

## Travel Application for Short Trips

	Outcomes	Indicators <i>As girls work toward the outcomes, you may hear them say something like...</i>	
DISCOVER	Girls develop a strong sense of self.	I learned it's okay to be different from other kids around me. I did things that made me feel good about myself.	
	Girls gain practical life skills.	I learned how to do things I didn't think I could do.	
	Girls seek challenges in the world.	I tried new activities even if they were hard to do.	
	Girls develop critical thinking.	I tried to solve problems for myself before asking for help. I was willing to change my mind about something if I learned new information.	
CONNECT	Girls develop healthy relationships.	I learned that I could disagree with someone and still be friends. People made me feel like I belonged.	
	Girls promote cooperation and team building.	I worked together with other girls in towards a common goal. I helped plan the activities I did.	
	Girls feel connected to their communities, locally and globally.	Connecting with other girls helped strengthen my feelings of being a part of the Girl Scout community. This travel experience helped increase my interest in being a leader in my local or global community.	
TAKE ACTION	Girls educate and inspire others to act.	I will share with others what I learned from my trip.	
	Girls feel empowered to make a difference.	I made decisions about what we were going to do. I feel empowered to make a difference in my community	
Process	What It Means	Why It Works	What It Looks Like
<b>Girl Led</b>	Girls make decisions and choices about what they do and how they do it.	Girls feel they "own" their group and experiences. They'll also have more fun.	Girls plan, organize, and implement their travel projects with as little adult intervention as possible.
<b>Learning by Doing</b>	Girls have opportunities for hands-on activities followed by reflection and discussion time.	Girls strengthen their critical-thinking skills and are more likely to apply what they learn to their lives.	Girls reflect on what they're experiencing by journaling and being part of group discussions.
<b>Cooperative Learning</b>	Girls work towards a common goal as well as gain knowledge and skills in an atmosphere of respect and cooperation.	Girls build healthy relationships and communicate effectively. This will help in their travel experiences and in other areas of their lives. Plus, cooperative learning is fun!	Girls create a team agreement, reflect, and speak openly and often about how they are functioning as a team. Girls set group goals that can only be achieved through interdependent efforts (e.g., sharing resources, helping)



Complete for **all 1-2 night** travel, **3-night** travel that occurs over a US Federal Holiday weekend, or international travel (including Canada). Additional insurance may be required depending on activities/participants. Submit to your Service Unit Manager **1 month** prior to in-council travel and **2 months** prior to out-of-council travel. If you are traveling internationally (including Canada), check identification and permission guidelines, and submit this form to **your Troop Program Manager**, instead of Service Unit Manager. This form must be approved before girls proceed with further planning. You will be notified of the status of your request within 10 business days after submission. Please type this form.

<b>Date:</b>	<b>Group/Troop No.:</b>	<b>Service Unit:</b>	
<b>Trip Advisor Name:</b>			
<b>Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Best Phone Number to Reach You:</b>		<b>Email:</b>	
<b># of Participants:</b> ___ Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___ Ambassador ___ Adults			
<b>Proposed Departure Date:</b> _____		<b>Proposed Return Date:</b> _____	
<b>Places Traveling:</b> _____			
<b>Describe your proposed trip.</b> Please be specific in outlining what the participants will do:			
<b>How will girls gain at least one of the outcomes listed under Discover, Connect, Take Action in the Girl Scout Leadership Experience?</b> Use the outcomes chart on page 1 of this application (or page 5 of the <i>Adult Guide to Girl Scout Global Travel</i> ) to select at least one outcome girls will gain through planning and participating in the proposed trip. List the outcome: Describe how girls will gain this outcome:			
<b>How will girls use at least one of the Girl Scout processes (girl-led, learning by doing and cooperative learning) while planning the trip?</b> List the process: Describe how girls will use this process in planning their travel experience:			

**Estimated cost per girl:** \$ \_\_\_\_\_ **Estimated cost per adult:** \$ \_\_\_\_\_ **Total Budget:** \$ \_\_\_\_\_

**Does your group plan on conducting any money-earning activities\*?**  Yes  No

\*If you are participating in any money earning activities other than Girl Scouts of Western Washington product sales to fund your trip, you must submit an *Application for a Money-Earning Activity* for approval at least 1 month prior to your money earning activity.

**Are there high-risk activities\* on this trip?**  Yes  No **If yes, what activities?**

\*Girl Scouts of Western Washington must have a current Certificate of Insurance for the vendors offering high-risk program activities, such as horseback riding, rafting, climbing, etc. To learn more, visit our website.

**Type of transportation planned (i.e. private vehicle, plane, etc.):** \_\_\_\_\_

**All drivers are properly licensed and all vehicles are registered, insured, maintained and have a seat and seatbelt for every passenger. List additional driver(s) information on a separate paper.**

Name	Driver's License #	Insurance Company	Policy #

**These adults have completed the trainings/workshops required for this trip and are able to perform in their capacities.**

Name	Certifications/Girl Scout Workshops (First Aid/CPR, Travel Workshop, Outdoor 1&2, etc)	Date Completed	Expiration (if applicable)

**Emergency Contact at Home**

Name	Day Phone	Evening Phone

**Emergency Contact at Trip Destination**

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**Trip Itinerary**

Date	Approx. Time	Activity	Location/Vendor Name and Address	Contact Information

**Trip Participant Roster:** *If you need more space, submit an additional typed page that contains the information below. This roster will be used to contact girl and advisor emergency contacts in case of accident or emergency. Please note that girls must be at least 12 years of age for international travel, or grades 4-12 for trips that occur within a designated section of Canada.*

Girl/Advisor Name	Birth Date	Guardian/Emergency Contact	Guardian/Emergency Contact Phone

**Trip Advisor/Leader Statement of Compliance** (Please initial to verify that you are in compliance with the below statements):

- \_\_\_\_\_ GSUSA and GSWW health, safety and emergency procedures have been reviewed and are being adhered to.
- \_\_\_\_\_ Parents/guardians are informed of the trip activities, safety and emergency procedures, and contact information.
- \_\_\_\_\_ Appropriate permissions (including health forms) have been obtained for each girl.
- \_\_\_\_\_ Our group will conduct ourselves in a positive manner as representatives of Girl Scouts.
- \_\_\_\_\_ All adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
- \_\_\_\_\_ All drivers for these activities are properly licensed and all vehicles are registered, insured, maintained and have a seat and seatbelt for every passenger

**Trip Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Your typed name may act in place of a signature)

Date Received:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	If not approved, reason for not approving:
Date of Notification:	Next steps/Recommendations:	
Service Unit Manager or GSWW Staff Representative:		