

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

Purpose: *To ensure that trips taken to WAGGGS world centers 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 WAGGGS Programs takes place during the Travel planning process and is ongoing. Initial plans for WAGGGS travels should be made 12-18 months in advance of planned departure.*

Procedure:

1. Periodically check the calendars for the 4 World Centers
 - a. Our Chalet, Switzerland
 - b. Nuestra Cabana, Mexico
 - c. Sangam, India
 - d. Pax Loge, London
2. Plan one WAGGGS program to be included in the Travel Calendar each year
 - a. Work on an annual rotation of all four centers
 - b. Take note of special celebratory or benchmark programs
3. Reserve our spots with the required deposit 12-24 months in advance
4. Work with Marketing to promote the trip
5. Scholarships are offered for WAGGGS programs
 - a. Work with Advancement to procure and maintain funds
 - b. Scholarship money available will determine the number of participants selected
6. Prospective girls will have to submit an Application for selection
 - a. Consider GOLD Award recipients a priority
 - b. Form a selection committee to screen applications

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7. Communicate itinerary and pertinent information to participants
 - a. Hold pre-trip meetings
 - b. Send updates
8. Chaperone ratio is 2 adults to 8 girls
 - a. Additional adults are allowed if more than 8 girls attend
9. WAGGS participant paperwork is due to the World Center one month prior to arrival

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 EF Tours SOP*
- *Travel Trip Emergencies and Special Considerations*
- *Travel Trip Delivery and Management SOP*
- *Travel Trip Chaperones SOP*
- *Travel Trip Administrative Management SOP*
- *Safety Activity Checkpoints*
- *Travel Tracker*

Revision History:

Revision	Date	Description of changes	Approved By:
0		Initial Release	