

# Follow a Travel Timeline for Short Trips

You've decided to travel and filled out your Travel Planning Worksheet. What's next? The timeline! Try to plan your trip about one year ahead of time. You may be able to put a plan together faster, but a year will give you plenty of time to plan, get trained, and earn the money you need. Having extra time will also make the planning process more enjoyable and unrushed. Use the below timeline to check items off your to-do list, starting about a year before your trip.



## One year out . . .

- Discuss everyone's previous travel experiences.
- Determine the purpose of your trip and what each person wants to get out of it.
- Choose a location.
- Start your budget, and put your money-earning plan into place (keep your product and cookie sale timeline in mind!).
- Start planning logistics.
- Start talking to parents/guardians about the trip.
- Leaders: the Review *Safety Activity Checkpoints*, council policies and procedures, and paperwork.



## Nine months out . . .

- Research your location online.
- Build a travel itinerary (will you include community service?).
- Finalize your budget, and continue earning money.
- Conduct team-building games.
- Present a trip proposal at a meeting with families (girls can present).



## Six months out . . .

- **Complete the Intent to Travel form.**
- Research what the weather conditions may be like.
- Research the culture and local customs of your destination.
- Talk about health and fitness—what can you do to get physically ready?
- Create a group agreement that includes behavior expectations and guidelines for cell phone use.
- Leaders: Check paperwork deadlines.



## Four months out . . .

- Finalize your itinerary.
- Purchase Travel Insurance
- Confirm all reservations and plans.
- Hold a final family meeting to ensure parents/guardians have all of the information about the trip.
- Leaders: Finalize your council's paperwork.



## One month out . . .

- **Complete Authorization to Travel Form**
- Finalize your packing list.
- Assign roles and tasks for the trip.
- Design a travel journal.
- Leaders: Collect all individual paperwork (health forms, permission slips, the signed group agreement, etc.).

## During the trip . . .

- Journal about your experiences.
- Take photos (lots!).
- Reflect with your group daily—how are things going, and what have you learned?

## After the trip . . .

- Reflect with your group.
- Take action (if you've planned a project for once you've returned home).

