

# International Travel Planner

When traveling internationally, the standards for safety, transportation and many other aspects of the experience are different than what we would find here in Canada. Whenever possible, the standards set out in Safe Guide should be followed. There are times and situations where this may not be possible. In such circumstances Guiders and supervisors must use their best judgment in looking out for the best interests of the group. Use Safe Guide procedures as a guide.

The Responsible Guider must ensure the implementation of all procedures for International Travel covered in this section.

Where international travel under 72 hours and/or international travel 72 hours or more is not listed as a sub-heading, assume that the items listed apply to both types of trips.

Refer to procedures in General Planning as they also apply. The procedures below are in addition to or supersede the General Planning.

## Pre-Planning for International Travel

The Responsible Guider must determine the process and timelines for activity authorization.

For fundraising to support activities (including travel), the governance policy 01-19-01 and accompanying Procedures and Guidelines (found on Member Zone) must be followed.

NOTE: Your travel and fundraising must be pre-approved using the Travel Preauthorization (SG.8) and Application for Fundraising Approval (FR.1) before fundraising can begin.

The Responsible Guider must follow and/or verify that all regulations and guidelines of Girl Guides of Canada and government agencies are followed.

The Responsible Guider must plan, coordinate and verify that the international travel procedures and all government regulations are adhered to throughout the trip.

The Responsible Guider must obtain relevant maps and guidebooks for the destination country(ies).

The Responsible Guider must arrange for a person in their community to be designated as the Home Contact Person (HCP). (See Safety and Emergency Response Planning in this section as well as Appendix J, Home Contact Person.) The HCP is given a list of participants, their schedule and route so that they can assist in the resolution of a situation, which may or may not be an emergency.

### NOTES:

It is recommended that the Responsible Guider consult publications such as *Her Own Way: Advice for the Woman Traveler* or *Bon Voyage, But... Information for the Canadian Traveler*, available at [www.voyage.gc.ca](http://www.voyage.gc.ca)

GGC's insurance policy does not provide travel/medical coverage outside of Canada. Any Members traveling outside of Canada should purchase/arrange for medical travel coverage that would pay for expenses related to an accident or illness (i.e., hospitalization costs incurred outside of Canada).

## **Travel Documents**

The Responsible Guider is responsible for verifying that all participants have, or have made plans to obtain, travel documents (e.g. passports, visas, proof of citizenship, valid photo identification, etc.), at least six months before departure. In addition, the Responsible Guider must check the following:

- Expiration dates for all participants' passports. If a passport is due to expire within six months of the trip (both before and after), a new passport must be obtained.
- Participants who are not Canadian citizens or have dual citizenship have the appropriate travel documents and know what their status is in the destination country(ies).

The Responsible Guider must instruct participants and verify that all documents, credit cards, bank cards, money and travelers cheques are carried safely and securely (e.g., under clothing, in a money belt).

For all international travel by air or when participants are out of Canada 72 hours or more, the Responsible Guider must inform parents/guardians that the Parent/Guardian Permission for International Travel (IT.5) must be notarized within not less than 7 days and not more than 30 days of departure.

The Responsible Guider must confirm that photocopies of the airline/train/bus tickets, identification page of passports, visas, travel insurance, and serial numbers of travelers cheques are given to participants' parent(s)/guardian(s) or emergency contacts.

NOTE: Suggest to parent/guardians that they review their custody arrangements regarding permission for their child to travel out of the country.

## **Money, Shopping and Returning to Canada**

The Responsible Guider must provide participants with information and instruction on the following:

- Obtaining local currency for the country(ies) you will be visiting
- Use of bank and credit cards in that country(ies)
- Whether travelers' cheques are widely accepted and should be brought by participants

In addition, the Responsible Guider must research the following:

- Information on what goods can be taken between countries and possible taxes
- Information on the value of goods that can be brought back to Canada. See the booklet / *Declare* available from the Canada Border Services Agency (CBSA).

<http://www.cbsa-asfc.gc.ca/publications/pub/pubs-eng.html>

When returning home, the Responsible Guider is responsible for verifying that all purchases are declared and original receipts are available for inspection by Canada Border Services Agency officials.

## **International Travel 72 Hours or MORE**

For travel to the USA (excluding Puerto Rico and Hawaii) or St. Pierre et Miquelon the Responsible Guider must verify that girls are Guide age or older.

The Responsible Guider must verify that for international travel beyond the USA all girls are registered as a Pathfinder or Ranger or a similar age group of Extra Ops.

The Responsible Guider must obtain contingency and /or emergency funds (approximately 10 to 15 percent of the total cost of the trip) in either credit or cash from the Unit or trip sponsor (e.g. national, province, outside sponsor, etc.) or have it available personally.

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

The Responsible Guider must use the International Trip Planning Timeline (IT.1) as the basis for planning the trip. This includes each step of the planning process along suggested deadlines.

The Responsible Guider must review the requirements noted on these following forms:

- International Group Trip Authorization (IT.3)
- Guider Application (IT. 4)
- Proposed List of Participants (IT.9)
- Final Participants Information (IT.10)

so that all the required information is available for later submission with the application.

The Responsible Guider must book travel using major airline, railway or ground transportation providers and established travel agencies whenever possible.

NOTE: When booking travel, it is strongly recommended that you purchase insurance for flight cancellation, lost luggage or theft.

When planning to attend an international Guiding/Girl Scouting event/camp or a visit to a World Centre, the Responsible Guider must do the following:

- Contact the Member Organization or World Centre to find out procedures and timing for making a reservation
- Verify age requirements with centre staff prior to planning
- Obtain and review a detailed description of all activities offered. Note that activities uninsured by GGC are not permitted. See Insured, Uninsured and Conditional Activities on page 9.
- Confirm reservations or attendance before booking airfares
- Assist the group to develop a presentation about Canada
- Request an itinerary, information on the type of shelter, cooking arrangements, kit list and ground transportation from the host country

## **GGC Authorization**

If the trip includes Yellow or Red level activities or water activities that are not part of the program of an event held by a WAGGGS Member Organization or World Centre, Safe Guide procedures for that activity must be followed. The Authorization forms for these activities are sent to the International Assessor for processing.

If attending an event held by a WAGGGS Member Organization or World Centre, the safety procedures of that organization apply. These may be different from Safe Guide. If swimming or boating activities are part of the program, participants must successfully complete before leaving Canada the relevant test (swim test or boating test) as outlined in the Water Activities Planner.

When planning travel to a non-WAGGGS country, groups are required to notify the International Commissioner at the start of planning to determine if there are any contradictions to such travel. Contact your Provincial International Adviser for more information.

NOTE: Girl Guides of Canada does not sponsor trips to World Organization of the Scouting Movement (WOSM) events. Independent group trips to WOSM events will be considered on an individual basis. All activities at these events must meet Safe Guide standards. Before fundraising begins, these activities must be approved by the Provincial Commissioner using the Application for Fundraising Approval (FR.1).

### **For International Travel Under 72 Hours**

**At least 14 days prior to the activity**, the Responsible Guider must submit a copy of the Activity Notification or Authorization (SG.3) to her International Activity Assessor along with the following attachments:

- First aider qualifications if certification is not recorded in Membership database (iMIS)
- Activity Facilitator information as required by the activity
- Activity Plan (SG.1)
- Emergency Response Plan (SG.4)
- Waiver (SG.5) if a Conditional Activity or Adventure Activity

The Assessor will review the information and, prior to the activity, by means of written or verbal communication (telephone, in person or by e-mail), acknowledge she understands the nature of the activity and that she considers the activity to be appropriate for the Unit.

The Responsible Guider will record the date and means of the International Assessor's acknowledgment on the Activity Notification or Authorization (SG.3) and keep a copy for her records.

The International Assessor may request that the Guider provide further information or documentation to assist in the understanding of the nature and appropriateness of the activity.

In the event the International Assessor requests more information the Responsible Guider may not undertake the activity until she has received authorization from the International Assessor.

NOTE: International travel time is calculated based on when the group crosses the border. For example, if a group is traveling for four days, but only crosses the border for one night, it is considered under 72 hours.

### **International Travel 72 Hours or MORE**

**At least one year prior to the trip or prior to fundraising** the Responsible Guider must complete and submit the Travel Preauthorization (SG.8) form to her International Assessor for approval. For approval on fundraising see the fundraising policy and procedures. (See board policy 01-19-01)

After reviewing the Travel Preauthorization SG.8 form, the International Assessor signs to indicate her approval to move forward in the planning. She then forwards one signed copy to the Provincial International Adviser and the original back to the Responsible Guider.

**Approximately six months prior to the trip** (and no less than five months), the Responsible Guider must complete and submit to her International Assessor the International Group Trip Authorization (IT.3) and its attachments including:

- Proposed detailed itinerary including country(ies) and cities to be visited, sightseeing plans and other activities with their dates
- Emergency Response Plan (SG.4)
- Detailed budget, including an itemized list of expenses, revenue generated to date, projected additional fundraising, and a per participant cost
- Proposed fundraising plans for outstanding expenses
- Proposed List of Participants (IT.9)
- International Group Trip - Guider Applications (IT.4) for all adults

If planning activities that are not part of a WAGGGS Member Organization event or activity or a World Centre program, all applicable forms for any Yellow or Red level or Water activities that will be part of the trip must be submitted. (See General Planning and Water Activities Planner.)

The International Assessor reviews the documentation and signs the IT.3 to indicate her approval for the Responsible Guider to move forward with planning the activity. She then forwards the forms to the Provincial International Adviser. If appropriate, she signs the Red level forms or forwards them to a Red level Assessor for approval.

**Approximately three to four months before departure**, the Provincial International Adviser reviews all information and signs her approval of the trip International Group Trip Authorization (IT.3). She sends signed copies to the Provincial Commissioner and to the Responsible Guider.

**At least four weeks prior to departure**, the Responsible Guider gathers and sends the following information to the Provincial International Adviser:

- Summary of any significant changes to the information contained on the IT.3 form (the form does not have to be re-submitted)
- Final itinerary
- Final Participant Information (IT.10)
- Flight numbers
- Confirmed contact information for the HCP and the participants' emergency contacts
- If relevant, attach an Activity Authorization (SG.3), Water Activity Plan (WA.1) and Adventure Activity Trip Plan (SG.6)

The Provincial International Adviser reviews pertinent information and communicates with the Responsible Guider regarding any missing documentation and/or concerns. The Provincial International Adviser must forward the following documents to the national office, to the attention of Adult Member Support:

- Front page of IT.3
- Final Participant Information (IT.10)
- Emergency Response Plan
- Final itinerary

**A Trip Report** must be sent by the Responsible Guider sends her Provincial International Adviser on return.

## Parent/Guardian Communication and Permission

The Responsible Guider provides parent(s)/guardian(s) with fact sheets that are updated and circulated periodically as plans develop and change. Fact sheets include detailed information that outlines:

- The trip and any special preparations, physical skills or ability or behaviour the participants will be required to have
- The itinerary and information specific to the trip
- Travel plans including mode of transportation (plane, bus, train, urban transit, etc.)
- Types of accommodation and proposed addresses, if applicable
- Activities and outings during the trip and any other pertinent information about the planned activities
- Kit list appropriate for the trip activities
- How to contact the group during the trip in case of an emergency at home (e.g. death in the family and need to reach their daughter)
- Costs
- Procedures for trip cancellation and/or participant withdrawal

Parents/guardians must be provided with details of how supervision will be managed during the trip.

The Responsible Guider must review the Parent/Guardian Permission for International Travel (IT.5) with parents/guardians and explain that when traveling internationally the standards for safety, transportation and other aspects of the experience are not what we would find here in Canada.

If participating in an event managed by a WAGGGS Member Organization or World Centre, parents/guardians must be informed that you will be following the safety and risk standards of that organization which may be different from those of Girl Guides of Canada.

The Responsible Guider must inform parent(s)/guardian(s) when:

- Unscreened non-member adults will assist in the supervision of their child under the direction of a Guider
- Members of other WAGGGS Member Organizations will provide supervision and their child may not be under the direct supervision of GGC (e.g., at an international camp, the group may split up into groups for an activity and be supervised by camp staff)

The Responsible Guider must provide parent(s)/guardian(s) with all available information about homestay arrangements; notifying them that home-stays are arranged by the host association, according to their regulations and that relevant health information may be shared with homestay hosts. The Responsible Guider must notify parent(s)/guardian(s) and the HCP immediately should home-stay information change.

After providing information to parent(s)/guardian(s) about the Guiding activity, the Responsible Guider must obtain a completed, signed Parent/Guardian Permission (SG.2) form.

For all international travel, custodial parent(s)/guardian(s) must provide a signed **Parent/Guardian Permission for International Travel (IT.5)** that gives permission for their daughter/ward to be traveling with the Responsible Guider, based on the fact sheets provided. The document must be dated **no less than 7 days** and no more than **30 days before departure**.

- For **international travel 72 hours or less**, it is recommended that this document be notarized

- For all **international travel by air or when participants are out of Canada 72 hours** or more, this document must be notarized

**NOTE:** A document is notarized when it is signed and sealed by a Notary Public (or in Quebec a Commissioner of Oaths) who has the authority to sign documents that leave the province/territory. Please see the list of Key Terms found at the beginning of the Safe Guide 2008 for a definition of Notary Public or Commissioner of Oaths.

### **For International Travel 72 hours or MORE**

Parents must be provided with:

- Plans for fundraising, a payment schedule and division of funds
- What medical assistance may be available (as lack of medical assistance may pose an unacceptable risk for some health problems)
- The right of the national office to withdraw approval for the trip if the health or safety risks or the risk of political instability in the destination country(ies) is deemed too high
- Copy of the Code of Conduct for Members

Parents/guardians must be informed that Foreign Affairs recommends that travellers register with the Registration of Canadians Abroad service when travelling. If parents/guardians wish their child to be registered they may do so by going to Registration of Canadians Abroad section of the [Foreign Affairs and International Trade Canada](#) website.

Parents/guardians must be informed that their daughter/ward will be sent home at their expense for any serious misconduct that is counter to the Code of Conduct for Members; this includes but is not limited to:

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

**At least four to six months prior to departure**, the Responsible Guider must verify that parent(s)/guardian(s) have reviewed the following information and provided the required documentation:

- An agreement to assume the costs of the trip is signed by those providing support, (i.e., custodial parents/guardians or guarantor). The agreement includes the total budget for the trip as well as each individual's expenses. (See Guarantee of Financial Responsibility International Group Trips, IT.7.)
- All adult participants and the parent(s)/guardian(s) of participants who are under the provincial age of majority have signed a Release, Waiver and Assumption of Risk for International Group Travel (IT.6).

**At least two weeks prior to departure**, the Responsible Guider must provide the following information and details to all parent(s)/guardian(s):

- Final itineraries that include the address for all accommodation (including homestays), flight numbers and emergency contact information
- Information pertaining to excursions, adventure activities and/or adventure camping that will take place on the trip
- Contact information for the HCP
- Emergency Response Plan

### NOTES:

There are many ways to convey this information. A face-to-face meeting is preferable if your group lives in the same vicinity. Other options include: e-mail communication, conference call with group, personal phone call, etc.

The Responsible Guider must give participants and their parent(s)/guardian(s) adequate time to thoroughly review, question, understand and sign each form. This is to ensure that forms are not signed under duress.

## **Orientation and Planning with Participants**

Refer to the General Planning for Activities section of the same name. In addition to these procedures, the Responsible Guider must provide a pre-trip orientation with all participants (both girls and adults) to the country(ies) they will be traveling to and prepare participants for differences they will encounter. This orientation includes information on the following:

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

The Responsible Guider must make all reasonable efforts to include parents/guardians at the orientation session(s).

### **International Travel 72 Hours or MORE**

The Responsible Guider must review the Code of Conduct for Members with participants and their responsibility in maintaining the code as well as behaviour that will result in being sent home.

## **Supervision**

Refer to the Supervision section in General Planning for additional information about supervision. The supervision ratios below replace the ratios found in that section.

When participating in activities managed by safety standards of a WAGGGS Member Organization or World Centres, Guiders and supervisors must use their best judgment in looking out for the safety and best interests of the group. Use the procedures set in Safe Guide as a guide. No Member may participate in activities that are uninsured by Girl Guides of Canada. (See Insured, Uninsured and Conditional Activities in the Section One – Introduction on page 9.)

For overnight stays, review the Activity Guide for Accommodations.

### **International Travel Under 72 Hours**

The Responsible Guider must plan to have a minimum of one Guider who is at least 21 years of age and one female supervisor participate in all trips.

In addition, the following supervision ratios must be met and maintained from point of departure to return:

- Sparks and Brownies: 1 Guider or supervisor to 5 girls
- Guides and Pathfinders: 1 Guider or supervisor to 7 girls
- Ranger: 1 Guider or Supervisor to 10 girls

### **International Travel 72 hours or MORE**

The Responsible Guider must plan to have a minimum of two Guiders, of which at least one is 21 years of age or older, participate in all trips, in addition to the ratios outlined below. All adult supervisors must be Members of Girl Guides of Canada.

The Responsible Guider must verify that all participants are registered as a Pathfinder or Ranger or a similar age group of Extra Ops. In addition, the following supervision ratios must be met and maintained from point of departure to return:

- Guides, Pathfinders and Rangers: 1 Guider to 7 girls

All Guiders must complete the International Group Trip – Guider Application (IT.4).

## **Training, Experience and Qualifications**

Responsible Guider must verify that Guiders have experience as follows

<b>Type of Trip</b>	<b>Experience Required</b>
International one day or less	At least one Guider has supervisory experience with a comparable number of children/youth in a similar setting. This experience does not have to be in Guiding.
International under 72 hours and including an overnight	At least one Guider has overnight supervisory experience with a comparable number of children/youth in a similar setting. This experience does not have to be in Guiding.
International 72 hours or MORE	<b>All</b> Guiders have at least two, two-night supervisory experiences with a comparable number of children/youth. This experience does not have to be in Guiding.

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

### **Health Issues and First Aid**

The following procedures are in addition to those in the Health and First Aid in General Planning section.

When planning the trip the Responsible Guider must consult the [Public Health Agency of Canada](#) for suggestions for having a safe travel experience.

If traveling to a destination where special vaccinations or preventative medications may be needed, the Responsible Guider must consult with a physician or an international travel clinic at least six months before departure.

The Responsible Guider must investigate and assess health issues, serious food and all other allergies of all participants to ensure that they can be safely managed with the available resources during the trip.

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

Responsible Guider is responsible for coordinating the purchase of additional health insurance for all participants who do not have their own coverage, as provincial/territorial health plans only cover a portion of costs. Determine that participants and/or parent(s)/guardian(s) understand the terms of the insurance. (Refer to Bon Voyage for questions to ask.)

Responsible Guider is responsible for obtaining the original, plus a copy of each participant's updated Personal Health Forms (H.1) with a photo.

- Original is kept by the Responsible Guider
- One copy is given to a different Guider who is traveling with the group

Responsible Guider is responsible to verify that Personal Health Forms and copies are kept in sealed envelopes by those who carry them and are only opened in the event of an emergency or to verify information as required.

Responsible Guider is responsible to verify that all participants carry details of their medical insurance at all times.

For international travel under 72 hours, at least one Guider must have a Standard First Aid certificate or be a health care professional. (See first aid course requirements in Key Terms.)

### **International Travel 72 hours or MORE**

All Guiders must have a current Standard First Aid certificate or be a health care professional. (See first aid course requirements in Key Terms).

Responsible Guider must verify that those who require prescription medication obtain an extra supply, a duplicate copy of the original prescription and an extra prescription that lists both the generic and trade name of the drug.

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

The Responsible Guider must verify that those who wear glasses or contact lenses have a copy of their prescription.

The Responsible Guider must inform all participants of who to approach for first aid assistance and/or where the first aid station is located.

A first aid kit suitable for minor emergencies must be carried with the group and all participants must know its location.

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

During the trip, all Guiders are responsible for monitoring all participants' health and attitudes to determine that all necessary support is provided for the safety and success of participants while on the trip.

NOTES:

It is advisable that participants carry extra contacts and/or glasses in case of loss.

It is recommended that all participants have standard first aid certification.

## **Safety and Emergency Response Planning**

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

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

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

Trip routes, a detailed itinerary, flight numbers and other transportation information and the ERP are given to the Home Contact Person (HCP). This includes:

- Scheduled stopping points, contact telephone numbers for hotels, youth hostels, and home stays where applicable
- Names and addresses of participants, their parents/guardians and emergency contacts in sealed envelopes.
- Copy of the Emergency Response Plan
- This information must be retrieved by the Responsible Guider and returned to participants or destroyed (i.e., shredded) at the end of the trip.

The Responsible Guider must confirm participants' understanding of travel safety precautions.

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

The Responsible Guider must instruct participants on the phone procedures for the country(ies) they are traveling in.

Foreign Affairs and International Trade Canada offers a [registration service](#) for all Canadians travelling or living abroad. This service is provided so in the event of an emergency, they can confirm your location and safety. All adults on your trip must register if:

- Your trip is a council-sponsored trip 72 hours or more
- You are going to be abroad for three months or more
- You will be spending any time in a country, or a specific area within a country, that is covered by an official Travel Advisory or Warning
- You will be visiting a country that has security concerns and/or does not have a resident Canadian government office. See the Foreign Affairs Travel Reports for country-specific recommendations.

More detailed information on this process can be found at the end of the International Planner.

### **Communication**

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

Responsible Guider must verify that she has 24 hour/7 days a week access to the person she has arranged to be the local HCP. This person should be accessible by land line and/or cell phone. See Home Contact Person in Appendix J for more information.

The Responsible Guider must obtain complete contact information for the Canadian embassy/consulate for the destination country(ies) available on the [Foreign Affairs and International Trade Canada](#) website.

The Responsible Guider must contact the appropriate GGC authorities in the event of an emergency or unexpected situation. See Emergency Response Guidelines.

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

### **Transportation**

For all international travel, Girl Guides of Canada is responsible for the girls from the point of departure until return. As a result, the Responsible Guider must ensure that participants travel to and from the destination with the group.

If, during the planning a participant asks to leave the group before the end of the trip (for example, to visit family), the Responsible Guider must direct her to submit a written request to the Provincial International Adviser. The request will be reviewed and the participant contacted (with a copy to the Responsible Guider) to confirm the decision.

### **Clothing**

The Responsible Guider must research appropriate dress for the destination country(ies) and advise participants and their parent(s)/guardian(s) in advance of recommended dress.

The Responsible Guider must monitor participants throughout the trip to verify that they wear clothing, hats and footwear that are appropriate to the culture and environment of the destination country.

NOTE: Girl Guides of Canada produces clothing and badges that will identify Members on international trips. Once the Provincial International Adviser approves the trip, the responsible Guider may order items at the GGC National [Online store](#).

## **Food and Water**

Responsible Guider must take precautions and determine the safety of food and water:

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

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

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

### **Lost Passport:**

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

### **Missed Flight:**

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

### **Missing Participant:**

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

### **Serious Behavioural Issue:**

- Responsible Guider discusses situation with other Guiders (and camp staff if at camp) and, depending on the situation, will determine who will approach the girl.
- Meet privately with the girl one-on-one to discuss the situation and to review the Code of Conduct.
- Listen to the girl's side of the story and ask open-ended questions to try to determine what is going on. Find out if she is missing her family, not feeling well, tired, stressed by unfamiliar surroundings, etc.
- Support her emotional and physical needs and determine how you can assist her.
- Reinforce positive behaviour, but remind her of the expectations and the consequences

- If behaviour continues, determine a recommendation for next steps. Responsible Guider contacts her Provincial Commissioner (or parents) to discuss the situation and to share recommendations
- If it becomes necessary to send the girl home, Responsible Guider or Provincial Commissioner to contact the girl's parents to explain that they will be responsible for the cost of her return flight should there be additional charges.
- Responsible Guider (or HCP) will arrange flight and work with Provincial Commissioner and parents to make sure the girl gets home safely.

## Communication Plan Guidelines for International Travel

In the event of an emergency or crisis, the following will assist you on how to find support to resolve the situation.

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

\*\* Provincial or national office would contact parent(s)/guardian(s) and Commissioner and others as appropriate.

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

## Registration with Foreign Affairs Canada

On the advice of Foreign Affairs Canada, Girl Guides of Canada encourages the Responsible Guider to have all the participants register with Foreign Affairs Canada. Note that the procedures require you to register your trip in certain situations. This enables the government and GGC to confirm the health and safety of our Members in the event of a natural disaster or civil unrest.

### Procedures:

- **One month prior to your trip**, check the Foreign Affairs Canada website for any [travel advisories](#) which may have been issued for the country or region you plan to travel to.
- If a travel advisory has been issued and it is recommended that you do not travel to that country or region, discuss the matter with your participants and International Adviser immediately.
- If a travel advisory or warning has not been issued, participants can register using the [Registration of Canadians Abroad system](#) .