

Steps to Travel in Canada Trip Planning

(as of April 2, 2024)

The Safe Guide definition of 'Travel in Canada' changed Sept 1, 2023. Check the chart on page 84 to determine if your plans fall under TRAVEL or a REGULAR activity. If in doubt, contact Enidd & Pat at any-travelsupport@girlguides.ca

1. Getting Started

Before you start planning, you need to be familiar with the processes associated with planning an independent trip. Here's what you need to read to prepare:

- [Safe Guide – full document](#)
- Safe Guide – Travel in Canada
- [Fundraising Guidelines and Procedures](#)
- [Fundraising FAQs](#)

These documents will give you some of the basics that you need to plan the trip from a risk management and financial perspective. After you've reviewed them, it's time to talk to the girls in the unit about what they want to get out of their independent trip. Take note of the timing for paperwork as noted on the [SG.9](#) (Timeline for Travel in Canada).

Consider these questions:

- Where do you want to go?
- Why are you going?
- Who is going?
- When should you go?

Remember to involve parents/guardians in this process as well.

2. SG.8 Package

Once you and your girls have decided on the main details of the trip, it's time to work on the SG.8 package. The package should be submitted to **ANY-travelsupport@girlguides.ca**. The items included in this package are:

- [SG.8A](#) - Travel Preauthorization
- [SG.1](#) - Activity Plan (as provided to caregivers) *
- [SG.9](#) - Timeline for Travel in Canada
- [SG.8B](#) - International Group Trip – List of Participants (all Guiders and girls whose caregivers have signed an SG.2)
- Proposed Budget (Excel) [Template](#)
- Proposed Itinerary

Once the package has been received in full and permission to continue has been received from the Area Commissioner, it will be sent to a Travel Assessor for review. This Assessor will work with you throughout the duration of the planning process to provide Safe Guide approval.

3. After SG.8 Approval

After your trip's SG.8 package has been approved you will receive a communication that identifies the trip unit's name and iMIS number that should be used on all future communications associated with the trip. You will be directed to complete a [Unified Banking Authorization Form](#) to identify who will be your trip unit's Treasurer and P-Card Holder. A separate form for each position is needed. The Treasurer does not have to be one of the

Guiders planning to travel with the trip, however, the P-card Holder does need to be. A separate account from your program unit's account is necessary to segregate the financial transactions associated with a trip from those of your unit's finances. The budget that was submitted with the trip's SG.8 package must continue to be utilized throughout the trip's lifespan to accurately record all the revenues and expenses transacted through the unit's account.

Once the SG.8A has been approved and the bank account opened, the trip can begin more detailed planning and fundraising initiatives. Fundraising cannot begin until the trip has been approved.

4. Planning Stage

- If at any time there is a change of the trip participants (addition or withdrawal), a revised [SG.8B](#) must be submitted to your assessor in order to ensure the roster remains accurate in iMIS.
- If at any time during planning, the number of girl participants decreases such that the ratio of Guiders to girls falls to 1:3, the Responsible Guider must provide details about the trip and rationale for maintaining a lower ratio to her assessor. In consultation with the Provincial Commissioner (or her designate) the assessor will work with the group to determine whether the trip can proceed based on the size of the group and the circumstances.
- Flights for all participants must be booked together as one group reservation through Globespan. No one is permitted to use travel incentives or points from a rewards program.
- If there are any agreements/contracts associated with your travel bookings that require an organizational signature, the document must be submitted via [any-contractsnorth@girlguides.ca](mailto:contractsnorth@girlguides.ca) or [any-contractssouth@girlguides.ca](mailto:contractsouth@girlguides.ca) depending on your Area

5. Fundraising

The preferred method of fundraising is via cookie sales. Trip units order cookies to sell separately from a regular program unit's order.

All fundraising outside of cookie sales is subject to approval. If your trip unit wishes to engage in additional fundraising, an FR.1 (Application for Fundraising Approval) must be submitted.

6. Final Approval

At least 45 days prior to your trip's departure, Safe Guide requires your trip to submit an updated set of documents to your Assessor. The completion of this step results in the SG.3 approval for your trip to proceed.

The documents required in this package are:

- [SG.1](#) - more detailed than the SG.1 with the SG.8 package
- [SG.3](#)
- Updated SG.8B- List of Participants with emergency contacts
- [SG.4](#) - Emergency Response Plan
- Finalized Itinerary with flights and accommodation
- Finalized Budget
- **If relevant:**
 - [WA.1](#) - Water Activity Plan

- [SG.5](#) - Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement
- [SG.6](#) - Adventure Camping/Tripping Plan
- [SG.7](#) - TPSP Interview Checklist

Once the package has been received *in full* your Travel Assessor will review it. Once she has completed her assessment and signed the SG.3 the package will be forwarded to Travel Support.

7. Travel

Go on the trip, have a fantastic time!

8. Post Trip

Within 30 days of your trip's return date, ensure you have a debrief meeting and finalize any expenses associated with the trip. This can include a participant dinner and the creation of memory books you may wish to have done. These are items that should be budgeted for and should have the expenses included when you submit your financials.

In accordance with Safe Guide, you are required to submit the financials associated with your trip within 30 days of the last day of your trip to your financial reviewer.

Also, you are required to send a Trip Report to Travel Support within 30 days on the form they will send you.

Contact ANY-travelsupport@girlguides.ca with any questions you have on Travel in Canada.