**Final Report - Independent Trip**

Providing our girls with the opportunity to travel is a rewarding and exciting adventure and an opportunity the girls will remember for the rest of their lives. Thank you for taking the time and energy to enhance our girls’ Guiding experience through travel.

Please encourage the girls to send a write up of your trip along with pictures for the Prairie Lily. Ensure you have checked the trip participants' IR.1 (image release) before sending photos.

Type of trip:

 Interprovincial  International

***Trip Information***

Trip destination(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Dates: Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The submitted list of participants will be entered into iMIS for record purposes. If there were any changes, please indicate below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What would you recommend overall to other trip units looking to travel to this destination?

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Are there any tips or hints you would provide to Guiders about this destination?

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What were the highlights of the trip?

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Would you be willing to mentor a unit going to this destination?\*

Yes No

Third Party Service Providers (TPSP)

Did you use a TPSP?

Yes No

Which TPSP’s did you use?

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Would you recommend using this TPSP to other groups?

Yes No

If you could change anything about the trip what would it be?

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***Future Trip Information***

Are you interested in planning another trip?

Yes No

If so, when and where?

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Do you have any resources you created (other than the required forms) and used while planning your trip or while travelling which would benefit other travelling groups that you are willing to share?

Yes No

***Fundraising***

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.

Which cookie selling method was most successful for the trip unit?

 Girl sales  Group sales

Cookies are the preferred method of fundraising. Did your trip unit sell more than the 25% required?

Yes No

Please share successful and unsuccessful fundraiser ideas. Please include any recommendations you have regarding fundraising ideas.

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Please include any further comments/concerns/suggestions here. Please note the information shared here is considered confidential. We appreciate your honesty.

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***Financial Report***

In accordance with Safe Guide, each travelling group is required to submit the financials associated with your trip within 30 days of the last day of your trip. Accounting records should be prepared by following the Standard Financial Reporting Manual.

Forms required - Financial Reporting Forms – Independent Travel:

 Updated Trip Budget (with actuals)

 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 Evaluation - Every participant on the trip is required to fill in the evaluation and return it with this package.

Please submit this completed Final Independent Trip Report along with all supporting documents to:

sk-provincial@girlguides.ca.

You will be contacted once the information is reviewed to discuss how to handle any remaining funds.

**Responsible Guider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**