



This form is used for preauthorization of all travel (whether within the province/territory, Canada or international). BEFORE commencing detailed planning for travel you must have this form approved.

Name of Unit/Group or trip \_\_\_\_\_

Area/Dist/Admin Community: \_\_\_\_\_

Name of Responsible Guider: \_\_\_\_\_ iMIS #: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City/Town Province/Territory Postal Code

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Approximate dates of trip: From \_\_\_\_\_ To \_\_\_\_\_

Anticipated number of: Girl Members \* \_\_\_\_\_ Adult Members \_\_\_\_\_

Non-member girls\* \_\_\_\_\_ Non-member adults\* \_\_\_\_\_

Age range of girls at start of planning: From \_\_\_\_\_ To \_\_\_\_\_ Branches \_\_\_\_\_

\*See Safe Guide for details on age restrictions and membership requirements for travel.

Type of trip (check all that apply):

- Travel in Canada
- International travel
- International visit with Girl Guides/Scouts
- Other (please explain): \_\_\_\_\_
- World Centre visit
- International event /camp organized within WAGGGS
- International event/camp organized within WOSM

Are you planning to fundraise above and beyond cookie sales?  No  
 Yes – Complete the Application for Fundraising Approval (FR.1) and send with a copy of this form (signed by an assessor). For details of the fundraising policy, procedures and guidelines, look on the Safe Guide page on Member Zone for the Governance Policies and go to policy 01-19-01.

Attach the following:

- Proposed itinerary including activities and/or sightseeing and type of accommodation
- Planning timeline
- Proposed budget that itemizes expenses and proposed revenues for financing the trip/activity

Signature of Responsible Guider \_\_\_\_\_ Date \_\_\_\_\_

Approved by Assessor:

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

Name (print) \_\_\_\_\_ Date \_\_\_\_\_

NOTE to assessors: After signing to indicate approval, process this form as follows:

Send a copy to Responsible Guider: \_\_\_\_\_ Date sent: \_\_\_\_\_

For international travel send a copy to Provincial International Adviser \_\_\_\_\_ Date sent: \_\_\_\_\_