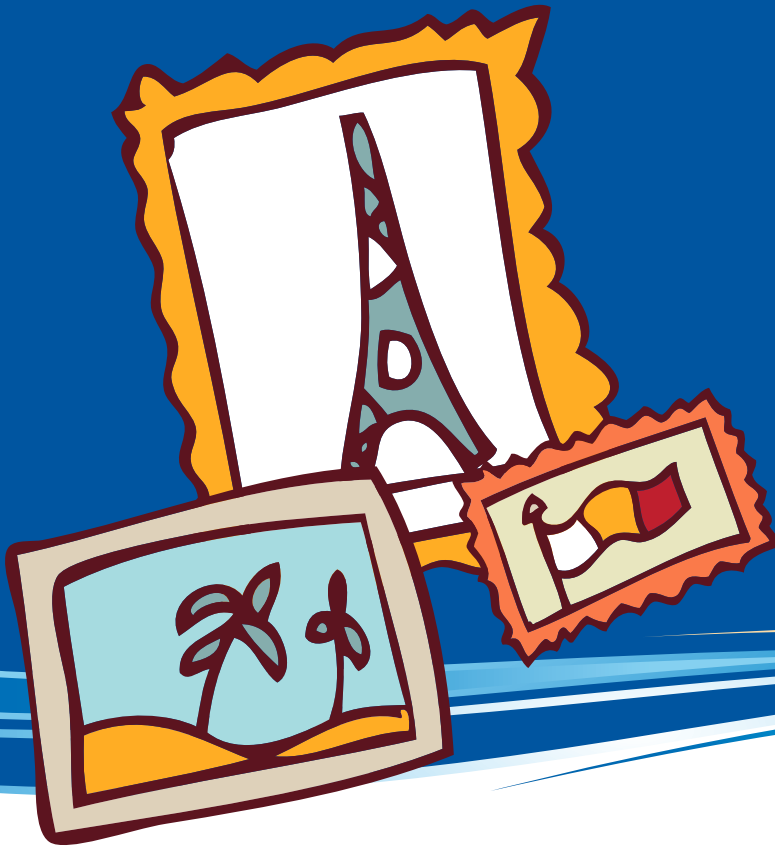


TRAVEL WITH GIRL GUIDES

GUIDES AND LEADERS



GIRL GUIDES
AUSTRALIA

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Girl Guides Australia: www.girlguides.org.au

World Association of Girl Guides and Girl Scouts: www.wagggsworld.org

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Travel with Girl Guides

Congratulations on being chosen to travel with Girl Guides Australia.

Travelling overseas is so exciting but it can be quite overwhelming too. Girl Guide Leaders take away the stress of travelling by planning the details with you. You have at your fingertips a worldwide network of experienced, caring people to assist you, ensuring you have a happy, life enhancing experience.

Once you have made contact with your Contingent Leader, there are a few more things you need to do. You may like to print the checklist and work through it methodically making sure you attend to all requirements on time.

We have set up a Facebook group / newsletter/ email group for you to get to know your Leaders and fellow Girl Guides well before you go. It's great being able to share in the experience before you even get going.



Adult Members Travelling Alone

Girl Guides Australia supports individual adult members travelling to World Centres, seminars, conferences, jamborees or camps. We request that you contact the GGA Preferred Travel Agent to arrange your flights. For security and safety we recommend that you complete the GGA on line registration found at <http://international.girlguides.org.au>

Leaders

All youth members will be accompanied by an adult Leader who is your first port of call in all matters for your exciting journey with Girl Guides. She will organise all the travel arrangements with you and give you valuable advice and tips on the event and destination you are travelling to. Just remember that all deadlines are important and newsletters or information sheets will be packed with information so read carefully and respond promptly.

State International Information Day

In some States, the State International Manager may invite those who have an interest in travelling with Girl Guides to learn about international events.

By attending, not only do you get to meet everyone but you can ask all those important questions you were dying to ask and absorb vital information for your own preparation.

Funding

Some funding may be available to assist you attending your international event. A request on your initial on line application will be considered by your State Girl Guides Organisation or the National Funds Committee.

You may also choose to raise funds in your own Guiding area with assistance from your Unit, District or Region.



Preparation

No matter where you travel there are some important documents you must have. There is lots of help available but start now and get them all underway. It's amazing how fast time flies! Before you know it, you'll be ready to leave Australia to join other Girl Guides having fun together.

★ TIP

Keep a checklist with deadline dates handy

Passports

Attend to this straight away. If you do have a passport, check your expiry date now. Passport application forms are available from any Australia Post outlet or can be downloaded at www.passports.gov.au Make SURE you follow the guidelines for the photos exactly.

Re-entry Permit

Available from Department of Immigration, www.immi.gov.au and essential if you travel on a passport other than Australian.

VISA

Only for some countries and Girl Guides will let you know if this applies to you.

Travel Documents

Keep a copy of all details of your passport, flights, insurance, destination addresses, contact numbers, photo copies of your debit card, and details of your bank account to be used including emergency numbers in your bag. Girl Guides will request a copy of your passport and flight information to be uploaded to the international on line application system.

★ TIP

These can be stored on your phone if you are taking a smart phone. Use the camera to photograph and store documents, but keep paper backup.

★ TIP

Write flight numbers, passport details, insurance information, and destination address on small card in your wallet for handy reference.

Travel Insurance

See Girl Guides Australia website for current Travel Insurance details: www.girlguides.org.au/leaders-and-volunteers/FAQ---Insurance.html

Medication and Health

If you need to take prescription or over the counter medication, keep this together with a letter and a prescription from your doctor, to show customs if required. Alert your Contingent Leader and make sure you take what you need, when you need it.

All medical information must be accurate and up to date and will be kept confidential but it is vital for your Contingent Leader to know. Update your medical information at any time on the international online application system.

★ TIP

Don't forget to factor in time differences of your destination when taking medication.



★ TIP

Take enough supplies to cover the duration of your stay overseas plus a few extra days in case of travel delays. Always carry a supply in your hand luggage in case checked luggage is lost or delayed.

★ TIP

It is also quite normal for the menstrual cycle to be upset. Make sure you pack extra pads or tampons, just in case. Sometimes they can be tricky to buy too!

Vaccinations

Needed only for some countries. Check with *The Travel Doctor* or your GP for the latest travel health information www.traveldoctor.com.au.

Illness

Bowels can be a bit upset but to avoid the major upsets make sure you ALWAYS wash your hands before food. Keep antiseptic wipes or gel on hand and use often. Depending on the country you are visiting, drink only bottled water and also use it for cleaning your teeth. Don't use ice cubes in drinks, and peel your own fruit. See your doctor for tablets to take for gastric upsets and make sure you know how to use them.

★ TIP

Pack a small first aid kit for yourself, bandaids, painkillers, sunburn cream, anti diarrhoea / vomiting, rehydration salts, etc & sewing kit for those buttons that fall off.

Jet Lag

Drink lots of water on the plane, get up and walk about. Usually, within two to three days, your body will have adjusted to your new time. You may feel tired, but it is best to adjust to your new time as soon as you arrive and go to bed at local time on your first day.

You may wake up in the middle of the night, but don't panic, just read or rest and your body will sort itself out shortly.

MONEY

The safest way to travel is with just some small change in your front pocket and your debit card securely stashed in a safety wallet on your person, either belt or neck type. NEVER walk around with large amounts of cash on you. Always take care not to be observed taking out your debit card or extra cash from your body. Always cover your hand when entering a pin into an ATM or EFTPOS machine.

Check with your Contingent Leader for what is already included in your event fee and what you may be expected to pay for. Then decide how much money you may need to take. Always take two methods of accessing money eg travel card, debit card.

Cash

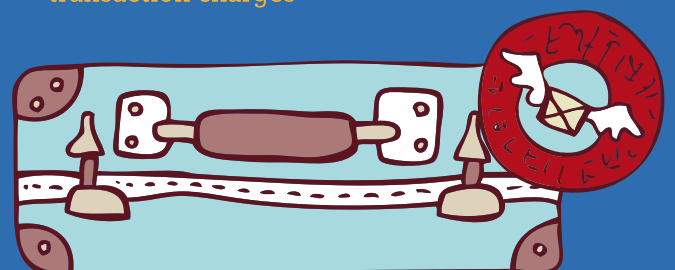
Take just a little of the currency of the destination for immediate use. Use ATMs to withdraw what you need as you go along. Check your transaction fees – some cards have none, others have transaction, ATM and currency conversion fees.

Debit Card

Linked to your bank account with a limited amount of cash in it. If someone does steal your card, you're not going to lose much. Have your bank emergency number, copies of your card and account numbers in your back up documents safely stored.

★ TIP

Make sure you know your daily limit and transaction charges



Travel Cards

Can be loaded at home with the foreign currency you need. They can be used at ATM and EFTPOS also. Check with your bank or Australia Post. If they are stolen you lose that money, so again, have all your emergency numbers available and know how to use them.

★ TIP

Always have a little backup cash in your wallet just in case

★ TIP

Check the exchange rate of the country you are visiting eg; www.xe.com/currencyconverter.

What do I Need to Pack?

Travel Light - Travel Light - Travel Light

That means check

1. the weather in the country, for the time you are going. Is it hot, cold, frosty or rainy? Talk to your Contingent Leader and other people you know who may have already travelled to these areas for hints.
2. any cultural requirements ensuring appropriate clothing keeps you safe and your hosts from being culturally offended.
3. formal events and dress requirements. Check when you will be required to wear uniform.
4. informal events and dress requirements. Are there mostly day time activities? Maybe some are at night. Often in hot places you may still need a jacket at night to keep warm.
5. mark all your belongings with name labels or permanent marker with name, event number (if applicable) and Australia

★ TIP

Think of lots of ways of using the same clothes in different ways. Choose colours so you can mix and match. Keep hand washing in mind so you can wash out your knickers and shirts.

Luggage

Light and not too big! One suitcase and one piece of hand luggage which can be a backpack or roll-on case. A backpack is great as it leaves your hands free to deal with your documents and big case, and you can use it daily while away. Purchase locks for your backpack too.

USA has special requirements for locks on cases "Security TSA Lock". With the master key Customs USA can open and check your bag. If you have another lock it may be cut it off. Check with your State International Manager for more information.

★ TIP

Keep the keys safe and perhaps give spares to your Contingent Leader.

Cabin Baggage

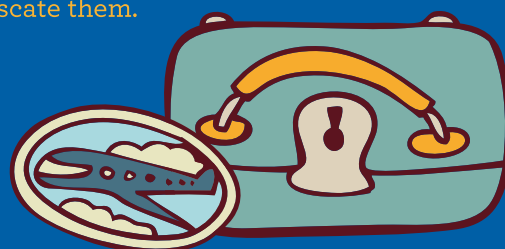
Check weight and size restrictions from the airline. Remember some internal flights have a lower allowance than international flights.

Suggestions for packing -

- change of clothes just in case your baggage is delayed
- Essential medications - with health papers
- Toiletries - make sure they are less than 100ml bottles and packed in approved size clear plastic bag as per security requirements
- Medication
- Travel documents
- Address of destination
- Passport
- Money - debit card, little cash
- Something to read or do for a long journey
- Empty drink bottle to fill with fresh water

★ TIP

Do not carry aerosol sprays or anything sharp eg scissors. Airport staff will confiscate them.



Safety and Security

Travel Security

GGA is always guided by Department of Foreign Affairs and Trade (DFAT) taking into account the latest information on epidemics, endemic diseases, terrorist threats or any other danger in the host country. Sometimes international events may need to be cancelled or postponed to another date which can be many months later. The GGA International Manager will try to transfer applicants to another similar event or to the same event if held elsewhere or at another time.

Important note: GGA can take no responsibility for members who independently decide to travel to a country in which DFAT has advised against all travel.

Airport Security

Check your airline tickets for requirements. NEVER leave your luggage unattended. When in transit, always carry your passport, travel documents and money safely on your person.

Valuables

Don't bring any, except your passport. If secure storage is not available at your event, keep it with you at all times. You might like to purchase a belt or neck pouch.

★ **TIP**
When out and about put loose change in your pocket. Take only your passport (or a copy), one debit card, some cash in your waist pouch under your clothes. If you need any of them, remove it in a bathroom out of view.

★ **TIP**
Always go with another Girl Guide or Leader. Never go anywhere on your own.



Cameras, Phones and Other Electronic Devices

Camera

Make sure you have battery charger, an electrical adaptor for the country's power point, a spare, charged battery and at least one memory card. Know how to use your camera well before you leave.

Mobile Phone

DO NOT use international roaming unless you want a huge bill of hundreds of dollars. Consider purchasing a pre-paid sim card in the country you are visiting or visit Australia Post to purchase TravelSIM. Remember to check if your mobile phone is locked to an Australian provider as you may not be able to swap SIM cards. You can research these online and decide what data, messaging and calls you may need. Smart phones are fantastic for communication but are also a great temptation for thieves.

Electronic Devices

Think carefully. Can you live with losing them? Is it going to add to your experience? Can you do this in another way? Sometimes we lose the important delights of life by being absent from the moment when trying to capture an experience from behind a lens or spending lots of time on an electronic device to the exclusion of people. Sharing our experiences is a wonderful thing, but your learning and connecting with others is what truly counts.



Just for Girl Guides and Leaders

WAGGGS Introduction Card

This is the official introduction card confirming your identity as a member of Girl Guides Australia to other Girl Guide and Scout Associations. Complete the section in the international application system or INT 15 and return to your State International Manager via email. The card cannot be used to request hospitality or other favours.

Uniform

For travelling and attending special occasions, you will wear the Girl Guides uniform as specified in the Uniform Information booklet on the GGA website (see My Merchandise). As a contingent, you will decide which uniform you will wear for travel. At any other time you may wear any Guide top with the logo or Guide Camp tops, except where this is culturally inappropriate.

When you need to wear National Dress, (as Australia doesn't have one), wear current uniform or neat casual/formal wear as appropriate to the event. A novelty outfit may be appropriate at a camp or jamboree event. Your State International Manager will be able to help you with some ideas!

Essential Songs

Advance Australia Fair, and the World Song, and if your event takes you to a World Centre then the song of the World Centre

Gifts

Contingent – the contingent should take a joint gift for your host country. As a contingent member you will be asked to make a small financial contribution for this gift.

World Centre - please consult your International Manager for guidance.

Personal, small handmade gifts are received with pleasure by your hosts and your new friends. Ask your Contingent Leader for some ideas for some small, light, compact gifts to make. Blanket badges make great gifts and are ideal for swapping. These are available from your State Guide Shop.

Business Cards – make a set of business cards with your contact details to hand out to new friends as you meet them at your event. This is so much easier than writing your email address on a scrap of paper each time you are asked for your details.

Representing Australia

What an honour and a responsibility to represent Australia. For many people, you may be the first Australian they have ever met, so the impression you want to leave is a good one. You must comply with the latest edition of GGA Guide Lines and the GGA Code of Conduct at all times acting in a manner consistent with all the policies and objectives of Girl Guides Australia.

Make sure you learn as much about Australia as you can before you go. There is nothing like travel to suddenly discover what you DON'T know. Consider geography, culture, food, and our lifestyle. Perhaps bring a mini photograph album of your family, the things you like to do, the places you go every day and on holidays. Put in a mini world map and then an Australian one and mark where you live. Show your school, your sport or recreational activities. You've no idea how interested other people will be.

As a contingent you will be required to present an Australian item such as song, dance, game, skit or poem. Be prepared! You may also be required to present a pictorial display of Australian Guiding and prepare information about the theme of an event. Check with your Contingent Leader in plenty of time to prepare something before you leave home.

Cultural Awareness and Home Hosting

Appreciation, honour and respect have no cultural boundaries. Take time to learn about the country and its customs. All successful Girl Guides will fit in anywhere in the world and have a wonderful time being friendly, polite, giving of themselves and showing appreciation to their host families.

Always be willing to try new foods and cultural experiences offered to you, even though at first it might seem a little daunting. Try to learn what are considered good manners and what may cause offence culturally before you leave Australia. A little homework enables you to ask great questions and learn so much more from your hosts.

What To Do If Something Goes Wrong

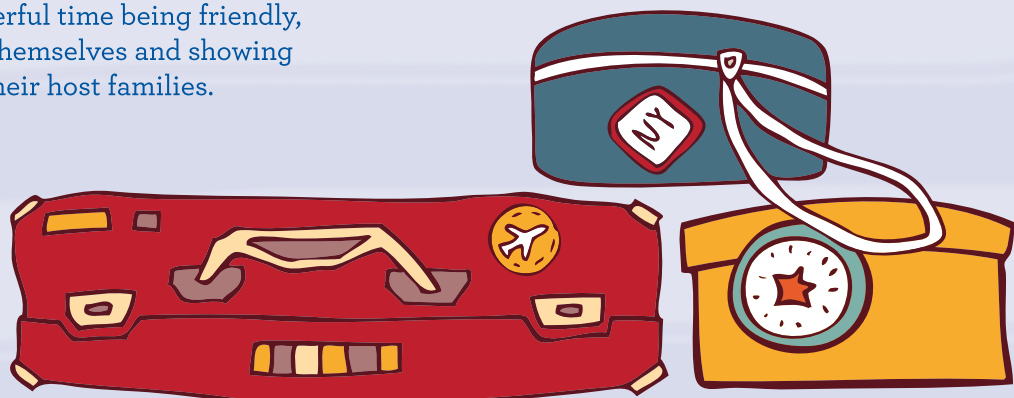
Sometimes things just don't pan out or you may find yourself in a personally difficult situation. If you have given it your best shot, ACT, don't leave it to get worse. If you cannot discuss the problem thoughtfully with your host family, you must contact your Contingent Leader. She will take care of the situation and contact your parents if needed. The Contingent Leader will follow up emergencies in accordance with GGA policy.

Extended Stays

Making your own arrangements to arrive early or stay on after the event is welcomed by GGA. All details need to be noted in your application when applying for the event.

For youth members, written authority, plus itinerary and contact details of responsible person need to be presented to and discussed with the GGA International Manager before your details are finalised.

For adult members, extended stays are acceptable as long as they will not result in the ratio of adult to youth members being too low.



When You Return Home

Evaluation of the Event

As soon as possible after you arrive home, complete the evaluation survey on the international application system or fill in INT 5 Evaluation of an International Event, available via email from your State International Adviser. You should complete this evaluation, while you remember the details of your event, and send it to your International Manager.

Completion of the evaluation is valuable to GGA, as it helps other participants prepare for future international events and activities. When your SIM receives your evaluation she will send you a Certificate of Participation for your international event.

The Certificate of Participation is a formal recognition of your participation and your representation of Girl Guides Australia.

Songs

The World Song

www.youtube.com/watch?v=2_aHL-6Tbok

Advance Australia Fair

www.youtube.com/watch?v=-RYa5gCNymg

Our Chalet Song

www.youtube.com/watch?v=YWgkR5G_e7o

Sangam Song

www.youtube.com/watch?v=sdZU1oHWwUM

Pax Lodge Song

www.youtube.com/watch?v=ohBbLdQTkbw

Our Cabana Song

www.youtube.com/watch?v=8c8lbfBgimk

Travel Resources

www.smartraveller.gov.au

www.daff.gov.au/biosecurity/avm/aircraft

www.infrastructure.gov.au/aviation

www.traveldoctor.com.au

www.dfat.gov.au

www.passports.gov.au

Contact Details of Girl Guides Australia

Website: www.girlguides.org.au

The following contacts are for emergencies when you are away. At other times please contact GGA International Manager as per below:

Girl Guides Australia

Office hours: + 61 2 93118012

Email: operations@girlguides.org.au

Girl Guides Australia International Manager

Joan Bunker

After hours: +61 418 991 048

Email: international@girlguides.org.au

Girl Guides Australia Travel Agent Corporate Traveller

Kate OBrien

Email: kate.obrien@corporatetraveller.com.au

GGA office is the first option depending upon the time. You can reverse charges to this number too. Please keep a record of calls made in an emergency for insurance purposes. You can use email for non-urgent matters

Checklist

Participant Responsibilities	Date Completed
<input type="checkbox"/> Information required by event organisers: <ul style="list-style-type: none"> • GGA Travel Insurance checked and taken out • Obtain a passport if you do not have one • Paid deposit by the due date, to National Office • Paid final payment by the due date, to National Office 	
<input type="checkbox"/> Applied for a Visa <i>(if applicable)</i>	
<input type="checkbox"/> Organise your re-entry permit—only if you are using a non-Australian passport	
<input type="checkbox"/> Upload copy of front page of your passport to on-line International application system	
<input type="checkbox"/> Contact Corporate Travel to book your flights when your Contingent Leader gives you flight information. <i>(You need to pay for flights at time of booking)</i>	
<input type="checkbox"/> Check all details in your eTickets when you receive them	
<input type="checkbox"/> Seek advice about and complete vaccinations.	
<input type="checkbox"/> Obtain WAGGGS International Introduction Card from your State International Manager	
<input type="checkbox"/> Organise your own finances for when you are overseas	
<input type="checkbox"/> Organise your luggage — check in bag and cabin bag	
<input type="checkbox"/> Organise kit list items	
<input type="checkbox"/> Check uniform is correct	
<input type="checkbox"/> Weigh your luggage	

Participant Responsibilities	Date Completed
<input type="checkbox"/> Put your name, event number <i>(if applicable)</i> and Australia on your belongings	
<input type="checkbox"/> Remove your state cloth badges and replace with Australian badges (Youth members only)	
<input type="checkbox"/> Prepare seminar/conference information, if applicable	
<input type="checkbox"/> Obtain information on host country/countries and Australia	
<input type="checkbox"/> Prepare items for international evening	
<input type="checkbox"/> Organise display material, if applicable	
<input type="checkbox"/> Prepare and/or purchase swap items/small gifts to give away	
<input type="checkbox"/> Obtain gift for home host and/or host member organisation, if applicable	
<input type="checkbox"/> Photocopy all your documentation (passport, visas, travellers cheques, credit cards, certificate of insurance, contact details for your insurer, bank. Leave one copy with a contact person at home and take another copy with you)	
<input type="checkbox"/> After you return to Australia <ul style="list-style-type: none"> • complete evaluation survey on international application system • Send a thank- you to people who have helped you <i>(including Funds Committee if funds have been granted)</i> • Write a report for your state newsletter, the GGA website and/or FOWC newsletter 	
<input type="checkbox"/> Share your experiences by talking at local, state or at national Guiding events	



GIRL GUIDES

AUSTRALIA
