

ALL OVERNIGHTS REQUIRE THE APPROVAL OF THE SERVICE UNIT MANAGER (SUM) OR DESIGNEE.

--For SU _____, approvals are handled by _____,
(SU #) (SUM or Designee Name)
at _____ via Parent/Guardian Single-Use Permission Form

--Overnights where **high-risk activities**¹ will occur must also be approved.

- Tier 1 high-risk activities are approved by SUM using the Parent/Guardian Single-Use Permission Form.
- Tier 2 high-risk activities are approved by the SUM and then council via the Extended Travel/High Risk online application. Once approved then you can send the PPF to your parents for signatures.

--Overnights of **3 or more nights** (excluding Federal holidays) must also be approved by SUM and then council via the Extended Travel/High Risk online application. Once approved then you can send the PPF to your parents for signatures.

<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>

See the **Deadlines** section of this document for approval deadlines.

ADULTS

All adults attending overnight functions must:

1. Be a registered Girl Scout
2. Pass a background screening (and provide copy of clearance to O1 leader)

There are no exceptions to this. Any adult attending an overnight, such as a husband, nanny, etc., they need to be cleared. This process takes time. Don't get caught by surprise. Know the rules.

Adult to girl ratios must be followed on all overnights. If the troop is multi-level, make sure you comply with the ratio for the youngest level in attendance.

On trips where cleared male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Please refer to Volunteer Essentials for the most current and detailed information.

FIRST-AIDER

All overnights require a certified first-aider in attendance for the entire duration. See *Volunteer Essentials – First-Aider* for more information.

If your location is 30 minutes or more away from Emergency Medical Services (EMS), a Wilderness Remote First-Aider is required to attend. See *Volunteer Essentials – First-Aider* for more information.

Notice: COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. As with any social activity, participation in Girl Scouts could present the risk of contracting COVID-19. While GSGLA takes every safety and preventative precaution, GSGLA can in no way warrant that COVID-19 infection will not occur through participation in GSGLA programs

¹ See page 5

TAGALONGS

A tag-along is any unregistered adult or sibling of girls in the troop, or even a registered little sister, who is accompanying the troop on a trip or activity. See *Volunteer Essentials – Tag-alongs* for more information.

TYPES OF OVERNIGHTS

There are **THREE** types of overnights:

- ◆ **Indoor** (Homes/Buildings)
- ◆ **Outdoor** (Tents/Camping/Fire burning)
- ◆ **Travel** (Hotels/Hostels/Time Shares and other 3rd party rentals)

Important note: Staying in a hotel/hostel/3rd party rental, is not considered an *Indoor* activity. It is a *Travel* activity and requires Domestic Troop Travel training.

Progression is the key to successful overnight activities

There are different requirements/trainings for each kind of Local², Regional³, National⁴, and International⁵ overnight:

Indoor: 1st grade Daisies & Above

- Indoor Overnight** training required
- CPR/First Aid/AED** training/certification required
- Approval by SUM or designee via on-time PPF submission
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training/certification is required

Outdoor: 1st grade Daisies & Above

- Indoor Overnight** training required (prerequisite to **Camping Skills**)
- Camping Skills** training required
- CPR/First Aid/AED** training/certification required
- Approval by SUM or designee via on-time PPF submission
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training/certification is required

Travel (Domestic): Brownies & Above

- Indoor Overnight** training required (prerequisite to **Domestic Troop Travel**)
- Domestic Troop Travel** training required
- CPR/First Aid/AED** training/certification required
- Approval by SUM or designee via on-time PPF submission
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training/certification is required

² From San Luis Obispo to San Diego (1st grade Daisies and above)

³ California, Arizona, Nevada (Juniors & above)

⁴ Inside USA borders & US Territories (Cadettes and above)

⁵ Anything that requires a passport (Cadettes and above)

Travel (International): Cadettes & Above

- Indoor Overnight** training required (prerequisite to **Domestic Troop Travel**)
- Domestic Troop Travel** training required
- International Travel** training required
- CPR/First Aid/AED** training/certification required
- Approval by SUM or designee via PPF and Extended Travel and/or High-Risk Application
- Approval by council via Extended Travel and/or High-Risk Application
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training/certification is required

APPROVAL DEADLINES:

Submit paperwork for approval

Local:4 weeks in advance
 Regional:3 months in advance
 National:6 months in advance
 International:18+ months in advance (Mexico/Canada = 12 months)

TRAINING:

The adult(s) who took the required trainings **MUST** be in attendance at your overnight. They don't have to be the same adult (one could have First Aid training and another could have Indoor Overnight training), but there needs to be a representative for each required training for the entire duration of your overnight.

If you have taken Domestic Troop Travel but it has been 2 or more years since you've taken it, there is a Refresher course for volunteers who want to re-certify as a Troop Travel Advisor. Take this refresher quiz using the materials provided.

Domestic Troop Travel Refresher – [gsLearn](#) search for 611 Troop Travel Advisor

DEADLINES FOR TRAININGS

First Aid/CPR/AED:Always current and up to date (every 2 years)
 Indoor Overnight:6 to 8 weeks prior to activity
 Camping Skills:4 months prior to activity
 Domestic Troop Travel:6 months prior to activity
 International Travel:18+ months prior to activity

LOCATION OF OVERNIGHT:

Girls may go further from home depending on level of progression for their levels.

Local travel (1 st grade Daisies and above):	From San Luis Obispo to San Diego
Regional travel (Juniors & above):	California, Arizona, Nevada
National travel (Cadettes and above):	Inside USA borders & US Territories
International travel/cruises (Cadettes and above):	Anything that requires a passport

TRANSPORTATION TO/FROM OVERNIGHT:

Every driver must be a screened and cleared volunteer as well as a registered adult member, over the age of 21, have a good driving record, and a valid license.

All vehicles must be registered, insured, and have any necessary safety inspections up-to-date.

Girls never drive other girls.

If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of which is female, and the adult/girl ratios in *Volunteer Essentials* must be followed.

If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of which is female, and the adult/girl ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

Each driver should be supplied with a driver’s packet (see Chapter 4 - *Volunteer Essentials*).

The use of 15-person passenger vans is prohibited.

ADDITIONAL FORMS:

You may want/need additional forms for your overnight, dependent on the situation:

Sharing beds? Parent permission is needed. See Chapter 4 - *Volunteer Essentials*.










Behavior Agreements for Adults and/or Girls?

Visit our Forms page to find these forms

<http://www.girlscoutsla.org/en/about-girl-scouts/our-council/forms.html>

FOR EVERY OVERNIGHT	AS NEEDED
<input type="checkbox"/> Parent/Guardian Single-Use Permission Form	✓ Provided Prescription and/or Provided Over the Counter Medications Forms
<input type="checkbox"/> Health History & Release Form	
<input type="checkbox"/> Over the Counter Form (OTC)	✓ Additional Activity Insurance Request Form
<input type="checkbox"/> Troop Medical Log	
<input type="checkbox"/> Troop Driver Information	✓ Sleeping Arrangements Form
<input type="checkbox"/> Adult Authorization for Treatment (adults)	✓ Behavior Agreement
<input type="checkbox"/> Accident/Incident Report Form	
<input type="checkbox"/> GSGLA Emergency After-Hour Calls (pink card)	

What type of permission do I need?

	Events/ Activities /Day Trips	Extended- Day Activities	Short Overnight	Extended Overnight	Tier 1 High-Risk Activities	Tier 2 High-Risk Activities
Annual Permission Form						
Written Notification						
Parent/Guardian Single-Use Permission Form						
Extended/Overnig ht High-Risk eForm						

List of Tier 1 High-Risk Activities that can be approved by Service Unit Manager (SUM) or Designee

Tier 1			
Archery & 3-D Archery	Air & BB Guns	Cross Country Skiing	Horseback Riding
Hayrides	Indoor Skydiving	Segway	
Backpacking, unless involves challenging terrain, extended travel and/or other high-risk activities	Offshore water passenger vehicle, such as whale watching, Catalina Express	Tethered Hot Air Balloon	Downhill Skiing/Snowboarding

List of Tier 2 High-Risk Activities that are approved by Service Unit Manager (SUM) AND Council by use of [Extended Travel/High-Risk Application](#)

Tier 2			
Challenge Courses	Climbing & Rappelling	Recreational Tree Climbing	Zip Lining
Sailing	Scuba Diving	Tubing	Surfing
All Paddle Sports: Canoeing, Corcl Boats, Kayaking, Row Boating, Standup Paddle Boarding, Whitewater rafting	Backpacking, IF involves challenging terrain, extended travel and/or other high-risk activities	Spelunking/Caving	Waterskiing and Wakeboardi ng
	Snorkeling	Target Sports: Knife Throwing, Muzzle loading, Pistol, Rifle, Shotgun – Trap/Skeet Shooting, Target Paintball, Tomahawk/Hatchet Throwing	Windsurfing /Sail Boarding