

INTERNATIONAL GROUP TRIP AUTHORIZATION

1. To be completed by the Responsible Guider for approval for an international group trip.
2. Submit with attachments to your International Assessor. Contact her for information on the provincial process and deadlines.
3. The International Assessor will review and forward to your Provincial International Adviser for approval.

International travel through GGC must meet the following objectives:

- Girls will demonstrate an increased awareness and appreciation of global issues.
- Girls will develop skills which support active engagement in issues that matter to her.
- Girls will gain a stronger awareness of her own identity and culture, by experiencing different cultures and communities
- Girls will develop a sense of belonging to the global sisterhood embodied by the World Association of Girl Guides and Girl Scouts (WAGGGS) and an understanding of the purpose, and the influence and actions that can be achieved through the collective voices within WAGGGS

GGC will not approve any international trip experience of which the itinerary is for the most part entertainment and/or vacation based. Non approved travel includes, but is not limited to, cruises, all-inclusive resorts or vacation destinations, or any other generally perceived "vacation" travel.

Province: _____ Area/Dist/Admin.Com: _____

Country(ies) to be visited: _____

Departure

Date: _____ Return Date: _____

Number of: Girls _____ Adults _____

Age range of girls at time of trip:

From _____ to _____ Branch(es) _____

Name of Responsible Guider: _____ iMIS #: _____

Home Tel: _____ Fax: _____ E-mail: _____

Name of substitute group leader on the trip: _____ iMIS # _____

Other accompanying Guiders:

Name	iMIS #
_____	_____
_____	_____
_____	_____
_____	_____

Alternate Guiders (selected in case another adult is unable to go):

Name

iMIS #

_____	_____
_____	_____
_____	_____

Purpose of the trip (check all that apply):

- World Centre visit. Have reservations been made? Yes No
- International travel experience
- International event/camp organized within WAGGGS
- International event/camp organized within WOSM
- Other international visit with Girl Guides/Scouts
- Camping

Type of accommodation (check all that apply):

- World Centre Hotel Hostel Tent Camp residence Homestay
- Other - please specify: _____

Specific Activities (check all that apply)

Water Activities:

At a WAGGGS Member Organization or World Centre:

- Boating: A boat test has been or will be conducted with all participants when required.
- Swimming: A swim test has been or will be conducted with all participants who are not exempt

OR

- Completed Water Activities Plan (WA.1) is attached

Adventure activities:

- Cycle touring Mountain biking Other (specify) _____
- Horseback riding Alpine/downhill skiing and/or snowboarding Rock climbing
- Scuba diving Whitewater rafting

Home Contact Person (please see Appendix for definition)

- Member OR Non-member volunteer, form (A.7) signed and sent for input in iMIS

Name: _____

Address: _____

Street Address /PO Box, City/Town Province/Territory Postal code

Contact Information: Home Phone _____ Work _____

Fax: _____ Cell phone: _____

Email: _____

The trip plan is attached and includes:

- Proposed detailed itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates
- Emergency Response Plan (SG.4)
- Detailed budget based on the provincial template, including: an itemized list of expenses, revenue generated to date, projected additional fundraising, and a per participant cost
- Proposed fundraising plans for outstanding expenses
- List of Participants (IT.11)

- International Group Trip - Guider Applications (IT.4) for all adults (if not previously submitted or if there are changes)
- Contact information for the local home contact person

As Responsible Guider, I will coordinate the Safe Guide procedures for this activity and verify that they are being followed. I understand that changes to the location, dates, activities and qualifications of activity leader(s) must be reported immediately.

I understand that if health or safety risks or the risk of political instability in the destination country(ies) is deemed too high, approval for the trip may be withdrawn.

Signature of Responsible Guider

Date

In addition, **at least two months prior to departure**, I will send one copy of the following information to my Provincial International Adviser for forwarding to the National office:

- Final List of Participants (IT.11) with emergency contact information and passport information.
- Final itinerary
- Flight numbers
- Confirmation of the home contact person's information
- Copies of forms for Yellow and Red activities (see the International Planner for details)

I will send any changes and updates to the above information as they occur.

Signature of Responsible Guider **or**
Council Commissioner or ACL (if trip is sponsored by a
Council/Admin.Community)

Date

Based on the information provided above, this trip is approved by:

Name of International Assessor

Phone/e-mail

Signature of International Assessor

Date

The Provincial International Adviser reviews all information and signs off her approval of the trip on all copies. She files one copy, sends one copy to the Provincial Commissioner and sends the original back to the Responsible Guider.

Name of Provincial International Adviser

Phone/e-mail

Signature of Provincial International Adviser

Date

Copy sent/faxed by Provincial International Adviser to the
Provincial Commissioner on:

Date

Initials