



# International Guidance Pack for leaders who are planning an international trip



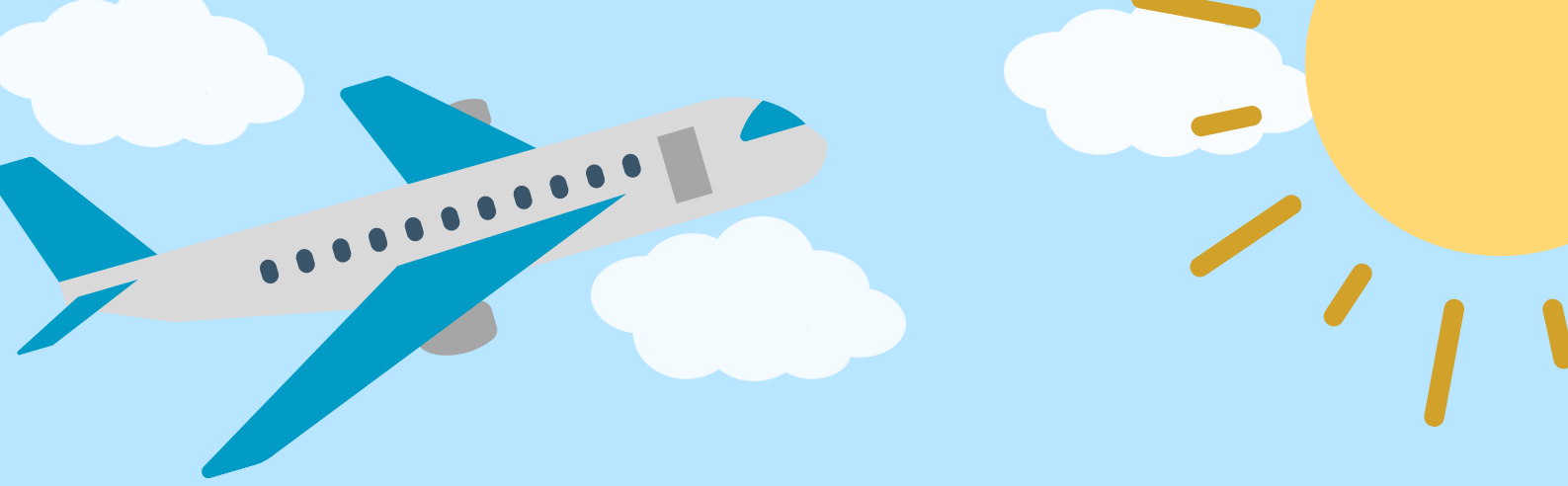
**Girlguiding**  
North West England





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# Introduction

Congratulations on considering running or planning to run an International Trip for your unit, district, division or county, we are really excited that you want to deliver a trip for members.

You and other leaders attending the trip should all be allocated different roles appropriate to the trip. Although you will need to appoint a trip lead, other roles to consider are a finance lead, social media lead, first response lead and mental health lead. There might also be other roles that you need leaders to take on depending on the type of trip you are taking. It is extremely important to share the load.



# Expectation of Leaders

## 1.1 Leadership Team

The trip lead or leader in charge is responsible for the running of the trip, but this does not mean they are required to do everything. Jobs and activities should be delegated amongst the team. It is expected that all leaders will take an active role in the organisation and running of the trip. There will be enough leaders on the trip to be able to share roles and responsibilities depending on the type of trip and the number of girls selected.

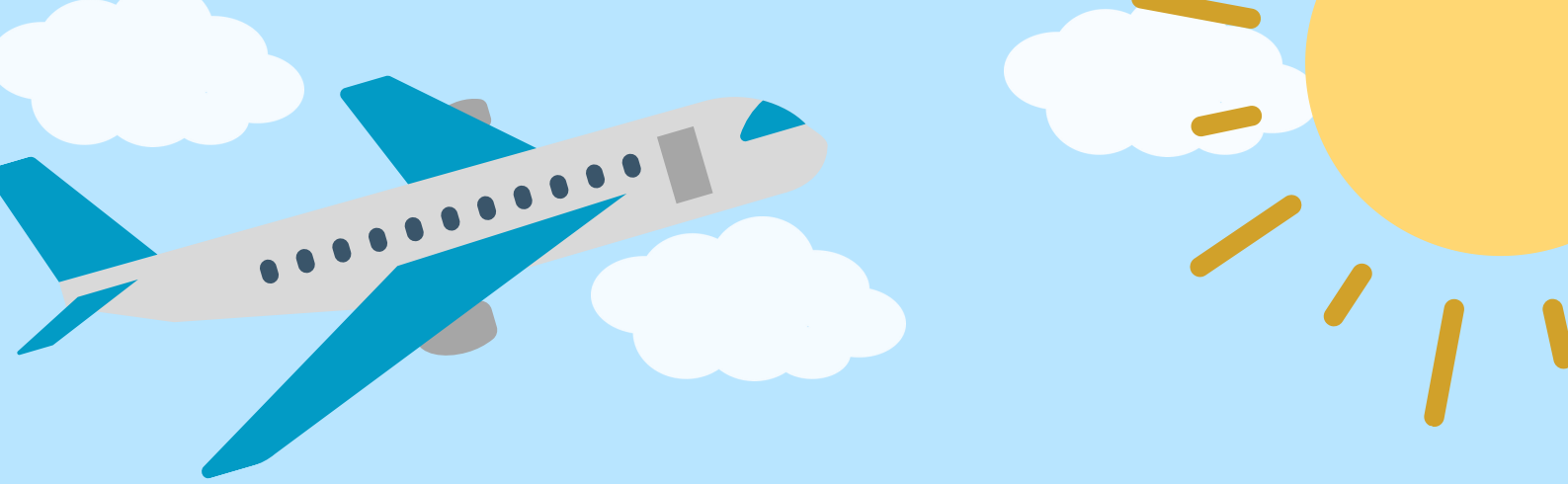
## 1.2 Conduct

As part of the trip you are representing local, regional and national Girlguiding. This means that the highest standards of courtesy, behaviour, tolerance and dress are expected at all times during the planning and execution of the trip. It is important that your conduct reflects positively on our organisation at all stages of the trip and all leaders adhere to the Code of Conduct throughout.

<https://www.girlguiding.org.uk/making-guiding-happen/policies/code-of-conduct/>

## 1.3 Qualifications

The trip lead or leader in charge of the group must hold the relevant residential qualification, appropriate to the section they're travelling with. This means they must hold or be working towards either the Brownie, Guide or Ranger section residential qualification, or both qualifications if participants are across both sections. They must also hold or be working towards their indoor and/or outdoor residential qualification(s), depending on the type of accommodation for the trip. You'll also need or be working on your international module. If a module is missing, the group planning and preparation weekends can be used to achieve any necessary additional modules required. All trip leaders must have completed modules one to three of the leadership qualification, for any section, prior to the trip. If there is more than one Young Leader on the trip, the leader in charge must complete Module 6 for Ranger section, prior to departure. Safe Space 1-3 should also be completed by the leaders on the trip and all leaders should also have their 1st Response qualification.



## **1.4 Communication**

We would recommend varying the communication methods when contacting the participants in your group as well as including parents/carers when sending out key information so that they are aware of what is happening and what the participants are required to do. Please ensure that parents/carers also have the leaders' contact details should they have any questions or wish to make contact.

## **1.5 Emails**

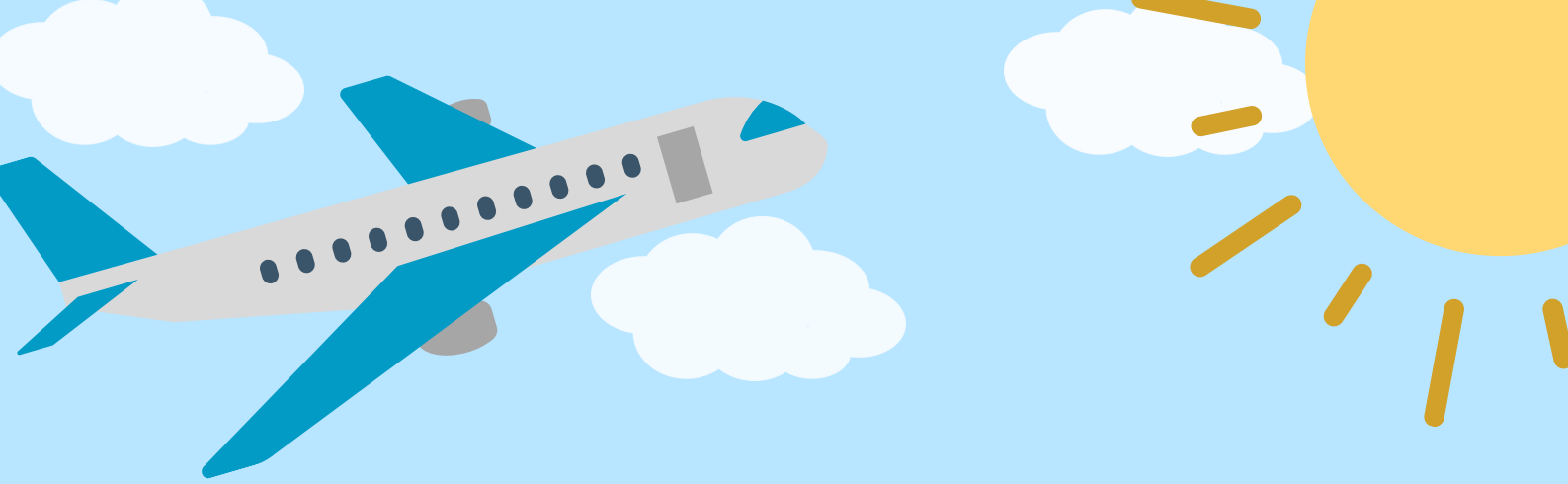
For participants under the age of 16, it is essential that an adult is copied into all emails or other communications.

If you set up a trip email address for communication with parents/external trip communications, it is good practice for all leaders to have access to this email account. Just in case anything happens and to share the load. You can agree with other leaders how you will manage the inbox and folders within this.

When you first email parents/multiple people you should use the 'bcc' function, so that you are not sharing email addresses with others and are following Girlguiding GDPR requirements. You should have undertaken some keeping information safe training as part of your leadership qualification, but if you haven't done so yet or would like a refresher, you can find it here;

<https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/keeping-info-safe-training/>

You can agree between the group to share email addresses/contact details, as this can be useful, if everyone, then you will not need to use the bcc function with this particular group.



## 1.6 Social Media

You can set up social media pages, groups or chats for the leader, participant group, or parents/carers'. This can help with communication when you need to communicate quickly but you will need to follow Girlguiding guidelines when using any social media. If you choose to create a group blog, Facebook page or Twitter account to track your fundraising and/or your trip, please read through Girlguiding's social media guidelines.

<https://www.girlguiding.org.uk/making-guiding-happen/growing-our-membership/promoting-guiding/promoting-guiding-online/promotion-using-social-media/Safe-online-guiding-1-Girlguiding>

You must ensure that all content shared on group accounts or on your own personal accounts is suitable and complies with Girlguiding's Safety and Safeguarding Policy. Leaders should not accept any social media requests from girls aged under 16. Remember to follow the Region's international social media accounts to keep up-to-date with lots of international information.

Facebook - [@GGNWEInternational](#) Instagram - [www.instagram.com/girlguidingnwe\\_int/](http://www.instagram.com/girlguidingnwe_int/)

## 1.7 Meetings

You will need to hold a number of briefing weekends or meet ups with leaders/participants before the trip takes place, so that everyone can get to know each other and identify any potential issues that might occur for the trip.

It is recommended to hold an initial parents/carers' meeting and a pre-departure meeting, which could be held at the end of one of the trip briefing meetings.

**Please also stay in regular communication with your local commissioners and your county international adviser.**



# Paperwork

## 2.1 Residential Event Notification (REN)/ Permission to Plan (PTP)

The trip lead or leader in charge is required to complete the relevant Residential Event Notification (REN) and Permission to Plan (PTP) form at the start of the planning process. They must then continue to update and re-submit the form as more information becomes available.

**PTPs and RENs 1 & 2 sign off should be obtained from the Region Chief Commissioner and Region International advisor, copying in your County Commissioner and your County International Adviser.** The PTP and REN forms can be submitted on GO or if unable to submit via GO then standard paper forms are acceptable.

**You must not make any deposits or payments until you have your PTP in place along with comprehensive insurance to protect you if anything changes.**

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/events-and-going-away/going-on-residentials/>

## 2.2 Risk Assessment

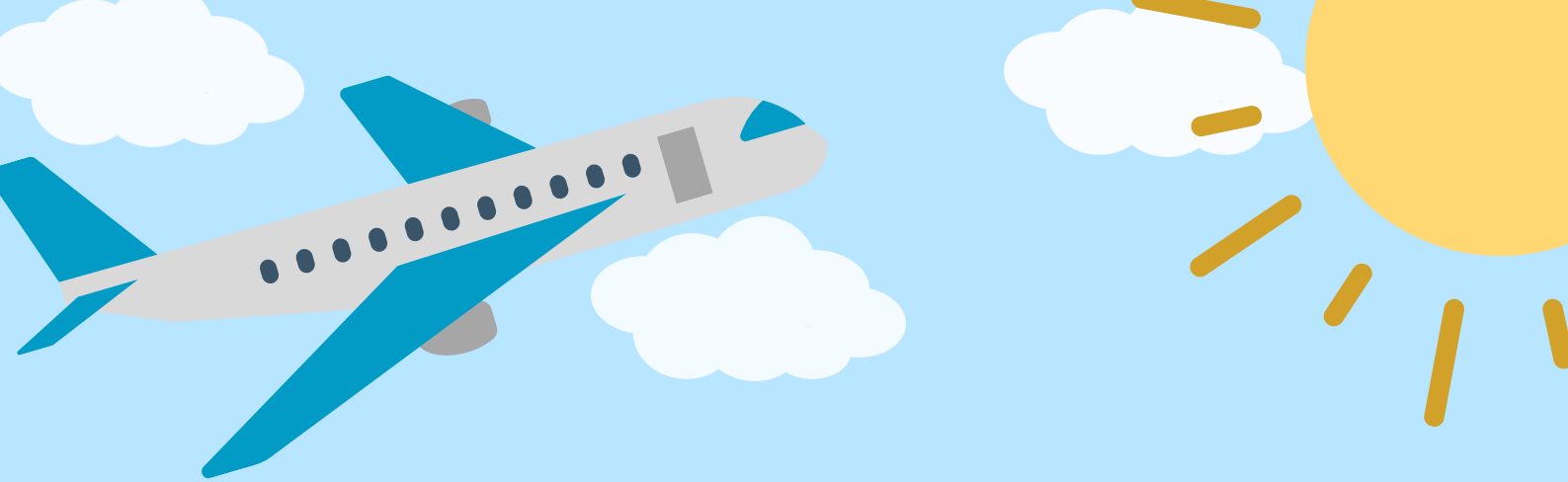
The leader in charge is required to complete a full risk assessment for their trip, which should be submitted alongside the REN form. All leaders should have a copy of this and be aware of their responsibilities for the scenarios listed. On the Girlguiding website you will find the Emergency Planning Guidance for International Trips document;

<https://www.girlguiding.org.uk/globalassets/docs-and-resources/residentials-and-going-away/international-risk-assessment-checklist.pdf>

This covers setting up a home contact system (discussed below), dealing with emergencies, handling the media and advice on risk assessments, including a template. Any COVID pandemic considerations must be taken into account in your risk assessment.

## 2.3 Emergency Home Contact

All trips require an emergency home contact for the group whilst they are on any meet ups, briefing weekends and for the trip itself. The home contact does not have to be the same person for the different meetings or trips, but they should be a responsible adult who is not related to any member of the party and is someone involved in guiding.



They should be fully aware of their responsibilities in taking on this role, which are listed on the Girlguiding website;

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/safeguarding-and-risk/managing-risk/setting-up-a-home-contact-system/>

You are free to choose whoever you would like, but they should be someone that you trust and that they will be effective in an emergency and available throughout the period of the meeting, briefing or trip, it may also be useful to consider having more than one home contact just in case there are more issues than anticipated due to the type of trip you are planning.

## **2.4 Health and Consent Forms**

Trip participants must complete the relevant Health and Consent forms for each residential planning meeting, plus the trip itself. Please note that there is an additional health form for international travel which can be found here:

<https://www.girlguiding.org.uk/making-guiding-happen/resources/resource-library/forms-for-events-and-travel/>

It is recommended to obtain health information as early as possible to facilitate you gaining the appropriate level of insurance as well as considering whether any further vaccinations or medication is needed depending on where you are travelling to.

When discussing the trip with the participants, as well as parents/carers', you must explain the importance of full disclosure of any health or well-being concern. This does not exclude an individual from attending an event or trip but allows us to ensure we have appropriate insurance in place as well as the relevant support for the girl throughout the experience.

## **2.5 Health Plan**

Some of our members have additional needs and may therefore need more support to ensure that they can enjoy the same great guiding experience as their peers. A Health Care Plan is designed for those with specific health needs, for example those who need to take medication regularly, or those who have a condition such as diabetes or epilepsy. This should be filled out with the member and their parent/carer and is available to download here;





<https://www.girlguiding.org.uk/making-guiding-happen/resources/resource-library/forms-for-events-and-travel/>

You may also wish to consider additional training for the leaders to ensure you are prepared for any issues that may arise or identified in your risk assessment. It is recommended that one or two members of the leadership team commit or have undertaken some mental health first aid training to support members.

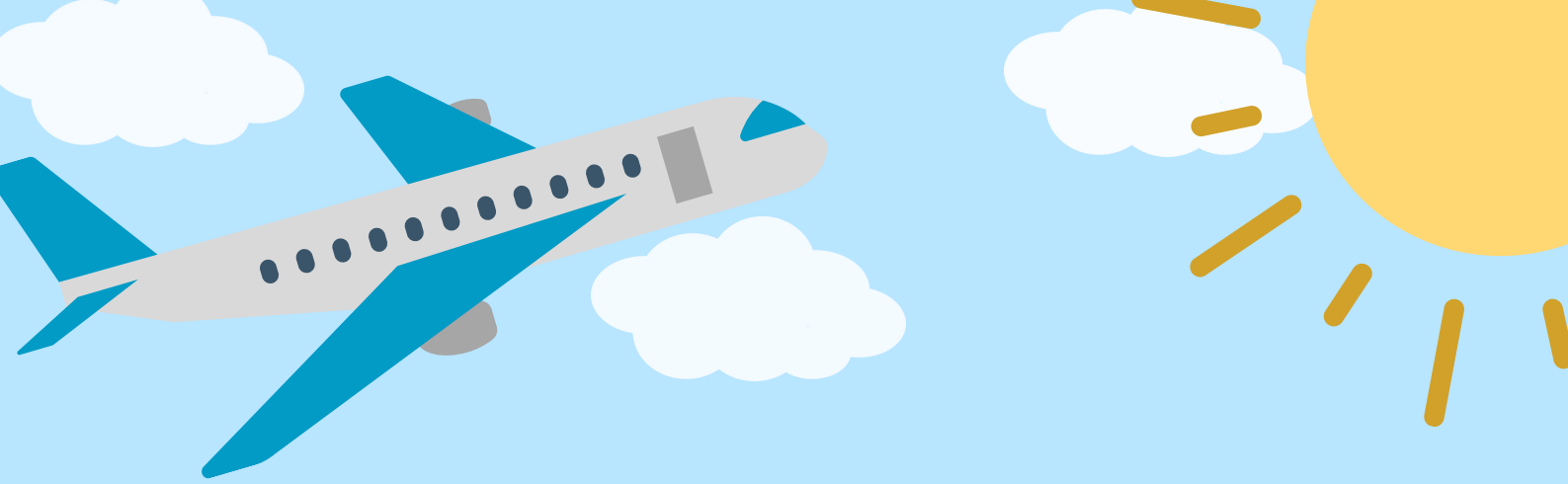
## **2.6 Terms and Conditions**

Writing and sharing your own terms and conditions can help set out what everyone can expect at your event or residential. It helps you set out what's expected in terms of payments, refunds and cancellations and helps you avoid difficult conversations if problems come up.

We recommend using terms and conditions when you're asking members to make significant payments, or if you're using a third-party provider like a coach company, theatre or activity centre. Adult members should sign the terms, and parents or carers can sign for young members.

If you're using a third-party provider, you could include a copy of their terms and conditions so long as there's nothing in your booking agreement that stops you from sharing them. Detail on what you can include in your terms and conditions can be found here;

<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/events-and-going-away/going-on-residentials/setting-expectations-for-your-event-or-residential/#:~:text=Setting%20expectations%20for%20your%20event%20or%20residential%20,Give%20details%20of%20any%20insurance%20...%20More%20items>



# Finance

## 3.1 Budgeting

You will need to prepare a full and detailed budget for your trip.

The detailed budget should include planning meetings, transport, accommodation, group kit (hoodie/t-shirt etc.), travel insurance, food, drinks, activities and exchange rate variance. The contingency amount is there in case of emergencies, with the intention that this may be returned to participants upon their return (assuming there have been no emergencies). Personal costs cannot be included in the budget.

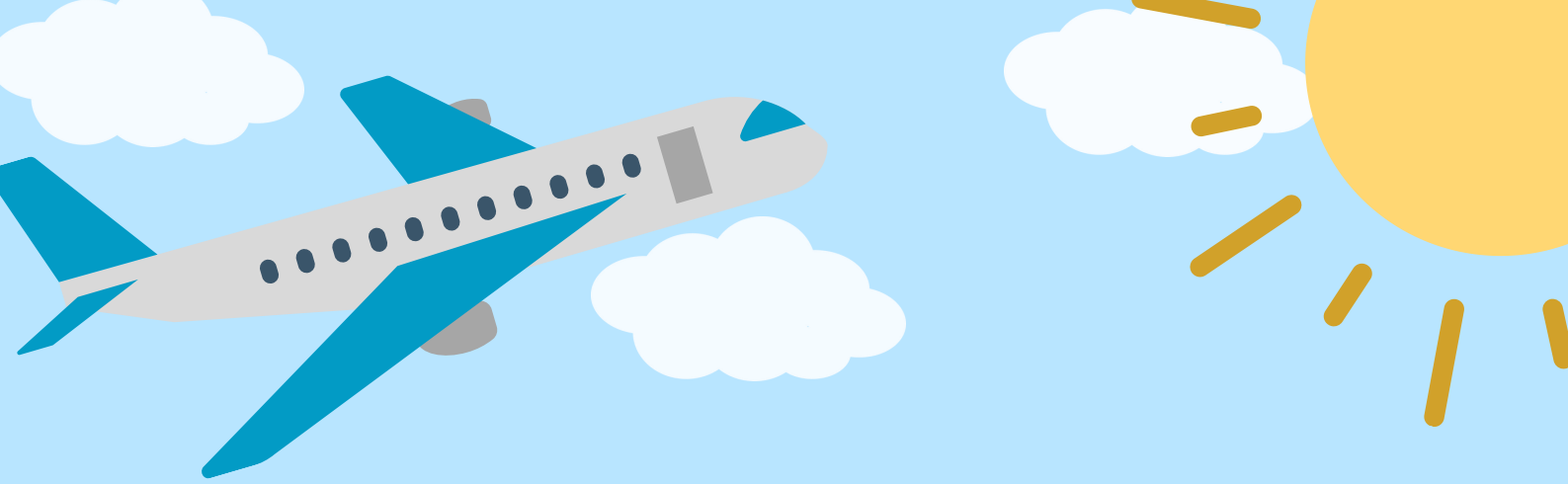
Please note that we encourage the use of Girlguiding Trading or Depots for the purchase of uniform items. Cotswold Outdoor shops are encouraged for footwear and rucksacks, as Girlguiding members receive a discount here. Any rucksacks and uniform purchased should be donated back to guiding at any level for others to use, following the trip.

Leaders and participants will be expected to fundraise to cover the cost of the trip.

You can appoint a leader on the trip with responsibility for preparing the trip budget and finance, they will work with the region office to agree finance and payment processes, budget planning and maintenance of records. The budget must be a reasonable estimate of all costs likely to be incurred.

## 3.2 Payment Plans

A payment plan should be agreed at the beginning of planning and shared with participants/parents. A copy of the agreed payment plan and process should be sent to each leader/participant to help them keep a track of their targets. This should detail the total amount and deadline for each payment. Exam seasons and holidays will be considered when setting payment dates. A payment schedule ensures that all parties know how much should have been paid by a certain time.

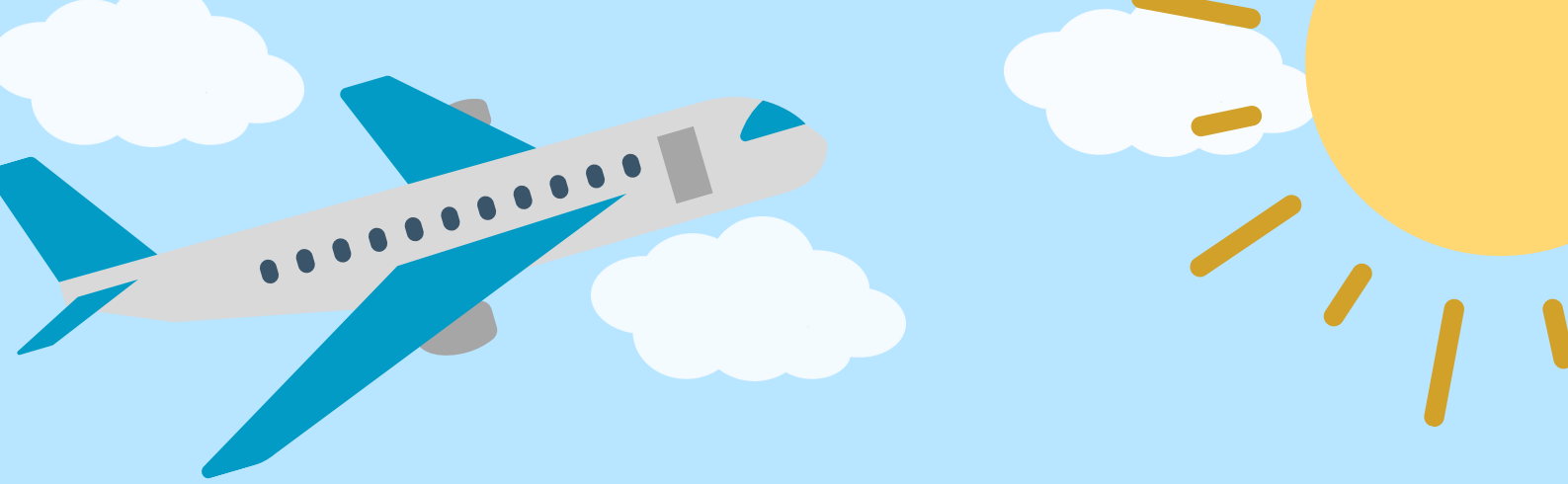


### Example Payment Plan

Date	Payment type	Girls		Leaders	
		Amount due	Total paid to date	Amount due	Total paid to date
31-Jul-2022	Deposit	£50	£50	£200	£200
31-Jul-2022	Region grant	£260	£310	£390	£590
30-Sep-2022	Scheduled payment 1	£490	£800	£210	£800
30-Nov-2022	Scheduled payment 2	£500	£1,300	£500	£1,300
28-Feb-2023	Scheduled payment 3	£600	£1,900	£600	£1,900
31-Mar-2023	Scheduled payment 4	£300	£2,200	£300	£2,200
31-May-2023	Scheduled payment 5	£400	<b>£2,600</b>	£400	<b>£2,600</b>

You could agree regular dates for to update everyone on their payments, it is up to the lead for finance on the trip to distribute this to participants as necessary.

If any participants are falling behind with payments, this is often an indication that they are struggling with their fundraising, so additional support may be required. You should check accounts regularly and make sure that all participants are supported to ensure that they pay the amount due by each deadline.



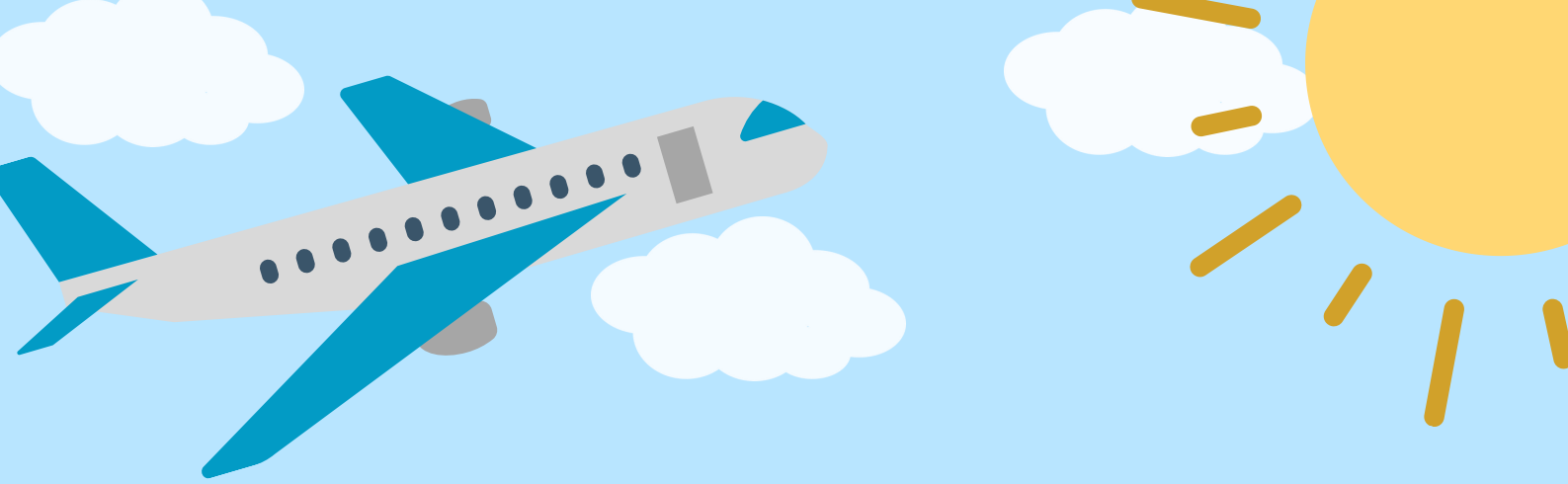
### 3.3 Accounts

You must keep detailed accounts for your trip. These must be supported by receipts or invoices as much as possible. There should be an income column, showing the participant payments, leader payments, plus any other grants. The expenditure column should detail all expenditure relating to the trip. You should keep the accounts updated so that you can see the current status of your finances at any time. Girlguiding have a budget template spreadsheet which you can use to create your spreadsheet.

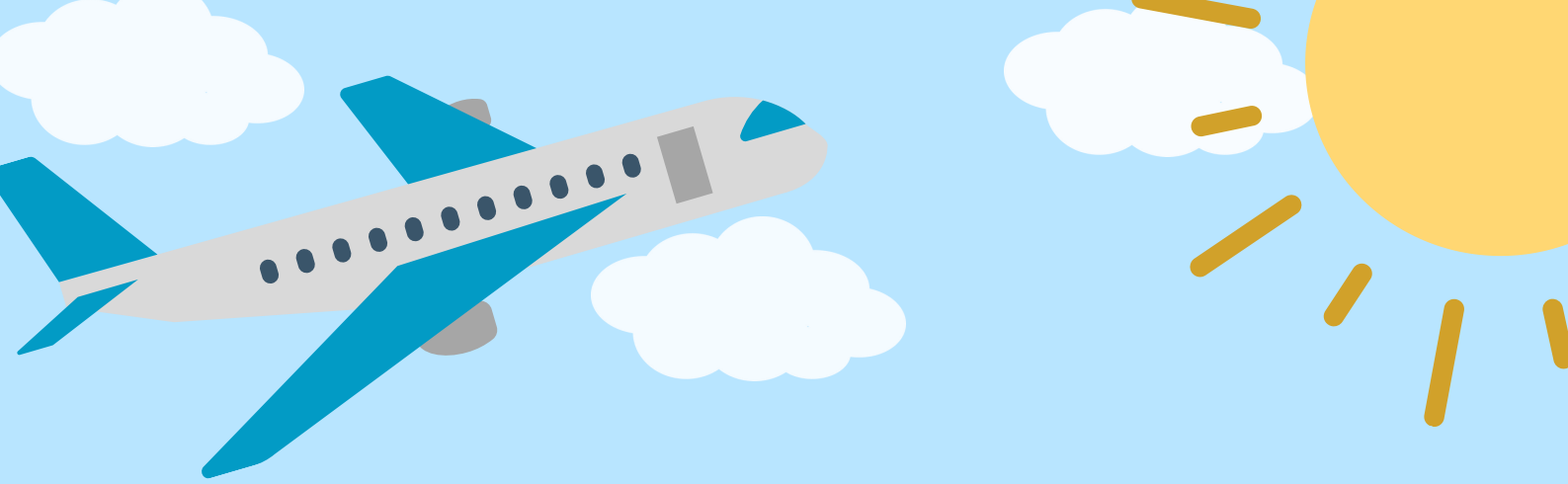
<https://www.girlguiding.org.uk/making-guiding-happen/running-your-unit/finance-insurance-and-property/unit-finances/budgeting-for-your-unit/>

All Leaders and participants are required to keep a set of individual accounts highlighting where their fundraising money has come from and how it has been spent. This is a legal obligation and funders have the right to ask to see these.

Any income must be recorded, including its source. If it is necessary to return these funds you must be able to contact the donor to check their requirements if the trip does not go ahead or an individual is unable to attend the event/trip. The table below details how you need to categorise the funding or contributions towards the trip;



Payment categories		
Category 1	Personal money	Including money from parents, sale of personal items, babysitting
Category 2	External Grants/donations	Grants/donations from named organisations outside Girlguiding or individuals including Trefoil Guild
Category 3	Unit grants	Grants from unit funds, however if you have done a fundraising event at your unit, this should be classed as 9 General fundraising
Category 4	District grants	Grants from district funds, however if you have done a fundraising event in your district, this should be classed as 9 General fundraising
Category 5	Division grants	
Category 6	County grants	
Category 7	Region grants	The Region International Team will advise on the amount of any region grants
Category 8	HQ grants	Leaders undertaking their International Licence can apply for an HQ grant
Category 9	General fundraising	Raffles, bingo, bag packing; anywhere where the individual donor cannot be identified & contacted



### **3.4 Fundraising**

When raising funds for the trip it must be made clear to anyone contributing funds, either by grant funding or a fundraising event, such as a bag pack, how the funds are to be used. You cannot use the funds raised for another purpose. If the event does not go ahead, you must consult the Local Commissioner or County International Adviser and they will offer guidance as to the appropriate steps to take. You cannot use the funds for any purpose than that collected.

An example grant request letter is included at the end of this document.

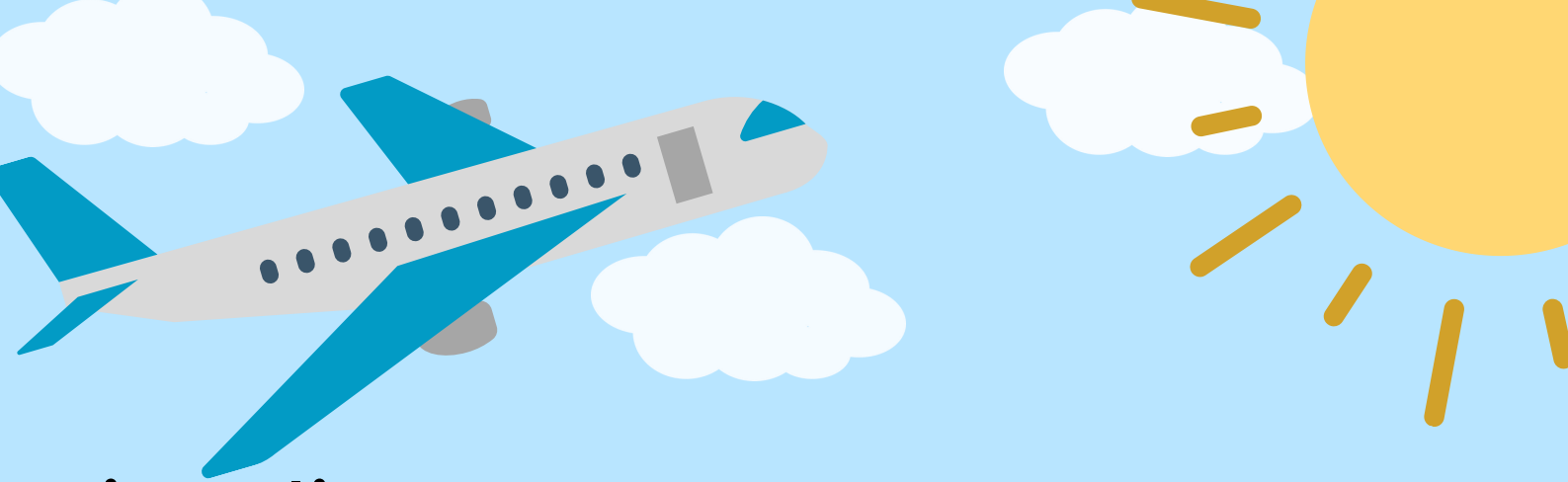
As part of the fundraising, you may want to create a trip badge or challenge pack, if you wish to progress this then you should ask the girls on the trip to design a badge/pack for you to agree the activities, look and feel of the trip, ensuring that it meets Girlguiding branding guidelines.

### **3.5 Over Fundraising**

If any member of the trip over fundraise, then this can be returned after the trip has taken place, the priority order of repayments should be as detailed in the table overleaf.

### **3.6 Final Finance Report**

Once the trip has finished and all post trip meet ups or celebrations have taken place, then you must submit final accounts to then Local commissioner and county international adviser for accounting purposes, a date will be agreed as to when the report is needed.



# Timeline

The timeline below will provide you with an idea of a general timeline for the planning of the trip:

## **18 - 9 Months before trip:**

Submit International Permission to region chief commissioner and region international advisors copying in county commissioner and county international adviser

Region international advisors will set dates for REN submissions

Once approved secure comprehensive insurance BEFORE making any deposits or payments

## **9 Months before trip:**

Complete risk assessment

Set terms and conditions for participants/parents to sign.

Set Budget and start accounts for payments made

Draft a programme/itinerary to provide with REN part 1

Submit REN part 1 with insurance certificate via GO or by emailing directly to region chief commissioner and the region international advisor, copying in the county commissioner and the county international adviser

## **Between REN 1 and REN 2**

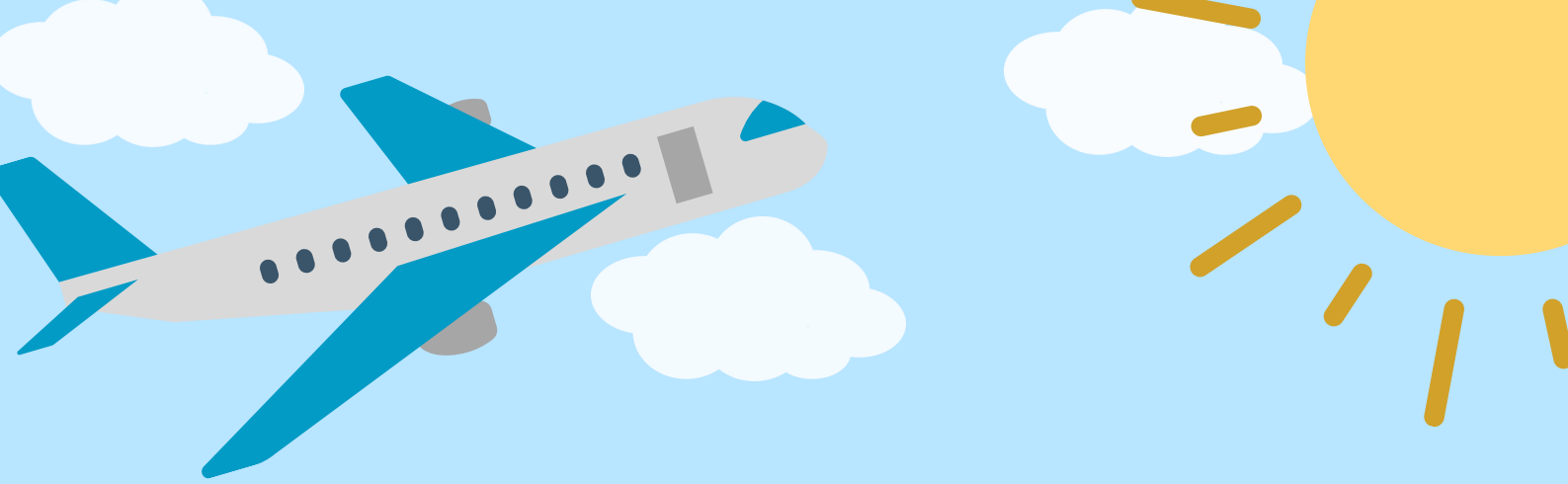
If working towards international license attend Travel abroad training

All leaders to ensure they have up to date qualifications

Update risk assessment as you go

Keep up to date records of payments with invoices via budget and accounts sheet

Secure a home contact



#### **4- 6 weeks before trip:**

Finalise Risk assessment

Re-check medical forms for participants in case of any changes

Obtain emergency contact details for all participants

Submit REN part 2 with final risk assessments and itinerary, home contact and emergency contact details for all participants

#### **Post trip**

Finalise accounts and redistribute any remaining funds in accordance with Region policy

Debrief if required

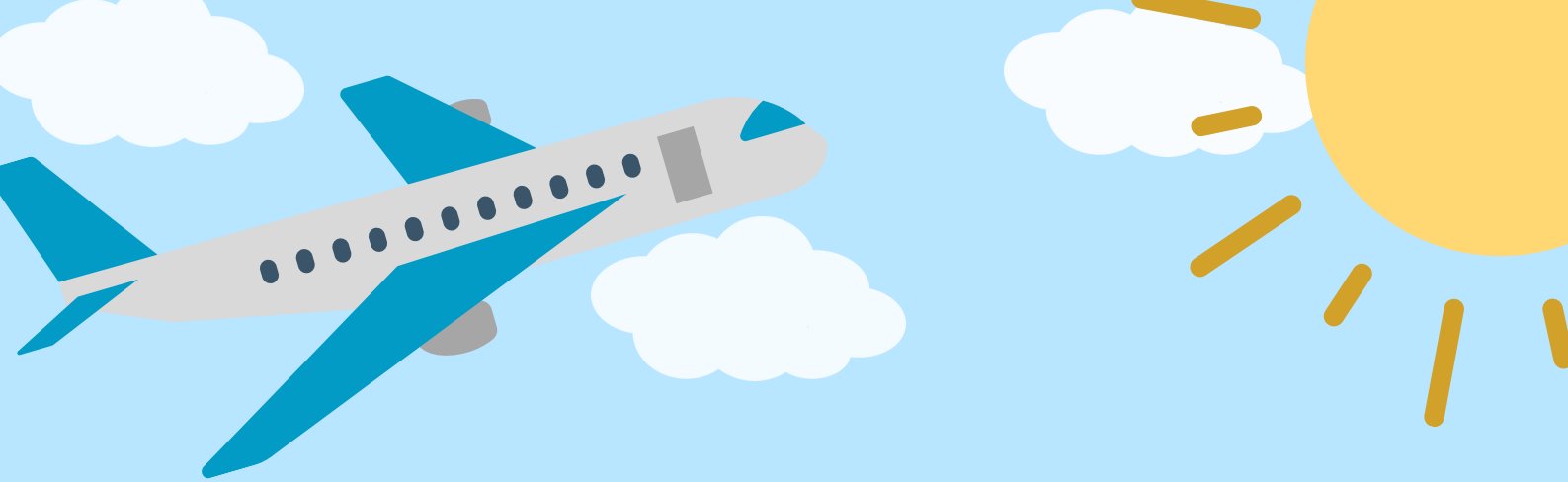
Some planning items will need to be completed on an ongoing basis throughout the year, such as:

Fundraising

Updating REN

Communication with participants and parents/carers





# Insurance

Leaders must obtain travel insurance for the group before any travel is booked.

There is no stipulation on which company to use, but you should consider location, medical requirements, activities as well as COVID cover when selecting your insurance. If you are planning to undertake any specific activities which could be considered dangerous/higher risk, during your trip, these should be mentioned to the insurance company to check they are covered.

It is essential that any medical issues (for both Leaders and participants) are communicated to the insurers prior to travel, as failure to declare something may render the insurance policy invalid.

## **COVID and Insurance**

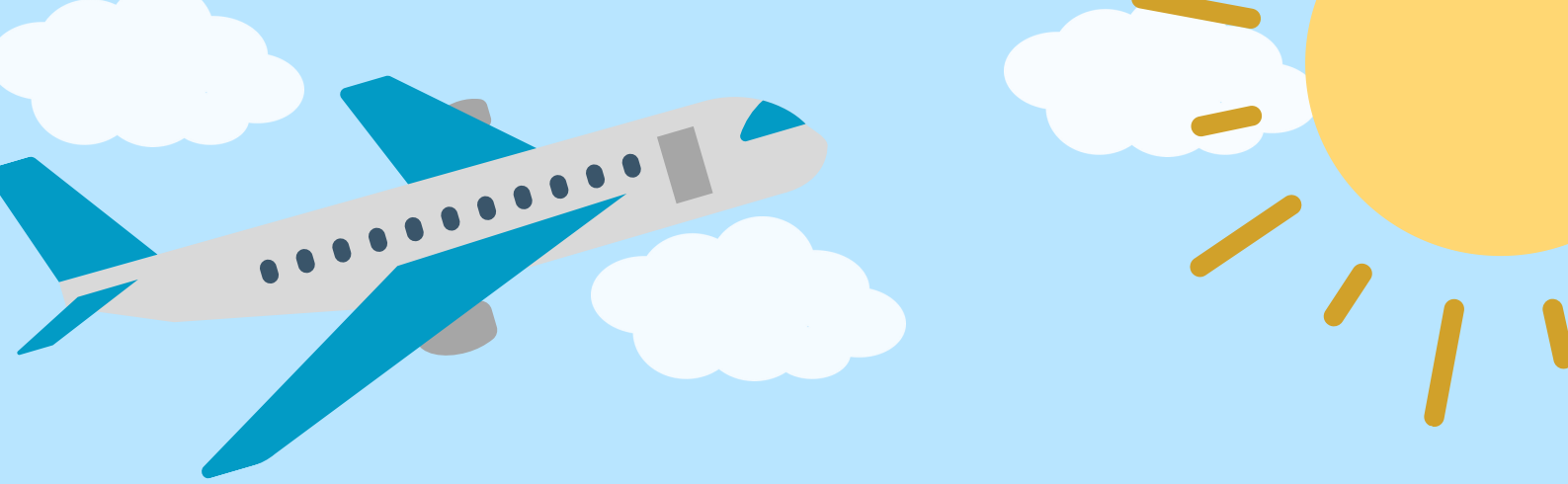
Covid cover varies, so try to get the most thorough cover you can find. It's unlikely you'll find insurance that will cover all eventualities, so make sure you understand what is included and what is not. Make sure this is included in your risk assessment. And explain the insurance cover to everyone attending the trip or their parents and carers.

Some key things you should consider when choosing insurance. And include these possible situations in your risk assessment:

What happens if the trip can't go ahead due to government restrictions? Will you get a refund from the travel providers or be able to claim on the insurance?

What happens if someone can't attend because they've got Covid, has symptoms or needs to self-isolate? Is this covered and what refund will they get? What happens if it's an essential person, like the trip leader? If you're finding it hard to find group travel insurance with good Covid cover, you might want to consider taking out individual travel insurance. Talk about this with your international adviser.

What happens if someone catches Covid on the trip and needs to go to the hospital? Usually, your insurance will cover illness, but make sure this specifically includes Covid. Check if you have cover for cancelling activities, in case your whole group need to isolate or return home. Assess the risks of any other scenarios you might face, check what cover is available and then decide.



# Post Trip

## De-Brief

You might want to use some of the trip budget to go towards a de-brief meeting following the actual trip, this must happen by the end of the year.

## Reports and Accounts

You might be asked to submit a report/accounts to another level of Girlguiding, so you will need to have the accounts/report prepared.

# Finally

We wish you all the best with the planning and running of your trip. Do remember that locally you should be able to access support from commissioners and your county international adviser.

Thank you for taking on this incredible opportunity for both yourself and the participants. Enjoy yourself and make the most of every minute!

