



## **OUTDOOR EDUCATION - LEVEL 1**

### **INDOOR CAMPING**

# MY NOTES

**Our thanks to Ted Oyama, Troop Leader and Adult Learning Facilitator, who created many of the illustrations in the GSGLA Outdoor Education series manuals.**

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# OUTDOOR EDUCATION



Outdoor education in Girl Scouting is designed to be a gradual learning experience for girls of all program age levels. It occurs when Girl Scout program activities are held outdoors. These activities provide the opportunity for girls to grow as individuals. Outdoor education can improve self esteem, enhance how girls relate to others, develop awareness of conservation and encourage community service.

The out-of-doors can provide the setting and opportunity for a variety of challenging projects. Beautification of an empty lot can be as challenging as a team-building course, but for outdoor activities to have an impact on behavior and values, girls need at least three to five such experiences. (Girl Scout Leader/Spring 1988)

As defined in *Outdoor Education in Girl Scouting*, outdoor education is “the effective utilization of Girl Scout program in the outdoor setting enabling girls to grow in leadership skills as outlined in the Girl Scout Leadership Experience (GSLE). The primary approach is experiential learning through which girls develop their outdoor recreational interests and skills.”

Girl Scout program recognizes the need for progression within each age level, as well as within each skill or group of activities. This progression is based upon increased developmental skills as well as a progressive distance from home in each of the steps of the Progression in the Out-of-Doors chart. The level of skills is dictated by readiness and progression in that activity. Girls must first acquire the basics in order to progress to more difficult skills. For progression in skill-building, they need a quantity of experiences to reach the level of more complex activities.

Girl Scout camping is an experience that provides a creative, educational opportunity in group living in the outdoors. Its purpose is to utilize Girl Scout program, trained leadership, and the resources of the natural surroundings to contribute to each camper’s mental, physical, social and spiritual growth. For many girls, camping is a highlight of Girl Scouting.

Of course, not everyone is immediately enthusiastic about being outdoors. Those who are introduced to camping as part of a group situation may be apprehensive about being in a strange environment. That’s natural though; nearly everyone who enjoys camping today went through a process of change, eventually becoming comfortable and at home in natural surroundings. With time and patience, even the most reluctant person may learn to like being in an outdoor setting.

Understanding and consideration from the leader will be the key to this process. Girls will never have equal interest in, enthusiasm for, or knowledge of the outdoors, but as their leader, you can help them develop their interests and skills.

# LEARNING OBJECTIVES

## LEVEL 1 – INDOOR CAMPING

(3 hours minimum)

Level 1 training is required of an adult to take a troop on the following type of events: indoor overnight experiences where girls sleep in cabins, established campgrounds with platform tents, or indoor slumber parties where food is provided or the girls cook in a conventional kitchen. No fires involved. No outdoor cooking. No pitching tents.

### **Indoor Camping Learning Objectives:**

1. a. Describe the value of the outdoor experience in Girl Scouting  
b. Describe how “Discover, Connect, Take Action” and the three leadership experience processes (Girl-Led, Learn by Doing, Cooperative Learning) are incorporated into outdoor activities
2. a. Explain the importance of using progression in outdoor activities as girls increase their skills and interest  
b. List readiness indicators for girls and adults.
3. a. Describe the basic health, safety and security necessary while camping and participating in other outdoor activities  
b. Discuss the appropriate adult leadership in the Girl Scout camping experience.
4. Describe the planning aids you can use to organize your camping experience (Kaper charts, Camp Clocks, etc.). List factors which may affect program planning
5. Describe the proper clothing and personal equipment (including the “10 Essentials”) for various outdoor activities and strategies for packing
6. Be aware of the various types of sleeping bags and their uses
7. Apply simple kitchen safety rules, hints, and sanitation
8. Apply the concepts of Leave No Trace (“LNT”) and other environmental programs
9. Evaluate their outdoor experience
10. Complete the appropriate forms and permissions necessary for outdoor activities

## **Camping Advisor Volunteer Position Description**

**Title:** Camping Advisor  
**Term:** October 1 to September 30, one year renewable  
**Appointed by:** Troop/Group leader

**Function:** To carry out the responsibilities of planning, organizing and conducting troop/group outdoor education program relevant to the level of training completed

**Accountabilities:**

- Participate in appropriate training required for the planned activities prior to accompanying the girls on outdoor activities
- Provide the preparation and training needed for the troop/group to effectively utilize the Girl Scout Leadership Experience (GSLE), in an outdoor setting
- Serve as a troop/group resource for activities relating to outdoor program, be involved in all aspects of the troop outdoor program
- See that all outdoor activities are conducted according to GSGLA Practices, Procedures and Policies. See that all activities meet GSUSA safety guidelines and activity checkpoints are followed
- Participate as an active adult member on troop/group outdoor camping events

**Qualifications:**

- Is a registered member of GSUSA
- Is at least 18 years of age
- Believes in the purpose and philosophy of Girl Scouting
- Has the ability to act as an educational resource for girls and adults in the troop/group setting

# SECTION 1 – What is Outdoor Education in Girl Scouts?

Girl Scout camping is an experience that provides a creative, educational opportunity in group living in the out-of-doors.

Its purpose is to utilize Girl Scout program, trained leadership, and the resources of the natural surroundings, to contribute to each camper's mental, physical, social, and spiritual growth.

## **What do Girls Learn?**

As with everything we do in Girl Scouting, the outdoor/camp experience creates great opportunities to develop personal leadership strengths according to the Girl Scout Leadership Experience (GSLE), the Three Keys to Leadership; Discover, Connect and Take Action, and the three Processes of Girl Led, Learn by Doing and Cooperative Learning.

### **Discover**

- Girls discover something new about the world of the out-of-doors
- Girls improve in at least one outdoor living skill
- Girls learn the joy of preserving simple things
- Girls gain new interests and skills

### **Connect**

- Girls have opportunities to increase their ability to relate to others in a new setting
- Girls participate in making decisions as an individual and by participating in group decisions
- Girls have opportunities for practice in democratic living

### **Take Action**

- Girls develop a sense of responsibility for group living
- Girls develop a sense of responsibility for making a minimal impact
- Girls develop an individual sense of responsibility for conserving the natural world

As you start to plan, remember that the planning activity itself is a Girl Scout activity. Work with your girls during meetings to practice pitching and striking tents, practice cooking, choosing a site, deciding what activities to do, etc. Everything you do with your girls has Discover, Connect, Take Action potential. Be sure to employ opportunities for the leadership processes of Girl Led, Cooperative Learning, and Learning by Doing.

# SECTION 2 – Progression in Outdoor Education

## PROGRESSION IN THE OUT-OF-DOORS

### 1. Look Out

Discover the wonder of the world that starts at our doorstep.

Learn ... Safety rules

Learn ... What to wear

### 2. Meet Out

Look ... observe the outer world

See ... colors, trees, birds, etc.

Listen ... to nature sounds

Program ... nature games, songs, and crafts



### 3. Move Out

Walk ... around the block

See ... what can we see

Collect ... pine cones, if permitted; certainly photos & memories

Touch ... a tall tree

Learn ... outdoor manners

Start ... basic outdoor skills

Earn ... outdoor badges

### 4. Hike Out

Walk with a purpose

Litter hike

Bird hike

Rock hike

Color hike

Compass hike

Learn ... knots (overhand, square, clove hitch)

Learn ... basic first aid

### 5. Cook Out\*

Plan a cookout

Cooking progression ... a sack lunch, a one-pot meal

Light a charcoal fire

Put it out safely

Try ... stick cooking, the skillet, aluminum foil packs, and other cooking methods

Earn ... Outdoor Cooking Badge

### 6. Sleep Out\*

Slumber party at program center or backyard

Plan ... what to take

Prepare for an overnight ... packing and equipment

Learn ... about sleeping bags

Tie three knots ... bowline, highwayman hitch, and taut line

Know ... how to choose a good, safe spot for sleeping

## **7. Camp Out\***

Plan ... what to take and wear

Know ... safety rules and First Aid

Make ... outdoor cooking equipment, utensils, toasting forks

Demonstrate ... safe practices for the pocket knife and fire-building

Establish ... a campsite, sleeping quarters, and cooking area.

Pitch & strike a tent

Handle ... garbage disposal, dishwashing, grey water disposal

## **8. Adventure Out\***

Use ... everything learned to plan a trip that offers interesting and worthwhile program possibilities

Know ... costs, budgets, means of transportation, and keep financial records

Plan ... meals, menus, storage

Use ... road maps, survey charts, compass, route planning

Select & Pack ... minimum group and personal equipment for shelter, cooking, eating, and sanitation

Select & Set Up ... campsite and dismantle in minimum time

Take ... a backpacking course

\* These stages can be accomplished after completing Outdoor Education Levels 2 and 3.

## READINESS INDICATORS

Not every girl will be ready for an overnight experience at the same time. For some girls it may be the first night they have spent away from their families.

**It is suggested you consider the following guidelines for a girl's first overnight:**

- She should want to go
- She should not be afraid to be away from her home or family overnight
- 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 night light)
- Sleeping in a strange place
- Sleeping on the floor
- Functioning as a member of a group
- Willingness to sleep, eat, and play with all girls, not just her best friend
- Being flexible, not always having her own way
- Limited space and managing with little privacy

Girls will *enjoy* an overnight experience if they possess the necessary skills and knowledge and if they can work cooperatively with other girls.

**Use this guide to determine whether they are ready. Can she:**

- Participate in planning a simple trip
- Use a Kaper Chart or similar assignment sheet
- Follow written, verbal, or illustrated instructions
- Clean up after herself in a kitchen or bathroom
- With practice, pack and repack her luggage, roll or stuff her sleeping bag, use a flashlight, etc.
- Take part in troop chores willingly

As a group, the girls must also be ready for an overnight experience. Their ability to work together, plan together, and play together will help to make the experience a good one.

The leader or camping advisor of the troop must also be ready to guide the planning process and to help everyone (including parents) feel prepared for and excited about this adventure.

**List the skills your troop already has:**

**List the skills you and your troop will need to learn:**

**Remember:**

- **Not all girls will want to go!**
- **Not all girls are ready to go!**
- **Not all parents are ready to let go!**
- **Not all adults are ready to lead!**

## PROGRESSIVE experiences make for HAPPY experiences!

### COOKING PROGRESSION

The first four levels and some of level six are very doable for an “Indoor” setting, using stovetop, ovens, and convenience foods.

1. **No Cook** – Open, assemble, and eat (salads, Friendship Salad, sandwiches; good beginning of knife handling); very little prep. Take along in a sack.
2. **Heat & Eat** – Boil water for tea, cocoa, instant soup. Heat and eat items such as canned foods -- soups, stews, chili -- cooks FAST!
3. **One Pot Meals** – Make a main dish in one pot and supplement with a salad, drink, and dessert for an entire meal. Cook first for a patrol, then for the whole troop/group.
4. **Foil Pouches or Ember Cooking** – Use foil as an open skillet or seal and cook dinners with chicken or other meats, again over charcoal or wood fires or in an oven.
5. **Stick Cooking\*** – Using dowels or other sticks, over charcoal and wood fires
6. **Griddle, Skillet, or Buddy Burner\*\*** – Pancakes, French toast, bacon, quesadillas, etc. Need to be careful with handling pans, hot grease, and hot foods.
7. **Dutch Oven\*** – Great food but time consuming, worth the effort; look for the kind with flat lid, which has a lip for hot coal placement on top.
8. **Box Oven\*** – Use a cardboard box that is lined with heavy duty foil.
9. **Solar Cooking\*** -- Using the sun to do the cooking; planning is essential, challenging, needs time and patience.

\* Dealt with more thoroughly at Level 2; cooking is a progression so let the girls master 1-4 before moving on. An adult must be trained at Level 2 before leading the girls in these methods.

\*\* Griddle and skillet cooking can be done indoors with Level 1 training.

## Section 3 – SAFETY MANAGEMENT

Girls who learn about and practice safe and healthy behaviors now will be better able to establish lifelong habits of safety consciousness.

### **Volunteer Essentials / Council Policy & Procedures:**

The first third of the materials formerly found in Safety-Wise are now currently in the Volunteer Essentials booklet. Chapter 4: Safety-Wise in Volunteer Essentials will help you to keep your troop safe – always. All current Activity Checkpoints previously found in Safety-Wise are available on the GSUSA website at [www.girlscouts.org](http://www.girlscouts.org) or on the GSGLA website at [www.girlscoutsla.org](http://www.girlscoutsla.org).

The Troop Leader / Co-Leader and Camping Advisor must know and understand these policies and procedures.

### **Buddy System:**

The Buddy System is one of the most effective methods of protecting girls while they are engaged in outdoor activities or are away from the regular troop meeting place.

Girls are divided into teams of two or three and are responsible for:

- Staying with their buddy at all times
- Warning their buddy of danger
- Giving their buddy immediate assistance if it is safe to do so
- Calling for help when the situation warrants it
- Knowing the standard call for help (3 sharp blasts on a whistle; repeated as necessary)

### **Be sure the adults in your group understand their security role:**

- To watch over and keep track of specific groups of girls (as assigned by the leader)
- To assist with bed checks at night
- To become a "substitute buddy" for night trips to the latrine when it's too far from the sleeping area
- To be alert for and report any suspicious sounds, activities, autos, or people
- To intervene if strangers approach your girls or group

### **Emergency Plan:**

For all Girl Scout activities, you should have an Emergency Plan. It need not be elaborate, and girls should be taught the appropriate parts of it: what is the signal, what to do, where to go, etc. Know who is to provide basic first aid, more medical assistance, and so on.

When planning any event, always provide an opportunity in the program for girls to practice emergency procedures. These routine practice sessions will help them stay calm and react appropriately if an emergency situation arises. Staying together, listening quietly, and following directions will provide them with the greatest opportunity to be safe. Use the buddy system.

Notify local law enforcement officials when and where you will be camping. Ask them, in advance of your trip, if they would include your camp as part of their patrol.

Also ask them, or whoever is in charge of the campsite, if there have been any recent problems related to security. Avoid using sites that have had too many security problems.

Establish a few simple security rules for everyone in your group to follow:

- Always stay with your buddy, never walk alone
- Stay near the group - don't stray away from the designated camping area
- Avoid strangers and other groups
- Carry your flashlight at night, stay within the lighted areas
- Report suspicious sounds, activities, people to an adult in your group
- Make noise--to scare off unseen intruders for self-protection
- Sound alarm - whistle or scream - when in trouble
- Run toward people and/or lights

Check the emergency procedures at the facilities. In some places, a procedure is already in place.

#### **Fire Drills & Other Emergencies:**

- Know how to use a fire extinguisher
- Be sure that all building exits are known
- Have a designated meeting place
- Practice meeting there in a calm, safe manner
- Make sure buddies check for each other
- Park cars in a manner that allows easy exits (front out, no stacked parking, etc.)
- Hug a Tree is a safety practice where girls are taught if lost, stay where they are, if it is a safe spot.

#### **Emergency Procedures for Fire**

1. Have a central meeting place for the troop in case of fire, etc.
2. Know all the roads out of the camp/area
3. Have a car in camp at all times; Back the car into its parking space
4. Check that you have all your girls and adults with you
5. When going to the meeting place girls and adults should do so quietly

#### **When leaving the area, take the following items with you:**

- Girl medical forms (If First Aider has them, she/he will bring them)
- Car keys (These should be on person at all times 24 hrs. a day)
- Girls' special medications
- All girls and adults should have jacket, shoes, towel and flashlight
- Take girls and adults quietly to the central meeting place for the camp; they will receive further information there
- Follow all directions given by emergency personnel
- Evacuate immediately if advised by authorities. If you don't have time to pack up, leave your equipment. The safety of the troop/group is paramount.

Know the camp emergency signal (Usually a series of three long blasts of a horn)

Act immediately, but do not panic

**If you remain calm, you will help the girls to be calm.**

When camping on your own as a troop/group, always establish a central meeting place upon arrival and be sure the girls all know where the place is, the proper procedures to follow, and the proper signal to be aware of for all emergencies. It is a good idea to always practice when going for the weekend.

## **Security**

Never compromise the safety of girls or adults. The number one question to ask in Girl Scouting is, "Is it safe?" If it is not safe, then STOP. Do not continue.

Outing adult/girl ratio must be followed. (See, Volunteer Essentials Chapter 4: Safety-Wise

Determine if any other permits (parking, entry, visitor, overnight, etc.) are required to do any planned activity. If needed, obtain them.

## **Girl Scouts of Greater Los Angeles Policy**

**Transportation:** Adults who transport girls must complete the *Automobile Transportation & Health History Form* and must have appropriate automobile insurance (minimum coverage according to California law). All drivers of Girl Scouts must comply with California requirements for age and weight, as well as the use of infant/child safety seats. All vehicles must have one seat belt for each passenger and the seat belts must be used. Male drivers are encouraged to have an unrelated adult female in their vehicle for the duration of any trip. When using contracted vehicles (buses, etc.), leased vehicles, or other modes of transportation all *Safety-Wise* requirements need to be followed.

**Substance Abuse:** The use, distribution, or possession of illegal drugs or alcoholic beverages is not permitted at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outings, or activities, camps, council programs, etc.

- a. **Smoking:** According to *Safety-Wise* (pg 41), "alcohol is the most abused drug among youth in the United States, followed by tobacco." As role models to Girl Scouts, leaders and volunteers are prohibited from smoking at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outings, or activities, camps, council programs, etc.

**Weapons:** GSGLA strictly prohibits volunteers or girls from possessing any form of weapons or explosives restricted by local, state, or federal law at any time while engaging in Girl Scout activities, programs, or while on any Girl Scout properties. Exempted from this are Law Enforcement Personnel when acting in a professional capacity. Volunteers and girls may use pocketknives, kitchen knives, hatchets, and other such equipment only under strict supervision and only after proper instruction.

**Fireworks:** GSGLA strictly prohibits the possession, use, or sale of fireworks at Girl Scout events or on council-owned properties.

- a. Fire powered projectiles or rockets may be approved for an organized program or activity conducted with a council approved instructor or agency.

**Child Abuse:** Leaders or volunteers who suspect that a child is being abused (physically, emotionally, or sexually) should consult with their respective membership specialist. California Law stipulates that “Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse (Penal code 11165.7.subd .(d)). Volunteers, **however**, are not mandated reporters.” Source: *Child Abuse Prevention Handbook...and Intervention Guide, Crime and Violence Prevention Center, California Attorney Generals Office*. In situations where a volunteer believes that a child is in imminent danger as a result of child abuse, they are encouraged to report the suspected abuse directly.

Los Angeles County Report Line 800-540-4000  
Kern County Report Line 661-631-6011  
San Bernardino County Report Line 909-384-9233

Please contact your membership specialist or regional vice president subsequent to any direct reporting of suspected abuse.

### **Additional Council Procedures Relating to Council Properties**

- Smoking is prohibited on council-owned camp properties.
- Dogs are not allowed on council-owned camp properties (except for service dogs).
- Liquid fuel (white or Coleman gas, kerosene) is prohibited on council properties.

## **MEDICAL SAFETY**

### **1. Dehydration**

Make sure everyone drinks non-caffeinated fluids whether they want to or not. You will have to convince them and/or be firm about it, because water loss occurs naturally through perspiration, breathing, and urination. If hiking, stop every 20 minutes for a few sips of water, and make sure everyone does drink. Headaches are one of the first signs of dehydration and often can be remedied by restoring hydration. Dehydration is **VERY** dangerous!

### **2. Hypothermia**

Hypothermia is the rapidly progressive mental and physical collapse accompanying the chilling of the inner core of the human body. Be aware your girls are generally smaller than you and will chill faster.

#### **CHILLING KILLS IN TWO STEPS:**

Step 1: Exposure and exhaustion. The moment your body begins to lose heat faster than it is produced, it drains your energy reserves.

Step 2: Hypothermia. If exposure continues until your energy reserves are exhausted, your internal temperature will decrease. Without treatment, this slide leads to stupor, collapse and death.

## **YOUR FOUR LINES OF DEFENSE AGAINST HYPOTHERMIA**

### **1. Avoid exposure**

- ◆ Stay dry (The chill factor for damp air is TWICE that of dry air.)
- ◆ Beware of wind
- ◆ Wear proper clothes

### **2. Terminate exposure**

- ◆ Give up reaching your original goal
- ◆ Get out of wind and rain
- ◆ Never ignore shivering

### **3. Detect hypothermia. Watch for:**

- ◆ Uncontrollable fits of shivering
- ◆ Vague, slow, slurred speech
- ◆ Memory lapses, incoherence
- ◆ Immobile, fumbling hands
- ◆ Drowsiness
- ◆ Apparent exhaustion, inability to get up after a rest

### **4. Treatment. Believe the symptoms, not what the patient says.**

- ◆ Get the victim under shelter
- ◆ Strip off all wet clothes
- ◆ Give patient warm drinks - keep awake
- ◆ Get patient into warm sleeping bag or warm clothes
- ◆ Build a fire to warm the camp

## **THE TIME TO PREVENT HYPOTHERMIA IS DURING THE PERIOD OF EXPOSURE AND GRADUAL EXHAUSTION**

### **3. Hyperthermia**

#### **STAY OUT OF HEAT EMERGENCIES - PREVENTION IS THE BEST MEDICINE**

#### ◆ **THE SIX FUNDAMENTALS OF PREVENTING HEAT EMERGENCIES:**

1. **RECOGNIZE** heat hazards
2. **LIMIT** heat exposure
3. **PACE** yourself
4. **REPLACE** sweat by drinking water every 20 minutes

5. **REST** your cooling system

6. **RELIEVE** heat impairments --**WATCH FOR SIGNS OF:**

- General weariness
- Headache, faintness, nausea
- Personality and/or appearance changes
- Abnormal pulse

◆ **HEAT EXHAUSTION (Heat Prostration)**

This is the most common of the heat illnesses. Symptoms include weakness, dizziness, headache, nausea, loss of appetite, and faintness.

◆ **HEAT STROKE (Sun Stroke)**

Sweating stops. As heat builds up in the body, the temperature rises and cell damage occurs. The patient's skin is red and dry. This is a **LIFE-THREATENING EMERGENCY.**

## GUIDELINES FOR MALES CAMPING OR TRAVELING WITH GIRL SCOUT TROOPS

Adults in leadership roles on overnight trips accept round-the-clock responsibility for the girls in their care and **must** be registered Girl Scouts. Any setting that would make a girl who might be frightened or injured hesitate to seek adult assistance should be avoided. Be sure to review with the girls which adults to wake up if there is a problem.

Males either leading (must have a registered adult female, who is **not** related to him, in attendance) or attending Girl Scout activities are most appropriately housed in non-coed settings. Arrangements should be requested/arranged prior to the activity. **Do not assume** that because you are using a Girl Scout site there will be separate housing available. Tents are the alternative housing at any council-owned program center, whether troops are overnighiting indoors or outdoors.

**GSGLA Policy:** Male drivers are encouraged to have an unrelated adult female in their vehicles for the duration of any trip.

*Safety-Wise* says:

There may be trips when fathers or male leaders are part of the group.

It is not appropriate for males to sleep in the same space with girl members. They may participate only if separate sleeping quarters and bathrooms are available for their use.

In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men should not be part of the adults supervising girls in the sleeping area at the event. The adult-to-girl ratio for the trip will need to be adjusted accordingly.

(Standard 13, p. 69, 2000)

When sleeping in **tents**, adult males are in their own tents or in a tent with their spouse. In any event remember, this is a Girl Scout function: adults need to behave and act appropriately. When tent camping, couples *may* chose to share a tent, however, girls **may not** sleep in a tent where a male is present.

When accompanying Girl Scout groups, couples automatically serve as role models for girls. While it is an opportunity to show the mutual affection and respect which is part of marriage, inappropriate displays of affection are discouraged.

## Section 4 – Planning Aids to Organize Your Camping Experience

### PLANNING YOUR OVERNIGHT!

#### Meeting 1

##### **Pre-planning:**

- Make a list of possible overnight places to go
- Make a list of activities the girls might do
- Make a chart to display with the planning tasks and steps

##### **At the Meeting:**

Decide:           The idea of an overnight  
                      The steps in planning  
                                  What the girls will do  
                                  What you will do  
                                  Where to go  
                                  What activities girls would like to do

Check: Check *Safety-Wise Activity Checkpoints*

Discuss:           Dates  
                      Rules

Do:                 Schedule and plan a parent/girl meeting

##### **After the Meeting:**

- Check on availability of locations and dates
- Make tentative reservations
- Alert the girls' parents of dates for the parent/girl meeting and trip

## **Meeting 2**

### **Parent/Girl Meeting**

#### **Pre-planning:**

- Determine the number of adult helpers needed
- Decide how to provide information to parents who are unable to attend meeting
- Prepare the agenda
- Help collect, coordinate, and prepare materials needed for the meeting
- Send a reminder

#### **At the Meeting:**

Discuss:           The plans  
                      Girl Scout Program  
                      The rules  
                      Emergency plan  
                      Medication

Decide:           Who's doing what

#### **After the Meeting:**

- Confirm reservations
- Submit copy of the Parent Permission Form to Service Unit Manager

## **Meeting 3**

#### **Pre-planning:**

- Check resources for program activities for girls to choose from
- Collect simple menu ideas for girls to choose from
- Research restaurants in area where you are going – get menus
- Prepare a chart to help plan a budget
- Be prepared with costs
- Arrange for snack preparation

#### **At the Meeting:**

Discuss:           A theme  
                      Patrols  
                      Who is doing what  
                      Meals or menus  
                      Activities

Determine: Budget  
Shopping list

Prepare: A simple snack

Learn: A fun song

**After the Meeting:**

- Collect song CDs and music
- Collect game ideas that go with the theme

**Meeting 4**

**Pre-planning:**

- Check *Volunteer Essentials*, Council Policies, and the Safety Activity Checkpoints online
- Check troop's First Aid kit
- Make copies of personal equipment list appropriate for this trip
- Prepare Parent Permission forms

**At the Meeting:**

Discuss: What to wear  
The weather

Do: A relay race with clothing items

Show: Packing process

Learn: Safety skills  
Buddy system  
Hazards  
Simple First Aid

Prepare: Emergency Plan  
Contingency Plan

Learn: A quiet song

Send: Parent Permission forms and all trip details home to parents/guardians

**After the Meeting:**

- Arrange shopping trips for food and other supplies

## **Meeting 5**

### **1 week prior**

#### **Pre-planning:**

- Confirm all helping parents
- Confirm reservations
- Last-minute details

#### **At the Meeting:**

Collect: Parent Permission forms

Make: Kaper Chart

Plan: Girl Scouts' Own

Review: Plans

Answer: All questions

#### **After the Meeting:**

- Follow up on any missing Parent Permission forms
- Confirm all last-minute details
- Shopping
- Confirm all reservations and helping parents
- Handle any last-minute changes or details
- Check your check-list
- Pack troop equipment

## **Trip Day**

😊 Smile!

😊 Check the girls' bags for all necessary equipment BEFORE you leave the parking lot or parents leave

😊 Collect medications

😊 Distribute copies of permission slips and medical forms to drivers

😊 Give directions to drivers

😊 Review emergency procedures with drivers and helpers

😊 You're off!! Enjoy!!

## **After the Trip:**

- Evaluate with the girls and adult helpers

# Kapers

**Kaper:** A task that must be done.

In Girl Scouting, these are the jobs that need to be done to make the event run smoothly.

- They teach responsibility
- They teach citizenship by each person contributing to the welfare of the group

Examples of Kapers:

- Cooking
- Hostess
- Clean-up for meal or at end of camp
- Flag raising and/or lowering
- Girl Scouts' Own
- Leading songs
- Teaching a craft
- Leading a game
- Fire building for a meal and/or campfire (after Levels 2 and 3 of Outdoor Education)

To equally share the responsibility for kapers, divide your girls into work groups: as individuals, buddies, patrols, or other small groups. If desired, give the work groups names and/or symbols. Allow for rotation of jobs and ensure that tasks included for each kaper are understood.

## Sample Kaper Duties for Meal Preparation – You can customize for your group's needs.

### **\*\*Fire Builders**

- Gather equipment
- Check for safety
- Build type of fire needed
- Watch and tend fire
- Extinguish fire and put equipment away

### **Hostess**

- Clear and arrange tables
- Make a nature centerpiece (non-living items ONLY)
- Place dishes on table
- Select and lead grace
- Decide how food will be served

### **Cooks**

- Gather food needed
- Gather equipment needed
- Prepare and cook meal
- Remember condiments and drinks

### **Clean-up**

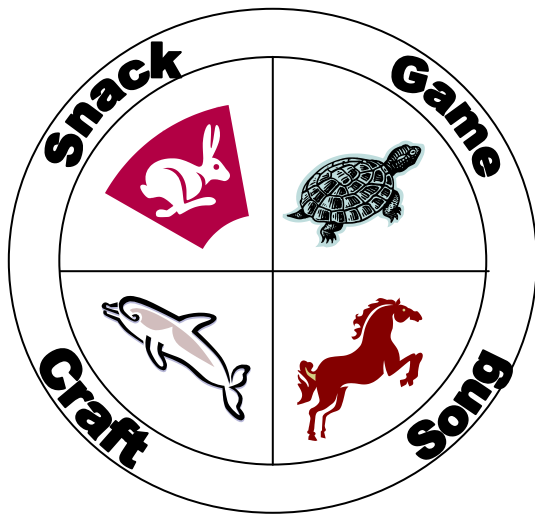
- Gather dishwashing equipment
- Plan method of heating water
- Wash personal dishes first
- Store or dispose of leftovers
- Wash all cooking equipment
- Wash table and stove
- Put equipment away when dry
- Empty trash

\*\* Use after Level 2 Course.

## Kaper Charts

A Kaper Chart is a chart that shows the delegation of jobs and rotation of responsibility day by day, meeting by meeting, meal by meal, etc. It is a visual way to clearly show who has been assigned to complete each task.

### Sample Kaper Charts



FLAG KAPERS		
	SAT	SUN
Bluebirds	UP	
Sunflowers		UP
Red Roses	DOWN	
Butterflies		DOWN

PATROL	FIRE	COOKS	HOSTESS	CLEANUP
Lions	Sat Brk	Sun Lch	Sun Brk	Sat Lch
Bears	Sat Lch	Sat Brk	Sun Lch	Sun Brk
Kangaroos	Sun Brk	Sat Lch	Sat Brk	Sun Lch
Monkeys	Sun Lch	Sun Brk	Sat Lch	Sat Brk

## Camp Clock

A camp clock is a time schedule of activities and should be done in large blocks of time. It could cover a single day or an entire weekend. Camp clocks are planned with the girls and should allow for rest periods and free time.

A Camp Clock might include:

- Campsite setup
- Time to get up
- Flag raising ceremony
- Breakfast and clean-up (allow 2 hours if cooking)
- Morning activities and free time
- Lunch and quiet time
- Afternoon activities
- Dinner and clean-up (allow minimum 2 hours)
- Flag lowering ceremony
- Evening program
- Bedtime
- Lights out
- Final camp cleanup

Throughout the entire camp day, there should be a balance between active and quiet pursuits, which needs to be considered when planning your event. Leaders should watch each camper for signs of over stimulation and ease off activities accordingly. If campers understand the reason for rest after lunch, they will accept it as a pleasure and not a penance.

# Section 5 – Clothing, Equipment, and the “10 Essentials” for the Overnight – and How to Pack

## INDOOR TROOP GEAR

For Indoor Camping, troop equipment will be relatively sparse, at least when compared to Outdoor Camping.

But you will always need:

- First Aid Kit and medical forms for each person going on the trip. Medical forms include small green Adult Emergency Information and Authorization for Treatment cards for each adult and Automobile Transportation and Health History forms for each girl.
- Kaper Chart – So every chore/job is delegated evenly among the girls.
- Appropriate container(s) for the gear; list contents of each container on the exterior so anyone can find items needed.

Be sure to:

- Mark everything with troop number or girl's name
- How much you bring depends on the length of the event, the location, activities being provided and the experience level of the troop. Know what the location provides so you can be ready.
- Remember to bring items you will need for program activities: bug boxes, paints or craft items, magnets, guide books, etc.
- Many troops have a craft box filled with miscellaneous materials for the girls to work on if there is “down time.” Include things like lanyard “lacing” in various colors with clasps or rings (and instruction), beading materials, construction paper, scissors, glue, markers, and anything related to activities planned for the outing.

## **PERSONAL GEAR CHECKLIST**

\*YOU WILL NOT NEED ALL THESE ITEMS EVERY TIME!! Think about where you are going and pack accordingly.

\*Prepare the appropriate list for each trip – let the girls help – this list is a great reference

\*Bring only 2 bundles – sleeping bag & duffle bag/backpack

\*Each girl should be able to carry her own personal gear

### **For Sleeping:**

- Sleeping bag in a soft stuff bag or rolled  
Pillow (should fit in bag with sleeping bag)
- Sleeping pad/air mattress
- Duffle bag or soft backpack (for everything else)

### **For Eating:**

- Meal/mess kit – washable, unbreakable cup, plate, bowl and utensils
- Drip bag (homemade or purchased with drawstring at top)

### **Personal Items:**

- Toothbrush & paste
- Brush/comb/hair ties for long hair
- Wash cloth & soap
- Towel, small
- Sunscreen
- Sunglasses
- Insect repellent (no aerosol spray)
- Lip balm w/sunscreen
- Lotion
- Shampoo
- Sanitary Supplies
- Deodorant (no aerosol spray)
- Plastic bag for wet/dirty clothes
- Medicines (in original container, given to First Aider with instructions/dosage, with parent/guardian signature)

### **Clothes (each day's items organized in a separate Ziploc or grocery bag):**

- Underwear
- Pajamas (warm long type – no baby dolls or gowns)
- Shorts and/or long pants
- Shirts, short-sleeved (tank tops are not permitted)
- Shirts, long sleeved
- Socks
- Shoes (specify type(s) for activity)
- Sweatshirt/sweater/layering items
- Warm jacket
- Sun hat with brim (no visors)
- Knit hat (for warmth) & to wear to bed
- Gloves
- Rain gear/poncho
- Bathing suit
- Bandana

### Extras

- Flashlight with extra batteries
- Water bottle/canteen
- Pencil & paper
- Handbook/badge book/song book
- Pocket knife (only if needed and girls have learned to use safely)
- Compass
- Sit-upon
- Camera (girl to be responsible for keeping track of, not leader)
- \_\_\_[fill in other items as appropriate]\_\_\_\_\_

### LEAVE AT HOME!

- Anything you would hate to lose – jewelry, electronics, cell phones, iPods, etc. – unless allowed by leader
- Anything aerosol
- Gum, candy, other food items – unless instructed by leader

## PERSONAL & TROOP GEAR HELPFUL HINTS

### You will need to know. . .

- *Where are we going?* Program Center, home, museum . . .
- *Who is providing meals?* Is the place providing all our meals, some. . .
- *What amenities will we have?* Full kitchen, microwave only. . .
- *What kind of place will we be in?* Beach, park, zoo. . .
- *What kind of weather do we expect?* Sunny, rainy, windy, cold. . .
- *What kind of activities will we be doing? What extras will we need to bring to keep the girls occupied?* Crafts, indoor/outdoor games. . .

## PLAN ACCORDINGLY

### Personal Gear –

- It is much better to pack personal gear in a duffel bag, stuff bag, cloth laundry bag or backpack. This is especially true if you are transporting the whole troop to the site. It also will help girls learn how to pack for outdoor camping trips. No suitcases – they are harder to pack into vehicles and encourage girls to bring *much* more than needed.
- Each girl will be responsible for her personal belongings and must be able to carry what she brings.
- Sleeping bags and duffel bags should be marked with name and troop number – they all “look” the same.
- Slumber bags are *not* acceptable, not even in Girl Scout Program Centers! For most Southern California outings, a sleeping bag that is rated 40 degrees is usually adequate for indoor trips.
- All personal equipment should be labeled with initial and last name, even underwear and toothbrush.
- Small items should be kept together in a stuff bag or Ziploc-type bag.
- Everyone should bring along some Ziploc-type or other plastic bags to take home items that might get wet or dirty.
- Encourage the use of small, unbreakable “travel size” containers for toiletries.
- You may decide girls need a flashlight, even for indoor overnights. Flashlights should be packed with the batteries backwards to prevent accidentally turning it on in the duffel bag.
- No aerosol spray cans of any kind.
- Hair spray, perfume, make-up – decide with the girls if these things are really necessary for your event. Any type of spray product can easily end up in someone’s eyes and many are allergic to the fumes. You may or may not have time and a place to apply and remove make-up.
- Clothes should be appropriate for the activity and weather. Layers are better than a heavy jacket. If doing outdoor activities, an extra pair of shoes may be a good idea. Bring extra socks, too.
- Make it a practice to *not* sleep in clothes you have worn that day, including underwear. Perspiration in the daytime on clothes will evaporate at night and act as a very efficient cooling system, making you chilled.

***If you don’t need it, don’t bring it!***

## **“10” ESSENTIALS**

(Or what you need to survive if lost overnight)

These are items a person should **always** bring with them when leaving home, especially when doing outdoor activities. They should be carried in a fanny or daypack.

The number of items will not always be “10,” nor will the items be the same, but will change depending on the event and activity. They may be very different for an indoor overnight versus an outdoor activity or overnight. Have the girls help “brainstorm” their 10 Essentials.

**The idea is to teach the girls to “Be Prepared!”**

### **Examples of “10” Essentials for an indoor overnight:**

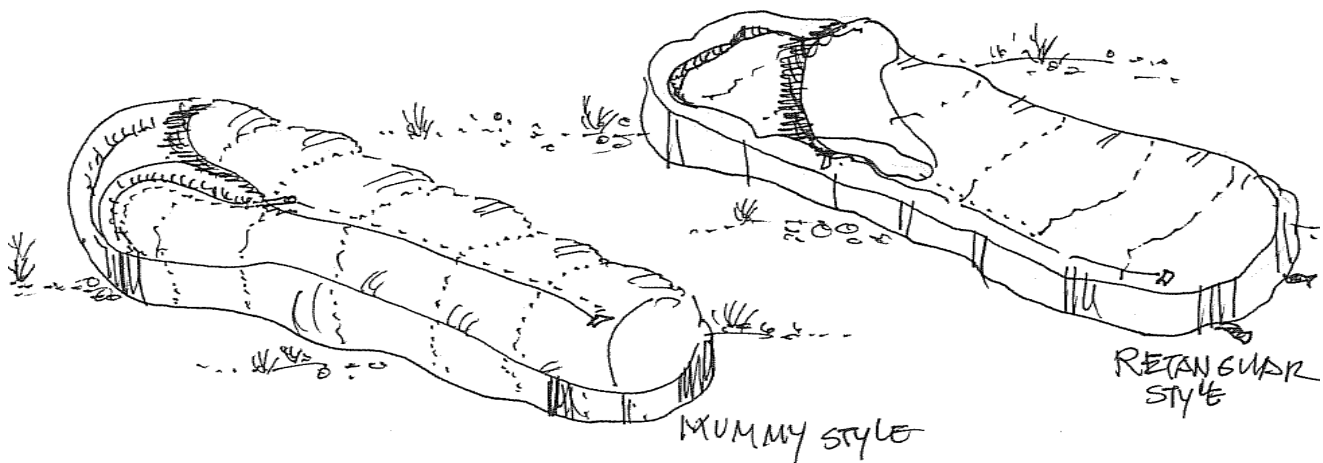
Water	Small Flashlight (w/extra bulb & batteries)
Whistle (plastic is better than metal)	Lip balm
Glasses (esp. if you wear contact lenses)	Bandana
Sunglasses	Trash bag (use as rain gear/shelter)
First Aid Kit (small personal size)	Jacket
	Hat

Not all the items need to fit into the fanny pack/day pack. For example, you may be wearing the hat, bandana, and/or jacket. Use common sense, and consider all the information listed, including “Staying Found.”

## Section 6 – Sleeping Bags and Their Uses

Yes, we know you know the main use of a sleeping bag, but there is so much more...It is important that both your girls and their families understand the difference, whether they intend to rent, borrow, or purchase a sleeping bag.

There are basically two types of sleeping bag styles. The first one is a **rectangular bag** since the shape is – a rectangle. The other type is a **mummy style**. The rectangular bag is roomier but is more bulky and larger than a lighter, more compact style mummy bag. The materials these bags are made from are similar, with rip stop nylon being the most common. Cotton and flannel are more common on rectangular bags. Sleeping bags used for the outdoors should not have cartoon characters printed on them! Those are “**slumber bags**” intended for the indoor use and probably do not have the temperature rating desired for outdoor use. Either style of bag should have a **draft tube** that runs parallel with the zipper; this draft tube is simply a tube of fabric which stops heat from escaping through the zipper. Most bags have a **head draw cord** to protect and cover the head. Better bags have zipper pull cords that assist in closing the bag in cooler weather. Many bags have a thicker foot warming area at the base of the bag.



The two most common types of **insulation** are manmade or natural down feathers. Manmade fibers include Holofil or Thermolite, which are synthetic polyester-spun fibers. The advantage of these fibers are they hold warmth even when wet and are less expensive than down. These manmade fibers are, however, heavier and bulkier when compared to down. There are two types of natural down: duck and goose. Duck is less expensive than goose down. Sometimes the two are mixed together as insulation in a down bag. Down is measured in **fill**. A common material specification is “600 goose down fill.” This means that one cubic inch of compressed down equals one ounce of down. A more expensive down bag will have an 800 fill rating. Wet down is useless and does not hold warmth. Consequently, be careful about down bags touching tent walls, as even on dry nights, they tend to develop condensation from the girls’ breathing, dew, and moisture in the air.

Down-filled and synthetic filled bags should be stored in a loose-fitting storage sack and not stored in its stuff sack or rolled tightly. Compression sacks are available that assist in making the bag smaller for transport. Bags should be aired out after use to make sure any moisture has dried out. Any bag can be kept cleaner by using a sleeping bag liner that easily can be washed. A liner also adds some additional warmth.

Bags have temperature ranges for comparison. The range should match the anticipated site temperatures. A three-season bag is good for spring, summer, and fall and may have a temperature rating of 40 degrees.

TYPE OF BAG	Rectangular	Mummy	“Cartoon” Slumber Bag
Benefits	More room inside	Easier to pack	NO
Drawbacks	Larger & bulkier	Snugger fit	Leave it home!

FILL FACTORS	Polyester-spun Fill	Down
Benefits	Less expensive Maintain heat better when wet	Lighter-weight Packs smaller
Drawbacks	Somewhat bulkier than down	No heat retention if wet




### Hints for Staying Warm at Night –

- Did you know that a lot of the body’s heat is lost through the head? Have the girls wear a knit hat to bed.
- Have girls put on clean clothing, including a dry pair of socks at night. Clothing we wear all day absorbs sweat, dirt and moisture – at night, an even slightly moist piece will cool faster than clean, dry clothing and your girls will complain much less about being cold.
- Cold feet? The answer is **not** more socks! As in down jackets and coats, the body heats the small air pockets in the knit sock and around the feet. Multiple pairs of socks not only compresses those pockets, but restricts circulation as well. The result – cold feet – and an unhappy camper.







## Section 7 – Basic Safety & Sanitation Rules for the Kitchen

Do not assume your girls know how to function in a kitchen or have actually ever peeled a potato or rinsed fruit or chicken or turned on a stove. While a few may have, create some fun games to “practice” these skills at a meeting prior to your overnight adventure, if you are planning to do any cooking.







### Girl Readiness:

-  Ability to follow instructions
-  Physical ability to handle equipment
-  Interest in learning







### Cleanliness:

-  Clean area where food is to be prepared
-  Wash hands before handling food
-  Wash vegetables & fruit before preparing them
-  If preparing raw meat, be sure to bring a separate cutting board for it
-  Double bag meat for sanitation
-  Clean area after food has been prepared













### General Safety:

-  Explain safety features of all utensils and equipment before using
-  No horseplay!
-  Hair tied back
-  No loose or nylon clothing
-  Use “arc of safety” when using sharp utensils
-  Keep fire extinguisher and/or baking soda available to put out any grease fires.

### Sharp Utensils:

-  Hold utensil with fingers away from sharp edge
-  Cut, peel, or grate away from body
-  Cut, peel, or grate small items with extra care
-  Pass sharp objects by setting down
-  Always wash sharp objects separately
-  Store sharp utensils separate from other utensils

### Stoves and Ovens:

-  Discuss difference between gas and electric stoves
-  Limit number of girls using stove at one time
-  Turn pot and pan handles away from edge of stove
-  Use hot pads
-  Do not leave utensils in pots or pans
-  Do not leave stove unattended
-  Keep flammable foods away from open flames and hot surfaces
-  Be careful of hot surfaces on stove and in oven – including knobs
-  Make sure stove and oven are turned OFF before eating or leaving kitchen
-  Clean stoves and ovens after they have cooled
-  If needed, teach girls to light matches by striking away from body
-  Adults should light pilots if necessary.

# Section 8 – Leave No Trace Principles

## Leave No Trace

**KNOW BEFORE YOU GO** – Be PREPARED! Don't forget clothes to protect you from COLD, HEAT or RAIN. Use MAPS to show you where you will be going, so you won't get lost. LEARN about the areas you visit. Read books, look on the Internet and talk to people before you go. The more you know, the more FUN you will have.

**CHOOSE THE RIGHT PATH** – Stay on the MAIN TRAIL to protect nature and don't wander off by yourself. Steer clear of flowers or small trees. Once hurt, they may not grow back! Use existing camp areas – camp at least 100 BIG STEPS from roads, trails and water.

**TRASH YOUR TRASH** – Pack it in, Pack it out. Put litter, even crumbs, in trash cans or carry it home. Use bathrooms or outhouses when available. If you have to “go” ACT LIKE A CAT and BURY POOP in a small hole 4-8 inches deep and 100 big steps from water. Place your toilet paper in a plastic bag and put that bag in a garbage can back home. KEEP WATER CLEAN. Do not put soap or food in lakes or streams.

**LEAVE WHAT YOU FIND** – Leave plants and rocks AS YOU FIND THEM so the next person can enjoy them. Treat living plants with respect. Hacking or peeling plants can kill them. Good campsites are FOUND, NOT MADE. Don't dig trenches or build structures in your campsite.

**\*BE CAREFUL WITH FIRE** – Use a CAMP STOVE for cooking. It's easier to cook on and clean up than a fire. Be sure it's OK to build a campfire in the area you're visiting. Use an EXISTING FIRE RING to protect the ground from heat. Keep your fire small. Remember, campfires aren't for trash or food. Do not snap branches off live, dead, or downed trees. Instead, collect loose STICKS FROM THE GROUND. Burn all wood to ash and be sure that the fire is completely OUT & COLD before you leave.

**RESPECT WILDLIFE** – Observe animals from a distance and NEVER APPROACH, FEED OR FOLLOW THEM. Human food is UNHEALTHY for all animals and feeding them starts bad habits. Protect wildlife and your food by storing your meals and trash. CONTROL PETS at all times, or leave them at home.

**BE KIND TO OTHER VISITORS** – Make sure the FUN you have in the outdoors does not bother anyone else. Remember that other visitors are there to enjoy the outdoors. LISTEN TO NATURE. Avoid making loud noises or yelling. You will see more animals if you are quiet.

Remember—you'll enjoy nature even more...  
by caring for your special place.  
For more information, see [www.LNT.org](http://www.LNT.org)

\*This information is covered in Outdoor Education Level 2.

## Section 9 – Evaluating the Outing/Overnight

It is important to have the girls evaluate each outing so they may learn from the experience and be better able to plan for the next one. One of the strengths of Girl Scouting is the opportunity for girls and adults to discuss their feelings, concerns, and ideas with one another. It is important for each person to feel she is valued.

To help girls evaluate their experience, ask them for input by discussion or make an evaluation form for them to fill out. This can be as simple as making a happy or sad face in response to questions or can be more elaborate. Of course, as girls get older they can give a more detailed response regarding their ideas for evaluating their experiences. These evaluations should be reviewed prior to the next trip to help with the planning process.

Remind the girls that evaluations are to be used to help them to plan better in the future. They should NOT be used to criticize the work of others. Teach them to be sensitive and appreciative of the hard work that has gone into the planning of every event and how to evaluate responsibly.

### **Some questions could be:**

What activities did you like the best? ...least?

What did you learn about yourself?

What new skills did you learn? OR What skills did you improve?

What skills do you need to learn before the next outing?

What parts did the troop do well... the food? the activities? the kapers?

How would you plan differently next time?

Many times the facility you use may have an evaluation for you to fill out. If they do not provide a separate one for the girls, get their input on the one provided.

Also, the accompanying adults may offer ideas on the outing. Be sure to include them in the evaluations.

**Encourage the girls to see the positives, even for things they disliked. “How do we improve?” and “What worked well?” Not, “I didn’t like this and that.”**

## Section 10 – What Forms Do You Need, When to Fill/Submit, Where You Can Find Them, and Which to Take

Form	Who Gets It	When Needed	Where to Find It	What to Do With It
<b>Parent Permission Form</b>	Parents/guardians; You collect permission form on bottom  One copy to SUM for signature	Send home 2-4 weeks prior; Collect 1-2 weeks prior	<a href="http://www.girlscoutsla.org">www.girlscoutsla.org</a>	Keep original; Copy to driver;
<b>GSGLA Property Reservations Application</b> – if using a council site	GSGLA property reservations registrar	Minimum of 2 weeks before with fees – don't delay, you may not be the only one requesting	<a href="http://www.girlscoutsla.org">www.girlscoutsla.org</a> , (check for facilities, policies, accommodations, directions there as well)	Submit to Council Have a copy with you.
<b>Automobile Transportation &amp; Health History Information Form</b>	Leader retains	On trip	Your registration files; Forms Library at <a href="http://www.girlscoutsla.org">www.girlscoutsla.org</a>	Keep original; Copy to driver
<b>Insurance Claim Form</b>	Return to local service center for processing if you fill one out	On trip; take several blank copies	Your Council Intro packet	Keep with First Aid kit
<b>Accident Incident Report Form</b>	Follow instructions on form, if needed	On trip; take several blank copies	<a href="http://www.girlscoutsla.org">www.girlscoutsla.org</a>	Keep with First Aid kit

Forms can be found online at [www.girlscoutsla.org](http://www.girlscoutsla.org) in the **Forms Library** or at your local service center.

Parent Permission Form  
Automobile Transportation & Health History Form  
Insurance Claim Form  
Accident/Incident Report Form

**Property Reservation Information and Forms are found in the Camp & Property section of the website.**