

## Travel planning worksheet – For Guiders responsible for making travel arrangements

If decision is a “yes”, perform action(s). If decision is a “no”, no action is required.

Confirm you’ve completed each decision you have answered a yes to.

What	Need to do	Decision	Yes/No	Action	Completed
<b>Camp dates confirmed</b>	Determine transport of campers to and from camp on Sunshine Coast	Try to share rental of bus with other units camping same dates as your unit.		<ul style="list-style-type: none"> <li>Request contact information from Camp Olave booking agents.</li> <li>Contact other units.</li> <li>Book charter bus company</li> <li>Collect payment information from other unit (e.g., name and UB number)</li> <li>Check if any travel funds available within your district</li> </ul>	
		Charter a bus		<ul style="list-style-type: none"> <li>Book both directions of travel with charter bus company</li> <li>Check if any travel funds available within your district</li> </ul>	
		Van ride sharing		<ul style="list-style-type: none"> <li>Set up the app on cell phone or setup an account online</li> <li>Make two bookings, one for each direction</li> </ul>	
		Use leader (private) vehicles for all		<ul style="list-style-type: none"> <li>Confirm passenger seats per vehicle with working seatbelts</li> <li>Confirm luggage space</li> </ul>	
		Use public transit on Sunshine Coast side		<ul style="list-style-type: none"> <li>Confirm bus schedule</li> <li>Carry exact cash for ticket payment</li> <li>Retain tickets for reimbursement</li> </ul>	
<b>Ferry fares</b>	Determine how to purchase tickets	Use Experience card(s) to purchase ferry tickets		<ul style="list-style-type: none"> <li>Load Experience card(s) with funds</li> <li>Ensure the that those purchasing tickets have an Experience card</li> </ul>	
		Purchase with cash or credit card payment for all camper walk-ons		<ul style="list-style-type: none"> <li>Purchase tickets at ferry terminal</li> <li>Request receipt and retain for expense reimbursement</li> </ul>	
		Each private vehicle driver purchases with cash or credit card payment		<ul style="list-style-type: none"> <li>Purchase tickets at ferry terminal</li> <li>Request receipt and retain for expense reimbursement</li> </ul>	

What	Need to do	Decision	Yes/No	Action	Completed
<b>Ferry travel</b>	Make reservations ASAP for both directions of travel	Use private vehicles(s)		<ul style="list-style-type: none"> <li>Reserve vehicle space on BC Ferry</li> <li>Each vehicle driver must make their own reservation</li> <li>Need to present the reservation bar code on cell phone or a photocopy at ticket booth for both directions</li> </ul>	
		Group will walk onto the ferry		<ul style="list-style-type: none"> <li>Reserve space for walk-ons ASAP</li> <li>Reserve for both directions of travel</li> </ul>	
		Rental truck for luggage		<ul style="list-style-type: none"> <li>Reserve vehicle space on BC Ferry ASAP</li> <li>Confirm if the truck is regular vehicle length or larger</li> <li>Need to present the reservation bar code on cell phone or a photocopy at ticket booth for both directions</li> </ul>	
<b>Luggage</b>	Determine how to transport	Use private vehicle(s)		Reserve space on BC Ferry ASAP	
		Rent truck		<ul style="list-style-type: none"> <li>Rent truck ASAP for weekend</li> <li>Reserve space on BC Ferry and confirm if regular or oversize vehicle</li> </ul>	
<b>Participants meet- up location to camp</b>	Determine location to meet to travel to camp	Participant meet at central location, to travel in leaders' vehicles		<ul style="list-style-type: none"> <li>Determine location</li> <li>Set time to meet that allows for bridge and upper levels traffic, and to arrive on time for reservation</li> </ul>	
		Everyone meets at Horseshoe Bay Ferry terminal		<ul style="list-style-type: none"> <li>Reserve space as ferry walk-ons</li> <li>Have copy of reservation confirmation to present at ticket booth</li> <li>Id gathering spot outside ticket booth</li> <li>Pair youth for boarding ferry</li> </ul>	
<b>Ferry fares</b>	Determine how to purchase tickets	Use Experience card(s) to purchase ferry tickets		<ul style="list-style-type: none"> <li>Load Experience card(s) with funds</li> <li>Ensure the that those purchasing tickets have an Experience card</li> <li>Remind all to retain their receipts</li> </ul>	
		Purchase with cash or credit card payment for all camper walk-ons if not using an Experience card		<ul style="list-style-type: none"> <li>Purchase tickets at ferry terminal</li> <li>Request receipt and retain for expense reimbursement</li> <li>Remind all to retain receipts</li> </ul>	

What	Need to do	Decision	Yes/No	Action	Completed
		Each private vehicle driver purchases with cash or credit card payment, if not using an experience card		<ul style="list-style-type: none"> <li>• Purchase tickets at ferry terminal</li> <li>• Request receipt and retain for expense reimbursement</li> </ul>	
<b>Onboard ferry</b>	Determine if group will stay together on ferry	Identify your meeting spot e.g., back of ferry		<ul style="list-style-type: none"> <li>• Meet together, and provide next part of travel plans</li> <li>• Collect ferry receipts, if applicable</li> </ul>	
<b>Return from camp</b>	Determine location to meet for parent pick-up	Participants are returned to central location via leaders' vehicles		Determine location	
		Participants are picked up at Horseshoe Bay Ferry terminal		<ul style="list-style-type: none"> <li>• Organize spot for parents to meet</li> <li>• Advise truck driver where to park</li> <li>• Request parents assist with unloading gear</li> </ul>	
<b>Notes</b>					

**Important:** If you experience anything different from what is mentioned in this worksheet, or have a tip to pass along, the COMC welcomes your feedback. Please send your feedback to [bc-COMCChair@girlguides.ca](mailto:bc-COMCChair@girlguides.ca). We hope this worksheet is helpful.