



**Overnight/Troop
Readiness**

A large green trefoil graphic is centered on the page, containing the text "Overnight/Troop Readiness" in white, bold, sans-serif font.

Office Locations

Quad Cities Leadership Center

940 Golden Valley Drive, Bettendorf, IA 52722

Phone: 800-798-0833/309-788-0833

Burlington Area Leadership Center

1308 Broadway Street, West Burlington, IA 52655

Phone: 800-798-0833/319-752-3639

Cedar Rapids Area Leadership Center

317 7th Ave., SE Suite 201, Cedar Rapids, IA 52401

Phone: 800-798-0833/319-363-8335

Dubuque Area Leadership Center

2644 Pennsylvania Avenue, Dubuque, IA 52001

Phone: 800-798-0833/563-583-9169

Waterloo Area Leadership Center

510 Mulberry St, Waterloo, IA 50701

Phone: 800-798-0833/319-232-6601

Camp Locations

Camp Liberty

New Liberty, IA

Camp Little Cloud

Epworth, IA

Camp L-Kee-Ta

Danville, IA

Overnight/Troop Readiness

Learning Objectives:

Participants will:

- 1. Be able to plan a progressive series of activities for a particular grade level in a variety of settings.**
- 2. Be able to list five resources for program activities appropriate to any grade level.**
- 3. Be able to determine the readiness of the group for an overnight experience.**
- 4. Will understand the Council requirements for a group overnight.**
- 5. Will be able to list ways to involve girls in the planning of an overnight experience.**
- 6. Be able to outline the planning steps for an overnight.**
- 7. Be able to list health and safety steps to be used in planning, packing, and carrying out the overnight experience.**
- 8. Will demonstrate the skills necessary for program and meal planning, packing, and the use of kaper charts.**
- 9. Understand safety procedures for staying in a hotel/lodge.**
- 10. Will be able to demonstrate the correct way to build and maintain a wood fire in an indoor fireplace.**



Progression for Activities



Meeting Time Trips

See points of interest in the neighborhood – for example, a walk to a nearby garden or a short ride by car or public transportation to the firehouse or the courthouse - are the simplest and start the progression.

Day Trips

Daytime excursions away from the group meeting place and outside the regular meeting time. Girls might plan an all-day visit to a point of historical or natural interest, bringing their own lunch.



Simple Overnight Trips

Indoor facility with group living situations starting with one night and building to two nights. Cooking is done indoors in a kitchen and indoor bathroom facilities are readily available.

Simple Overnights in an Outdoor Setting

(Example: tents) starting with one overnight and building to two or more. Cooking is done outdoors with camp stoves or campfires and restrooms facilities are usually stand-alone structures.



Extended Overnight Trips

Range from three nights or more spent at a local facility or extended travel within the continental United States. The group may use several modes of transportation and/or accommodations throughout the trip.



Destinations

Nationally (GSUSA) approved trips which girls apply individually.

International Trips

Available for girls 14 years and older. Travel to Canada, Mexico, Europe, World Centers, etc.

OUTDOOR PROGRESSION

What you can do with your troop to prepare girls for an overnight experience.

- Look out
 - Introduce outdoor themes
 - Learn outdoor manners/Leave No Trace principles
- Meet out
 - Bring the meeting outside
 - Look, listen, feel, smell, observe the world of the out-of-doors
- Walk out
 - Walk around the block to see what you can see
- Hike out
 - Walk with a purpose – there are many hikes to choose
- Cook out
 - Plan a cook out, use a stove and plan a meal
- Sleep out
 - Overnight in lodge or cabin
- Camp out
 - Sleep in tent,
- Pack out
 - Learn to plan a trip.

ACTIVITY IDEAS...

Consider local, county, state, and national parks (Linking Girls to the Land patch program)
Museums
Historical Societies
Welcome Centers
Libraries
Council sites

*If possible, check out the “Environmental Awareness” link on the GSUSA web site (www.girlscouts.org).

READINESS

Overnight experiences away from home can be important to the development of girls because they provide “a laboratory experience in life” where girls get to test themselves in new but safe circumstances-one for which they have planned and prepared. Girls grow as a result of these activities:

- Enhance trust among girls as they build friendships and teamwork skills.
- Build self-confidence.
- Expand horizons as girls live and work in a new environment.
- Build bonds between adults and girls.
- Provide opportunities for girls to increase their skills and feel good about their accomplishments.

The first night away from home on a Girl Scout overnight is a big step. A girl needs to be emotionally ready for this experience and a desire to attend.

Consider these guidelines for a girl's first overnight experience:

- She should want to go.
- She should not be afraid to be away from her home or family overnight (and her family should be prepared to let her go).
- She should be able to cope with new circumstances, such as:
 - meeting new people
 - visiting strange places
 - darkness (no electricity or night light), different night noises, insects, or other small creatures
 - sleeping in a strange bed or on a pad on the floor
- She can function as a member of a group.
- She is willing to sleep, eat, and play with all girls, not just her best friend.
- She can be flexible, not always have her own way.
- She can share her space and manage with little privacy.

Indicators:

- She can participate in planning a simple trip; use a kaper chart or similar assignment sheet; and follow written, verbal, or illustrated instructions for food preparation.
- She can wash dishes, clean up the kitchen /cooking area, and store food properly.
- She has practiced packing and repacking her luggage, rolling her bed roll or sleeping bag, using a flashlight, etc.
- She has been on a series of day trips and has been away with family members overnight.

READINESS PROFILE

Elizabeth is a Brownie Girl Scout who has been camping with her family but rarely speaks at troop/group meetings and does not like to work together on a project with other girls.

Helene's parents are very concerned about letting her go away from home, but she is eager to go. You have trouble trying to explain the situation to her father because he speaks Spanish and you, the leader, speak English.

Jennifer is a Junior Girl Scout who uses a wheelchair. She has not been camping before, but has stayed overnight with her grandmother.

Tanya lives in a large urban center. She thinks spiders are yucky and screams when she sees one. She is afraid of the dark and has never seen the stars.

A seventh grade girl joins the troop/group when they are half way through the process of planning an overnight. She wants to go and be with her new friends but has no camping skills.

Janna has different food traditions in her family due to their religious background. Her father will not let her eat food prepared in the kitchen of the camp lodge.

Mara lives in assisted housing and her family does not have much expendable cash. She tells you she wants to go but can't because her mom is sick.

If these girls were in your troop/group, what could you do to improve the readiness of each for the next trip?

TRAVEL ACTION PLAN (TAP)

A Girl Scout trip is an opportunity for girls to have fun, to experience adventure, and to enrich ongoing Girl Scout program. Sometimes a trip is the culmination of a progression of activities that the girls are already engaged in.

Learning how to plan a trip is a progressive experience for a Girl Scout, one that starts with a simple outing and builds with each progressive experience no matter the age of the girls.

When girls understand the planning process, they can progress to longer trips. No matter the adventure the basic steps are the same. Every group that plans a trip should start with the same basic questions. These questions are contained in the “Travel Action Plan (TAP)”.

Here is a step-by-step planner to help you and your group plan a great trip.

TAP STEP #1:

Have the group list some places and events they might like to visit. Add some of your own ideas to the list. Example:

- Council camps
- Art museum
- Park
- Zoo or nature center
- Science center
- County fair
- Wildlife sanctuary
- State Capital
- Juliette Gordon Low National Center
- National Park
- Theater performance
- Sports event



TAP STEP #2:

When the group has narrowed the list to two or three possible activities, they are now ready to hold a planning meeting. Consider and discuss:

1. Where are we going?
2. Why are we going?
3. When are we going?
4. How should we prepare?
5. What will we do once we arrive?
6. How much will it cost? How can we raise the money or get help with the expenses?
7. How will we get there?
8. What do we each need to bring?
9. What will we wear?
10. How will we get our meals?
11. When is it the best time to go? When will we leave?
12. Do we need to make reservations or get permission to visit the place?
13. Will the weather affect the plans?
14. What safety guidelines will we follow?
15. How many adults need to go along to meet ratio?
16. When will we return home?

Use the results of this meeting to help them make a final plan.

TAP STEP #3:

Once they decide where they are going, find out as much as they can about the place they plan to visit. First, research locations by searching online. Then follow up by emailing or phoning the location, or email the visitors' bureau or Chamber of Commerce of the town or city they'll be visiting to obtain local maps or tourist brochures.

TAP STEP #4:

Calculate how much the trip will cost. Make a list of everything you expect to pay for and estimate how much each thing will cost. Include meals, transportation, equipment, materials, and admission and or ticket fees.

TAP STEP #5:

Additional permission from parent or guardian is needed if taking a trip over 100 miles away, or if the troop is taking any kind of a camping trip. The group must also have enough adults to go on the trip to meet ratio (see Volunteer Essentials). Complete an Event/Trip Information form, two weeks in advance, if needed. (See Activities Requiring Approval in this packet or in Volunteer Essentials). Check Safety Activity Checkpoints online at http://www.girlscoutstoday.org/content/dam/girlscoutstoday/documents/Safety_Activity_Checkpoints/Safety%20Activity%20Checkpoints.pdf to see if additional certifications are necessary for the activities planned.

TAP STEP #6:

Decide ahead of time about special clothing, shoes, and equipment to bring. Learn how to pack them up so that everyone can carry them easily. Discuss everyone's expectations regarding behavior, spending money, and amount of gear.

Review emergency procedures to be followed while on site, during transportation, etc.

TAP STEP #7:

Review a map or a floor plan of the place they plan to visit to figure out exactly how to get there and where they will go once inside. Remember to bring the map!

TAP STEP 8:

Once they reach this step, they are ready to make their plans a reality. Have a great time. Don't forget to evaluate when finished.

PARENT SUPPORT

The support of parents/guardians is very important throughout the entire planning and preparation process. It is essential to keep the parents informed at all times. In the beginning stages girls can develop an information sheet to take copies home to their families.

If the trip is an extended one or is unfamiliar to the families, at least two meetings with parents/guardians should be held prior to the trip. The first meeting should include:

- the purpose of the trip
- the estimated cost of the trip
- payment schedules
- training/planning sessions
- special equipment and clothing
- any support the group might need
- written materials such as a tentative trip itinerary, health history forms, photo releases, permission slips, etc

About 1 month prior to departure, a second meeting could be conducted. When possible the girls should take leadership of this meeting. This meeting will provide an opportunity for the parents to ask final questions and to provide the parents with the following materials:

- final itinerary
- codes of conduct for the trip
- equipment list
- packing list
- final payment requests
- emergency contact list, indicating “back home” emergency contact person

Groups need to bring the GSEIWI Year Long Permission Form, or the Additional Parental Permission form if needed.

TRIP PLANNING CHECKLIST

Plan a realistic calendar that will allow time to complete the following items:

- Fill in the details of the itinerary and activities
- Review “Activity Requiring Approval”, in Volunteer Essentials.
- Contact your local Leadership Center to obtain proper insurance for the trip, if necessary, and refer to Volunteer Essentials.
- Plan the budget and carry out any needed money-earning projects.
- Hold pre-trip conditioning and skill-building sessions.
- Design a safety management plan for the trip. Learn emergency evacuation and rescue procedures and what individuals should do if separated from the group. Know the Council’s plans for crisis management and when and how they should be used by the group.
- Make equipment lists for personal and group gear. Secure the necessary equipment.
- Plan the procedures for developing menus, shopping, and packaging food.
- Discuss with girls a code of conduct for the trip and what is appropriate in different settings during the trip, such as sharing campsites with other groups, meeting other parties on a trail, or being in public settings.
- Plan the details of transportation to and from the starting and ending points.
- Maintain communication with parents/guardians throughout the planning and preparation process. If the trip/activity is an extended one or is unfamiliar to families, at least two meetings with parents/guardians should be held before the trip. A preliminary meeting should be held several months before the expected departure date. This meeting should be used to explain the purpose of the trip, cost, payment schedules, specialty equipment, clothing needs, and any support the girls and leaders may need. Tentative trip itinerary and parent permission slips can be handed out at this time. A month before the anticipated trip, the girls should plan another meeting with parents/guardians. Final itinerary codes of conduct, packing lists, and the emergency contact list should be distributed to parents at this time. The emergency contact lists should designate a back home emergency person.
- The trip/activity leader assures that all correspondence confirmations, receipts, etc. are with the group in case there is a problem. Arrangements have been made to handle the group’s funds.
- All health histories, permission slips, etc. are with the group.
- Final checks of equipment, first aid kits, food, etc. have been completed.



Outdoorsy Stuff for Indoorsy Girls

Description: From virtual campfires to imaginary night hikes to saving a virtual polar bear – with technology and creativity girls can explore the outdoors even if they are “indoorsy”, and girls who like the outdoors can explore the outdoors around the USA and the world from their computers as well.

Think about a campfire, and all that it means to you. Picture the campfires you have been to, and take a minute to put into words what is so important about that experience of sitting around the campfire, surrounded by nature. What is important about it? (experience, girls being together, skills learned). Let’s explore ways to help girls who are not outdoorsy, get those same things in ways that are comfortable for them.

Sitting around a camp fire...virtually!

http://www.youtube.com/watch?v=Z1nu_8IQd78&feature=related

Learning about animals:

www.nwf.org/wildlife

Beginning venture to the backyard:

<http://www.backyardcampout.org>

Learn Campfire Songs

<https://vimeo.com/215872652>

Learn about Leave No Trace

<https://vimeo.com/172739251>

Real life but still indoorsy:

Imaginary Night Hike Program Design: What does the word nocturnal mean? Who is that in the dark? While you're sleeping many creatures are awake and active. Join in on an imaginary night hike and find out how nocturnal animals get around.

Activities: Color cards, scent cards, outline of night hike information

GOAL: Get girls curious about the night, decrease fear of unknown

Imaginary Astronomy Program Design: How big are the stars? How big are the planets? How far apart are the stars and planets from Earth? Join in this imaginary journey through the stars.

Activities: Walk through solar system, String Planets, Star Chart game

GOAL: Get girls curious about astronomy; make huge numbers identifiable, increase interest

Imaginary Camping Trip: What would you take with you to spend a night in the outdoors? What would your friend choose to bring with her? Join in on an imaginary camping trip and tell us what you would bring and why!

Activities: Bring a bag filled with camping items; ask girls to choose five items they would bring plus one BONUS item from home, and list a compelling reason for each item chosen. Discuss individual choices, pair up in groups and discuss choices.

GOAL: Learn what camping gear looks like and what it does, let girls express what they think about camping, and learn about their concerns via the bonus items.



BUDGET FOR OVERNIGHT

Dates: _____ # of girls _____ # of adults _____

BUDGET ITEMS	PROJECTED COST	FINAL COST	NOTES
EXPENSES:			
Food/Beverage			
Housekeeping supplies			
First Aid supplies			
Rental of facilities			
Gasoline, tools, other Travel expenses			
Extra insurance			
INCOME:			
Troop/Group funds			
Girl generated funds			
Other sources			

SHOPPING ORGANIZER

<p>Beverages</p> <ul style="list-style-type: none"> <input type="checkbox"/> apple juice <input type="checkbox"/> cider <input type="checkbox"/> coffee <input type="checkbox"/> hot chocolate <input type="checkbox"/> iced tea mix <input type="checkbox"/> lemonade <input type="checkbox"/> orange juice <input type="checkbox"/> tea bags <input type="checkbox"/> tomato juice <input type="checkbox"/> <input type="checkbox"/> 	<p>Dairy Products</p> <ul style="list-style-type: none"> <input type="checkbox"/> cheese <input type="checkbox"/> cottage cheese <input type="checkbox"/> cream cheese <input type="checkbox"/> eggs <input type="checkbox"/> margarine <input type="checkbox"/> milk <input type="checkbox"/> sour cream <input type="checkbox"/> whipped topping <input type="checkbox"/> yogurt <input type="checkbox"/> <input type="checkbox"/> 	<p>Meat/Proteins</p> <ul style="list-style-type: none"> <input type="checkbox"/> bacon <input type="checkbox"/> chicken <input type="checkbox"/> fish <input type="checkbox"/> ham <input type="checkbox"/> hamburger <input type="checkbox"/> hot dogs <input type="checkbox"/> lunch meat <input type="checkbox"/> pork <input type="checkbox"/> roast beef <input type="checkbox"/> sausage <input type="checkbox"/> tofu/tempeh 	
<p>Bread, cereal, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> biscuits <input type="checkbox"/> bread <input type="checkbox"/> cold cereal <input type="checkbox"/> couscous <input type="checkbox"/> crackers <input type="checkbox"/> donuts/muffins <input type="checkbox"/> English muffins <input type="checkbox"/> hamburger buns <input type="checkbox"/> hot cereal <input type="checkbox"/> granola <input type="checkbox"/> ice cream cones <input type="checkbox"/> pasta <input type="checkbox"/> pitas <input type="checkbox"/> potato chips <input type="checkbox"/> pretzels <input type="checkbox"/> rice <input type="checkbox"/> tacos <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>Fruits and vegetables</p> <ul style="list-style-type: none"> <input type="checkbox"/> apples <input type="checkbox"/> bananas <input type="checkbox"/> carrots <input type="checkbox"/> celery <input type="checkbox"/> corn <input type="checkbox"/> cucumbers <input type="checkbox"/> grapefruit <input type="checkbox"/> grapes <input type="checkbox"/> green beans <input type="checkbox"/> lemons <input type="checkbox"/> lettuce <input type="checkbox"/> mangoes <input type="checkbox"/> melons <input type="checkbox"/> onions <input type="checkbox"/> oranges <input type="checkbox"/> pears <input type="checkbox"/> peas <input type="checkbox"/> peppers <input type="checkbox"/> potatoes <input type="checkbox"/> tomatoes 	<p>Prepared foods</p> <ul style="list-style-type: none"> <input type="checkbox"/> apple sauce <input type="checkbox"/> beans <input type="checkbox"/> biscuit mix <input type="checkbox"/> cake mix <input type="checkbox"/> chili <input type="checkbox"/> gelatin dessert <input type="checkbox"/> pancake mix <input type="checkbox"/> pineapple <input type="checkbox"/> pizza sauce <input type="checkbox"/> pudding mix <input type="checkbox"/> salmon <input type="checkbox"/> soup <input type="checkbox"/> spaghetti sauce <input type="checkbox"/> stew <input type="checkbox"/> tuna <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
<p>Other</p> <ul style="list-style-type: none"> <input type="checkbox"/> catsup <input type="checkbox"/> honey <input type="checkbox"/> jelly/jam <input type="checkbox"/> <input type="checkbox"/> mayonnaise <input type="checkbox"/> mustard <input type="checkbox"/> nuts <input type="checkbox"/> olives <input type="checkbox"/> peanut butter <input type="checkbox"/> pickles <input type="checkbox"/> salad dressing <input type="checkbox"/> pancake syrup <input type="checkbox"/> tomato sauce 	<ul style="list-style-type: none"> <input type="checkbox"/> veg oil <input type="checkbox"/> vinegar <input type="checkbox"/> salt <input type="checkbox"/> pepper <input type="checkbox"/> powd. milk <input type="checkbox"/> spices <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<p>Cleaning and sanitary products</p> <ul style="list-style-type: none"> <input type="checkbox"/> aluminum foil <input type="checkbox"/> dish soap <input type="checkbox"/> dish sanitizer <input type="checkbox"/> dish towels <input type="checkbox"/> garbage bags <input type="checkbox"/> hand soap <input type="checkbox"/> matches <input type="checkbox"/> napkins <input type="checkbox"/> paper towels <input type="checkbox"/> plastic wrap <input type="checkbox"/> plastic food storage bags <input type="checkbox"/> sanitary napkins 	<ul style="list-style-type: none"> <input type="checkbox"/> soap pads <input type="checkbox"/> sponges <input type="checkbox"/> tissues <input type="checkbox"/> toilet tissue <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

KAPER CHARTS

The jobs that need to be done while on an overnight, such as cooking, setting the table, and cleaning up, are called kapers and may be listed on a kaper chart. The kaper chart is usually drawn up before the trip so that everyone knows which jobs need to be done and who will do them.

The easiest way to divide up the jobs is for the girls to work together as patrols, pairs, or committees. Jobs can be rotated among the patrols so that everyone has a chance to do each of the different jobs.

Below is an example of a group kaper chart.

	 MEAL PREPARERS	 DISHWASHERS	 TABLE SETTERS AND RECYCLERS
SAT. BREAKFAST	Allison Janine Rebecca	Angela Kenya Robyn	Amanda Christine Stephanie
SAT. LUNCH	Amanda Christine Stephanie	Allison Janine Rebecca	Angela Amanda Robyn
SAT. DINNER	Christine Janie Kenya	Rebecca Robyn Stephanie	Allison Amanda Angela
SUN. BREAKFAST	Rebecca Robyn Stephanie	Allison Amanda Angela	Christine Janine Kenya

SAFETY ACTIVITY CHECKPOINTS/VOLUNTEER ESSENTIALS

The Safety Activity check points (that can be found online at GirlScoutsToday.org) guide the planning and implementation of specific activities. They represent the basic minimums to follow; they are not all-inclusive. They are the extensions of the basic safety guidelines and are also starting points for securing resources with more in-depth information. They are a must before going out on an outing.



Volunteer Essentials is designed to be the go-to guide for all adults in Girl Scouting with an Appendix: for Travel Volunteers. It includes ratios for girls to adults when outside of the meeting place, Standards and Procedures for Troop Trips, & travel security and safety tips. Always review when the girls are planning a trip.

Get To Know Your Girl Scout Camps

Girl Scouts of Eastern Iowa & Western Illinois is proud to own and operate four camp properties. Each facility is situated on beautiful wooded acreages with rolling hills and peaceful waterways, offering plenty of opportunities for fun and adventure. American Camp Association accredited resident camp program is offered at Camp Liberty during the summer months and troop camping is available at all the other sites during that time. All the camps are available throughout the spring, fall and winter.

Camp Liberty is located 25 miles northwest of Davenport, IA situated on 246 acres in Scott County. Camp Liberty is home to hiking trails, on-site horses and riding trails, a restored prairie, a lake for canoeing, an archery range, a sand volleyball court, a low & high ropes course, and two zip lines. Facilities include a new lodge with a dining hall and commercial kitchen, swimming pool with shower house, activity pavilions and the Hy-Vee Activity Area. Two additional lodges, as well as tent units, are available in other seasons for troop/group camping and events.



Camp Little Cloud is located 14 miles west of Dubuque, Iowa, situated on 153 acres in Dubuque County. Girls enjoy accommodations in platform tents and teepees in our four established units. During their stay, girls can enjoy a dip in our pool, canoe on the

pond, enjoy a leisurely afternoon of creek stumping or take time to create an arts and crafts project in the “Hogan”. Camp Little Cloud offers year-round opportunities for troops to rent winterized facilities featuring a variety of sizes and amenities.

Camp L-Kee-Ta is located six miles south of Danville, Iowa, situated on 150 acres in Des Moines County. Camp L-Kee-Ta features a lodge, troop house, tree houses, platform tents, cabins, huts, health and wellness center, swimming pool and a shower house. Girl Scout troops may reserve the facilities and buildings at camp by the day or overnight.

To learn more or reserve any of our camp facilities, go to our website at GirlScoutsToday.org, and click on the Outdoor tab then Facility Rentals.

HOTELS /CAMP LODGE

Travel Security and Safety Tips

Share these tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:



- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm.
- Don't shout out or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station).
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a bag with your room key, wallet, passport and cell phone. Take the flashlight and bag with you if you have to leave the room in an emergency.
- If the fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase.
- Before leaving your room, feel the door; If it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn't provide access to inappropriate movies on TV's and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel, and ask them to contact you if any girls are seen out of there rooms after bedtime.

Ensure the Safety of Sleeping Areas

- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- Adults and girls never share a bed.
- If adults and girls are sharing the same sleep area, there must always be two unrelated female adults present and a clear division of the room must be made.
- There must be separate sleeping and bathroom facilities for adult males and at no time can a male enter girls sleeping or restroom areas.

SKILL ASSESSMENT

Skill assessment should begin with a review of the Safety Activity Checkpoints for the particular travel mode to be used and the particular activities the group plans to engage in.

Honestly assess the skill and readiness of both the adults and the girls. Allow ample time to condition for the physical demands specific to the type of the trip.

Prepare a safety-management plan, including first aid and handling emergency situations.

Provide ample time for the group to plan and participate in progressive activities.

WHAT TO PACK



Dressing appropriate can ensure well-being in cold or hot weather. It is important to be familiar with layering, the basic principle of dressing for the outdoors. Layering involves wearing layers of garments rather than one or two heavy layers. Each layer must provide warmth and ventilation without hindering mobility.

For cold weather think the 3 W's: wicking, warmth, and wind layers. The first layer should be made of breathable material so that body moisture is not trapped (wicking). The second layer provides insulation (warmth); the final layer gives protection from wind or moisture (wind).

Packing is about planning and lists are essential to the planning process. First, compile a list of the minimum number of items needed. Second, determine the best type of bag for the trip. Third, list items to take that are options to the basics. The rule of thumb is the younger the girls the more detailed the packing list should be. And don't forget to list a "bed buddy." Adding to a packing list gives permission and saves teasing. See sample packing list in back of booklet.

REMEMBER: Only bring what you can carry!!!!

BEHAVIOR EXPECTATIONS

In preparation for a group outing/trip the girls will work together to plan activities, develop a budget, and decide other details of the outing. It is very important that they learn to work as a team. Encourage the girls to work together in small groups to plan the various details of the outing. Point out that this will help everyone get the work done.

The development of behavior expectations is an important step in the planning process. Involving girls in the development of guidelines and the consequences for breaking the guidelines will aid in the girls' "buy in" of the guidelines. Often groups will utilize a "code of conduct" to define the guidelines and to communicate these guidelines to the parents.

DEALING WITH GIRLS BEHAVIOR

In small groups, discuss the situation below as assigned. Come to a consensus on a solution or process to follow. Be prepared to report to the group as a whole.

What would you do if...

1. Samantha comes to you in tears and says, "Allison hates me?"
2. You notice that Amanda has not eaten today and says she doesn't like anything.
3. In the morning you notice that Angela's bedding is wet.
4. The girls are very excited and running around and it is bedtime.
5. Rebecca is withdrawn and not participating in activities. You ask her what is happening and she says that her parents yell at each other at home and she is scared.
6. Maria is withdrawn and not participating in activities. You ask her why and she says that her father is in the hospital.
7. Lucy is crying and says she wants to go home.

ARE THE LEADERS/ADVISORS READY?

Things to think about:

- Leaders are experienced in planning with the girls.
- They are able to assess the readiness of girls and other adults for the type of activities planned.
- They have participated in progressive experiences.
- The leaders have an understanding of safety management.
- The proper certifications are secured and the group meets the training requirements described in Volunteer Essentials under Activities Requiring Council Approval, pg. 44.
- Leaders have the physical fitness and skill necessary for activities planned.
- Leaders possess the ability to supervise and manage the group.

CODE OF CONDUCT AGREEMENT

NOTE: Completion of this form is recommended for every girl and/or adult participating in overnight events/trips and/or trips to destinations outside of the council area.

GIRL SCOUT PROMISE

On my honor, I will try:

- To serve God and my country,
- To help people at all times,
- And to live by the Girl Scout Law.

GIRL SCOUT LAW

I will do my best to be:

- Honest and fair,
- Friendly and helpful,
- Considerate and caring,
- Courageous and strong,
- And responsible for what I say and do,

And to:

- Respect myself and others.
- Respect authority,
- Use resources wisely,
- Make the world a better place,
- And be a sister to every Girl Scout.

1. I will try to live up to the principles expressed in the Girl Scout Promise and Law. I will respect the places and people with whom I come in contact during the event and remember that my actions must reflect high standards.
2. I will be sensitive to the needs of the other participants and the event staff and volunteers. I will not say or do anything to another person that is physically or emotionally harmful. I will respect the authority of the event staff and volunteers.
3. I will be responsible for my own health and well-being: dressing appropriately for the weather, eating meals, drinking enough water, getting enough sleep, taking my medications (if applicable), and notifying the event staff if I do not feel well or suspect a health problem.
4. I will listen carefully to all orientations, observe all safety rules and procedures, and use all safety equipment required for activities during the event.
5. I will contribute to the event community by sharing my ideas and participating in discussions and activities, by taking my share of daily responsibilities for community living, and by performing kapers (chores) when it is my turn (if applicable.)
6. I will treat all equipment and/or supplies provided for my use with care. I understand that I will be assessed for damages to any equipment/supplies in the event that my use of such equipment/supplies is negligent and/or abusive.
7. I will be responsible for my personal belongings and will not hold Girl Scouts of Eastern Iowa and Western Illinois, Inc. responsible for any personal property that may be lost, damaged, or stolen while participating in a Girl Scout event. I give permission for my belongings to be searched by event staff, while I am present, when the health, well-being, or safety of myself or other participants requires it.
8. I understand that I will be sent home immediately, at my parent's/guardian's expense, if I behave in a manner which is dangerous to myself or others. This includes using tobacco, drugs, or alcohol or possessing illegal paraphernalia. No refund will be given.

Event Name _____ Date(s) _____ Location _____

Girl Participants—I have read, discussed with my parents/guardians, understand, and agree to my responsibility for my conduct as described above while I am attending the event listed above.

Name _____ Signature _____ Date _____

Parent/Guardian of Girl Participants—I am the legal parent/guardian of the girl listed above. My child and I have carefully read and discussed, in terms she can understand, the event information and her responsibility for her conduct as described above.

Name _____ Signature _____ Date _____

Adult Participants (if applicable)—As an adult participant/chaperone, I have read, understand, and agree to my responsibility for my conduct as described above while I am attending the event listed above.

Name _____ Signature _____ Date _____

Peer to Peer Safety Guidelines

On the bus:

- Practice good behavior – especially, to not yell, argue, or throw things.
- Sit with your bus buddy until the bus leader completes head count.
- Alert bus leader to any problems including a door being open, a missing buddy, a person or thing the driver can't see behind the vehicle as they are backing up.
- At all times follow the instructions of the driver.
- Stay with your group at all stops.

At the park:

- Know where everyone in your group is at all times.
- Leaders do head count several times a day.
- Use sun block as needed (available in first aid kit).
- Secure any dangling and/or flapping jewelry and clothing prior to participating on a ride.
- Look for and follow all safety instructions posted.
- On rides remain seated with arms and legs inside.
- Do not wear nametags or give your personal information to any stranger.
- Know where the first aid station is located.
- Lost girls or adults report to the first aid station.
- Susie or Joann will be available at 2:00 PM at the first aid station for questions or concerns.
- Do not display large sums of money at any time.
- Secure your personal belongings (purses, etc) when using the restroom, waiting in line, etc.
- Report all accidents or incidents to the first aid station.
- For emergencies contact the 800-798-0833

SUPERVISION OF GIRLS – WHAT IS IT?

Adults accompanying a group should be chosen for their patience, flexibility, and good judgment.

They need to understand their responsibilities during the trip.

- The group leader should explain their role and the expectations before the trip.
- They should understand the plans the girls have made for the trip.
- They should understand the safety systems for the trip and the buddy system that the girls have learned.
- If they are drivers, they need to know the transportation requirements in Volunteer Essentials, have a clean driving record, carry personal insurance, and review and sign the Safe Driver Pledge.
- They need to know the emergency procedures for the site as well as during travel to and from the site.

The group leader needs to communicate with the other adults and encourage them to attend meetings when the group is preparing for the trip. They should know what equipment and clothing to bring and what the site will be like. They need to know the rules in force at the site and the schedule and expectations that the girls have set for themselves.

Supervision means...

- encouraging girls to try new things
- watching, guiding, directing
- intervening before injuries occur (safety is a primary concern)
- being knowledgeable about the activity to be supervised and the potential for injury
- being a role model by your actions
- taking full responsibility for an activity or group of girls when asked
- providing effective discipline when needed (criticize the behavior, not the child)
- knowing where girls are at all times
- being easily located by girls who need help
- helping girls understand how to do unfamiliar tasks while giving them real responsibility for finishing a job so that they see themselves as useful and competent
- providing praise for effort and achievement
- helping girls who need it with tasks such as combing hair, and reminders to wash hands, change to clean clothes when needed, etc

If the adults have daughters in the group, they may want to discuss ways to encourage these girls to feel that they are part of the group, not different or special. Also realize that young girls sometimes find it hard to share the time and attention of their parent (or special adult) with other girls.

HELPING GIRLS ADJUST

Helping girls anticipate what it will be like to participate in an extended field trip or an overnight experience will ease the stress of moving from familiar settings to new and different settings.

Leaders need to

- ❖ Create a safe environment for the girls
- ❖ Recognize that girls live in different family situations
- ❖ Set behavioral expectations for girls (rules about safety, not hurting someone else's feelings with an unkind remark, etc.)
- ❖ Prepare girls so that they know what to expect (everyone is expected to help prepare meals and do some chores (kapers), take care of their belongings, bathrooms may be away from sleeping areas, there may be noises in the night, etc.)

If leaders feel that they are in a situation that they cannot deal with by themselves or suspect child abuse, contact the Regional Membership Manager at the local council office.

In addition, please be aware that certain information regarding girls and families, medical records, etc. must be handled confidentiality. Information of personal matters should never be discussed in the community.



EVALUATION OF YOUR TRIP:

Take time to evaluate your trip as soon as you can after you return, while it is still fresh on the girl's minds.

Ask them the questions below to get conversation going. Make sure someone is taking notes. Then pull out the next time you begin the process of planning for the next trip.

- How did the trip go?
- What worked what didn't?
- What did we need to bring that we did not have?
- What could have been left and not taken?
- How did everyone get along?
- Any problems? What do we need to do differently?

POLICIES, PROCEDURES AND PAPERWORK

GSEIWI Troop Trip Standards and Procedures

Traveling with your troop can be an integral and rewarding part of your Girl Scout program. There are considerations that need to be taken into account for all trips, no matter what the duration and distances and specific items that apply to more involved trips.

Troop Trip Procedures

Definition: A trip is an expedition involving travel that occurs at a different time and place than your regular meeting.

Application/Trip Approval: For information on trip types, appropriate approval and required training, see below.

Trip Organization:

1. A first aid kit must be provided and a certified first aider is present at all times.
2. Activities planned must be appropriate for the ages and abilities of girls involved.
3. Girls shall be involved in the planning, conducting and evaluating of the trip.
4. Trip plans should be carried out in a comparatively short period of time so that the troop can maintain a year-round balanced program without undue emphasis on money raising.
5. Before an extended trip, troops should plan and conduct shorter trips to demonstrate ability to live, camp, and travel together.
6. Provisions should be made for new girls to join the troop and help with trip plans.
7. Arrangements should be made for girls to attend religious services or plan their own ecumenical services.
8. For extended trips, it is beneficial for girls to be identified as Girl Scouts through uniforms or coordinated clothing suitable for representing Girl Scouting.
9. It is expected that all adults be a role model by setting an example for health and safety.

Eligibility:

Girls should be active, registered Girl Scouts who have experienced (or are starting to experience) a progression of events and trips, as described at the beginning of the Volunteer Essentials Appendix: for travel volunteers. Adults must be positive role models at all times. One adult accompanying the girls must be over 21 years of age. Adult-to-girl ratios must be followed (see Volunteer Essentials). Overnight, extended trip and camping require additional training.

Insurance:

1. All registered adults and girls are covered by Girl Scout activity insurance for Girl Scout activities involving two nights or less. If a non-member attends such a Girl Scout activity, additional insurance must be purchased for the non-member(s). This plan covers injuries from accidents only and does not include illness.

2. If an event lasts longer than two nights, additional insurance must be purchased for all attendees, both members and non-members alike. Contact the Finance Department for more information.

Finance:

Financing a trip is part of the troop program itself, providing the girls with a learning experience in the use of resources, the budgeting process, comparative shopping, etc. If additional money is required for the trip, you must complete and turn in a Group Money Earning Application six weeks prior to your money earning project date.

Transportation:

For your protection, follow the information on transporting girls in Volunteer Essentials under Appendix: for travel volunteers.

Special Guidelines for going outside the United States:

1. Approval must be obtained before planning begins.
2. Periodic progress reports regarding plans and finances will be required by the council.
3. Leader should have knowledge of Girl Scout program and should be well acquainted with girls in the group. Approval of special group activities is required to ensure the safety of girls, adequate insurance and compliance with GSUSA and GSEIWI program standards. Appropriate approval (s) must be obtained before finalizing plans. Encourage the girls to submit much of the information themselves, including the following:
 - Detailed itinerary, including specific activities involved, mode of travel, and all dates and times.
 - Location and type of premises to be used.
 - Numbers of girls who will be participating (parental permissions must be obtained)
 - Names and contact information for the adults participating.
 - Any other groups, organizations, consultants, or resource people who will be involved.
 - Participants' skill levels, if applicable (language skills, backpacking or camping experience, and so on).
 - Any specialized equipment that will be used, if applicable.
 - Required agreements or contracts (for example, hiring a bus, use of premises)

PROCEDURES FOR ACCIDENTS

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the sick or injured person. Follow assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians, and emergency services such as the police, fire department, or hospital emergency technicians. Additional information on handling accidents or illnesses can be found in GSEIWI Volunteer Essentials, Chapter: safety-wise.

CONTRACTS

All contracts entered into the name of Girl Scouts of Eastern Iowa & Western Illinois must be signed by the CEO, Board Chair or their designee. This covers all contracts regardless of whether a fee is involved.

FIRST-AID KITS

A general first-aid kit should be available at the meeting place and accompany the girls on any activity including transportation to and from an event. In addition to the standard materials, all first aid kits should contain a copy of a recognized first-aid book, and the council emergency phone number. Parent consent forms and health histories should also be included.

Your kit should contain the following standard material:

- ❖ Adhesive tape and bandages
- ❖ Alcohol wipes
- ❖ Band-Aids, assorted sizes
- ❖ Bottle of distilled water (to use as an eye rinse or to clean wounds or other items)
- ❖ First-Aid book
- ❖ Flashlight
- ❖ Gauze pads
- ❖ Instant chemical icepack
- ❖ Latex or vinyl gloves
- ❖ List of emergency phone numbers
- ❖ Oral thermometer
- ❖ Paper drinking cups
- ❖ Plastic bags (to dispose of used materials and to collect vomit for analysis in suspected oral poisonings)
- ❖ Pocket face mask or face shield (to use when performing mouth-to-mouth resuscitation)
- ❖ Roller gauze bandages
- ❖ Safety pins
- ❖ Scissors
- ❖ Soap (antibacterial liquid)
- ❖ Splints
- ❖ Triangular bandages
- ❖ Tweezers
- ❖ White index cards, transparent tape, and zip lock bags (to use when removing items such as ticks: tape the removed item to the index card, enclose it in the plastic bag, and give it to the medical professional)
- ❖ Personal care products (sanitary napkins or tampons)



Ratios

Girl Scouts adult-to-girls ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls – for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls.

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:
Girl Scout Daisies (grades K–1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2–3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4–5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6–8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9–10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11–12)	30	1-15	24	1-12

Here are some examples: If you’re meeting with 17 Daisies, you’ll need three adults, at least two of whom are unrelated (in other words, not your sister, spouse, parent, or child), and at least one of whom is female. If this isn’t making sense to you, follow the chart: you need two adults for 12 Daisies and one more adult for up to six more girls. You have 17, so you need three adults. If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated adults, at least one of which is female (because, on the chart, two adults can manage up to 25 Cadettes).

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old or at the age of majority defined by the state, if it is older than 18.

This document can also be found as a mobile app by going to:
http://184.175.123.102/new_michael/gs_glossary/index.html

Activities Requiring Council Approval

As with other areas of Girl Scouts, progression within travel is encouraged. A troop may start with a simple day trip to a local attraction, then progress to a camp out and even to an extended trip of three nights or more! On the chart below find the type of trip your girls are planning on taking and follow the guidelines provided in the right column.

Online [Trip Approval forms](#) are automatically submitted to Travel@GirlScoutstoday.org.

A certified first aider (or first responder, EMT, nurse, or doctor) is required for any trip of a day or more. A certified first aider is also required for any physically demanding activities, activities that involve unusual risk, or activities without direct access to emergency medical services (i.e. telephone distance). Refer to Safety Activity Checkpoints for specific activities that require council approval, a certified first-aid, and/or lifeguard. (i.e. Canoeing, Swimming, Hiking, Horseback Riding, Amusement parks)

Level 1	Day trips more than 100 miles away (one way)	<ul style="list-style-type: none"> Fill out online Trip Approval Form Submit form at least 2 weeks prior to trip Parental Permission Form for Girl Scout activities signed Certified first aider required
Level 2	Simple overnight for 1-2 nights	All of the above plus: <ul style="list-style-type: none"> Overnight/Troop Readiness training required
Level 3	Extended overnights for 3+ nights	All of the above plus: <ul style="list-style-type: none"> Purchase additional insurance Extended Travel Training required Approval submitted at least 4 weeks prior to trip
Level 4	Troop Camping trip	All from Level 1 & 2 plus: <ul style="list-style-type: none"> Certificate of insurance from facility owners submitted 6 weeks prior to trip (not needed if staying on council-owned property) Purchase additional insurance if needed Camp Skills training required

Activities that do NOT require a trip approval:

- Travel to attend council sponsored events and service unit sponsored events
- Troop overnights at a council owned property (camps, program center, leadership centers)
- Meeting time trips- traveling to a point of interest within parameters of regular meeting time
- Participation in Cookie Sale Program and other product sales*

**May require other forms of permission. Please refer to the appropriate area of Volunteer Essentials for details.*

Checklist for Travel

You do not need to turn in this checklist, but please use this to ensure all planning elements are covered:

- Review *Volunteer Essentials for Troop Trip Standards and Procedures*
- Review *Safety Activity Checkpoints*
- Girl planning was used in the development of the trip
- Required training completed
 - Overnight/Troop Readiness for any overnight
 - Camp Skills for any camping
 - Extended Travel for any overnights lasting three nights or more
 - International Extended Travel for any international travel
- Submit required supplemental insurance to Finance Assistant at least one week in advance.
 - If non registered participants are going on trip, purchase Plan 2 insurance
 - If trip is three nights or more, purchase Plan 3E
- Provide copies of driver's licenses for all drivers
- Provide copies of proof of insurance for all vehicles
- Meet requirement for number of adults in each vehicle
 - If a group is traveling in one vehicle, there must be at least two unrelated, adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed.
 - If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, adult volunteers, one of whom is female, and the girl-volunteer ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- Submitted Group Money Earning Project Application for all fundraisers
- Secure First Aid/CPR certified adult to attend as needed
- Provide Lifeguard Certification, if swimming
- Submit Trip Approval/Information Form on time:
 - If day trip more than 100 miles or one or two night stay, submit two weeks in advance
 - If three or more night stay, submit four weeks in advance
 - If trip involves contract agreement, submit six weeks in advance
- Additional Parental Permission Form signed by each girl's parents/guardian

SAFE PASSENGER PLEDGE

As a passenger on a Girl Scout trip, I understand it is my responsibility to ensure our safety. I pledge to:

- Follow the rules for this trip
- Keep my seat belt fastened around me.
- Practice good behavior-especially, to not yell, argue, or throw things.
- Ask whether there are any landmarks to find that would help the driver.
- Play games or music quietly with other passengers.
- Stay with my group when we stop
- Alert the driver to any problems including a door being open, a missing buddy, a person or thing the driver can't see behind the vehicle as she or he is backing it up.
- Follow instructions given by the driver before and during the trip.

Passenger _____ Date _____

SAFE DRIVER PLEDGE

As a driver for a Girl Scout activity, I understand it is my responsibility to transport girls safely to the scheduled activity and back to their parents or guardians. To ensure the safety of the girls, I pledge to:

- Make sure that the vehicle is in safe operating condition before the trip.
- Ensure that everyone is wearing a seat belt any time the vehicle is moving.
- Drive within posted speed limits.
- Use turn signals for all turns and traffic lane changes.
- Yield to all oncoming traffic and be extra careful when making left turns.
- Keep at least a three-second interval between my vehicle and the vehicle in front of me when highway driving.
- Drive with extra caution during hours of darkness and any other time visibility is reduced or road conditions worsen.
- Plan extended trips to avoid driving in the dark.
- Never drive when sleepy.
- Take a rest break every two hours.
- Alternate drivers when I need a break.
- Drive no more than six hours a day per person.
- Never use a cellular phone while driving. I will pull over and stop, put the car in park, and put on flashing lights before dialing.

Driver _____ Date _____

HOW TO START A WOOD FIRE IN AN INDOOR FIREPLACE

Seems like a simple thing...just put some wood in the fire, light a match and there she goes -- NOT! Anyone who regularly fires up their fireplace knows there is much more to it than meets the eye.



Ok, let's break this down to a simple series of steps. Each one must be done or the fire will be a bust.

1. Make certain the chimney is drafting upwards. Many chimneys will revere (cold air falls) when not in use. Open the damper of your fireplace. If you feel a cold draft coming down then your chimney has reversed itself. Keep this in mind and follow step #4 below in order to reverse your chimney.
2. Set the Tinder and Kindling. Yes, everyone does this differently. Here's the best way. Place tinder (small dry wood the size of a pencil or smaller) or crumpled newspaper (3 or 4 sheets balled up fairly tightly) on the grate of your fireplace. Place small kindling (dry wood the size of a pencil to thumb size thickness) over the tinder. TIP--the drier, small kindling you have--the easier and better your fire will start. Crisscross the kindling so there is plenty of air space in between each piece. Wood that is packed too tight will not burn properly.
3. Set the Fuel. (Fuel is dry wood from thumb size to larger). Set larger wood on top of the kindling. In an open fireplace, set one or two layers of crisscrossed or spaced wood on top of the kindling.
4. Countdown - If you determined in step #1 that your chimney was drafting upwards, go ahead and light the tinder. If you think your chimney has reversed, do the following: In an open fireplace, place a piece of balled up newspaper up through the damper...it should stay in place by itself. Light this piece of paper, and watch it -- it should warm up the chimney and get sucked upwards. If it does, immediately light the tinder under your fire...the heat will then warm the chimney quickly so it will not reverse again.
5. Ignition - Assuming that you've lit the tinder, stand back for a moment and watch the fire do its thing.
6. Blastoff- The fire should quickly catch and spread through your load of wood (fuel). Don't make the mistake of closing your air control or damper soon after you start the fire, it may look good, but until you've warmed the chimney and established a good bed of coals (red embers); your fire is not really at critical mass.
7. Mission Accomplished - Keep the fire going. Keep these simple points in mind.
 - a. Always keep a "flame" on your fire - a smoking or smoldering fire is a cold and inefficient fire...and also produces pollutants and creosote (tar in the chimney).
 - b. Add more wood before the fire gets too low...this will assure the continuation of your hard-earned fire.
 - c. Use dry, seasoned wood - if your wood sizzles and refuses to light or burn it's probably not ready for prime time.

Note: Cooking is **NOT** allowed in the indoor fireplaces except for roasting marshmallows and popping popcorn.

BITS AND PIECES –Frequently Asked Questions

What if we don't call it a Girl Scout trip?

If a trip is made with Girl Scout funds and the participants are Girl Scouts, it is a Girl Scout trip! Even if each family pays its own way and no group funds are involved, a lawyer may still consider it a Girl Scout trip if the families have only socialized through Girl Scouting in the past. In addition, consider very carefully the example you are setting for the girls—if the only reason you would not consider the activity a Girl Scout activity is to avoid following guidelines, are you teaching or leading by example the core values expressed in our Girl Scout Promise and Law (honesty, respect authority, responsible for what I say and do, live by the Girl Scout Law, etc.)?

Am I covered by any Liability Coverage?

Girl Scouts of Eastern Iowa & Western Illinois carries a liability policy that extends to the staff and registered volunteers when they are acting on behalf of the council **during an approved activity**. It is imperative that all GSUSA and Council guidelines and policies are followed when engaging in approved activities or trips with Girl Scouts. Failure to do so could result in a reduction of coverage.

How do we know if a trip or activity we have planned is approved?

All forms must be submitted 2 weeks in advance of any trip or activity. Approval will be granted by a Program Specialist either by phone or email in 48 hours of receipt.

Items that will be checked are:

- Troop Approval/ Information Form is completed
- That the trip is appropriate for your group.
- That the required girl/adult ratios are observed.
- That the required trained or certified adults are listed.
- That additional insurance has been applied for (if the trip is more than three nights or non-registered adults or girls are attending).
- That you have listed an at home emergency person (making sure the person knows who they are and that they must be available by phone during the entire trip)
- That all safety guidelines have been reviewed and will be followed.

What happens if we take an unapproved trip or participate in an unapproved activity with our troop/group?

Failure to obtain Council approval for a trip, or high-risk activity, or deliberately taking a trip with your troop/group that is not age appropriate could leave you open to personal liability should an accident happen. Risk management and safety is a shared responsibility. Guidelines and procedures that have been set by GSEIWI and GSUSA are in place to help ensure the safety of all members.

Are we covered by insurance if someone gets hurt while participating in a troop/group activity?

All registered Girl Scout members, both girls and volunteer adults, are covered by a secondary accident/medical plan, which is underwritten by Mutual of Omaha. Coverage (Plan 1) is in effect for all **approved Girl Scout activities** and trips of two nights or less. This secondary insurance policy is not intended to replace any personal insurance that may cover a member, but it is intended to cover most charges or deductibles

disallowed by the personal insurance up to the policy limits. The premium for this policy is paid directly from the membership fee that is sent to GSUSA, with coverage beginning on October first of each year and ending on September thirtieth. Groups that are taking extended trips lasting three or more nights must purchase additional insurance coverage for accidents/illness that may occur. The charge is nominal and enrollment may be requested from the council office. Request a Plan 3 package.

Important note:

The Basis Plan 1 insurance becomes void if a trip is longer than two nights. If additional coverage, Plan 3, is not purchased, the Girl Scouts do not have coverage for ANY accident or injury that may occur on the trip.

Are unregistered children/adults covered by any Girl Scout insurance?

There is additional insurance that can be purchased through the finance department to cover non –registered children/adults that may be coming with you on your trip. The form is titled *Insurance Enrollment Form for Scheduled Events*. See additional information on this in Volunteer Essentials.

What are tag-a-longs?

A tag-a-long is any child (sibling, friend, etc.) that does not meet the specific gender and/or grade level requirements for the trip/event. Tag-alongs detract from the needs and interests of girls participating in the Girl Scout program; therefore, tag-alongs do not attend trip/events, unless a babysitting service is provided.

What about automobile coverage? Do we have any?

Any automobile coverage that may be available is secondary to any other policy that may exist and is subject to the terms and conditions of council policies.

Important note regarding insurance coverage

All of the insurance coverage described in this guide is secondary to any other policies that may exist and is subject to the terms and conditions of the Council policy. The Council's insurance carriers determine all decisions regarding coverage. Keep the following bullet points in mind and share them with parents as appropriate:

- Parents are expected to provide health and injury coverage for their children.
- All adults (non-registered) who participate in activities with the troop/group do so at their own risk. Thoughtful consideration should be given to the ramifications of participation, such as loss of workdays, or travel expenses (which are not covered by any of the Council secondary policies.)
- Leaders and others, who hold meetings in their homes or business, should discuss with their personal insurance agent the amount of liability coverage that should be purchased.
- All drivers and owners of automobiles are required by law to have at least the minimum requirements of the state for the limits of insurance coverage for the vehicle they are driving, In Iowa the amounts are: \$20,000, bodily injury; \$40,000, total bodily injury, and \$15,000 property damage.

EQUIPMENT FOR OVERNIGHT ACTIVITIES

Choose items needed in accordance with requirements of trip, season, and activities.

Cooking Equipment

___ matches (wooden strike-anywhere type, in a waterproof container)

___ fire starters

___ pots and pans with lids

___ potholders or oven mitts

___ sharp knife, spatula, measuring cups (check menus)

___ long-handled spoon and fork (check menus)

___ can opener (check menus)

___ salt and pepper/spice kit

___ containers/plastic bags for leftover food

___ plastic garbage bags

___ fuel (propane, etc)

Washing Supplies

___ biodegradable

soap

___ towel for drying

___ net bags for air-drying dishes and Silverware

Group Tools/Supplies

___ Cooler

___ licenses/permits

___ guidebooks

___ maps

___ first aid kit

___ sewing kit

___ toilet paper

___ small plastic bags

Personal Equipment (Clothing)

___ underwear

___ long pants
(cotton/wool)

jacket

shorts

___ water-repellent jacket, pants, poncho,
and hat

___ T-
shirts

Sleeping and Eating Gear

___ long-sleeved
shirts

___ sleeping bag

___ duffel bag or
backpack

___ sweaters and
sweatshirts

___ mess kit – plate, cup, bowl, eating
utensils (wilderness campers
often take only a cup and spoon)

___ long underwear (top and
bottom)

___ nylon mesh bag for washing dishes

___ water
bottle

socks

flashlight/headlamp

bandannas

sleepwear

Personal Hygiene Items

___ sturdy shoes/hiking boots

___ biodegradable soap and shampoo,
towel, washcloth/bandanna, tooth
brush, toothpaste, comb and brush,
deodorant, sanitary napkins or tampons

___ sun hat

___ wool

hat

gloves

___ sunscreen

___ lip balm

- insect repellent
- prescription medication (must be administered by an adult and must be in original container)

Extra Program Items (if needed)

- compass
- whistle
- jackknife with sharpening stone
- work gloves
- notebook and pencil
- money



Overnight/Troop Readiness Evaluation

Date of Training _____

Name of Trainer(s) _____

Overall Evaluation

Please circle

	Excellent	Good	Marginal	Poor
Overall, how would you rate this training?	4	3	2	1
Was the trainer adequately prepared for this training?	4	3	2	1
Was there enough opportunity for participation?	4	3	2	1
Were the handouts helpful?	4	3	2	1

How will your troop use the materials/resources that are available when planning an overnight?

How will you determine the readiness of the group for an overnight experience?

How will the girls be involved in the planning of an overnight experience?

What would you suggest be done differently next time?

Please use the back for any additional comments or suggestions.

Thank you for being a Girl Scout volunteer!