

FINALIZING YOUR ITINERARY & BUDGET

Now that you have committed participants and your fundraising efforts are well under way, it is time to start finalizing your itinerary by doing the following:

- Write and confirm accommodations.
- Book your flights, leave a deposit, and make note of when the balance is due.
- Check and confirm travel arrangements (coach/van hire/train passes).

Correspondence to obtain and confirm accommodation, transportation, and camp event Information can be quite a lengthy process so it is wise to start early. Always keep copies of any correspondence you send. If, after a reasonable amount of time, you have not received a response, a follow up letter with a copy of the original might be a good idea. Occasionally a phone call might be necessary if you need a quick response to a question or problem. Be prepared to include this possibility in your budgeting.

Keeping a “Trip Binder”, complete with dividers for various sections, is a great help. Everything is kept in one place, making it easy for quick reference. Remember to give copies of all correspondence and plans to each Guider going on the trip, as well as the alternates. Remember that a lot of this information has to be sent into the Ontario Council office as per the *Safe Guide 2008* so you will have the information anyway.

Remember

- Airlines do not typically have new fares until February/March of each year. (Unless you are lucky!)
- Each World Centre has a website that might be of assistance. Also the National website www.girlguides.ca (in the Member Zone) has information posted on it. You can also contact the Girl Program Coordinator at program.coord@guidesontario.org
- You should take all vital “confirming” correspondence with you on your trip. For example, taking any receipts for deposits you have paid, in case you have a problem, ensures you will have your written “back up” with you.

You are now able to type up your “Revised or Finalized” Itinerary and an up-to-date budget!

All required paperwork and supplemental documents for full trip approval are to be sent to:
GGC, Ontario Council

Attention: Program Administrative Assistant

14 Birch Avenue

Toronto, ON

M4V 1C8

OR scan and email to: program.admin@guidesontario.org

For International Travel 72 hours or more:

Five (5) to six (6) months before trip, send to Province:

- IT.3 paperwork package
- Proposed Itinerary
- Budget (**Note:** must include 10 to 15 percent Contingency and/or Emergency Funds)
- Participant list (including known passport numbers and expiry dates, and emergency contacts)
- SG.3 (if applicable)
- SG.4 form and required attachments
- SG.6 (if applicable)
- IT.4 forms with attached copies of current Standard First Aid qualifications for each adult
- IT.8 – WAGGGS Introduction Card Application (optional)
- WA.1 form (if applicable)

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When *Safe Guide Assessors (International)* and the *Provincial International Adviser* approve this paperwork, the Responsible Guider will receive an approval package containing:

- Signed IT.3 form
- Signed IT.4 forms
- Merchandise Order form
- International Trip Subsidy application

At Least four (4) weeks before trip, send to Ontario Council (see address above):

- Summary of any significant changes to the information contained on the IT.3 form (the form does not have to be resubmitted)
- Final itinerary (including flight details)
- Final list of participants and their emergency contact information
- Passport numbers and expiry dates
- A copy of your approved WA.1 (if applicable)

Now you can relax a little, because you have followed the guidelines and all the correct forms and information have been sent in for approval. However, excitement is building as is almost time to depart!

Travel Documents

If you are travelling abroad each person will need:

- Current passport
- Airline ticket(s)
- A Travel Visa (if required) (NOT THE CREDIT CARD!)
- (SG.4) Emergency Response Plan for each overnight location
- (SG.3) Activity Notification or Authorization – **only Guiders need to carry a copy**
- **Each girl** must provide a notarized, sealed letter signed by **both** parents (IT.5 form)
- A list of traveler's cheque numbers
- An extra passport photocopy, in case of loss or theft
- A copy of the itinerary complete with addresses and phone numbers of where you are staying
- Copy of eyeglass or medication prescriptions, if required

Guiders should also carry:

- A list of passport numbers (We recommend to photocopy the first page of everyone's passport and keep it in the "Trip Binder," which is always with you)
- Health forms
- Emergency Response Plan (SG.4) and home contact person information
- Copy of the itinerary, complete with phone numbers and addresses, as well as **emergency contacts**
- International driver's license if required
- Youth Hostel membership card if required

Also your letters of permission from the parents must be notarized and sealed. It is recommended that the NT.5 (Parent/Guardian Permission for International Travel) is notarized within a specific time period that includes no more than 1 month from the return date of the trip and no more than 2 weeks before the trip departs.

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Travel Documents (cont'd.)

Some countries also require certificates of vaccination. Check with your travel agent or Public Health Unit. It is also wise that **everyone** going on the trip has a complete physical before departure to ensure that all are well and able to keep up the pace.

Be sure to check that everyone's passport is current. Are they all Canadian citizens? If not will they need special visas? If they are travelling under a passport other than Canadian, will they have a problem getting back into Canada? These are all questions to ask and verify **well before departure**. It is recommended you check with the consulate of the country to which you are travelling to determine the length of time passports are required to be valid for upon return from your trip. Some countries require a passport be valid for up to six months post trip date!

NOTE: copies of all the above information must be left in a sealed envelope with your emergency contact person in Canada.

This information will only be opened if necessary.

Suggestions:

- Provide each traveler with a duotang folder which fits the traveler's bag perfectly. They should have it with them at all times and include the following:
 - A copy of the itinerary.
 - A list of addresses and phone numbers of the places where the group is staying, in case a participant becomes separated from the group.
 - Blank pages to use as a "Trip Diary".
 - An envelope to put receipts in.
 - A page of language "helps" (if required).
- Each participant should carry her own H.1 or H.2 (Personal Health form).

