



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

Date	Who	What
<p><i>Before you start fundraising (2 years to 18 months prior is recommended)</i></p> <p>Date: _____</p>	<p>Responsible Guider and girls and International Assessor</p>	<p>Gather information, develop basic plan. Ensure Guiders have made plans to get standard first aid and it is current at the time of travel. Have parent/guardian meeting to discuss plans.</p> <p>Obtain Safe Guide International Travel Planner and Forms. Review information required for forms and when it's due.</p> <p><b>Submit</b> Travel Pre-Authorization (SG.8) to Safe Guide Assessor along with:</p> <ul style="list-style-type: none"> <li>• Timeline for plans</li> <li>• Proposed itinerary</li> <li>• Proposed budget and fundraising plans</li> </ul> <p>International Assessor reviews and signs the form, forwarding one signed copy to the Provincial International Adviser and the original back to the Responsible Guider. Contact your provincial office to obtain details of the provincial approval process.</p> <p>Once the SG.8 has been approved, obtain permission to fundraise by submitting the Application for Fundraising Approval (FR.1) and attaching it to the SG.8. Check Fund Development policy and Fund Raising Procedures and Guidelines (Board policy) 01-19-01</p>
<p>6 months, and no less than 5 months before trip</p> <p>(will vary according to timeline set in each province)</p> <p>Date: _____</p>	<p>Responsible Guider, other Guiders and alternate Guiders</p> <p>International Assessor</p>	<p>Have parent/guardian meeting to update on plans. Ensure Guiders have current standard first aid.</p> <p><b>Submit</b> copies of the <b>International Group Trip Authorization (IT.3)</b> to International Assessor along with:</p> <ul style="list-style-type: none"> <li>• Proposed itinerary</li> <li>• <b>Emergency Response Plan (SG. 4)</b></li> <li>• Detailed budget</li> <li>• Fundraising plans</li> <li>• <b>Proposed List of Participants (IT.9)</b></li> <li>• <b>Guider Applications (IT.4)</b></li> <li>• If relevant, attach an <b>Activity Authorization (SG.3), Water Activity Plan (WA.1)</b> and <b>Adventure Activity Trip Plan (SG.6)</b></li> </ul> <p>International Assessor reviews IT.3 and attachments to ensure it is complete and ready for approval by Provincial International Adviser. Completed applications are forwarded to Provincial International Adviser.</p>
<p>At least 4 to 6 months before departure</p> <p>Date: _____</p>	<p>Responsible Guider</p>	<p>Verify that parent(s)/guardian(s) have reviewed the following information and provided the required documentation:</p> <ul style="list-style-type: none"> <li>• 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 sample <b>Guarantee of Financial Responsibility for International Group Trips (IT.7)</b>.)</li> <li>• All adult participants and the parent(s)/guardian(s) of minor participants have signed a <b>Release, Waiver and Assumption of Risk for International Group Travel (IT.6)</b></li> </ul>



<p>3 to 4 months before departure</p> <p>Date: _____</p>	<p>Provincial International Adviser</p>	<ul style="list-style-type: none"> <li>Review <b>International Group Trip Authorization (IT.3)</b> and respond to Responsible Guider</li> <li>Forward a copy to the Provincial Commissioner</li> </ul>
<p>2 – 3 months before departure</p> <p>Date: _____</p>	<p>Responsible Guider and Parents/Guardians</p>	<p>Start to prepare the Final Participant Information (IT.10) by collecting from participants (girls and adults):</p> <ul style="list-style-type: none"> <li>passport numbers with expiry date</li> <li>information for two emergency contacts during the trip</li> </ul>
<p>4 weeks before departure</p> <p>Date: _____</p>	<p>Responsible Guider</p>	<p>Responsible Guider sends to Provincial International Adviser</p> <ul style="list-style-type: none"> <li>Summary of any significant changes to the information contained on the IT.3 form (the form does not have to be re-submitted)</li> <li>Final itinerary</li> <li><b>Final Participant Information (IT.10)</b> with final list of participants (adults and girls), their passport numbers and confirmed emergency contacts.</li> <li>Flight numbers</li> <li>Contact information for the HCP</li> <li>If applicable, copy of the SG.3 and WA.1</li> </ul> <p>NOTE: Have girls leave a photocopy of their passport with their parents to be used in the case of an emergency.</p>
<p>7 to 30 days before departure</p> <p>Date: _____</p>	<p>Parents/guardians</p>	<p>Custodial parent(s)/guardian(s) have provided a signed, notarized <b>Parent/Guardian Permission for International Travel (IT.5)</b></p>
<p>2 weeks prior to departure</p> <p>Date: _____</p>	<p>Responsible Guider</p>	<p>Provide the following information and details to all parent(s)/guardian(s):</p> <ul style="list-style-type: none"> <li>Final itineraries that include the address of all accommodations (including home stays), flight numbers and emergency contact information</li> <li>Information pertaining to excursions, adventure activities and/or adventure camping that will take place on the trip</li> <li>Contact information for the home contact person</li> <li>Emergency Response Plan</li> </ul>
<p>1 week before departure</p> <p>Date: _____</p>	<p>Provincial International Adviser</p>	<p>Provincial International Adviser forwards the following documents to the national office to the attention of Girl Programs:</p> <ul style="list-style-type: none"> <li>Front page of the <b>International Group Trip Authorization (IT.3)</b></li> <li><b>International Group Trip - Participant Information (IT.10)</b> Emergency Response Plan (SG.4)</li> <li>The group's itinerary</li> </ul> <p>NOTE: This material must reach the national office prior to the group's departure.</p>



<p>Within 30 days of return home</p> <p>Date: _____</p>	<p>Responsible Guider and girls</p>	<p>to provincial international adviser and area international adviser:</p> <ul style="list-style-type: none"> <li>• Financial statement that reports expenses and income including fundraising, donations, subsidies, participant contributions, etc.</li> <li>• Trip report (covering highlights, what was learned, recommendations on the itinerary, tips for other travelers, etc.).</li> <li>• Girls provide trip evaluations to trip Guiders</li> </ul>
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