

Travel in Canada Trip Planning (as of October 1, 2025)

This document outlines the provincial processes so you know what to expect. It should be used alongside SG.9, not as a replacement for it.

The Safe Guide definition of 'Travel in Canada' changed as of JULY 2024. Check the chart in SafeGuide to determine if your plans fall under TRAVEL or a REGULAR activity. If in doubt, contact ns-travelsupport@girlguides.ca.

1. Getting Started

Before you start planning, you must be familiar with the processes of planning an independent trip. Here's what you need to read to prepare:

- [Safe Guide – full document](#)
- [Safe Guide – Travel in Canada](#)
- [Fundraising Guidelines and Procedures](#)
- [Fundraising FAQs](#)

These documents will give you some of the basics 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. Take note of the timing for paperwork as noted on the [SG.9](#) (Timeline for Travel in Canada).

Consider these questions:

- Where do you want to go?
- Why are you going?
- Who is going?
- When should you go?

Make sure to involve parents/guardians in this planning stage. Schedule a meeting with them to discuss the trip, costs, and fundraising before submitting to Safe Guide.

2. SG.8 Package

Once you and your youth have decided on the main details of the trip, it's time to work on the SG.8 package. The package should be submitted to your **District Commissioner and safeguide@girlguides.ca**. The items included in this package are:

- [SG.8A](#) - Travel Preauthorization
- [SG.1](#) - Activity Plan (as provided to caregivers)
- [SG.9](#) - Timeline for Travel in Canada
- [SG.8B](#) - List of Participants (all Guiders and youth whose caregivers have signed an SG.2)
- Proposed Budget (Excel) **this can be found on the [NS Girl Guides website](#)*
- Proposed Itinerary

The Assessor will work with you throughout the process to provide Safe Guide approval.

3. After SG.8 Approval

If a new Trip Unit is being created, after your trip's SG.8 package has been approved you will receive a communication that identifies the trip unit's name and iMIS number that should be used 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's Treasurer and P-Card Holder. A separate form for each position is needed. 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. If a new unit does not need to be set up for travel, you will receive notification that your unit travel has been approved and you can proceed to the next stage.

You will then receive a Girl Guides email for your trip and access to a SharePoint folder for your trip documents. This folder will also hold the Provincial Financial Excel spreadsheet that you will need to use for your accounting. This spreadsheet **must be used within SharePoint and cannot be downloaded**. You can bookmark it for easy access.

Please notify ns-travelsupport@girlguides.ca with the name of your Treasurer so they can receive a treasurers email granting access to the SharePoint folder.

Once the SG.8A 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.

4. Planning Stage

- If at any time there is a change of the trip participants (addition or withdrawal), a revised SG.8B must be submitted to your safe guide assessor and ns-travelsupport@girlguides.ca to ensure the roster remains accurate in iMIS.
- If at any time during planning, the number of 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 her assessor. In consultation with the Provincial Commissioner (or designate), the assessor will work with the group to determine whether the trip can proceed based on the size of the group and the circumstances.
- If your travel dates or destinations change at any time during the planning stage you must notify your Safe Guide assessor and Travel Support.
- Flights for all participants must be booked together as one group reservation through Globespan. No one is permitted to use travel incentives or points from a rewards program.



5. Fundraising

The preferred method of fundraising is via cookie sales. Trip units order cookies to sell separately from a regular program unit's order. When fundraising cookies are ordered an FR.1 (Application for Fundraising Approval), along with your approved SG8, budget, and any supporting documents will need to be submitted through the [GGC Application Portal](#).

All fundraising outside of cookie sales is subject to approval. If your trip unit wishes to engage in additional fundraising, an FR.1 (along with approved SG8 and other requested supporting documentation) must be submitted through the [GGC Application Portal](#).

You will be ordering your Trip cookies separate from your regular unit cookies. Your Trip Unit can be found under the Order Level: Extra Ops/Links/Trefoil/Trip/Lone Unit.

6. Throughout Planning

Be sure to follow the timeline listed in SafeGuide for when SafeGuide documents must be updated and/or sent to your SafeGuide assessor.

7. Travel

Go on the trip, and have a fantastic time!

8. Post Trip

Within 30 days of your trip's return date, ensure you have a debrief meeting and finalize any expenses associated with the trip.

In accordance with Safe Guide, you are required to submit the completed financial spreadsheet associated with your trip within 30 days of the last day of your trip.

- Ensure all transactions have been input, and Approved by the Treasurer in the UB account.
- Ensure all information has been input on the Spreadsheet, including lines 15 and 20 on the "Trip Reconciliation" tab.
- Inform ns-travelsupport@girlguides.ca of your completion.

Once the travel support liaison has finished your travel reconciliation you will be notified and sent a trip report to complete and return.

The TSL will send your reconciliation to Unified banking for a tax reconciliation. After UB has finished you will be notified and any available refunds can be input.

At this point you can do a [Year-End reconciliation](#) of the unit in memberzone.

You can now relax, having finished your trip duties!

Contact ns-travelsupport@girlguides.ca with any questions you have on Travel in Canada.

