

The Provincial International Adviser must approve International Group Trip Applications for trips that are 72 hours or more.

Date	Who	What
<p>Before you start fundraising (2 years to 18 months prior is recommended)</p> <p>Date: ____</p>	<p>Responsible Guider and girls and International Assessor</p>	<p>Gather information, develop basic plan. Ensure Guiders have made plans to get standard first aid and it is current at the time of travel.</p> <p>Have parent/guardian meeting to discuss plans.</p> <p>Review Safe Guide International Travel Planning Guide 72 Hours or More and when forms are due. Submit to Safe Guide Assessor:</p> <ul style="list-style-type: none"> • Travel Pre-Authorization (SG.8) • Guider Applications (IT.4) • List of Participants (IT.11) – as known to date • Activity Plan (SG.1) as provided to parents/guardians • Timeline for plans • Proposed itinerary as provided to parents/guardians • Proposed budget based on the budget template and fundraising plans <p>After participants' records are checked in iMIS, the International Assessor reviews and signs the form. She forwards one signed copy of the SG.8 to the Provincial International Adviser and one back to the Responsible Guider. Contact your provincial office to obtain details of the provincial approval process.</p> <p>Once the SG.8 has been approved, obtain permission to fundraise by submitting the Application for Fundraising Approval (FR.1) and attach it to the SG.8. Check the Fund Development policy and Fund Raising Procedures and Guidelines (Board policy) 01-19-01.</p> <p>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).</p>
		<p style="color: red;">This section is fillable for you to add additional items</p>
<p>One-Year Check-in</p>	<p>Responsible Guider and International Assessor</p>	<p>Organize a parent/guardian meeting to update them on plans and budget. Discuss Guarantee of Financial Responsibility for International Group Trips (IT.7).</p> <p>Based on research in the previous year, start to make final arrangements for flight, itinerary and sightseeing, accommodations, and meals and budget.</p> <p>Submit</p> <ul style="list-style-type: none"> • New Guider Applications (IT.4) if any changes to Guiders • Updated List of Participants (IT.11) – as known to date • A copy of the Guarantee of Financial Responsibility for International Group Trips (IT.7).as provided to parents • Updated itinerary • Updated budget based on provincial budget template. <p>The International Assessor will review the information and confirm that the planning is on track.</p>

		This section is fillable for you to add additional items
6 months, before trip Date: _____	Responsible Guider, other Guiders and alternate Guiders International Assessor	<p>Have parent/guardian meeting to update on plans. Ensure all Guiders have current standard first aid.</p> <p>Submit to International Assessor:</p> <ul style="list-style-type: none"> • International Group Trip Authorization (IT.3) • Proposed itinerary • Emergency Response Plan (SG. 4) • Detailed budget • Fundraising plans • Updated List of Participants (IT.11) • Guider Applications (IT.4) • If relevant, attach Activity Authorization (SG.3), Water Activity Plan (WA.1), Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement (SG.5) and Adventure Camping/Tripping Plan (SG.6) <p>International Assessor reviews IT.3 and attachments to ensure it is complete and ready for approval by Provincial International Adviser. Completed applications are forwarded to Provincial International Adviser.</p>
		This section is fillable for you to add additional items
At least 4 to 6 months before departure Date: _____	Responsible Guider	<p>Verify that parents/guardians have reviewed the following information and provided the required documentation:</p> <ul style="list-style-type: none"> • All adult participants and the parents/guardians of minor participants have signed a Release, Waiver and Assumption of Risk for International Group Travel (IT.6) • Flights booked and accommodations confirmed
		This section is fillable for you to add additional items
4 months before departure Date: _____	Provincial International Adviser or Assessor	<ul style="list-style-type: none"> • Review International Group Trip Authorization (IT.3) and respond to Responsible Guider • Forward a copy to the Provincial Commissioner
		This section is fillable for you to add additional items
3 months before departure Date: _____	Responsible Guider and Parents/Guardians	<p>Start to prepare the final List of Participants (IT.11) by collecting from participants (girls and adults):</p> <ul style="list-style-type: none"> • information for two emergency contacts during the trip
		This section is fillable for you to add additional items
2 months before departure Date: _____	Responsible Guider	<p>Responsible Guider sends to Provincial International Adviser/Assessor (as per provincial process):</p> <ul style="list-style-type: none"> • 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 • Final List of Participants (IT.11) (adults and girls) with passport information and emergency contacts • Flight numbers

		<ul style="list-style-type: none"> Contact information for the HCP If applicable, copy of the SG.3, SG.5 and WA.1 <p>Last-minute changes must be sent to the Provincial International Adviser as they occur</p> <p>NOTE: Have girls leave a photocopy of their passport with their parents to be used in the case of an emergency.</p>
		This section is fillable for you to add additional items
1 month before departure (or as needed for visa applications) Date: _____	Parents/guardians	Custodial parents/guardians have provided a signed, notarized Parent/Guardian Permission for International Travel (IT.5)
		This section is fillable for you to add additional items
1 month before departure Date: _____	Provincial International Adviser	Provincial International Adviser forwards the following documents to the national office to the attention of Girl Programs: <ul style="list-style-type: none"> Front page of the International Group Trip Authorization (IT.3) Final List of Participants (IT.11) Emergency Response Plan (SG.4) The group's itinerary
		This section is fillable for you to add additional items
2 weeks prior to departure Date: _____	Responsible Guider	Provide the following information and details to all parents/guardians: <ul style="list-style-type: none"> Final itineraries that include the address of all accommodations (including home stays), flight numbers and emergency contact information Final detailed 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
		This section is fillable for you to add additional items
Within 30 days of return home Date: _____	Responsible Guider and girls	Send to Provincial International Adviser and area international adviser: <ul style="list-style-type: none"> Financial records for all trips must be sent to the designated level council within 30 days of return from a trip. Financial statement that reports expenses and income including fundraising, donations, subsidies, participant contributions, etc. Trip report (covering highlights, what was learned, recommendations on the itinerary, tips for other travelers, etc.). Girls provide trip evaluations to trip Guiders Submit all paperwork for retention; for more information, see "What to do with your Safe Guide forms after the activity date"