## **Appendix: For Travel Volunteers**

Not only do some of the most memorable moments in a Girl Scout's life happen while taking trips, but travel also offers a wealth of opportunities for girls to develop leadership skills. This appendix helps you prepare girls for local, regional, or international travel of any scope and duration.

### **Juliette Low World Friendship Fund**



To honor Juliette Gordon Low's love of travel, of experiencing different cultures, and of making friends, Girl Scouts created the Juliette Low World Friendship Fund in 1927. Today, this fund supports girls' international travel, participation in adult learning, and attendance at other international events—any event that fosters global friendships that connect Girl Scouts and Girl Guides from 145 nations. Click here to find out more or to donate to the fund.

### **Traveling with Girls**

Girls love trips. And Girl Scouts is a great place for them to learn how to plan and take exciting trips, because travel is built on a progression of activities—that is, one activity leads to the next. Girl Scout Daisies, for example, can begin with a discovery walk. As girls grow in their travel skills and experience and can better manage the planning process, they progress to longer trips. Your Journey adult guide has a lot of other ideas about trips that bring the Journey to life. Here are some examples of the progression of events and trips in Girl Scouting's Ladder of Leadership:

- Short trips to points of interest in the neighborhood (Daisies and older): 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. Daisies can go on an occasional overnight trip as a troop.
- Day trip (Brownies and older): 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)—younger girls can select locations and do much of the trip-planning, while never being too far from home.
- Overnight trips (Brownies and older): One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.
- Extended overnight trips (Juniors and older): Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (for example, New England, the Upper Midwest, the Southeast, the Pacific Northwest, and so on). Planning a trip to a large museum—and many offer unique opportunities for girls to actually spend the night on museum grounds—makes for an exciting experience for girls.
- National trips (Cadettes and older): Travel anywhere in the country, often lasting a week or more. Try
  to steer clear of trips girls might take with their families and consider those that offer some
  educational component—this often means no Disney and no cruises, but can incorporate some
  incredible cities, historic sites, and museums around the country.
- International trips (Cadettes, Seniors, and Ambassadors): Travel around the world, often requiring
  one or two years of preparation; when girls show an interest in traveling abroad, contact your council
  to get permission to plan the trip and download the <u>Global Travel Toolkit</u>. Visiting one of the four
  <u>World Centers</u> is a great place to start, but also consider traveling with worldwide service

organizations. Recently, girls have traveled to rural Costa Rica to volunteer at an elementary school, to Mexico to volunteer with Habitat for Humanity, and to India to work with girls living in poverty in urban slums.

Although some girls who are in a group (for example, a troop of Cadettes) may decide to travel together, opportunities exists for girls who are not otherwise involved in Girl Scouts to get together specifically for the purpose of traveling locally, regionally, and even internationally. Girls can travel regardless of how else they are—or aren't—participating in Girl Scouting.

# Using Journeys and *The Girl's Guide to Girl Scouting* in Their Travels

Girl Scout travel is an ideal way to offer girls leadership opportunities. Encourage girls to choose one of the three series of National Leadership Journeys. The Journey's theme will give girls a way to explore leadership through their travels. Use the adult guide to incorporate activities and discussions that help girls explore the Three Keys to Leadership (Discover, Connect, and Take Action) as they plan their trip and eventually travel.

Tying your trip to the topic of a Leadership Journey is a cinch. For example, if Cadette girls have chosen *MEdia*, before their trip they can read online newspapers from the area to which they're traveling—and evaluate when they arrive how well the media reflects the realities there. If Senior girls are using *SOW WHAT?*, they can plan to observe agricultural practices in other parts of the country or around the world. Ambassadors using *BLISS: Live It!* Give *It!* can build a trip around dreaming big—and empowering others in their community to dream big, too.

If girls also want to complete skill-building badge requirements as part of their trip, they can. The most obvious example is the Senior Traveler badge, which fits perfectly into planning a trip. In addition, girls can explore other badge topics, depending on the focus of their trip. For examples, Cadettes can explore the food in other regions or countries for their New Cuisines badge, Seniors can find out about international business customs as part of their Business Etiquette badge, and Ambassadors can work on their Photography badge while documenting their trip.

Be sure to visit the "Girl Scouting as a National Experience" chapter in this handbook to find out more about the three exciting series of Journeys and *The Girl's Guide to Girl Scouting*.

To ensure that any travel you do with girls infuses the Girl Scout Leadership Experience at every opportunity, limit your role to facilitating the girls' brainstorming and planning—but never doing the work for them. Allow the girls to lead, learn collaboratively, and learn by doing (and by making mistakes). All the while, however, provide ideas and insight, ask tough questions when you have to, and support all their decisions with enthusiasm and encouragement!

### **Travel Progression Checklist**



If your group is thinking about travel, consider first whether the girls are mature enough to handle the trip. Determine a group's readiness for travel by assessing the girls':

- Ability to be away from their parents and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions well and easily
- Previous cross-cultural experiences
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Skills, interests, and language skills (where applicable)

### **Seeking Council Permission**

Before some trips, you and the girls will need to obtain council permission. Council permission from GSESC is required for all trips involving out-of-council, overnight, extended-stay trips or trips involving the use of rented/borrowed/chartered vehicles. Trip Approval/Multiple Troop Event forms must be submitted three (3) weeks prior to the trip, four (4) weeks if additional insurance is required and eight (8) weeks prior for international trips. For trips lasting more than two [2] nights additional insurance MUST be purchased. To obtain insurance coverage, submit a completed Extra Insurance Request Form, your trip itinerary, list of participants, and a check made payable to GSESC (minimum premium is \$5) at least four [4] weeks prior to your trip. All forms are available at any Service Center, online, or in your Volunteer Essentials. All Trip Approval/Multiple Troop Event Forms must be submitted to: Girl Scouts of Eastern South Carolina, North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC 29418 Fax 843.552.6221. An email confirmation will be sent to the Troop Leader upon receipt of the form and an approval/denial email will be sent closer to the date of the trip. Failure to follow correct procedure and obtain council approval prior to a trip may result in the leader being personally liable in case of accident or injury as the Girl Scout insurance will be null and void. You can find the Processing Trip Approval/Multiple Troop Event Forms (Forms Chapter pg 164) followed by Multiple Troop Event Form and Trip Approval Form (Forms Chapter pg 165-166 and pg 167-168)

Encourage the girls to submit much of the information themselves, including the following:

- A detailed itinerary, including specific activities involved, mode of travel, and all dates and times
- Location and type of premises to be used
- Numbers of girls who will be participating (parental permissions must be obtained)
- Names and contact information for the adults participating
- Any other groups, organizations, consultants, or resource people who will be involved
- Participants' skill levels, if applicable (language skills, backpacking or camping experience, and so on)
- Any specialized equipment that will be used, if applicable
- Required agreements or contracts (for example, hiring a bus, use of premises)

### From the Birth of Girl Scouting to the World Centers



The Juliette Gordon Low Birthplace in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations and council approval are required to take a group of girls to visit the birthplace, and most educational opportunities are booked at least a year in advance, so book early! Families and individuals, however, do not need to reserve a tour in advance.

In addition, four lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel- or dormitory-style accommodations. The <u>world centers</u> are operated by WAGGGS (World Association of Girl Guides and Girl Scouts) and offer low-cost accommodations and special programs. They are also a great way to meet Girl Guides and Girl Scouts from around the world.

Closer to home, check with your council to see whether council-owned camps and other facilities can be rented out to the group of girls with which you're working.

### **Involving Chaperones**

To determine how many volunteer chaperones the girls will need with them on the trip, see the <u>adult-to-girl</u> ratios. As you ask for chaperones, be sure to look for ones who are committed to:

- Being a positive role model
- Respecting all girls and adults equally, with no preferential treatment
- Creating a safe space for girls
- Prioritizing the safety of all girls
- Supporting and reinforcing a group agreement
- Handling pressure and stress by modeling flexibility and a sense of humor
- Creating an experience for and with girls
- Getting fit (appropriate to the trip)

Be sure every chaperone reviews and follows the 12 Girl Scout Safety Guidelines, available both in the Quick-Start Guide to this handbook and in the "Safety-Wise" chapter.

### **Transporting Girls**



How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:

- Every driver must be an approved adult\* volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Drivers who transport girls other than their own daughters must be registered Girl Scouts.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed.

• If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

For more about driving, see the <u>"Transporting Girls"</u> section of the <u>"Safety-Wise"</u> chapter of this handbook.

### **Letting Girls Lead**

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It's true that as the locale gets farther away, the itinerary more complex, and the trip of greater duration, the details become richer and more complex, but planning every trip—from a day-long event to an international trek—starts by asking the following:

- What do we hope to experience?
- Who will we want to talk to and meet? What will we ask?
- Where are we interested in going?
- When are we all available to go?
- Will everyone in our group be able to go?
- Are there physical barriers that cannot be accommodated?
- What are visiting hours and the need for advance reservations?
- What are our options for getting there?
- What's the least and most this trip could cost?
- What can we do now to get ourselves ready?
- How will we earn the money?
- What's the availability of drinking water, restrooms, and eating places?
- Where is emergency help available?
- What safety factors must we consider?
- What will we do as we travel?
- What will we do when we get there?
- How will we share the Take Action story?

As girls answer these questions, they begin the trip-planning process. In time, girls can make specific arrangements, attend to a myriad of details, create a budget and handle money, and accept responsibility for their personal conduct and safety. Later, after they've returned from an event or trip, girls also have the chance to evaluate their experiences and share them with others.

<sup>\*&</sup>quot;Adult" is defined by the age of majority in each state.

### **Tips for Girls Traveling Alone**



If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, use the opportunity to help her feel comfortable with and capable of being on her own. Always talk first with her parents to assess her maturity and ability to handle herself, and have them complete an emergency form. If she is flying, discuss the possibility of booking a nonstop flight to make her trip less stressful, and ask parents to contact the airline, which will make special arrangements for any unaccompanied minor. With the girl herself, develop a trip plan, discuss hotel security and safety, and talk about avoiding excess communication with strangers, **not** wearing a nametag, and avoiding exposing money or other items (such as smartphones, iPads, and iPods) that are attractive to pickpockets.

### Staying Safe During the Trip

Be sure to discuss the following items with the girls and their parents before you leave on any trip (you may also want to put this information in writing and have girls sign it):

- Who her buddy is—and how the buddy system works
- What to do if she is separated from the group, whether by accident or because of a crime
- What to do if she loses something significant: money, passport, luggage
- How to report a crime
- What to do if emergency help is needed
- How to perform basic first-aid procedures
- How to deal with a large crowd (if applicable)
- What to do in the event of a crime
- What behaviors you expect—and what consequences exist for not living up to those behaviors

### **Travel Security and Safety Tips**



Share these safety tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:

- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm
- Don't mention or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station).
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take the flashlight and bag with you if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase.
- Before leaving your room, feel the door: If it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed

- slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn't provide access to inappropriate movies on TVs and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel, and ask them to contact you if any girls are seen out of their rooms after bedtime.

### **Reengaging Girls**

The end of this trip doesn't have to be the end of a girls' time with Girl Scouting. Some girls participate in Girl Scouting in all sorts of ways; others are excited only about travel. What lies ahead for them—and for you?

- Girls who have never been involved in any other way besides travel may be looking for longer-term
  opportunities closer at home. Younger Cadettes may want to participate in resident camp, while
  Seniors and Ambassadors—as well as older Cadettes—will want to hear all about upcoming series and
  events at your council.
- Girls who have traveled once tend to want to travel again. Be sure girls are aware that other travel
  opportunities, such as <u>destinations</u>, will exist for them in the years ahead. The great experiences they
  had on this trip may have prepared them for longer and more global trips in the future.
- Girls may want to hear about the Girl Scout Silver and Gold Awards, which are opportunities for them
  to make a dramatic difference in their communities—and to have plenty to brag about with college
  admissions officers, too!

And what about you? If you're ready for more opportunities to work with girls, be sure to let your council know how you'd like to be a part of girls' lives in the future. Are you ready for a year-long volunteer opportunity with a troop? help organize a series or event? take another trip? The possibilities are endless.

# Sandy Ridge Information Packet for GSESC Girl Scout Troops

### History of Sandy Ridge Girl Scout Program and Training Center

1963	Site was decided
1963 – 1965	Purchased 487 acres; purchased with cookie sale proceeds
1966	Development began with the entrance road, dam and conservation lake; purchased with cookie sale proceeds
1968	Troop House (renamed Grady Lodge in 1991); construction began in June with dedication in November; purchased with cookie sale proceeds
1969	Recreation lake built, 21acres; purchased with cookie sale proceeds
1970	Tall Timbers (10 tents, shelter and latrine) built; purchased capital campaign funds
1971	Summer Fun Days held (day events for girls)
1972	Resident camp started with small sessions – only using Tall Timbers as the unit. Troop House (Grady Lodge) was used as dining Hall, Health Center and Administration
1973	Ground broken in March – Boathouse, Administration Building, Health Center, Ranger's House, Dining Hall, Windy Hill Shelter and the 5 cabins; purchased with capital campaign funds
1974	Name "Sandy Ridge" chosen – contest held to name the camp; name came from all the sand and the ridge that runs through camp.
1974	Whispering pines shelter built
1975	Gregg Shelter built; proceeds donated by Santee Electric Co-op
1989	Pool built, purchased with cookie sale proceeds; amphitheater built, new bathrooms at Tall Timbers
1992	Ranger House remodeled, cabins built at Tall Timbers
2000	Grady Lodge bathrooms renovated
2006	Dining Hall renovated
2008	Floating dock installed, replaced stationary dock; grant received from the South Carolina Credit Union Foundation
2012	Air Conditioners installed at Windy Hill and Whispering Pines

### **Grady Lodge**



- Home of Sandy Ridge's Nature Center
- Building is wheelchair accessible
- Building is no longer available for accomodations

#### **Health Center**



- Large building with heat and air-conditioning
- Can accommodate 32 people (girls and adults)
- Two bedrooms with two cots each; mattresses with no cots for the remaining
- Kitchen with refrigerator and cook-stove, microwave
- Bathroom with flush toilets (5) and hot water showers (3)
- Outside fire ring
- Building is wheelchair accessible

#### Windy Hill



- Cabin unit with 3 heated and air-conditioned double cabins and a unit shelter; cabins have a ceiling fan
- Can accommodate 36 people (girls and adults)
- Mattresses with cots
- Kitchen with refrigerator and cook-stove
- Fireplace in shelter
- Activity field
- Flag pole
- Shelter with activity area
- Bathroom with flush toilets (4) and hot water showers (4)
- Outside fire ring
- Cabins and unit shelter area wheelchair accessible
- Centrally located to main camp

### **Whispering Pines**



- Cabin unit with 2 heated and air-conditioned double cabins and a unit shelter; cabins have a ceiling fan
- Can accommodate 26 people (girls and adults) 24 people in cabins and 2 people in the unit shelter (one heated bedrooms with two cots)
- Mattresses with cots
- Kitchen with refrigerator and cook-stove
- Bathroom with flush toilets (2) and hot water showers (2)
- Shelter with activity area
- Outside fire ring
- Centrally located to main camp

#### **Tall Timbers**



- Cabin unit with 4 cabins
- Can accommodate 24 people (girls and adults)
- Cots with mattresses
- Screened-in shelter with fireplace
- Shelter has kitchen with refrigerator and cook-stove
- Bathroom with flush toilets (3) and hot water showers (2)
- Outside fire ring
- In an isolated area of camp
- No heat or electricity in cabins

#### **Additional Information**

- Each campsite has the following tools: 2 brooms, 2 buckets, 1 shovel, and a rake.
- 1 roll of paper towels, 1 roll of toilet paper per stall, and trash bags are provided. If you believe you will need more please be prepared to bring it with you. Cleaning supplies are not provided

#### **Guidelines and Procedures for Males Camping with Girl Scouts**

Males are often involved in the leadership of a Girl Scout troop. It is not uncommon for a man to be an assistant leader, a First Aider or the Troop Camper. Often a male registered adult will accompany a troop on a trip or campout. Common sense and prior planning will make the trip or campout with a male troop adult a positive experience. Follow these simple guidelines and enjoy your trip or campout.

Make sure you reserve a separate facility for the male. It is not appropriate for men to sleep in the same facility or use the same bathroom facilities with females on a Girl Scout outing. Camping facilities with separate male and female sleeping units and bathrooms are required for trip approval. If a male is coming with the troop to Sandy Ridge please contact the Property Ranger at 843-479-6742 to discuss facility options. Males accompanying troops on overnight trips cannot be counted as part of the girl/adult ratio, per Safety-Wise **Chapter IV pg 97** in *Volunteer Essentials*.

### Site and Equipment Reservation Procedures for Sandy Ridge Girl Scout Program and Training Center

Complete a Sandy Ridge Girl Scout Program and Training Center Site and Equipment Reservation Application, found in Forms Chapter pg 193-194. Send this form, along with a Trip Approval and/or Multiple Troop Event Form, and required fees to the North Charleston Service Center, 7951 Dorchester Road, North Charleston, SC 29418.

- Troops with product sale delinquencies will not be able to register for events, including troop camping experiences, until balance is paid in full.
- Troops must file a *Troop Annual Finance Report* for the 2012-2013 membership year with the Membership Registrar in North Charleston. Troops will not be able to participate in events, attend trips or participate in product sale activities until this form is turned in.
- Be sure to attach the appropriate fees and a completed *Trip Approval* and/or *Multiple Troop Event Form* to the *Sandy Ridge Girl Scout Program and Training Center Site and Equipment Reservation Application*. Only Registered Girls and Registered Adult members are permitted at Sandy Ridge for insurance purposes. Tag-alongs are not permitted for any reason. Examples of Tag-alongs include unregistered brothers or sisters, babies and toddlers, and anyone else who is not a Registered Girl Scout.
- 2. Once the Sandy Ridge Girl Scout Program and Training Center Site and Equipment Reservation Application, Trip Approval and/or Multiple Troop Event Form, and fees are received, your reservation will be set. All of these materials must be received in the North Charleston Service Center at least **three** weeks before the date of your reservation.
- 3. The council's Volunteer Services Specialist will review the *Trip Approval* and/or *Multiple Troop Event Form* and follow up with any questions. The trip must be approved by the Volunteer Services Specialist before confirmation materials are sent out.
- 4. You will receive confirmation information via e-mail if an e-mail address is supplied. If an e-mail address is not supplied the confirmation will be mailed via postal mail. You must bring your confirmation information with you to Check-In with the Camp Ranger.
- 5. As you prepare to leave, fill out and sign the Check-Out list, which was mailed with your confirmation materials. The campsite will be checked after your departure and you will be notified of unsatisfactory conditions.
- 6. If you have any questions concerning the Site and Equipment Reservation Procedures please contact the Executive Assistant at 843-552-9910 ext. 2200.
- 7. Cancellation Policy: If you cancel your site and equipment reservation three weeks or more before the date of the reservation you will receive a 50% refund of the fees paid. If you cancel less than three weeks before your reservation you will not receive a refund.