**INTERNATIONAL TRAVEL – 72 HOURS OR MORE**

**SK Independent Trip Guidelines**

The proper management of funds held by Girl Guides of Canada is the responsibility of every member of the Organization. Any funds collected in the name of Girl Guides of Canada are considered public funds and must be safeguarded and all receipts and expenditures carefully recorded and documented on a timely basis.

* Anyone wishing to engage in fundraising should familiarize herself with the [Fundraising Procedures and Guidelines](https://www.girlguides.ca/web/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LY7rdpaiWoJQpk1L5q43NBv0EN7LB9abUWpNbc9Llzicn9L2IXxplpiZMNSFwQ9lTijKvcTRZN1zAPvj22zWICpJns2yZif4VA0hAEKSSqwiOWENptiacD2C3zJbLDuMrQ8VQWIGfvqTmZMBMzS2r), [Fundraising FAQs](https://www.girlguides.ca/web/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LY7rdpaiWoJQpk1L5q43NBv0EN7LB9abUWpNbc9LlztLWC%252bqWrJN4trT6MC7cjxXZoQwFSFX%252fTaU5I32vmLH7W1KsPxHFyn6PJuJuNmI314x5aZFt3TvgsPSH9YYplCQ%253d) and policy 01-19-01 regarding Fundraising in the [Governance Manual](https://www.girlguides.ca/WEB/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LY7rdpaiWoD2c1%252bRc4umu%252fd%252f94kP41QdexBNzQCz%252faN50whB%252bwVQHunTMxbnx199G44EctgjIUjhK5fR92bDeYfqcPee8etmL6g4q3zAfMEe3Ih4NOqdImR9yyyIx84AqNt%252fDJ2ZJxKs9otUHe%252f1eCyGGpWQpkrcbgbp4CaVPLrxZJgkT2fFEEWmDC%252f71SwHlBIECFpkcfg%253d%253d)
* Any fundraising beyond the sale of cookies requires approval
	+ This includes any donations that are solicited
* Independent trips may not begin fundraising until their SG.8 package has been approved
* The [FR.1 form](https://www.girlguides.ca/web/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LY7rdpaiWoJQpk1L5q43NNcdLRVGnu9kZFuGC0YiokoDZIu8Y4X%252b0%252bNijA6E2%252f%252fuQfMxYDZC%252f8%252bvnz2w8au%252ftAKQ%252f7u4co%252f5pamLCmHKyJVP7iGbxhQsy) must be submitted to sk-provincial@girlguides.ca
* Trips must ensure they have received fundraising approval before any fundraising starts
* Guiders and youth members must receive benefit from fundraising in the same manner or using the same formula
	+ Guiders may not receive a benefit beyond that which the other members of the trip receive
	+ Girls may not pay for the cost of Guiders' trips. All members are expected to contribute a minimum of 10% of total trip costs.
	+ Parents/guardians of youth members must be a part of the discussions about how the allocation method is determined

When girls want to go on a trip, before you start planning you need to be familiar with the processes associated with planning an independent trip. Review the International forms and the information that must be submitted to ensure that you are prepared to provide the information required to include with the forms.





**Insurance** - Members travelling outside of Canada must have medical coverage for outside of Canada. GGC’s insurance policy does not provide travel/medical coverage outside of Canada. See below under What parents/guardians need to know and do – Health for more details on medical insurance requirements (page 149)

Travel insurance for a flight cancellation, lost luggage or theft must be purchased by the group when booking travel. This insurance must be booked under one policy.

#### Step 1: Goals & Prep – Getting Started

1. [Safe Guide – full document](https://www.girlguides.ca/WEB/Documents/GGC/volunteers/resources/safe-guide.pdf)
	1. If you’re going on an international trip, pay special attention to: **Safe Guide – International Travel 72 Hours or More Planning Guide**
2. Governance Policy 01-19-01 – Fund Development
3. Governance Policy 03-04-01 – Financial Stewardship

These documents will give some of the basics that are needed to plan the trip from a risk management and financial perspective. After you’ve reviewed them, it’s time to talk to the girls in the unit about what they want to get out of their independent trip. Get them involved by reviewing Safe Guide, activity guides, and applicable governance policies with them. Take note of the timing for paperwork as noted on the [IT.1 (International Group Trip Planning Timeline)](https://www.girlguides.ca/WEB/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LMRkrczXWTqq%252fRb17xDO6Vdelr7xSLctneFqY9IJIMYQhGDylGC%252bALNmTRlWWxwDP0OgZvKgnihQzStXxtJF7y2e%252bdFPBaTOXeV3SkMI8GIZv0pbXwcleRezZlFAw2dnJdZfV46qi0KSW%252fKK%252f0NUQ). Consider these questions: Where do you want to go? Why are you going? Who is going? When should you go? Remember to involve Girls/parents/guardians in this process as well.

**Step 2: Submit the SG.8 package**

1. Once the girls have decided some of the key details about the trip, prepare the SG.8 package. The package should be submitted to sk-provincial@girlguides.ca. The items included in this package are:
* SG.8A Travel Preauthorization
* IT.4 International Group Trip – Guider Application
* Participant list
	+ For international trips use IT.11 List of Participants
	+ SG.1 Activity Plan (as provided to parents)\*
* IT.1 International Group Trip Planning Timeline
* Proposed itinerary
* Proposed budget, using the SK Independent Trip Budget template\*\*

Once the package has been received *in full*, depending on the nature of your trip, it will be sent to an International or a Red Assessor for review. This Assessor will work with you throughout the duration of the planning process to provide Safe Guide approval (submit Fundraising Approval Forms(FR.1) to sk-provincial@girlguides.ca. You will receive an official acknowledgment of your SG.8 package via the office.

\*In addition to providing parents with the SG.1, you must also have them sign the SG.2 Parent/Guardian Permission for Non-Regular Unit Activities  to indicate that they understand the commitment associated with their girl’s participation in the trip.

#### Step 3: Trip Finances

After your trip’s SG.8 package has been approved, it is time for you to open a bank account for your trip. A separate account is required because trips typically have a significant financial commitment on the part of all participants. Keeping finances specific to the trip separately ensures that they don’t get entangled with typical unit finances.

**Step 4: Detailed planning and fundraising**

Once the SG.8 package has been approved, and the bank account has been opened, the trip can begin more detailed planning (i.e. booking tours, flights, etc.) and fundraising initiatives, if applicable. Here are some items to take into consideration as you enter this phase:

* Any fundraising outside of cookie sales is subject to approval. If your trip wishes to engage in additional fundraising, you must submit the FR.1 Application for Fundraising Approval to

sk-provincial@girlguides.ca. The FR.1 is approved by one assessor who approvals all fundraising applications and provides a form to track cumulative fundraisers.

* Provincial Cookie Incentive
	+ Saskatchewan Council implements the Provincial Cookie Incentive to support girls and adult for travel opportunities.

**Detailed planning – notes:**

* Though it is not compulsory at this stage, it is highly recommended for international trips that you also have participants sign off on the IT.7 Guarantee of Financial Responsibility for International Group Trips to demonstrate that they understand the financial commitment associated with the trip. The IT.7 must be collected for international trips for the one year check in (further details in Step 5).
	+ - If at any time the trip participants change, please submit updated participant lists to sk-provincial@girlguides.ca.
		- For international trips use IT.11 List of Participants and IT.4 International Group Trip – Guider Application (if applicable)
* Remember that the ratio cannot exceed one adult for every three girls. If you find yourself in this position, contact sk-international@girlguides.ca for assistance.
* Refer to the Government of Canada website regularly to see if any travel advisories have been issued for your intended destination(s). Refer to page 137 in Safe Guide to see how each level of advisory should be handled. If any issued travel advisories are of concern, contact sk-international@girlguides.ca for assistance. Changes may have to be made to locations on trip’s itinerary; this can occur in the planning process or while travelling.
* All participants must book their travel together as part of a group reservation. No one is permitted to use travel incentives or a rewards program.
* If there are any agreements/contracts associated with your travel bookings that require a signature, please submit them to sk-provincial@girlguides.ca.Please note contract signing processing can take up to one weeks.

**Step 5: One year check in (international only)**

About a year before your trip, Safe Guide requires your trip to submit an updated set of paperwork. The purpose of this is to ensure that your trip’s planning is on track. The items included in this package are:

* Updated IT.1 International Group Trip Planning Timeline
* Updated IT.4 International Group Trip – Guider Application (if applicable)
* Copy of IT.7 Guarantee of Financial Responsibility for International Group Trips (as provided to participants)
* Updated IT.11 List of Participants (if applicable)
* Updated itinerary
* Updated budget, using the Independent Trip Budget template

Please send this package *in full* to sk-international@girlguides.ca and cc: sk-provincial@girlguides.ca for review. The International Adviser will work with you to acknowledge the submission. You will receive an official acknowledgement of your one year check in.

**Step 6: Submit the IT.3 package (international)**

About six months before your trip, Safe Guide requires your trip to submit an updated set of paperwork. The purpose of this is to get IT.3 acknowledgement for your trip. The items included in this package are:

* IT.3 International Group Trip Authorization Form
* Updated IT.4 International Group Trip – Guider Application (if applicable)
* IT.5 Parent/Guardian Permission for International Travel (notarized)
* Updated IT.11 List of Participants (if applicable)
* SG.4 Emergency Response Plan for each destination the trip is visiting
* Finalized itinerary
* Finalized budget using the Independent Trip Budget template
* If relevant, WA.1 Water Activity Plan, [SG.3 Activity Notification or Authorization](https://www.girlguides.ca/WEB/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LMRkrczXWTqq%252fRb17xDO6Vdelr7xSLctneFqY9IJIMVIGbC9YZjOiRd5TgRBYzPi7ZOPn6OY%252fhkbiqTpYn%252b%252fVd1WBNIN1o%252f24NVcEeWCpAl0Uzc5dpljw7%252fQKdSOkqRD35sjtiCR05ZiSgICupjUi), SG.5 Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement, SG.6 Adventure Camping/Tripping Plan, SG.7 TPSP Interview Checklist

Please send this package *in full* to sk-international@girlguides.ca and cc:

sk-provincial@girlguides.ca for review. The International Adviser will work with you to acknowledge the submission. You will receive an official acknowledgement of your six-month check in.

**Step 7: Submit the SG.3 package (interprovincial)**

About one month before your trip, Safe Guide requires your trip to submit an updated set of paperwork. The purpose of this is to get SG.3 acknowledgement for your trip. The items included in this package are:

* SG.3 Activity Notification or Authorization
* SG.4 Emergency Response Plan for each destination the trip is visiting
* SG.1 Activity Plan (as provided to parents)
* Updated SG.8B (if applicable)
* Finalized itinerary
* Finalized budget using the Independent Trip Budget template
* If relevant, WA.1 Water Activity Plan, SG.3 Activity Notification or Authorization, SG.5 Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement, SG.6 Adventure Camping/Tripping Plan, SG.7 TPSP Interview Checklist

Please send this package *in full* to sk-international@girlguides.ca and cc:

sk-provincial@girlguides.ca for review. The International Adviser will work with you to acknowledge the submission. You will receive an official acknowledgement of your SG.3 package.

**Step 8: Final Approval**

Two to three months before your departure date, Safe Guide requires your trip to submit an updated set of paperwork. The purpose of this is to cover off on any details that may have changed from the time that your trip received IT.3 approval. The items included in this package are:

* Finalized IT.3 International Group Trip Authorization Form
* Finalized IT.11 List of Participants
* Finalized SG.4 Emergency Response Plan for each destination the trip is visiting
* Finalized itinerary
* Flight Numbers
* If relevant, [WA.1 Water Activity Plan](https://www.girlguides.ca/WEB/Custom/BSIDocumentSelector/Pages/DocumentViewer.aspx?id=tbAvUQIA15yqFsDhUuM4gu%252fty2koLgxh0dkK5aD7XV0LMRkrczXWTqq%252fRb17xDO6Vdelr7xSLctneFqY9IJIMVIGbC9YZjOiRd5TgRBYzPhaURF3bEWi43H8wcbGLR8l1DR47yf7QHTh5089rZUcYKNrd%252b%252b0TtRhae6CLAItEkD15wWneqvPBh3AeXJlBmDG), SG.3 Activity Notification or Authorization, SG.6 Adventure Camping/Tripping Plan, SG.7 TPSP Interview Checklist

Please send this package *in full* to sk-international@girlguides.ca and cc:

sk-provincial@girlguides.ca for review. The International Adviser will work with you to acknowledge the submission. You will receive an official approval of your final package via the office. The IT.3, IT.11 and SG.4s that have been approved will be shared by the International Adviser with the National office to notify them of your upcoming travel.

After you have received final approval, please ensure that you register with the [Government of Canada's 'Canadians Abroad' program](https://travel.gc.ca/travelling/registration). Canadians Abroad is a free service that allows the Government of Canada to notify you in case of an emergency abroad or a personal emergency at home. This service also enables you to receive important information before or during a natural disaster or civil unrest.

#### Step 9: Travel

Go on the trip, have a fantastic time!

**Step 10: Financial Reconciliation**

In accordance with Safe Guide, you are required to submit the financials associated with your trip within 30 days of the last day of your trip. The items included in this Financial Reporting package are:

* Finalized Independent Trip Budget
* Annual Financial Report and Financial Review Checklist for your trip account
	+ If you are unable to find an independent financial reviewer (cannot be a signer on the bank account or a relative of any signer), please forward all your financial records to Provincial Office for review.
	+ Ensure all expenses/revenues have been verified in banking records
	+ Details about your contingency fund – what each participant contributed, notes about distribution if you needed to use it
* Final Trip Report for Independent Trips
* Evaluation Form - Every participant on the trip is required to fill in this evaluation within 30 days of your return.

Once the package has been received *in full*, Area Treasurer will reconcile your account. They will contact you within 60 days with the results, and to discuss how to handle any remaining funds.

* Any money **fund**raised for a specific trip **(other than from the sale of GGC cookies)** that remains unspent after paying the allowable expenses, must be held in a restricted fund at the council level designated by the Provincial Council, for future trip opportunities.
* For units/districts/areas under Saskatchewan Council the excess fundraised monies are to be forwarded to the Area level where they will be retained to support future travel opportunities.
* Record keeping and accounting for trip funds shall be in accordance with the financial standards of GGC. The Trip financial statement, along with all supporting documentation, must be sent to the Area Commissioner within 30 days of the completion of the trip.