

Troop & Group Travel

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Short Trips

There are many opportunities for travel beyond the meeting in Girl Scouts for all girls. Learning to plan trips and travel as a group is one of the basic experiences in Girl Scouting.

Troop/group travel that is more than 6 hours and not more than three nights requires a Notice of Intent to Travel form.

Troop/group travel is for Brownies - Ambassadors

Go to the GSOSW Forms & Publications website for travel forms:

<http://www.girlscoutsw.org/CMS/adults/forms.aspx#Health>

Instructions:

1. Make sure you have a Health History form and Annual Permission form from parents and guardians
 - For high-risk activities, you must have an Individual Permission form (form #117).
 - See *Safety Activity Checkpoints* to know what qualifies as a high-risk activity
2. Plan your trip! The travel team has workshops and resources to help troops and groups do girl-planned trips! Contact your service unit event and travel coordinator or your local program specialist for more information
3. Complete the Notice of Intent to Travel Form
4. Submit to service unit event/travel coordinator at least three weeks prior to activity or trip
5. Register to attend a troop/group Travel 101 workshop to get help preparing for travel!

Extended Travel

Girls will begin their exploration of travel together by learning how to plan their own trips.

They will take on increasing amounts responsibility and planning trips of increasing complexity and distance.

Extended travel is any Girl Scout travel lasting MORE THAN 3 nights or is an international trip.

**Trips to Vancouver B.C. are international trips and must follow extended travel procedures regardless of the number of nights.*

Extended travel is for Juniors - Ambassadors

Girl planned trips

Taking trips is an ideal way to offer girls leadership opportunities. The three processes (girl-led, learning by doing, and cooperative learning) work beautifully as girls lead their own trip-planning, cooperatively plan every aspect of the trip, and learn through their travels what works and what doesn't.

Go to GSOSW Forms & Publications website for extended travel forms:
<http://www.girlscoutsw.org/CMS/adults/forms.aspx#Health>

To Apply:

1. Make sure you have the Extended Travel Permission form from parents and guardians to allow girls to participate in one troop/group and/or council-sponsored activity that is more than three nights
2. Plan your trip! The travel team has workshops and resources to help troops and groups do girl-planned trips! Contact the Portland Service Center program coordinator for more information.
3. Complete the Extended Travel Application form
4. Submit this form at least nine months in advance to the closest service center.
5. Complete the Extended Trip Departure form
6. Submit this form at least one month in advance to the closest service center. This information will be used in the event of an emergency.
7. Register to attend a troop/group Travel 101 workshop to get help preparing for travel!



Insurance for Group Travel

Registered Girl Scout girl and adult basic insurance is activity insurance that covers injuries (not illnesses) during approved Girl Scout programs. Additional illness insurance can be purchased for certain types of events and travel.

Event and travel insurance is for injuries (or illness when specifically purchased) and does not cover liability. See *volunteer essentials* for more information.

Insurance Type	Who is Covered	When to Purchase	Coverage Summary
Plan 1: Basic Coverage	Every Registered Girl Scout member	Automatic with member registration	<ul style="list-style-type: none"> Covers every registered Girl Scout member for any approved, supervised activity of the Girl Scouts, except activities lasting three nights or more A third night is covered only for any official federal holiday Covers travel directly to and from the covered activities.
Plan 2: Accident insurance	Registered & Non-Registered Members	Events & local travel lasting 3+ nights (more than 2 nights)	<ul style="list-style-type: none"> Members – covered during activities/events lasting 3 nights or more. Nonmembers – covered as participants regardless of the length of the activity/event. Covers travel directly to and from the covered event.
Plan 3: Accident & Sickness Insurance	Registered & Non-Registered Members	Domestic Travel lasting 3+ nights (more than 2 nights)	<ul style="list-style-type: none"> Members and nonmembers are covered for accident and sickness. Covers travel directly to and from the covered activity;
Plan 3 (PI): International Travel Accident & Sickness Insurance	Registered & Non-Registered Members	Any kind of International travel	<ul style="list-style-type: none"> Members and nonmembers are covered for accident and sickness. Covers travel directly to and from the covered activity; Travel Assistance Service included

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Purchasing Insurance

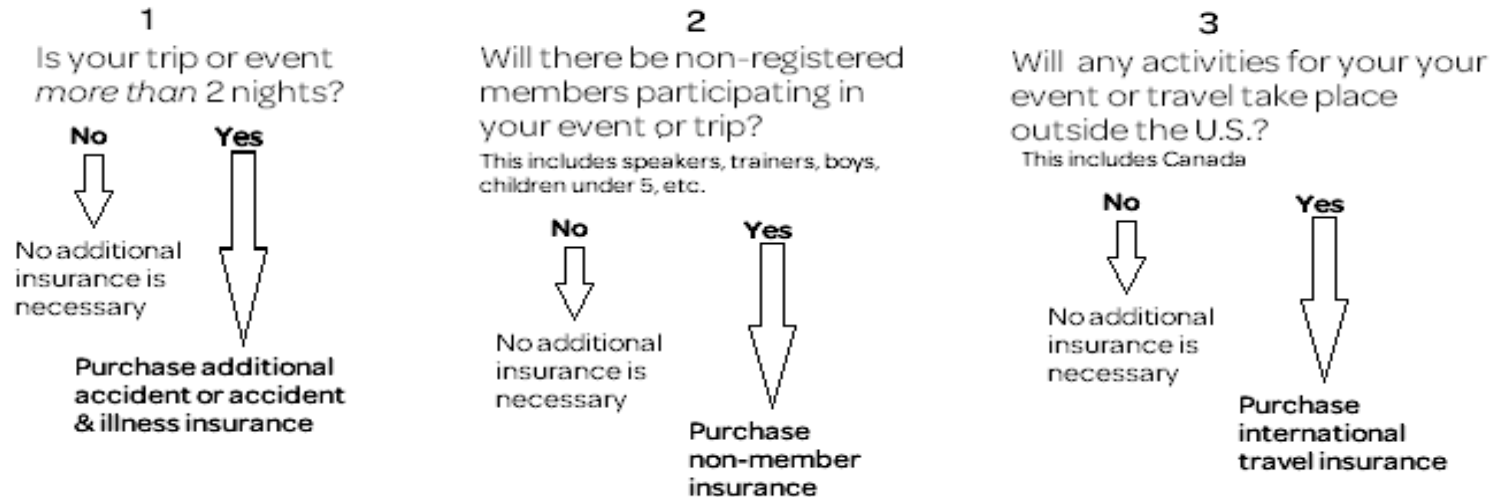
To purchase insurance, call the Portland Service Center:
(503) 977-6800 / 1-800-338-5248

1. All events/trips must be first approved by the appropriate council staff person.
2. The troop leader or event coordinator must contact the Portland service center with the following information:
 - Contact person name, address and phone number
 - Event Location or Travel Destination
 - Troop number or (for Service Unit events) Service Unit number
 - Beginning and ending date of trip/event
 - An activity roster for the event or trip
 - Number of people to purchase additional insurance for
3. Deadline to purchase insurance:
 - Events & Local Travel: Payment must be received in the Portland Service Center at least 14 days (3 weeks) prior to the event date
 - Extended travel (domestic and international): Payment must be received in the Portland service center at least 30 days (4 weeks) prior to the event date
4. **Payment Methods Accepted:** Cash, Checks or Credit Cards.
 - Make checks out to: Girl Scouts of Oregon and Southwest Washington
 - Checks **made out to Mutual of Omaha will not be accepted.**

Insurance Guide for Troop Travel & Events *(NOT a required form)*

Do I need to purchase additional insurance?

Answer these three questions to check if you need to purchase additional insurance.



If you answered "yes" to any of these questions, follow the guide below to purchase additional insurance.

To purchase insurance, call the Portland Service Center; (503) 977-6800/ 1-800-338-5248

Payment Must be received at the Portland Service Center by the *Purchase Deadline*.

Deadline to Purchase Insurance:	Travel (0-3 overnights) & Event Insurance: 3 Weeks Travel (3+ overnights) & international travel: 30 Days	Accepted Payment Methods: Cash / Check / Credit Card Mail Payment to: Portland Service Center Attn: Insurance Purchase 9620 Barbur Blvd Portland OR 97214	
You will need to provide the following information when you call to purchase insurance;			
Event/Trip Leader:			Troop or Service Unit Number:
Phone number:			
Address:			
Location of Event or Travel		Start Date & Time:	___ / ___ / ____ Time: ____:____ am / pm
Destination:		End Date & Time:	___ / ___ / ____ Time: ____:____ am / pm
Circle one: Overnight: Y / N	Number of overnights_____	Circle one: Domestic Travel / International Travel	Number of people to purchase insurance for _____
Brief Activity Description:			



Filing Claims

If an injury occurs during a Girl Scout event or trip, please contact the Portland service center immediately.

Steps to take for injuries occurring during a Girl Scout Event or trip:

1. Fill out the Accident/Injury Report:
 - a. Form # 808b (sample on page 17) can be found on the GSOSW website or at your local Service Center
 - b. Deadline to fill this out: within 2 weeks of incident
 - c. Submit this form to your local membership manager. Do not send to Mutual of Omaha.
2. See a doctor for diagnosis within 30 days of the incident.
3. Fill out the Mutual of Omaha Claim Form
 - a. "Mutual of Omaha Claim Form" can be found on the GSOSW website or at your local Service Center
 - b. Deadline: Complete form WITH doctor's diagnosis within 30 days of incident or Mutual of Omaha will not recognize the claim.
 - c. Submit this form (and doctor's diagnosis/records) to the Portland Service Center.
 - I. Do not send to Mutual of Omaha.
 - II. This form requires original signatures, copies cannot be accepted.

Form Name	Form #	When Needed	Basic Information
Accident/ Injury Report	808b	To report accident or injury	Submit no later than two weeks after the incident to your local membership manager.
Insurance Claim Form	Mutual of Omaha Claim Form	To make an insurance claim	Submit no later than 30 days after the incident to Portland Service Center. Include any doctor's diagnosis and form with original signatures. Copies cannot be accepted.

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Girl Scout Property Rental

All Registered Girl Scouts can rent GSOSW Properties and most other councils allow Girl Scouts from councils outside their own to rent properties as well.

Visit [GSOSW council properties](#) webpage for more information.

For site reservations and questions, call the Site Registrar at (800) 338-5248 x6834

Please do not share Girl Scout Property addresses online or with adults outside of your troop.

These locations are kept confidential to protect the safety of our girls.

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To rent a GSOSW property:

1. **Check property availability:** In order to protect the safety of our girls, you must have a password to view property calendars.

This information is available through your service unit event and travel coordinator or your local service center program specialist.

2. **Reserve a Property:** Place your reservation online or contact the Portland Service Center to reserve a property with the site registrar
 - a. The site registrar will confirm dates with you and send you a Program Site Agreement for you to complete (if not completed online) and return with a deposit. (Deposits range from \$20-\$100 depending on the property.)
 - b. Rental prices vary depending upon the site, additional activities, and length of stay.
 - c. Purchase the necessary insurance and complete other travel paperwork appropriate for your trip.
3. **Complete Program Site Agreement form:** Send the agreement with your deposit to the site registrar within two weeks of placing your reservation. Your remaining balance is due 30 days prior to your reservation date.
4. **Planning Your Trip:** The site registrar will send you a more detailed description of the property. Make sure you know what kind of facilities and equipment your group will have access to so that the group can pack appropriately.
5. **Before you leave:** Double check that you have the info packets with key/gate codes (if applicable) and directions to the site. You may need to forward the directions to any additional drivers. Also check the weather forecast for the area to which you are travelling so the group packs accordingly and your vehicle is properly equipped for road conditions.
6. **Cancellation policy:** Your deposit is non-refundable. If cancellations are made at least 30 days prior to the reservation date, council may refund any payments beyond the deposit. Payments may also be forwarded to future reservations at council properties within the Girl Scout year.
7. **Property Emergencies:** Emergency numbers are included in the info packet for each site. Refer to your packet when designing emergency procedures for your group. If there is a ranger on site, discuss emergency procedures with them prior to your stay, or upon arrival. On the council website, you can find copies of the Emergency Procedures Card and Accident/Injury Report. It is a good idea to keep both of these on hand at all Girl Scout activities.

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Sister council property rental

Call or visit council websites to find out more information about other Girl Scout councils.

- [Girl Scouts of Eastern Washington and Northern Idaho](#)
- [Girl Scouts of Western Washington](#)
- [Girl Scouts of Northern California](#)

The Birthplace

Savannah, Georgia is the birthplace of Girl Scout founder, Juliette Gordon Low.

Built in 1821, the house has been restored to reflect the time period during which Juliette Gordon Low lived there. www.girlscouts.org/who_we_are/birthplace/.

WAGGGS World Centers

You can also visit Girl Scout centers internationally.

For more information, visit their websites:

- Girl Guides Canada B.C.: <http://www.bc-girlguides.org/>
- Pax Lodge - London, England: www.paxlodge.org
- Sangam - Pune, India: www.sangamworldcentre.org
- Our Chalet - Adelboden, Switzerland: www.ourchalet.ch
- Our Cabaña - Cuernavaca, Mexico: www.ourcabana.org

Resources

Information Sessions & Workshops

Troop/Group Travel & Travel Readiness for Younger Girls

This workshop is for troop leaders & parents with questions about troop travel and travel preparation. Come to your local service center or call in from home and bring your questions, concerns and thoughts about troop travel and travel preparation. This is a great opportunity to hear from girls and parents who have done this type of travel before and get a first-hand perspective on this type of travel. **For participants joining remotely:** Call-in number and handouts are emailed with registration confirmation.

Troop & Group Travel 101

This workshop is for Girls and Adults in Junior – Ambassador troops and groups that are ready to start traveling or want to get a better handle on traveling together as a troop! This 2-part workshop is for girls & adults. Girls will learn what their responsibilities are for travel and things to think about as they prepare to be in a different place, maybe even a different culture!

Troop leaders and troop parents will learn the paperwork, timelines, logistics and troop management as well as guiding girls through the process of planning their own trips. This is a great opportunity to hear from other troop leaders, share stories, ideas and problem solve together! **Open to GS Juniors – Adults**

GSUSA Getaways

A getaway is different from a destination in that you don't have to complete the Girl Scout destinations application form. This is a trip that you can take with your troop or on your own with an adult chaperone. To participate in a getaway, contact the event sponsor listed with the event description on the [Girl Scouts USA travel website](#). You must also notify GSOSW that you are traveling on a getaway and be sure to complete all of the required extended travel paperwork.

Travel Partners

[Hostelling International Oregon Council:](#)

Hostelling offers a special kind of travel that opens doors to self-discovery, intercultural exchange and new people and places. For questions or to schedule a workshop for your troop or group, contact their [Education Program Coordinator](#) at: programming@oregonhostels.org or call (503) 239-0030 x 201.

Educational Student Travel Companies

For Girl Scout troops & groups who want to travel but want a little extra help along the way, our educational student travel company partners are an excellent resource. From fully planned trips your group can sign up for to customizable trips that girls help plan, there is something for every level of travel experience and interest!

➤ [LEAD USA](#)

For Domestic and International Trips. To get help planning your trip, contact: **Tish Losure**, Director of Tour Development **1-888-532-2242** / Cell (314) 369-9023 td@leaddiscoveryusa.com

➤ [Educational Travel Services](#)

For Domestic Trips. To get help planning your trip, contact: **Val Hubbard** valh@etsi.ws or **Kate Dunn** katie@etsi.ws Student Tour Specialists at; (503) 653-3988