

Girl Scouts of Central Maryland Service Unit Workshop

Planning Simple Field and Day Trips

(adapted from materials from Girl Scouts of San Diego,
Pre and Post Field Trip Planning Guide for Teachers,
and How to Plan a Field Trip: A Step By Step Guide by prairieprincess)

Total Time: 45 minutes

Suggest large group be divided into grade level work groups for activities.

By the end of the session, participants will be able to:

- Outline the planning steps for taking a field trip or simple day trip
- Be familiar with the paperwork necessary for taking a trip

Timing	Strategies	Resources
5	<p>Say – It is important to establish a common purpose for your trip that captures Girl Scout philosophy as well as the spirit of the girls in your group. This presents an opportunity to create an environment that promotes a challenge and personal growth.</p> <p>Brainstorm with the group - Why are field trips important to Girl Scout troops?</p> <ul style="list-style-type: none"> • Learning experience, socially and personally • Add realism to a topic, enhances on-going troop program • Build friendships and skill in working in a community • Opportunity to learn self-reliance by taking care of themselves and their belongings • FUN! 	Brainstorm with group, pad and marker
5	Review “Are You Ready? Are the Girls Ready?” (attached)	Handout
10	<p>Selecting a Location</p> <p>Say – The best part of trip planning is selecting the location. Girls may have shared ideas at the beginning of the year or perhaps they have evolved based on your program. A great way to get trip ideas is to have the girls brainstorm.</p> <p>Activity (break into groups, by grade level if possible) - Assign each group a Journey* or a topic to brainstorm field trip ideas – put ideas on paper. Topics might include water, animals, science, etc. Once the group has brainstormed, have them pick top three suggestions based on trip feasibility – cost, location, any grade level restrictions.</p> <p>Post brainstorming ideas and review top three choices for each group.</p> <p>(*Using the Journeys will also help troop leaders understand how the Journeys can be customized and extended in their troop.)</p>	Journey books, topics, paper and markers
10	Review GSCM Guidelines for trips and what forms/permissions are required. Stress that no non-refundable travel arrangements should be made until the troop receives permission for the trip.	Girl Scout Resource Packet for Trips and Travel 902-828
5	Share Simple Steps handout (attached)	Handout
10	Have leaders share field trips that their troops enjoyed or useful travel tips. Suggest that one member of the SU keep a file box of these ideas. Have file cards available at meetings for leaders to complete with field trip information including contact information.	File cards and file box.

ARE YOU READY? ARE THE GIRLS READY?

Before taking any kind of trip, you need to assess what the girls are ready for. Remember, it's all about progression. Ask yourself - Is this activity appropriate for this grade level?

For any kind of trips, girls will need practice in some basic lessons and definitely will need skills before taking an advanced trip.

Here are some skills that girls should learn and practice as they progress through the levels of trip taking:

- Being away from home, her routine and familiar surroundings for longer periods of time
- Taking care of herself and organizing and keeping track of her belongings
- Good safety practices – review the Safety Activity checkpoints for your outing
- Good manners – Can the girls be responsible for their behavior?
- Budgeting and fiscal responsibility. Even Girl Scout Daisies should be involved in budgeting.
- Making choices and group decisions.

As girls advance to bigger trips, this list would expand to include things like:

- Packing for themselves
- Responsible for behavior in an overnight setting – hotel/motel
- More extensive planning and budgeting

Be sure to give the girls the opportunity to plan, learn and practice skills in a safe environment where, when mistakes happen, they can profit from the experience.

For example: If a girl wears the wrong footwear on a simple hike around the neighborhood, you can treat her blisters and send her home to mend and think about what she learned. But, if the first trips is a long hike or days in another city, both of you will suffer for the duration of the trip. It's all about progression!



Simple Steps on How to Plan a Field Trip

Here are some simple steps to help guide you in planning trips with your girls. The order of the steps may need to be revised based on how extensive the trip is. Please plan accordingly.

1. Vision and Purpose	<ul style="list-style-type: none"> • Girls discuss trip, where, purpose, how to get there, etc. • Consider options and decide on destination • Discuss possible activities, costs, and food
2. Money, Schedules, and Responsibility	<ul style="list-style-type: none"> • Girls and leader determine trip budget • Girls and leaders set up a planning timeline • Begin fitting trip preparations into ongoing troop activities • Inform families with general information about the trip
3. Girl Scout Approval	<ul style="list-style-type: none"> • Follow permission guidelines as outlined in Girl Scout Resource Packet for Trips and Travel (02-828)
4. Training and Safety Standards	<ul style="list-style-type: none"> • Leader determines training needs such as First Aid training and recruits adults for trip • Review Safety Activity checkpoints related to trip • Determine appropriate girl- adult ratio and enlist chaperone help
5. Clarify and Finalize Details	<ul style="list-style-type: none"> • Girls and leader refine purpose of trip, money earning projects if necessary, trip schedule, equipment needed, meals and snacks, who will bring what, how will the troop travel. • Finalize itinerary and budget • Give details to family
6. Paperwork and Logistics	<ul style="list-style-type: none"> • Permission slips signed • Transportation confirmed • Health history cards organized • Safety Activity Checkpoints review with girls • Snacks planned • Fees paid • Families have trip information • Obtain additional insurance for non-members in attendance.
7. Review Itinerary and Safety Guidelines Immediately before Trip	<ul style="list-style-type: none"> • Review trip itinerary making sure there are rest times for day long trips. • Discuss safety guidelines with girls and emergency procedures the day of the trip • Review weather and proper clothing
8. Travel Time	<ul style="list-style-type: none"> • Implement your plans • Have a great time
9. Wrap Up	<ul style="list-style-type: none"> • Evaluate trip with girls • Evaluate trip with adults • Keep evaluation notes in troop records for future trips.