girl scouts of eastern south carolina

PLANNING TRIPS WITH GIRLS MODULE

COURSE OBJECTIVES

By the end of the session, participants will be familiar with:

- Volunteer Essentials
  - Safety-Wise
  - Emergency Procedures for GSESC
  - Troop Finances
  - Appendix II for Travel Volunteers
- Activity Checkpoints
- Forms needed to Travel with girls
- Planning a Trip from Start to Finish

Time Estimate	Content/Flow	Session Details	Materials
10 minutes prior to training	Gathering Activity	Facilitator personally welcomes participants as they enter the room. Sign-in sheet Invite everyone to make a name tag Ask for grade levels as participants enter and divide into at least two groups	Name Tags, Markers, Pens, Roster, Post-Its
10 minutes	Welcome and Introductions	**Welcome** participants and briefly introduce Yourself and all facilitators who are there. **Ask** participants to introduce themselves and if they are already planning a trip with their troop.	
2 minutes	Resources	**Discuss-** what resources are available to troop leaders for planning. (Volunteer Essentials & Safety Activity Checkpoints) http://www.girlscoutsesc.org/volunteers/volunteer-downloads	
10 minutes	Troop Finances	**Review –** Money Earning Basics & Money Earning Projects, Troops must participate in both Council Product Sales before applying for a money earning project. Application for Troop Fundraising Project, Forms Chapter page 216	Handout page 1
15 minutes	Permission slips	**Review-** Girl Permission slip, VE, Form Ch. page 201 and Year-Long Parental Permission Form for GS Activities, VE Form Ch. Pages 202-203 Discuss what an Emergency Contact Person for the troop is. (explain that Girl Permission is good for all trips and the Year Long Permission is only for use within GSESC – map QSG page7) Year Long Parental Permission and Health Form (available online GSESC.org)	Handout page 2 Handout page 3 & 4
30 minutes	Safety Wise	**Review-**VE, Chapter IV, Safety- Wise	

		Discuss – Girl Scout Safety Guidelines page 111-112, Parent & Girl Responsibilities page 112 How many volunteers you need page 113 (Note the difference between meetings & events, travel, etc.) Leaders should use adult/girl ratio for youngest grade level attending event Discuss transporting girls pages 114 (drivers must be registered Girl Scouts) Girls never drive other girls. Discuss checklist for drivers page 115 Discuss First Aider/CPR, page 119 Review Emergency Procedures, page 120-121 First Report of Accident/Injury (should be included in First Aid Kit)	Handout page 5
10minutes		**Break**	
40 minutes	Travel	**Review-**VE Appendix II for Travel Volunteers Discuss "progression", pages 150-152 Have group answer the questions for "letting girls lead" page 154 (allow 30 minutes) Information on how to get Trip Approval & Multiple Troop Event Forms Processed, VE Forms Ch. pg. 187 **Review-**Trip Approval Form pages 190-191 Extra Insurance Request Form, page 192(Forms Section VE) Multiple Troop Event Approval Form, VE, Form Ch. Pages 188-189 Discuss Car Seat/booster seats (ensure they are properly installed) Discuss Child Release Authorization, VE, Form Ch. Page 199 (in case someone other than the legal guardian is bringing/picking up the girl)	Handout page 6 Handout pg. 7 & 8 Handout page 9 Handout pg. 10 & 11 Handout page 12 Handout page 13

30 minutes	Activities	Discuss Girl Scout Activities and Safety Activity Checkpoints, Trip/Travel Camping VE, Ch. IV pages 115-116, and binder Go over all pages for general (non-camping) guidelines. Be sure to: Discuss long/short term planning-include packing for troop, cooking, activities. Discuss personal packing/layering-how to make it fun. Discuss sleeping bags/slumber bags/bedrolls briefly. Discuss security-each girl should have council/leader information & phone numbers (taped inside pocket or shirt) as cell phones can be lost, stolen or have a dead battery. Discuss males traveling with troop. Discuss what a tagalong is and guidelines for them (during trips, events, activities). Discuss caravanning-troop cars do not follow each other in a line. Discuss need to locate closest hospital or Emergency Room ahead of time. Discuss Buddy System-Public Buildings/Lock-ins-do not go outside without a buddy. Discuss possible activities for girls while traveling (I spy, road scavenger hunt, songs, etc.). Discuss overnights at a private residence (leader's home, etc.). Define a "self-contained" facility (no outdoor cooking, no open flame, no s'mores). Discuss girl's fear. Discuss traveling with multi-grade level troops: Make sure they know that the girl/adult ratio of the youngest grade level attending applies to the whole group! Discuss electronics (cellphones, I-pod, etc.).	

		Discuss cruise ships- in international waters passports are required. Discuss difficult parents-have chaperones and girls sign behavior contracts. Don't put parent and daughters in the same group.	
30 minutes	Planning Trip	**Ask** participants to choose a trip or assign a trip for them to plan (allow 30 minutes). One trip should be for younger girls 1-2 nights and one for older girls for at least 3 nights-include transportation-airports, trains, buses, leased vehicles, subways, ferries, etc., lodging-hotels, cabins, dormitories, etc. (community buildings, museums, public venues, budget, itinerary) Have each group share their trip, give time for questions/answers and feedback. After each group shares, make sure everyone understands progression. Ask for final questions-have participants look up the answers. Sign training cards, collect evaluation forms, give learning ladders to participants. Debrief, Summarize, and Apply.	