



Girl Scouts®

Girl Scouts of Kentuckiana

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TIPS FOR OVERNIGHTS

RS #3

R 6/09

BE SURE TO CHECK APPLICABLE ACTIVITY CHECKPOINTS THAT MUST BE CONSIDERED:

As per *Safety-Wise* ~

- ✓ All swimming and boating activities (except canoeing) must be overseen by a qualified lifeguard. In addition, girls participating in boating activities must wear personal flotation devices – except for those mentioned in *Safety-Wise*, i.e. canoeing..



- ✓ Take note also of those activities listed in *Safety-Wise* that are not permitted as Girl Scout program activities.



- ✓ When planning a trip to a theme park or other large group gatherings, review 'Step 1 universal activity checkpoints' in *Safety-Wise* before doing these activities. Refer to 'Theme Parks' as well as 'Parades and Large Group Gatherings' specifically the safety precaution that name tags or other personal identification **must not be worn in public places.**

- ✓ Insurance must be purchased for any overnight lasting more than two (2) nights.

- ✓ A health examination within the last 24 months is required for all participants for trips of more than three (3) nights as per *Safety-Wise*.



- ✓ A person with current certifications in CPR and First Aid must accompany the group.

- ✓ Separate sleeping quarters and bathrooms must be provided for men and/or boys. It is not appropriate for males to sleep in the same space with girl members. They may participate only if separate sleeping quarters and bathrooms are available for their use.



- ✓ Each participant should carry a card or other document with the following information:

- Name of participant
- Girl Scouts of Kentuckiana
- P.O. Box 32335
- Louisville, KY 40232-2335
- 502-636-0900 or 888-771-5170
- Name and number of the emergency contact(s)



- ✓ Avoid caravanning if at possible as this increases the chance of an accident. Refer to *Safety-Wise*, 'Trip Planning Checklist.'

- ✓ Plan rest stops at least every two hours

- Recruit an adequate number of adults to supervise girls and to relieve drivers on long trips

- ✓ Plan to travel in daylight hours



Note: This is due to the fact that traffic death rates are three times greater at night than during the day, according to the National Safety Council.

Also, per the Safe Drivers Pledge–

- Plan extended trips to avoid driving in the dark
- Drive no more than six hours a day



Girl Scouts of Kentuckiana Policies, Procedures, Standards and Other Tips

- ❖ Insurance should be purchased at least one month in advance of departure.
- ❖ Note that trips must be approved prior to departure in order to assure your girls are covered by Girl Scout Activity Insurance. If the trip is not covered by Girl Scout Insurance, you could be personally liable in the event of an accident. We also recommend purchasing the 3P insurance anytime troops are traveling away from their primary care physician so that they can also be covered for illness while on the trip making the Girl Scout insurance primary in case an illness requires a trip to a walk-in clinic or emergency room.
- ❖ Many people receive their CPR and/or First Aid training through other agencies. Be sure that a copy of their certification is on file in our database for those named on your Trip Approval Form by furnishing a copy of their first aid card with the expiration date, CPR card with the expiration date or other medical certification with the expiration date or period of certification.
- ❖ Male participants follow GSK 'Men and Boys at Camp' guidelines found in the *Leader Information Book*
- ❖ In addition to those things listed in *Safety-Wise* regarding hotel security and safety, the Girl Scouts of Kentuckiana recommends that troop and parent/guardian approval be obtained when mothers and daughters or members of the same family are sharing a room, cabin or tent. This must be spelled out in the information to the participants and again on the participation permission slip.
- ❖ Troop money should not be used for any extra rooms for adults above and beyond what is required to meet *Safety-Wise* ratios or for their comfort unless the entire troop is in agreement.
- ❖ If Girl Scout money is used for any part of the trip, it is considered a Girl Scout event which means that all participants must follow the Girl Scout policies and procedures. They cannot take a break from the rules to go swimming without a lifeguard during "family time" since the chain of custody does not work that way. This term does not mean who has custody of children ~ Chain of custody is a legal term that assures continuous accountability. This accountability is important because, if not properly maintained, a situation may be inadmissible in court.
- ❖ We also realize that in today's society parents and parent figures often have limited time and opportunities to be with the girls in their lives. Girl Scout activities may make it possible to get everyone together by accompanying the troop on trips. The challenge then becomes that with more **adults** on a trip **having direct contact with the girls**, you need each of them to **complete** and have on file **Resource #503 ~ Volunteer Application**.
- ❖ Passenger Car/Vans: Be sure that you have the make, model, year and license plate number of all vehicles traveling with your group. This will assist you in locating cars that may become lost. **Be sure each vehicle has a copy of a map or directions to your destination.**
- ❖ Be sure all participants know where you are staying – at least the name and city/town should they become separated from the group.
- ❖ Share a list of cell phone numbers or carry walkie-talkies; the cell phone number of a group member accompanying the participants on the trip might be included with the other contact information required by *Safety-Wise* as listed on page 1.
- ❖ Wearing the same shirt or same colored shirt will also assist in your ability to identify your group in a large crowd.
- ❖ For personal safety, have a *Lost Participant* plan in place in case anyone becomes separated from the group.
- ❖ Trip leaders may also wish to have a recent photograph of each participant attached to their health history information in case of separation. This makes it easier for park or law enforcement personnel to describe the person in case they become separated from the group.

Checklist for Overnight Trips

Keep this your use!

- Have you thought about insurance? Basic Girl Scout insurance that automatically comes with your membership dues is in effect for day-long trips and trips lasting two (2) or less consecutive nights. Optional insurance may be purchased for girls and adults who are participating in the trip and are not registered Girl Scouts. (Insurance is not available for tagalongs.) Refer to resource sheet #34, "A Word About Insurance," and information on optional insurance in the *Leader Information Book*.
- Have you read the section in *Safety-Wise* titled "Planning Trips with Girl Scouts" and the section on trip planning in the *Leader Information Book*?
- Have you consulted the council's program policies concerning troop trips in the *Leader Information Book*?
- Have you read the information concerning "Serious Accidents, Major Emergencies, or Fatalities" in the *Leader Information Book*?
- Have you consulted your leader's/facilitator's guide for suggestions for planning with girls and the girls' handbook for ideas for activities?
- Have you provided your emergency contact person with a complete itinerary including phone numbers where you can be reached each day of your trip?
- Have you gathered up the girls' health histories and permission slips and placed them in an easy-to-reach spot for quick access during the trip? Do both adults and girls know where they are being kept?
- Have you provided your parents with a *detailed* itinerary of your trip including who the group's emergency contact person is AND have they given permission for their daughter(s) to participate in *all* activities - even those that carry with them an element of greater risk? (Refer to "Activity Checkpoints" in *Safety-Wise*.)
- If you are leasing or renting transportation, have you consulted the sections on transportation in *Safety-Wise*? Girl Scouts cannot rent or borrow 15-passenger vans for transportation.
- If using private cars or donated transportation, have you discussed the need for adequate vehicle insurance and other guidelines with the owners as described in the transportation standard in *Safety-Wise*?
- Have you involved your girls *and* parents in the planning process? Have you considered using parent/girl committees? Have you involved the girls in the decision-making parts of the planning? (Note: you might find a lot of success with parent/girl committees if parents and daughters do not serve on the same committee.)
- Do you have confirmed reservations?
- Have you provided to your emergency contact person a list of emergency phone numbers for all parents and someone to call in case the parents cannot be reached?
- Have you learned something about the history and special features of the places you will be visiting?
- Are you planning on swimming or boating? See *Safety-Wise*, Water Activities section. Be sure to note when a lifeguard or person with specific qualifications is required.
- Have you asked someone who has traveled to the places your group plans to visit to talk with the girls about what to expect and what they might do while they're there? (Note: you might start with Senior Girl Scouts in your service unit or area.)
- If you're planning on conducting money-raising projects, have you checked the money-raising standards and guidelines in the *Leader Information Book* and submitted the proper application form to your service unit manager? (Refer to Resource Sheet #61 and *Safety-Wise*.)
- Have you visited your service center library to browse through any materials that may relate to your trip plans? Or your public library? Or your school library?
- Have you double-checked to make sure all of your girls are registered with GSUSA and paid their membership dues?

Use this to Help You in Preparing for Your Camping Trip



- Know the location of the nearest available 24-hour phone.
- Find out if the facility has a security light in the area where you will be camping.
- Know if the facility provides safe drinking water. If it doesn't, be sure to plan to provide your own or know where you can get safe water.
- Know how you will be able to dispose of your garbage.
- Choose the type of cooking facilities you will use. Find out if campfires are allowed or if cooking must be done on a camp stove.
- Know how you will refrigerate perishable food. If you're not sure about available refrigeration, plan menus that do not depend on perishable food.
- Decide on the type of overnight shelter you will use.
- Find out what shelter is available for your group in the case of severe weather.
- If this is a commercial campground, find out when a caretaker/ranger is on site.
- Determine how far away from the campsite the nearest emergency medical care facility is.
- If you can, contact someone at the campsite who can provide you with enough information about the site that you feel confident about where you're going and what you'll need.
- Consult *Safety-Wise* and the Girl Scouts of Kentuckiana *Leader Information Book* for program policies specific to your planned activities.
- In *Safety-Wise*, be sure and check for high-risk activities, activities not permitted, and universal checkpoints; the step 2 activity checkpoints for the type of activity you are planning; and the specific activity checkpoints for each activity.
- Look in *Safety-Wise* for planning trips with Girl Scouts. Check for transportation information. Because of safety and risk management issues, Girl Scouts cannot rent or borrow 15-passenger vans for transportation.

This checklist is designed to be a helpful "thought-provoker" during your planning stages. At any point if something is unclear to you or if a question is raised and you're not sure of the answer, do not hesitate to contact your local Girl Scout office or the council office in Louisville, (502) 636-0900 or 1-888-771-5170.