

Indoor Overnight Manual



Trainer(s) Name(s):

Contact Information:

Date of Training:

Welcome Troop Travel/
Camping Advisor! Your troop
could not take part in Indoor
Overnight activities without
you. We thank you for giving
them the opportunity to take
the lead as they branch out
and discover new abilities and
experiences. Thank you so
much for being part of Girl
Scouts of Greater Los Angeles!

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Welcome

Welcome and thank you for being a member of the unique and wonderful world of Girl Scouts, the world's preeminent organization dedicated solely to girls – all girls – where, in an accepting and nurturing environment, girls build character and skills for success in the real world. Your support and guidance to the girls will have a lasting impact. Through your leadership and willingness to volunteer, girls will have the opportunity to learn about themselves, build independence and leadership skills, and, most of all, have fun.

Through this manual, it is our intent to help you understand these concepts:

- Progression
- Readiness
- Volunteer Planning Steps
- Family involvement
- Girl Planning Steps
- Safety Information
- Information for while on your trip

Just like in the Indoor Overnight Training, the companion course to this manual, the overall expectation of this manual is for you to be able to successfully help your Girl Scouts plan and execute all aspects of a fun, safe, first indoor overnight. Let's begin by taking a look at some general items you need to know to get started.

What You Need For Your Girls To...

Getting the girls out to explore their world and experience new activities is fundamental to Girl Scouting and developing leadership qualities, whether it is taking a hike, planting new flowers at the local assisted living facility, camping, or traveling to Sea World, Savannah, Georgia, or Our Chalet in Switzerland. It is often confusing for leaders to know exactly what training is needed, forms to fill out, or equipment to bring. The GSGLA Adult Educators team has created a handy chart to reduce the mystery! ["What I Need for My Girls to Attend A..."](#) Please review this chart before participating in any activity.

Registration & Background Screening

Along with all girls in your troop, the following adult volunteers should register as members, and complete a GSGLA approved background screening process (Asurint or LiveScan) *: Troop leaders, volunteers who chaperone Girl Scouts as part of the adult-to-girl ratio, volunteers attending overnight activities, volunteers who transport Girl Scouts to and from activities, volunteers included in the ratio for event staffing, and volunteers who handle large amounts of money or product.

All adults who:



Serve as Troop Leaders



Transport Girl Scouts to and from activities



Chaperone Girl Scouts as part of the adult-to-girl ratio



Attend overnight activities



Are included in the ratio for event staffing



Handle large amounts of money or product

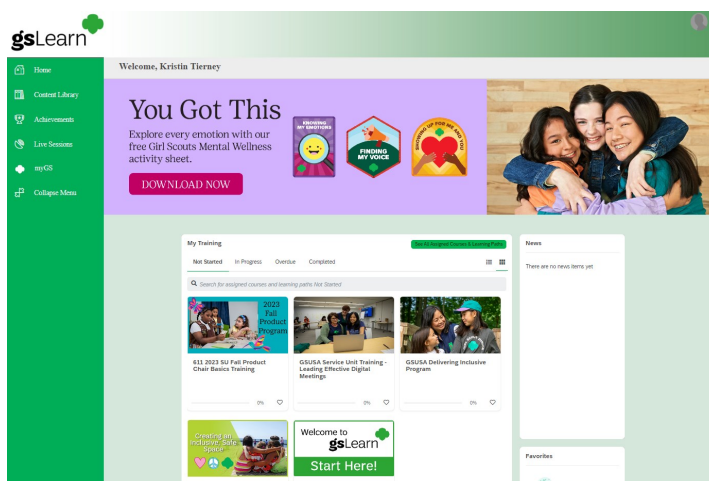
Must be registered members and complete a GSGLA background screening process*.

* Use the following as a guide for background screening requirements, or see the Volunteer Training Page for more information.

- If volunteer hours of direct contact or supervision of children comprise of less than 16 hours a month, or 32+ hours a year, only our standard background screening is required.
- If volunteer hours of direct contact or supervision of children comprise of more than 16 hours a month, or 32+ hours a year Mandated Reporter Training and LiveScan fingerprinting is required.

gsLearn

[gsLearn](#) is Girl Scouts' official online and on-demand training platform. As part of the MyGS community of online member resources, gsLearn can be found in the My Account Menu and is available for all registered adult members.



Prerequisites for the Indoor Overnight course can be found here and must be completed along with the Indoor Overnight webinar before your troop may do an indoor overnight.

- Log into [MyGS](#) and select the gsLearn tab on the left-hand side in the My Account menu.
- Click on “Content Library” from the left-hand side.
- Search for “611 Indoor Overnight Prerequisites”.
- Click the learning path to begin.

Resources related to Indoor Overnight training can also be found in this learning path.

Additional Training

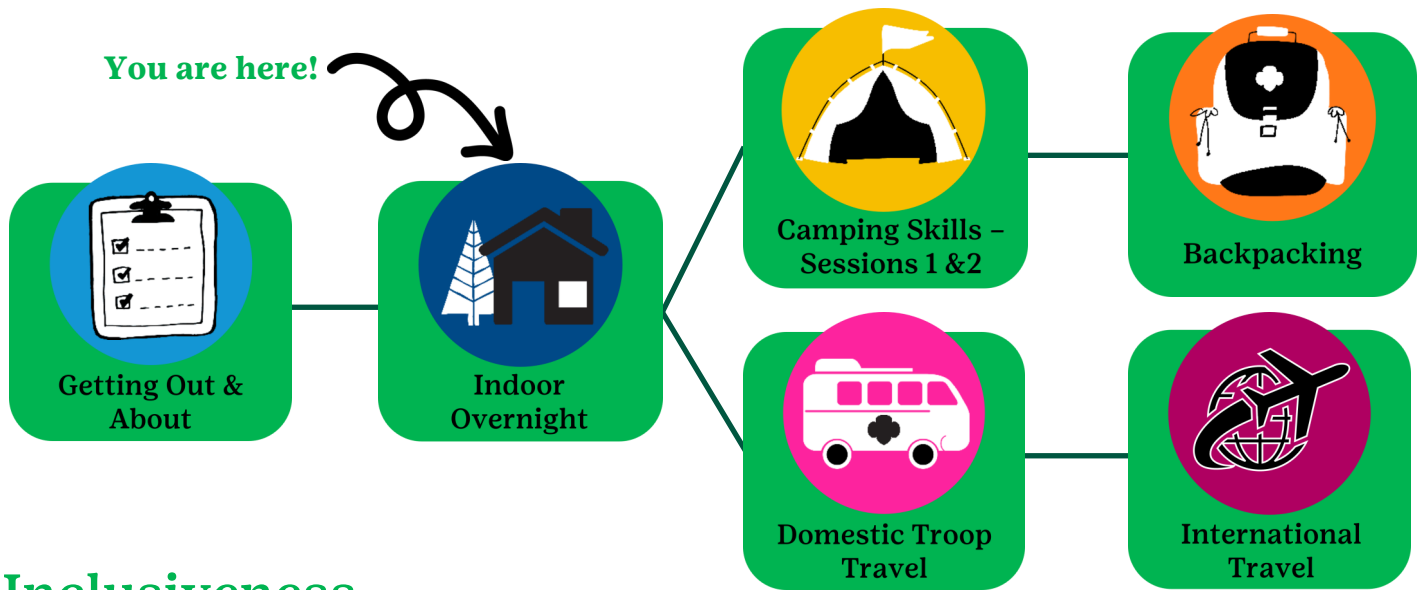
After your troop has completed their first overnight, they may be excited for new adventures, so additional training may be required. Our menu of training options is designed with progression in mind so that you can learn the information you need for the types of trips and outdoor activities you will be doing. That means you design your learning experience to meet your needs. When your troop has completed a couple of indoor overnight trips, they may be ready to go on trips to farther locations, go for more nights, or even sleep outdoors. When you reach this point, your next step will be to complete Camping Skills and/or Domestic Troop Travel training, depending on your activity (Remember, Indoor Overnight Training is a prerequisite for either pathway).

- **Camping Skills Training** for backyard overnights and campground camping. This training covers the use of fire, tents, outdoor safety, ecology, and beyond.
- **Domestic Troop Travel Training** for overnights of any duration using hotels or hostels and/or regional/national trips (including extended trips 3+ nights). It also covers planning, budgets, behavior, use of public transportation, and so much more.

And eventually, you may be ready for:

- **Backpacking Training** for venturing into remote wilderness areas, carrying all camping gear on their backs.
- **International Travel Training** for any International trip, including all cruises.

Some courses are offered online, and some have both an online and in-person component. Please note that depending on the roles in your troop at least one adult who will be planning and attending the trip will need to complete all required training for the activity you will be doing.



Inclusiveness

Girl Scouts embraces girls of all abilities, backgrounds, and heritage with a specific and positive philosophy of inclusion that benefits everyone. Each Girl Scout—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the Girl Scout community.

Inclusion is about belonging, about all girls being offered equitable opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all.

Remember, you're accepting and inclusive when you:

- Welcome everyone and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment.
- Teach respect for, understanding of, and dignity toward all members and their families.
- Actively reach out to members and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to the community as a respected and valued peer.
- Honor the intrinsic value of each person's life.

As you brainstorm dates, locations, and activities for your overnight, you will need to consider the needs, resources, safety, and beliefs of all members and potential members. Make sure you take into consideration the special needs of any members who have disabilities or whose parents or guardians have disabilities. If you need to find out what a girl with a disability needs to make her Girl Scout experience successful, simply ask them or their parent/guardian. You can also consult the [Ability Awareness and Your Troop Manual](#) for further information. If you are frank and accessible, it's likely they will respond kindly, creating an atmosphere that enriches everyone.

Introduction

Leave No Trace: Outdoor Ethics (but not only)

The Leave No Trace Center for Outdoor Ethics (www.lnt.org) was founded with the idea that "Education is always better than regulation." Thus, the Leave No Trace principles are not rules. They are ethical principles that point out appropriate behaviors. Although conceived for use in the out-of-doors, Leave No Trace principles are applicable to all environments at all times and can be derived from the Girl Scout Motto,

Promise, Law, and principles.

Guided by our Motto, Promise, Law, and the principle that "Girl Scouts leave a place better than they found it," Girl Scouts apply Leave No Trace principles in situations which extend the original focus of "outdoor" ethics. Leave No Trace, as GSUSA practices it, teaches Girl Scouts to treat all places (and people) around them with respect. GSUSA's extension of Leave No Trace teaches respect for the land and environment but also essential social skills.

1. **Plan Ahead and Prepare** - Planning ahead and making sure everyone is ready for a specific trip is the Girl Scout Motto: "Be Prepared" and "Progression" rolled together. Remember clothes to protect you from cold, heat and 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. Learn and practice the proper behaviors for the place visited.
2. **Travel and Camp on durable surfaces** - During an indoor overnight, girls shouldn't be going into areas of a facility where they are not permitted. Additionally, stay on any main trail to protect nature and don't wander off by yourself. Remain on paved paths when available and steer clear of ground cover, flowers or small trees. Once hurt, they may not grow back! Remember to keep pathways (sidewalks, aisles and paths) free of obstructions (including you).
3. **Dispose of waste properly** - Girls need to clean up after themselves and do a full sweep for trash inside and outside of any location before leaving. Toss trash in appropriate trash/recycle cans or carry it home. Pick up after yourself when using bathrooms or outhouses when available. Be willing to improve the environment by picking up trash wherever you see it and disposing of it properly.
4. **Leave what you find** - Take only pictures – leave only footprints. Obviously, Girl Scouts should not remove items (or even relocate items) in places where they are staying. Outside, leave plants and rocks as you find them so the next person can enjoy them. Do not take or mark on anything unless an authorized person (guide, docent, owner, merchant, etc.) says that it's allowed. Do not use products in the environment for anything but their naturally intended purpose.
5. **Minimize fire impact** - Remember, no fires are allowed until after Camping Skills Training has been completed. This includes having a fire in the fireplace or using a BBQ. Along with proper training, follow safety rules around fire, heat sources, and stoves. Have proper safeguards and tools in place. Know how to extinguish your stove fires and secure flammable foods. Have first aid for burns available.
6. **Respect Wildlife** - On an indoor overnight, you may not see a lot of critters, but you might encounter spiders, mice, or squirrels. Remember to be kind and not feed any type of animals you encounter. 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 properly storing your food and trash.
7. **Be considerate of other visitors** - Be aware of who lives around where you are staying and practice being a good neighbor. This means being quiet after a certain time, picking up your trash, and making sure to stay within your facility. Listen to nature (and any guide, docent, or leader) and avoid making loud noises or yelling. You will learn more if you listen. Remember you'll enjoy nature and your experiences even more by caring for your special place. Be a considerate visitor wherever you visit.

*For more information, see <https://lnt.org/>

What is a Girl Scout Indoor Overnight?

A Girl Scout indoor overnight is when girls plan a local* overnight activity where they will stay 1-2 nights in one location, sleeping inside a structure such as a home, cabin, community room, museum building, etc.

*The definition of local is within California, anywhere from San Luis Obispo to San Diego.

If cooking is involved, the girls cook using only a conventional kitchen, like what you would find in your home. There is no fire allowed, such as a campfire or even an indoor fireplace (Additional training is required for these skills). An indoor overnight is most closely related to a slumber party. The main differences are that the

girls are doing all the planning, there is usually programming involved, and they may be staying in a place they have never been before.

Types of Activities:

Activity: Girl Scout activities can encompass anything from local field trips to overnights. Understanding activities and how each one progresses to the next will help you successfully guide your troop. See the Annual Permission Form and the Parent/Guardian Single-Use Permission Form for information on what permissions are needed for each type of activity.

Local Field Trip: A short local activity, such as a walk to a nearby garden or a short ride to a firehouse or other nearby spot. This is the first step in your travel progression to get girls used to activities outside of troop meetings.

Day Trip: The next step in travel progression will be to take a longer trip, farther from home, such as an amusement park, museum, or other fun all-day destination. These day-long trips will involve a meal, possibly packing their own or stopping at a restaurant.

Overnight: Stay one (or possibly two) nights away, such as at a state park or nearby city for sightseeing. Sleep in a cabin or community center (Indoor Overnight), in a tent outdoors (Camping), or in a hotel or hostel (Domestic Travel). These short trips are just long enough to whet their appetites but not long enough to generate homesickness.

- **Indoor Overnights** involve one or two nights away. The destination might be a group member's home or a local recreation center with your troop or a couple of other troops. Indoor structures include cabins, scout houses, and community centers. Troops/groups may attend events where program and meals are provided or, if cooking, using a conventional kitchen (e.g., Sea World, Mall Madness, GSGLA Catalina Island trip, Rawhide Ranch, and similar programs.). Groups/troops cannot use fireplaces, BBQ's, fire rings, or sleep in the backyard, a hotel, or hostel.
- **Camping Overnights** are defined as one or two nights sleeping or cooking in the outdoors. This includes backyard overnights, campground camping, platform tents, and any use of fire, tents, or outdoor skills.
- **Domestic Travel Overnights** (Brownie and Older) are defined as compartmented sleeping arrangements such as a hotel/motel/hostel. Brownies may participate in travel but are limited to short (1-2 night) local overnight trips as long as there has been proper progression.

Extended overnight: (Junior and Older) Progress to staying overnight for longer periods of time. Extended overnights are any overnight of three or more nights. These overnights require extended travel paperwork and Domestic Troop Travel Training.

International Trips: (Cadette and Older) Plan to stay at a world center, a Girl Guide hostel, or visit another international destination of interest. International Trips are available to Cadette girls who have, along with their leader/adult-in-charge, demonstrated their ability to plan, organize, budget, accept responsibility, observe emergency and safety measures, work together as a group, and evaluate their experiences through a variety of successful short and extended trips.

Federal Holidays

Planning a trip on a holiday weekend? This could mean more availability for adult help, but less availability at popular sites, so plan ahead!

Holidays include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.



Troop Travel or Troop Camping Advisor

To participate in an indoor overnight, your troop needs to have at least one adult trained in Indoor Overnight who will become your Troop Travel or Troop Camping Advisor. The Troop Travel/Camping Advisor will be the person “in charge” of the trip, so they will need to assist the troop with the planning process and be willing and able to attend the trip. We recommend each troop have more than one person trained because things do come up, and you wouldn’t want to have to cancel your trip if someone was suddenly unavailable.

The Troop Travel/Camping Advisor for indoor overnights must:

- Be at least 18 years old.
- Be an approved GSGLA volunteer, which means:
 - They’re a registered Girl Scout adult,
 - Have completed background screening which in this case means LiveScan fingerprinting,
 - Have completed all required training, including the Indoor Overnight Training and all gsLearn prerequisites, at least 6 weeks in advance of your trip.
- Be willing to participate and attend trips, camp, and travel events.

Additionally, the Troop Travel/Camping Advisor for indoor overnights serves as a troop/group resource for activities relating to the indoor overnight program and is involved in all aspects of the program by:

- Assisting the troop in the planning, and organizing the trip, camp, and travel outings relevant to the level of training completed.
- Seeing that all indoor overnight outings are conducted according to GSGLA practices, procedures, and policies.
- Seeing that all activities meet GSUSA safety guidelines and *Safety Activity Checkpoints* are followed.

See the [Volunteer Training Page](#) for more information on Training Requirements.

Who Can Go on an Indoor Overnight?

The short answer is any Girl Scout troop that has followed the proper progression and has the required volunteers can go on an indoor overnight.

Girl Scouts:

Daisies may participate in an occasional one-night overnight if the girls are ready. Daisies need to have completed a minimum of 5-day trips of progressively longer length before participating in a one-night indoor overnight. Daisies may not participate in overnights longer than one night.

Brownies and up can participate in local overnight troop trips of one or two nights once progressive day trips have been successfully completed. Travel is unlimited within the local area (San Luis Obispo to San Diego).

Adults:

Any adults who will be attending an overnight as part of the Adult/Girl ratio or volunteering in any other capacity are required to be approved volunteers who have completed appropriate training for their position, including mandated reporter training. Please see the Volunteer Training Page for more information.

For additional information on requirements for other attending adults, including Family members during family overnight events, please see *Safety Activity Checkpoints*.

Tagalongs:

If any non-Girl Scout children, also known as tagalongs, will be attending the trip, those children would be the responsibility of their parent/guardian. Some age-specific restrictions may apply; see *Safety Activity Checkpoints*.

Please be sure to always check *Safety Activity Checkpoints* for the most up-to-date information.

Trip & Travel Progression

Girl leadership is gradual and learned over time and through experience. We call this progression. When helping Girl Scouts plan activities and trips, it is important to progressively increase the challenges they undertake. Start small and build up. Their grade level plus their experience as a troop will help you guide them.

Like everything in Girl Scouts, trips and travel are built on a progression of activities - that is, one activity leads to the next. Girls should start by taking several local field trips, and then day trips, progressing to indoor overnight trips, and then regional trips. As they mature and grow in their travel skills, and experience, and can better manage the planning process, then they progress to longer more advanced or adventurous trips. Let's take a closer look at each stage of the trip & travel progression, starting with local field trips.

Local Field Trips (Daisies and older)

Local field trips close to meeting location

Local field trips usually take place during a troop's regular meeting time, with the outing starting and ending at the troop's regular meeting location. Get your travel feet wet! Start with a short walk to the nearby garden or take a short ride by car or public transportation to the firehouse, courthouse, or other local point of interest. This is a great first step for Daisies.

Day Trips (Daisies and older)

All-day trip close to home

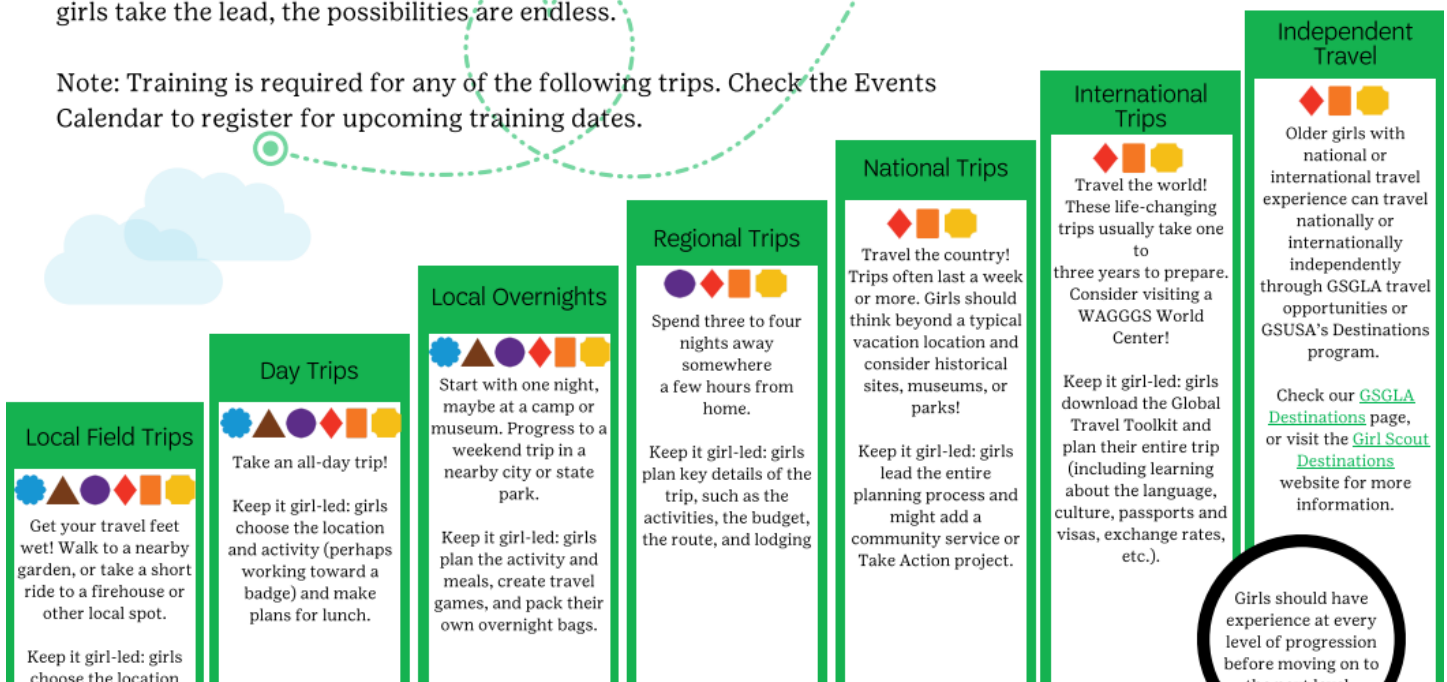
Take an all-day trip away from the troop's regular meeting location. The troop might plan an all-day visit to a

Travel Progression



Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. In addition to this Travel Progression Chart, also follow the [Outdoor Progression Chart](#), to help girls develop outdoor skills and experience outdoor travel and adventures. When girls take the lead, the possibilities are endless.

Note: Training is required for any of the following trips. Check the Events Calendar to register for upcoming training dates.



When moving up to each level of the progression, consider girls' independence, flexibility, decision-making skills, groups skills, and cross cultural skills.

local point of interest, bringing their own lunch or stopping for lunch at a restaurant for a meal.

Note: Full-day trips may be very challenging for Daisies. Make sure girls take some local field trips before they progress to a full-day trip.

Local Overnights (Daisies and older)

Spend 1-2 nights away (indoors or camp within a few hours from home.)

Stay 1-2 nights away (indoors or camping) anywhere in Southern California, from San Louis Obispo as the most northern point to San Diego as the most southern point. Your first indoor overnight will fall in this step of progression, and you should begin this step with a few indoor overnights before progressing to camping outdoors.

Daisies: One night away, sleeping indoors to begin, and once progressed, may try a one-night outdoor camping activity by sleeping in a backyard or in a familiar place close to home. These progression steps allow girls to experience a new sleeping environment.

Regional Trips (Juniors and older)

Spend 3 to 4 nights away (indoors or camp)

Stay overnight for 3- or 4-nights camping or stay indoors in a hotel, motel, hostel, or other approved facility located within the region (California, Arizona, and Nevada.)

Planning a trip to a new destination makes for an exciting experience for girls.

National Trips (Cadettes and older)

Travel anywhere in the U.S.A. (indoors or camp)

Girl Scout Cadettes and above can travel anywhere in the U.S.A., with trips often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer some educational component—such as incredible cities, historic sites, and museums around the country.

International Trips (Cadettes and older)

Travel the world! (indoors or camp)

These life-changing trips usually take one to three years of preparation. International trips are available to Girl Scout Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips with Girl Scouts. Consider visiting a WAGGGS World Center or traveling with worldwide service organizations.

Independent Travel (Cadettes and older)

Older girls can travel nationally or internationally independently through council-offered travel opportunities or GSUSA's Destinations program. Destinations are amazing national and international travel opportunities lasting 2 days—3 weeks with specific themes. GSUSA sponsors these opportunities in partnership with a council or travel organization and is open to individual girls ages 11-18.

Outdoor Progression

Within trips and travel, there are also specific progression steps related to the outdoors. Girl Scouts should start by taking several local field trips and day trips in the outdoors, such as a nature walk or hike, then progress to indoor overnight trips. As they grow in their skills and experience, they can progress to outdoor camping adventures for longer periods of time. Remember, if you keep these progressive steps in mind, you can be assured that your troop/or group of girls will be prepared.

Look Out

Share past experiences in the outdoors. Talk about favorite outdoor places and why they're special. Wonder what else can be seen outdoors.

Learn/talk about nature, the out-of-doors, what to do there (draw pictures, read stories, play games, sing, etc.).

Meet Out

Step outside to look, listen, feel, and smell. Share what was observed. Learn more about what was discovered. Try playing outdoor games, outdoor animal identification activities and learning plant identification, particularly poisonous plant identification. Have a picnic and plan your next meeting.

Move Out

Plan and take a short walk outside. Discuss being prepared for the weather. Do activities to explore nature. Plan and carry out an indoor sleepover. Learn about Leave No Trace.

Explore Out

Plan and take a short and easy hike. Discuss what to take in a day pack. Dress for the weather. Plan a healthy snack or lunch. Learn how to stay safe in the outdoors. Practice all Leave No Trace principles.

Cook Out

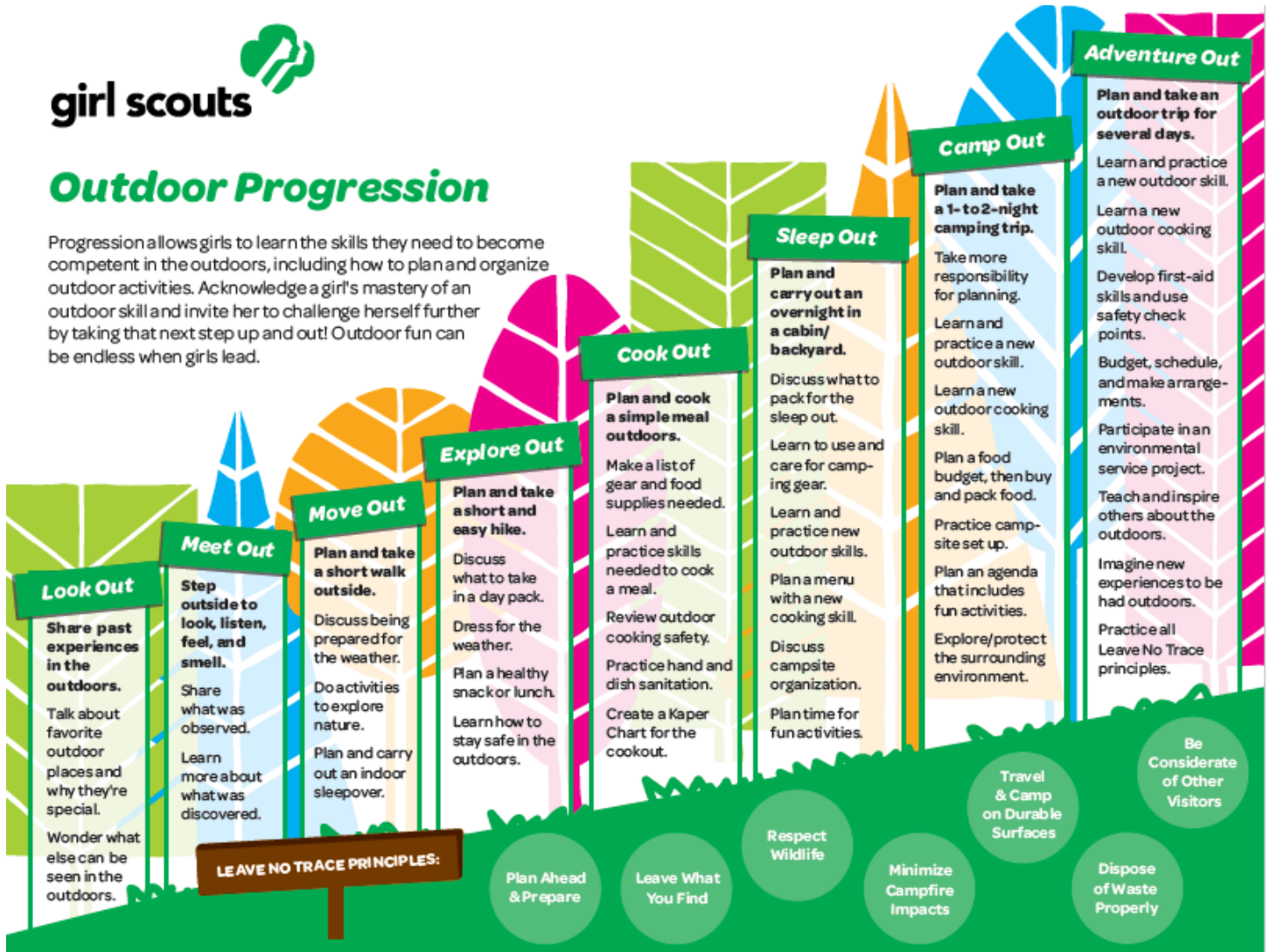
Plan and cook a simple meal outdoors. Make a list of gear and food supplies needed. Learn and practice skills needed to cook a meal. Review outdoor cooking safety. Practice hand and dish sanitation. Create a Kaper Chart for the cookout. Practice all Leave No Trace principles.

Sleep Out (Daisies and Older)

Plan and carry out an overnight in a cabin/ backyard. Discuss what to pack for the sleep out. Learn to use and care for camping gear. Learn and practice new outdoor skills. Plan a menu with a new cooking skill. Discuss campsite organization. Plan time for fun activities. Practice all Leave No Trace principles.

Camp Out (Daisies and Older)

Plan and take a 1- to 2-night camping trip. Take more responsibility for planning. Learn and practice a new outdoor skill. Learn a new outdoor cooking skill. Plan a food budget, then buy and pack food. Practice



campsite set up. Plan an agenda that includes fun activities. Explore/protect the surrounding environment. Practice all Leave No Trace principles.

Adventure Out (Juniors and Older)

Plan and take an outdoor trip for several days. Learn and practice a new outdoor skill. Learn a new outdoor cooking skill. Develop first-aid skills and use safety check points. Budget, schedule, and make arrangements. Participate in an environmental service project. Teach and inspire others about the outdoors. Imagine new experiences to be had outdoors. Practice all Leave No Trace principles.

Skill Progression

Trip and travel progression should also include the increased development of skills. With skill progression, girls start with what they know and then practice the skills they need to get to the next level. This takes them from what they can do now to what they want to be able to do. As you follow progression in your Girl Scout experiences, girls will naturally progress in skill building by first developing and then mastering skills.

Progressive learning steps are:

- **Observe:** girls will listen, discuss, watch, and wonder. The leader will assume the responsibility of completing the task.
- **Assist:** girls will receive hands-on experience by helping the leader complete the task. The leader will be responsible for completing the major portion of the task.
- **Practice:** girls will practice, refine the skill, gain competency, and assume equal responsibility of the completion of the task.
- **Demonstrate:** girls take complete responsibility to complete the task correctly and safely and will be able to share and teach others that task.

Girl Scout badges, and Journeys also allow girls to progressively build their skills. Some progressive badges build skills within each level, like the cybersecurity badges, while others are meant to progressively build skills through each level, building upon skills at each level of Girl Scouting. Keep in mind that skill progression for each troop may look different. A Cadette Troop that started cooking skill progression when they were Daisies may be ready to take on advanced outdoor cooking methods, whereas a Cadette troop that is just starting out will need to start with the basics and work their way up.

Let's take a look at how skill progression might look in two different scenarios. As you review each skill, notice the progression through each program level.

Pocketknife Skill Progression

Note: Whatever age the girls are, when they begin any skill progression, they will start with level 1 to learn the basics.

- Level 1: Learn knife safety with cardboard or wood examples and are introduced to the "Arc of Safety."
- Level 2: Review the "Arc of Safety", and can demonstrate how to open, close, use, and pass a pocketknife safely.
- Level 3: Learn why a sharp knife is safer than a dull one, then they learn how to correctly sharpen and clean a knife and practice these skills.
- Level 4: Practice knife safety while they whittle or carve something, such as a plaster sculpture, soap sculpture, or fuzz sticks.
- Level 5: Learn how to safely use and care for a hatchet and compare how it is different than using a pocketknife.
- Level 6: Teach younger girls what you have learned.



Cooking Skill Progression (Petals and Badges)

Note: Although this example shows skill progression through each program level, badges at each level can be earned even if the previous level badge was not earned.

- Daisy: Petals – Daisies earning a Petal can incorporate a food or cooking component, for example, while earning the Friendly & Helpful petal, girls could help set the table or help parents prepare a snack.
- Brownie: Snacks – Brownies learn how to make yummy snacks for family and friends.
- Junior: Simple Meals – Juniors learn how to serve up meals for family and friends.
- Cadette: New Cuisines – Cadettes learn how to make amazing dishes from all over the world and way back in time.
- Senior: Locavore – Seniors learn how to prepare a meal of seasonal and locally grown dishes.
- Ambassador: Dinner Party – Ambassadors learn how to make and serve a fabulous three-course meal.

All levels of progression are intertwined. An individual's development within each level is not as dependent on age as it is on their physical and emotional readiness, self-potential, the opportunity for experience, and the ability to plan and work individually and as a group. Not all individuals will progress at the same rate in all areas at the same time. Knowing when to attempt more difficult activities depends on how well simple activities have been learned.

For example, one should learn how to light a match before managing a fire, peel a carrot before making a stew, or learning bicycle safety before going on a road trip. Taking the time to evaluate individual and group progression is an important step in implementing a group progression program.

Traveling with Girl Scouts

Trip and travel activities give Girl Scouts an opportunity to have fun, experience adventure, and to enrich their ongoing Girl Scout program. Trips are the culmination of a progression of activities in which the girls have been involved. The distance from home and the length of the trip depends on the experience of the girls and adults. This is a starting point for girls to generate their own ideas about where they would like to go. As we've discussed, one tool that will help you keep trips girl-led is to start with short, close-to-home trips, then as girls succeed at planning those, move on to longer or more complex trips. If girls are not able to choose the what/when/where/who and how of a trip, it may not be age-appropriate! As you help girls choose and plan their



Program Age	Day Trip Travel Guidelines	Overnight Trip Travel Guidelines
Girl Scout Daisies	Start out with short, local trips of several hours in duration. You may want to invite a parent/guardian to accompany for the first few trips until you know girls are comfortable in the troop. When girls are ready—take progressively longer trips working up to full day trips.	• Daisies may participate in an occasional one-night overnight if the girls are ready. • Daisies need to have completed a minimum of 5 -day trips of progressively longer length before participating in a one-night indoor overnight. • Daisies may not participate in overnights longer than one night.
Girl Scout Brownies	Day travel is unlimited.	May participate in local overnight troop trips of one or two nights once progressive day trips have been successfully completed. Travel is unlimited within the local area (San Luis Obispo to San Diego).

Program Age Level	Day Trip Travel Guidelines	Overnight Trip Travel Guidelines
Girl Scout Juniors	Day travel is unlimited.	May participate in overnight trips of two or more nights based on previous troop travel experiences. Travel is unlimited within the region (CA, NV, and AZ).
Girl Scout Cadettes, Seniors, & Ambassadors	Day travel is unlimited.	May participate in overnight trips of three or more nights based on previous troop travel experiences. Travel is unlimited in the United States. May travel internationally, once approved. International Travel Training is required at least one year in advance before applying for this type of trip.

Readiness

Before the troop starts to plan their indoor overnight, remember you need to make sure that everyone is ready for this next step in trip and travel progression starting with the troop leaders and other volunteers. To determine if the leaders are ready, have a team discussion to see how everyone feels about the possibility of doing an indoor overnight event. Ask pertinent questions such as:

- If the troop moves forward with this plan, will there be enough cleared adults willing to chaperone?
- Does the troop have a trained first aider willing and able to attend?
- Does the troop have a trained camp and/or travel advisor willing and able to work with the girls in planning and preparation and attend the trip?
- Do all the volunteers understand their role in serving the entire troop?
 - Make a plan for how the volunteers will work regarding their own daughters.
- Does anyone have experience traveling with other people's children?
- How are we going to model flexibility?
- Do we think the girls are ready for this next step?
 - Do they work well in a group?
 - Do they listen and follow directions?
 - Can they use a Kaper Chart or similar assignment sheet and take part in troop chores willingly?
 - Do they ask for a parent/guardian frequently during longer events?
 - Do they know each other well enough?
 - Do we know them well enough?
 - Do they know us well enough?

Then, have a family meeting to discuss with the parents/guardians whether or not they think their girls are ready to attend an overnight event, and if they are ready to let them. Ask parents/guardians:

- Are they ready to let their child go and enjoy this experience without them?
- Do they think their girls are ready to go on an overnight?
- Do they have any doubts about your capabilities to manage the group? If they do, talk to them about Girl Scout safety procedures.
- Do they understand the process and see that leaders have it under control? If they do, they might let their daughter attend.

If parents are apprehensive, get them involved until they feel comfortable.

Things to Remember About Readiness

- Please know you can say no to any activity you do not feel ready to handle. You need to feel comfortable!
- If you do not have the skills for the outing the girls are interested in, try to give them the experience by seeking out someone who does have the necessary skills (a parent, another leader, an expert in the field, etc.).

If the volunteers and parents/guardians are ready, you'll want to see if the girls are ready. All girls in the same troop will not be ready for an overnight experience at the same time. For some girls, this may be their first night away from their families. Be aware of each girl's fears, apprehension, and excitement. Work with the girls and their families to prepare them for the overnight experience.

There may be one or two that are not ready when the rest of the troop is ready for an overnight experience. If the rest of the troop is ready, don't hold the troop back. Missing one outing might help the missing girl overcome her fear so she can go on the next outing. As you gauge readiness of the troop discuss the following:

- 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 for her to go (i.e. no cell phone for the girl to report to Mom, etc.).
- Discuss with the parents/guardians if the girls are ready:
 - Has anyone ever been away from home?
 - How well do they work in a group?
 - How are they at completing household chores?
 - Are they able to independently prepare for bed and ready the next day?
 - Can they share a sink?
 - How flexible are they if something changes?
 - Does anyone experience sleepwalking, bed wetting, or needing a nightlight?
 - Cope with new circumstances such as:
 - Meeting new people.
 - Visiting new places.
 - Tolerating the dark (no night light).
 - Sleeping in a new place and/or on the floor.
 - Functioning as a member of a group.
 - Willingness to sleep, eat, and play with all girls, not just their best friend.
 - Dealing with limited space and managing with little privacy.

Finally, you'll want to have a discussion with the troop:

- Ask them the same questions you asked their parents; you might get different answers.
- Will they be okay away from home and their parents/guardians for 24 hours?
- Do they want to go on an overnight event with their troop?
- Will they be okay sharing a space with everyone else and possibly sleeping on the floor?

As a group, the girls must 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. If you realize that most of your troop is not ready or that several parents are feeling uncomfortable with the idea, this may be a sign that you're attempting a plan that's a bit too ambitious! Take a good, honest look at the progression you have done so far. Plan a few more outings and day trips to give girls the skills they need to successfully progress to an overnight experience.

Girl Scout Leadership Experience (GSLE)



The Girl Scout Leadership Experience or GSLE is a one-of-a-kind leadership development program for girls. Based on time-tested methods and research-backed programming, the GSLE helps girls take the lead—in their own lives and in the world. This includes both the activities girls should be engaged in across the program year as well as the setting that must be present when girls are engaging in those activities.

Research shows girls are more likely to stay in Girl Scouts when they meet regularly and participate in at least four purposeful activities in a Girl Scout year. Exposing girls to a variety of different experiences helps them *discover* themselves and their abilities, *connect* with others in a multicultural world, and *take action* to make the world a better place. Activities range from traditions to field trips, outings, and events.

Girls thrive when they have an adult in their life who cares about and supports them. Girl Scouts fosters supportive relationships by creating a welcoming, inclusive, and safe environment. Adults should make girls feel valued and help them pursue goals and think about their futures.

Lastly are the three Girl Scout Processes. Girl Scouts sets girls up for success by intentionally engaging them in activities that are girl-led, cooperative and hands-on – processes that are conducive to high-quality learning experiences.

- **Girl Led:** Girls take an active role in making decisions and choosing activities. Give them the opportunity to be involved in the planning and preparing for their overnight experiences. When thinking about planning, it may be easier for you as an adult to take the reins but it's important to let them take the lead whenever possible. With your support and guidance, you will help them plan and prepare for a successful indoor overnight.
- **Cooperative Learning:** work together in an atmosphere of respect and cooperation to complete projects and learn. Most of the planning and preparing will happen during troop meetings, giving them the opportunity to work together to plan and prepare for their overnight. Allow plenty of time to brainstorm and think through ideas together at meetings. Then make time during the overnight to complete badge work or learn new skills.
- **Learning By Doing:** participate in hands-on activities that engage them in an ongoing cycle of action and reflection. Allow them opportunities to learn and practice new skills, such as budgeting, preparing meals, and handling their own gear. This will encourage responsibility and increase their confidence.



When Girl Scouts experience the GSLE in this way they develop five specific outcomes:

- Strong sense of self
- Positive values
- Challenge seeking
- Healthy relationships
- Community problem solving

As leaders, you will be able to help develop leadership qualities in your troop by implementing the GSLE throughout their experience. In an indoor overnight setting for example they will be able to:

- Make the decisions about what they want to do.
- Discover the rules and requirements needed for an overnight.
- Connect with their team in decision making.
- Take action as they follow through with their planning and preparing.
- Learn how to lead and possibly become mentors themselves.



Planning an Indoor Overnight

The girls' first overnight should be inexpensive and give them the opportunity to be involved in the planning and preparing for the trip. Allowing them to learn and practice new skills, such as budgeting, preparing meals, and handling their own gear, will encourage responsibility and increase their confidence. Even young girls can plan and prepare with appropriate grade level guidance.

With your support and guidance, you will help the girls plan, prepare, implement, and evaluate their indoor overnight experience using the six girl planning steps. Adults also have six "behind the scenes" planning steps to ensure everyone is prepared for the best Girl Scout overnight trip as possible. These planning steps are intertwined so every part of the trip from brainstorming to approval to evaluating becomes a part of the overnight experience.



Having the opportunity to learn to plan trips and travel as a group is one of the basic experiences in Girl Scouting. All planning should be girl-led and involve all girls participating in the overnight. Even the youngest Daisies can tell you the things they are excited about. Girls will be more responsible and more receptive to getting things done when they have been the ones to plan the activities. It might feel easier to plan it all yourself, but Girl Scouts is girl-led, and you wouldn't want to end up with your girls not interested in what is on the agenda!

A fun and successful overnight experience starts several meetings before the overnight. Taking a group of girls on a trip with no preparation is likely to lead to frustration and confusion on the part of both girls and adults. When planning, sometimes things don't always happen the way you expect, so it's important to stay flexible and to instill that same mentality in the girls. You need to be the judge as to whether the girls are ready.

On the next page is a chart showing the six adult "behind the scenes" planning steps and the six girl planning steps. Most of girl steps will happen at meetings, and it may or may not take six meetings to prepare for the overnight. The adult is always going to start planning first with research, but from there on the adult steps and girl steps do not necessarily correspond with each other. Be flexible in your planning and do what works best for your troop, while still completing all the adult and girl planning steps. For example, you might want to do adult steps 2 & 3 before moving on to girl planning step 2.

Overnight Planning Steps	
Adult Steps	Girl Steps
1. Researching 2. Safety 3. Volunteers 4. Reservations/Approval/Paperwork 5. Family Meeting 6. Confirm & Finalize all Details	1. Brainstorming & Decision Making 2. Trip Details 3. Meals & Kaper Charts 4. Personal Gear, Troop Equipment & Packing 5. Expectations & Safety 6. Are We Ready?

Adult Planning Step 1: Adult Research

To help your troop with planning their first indoor overnight, it is important to do some advanced research. Being prepared with information ahead of brainstorming with the girls makes the process smoother.

Have some ideas of where the girls might go and what they could do.

- Typically, the first troop indoor overnight is in someone's home or very close to home.
- They may be held at Girl Scout program centers or properties, places of worship, cabins, homeowner association buildings, pretty much anywhere that would allow a group of Girl Scouts to stay overnight inside a structure.
- Consider the sites available, the time of year, the cost, the purpose of the overnight, and the girls' experience level.
- Reach out to your troop network to see who may have a suggestion or connection to an indoor overnight location.
- Research the facilities of each site for cost, kitchen features, restroom accommodations, restrictions, including group size and any hazards.
- Choose locations that match the goals, skills, abilities of the girls and the policies and safety standards of the council.
- To help the girls visualize the site, you might provide a description, pictures, and a floor layout.

When suggesting activities, keep these things in mind:

- Consider the skill level of the girls.
- Consult *Safety Activity Checkpoints* for activities the girls might want to do and what they are not allowed to do.
- Knowing this information ahead of time will help you if the girls suggest those activities.
- Make sure you are using these resources with the girls as well, but ultimately, it is the adult's responsibility to ensure all rules are followed.
- Activities that are labeled high-risk will need additional approval.
- Be sure to have program materials such as the VTK, badge booklets, and Journey books on hand, so the girls can look at them in the planning process.
- Sometimes the overnight is the culmination of a progression of activities that the girls are already engaged in.
- Ensure the possible sites are large enough for what the girls want to do.

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

Girl Planning Step 1: Brainstorming & Decision Making

Where to go and What to do



When the girls share, they want to go on an overnight, it is time to start the planning and preparing process. Planning should begin many months before the overnight and should be girl-led as much as possible. Girls should be making the decisions on where they want to go and what they want to do and follow through with planning and preparing, taking into account the age and abilities of the girls. Younger girls will need adults to do research and suggest ideas for them, while older girls can do their own. Depending on the age of the girls, you will want to share your where to go and what to do research ideas from Adult Step 1.

What the girls want to do dictates where you go; where the girls want to go dictates what you do. For instance, if your girls want to play in the water, you might go to Santa Monica Bay. While they are playing, they can do some fun aquatic activities to learn about protecting the environment. Or if your girls specifically want to go to El Ranchito, they could play team-building games, tackle a big service project, or learn about the night sky and satellites.

If your girls are new to brainstorming, you might try the Night and Day creative thinking activity to “loosen” their brains for brainstorming.

Before brainstorming, share with the girls:

1. You will ask them a couple of questions and you want them to shout out their answers.
2. The brainstorming rules:
 - All ideas are welcome and are written down.
 - There are no wrong answers.
 - Be respectful of everyone and of their ideas (no criticizing).
3. You will be selecting a scribe and a discussion leader (could be girls or adults).
4. There is a time limit (5-10 minutes).

Start brainstorming by asking the girls: Where do they want to go? What do they want to do? Encourage all girls to give an idea.

When they have finished brainstorming, share with them the funds available for the trip. Depending on where your troop is financially, the troop may be planning with funds they already have or planning the trip with funds they need to earn. Either way, a budget is needed. If the troop already has funds, share what portion of the troop treasury will go toward the activity, which then becomes their budget. Explain that food, site fee, travel costs and everything else they want to do is part of the budget. Once the girls understand what is within the budget, they can begin determining which ideas are possible.

After ideas have been gathered, group similar ideas together and eliminate the duplicate ones. Then have the girls look at each suggestion more closely and determine if that idea will work in some form within their budget. Next have each girl vote on their top three locations and top three activity suggestions. The idea with the most votes becomes their trip. In some instances, you may have to narrow the activity choices to fit the location choice, or vis versa. (See Sticker Votes idea on next page)

Once you know where you are going and what you are doing, discuss and decide: When we will be going?

Night and Day

Make a list of common words e.g., night, up, heavy, quick, apple,

Get the girls to list the first opposite meaning word that springs to mind e.g., day, down, light, slow, pear.

This will flush out the obvious, routine words.

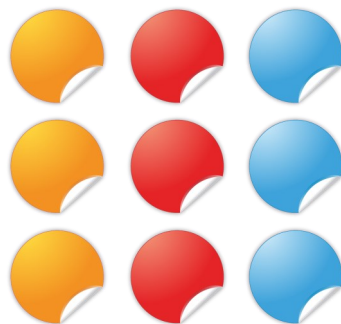
Older girls may be challenged to come up with at least 3 further opposite words for each word. Limit the time spent to 3-5 minutes to keep it fresh and focused.



What are our costs? How will we get there? Who will be going? How many meals will we have? Then the girls are ready to create their budget.

Sticker Votes

1. Give each girl 3 pink stickers to place by her favorite to go and 3 yellow stickers for her to activity suggestions.
2. Count up “sticker votes” for the top favorite ideas.
3. If there is not a top favorite, have them vote again. Save the others for the future.



Budgeting

One skill a leader of any age must master is how to develop and work within a budget. To develop this skill in the girls, begin now. Keeping the girls’ grade-level abilities in mind, involve them in considering the costs of their overnight. Even the youngest girls can make decisions on how to use troop funds and as they grow, they will take on more responsibility for budgeting and working within a budget. Let the girls take the lead as they figure out costs and work together to determine how to fund their overnight.

When introducing budgeting, share with the girls that this is the first step in deciding what is needed and what the estimated expenses will be for their overnight. Copy the [Simple Overnight Trip budget](#) on poster board so everyone can see the figures as they are entered.

For the girl’s first overnight, discussing and deciding meals and their cost will take the most time. To get started let the girls decide how many meals and snacks they want. Will they be preparing all the meals themselves, or will they be eating out? Then have them decide on an estimated cost per person, per meal. Suggested per person amounts for preparing food are:

- Snacks: \$1
- Breakfast: \$3
- Lunch: \$3
- Dinner: \$5

Next have the girls discuss and decide the following. Some of these items will require researching online, others require making lists, and several require a yes or no answer.

- Do we need supplies for program activities (i.e., service project, ceremonies, badges) we will be working on? Are we going to hand out patches/awards?
- Are there charges for the activities we want to participate in?

What is an Overnight Budget?

An overnight budget is a written plan for discovering how much money you need for an overnight and where it is coming from.

Third party hosted sites

When the girls have had several experiences in planning a few overnights on their own, they may want to consider doing an organized overnight trip at a third party hosted site, such as an aquarium or museum. It is recommended that troops should only consider them after the girls feel comfortable with overnights, as most of these locations have planned activities/meals. Suggested sites are Sea World, Long Beach Aquarium, Rawhide Ranch, Santa Barbara Zoo, Discovery Science Center Museum, USS Midway Navy Ship in San Diego, USS Iowa Battleship in San Pedro.



- Are there special supplies/equipment the troop must purchase? A first aid kit, broom & dustpan, paper towels, or something else? Can the items be borrowed? Rented?
- What about money for emergencies? It may be a good idea to bring some cash for an emergency, or to purchase that forgotten food item.
- Is there a fee for site rental? How much? How do we find out the fee?
- Will we need to pay for transportation to the site? What is the bus/train fare? Or will we reimburse drivers for gas?

Remind the girls that the budget may not be able to be completed all at once, and that is okay! The most important thing is to get started.

Once the girls have the estimated total and per person cost of their overnight, they need to talk about troop treasury funds. Share with the girls that some of the funds may have already been budgeted for other expenses or activities and are not available. Also, there may be funds that will be collected in the future that are available.

Projected funds for the overnight may come from:

- Troop Dues
- Troop Funds
- Council Product Programs Proceeds
- Sponsors
- Family Contribution
- Other sources

Once the girls have figured out the amount of funds available, they need to enter those figures on their budget. And then compare expenses to income. If the plan fits within the budget, great! If not, have a discussion about what is happening (Expenses are greater than income). Let them take the lead in sharing what they see. For a successful overnight, expenses must be equal to or less than the troops income.

To help the girls understand the funding of the overnight, have them discuss and decide the following:

- Do we have enough money for the overnight?
- Do we want to spend this much of our treasury on this one overnight?
- What are ways we could cut the cost of the overnight?
- What are ways we could earn money to cover the cost of this overnight?
- What does Volunteer Essentials and our council say about appropriate ways to earn money?

After the discussion, the girls should begin to revise their budget into a more workable plan. Suggest they think of ways to reduce expenses or increase available funds.

- Decrease expenses: Explain to the girls the difference between fixed and variable costs. If compromises need to be made, begin working with the variable costs. Guide the girls in discussing and deciding if variable costs can be adjusted and if so which ones and how.
- Increase funds: Explain the per girl cost and what amount is needed to make up the difference. Guide the girls in discussing and deciding how many boxes of cookies each girl would need to sell to make up all or a portion of the difference and if this is something they want to do.

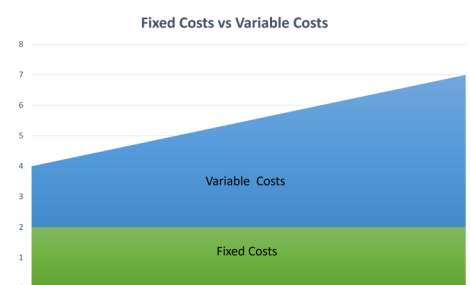
Continue revising the budget until it becomes a more workable plan and balances. Girls will learn to make compromises and to think creatively with these revisions.

After the overnight, take time to update the budget with actual costs. Evaluate the final budget with the girls so everyone can learn for next time.

Fixed and Variable Costs

Fixed costs cannot be adjusted (e.g., site rental).

Variable costs can be adjusted as they vary according to the number of attendees (e.g., food).



Questions to ask:

- What worked well?
- What should be done differently next time?

Your first overnight should fit within the troop budget without needing additional funds. As the girls' progress in their activities, their expenses increase and if the income from the council product programs aren't enough, there are other options. See *Volunteer Essentials* for more information. If you need more help with budgeting, please review the Trip and Outdoor Basics Module 2: Budgeting and Planning.

Adult Planning Step 2: Safety

Activity Safety

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority. As a Girl Scout leader, you determine whether an activity is safe and appropriate. Good judgment and common sense often dictate the answer. However, there are some documents that volunteers must always check prior to an activity:

[Volunteer Essentials](#) – specifically the chapters relating finances and troop management.

[Safety Activity Checkpoints](#) – specifically for safety standards and any activities the girls are planning to do.

Make sure you are using these resources with the girls as well. By including girls in this process, they are able to understand what activities are allowed and how to stay safe while on them. Ultimately, it is the adult's responsibility to ensure all rules are followed.

Volunteer Essentials

Think of *Volunteer Essentials* as a helpful guide to Girl Scout volunteering; it's here when you need a comprehensive "user manual" that helps you deliver the Girl Scout Leadership Experience. Check out the sections on Troop Management, Troop Finances, and Creating a Safe Space when creating a fun, safe, and impactful environment that helps girls thrive on any overnight.

Safety Activity Checkpoints

Safety Activity Checkpoints (aka SAC's) are available for almost all activities your girls will want to do, are a helpful resource for you, and can even give you ideas of activities to do with your troop. They contain two major sections: first, the standard safety guidelines that apply to all Girl Scout activities, and second, is each individual checkpoint that covers specifics of that particular activity. For indoor overnights, use the Camping SAC since there is not one specifically for indoor overnights.

When looking at each specific SAC, be sure to look at these specific items:

- Grade level permitted: each SAC will list each grade level permitted to participate in that activity. If your troop's grade level is not listed, they cannot participate.
- Council Approval Requirement: At the top of each activity page, you will see a field indicating whether your council's prior approval is required to perform the activity. Council prior approval is required for those activities that are rated as high risk by Girl Scouts' national insurance carriers. A council may approve an activity one time for the duration of the year or require more frequent approvals.
- Activity Info: this section contains general information about the specific activity and how it relates to girl participation.
- Safety Checkpoints: this section contains the specific safety guidelines for the activity that the troop must follow.
- Safety Considerations and Gear: both of these sections depend on the activity and will provide the necessary information you need to safely participate in the activity along with the necessary gear.
- Equity and Inclusion: these two sections help the troop understand how to ensure all girls can comfortably participate in the activity, including tips on how to ensure girls with disabilities have the opportunity to participate as well.

- Other Items: each SAC may contain other sections that are more detailed relating to the activity, so be sure to review those additional sections.

Regarding Council Approval:

Required. Required activities are considered high-risk activities. GSGLA has implemented a two-tier hierarchy for these activities. High-risk activities and their tier category are indicated in each SAC.

- **Tier 1** - Tier 1 high-risk activities can be approved by your Service Unit Manager (SUM) or Designee. If your SUM is not comfortable approving any tier 1 high-risk activity you will be asked to complete the Extended Travel/High-Risk Application eform for approval.
- **Tier 2** - Tier 2 high-risk activities are approved by your Service Unit Manager (SUM) AND the Council by use of the Extended Travel/High-Risk Application eform.

Not Required. You do not need to check in with your council for prior approval.

Should service unit managers or designees prefer additional Travel Go-Team/Council approval for Tier 1 high-risk activities, they can direct leaders to submit both the Parent/Guardian Single-Use Permission form and the Extended Travel/High-Risk Application eform for that additional approval.

There are some activities that girls are not allowed to do. Knowing this information ahead of time will help you if the girls suggest these activities. Check *Safety Activity Checkpoints* for a list of activities not permitted.

If you are uncertain about the safety of an activity, contact your service unit manager or designee with the full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration.

Buddy System

The Buddy System is a safety practice in which two or three girls are grouped to keep watch over each other. In an activity (ex. swimming, hiking), the girls grouped together should be of equal ability. The Buddy System should be used at all times during Girl Scout activities.

- Each girl is responsible for always staying with her buddy, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it.
- Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help. The buddy system can also be useful with adults needing to step away when enough adults remain with the girls.

What to Do When an Activity is Not Listed in *Safety Activity Checkpoints*

In a challenging, learn-by-doing environment like Girl Scouts, it's only natural that girls will sometimes want to take part in activities that are not specifically addressed in *Safety Activity Checkpoints*. Remember to have a plan or process in place for addressing and handling requests for activities that are not specifically listed in *Safety Activity Checkpoints*.

- First, investigate whether the activity is similar to another activity and if the safety checkpoint(s) can easily translate and apply to a covered activity.
- Consider whether the proposed activity requires any additional expert supervision or special certification for the instructor.
- Consult your council for clarification when needed and for approval before taking girls.



- Any time girls are in public, whether attending an activity, event, or traveling, where the public has a high interaction opportunity, a cleared adult needs to be with each buddy group. If the girls are in a closed Girl Scout environment, such as a service unit camporee, or event that is not open to the public, where attendance is limited and monitored, then depending on the age of the girls and circumstances, they may be allowed to explore the immediate area or use the restrooms in their buddy groups without an adult. Our main priority is the safety of girls at all times.
- If restrooms are not immediately near your sleeping area, girls should take a buddy with them to the restroom, and depending on the girls age and the location, possibly an adult volunteer as well.
- To avoid cliques, choose buddy pairs strategically or at random like their favorite ways to celebrate their birthdays, their favorite movies, or even pick names out of a hat.

Adult Expectations Regarding Safety

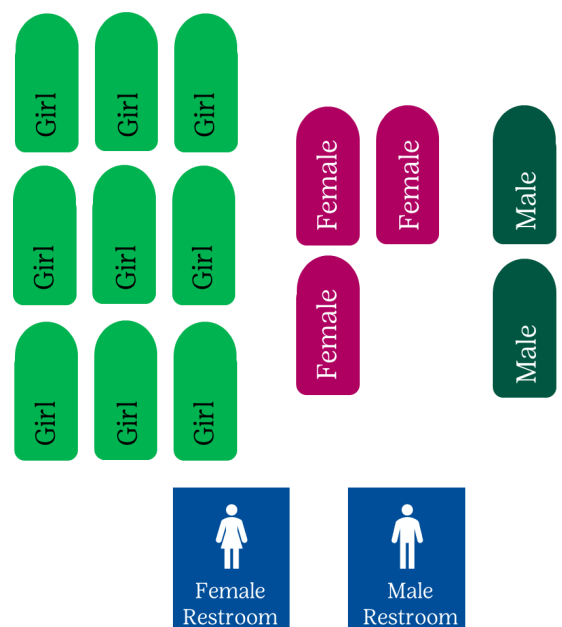
Just like the girls, every adult attending an outing must know and understand their role, and safety procedures.

- Adults should review safety policies and the importance of following procedures, (e.g., adult ratios, permission forms, budget, adult role, expectations, sleeping arrangements, emergency GSGLA protocol, etc.).
- Volunteers (including leaders) attending an overnight **MUST** be a registered member and have a GSGLA cleared background screening before being allowed to participate in an overnight activity.
- Adults need to understand their security role:
 - Watch over and keep track of girls and the immediate area. And if necessary, specific groups of girls (as assigned by the leader).
 - Assist with bed checks at night, if needed.
 - To intervene if strangers approach your girls or group. It is important that a plan is made in advance on how to handle these situations.
- Establish emergency role assignments. For example, the first aider stays with girls/injured girl(s) while the leader calls for help and notifies the emergency contact. Also, think through what you will do if the injured person is one of the adults.
- Proper supervision for any tag-alongs. Remember, tag-alongs can be not only a distraction for the girls but also for the adults. You cannot be a part of the adult-to-girl ratio if you are in charge of a tagalong, so keeping them to a minimum is important.

Sleeping/Restroom Arrangements

Your specific sleeping arrangements will depend on a variety of factors, such as location and who is attending, but keep these procedures in mind and see *Safety Activity Checkpoints* for more information.

- You'll want to create reasonable designated areas for girls and adults to sleep.
- Women are not required to sleep in the same area as girls, but if a woman does share the sleeping area, two unrelated women must always be present.
- Men should sleep in an area out of the way or off to the side, preferably in an extra room if one is available.
- For family overnights, work with families to create sleeping arrangements that make everyone feel safe and comfortable. This could mean having girls sleep separately from adults or having family units sleep together with ample space between each unit.
- Each participant has her own bed. Parent/caregiver permission must be obtained using the [Sleeping Arrangements Form](#) if girls are to share a bed.



If you're unsure of what to do, remember all interactions between adults and girls should be observable and interruptible. Use this as a general guide to help in making sleeping arrangements for your troop that keep everyone safe.

For overnights, you also need to consider restroom arrangements when males will be present:

- If more than one restroom is available, one restroom should be designated as the male restroom and men should not have to walk through the girl sleeping area to access the restroom.
- When only one restroom is available, it's going to need to be shared by girls/women and men. Create signage or have one adult at the door during male use to prevent awkwardness.
- Lastly, if girls need assistance in the middle of the night they should always go to a female adult for help.

Safety Management

First Aid Kit

A general first aid kit must be available on any overnight, including transportation to and from the overnight. The troop first-aider should have the first aid kit near them at all times, so they are ready to respond.

Your troop can purchase a preassembled first aid kit, or you and the girls can assemble a kit yourselves. We recommend having small kits to keep in cars when you are driving girls to and from your destination, and a main, more robust first aid kit that the troop first aider will manage. Be sure to have the girls check that your first aid kits are well-stocked, and items have not expired before going on any overnight activities. Consult the [First Aid Checklist](#) to ensure your first aid kit is ready for your overnight.

Emergency Contact

The emergency contact must be someone who will not be on the trip, is over the age of 18, will be available by phone for the entire length of the trip, and will be available to make necessary phone calls. They will also have a copy of the roster and the itinerary of the trip that will assist them in their role.

Using your emergency contact as the person in charge of communication will allow adults on the overnight to focus on the situation and keep the troop safe.

In case of an emergency of any kind or a delay or change in schedule, the driver/leader will call the emergency contact. The emergency contact will call each parent/guardian and inform them of the emergency and/or change in scheduled pickups.

Emergency Action Plan (EAP):

When planning any overnight, your troop will need to create and review an emergency action plan. This will include going over some general rules and procedures regarding emergencies and practicing those emergency procedures. When creating your emergency action plan (EAP) you need to consider:

- Security
- Roles and Responsibilities
- Buddy System
- Establishing Clear Rules
- Emergency Situations
 - Natural hazards (lake, cliffs, etc.)
 - Natural disasters (earthquake, storms, floods, fire, etc.)
 - Each specific activity
 - Injuries or medical emergencies
 - Lost children
 - Strangers or intruders
- Evacuation Plan
- Emergency Contact Person
- Communication Plans
 - Communication during an activity

- Communicating an emergency to families

To assist you in creating your plan for managing emergency situations, define how each possible emergency would be handled (by whom, who would be notified—when and how) include consideration of:

- Figure out what are general things that you should do in an emergency. Then compare it to what the site already has planned that you need to follow, such as emergency exit routes, fire extinguisher locations, etc. This will help you adjust the EAP according to your location.
- Know how far away and where emergency medical and law enforcement services are located. Also, you will need to understand your surroundings in relation to the closest medical facility or hospital. This will have a direct impact on the level of first aid required.
- Make a list of key emergency phone numbers, in addition to 911, such as the nearest hospital, medical center, law enforcement agency or emergency transportation, and GSGLA Emergency number.
- Depending on where you are staying on your overnight, you may want to notify local law enforcement officials when and where you will be staying as a group.
- Check in with whoever is in charge onsite or possibly local law enforcement if there have been any recent problems related to security as you will want to avoid sites that have had too many security problems.
- Familiarize yourself with the forms of emergency communication and emergency transportation options that are available based on your location.

Evacuations

If you find yourself in a situation where the troop needs to evacuate, be sure to follow your Emergency Action Plan. Ensure your troop has gathered in your designated meeting spot to do a final headcount, and calmly and safely leave the location. Be sure to alert any necessary authorities and inform your emergency contact of the situation.

When evacuating, take the following items with you:

- Roster and Permission forms – at least one adult should be carrying this with them at all times. If the troop was split into groups when an evacuation arises, each group should already have a designated adult carrying these forms. If driving, each car should contain a driver's packet already with this information.
- Medical forms - Your first aider should already have complete set. If driving, each car should contain a driver's packet already with this information.
- Emergency medications (emergency inhalers, EpiPens, etc.) should be carried by the person for whom they are intended at all times.

Next, review GSGLA's process for handling if a Girl Scout needs emergency medical care as the result of an accident or injury.

- First, contact emergency medical services, and then follow council procedures for accidents and incidents. For after-hours incidents, call GSGLA's 24-hour emergency number: 1-877-ICE-GSLA (1-877-423-4752)
- You will need the exact time and location of the incident, a description of the incident and the names of the people involved and any witnesses. After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will contact parents/guardians, as appropriate. Your adherence to these procedures is critical, especially with respect to notifying parents or legal guardians. If the media is involved, let council-designated staff discuss the incident with media representatives.
- Then prepare and submit an Accident Incident Report (AIR) within 72 hours to: RiskManagement@girlscoutsla.org or submit this eform: <https://www.gsglavolunteerapps.org/gsglaaccidentincidentreport/>

Once your EAP has been created, ensure that all girls, first aiders, and adult chaperones understand the plan and are prepared to execute it, if necessary. And ensure that every adult has a copy of council emergency cards and emergency phone numbers.

Lastly, when you arrive at your location:

- Park all cars by backing into the parking space or another way that allows safer, easy exits (no stacked parking, etc.).
- Car keys should be in the possession of drivers at all times (24 hours a day).
- Some locations may have limited parking, so do your best to keep one car as close to your site as possible.
- Review your Emergency Action Plan with the girls and adults.
- Establish a central meeting place upon arrival. Be sure all members of the group know where the place is, the signal to be used for any emergencies to indicate where to gather, and the proper procedures to follow.
 - This includes having a method of emergency communication that works for your specific activity. For example, ensure each adult always has a cellphone on them when with the group and an established emergency communication protocol for all the adults on the overnight.
 - If doing an outdoor activity, consider giving each girl a whistle to use in case of emergency. Make sure they understand that three whistle blasts are the sound of an emergency. When girls hear this sound, they know to grab their buddy and gather at a designated location. If you need to go to help a girl or adult, the group is safely together, and the adult responds to the situation.
- Review everyone's pre-determined emergency role assignments. This helps everyone remain calm and prepared if the worst occurs.
- Be sure that all building exits are known to all members.
- Establish the boundaries for the girls, like what areas are off limits and where is it okay to go with a buddy.
- Ensure the first aider has placed the first aid kit in an easily accessible so as not to waste time.

For more information on creating an emergency action plan and general safety information, check out *Safety Activity Checkpoints*, or the *GSGLA First-Aider & Emergency Plan* manual.

Planning for Unplanned Situations

Fire – To prepare your troop to handle a fire emergency, know all the roads out of the area in which you are located. Also, ensure the girls and adults know how to use fire extinguishers and where they are located. If the fire cannot be safely extinguished, evacuate to the emergency meeting place and call 911. Always follow directions given by emergency personnel and evacuate if advised by authorities. If you don't have time to pack up, leave your equipment; the safety of the group is paramount.

Lightning – If you are suddenly caught in a lightning storm, quickly but calmly seek shelter. If there is no building in which to shelter, a closed top car is better than nothing. If no cars are readily available, then shelter in the terrain. Lower areas are better than high ground. Areas close to the foot of sheltering cliffs are better still.

Wildlife/Plants – Be sure to keep your distance from wildlife and plants. Do some research as a troop about the different types of wildlife and plants that you may encounter at your location. Being prepared is important! If you come into contact with wildlife, stay calm and stay together.

Snakes and Snake Bite – If you encounter a snake, slowly back away to a safe distance. If someone is bitten by a snake, when safe, get the victim a safe distance from the snake. If it is safely possible, identify or take a picture of the snake. Call 911 or local EMS (fire, sheriff, etc.)

Dehydration – The best way to prevent dehydration is to drink fluids throughout the day. Take water breaks every 20 minutes and drink at least a quarter of a cup of water each time. Consider doing the Water Counter craft found in the Tips and Tools section before or during your overnight. This is a fun activity to help girls keep track of daily water intake on your outing.

Cold and Heat emergencies – Watch out for and know the symptoms of these medical emergencies.

- Hypothermia and Frostbite
- Heat Cramps, Heat Exhaustion & Heat Stroke (Sun Stroke)

Responding to these emergencies is covered in the standard First Aid class, so your first aider should be ready to respond to these situations.

Girl Planning Step 2: Trip Details

Step two involves prioritizing, deciding, and creating a plan for the trip. This will include planning activities, making a camp clock, planning for transportation, discussing procedures for adults attending the trip, and discussing safety topics. All of these questions should be answered by the girls.

- Where are we going?
- Why are we going?
- Will everyone be able to go?
- How are we going to get there?
- What will the weather be like?
- What amenities are available at our site?
- What activities will we do?
- How many meals will we be having?
- How many volunteers do we need?
- How far are we traveling?
- What time do leave, arrive and get back home?
- Where do we meet?
- What permissions do we need?
- What safety factors do we need to consider?
- What is our backup plan?

Planning Activities for your Trip

Once the girls have decided where they want to go, they need to plan the specifics of what they will do there. While indoor overnight sites have amenities that are common such as a kitchen, main room, and restrooms, they also have unique features to their site. Some outside features include picnic tables, an area for games, close walking trails, and nearby attractions. The activities the girls will do may be dependent on the location they have chosen.

Ask the girls questions to get them thinking:

- What is nearby that you might want to do?
- What activities can be done outdoors?
- If there is a nice outdoor area, do they want to go on a hike or explore nature?
- If there is a pool or a beach, do they want to plan for some water activities?
- If there is lots of open space, do they want to plan some active games?
- If there is limited extra space, what activities can they do that do not involve too much moving around?
- Girl Scout indoor overnights are also great for:
 - Team-building activities.
 - Time-consuming badges.
 - Getting a jump start on a journey.
 - Planning out their Girl Scout year.
 - Completing a service or take action project.
 - Having or planning a ceremony.
 - Making SWAPs.
 - Learning songs.

Remember to have program materials such as the VTK, badge booklets, and Journeys on hand, so the girls can look at them. This helps them to see their options and decide what they want to do. No matter what they decide, make sure they are checking *Volunteer Essentials* and *Safety Activity Checkpoints* to ensure they are following Girl Scout rules and procedures.

If the troop decides to work on badges, crafts, or anything that will require specific supplies, make sure they are making a list of needed supplies, so they will have everything they need to complete those activities.

Planning for Transportation

Next, girls will need to discuss how they will get to their destination. Help girls research all of their options, associated costs, and other factors that will go into making this decision.

- Will parents/guardians drive each Girl Scout and drop them off? This is a low-cost option for the troop, but girls will want to make sure that families are willing/able.
- Will you carpool to the location? Help girls think through the budget for gas, how many drivers/cars they will need, etc.
- Will you use public transportation services such as a taxi, train, or bus? Help girls research the cost, routes, and how many volunteers you'll need.

Once girls have researched all their options for getting to their destination, they can decide which one is right for their indoor overnight. No matter what option girls choose, make sure to communicate important information such as where you are meeting and the time, and where you are returning and the time with the families.

For more information on transporting girls, including important safety procedures, view *Safety Activity Checkpoints*, and the Troop Driver modules available in gsLearn.

Creating a Safety Plan

As you know accidents can happen. One of the best ways to stay safe is having a good safety plan that gives the girls safety rules they need to follow. Girls can be prepared for and prevent accidents if they know how to be safe.

Prior to your overnight, discuss the safety rules and consequences that could result if they are not followed. Use the chart below to get started by having the girls give reasons why they think each of these rules is important. Try to relate the safety rules to things the girls understand. Example: "Why should we always use the buddy system?" "If someone gets hurt, there is always someone to go for help". Have the girls (and you) create their own rules to add to the chart.

Rule	Reason
Girls always use the buddy system.	
Everyone wears closed toe shoes until bedtime.	
Girls don't wander away from the group.	
Everyone knows what to do if they get lost.	
Girls know it's important to tell an adult if they are hurt or sick.	
The troop takes a first-aid kit and certified first aider on each trip.	
The first aid kit is checked before leaving to be sure it is stocked.	
Everyone knows where to meet in an emergency.	
The troop practices emergency evacuation drills.	

Evacuation Plan

It is part of Girl Scouts best practices to discuss emergency evacuation procedures with your troop when arriving at a new site. There is less chance of panic if girls have had “drills” and know what to do. Make this a natural part of your overnight planning and preparation. Practice the evacuation plan below so everyone knows what to do.

- With girls and adults:
 - Assign each person a number and buddy (write down).
 - Review:
 - Emergency signal (banging a pot, blowing a whistle three times, etc.).
 - Stop, drop, and roll procedures in case of fire.
 - All exits and escape routes.
 - Meeting place.
 - Practice the plan by conducting an evacuation drill.
- The drill:
 - The leader initiates the drill by using the agreed upon signal.
 - Everyone must leave the building immediately and go directly to the meeting place.
 - One adult grabs the emergency procedures or confirmation sheet (if time permits).
 - Whoever is #1, usually a leader, starts the count off/does a buddy check.
 - Everyone must be accounted for. If you use the buddy system and someone is missing, you will know who it is.
 - When all are accounted for, the leader gives the “all clear” signal.

Adults Attending

It is important to share with the girls that the adults attending the overnight will be responsible for girls other than their own child. They will be sharing their attention with all girls, and each will be treated as one of the group. In other words, there are no “Moms”, and all adults are to be treated with respect.

Share with the girls that each adult will have a role at the overnight. Roles include:

- Troop First Aider
- Troop Camping Advisor
- Troop Chaperone
- Troop Driver

Prior to the overnight, discuss situations that might occur and who will be able to help them. Use the chart below to get started by having the girls review the situation and suggest who to go to for help. Example: “I don’t feel well?” “Not feeling well, let the first-aider know.” Have the girls (and you) create their own situations to add to the chart.

Situations	Who Can Help
I don't feel well.	
My sleeping bag won't stay rolled up.	
The yarn keeps getting tangled.	
The toothpaste won't come out of the tube.	
I am having trouble opening the can of corn.	

Camp Clock

In Girl Scouts, the schedule or Itinerary is known as the Camp Clock. This will list everything that will happen and when. Camp Clocks are generally set up with large blocks of time. They could cover a single day or an entire weekend and should be created once the girls have picked a destination and activities for their trip. Camp Clocks are planned with the girls ensuring that everyone will know what to expect on the trip.

A Camp Clock should include:

- Introductory “camp” meeting
- Setup
- Meal prep
- Meals
- Clean-up
- Sparkle duty
- Planned activities
- Free time
- Rest periods
- Get ready for bedtime
- Lights out
- Time to get up and get ready
- Final site clean-up



Throughout the entire outing, there should be a balance between active and quiet pursuits, which needs to be considered when planning the overnight. Make sure the girls understand the reasons and importance of that balance. This will help them to accept that scheduled rest period after lunch as a pleasure and not a penance.

Schedules are not set in stone.

- Leaders/chaperones should watch each attendee for signs of over stimulation and ease off activities accordingly.
- If a teachable moment arises and the girls are in agreement with pursuing this unexpected event, then go for it.
- Sometimes meal prep/cleanup will take longer than the girls planned, but they still need to see those tasks to the end.
- If the weather has changed in the area since the last visit and now it is not safe, then look for an alternate activity.

During setup, post the camp clock near the kaper chart. If these are posted outdoors, then protect the paper with some type of clear cover. Make sure girls use these resources throughout the trip. Though it may be tough to keep on time with the camp clock, it is a great tool to keep the girls on track and help answer any questions about what is next on the troop schedule.

*Sample Camp Clock may be found in [Tips and Tools](#).

Adult Planning Step 3: Volunteers

As the troop camp/travel advisor, you are responsible for many aspects of a troop overnight; however, the success of any troop overnight will depend on the help and support of additional troop volunteers. Make sure you are securing any volunteer assistance you need, which includes:

- **Volunteer chaperones*** to meet the adult-to-girl ratio.
 - There must always be at least 2 unrelated adults (one of whom must be female).
 - If you have a multilevel troop, you must follow the adult-to-girl ratio for the youngest level present.
 - If tagalongs are attending, any adults responsible for tagalongs may not be part of the adult-to-girl ratio.
 - Each chaperone should take the Safety Wise, and Troop Chaperone trainings on gsLearn, as well as mandated reporter training.
- **Volunteer Drivers*** to help your troop travel safely to and from overnight activities. The troop must follow all guidelines in the Transporting Girl Scouts section of *Safety Activity Checkpoints* anytime girls will be transported in privately-owned vehicles for Girl Scout activities. The following are some of the high points from that section but is not an exhaustive list. Please see *Safety Activity Checkpoints* for more information on transporting Girl Scouts.
 - Every driver should complete the Troop Driver training on gsLearn.
 - Every driver must be at least 21 years old, have a good driving record, a valid license, and a registered/insured vehicle.
 - Girls never drive other girls during activities or field trips.
 - All drivers must adhere to state laws and safe driving practices at all times.
 - If a group is traveling in one vehicle, there must be at least two unrelated, registered background checked members (approved adult volunteers) in the vehicle, one of whom is female.
 - If using more than one vehicle, one approved volunteer in each vehicle is acceptable.
 - Men may be drivers if they are a registered Girl Scouts and approved volunteers.
 - Drivers cannot use cell phones while driving; observance of state laws regarding cell phones and texting is required.
 - It is recommended that troop leaders prepare a Driver's Packet for each driver. Preparing Driver Packets in advance details everything you will need before traveling with your troop.
 - Prepare a transportation safety plan to help you prepare for events such as passenger illness, vehicular breakdown, and accidents.
 - Ensure vehicle safety:
 - The vehicles being used are safe and drivers and all passengers utilize seat belts.
 - Passengers understand appropriate behavior while riding in a vehicle.
 - All cars must be currently registered with the DMV.
 - Ensure each car has a first aid kit and flashlight.
 - The number of occupants in the car shall not exceed the intended capacity of the vehicle and each occupant shall have his/her own seat and is buckled into a seat.
 - Car seats and booster seats are used as defined by state law; the family of the girls must provide the needed car/booster seat.
- **A first aider*.**
 - At least one adult who is trained in first aid/CPR/AED must attend the trip and will be in charge of any first aid situations, including medication distribution. A different level of first aid certification may be required depending on how far away from EMS you are.
 - Be sure to have your troop first aider review the GSGLA First Aider & Emergency Plan Manual. This document can be found in gsLearn under the Troop First-Aider resources.
- **An Emergency Contact.**
 - This is the person that will be available by phone and remain at home, while the troop is on the trip. They will be your contact person if something happens, and calls need to be made to the families, i.e. If the troop is going to be late returning. Provide them an updated roster of who's attending, schedule for the trip, and the emergency action plan.

- **Specialized Volunteers** for any activities the girls plan to participate in.
 - Participating in specific activities may require adults with specialized training. Make sure you refer to *Safety Activity Checkpoints* to find any specific requirements for specialized volunteers. A few activities that require specialized volunteers are:
 - Swimming
 - Boating
 - Archery
 - Challenge Courses/Rock Walls
 - Horseback Riding
 - Reach out to your troop families and/or your fellow Girl Scout volunteers to secure specialized volunteers, as needed.
 - Verify instructor knowledge, experience, and maturity. Ensure the volunteers or on-site instructors possess the proper skill set, knowledge, training and certification, or documented experience required to meet GSGLA's guidelines and as outlined in the specific approved activity.
 - With respect to instructing and safeguarding children, maturity level and years of experience can positively impact the support needed for volunteers to safeguard girls. For example, while the legal definition of an adult lifeguard is 18, qualified lifeguards of 21 years of age are preferred whenever possible.

*Remember, volunteers attending activities in the following capacities, must be approved volunteers:

- Included in the girl/adult ratio
- Supervising Girl Scouts
- Included in the ratio for event staffing
- Handling money
- Driving youth members

Use the following as a guide to determine which background screening is necessary (Asurint or Live Scan) and see *Safety Activity Checkpoints* for more information.

- If volunteer hours of direct contact or supervision of children comprise of less than 16 hours a month, or 32+ hours a year, only our standard background screening (Asurint) is required.
- If volunteer hours of direct contact or supervision of children comprise of more than 16 hours a month, or 32+ hours a year Mandated Reporter Training and Live Scan fingerprinting is required.

Girl Planning Step 3: Meals and Kaper Charts

In step 3, girls will be planning their menus, practicing kitchen safety/sanitation and creating kaper charts.

Meal Planning

Cooking on an indoor overnight will be done using appliances and conveniences found in a conventional kitchen, i.e., stove top, oven, refrigerator, microwave, toaster oven, running water. Menus should be prepared well in advance, and include meals that are low-cost, filling, and well-balanced.

- Find out what specific amenities and kitchen items your facility will have for your troop's use.
 - Encourage the troop to plan their menu based on what will be available for their use or help them figure out what they will need to bring to prepare their meals.
- Think about ease of preparation and cooking time.
 - If the focus of the overnight is NOT cooking, keep the menu simple – not every meal needs to be a hot meal.
- Help the girls consider how their meal menus fit into the basic food groups.
 - Have them check out myplate.gov for more information.

- Recipe ingredients might need to be simplified to keep costs low.
- The original budget may need to be adjusted if the girls discover that what they originally budgeted for food is not enough.
- Girls may eat more on overnights than at home.
- Consider practicing recipes with the girls before the overnight – remember it will take the girls about three times as long as it would at home in your kitchen.
- For good cooking on overnights, patience is the key. Remember girls will develop patience with age and experience, but adults should be modeling patience from the start.
- Be sure they include extra drinking water into the plan for the day, not just drinks with meals.
- Make sure the girls are planning for any special dietary considerations of troop members and volunteers.
 - If they are unsure of how to adjust meals for dietary considerations, ask leading questions to help. If you have a girl who can't eat gluten, and the girls want to have pasta, ask them if they think there is pasta available that is gluten free.
- Whether they are planning all together or by patrol, give the girls a planning sheet for each meal. Meal Planning worksheets may be found in Tips and Tools.
- If the girls plan and prepare the food, they are more likely to eat it, or at least have a taste.

Remember, even if you are just traveling to a location and staying in a museum overnight, there are likely still food items the girls will need to consider. It might be the snack and drink going to and from the activity or the meal before arriving at the activity. Maybe part of their overnight includes an all-day event. Girls will need to discuss what meals and/or snacks are covered and what the troop will need to provide. If they plan to eat out, they should research places ahead of time to find a place that fits within the troop budget and will accommodate religious and medical food restrictions.

- Some simple breakfasts that can be eaten at a park or parking lot before entering the amusement park, museum, zoo, or other event might include bagels, croissants, peanut butter and jelly, bananas, cuties, apples, box milk or juice.
- Have the girls brainstorm different simple meals that can be brought on the outing and eaten at the park for breakfast and lunch.
- Keep in mind most indoor 3rd party locations will not allow food or drinks into the venue. The girls should research the rules for each location ahead of time to ensure your troop is prepared.

Progression in Cooking

The method of cooking on an indoor overnight can range from no cook to heat in a microwave and eat to a stovetop and/or oven. Like everything else in Girl Scouts cooking is a progression. In order to master cooking methods, girls should start simple and easy, advancing to more complicated methods/recipes when they are ready. Do not assume what abilities/knowledge your girls have. It is likely some girls will have no experience with being in a kitchen, preparing/cooking meals, handwashing dishes, and/or handling knives. Ideally, girls should practice in your (or another volunteer's) kitchen before cooking on their indoor overnight because they need hands on practice and experience. If possible, create some fun games to "practice" some of these skills at a troop meeting.

The girls need to learn how to:

- Be safe in the kitchen.
- Observe proper sanitation - washing hands/surfaces, and cleaning vegetables and fruits.
- Safely use knives.
- Prepare food for cooking - Cut, chop, dice, slice vegetables and fruits for salads, snacks, soup, sandwiches.
- Cook at a stove - Start simply with heating canned soup/chili or boiling water for hot chocolate.
- Be a hostess and set the table and prepare food for serving.
- Clean up after cooking/eating.

Making sure the girls are ready to learn is vital to keeping them safe. Girls should:

- Be able to follow instructions.
- Be able to physically handle any equipment they will be using.
- Have an interest in learning these skills.

Cooking Progression for an “Indoor” Setting

These cooking methods can be done using microwave, stovetop, oven, and/or convenience foods.

- No Cook – Open, assemble, and eat (salads, Friendship Salads, walking salads, sandwiches, and take along snacks). The use of a kitchen knife begins at this level. Remember some girls may never get this chance at home. No cook can also mean that your group decided to eat out.
- Heat and Eat – Boil water for tea, cocoa, instant soup. Heat and eat items such as canned foods, soups, stews, chili, Ramen. These are meals that cook fast.
- One Pot Meals – Make a main dish in one pot and supplement with a salad, drink, and dessert for an entire meal.
- Foil Pouches– Use foil pouches filled with vegetables and/or meat to cook a whole dinner in the oven. Place packs on a baking sheet and slide into the oven. Beware when opening the foil as steam will be released.
- Griddle, Skillet– Pancakes, French toast, bacon, scrambled eggs, quesadillas, grilled cheese, etc. can be done on the stove on a griddle or skillet. (Bacon can also be cooked in the oven with less mess and splattering).

How to do Drug Store Wrap Foil Pouches

- To cook a meal in a foil pouch, pull out about 18" x 15" of piece of heavy duty foil. Place the “dinner” (food to be cooked) in the center of the foil. Meet the edges of the 18" sides and fold down about 1". Do this a second time. Next fold the “folded folds” in half. If needed, repeat the above step, keeping a loose wrapping around the meal.
- The ends then need to be sealed together. The corners are folded inward to form a triangle. Fold the ends over the triangle. Fold the ends over two more times. This should form a loose pouch.
- The size of the foil can be adjusted depending on the amount of food to be cooked.

Cooking Tip: With instant rice, there needs to be enough moisture in the pouch to rehydrate and cook the rice.

Basic Kitchen Safety and Sanitation Rules

Kitchen safety includes general safety, sanitation, food handling and storage, safely preparing food for cooking, safe use of appliances found in a conventional kitchen, and cleanup.

General Safety

- Explain safety principles of all utensils and equipment before use.
- Pay attention and follow directions.
- No horseplay.
- Hair must be tied back or covered in a bandana.
- Dangling jewelry or lanyards must be tucked inside clothing. That includes a bandana that might be hanging loose from a pocket or waistband.
- Loose sleeves must be rolled up or secured.
- Nylon and fleece clothing is highly flammable, and these items must be removed.
- Use the “[arc of safety](#)” when using sharp utensils.
- Keep a fire extinguisher and/or baking soda available to put out any grease fire.

Sanitation

- Clean area where food is to be prepared.
- Wash hands before handling food.
- Wash vegetables and fruit before preparing them.
- If preparing raw meat, be sure to bring a separate cutting board for it.
- Double bag meat in case of leakage.
- Clean area with soapy water after food has been prepared.

Food handling and storage

- Wash hands before and after handling food.
- Keep cold foods cold and hot foods hot.
- Store food in sealed packages to avoid insects/spoiling.

Safely preparing food for cooking

- Use a cutting board when cutting food.
- Hold utensils with fingers away from the sharp edge of cutting utensils.
- Cut, peel, or grate away from the body.
- Cut, peel, or grate small items with extra care.
- Never use above moderate force while cutting: if the utensil will not cut using modest force, it is too dull; Sharpen or replace it for the task.
- Learn the proper way to pass sharp objects (see below).
- Always wash sharp objects separately.
- Store sharp utensils separately (preferably with a blade cover) from other utensils.

Stoves and Ovens

- Discuss the difference between gas and electric stoves.
- Limit the number of girls using a stove at the same time.
- Turn pot and pan handles away from the edge of the stove (no overhanging).
- Use hot pads.
- Do not leave utensils in pots or pans.
- Do not leave the stove unattended.
- Keep flammable foods* away from open flames and hot surfaces.
- Keep a fire extinguisher and/or baking soda available to put out any grease fire.
- Be careful of hot surfaces on the stove and in the oven – including knobs.
- Make sure the stove and oven are turned OFF before eating or leaving the kitchen.
- Clean stoves and ovens after they have cooled.
- If needed, teach girls to light matches by striking away from themselves.
- Teach girls how to light a butane match/lighter and then light the pilot/burner.

* Commonly used flammable foods: oils, baking powder, flour, powdered creamer, sugar.

Cleanup

- Wipe surfaces.
- Properly dispose of trash, including food scraps.



- Store leftover food properly.
- Wash dishes.

Knife Safety

Using a knife for the first time (or the first few times) may be stressful, especially for a girl, but it can be quite safe if precautions are observed.

- There is absolutely no playing or clowning around the area where knives are being used.
- Sharp knives are safer than dull knives. Less force is needed, which allows for better control.
- Use a natural motion to cut. Awkward motions and positions decrease control.
- Use an arc of safety between girls when using knives. This is an arm's length between the girls. (Some facilities lack the room to provide this much space between girls. Do the best you can. Do not crowd the girls. Reduce the number of girls or set up a table as extra space if necessary.)
- Teach the girls how to hold a knife and the object that is being cut.

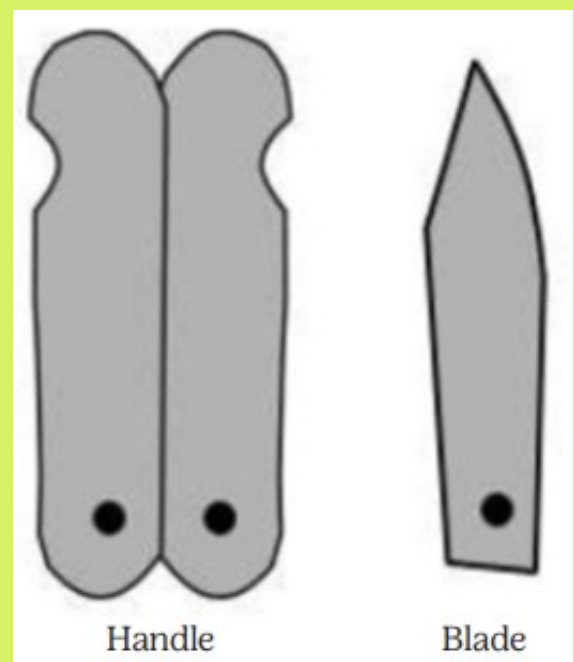


* Have Girl Scouts practice the arc of safety with a plastic or paper knife. Stand with your arm out, then raise it above your head, and in front of and across your body. That is your arc of safety when using a knife. If using a paper knife, use the template below to make a paper knife out of card stock or construction paper. Use a marker to mark where the sharp part of the blade would be on your paper knife.

Making a Paper Knife

Directions for Making a Paper Knife

1. Cut the handle and blade shapes as shown on the left. The handle is all one piece. The shapes don't have to be exact. Make them the size of a real pocketknife.
2. Punch holes in the cardboard where indicated by the black dots.
3. Fold the handle along the center line.
4. Insert the blade into the handle, aligning the hole in the blade with the holes in the handle. Remember to orient the blade so that it is facing the same direction as it would in an actual knife.
5. Use a brass fastener to attach the blade to the handle



Carrying a Knife Safely

To carry a knife, hold the handle normally with the blade pointed downward, and the cutting edge toward the back. Move carefully with the knife held close to your leg and be aware of the point.

Passing a Knife

- Working on a clean surface, the safest way to transfer control of a knife is to set it down:
 - Place the knife flat on the surface so that it will not slide, with the point toward the center of the work area, and the entire knife on the surface (don't leave any part sticking out)
 - Step away from the work area so that the next person can pick up and use the knife.
- If a knife must be passed from person to person:
 - The passer should hold the top (blunt edge) of the blade, with fingers NOT touching the cutting edge, sharp side down, and the handle extended toward the receiver.
 - The receiver should grasp the handle firmly (don't pull), then say "Thank you."
 - The passer should then let go of the knife and say, "You're welcome."
 - Have the girls practice passing a knife using a butter knife, plastic knife, or toy knife. Make this a habit whether in a troop setting or at home.

* Practice handing a knife off to someone. Using plastic or paper knives, you can practice both passing a knife when setting it down, and passing a knife from person to person. Remembering to say "Thank You" and "You're Welcome".

Using Knives

Progression is the key for making a girl safe and comfortable using a knife. Start with easy, softer foods, including cutting sandwiches. Many vegetables and fruits are easy to cut. After a girl has shown that she can handle a knife, she can progress to apples and hard pears, carrots, and round onions. The next step in progression is cutting meat and poultry (disjointing wings from drumettes and thighs from drumsticks and the body of the chicken).

Cleaning Knives

When cleaning knives, it is good to follow these steps:

- Clean knives before cleaning anything else.
- Never put a knife into any container of water, especially soapy water.
- Have the blade cutting edge facing away from you when scrubbing the knife.
- Rinse the knife immediately.
- Place on a safe surface to dry or wipe immediately.
- Have the blade cutting edge facing away from you when wiping the knife to dry it.

Knife skills progression

- Start with a non-serrated, unsharpened knife such as a butter knife (or a paper knife). Use this type of knife to teach about the arc of safety, how to hold a knife, and use it cut soft foods or spread butter or jam.
- Progress up to a metal knife with some serration, such as a table or dinner knife. Continue practicing skills.
- When girls are ready, progress up to a paring knife. Make sure girls understand this is a sharper knife than they have previously used. Have them practice cutting fruits, vegetables, etc.
- Once girls are comfortable, they can progress up to a chef's knife or a bread knife.

Shopping for Food/Supplies

The girls will also need to make a plan for purchasing groceries and other needed supplies. The grocery shopping list should be made while planning meals. Girls may want to look at grocery ads to see what fruits/vegetables are in season (and therefore more affordable) when doing their meal planning.

Once a shopping list is created, the troop may decide to:

- Shop online and have items delivered the day before the trip.
- Go to the store as a troop to shop.
 - Teach them about comparing prices and possibly using coupons.
- Shop by patrols with each patrol being responsible for one meal or “category” of food.
- Have each girl be assigned part of the list to purchase with a parent/guardian.

No matter which shopping method your troop chooses, it is important to involve the girls. Shopping for food is part of the planning process and activity progression. It will also give them a greater sense of being a part of the troop and not just an attendee.

While shopping for food for a troop overnight, Girl Scouts will learn the value of groceries: not all cans of soup are the same value. They learn about generic brands, house brands, and major brands. They learn to look at the label for the number of servings and how many boxes, cans, or loaves of bread they may need for their troop. They learn the difference between buying in bulk and buying in smaller quantities. They start doing math and find that not all larger quantity items are less expensive than buying multiple of the smaller item. There also are times when they only need a small amount, and it does not make sense to buy the larger quantity even if the unit price for the larger item is lower.

This is a learning process so guide them through this process. The first few times will be slow. Soon this will become easy, and they will be able to create their shopping list quickly and without your guidance. Start simply with snacks for the meeting.

See the Hamburger Meal Exercise in [Tips & Tools](#) as a base for grocery planning.

Planning for Cooking/Storage Equipment

In addition to making a list of needed food items for their meals, the troop needs to consider what equipment they will need to prepare those meals. As previously mentioned, some equipment may be available at their site. Have them do some research to determine what items (if any) will be available to use at the site. They will then need to make a list of items the troop will need to bring and talk about how they will get those items. Is the troop going to purchase or rent them? Can they borrow from their families?

Don't forget about plates, cups, eating utensils, etc. If your facility does not have these for your troop to use, your troop will need to bring their own. The troop may decide to have each Girl Scout/volunteer bring a simple “mess kit,” bring reusable items for everyone's use, or even possibly purchase paper goods for ease of clean up, although this is not recommended.

The troop will also need to make a plan for keeping perishable foods safe. Even if there is a refrigerator where you are headed, you will likely need a cooler to keep the food safely cool while traveling, which also means purchasing ice or reusable ice packs, so don't forget to add those to your shopping list.

It is almost impossible to purchase and prepare exactly the right amount of food, so there will likely be some

Mess Kits

Mess kits contain a plate, bowl, (hot/cold) cup, and utensils used for eating while on overnights. Although purchased mess kits are convenient, you can also put together a mess kit with plastic ware found around your home.

For indoor overnights, mess kits may be individual or part of your troop supplies. If it is the troop supply, each mess kit piece is stored together in a dry tub for troop use. For individual use, each troop member will bring their own stored in any mesh bag with a drawstring. Make sure that all mess kit pieces are labeled with each owners' name as communal dishwashing can lead to missing pieces. Keep in mind that for indoor overnights, the mesh bag will generally be used as storage rather than to hang and dry the dishes.



leftovers. The troop will need to have a plan for how to store and what to do with any leftover food after the overnight. They should add to their equipment list storage containers and/or bags for storing leftovers. They may even need to plan for enough ice to transport those leftovers safely home.

See a sample Meal Food & Equipment Packing list in [Tips & Tools](#) for an example.

Kapers

In Girl Scouting, kapers are jobs or tasks that need to be completed during an activity/event to make things run smoothly. Kapers teach responsibility, involve each person contributing to the welfare of the group, and help girls take ownership and develop pride in oneself.

Examples of kapers (customize according to the troop’s needs):

- Cooking
- Hostess
- Meal clean-up
- End of camp clean-up
- Flag raising and/or lowering
- Girl Scouts’ Own
- Leading songs
- Teaching a craft
- Leading a game
- Sparkle Duty

Kapers may be completed as individuals, as buddies, or as patrols. If desired, have the girls pick names or symbols for their patrols. The troop needs to ensure tasks included for each kaper are understood. You may want to plan some games at troop meetings for the girls to practice the different aspects of kapers on their overnight.

Hostess • Clear and arrange the tables. • Make a centerpiece (only non-environmental items). • Place serving dishes on the table. • Select and lead the grace. • Decide how food will be served, buffet style or being served.	Cooks • Gather equipment needed. • Cook prepared foods. • Dish out (for service) when ready. • Present meals to be served.
Food Prep. • Gather food to be cooked. • Clean surfaces and tools. • Prepare foods to be cooked (clean, chop, dice, cube, season). • Remember the condiments and drinks.	Clean-up • Gather dishwashing equipment. • Plan method of heating water. • Wash personal dishes first. • Store or dispose of the leftovers. • Wash all cooking equipment and knives first. • Wash table and stove. • Put equipment away when dry. • Empty trash.

*Sample Meal Planning Guide and Worksheet may be found in the [Tips and Tools](#).

Kaper Charts

To equally share the responsibility for kapers, girls should create a kaper chart. 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. The kaper chart should allow for the rotation of jobs between individuals, buddy groups, or patrols, as appropriate.

When a kaper chart is posted outdoors, it is best to place it in a protective sleeve or large piece of plastic or laminate it. This protects it from the weather.

In the beginning, work as a group to put together a kaper chart for your first indoor overnight. With experience, the girls can put together the kaper chart for their outings on their own. There are many ways, styles and versions of a kaper chart and no one way is the correct way. Let the girls be creative as long as they divide the kapers evenly. No one patrol should be assigned only the cleanup or just the cooking.

Flag Kapers		
	Saturday	Sunday
Bluebirds	UP	
Cardinals	DOWN	
Robins		UP
Hummingbirds		DOWN

The following kaper charts are two different ways of displaying the same kapers.

PATROL	HOSTESS	FOOD PREP	COOKS	CLEANUP
LIONS	Sat Breakfast	Sun Lunch	Sun Breakfast	Sat Lunch
BEARS	Sat Lunch	Sat Breakfast	Sun Lunch	Sun Breakfast
KANGAROOS	Sun Breakfast	Sat Lunch	Sat Breakfast	Sun Lunch
MONKEYS	Sun Lunch	Sun Breakfast	Sat Lunch	Sat Breakfast

	SAT BREAKFAST	SAT LUNCH	SUN BREAKFAST	SUN LUNCH
HOSTESS	Lions	Bears	Kangaroos	Monkeys
FOOD PREP	Bears	Kangaroos	Monkeys	Lions
COOKS	Kangaroos	Monkeys	Lions	Bears
CLEANUP	Monkeys	Lions	Bears	Kangaroos

For more information on Kaper Charts, see the Kaper Chart module in gsLearn.

Kaper Charts can be simple or complex, decorated or not. Let the girls decide!

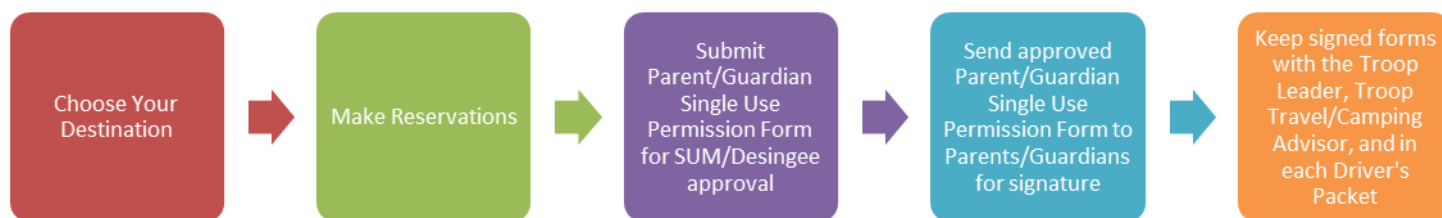
Kaper → ↓ Patrol	Hostess	Food Prep	Cooks	Cleanup
Lions 	Saturday Lunch	Saturday Dinner	Sunday Breakfast	Sunday Lunch
Bears 	Saturday Dinner	Sunday Breakfast	Sunday Lunch	Saturday Lunch
Kangaroos 	Sunday Breakfast	Sunday Lunch	Saturday Lunch	Saturday Dinner
Owls 	Sunday Lunch	Saturday Lunch	Saturday Dinner	Sunday Breakfast

↓ Kaper Patrol →	Lions	Bears	Kangaroos	Owls
Activities 				
Kitchen Set Up 				
Sparkle Duty 				
Cleanup 				
Loading/ Unloading Vehicles    				

Adult Planning Step 4: Reservations/Approval/Paperwork

Once the girls have decided where to go and what to do, you will want to contact the site to make reservations. Around this time (at least 4 weeks before your trip) is also when you will be submitting the Parent/Guardian Single-Use Permission form to your Service Unit Manager (SUM) or their designee for approval. Keep in mind if your paperwork is not approved, any fees paid may not be refunded.

Once the Parent/Guardian Single-Use Permission form is approved by the SUM/designee send a copy to your parents for their signature. They will only sign and return the bottom portion of the form, the top portion which includes all of the important information for the indoor overnight should be kept by each Parent/Guardian, so they know activity details. Once approved by your SUM/designee and signed by parents, these signed forms should be kept by troop leader or travel/camping advisor, and in each driver's packet for each activity.



Additionally, you will want to make sure any additional paperwork is completed, signed, and up to date. Paperwork requirements may change based on your activities, number of nights, etc. Some forms you'll need to submit ahead of time while others you will keep with you. Remember, paperwork requirements don't have to seem daunting. You will build your paperwork skills with progressive trips, and as you plan ahead, it will become second nature and a normal part of the process. Below are some of the most common forms you may need to collect and/or submit for your indoor overnight.

- **Adult Emergency Information and Authorization for Treatment Card:** This form authorizes first aid and emergency treatment for adult volunteers. It is important that each adult has the completed card carried on them at all times; these are not collected by the troop leader.
- **Contracts or Agreements:** If you are asked to sign a contract or agreement and you are uncertain of any portion, please reach out to riskmanagement@girlscoutsla.org for assistance, approval, and signatures when necessary. Please allow 3-5 business days for processing.
 - Make sure the contract you are signing is the contract you agreed to sign.
 - Date the contract.
 - Make sure that both parties sign the contract.
 - Make sure any last-minute changes are initialed.
 - Keep an original signed contract and remit a copy to riskmanagement@girlscoutsla.org
- **Certificates of Insurance:** The location or event you choose may require a Certificate of Insurance (COI). A certificate of insurance is a **document that defines the coverage provided by GSGLA's insurance carrier to an insured person or business**. To request a COI, please submit via the COI eForm or by emailing COI@girlscoutsla.org for processing and or review. Allow 3-5 business days for processing.
- **Extended Travel/High Risk Application eForm:** Use this eForm for approval by your Service Unit Manager (SUM) AND the Council in the following circumstances:
 - For Tier 2 high-risk activities (Submit at least 4 weeks in advance)
 - For Extended Overnights of 3 + nights (Submit in advance Local–4 wks; Regional–3 mo; National–6 mo)
- **Girl Health Information and Release Form:** This form documents health information and authorizes first aid and emergency treatment. Collect at the beginning of the year and have guardians update whenever there are changes to medical information. Keep the original in the

troop permanent file. Copies of these signed forms should be kept by the first aider and in each driver's packet. This form is confidential and should be collected from chaperones/drivers at the end of each activity.

- **Over the Counter (OTC) Form:** This form gives you written parent/guardian permission to give over the counter (OTC) medication. Leaders and troop first aiders cannot dispense any medicine without express parent permission. That includes items like Tylenol or even sunscreen. These signed forms should be kept by the troop first aider, and a copy in each driver's packet for each activity.
- **Parent/Guardian Single-Use Permission Form:** This form gives written permission for activities that include extended-day trips (8+ hours), overnight stays, and/or high-risk activities. For insurance purposes, your service unit manager/designee must approve and sign the form before you give it to your parents/guardians. Send to your service unit manager/designee at least 4 weeks prior to the activity. Once approved by your SUM/designee and signed by parents, these forms should be kept by troop leader or travel/camping advisor, and a copy in each driver's packet for each activity.
- **Provided Prescription and/or Provided OTC Medication Form:** This form gives you written permission to assist or administer medication during the activity. All medication – prescription and OTC – provided must be in its original containers, with original label, dose and expiration date. Prescription labels must include the child's name, physician's name, and phone number. These signed forms should be kept by the troop first aider, and in each driver's packet for each activity.

This is a very brief overview of this information so please make sure you are familiar with the necessary paperwork, so you are covered by insurance. Check [Tips & Tools](#) for an Indoor Overnight Reservations, Approval, and Paperwork Checklist, or review Module 3 of the Getting Out & About course.

Backup Plans

Things don't always go according to plan, and unforeseen events such as weather, sickness, or cancelled reservations could put a wrench in your plans. If your site cancels your reservation, will you simply reschedule the overnight? Or will you switch to another location? It's a good idea to have a backup plan in place for things like your destination and activities so you can think quickly and remain flexible and positive. Here are some additional things to think about.

- When choosing a backup plan, try to make it equal or at least comparable to your original plan. If you were planning an overnight stay at a cabin in the mountains, would an overnight at a program center in the city feel like an ok swap?
- If you do end up needing to use your backup plan, make sure to alert your SUM/Designee and all parents/guardians of the change.
- If you are ordering craft supplies, make a plan for what happens if all the supplies don't arrive on time. Can you do the activity without it? Do a last-minute shopping trip? Or do you have another activity planned?
- If you are planning an activity that requires a specialized volunteer with certification, what will you do if they can no longer attend? Since you cannot do that specific activity without them (Think Swimming, Archery) what will be a backup activity the troop will still enjoy that doesn't need a specialized volunteer.
- Make sure to keep the girls involved in your back-up planning too.

In some instances, you may need to cancel or reschedule your plans. Here are some examples of when you would need to cancel or reschedule:

- Your trained adult and/or first aider can no longer attend the overnight.
- A volunteer(s) had to drop out and you no longer have enough cleared adults to meet the adult/girl ratio.
- Your site reservation was cancelled, and you cannot find a backup location.
- A fair amount of the girls in your troop are sick and cannot attend.
- Your Parent/Guardian Single Use Permission Form was not approved.

If one or more of these instances occurs, it is up to you to decide to cancel the overnight altogether, or simply reschedule to another date/time. Make sure to alert your SUM/Designee and all parents/guardians of the change.

Girl Planning Step 4: Personal Gear, Troop Equipment, & Packing

Personal Gear

One of the biggest decisions for any trip is what to take and what to leave at home. Start by letting the girls know that they will be carrying their own gear in only two bundles, a backpack/duffle bag for clothes and personal items, and a sleeping bag. Also share they will have a place to put their backpack and sleeping bag, and all of their items are their responsibility.

As you guide the girls in deciding what to take and what to leave home, remember younger girls may need some suggestions, while older girls may take the reins in creating the entire list. To begin, share with the girls the expected weather and remind them of their planned activities.

Also share what the proper apparel for all GSGLA Girl Scouts, both girls and adults, is.

- Girls should always wear shirts with sleeves that cover at least the top of the shoulder. This prevents sunburn and hides straps for older girls. The shirt should go below the waist so no midriff shows.
- Shorts are to be mid-thigh or at least long enough to provide full bottom coverage.
- Socks should cover the ankles especially in outdoor settings.
- Closed toe and heel shoes.

Next, talk about what to leave home. Share with the girls if you don't want to lose it, leave it home. Have a discussion on the items they think should be left at home. Mention the ones below if they don't include them.

- All personal electronic devices (such as electronic games, tablets, cell phones, etc.).
- Toys.
- Dangerous items.
- Hair dryers.
- Valuables.
- Money.
- Jewelry.
- Gum/candy/snacks (as attracts unwanted visitors).
- Items you don't want to get wet.

Follow by letting them discuss their ideas for the type of clothing, their toiletries, and sleeping items they will need. The items listed below are musts for their overnight.

• Pants/shorts • Shirts • Underwear • Socks • Shoes (they should wear them!) • Sweater/sweatshirt	• Pajamas/sweats • Comb and brush • Toothbrush and toothpaste • Sleeping bag • Pillow • Flashlight
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Depending on the length of your trip, each Girl Scout will need varying amounts of clothing. For instance, for a one-night overnight you may only need one pair of pants, but for a longer trip you might need two or three. Use your common sense as you and your troop are planning to discern how many of these personal gear

items should be packed. Regardless, have each Girl Scout pack two pairs of socks for each day and extra underwear. Girl Scouts should put a clean pair of socks on every night before bed to keep their feet clean and warm, then put a clean pair on in the morning. Extra underwear is a good idea in case of accidents.

As they share their ideas on what to take and to leave, record them on the Overnight Troop Packing List template found in [Tips and Tools](#). This template has a complete list of all personal gear needed and will become their packing list.

Once the girls have an idea of what personal gear includes, it is time to build on that knowledge. Focusing on games and activities that teach skills and involve planning is a fun way for girls to learn. There are several games and activities in [Tips and Tools](#) to help your troop build this knowledge, such as Dress up & Decide, a fun relay race that helps teach girls about the best clothing for the trip.

Troop Equipment

Troop equipment includes all items you will need for your overnight and is used by everyone. And may vary depending on the length, location, and activities. These items include the list the girls have already created along with paper and sanitation supplies.

Paper and sanitation supplies are a must to make sure Girl Scouts have fun and leave a place cleaner than they found it. These are items that you need to have on hand for each overnight as your location may or may not provide enough or at all. When your troop starts planning their first indoor overnight you will need to make an initial investment in some of these supplies, but then many items can be saved for future trips. Be sure to restock consumable items before each trip and ensure they are included with all your troop equipment.

Explain to the girls that they need to make sure they have everything they need for their overnight and they will be creating an equipment list. Let them know they have already created lists for food, activities, and personal gear but they still need to talk about paper and sanitation supplies.

Paper supplies include paper towels, toilet paper, tissues, napkins, and trash bags.

Sanitation supplies include everything you need to clean up, such as a broom, dustpan, cleanser, toilet brush, hand soap, dish soap, dish towels, dish rags, long-handle brush and scraper.

Ask the girls what items they think should be added to the paper and sanitation lists and what they would be used for. As the girls share their ideas, add and/or check off on the troop equipment list template found in [Tips and Tools](#).

Packing

Packing includes gathering all the items on the packing list, labeling everything with the girls' name and putting everything in a bag. Bags need to be small and soft sided as they are easy for the girls to carry and encourage the girls to pack lightly. For an indoor overnight, girls will have a bag/bundle for their sleeping gear and a bag for their personal gear.



Explain to the girls, they will be sleeping on the floor, and they will need to bring:

- A sleeping bag that can be rolled or stuffed into a stuff sack or large pillowcase.
- A small pillow that can be strapped to their backpack/duffel bag or sleeping bag.
- A mat/trash bag for insulation that can be strapped to their backpack/duffel bag or sleeping bag (optional).

Next talk with the girls about the type of bag they should use for their personal gear. Show them several types of bags such as a backpack, duffel bag and a small hard sided bag. Ask the girls which bag should be used for an overnight. Share that soft sided bags like backpacks are light, easy for them to carry and don't take up too much space. While most hard sided bags have wheels, they are difficult to roll on uneven surfaces, the entire bag needs to be opened to get something out, and they aren't efficient for fitting in vehicles. After the girls share their ideas, guide them in choosing a backpack or duffel bag.

Share with the girls you will be giving them a list of everything they need to bring. Explain they should pack their own bag so they know where things are and can recognize their belongings. Also mention to put clothing in plastic zipper bags to keep clean clothes dry and wet/dirty clothes separate.

Then show the girls that:

- Rolling clothes and putting them in plastic zipper bags takes up less room.
- Toiletries should be small and are in a plastic zipper bag.
- Medication is in its own plastic zipper bag and labeled.

A fun way to help the girls understand how to pack their personal gear is to play games such as Right Packed Bag vs. Wrong Packed Bag and Sleeping bag rollup relay. Instructions for these games are available in [Tips & Tools](#).

Adult Planning Step 5: Family Meeting

Now that the girls have completed much of the planning of their overnight and reservations have been made, it will be time to hold a family meeting.

- Let families know:
 - What the plans are
 - What to expect
 - What is expected of them and the girls
 - Any gear needed.
 - Let them know how they can help in preparing their girls for the overnight.
- Discuss the budget, and if it will require any family contribution.
- Secure necessary volunteer assistance if you haven't already:
 - Chaperones and drivers
 - First Aider
 - Emergency Contact
 - Grocery shopping helpers/chaperones
 - Specialized volunteers
- Find out about any other concerns you need to know about, such as:
- Medications
 - Make sure parents have filled out the appropriate paperwork and understand all prescription and over-the-counter medications need to be in their original container.
- Homesickness
 - Talk about how this will be addressed and what the procedures will be if girls become homesick.

- Bedwetting
 - Are the girls able to handle this situation if it occurs?
- Night lights
- Discuss Tagalongs
 - Will they be permitted
 - No child under the age of 5 years old may attend as a tag-along on an overnight trip – children under the age of 5 require a level of care that would not permit the accompanying adult to be able to act in a leadership position with the girls. (They may attend special family overnight activities).
 - How they will be handled?
 - Tagalongs are expected to follow the same rules and procedures as the girls.
 - If a tagalong is attending, their parent/guardian would not be able to count towards the adult-to-girl ratio. Additional adult chaperones will be required.
- Have them update the girls' Health Information and Release From (Health History) if necessary.
- If your Parent/Guardian Single-Use Permission Form has been approved by your service unit, send it home with them for their approval.

Girl Planning Step 5: Expectations & Safety

As a Girl Scout volunteer, you are responsible for the emotional and physical safety and well-being of girls. To support that, it is important that you include your Girl Scouts in everything regarding safety from the start of planning your next indoor overnight activity. This will ensure your trip is safe and fun!

To have a successful trip, ensure the girls understand GSGLA's safety guidelines. In the beginning of your planning process, make sure you provide the girls with an opportunity to consult *Safety Activity Checkpoints*. This resource will provide the girls with safety information that all members must follow.

And finally, be sure to consult the more detailed safety information in the Adult Planning, Step 2: Safety section of this manual on [page 22](#).

Safety Activity Checkpoints

Since there are some activities that girls are not allowed to do, have the girls check *Safety Activity Checkpoints* themselves during the brainstorming process so they understand whether that activity is permitted or not. If they are old enough, they can check *Safety Activity Checkpoints* themselves to determine if they can participate in a specific activity. If they are younger, showing them *Safety Activity Checkpoints* and explaining the reasoning why they cannot participate in that activity is better than just telling them "No." And even better, if they find an activity that is permitted and the troop is able to participate, guide them through reviewing that specific checkpoint so they can assist the adults in the planning process and understand all of the safety standards required to participate. Getting the girls to interact with these resources early on allows them to understand that there are rules that everyone must follow to ensure everyone stays safe.

Activity Safety

Closer to your actual trip, make sure you dedicate some meeting time to cover these topics. And be sure to remind the girls of this information on the first day of your trip and throughout as needed:

- Discuss the **buddy system**. Make sure each girl understands that they must always stay with their buddy, whether it is a simple bathroom trip or during an emergency.
- Review the **emergency action plan** with the girls so they are familiar with the safety standards and know what to do in case of emergency. Upon arrival you will also want to establish a central meeting place and make sure all members of the group know where the place is.
- Girls should know the signal to be used for any emergencies; **three whistle blasts** mean they are in distress, or the entire group needs to meet at the designated meeting spot.

- Discuss what the **sleeping/restroom arrangements** at the site will be like. Remind the girls that if they need assistance during the middle of the night, they need to reach out to a female volunteer if a male volunteer is present. Also, if a restroom needs to be shared, let the girls know how to handle that situation.
- Practice **first aid basics**; consider completing their grade level's First Aid badge or plan a discussion around different types of emergencies and how they should respond. Also, ask the girls to assist you in assembling the first aid kit for the overnight. Depending on where you are going, they can assist by checking for expired items in the troop's current first aid kit or assist in creating smaller kits for cars.
- Talk about **hydration**. Consider doing the water counter craft found in the [Tips and Tools](#) section. This is a fun activity to help girls keep track of daily water intake on their outings.

Proper Behavior and Travel Manners

Girl Scouts need to understand what they can expect and what behavior is expected of them while on an indoor overnight trip.

Have a conversation with them about what they should expect while on their indoor overnight, and what the facility will be like.

Discuss sleeping in a new place and what the sleeping arrangements will be.

- Ask who has done this before.
- Will they be sleeping on the floor, in bunks, or on cots?
- Make a plan for using the restroom during the night.
- Do they need to wake an adult? A buddy? Both?
- Talk about what to do if they get scared at night.
- Have one night light for the group.
- Tell girls if they are sensitive to noise/light while sleeping, they may want to bring ear plugs and/or a sleep mask.

Work with your troop to create a behavior/troop agreement specifically for your overnight. It may include rules the girls are already supposed to be following at their regular troop meetings, but you will also want to ask the girls to come up with proper behavior rules and travel manners that are appropriate for your overnight.

This may include things like:

- Following the camp clock.
 - Quiet time.
 - Free time.
 - Kaper time.
 - Activity time.
 - Wake up time.
 - Mealtimes.
- Cooperatively completing assigned kapers.
 - Individually, as buddies, or as groups/patrols as planned.
- Behavior when traveling as a group in a vehicle.
 - Respecting others in the same vehicle and when making stops.
 - No whining, yelling, or other driver distractions.
 - Include everyone in conversation/games.
 - Remain seated and keep seat belts fastened.
- Behavior during quiet times.
 - Respect your neighbors at your location and adhere to city noise ordinances.
 - Respect your fellow Girl Scouts. If a Girl Scout can't fall asleep or wakes up early, she

should be respectful of those around her and allow them to sleep.

- Being responsible for their own gear.
 - Packing.
 - Carrying.
 - Tracking.
- Follow Leave No Trace Principles.

To prepare girls for properly completing kapers, you will want to talk about them and possibly have them practice ahead of time at a troop meeting.

Start by talking about Sparkle Duty* and how it is the name Girl Scouts use for cleaning bathrooms. Bathrooms will need to be cleaned at least twice a day by Girl Scouts with adult supervision. Sparkle duty includes:

- Wiping out the sink.
- Wiping down the counters.
- Restocking soap and sanitizer.
- Restocking paper towels.
- Cleaning the toilet.
- Wiping down toilet seat.
- Restocking toilet paper.
- Picking up litter off the floor.
- Sweeping the floor.
- Emptying trash.
- Relining trash can with trash bag.
- Taking trash to dumpster.

*[Sparkle Duty](#) only needs to be done in private locations, where the facility does not have staff on site to do so.

To practice Sparkle Duty and general clean up the Girl Scout way, see The Clean Sweep Obstacle Course Relay in [Tips and Tools](#).



Dishwashing

Another kaper that will be done while on an indoor overnight is dishwashing. Even if the troop decides to use disposable plates, cups, etc., there will still be things that need to be washed. So, it's important for the girls to know how to wash dishes the Girl Scout way.

Dishing washing begins at the table after everyone has finished eating. Everyone is to scrape their excess food into the trash and then wipe everything with a napkin. Once wiped, the dishes are ready to be scrubbed in warm soapy water, rinsed under running water, and dried with a towel. If using mess kits, put dishes in the draw string bag to be dried before being stored away.

Depending on the age and experience level of the girls, you might want to practice washing dishes or just play a game where the girls put the dishwashing steps in the correct order.

To practice dishwashing the Girl Scout way, see the Dishwashing Line Up activity in [Tips and Tools](#).



Adult Planning Step 6: Confirm and Finalize All Details

Planning an overnight with Girl Scouts is a very involved process with many things to consider. It would be easy to miss an important detail along the way. So it is important that you confirm and finalize all the details. In the 2 weeks before your trip:

- Have a meeting with the volunteers who are going on the trip to get everyone on the same page.
 - Find out who stays up late vs. rising early to determine who will be the one staying up until the girls are asleep and who will likely be up first in the morning to supervise any early rising girls.
 - Review any dietary restrictions and make sure they are being accommodated with the meal plans.
 - Determine if any volunteers have any physical limitations or take medications and how that will be accommodated, if necessary.
 - Find out who has been away from home with children other than their own. Have a discussion about the differences between traveling with family and chaperoning on a Girl Scout trip.
 - Discuss expectations of the volunteers and all procedures they will be expected to follow.
 - Create an Adult Volunteer Behavior agreement, if necessary.
 - Discuss plans for modeling flexibility and handling behavior problems, homesickness, bed wetting, periods, etc.
 - Discuss how all the chaperones should work regarding their own Girl Scout.
 - Verify all volunteers are registered, approved, and trained appropriately.
 - Discuss the shopping plan the girls have created and assign adults to carry it out.
 - Let volunteers know that adults should follow the girl approved packing list as well.
- Collect and double check you have parent permission forms and other necessary paperwork (including driver's packets). See [Paperwork Checklist in the Tips & Tools](#) section of the manual.
- If any details about the trip plan change, adjust your paperwork and notify your parents and SUM/Designee.
- Collect any fees due from girls.
- Send home the girl approved packing list.
- Check in with your emergency contact to see if they are still available and that they understand their responsibilities.
 - Provide them with your finalized site emergency plan and itinerary.
- Make sure that the troop's shopping plan is enacted, and you have all the needed supplies/equipment.
 - Check equipment for functionality, if needed.
- Send last minute reminders to parents/guardians.
- And finally, double check everything to confirm the troop is absolutely ready to go.

In the last few nights leading up to your troop's trip, ensure that you (and your Girl Scout) get plenty of rest and drink plenty of water. Heading out for your troop's trip fully rested will help ensure a more positive experience.



Girl Planning Step 6: Are we Ready?

Within those same two weeks that adults are finalizing plans, use the list below to work with girls so they are involved in as many of the final aspects of planning and preparation for their overnight as possible. Work with the girls in the troop to make a final checklist of all the items that need to be finalized.

Some things to consider adding to the list:

- Are there any skills that still need to be practiced? If so, when will that happen?
- Does the troop still need to shop for food, activity supplies, or any other items? The troop may already have a plan for this, but do the girls still need to execute it?
- Assemble driver's packets and ensure all paperwork is organized and ready to go with you on the trip- The girls can do this part by putting them into folders/envelopes.
- Update and go over the camp clock and kaper chart: including making any final changes and confirming the time/place the troop is meeting to carpool.
- Go over packing list and ensure updates do not need to be made based on weather or trip changes.
- Remind the girls about behavior guidelines and expectations such as having a positive attitude and modeling flexibility.
- Do the girls have any last-minute questions?

This final step will really all depend on how much the troop has completed and how soon your indoor overnight is happening. Remember, our Girl Scout motto is "Be Prepared" and this last step will help you do so.

While on your Trip

Before You Leave

On the day you leave for your indoor overnight trip, be sure to check the following items before you leave:

- Ask the girls to review the checklist to make sure the troop has all the necessary equipment. When checking, we advise one girl confirms the items are checked off on the list while the other girls load it into the car. This will ensure nothing gets left behind.
- Ensure leaders have all the proper paperwork.
- Make sure you review with the girl's appropriate passenger behavior, like always wearing a seatbelt, do not distract the driver, keep your hands to yourself, etc. Hopefully these were included in the Troop/Group Behavior Agreement.
- Let the girls know the plans for the drive, like the estimated travel time and if any stops are planned.
- For drivers:
 - Ensure each driver has their driver's packet, driving instructions, and any trip folders that contain information.
 - If necessary, ensure all booster seats are secured.
 - Assign girls to the car and driver who will transport them to and from the destination.
- Monitor weather, traffic reports, and road conditions prior to departure and have any alternative routes in place. Be sure that this info is shared with your emergency contact.
- Make sure the emergency contact has all the necessary contact information: troop roster with contact info, driver information, itinerary, address of location, etc.

On the Trip

Once you arrive at your location, there are some things that the girls should do in order to get settled in at your indoor overnight location:

- Have a quick meeting with everyone to discuss behavior guidelines, safety & emergency procedures, where to put their stuff, and any other necessary information.
- Remind the girls of the Emergency Action Plan.
 - If this is your first indoor overnight or you have a lot of new girls, consider practicing the plan by conducting an evacuation drill.
- Have the girls unload the cars and place the items in specific places under adult directions. This will also include, unpacking any supplies as well.
- Depending on your location, you may need them to set up certain supplies based on your activities. And be sure to have them post the camp clock and kaper chart in an area where everyone can easily access it.
 - If the timing is appropriate, you may want the girls to set up the sleeping area. This really all depends on if you are using the sleeping space for activities or not. When they do set up the sleeping area, make sure they know to keep a clear space to walk to the bathroom and be sure to set up the designated spot for adults.

Be sure to consult the Adult Planning Step 2- Safety regarding safety items, like boundaries, emergency procedures and other safety info before officially going on to the fun items on your camp clock. And if the girls are old enough, ask them to lead these safety talks with your guidance.

Now that the location is set up to the troop's liking, it is time to have fun and stay safe! Be sure the girls use the camp clock and kaper chart to keep them on task.

When it is time for bed, there are some other items that the girls should lead:

- If they have not already done it, have the girls set up the sleeping area according to the sleeping arrangement rules.
- Ask one or a group of girls to lead the discussion on bedtime rules according to your Troop/Group Agreement. This may include the location's quiet hours, buddy system rules at night, which adult is appropriate for them to go to when everyone is asleep and what to do if they wake up early.



Preparing for Possible Challenges

Getting to Sleep

On almost any overnight event the girls are excited and will have a hard time getting to bed. Plan the activities so that as it gets closer to bedtime, the activities are quiet and calming. Schedule the noisy and active activities before dinner.

Figure out the sleeping arrangements. Remember to have a clear path for each girl to the restroom. This will help prevent tripping or stepping on someone in the middle of the night.

A good way to quiet down the girls would be to read them a story, sing some quiet songs, tell a story or have the girls tell their own story, etc. Just be sure to stay away from scary stories. Calming activities help to discourage talking and relax them. Depending on the age of the girls and the location of the event, a nightlight could be plugged in or use a small LED lantern. If the room is dark, a nightlight in the restroom will help guide the girls.

Adults need to get their sleep too. Set the example for the girls. Try not to stay up talking to the wee hours of the morning.

Staying Asleep

Staying asleep or staying quiet during the quiet (sleep) time is not easy. Girls need to be taught about respecting others. Depending on the location, a girl might have to wake her buddy to use the restroom. Sometimes that is not possible, and the adults will have to be that buddy. In the morning, some girls will wake as soon as the sun comes up. Others will sleep as long as they are allowed. Have a set time that all must be up. Before this time, the early risers could quietly read a book or work on a lanyard or a friendship bracelet.

During the night, there may be a sleepwalker. All adults should be aware of that and follow the parents' instructions as to how they usually take care of this situation.

Some may have a nightmare. Stay calm and reassure the girl that it is okay. If necessary, go to another room away from the sleeping girls, until she has calmed down.

Homesickness

Children who are homesick can present in various ways: sadness and depression, anger and unruliness, complaints of varying degrees of illness (headache, nausea, tummy ache, and "feeling sick").

The Girl Scout ideas on progression and program are remarkably good techniques for avoiding most of the difficulties with homesickness. By following progression, the girl gradually learns and strengthens coping skills needed to prevent the feeling from overwhelming her. She is invited to have a hand in the planning of the outing (girl led), which increases her sense of control over the circumstances. The presence of program activities distracts her from the feelings of loss. Having her prepare for the outings with other girls and supportive adults helps her to form a surrogate "family" for support. These combined actions are precisely the steps recommended by pediatric psychologists to treat children who are suffering from homesickness.

One final help: invite a girl who is having difficulty with homesickness to talk about it. Ask "What do you miss about home/your family?" and/or "What do you think will help you most if you are missing home?" Give the girl a chance to acknowledge and externalize her feelings. Explain that everyone, even an adult, has these feelings when they separate from family to do something new. Talk to the girl about all the fun activities that they can participate in, and they can share it with their family when they get home.

Have the girl think about the people she misses from home and write a letter or a journal page for the loved ones describing what activities she and the troop are doing and think about what the loved ones would say to her. This allows her to get a sense of contact with home and vicarious social support.

Bedwetting

This situation is dealt with on a private basis with the girl. The parents could place an absorbent bed pad in the sleeping bag at home so that no one knows about the situation. Also, the girl could limit liquids after a certain hour. Make sure she uses the restroom just before going to bed for the night. If you are going to bed later, have her go one more time. Consider waking her up first thing in the morning to use the restroom. Have her sleep closest to the restroom and assure her that if she does have an "accident", it will be handled discreetly.

Disagreements

Not all outings will be free of conflict, disagreements, or arguments. When it does happen, do not take sides or get emotionally involved. If it is your Girl Scout, have your co-leader help deal with the situation and vice versa. Do not play favorites. All girls follow the same rules, including the leaders' daughters.

Try to get to the root of the problem. Is this behavior caused by the need for attention or power? Does the girl feel threatened? This can be real or imagined. These threats can be to territory, friends, or possessions.

Finding the root of the problem may help you assist the girls in solving the problem themselves. One of the goals as a leader is to help the girls learn to solve problems. Refer back to your Troop/Group Agreement and the Girl Scout Law as needed.

For more information on disagreements, consult the "Girl Conduct" section of the [Basic Leader manual](#).

At the End of Your Trip

Now that it is the last day of your indoor overnight, it is time to head back home and there will be some things that the girls need to take care of before leaving your location.

Make sure the girls are responsible for packing up their own bags and gear. And they should also be the ones to load their items and troop gear back into the cars.

Misplaced or unidentified items are often found while packing things away. We recommend after everything is cleaned up, gather as a group and ask the girls to try to identify the misplaced item. Hopefully, these items have names on them, but you may need to have one girl in charge of placing the unidentified items in a bin or bag if they are unclaimed. This will be helpful when it comes time for girls to be picked up by their families, you can ask them to consult the lost and found. The girl's family members most likely can identify an item better than a girl.

Be sure to have the girls properly clean up the location. As Girl Scouts, we always leave places cleaner than we find them. So, make sure the girls pick up and properly dispose of all trash both inside and outside, clean up any areas your troop was in, and put away any dishes you may have used.

Depending on your overnight's location, follow any necessary checkout steps to ensure the site is properly taken care of before you leave. This would be a good time to put a patrol in charge of checking the list and confirming everything was done.

Once everything is packed, you can ask the girls to form a line and then walk across the location (both inside and outside) to check for trash or left behind items one last time. This helps the girls continue the LNT principles of "trash your trash/dispose of waste properly" and ensure that other Girl Scout troops will be welcomed back to that location.

You also want to make sure that you evaluate your overnight experience with your troop. You can do quick check-ins throughout the overnight, but you will also want to do a more formal evaluation at the end of the trip or at your next troop meeting. This evaluation feedback can be a great stepping off point for your next overnight activity the girl's plan. For more evaluation tips, check out [Evaluation Tips document in Tips and Tools](#).

Don't let girls leave once you have arrived back home until the cars have been unloaded and everything has been put away.

Remember to ask the girls to collect driver's packets from drivers, and any other troop paperwork from adults. This paperwork should be returned to the leader(s).



Tips & Tools

In this next section you will find tips and tools to help you as you plan an indoor overnight with your Troop. Included are links to forms, information on topics such as brainstorming, and much more. Use these tips and tools as you get started and throughout the planning process.

Links to important forms and resources:

Note: this is not an exhaustive list of forms and resources, but instead lists some of the important ones you might need for a camping overnight. For more forms and resources, visit the [forms page](#) on our website.

[Ability Awareness and Your Troop Manual](#)

[Accident/Incident Report Form](#)

[Accident Incident Report eForm](#)

[Adult Authorization for Treatment \(Green\) Card](#)

[Adult Authorization for Treatment \(Green\) Card- Fillable](#)

[Additional Activity Insurance Request Form](#)

[Basic Leader Manual](#)

[Ceremonies Manual](#)

[Certificate of Insurance \(COI\) eForm](#)

[Extended Travel/High Risk Application eForm](#)

[Emergency After-Hours Calls \(Pink\) Card](#)

[First Aid Kit Checklist](#)

[Guide to Creating a Troop Agreement](#)

[Girl Health Information and Release Form \(English\)](#)

[Girl Health Information and Release Form \(Español\)](#)

[Meal Planning Guide](#)

[Meal Planning Worksheet](#)

[\(OTC\) Over The Counter Form \(English\)](#)

[\(OTC\) Over The Counter Form \(Español\)](#)

[Outdoor Progression Chart](#)

[Overnights 101](#)

[Overnight Camp Clock](#)

[Provided Prescription and/or Provided OTC Medication Form](#)

[Parent/Guardian Single-Use Permission Form \(English\)](#)

[Parent/Guardian Single-Use Permission Form \(Español\)](#)

[Safety Activity Checkpoints](#)

[Sample Adult Volunteer Behavior Agreement](#)

[Sample Girl Troop Agreement](#)

[Simple Overnight Troop Budget](#)

[Sleeping Arrangements Form](#)

[Troop Leader's Guide to Permission Forms](#)

[Volunteer Driver Log](#)

[Volunteer Essentials](#)

[What I Need For My Girls To Attend A...](#)

Recipes for Indoor Cooking

Recipes for Indoor Cooking:

- [No Cook Recipes](#)
- [One Pot Recipes](#)

Documents included here in Tips & Tools:

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Volunteer Planning Steps



Below is a checklist of the six adult “behind the scenes” planning steps. Remember, these adult steps are in conjunction with the girl planning steps and should be completed prior to the corresponding girls’ step.

Step 1: Researching

- ☐ Research places to go.
- ☐ Research what to do while you are there.
- ☐ Reach out to your troop network to see who may have a suggestion or connection.

Step 2: Safety

- ☐ Check *Safety Activity Checkpoints* and *Volunteer Essentials* for specific requirements based on what the girls want to do.
- ☐ Create an emergency plan.
- ☐ Make sure the first-aid kit is stocked and easily accessible.
- ☐ Be prepared to discuss the buddy system.
- ☐ Know the procedures for handling/reporting accidents and incidents.
- ☐ Ensure all driving safety protocols are known/followed by everyone.
- ☐ Create sleeping arrangements and restroom guidelines that keep everyone safe.

Step 3: Volunteers

- ☐ Secure additional volunteer assistance.
 - ☐ Volunteer chaperones to meet the adult-to-girl ratio.
 - ☐ Volunteer drivers.
 - ☐ A first aider.
 - ☐ An emergency contact.
 - ☐ Other specialized volunteers.

Step 4: Reservations/Approval/Paperwork

- ☐ Make site reservations.
- ☐ Submit a Parent/Guardian Single-Use Permission form for approval.
 - ☐ After approval, give a copy to your parents for their signature.
- ☐ Have a copy of each girl’s signed permission and health forms on the overnight.
- ☐ Adults carry an emergency information and treatment authorization card with them.

Step 5: Family Meeting

- ☐ Hold a family meeting.
- ☐ Discuss items such as plans, budget, and what is expected.
- ☐ Find out about dietary needs and other concerns.
- ☐ Discuss tagalongs.
- ☐ Send home any paperwork for approval.

Step 6: Confirm & Finalize all Details

- ☐ Have a meeting with your volunteers.
- ☐ Collect any fees due from girls.
- ☐ Send home the packing list.
- ☐ Check in with your emergency contact.
- ☐ Make sure that you have all equipment needed.
- ☐ Send last minute reminders to parents.
- ☐ Double check everything to confirm the troop is ready.



Girl Planning Steps



Below is a checklist of the girl's responsibilities in planning their indoor overnight. Most of these girl steps will happen at meetings, and it may or may not take 6 meetings to prepare for the overnight. Remember, these girl steps are in conjunction with the adult planning steps.

Step 1: Brainstorming & Decision Making

- ☐ Create a budget.
- ☐ Brainstorm overnight ideas.
 - ☐ What do you want to do?
 - ☐ Where do you want to go?
- ☐ Choose your destination.

Step 2: Trip Details

- ☐ Discuss trip details.
 - ☐ What activities will you do?
 - ☐ How are you getting there?
 - ☐ Site amenities.
 - ☐ Drop-off and pick-up date, time, and location.
 - ☐ Safety guidelines and Emergency Plan.
 - ☐ Adults attending.
- ☐ Create a camp clock.

Step 3: Meals & Kaper Charts

- ☐ Plan the menus.
- ☐ Practice kitchen safety.
- ☐ Create a camp kaper chart.

Step 4: Personal Gear, Equipment, & Packing

- ☐ Create a personal gear list.
 - ☐ Sleeping gear.
 - ☐ Personal items.
 - ☐ Extra items.
 - ☐ Clothing.
- ☐ Create a troop equipment list.
 - ☐ Food & preparation items.
 - ☐ Kaper charts & camp clock.
 - ☐ Program supplies.

- ☐ Paper supplies.
- ☐ Sanitation supplies.
- ☐ Ice chest.
- ☐ Pack your own bag.

Step 5: Expectations & Safety

- ☐ Understand behavior guidelines.
 - ☐ Proper travel manners.
 - ☐ Work cooperatively to complete Kapers.
 - ☐ Create Troop/Behavior Agreement for the overnight, if needed.
- ☐ Understand safety guidelines.
 - ☐ Buddy system.
 - ☐ *Safety Activity Checkpoints*.
 - ☐ Review the emergency action plan.
 - ☐ Signal used for emergencies; three whistle blasts.
 - ☐ First Aid basics/First Aid Kit.
 - ☐ Talk about hydration.

Step 6: Are we Ready?

- ☐ Make a final checklist of all the items that need to be finalized.
- ☐ Skills practice.
- ☐ Shopping plan.
- ☐ Assemble driver's packets.
- ☐ Update and go over the camp clock and kaper chart.
- ☐ Go over the packing list.
- ☐ Review behavior guidelines and expectations.
- ☐ Any last-minute questions?

Indoor Overnight Reservations, Approval, and Paperwork Checklist

Reservations:

- ☐ Contact site to make reservations and pay any fees.
- ☐ Request Certificate of Insurance (COI), if site requires. Allow 3-5 business days for processing.
- ☐ Contact site to pay any outstanding fees after activity has been approved, if necessary.

Approval:

- ☐ Submit Parent/Guardian Single-Use Permission Form to your Service Unit Manager (SUM) or designee for approval at least 4 weeks before trip.
- ☐ Submit for High-Risk Activity approval via the Extended Travel/High Risk Application eForm, if applicable.
 - ☐ Tier 1 activities are approved by SUM/designee using the single-use permission form.
 - ☐ Tier 2 activities are approved by SUM/designee AND the Council using the Extended Travel/High Risk Application eForm for approval.

Paperwork:

- ☐ Parent/Guardian Single-Use permission form for each girl.
- ☐ Girl Health Information and Release Form for each girl.
- ☐ Over the Counter (OTC) Form for each girl.
- ☐ Provided Prescription and/or Provided OTC Medication Form, if girls will need to take medication.
- ☐ Sleeping Arrangements Form, if girls are sharing a bed.
- ☐ Troop or Girl Behavior Agreement (optional)
- ☐ Volunteer Behavior Agreement (optional)
- ☐ Adult Emergency Information and Authorization for Treatment (green card). Each adult will carry their own.

Other items:

- ☐ Accident/Incident Report Form, if needed.
- ☐ Site emergency plan, see *Safety Activity Checkpoints* for more information.
- ☐ Driver packets, see *Safety Activity Checkpoints* for more information.

Sample Camp Clock

Troop Planned Activities

This is an example of a 2-night indoor overnight camp clock. In this example, the troop is renting a community building and has planned to do badge work. Whenever kaper time is scheduled, those Girl Scouts who are not assigned to a kaper will need something else to do. This can be free time or a planned activity.

Friday

5:00pm	Parents/caregivers drop-off at site (sing songs while waiting for everyone)
5:30pm	Camp Meeting while having sack dinner in outside picnic area; practice evacuation drill
6:30pm	Dinner kapers (clean up, etc.) and Sparkle Duty
7:00pm	Evening activities begin (planned activities outside)
8:00pm	Light dessert, coming inside to play board games
9:00pm	PJ's and ready for bed; stories until lights out
10:00pm	Lights out and quiet time

Saturday

6:45am	Breakfast cooks wake up and get dressed
7:00am	Everyone else wakes up and gets dressed
7:15am	Breakfast kapers (cooks cook, hostesses set table, etc.)
8:00am	Breakfast
8:45am	After breakfast kapers and Sparkle Duty
9:45am	Activity time
11:00am	Lunch kapers/Free time
12:00pm	Lunch
12:45pm	After lunch kapers/Free time
1:30pm	Activity time
4:00pm	Dinner kapers and Sparkle Duty
5:45pm	Dinner
6:30pm	After dinner kapers
7:30pm	Dance and games
9:00pm	PJ's and ready for bed; stories until lights out
10:00pm	Lights out and settle down; time to sleep!

Sunday

7:00am	Everyone wakes up, gets dressed, and starts packing
7:30am	Light breakfast with troop
8:00am	After breakfast kapers, Sparkle Duty, and finish packing
9:00am	Pack up supplies and gear
10:00am	Walk around, clean trash, secure windows & doors Reset the room as it was, prepare all supplies for loading. Everyone must be packed & ready by 11:00am
10:45am	Scouts Own/evaluation
11:00am	Parents arrive for pick-up

Meal Planning Guide

Before Girl Scouts plan the meals for an overnight trip, there are some things they need to take into consideration. For younger girls, they will need to fill this out with assistance from an adult. For older girls, they should be able to answer these questions with less guidance, and they may not need to use this form.

Before You Start	Notes
What dietary restrictions do we need to plan for?	
What types of cooking do we have experience with? What types are we ready to try?	
What cooking skills are we good at? What do we still need to practice?	

Things to Consider While Planning	Notes
Time – How much time have we allotted for food prep and clean up? Do we need to readjust our camp clock to allow for more?	
Recipes - What new recipe do we want to try on this trip? What's an old favorite we want to do again?	
Cooking Equipment - What equipment will be available for us to use where we are going? What would be available/easy for us to bring to use?	
Transportation/Packing Space How many coolers/totes will we need to transport/store our food? Do we have enough space for those?	

Things to Consider While Planning	Notes
Refrigeration Space - Is there a refrigerator or will we need to keep food safe in coolers for the whole trip? How many coolers and how much ice will we need?	
Cost - How much is in our budget for food? Do we need to adjust the budget?	
Balanced Menu - Is our meal plan well-balanced? (myplate.gov) Do we need more of any food group?	
Clean Up – What do we need to clean up from these meals?	

[Fillable version of the Meal Planning Guide available.](#)

Meal Planning Worksheet

Remember these guidelines for troop meal planning when planning out the menu. If Girl Scouts need extra guidance, consider using the Meal Planning Guide.

1. Dietary Restrictions
2. Something Familiar and Something New
3. Good Nutrition
4. Cooking Methods
5. Prep and Cook Time
6. Clean Up Time

Which meal? _____ How many people? _____

Menu

Main Dish _____

Vegetables/Fruit _____

Side Dishes _____

Dessert (Optional) _____

Beverage _____

Shoppers (troop, individuals, patrol, etc.) _____

Grocery List

Item	Ingredients Needed	Quantity	Equipment

Grocery List Continued

Item	Ingredients Needed	Quantity	Equipment

[Fillable version of the Meal Planning Worksheet available.](#)

Yes, we need	Packed for trip	Packed for home	Indoor Overnight Troop Equipment Checklist
			Food and equipment supply tub
			Activity supply tub
			First Aid kit (including sanitary items)
			Necessary Forms
			Camp clock & “bulletin board”
			Kaper charts
			Driver packets
			Paper Supplies:
			⇒ Aluminum foil
			⇒ Plastic wrap
			⇒ Plastic zipper bag (various sizes)
			⇒ Trash bags
			⇒ Napkins
			⇒ Paper towels
			⇒ Tissues
			⇒ Toilet paper
			Sanitation Supplies – Sparkle Duty (in 5-gallon bucket with lid)
			⇒ Liquid cleaner in 4 oz squeeze bottle
			⇒ Bucket
			⇒ Liquid pump soap
			⇒ Toilet brush in jumbo plastic zipper bag
			⇒ Disposal gloves in jumbo plastic zipper bag
			⇒ Cleaning rags in jumbo plastic zipper bag
			⇒ Jumbo plastic zipper bag for dirty/wet items
			⇒ 2-lb coffee can with lid

Indoor Overnight Troop Equipment Checklist			
Yes, we need	Packed for trip	Packed for home	
			Sanitation Supplies – Cleaning (in supply tub)
			⇒ Broom
			⇒ Dustpan
			⇒ Dish soap
			⇒ Dish rags
			⇒ Dish towels
			⇒ Long-handle scrub brush
			⇒ Rubber scraper
			⇒ Dish drainer (optional)
			⇒ Plastic tablecloths
			⇒ Grease can
			Miscellaneous & Extra Items (in supply tub)
			⇒ Sit-upons
			⇒ Flashlight and extra batteries
			⇒ Whistle
			⇒ Mess kits in mesh bag (optional)
			⇒ Hair ties and bandanas
			⇒ Blanket
			⇒ Waterproof sheet
			⇒ Pillow
			⇒ Masking tape
			⇒ Playing cards
			⇒ Scissors
			⇒ Camera (optional)
			⇒ Paper and pencil

Indoor Overnight

Personal Gear Checklist

You will not need all of these items all the time. Think about where you are going, how long you will be gone and what you will be doing.

Yes, we need	Packed for trip	Parents/Guardians:
		• Please have your Girl Scout pack their own bag as they need to be able to recognize their own “Lost & Found” items at the end of the trip. • To save space, roll clothes and place them in their own plastic zipper bag. • Have your Girl Scout pack one extra outfit, just in case. • As items are packed have your Girl Scout label everything with their name. • Parents/Guardians of younger Girl Scouts may want to check to be sure nothing is forgotten.
		Clothing (in small duffel/backpack)
		⇒ Long pants
		⇒ Shorts (mid-thigh length)
		⇒ T-shirts (no sleeveless shirts)
		⇒ Long sleeve shirt
		⇒ Underwear – bring extra
		⇒ Socks – bring two pairs for each day
		⇒ Closed toed shoes – PLEASE WEAR
		⇒ Sweatshirt
		⇒ Jacket
		⇒ Rain poncho
		⇒ Warm pajamas or sweats
		⇒ Hat with brim, cap, or beanie (depending on the weather)
		⇒ Bandana
		⇒ Swimsuit (only for water activities)
		⇒ Flip flops (only for water activities or shower)
		⇒ Jumbo plastic zipper bag (for wet/dirty clothes)

Yes, we need	Packed for trip	Indoor Overnight Personal Gear Checklist	
		Personal items (in plastic zipper bag)	
		⇒ Comb/hairbrush	
		⇒ Toothbrush & paste	
		⇒ Deodorant	
		⇒ Lotion and lip balm	
		⇒ Full Size Towel (if water activities or planning to shower)	
		⇒ Small towel, washcloth & soap in its own small zipper bag	
		⇒ Hair ties (to tie hair back when cooking)	
		⇒ Sanitary items	
		Must have	
		⇒ Water bottle (reusable for water only)	
		⇒ Flashlight & extra batteries	
		⇒ Mess kit in mesh bag (optional)	
		⇒ Medication (in original packaging in a labeled plastic zipper bag, give to leader)	
		Sleeping Gear (bundled together)	
		⇒ Warm sleeping bag	
		⇒ Stuff sack (optional)	
		⇒ Small pillow	
		⇒ Mat/trash bag (for insulation)	

Sample Meal, Food, and Equipment Packing List

Friday Dinner

Nachos

Dry Box

- ☐ Tortilla chips
- ☐ Taco Seasoning
- ☐ Pinto Beans
- ☐ Spanish Rice
- ☐ Hominy
- ☐ Salsa
- ☐ Hot Sauce
- ☐ Black Olives
- ☐ Avocados

Cooler

- ☐ Ground Turkey
- ☐ Shredded cheese
- ☐ Lettuce

Saturday Breakfast

Pancakes, Turkey Bacon, & Fruit

Dry Box

- ☐ Pancake Mix
- ☐ Pancake Syrup
- ☐ Cantaloupe

Cooler

- ☐ Turkey Bacon
- ☐ Maple Syrup
- ☐ Butter
- ☐ Strawberries

Saturday Lunch

Macaroni and Cheese with Hot Dogs & Salad

Dry Box

- ☐ Macaroni and Cheese
- ☐ Watermelon

Cooler

- ☐ Hot Dogs
- ☐ Butter
- ☐ Milk
- ☐ Salad
- ☐ Ranch Dressing
- ☐ Italian Dressing

Snacks

Dry Box

- ☐ Goldfish Crackers
- ☐ Cuties

Cooler

- ☐ Celery
- ☐ Carrots
- ☐ Ranch Dressing

Beverages

Dry Box

- ☐ Hot Chocolate
- ☐ Mini Marshmallows
- ☐ Lemonade Mix
- ☐ Fruit Punch Mix

Cooler

- ☐ Orange Juice

Dessert

No Cook S'mores

- ☐ Graham Crackers
- ☐ Chocolate Frosting
- ☐ Marshmallow Creme

Miscellaneous

- ☐ Ice
- ☐ Cooking Spray
- ☐ Salt
- ☐ Pepper

Cooking/Storage Equipment

- ☐ Cooler
- ☐ Frying Pan
- ☐ 2 Small Pots
- ☐ 1 Medium Pot
- ☐ 1 Large Pot
- ☐ Griddle
- ☐ Mixing Bowl
- ☐ Cutting Board
- ☐ Colander
- ☐ Paring Knives
- ☐ Large Knife
- ☐ Butter Knives
- ☐ Spatula
- ☐ Slotted Spoons
- ☐ Serving Spoons/Ladle
- ☐ Wisk
- ☐ Serving Bowls
- ☐ Storage Containers
- ☐ Pitchers
- ☐ Can Opener

Mess Kit

- ☐ Plates
- ☐ Bowls
- ☐ Cups (hot/cold)
- ☐ Utensils
- ☐ Mesh bag (optional)

Sparkle Duty Kapers

Sparkle duty is what we call keeping our restrooms in a sanitary condition on an overnight. At least 2-4 Girl Scouts should be assigned to each restroom at one time with one adult volunteer assigned to supervise. Sparkle duty includes scrubbing toilets, wiping down all surfaces, sweeping floors, and emptying trash.

Sparkle duty should be done twice a day (a.m. & p.m.), upon arrival and departure. Consumable supplies needed depends on the length of the overnight and the number of restrooms.

Equipment Needed:

- 5-gallon plastic paint bucket with lid for storage
- Pine-Sol type cleaner in a 4 oz squeeze bottle
- 1-gallon bucket
- Liquid pump soap
- Toilet brush in jumbo storage bag
- Disposable gloves in jumbo storage bag
- Cleaning rags in jumbo storage bag
- Jumbo storage bag for dirty/wet rags
- Broom and dustpan
- 2-lb coffee can with lid for disposal of used feminine supplies

Consumable supplies:

- Toilet paper
- Paper towels
- Trash bags

Directions:

- Fill bucket with warm water and stir in one squeeze of cleaner
- Dip rag in cleaner and wring water out
- Wipe counter, soap container, faucet and sink with rag
- If needed, clean mirror with rag and wipe with paper towel
- Rinse rag in running water and wring water out
- Dip rag in cleaner and wring water out
- Drop one squeeze of cleaner in toilet
- Scrub toilet with brush and place back in jumbo storage bag
- Wipe toilet seat with rag
- Rinse rag in running water, wring water out and place in jumbo storage bag
- Empty and dry bucket
- Replenish as needed toilet paper, paper towels, tissues and soap
- Pick up trash and sweep floor
- Empty trash and coffee can and replace with clean trash bags
- Dispose of trash

IMPORTANT: If your troop is assigned a “Port-a-Potty”, the girls are only to replenish toilet paper if needed, wipe toilet seat and surrounding area with rag, pick up trash, and sweep the floor.

Skill Building Games and Activities

Personal Gear Games & Activities

The activities and games below are designed to help them decide what to take and what to leave home.

Activities:

1. Explaining what to bring and what to leave at home

Items Needed: Prepare a visual by creating a list, showing pictures, or providing actual items they will need for their overnight using the list below:

- Clothing – shirts with sleeves, pants/shorts, closed toe and heel shoes, socks, and pajamas.
- Personal items – toothbrush/toothpaste, comb and brush, hair ties, and head scarf.
- Bedding – sleeping bag, small pillow, yoga mat, and stuff sack.
- Optional items – flashlight with batteries, refillable water bottle, sit-upon, and whistle.
- Leave home items – electronic devices, jewelry, money, and things you don't want to lose.

Directions: Explain what the expected weather will be and their planned activities. Have the Girl Scouts discuss and decide what clothes and items they should pack and what to leave home.

2. What to Take Checklist:

Items Needed: Printed list(s), pens/pencils.

Directions: Using the list below, have the girls check all the items that should be on their packing list.

☐ Socks	☐ Heavy jacket	☐ Bandana/head scarf
☐ Shampoo	☐ Electronic items	☐ Camera
☐ Pajamas/sweats	☐ Knit hat & gloves	☐ Closed toe and heel shoes
☐ Refillable water bottle	☐ Sun hat with brim	☐ Flashlight and batteries
☐ Short sleeve shirts	☐ Bathing suit	☐ Long pants
☐ Tank top/sleeveless shirt	☐ Flip-flops/sandals	☐ Night gown
☐ Slippers	☐ Camp chair	☐ Sit upon
☐ Jewelry	☐ Long sleeve shirts	☐ Gum/snacks/candy
☐ Whistle	☐ Comb/brush & hair ties	☐ Toothpaste/toothbrush
☐ Shorts	☐ Sweater/sweatshirt	☐ Underwear

Games:

1. Going on an Overnight:

Items Needed: (Optional) A ball or other small item that can be passed for each "turn"

Directions: First girl: "I'm going on an overnight, and I need to take my sleeping bag." Second girl: "I'm going on an overnight too, and I need to take my sleeping bag and my flashlight." And so forth, until each girl has added at least one necessary item.

2. Dress Up and Decide:

Items Needed: Two bags filled with clothing items from home. Include items for different kinds of weather, hats, gloves, shirts, etc.

Directions: In this game you will practice teaching girls how to dress for specific outings and overnights. At a troop meeting bring two bags filled with clothing items from home. Divide in teams of two and see who can choose the most appropriate items of clothing for the activity. Give a scenario and on "Go" one person from each team will have 1 minute to dress for that scenario

using the items from their bag. At the end of the minute see who has dressed the best for the scenario. Go over what items work well, what might not, and why. Use different scenarios until everyone gets a turn.

Packing Games

The games below are designed to help them learn how to pack and roll/stuff a sleeping bag.

1. Right Packed Bag vs. Wrong Packed Bag Game:

Items Needed: Sleeping bag, stuff sack or large pillowcase, small pillow, strap, WRONG PACKED BAG Items – Hard sided bag; loose medication with no labels; cash/money; jewelry; hair straightener; pile of clothes; toothpaste; electronics; flashlight; bathing suit; flip flops. RIGHT PACKED BAG items – backpack; clothes rolled & in plastic zipper bag, medication labeled in plastic zipper bag, flashlight with batteries, jacket/sweater, bandana/head scarf.

Directions: This game shows the difference between the two bags. In this game you will practice teaching girls how to pack properly for a specific outing. To help with this, give a scenario: Say “It’s fall break, we’re so excited! We’re staying in a cabin with no electricity.” Show them the 2 packed bags. A wrong packed bag and a right packed bag. You’re going to look at the wrong packed bag first. Open it up and show the girls what’s inside. Discuss why the things inside are “wrong”. If there is anything that they don’t know, explain why it might not be good for an indoor overnight. Then show the girls the right packed bag. Discuss what makes a right packed bag.

Variation: You can switch up this activity by having the girls bring their own packed bag to the meeting and discuss them. At the meeting pull out your 2 bags and go through yours by following the previous process. Then go through the bags the girls packed and give gentle reminders about the way they have packed what they need and don’t need.

2. Sleeping bag rollup relay:

Items Needed: 2 each of the following - sleeping bag, stuff sack or large pillowcase, small pillow, strap

Directions: Divide the girls into two teams. At the far end of the room, have 2 rolled/stuffed sack bags with pillows strapped. Girls are to open the sleeping bag, spread it out, crawl inside, crawl out, roll or stuff in bag, strap pillow to the bundle and run back and tag the next person in line. The team that finishes first is the winner.

Variation: You can switch up this game by omitting crawling inside the sleeping bag and/or strapping of the pillow.

Kaper Games

The games below are designed to help Girl Scouts develop the skills needed for kapers they will be doing.

1. The Clean Sweep Obstacle Course Relay

Description: Girls will sweep the floor, empty the trash, and clean the toilet.

Items needed:

- A bell.
- For each team: broom, dustpan, small trash can, cardboard box labeled dumpster, 1-gallon bucket of water, toilet brush and squeeze bottle of water (to simulate cleaner).
- For each girl: 20 pieces of paper or other items of various sizes to sweep, and a grocery bag.
- **Setup:** set up the course with four stations about 6-8 feet apart.
- Station one – starting point: create an obstacle course for the team to sweep around, under & through; scatter items to sweep along the way to station two.
- Station two: dustpan and trash can lined with a grocery bag.
- Station three: dumpster.
- Station four: bucket of water, toilet brush & squeeze bottle of water.
- Place bell at starting line, between the teams.

Directions: Divide girls into two teams. The first girl enters the obstacle course and completes the actions for each station, tags the next girl in line and goes to the end of the line. The last girl rings the bell when finished. The team that finishes first is the winner. NOTE: Prior to the next girl's turn paper or other items needs to be scattered between station one and two.

Actions:

- Station one: First girl in line has the broom and sweeps items to station two.
- Station two: Girl sweeps items into dustpan, empties dustpan into trash can, takes bag out of trash can, ties trash bag, lines trash can with clean bag, runs to station three.
- Station three: Girl deposits trash into dumpster, runs to station four.
- Station four: Girl squirts water around rim of bucket, brushes the inside of the bucket, runs to station one, tags the next girl in line, and runs to end of the line.

2. Dishwashing Line Up

Items needed: Index cards or paper, pens/pencils.

Setup: Print or write the dishwashing steps below on index cards or paper. Make sure you have the same number of cards as the girls in the troop. For small troops, you may need to double up. For large troops, you may need to split up the steps.

Steps for dishwashing:

- Fill the sink with warm soapy water.
- Scrape food off dishes with spatula into trash.
- Wipe dishes with napkin.
- Wait in line for sink.
- Place dishes in soapy water.
- Wipe with a long-handled scrub brush until clean.
- Rinse under warm running water.
- Dry dishes.
- Put dishes away.

Directions: Give each girl a card and have them line up in the correct order. If they get the order wrong have them keep trying until they get it right. Discuss the steps so they understand them, and why the order is important.

Variation: To make this game more challenging, tell them they can't talk while they are putting themselves in order.

3. Hostess Charades

Items needed: Index cards or paper, pen/pencils.

Directions: Share with the girls one of the mealtime kapers they will be doing on their overnight is being a hostess. Before starting the game, review with the troop the "hostess actions" below and explain these are the responsibilities of a hostess. Once everyone understands this role, divide into two teams. One team will be the actors and the other the guessers. The actor team selects an action paper and performs it as a group for the guesser team. After the guesser team guesses the action, they become the action team. Continue until all actions have been performed. If needed, verbal clues may be given.

Setup: Print or write the actions below on pieces paper.

Hostess Actions:

- Remove items from table and place tablecloth on table.
- Gather items for the centerpiece.
- Create the centerpiece.
- Select and lead grace.
- Invite troop/guests to dinner/lunch/breakfast.

- Set the table with need items and food.
- Refill serving dishes.
- Clear the table and put away needed items.
- Store left over food.
- Scrap and wipe food off of serving items.
- Wipe off, fold, and put away the tablecloth.

Variation: To help the game go a little faster, print the actions on a large piece of paper and post so the guessers have something to refer to.

Skill Building Activities

The activities below are designed to help the girls feel more confident in their planning and with their skill building at their overnight.

1. Hamburger Meal Exercise

Description: This activity may be used as a base for any type of grocery planning. The goal of this activity is to have the troop work in groups to come up with the necessary items without your help.

Items needed: paper, pen/pencil, Meal Planning Worksheet.

Directions: Explain to the troop they are going to cook hamburgers for dinner using a conventional stove. They need to come up with a grocery and an equipment list of all items needed. Have them write out or brainstorm as a group everything they like on their hamburger which becomes their shopping list. Then have them list all the equipment they will need to cook the hamburgers.

Actions: Have them act out the cooking steps (or if a younger troop, have a troop leader act out). Along the way make gentle reminders as needed if they forget a step or an item. For example, if they are acting out flipping the burger patty but they don't have a spatula on their equipment list ask, "How are you flipping that hamburger?" Help them add any items they missed such as spatula, plate, griddle, etc. as they go along. When the activity is done, give them the Meal Planning Worksheet and ask them to complete it using their brainstorming list. Help them determine the amount and type of hamburger patties, buns, and cheese they will need.

Variation: Substitute a peanut butter and jelly sandwich for hamburgers.

2. Teaching Proper Knife Holding Techniques

Description: This activity introduces Girl Scouts to the different motions for cutting and chopping food. Once they are experienced with the cutting and chopping holding positions, they can progress to using a sharper knife. A dull knife should never be used as it might slip as they are cutting food and cause injury.

Items needed: Cutting board, table knife (metal knife with some serration—similar to the one pictured here), hair ties, soft fruits (strawberries, bananas), soft vegetables (peppers, celery), stool/chair if needed.

Set up:

- Set up a surface with a cutting board, knife, and item to cut for each Girl Scout, ensuring they are spaced out enough for the arc of safety.
- Girl Scouts should stand or sit so the working surface is waist high so they can see the food item that they are cutting.
- Supervision is a must so that no one gets injured. Make sure you have enough adults to assist with this activity.

Holding Positions:

- Pinch Grip – Place thumb and forefinger at the bottom of the knife
- Pointer Grip – Place pointer finger at the top of the knife
- Chop – Place palm of hand on knife handle
- Claw – Place noncutting hand in a claw position by curling their hand in a claw-



like shape with fingernails to hold the food in place.

Holding Positions:

- Pinch Grip – Place thumb and forefinger at the bottom of the knife
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Directions:

- Check that each Girl Scout has her hair tied back and clean hands.
- Have the Girl Scout stand in front of a cutting board with a table knife and item to cut.
- Check that they are at the right height.
- Explain the purpose of the cutting board and knife.
- Share that the knife is to be used only for cutting/chopping food.
- Remind the girls about the arc of safety and have them practice.
- Show them and then have them try the Grip and Pointer with Claw holding positions.
- Once they have mastered holding the knife, show them how to use a sawing motion to cut and protect their fingers by allowing the knife to briefly brush against their knuckles as they cut. Remind them to move their claw hand as they cut through the food.
- When they are ready, show them and then try the Chop with Claw holding position.
- Once they have mastered holding the knife, show them how to go up and down to chop. Remind them to protect their fingers as they chop the food.

Variation: Instead of food, give them play-dough to practice with.



3. “What to do if...” Skits

Description: These skit activities help the girls know what to do in different scenarios that may come up during your overnight.

Items needed: Index cards. Optional: props, dress up items.

Set up: Write the scenarios on index cards. Feel free to make up your own scenarios.

Scenarios:

- Your buddy wants to wander away from you.
- There is someone you don't know in the area.
- You get separated from the group.
- Your buddy falls and can't walk.
- You and your buddy hear three whistle blasts while playing a game.
- Your buddy scrapes their elbow.
- You need to use the restroom in the middle of the night.

- You wake up early, and everyone else is still asleep.

Directions:

- Break the troop up into small groups of 2-3.
- Give each group an index card with a scenario.
- Give them a few minutes to come up with a skit demonstrating the scenario.
- Have each group act out their scenario for the group.
- Have a conversation with the whole group after each scenario, and what to do if it happens on your overnight.

During the trip activities

The activities below are suggestions if you find you are in need of additional activities. They also have a learning element to them.

1. Follow the Flashlight

Description: This activity gives the girls the opportunity to use their flashlight and introduces proper flashlight etiquette.

Items needed: Flashlight for each girl.

Set up: Give each girl a flashlight and have everyone stand in a horseshoe. Pick one person to be the leader of the activity. Turn the lights off.

Actions: This is what the leader says and does or make up their own:

- Put your flashlight in your right hand.
- Turn your flashlight on.
- Point your flashlight up.
- Make big circles.
- Make little circles.
- Point your flashlight at your toes.
- Point it behind you.
- Change your flashlight to your left hand.
- Point it to the door.
- Make triangles with it.
- Put your hand over it.
- Put under your chin and grin.
- Write your name with it.
- Shine it in my eyes.
- Put your flashlight in your right hand.
- Turn your flashlight off (This is always the last step).

Directions: The leader stands at the head of the horseshoe with a flashlight in her hand with the lights off. They ask the group to do everything they do, using the actions above. After the activity is over, turn the lights on and remind the girls not to shine the light in someone's eyes, and to always point the light towards the **ground**.

Variation: The person does the actions silently and the group performs the actions.

2. Flashlight Frolic

Description: This night activity allows the girls see how the world looks by the moonlight and have a chance to practice using a flashlight

Items needed: Flashlight for each person.

Questions:

- What do you hear wouldn't hear during the daytime?
- What animal sounds do you hear? How many different ones do you hear?
- Do you hear water, grasses, trees?
- What sounds do your feet make as you walk in the leaves, grass, or dirt?
- Who else is out tonight and what sounds do they make?
- How does the sky look at night?
- How are the clouds different from daytime clouds?
- Can you see the moon move across the sky?
- What is the moon's size and shape?
- Describe how trees and bushes look against a dark sky?
- How do flowers look at night?

Directions: Explain that the flashlight's role is to guide you as you walk and help you see obstacles. So, they should be pointed at the ground. Begin your walk or hike. As you walk, ask some of the questions above. Periodically, have the group stop and turn off their flashlights. For example, if you ask, "what does the sky look like at night?" have everyone turn their flashlights off to get a better look at the night sky. When ready, make sure everyone turns their flashlight back on while pointed at the ground so you can continue your walk/hike.

2. GORP

Description: Make GORP (good ole raisins and peanuts/pretzels). A traditional eat on the go snack for quick nutrition and energy on a walk or hike. This is also a great beginning no cook snack for troops to make.

Items needed: zipper bags or small containers, spoons or scoops, large bowl, food items such as raisins, dried cranberries, peanuts, pretzels, M&M'S, yogurt chips, sunflower seeds, cheerios, granola, dried edamame, dried chickpeas, etc.

Directions: As a group decide what items you want to add to your GORP. Discuss good nutrition as they choose the items. Combine all the items into a large bowl and mix. Distribute the GORP mixture into zipper bags or small containers. Give each person their portion of GORP before a walk/hike to eat on the way so they keep their energy up.

Variation: Instead of mixing together, keep the items separate with scoops. Give each person a zipper bag or small container and allow them to choose which items to put in their GORP.

***Caution – traditional GORP recipes include peanuts; be aware of food allergies in your troop.**

3. Safety Water Counter Craft

Description: This water counter can be used to count the amount of water one drinks on your outing. Just move the beads up for every 8oz. of water you drink. You have 10 beads to cover hot days.

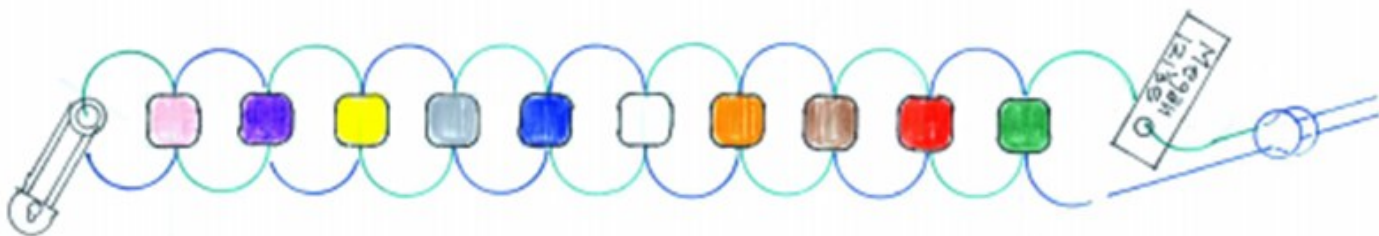
Items needed: Per person – 1 safety pin, 10 beads, 1 piece of yarn/thin ribbon at least 20" long. Optional: Overnight Trip Reminders chart, specific colors of beads.

Directions: Knot the yarn/ribbon half-way through the pin loop. Using one string, loop your first bead, then use the untouched string and loop the bead from the other side (think beaded lizard), leaving about 1/2" of empty yarn at the top. Follow the same process using the remaining beads. At the end leave 1/2" of empty yarn before tying off with a final knot. This allows you to move the beads up and down as you drink water.

Variation: Have 10 beads in specific colors, listed on the next page. Thread the beads in the order on the chart. Each color represents an overnight trip reminder for Girl Scouts. Discuss each reminder as the corresponding bead is threaded.

Safety Water Counter Craft Cont.

Overnight Trip Reminders
Green – Hug A Tree: If you are lost stay put unless you are in danger. Hug a tree until someone finds you. If in the woods and you have a whistle this is a good time to use it!
Red – Stranger Danger: Report any suspicious strangers to an adult.
Gold – Golden Rule: One should treat others as one would like others to treat oneself.
Orange – Troop Rules: Help make and follow Troop rules.
White – Adult in View: Stay within sight of an adult.
Blue – Health: Drink enough water so you don't feel sick!
Silver – Buddy System: Always have a buddy.
Yellow – Plants and Animals: Learn what are dangerous plants and animals before you go.
Purple – Self: Do your best at learning, sharing and having fun! Be a good friend and include everyone!
Pink – Thanks: Say Thank you, Be grateful and nice to your adults if you want to go again!



Evaluation Tips

Evaluation helps Girl Scouts gain positive meaning from their experiences. You can do quick check-ins throughout the overnight, but you may also want to do a more formal evaluation at the end of the trip or at your next troop meeting. This evaluation feedback can be a great stepping off point for planning your next overnight activity. Below are some questions you can ask when evaluating your overnight. You want to encourage them to lead this discussion as much as possible, so they may come up with their own questions to ask.

What they saw or noticed (Discover):

- What did we see?
- What did we hear?
- What did we notice?
- What images do we remember?

What they felt or how they reacted (Connect):

- How did the trip go?
- What was the best part?
- What did we dislike?
- What worked? What didn't?
- Was there anything we did that you had never done before?
- What did we need to bring that we did not have?
- What could have been left and not taken?

What meaning the overnight had for the girls or the impact of the activity (Take Action):

- What did we learn?
- What was important to us?
- Were there any problems?
- What do we need to do differently?
- How did everyone get along?
- What will we keep doing because of this overnight?

Since evaluation may take many forms, the following are some tools you can use to help them evaluate their activities. Over time, you will get to know your troop better and be able to judge which techniques encourage them to share the most. As your troop grows, their techniques for evaluation may evolve as well.

Bull's Eye

Draw a large bull's eye on a piece of butcher paper. Have the troop use stickers to gauge their feelings from being "on target" to "way off." For example, use your bull's eye as a way to see how the girls felt about the facility that they stayed at. Discuss the reasoning for their sticker placement.

Satisfaction Rating

Have the girls use facial expressions, thumbs up or thumbs down, or a scale of one to 10 to rate how they feel. Ask open-ended questions as to why they feel this way. For example, one open-ended question could be: "How did you like Saturday morning's breakfast?"

Circle Up

Have everyone get in a circle after an activity to have a discussion. Let them take the lead on this. Encourage them to ask questions about what, so what, and now what.

- What:
 - What did you notice during the activity?
 - Did anything surprise you? Why?
 - What did you like the best? What could we have done better? Why?
 - How did you feel when we did this activity? Why do you feel that way?
- So what:
 - What did you learn during the activity? Why is this important?
 - Were you successful? Why or why not?
- Now what:
 - What would you do differently next time? Why?
 - What would you do the same? Why?
 - How is this like another experience you have had (school, sports, church, etc.)?