

	Department: Program-Travel	Title: Travel Calendar Planning
Document ID: <i>(leave blank at this time)</i>	Revision:	Effective Date: 2/2024

Purpose: *To ensure that the travel program being offered is comprehensive of necessary details, diverse, affordable, practical, and meets the 4 Pillars of Outdoors, STEM, Life Skills, and Entrepreneurship.*

Scope: *This procedure applies to the Program Department.*

Responsibilities: *Girl Experience Manager-Travel and Program Managers*

Frequency: *Ongoing*

Timeframe: *Travel Trip calendars should be planned 12-18 months in advance, which requires continual and perpetual planning as the program moves through the current calendar and into the next one.*

Procedure:

1. Identify desired locations.
2. Take into consideration any feedback and suggestions from Troops, Leaders, Girl Advisory Board, etc.
3. Include a full calendar of monthly day/weekend trips and larger domestic and international trips.
4. Consult with other departments to consider trips that can be offered as reward trips.
5. Large-scale trips should include EF tours, one WAGGGS destination program, and domestic trips that take place during the summer weeks, over Winter Break (February), or Spring Break (April).
6. Include at least one EF tour and one WAGGGS program each year.
7. Work with GSUSA to apply to host Destinations.
8. Include varied experiences that offer opportunities for each age group-Daisy, Brownie, Junior, Cadette, Senior, and Ambassador.
9. Research area attractions, hotels, and restaurants and make sure that there are appropriate activities and accommodations for the size and age(s) of the group.

10. Consult the Safety Activity Checkpoints when determining which activities will be part of the itinerary.
11. Communicate and consider collaborating with GSUSA Travel groups (locate on social media).
12. Collaborate and work closely with EF Tours staff and ensure there is room for our group before including it on the calendar.
13. Collaborate with Marketing to promote the Travel Calendar and individual travel events as they open for registration.

References:

- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip Delivery and Management SOP*
- *Travel Trip EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Staff Chaperones SOP*
- *Travel Trip Emergencies and Special Considerations SOP*
- *Travel Trip Administrative Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	