

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

Purpose: *To ensure that travel trip accommodations are appropriately and adequately supervised.*

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

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

Frequency: *Ongoing*

Timeframe: *Travel Trip Chaperones are part of trip planning, which is a continual process.*

Procedure:

1. Determine the number of chaperones needed per the ratios required by age group.
2. If this is an EF tour, additional chaperones may be allowed and paid for by the program.
3. Chaperone Requirements:
 - a. Must be over 21 years of age
 - b. Background check completed
 - c. Signed Code of Conduct
 - d. Must be able to procure necessary travel documents
 - e. Complete necessary forms and waivers
 - f. Complete necessary trainings
 - g. Must be willing and able to be vaccinated when travelling to countries that require specific vaccinations (i.e. TB, malaria, typhoid, etc.)
 - h. Staff that are serving as chaperones MUST chaperone a domestic trip before chaperoning an international trip.
4. Chaperone Responsibilities:
 - a. Attend and participate in planning meeting (virtual or in-person)
 - b. When necessary, communicate pertinent information between the Travel office and trip participants in their troop
 - c. Supervise a designated group of girls
 - d. Maintain safety as the priority of the trip

- e. Keep head counts while traveling between activities or destinations to ensure no one is left behind
 - f. Act as a guide and positive role model throughout all aspects of a travel trip
 - g. Be willing to provide support and supervision to girls that may not be part of their own troop or family
5. Designate a staff chaperone or other seasoned chaperone as co-navigator:
- a. Ensuring daily itinerary is being followed
 - b. Day-to-day reminders of what costs participants need to cover
 - c. Communication between activity vendors, bus drivers, hotel staff, etc.

References:

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

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	