

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

Purpose: *To ensure that trips taken with EF Tours run smoothly and that expectations are met on both sides.*

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

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

Frequency: *Ongoing*

Timeframe: *Travel Trip EF Tours takes place during the Travel planning process and is ongoing. Initial plans for EF tour travels should be made 18 months in advance of planned departure.*

Procedure:

1. Work closely and routinely with EF staff and liaisons
2. Stay informed of upcoming tours
3. Plan at least one EF tour to be included in the Travel Calendar each year
 - a. Take council feedback into consideration when choosing an EF tour
 - b. Consider the rest of the Travel Calendar to ensure a variety of programming is being offered
 - c. Choose economical trips
4. Work with Marketing to promote the tour
5. Open registration in GS Events at least 12-36 months ahead of departure
6. Provide necessary documentation to EF Tours in a timely manner
 - a. Travel documents
 - b. Necessary paperwork and waivers
7. Communicate itinerary and pertinent information to participants
 - a. Hold virtual pre-trip meetings- 1 per month in the 6-8 months prior to departure
 - b. Hold one in-person meeting in the 1-2 months prior to departure
 - c. Send updates as needed

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- d. Make sure payments are on schedule
- 8. One chaperone per 6 youth participants are paid for
 - a. Make sure ratio is met
 - b. Watch drop list
- 9. Keep in regular contact with EF Advisors, Tour Directors, Guides, etc.
 - a. Stay updated on weather, global events, travel advisories, etc.

References:

- *Travel Trip Calendar Planning SOP*
- *Travel Trip Budgeting and Pricing SOP*
- *Travel Trip Accommodations and Meals SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip Emergencies and Special Considerations*
- *Travel Trip Delivery and Management 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	