

## 9 Easy Steps to Planning an International Trip

### **STEP 1: GOALS AND PREPARATION – GETTING STARTED ON INTERNATIONAL TRAVEL PLANS**

Before you start planning, you need to be familiar with the processes associated with planning an International Independent Trip. Here's what you need to read to prepare:

- Safe Guide – full document [Safe Guide 2023 \(girlguides.ca\)](https://girlguides.ca)
- Safe Guide – International Travel – 72 Hours or More Planning Guide [International Travel 72 Hours or More \(girlguides.ca\)](https://girlguides.ca)
- Governance Manual – Policy 5.2.8 and Bylaw 6.17/6.18 [Bylaws & Governance Policies \(girlguides.ca\)](https://girlguides.ca)
- Fundraising Guidelines and Procedures [Fundraising \(girlguides.ca\)](https://girlguides.ca)
- Fundraising FAQ's [Fundraising \(girlguides.ca\)](https://girlguides.ca)

These documents will give you some of the basics that you need 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 time for paperwork as noted on the IT.1 (link please) (International Group Trip Planning Timeline). Consider these questions:

- Where does your trip group want to go?
- Why are you going?
- Who is going?
- When should you go?

Remember to involve parents/guardians in this process as well.

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### **STEP 2: Submit the SG.8 package and BC Council Code of Financial Accountability**

Once you and your unit have decided some of the key details of the trip, it's time to work on the SG.8 package. The package should be submitted to [bc-internationaltrips@girlguides.ca](mailto:bc-internationaltrips@girlguides.ca). The items included in this package are:

- SG8A – Travel Preauthorization
- SG.1 – Activity Plan (as provided to caregivers) In addition to providing caregivers with the SG1, you must also have them sign the SG.2 Parent Guardian for No-Regular Unit Activities to indicate that they understand the commitment associated with participation in the trip.
- IT.1 – International Trip Planning Timeline
- IT.4 – International Group Trip Guider Application (for each guider attending trip, including an alternate)
- IT.11 – International Group Trip – list of Participants, as known at the time of submission)
- BC Council Financial Responsibility Form \*\*
- BC Budget Form \*\*
- Itinerary – see sample itineraries \*\*

These forms are available in two locations: [Safe Guide Forms \(girlguides.ca\)](http://girlguides.ca) as well as on the Travel Page of the BC Girl Guide website \*\*.

Once the package has been received in full, it will be reviewed by an International Assessor. You will receive an acknowledgement of your SG8 package from an Assessor. This Assessor will work with you throughout the duration of the planning process to provide Safe Guide approval of your trip.

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### STEP 3: Trip Finances

After your trip's SG.8 package has been approved, giving you approval to plan your trip, you will receive a communication back from a Trip Assessor that identifies the trip unit name (which is determined by destination, BC's ID#, and the year of travel) that you should use on all future communications associated with the trip.

You will be directed to complete a Unified Banking Authorization Form to identify who will be your trip unit treasurer and P-Card Holder(s). A separate entry will be needed for each of these positions. The Treasurer does not have to be one of the Guiders planning to travel with the trip, however, the P-card holder does need to be. A separate account from your program unit's account is necessary to segregate the financial transactions associated with a trip from those of a typical unit's finances.

The budget template that was submitted with the trip's SG.8 package must continue to be utilized throughout the trips' lifespan to accurately record all of the revenues and expenses transacted through the unit's account. Once the SG8A has been approved and the bank account opened, the trip can begin more detailed planning and fundraising initiatives. Fundraising cannot begin until the trip has been approved and the bank account has been activated (by identifying a Treasurer and an FR.1 has been approved. Fundraising for a trip must be initiated by the trip and cannot be deposited into a program unit account and transferred after the trip unit account has been opened.

#### Fundraising:

The preferred method of fundraising is via cookie sales. Trips units order cookies to sell separately from a regular program unit's order. The profit tier differs from Area to Area and District to District in BC. Please remember that 25% of all fundraising undertaken by a unit must be derived from cookie profits.

All fundraising outside of cookie sales is subject to approval.

If your trip unit wishes to engage in additional fundraising, a FR.1 (Application for Fundraising Approval) must be e-mailed to [bc-fr1@girlguides.ca](mailto:bc-fr1@girlguides.ca)

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### STEP 4: Detailed planning

- Though it is not compulsory at this stage, it is highly recommended for international trips that you have participants sign the IT. (Guarantee of Financial Responsibility) to demonstrate they understand the financial commitment associated with a trip. A copy of the IT.7 is required for the One Year Check in (further details in Step 5)
- If at any time there is a change of the trip participants (addition or withdrawal) a revised IT.11 must be submitted to [bc-internationaltrips@girlguides.ca](mailto:bc-internationaltrips@girlguides.ca) in order to ensure the roster remains accurate in iMIS.
- If at any time during planning, the number of girl participants decreases such that the ratio of Guiders to youth falls to 1:3, the Responsible Guider must provide details about the trip and rationale for maintaining a lower ratio to the Assessor who will consult with the Travel Team Lead and the Provincial Commissioner to determine whether the trip can proceed based on the size of the group and the circumstances.
- Refer to the Government of Canada's Travel Advisory website regularly to see if any travel advisories have been issued for your intended destination(s). Refer to Safe Guide for information on how each level of advisory should be handled. If any advisories of concern are issued, please contact [bc-internationaltrips@girlguides.ca](mailto:bc-internationaltrips@girlguides.ca) for assistance. Alternative plans may have to be made to the destination(s) on a trip's itinerary. This can occur at any time during the planning process or while traveling.
- Air travel for all participants must be booked together as one group reservation through Globespan Travel Management. No one is permitted to use travel incentives or points from a rewards program.
- If there are any agreements/contracts associated with your travel bookings that require an organizational signature, the document must be submitted to [bc-contracts@girlguides.ca](mailto:bc-contracts@girlguides.ca) Please allow 14 to 21 days for contracts to be signed.

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### STEP 5: One Year Check-in

One Year from your trip's scheduled departure date, Safe Guide requires your trip to submit an updated set of documents. The purpose of this is to ensure that your trip's planning is on track and to identify any concerns that may have arisen. The required documents are:

- Updated IT.4 – International Group Trip – Guider Application (for additional Guiders who have joined the trip following the SG8 approval)
- Updated IT.11 – International Group Trip – List of Participants – noting the changes to make it quicker for updates to your iMIS roster.
- Copy of the IT.7 – Guarantee of Financial Responsibility for International Group Trips – one copy of the distributed form (not copies from the families)
- Updated itinerary
- Updated budget template

The assigned BC Trip Assessor will work with you to acknowledge and collaborate on your submission.

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### STEP 6: Submit the IT.3 package

Six months prior to your trip's departure, Safe Guide requires your trip to submit an updated set up documents. The documents required in this package are:

- IT.3 – International Group Trip Authorization
- Updated IT.4 – International Group Trip – Guider Application IF guiders have changed or if additional Guiders have joined the trip – this should be discussed the Assessor to ensure ratios, etc. are being maintained.
- Updated IT.11 – International Group Trip – List of Participants. If there are any changes. IF there are, please note which participants are NEW, and who should be REMOVED.
- SG.4 – Emergency Response Plan
- Finalized itinerary
- Finalized budget
- If relevant:
  - WA.1 – Water Activity Form
  - 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

Once the package has been received the Travel Assessor will review your paperwork in readiness for final approval.

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### STEP 7: Final Approval

Two months before your departure date, Safe Guide requires your trip to submit an updated set of documents that reflect any changes that may have occurred since the 6 month paperwork was submitted and reviewed. The following documents are to be submitted if there have been any changes to them:

- Finalized IT.3 – International Group Trip Authorization
- Finalized IT.11 – List of participants – including Emergency contact information
- Finalized SG.4 – Emergency Response Plan – including home contact information
- Finalized itinerary – including flight numbers and accommodation details

If relevant: any updated water or adventure activity paperwork

Once the package has been received in full, it will be shared with the BC Provincial International Adviser for approval. Once that approval is obtained, the Assessor for your trip will send you copies of signed paperwork and information regarding approval of your trip.

A copy of your IT.3, IT.11, SG.4 and itinerary will then be shared with the National Office and the BC Provincial Commissioner to update them on your upcoming trip and providing them with critical information should the need arise.

Please ensure that you register with the Government of Canada’s “Canadians Abroad” program. This is a free service that allows the Government of Canada to notify you in the case of an emergency abroad.

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### **STEP 8: Canadian Abroad Program**

Please ensure that you register with the Government of Canada's "Canadians Abroad" program. This is a free service that allows the Government of Canada to notify you in the case of an emergency abroad.

Have an amazing trip!

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### STEP 9: Post Trip

There are several aspects of travel that require attention upon your return:

- Individual Trip feedback form – the link will be sent to the Responsible Guider close to the departure date
- Final Trip Report from the group – examples would be a scrapbook, photo book, journal

Finances:

- Ensure all expenses/revenues have been entered in Unified Banking.
- Update your tracking spreadsheet to ensure it reflects the same balance as in Unified Banking
- Complete the Year End Reconciliation for Unified Banking
- Submit these documents to your Area Treasurer for review
- Once the Area Treasurer reviews these documents and is satisfied, submit this paperwork to the Unified Banking Clerk.
- Once the staff has received this paperwork in full, they will reconcile your account. They will then contact you to provide you any feedback and/or inform you that you can progress with submitting refund information.

Safe Guide Paperwork Retention:

A reminder that you are to submit your paperwork for retention to Girl Guides of Canada through the portal in MemberZone. You will need to sign up for an account in order to do this important step.