



# **International Travel Packet for Girl Scouts**

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## INTRODUCTION

Attached is the 2004-2005 *revised* **GSUSA International Travel Packet for Girl Scouts**, which is referred to in *Safety-Wise*. It includes information and forms needed for *international* travel by Girl Scout troops/groups or individuals. These forms have been updated as of January 2006 so please discard any forms previous to that date. In addition to these forms, you will need the forms and information in the **Extended Trip Packet** included in this correspondence. All forms and packets referred to throughout this information can be obtained from the council Extended Trip Manager or can be downloaded at [www.sagirlscouts.org/Resource\\_Center/Extended Trips/Extended Trip Packet](http://www.sagirlscouts.org/Resource_Center/Extended_Trips/Extended_Trip_Packet).

You must realize that in today's fast paced political changes, information included in this packet is dated as quickly as it is printed. It is of utmost importance that any group traveling abroad in today's world learn about the social and political climate as well as the environment and culture of the county they will be visiting. Please check the world-wide Web for current information on the specific World Centers and the U.S. Department of State travel advisories when planning trips. Take time to research and learn about the people, climate and culture you will be experiencing.

World Association of Girl Guides and Girl Scouts: <http://www.wagggsworld.org>

Our Cabana, Cuernavaca, Mexico: <http://www.ourCabana.org/>

Our Chalet, Adelboden, Switzerland: <http://www.ourchalet.ch/>

Pax Lodge, London, England: <http://www.paxlodge.org/>

Sangam, Pune, India: <http://www.sangamwagggsworld.org.uk/>

U.S. State Department: <http://www.state.gov/travel/>

Girl Scouts of the USA: [http://www.girlscouts.org/program/gscentral/travel/international\\_travel\\_safety.asp](http://www.girlscouts.org/program/gscentral/travel/international_travel_safety.asp)

Do not hesitate to contact me if you have questions regarding these materials. Good luck with your trip!

*Wanda Wehmeyer*

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## **CONTENTS**

### **INFORMATION FOR INTERNATIONAL TRAVEL**

Introduction.....	3
Notes.....	6
Guidelines for Traveling Troops and Groups .....	7
The Readiness Process.....	8
The Planning Process.....	10
Required Travel Documents .....	14
Cultural Similarities and Differences .....	18
Staying Healthy.....	19
Preparing to Pack.....	21
What to Take and How to Pack.....	21
Suggested Equipment List for International Travel.....	23
Resources for International Travel.....	25

### **GIRL GUIDING AND GIRL SCOUTING AS A PART OF YOUR TRIP**

Communicating with World Centers and WAGGGS Member Associations .....	29
Private Exchanges .....	30
The Four World Centers: .....	31
Working at Camps or WAGGGS-Affiliated Organizations Overseas.....	33

### **APPENDIX FOR INTERNATIONAL TRAVEL PACKET**

Timeline and Checklist for an International Trip.....	36
<b>FORMS FOR <i>INTERNATIONAL</i> EXTENDED TRIPS</b>	
Form A: Request for International Travel Materials .....	39
Accommodations Request Form for World Centers.....	41
Form B: Request for World Association Card of Introduction .....	43
Permission to Travel with Minors Form* .....	45
Parental Permission to Travel in Mexico Form* .....	47

Separate enclosures may include one or more of the following information guides:

- Travel to Mexico and Our Cabaña
- Travel to The United Kingdom and Pax Lodge.
- Travel to Switzerland and Our Chalet.
- Travel to India and Sangam.

# Notes

**Note:** Descriptions of official uniform requirements for Girl Scouts at World Centers have been revised. Although GSUSA does not require ownership of a uniform for membership, when taking part in a World Center program or special WAGGGS event, Girl Scout visitors may be expected to wear an “official” Girl Scout uniform. If a Girl Scout is not using a sash or vest or other uniform components, we suggest that she wear an official GSUSA uniform T-shirt or Polo shirt with tan pants or skirt, along with her Girl Scout pins. Uniforms may also be borrowed from the council Lending Closet by contacting the Resource Center. For camping WAGGGS events, girls are encouraged to discuss “camp uniform” and come up with something appropriate that allows them to be identified as a group in an event setting, such as a t-shirt that everyone wears on the same day.

## **GUIDELINES FOR TRAVELING TROOPS AND GROUPS**

*“The journey of a lifetime begins with a single step.”*

—Lao Tzu, Chinese Philosopher, 600 BC

Traveling abroad can be an incredibly enriching experience. But the actual trip is only the icing on the cake when it comes to the amount of time required to ensure a successful trip. Any traveling troops or groups planning an international trip should **start at least 2 to 3 years in advance of the time they are planning to travel.**

Girl Scout troops or groups interested in planning an international travel experience together need to follow the usual Girl Scout planning guidelines. In addition, arrange for lots of extra planning time for:

- Money-earning
- International ticketing and booking
- Becoming a cohesive group that can work and play together
- Learning outdoor skills needed for international WAGGGS events (when necessary)

### **Real World Strategies:**

*I would like to suggest that you begin to follow the guidelines for progression of trips that is outlined in **Safety-Wise**. It is very important for girls and leaders to work together, using **Safety-Wise**, to develop troop expectations and procedures when traveling. My girls will be taking their sixth end-of-the-year trip together next week in preparation for their international trip to London next year. To finance all our smaller trips and still save towards our big trip, we decided that each year we would spend half of the money we earned during the year and save the other half. Each year’s destination and means of travel has been based on how much we have to spend (parents are only asked to pay for food). Most of our money comes from council product sales, however, we usually do one additional fund raiser each year. Getting all families to participate fully in product sales in order to generate the needed income is another area you can begin working on now.*

*You should also check with your council to see what type of training they might offer and what forms you must submit before traveling with your troop. Have a great time with your girls. I always do!*

—Marcia Risdon, Long Beach, CA

## **Council Endorsement**

Any Girl Scout group or troop wanting to plan an international trip must first notify the local Girl Scout council and receive an endorsement. Endorsement of a traveling troop intending to travel on an international trip is indicated by the council staff signature on the "Intent to Travel Form A" and "Intent to Travel Form B."

This document and Safety-Wise should be studied carefully by advisors and girls as they plan together, and shared thoroughly with group members' parents through information meetings and newsletters. However, this information is only part of what you need to know, for there is no guarantee that everything within this document is up-to-date information. Your most up-to-date resources will be found on the Internet, where updates are posted by individual countries, the U.S. Department of State, the Center for Disease Control, travel sites, hostelling organizations, museums and other points of interest, businesses, and individual World Centers.

It is of utmost importance that any group planning to travel abroad in today's world learns about the political and social climate and the environment and culture of the country they will be visiting. Additional resources for doing this may include recent travelers who have visited the country(s), people who have lived in the country(s), the most current information from the U.S. Department of State, newspapers, up-to-date travel books, and additional resources on the Internet.

We have included a Resource section in this document for Girl Scout-related materials, as well as for books and online resources.

## **THE READINESS PROCESS**

There are a number of factors to consider when deciding if you are ready for international travel opportunities. GSUSA recommends that girls be 14 and above at the time of travel for major international trips, particularly since there are age recommendations for WAGGGS program facilities. With age comes maturity and experience that leads to good decision-making. Other factors to consider are adaptability, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable), and specific skills or interests needed for the opportunity itself. One way to ensure readiness is to build progression into activities for your time leading up to international travel that focus on team-building, decision-making, overnight travel, skill-building, and cross-cultural understanding.

### **Maturity, Adaptability, and Age**

Groups planning to attend or visit a World Center should obtain information on the specific center, since age requirements differ according to each center. Girl Scout troops or groups planning to attend an international encampment should know that although many international encampments accept girls as young as 11 or 12, Girl Scouts of the USA has usually sent girls 14 and older, determining that girls of this age adjust easier to cultural differences and the demands of international travel. A council group that prepares and travels together and knows each other well can probably include Girl Scouts who are almost 14 years old at an international encampment.

It is the responsibility of the Girl Scout adult advisor to ensure that girls are mature enough to handle the trip. Positive experiences away from home and family should be a prerequisite. It is advisable when traveling outside of the United States that there be an adult at least 25 years or older to accompany every group of eight Girl Scouts, ages 14 to 18 years old.

## **Previous Cross-Cultural Experience**

It is helpful if travelers have been exposed to people from other cultures and countries, have had some kind of language training, and are actively interested in learning about new cultures and new ways of approaching their world. They should be willing to try new ways of doing things and experiencing new foods. Travelers should be willing to be accepting of others' religions and values while avoiding any form of proselytizing, and ready to accept that people view the United States from a different perspective abroad. It is important to avoid creating anti-American feelings because of perceived attitudes reflected through dress, actions, and bad manners. Travelers should do their homework beforehand about the customs and cultures they will be encountering.

## **Group Dynamics and Team Capabilities**

The blend of the group is as important, or more important, than the individuals involved. A successful trip is dependent upon the ability of the group to work and function together as a team. Keep in mind when assessing a girl's readiness to travel, certain factors are very crucial. They are:

- the ability to function as a team member
- the ability to follow as well as lead
- the ability to accept more direction and leadership from the group leaders than they are used to at home.

A group needs to establish a working relationship prior to traveling together. This can be done through planning meetings, activities, and electronic correspondence prior to the trip. Ways of addressing differences and emergencies, whether life-threatening, cultural, or due to individual attitudes, should be discussed prior to travel.

## **VOICE OF EXPERIENCE**

*Travel presents great adventure and great challenges, so do yourself a big favor—have several meetings with your girls to discuss rules. Different families have amazingly different rules about conduct. The girls must make the TROOP rules themselves, with advisor input, of course. Then all the girls and the parents sign a contract. Determine what behaviors absolutely won't be tolerated and what is your plan if a girl breaks the rules?*

*Here are some situations that were presented to us over the years you might not think of right away: What is troop policy on bringing extra money for souvenirs or snacks? Curfews... does midnight mean midnight or does it mean 12:05? How much time per day is OK to talk on a cell phone? What are your rules for the buddy system, and what if two girls clique up for the entire trip? Restaurant behavior—and how much food is suitable to order at one meal (this was a cruise problem). New friends you make along the way, including boys? What to wear and not wear, including slogans on T-shirts? How much luggage to pack?*

*The girls actually were relieved to have made the rules beforehand so everyone knew what was expected of them; it made the trip much smoother.  
— Kris Brust, Angeles Girl Scout Council*

## **THE PLANNING PROCESS**

The first step in a trip begins with the desire to travel and the willingness to be open to new experiences. The process of planning determines the success of your trip to a great degree. However, learning to be flexible when living the plan is also a given, considering the nature of travel.

### **Voice of Experience:**

*Our Senior Girl Scout Troop traveled to Our Chalet in Adelboden, Switzerland for a Snowboard Week in February-March. We also visited Pax Lodge in London and spent a few days in Paris since it was "on the way" to Switzerland. It was a wonderful and unforgettable experience for all of us!*

*We had been to the WAGGGS World Center, Our Cabaña, in Mexico on a council-sponsored trip over New Year's earlier. In the airport in Mexico City as we were returning, the girls asked me if on the next trip, we could visit two World Centers: London and Switzerland. Thus the idea was planted!*

*We began serious planning when we became Senior Girl Scouts. When the girls were in 10th and 11th grades, they decided it was time to go! They picked a week at Our Chalet (snowboarding in the Swiss Alps!) and we built our trip around that. Starting in London made sense because the language is not such a barrier and Paris was just "on the way" to Switzerland and many of the girls were studying French in school.*

*—Karen Sue Erickson, Alexandria, MN*

## **DEVELOP A PURPOSE**

As noted in *Safety-Wise*, every Girl Scout trip should have a purpose and stimulate good program. The purpose of a trip abroad can be as basic as growing in international, cross-cultural understanding through meeting and talking with people in another country or as specific as studying the language, crafts, or wildlife of that country. As the group develops its purpose with time and thought, this purpose will guide choices about what to include in the trip, given the guidelines and the parameters of the opportunity.

Much of the necessary Girl Scout information can be found in this publication, *International Travel Packet*, as well as in GSUSA's *Safety-Wise* (especially Chapter 5 on Travel, Chapter 6 on Program Standards, and the Appendix.).

### **Safety-Wise, Chapter 5: Planning Trips with Girl Scouts**

- Planning Trips with Girl Scouts, page 44
- International Trips, page 46
- Trips to Other Countries, page 59
- Travel Procedures for Visiting WAGGGS Centers or Member Countries, page 60
- **Safety-Wise Appendix**
  - Procedures for International Travel, page 143
  - Intent to Travel Forms A and B can be found on page 144 and 145
  - GSUSA/Girl Guides of Canada Application for Camping and Other Across the Border Visits of More than 48 Hours, page 141-142

## **BECOME "TRAVEL-WISE"**

- In planning a successful trip, travelers need to understand how travel works:
- what items to budget for
- how to plan an itinerary
- how to get around in another country by public transportation
- how to find the right hotel, pension, "B&B" (bed and breakfast) or hostel, and make reservations.

A good place to begin this learning is on the Internet, at a library, or at a bookstore. Relatively few dollars spent at home on paperback travel books (be sure to check only the latest editions) can save many dollars abroad. Wherever possible, read more than one guidebook or Web site about any destination and compare what is said about accommodations, restaurants, etc. before making any final decisions (see the Resource section).

Next, check out organizations for help. For example:

- **The Council on International Educational Exchange** <<http://www.ciee.org/>> specializes in student travel. Their publication, *Work, Study, Travel Abroad: The Whole World Handbook*, is a good introduction to youth travel anywhere in the world. CIEE also provides a number of travel services, perhaps the most helpful of which is the International Student Identity Card. One word of caution, though: these materials are written primarily for college and university students and may have to be adapted for teens.
- **Hostelling International-American Youth Hostels** <<http://www.hiayh.org/>> membership entitles one to stay at low-cost youth hostels all over the world. HI-AYH distributes the annual *Hostelling International Guides* in two volumes—one for Europe and one for everywhere else—giving hostel listings by country. Write to request an application for domestic travel, if five Girl Scouts are traveling together, or for overseas travel if ten Girl Scouts are traveling:

HI-AYH  
733 15<sup>th</sup> Street, NW, Suite 840,  
Washington DC, 20005

or visit their Web site <<http://www.hiayh.org/>> for an application. If you are planning your trip two to three years in advance, it is advisable to send in your application and register early for your organizational membership. Hostelling can be great in some countries, while not so advisable in others. Review comments on the travel boards and Web sites of hostels. Speak with HI-AYH organization staff about their recommendations.

Not to be overlooked are government travel and tourist offices of the country or countries to be visited. An Internet search will lead you to Web sites hosted by other countries. Addresses can also be found in *The Whole World Handbook* and in many travel guidebooks. Some are more helpful than others in trying to meet the special interests of young travelers, but all will supply free travel folders and some will help plan a trip.

Don't forget to talk with people in your own community who have lived or traveled abroad.

## **PLAN YOUR ITINERARY**

Groups planning a travel itinerary should consider these factors:

### **Length and Time of Overseas Flights**

Flying time to European countries runs between five and 10 hours; to Asian countries it may run 10 to 20 hours or more. Mexico and the Caribbean nations are closer, but flights to South American and African countries can be very long. Flying east or west across time zones may cause jet lag in some people. These date and time factors must be factored into the group's itinerary, and adequate allowances must be made for procedures at international airports (lengthy!), transfers to and from airports, and time to recover from travel fatigue and jet lag.

### **Arrival and Departure Cities**

At least one full day and night should be allowed in the cities of arrival and departure. This means booking accommodations for the first and last nights of the trip in the city of international arrival and departure. Too many unexpected things can delay travel—weather, accidents, strikes, etc. Since the groups will probably use non-transferable or penalty tickets to save money, a missed flight could be very costly. Added ticket insurance is highly recommended. That is why it is important to plan into the itinerary those days in the arrival and departure cities. Also remember that the flight must be reconfirmed no later than 72 hours before departure.

### **Expanding the International Experience**

The participants might wish to expand the international opportunity by traveling to places of significant interest beyond the Girl Scout/Girl Guide purposes of the trip. A good way to do this is to plan a few days of activities at the beginning and/or the end of the group's time in the host country. In most instances, it is best for independent group travel/ sightseeing to be limited to only one country. Girl Scout international experiences are more than mere tourism; they provide opportunities to get to know Girl Guides, Girl Scouts, and other people from different countries and cultures. Girls usually develop a real feeling of belonging after attending an international encampment or visiting a World Center, and despite what they may imagine before the trip, they won't really want to go to another country when they have spent time with, and made friends in, the host country.

## **CREATE A BUDGET**

Preparing to travel abroad is a major undertaking and financial commitment for girls, their families, and the adults traveling with them. The budget should be reasonable, without causing undue hardship on individual families. Considerations to bear in mind when planning the group's budget:

- The event, project, or session fee, if attending international encampments or sessions at World Centers. Normally, this fee includes the cost of food. If food costs are extra, the amount is usually reasonable.
- Lodging and meals for the remainder of the time not spent at encampments or World Centers
- International airfare
- Local travel within the host country (trains, buses, streetcars, taxis, etc.)
- Sightseeing tours, museum fees
- Emergency funds
- Personal expenses (souvenirs, film, postage, etc.), from \$300-600 each.

## Real World Strategies

*My older troop decided as second-grade Brownies that "one day" they'd travel to Our Chalet. We set rules early on for managing our money. We determined an estimated budget for our trip and divided the responsibility for earning the money needed in three ways: one-third would be earned by the troop (which sets a clear troop goal), one-third would be raised, as best as possible, by each girl, and one-third would be provided by the families (which cemented each family's commitment). We decided that money earned at each activity would be equally divided among the girls who participated. As our council explained, all money earned by the troop stays with Girl Scouts, everyone understood that if they left Girl Scouting their share of would stay with the troop and be divided among the remaining girls. It is also helpful to find someone who's "been there, done that," with whom you can exchange e-mails with ideas and questions. An international travel packet is available online (on Girl Scout Central), with many required details and helpful planning tips.*

— Cora Nelson, Bismarck, ND

*We began by having a parent meeting and requesting a deposit from each family to show their commitment. We started girls on a payment plan which they could choose to pay any way they wished, whether it was through group money earning or family contributions. We estimated the cost of the trip and kept in contact with Our Chalet and our local council. We offered money-earning events approved by our council ahead of time and one girl paid for her entire trip through those activities. Our most successful project was selling bedding flats of spring flowers ahead of time. Dads and girls made deliveries to each and every customer. Keep in mind that travel abroad is a big commitment for all who are involved, but well worth it.*

—Madeliene Ritter, Barnegat, NJ

## EARN MONEY

The group will need to set group money-earning goals as well as individual responsibilities. Allow ample time for earning money for a trip to be funded by group money-earning. Before making plans for money-earning, groups should consult *Safety-Wise* and council guidelines about money-earning and managing funds. **No money-raising projects should be taken on without council approval.**

See below for specific Program Standards governing "Money-Earning and Group Financing":

### **Safety-Wise, Chapter 6: Girl Scout Program Standards:**

- Standard 28: Activities Involving Money, page 28
- Standard 29: Group Money-Earning Activities, page 28
- Standard 30: Council-Sponsored Product Sale Activities, page 29

## **CONTACT LOCAL TRAVEL AGENTS**

As the group becomes "travel-wise" they will be ready to work more effectively with a professional travel agent. Instead of just having to take whatever plan the agent may offer, they can come up with their own solid ideas about what they want to do, where they want to stay, and how they think they can cut costs. The agent can contribute her professional expertise by answering questions and advising on such matters as whether the travel plan is workable or whether the budget is overlooking anything.

The agent can help the group members select the best flights and purchase their tickets. She can book that all-important first hotel in the arrival city. However, if the group plans to stay in budget accommodations, such as B&Bs, pensions, or hostels, they should be prepared to make their own reservations, as the travel agent receives no commission on such reservations.

All these steps take time, so the travel agent should be contacted well in advance—at least six months before departure, if possible.

To have the special kind of travel experience that meets the Girl Scout group's special needs and interests, girls must be willing to work in partnership with a travel agent and do a large part of the planning themselves. Working in partnership, the group and the travel agent can come up with a trip that is a very special Girl Scout experience and the girls will learn skills that will make them wiser and happier travelers for the rest of their lives.

## **REQUIRED TRAVEL DOCUMENTS**

One of the most important aspects of planning an overseas trip is securing the necessary travel documents. Generally, a passport is required to enter any country. Sometimes, however, a country stipulates that visitors must obtain a visa or provide other documentation. Travel agencies should have the latest requirements, but it is advisable to double-check with the embassy or consulate of the country or countries to be visited or through the U.S. Department of State Web site <[www.state.gov](http://www.state.gov)>. The following general information will be useful as a starting point.

In an effort to prevent international child abduction, many governments have initiated procedures at entry/exit points. These often include requiring documented evidence of relationship and permission for the child's travel from the absent parent(s) or legal guardian(s). Having such documentation on hand, even if not required, may facilitate entry/departure.

## **PASSPORTS**

There are several places where you can apply for a passport. First, you can apply in-person before a clerk of a state or federal court that is authorized to accept passport applications; you can go to a passport agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, DC. Some post offices also accept passport applications.

When applying for a passport inquire—before you go—about exactly what you should bring with you as identification, as the federal government has specific requirements

about the proof they will accept to attest to your identity and place of residence.

Two things you will definitely need are your birth certificate and passport photos. You must present an official copy of your birth certificate, one with a "raised seal"; a photocopy will not be accepted. If your original birth certificate has been misplaced, you should write to the local health department's bureau of vital statistics and/or the town hall in the town or city of your birth. They will tell you what you must do to obtain another birth certificate.

There are also regulations regarding the passport pictures. The photograph must be 2" x 2" and the person must be posed at a specific angle. To ensure that your pictures will be acceptable, it is advisable to have them taken by someone who specializes in passport photographs.

The whole process of obtaining your passport is a lengthy one, so make sure to give yourself plenty of time. In fact, it may take four to six weeks for a passport to arrive. Also, remember that your passport is an extremely important document and should be signed immediately upon receipt.

One final note: if you already own a passport, it is extremely important to check the expiration date. It is recommended that your passport be valid for at least six months beyond the conclusion of your international trip. If it is not, you should contact the passport agency to inquire about the procedure for renewal.

Before leaving for an international trip, travelers are advised to make photocopies of their passports. The copies should be kept separate from your official passport. If a passport is lost or stolen, the photocopy will expedite its replacement.

**Caution: Passports should be guarded carefully!** The loss or mutilation of a passport is considered a serious matter by the U.S. Department of State and could result in significant delay should the passport require replacement. It is advisable to make two photocopies of each passport page and to keep one set in carry-on luggage or a handbag and leave the other set at home. At minimum, a record of the passport number should be kept, as this can facilitate replacement if needed.

## **VISAS**

Persons requiring visas for a country they are visiting should check with the country's embassy or consulate for instructions on how to obtain the visa. Passport and processing fees must be sent to the embassy or consulate, after receiving instructions from them. Passports should be sent by Certified Mail only. Four to six weeks should be allowed for processing and return mail.

## **Voice of Experience**

*"We made a travel binder that an adult carried at all times—medical forms, passports, birth certificates, emergency contacts, photo of the girl, and home information, everything in individual plastic sleeves. The Customs Official told me that we were a true pleasure*

*to check through—all the information he needed was in one place and accessible. The wait was long, but we just zoomed through.”*

*“We also made dog tags for each girl at a pet store! When tied in the base of the tennis shoelaces, it ID's each of them in case of catastrophe. Leave a space on the back of the tag so you can affix an addendum with your local hotel phone number, in case a girl gets separated from the group.”*

*—Kris Brust, Angeles Girl Scout Council*

## **TRAVEL DOCUMENTS REQUIRED IN CERTAIN REGIONS OF THE WORLD**

### **North America (Canada, Mexico, the Caribbean)**

- **U.S. nationals traveling anywhere in North America, other than the United States, need to carry proof of U.S. citizenship**—that is, a birth certificate or naturalization papers or an official passport. A photocopy of a birth certificate won't do. An official birth certificate with a raised seal is needed. To obtain an official copy, write to the local health department's bureau of vital statistics in the town or the capital city of the U.S. state or territory of birth. Tell the date of birth and ask how to obtain a certified copy of the birth certificate. There is usually a small fee.
- **Foreign travel for minors who are not traveling with their parents.** They must be filled out and carried with proof of U.S. citizenship. In addition, persons under 18 who are traveling without their parents must carry with them two copies of a notarized letter, signed by both parents or legal guardians, giving permission to travel in a foreign country. Where there is only one parent, the letter must state that parent has full legal custody of the young person in question.
- **For travel in Mexico, travelers need a tourist card in addition to a birth certificate or an official passport.** Tourist cards may be obtained from travel agents or international airlines. They must be filled out and carried with proof of U.S. citizenship. In addition, persons under 18 who are traveling to Mexico without their parents must carry with them two copies of a notarized letter, signed by both parents or legal guardians, giving permission to travel in Mexico. Where there is only one parent, the letter must state that parent has full legal custody of the young person in question.

**NOTE: If your parents are divorced or separated but have joint custody, they must both sign the letter that is described above. This is extremely important and the Mexican officials will not accept letters that do not meet their standards.** A sample letter can be found in this packet in the Appendix. This letter can be adapted to fit the country that is being visited.

Some Caribbean nations are now requiring passports from U.S. citizens. Be sure to check for the latest information.

### **Europe**

- U.S. nationals traveling anywhere in Europe must carry a valid passport with an expiration date that extends at least six months beyond the conclusion of the trip.
- A visa is necessary for travel to some European countries. Check with a travel agent for current information.

## **Africa, Asia, Oceania, Central and South America**

- U.S. nationals traveling to any country in these areas of the world should have a valid passport with an expiration date that extends at least six months beyond the conclusion of the trip.
- In order to travel to some of these countries it may be necessary to obtain a visa. Groups intending to visit countries in the above areas should consult their travel agents and/or the embassy or consulate of each country to be visited well in advance of departure. Check again with the host country's embassy or consulate immediately prior to departure to be certain the credentials and requirements have not changed.
- An immunization card (this document can be obtained at your doctor's office).

**Note:** If your event takes place in a country that requires either cholera or yellow fever immunization, each member must obtain an "International Certification of Vaccination." This form is available at passport offices or from a local board of health; it should be kept with the passport for presentation to customs or airline officials.

## **OPTIONAL I.D.**

### **Proof of Student Status**

In many countries discounts are available for students for certain types of accommodations, meals, and transportation, and activities at museums, concerts, theaters, etc. Girl Scouts with student I.D. cards may wish to bring them along. The Council of International Educational Exchange (CIEE), at 205 East 42nd Street, New York, N.Y. 10017, specializes in student travel. Their Web site is <[www.ciee.org](http://www.ciee.org)> and the e-mail address is [info@ciee.org](mailto:info@ciee.org). They also issue *The International Student Identity Card*.

### **Membership Cards**

Girl Scouts of the USA will supply an official Card of Introduction of the World Association of Girl Guides and Girl Scouts. The card indicates that the traveler is a member in good standing of Girl Scouts of the USA. It should be presented when visiting Girl Guide headquarters in other countries. This Card of Introduction is obtained by completing the "Intent to Travel Form B: Request for World Association Card of Introduction," (see Appendix or *Safety-Wise*) and sending it to Membership and Program, GSUSA. A council staff member must be informed of a group's intent to travel and must sign this form before it is sent to Program Services. Girl Scout leaders or persons planning an international Girl Scout trip should see their local councils for assistance in obtaining this form.

Girl Scout travelers who are members of any other organization with international affiliates, such as the YWCA, may wish to carry the membership card also.

**\*NOTE:** The information given in this guide is applicable only to citizens of the U.S.A., either native-born or naturalized citizens. Citizens of other countries traveling as part of a Girl Scouts of the USA group should consult with the embassy of the country they will be traveling to for special instructions. **Please check the Web for the most current information about citizenship requirements.**

## **CULTURAL SIMILARITIES AND DIFFERENCES**

A trip abroad can be compared to the images seen through a kaleidoscope, where each of the crystals and colors represents a different region of the world, type of food, attitude, behavior, and the like. With each turn of the kaleidoscope's knob the pattern changes and looks different, but neither is right or wrong, better or worse. The same is true of the variety of cultures that you will encounter on your travels abroad.

When you are abroad you will probably experience some measure of "culture shock," or bewilderment, about the things you see, hear, taste, or smell. But those very differences are what make traveling so exciting! So, take the time to ask questions, to explore, and even to compare how people are the same, or different, than we are here in the United States. While you can be proud of your nationality, you want to avoid belief that the "American way" is the best way and that any other method, approach, or idea is wrong, rather than simply different.

There are several hints and suggestions that all Girl Scout travelers should take into consideration when preparing for an event abroad.

1. The food that you will be served will almost certainly be different from that which you are used to eating. Remember to be gracious even if you do not like a particular dish or even if you find a certain type of food unappetizing. Also, the manner in which food is prepared or consumed varies from country to country, so try to follow the lead of the hosting Girl Guides or people who are native to the area that you are visiting. For example, in many developing countries the left hand is considered "dirty" and therefore is not used in eating or in other types of transactions. It might be fun for you and the other members of your group to explore the types of food you might be served as well as the etiquette surrounding meals in the country that you will be visiting.

2. What you wear derives, in large part, from your cultural affiliation. You will, therefore, need to carefully consider what clothes you will bring to your event. Travelers usually try to pack as lightly as possible while at the same time bringing those clothes that will allow them to appear neat and presentable in a variety of both formal and informal settings. In general, jeans are a norm and are quite comfortable and versatile. In places where warm weather prevails there are often differing opinions about shorts; but as a rule, very short or very tight shorts (or any other kind of similar clothing) are not appropriate. For more specific ideas about what to bring, please refer to the section on packing.

3. In many places around the world space is a commodity and people live in much closer proximity than may be usual in some areas of the United States. It is important to be aware that these conditions might exist so that you are not surprised if your living arrangements are not quite as private or as comfortable as you might expect or like. And don't be upset if someone stands very close while talking to you. Again, remember that this is simply a cultural difference and try to be sensitive and understanding.

4. Coed friendships in other areas of the world often have very different parameters or associations than they do in the United States. Sometimes, groups of young women and young men go out together much in the same way that they do in our country. In some places, single dating is not a regular practice and if a man and a woman go out alone together, that means they are engaged. Go to your local library and do a little research about the customs and traditions of the country you will be visiting so that you can ask your new international friends meaningful questions when you arrive at your destination.

This is just a start on all the kinds of things you will be experiencing when you are in a foreign country. With an open mind and heart, you will profit and grow by identifying and appreciating the differences and similarities of the new cultures that you will encounter.

## **STAYING HEALTHY**

Although immensely exciting and fun, traveling abroad can also be physically strenuous and emotionally tiring. You will constantly be in new situations, meeting new people, and eating new food, and all of this can be slightly overwhelming. It is quite important, therefore, for you to recognize the signs of fatigue or ill health and to communicate any of these problems to the leaders of your group. Also, it is important for you to embark on your international journey in "tip-top" shape so that illnesses can be avoided.

## **BEFORE INTERNATIONAL TRAVEL**

**Health Forms:** All participants who travel abroad under the auspices of a GSUSA Council-Administered travel group or a Girl Scout council are required to complete a health form. The information on this form must be thoroughly and honestly filled out. It is important to address any pertinent health issues before they become a problem.

**Immunizations:** Girl Scouts of the USA advises current immunization against polio and diphtheria-tetanus for all international travelers. These recommendations stem from information provided by the Department of Health and Human Services. If you or your parents/guardians would like to contact this agency for additional information, the address is listed below.

Department of Health and Human Services Public Health Service  
Centers for Disease Control (CDC)  
Atlanta, GA 30333  
Web site: <http://www.cdc.gov/travel/>  
Toll Free Number: 1-877-FYI-TRIP  
Toll Free Fax Number for Requesting Information: 1-888-232-3299

**Please Note:** Any information available by fax can also be accessed by CDC's Web site.

**Dealing with Prescription Drugs:** If participants are bringing any prescription or non-prescription drugs, these should be properly labeled so that they will not be mistaken for illegal drugs by customs officials. A copy of the prescription should be carried as well, using generic names rather than brand names for the ingredients. Brand names might not be known in another country.

## **DURING INTERNATIONAL TRAVEL**

You should eat sensibly, get enough rest, and take care of any health problems promptly. If these three things are done, the group should have a healthy trip. An international opportunity is not the time to go on a crash diet, go off medications, or stay up for nights on end. An illness affects not only the individual but the entire group as well.

Again, it is important to follow council and *Safety-Wise* guidelines when traveling as Girl Scouts. Use judgment when deciding between a host country's norms—whether deciding to drink the local water, rappel down a mountainside, or ride the local public transportation.

## **SAFE WATER TIPS**

Water borne diseases can easily endanger your health and the success of your trip. Whether traveling to Mexico or Europe, do some research on local water supplies and health issues and act accordingly. Here are recommended actions for when you are unsure of sanitation, local conditions, and water sources:

1. Only purified (bottled or boiled) water should be used for drinking, brushing teeth, and cleaning wounds when water quality is in doubt. Hot tea and bottled soft drinks are safe to drink, but ice should not be used unless you are certain it was made with purified water.
2. Raw vegetables (including salads) or fruit that is not peeled should not be eaten.
3. Meat should be ordered well-done.
4. Milk or dairy products (including ice cream) should be avoided unless you are certain they come from a dairy farm where the milk is pasteurized.
5. Prepared food from street vendors should be avoided.
6. Only clean, chlorinated swimming pools should be used for swimming, unless water has been tested and certified by a public health organization. Salt water and fresh water bodies (rivers, lakes, and ponds) can contain parasites and bacteria, especially in tropical countries.

## **ADDITIONAL ONLINE RESOURCES FOR TRAVEL HEALTH**

- International Travel and Health (World Health Organization) <<http://www.who.int/ith/>>
- Medical College of Wisconsin: Travel Health Information and Travel Health Links <[http://healthlink.mcw.edu/travel\\_links.html](http://healthlink.mcw.edu/travel_links.html)>
- National Center for Infectious Diseases, Traveler's Health <<http://www.cdc.gov/travel/>>
- Lonely Planet: Health — Pills, Ills, and Bellyaches <<http://www.lonelyplanet.com/health/>>

## **PREPARING TO PACK**

Deciding what to pack for an international trip can be a big challenge. When you are standing in front of your closet you think that you need so many garments, yet they will never all fit in your suitcase, backpack, or duffle bag. Your wardrobe will have to be carefully planned so clothes can be mixed and matched, hand-washed and dried. You will want to minimize the number of bulky items you bring, like shoes, coats, and sweaters.

So, how should you proceed? Let's unpack (pun intended) a few ideas...

**P**ut together a wardrobe that consists of clothes with complimentary colors that can be worn together in different combinations. Consider using plastic zip-lock bags to sort and compress clothing.

**A**lways remember that airlines have specific regulations about permissible size and weight for luggage, and these requirements are firmly observed. Review the list of things you cannot take with you...or that you must pack in your bag.

**C**hoose the type of bag you will use— make sure it's not too bulky. In general, girls have been extremely happy with frame packs that convert into suitcases.

**K**eep in mind that you should leave your expensive jewelry at home. Also, if you wear glasses or contact lenses, you should bring an extra pair with you, along with a copy of the prescription.

**L**abel your luggage, clothing, and equipment inside and out with both your name and address. It is also advisable for each participant to take out short-term travelers insurance just in case something gets lost or stolen.

**I**magine all the swaps you will collect and the souvenirs that you may buy; leave room in your luggage for these items.

**G**et extra film and sanitary supplies because they may be expensive abroad. Travel can sometimes disrupt menstrual schedules.

**H**eed the advice of veteran travelers and keep all important documents—airline tickets, passports, traveler's checks, medicines, contacts, glasses, etc.—in your handbag or fanny pack. Also, pack your carry-on luggage with one spare change of clothes just in case your checked luggage gets temporarily lost.

**T**ake a walk around your block carrying all your luggage. If you come back huffing and puffing, start to unpack some of those things that might not be so vital after all.

## **WHAT TO TAKE AND HOW TO PACK**

Packing for international travel is a skill, and, like any skill, it is acquired only with practice and experience. As a Girl Scout group planning an international trip, you will most likely have taken previous local trips together and may have packed for camping trips and other opportunities. Packing for international travel is different, however. The following criteria must be met:

1. Because of deregulation, airlines have differing luggage limitations for international flights. A travel agent or the airline itself should be consulted. Whatever the limitations

are, they must be met. Airlines are strict about carry-on luggage, and many airlines now have weight restrictions for luggage.

2. Each participant must be able to carry by herself everything she decides to bring. "Everything" includes daypack, camera, as well as suitcase and/or backpack. All of this gear should be able to be maneuvered easily enough to run for a train, if necessary.

3. A versatile easy-care wardrobe is needed that can be adjusted to unexpected occasions and unpredictable weather. A few items that can be "mixed and matched" to create different looks are the most useful. Hand-washables and clothing that dries fast are good travelers.

Obviously, if luggage must be lightweight and easily portable, and yet clothing and equipment must be adaptable to or for a variety of conditions (many of which cannot be determined before leaving), then the whole matter of what to take and how to pack requires some extra-careful planning. We suggest internal frame backpacks or duffel bags with wheels, with a lightweight daypack for daytrips. Layering can be very important, especially when traveling at different altitudes.

The most common mistake of the inexperienced traveler is packing too much and then having to lug around a heavy bag.

Following this section is a suggested equipment list. The items mentioned are not requirements (with the exception of the Girl Scout uniform for world centers) but rather suggestions to help travelers decide what to take.

It is useful to check travel books, an encyclopedia, the Internet, and talk with people who have been there. Also consider the type of event being planned and what type of clothing might be needed. For example, campers in northern Europe in the summertime must plan for warm, wet, and cold weather all within the same day. Visitors to the West Indies won't need an overcoat at any time of the year—just a light sweater. In India, during the winter, it can be hot down south but very cold up north.

## **ADDITIONAL PACKING HINTS**

- Liquids should be transferred to plastic bottles. They should never be filled to the brim (allow for expansion at high altitudes). Bottles should be taped closed and then placed in zip-lock plastic bags.
- Do not pack electrical appliances. Current and voltage differs in other countries.
- Zip-lock plastic bags of different sizes can be used to organize clothing and other items by type or day, and to compress air from clothing.
- A portable clothesline can be very useful.

## **SUGGESTED EQUIPMENT LIST FOR INTERNATIONAL TRAVEL**

### **ITEMS FOR EACH INDIVIDUAL TO PACK**

- Official Girl Scout uniform** (see separate piece on uniform protocol while traveling internationally). Although GSUSA does not require ownership of a uniform for membership, when taking part in a World Center program or special WAGGGS event, Girl Scout visitors may be expected to wear an official Girl Scout uniform. If a Girl Scout is not using a sash or vest, we suggest that she wear an official GSUSA uniform T-shirt or Polo shirt with tan pants or skirt, along with her Girl Scout pins.
- Walking shoes, dress shoes.** Shoes should be well broken-in and comfortable. Sandals are not advised for Our Cabaña visitors because of scorpions.
- Copies of all travel and identification papers, insurance information, parental permission forms, etc.** (see individual country requirements)
- Phone card that allows for international calls**
- 1 hand-washable skirt and blouse or pants outfit**
- 1 pair sleepwear** (sweat pants are good: can sleep in, yet also wear during day)
- Money belt or fanny pack and small zippered day pack**
- Several plastic bags of various sizes for wet items**
- 1 pair rubber flip-flops for shower**
- 1-2 sportswear outfits**
- 4 pairs socks**
- Swimsuit and cap**
- Moist towelettes**
- Pen, paper or small notebook**
- Alarm clock or alarm watch**
- Flat sink stopper**
- 1 heavy sweater or lined windbreaker**
- 5 pair underwear**
- Scarf; handkerchiefs**
- Flashlight with extra bulb and batteries**
- Sunglasses**
- Insect repellent**
- Pocket foreign language phrase book**
- Travel clothesline**
- Toiletries** (washcloths, lightweight small towel, toothbrush and toothpaste, sanitary supplies, shampoo, cold water soap, plastic cup) Travelers should bring enough, but not too much. It is often a good idea to double up and share toothpaste, shampoo, etc., so you have less to pack. Tampons can be hard to find in some places, and expensive, but sanitary napkins are easily available almost everywhere.
- Swaps and small token gifts** The exchange of swaps is a well-established custom among Girl Scout travelers. When staying with host families, it is gracious to bring a small gift. These should not be expensive. For this gift, a local craft or product typical of one's home community or something homemade would be especially welcome. At gatherings (camps, World Center sessions), the exchanging of swaps generally prevails. Gifts and swaps should be lightweight and small.
- Camera, film** Participants bringing cameras should bring plenty of film. Film is generally more expensive abroad. Also, if the camera is an expensive one manufactured in Germany or Japan, proof of purchase should be brought along. Cameras can be registered with U.S. Customs before departure on the international flight. This is done so that the U.S. Customs officer won't think these were purchased during the trip.
- Pocket knife or scissors** for cutting fruit and cheese should be packed in checked, rather than carry-on, luggage; however, some airlines and/or countries will not even allow this, depending upon the current political climate.
- Portable CD or cassette player and blank tapes.** It is nice to have a cassette player with a recording device to record camp songs, other languages, etc. Do not forget to bring extra batteries.

## **INDIVIDUAL ITEMS FOR CAMPING OR HOSTELLING EVENTS**

*Official Girl Scout camp uniform— tan shorts and polo, or council T—uniformity is the key here.*

- Sleeping bag and liner*
- Foam pad or air mattress*
- Mess kit*
- Sweatshirt*
- Several shirts, such as council T-shirts, to be worn for group identification*
- Rain poncho, pants, boots*
- Day pack*
- Hiking boots or sturdy running shoes*
- Durable plastic water bottle*
- Special requests from the event (e.g. displays, musical instruments)*

(Note: It may be possible to rent some or all the necessary camping equipment at international encampments.)

## **INDIVIDUAL ITEMS FOR COLD-WEATHER VISITS**

- Cold-weather clothing (insulated, wicking or wool—not cotton)*
- Thermal underwear*
- Warm pajamas*
- Ski jacket or warm coat*
- Warm cap and gloves*
- Sweaters (to be worn in layers for warmth)*

## **INDIVIDUAL ITEMS FOR VISITS TO TROPICAL COUNTRIES**

- Wide brim hat*
- Water purification tablets or water purifier*
- Medication for diarrhea (group first aid kit)*
- Lightweight cotton or water-wicking clothing*

## **TEAM ITEMS**

- First-aid kit*
- Small sewing kit*
- United States flag*
- Camping gear if needed, which can be rented from the event*

## **RESOURCES FOR INTERNATIONAL TRAVEL**

Following is a list of both Girl Scout and non-Girl Scout materials and Web sites that troops or groups planning an international trip may find useful.

### **GIRL SCOUT RESOURCES AVAILABLE FROM GSUSA OR YOUR COUNCIL SHOP/LIBRARY**

***Trefoil Round the World***, UPC #23151. The best resource for information about Girl Guides/Girl Scouts. Revised approximately every three years.

***Safety-Wise***, revised 2000, UPC # 26392. The "Planning Trips with Girl Scouts," chapter 5, contains information necessary for troops/groups going abroad.

***Seguridad ante todo***, UPC # 26393. Spanish version of *Safety-Wise*.

***Ceremonies in Girl Scouting***, UPC # 26470. The first complete compilation of popular Girl Scout ceremonies from across the country and around the world.

***Girl Scout Pocket Songbook***, UPC # 20620. A collection of international and U.S. songs with lyrics, melody lines, and guitar chords.

***Canciones de Nuestra Cabaña Cassette***, UPC # 26590. Over 50 songs, mostly in Spanish.

***Canciones de Nuestra Cabaña***, UPC # 23620. Songs from 38 countries, many in Spanish and English.

***Our Chalet Songbook I***, UPC # 23610, \$4.00., ***Our Chalet Songbook II***, UPC # 23610, \$4.00. Popular songs in different languages.

***Sangam GIT, Sangam Songbook***. A great songbook compiled by Friends of Sangam.

***STUDIO 2B<sub>SM</sub> On the Go Focus Book***, UPC #20534, for girls 11-17, is a great way to focus on travel.

### **OTHER RESOURCES**

The following information is provided by GSUSA as a service to councils and to individual Girl Scouts. Publication of this listing does not imply endorsement by GSUSA.

***Culture Grams*** (for countries worldwide) Brigham Young University, David M. Kennedy Center for International Studies, Publication Services, P.O. Box 24538, Provo, UT 84602-4538. Online catalog or online edition <<http://www.culturegrams.com>>.

***Living In...*** (for various countries). **Intercultural Exchange Series**. Pro Lingua Associates, Brattleboro, VT, 05301. Catalog available online <<http://www.prolinguaassociates.com>>.

**Lonely Planet "On a Shoestring"** series (for various regions). Lonely Planet Publications, P.O. Box 2001A, Berkeley, CA 94702. Lonely Planet online has a wealth of practical information that is easy to access <<http://www.lonelyplanet.com/index.cfm>>.

***Survival Kit for Overseas Living*** L. Robert Kohl, Intercultural Press, Inc, P.O. Box 700, Yarmouth, ME 04096. Intercultural Press publishes intercultural materials, including training materials, texts, fiction and non-fiction works, etc. Extensive list of publications available upon request. Online catalog <<http://www.interculturalpress.com>>.

**The Executive Planet** Web site <<http://www.executiveplanet.com/>> has business and cultural guides posted for many different countries. Particularly interesting are files on acceptable **Public Behavior** and **Gift Giving** (dig for what not to take when visiting a home), as well as helpful hints under **Business Dress** (what is acceptable for casual dress as well).

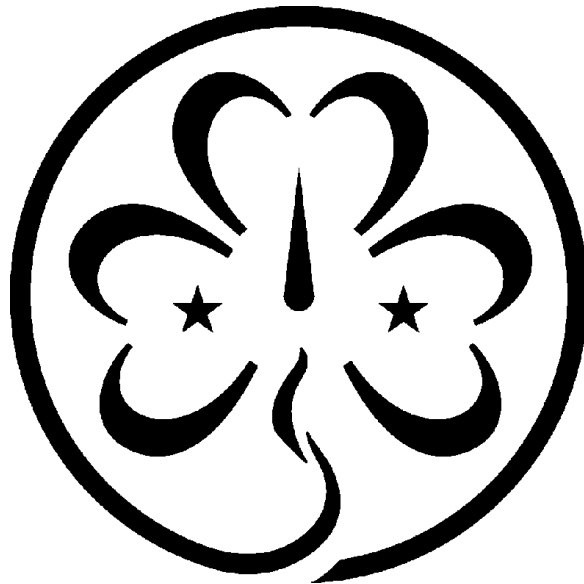
***The Teenager's Guide to Study, Travel, and Adventure Abroad***, updated yearly, by Marjorie Cohen, Council on International Educational Exchange, St. Martin's Press, New York.

***Work, Study and Travel Abroad: The Whole World Handbook***, updated yearly, Marjorie Cohen, Council on International Educational Exchange, St. Martin's Press, New York.

**Health Information for International Travel**, reissued yearly. U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control, Atlanta, GA 30333. Also for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington DC 20402.

**US State Department Travel Publications Web site**  
<[http://www.travel.state.gov/travel\\_pub](http://www.travel.state.gov/travel_pub)>

**GIRL GUIDING AND GIRL SCOUTING  
AS PART OF YOUR TRIP**





## **COMMUNICATING WITH WORLD CENTERS AND WAGGGS MEMBER ASSOCIATIONS**

Although there are currently 145 member organizations in the World Association of Girl Guides and Girl Scouts (WAGGGS), Girl Scouts of the USA, with a membership of over three million girls and adults represents approximately one-third of the total WAGGGS membership. Our large size enables us to provide our membership with a variety of supports not always available in smaller Girl Guide\Girl Scout organizations.

In all communication with the World Bureau, the World Centers, or other WAGGGS member associations, it is important to remember that:

1. GSUSA is a member of WAGGGS, not vice-versa.
2. Individuals, troops and groups, and councils should **NOT** contact individual WAGGGS member countries. All contacts must go through GSUSA.
3. Other member associations may do things differently from Girl Scouts of the USA because their resources, needs, and cultures are different from ours. Our expectations must adjust to these realities; however, **Safety-Wise should govern GSUSA members' planning, decision-making, and actions in other countries.** (i.e., you can't go on the hot air balloon ride offered at a WAGGGS encampment).

Members of Girl Scouts of the USA who are planning an international trip that will involve contact with a World Center, the World Bureau, or a WAGGGS member association are asked to **abide by the following specific guidelines:**

### **Contacting a World Center**

Each of the four World Centers has its own Web site that can be accessed through the WAGGGS Web site <[www.wagggsworld.org](http://www.wagggsworld.org)>. **If you do not have access to the Internet** please contact your council or Program Services, GSUSA, 420 Fifth Avenue, New York, NY 10018-2798, by completing the "Intent to Travel Form A" included in this packet and also available in *Safety-Wise*, page 144. Because of the small staffs at the World Centers and the high volume of visitors, it is strongly requested that only essential communication be sent.

**You must have signed council permission** via the "Intent to Travel Form A," even if you are making arrangements online with a World Center.

### **Contacting the World Bureau**

The World Bureau is not a source of information for troop program. It is an administrative office serving the 145 national offices of the Girl Guide/Girl Scout organizations around the world. Its offices are small and tours are not generally offered. Individuals and groups should not contact the World Bureau.

## **Contacting Girl Guide/Girl Scout Associations in Other Countries**

Each national organization is responsible for responding to its own membership through its own system. A special worldwide practice has been in effect for many years to ensure that the small staffs are not overburdened with correspondence, **This practice requires that only the International Commissioners carry out all correspondence between Girl Guide/Girl Scout organizations. This includes e-mail correspondence.** Girl Guide and Girl Scout association addresses in other countries are not available to the general membership of GSUSA, or to the general membership of any other Girl Guide or Girl Scout association.

Traveling troops, groups, or adult individuals wishing to visit an association office in a country in which they will be visiting should:

- Complete "Intent to Travel Form B" (page 145, *Safety-Wise*) included in this packet to receive a Card of Introduction. This card helps GSUSA track groups that travel, as well as fulfills an agreement we have made at the international level between WAGGGS member organizations.
- Six to eight weeks before her departure, the Card of Introduction will be sent to the group leader or individual. It should be taken along on the trip, as it is necessary to present the Card of Introduction at the association headquarters.

## **GENERAL NOTES on PRIVATE EXCHANGES**

International Girl Guide/Girl Scout connections and friendships are often made on an individual basis, which result later in private invitations to individual girls or patrols from the United States. For example, perhaps a girl from Lonesome Bear Girl Scout Council was selected one year to participate in a GSUSA-sponsored *International destination* in Sweden and she made many friends at the camp. The following year, Girl Guides from Sweden invited her to come on a private exchange, or to attend, with a patrol from her council, a small event they were holding.

If a Girl Scout individual, patrol, or group from a council receives such an invitation and decides to accept it, the following should be noted:

1. Girl Scouts of the USA holds no responsibility or liability for such travel. Insurance is the responsibility of either the council, or the individual, depending upon the type and nature of the exchange.
2. Funding from Girl Scouts of the USA **is not** available for such exchanges. This includes funding from the Juliette Low World Friendship Fund. JLWFF scholarships can not be given to troops or groups. They can only be given to those traveling as official representatives of GSUSA to WAGGGS events.
3. WAGGGS protocol stipulates that organizations issuing such private invitations send notification of the invitation to the invitees' national organization. In this case, the host organization should send a copy of the invitation to the GSUSA international commissioner when they issue the private invitation to the girl or council. Often, however, this procedure does not take place.

Individuals or councils receiving such private invitations are requested to send a copy of the invitation to the attention of International Relations at Girl Scout national headquarters for their files. This information is useful for both parties as the host organization frequently will issue an invitation to GSUSA as well as to individual Girl Scout members or councils in the United States. If GSUSA is informed, it can assist its selected participants and the private exchanges in contacting each other prior to the trip for planning purposes.

International Relations  
Girl Scouts of the USA  
420 Fifth Avenue  
New York, NY 10018

## **THE FOUR WORLD CENTERS**

Traveling to Pune, India; Adelboden, Switzerland; London, England; and Cuernavaca, Mexico, girls and adults enjoy the four World Centers owned and operated by the World Association of Girl Guides and Girl Scouts (WAGGGS). Visits to the Centers offer unparalleled opportunities to explore other cultures because guests not only experience the customs and traditions indigenous to the regions, but they also benefit from interacting with other international travelers.

Each World Center offers an informal atmosphere that encourages interaction among visitors. Each guest is expected to contribute to the daily operation of the Center and most chores are performed through the patrol system. Because storage space in these facilities is limited, visitors are asked to bring only those items that are essential. The World Centers are an incredibly valuable resource for all members of the Girl Scouting and Girl Guiding community and they should always be treated with care and respect.

Activities at the World Centers generally focus on a theme and will have a seminar or discussion component. Some of these sessions will include quite extensive camping and others will include no camping at all. For example:

**Our Cabaña (Cuernavaca, Mexico):** Sessions feature community service projects, folk arts, tours to nearby historical sites and fiestas.

**Pax Lodge (London, England):** Sessions focus on English history and culture, with a special emphasis on the roots of Girl Guiding/Girl Scouting.

**Our Chalet (Adelboden, Switzerland):** Activities are focused on the out-of-doors, and include skiing in the winter and hiking in the summer, all with skilled instructors.

**Sangam (Pune, India):** Sessions feature Indian culture, family lifestyles, religions and the arts, as well as service opportunities in nearby urban and rural communities.

The descriptions above are only a brief overview of the types of activities or topics that might comprise an event at a particular World Center. In the months preceding your event, you will receive more specific information from the Center that you plan to visit. You are also encouraged to visit each Center's Web site.

## **IMPORTANT THINGS TO KNOW WHEN VISITING A WORLD CENTER**

Although Girl Scouts of the USA is only one of the 145 member associations in WAGGGS, it makes up almost one-third of the entire world membership.

For this reason, it is very important that United States visitors to the World Centers exercise utmost cultural sensitivity. Visitors should not expect or request special treatment, nor should they impose American cultural values upon other visitors or staff at the Centers.

Although the United States is a country of great informality in dress and manner, this is not acceptable at the World Centers. The uniform is given greater importance, respect, and significance in most other Girl Guide and Girl Scout associations and this is especially true at the World Centers.

**Complaints have been lodged in recent years about the dress habits and manners of U.S. Girl Scouts visiting the Centers. Incorporate this into a group discussion prior to traveling.**

Although GSUSA does not require ownership of a uniform for membership, when participating in a program at the World Centers, Girl Scout visitors are expected to wear an official Girl Scout uniform. If a Girl Scout is not using a sash or vest, we suggest that she wear an official GSUSA uniform T-shirt or Polo shirt with tan pants or skirt, along with her Girl Scout pins. Uniforms may also be required when traveling as a group representing the World Center in the community.

For example, Our Cabaña states: "Official uniform is worn on all out-trips from the Cabaña. For flag ceremonies, a walk to the local pyramid, and exploring the neighborhood, camp uniform is worn. This may be the official uniform of your Association [country], a council camp uniform, or a uniform voted on by the girls themselves. This later group uniform should be in good taste and not call attention to the wearers when out in public."

Sports clothing should be neat and tidy and of conservative length and style. Shorts are not acceptable dress outside of the World Centers, but in most cases, well-pressed, neat, conservative shorts may be worn inside the World Center grounds. To obtain an official Girl Scout uniform, contact your council.

Flag ceremonies are an important part of daily life at the World Centers, and visitors should be familiar with flag etiquette. It is necessary to learn the World Song and World Association handshake.

## **GIVING GIFTS TO WORLD CENTERS**

It is sometimes the custom for visitors to World Centers to bring small gifts. While gifts are always appreciated, the World Centers receive many similar items from well-meaning visitors and often do not have the necessary room to store such items. A monetary gift to a World Center, however, can be put toward whatever is needed most and will be most gratefully accepted. If a Girl Scout visitor is determined to bring a gift, it is best to write ahead and ask if anything specific is needed.

## **SAFETY GUIDELINES**

**Girl Scout activities for GSUSA participants in other countries must be governed by the safety guidelines set down by *Safety-Wise* and council guidelines.** This is important for insurance purposes and the health and safety of girls. This includes not engaging in program activities that are not approved, such as ballooning or swimming without a lifeguard, or illegal activities such as drinking wine and smoking cigarettes.

## **SPACE AND BELONGINGS**

Since space for personal belongings at each of the World Centers is very limited, do not bring radios, large personal photographs, etc. Leave space in your luggage for souvenirs and swaps. Bring all luggage with you—duty fees are prohibitive on packages mailed into a country and delays at customs may prevent their timely arrival.

## **OBTAINING MORE INFORMATION ON WORLD CENTERS**

Each of the four World Centers has its own history, individual roots, and special characteristics that reflect the background of the country in which it was built. Visitors have an opportunity to explore the culture and traditions of these countries. An international atmosphere is maintained by the global staff at the Centers, as well as by the many various nationalities of the visitors. At these Centers, visitors can discover the richness of different customs, faiths, and languages, learning to understand one another and forming lasting international friendships.

Please check the Web for updated information on specific World Centers and U.S. Department of State travel advisories when planning trips.

- World Association of Girl Guides and Girl Scouts <http://www.wagggsworld.org>>
  - Our Cabaña, Cuernavaca, Mexico <<http://www.ourCabaña.org/>>
  - Our Chalet, Adelboden, Switzerland <<http://www.ourchalet.ch/>>
  - Pax Lodge, London, England <<http://www.paxlodge.org/>>
  - Sangam, Pune, India <<http://www.sangamwaggs.org.uk/>>
- U.S. State Department <<http://www.state.gov/travel/>>

## **WORKING AT CAMPS OR WAGGGS-AFFILIATED ORGANIZATIONS OVERSEAS**

Every year, Girl Scouts of the USA receives telephone calls and inquiries from individuals interested in working at a Girl Scout or Girl Guide camp in another country.

### **Working for a WAGGGS-Member Association**

It is not possible for GSUSA to help individuals obtain work at a Girl Guide or Girl Scout association camp. Each WAGGGS-member association is responsible for hiring its own staff. Usually, these staff are host country nationals and are unpaid volunteers. Most associations do not have permanent camps, but rather, build large temporary primitive camps in a designated setting for several weeks.

An individual interested in working in another country needs to contact the consulate of the country to find out what is required to work in that country.

### **Working at an International Camp Administered by Girl Scouts of the USA**

The only camp operated by Girl Scouts of the USA overseas is in Europe. It is possible to obtain temporary summer employment through USAGSO. Information on applications is available from USA Girl Scouts Overseas.

USA Girl Scouts Overseas Service Center  
Girl Scouts of the USA  
420 Fifth Avenue  
New York, New York 10018

### **Working at a World Center**

There are positions available at World Centers for which any qualified WAGGGS member adult may apply. These positions are posted in the monthly Career Opportunities bulletin, which GSUSA sends to Girl Scout councils. Interested adults can visit the World Association of Girl Guides and the Girl Scouts Web site <<http://www.wagggsworld.org>> for more information on the World Centers or consult with their local Girl Scout council for this publication.



## **Timeline and Checklist for INTERNATIONAL Travel**

### **FORMS FOR INTERNATIONAL EXTENDED TRIPS**

Form A: Request for International Travel Materials .....	pg 39
Accommodations Request Form for World Centers .....	pg 41
Form B: Request for World Association Card of Introduction .....	pg 43
Permission to Travel with Minors Form* .....	pg 45
Parental Permission to Travel in Mexico Form* .....	pg 47

\*Forms marked with an asterisk (\*) must be notarized.

**TIMELINE and CHECKLIST FOR AN INTERNATIONAL TRIP  
(all or part of the travel will be outside the borders of the United States)**

- International trips: participants must be age fourteen (14) years and above.
- All forms referenced below are available from the council Extended Trip Manager or online at [www.sagirlscouts.org/ResourceCenter/ExtendedTrips](http://www.sagirlscouts.org/ResourceCenter/ExtendedTrips).

**STEP 1. SIXTEEN TO TWENTY FOUR (16 – 24) MONTHS OR MORE BEFORE THE TRIP...**

\_\_\_\_\_ If you have not already done so, complete the **GSSWT Intent to Travel Form**, obtain the required signatures from your Service Unit Director and Membership Development Executive, and forward the completed original to the GSSWT Extended Trip Manager.

\_\_\_\_\_ Once you have received your travel packet, read and discuss the information in both the **Extended Trip Packet** and the **International Travel Preparation Packet for Girl Scouts** with the girls. Additional copies of the packets are available from the GSSWT Extended Trip Manager or can be downloaded from the GSSWT Web site at [www.sagirlscouts.org](http://www.sagirlscouts.org). Follow the link to FORMS and to Extended Trips.

\_\_\_\_\_ With the girls, review the International Travel Safety information found on the GSUSA Web site, Girl Scout Central ([www.girlscouts.org](http://www.girlscouts.org)). Also, the U.S. Department of State Web site, [www.state.gov/travel](http://www.state.gov/travel), has a wealth of information for traveling abroad, including lists of medical facilities, embassy numbers and faxes, travel warnings, etc. Have the girls make a list of items and/or documentation needed for travel such as passports, visas, immunizations, etc.

\_\_\_\_\_ Discuss the money-earning guidelines with your girls and let them decide which method of proceeds disbursement they prefer to use. Brainstorm money-earning projects and ideas.

\_\_\_\_\_ Complete and send a **Notification of Parent Meeting** form to each girl's family and have girls make plans for the meeting. Contact the Extended Trip Manager with questions or concerns. Make copies of the *Participant Code of Conduct* form, the *Parent Acknowledgement of Money-Earning and Disbursement Guidelines* (2 per family) and, if your trip is within 12 months, the girl and adult health examination forms to be distributed at the meeting.

\_\_\_\_\_ Have the parent meeting and share as much information as you know about the trip at this point. Go over the money-earning guidelines and have girls share their plans for fund raising and the method they chose for distributing the proceeds among troop members. Get parent suggestions and ideas for money-earning activities. Parents should sign the *Parent Acknowledgement of Money-Earning and Disbursement Guidelines* and both participants and parents should sign the *Participant Code of Conduct*. If the trip is within the next 12 months, distribute the *Girl (or Adult) Health Examination* forms. (See page 7, bullet 3 of the *Extended Trip Packet* for additional discussion topics.)

\_\_\_\_\_ Make sure all trip participants, girls and adults, are citizens of the United States. Those who are not should begin researching the travel requirements for citizens of their nationality.

**STEP 2. TWELVE TO SIXTEEN (12 – 16) MONTHS BEFORE THE TRIP**

\_\_\_\_\_ **Overnight Stays at a WORLD CENTER ONLY:** Those with access to the Internet will go to [www.wagggsworld.org](http://www.wagggsworld.org) and follow the *Our World* link to complete the online accommodations request for the World Center they plan to stay at. You will also find program for each World Center at this site.

Those who **DO NOT** have internet access will complete the following forms included in this packet:

1) **Form A: Request for International Travel Materials.** Make sure the form is signed and stamped by the GSSWT Extended Trip Manager and follow the mailing instructions (the forms will be mailed directly to GSUSA New York). Upon receipt of the form, GSUSA (New York) will send you information on specific activities, programs, etc. at the World Centers indicated.

2) Complete the **Accommodations Request Form for World Centers** and forward to the World Center of choice (see addresses on back of form). Remember to include the International Reply Coupons, available from U.S Post Offices, if required.

**STEP 3. SIX (6) MONTHS BEFORE THE TRIP...**

\_\_\_\_\_ Remind all participants, girls and adults, that they must have a written record of a physical exam within the 12 months preceding the dates of the trip. Provide the *Girl (or Adult) Health Examination* forms if you have not already done so. (Resident camp physicals are acceptable.)

\_\_\_\_\_ If you have not already done so, send written notification to update parents of the trips financial status; how much money has been earned to date, how much is still needed, how they can help, how much family contribution will be needed for each girl, etc.

#### **STEP 4. THREE (3) MONTHS BEFORE THE TRIP (International Trips ONLY)**

\_\_\_\_\_ Complete **Form B: Notice of International Travel** (included in this packet) and mail directly to GSUSA New York. GSUSA uses this form to track troops planning to travel overseas. A card of introduction is no longer issued by GSUSA.

\_\_\_\_\_ **INTERNATIONAL TRIPS to CANADA:** Complete the form titled Girl Scouts of the U.S.A./Girl Guides of Canada Application for Camping and Other Across-the-Border Visits of More Than 48 Hours (see *Safety-Wise*, Appendix). The completed form **MUST be forwarded** to the GSSWT Extended Trip Manager for approval. The Extended Trip Manager will forward it to the GSUSA Program Group for clearance with Canada. Upon receipt, the Canadian Provincial International Commissioner will contact the leader directly giving the name and address of the person in Canada with whom the leader will correspond and plan.

\_\_\_\_\_ **INTERNATIONAL TRIPS to MEXICO:** Each participant is required to have a **notarized** Tourist Card for entrance into Mexico. The cards may be obtained from the airlines or the Mexican Consulate and notary service is available at no charge at the council office (please call first). GSSWT highly recommends that each participant also carry a passport and an **official** birth certificate. In addition, the Mexican government requires **two copies** of notarized permission (page 47), signed by both parents, for girls under 18 years of age who are traveling without their parents.

#### **STEP 5. SIX (6) WEEKS BEFORE THE TRIP**

\_\_\_\_\_ Complete the **Final Trip Details and Participant Roster** report.

\_\_\_\_\_ Make the following copies:

- Copy enough of pages 1 & 2 from the **completed** *Final Trip Details and Participant Roster* report so each participant, girls AND adults, will have one. Due to the personal identity information disclosed, **DO NOT** send families copies of pages 3 -10 of the report.
- Make two (2) copies of the entire completed *Final Trip Details and Participant Roster* report; pages 1 – 10 plus any attachments and required certifications.
- Make copies of the Emergency Medical Statement for girls and adults, one for each participant.
- Make two (2) copies per girl of the appropriate **Permission to Travel with Minor Child** form(s), within USA and any international that apply. When traveling internationally, GSUSA suggests that each girl have a Permission to Travel with Minor Child **WITHIN** the USA **AND** the proper international permission to travel.

\_\_\_\_\_ Send one copy of the entire *Final Trip Details and Participant Roster* report; pages 1 – 10 plus any attachments and required certifications, to the Troop Emergency Contact Person and the other to the GSSWT Extended Trip Manager. Keep the original for your records.

\_\_\_\_\_ Prepare your final travel notification packets for parents/guardians:

- Each family of a GIRL trip participant will receive pages 1 & 2 of the completed *Final Trip Details and Participant Roster* report plus one copy of the **GIRL Emergency Medical Statement** and two copies of each appropriate **Permission to Travel with Minor Child** form(s).
- Each ADULT participating in the trip should receive a copy of pages 1 & 2 of the *Final Trip Details and Participant Roster* report and one copy of the ADULT *Emergency Medical Statement*.

\_\_\_\_\_ Parents and trip adult should complete the **Emergency Medical Statement** and the **Permission to Travel** forms, have them notarized\*, and return them to the adult in charge of the trip as soon as possible. Parents and families keep pages 1 & 2 of the *Final Trip Details* report for their information. (Notary services are available at the council office. Contact the extended trip manager to make arrangements.)

\_\_\_\_\_ Make a copy of each participant's completed and notarized *Emergency Medical Statement* (girls and adults) and *Permission to Travel* form (girls only). Send or bring copies to the Extended Trip Manager. The adult in charge of the trip will keep the original documents with her throughout the trip.

\_\_\_\_\_ Collect each participant's completed Health Examination Form (needed for girls and adults). Make sure the dates of the examination are within 12 months of the scheduled trip.

\_\_\_\_\_ If part of travel will be by personal vehicle(s), all drivers should review their personal auto liability to ensure adequate coverage.

\_\_\_\_\_ If traveling by automobile, prepare a first aid kit for **each** vehicle. If traveling by public transportation, prepare one master first aid kit to be carried with the troop at all times.

\_\_\_\_\_ Develop a written "lost plan" for each city to which you are traveling in case the group gets separated. Include contact numbers for each adult in the group, #'s and addresses for the nearest U.S. embassies, hotels or other overnight accommodations, etc. We recommend that each girl carry an international calling card to be used in emergencies only.

\_\_\_\_\_ Verify that **ALL PARTICIPANTS** are registered Girl Scouts.

\_\_\_\_\_ Contact, by fax, U.S. Embassies in countries you will be visiting. Provide them with a list of names and group itinerary. (See the U.S. State Department Web site for embassies.)

### **STEP 6. TWO (2) WEEKS BEFORE THE TRIP**

\_\_\_\_\_ Purchase **required additional insurance** for the trip from the council office. More information can be found on the web at [www.mutualofomaha.com/gsus](http://www.mutualofomaha.com/gsus) or from the Extended Trip Manager.

\_\_\_\_\_ **For rented or leased vehicles**, it is highly recommended that you purchase the additional insurance available from the rental company, both liability and physical damage coverage.

\_\_\_\_\_ Check to see that you have **all forms required for the trip**, for example:

- two copies of the notarized Permission to Travel with Minor form for each participant,
- each participant's (girl and adult) health examination forms,
- each participant's (girl and adult) notarized Emergency Medical Statements,
- tickets, cash or travelers checks for emergencies,
- Insurance Claim Forms,
- written "lost plans" in case the group gets separated, etc.
- certified birth certificates and/or immunization card / international certificate of vaccination\*
- passports\*, visas\*
- tourist card (Mexico)\*

(\*-denotes items required for international travel to certain regions of the world.)

\_\_\_\_\_ Visit the Web site [www.state.gov/travel](http://www.state.gov/travel) and Girl Scout Central at [www.girlscouts.org](http://www.girlscouts.org) for any last minute travel advisories or updates.

\_\_\_\_\_ The trip First Aid person should review each participant's health examination form and talk with each girl's family to clarify any questions. Make sure each family completed the distribution instructions for prescription and other medication found on the back of the form. Review *Safety-Wise* procedures for distribution of prescription and over the counter drugs. Review each girl's special accommodation or dietary needs, etc.

\_\_\_\_\_ **Make final contact with the GSSWT Extended Trip Manager.** Update any changes to the trip itinerary/plans.

**STEP 6. GO TRAVEL!!** Have a safe and wonderful experience!

### **STEP 7. WITHIN ONE (1) MONTH AFTER THE TRIP**

\_\_\_\_\_ **With the girls** complete the ***Evaluation of an Extended Trip Form*** and forward it to the GSSWT Extended Trip Manager.

Rev ww 7/2007

**FORM A:**  
**Request For International Travel Materials**

**STOP!** Do not use this form if you have access to the Internet. Information on upcoming sessions and accommodations can be booked 12-16 months in advance directly online. See the World Association of Girl Guides and Girl Scouts Web site [www.wagggsworld.org](http://www.wagggsworld.org) and click on Our World. **Remember Girl Scout members must get council endorsement before planning travel.**

Only use this form and the Accommodations Request Form for the World Centers if you do not have access to the Internet.

**Request for Information on World Centers**

(circle) Our Cabaña      Pax Lodge      Our Chalet      Sangam

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Position in Girl Scouting: \_\_\_\_\_

Traveler(s):      Individual      Group

Dates of travel: \_\_\_\_\_ to \_\_\_\_\_

Signature of traveler or  
Adult in Charge of group: \_\_\_\_\_ Date \_\_\_\_\_

~~~~~  
**Council endorsement required for individual member and/or group planning to travel:**

**Girl Scout Council Endorsement**

Council Name: *Girl Scouts of Southwest Texas*  
Position: *Wanda Wehmeyer, Extended Trip Manager*  
*210.349.2404 or [wwehmeyer@sagirlscouts.org](mailto:wwehmeyer@sagirlscouts.org)*

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

GSSWT Extended Trip Manager Stamp

**COUNCIL  
STAMP  
REQUIRED**

Form without council stamp is not valid

**Mail completed form to:**

Membership Services  
Membership, Program & Research  
Girl Scouts of the USA  
420 Fifth Avenue, New York, N.Y. 10018-2798  
or Fax (212) 852-6515.

\*For an International packet, contact your council.  
Rev. ww 7/2007





**Our Chalet**

Hohliebeweg 1  
CH-3715 Adelboden  
Switzerland

Call or fax us at:  
Tel: +41 33 673 12 26  
Fax: +41 33 673 20 82

E-mail us at:  
[info@ourchalet.ch](mailto:info@ourchalet.ch) (for general enquiries and bookings)  
Be sure to enter the recipient's name in the subject heading!

**PAX LODGE**

Olave Centre  
12c Lyndhurst Road  
London NW3 5PQ  
ENGLAND  
UNITED KINGDOM

...phone or fax  
Office hours are from 9.00 to 18.00 (6 pm).  
Please take the time difference into account.  
Tel. +44 (0)20 7435 2202  
Fax +44 (0)20 7431 3825

Email: [office@paxlodge.org](mailto:office@paxlodge.org)

**Our Cabana**

Address:(Postal)  
World Centre Manager  
Our Cabaña, AP 4-406, Cuernavaca 62431  
Morelos, Mexico

Address (Street):  
World Centre Manager  
Our Cabaña, Río Mayo esq. Río Lerma s/n  
Colonia Vista Hermosa, Cuernavaca 62290  
Morelos, México

Phone:  
(+52) 777 315 2650  
Fax:  
(+52) 777 315 2897

Email: [ourcabana@prodigy.net.mx](mailto:ourcabana@prodigy.net.mx)

Hours: 9:00am to 6:00pm Central Standard Time

Email: [info@sangamworldcentre.org](mailto:info@sangamworldcentre.org)

For further information or to make a booking, please contact:

**Sangam World Centre**

Alandi Road  
Yerawada  
Pune 411 006  
India  
[www.sangamworldcentre.org](http://www.sangamworldcentre.org)

We have two separate telephone land lines, a fax line and an emergency mobile phone contact. The time difference from GMT in UK is 4 1/2 hours (daylight savings time - approximately March to October) or 5 1/2 hours the rest of the year.

+91 (0) 20 2669 3252  
+91 (0) 20 2669 4240

Mobile: +91 (0) 98 5084 5725  
Fax: +91 (0) 20 2669 2354

**FORM B:**  
**Notice of Plans for International Travel**

At time of print, this form could not be completed electronically.

Send eight to twelve weeks before departure. Complete and forward to GSUSA at the address below. Troops are no longer issued a card of introduction. This information will be used by GSUSA to track traveling troops and offer assistance in contacting Girl Scouts or Girl Guides overseas.

Name of traveler or  
Adult in Charge of group: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Position in Girl Scouting: \_\_\_\_\_ Membership  
expiration date: \_\_\_\_\_

Countries to be visited: \_\_\_\_\_

Date of departure: \_\_\_\_\_ Date of return: \_\_\_\_\_

Number of adults traveling: \_\_\_\_\_ Number of girls traveling: \_\_\_\_\_ Age range  
of Girls: \_\_\_\_\_

Signature of traveler or  
Adult in Charge of group: \_\_\_\_\_ Date \_\_\_\_\_

~~~~~

**Council endorsement required for individual member and/or group planning to travel:**

**Girl Scout Council Endorsement**

Council Name: Girl Scouts of Southwest Texas

Position: Wanda Wehmeyer, Extended Trip Manager  
210.349.2404 or wwehmeyer@sagirlscouts.org

Signature: \_\_\_\_\_

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

GSSWT Extended Trip Manager Stamp

**COUNCIL  
STAMP  
REQUIRED**

Form without council stamp is not valid

**Mail completed form to:**

Membership Services  
Membership, Program & Research  
Girl Scouts of the USA  
420 Fifth Avenue, New York, N.Y. 10018-2798  
or fax (212) 852-6515



Copy two for each girl participant.  
Send a copy of each participant's  
notarized form to the GSSWT  
Extended Trip Manager.

## PERMISSION for INTERNATIONAL TRAVEL with MINORS

Minors under the age of 18 traveling from the United States to any foreign destination, when not accompanied on the trip by parents, must have a notarized affidavit from the parent not accompanying the child that:

1. The child is traveling out of the United States with the permission of the parent.
2. That the non-traveling parent is aware that the child is leaving on the departure date and
3. The name(s) of the person(s) accompanying the child.

If the minor child is leaving the country without either of his or her parents, both parents must provide a notarized signed affidavit as outlined.

GSUSA is asking all minors to have **BOTH PARENTS** sign **two (2) permission forms**, which **MUST** be notarized. If parents do not live together, parental consent from both parents is still necessary. If one parent is the sole custodial parent, there **MUST** be legal proof/documentation of this status.

This certifies that \_\_\_\_\_ has the permission of her undersigned parents/guardians to enter \_\_\_\_\_ (country) to participate in an international project officially sponsored by the Girl Scouts of the USA for the dates of \_\_\_\_\_.  
Thank you for permitting her to enter your country.

Names of the responsible adults that will be accompanying the minor:

1. \_\_\_\_\_
2. \_\_\_\_\_

Signature of mother or guardian: \_\_\_\_\_

Typed or printed name of mother or guardian: \_\_\_\_\_

Signature of father or guardian: \_\_\_\_\_

Typed or printed name of father or guardian: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally came \_\_\_\_\_, known to me, and known by me to be the parent or guardian of \_\_\_\_\_.

Notary Public \_\_\_\_\_

Each participant will need two **notarized** Parental Permission forms. A photocopy **will not** suffice.

**\*\*A copy of each participant's notarized form should be submitted to the GSSWT Extended Trip Manager.\*\***



Copy two for each girl participant.  
Send a copy of each participant's  
notarized form to the GSSWT  
Extended Trip Manager.

**Parental Permission to Travel in Mexico**  
**Attention: Mexican Government Tourism Department**  
**(Each participant will need two (2) notarized Parental Permission forms)**

**This certifies that** \_\_\_\_\_

has the permission of her undersigned parent(s)/guardian(s) to enter Mexico to participate in an international project officially sponsored by the Girl Scouts of the USA. Thank you for permitting her to enter your country.

GSUSA is asking all minors to have **BOTH PARENTS** sign **two (2) permission forms**, which **MUST** be notarized. If parents do not live together, parental consent from both parents is still necessary. If one parent is the sole custodial parent, there **MUST** be legal proof/documentation of this status.

Signature of mother or guardian: \_\_\_\_\_

Typed or printed name of mother: \_\_\_\_\_

Signature of father or guardian: \_\_\_\_\_

Typed or printed name of father: \_\_\_\_\_

**This form must be notarized.**

State of \_\_\_\_\_ County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally  
came \_\_\_\_\_, known to me, and known by  
me, to be the parent or guardian of \_\_\_\_\_.

Notary Public \_\_\_\_\_

Each participant will need two **notarized** Parental Permission forms. A photocopy **will not** suffice.

**\*\*A copy of each participant's notarized form should be submitted to the GSSWT Extended Trip Manager.\*\***





