



GIRL SAFETY & TRAVEL GUIDE

This guide was developed for Girl Scouts of Hawaii volunteers and parents to insure that they have the necessary tools and tips for leading girls safely through the Girl Scout Experience. This guide will provide the reader with knowledge of the policies and procedures all volunteers must follow.

QUESTIONS?

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Traveling with Girl Scouts

Whether you travel around the world or around the block, some of the most memorable moments in a Girl Scout's life happen while taking trips!

Traveling offers vast opportunities for Girl Scouts to develop leadership skills. Girl Scouts is a great place to learn how to plan and take trips! Traveling is built upon a progression of activities and girl-led processes. Girl Scout Daisies, for example, can begin with a discovery walk planned by the leaders. By the time they are Cadettes or older they are able to plan their own national and international travel! Please refer to Ratio rules relating to travel. Troops are strongly encouraged to go through the progression process together.



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Girl-Led Trip Planning

Girl Scouts of all ages have ideas of places they want to go and, through the progression of experience and skills; they can research, plan, budget, earn money and put together an itinerary for the trip. Start a discussion with girls using these questions:

- Where could we go?
- When?
- How will we get there?
- How much will it cost?
- How should we get ready?
- What will we do along the way?

The Girl Scouts should plan the trip, not the adults. Even Girl Scout Daisies can brainstorm a list of ideas; Girl Scout Juniors can make phone calls to find out admission fees and hours of operation. Girl Scout Seniors can make airline reservations. Let the Girl Scouts take on the leadership roles in planning and carrying out their trip.

Trip Planning by Age and Program Level

Girl Scout Daisies

A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies. Overnight trips may be appropriate if a family member is in attendance. In the Girl Scout Daisy circle, girls can help to choose the specific places they would like to go.

Before the trip the leader talks with the girls about what they will see and do on the trip, what they need to bring with them, and what is expected of them, particularly in regard to courtesy and safety.

Girl Scout Brownies

An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day long trip to a nearby city (stopping at a restaurant for a meal), while never being too far from home is a good first trip for Brownies.

The girls may have the idea for taking a trip, or a leader or an older Girl Scout may stimulate the discussion. In the Girl Scout Brownie ring, the girls talk about what they would like to do; the leader helps them narrow their ideas to those that are within their abilities and budget. The girls can then vote on the trip they want to take and on alternative plans.



Travel Planning
Guide

For travel of any distance, the leader finds out how long the trip will take, checks points of interest for Girl Scout Brownies, and makes arrangements for places to eat and for rest stops, sets arrival and departure times, schedules tours, arranges transportation, and obtains the permission of parents or guardians. Group committee members or older Girl Scouts may help with these pretrip plans.

Before the trip Girl Scout Brownies and their leader talk about what they will see and do on the trip, what they need to bring with them, how much the trip will cost and what is expected of them, particularly in regard to courtesy and safety. After the trip, the girls discuss and reflect on their trip.

Follow-up activities may include dramatizations, stories, or art activities, such as paintings of what impressed them. They should send thank-you notes to anyone who helped make the trip possible or memorable, and they may include a painting or a poem they have written. They make plans for future trips, basing these plans on what they have learned, enjoyed or need to practice.

Girl Scout Juniors

With adult help, girls decide where they want to go. Girls plan the trip in patrols or small groups, keeping the trip's purpose in mind and including budgeting, pre-trip skills and tips for personal conduct and safety. Leaders advise girls as needed and help them keep their ideas realistic and appropriate for their age.

Badge activities suggest trips to all kinds of places in the community, as well as hikes, walks and camp outs. Girl Scout Juniors go on day trips in their own communities and to places of interest nearby. Eventually, their plans include longer trips, with stays in hotels or motels, as well as camps.

Girl Scout Cadettes and Girl Scout Seniors

Girl Scouts Cadettes and Girl Scout Seniors can go away for three days or longer if they have taken overnight trips previously. For example, they might go to a state capital or visit with groups in other parts of the country.

Girl Scout Cadettes and Girl Scout Seniors can combine camp living with exploration and travel, using a campsite as a base from which to take trips. Girls with specialized skills, such as horseback riding, biking, skiing, backpacking, or boating may plan trips around those interests. Girls may also use these skills and interests to prepare for a national destination. Leaders/Advisors can encourage girls to enrich the experience of their trip by making exhibits, showing slides, and illustrating logbooks for their families, friends and for community groups. After several trips, they can share their travel know-how with less experienced groups.

Girl Scout Ambassadors

Because Girl Scout Ambassadors usually have greater emotional, physical and mental maturity than younger girls, they can benefit from more extensive travel. In addition, mature girls experienced in travel or in planning, can work with less experienced girls or younger groups. They can help with the planning process, teach specific skills needed for a trip, or serve in a leadership role. They may also prepare themselves for a national or international opportunity.

Travel Paperwork Timeline

The table below gives a timeline of when trip, travel & adventure paperwork is due. The levels correspond to the Travel Progression Levels.

Level	Council Approval – Trip Application	Additional Insurance Required	Annual Health & Permission Form	Event Specific Permission Form
Local Field Trips is any activity planned outside of the group's regular meeting place, time, and date.	Four (4) weeks prior	None	Troop Leaders carry on trip	none
Day Trips is a visit to historical or natural points of interest lasting a few hours up to all-day. Not an overnight trip.	Four (4) weeks prior	None	Troop Leaders carry on trip	none
Overnight is any activity that lasts for at least one (1) night but less than (3) nights AND/OR includes any inter-island or US Continental travel.	eight (8) weeks prior	Possibly – see details PLAN 3P Accident and Sickness Insurance (additional purchase of this plan is required by GSH for any overnight for 3 nights or more, inter-island travel, US Continental travel.)	Troop Leaders carry on trip	Event Specific Permission Form to Council
Regional travel is any activity that lasts three (3) nights or more AND/OR includes any inter-island travel.	eight (8) weeks prior	PLAN 3P Accident and Sickness Insurance (additional purchase of this plan is required by GSH for any overnight for 3 nights or more, inter-island travel, US Continental travel.)	Troop Leaders carry on trip	Event Specific Permission Form to Council
National travel is any activity that lasts three (3) nights or more AND/OR includes US Continental travel.	eight (8) weeks prior	PLAN 3P Accident and Sickness Insurance (additional purchase of this plan is required by GSH for any overnight for 3 nights or more, inter-island travel, US Continental travel.)	Troop Leaders carry on trip	Event Specific Permission Form to Council
International travel is any activity that includes travel internationally.	six (6 mo) months	PLAN 3PI Accidents and Sickness Insurance for International Trips (additional purchase of this plan is required by GSH for any inbound or outbound international travel.)	Troop Leaders carry on trip	Event Specific Permission Form to Council
Independent travel any regional, national, or international travel independently.	Seek council support	Either Plan 3P or 3PI	Troop Leaders carry on trip	Event Specific Permission Form to Council

[Safety Activity Checkpoints](#) must be followed with all Girl Scout events. These may require additional paperwork or training. Please follow all guidelines. Contact Customer Care (customercare@gshawaii.org) if you have any questions.

girl scouts of hawai'i

Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. In addition to this Travel Progression Chart, also follow the [Outdoor Progression Chart](#), to help girls develop outdoor skills and experience outdoor travel and adventures. When girls take the lead, the possibilities are endless.

Note: Training is required for any of the following trips. Check our menu of online learning options for trip organizers on our [Volunteer Learning Portal](#).



LOCAL FIELD TRIPS

d b j c s a

Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.

Keep it girl-led: girls choose the location.

DAY TRIPS

d b j c s a

Take an all-day trip!

Keep it girl-led: girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

OVERNIGHTS

b j c s a

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

Keep it girl-led: girls plan the activity and meals, create travel games, and pack their own overnight bags.

REGIONAL TRIPS

j c s a

Spend three nights or more away somewhere a few hours from home. Maybe on your own island or inter-island.

Keep it girl-led: girls plan key details of the trip, such as the activities, the budget, the route, and lodging.

Additional [insurance](#) required

NATIONAL TRIPS

c s a

Travel the country! Trips often last a week or more. Girl Scouts should think beyond a typical vacation location and consider historical sites, museums, or parks!

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project.

Additional [insurance](#) required

INTERNATIONAL TRIPS

c s a

Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Center!

Keep it girl-led: girls download the [Global Travel Toolkit](#) and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.).

Additional [insurance](#) required

INDEPENDENT TRAVEL

c s a

Older Girl Scouts with national or international travel experience can travel nationally or internationally independently through GSH travel opportunities or GSUSA's Destinations program. Check with our [GSH Trip, Travel and Adventure](#) webpage [or visit the Girl Scout Destinations](#) website!

Additional [insurance](#) required

Girls should have experience at every level of the progression before moving on to the next level.



When moving up to each level of the progression, consider girls' independence, flexibility, decision-making skills, group skills, and cross-cultural skills.



girl scouts

Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.

Adventure Out

Plan and take an outdoor trip for several days.

- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Develop first-aid skills and use safety check points.
- Budget, schedule, and make arrangements.
- Participate in an environmental service project.
- Teach and inspire others about the outdoors.
- Imagine new experiences to be had outdoors.
- Practice all Leave No Trace principles.

Camp Out

Plan and take a 1- to 2-night camping trip.

- Take more responsibility for planning.
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Plan a food budget, then buy and pack food.
- Practice camp-site set up.
- Plan an agenda that includes fun activities.
- Explore/protect the surrounding environment.

Sleep Out

Plan and carry out an overnight in a cabin/backyard.

- Discuss what to pack for the sleep out.
- Learn to use and care for camping gear.
- Learn and practice new outdoor skills.
- Plan a menu with a new cooking skill.
- Discuss campsite organization.
- Plan time for fun activities.

Cook Out

Plan and cook a simple meal outdoors.

- Make a list of gear and food supplies needed.
- Learn and practice skills needed to cook a meal.
- Review outdoor cooking safety.
- Practice hand and dish sanitation.
- Create a Kaper Chart for the cookout.

Explore Out

Plan and take a short and easy hike.

- Discuss what to take in a day pack.
- Dress for the weather.
- Plan a healthy snack or lunch.
- Learn how to stay safe in the outdoors.

Move Out

Plan and take a short walk outside.

- Discuss being prepared for the weather.
- Do activities to explore nature.
- Plan and carry out an indoor sleepover.

Meet Out

Step outside to look, listen, feel, and smell.

- Share what was observed.
- Learn more about what was discovered.

Look Out

Share past experiences in the outdoors.

- Talk about favorite outdoor places and why they're special.
- Wonder what else can be seen in the outdoors.

LEAVE NO TRACE PRINCIPLES:

Be Considerate of Other Visitors

Travel & Camp on Durable Surfaces

Dispose of Waste Properly

Minimize Campfire Impacts

Respect Wildlife

Leave What You Find

Plan Ahead & Prepare

When deciding on rooming, please follow these guidelines:

- Each participant has her own bed. Parent/guardian permission must be obtained if the girls are to share a bed.
- Adults and Girl Scouts never share a bed
 - » It is not mandatory for an adult to sleep in the sleeping area (tent, cabin, hotel room, or designated area) with the Girl Scouts.
 - » If an adult female does share the sleeping area, there should always be two unrelated adult females present.
 - » Sharing of lodging at any Girl Scouts of Hawai'i property or when participating in a Girl Scouts of Hawai'i sponsored program, is prohibited.
 - » Men may participate only if separate sleeping quarters and bathrooms are available for their use. (Safety Activity Checkpoints, Camping).

Adult to Girl Ratio	Group/Troop Meetings		Events, Travel, and Camping:	
	2 unrelated adults (at least 1 of whom is female) for this number of girls:	Plus 1 more adult for up to this many additional girls:	2 unrelated adults (at least 1 of whom is female) for this number of girls:	Plus 2 more unrelated adults for up to this many additional girls*:
Daisies (Grades K-1)	12	6	6	4
Brownies (Grades 2-3)	20	8	12	6
Juniors (Grades 4-5)	25	10	16	8
Cadettes (Grades 6-8)	25	12	20	10
Seniors (Grades 9-10)	30	15	24	12
Ambassadors (Grades 11-12)	30	15	24	12

The Girl to Adult Ratio

Whatever the activity, from camping to field trips, adult supervision is required regardless of the grade level of the Girl Scouts. The table has been developed to show the minimum number of adults needed to supervise a specific number of Girl Scouts during trips. These adult-to-girl supervision ratios were devised to ensure the safety and health of all taking part in the activity. For example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.

Remember:

For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

Knowing Your Responsibilities

You (the Volunteer), the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. The next three sections provide more details on everyone's responsibilities.

1. Follow the [Safety Activity Checkpoints](#). Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and Girl Scouts before engaging in activities.
2. Arrange for proper adult supervision of Girl Scouts. Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls, or the type of activity. Adult volunteers must be at least 18 years old, registered Girl Scout Members with current background check before volunteering. One lead volunteer in every group must be female. Adult volunteers must be over the age of 21 to transport Girl Scouts.
3. Get parent/guardian permission in the Annual Health and Permission Form that is kept with the Troop leaders. When an activity takes place that is an overnight or grater and/or is considered high adventure or sensitive in nature, obtain Event Specific Permission Form from each parent/guardian or Girl Scouts to participate.
4. Be prepared for emergencies. Work with Girl Scouts and other adults to establish and practice procedures for emergencies related to weather, fire, lost girl/adults, injury and accidents, and site security. Always keep a well-stocked first aid kit, health history & permission forms, Council emergency contact card, and your at-home emergency contact. Submit [Incident Report Form](#) within 24 hours of any incident.
5. Use the Driver Checklist in Volunteer Essentials. And remember that every driver must be a registered Girl Scout Member and listed on the Troop Trip Application with a valid drivers license and registered/insured/safety check vehicle. Everyone must have a legal seat and wears seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats, every driver must be over 21.
6. Ensure safe overnight outings. Prepare Girl Scouts to be away from home by involving them in planning, so they know what to expect. Males must have their own sleeping and bathroom space. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other Girl Scouts rather than in staff areas.
7. Role-model the right behavior.



Volunteer
Responsibilities

8. Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where they are as safe emotionally as they are physically. Protect the emotional safety of everyone by creating a team agreement and coaching them to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

9. Ensure that no one is treated differently. Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all involved, including school schedules, family needs, financial constraints, religious holidays, dietary needs, and the accessibility of appropriate transportation and meeting places.

10. Promote online safety. Instruct Girl Scouts to never put their full names or contact information online, engage in virtual conversation with strangers. Girl Scouts should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult. On group websites, publish first names only and never divulge their contact information. Teach them Girl Scout Online Safety Pledge and have them commit to it.

11. Money Earning. If a troop/group is planning a money-earning event then a [Money Earning Request](#) must be submitted.

Tips:

- Avoid having parents tag along on your regional, national and international trips. If girls are not ready to travel without a parent, they are not yet ready to step up to a more intensive trip.
- All adults accompanying the Girl Scouts on any trip must be registered Girl Scout members with a current background screening. (Policies and Standards, Troop Trips/Travel).
- Individual limits on luggage and equipment are set and adhered to. Each person is able to carry her own individually identified belonging except when a special consideration, such as a disability, warrants alternative plans. All valuables are left at home.



Troop/ Group
Additional
Guidelines

[Volunteer Essentials](#) is your primary source for guidelines on girl-adult supervision, transporting girls, first aiders, and general safety.

Warning: In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that girls will sometimes want to take part in activities not covered in Safety Activity Checkpoints. When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to:

- Bungee jumping
- Flying in privately owned planes, helicopters, or blimps
- Hang gliding
- Untethered hot-air ballooning
- Hunting
- Snowmobiling, Jet Skiing or using Wave Runners
- Riding a motorbike
- Using outdoor trampolines
- Parachuting/skydiving
- Para-sailing
- Paintball tagging
- Riding all-terrain vehicles (ATVs)
- Stunt skiing
- Zorbing

Safety Activity Checkpoints (SAC) provides the standard safety guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts of Hawai'i approved activities. Please consult the document for all questions on activities.

Mahalo for all your work to inspire Girl Scouts to dream big and work towards their travel and adventure goals!



Safety Activity
Checkpoints
Additional Information