

	Department: Program-Travel	Title: Travel Chaperones- Staff
Document ID: <i>(leave blank at this time)</i>	Revision:	Effective Date: 4/2024

Purpose: *To ensure that travel trip accommodations are appropriately and adequately supervised, and supported by GSNYPENN Staff.*

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

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

Frequency: *Ongoing*

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

Procedure:

1. Add interested staff to the Staff Chaperone Wheel.
2. Allow staff to request specific trips that they may have interest in based on availability, expertise/experience, girls that may be attending, etc.
3. Allow 1-2 staff chaperones per trip, as determined by spots available and needed supervision.
4. Staff Chaperones MUST chaperone a domestic trip before chaperoning an international trip.
5. Staff MUST have approval from their supervisor in order to chaperone any trip.
 - a. This may be in the form of an email sent to the Travel Manager
6. Staff understand that this is a working assignment and not a vacation.
7. Staff will be compensated according to status on a daily basis and not hour-for-hour.
 - a. Hourly staff may enter up to 8 hours of each travel day on their timecard.
 - b. Salaried staff may consider up to 8 hours of each travel day as part of their work schedule.
 - c. Anything above 8 hours of each travel day (i.e. overnight hours) will be considered volunteer time and may not be entered on a timecard or tracked as accrued flex-time as part of a work week.
 - d. Staff must work out this schedule with their supervisor.
 - e. Staff may choose to volunteer the entire trip and work a regular schedule separately.
8. 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 any 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.)
9. Chaperone Responsibilities:
- a. Attend and participate in planning meeting (virtual or in-person)
 - b. Supervise a designated group of girls when needed to cover ratio
 - c. Maintain safety as the priority of the trip
 - d. Keep head counts while traveling between activities or destinations to ensure no one is left behind
 - e. Act as a guide and positive role model throughout all aspects of a travel trip
 - f. Be willing to provide support and supervision to girls and other chaperones
10. Staff chaperones should be given priority as co-navigator (over parent/troop chaperones):
- a. Ensuring daily itinerary is being followed
 - b. Day-to-day reminders to other chaperones
 - 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 EF Tours SOP*
- *Travel Trip WAGGGS SOP*
- *Travel Trip International Travel SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Emergencies and Special Considerations SOP*
- *Travel Trip Administrative Management SOP*
- *Travel Trip Delivery and Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*
- *Staff Chaperone Wheel*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	