



# ***International Travel 72 Hours or More Planning Guide***

## **Making your trip happen: What you need to know and do**

This section includes **important prerequisites** for planning international trips 72 hours or more.

As of March 2017, **GGC is not approving any new travel to the United States** until further notice. This includes both trips that are over or under 72-hours and any travel that includes a connecting flight through an American airport.

**The procedures listed here must be taken into consideration at the start of planning.** They include what must be done or taken into consideration approximately **2 years to 18 months before departure** during the initial research and planning stages. **They should be referred to regularly as the trip plans develop.**

NOTE: Guiders who are planning to travel with girls must follow their provincial processes that support travel. Orientation and mentoring are available please contact your PSGA for more information.

The Responsible Guider is responsible for confirming that:

- The procedures are followed
- Parent/guardian meetings are held at regular intervals
- Tasks delegated to others are completed
- Finances and fundraising are managed according to GGC procedures
- The trip is thoroughly researched and relevant information is circulated
- Relevant government laws and regulations are followed in the planning and during the trip.

The procedures in General Planning also apply. However, the procedures in this Planning Guide are in addition to or supersede those in General Planning.

Consult the following government website and publications:

- <http://travel.gc.ca/>
- <http://travel.gc.ca/travelling/publications>.
- Bon Voyage, But... Essential Information for Canadian Travellers:  
<http://travel.gc.ca/travelling/publications/bon-voyage-but>
- Her own way – a woman's safe-travel guide:  
<http://travel.gc.ca/travelling/publications/her-own-way>
- I Declare, available from the Canada Border Services Agency (CBSA):  
<http://www.cbsa-asfc.gc.ca/travel-voyage/declare-eng.html>

Copies of these publications can be ordered and provided to participants and parent/guardians.



## Travel Objectives

The primary purpose of travel is to provide a girl-focused experience where Guiders support girls in meeting the travel objectives and to support Girl Guide programming.

International travel must meet the following learning 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

## Girl Guide International Uniform

GGC produces clothing and badges for members representing GGC travelling outside Canada. These items may be ordered at [thegirlguidestore.ca](http://thegirlguidestore.ca). When travelling internationally, members are expected to travel in the GGC international uniform. See [Guiding Essentials](#) for details.

## GGC Travel Preauthorization

The Travel Preauthorization form (SG.8) along with the Guider Applications (IT.4) and a draft List of Participants (IT.11)) must be approved BEFORE commencing detailed planning for travel (e.g. making any financial commitments for accommodation, transportation, tours, etc.). For further details see:

- Overview of International Travel Forms
- GGC Authorization – Preauthorization for information on additional forms required for this step

The Responsible Guider must describe on the Travel Preauthorization (SG.8) how the trip will meet the travel objectives to the satisfaction of the Provincial International Adviser (or Assessor based on provincial travel procedures).

GGC will not approve any trip experience of which the itinerary is for the most part entertainment and/or vacation based. This includes, but is not limited to, cruises, all-inclusive resorts or vacation destinations, or any other generally perceived “vacation” travel. See [Travel Objectives](#) above.

GGC supports third party international volunteer programs that contribute to a sustainable future for the communities they serve. GGC will not approve programs involving orphanages or other programs that are in essence ‘voluntourism.’ These programs do not have long-term stability plans, take paid work opportunities away from local residents, have a negative impact on the environment, and support practices that detrimental to children’s healthy development. Assessors must review the Travel Pre-authorization form (SG.8) to determine whether the plan is valid from the Safe Guide perspective and then forward the form to the national office ([safeguide@girlguides.ca](mailto:safeguide@girlguides.ca)) for review of the volunteer program.

Preauthorization provides approval that the basic plan for the trip is sound and the group can begin to fundraise for a trip. However, during the planning process approval can be withdrawn for reasons including but not limited to safety in the country to be visited, financial or budgeting issues, Guider to girl ratio imbalance, non-compliance with GGC policies and procedures, etc.



## ***Fundraising & Finance***

For fundraising to support activities (including travel), the [Fundraising Procedures as Guidelines](#) on Member Zone (Admin tab) must be followed. Note in particular the Fundraising for Trips.

Fundraising approval is a two-step process:

- First, the trip must be pre-approved by submitting the [Travel Preauthorization \(SG.8\)](#)
- Second, the [Application for Fundraising Approval \(FR.1\)](#) must be submitted with the **approved** Travel Preauthorization (SG.8) attached

When any activity or event requires a signed contract with a third party (for example with an outfitter, a bus or boat tour, hotel, etc.), it must only be signed by a provincially-designated contract signer. Members CANNOT sign contracts. Contact your provincial office or Commissioner/ACL for information about getting a contract signed.

NOTE: Booking several hotel rooms using a credit card does not require an official GGC signature.

Through consultation with parents, determine and document how fundraising will be divided among participants and ensure that it is clear to all participants. Ensure this meets the Fundraising policy, procedures and guidelines. Provide to all participants and parents/guardians.

Your budget must include the following:

Costs:

- Transportation (air, train, bus, on the ground local transit, etc.)
- Insurance (health, trip cancellation)
- Accommodations (hotel, hostels, campsite etc.)
- Food (eating out, prepared by group)
- Activity costs (sightseeing, camp fees, entertainment)
- Administration (phone, mail, photocopies)
- Emergency fund (10 to 15% of Budget)

Income:

- Fund raising (at least 25% from cookies)
- District/Area/Admin Community contribution
- Individual fees (for independent group trips at least 10% of total cost per participant)
- Other income

Use your provincial International Travel Budget template (or similar) for documenting the financial planning for revenue (fundraising, participant fees, cookie sales) and expenses. To obtain a copy of the template, see your provincial website or contact your [provincial office](#).

**Contingency and /or emergency funds** (approximately 10 to 15 percent of the total cost of the trip) in either credit or cash from the unit or trip sponsor (e.g. national, province, outside sponsor, etc.) must be obtained or available to the Responsible Guider.

NOTE: Contingency funds cover unforeseen expenses while at an event/camp/activity (e.g. taxi fare, extra supplies, etc.). Emergency funds should be either credit or cash to cover unforeseen expenses during travel (e.g. emergency travel home, emergency medical expenses, etc.).



## Travel Advisories

The Canadian government issues travel advisories (<http://travel.gc.ca/travelling/advisories>) to assess the safety level for travel. GGC will cancel trips if the risk is determined to be too high based on the following scale.

Refer back to this information regularly during your planning and while on the trip to ensure that there is no new advisory that prohibits travelling to any destination on your itinerary.

Government Travel Advisory	GGC's Assessment
1. Exercise normal security precautions.	Travel is allowed to this destination.
2. Exercise normal security precautions; a regional travel advisory is in effect.	
3. Exercise a high degree of caution.	Contact your Provincial International Adviser / Assessor before commencing or continuing planning. She must contact <a href="mailto:SafeGuide@girlguides.ca">SafeGuide@girlguides.ca</a> at the national office. The national level will determine if the trip can proceed.
4. Exercise a high degree of caution; a regional travel advisory is in effect.	
5. A nationwide travel advisory is in effect.	GGC does not permit travel to this destination.

## WOSM and Non-WAGGGS Countries

GGC does not sponsor trips to World Organization of the Scouting Movement (WOSM) events. Independent group trips to WOSM events will be considered on an individual basis with approval being given by the International Commissioner. All activities at these events must meet Safe Guide standards.

When a group is considering travel to a non-WAGGGS country, the Responsible Guider must contact the International Commissioner (through her Provincial International Adviser) to determine whether they can go ahead with their plan as there may be concerns or issues that prevent travel to that country.

## Planning Timelines

A written plan and detailed timelines are essential for a successful trip. The International Trip Planning Timeline (IT.1) must be used as the basis for planning the trip. This form includes the deadlines for GGC authorization.

## Overview of International Travel Forms

Review the International forms and the information that must be submitted to ensure that you are prepared to provide the information required to include with the forms.

Include on your timeline deadlines for collecting or preparing information that must be included with the forms.

**(See chart on next page)**



	GGC Approval		Parent/Guardian	
	Forms to be completed	Timing for submission	Permission forms	Timing for sign-off or distribution
<b>PRE-APPROVAL</b>	<b>SG.8</b> (Travel approval) <b>IT.4</b> (Guider Applications) <b>IT.11</b> (List of Participants) <b>SG.1</b> (Activity plan) Proposed <b>Budget</b>	18 months to two years (minimum of one year) before departure and <b>BEFORE</b> commencing planning and fundraising	<b>SG.1</b> (Activity Plan) <b>SG.2</b> (Permission for activity)  <i>Information required for IT.11</i>	Before girl is listed on the participant list
<b>ONE YEAR CHECK-IN</b>	Updated: Itinerary <b>IT.4</b> (new Guider applications) Copy of <b>IT.7</b> (Financial Responsibility) <b>IT.11</b> (List of Participants) Updated <b>Budget</b>	One year before departure		
<b>FINAL APPROVAL</b>	<b>IT.3</b> (Group trip application) <b>IT.4</b> (updated Guider applications) <b>IT.11</b> (final List of Participants) <b>SG.4</b> (ERP) Updated <b>Budget</b>  As relevant: SG. 5 (Waiver) SG.7 (TPSP) WA.1 (Water activity)	Six months before departure	<b>IT.7</b> (Guarantee of financial responsibility) <b>IT.5</b> (Permission for international travel) <b>IT.6</b> (Waiver for international travel)  As relevant: SG.5 (Waiver)  <i>Information required for the IT.11</i>	<b>IT.7</b> - At least four to six months prior to departure <b>IT.5</b> and <b>IT.6</b> - Before departure
	Send significant changes to above information, as well as final itinerary, participant list, and home contact person information	No later than two months before departure	Final itinerary, Home contact person, ERP	At least two weeks before departure



## ***Girl and Guider Participation Requirements***

All participants (girls and Guiders) must be registered members of GGC. The exception is a non-member adult woman who can participate as a one-on-one support person to assist a girl member requiring accommodation for a disability. This must be approved by the Provincial International Adviser (or Assessor based on provincial travel processes).

If swimming or boating activities are part of the program, before leaving Canada participants must successfully complete the relevant swim test or boating test as outlined in the Swimming or Boating Planning Guides.

### **Girls**

All girls must be:

- Guide age or older for travel to the USA (excluding Puerto Rico and Hawaii) or St. Pierre et Miquelon (See note on page 131 regarding [travel restrictions to the US.](#))
- Pathfinder age or older and regularly participating in Girl Guide programming for all other international travel beyond the USA.

Guider's children who do not meet the membership and age requirements cannot participate.

#### **NOTES:**

Girls joining Guiding for the first time or moving up a branch are not considered part of that branch until the start of the Guiding year, which is September 1.

Members who sign-up for a trip as a girl member and become age of majority before departure can sign their own waiver forms and do not need parent/guardian permission. However, they are counted as a girl participant and have no supervisory responsibility and must comply with procedures for girl members.

### **Guiders**

All Guiders must have at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.

**NOTE:** Other than for travel to the USA, it is strongly recommended that at least one Guider has international travel experience in a country other than the USA.

All Guiders must have a current Standard First Aid certificate or be a Health Care Professional. (See first aid course requirements in [Key Terms](#)).

All Guiders must start with the group and remain with the trip for its duration, from point of departure in Canada to the return. Joining the group after the trip's departure or remaining abroad for further travel when the rest of the group has returned home is not permitted. This includes all Guiders who may not be needed for ratio.

### **Ratio**

There must be a minimum of two Guiders, of which at least one is 21 years of age or older. A supervision ratio of 1 Guider to 7 girls must be met and maintained from point of departure to return.



As part of planning, each trip should include at least one alternate Guider who is 21 years of age or older. Her role is to be available to go on the trip should one of the trip Guiders need to drop out at the last minute.

If at any time during planning, the number of girl participants decreases so that the ratio of Guiders to girls falls to 1:3, the Responsible Guider must provide details about the trip and rationale for the small ratio to her Provincial International Adviser (or assessor based on the provincial processes). In consultation with her Provincial Commissioner (or her designate) she will work with the group to determine whether the trip can go ahead based on the size of the group and the circumstances. Consideration will be given based on situations such as a small community with few girls available to travel.

A support person providing one-on-one assistance to a girl member requiring accommodation for a disability is not counted in the supervision ratio.

### **Health**

All participants (girls and Guiders) health issues, serious food and all other allergies must be investigated and assessed to ensure that they can be safely managed with the available resources during the trip.

If safe management of a participant's (Guider or girl) health issues and allergies cannot be assured through discussion with the participant and the girl's parent(s)/guardian(s), provision of further medication, treatment or medical equipment or discussion with the participant's family physician, the Responsible Guider must consult with her Commissioner (Provincial Commissioner in Ontario) and the Provincial International Adviser or Assessor. If deemed necessary after consultation, a participant may be asked to withdraw from the trip. This decision will be made in writing to the participant or the parent(s)/guardian(s), with follow up via telephone or in person.

Determine if vaccinations are required for the destination country as participants will need this information to prepare.

### ***Itinerary***

Relevant maps and guidebooks for the destination country(ies) must be obtained.

Girls must be involved in developing the itinerary and activities.

When planning to attend an international Guiding/Girl Scouting event/camp or a visit to a World Centre, follow these steps:

- Contact the Member Organization or World Centre to find out procedures and timing for making a reservation.
- Verify age requirements with centre staff prior to planning.
- Obtain and review a detailed description of all activities offered. Note the activities not permitted by GGC under Insured, Not Permitted and Conditional Activities on page 9.
- No member may participate in activities that are not permitted by GGC.
- Confirm reservations or attendance before booking airfares.
- Request an itinerary, information on the type of shelter, cooking arrangements, kit list and ground transportation from the host country.



## **Accommodations**

Arrangements for accommodations (hotels, hostels, etc.) must follow the procedures in the [Accommodations](#) Activity Guide. No adult can share one-on-one accommodation with a single girl who is not her daughter/ward.

## **Parent/Guardian Planning Orientation and Initial Permission to Participate**

A tentative itinerary and plan for accommodations must be developed in order for parents/guardians to give their initial permission for their daughter/ward to participate in the trip.

Details about the trip must be provided in writing to parents/guardians. This information must be updated and circulated periodically as plans develop and change and must be given to them to refer to before they give permission for their child to participate in the trip.

### **NOTES:**

Meetings should be organized to orient parents/guardians to your trip plans and to provide them with the information they need to prepare their daughter. These sessions provide opportunities for questions and clarification of information. Ideally, these should be face-to-face if possible. However, other options include: email communication, conference call with group, personal phone call, etc.

The following schedule is the minimum recommended for parent/guardian meetings. Ongoing communication is essential. In the months before the trip, consider scheduling monthly meetings. Include this schedule in your planning timeline:

- Approximately two years to 18 months before the trip and before submission of the Travel Preauthorization form (SG.8) and parent/guardian permission is given
- Six months before the travel and before the submission of the International Group Trip travel package for GGC Authorization
- Two to three weeks before departure or timed as required for visa applications, a pre-trip briefing where Parent/Guardian Permission for International Travel (IT.5) are signed and notarized.

**NOTE:** A document is notarized when it is signed and sealed by a Notary Public (or in Quebec a Commissioner of Oaths) who has the authority to sign documents that leave the province/territory. Please see the list of [Key Terms](#) found at the beginning of Safe Guide for a definition of Notary Public or Commissioner of Oaths.

## **Parent/Guardian Information**

Introduce parent/guardians to the basic plan for the trip. Discuss the details with them. As you have more information hold additional meetings and provide updates to the plans.

Before asking parents/guardians to commit to the trip, they must be provided in writing with as many details as possible and as known at the time. (You will need to provide this information with the Travel Preauthorization form (SG.8) before you can start fundraising). Include the following information:

- The tentative itinerary that includes possible activities, types of accommodation, sightseeing opportunities and any other information specific to the trip.
- How the trip will meet GGC's programming travel objectives.



- Any special preparations, physical skills or ability or behaviour the participants will be required to have.
- Estimated costs, including:
  - Proposed plans for fundraising, a payment schedule and division of funds.
  - The costs that will be covered by fundraising.
  - Fee to be paid by each participant. Note for independent group trips each individual must contribute at least 10% of participant fee.
  - Costs and procedures for trip cancellation and/or participant (girl or Guider) withdrawal.
  - A statement that there are no refunds for any money raised to support the trip. These funds are raised on behalf of GGC belong to GGC
  - Costs that they may be responsible for including:
    - Medical insurance and examinations
    - If vaccinations are required, the cost is each individual participant's responsibility.
    - GGC international uniform pieces
    - The cost of passports and visas are the participant's responsibility
    - Other expenses such as meals, snacks and other incidentals
    - Notarizing documents if necessary
- What medical assistance may be available (as lack of medical assistance may pose an unacceptable risk for some health problems).
- Need for contingency/emergency funds and when they would be used (e.g. to cover costs for a last-minute emergency; send a sick participant home; unanticipated taxi fare, etc.)
- The right of the national office to withdraw approval for the trip if the health or safety risks or the risk of political instability in the destination country(ies) is deemed too high (See Travel Advisories).
- A copy of the Code of Conduct and behaviour expectations.
- Information about appropriate clothing for the destination country(ies), including the expectations for purchasing and wearing GGC International uniform (See Guiding Essentials.)
- If attending an event held by a WAGGGS member Organization or World Centre, the safety procedures of that organization apply. These may be different from Safe Guide. Use the procedures set in Safe Guide as a guide. No member may participate in activities that are not permitted by GGC.

Parent/guardians must be asked to review their custody arrangements regarding permission for their child/ward to travel out of the country.

- Inform them that GGC requires them to provide a notarized Parent/Guardian Permission for International Travel (IT.5) form that gives their permission for their child/ward to travel with the group. Provide them with a copy of the Parent/Guardian Permission for International Travel (IT.5).
- Request that parent/guardians if needed take steps to obtain appropriate documentation and permission for their girl to participate in the trip.

NOTE: The visa application process for some countries requires notarized permission for children to be included with the application. If your destination requires a visa, check the visa application requirements and timing.

Parents/guardians must be asked to provide information regarding their child's citizenship status. This information is submitted on the List of Participants (IT.11) as part of the pre-approval process (see below GGC Authorization).



## **Parent/Guardian Permission**

In order to be considered as a participant on the trip, parents/guardians must confirm that they have reviewed the information about the trip and acknowledge their commitment to support their daughter/ward by:

- Signing the Parent/Guardian Permission (SG.2). Attach the Activity Plan (SG.1) with information as outlined above in Parent/Guardian Information
- Providing the information required for List of Participants (IT.11) form

If participating in homestays, see the [Homestay section](#) for additional parent/guardian orientation and permission requirements.

## **Insurance**

Members travelling outside of Canada must have medical coverage for outside of Canada. GGC's insurance policy does not provide travel/medical coverage outside of Canada. See below under [What parents/guardians need to know and do – Health](#) for more details on medical insurance requirements (page 143)

Travel insurance for a flight cancellation, lost luggage or theft must be purchased by the group when booking travel. This insurance must be booked under one policy.

## **Health Management**

Follow the procedures in the Health and First Aid in General Planning section.

Consult [Well on Your Way - A Canadian's Guide to Healthy Travel Abroad](#) for suggestions for having a safe travel experience.

# **One year to go: Planning the Trip Details**

The final year in planning international travel will be the busiest. Based on the research done during the previous year(s), the following must be finalized:

- Flights
- Itinerary
- Accommodations
- Budgets

Use the information in the parent/guardian section to create your final to-do list. Much of this information is also needed for GGC Authorization.

## **Booking Travel**

When booking travel, major airlines, railways, ground transportation providers and established travel agencies must be used whenever possible. Travel must be booked as a group booking under one reservation (e.g. one locator number). No participant is to book her own travel separately outside of the group reservation or through her travel incentive or reward program.

All discounts and free trips must have the value distributed among the entire group.



When booking travel group travel insurance (for situations such as cancelled flights, lost luggage etc.) must be purchased and must be under one policy. See above, [Insurance](#).

## ***Final authorization timeline***

You must review the deadlines for final approval of your trip as outlined on the **International Trip Planning Timeline (IT.1)**. For further details, see the:

- Overview of International Travel Forms
- GGC Authorization sections

The timeline for the authorization steps are:

- **One-Year check-in** with the International Assessor. You will need to provide updates on the itinerary, participant list and budget.
- **Six months Final Authorization** begins with the submission of the international group trip application forms.

## ***What parents/guardians need to know and do***

This section explains the steps required to inform parents/guardians about the trip details before they give their final permission for travel. Note that all this information must also be provided to Guiders who will be supervising the girls on the trip.

All participants (girls and Guiders) and parents/guardians must be instructed to check the following:

- Expiration dates of passports. For some destinations, if a passport is due to expire within six months of the trip (both before and after), a new passport must be obtained.
- If they are not Canadian citizens or have dual citizenship they must determine what their status is in the destination country(ies) and obtain the appropriate travel documents.
- For travel to the United States, the U.S. Customs and Border Protection must be consulted for information: [https://help.cbp.gov/app/answers/detail/a\\_id/1192/kw/canadians%20visiting](https://help.cbp.gov/app/answers/detail/a_id/1192/kw/canadians%20visiting)

Review with the parents/guardians the Parent/Guardian Permission for International Travel (IT.5). Remind them that they must check their custody arrangements regarding consent for the sign-off of this form. Ensure that this information is discussed in all orientation meetings with parent/guardians to avoid last minute issues.

### **Parent/Guardian Information and Permission**

Participants and their parent(s)/guardian(s) must be given detailed information about the trip as noted in Parent/Guardian Orientation. They must be given adequate time to thoroughly review, question, and understand all information and permission forms so that they can sign without pressure to commit.

Custodial parents/guardians must provide the following signed documents:

- Parent/Guardian Permission for International Travel (IT.5) that gives permission for their daughter/ward to be travelling with the Responsible Guider, based on the written information provided
- A Release, Waiver and Assumption of Risk for International Group Travel (IT.6) if they are under provincial age of majority.



## Parent/Guardian Orientation

It must be explained to parents/guardians that:

- Whenever possible, Guiders will follow the standards set out in Safe Guide. However, when travelling internationally, the standards for safety, transportation and many other aspects of the experience are different than what we would find here in Canada.
- When managing specific activities, there are times and situations where following Safe Guide may not be possible. In such circumstances Guiders and supervisors must use their best judgment in looking out for the safety of the group.

If participating in an international camp or event managed by a WAGGGS Member Organization or World Centre, parents/guardians must be informed that:

- You will be following the safety and risk standards of that organization which may be different from those of GGC. The procedures set in Safe Guide will be used as a guide. Activities that are not allowed by GGC will not be undertaken on an international trip.
- Members of other WAGGGS member Organizations will be providing supervision and their child may not be under the direct supervision of GGC.

The Code of Conduct must be reviewed with participants and their parent/guardians. Explain their responsibility in maintaining the code. Inform them that participants will be sent home at their expense for any serious misconduct that is counter to the Code of Conduct; this includes but is not limited to:

- Use of illegal drugs or narcotics considered illegal in Canada, including marijuana
- Consumption of alcohol
- Sexual activity (mouth-to-mouth kissing, touching, intercourse) with anyone regardless of gender, age or consent

All participants (girls and Guiders) must have, or have made plans to obtain, travel documents (e.g. passports, visas, proof of citizenship, valid photo identification, etc.), at least **six months before departure**.

Before providing permission to participate in the trip, parents/guardians must be provided with written information that outlines:

- Travel plans including mode of transportation (plane, bus, train, urban transit, etc.)
- Types of accommodation and proposed addresses, if applicable.
- Activities and outings during the trip and any other pertinent information about the planned activities.
- Final cost as known at the time. Note potential unknown costs such as meals, additional activity opportunities that may come up (e.g. entrance fee to a museum, play etc.).
- Kit list for the trip activities including international uniform and appropriate clothing.
- How to contact the group during the trip in case of an emergency at home (e.g. death in the family and need to reach their daughter).
- An agreement to assume the costs of the trip is signed by those providing support, (i.e., custodial parents/guardians or guarantor). The agreement includes the total budget for the trip as well as each individual's expenses. (See Guarantee of Financial Responsibility International Group Trips, IT.7).

**NOTE:** If a new girl is added to the trip after it is preauthorized, her parents/guardians must sign SG.2 and IT.7 forms before her participation can be confirmed.



## Health

At the discretion of the Responsible Guider, the Medications Consent (H.7) may be used to obtain parent/guardian permission for giving girls medication as listed during international travel of 72 hours or more.

If travelling to a destination where special vaccinations or preventative medications may be needed, a physician or an international travel clinic at least six months before departure must be consulted and information provided to parent/guardians.

All participants who do not have their own health insurance coverage for travel must obtain additional medical insurance, as provincial/territorial health plans only cover a portion of costs.

- Insurance can be purchased by individuals or on behalf of the group.
- If the Responsible Guider is researching health insurance options for the group she must confirm with participants and/or parent(s)/guardian(s) that they understand the terms of the insurance.
- When insurance is purchased on behalf of the group, the details of insurance must be provided to parent/guardians and Guiders.

Confirm that participants (and parents/guardians) who have medical/travel coverage through personal/work health plans understand the details of their coverage and that they are responsible for this coverage. Note some plans only cover dependents when they are travelling with their parent/guardian.

- The Responsible Guider must obtain information about all participant's coverage and procedures for accessing their insurance while abroad and attach it to health forms.

Refer to:

- Well on Your Way - A Canadian's Guide to Healthy Travel Abroad  
<http://travel.gc.ca/travelling/publications/well-on-your-way>

## Parent/Guardian and Participant Pre-departure briefing

Parents/guardians must be informed that Foreign Affairs recommends that travellers register with the Registration of Canadians Abroad service when travelling. Encourage parents/guardians to register their child by going to Registration of Canadians Abroad section of the Foreign Affairs and International Trade Canada website. This enables the government and GGC to confirm the health and safety of our members in the event of a natural disaster or civil unrest.

Develop a plan with participants and parents/guardians regarding communication with families while abroad. Ensure participants understand costs and technology requirements for smart phones/cell phones, etc. while out of country.

Parents/guardians and girls and Guiders must be provided with information on:

- How to carry documents, credit cards, bank cards, money and travelers cheques safely and securely (e.g., under clothing, in a money belt)
- How to obtain local currency for the country(ies) they will be visiting
- The use of bank and credit cards in that country(ies)
- Carrying an extra supply of any prescription medication, a duplicate copy of the original prescription and an extra prescription that lists both the generic and trade name of the drug
- Carrying extra contacts or glasses in case of loss
- How supervision will be managed during the trip



- How to register their daughter/ward through the Global Affairs Canada program: Registration of Canadians Abroad (See below [Registering Travelers](#))
- Making photocopies of the information page of their child's passport: one for them to keep and one to give to the Guider

At least two weeks prior to departure, the following information and details must be provided to all parent(s)/guardian(s):

- Final itineraries that include the address for all accommodation (including homestays), flight numbers and emergency contact information
- Information pertaining to excursions, adventure activities and/or adventure camping that will take place on the trip
- Contact information for the Home Contact Person
- Emergency Response Plan
- Photocopies of the airline/train/bus tickets, visas, travel insurance and medical insurance if purchased on behalf of the participant.

## ***Orientation and Planning with Girls***

NOTE: All the information below must also be provided to Guiders on the trip.

Refer to the General Planning for Activities sections on Orientation and Planning with Participant and the Buddy System.

Girls and Guiders must be provided with a pre-trip orientation to the country(ies) they will be travelling to and prepare participants for differences they will encounter. Guiders and girls should research the information together.

This orientation includes information on the following:

- Currency
- Washing and toilet facilities
- Food
- Sources of potable (safe) water for drinking and cooking
- Recommended clothing for the countries to be visited. [Global Affairs Canada's](#) website has cultural tips for countries around the world organized by region.
- Buddy system
- A few key phrases in the language of the destination country
- General customs and culture
- Behavioural and cultural differences
- Voltage and electrical appliance requirements
- Any laws governing activities they will be doing that may be different from those at home
- Telephone procedures in the destination country(ies)
- Instructions for participants to watch their luggage at all times during travel and to never carry envelopes, packages or luggage across the border for someone who is not known to them.

The Code of Conduct must be reviewed as part of girls' orientation. Remind girls that they will be sent home for serious misconduct including but not limited to the following:

- Use of illegal drugs or narcotics considered illegal in Canada, including marijuana
- Consumption of alcohol
- Sexual activity (mouth-to-mouth kissing, touching, intercourse) with anyone regardless of gender, age or consent



If travelling to a World Centre or international camp/event, the group must be prepared to do a presentation about Canada.

It is explained to participants that all purchases must be declared and original receipts available for inspection by Canada Border Services Agency officials when they return to Canada.

## ***Emergency Response***

The following procedures are in addition to those in the Safety and Emergency Response procedures in General Planning section.

The Emergency Response Plan (ERP) will include both the Emergency Response Guidelines and the [Emergency Response Guidelines for International Travel](#) (see below) that outline a number of specific situations and corresponding course of actions related to responding to emergencies.

Depending on the activity(ies) these guidelines can make up all or part of the Emergency Response Plan. Additional measures must be developed for situations not addressed in the guidelines and noted on the ERP (SG.4). For example, your ERP should include procedures for:

- Overnight accommodations
- General daytime sightseeing activities
- Medical emergencies etc.

These can be on the same SG.4 and as is feasible list for each location. Your itinerary with contact information for each locations/destinations and overnight accommodation should be kept with the SG.4.

## **Home Contact Person**

A person in the group's community or a GGC employee must be designated as the Home Contact Person (HCP). Their role is to assist in the resolution of a situation, which may or may not be an emergency. (See [Appendix J](#) – Home Contact Person for more information.)

The HCP should be accessible by land line and/or cell phone 24 hours a day, 7 days a week.

A detailed itinerary is given to the Home Contact Person (HCP). Include the following:

- Trip routes and scheduled stopping points
- Flight details (number, arrival departure etc.)
- Other transportation information (e.g. bus or train travel)
- Contact telephone numbers for hotels, youth hostels, and home stays where applicable
- Names and addresses of participants, their parents/guardians and emergency contacts; this information must be destroyed (i.e., shredded) at the end of the trip
- Copy of the Emergency Response Plan

The home contact must be informed that personal information is held in confidence; must not be shared with anyone, or used for personal purposes.

## **Communication**

The following procedures are in addition to those in the Communication portion of the General Planning section.

Responsible Guider must have 24 hour/7 days a week access to the local HCP.



Complete contact information for the Canadian embassy/consulate for the destination country(ies) must be included on the Emergency Response Plan (SG.4). This information is available on the Foreign Affairs and International Trade Canada website.

The Responsible Guider must establish a confirmed method of communication between the travelling group and GGC officials (Provincial International Adviser (or Assessor based on provincial processes), Commissioner, provincial or national office) in Canada. This provides back up in case the Canadian travelling group develops problems communicating with either their Home Contact and/or their international host contacts.

Include this information on the Emergency Response Plan (SG.4).

- The appropriate GGC authorities must be contacted in the event of an emergency or unexpected situation. Contact information must be on the Emergency Response Plan (SG.4). See also the Emergency Response Guidelines.

If an incident occurs while on an International Trip, the Responsible Guider must submit a copy of the Incident Report (INS.01) immediately to the Provincial International Adviser/Assessor and the national office.

### **Registering Travelers**

GGC encourages the Responsible Guider to have all the participants register through the federal government's program: Registration of Canadian's Abroad (<http://travel.gc.ca/travelling/registration>). This enables the government and GGC to confirm the health and safety of our members in the event of a natural disaster or civil unrest.

All Guiders must register individually. Parents/guardians are provided with information on how to register and can determine whether to register their daughter/ward.

- Periodically during planning and at least one month prior to your trip check regularly (weekly/daily) the federal government's travel website for any travel advisories (<https://travel.gc.ca/travelling/advisories>) which may have been issued for the country or region you plan to travel to.
- If a travel advisory has been issued and it is recommended that you do not travel to that country or region, discuss the matter with your participants and International Adviser (or Assessor based on provincial processes) immediately. See the section on Travel Advisories.
- If a travel advisory or warning has not been issued, participants can register using the Registration of Canadians Abroad system.

### **Emergency Response Guidelines for International Travel**

The following are some general guidelines to assist in managing these types of situations on an international trip. You may need to adapt them to your specific situation. These are included as part of your ERP.

#### **Lost Passport:**

- Contact Canadian embassy/consulate
- Provide photocopy of passport signature page to the embassy to expedite the process
- Contact parents/guardians to inform them of the situation
- If situation is not resolved within 72 hours of planned departure, contact parents/guardians and possibly HCP for assistance with authorities in Canada
- HCP should contact the Provincial Commissioner to inform her of the situation and next steps

**Missed Flight:**

- Go to airline desk to determine if the group can get on the next flight. If so, book that flight. (Note: if there is a charge involved, use group emergency funds.) Contact travel agency that booked your flights for assistance. (Contact info should be on your itinerary.)
- Call HCP who will contact the parents to let them know of the new arrival time and flight numbers.
- HCP will contact the provincial emergency contact as noted on the ERP to notify them of the situation and next steps.

**Missing Participant:**

- Responsible Guider has a cell phone adapted to use in that country. Cell phone is on during outings.
- Participants always carry Responsible Guider's cell phone number.
- Participants are instructed on arrival to know how to use the public telephone system. They will note the name of the street they are on/store they are in, and will phone Responsible Guider.

**Serious Behavioural Issue:**

These steps apply to both Guiders and girls.

- If attending a camp or event, the Responsible Guider obtains from the organizers information on their procedures for disciplinary action.
- Responsible Guider discusses situation with other Guiders (and camp staff if at a camp or event) and, depending on the situation, will determine who will approach the individual.
- Meet privately with the individual one-on-one (for girls do this in view of other Guiders as per child protection guidelines) to discuss the situation and to review the Code of Conduct.
- Listen to the individual's side of the story and ask open-ended questions to try to determine what is going on. Find out if she is missing her family, not feeling well, tired, stressed by unfamiliar surroundings, etc.
- Support her emotional and physical needs and determine how you can assist her.
- Reinforce positive behaviour, but remind her of the expectations and the consequences.
- The Responsible Guider documents all discussions and steps taken.
- If behaviour continues, determine a recommendation for next steps. Responsible Guider contacts her Provincial Commissioner to discuss the situation and to share recommendations and for girls, determine who will contact her parent/guardian.
- If it becomes necessary to send a girl home, Responsible Guider will consult with Provincial Commissioner to determine:
  - If it is necessary for the girl to be accompanied home
  - Who will contact the girl's parents to explain that they will be responsible for the cost of her return flight should there be additional charges.
  - If necessary, how to manage continuing supervision of the remaining girls on the trip
- Responsible Guider (or HCP) will arrange flight and work with Provincial Commissioner and parents to make sure the girl gets home safely.
- If an adult is dismissed from the trip, she is responsible for making her own arrangements and covering the costs.  
**NOTE:** See the [Performance and Conduct Management](#) for further information regarding corrective action.

**Medical Issue**

- Check the individual's health insurance and call contact number before obtaining medical assistance.
- If attending an event, obtain from the organizers information on procedures for medical emergencies.



## Communication Plan Guidelines for International Travel

In the event of an emergency or crisis, the following will assist you on what level support in resolving the situation.

Scenario	Home Contact Person	Provincial office and/or PC	National office
Missed or changed flight	✓		
Change in accommodations	✓		
Minor illness or injury (i.e. nausea, cut, sprained ankle)	✓		
Serious illness or injury (e.g. epidemic, hospitalized)		✓**	✓**
Serious behavioural issue		✓**	✓**
Missing person		✓**	✓**
Death		✓**	✓**

\*\* The Provincial Commissioner will follow-up with the national emergency contacts. The appropriate person to contact the parent(s)/guardian(s) and others as necessary will depend on specific circumstances and will be determined at the national level.

## During the Trip

### Monitoring Travel Advisories

Continually refer the Canadian government travel advisory information during your planning to ensure that there is no new advisory that prohibits travelling to any destination on your itinerary. (<http://travel.gc.ca/travelling/advisories> )

### Supervision

#### NOTES:

- Review the supervision ratios under Girl and Guider Participant Requirements
- See the Guider Application (IT.4) for Roles and Responsibilities
- Refer to the Supervision section in General Planning for additional information about supervision

In addition to the health forms, the Responsible Guider must carry the following documents:

- Parent/Guardian Permission for International Travel (IT.5) for all girls
- List of Participants (IT.11)
- Emergency Responses Plan (SG.4)
- Group's travel insurance policy

All Guiders must monitor girls' health and attitudes to determine that all necessary support is provided for the safety and success of participants.

For supervision in accommodations, follow the procedures in the [Accommodations](#) Activity Guide.



Guiders must not consume alcohol at any time (even after girls are asleep) during the trip and ensure that girls also understand alcohol is not allowed.

Guiders must monitor girls to ensure they are wearing clothing, hats and footwear that are appropriate to the culture, activities and environment of the destination country.

Guiders must confirm participants' understanding of travel safety precautions and instruct participants on the phone procedures for the country(ies) they are travelling in.

Guiders must inform or have Activity Facilitators inform girl participants of related safety and emergency procedures before activities.

Guiders must avoid situations where they could be one-on-one with a child who is not their own.

Before the trip, Guiders are expected to review "[Protecting Yourself from Allegations of Abuse](#)" and "[What to do if you suspect a girl member is being abused](#)." When there are reasonable grounds to suspect abuse, it must be reported.

When participating in activities managed by safety standards of a WAGGGS Member Organization or World Centres, Guiders must use their best judgment in looking out for the safety and best interests of the group. Use the procedures set in Safe Guide as a guide.

Yellow and Red level activities can only be included on international trips if they have been included on the itinerary provided to parents/guardians and authorized by GGC as included on the trip. For adventure activities an Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) must also be signed. Guiders are reminded that only a parent/guardian can sign these forms or any waiver required by a Third Party Service Provider.

No member may participate in activities that are not permitted by GGC. (See Insured, Not Permitted and Conditional Activities in the Section One – Introduction on page 9.)

## **Health Management**

The Responsible Guider must prepare for and ensure that these procedures are followed during the trip.

The following up-to-date health forms must be carried with the group and their confidentiality protected:

- Personal Health Forms (H.1 & H.2) with a photo. How to contact her out of country medical insurance must be attached to her form.
- Medication Plan and Administration Record (H.3)
- If being used, Medications Consent (H.7)

Health forms (H.1, H.3 & H.7) are carried as follows:

- Original is kept by the Responsible Guider
- One copy is given to a different Guider

Personal Health Forms and copies must be carried securely and their confidentiality protected. They are only opened in the event of an emergency or to verify or confirm information as required.

All participants must carry details of their medical insurance at all times.



All participants must be informed of who to approach for first aid assistance and/or where the first aid station is located.

If attending an International camp or WAGGGS event the Responsible Guider must find out the procedures for getting medical assistance. She should inform the event that she must be notified if a GGC girl or adult needs medical assistance.

If a participant is treated by a doctor or in a hospital while on the trip, the Responsible Guider must obtain detailed medical records and invoices before leaving the country.

### **Food and Water**

Precautions must be taken to determine the safety of food and water:

- In warmer and tropical countries check for the safety of raw foods (for example, salads, fruit)
- Re-heated foods, uncooked shellfish and food from street vendors are to be avoided
- Bottled water must also be checked for safety.

## **International Homestays**

NOTE: International homestay is NOT the first choice of accommodations for our members. For safety and security reasons, hotels and locations where the group can reside together is the first preference. However, homestay does offer a cultural experience like no other.

In organizing your homestay, request the following from the host association:

- At least two girls are in each home and if possible a Guider as well.
- The entire group stays in the same community, not spread across a variety of towns or villages.
- A list of who will be providing the homestays, their addresses and contact phone. When possible this should be provided *before* leaving Canada.

### ***Parent / Guardian Permission for Homestays***

Parent(s)/guardian(s) must be provided with all available information about homestay arrangements; notifying them that home-stays are arranged by the host association, according to their regulations and that relevant health information may be shared with homestay hosts.

Parent(s)/guardian(s) and the HCP must be notified immediately should home-stay information change.

Inform parents that when homestays are arranged in other countries they do not have the same process for screening and police records checks as is done in Canada.

Provide each girl with contact information for their Guiders at all times – for example, a cell phone number (that works in that country), the land line phone number(s) and address(es) where the Guiders are staying.

### ***Emergency Response Plan for Homestays***

The following must be added to the Emergency Response Plan (SG.4)

Guiders must check in with girls regarding their homestay experience in the first 24 hours and then on a regular basis.



Guiders must have a list that shows where each member of the group (girls and Guiders) is staying, the name of the family, their addresses and phone number. This homestay contact list must be submitted for approval and a copy given to the Home Contact Person.

An Emergency Response Plan (SG.4) must be provided for the homestay portion of the trip. The plan must include steps to take if a homestay is unsuitable and alternate arrangements made. The homestay contact list must be attached to the form.

All members of the group (both girls and Guiders) must be briefed on the homestay emergency response plan, have copies of it, and be able to also contact local emergency services.

## GGC Authorization

The Responsible Guider must follow the procedures listed below in order for GGC to authorize the travel. Documents are submitted according to her provincial Safe Guide process.

All international travel is first reviewed by an International Assessor who works with the Responsible Guider to prepare for final approval. The Provincial International Adviser gives final approval for international trips.

### *Preauthorization*

All travel must be preauthorized before detailed planning begins.

#### NOTE:

- It is important at this stage that parents and girls understand the trip's financial and time requirements before committing to the trip.
- See also
  - [GGC Preauthorization](#)
  - [Ratio](#) under Girl and Guider Participants

Approximately 18 months to two years (and a minimum of one year) prior to the trip or **before** starting fundraising the Responsible Guider must submit the [following forms](#) for approval:

- Group Trip Planning Timeline (IT.1), or similar timeline planning document
- Travel Preauthorization (SG.8) and attachments
- Guider Application (IT.4) and iMIS profiles for all Guiders planning to participate in the trip,
- Draft List of Participants (IT.11)
- Budget. Use your provincial international budget template. See provincial website or contact your provincial office.
- Activity Plan (SG.1) as provided to the participants parent/guardians that includes the required information listed under [Parent/Guardian Information](#) on page 138.

For approval on fundraising see the fundraising policy and procedures. (See [Member Zone for Board policy 01-19-01](#)). Contact your provincial office for information on where to submit the Application for Fundraising Approval (FR.1).



Participants' records in iMIS must be checked according to the provincial process.

After the participants' iMIS records are checked, the International Adviser or Assessor (based on provincial processes):

- Reviews the submitted forms to ensure that:
  - They meet [GGC travel objectives](#) (see page 132)
  - Parent/guardians have been appropriately informed of the commitment needed (e.g. time and money) for their daughter's/ward's participation.
  - The budget is realistic and clearly outlines the expenses and revenues
- Signs the SG.8 and IT.4 to indicate her approval to move forward in the planning and sends them back to the Responsible Guider or contacts the Responsible Guider to clarify information.
- Forwards a signed copy of the Travel Preauthorization (SG.8) to the Provincial International Adviser along with the proposed List of Participants (IT.11.)

If any changes or additions to participants or the proposed destination are made after the approval of the Travel Preauthorization form (SG.8) and before the One-Year Check-in, these changes must be sent to the International Assessor. For changes or additions to Guiders, their Guider Applications (IT.4) form must be sent immediately.

## ***One-Year Check-In***

One year before departure, the Responsible Guider must provide to the International Assessor:

- Guider Applications (IT.4) and iMIS profiles and forms for any new Guider participants
- An updated List of Participants (IT.11)
- A copy of the Guarantee of Financial Responsibility (IT.7) as provided to participants
- An updated itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates. Include:
  - Proposed overnight accommodations
  - Camp or event information if attending one
  - Tour company information if applicable
- An updated budget using your provincial International Travel Budget template. This template includes an itemized list of expenses, participant deposits, fundraising revenue generated to date, projected additional fundraising, and a per participant cost. To obtain a copy of the international budget template, see provincial website or contact your [provincial office](#).
- Updated Group Trip Planning Timeline (IT.1), or similar timeline planning document
- Fundraising plans for outstanding expenses

The international assessor will review the information and ensure that any new participant's iMIS record is checked before confirming with the Responsible Guider that the trip is on track or work with her to prepare for Final Authorization.

## ***Final Authorization***

### **Six-months Before Travel**

Six months prior to the trip the Responsible Guider must complete and submit the:

- Updated International Group Trip - Guider Applications (IT.4) updated for all adults
- International Group Trip Authorization (IT.3) and its attachments including:
  - Proposed detailed itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates,



- Proposed overnight accommodations and their contact information (contact number and address)
- Camp or event information if attending one
- Tour company information if using
- Emergency Response Plan (SG.4)
- Detailed budget, including an itemized list of expenses, participant deposits, fundraising revenue generated to date, projected additional fundraising, and a per participant cost
- Fundraising plans for outstanding expenses
- Updated List of Participants (IT.11)

If the trip includes any activities that are not part of the program of an event held by a WAGGGS member Organization or World Centre, Safe Guide procedures for that activity must be followed. The Authorization forms for these activities are sent to the International Assessor for processing. (See General Planning and the [Swimming](#) and [Boating](#) Planning Guides.)

- If necessary the International Assessor collaborates with a Red level or Water assessor for the approval of these types of activities.

The International Assessor reviews the documentation and ensures that any new participant's iMIS record is checked before signing the Group Trip Authorization (IT.3) and all Guider Applications (IT.4) to indicate her approval for the Responsible Guider to move forward with finalizing plans for the activity. She then forwards the forms to the Provincial International Adviser.

### **Request for Alternate Travel Arrangements**

- If, during the planning a girl participant asks for alternate travel arrangements (for example, to visit family), direct her parents/guardians to submit a written request explaining their arrangements for their daughter/ward. (See sample letter in [Appendix I.](#)) **Before booking travel**, the request should be prepared by the parent for the Responsible Guider to submit for approval to the Provincial International Adviser (or Assessor based on provincial processes) in collaboration with the Provincial Safe Guide Adviser. The parent/guardian must:
  - Be informed that they are responsible for any additional expense that may be incurred for the safe transfer of their daughter/ward from/ to family whether pre-planned or if it arises due to a last-minute change of plans.
  - Agree to a written back-up emergency plan should there be an unexpected delay that compromises the arrangements.
  - Agree to a pre-arranged back-up emergency plan should there be an unexpected delay that compromises the arrangements.
  - Agree to be available by phone at the time of the transfer to confirm the arrangements or support any last minute challenges.

The request should be prepared by the parent/guardian for the Responsible Guide to submit **before booking travel**. The written request should be sent to the Assessor handling the event who will forward it to the Provincial International Adviser for consideration. The request will be reviewed to determine that it is feasible and doesn't impact the group. and the participant will be contacted in writing (with a copy to the Responsible Guider) by the Provincial International Adviser to confirm the decision. Note: If the arrangements are approved outgoing and home-bound flights may have a different group reservation (i.e. locator number).



The Emergency Response Plan (SG.4) must include the back-up plan for this individual should there be an unexpected problem with the arrangement (e.g. family member does not show up to meet the girl).

### **Four Months Before Travel**

Three to four months before departure, the Provincial International Adviser or Assessor reviews all information and signs her approval on the International Group Trip Authorization (IT.3) and Guider Applications (IT.4).

The Provincial International Adviser or Assessor sends signed copies of these forms to the Provincial Commissioner and to the Responsible Guider.

### **Two Months Before Travel**

No later than two months before departure, the Responsible Guider gathers and sends the following information to the Provincial International Adviser/Assessor (as per provincial process):

- Summary of any significant changes to the information contained on the IT.3 form (the form does not have to be re-submitted)
- Final itinerary (including accommodations and contact information)
- Updated List of Participant (IT.11)
- Flight numbers
- Confirmed contact information for the Home Contact Person and the participants' emergency contacts
- If relevant, attach an Activity Authorization (SG.3), Water Activity Plan (WA.1) and Adventure Camping/Tripping Plan (SG.6)
- TPSP Interview Checklist (SG.7) if applicable.

The Provincial International Adviser/Assessor reviews pertinent information and communicates with the Responsible Guider regarding any missing documentation and/or concerns.

### **One Month Before Departure**

The Provincial International Adviser (PIA) must forward the following documents to the national office at [ggctrips@girlguides.ca](mailto:ggctrips@girlguides.ca) with a copy to her Provincial Commissioner: Front page of IT.3

- Final List of Participants (IT.11)
- Emergency Response Plan (SG.4)
- Final itinerary

The Responsible Guider must update the PIA about any last-minute changes to the trip as they occur. The PIA must provide the national office with any revisions or updates to the trip that occur after submitting to national.

### ***Within 30 Days of Return***

Within 30 days of return from a trip, the Responsible Guider must send to her Provincial International Adviser/Assessor:

- A Financial statement that reports final expenses and income based on a financial reporting template provided by the province. See Travel Preauthorization (IT.1) for details.
- A trip report
- All paperwork must be submitted to the province for retention. For more information, see "What to do with your Safe Guide forms after the activity date"