

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

**Purpose:** *To ensure that trips run smoothly and without major issue.*

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

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

**Frequency:** *Ongoing*

**Timeframe:** *Travel Trip Delivery and Management occurs while the trip is in progress.*

**Procedure:**

1. Make sure participants have a copy of the itinerary
  - a. Review itinerary every evening for the next day (weekend and large trips)
  - b. Remind participants which costs they are responsible for that day
  - c. Remind participants of tipping when appropriate
  - d. Ensure girls are in uniform when necessary
2. Continually remind the group of departure times and stress the importance of punctuality
  - a. At rest stops
  - b. Before group disperses at a program or attraction
3. Continually remind the group of appropriate conduct and to observe curfews and quiet hours
4. Provide the bus driver with a copy of the itinerary with highlighted departure and arrival times
  - a. Regularly check-in with driver
5. Work with chaperones to get head counts of participants at every arrival and departure
6. Keep cell numbers of all chaperones in phone
  - a. Create group chat to send reminders and check-ins
7. Work closely with a designated chaperone as a co-navigator to communicate with participants, drivers, and vendors
8. Stay apprised of extenuating circumstances such as unexpected closings or program changes, inclement weather, and other travel advisories

9. When using GS equipment
  - a. Keep inventory
  - b. Perform safety check before and after use
10. Keep a binder:
  - a. All contracts, agreements, arrangement confirmations, and receipts from hotels, restaurants, transportation companies, and vendors
  - b. Participant travel documents, paperwork, forms, and waivers
  - c. Itineraries
  - d. Emergency contacts
  - e. Emergency Procedures

**References:**

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

**Revision History:**

Revision	Date	Description of changes	Approved By:
0		Initial Release	