



## Procedures for Groups Wishing to Travel (e.g. to Guiding Mosaic 2016)

### **Preliminary Planning**

1. Decide where you want to go.
2. Make sure you have at least two Guiders.
3. Come up with a preliminary budget and itinerary. Ask for help from [international@guidesquebec.ca](mailto:international@guidesquebec.ca) or [camping@guidesquebec.ca](mailto:camping@guidesquebec.ca). We have lots of experience and can help. A meeting over coffee can save you lots of time. You don't know what you don't know!
4. Publicize your trip with your target girls and parents. You may want to consider an application process. This is good practice for the girls and gives you an "out" if there is a girl you would rather not take on the trip.
5. Once you think your trip is happening, submit an **SG.8** (Travel Preauthorization) along with supporting documents: itinerary, budget, planning timeline (use the IT.1 – International Planning Timeline as a guide) to [sg.gs@guidesquebec.ca](mailto:sg.gs@guidesquebec.ca). Read the Safe Guide: 'Travel in Canada' section so you do not forget anything.
6. It is not required, but a courtesy, that you let your District Commissioner know of your intentions.

### **Now it's happening! (OMG!)**

1. Have a meeting with the girls and parents to discuss:
  - a) Budget, payment plan
  - b) Fund raising – parents' expectations, your expectations, commitment, sharing of money, etc.
  - c) Itinerary
  - d) Any other requirements, such as pre-camp, specialized equipment and clothing, insurance, etc.
2. Fund raising:
  - a) Become familiar with the GGC fundraising policy, procedures and guidelines. Consult **policy 01-19-01 Fund Development** in the [Governance Manual](#) on Memberzone (Policies and Procedures > Governance, then click on Section #8 Governance Policies in the table of contents). Remember that at least 25% of your funds raised must come from Girl Guide cookies.
  - b) Submit an **FR.1** for your fund raisers. You may submit multiples as you come up with plans.
  - c) Remember to order special order cookies. (Your **SG.8** must be approved before you do so.)
3. Paperwork: Even if you are attending a camp where they will be doing the paperwork, you need to complete it for your travel portion and if you are extending your trip.
  - a) SG.1, SG.2, SG.3
  - b) IT.7 (guarantee of financial responsibility) recommended
  - c) Any waivers
  - d) SG.4 (Emergency Response Plan)



4. Plans:
  - a) Finalize your budget including transportation, meals, accommodation, miscellaneous items
  - b) Book transportation and accommodation
  - c) Keep meeting on a regular basis with the girls to discuss things like kit list and packing, trip preparations, itinerary decisions, fund raisers, etc.

### ***Enjoy the Trip!***

- Take lots of photos, share them on Facebook (ensure everyone has been photo-released), tweet your experiences and think about contributing to the GGC Québec blog. Ask for tips from [communications@guidesquebec.ca](mailto:communications@guidesquebec.ca).

### **After the Trip**

- Do a quick report for *The Piccolo* (email [communications@guidesquebec.ca](mailto:communications@guidesquebec.ca)) and the Camping and International Advisers (see emails above), just so we know about your trip.
- Send in your best, unique photos to [communications@guidesquebec.ca](mailto:communications@guidesquebec.ca) for the GGC Québec Annual Report.
- Complete a financial report for your District Treasurer.
- Plan another one!

