercial company.**

1. Aluminum cans collections
2. Cookbooks
3. Bake Sale
4. Gingerbread Houses
5. Cookie in a jar kits
6. Handmade greeting cards
7. Handmade jewelry
8. Gently used toy and book sale – cleaned up and perhaps given covers
9. SWAPS book
10. SWAPS hat with samples
11. Blankets for camping
12. Dunk bags
13. Camp pillows
14. Holiday cards
15. Prepare meals for events
16. Garage Sale
17. Dinner - prepare and serve a meal for a group
18. Hot dog/soda sale
19. Spaghetti supper
20. Pancake breakfast
21. Hoagie sales
22. Holiday flowers, wreaths and garland sale
23. Summer bedding plant sale
24. Pancake Breakfast - some companies will offer the equipment for free; others will give you the product necessary to make the pancakes. Hold first day of hunting season or cold winter day!
25. Valentine Flowers to Go - Sell 6 wrapped carnations placed atop a box of candy
26. Church Craft Fair with Lunch Counter - Sell table space for vendors to sell their goods and provide a lunch/snack area so shoppers don't have to leave to get nourishment. Sell excess food in large containers..
27. Dessert Buffet - offer at flat fee price and wide variety of desserts. Emphasize quality and quantity!
28. Take Home Meals - orders placed and customers pick up their dinners on the way home from work. Stay with an entree, bread, and dessert.
29. Refreshment Stand at Estate Sale, 4th of July Parade, Canoe Race, 3 mile run -- anywhere there's a crowd!
30. Old-Fashioned Ice Cream Social
31. Homemade Candy Sale
32. Dinner Theatre - provide simple dinner and play for entertainment
33. Old-Fashioned BBQ - we're known for this in the Kansas City area!
34. Care Packages sent to college students as ordered by parents during finals
35. Wild Game Supper
36. Thirst Quencher - sell cold drinks of all kinds
37. Reception/Luncheon to Meet Visiting Artist
38. Gourmet Cooking School
39. From Your Kitchen - special things made in your kitchen and packaged to sell
40. Regional Meals - cultural diversity at the dinner table
41. Submarine Sandwich Sale
42. Book Fair

# Team Building Activities

Team building kit and training are available at the Council. Refer to Advantages in the Challenge Training Section for dates and times. Kits are available for check-out after taking training.

## 2B or KNOT 2B

**2B or KNOT 2B** is a super activity for building group consensus. It is a simple activity that builds useful skills. 2B or KNOT 2B encourages group members to participate and it is an excellent introduction to problem solving techniques. It is also an activity for group problem solving and decision making that requires little or no physical activity, making it available for populations with limited mobility and high mobility alike.

### Equipment

A series of 4 independent rope rings held together by a fifth rope ring. Tubular webbing, climbing ropes, shoe laces and even belts can also be used in place of ropes.

### The Challenge

For the group to decide as a whole, which rope loop is holding together all the other rope loops, without touching any of the ropes.

### Typical Presentation, Storyline or Metaphor

Your rescue team has been called for a mountain climbing rescue. The equipment has been flown in to assist your efforts, but your climbing ropes have been badly knotted. Since time is limited, you must determine, as a group, which single knot to untie, so that all the remaining ropes are unconnected.

### Variations

The length of the ropes used for 2B or KNOT 2B is typically somewhere between 7 and 15 feet. If you choose to use 165 foot (50 meter) climbing ropes, you can cover a much larger area, and include more twists and turns in the rope. This size may be appropriate if you happen to have more than 15 people in a single group.

Color or pattern changes in the ropes can also provide additional challenges to the activity. The Teamplay version of 2B or KNOT 2B uses four varieties of increasing difficulty. The first puzzle has five ropes that are different solid colors (blue, red, green, etc.) The second version has five ropes with different striped colors (blue and white, red and white, etc.) The third version has five ropes that are all the same solid color (blue). And the final version has five ropes that are all the same striped color.

### Important Points

One of the first skills that 2B or KNOT 2B provides, is the opportunity for the group to reach a consensus as a whole. It is important early in a challenge and adventure program for participants to realize that their comments and opinions are valued. Secondly, 2B or KNOT 2B provides a very visual method of identifying problem solving techniques to the group. If you happen to have five ropes and ten participants, you can ask groups of 2 to analyze a single rope. Their objective is not to determine which rope is the right one, only whether or not the one rope they are reviewing is the correct rope. This demonstrates that a large problem can be broken into a series of smaller, more manageable pieces.

Two other problem solving techniques go hand in hand. First the group can decide as a whole which rope is the right one, or they can attempt to identify any ropes that are NOT the correct rope. This process of solving a problem by elimination be a useful point to discuss during the debriefing stage of this activity. Another variation is to have teams working on individual ropes, and then to have various teams check each other's work, before reporting back their findings. This type of support encourages the group to watch out for each other.

Finally, by using a series of increasingly complex ropes (varying the color, adding more ropes), the group learns how to use a simple skill learned early in the process, for attacking even more difficult problems. If you want to reinforce to the group that this process has actually occurred, try repeating the original solid colors version after the most difficult version with all ropes of the same striped color. Typically the group has acquired an advanced technique, and some consensus "speed" in the process.

It can be beneficial to use a visual prop to explain how the one rope is holding the other four together in the 2B or KNOT 2B puzzle. A key chain ring with 4 additional rings makes a good model. It is best to place the 2B or KNOT 2B puzzle on the ground before the group arrives. This insures that the puzzle is visible, and that group members will not be able to observe which rope is the correct rope during the construction of the activity.

### **Discussion and Debriefing Topics**

Did you find this activity easy or more difficult than you initially thought? Were you able to judge for yourself which rope was holding the others together? Were you willing to bet your next paycheck that you were right? Were you able to accomplish this task quickly? Did you experience any frustration as other group members struggled to identify the correct rope for themselves? Which series of ropes were the hardest to solve?

### **Activities Using Similar Skills and Follow-on Activities**

#### **Not Knots - *The Challenge***

Using a single piece of rope, create a series of loops, twists and turns in the rope, and place the rope on the ground so that it is not immediately obvious whether the rope will create a knot when the two ends of the rope are pulled in opposite directions. The challenge is for the entire group to decide, without touching the rope, whether a knot will be formed when the rope is pulled, or whether the loops, twists and turns in the rope will simply unwind, leaving a straight piece of rope. Achieving group consensus is the ultimate goal of Not Knots.

#### **Moving Towards Extinction - *The Challenge***

For all group members to have both feet inside any circle at various times during this activity. Begin the activity with about a dozen circles, and remove at least one each turn, until only one circle remains. Each time the facilitator calls, "check - in," group members must place both feet inside a circle. After this, participants begin to mingle about in the general area of the circles, waiting for the next check-in time. Reinforce the basic requirement that both feet must be within the circle every so often.



# Magic Carpet

**Magic Carpet** requires a minimal amount of equipment and provides a challenging initiative to solve. Several of the variations presented make this activity adaptable to many audiences.

## Equipment

The Magic Carpet consists of a single piece of tarp or plastic cloth. Other options include a plastic shower curtain, plastic tablecloth, or blanket. For groups of 8-12 participants, the Magic Carpet should be approximately 4 feet by 5 feet.

## The Challenge

To turn the Magic Carpet over, without touching the ground surrounding the Magic Carpet.

## Typical Presentation, Storyline or Metaphor

Your group is on a Magic Carpet ride, high above the fields of the surrounding countryside. You suddenly realize that you are going the wrong direction, because the carpet you are riding on is in fact, up side down! Since you are no longer touching the ground, you must turn the carpet over, without stepping off the carpet.

## Variations

In order to limit the risk in this activity, request that all participants must maintain contact with the Magic Carpet at all times. This eliminates the option of carrying participants on shoulders and other balance related concerns.

One variation which greatly increases the difficulty, and time required to accomplish the activity, is to only allow participants to touch the Magic Carpet with their feet. For this technique, participants will typically scuff the carpet to turn it over. Make sure to use a tough material if you choose this method. Thin plastic sheets have been known to tear during this variation.

For large groups, provide three Magic Carpet sizes, and place these near each other before participants climb on board. If you mention that the whole group is one team, they may decide to combine resources, and transfer to another Magic Carpet while turning over their own empty Magic Carpet. Once the group has accomplished this task by combining resources, encourage them to repeat the activity, this time without sharing space or carpets with the other members of their group. If the three Magic Carpets are placed further away, participants may choose to shuffle the carpets closer together rather than working alone.

Using a plastic cloth or tarp that is a different color on each side makes it easy for a group to see when they have accomplished their goal.

Consider using a series of decreasing size Magic Carpets to increase the difficulty level. If you happen to be using the inexpensive plastic table coverings available at many party stores, you can even cut off a portion of the Magic Carpet after each successful inversion.

Another variation using a single Magic Carpet is to begin the activity with a single person, and gradually add additional team members each time the carpet is flipped over.

A substantially different solution is possible if the facilitator mentions that each participants feet must be touching the Magic Carpet, but yet allow other parts of the body to touch the ground surrounding the carpet. This method works well for very small carpet sizes.

Another variation involves using different shapes for the Magic Carpet. In general, rectangles are easier to flip than squares. Triangles are easier to flip than circles. Perhaps alphabet shaped Magic Carpets could be used. Each new geometry is likely to produce a slightly different solution technique.

Finally, rather than calling this activity Magic Carpet, you can call it Surfing the Web, and make up your own metaphors regarding the flip side of data and anti-data in the computer world.

### **Important Points**

The size of the Magic Carpet and the size of the group greatly effects the difficulty in accomplishing this initiative. Minimize risk by requiring all participants to be in contact with the carpet at all times.

Typical solutions for this activity involve crowding a majority of the group towards one edge or corner, and having a few group members attempt to twist or fold the Magic Carpet over. For a rectangle, twisting a corner of the Magic Carpet, somewhat like a bow-tie, provides the greatest amount of area for movement.

From a mathematical viewpoint, the fundamental problem with Magic Carpet is that many of the techniques available to turn the carpet over result in reducing the area of the carpet to approximately half the original area. An optimum solution then, is one that would allow the carpet to be turned over, and yet maximize the total area of the carpet throughout the activity.

Oddly enough, carpet is not a good choice for the Magic Carpet initiative. It is difficult to fold and is generally too thick to twist easily. Plastic sheets are a better choice, and take up much less space in the equipment storage container.

### **Discussion and Debriefing Topics**

An interesting question to ask participants during this initiative is what their role is with regard to the solution. Were they active or passive in their contribution to the final solution. Who did the most work

One debriefing method, known as *Both Sides Now*, uses the Magic Carpet as a tool for conflict resolution. Using a light colored plastic material, allow participants to write their feelings, or expressions, or supporting evidence for their side of the conflict. Participants with opposing views are then asked to write their comments on the other side of the material. The activity proceeds just as Magic Carpet does, but with participants reading these comments out loud during the struggle to turn the material over.

Another therapeutic technique for Magic Carpet, known as *Turning Over a New Leaf*, uses this metaphor for audiences with dependencies. The struggle to overcome adversity and turn over a new leaf can be assisted by other group members, and occasionally some outside support - all of which can be processed during the activity.

### **Sequence**

Magic Carpet requires all participants in a group to work within a tightly constrained space. As such, it is important to build up to this level of proximity.

### **Activities Using Similar Skills and Follow-on Activities**

The tarp or plastic sheet used for Magic Carpet can also be used for Cave In, Danger Zone, and Blackout. The proximity of this initiative is similar to All Aboard

# Marble Tubes

## Equipment

You'll find directions for two versions of marble tubes in Chapter 5 of the book *Teamwork & Teamplay*. The simplest style involves cutting 15 inch (381 mm) long pipes from 1 inch (25 mm) diameter cold water PVC tubing. Another style uses 1 1/2 to 2 inch (38 to 51 mm) diameter PVC tubing that has been cut to length, and then split into two pieces lengthwise.

You'll need at least one Marble Tube section for each participant, along with a few marbles, golf balls, and other small rolling objects.

## The Challenge

To relocate several marbles from Position A to Position B using only the PVC tubes. Participants that are holding a marble in their segment of PVC tubing are not allowed to move their feet.

## Typical Presentation, Storyline or Metaphor

During the annual spring walk of the local bird watching society, your group notices a bird's egg that has rolled downhill away from a nest on a low branch. Knowing that many animals are wary of human scent, you attempt to relocate this marble-sized bird egg back to the nest, without touching it.

## Variations

For a truly unique experience, try passing a collection of marbles up a flight of stairs, or up the incline of a hill.

Allowing participants to hold near the ends of the tubes make this task a little easier. For a more difficult challenge, only allow participants to touch their own marble tube. For an even harder task, participants can touch any tubes they like, but the tubes cannot touch each other.

Attach a variety of colored tape to the ends of the marble tubes, so that only similar colors can be partners. You can also add some of the various connections found in hardware stores, such as elbows, tees, Y sections, etc.

Drilling a few holes in some marble tubes will additionally challenge the participants having those tubes. We call these the "swiss cheese tubes."

Try passing other objects, such as foam balls, which make little or no noise. Passing water is also fun. See *Waterfall II*.

One of the hardest variations is to only allow participants to touch their tube with one hand.

## Important Points

Choose a reasonable distance to transport the marbles or balls. For a group of 12 participants, 50 to 70 feet (15 to 21 meters) is adequate.

## Discussion and Debriefing Topics

Do you think your group worked together well, or were there fine points that could be improved upon? How did your group decide on the plan? Did the execution of your plan change during the activity? Did the order of participants change during the activity? How many of your marbles (goals) did you achieve?

## Sequence

Marble Tubes require just a bit of problem solving, but quite a bit of activity, especially if the marble is going uphill. This activity has a lower energy level, and may be useful in between a high energy activity and a processing or reflective moment.

## **Teamplay Tubes**

**Teamplay Tubes** are a collection of PVC tubes and connectors (50 pieces total) that can be assembled by teams in a variety of ways. For group activities that promote teamwork, creativity, communication, problem solving and decision making skills, just look below. Be on the lookout for a new book, by Jim Cain, Chris Cavert and Sam Sikes, entitled "Teambuilding Hardware" that shows even more activities and equipment that can be made using PVC tubes and connectors, and other hardware items available at your local store. For more information, check out the web site [www.teamworkandteamplay.com](http://www.teamworkandteamplay.com) for Teamplay Tubes and other teambuilding activities, equipment, workshops, staff development trainings and books. You can also order a set of Teamplay Tubes from Adventure Hardware, Inc. at [www.adventurehardware.com](http://www.adventurehardware.com) or by calling 1-800-706-0064.

### **X Marks the Spot!**

Using as many parts as necessary, create a continuous connection between each of the X's marked with masking tape on the floor, walls, or even the ceiling. For added complexity, the pvc tubing may only touch the floor at the X's.

### **Blind Artist**

Have one team assemble about 15 pieces of their kit into some shape, and then have another group (wearing blindfolds) attempt to reconstruct a similar shape with their own pieces, using only their sense of touch to identify which pieces have been used in the original design.

### **Tallest Tower**

Using any 10 (or 20 or 30 pieces) create the tallest tower possible, with only 3 points of contact with the floor. If you are limited by vertical ceiling height, require each tower to hold something (like a roll of duct tape) at the top. This added weight will require a shorter, stronger tower. For a final test of the engineering of this tower, use an electric room fan to see which towers can hold up to a strong wind.

### **Human Arch**

Using the least number of pieces possible, create an arch, so that all members of the team can easily walk through the arch, without bending over.

### **The Bridge**

Using all the pieces, construct the longest bridge-like shape possible, with no more than 3 PVC pieces touching the floor.

### **Jump Ball**

Create a human-looking basketball player (complete with feet, legs, body, arms and head). The sculpture with the tallest vertical reach wins the jump ball.

### **Statue**

Create a variety of human or animal shapes (sitting, running, riding a horse, lying down, standing at attention, swimming, surfing, cycling, throwing a boomerang, cooking an omlette, throwing a baseball, etc.

### **PVC Christmas Tree and Ornaments**

An activity for young children. Have team members create an ornamental tree, complete with branches, and then decorate with ornaments and a star.

### **The Box**

Use as many parts as necessary to construct a box around some unusually shaped object (such as a rocking chair, stuffed animal, tent, etc.)

### **The Book of Knowledge**

Build the tallest "table" possible that will hold a large book as the topmost object.

### **The Network**

Possibly one of the most difficult team activities. Using all the PVC tubes and connectors, create a single, interconnected shape with the tubes, so that no openings are left (i.e. each tube will be capped by two connectors, and each connector will have a tube in each opening, and the whole shape will be connected together). It is moderately difficult to create a 3-D shape that will accomplish this task, it is even more difficult to create a 2-D (i.e. flat on the floor) shape that accomplishes this task. For a still harder version, once connectors and tubes are assembled, each connection is permanent - this should invoke the need for some advanced planning.

### **New Math**

Given a number (48, 3.1416, 101, 63.4, etc.) have team members use any parts to construct an equation that equals the number given. For example the answer 12, can be obtained by the equation  $3 \times 4 = 12$ , or the Square Root of  $144 = 12$ , or  $10 + 1 + 1 = 12$ .

### **More Math**

Design equations that teams will use to construct their own structures. Then measure these structures with a yardstick or tape measure. The object here is to maximize the values obtained in each equation (i.e. T should be the largest number possible).

Length + 2 x Height + Width - Number of Points of Contact with the Floor = Total

- or -

$$L + 2 \cdot H + W - N = T$$

### **Spelling Bee**

Using as many pieces as possible, construct letters of the alphabet. Then once all available parts have been turned into letters, use these letters to spell as many words as possible.

### **Two Way Bridge**

With two groups (and two kits), begin this activity by locating each group on the opposite side of a folding wall, divider, or curtain, so that they may talk to each other, but not see what the other group is creating. Now have each group build one half of a bridge structure, so that when the divider or curtain is removed, the bridge will exactly come together. This task requires a bit of patience, and clear communication.

### **A Tree in the Forest**

Using only 10 parts (tubing and connectors) create the tallest "tree" possible. Trees compete for sunlight and water, and must withstand wind to survive in a mature forest.

### **Bullseye**

Place an archery or BB gun target on the floor about 12 feet in front of a boundary line. Using one bag of Teamplay Tubes, the team must create a device to place the PVC cap exactly in the center of the target, without stepping over the line.

### **Furniture Infomercial**

Construct the perfect piece of outdoor furniture, filled with special features, and perhaps some optional equipment, and create a 1 minute infomercial to sell your product on the cable shopping network. Don't forget to mention the price, the selling features and the web site address of your furniture company.

### **Matchstick Puzzles**

Many puzzle and games books have activities using matches, straws and coins, that can also be performed using the PVC Teamplay Tubes. For example, can you make four triangles simultaneously using six Teamplay Tubes of approximately the same length ? Can you make two rows of four connectors using only 6 pieces ?

### **Narrow Passage (3-D Spider Web)**

Using as many pieces as possible, construct a three dimensional "box" through which all members of the team must pass, without touching any of the PVC on the way. Team members must be in contact with at least one other person while passing through the "box."

## **Lightweight Team Kit**

All of the activities included in this lightweight teambuilding kit (and more) can be found in the award-winning teambuilding book, Teamwork & Teamplay. The Teamkit is for sale at [Adventure Hardware](#). But just in case you haven't yet seen the book, here is a brief description of each piece of equipment. For more information, check out the book, Teamwork & Teamplay (see information below), and check out the T&T web site for information about staff trainings, more portable equipment, teambuilding programs, photos, and other great stuff.

### **Funderbirds**

insert the three feathers into open hole in the wooden spool (insert the widest feather stem first, saving the stem with the best "point" for last). The funderbird is basically a "hacky sack" for the hands. With participants in a circle, try keeping the 'bird aloft for 21 hits with the right and left hands, then standing on one leg with both hands, then clapping three times between hits, and saying your name whenever you hit the 'bird.

### **2B or KNOT 2B**

There are two collections of 5 cords. Tie four of each set into circles, and then tie the fifth cord into a circle, passing through the other four. Then place this collection of cords onto a table in such a way that it is not obvious which cord is holding the other four. Now, as a consensus building activity, without touching the cords, have the group decide which cord is holding the other four together. Use the multi colored cords first, and then progress to the set that are all the same color, for a higher level of difficulty.

### **Worm Hole**

Think of the worm hole as a very portable version of the spider's web, where two teammates pass through the shock cord circle together, while other team members hold the circle open. Switch roles until all participants have passed through.

### **Raccoon Circles**

Use this segment of tubular climbing webbing for a variety of games and adventure activities - see the enclosed insert.

### **Bull Ring**

Use this multicolored string and metal ring device to transport any variety of balls (tennis balls, golf balls, croquet balls, ping pong balls...), on a predetermined course, which can include walking through a doorway, passing the ball under a chair, and finally depositing the ball into a container at the final destination.

## **Debriefing Bingo**

After reflecting on your experiences, be prepared to discuss the following events by choosing any that create a line of five boxes in a row. For example, you can discuss five separate events during today's experience where you may have listened to someone (tell about it), tried something new (what was this new thing?), considered a different point of view (share it with the group), played outside your comfort zone (what event put you there?), and offered someone encouragement (who were they?).

Laughed	Changed Something	Offered a Suggestion	Developed a New Skill	Listened to Someone
Use my Problem Solving Skills	Said Thank You	Was Glad to be Part of This Team	Tried Something New	Assisted Someone
Saw Something Amazing	Cheered	Considered a Different Point of View	Made an Improvement	Sacrificed My Personal Goals for the Good of the Group
Tried but Just Couldn't Do It	Played Outside of my Comfort Zone	Applauded	Learned Something New	Expanded my Personal Boundaries
Offered Someone Encouragement	Played a Different Role	Considered a Different Point of View	Felt Challenged	Asked Someone for Help

## The Cube

From an idea by Earl LeBlanc, some serious creativity by Chris Cavert, and the expert engineering of Dr. Jim Cain of Teamwork & Teamplay, comes **The Cube**, the simplest portable spider web design on the market. This innovative spider web design, which requires less than 5 minutes to set up, and no bungi cords or strings to tangle, is also one of the only designs to actually provide feedback to the team when the web has been touched (the cube gently tips over).

The **Cube** is a cube of PVC tubing and connectors that, when carefully balanced in the custom stand, provides a web initiative that requires teamwork to accomplish. The goal here is for each member of the team to pass through the cube, with the help of other team members, without tipping the cube over. For safety, we recommend that all participants passing through the cube be in contact with at least one other person at **all** times (this discourages acrobatic leaps through the web, and encourages better spotting, and more contact between participants). Each person should identify one side of the cube to enter, and a different face to exit. After successfully completing this path, this path becomes closed, and other participants will need to identify other faces to enter and leave the cube. With 6 faces, and five possible exits for each entry location, a total of 30 different paths are possible.

In addition to The Cube, several additional activities are possible with this equipment. Using The Cube without the customized stand (i.e. sitting flat on the floor), The Cube becomes a modern day version of the 1950's challenge of stuffing phone booths (or Volkswagens). The object here is to fit the maximum number of team members within the perimeter of the cube (imagine a large cardboard box). This activity requires a real commitment from the team, and the careful placement of team members so that everyone can fit into the space available. We call this initiative **All Inboard**.

The next activity uses just one face of The Cube (see illustration), for a PVC version of **All Inboard**. The goal here is for the entire team to stand within the perimeter of the PVC frame, long enough to sing one verse of Row, row, row your Boat." You can assemble a shape that is approximately 22 inches square, or a 22 x 44 inch rectangle, or a 44 inch square, or even a 66 inch square (for those really large teams).

Next on the list of potential activities using **The Cube** materials, is to assemble several of the straight tubes to form a 10 - 15 foot (3 - 4 meter) long pole. The activity known as the **Helium Stick**, uses such a pole. Participants are placed face-to-face, with approximately 5 - 8 participants (rather like an old fashioned Virginia Reel square dance line). Next, everyone holds up both hands, and allows the pole to rest on their index fingers. Now the objective is for the entire group to **lower** the pole to the ground, without any team member losing contact with the pole. What typically happens is that many teams actually end up raising the pole, rather than lowering it, and this unusual behavior leads to some interesting debriefing when groups discuss their "mission" and how they might actually act in a manner opposite to their goals.

Finally, this pole can be used for a high tension activity, known as Photo Finish, which Sam Sikes features in his book, Feeding the Zircon Gorilla ([Learning Unlimited](#) 1-888-622-4203). Here the entire team attempts to cross the finish line (our pole, laying on the ground), at exactly the same time. This means that "everyone" crosses the line. Allow the group 15 minutes to make 5 attempts to cross the line at exactly the same time. Each time a person crosses the line, intentionally or not, say "Click" like you are taking a photograph (or you can actually use a digital or instant camera to record this historic moment). Then let the group decide if they have met the challenge to finish exactly together. A technique that brings greater "tension" to this activity is to limit the amount of space the team has behind the line. This limits effective space to plan, and increases the opportunities for someone to accidentally cross the finish line.



## Knots

Activity: Group/Team	Time: 8 - 20 Minutes	Participants: 8 – 20
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### **Purpose:**

Manage, observe, and experience individual preferences toward accomplishing a task.

To get started with an icebreaker and form a group/team.

Allow the team/group to recover from conflict (recover from figuratively getting all tangled up), disunity, and frustration. Also, this game works well if the group/team has just suffered significant internal dissention.

**Learning Points:** Supporting, coaching, influencing and encouraging positive behaviors are all part of good team work.

### **Process:**

Have the group stand in a tight circle with shoulders touching.

Everyone puts one hand in the center and takes one hand from someone across the circle.

Everyone puts their second hand in the center and takes someone else's hand across the circle

No one should be holding the hands of anyone next to them, or both hands of anyone else.

Explain task; "Untie the knots as far as you can."

Emphasize rule, "The hands may not break contact, though you may rotate your grip."

**Managing the activity:** Occasionally two circles are formed. Sometimes the circle will break out separately and sometimes they will be interlocked. If you wish to avoid this, pass a Squeeze through the group at the very beginning, i.e., one person starts by squeezing the hand in their right hand. The receiver passes the squeeze to the next person, and so on. If the squeeze returns to the original person without touching everyone, there is more than one circle.

Occasionally you will have an overhand knot, which cannot be undone without breaking a pair of hands. It's often fruitful for a team to struggle with trying to undo an overhand knot.

When there is only 7 or 8 participants remaining, the leader should join the knot to provide adequate challenge. If the group is too small it won't work. You need at least 8 people for this activity to be effective.

## Pipe Cleaners

This activity allows participants to be creative. At the beginning of the session (or during a break) place three pipe cleaners at each person's place. Don't tell what they are for unless asked. When you are ready tell the group they are to create pipe cleaner sculpture. In other words, they can do anything they want with them.

At the end of the morning ask each group of five people to select a winner. Then have everyone select an overall winner.

If your culture encourages people to work in teams make sure to give special recognition to any group that combines their pipe cleaners and uses all together to make something "better."

## Build a Car

Using flip chart paper, draw the outline of a car. Instruct the group to add components to the car and explain what it stands for and how they can relate that to the team. Give one example and then let them go.

Break team into groups of four or five. Allow 20 minutes for the team to draw the car and 5 minutes for each team to present their vehicle. The total time depends on the number of groups you have. Some examples: Draw the antennae to make sure we have good communications or the wheels keep us in motion. Others I've seen, the review mirror to keep an eye on where we have been, head lights to help us find our way, a trunk to store all our knowledge and tools, the gas tank to provide fuel when we need it, etc.

## Team Juggling

Activity: Group/team	Time: 20 Minutes	Participants: 7-20	Materials: 4 Koosh 1 Stopwatch
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### Purpose:

- Highlight group/team synergy.
- Provide practice working as a team.
- Encourage problem solving within the team creatively.
- By focusing on process, highlights gains in productivity.
- Ends teambuilding on an upbeat note, the end result of having FUN.

**Process:** Have participant's arrange themselves into a circle an arm's length apart. Instruct the group/team on the goal and rules of the game:

**Goal:** To juggle several objects as a team.

**Rules:** To follow this definition of juggling - Koosh balls touch each person in the same prescribed order. They will initially establish the order in the beginning.

Have the group establish an order that can be replicated. Throw a Koosh ball across the circle to another person. When a person receives the ball, They must hold up their hand and then throw the object to another person whose hand is not raised. After the ball has touched each person (the raised hands are intended to indicate who has received the Koosh), it returns to the beginning. Tell the Participants to remember who they received the Koosh from and who they threw it to. Go around again with a single ball to test their memory of the established order. They need not raise their hands. If they have this, do two Koosh. If not, sort out the order. Sometimes the facilitator must start over and establish a new order.

Go through a couple of rounds, adding more Koosh balls each time. Keep the pace brisk. During each round ask them how they define performance and it can be improved. When you have given them all the objects and they are performing reasonably well, time the round and tell them to improve their team time by 25%. Encourage them to brainstorm.

**NOTE:** Sometimes they need to be reminded about the definition of juggling. Encourage the group/team to keep cutting the time until they maximize it. Congratulate the team and review the learning points, adding any new ones the list already in progress from past exercises.

**Learning Points:** Remind participants to "Think Outside the Box". (Tell the group initially not to place constraints on themselves that were not inherent in the definition of juggling.)

## Spider Web

Activity: Group/Team	Time: 30 –40 Minutes	Participants: 7 - 15	Materials: 1 large ball of yarn or string 1 roll of duct tape 1 pair of scissors
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**Purpose:** Wonderful problem solving activity for teams.

It requires the entire team to manage their differences (size, disposition, strength, intelligence, etc.), it requires commitment, it's very physical without being strenuous, and it's fun, The object of the game is to score points by passing everyone through holes in a spider web without touching the web. (Remember this when building the web. Make openings different size. Make sure there is a hole large enough for everyone to go through.)

The problem brings up all the standard group/team problem solving issues, quality issues, (what is a web touch?), ethical issues (calling a touch when you see one), and strategic issues (when do we cut our losses).

**Safety:** Do not allow any one to dive though the web. NO HEADFIRST! Stop the action if this is about to happen.

When they are lifting some one, remind them to protect the participant's neck and shoulders. Stop action if they are doing anything that you deem dangerous. If the web breaks you may stop the activity and make repairs or start the review.

**Building the Web:** Choose a location with two fixed objects (such as two trees, walls, a hallway, a stake and a tree) 8 - 14 feet apart. If outside, make sure there are not a lot of branches hanging over the site and that the ground is free of hazards. Sometimes you need to use a metal pole and a tree. If you are building a web in-doors, use duct tape on the walls and floors. Watch for it as it may be pulled loose during the activity.

Tie and weave the string/yarn between the items you have chosen in a web like fashion. Make at least two more holes than you have participants in the group. You should make some easier holes (like underneath the web) and some more difficult holes (smaller or higher). It's also good to have two or three extra holes so that the participants have some decisions to make. Add a few extra easy holes. If the web is too easy, you can tell them that some holes are off limits. Make the general structure of the web with one piece of string instead of many pieces tied off. String the web from one object to another, back and forth until you have a structure.

When stringing the web, you do not need to tie a knot at each cross of the yarn. You do need to wrap the active string around each stationary string it crosses. Each time you take a turn around the object or stationary string, pull it tight. There should be no slack in the web. Use shorter pieces of the string to divide the large holes into smaller ones.

**Team Instructions:** GOAL: To get the highest final score you can.

**The specifications:**

- A point is scored each time a person passes entirely through an opening in the web without touching it.
- Once a person goes through an opening, the hole is closed. No one else can go through that hole.
- If each person in the group scores, all the holes reopen and can be used again to score additional points, if time permits.
- You may use the openings between the ground and the string, and between the wall and the string.
- If any person touches a string at any time, all must return to the starting side of the web, the score returns to zero, and all holes are open for scoring.
- All members of your group must start from the original side of the web.
- No one may go over or around the web, except when returning to start over.
- You may not alter the web in any way.
- Both the coach and the team members are responsible for monitoring touches of the web.
- Each member of the team is responsible for the safety of all others members of the team. Be sure that the head and shoulders of any person being lifted and/or passed are well supported.
- Your team's final score is the number of points it has at the end of 25 minutes.

## All Aboard

Activity: Group/Team	Time: 20 Minutes	Participants: 16	Materials: 3 phone books
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**Purpose:** This is a quick warm-up activity designed to stimulate thought about what makes a team /group effective.

### Process:

Place a phone book (cement blocks work best, they are usually hard to find at work) on the ground. Explain that this is an exercise that will allow the team to examine how effectively they work together as a team.

Say, "Your job is to get as many people off the ground as you choose, for as long as you choose."

### The Rules:

- "Off the ground means that no one may touch the ground. You may only use yourself and the telephone books. You cannot use anything else in the room to assist you.
- Say, "You have 10 Minutes to complete the job." and repeat "Your job is to get as many people off the ground as you choose, for as long as you choose." If it is appropriate tell them you have been talking to the competition - name your biggest competitor and tell them they told you they could do it in seven minutes.

Ask for questions, clarify anything then start the clock.

### Process:

Have group/team rate their effectiveness on a 1-10 scale (1 meaning you didn't work well together, 10 meaning you were extraordinary).

Comment on their ratings.

Ask, "What would you have had to do to rate your teamwork a 10"? Ask high raters what made them rate the team so high (or low depending on response.)

# Traffic Jam

Activity: Group/Team	Time: 30 - 40 Minutes	Participants: 8 – 16	Materials: Duct Tape
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**Purpose:**

Practice cycle time reduction.  
To explore leadership issues within the group/team.  
Group/team building.  
Get group/team to think "in process."  
Sensitize the team/group to communication issues.

**Learning Points:**

Teamwork and communication are essential to understanding complex processes.  
Teams can make significant process improvements in a short period of time by drawing on the expertise of all the team members.

**Process:**

Use the duct tape (or masking tape) to make a starting pattern on the floor.  
Have the participants stand in the boxes of the pattern: half of the group faces right, half of the group faces left.

**Explain the task:** Using only legal rules, people on the left side must end up on the right side and the people on the right must end up on the left.

**Legal Moves**

A person may move into an empty space in front of them.  
A person may move around a person who is facing them into an empty space.

**You CANNOT:**

- Move backwards.
- Move around someone facing the same way you are.
- Make any move which involves two people moving at once.

After the task is completed, ask the team/group if they can complete it again in half the time.  
If the team is particularly adept at this exercise and has successfully completed the task, ask them to complete the task while holding their breath. Allow them to appoint a coach who may breathe while assisting the team.

## Appendix

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## Adviser Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Being an Adviser is a significant commitment of time and responsibility. Your primary responsibility is to keep the girls safe. You will also be required to live by the Girl Scout Law, the Girl Scout Promise, *Safety-Wise*, and GSUSA/Mid-Continent regulations. We ask you to consider carefully your intentions of becoming an Adviser. If we do not have good people like you to help us, this kind of opportunity would not be possible. We thank you for your interest and support.

1. Have you ever served as an Adviser for a group of Girl Scouts? If yes, please tell us when, where did you accompany them, how many girls, opportunities for improvement, and successes.
2. Why do you want to be an Adviser for this group?
3. What youth development training have you taken?
4. What qualifies you to be an Adviser for this trip?
5. What do you see as being the biggest challenge as an Adviser?

	Yes	No
6. Are you able to support the girls to accomplish THEIR goals and interests?		
7. Are you willing to do tasks and duties with the girls that could last late into the night and early morning hours?		
8. Can you nurture the girls and protect them as required?		
9. Do you have any serious medical problems that would need close attention or could be complicated by fatigue? If yes, please explain on the back of this form.		
10. Are you of such a nature that you could withstand the problems that come with heat, humidity, and other weather related situation?		
11. Are you willing to be an adviser, teacher, disciplinarian, counselor, and all-around good sport to the young people that you will be assigned?		
12. Will you support and abide by the Girl Scout Promise, Girl Scout Law, <i>Safety-Wise</i> , and GSUSA/Girl Scouts of Mid-Continent Council policies?		

\_\_\_\_\_  
Signature of Adviser Applicant

\_\_\_\_\_  
Date Signed

## Profile of an Adviser/Job Description

These are just a few of the crucial characteristics that are required to be an effective an Adviser.

**ENERGETIC.** The Adviser must be able to keep up with the girls on the trip. This means functioning with little sleep.

**FLEXIBLE.** You must be able to go with the "FLOW". Things can change at the drop of a hat.

**EVEN- TEMPERED.** You need to keep your cool. At the end of the day you will be tired but must be able to maintain a good attitude.

**ENCOURAGING.** It is important that you be able to encourage the girls. Keep watch to make sure no one is left out. It is important that everyone has a great experience on the trip and an integral part of that is for them to feel like they are part of the group. Be **ENTHUSIASTIC**, it is contagious!

**TEAMWORK.** Advisers are looked at as part of the group and expect that you will take part in the group activities/meetings.

**SUPPORTIVE.** For a trip of this magnitude, each of us relies on each other. We all need to work together and support each other. I am sure that there will be times when a decision is made that not everyone will agree that it is the best thing to do.

**SENTRY.** This is probably a job you did not expect, but girls are girls and remember they are away from home. Advisers will need to do a bed check right before lights out. We want to make sure everyone gets a good nights sleep.

**ATTIRE.** It is important that you take a look at all of the girls to make sure they are in the proper attire for the day.

**REPRESENTATIVE.** You will be there representing Girl Scouts of the United States of America. Be sure that you and your girls are always aware of that.

**Advisers DON'T PARENT.** This may be the most difficult as an Adviser, but it is important that you know before you go your first job is being an Adviser.

### YOUTH DEVELOPER

Will you be able to allow girls to plan, take responsibility and make mistakes?

	Yes	No
Will you be able to allow girls to plan, take responsibility and make mistakes?		
Are you willing and able to teach them the skills they will need to be successful team members, money earners, and travelers?		



## Supervision of Girls

Adults accompanying a group should be chosen for their patience, flexibility, and good judgment.

- \* They need to understand their responsibilities during the trip.
- \* The group leader should explain the role of the supervising adult and their expectations before the trip.
- \* They should understand the plans the girls have made for the trip.
- \* They should understand the safety systems for the trip and the buddy system that the girls have learned.
- \* If they are drivers, they need to know the transportation safety standards in *Safety-Wise*.
- \* They need to know the emergency procedures for the site as well as during travel to and from the site.
- \* Act as responsible role model by not smoking, drinking, or taking illegal drugs while supervising the girls.

The group leader needs to communicate with the other adults and encourage them to attend meetings when the troop is preparing for the trip. They should know what equipment and clothing to bring and what the site would be like. They need to know the rules in force at the site and the schedule and expectations that the girls have set for them.

Supervision means:

- \* encouraging girls to try new things
- \* watching, guiding, motivating
- \* intervening before injuries occur (safety is a primary concern)
- \* being knowledgeable about the activity to be supervised and the potential for injury
- \* being a role model by your actions
- \* taking full responsibility for an activity or group of girls when asked
- \* providing effective discipline when needed (criticize the behavior, not the child)
- \* knowing where girls are at all times
- \* being easily located by girls who need help
- \* helping girls understand how to do unfamiliar tasks while giving them real responsibility for finishing a job so that they see themselves as useful and competent
- \* providing praise for effort and achievement
- \* helping girls who need it with tasks such as combing hair, and reminders to wash hands, change to clean clothes when needed, etc.

If the adults have daughters in the group, they may want to discuss ways to encourage these girls to feel that they are part of the group, not different or special. Also realize that young girls sometimes find it hard to share the time and attention their parent (or special adult) with other girls.

## Adviser Agreement

I understand that as an Adviser of an international trip, I play an essential role in the success of this activity and that my attitudes, behavior, and responsibilities as a role model are critical to the success of the endeavor.

I, therefore, agree to do the following:

- Keep positive youth development in mind for all activities.
- Be sensitive to the needs of each girl participant.
- Respect the places and the people with whom I come in contact.
- Work with our council's program manager on all phases of planning and preparing for the project.
- Review and become familiar with all the materials and forms provided for this project in order to interpret them to girls and their families.
- See that all appropriate forms are completed by girls, their families, and/or physicians by the due date.
- Provide all required information and forms myself, such as health exam, emergency contacts, photo releases, etc.
- Follow GSUSA's (*Safety-Wise*) and our council's health and safety standards during all phases of the project.
- Work to ensure the participation of the girls in program activities, ceremonies, and tasks during the trip.
- Carry out "adults only" responsibilities during the trip (example dispensing medication).
- Understand that the use of alcohol or drugs will not be tolerated, and the usage during the event may result in expulsion from the trip.
- Be responsible for my personal belongings and equipment.
- Treat equipment and supplies with care.
- Use all required safety equipment and follow agreed-upon safety rules and procedures.
- I understand that if I am dismissed due to any serious misconduct, it will be at my expense and that I will make the travel arrangements.
- Assist the event participants and the council in evaluating the event and the project.
- Ensure that our group has completed all pre-event requirements and has the necessary clothing and equipment.

---

Adviser Signature

---

Date

## Girl Trip Application Form

Name:	_____	Date of Birth:	_____
Address:	_____		
City/State/Zip:	_____		
Home Phone:	_____	Cell Phone:	_____
Email:	_____	Grade in school:	_____
Parent/Guardian Name	_____	Parent/Guardian Email:	_____
Home Phone:	_____	Cell Phone:	_____

Please **PRINT/TYPE** the names of the two adults you have asked to submit references for you. **(Include address and telephone number.)** Consider someone from your council office, a teacher, a sports coach, or a member of your place of worship.

Name:	_____	Relationship:	_____
Address:	_____		
Telephone:	_____	Email:	_____
Name:	_____	Relationship:	_____
Address:	_____		
Telephone:	_____	Email:	_____

### Part 1: Essay Questions

On a separate sheet of paper, please describe why you want to participate in this trip. Be specific about what knowledge and skills you would bring to this trip and what you would like to bring home! Don't forget to describe any special skills you have related to the trip, like camping or community service, or why you're excited about trying out something new.

### Part 2: Short Answer Questions

Have you ever been away from your family overnight? Yes No  
If yes, briefly describe length of time, where, when, and with whom.

Briefly describe your two most meaningful experiences away from home without your family.

If you haven't gone on a trip without your family, why are you ready for this trip away from home now?

Make a list of what activities (sports, clubs, or other activities) you do outside of school.

1.

2.

3.

4.

5.

Have you previously attended a nationwide or international travel opportunity in Girl Scouting? If yes, which one(s) and when?

### Part 3: Skills Inventory:

**Languages:** Tell us what language(s) you speak in addition to English and level of fluency (basic, intermediate, and advanced).

**Language**

**Fluency (basic, intermediate, advanced)**

**Camping/Outdoor Skills:** Please check off the areas from this list that you have had experience:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hiking             | <input type="checkbox"/> Outdoor Survival or primitive camping (roughing it!) | <input type="checkbox"/> Outdoor Cooking and Meal Planning Backpacking |
| <input type="checkbox"/> Resident camp      | <input type="checkbox"/> Ecology/Nature Studies                               | <input type="checkbox"/> Day camp                                      |
| <input type="checkbox"/> Tents (care & use) | <input type="checkbox"/> Orienteering   | <input type="checkbox"/> Other (Describe)                              |
| <input type="checkbox"/> Backpacking        |   |  |

### Part 4: Signatures

#### Applicant Understanding:

I have read the trip description and believe I am able to participate. If I am selected, I have definite intentions of participating in the Group for preparation, planning, and raising funds for the trip.

\_\_\_\_\_  
Signature of Girl Applicant

\_\_\_\_\_  
Date Signed

#### Parent/Guardian permission:

I have read the trip description to which my daughter is applying. To the best of my knowledge she has a clear understanding of the trip she is applying, and if selected, she has my permission to participate.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date Signed

# Girl Trip Reference Form

## **Part I: Applicant Completes**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Grade in school: \_\_\_\_\_

I would appreciate it if you would complete this form and return it to <ADDRESS> by \_\_\_\_\_ (insert deadline date).

Attached is the description of the trip I would like to participate. Please attest to your knowledge of my abilities and interests related to this trip.

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## **Part II: To be completed by the person providing the reference.**

**How long have you known the applicant?** \_\_\_\_\_

**What is your relationship to the applicant?** \_\_\_\_\_

1. Check one rating in each category to assess the following qualities of the applicant.

	1	2	3	4	5		1	2	3	4	5
Is dependable and responsible						Is able to relate well to adults					
Is able to share ideas and feelings						Is physically fit					
Is able to relate well to peers						Is able to work well in a group					
Has poise in meeting people						Is adaptable and flexible					
Accepts differences in people						Shows humor and spontaneity					

**Note:** 1 = Don't Know; 2 = Below Average; 3 = Average; 4 = Above Average; 5=Excellent

2. On a separate page, please describe the applicant's special strengths and/or skills that would enable her to enjoy and succeed on this trip. Please give specific examples.

\_\_\_\_\_  
Signature of Referent

\_\_\_\_\_  
Date Signed

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Trip Commitment Contract

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_

I would like to participate in this international trip as a member of an international travel group. I understand that my responsibilities to this group include:

- I commit myself to living by the Girl Scout Promise and Law during the planning and preparation of the trip as well as during the trip.
- I understand this is a girl planned experience. I will participate in the planning of the trip.
- Participation in money-earning activities planned by the group.
- Participation in research to prepare for the trip.
- A willingness to fully abide by group decisions.
- Adherence to the health and safety standards established for the trip.
- Wearing a full proper dress Girl Scout uniform when mandated by the group.

**I understand that my *attitude and behavior* are critical to the success of the trip. Therefore, for the good of the trip as well as my other group members, I agree to abide by the following:**

1. I will try to be sensitive to the needs of each group member.
2. I will respect the places and the people with whom I come in contact.
3. I understand that the use of tobacco, alcohol, or drugs will not be tolerated, and that usage during the trip will result in expulsion from the trip.
4. I will be responsible for my personal belongings and equipment and will not hold the Girl Scouts of Mid-Continent Council responsible for their loss or damage.
5. I will treat all equipment provided for my use with care. I understand that I will be assessed for damages to any equipment in the event that my use of such equipment is negligent or abusive.
6. I will use all required safety equipment and follow safety rules and procedures.
7. I agree to perform my share of daily responsibilities.
8. I understand that if I am sent home early due to serious misconduct, it will be at my parent's or guardian's expense and that the chaperones will make the travel arrangements and notify my parents or guardian of those plans.

I understand that being chosen for this trip is an honor and represents a financial commitment on the part of myself and my family. I include a non-refundable deposit of \$50.00 with this Commitment Form.

The estimated cost of the trip is \$\_\_\_\_\_ per person. This will include transportation, lodging, entrance fees, and three meals per day. Personal spending money will be required for any additional expenses. I understand I am responsible for any balance not earned.

I promise I will do my best to get along with the other members of the group, minimizing differences, and expanding the sisterhood. I will make this trip one of my primary responsibilities in the coming years and understand I might have to forgo some other activities to fulfill my obligation to this group.

---

Girl Participant Signature

---

Date

I have read and understand the above and will help my daughter to carry out her commitment.

I understand that the estimated cost of the trip is \$\_\_\_\_\_ per person. I understand that my daughter will participate in money earning activities and any balance remaining will be paid by our family.

I have reviewed the information about the trip and give my daughter permission to participate. I agree to pay any nonrefundable costs that the Group incurs if my daughter fails to complete the requirements or for some other reason is unable to attend the trip.

I have discussed this contract with my daughter/ward, and I believe she understands her responsibilities. I will also support this contract.

---

Parent/Guardian Signature

---

Date

**SAMPLE**



**Project #558**

*Happy Birthday,  
Sarah Pick!*

## **Our Chalet 2000 Bound!**

### **Agenda for January 9, 2000**

2:30-2:35 **Opening:** When you go away from home, what works for you to keep from getting homesick?

Meeting Scribe: Sarah K.

2:35-2:40 Turn-in \$\$

2:40-3:00 Pat McLaughlin, Older Girl Coordinator

3:00-3:45 **Money earning:**

- *Brownie Fun Day – January 22, 2000 – Emily, Site Manager*
  - *We have matching shirts!! (Thanks, Pat!!)*
  - *What to eat for lunch? Is a parent willing to arrange this?*
  - *What is your station identifier?*
  - *Please turn Try-It info in:*
    - *Try-It requirements you have chosen*
    - *How you will satisfy them*
    - *Materials needed*
    - *Staff and how you will thank them*

#### **Our "SAVE" list!**

- *CRUSHED* aluminum cans
- Best Choice labels
- 2-liter bottles
- Burned out light bulbs

Puppets, Dolls, Play	Emily	Art to Wear	Lauren	Science Wonders	Katherine
Safety	Evvy	Art to Wear	Dena	Movers	Sarah K.
Sports & Games	Laura	People of the World	Sarah P.		
Sports & Games	Mackenzie	Space	Marie		

- *March Brownie Fun Day – March 4, 2000*
  - *Try-It Selections Due **TODAY!** By 2/13/00, please turn in Try-It info as above.*
  - *What to eat for lunch? Is a parent willing to arrange this?*
- *Junior Fun Day – May 20, 2000*
  - *Badge Selection due by **January 22!** By 4/9/00, please turn in Badge info as above.*
- *Flowers at HyVee – Dena – February 6-9, 2000*
- *Mother-Daughter Tea in March/April –*

350 people per session x 2 sessions; serve tea/cookies and cucumber sandwiches; Stanley, KS area; will pay us

- *We're on the WEB! <http://www.geocities.com/heartland/5658/chalet2000.html>*
  - *Mailing our afghans and cookbooks schedule*
- *Rolling Woods Garage Sale – May 5-6 – Humenczuk's home*
- *Junior Lock-In at YMCA – Laura & Mackenzie*
- *Outdoor Program Conference – Sarah P.*
- *T-Shirt Design – Laura and Sarah K.*

4:15-4:20 Upcoming Events/Calendar/Announcements

- *Very physically demanding trip, as we hike up and down the mountains. Continue to prepare yourselves!*
- *Do you have a new email addy you want announcements sent to? Please let Judy know.*
- *Think about getting an ATM card to use in Europe.*
- *Have you either applied for your passport or have a current one?*
- *Judy is keeping track of individual girl accounts. Please give all deposits for girl accounts to Judy.*

4:20-4:25 **Snacks and Scribe for next meeting – Dena – Thank you Sarah K. for bringing snacks today!**

4:20-4:25 **Reminders for next meeting – February 13, 2000!**

- Bring your **CRUSHED** aluminum cans and Best Choice food labels
- Monthly payments for trip expenses can be made to Mid-Continent Council of Girl Scouts, Attention: Pat McLaughlin

4:25-4:30 **Closing – Please pick up your tshirt.**

Judy – (913) 451-8997 – [jbrennan2@kc.rr.com](mailto:jbrennan2@kc.rr.com)

**Handouts:** Calendar, Financial Status Report, Italy/France/Switzerland Travel Info, Web Site page, Brownie Fun Day Flyers, How to post on the web

### ***Birthday/Valentine's Day/Easter/May Day/End of School Wish List***

Money!	Hiking Boots	Wheeler Suitcase	Girl Scout Uniforms	Watch	Electrical Adapter, if needed	Passport
3-piece silverware for fanny pack	Neck or Waist Pouch	Camera				

### ***Schedule of Events***

January 22, 2000	Brownie Fun Day – Westridge Middle School	April 23, 2000	Meeting
February 6-9, 2000	Flowers for Valentine's Day - HyVee	April 28-29, 2000	Outdoor Program Conference Fundraiser
February 13, 2000	Meeting	May 7, 2000	Meeting
February 27, 2000	Meeting	May 20, 2000	Junior Fun Day – Camp Prairie Schooner
March 4, 2000	Brownie Fun Day – Marie's Baptist Church	June 4, 2000	Meeting
March 12, 2000	Meeting	June 16-18, 2000	Camp Timberlake Campout



# Trip Budget Worksheet

## Transportation

Airfare	(\$ _____ per person x (#) _____ people)	\$ _____
Trains	(\$ _____ per person x (#) _____ people)	\$ _____
Buses	(\$ _____ per person x (#) _____ people)	\$ _____
Boats	(\$ _____ per person x (#) _____ people)	\$ _____
Subways	(\$ _____ per person x (#) _____ people)	\$ _____
Rented Vehicle	(\$ _____ x (#) vehicles _____)	\$ _____
Auto	(_____ miles @ _____ mi/gal @ \$ _____ per gallon)	\$ _____
Other (Specify: _____)		\$ _____

## Lodging

Hotel/Motel	(#) _____ nights x \$ _____ per night x (#) _____ rooms)	\$ _____
Hostel	(#) _____ nights x \$ _____ per night x (#) _____ rooms)	\$ _____
Campsite	(#) _____ nights x \$ _____ per night x (#) _____ sites)	\$ _____

## Food

(#) _____ Breakfasts @ \$ _____ per meal x (#) _____ people	\$ _____
(#) _____ Lunches @ \$ _____ per meal x (#) _____ people	\$ _____
(#) _____ Dinners @ \$ _____ per meal x (#) _____ people	\$ _____
(#) _____ Snacks @ \$ _____ per meal x (#) _____ people	\$ _____

## Program & Sightseeing

Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____

## Equipment and Clothing

Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____
Specific _____	(\$ _____ per person x (#) _____ people)	\$ _____

## Miscellaneous

Laundry		\$ _____
First Aid		\$ _____
Insurance (#) _____ days @ \$ _____ per day x (#) _____ people		\$ _____
Other (Specify: _____)		\$ _____
Subtotal		\$ _____
Contingency (10% of subtotal)		\$ _____
<b>TOTAL (add Contingency to Subtotal)</b>		\$ _____

**TOTAL COST PER  
PERSON**

Total \_\_\_\_\_ = \$ \_\_\_\_\_  
# of people

# Financial Report Form

							Girl Profits (income less expenses)					Advisers	
Fundraiser	Notes	Sponsor	Income	Expenses	Profit	Group*	Girl 1	Girl 2	Girl 3	Girl 4	Girl 5	Adviser 1	Adviser 2
7/30/99 Car Wash	1	1	\$ 178.00	\$ -	\$ 178.00	\$ 17.80	\$ 19.78	\$ 19.78	\$ 39.56	\$ -	\$ -	\$ -	\$ -
9/11/99 Candied Pecans		9	\$ 137.75	\$ 87.38	\$ 50.37	\$ 32.37	\$ 21.60	\$ 3.60	\$ 3.60	\$ 3.60	\$ 3.60	\$ -	\$ -
9/99 District Meetings					\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9-10/99 Renaissance Festival	2		\$ 643.12		\$ 643.12		\$ -	\$ 40.69	\$ -	\$ 40.69	\$ -	\$ -	\$ -
11/13 Brownie Mix in 55 jars	6	7	\$ 460.00	\$ 39.66	\$ 420.34		\$ 21.39	\$ 42.79	\$ 21.39	\$ 21.39	\$ 21.39	\$ -	\$ -
11/20/99 Pie Making at HyVee	7	6	\$ 200.00	\$ -	\$ 200.00		\$ 16.67	\$ 16.67	\$ 33.33	\$ 16.67	\$ 16.67	\$ -	\$ -
2/00 Flowers at HyVee	11	8	\$ 250.00		\$ 250.00		\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ -	\$ -
4/28-29/00 Conf Sodas	13	5	\$ 237.10	\$ 75.39	\$ 161.71		\$ 17.76	\$ 8.58	\$ 14.70	\$ 14.09	\$ 14.09	\$ -	\$ -
5/5-6/00 Garage Sale	15	3	\$ 293.10		\$ 293.10		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6/3/00 Car Wash		2	\$ 133.00		\$ 133.00		\$ -	\$ -	\$ -	\$ 19.00	\$ 19.00	\$ -	\$ -
Alumninum cans	17	4	\$ 208.50	\$ -	\$ 208.50	\$ 208.50	\$ 17.38	\$ 17.38	\$ 17.38	\$ 17.38	\$ 17.38	\$ 17.38	\$ 17.38
Grand Total			\$ 37,975.62	\$11,881.24	\$ 26,094.38	\$ 17,243.27	\$ 2,728.95	\$ 1,923.01	\$2,332.31	\$ 1,804.39	\$1,725.80	\$ 1,479.62	\$1,479.62
Girl Payments	24		\$ 13,919.50		\$ 13,919.50		\$ 837.85	\$1,025.00	\$ 925.00	\$ 1,225.00	\$1,168.00	\$ 1,800.00	\$1,800.00
Total: Fundraising + Girl Pays			\$ 51,895.12		\$ 37,902.33	\$ 17,243.27	\$ 3,566.80	\$2,948.01	\$3,257.31	\$ 3,029.39	\$2,893.80	\$ 3,279.62	\$3,279.62
Estimated Trip Budget	22				\$ 39,393.36		\$ 3,324.79	\$ 3,300.00	\$ 3,300.00	\$ 3,068.57	\$3,300.00	\$ 3,300.00	\$3,300.00
Diff: (Earn/Yet to Pay)	23				\$ (1,491.04)	\$ 17,243.27	\$ 242.01	\$ (351.99)	\$ (42.69)	\$ (39.18)	\$ (406.20)	\$ (20.38)	\$ (20.38)
Excess reimbursed to Girl					\$ 8,417.50		\$ 1,966.66	\$ 307.94	\$ 1,557.96	\$ 783.33	\$ 282.18	\$ 454.27	\$ 454.27
Balance					\$ (9,908.54)		\$ 1,724.65	\$ (659.93)	\$-1,600.65	\$ (822.51)	\$ (688.38)	\$ (474.65)	\$ (474.65)
Estimated Trip Budget	22		\$ -	\$ -	\$ 39,393.36	\$ -	\$ 3,324.79	\$ 3,300.00	\$ 3,300.00	\$ 3,068.57	\$3,300.00	\$ 3,300.00	\$3,300.00
Paid: Our Chalet (1/2)				\$ 1,446.89	\$ 1,446.89		\$ 120.57	\$ 120.57	\$ 120.57	\$ 120.57	\$ 120.57	\$ 120.57	\$ 120.57
Paid: Deposit-Astro Tours				\$ 2,400.00			\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Paid: Airfare 4/3/00				\$ 12,201.16			\$ 1,117.94	\$ 1,022.15	\$ 1,022.15	\$ 861.72	\$1,022.15	\$ 1,022.15	\$1,022.15
Paid: Land Package less deposit				\$ 12,446.00			\$ 978.00	\$ 1,049.00	\$ 1,049.00	\$ 978.00	\$1,049.00	\$ 1,049.00	\$1,049.00
Balance Remaining (Est Trip Budget less Paid)					\$ 10,899.31		\$ 908.28	\$ 908.28	\$ 908.28	\$ 908.28	\$ 908.28	\$ 908.28	\$ 908.28

## **GSMCC Travel Application**



## **GSMCC Activity Approval Request**

## **GSMCC Money Earning Application**

## **GSMCC Money Earning Evaluation**

## **GSMCC Parent Permission Form**



## **GSUSA Health History Form**

## **GSMCC Insurance Purchase Form**

## Intent to Travel Form B: Request for World Association Card of Introduction

Send six to eight weeks before departure. A card will not be issued more than three months in advance of departure. Travelers requesting cards less than one month in advance cannot be ensured of receiving them before departure.

Name of traveler or adult leader of group

Address

City

State

Zip

Position in Girl Scouting

Membership Expiration  
Date

Countries to be visited:

Date of departure –

Date of return –

Number of adults traveling:

Number of girls traveling:

Age range

Signature of traveler or adult leader of group

Council endorsement of individual member and/or group planning to travel:

Council Name Girl Scouts of Mid-Continent Council

Signature for Council

Position

Date

Mail completed form to:

Membership, Program & Diversity Services, Girl Scouts of the USA  
420 Fifth Avenue, New York, NY  
10018-2798

Or fax to:

212-852-6515

## Backpak

- ☐ Bandanna
- ☐ Brush and/or comb
- ☐ calculator/currency converter
- ☐ Camera & film
- ☐ CD's (appropriate)/player/walkman
- ☐ collapsible cup
- ☐ compass
- ☐ **Deodorant!!!!**
- ☐ ear plugs
- ☐ Entertainment: books/magazines (1-2), Religious Book, coloring books/colored pencils, Game Boy/games, playing cards
- ☐ Eye care: contact case/solution/contacts; eyeglasses case
- ☐ face stuff (moisturizer, cleanser, make-up)
- ☐ Feminine hygiene supplies (a few)
- ☐ First Aid Kit (bandaids, splinter tweezers, antibiotic cream, antacid, thermometer, Immodium AD, cold medicine, Rx-original bottle, Tylenol, ibuprofen, hydrocortisone cream, Midol, Moleskin, etc.) prescription drugs & bring along a copy of the prescription, both to replenish your supply in an emergency, & to verify your need for something that might otherwise be illegal in your destination country
- ☐ Flashlight
- ☐ Guidebook
- ☐ Hand Sanitizer - Purell
- ☐ Journal/Paper
- ☐ Kleenex
- ☐ lip balm/lip gloss
- ☐ lotion
- ☐ mirror, nonbreakable kind (2"x2")
- ☐ nail clippers
- ☐ PDA
- ☐ Pedometer
- ☐ pens/pencils
- ☐ Premoistened Towelettes
- ☐ Q-tips
- ☐ Sewing kit with safety pins & scissors
- ☐ Soap in plastic container
- ☐ Sunglasses
- ☐ toilet paper (roll your own)
- ☐ Toothbrush, toothpaste, floss, retainer, etc.
- ☐ towel, quick dry
- ☐ travel clock or alarm on watch

**SAMPLE**

## Our Chalet 2000 Suggested Packing List

### Neckpouch/Waistpouch

- ☐ calling card
- ☐ Financial: ATM, credit cards with cash advance PINS, check card, money, travelers checks
- ☐ GSUSA Membership Card
- ☐ health insurance card
- ☐ passport
- ☐ photo ID (school ID or drivers license) or driver's license

### Fannypak

- ☐ Address Book/card with email addresses change purse
- ☐ currency for three countries (\$100/country)
- ☐ inhaler
- ☐ silverware
- ☐ snacks: gum/mints /crackers/granola bars

### Wear

- ☐ GS Neck Scarf
- ☐ GS Vest
- ☐ GS pants/skirt/shorts
- ☐ GS shirt
- ☐ Sense of humor & SMILE!
- ☐ shoes, walking
- ☐ Watch
- ☐ Whistle

### Suitcase

- ☐ bathrobe
- ☐ batteries - flashlight, camera, watch, pedometer, CD player, etc.
- ☐ belt, optional (optional)
- ☐ Bras
- ☐ clothes line & rubber sink stopper
- ☐ converter/adaptor, electricity – optional
- ☐ duct tape-wrap around pencil
- ☐ duffle bag
- ☐ Feminine hygiene supplies (bulk)
- ☐ Eye Care: eyeglasses, extra pair prescription eyeglasses/contacts, eyeglass repair kit (SHARE), prescription for glasses in case lost or damaged
- ☐ Gloves, optional

## Suitcase

- ☐ insect repellent-non-aerosol
- ☐ Hat: ear/headband or hat
- ☐ Hair Care: clips, scrunchies, curling iron, hair dryer, converter/adaptor (SHARE!), shampoo, conditioner in unbreakable containers
- ☐ Jeans
- ☐ locks-2 small
- ☐ Luggage Tags
- ☐ Mouthwash
- ☐ Pajamas
- ☐ pants (like kahkis)
- ☐ Paris Ballet outfit
- ☐ peanut butter
- ☐ pictures of family/favorite stuffed critter
- ☐ pillow/pillowcase, optional
- ☐ photocopies of passport, parent permission slip, itinerary, drug authorization from parents, credit cards in luggage, health forms
- ☐ pocket knife, optional
- ☐ rain gear/umbrella
- ☐ rubber bands (to wrap around clothes)
- ☐ Shaver (or battery operated) & shaving cream (optional)
- ☐ shirts, Chalet
- ☐ shirts, Hallmark
- ☐ shirts, long-sleeve
- ☐ shirts, short-sleeve
- ☐ shoe laces, extra
- ☐ shoes, hiking (optional)
- ☐ shoes, walking
- ☐ shoes/slippers/shower shoes/sandals
- ☐ shorts-fingertip length (2-3 pairs)
- ☐ snacks: gum/mints /crackers/granola bars
- ☐ soap, laundry
- ☐ sock liners - 2-3 pairs, optional
- ☐ socks, hiking - 2 pair
- ☐ socks, white
- ☐ sunscreen
- ☐ super glue-one person bring
- ☐ SWAPS
- ☐ sweater/sweatshirt/jacket
- ☐ Swimsuit (optional) - No bikinis
- ☐ towel, regular
- ☐ underwear
- ☐ washcloth
- ☐ Water Bottle (minimum 1 litre)
- ☐ ziploc bags (separate currencies, wet items)

## E04 Packing List

**SAMPLE**

### **Clothing**

- ☐ Coat/rain gear
- ☐ Walking shoes
- ☐ Sandals
- ☐ Flip flops/ shower shoes
- ☐ Jeans
- ☐ Shorts
- ☐ Underwear
- ☐ Socks
- ☐ Hat
- ☐ Bandana
- ☐ Belt
- ☐ Swimsuit
- ☐ Pajamas
- ☐ Skirt (knee length)
- ☐ Watch
- ☐ Sweater/jacket
- ☐ Bras

### **Toiletries**

- ☐ Soap/soap container
- ☐ Medicines/prescriptions
- ☐ Toilet paper
- ☐ Vitamins
- ☐ Shampoo/conditioner
- ☐ Comb/brush
- ☐ Toothpaste
- ☐ Toothbrush
- ☐ Floss
- ☐ Mouthwash
- ☐ Chapstick
- ☐ Sunscreen
- ☐ Insect repellent
- ☐ Washcloths
- ☐ Pre-moistened towelettes
- ☐ Deodorant
- ☐ Earplugs
- ☐ Eye mask (for sleeping)
- ☐ Hair spray/mousse
- ☐ Glasses/contacts
- ☐ Sunglasses
- ☐ Make-up
- ☐ Feminine hygiene products
- ☐ Razor/extra blades
- ☐ Blister kit
- ☐ Band-aids
- ☐ Hand sanitizer
- ☐ q-tips
- ☐ Small unbreakable mirror

- ☐ Nail clipper/nail file
- ☐ Tweezers
- ☐ Lotion
- ☐ Vaseline
- ☐ Acne medicine/creams/cleansers
- ☐ Kleenex

### **Misc.**

- ☐ Super glue
- ☐ Duct tape
- ☐ Suitcase
- ☐ Day bag
- ☐ Luggage tags
- ☐ Personal ID/driver's license
- ☐ Passport/6 copies
- ☐ Health card
- ☐ Passport holder
- ☐ Money belt/money carrier
- ☐ Tickets
- ☐ ATM Card
- ☐ Phone card
- ☐ Emergency info./phone numbers
- ☐ Water bottle
- ☐ Reading light
- ☐ 2-3 books
- ☐ Playing cards
- ☐ Notebook/journal
- ☐ Writing utensils
- ☐ Business cards
- ☐ Inflatable pillow (plane/bus)
- ☐ Laundry kit
- ☐ Batteries (lots)
- ☐ Alarm clock
- ☐ Camera
- ☐ Film (lots)
- ☐ Small sewing kit with safety pins
- ☐ Ziploc bags (lots)
- ☐ Trash bags (lots)
- ☐ First aid kit
- ☐ CD player/CD's
- ☐ GSUSA membership card
- ☐ Address book
- ☐ Hard candy
- ☐ Currencies for different countries
- ☐ Locks/safety pins
- ☐ Rubber bands
- ☐ umbrella
- ☐
- ☐

# Our Chalet 2000 Itinerary

**SAMPLE**

## Phone Numbers/Contacts

Name	Address	Phone Number
Youth Development Specialist Email:	Girl Scouts of Mid-Continent Council 8383 Blue Parkway, KCMO	(816) 358-8750 FAX: (816) 358-5714 Home:
Our Chalet	CH-3715 Adelboden, Switzerland	Telephone: 033-73-12-26 FAX: 033-73-20-82
American Embassy In Paris, France  <a href="http://www.amb-usa.fr/">http://www.amb-usa.fr/</a>	Consular Section Office of American Services 2, rue St. Florentin 75001 Paris Open from 9:00 AM to 3:00 PM	Passports: 01.43.12.48.76 (49.42) Notorials (Document signature) 01.43.12.49.06 (48.45) (46.37) Nationality: 01.43.12.46.54 Reception: 01.43.12.48.40 (45.01) Death of American: 01.43.12.49.93 (45.18) Judicial Assistance: 01.43.12.45.69 (45.86)  (tel. 011/33/1-43 12 22 22 or (in France) 01-43 12 22 22; fax 01-42 61 61 40)
American Hospital in Paris	63, Boulevard Victor Hugo, 92200 Neuilly-Sur-Seine,	Telephone: 01-46-41-25-25 Fax: 1 46244938
American Embassy in Florence, Italy	<u>United States Consulate General</u> Hours: 9:00-12:30 and 2:00-3:30. Postal Address: Lungarno Vespucci, 38 50123 FIRENZE (Italy)	Telephone (switchboard) +39 055-239-8276/7/8/9 or 39-055-217-605 Fax +39 055-284-088
U.S. Embassy in Rome, Italy <a href="http://www.usis.it/">http://www.usis.it/</a>	Via V. Veneto 119/a Rome, Italy	Tel. 39-06-46741, and fax 39-06-4674-22177.
American Embassy - Bern, Switzerland  <a href="http://www.us-embassy.ch/">http://www.us-embassy.ch/</a>	American Embassy, Bern 95 Jubilaeumsstrasse, 3005 Bern Switzerland American Citizen Services Hours: 9:00-11:30 and 14:30-16:00 for American Citizen services and for notarial services.	Telephone: 031/357 72 34; Fax: 031/357 73 98.
Embassy of the United States – Bern	J. Richard Fredericks, Ambassador Mon-Fri, 8.30-12.30 p.m. & 1.30-5.30 Jubiläumsstrasse 93, 3001 Bern Switzerland	Embassy Bern: 031/357-7011 24 hours Emergency Number: 031/357-7218 Embassy Fax: 031/357-7344 <i>If calling from the United States dial: 011-41-31 and then the given number</i>
U.S. Consular Agency, Zurich	Dufourstrasse 101, third floor, Zurich Hours: 10:00 - 13:00 Call ahead to make sure that the (only) consular official is available.	Tel. 01/422 25 66 Fax. 01/383 98 14
Rome American Hospital	Rome, Italy	Tel: 06 22551 Fax: 2285062
State Department <a href="http://www.state.gov/www/services.ht">http://www.state.gov/www/services.ht</a> <a href="http://www.state.gov/www/services.ht">ml</a>	2201 C Street N.W. Washington, D.C. 20520 <i>After hours number for an emergency involving an American citizen abroad</i>	202-647-4000 (24 hour service)  202-647-5225

### **To Call internationally with MCI/Worldcom:**

#### **From the U.S. using a MCI/Worldcom card:**

Dial 1-800-888-8000 + MCI WorldCom Card Number + 4-digit PIN + 011 + Country Code + City Code + Phone #

#### **From Europe using a MCI/Worldcom Card:**

Dial WorldPhone toll-free access number (France 0-800-99-0019; Italy 172-1022; Switzerland 0800-89-0222; United States 1-800-888-8000) + MCI WorldCom Card Number + 4-digit PIN + Follow the easy voice instructions  
OR Stay on the line and speak to an MCI WorldCom operator

## Phone Tree

We will call the contact person when we change cities (Paris, Florence, Adelboden/Our Chalet, Zurich). I'm sure the girls will call at other times. The Phone Tree Contact Person will call you and give you the information we provide them. If you aren't home, the information will be left on your answering machine.

Dates	Contact Person	Phone Number
July 9 through 14		
July 14 through 22		
July 23 through 28		

Date	Activity	Uniform/Shirt	Meal Allotment		
			B	L	D
7/9/00	<p>12:30 Be at airport! Be in uniform and bring: gear, passport, picture ID, \$ resources, phone card, WAGGS Card of Introduction.</p> <p>Continental Airlines 674            LV: Kansas City, MO 02:30 p.m.            AR: Newark 06:13 p.m.  <b>Continental Airlines 56</b>            LV: Newark 07:55 p.m.            AR: Paris 09:15 a.m.</p>	Uniforms are no longer required for travel	\$0	\$0	\$0
7/10/00	<p>Arrive Paris/Sightsee</p> <p>09h15 – Arrive at Paris Charles de Gaulle airport on CO 56</p> <ul style="list-style-type: none"> <li>➤ Meet with representative Gerard le Mout and your coach provided by Standing Euro Tours and transfer to your hotel. (4 triple rooms have been confirmed)</li> <li>➤ Meet <b>Arturo</b> (our special French guide) at hotel</li> <li>➤ <a href="http://www.benecom.com/france/paris/migny/index.htm">http://www.benecom.com/france/paris/migny/index.htm</a>            Overnight at Hotel Migny            13 rue Victor Masse            Paris 75009            Tel: (1) 48 78 5997</li> <li>➤ Overnight at hotel on bed and breakfast basis.</li> </ul>	Jcrew T-shirt	\$0	\$10	\$15

7/14/00	<p>Early breakfast at hotel</p> <p>06h30 - Meet with local coach provided by Standing Euro Tours and transfer to Paris Lyon station.</p> <p>07h54 – Depart for Florence by train – 2<sup>nd</sup> class on train EC 17</p> <p>14h55 – Arrive Milan Centrale</p> <ul style="list-style-type: none"> <li>• Change trains</li> </ul> <p>16h00 – Depart Milan Centrale for Florence on train ES 9425</p> <p>18h47 – Arrive Florence SMN station; Meet with local coach provided by ALITRADE/FLORENCE and assistant <b>Patrizia Cavallini</b> and transfer to hotel.</p> <ul style="list-style-type: none"> <li>• <b>Patrizia</b> Telephone Number: 0330/250903</li> </ul> <p>➤ Bed and breakfast at hotel in Florence.</p> <p>➤ Room Breakdown: 3 quads (some rooms will not have private facilities)</p> <p>➤ <a href="http://www.firenze.net/kursonia/">http://www.firenze.net/kursonia/</a> Overnight at Pension Ausonia Via Nazionale 24 50123 Florence Tel: (055) 496547</p>	Full dress uniform	\$0	\$10	\$15
7/28/00	<p>Homeward Bound!</p> <p>Continental Breakfast at hotel</p> <p>08h15 – Meet with local coach provided by Eurobus and transfer to Zurich airport for flight departure CO 79 at 11h05 hrs.</p> <p><b>Continental Airlines 79</b></p> <p>LV: Zurich 11:05 a.m. AR: Newark 01:55 p.m.</p> <p><b>Continental Airlines 671</b></p> <p>LV: Newark 03:35 p.m. AR: Kansas City 05:50 p.m.</p>	Full dress uniform	\$0	\$0	\$0



## **What's included in our package?**

### **Train journeys (second class):**

- a. Paris-Florence
- b. Florence to Venice and return
- c. Florence to Frutigen, connect by bus to Adelboden
- d. Bus to Frutigen from Adelboden, to Zurich

### **Entrances:**

- a. Versailles
- b. Academia
- c. Doge's Palace

### **Buses:**

- a. Transfer Paris airport to Paris hotel
- b. Half day Paris sightseeing
- c. Half day Versailles sightseeing
- d. Transfer Paris hotel to train station
- e. Transfer Florence train station to hotel
- f. Half day Florence sightseeing
- g. Transfer Florence hotel to station, and return
- h. Half day Venice sightseeing
- i. Transfer from Florence hotel to train station
- j. Round-trip Frutigen bus journey to/from Adelboden

### **Representatives/Guides:**

- a. Representative to meet group at Paris airport and assist with transfer and check in to Paris hotel
- b. Guide for half day Versailles sightseeing (English speaking)
- c. Representative to meet group at Florence station and assist with transfer and check in to Florence hotel
- d. Guide for half day Florence sightseeing
- e. Guide for half day Venice sightseeing

### **Miscellaneous:**

- a. Service charges and taxes

### **Notes:**

- a. Not included:
  - Please note portage at the hotels, airport, and stations are not included.
  - Entrances/sightseeing/meals other than specified above
  - busing/guiding other than specified above
  - incidental expenses of a personal nature
  - tips and gratuities to guides/bus drivers, etc.
- b. Some of the rooms at the hotels will be without private facilities.
- c. Please note train tickets are 2<sup>nd</sup> class. The tour leader should give all passengers a separate ticket and ask them to retain it for all journeys.
- d. Please note train tickets are 2<sup>nd</sup> class. The tour leader should give all passengers a separate COUNTERFOIL TICKET (BROWN TICKET) and ask them to retain it for all journeys. The group leaders ticket is the large bluish-pink printed ticket which should be retained. The 'duplicate' may be taken by railway staff. I

**IMPORTANT: PLEASE GIVE THE COUNTERFOIL NUMBERS 761 AND 762 TO THE TWO PASSENGERS WHO ARE NOT CONTINUING TO ZURICH.**

**Supplier Details:**

**Beth Woodruff, Travel Agent**

**800-451-3323**

**COACH SERVICES:**

Standing Euro Tours

(1) 4382 9191

Eurobus

(1) 444 1 444

**French GUIDE:**

Gerard le Mout

(1) 30 820612

**ITALY SERVICES (excluding hotel)**

C/O KING HOLIDAYS

(06) 7001702

Patrizia Cavallini, Florence Guide

0330 / 250903

Mr. Bruno, Venice Guide

0347/5746432

**Jac Travel Ltd**  
**62/64 Chancellor's Road**

**LONDON W6 9RS**

Tel: 0207 870 8551 DIRECT NUMBER FOR JAC EUROPE  
Fax: 0208 563 9141  
Mobile: 07970243514 – For out of office hours emergencies only  
Contact: Lynne Gimmack extension 422

## **Behavior Contract**

### **Girl and Adult Behavior Trip Contract**

We promote a trip atmosphere where adults and girls support one another with genuine respect. It is everyone's responsibility to help make the trip a positive and enjoyable experience for yourself and the other members of the group. All participants are expected to demonstrate high standards of conduct and to accept personal responsibility and consequences for their actions. Everyone is expected to exhibit honesty, courtesy, and consideration toward others, living by the Girl Scout Promise and Law. This includes those in our group, as well as anyone else with whom you may come in contact. Our goal is to make this trip educational, safe, and fun for all participants.

I understand that my attitude and behavior are central to the success of this Girl Scout activity and I agree to abide by this contract.

We ask each individual's cooperation and commitment to the following behavior guidelines to help us meet this goal:

1. I will remember at all times that I am a Girl Scout (girl/adult) and my behavior will reflect the high values and expectations for conduct described in the Girl Scout Promise and Law.
2. I will respect the people and places I encounter. I will be sensitive to the needs of each participant and treat all members of the group as I would wish to be treated.
3. I will be on time and participate in all scheduled activities. I will not go off on my own, not adhering to the agreed upon schedule. I will inform the adult(s) in charge of my whereabouts at all times, and return to and remain in my assigned area. I will always take a buddy with me wherever I go.
4. I will label and be responsible for my personal belongings/equipment.
5. I will follow the directions as well as comply with the rules and regulations of the various governmental and commercial agencies and businesses.
6. I shall not be involved in any way with smoking, illegal drugs, drinking of alcoholic beverages, vandalism, theft, or any other type of behavior that is judged by the adults in charge to be detrimental to the health, well-being, safety, or reputation of themselves and anyone else in the group.
7. Any behavior that is deemed inappropriate by the adult in charge is unacceptable.
8. The use of the hostel and conference center facilities carries with it the responsibility of leaving them in the same condition in which they were found. I am responsible for any damage.
9. Any quiet hours or curfews in place will be respected by all participants.
10. I will observe all safety regulations established for the program, recreational and personal activities. My registration information is correct, including all known allergies, dietary considerations and routine medicines. I will report any changes and all injuries or illness to the adults in charge.

If any group member should violate any of the rules and regulations she will be sent home at the sole discretion of the adult(s) in charge. In the case where the individual is a girl, the parent/guardian will be contacted and the girl sent home at the parent/guardian's expense. If the individual is an adult, then they will be sent home at their own expense.

### **Girl Participant Contract**

I have read and understand the behavioral rules and regulations of this trip.

I agree to comply with all of these rules and regulations. I also understand the consequences, should I choose to violate any of these rules and regulations.

---

Girl Participant Signature

---

Date

---

### **Parent Contract**

I have read, and I understand and support the rules and regulations of this trip. I affirm that my daughter has read the rules and regulations and that she agrees to comply with all of these rules and regulations. I also understand the consequences, should my daughter choose to violate any of these rules and regulations.

It is understood that the signature of this behavioral contract of one parent or guardian implies the consent of the other.

---

Parent/Guardian's Signature

---

Date

---

### **Adult Participant Contract**

I have read, and I understand and support the rules and regulations of this trip. I also understand the consequences, should I violate any of these rules.

---

Adult Participant/Chaperone Signature

---

Date



**SAMPLE**

**<NAME OF GROUP>**  
**Girl Scouts of Mid-Continent Council**

Our daughter, \_\_\_\_\_, has permission to participate in the <GROUP/EVENT> from <DATES>. She is in good physical condition and has not had any serious illness or operations since her health examination for this trip. We understand that different types of transportation including, but not limited to the following may be used by the participants during this trip: air, bus, ship, taxi, and boat.

In the event of an emergency, we or our alternate should be contacted in the order listed:

1. Parent Name \_\_\_\_\_  
Daytime Phone Number ( ) \_\_\_\_\_  
Evening Phone Number ( ) \_\_\_\_\_
2. Parent Name \_\_\_\_\_  
Daytime Phone Number ( ) \_\_\_\_\_  
Evening Phone Number ( ) \_\_\_\_\_
3. Alternate person authorized to act in our behalf:  
Name \_\_\_\_\_  
Relationship to Participant \_\_\_\_\_  
Daytime Phone Number ( ) \_\_\_\_\_  
Evening Phone Number ( ) \_\_\_\_\_

We also give permission to the physician selected by <ADVISER>, to order X-rays, routine tests and treatment for the health of our child, and in the event none of the above designated persons can be reached in an emergency, we hereby give permission to the physician selected by Girl Scout Adviser to hospitalize, secure proper treatment for, and to order injection and/or surgery for our child named above.

Parents/guardians sign below:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian



Subscribed and affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Notary Signature

## Girl Agreement Form

**SAMPLE**

This adventure will create a wonderful experience for each of the Girl Scout participants. I understand my attitude and behavior are critical to the success of the trip. I am representing the Girl Scouts of the United States of America, upholding the highest morals and values. Therefore, for the good of the trip, as well as my fellow group members, I agree to abide by the following:

1. I will be sensitive to the needs of each group member.
2. I will be flexible, cooperative and abide by the group decisions.
3. I will try to get along with all members of the group.
4. I will respect the places and the people with whom I come in contact in word and action.
5. I will continue to work with leaders and members of the group, planning and preparing for the trip, as well as during the trip.
6. I will complete all pre-trip requirements and have the necessary clothing and equipment.
7. I will use good judgment in appropriate behavior and clothing.
8. I will be responsible for my personal belongings and equipment and will not hold <ADVISERS> or Girl Scouts of Mid-Continent Council, Inc. responsible for any loss or damage due to my negligence or neglect.
9. I will treat all equipment and facilities provided for my use with care. I understand that I will be assessed for damages to any equipment or facilities in the event that my use of such equipment is negligent or abusive.
10. I will use all required safety equipment and follow all safety rules and procedures, i.e. buddy system, hotel fire safety, etc.
11. I will observe the quiet hours of any hotel/hostel where I am staying, generally from 10:00 p.m. to 7:00 a.m. and will be in my assigned room by 11:00 p.m., remaining there until morning.
12. I will sleep in my assigned room each night.
13. I will not leave the hotel/hostel unless accompanied by a trip chaperone,
14. I understand that the use of firearms, tobacco, alcohol, drugs will not be tolerated, and that usage during the trip will result in expulsion from the trip. Participation in any illegal or immoral behavior will be reason for expulsion from this trip.

15. I understand that if I am sent home early due to any serious misconduct, it will be at my parent's or guardian's expense and that Council Staff and/or Adult Trip Advisers will make the travel arrangements and notify my parent or guardian of those plans.

16. I will abide by the Girl Scout Promise and the Girl Scout Law.

17. I will abide by the rules set by the Adult Trip Advisers. Their decisions are final.

---

Participant's Signature

---

Date

I understand and agree with the above responsibilities of my daughter.

---

Parent or Guardian's Signature

---

Date

**Non-Prescription Medication Form**  
**Group <TRIP>**  
**Girl Scouts of Mid-Continent Council, Inc.**

**SAMPLE**

The following non-prescription medications may be administered to \_\_\_\_\_, while she is traveling with the GROUP from <DATE> through <DATE>. These medications are to be used in the dosage manner suggested in packaging for appropriate age and treatment. (Please check any medication you DO NOT wish to have administered to your daughter and initial.)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Acetaminophen                  | <input type="checkbox"/> Guaiafenesin and Dextromethorphan | <input type="checkbox"/> Pamprin/Midol   |
| <input type="checkbox"/> Aloe Vera Gel                  | <input type="checkbox"/> Hydrocortisone Cream 1.0%         | <input type="checkbox"/> Pepto Bismol    |
| <input type="checkbox"/> Antibiotic ointment            | <input type="checkbox"/> Ibuprofen                         | <input type="checkbox"/> Salt            |
| <input type="checkbox"/> Antihistamine-Chlorpheniramine | <input type="checkbox"/> Imodium AD                        | <input type="checkbox"/> Sudafed         |
| <input type="checkbox"/> Bacitricin                     | <input type="checkbox"/> Isopropyl Alcohol                 | <input type="checkbox"/> Sugar           |
| <input type="checkbox"/> Benadryl                       | <input type="checkbox"/> Milk of Magnesia                  | <input type="checkbox"/> Throat Lozenges |
| <input type="checkbox"/> Calamine Lotion                | <input type="checkbox"/> Neo-synephrin spray               | <input type="checkbox"/> Tinactin Cream  |
| <input type="checkbox"/> Chloroseptic Throat Spray      | <input type="checkbox"/> Oil of Cloves                     |  |

My daughter has the following allergies:

---

---

---

The following medications are NOT to be administered:

---

---

---

The chaperones may also administer these medications if indicated during the trip for the situations described:

Condition	Preferred Treatment
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date



# GSUSA Parental Permission to Travel in Mexico Form

## Attention: Mexican Government Tourism Department

**This certifies that** \_\_\_\_\_  
has the permission of her undersigned parents/guardians to enter Mexico to participate in a visit to Our Cabaña in Cuernavaca, one of the World Centers of the World Association of Girl Guides and Girl Scouts (WAGGGS). Thank you for permitting her to enter your country.

**Signature of mother or guardian:** \_\_\_\_\_

**Typed name of mother:** \_\_\_\_\_

**Signature of father or guardian:** \_\_\_\_\_

**Typed name of father or guardian:** \_\_\_\_\_

**State of** \_\_\_\_\_

**County of** \_\_\_\_\_

**On this** \_\_\_\_\_ **day of** \_\_\_\_\_ **before me personally**  
**came** \_\_\_\_\_, **known to me,**  
**and known by me to be the parent or guardian of** \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Rev. 9/2003

# GSUSA Girl Health Information, Special Accommodations, Medical Emergency Statement, Emergency Notification and Photo Release Forms

NAME OF PARTICIPANT: \_\_\_\_\_  
(Last) (First) (Middle)

Please return a copy of these forms to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A physical examination (Girl or Adult Health Examination Forms) by a medical doctor is required for participation in Girl Scouts international projects. You and your doctor should answer ALL questions. Travelers can obtain 3PI sickness and accident insurance through their local council with Mutual of Omaha.

TRAVELERS UNDER AGE 18 MUST HAVE THE FOLLOWING COMPLETED AND SIGNED BY THEIR PARENT/GUARDIAN.

I, the parent/guardian of \_\_\_\_\_, certify that,  
(Name of participant)  
to the best of my knowledge, my daughter is in good health and able to participate in this Girl Scout event.

\_\_\_\_\_  
(Signature of Parent/Guardian) (Date)

\*\*\*\*\*

## SPECIAL ACCOMMODATIONS

Are there any special physical accommodations needed for the participant? If so, what are they?  
(Please note if using additional paper and attach detailed information.)

Are there any special dietary needs or food allergies that we need to be aware of for health and safety or for religious reasons? (Please note if using additional paper and attach detailed information.)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

GIRL HEALTH INFORMATION, ETC.—2

NAME OF PARTICIPANT: \_\_\_\_\_  
(Last) (First) (Middle)

MEDICAL EMERGENCY STATEMENT:

I, the parent or guardian of the participant, give my permission for \_\_\_\_\_  
to receive emergency medical treatment, if necessary. It is understood that every effort will be  
made to contact me before taking this action.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

\*\*\*\*\*

EMERGENCY NOTIFICATION:

Please notify me at the following address in the event of an emergency. I expect to be there from  
the time my daughter (or ward) leaves for the destination until the time she returns home.

Name: \_\_\_\_\_ Relationship to participant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Include Area Code) Day Business

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Cell Night

E-mail: \_\_\_\_\_

ALTERNATE EMERGENCY NOTIFICATION:

The following person is authorized to act in my behalf if I cannot be reached in the event of an  
emergency.

Name: \_\_\_\_\_ Relationship of participant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone numbers: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
(Include Area Code) Day Business

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Cell Night

GIRL HEALTH INFORMATION, ETC.—3

NAME OF PARTICIPANT: \_\_\_\_\_  
(Last) (First) (Middle)

PHOTO AND PRESS RELEASE:

I, being Parent/Guardian of \_\_\_\_\_, hereby consent that the photographs and/or motion picture or videotape for which she posed, and/or audio recordings made of her voice may be used by (council name) \_\_\_\_\_, its assignees or successors, and Girl Scouts of the USA in whatever way they desire, including television and electronic media; furthermore, I hereby consent that such photographs, films, recordings, plates and tapes are the property of the council, and they shall have the right to sell, duplicate, reproduce, and make other uses of such photographs, films, recordings, plates, and tapes as they may desire free and clear of any claim whatsoever on my part.

IN WITNESS WHEREOF I have hereunto set my hand, in the State of \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Parent or Guardian)

\*\*\*\*\*

**Rev. Membership Services, 10/25/2003**

## GSUSA Permission to Travel Form for Minors

Minors under the age of 18 traveling from the United States to any foreign destination, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

1. The child is traveling out of the United States with the permission of the parent.
2. That the non-traveling parent is aware that the child is leaving on the departure date and
3. The name(s) of the person(s) accompanying the child.

If the minor child is leaving the country without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

GSUSA is asking all minors to have **BOTH PARENTS** sign **two (2) permission forms**, which **MUST** be notarized. If parents are not together, parent consent from both parents is still necessary. If one parent is the custodial parent, there **MUST** be legal proof/documentation of this status. We have enclosed the forms for you if you are under 18. Please see that it is properly completed and **BRING IT WITH YOU** to orientation. **YOU WILL NOT BE ABLE TO BOARD THE INTERNATIONAL FLIGHT ABROAD WITHOUT IT, IF YOU ARE UNDER 18.**

### PERMISSION TO ENTER FOREIGN COUNTRY FOR MINORS (under age 18)

This certifies that \_\_\_\_\_ has the permission of her undersigned parents/guardians to enter \_\_\_\_\_ (country) to participant in an international project officially sponsored by the Girl Scouts of the USA for the dates of \_\_\_\_\_.

Thank you for permitting her to enter your country.

Names of the responsible adults that will be accompanying the minor:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of mother or guardian: \_\_\_\_\_

Typed name of mother: \_\_\_\_\_

Signature of father or guardian: \_\_\_\_\_

Typed name of father or guardian: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ before me personally

came \_\_\_\_\_, known to me,

and known by me to be the parent or guardian of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Rev. 9/2003

## **GSMCC Accident Report Form**

## **GSMCC Trip Transportation Information for Vehicles Form**





## **GSMCC Troop Trip Evaluation**

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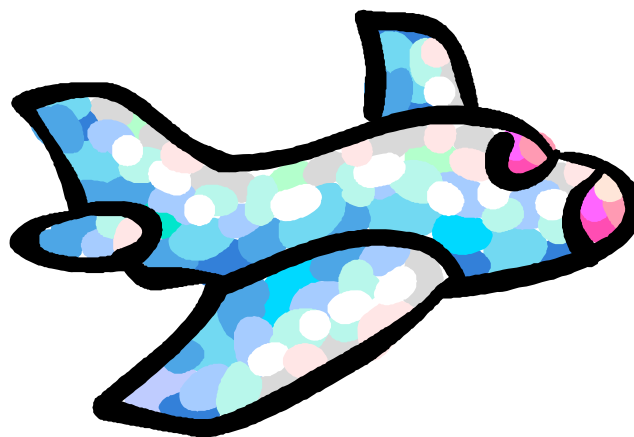
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# *The Sky's the Limit*



---

completed the following modules of this Trip Planning Conference:

- Basics of Troop Travel - Completed \_\_\_\_\_
- Traveling Beyond our Borders - Completed \_\_\_\_\_
- Raising the Dough - Completed \_\_\_\_\_

---

Judy Brennan, Council Master Trainer

---

Lynn Williams, Trainer



# The Sky's the Limit

## Pre-Training Assessment - Adult

On a scale of 1-5, how comfortable are you with: *(please circle your response)*

	Uncomfortable	—	—	→	Comfortable
1. Guiding girls through the trip planning process.	1	2	3	4	5
2. Taking girls on an extended trip (4+ nights).	1	2	3	4	5
3. Knowing what Safety-Wise says about trips.	1	2	3	4	5
4. Guiding girls in raising funds for the trip.	1	2	3	4	5
5. Knowing how to keep accounting of monies.	1	2	3	4	5
6. Knowing Council guidelines for trip planning.	1	2	3	4	5
7. Knowing what documents to submit.	1	2	3	4	5
8. Knowing when documents are due for review by Council.	1	2	3	4	5
9. Knowing how to manage the development of the group to be a cohesive group.	1	2	3	4	5
10. How to select a travel agent that will work with girls.	1	2	3	4	5
11. Helping girls achieve their goals.	1	2	3	4	5
12. Letting girls make mistakes.	1	2	3	4	5

What do you want to know before you leave this training?

What is your greatest concern about taking girls on trips?

What do you feel the least qualified as it relates to girls going on trips?

What do you need the most help with on this process of taking girls on trips?

# The Sky's the Limit

## Post-Training Assessment - Adult

On a scale of 1-5, how comfortable are you with: *(please circle your response)*

	Uncomfortable			→	Comfortable
1. Guiding girls through the trip planning process.	1	2	3	4	5
2. Taking girls on an extended trip (4+ nights).	1	2	3	4	5
3. Knowing what Safety-Wise says about trips.	1	2	3	4	5
4. Guiding girls in raising funds for the trip.	1	2	3	4	5
5. Knowing how to keep accounting of monies.	1	2	3	4	5
6. Knowing Council guidelines for trip planning.	1	2	3	4	5
7. Knowing what documents to submit.	1	2	3	4	5
8. Knowing when documents are due for review by Council.	1	2	3	4	5
9. Knowing how to manage the development of the group to be a cohesive group.	1	2	3	4	5
10. How to select a travel agent that will work with girls.	1	2	3	4	5
11. Helping girls achieve their goals.	1	2	3	4	5
12. Letting girls make mistakes.	1	2	3	4	5

What other topics weren't included that you would like to learn about?

What suggestions do you have for improving this training?

What additional information would you like to see in the *Trip Planner*?



# The Sky's the Limit

## Pre-Training Assessment - Girl

On a scale of 1-5, how comfortable are you with: *(please circle your response)*

	Uncomfortable			→	Comfortable
1. Knowing the process of how to plan trips.	1	2	3	4	5
2. Going on an extended trip (4+ nights).	1	2	3	4	5
3. Knowing what Safety-Wise says about trips.	1	2	3	4	5
4. How to raise funds for your trip.	1	2	3	4	5
5. Knowing how to keep accounting of monies.	1	2	3	4	5
6. Knowing Council guidelines for trip planning.	1	2	3	4	5
7. Knowing what documents to submit.	1	2	3	4	5
8. Knowing when documents are due for review by Council.	1	2	3	4	5
9. Knowing how to become a cohesive group.	1	2	3	4	5
10. How to select a travel agent.	1	2	3	4	5
11. The process to achieve goals.	1	2	3	4	5
12. Knowing that it is okay to make mistakes.	1	2	3	4	5

What do you want to know before you leave this training?

What is your greatest concern about taking girls on trips?

What do you feel the least qualified as it relates to girls going on trips?

What do you need the most help with on this process of taking girls on trips?

# The Sky's the Limit

## Post-Training Assessment - Girl

On a scale of 1-5, how comfortable are you with: *(please circle your response)*

	Uncomfortable			→	Comfortable
1. Knowing the process of how to plan trips.	1	2	3	4	5
2. Going on an extended trip (4+ nights).	1	2	3	4	5
3. Knowing what Safety-Wise says about trips.	1	2	3	4	5
4. How to raise funds for your trip.	1	2	3	4	5
5. Knowing how to keep accounting of monies.	1	2	3	4	5
6. Knowing Council guidelines for trip planning.	1	2	3	4	5
7. Knowing what documents to submit.	1	2	3	4	5
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9. Knowing how to become a cohesive group.	1	2	3	4	5
10. How to select a travel agent.	1	2	3	4	5
11. The process to achieve goals.	1	2	3	4	5
12. Knowing that it is okay to make mistakes.	1	2	3	4	5

What other topics weren't included that you would like to learn about?

What suggestions do you have for improving this training?

What additional information would you like to see in the *Trip Planner*?