



## **Planning and Holding a Parent Meeting for a Short or Extended Trip**

### **Involving Parents in the Planning Process**

Keeping parents/guardians well informed and involved when planning a trip helps build parental support and ensures clear communication and understanding of expectations. These meetings should go over trip details such as financing (money earning/family contributions), itineraries, scheduling, and behavioral expectations. Leaders, be prepared to answer all parent/guardian questions regarding the trip at this time.

### **Suggestions to Build Parents' Support:**

- Parent meetings about the trip can be scheduled at the end of a troop meeting (set aside at least 30 minutes), or during specific trip meetings.
- Have girls share how they made the decision to take this trip and what they plan to learn from taking this trip.
- Be sure to discuss all the necessary paperwork, including parent permission slips, and if it is an international trip, the documents girls will need for travel (passport, visa, notarized letter, immunizations, etc.).
- Ensure parents that you'll regularly communicate before and during the trip. Decide as a group the best method to communicate trip updates to families (email, phone, Facebook group, etc.).
- Some parents may want to participate in the trip to help with girl/adult ratio and driving, which is great! However, only the number of adults needed to meet the girl/adult ratio and/or drivers are required. This is to ensure the trip is a true Girl Scout experience where girls can travel together as a troop.
- Use the "Checklist for the Troop Trip Parent Meeting" as a guideline to be sure you cover all discussion points.

# Checklist for the Troop Trip Parent Meeting

## Itinerary

- Girl-planned
- Parent participation and parent expectations

## Trip Expenses

- Budget
- Troop money-earning activities
- Personal money

## Transportation

- Travel Methods (car, bus, plane, train)
- Route to get there
- Drivers needed

## Permission Forms

- Parent permission form
- Current Health History form
- International travel form for minors

## Standards for Behavior

- Troop decides on girls' code of conduct and all participants/parents need to agree to expectations and consequences - see sample form for ideas

## Packing lists and Luggage Limitations

- What is/isn't appropriate to bring
- Cost of additional luggage when flying

## Emergency Procedures

- Emergency contact person for each participant
- Emergency return home before trip completion

## Due Dates

- Payments for girl/family contributions
- Forms

## Communication during trip

- Cell phone use
- Calling/phone tree