

## 18 months before

Give yourself plenty of time to plan your trip.

### Decide to go on an international trip

- Where does your group want to go?
- How much will it cost?
- Do you have the qualifications needed to run this trip?
- Do you need a mentor?
- Get in touch with your county international adviser and county commissioner for support and advice

## 9 – 18 months before

Submit permission to plan as soon as possible. It must be submitted to Scottish level no later than 9 months prior to the start of your trip.

### Submit international permission to plan

- Complete sections 1–4 of an international REN as soon as possible and no later than 9 months before the trip
- Send the REN to the Scottish international adviser
- Let your county commissioner and county international adviser know

### Signed off at Scottish level

- All qualifications will be checked
- Any necessary adjustments should be made
- Only then will the Scottish international adviser and Scottish chief commissioner sign off the REN
- At this point you can start making bookings

## 9 – 18 months before

Submit part one as soon as you can. It must be submitted to Scottish level no later than 9 months prior to the start of your trip.

### Submit international part one

- Update sections 1–4, and complete sections 5–7 of your REN
- Send the REN and supporting documents (like your risk assessment) to the Scottish international adviser
- Let your county commissioner and county international adviser know

### Signed off at Scottish level

- All qualifications will be re-checked
- Any necessary adjustments should be made
- Only then will the Scottish international adviser and Scottish chief commissioner sign off the REN
- **Once you have your signed part one, you can apply to the Good Guiding Fund**

## 4 months before

Submit your updated documents to Scottish level no later than 4 months prior to the start of your trip.

### Continue to plan your trip

- Continue planning and fundraising for your adventure
- Make sure to keep updating your programme and risk assessments with any changes

### Submit to Scottish level

- Send your updated risk assessment and itinerary to the Scottish international adviser
- Let your county commissioner and county international adviser know

## 4 weeks before

Part two must be submitted to Scottish level no later than 4 weeks prior to the start of your trip.

### Submit international part two

- Send the updated REN and supporting documents to the Scottish international adviser
- This must include the completed home contact form, a detailed itinerary and emergency contacts for all participants, including adults
- Let your county commissioner and county international adviser know

### Signed off at Scottish level

- All qualifications will be re-checked
- Any necessary adjustments should be made
- Only then will the Scottish international adviser and Scottish chief commissioner sign off the REN

## The trip

Time to put the plans into practice.

### Enjoy your trip!

- If there are any changes before the trip departs, make sure to inform the Scottish international adviser
- Enjoy your trip and make sure to tell us about it when you get back!