Guidelines and FAQ for Leaders running an International Trip

\*This is a working document and may be updated\*

Helen Candy – February 2016

* The County International Adviser should be forwarded copies of all international REN forms for approval and recording as soon as possible. It is acceptable to send several copies of a REN as more information becomes available.
* Designs for badges/group tops must be approved by the County Commissioner before production. Drafts can be emailed to [glkmarksandcomms@gmail.com](mailto:glkmarksandcomms@gmail.com) for initial advice.
* County trip budgets should be approved by the County International Adviser in advance of being shared with participants. Division/District/Unit trips should be approved by the relevant commissioner; the County International Adviser will be happy to approve budgets or offer advice if needed.
* The following should be included in the trip budget:
  + Maximum of two overnight get-togethers (leaders should look for venues that take one night bookings, or arrange to share a booking with another unit/group)
  + Travel to and from the event
  + Insurance
  + One group poloshirt and one group hoodie per participant; any additions to be paid for by participants and not through fundraising
  + One post trip reunion
  + Accommodation
  + Event Fee
  + Meals during the trip/event
  + Visa costs (if required)
* In addition, individuals can fundraise towards the following if needed:
  + uk emblems and uk neckerchief
  + Gift for hosts if home hospitality (set a maximum limit)
  + Inoculations required for the destination
* If any specialist equipment is needed this should be borrowed.  If this is not possible the items remain the property of the County after the event.
* Any funds remaining at the end of a trip should be discussed with CIA or relevant commissioner to agree how they should be distributed; i.e. partial refunds to grant givers and parents as grants are given as a percentage of the trip cost.
* All accounts should be finalised and submitted, with accounts closed, within 6 months of the trip ending.