



NEWFOUNDLAND AND LABRADOR COUNCIL

Our Provincial Commissioner may grant permission for Interprovincial Independent Group Travel, providing application is made to her at least three months prior to the start of the proposed trip and all requisite information is supplied on signed and dated documents—and is accompanied by a written recommendation from your Area Commissioner.

Protocol requires our Provincial Commissioner to notify the Commissioner of the destination Province about the group's arrival and departure times, and the location(s) of the visit. She is also required to provide copies of certain documents to the destination Provincial Commissioner.

For this reason, it is absolutely necessary that all time-lines are followed and complete documentation is submitted.

The following steps must be taken:

- Using *The Safe Guide*, complete the appropriate forms:
 - C.2, Event/Camp Registration and Report
 - OA.1, Parent/Guardian Information Sheet and Permission Form
 - OA.4, Expectations for Participation
 - H.1 Personal Health Forms
 - C.8, Release, Waiver and Assumption of Risk (for adventurous activities)
 - OA5, Emergency Response Plan
 - OA6, Photo Release
 - WA1, Water Activity Authorization
 - A trip Financial Statement representing financial plans, intended fundraising/budget
 - Prepare a tentative itinerary, including Guiding activities to be undertaken
 - Ensure and document financial independence.
 - Obtain necessary travel documents including proper identification are completed/obtained, i.e. MCP Number, health insurance card, photo ID, bank card (optional).
 - Obtain appropriate additional insurance coverage.
 - Agree in writing to abide by the rules and regulations as set out in *POR* regarding:
 - uniform
 - fund-raising/approval
 - travel
 - camping/events
 - Consult with our Interprovincial Travel Adviser who will assist you and ensure all general guidelines for approval have been met.
 - Obtain a written recommendation from your Area Commissioner.
- ### CHECKLIST FOR PLANNING INTERPROVINCIAL INDEPENDENT GROUP TRAVEL
- Decide with the participants:
 - the purpose of the trip
 - where you are going
 - how long the trip will take
 - the cost involved
 - reasons the proposal will promote the fitness, growth and development of the girls
 - number of participants (considering ratio of girls to adults for youth events), qualifications. (See *POR*.)
 - Consult a travel agent about travel bookings, accommodations, and costs. Make necessary reservations.
 - Prepare and circulate a fact sheet with as much of the above information as possible.
 - Meet with participants and parents/guardians to discuss the trip, including possible financial assistance, planned fund raising (following Provincial and National fund raising guidelines), a suggested kit list, and details of anticipated extras.
 - Obtain written permission of parents/guardians and written acceptance of financial responsibility. The letter of permission should be signed by both parents (if applicable), witnessed and dated.
 - Ascertain qualifications of interested participants, including leaders and alternates.
- After you have submitted the above information to our Provincial Commissioner (at least 3 months before your start date), continue to prepare:**
- Decide on appropriate uniform. The participants should decide what they will wear on any given day.
 - Encourage participants to prepare for the trip by learning about the province to be visited and by adding to their knowledge of Canada and Canadian Guiding.
 - Submit to the Provincial Commissioner (at least six weeks prior to departure)
 - your final itinerary, including airlines, flight numbers, bus/ferry schedule
 - a list of all participants and alternates, their addresses, MCP #'s
 - the name, address and telephone numbers of the family contact person in case of emergency.
 - Meet with parents/guardians/participants at least two weeks prior to departure to allow for last-minute adjustments.
 - Designate a local contact person who will initiate an information phone tree to relatives upon being contacted by the group.
 - Circulate details of the final itinerary and check that all participants have the necessary documents.
 - Have participants complete OA.3 - Wellness Statement - if applicable.
-
- Upon return, complete Part B of the C.2 - Event/Camp Registration and Report and a Trip Financial Statement and submit within one month to the Provincial Camping Department.

**Revisions Approved:
Provincial Council Executive Committee
November 16, 2005**