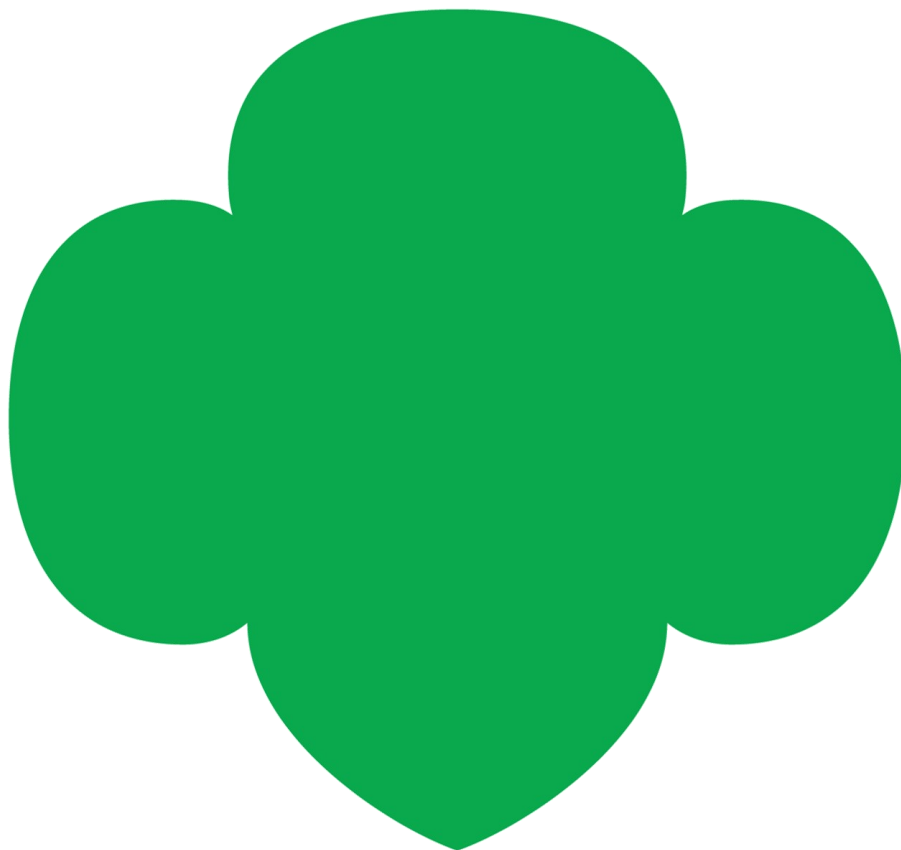




girl scouts
of colorado



Overnight Trips Resource Guide

Resources

Included in this packet:

- ◇ Sample Troop Packing List
- ◇ Sample Individual Packing list
- ◇ Trip Budget Worksheet
- ◇ Itinerary Worksheet
- ◇ Info about practice campouts and male volunteers on overnight trips

Camping equipment can be reserved here: <http://girlscoutsofcolorado.checkfront.com/reserve/>
Look under "equipment rental."

Forms and Resources Online:

- ◇ [Volunteer Essentials](#)
- ◇ [Safety Activity Check Points](#)
- ◇ [Trip/Event Notification Form](#)
- ◇ [Girl Scouts of Colorado Online Property Reservation](#)
- ◇ [Girl Scout Activity Permission Form](#)
- ◇ [Girl Health History](#)
- ◇ [Adult Health History](#)
- ◇ [Medication Permission](#)
- ◇ [GSCO Emergency Plan Card](#)
- ◇ [Accident/Injury/Illness Report](#)

Questions

Contact your volunteer support specialist or email inquiry gscolorado.org

Travel Training

Travel Peak on gsLearn:

- ◇ Pack Your Bags!: Intro Travel Progression
- ◇ Base: Field & Day Trips
- ◇ Slope: Overnights*
- ◇ Ridge: Regional & National Travel
- ◇ Summit: International Travel
- ◇ Valley: Resources & Enrichments



In-Person Trainings:

- ◇ Cooking & Camping*

* *Overnight Trips is a prerequisite before moving on through the travel progression.*

* *Cooking and Camping is required if you are cooking in the outdoors or camping or backpacking with your troop.*

Sample Troop Packing List

Adapt based upon trip destination and activities

General Troop Equipment:

- Original and copies of permission and health forms from all participants
- Emergency phone numbers for all participants
- "Emergency Card(s)" with instructions, Council phone number
- Copies of all reservations, confirmations
- Safety Activity Checkpoints
- 1st Aid Kit
- Resource books: Volunteer Essentials, Girls Guide to Girl Scouting, journey books
- Insurance claim form 10.2019
- Kaper charts
- 2-3 extra blankets

For each car/vehicle:

- Car tools, including jack, spare tire
- Emergency phone numbers for each passenger and the driver
- Permission forms and health forms for each driver and passenger
- First aid kit

Food and Kitchen Equipment (as needed)

Check to see what is already available on site.

- Paper products: tissues, paper towels, toilet paper, napkins
- Salt, Pepper, spices, condiments
- Knives/cooking utensils
- Sponges, dishcloths, scouring pads, dish detergent
- Cleanser/bleach (in **marked** container)
- Coolers/chill bags
- Ziploc bags, food storage containers
- Trash bags

Special Equipment/Supplies for Planned Program Activities:

Sample Individual Packing List

Adapt based upon trip destination and activities

Clothing

- Pants, shorts, skirts
- Shirts/T-Shirts
- Sweater, sweatshirt or jacket
- Underwear
- Socks
- Swim suit, cover-up
- Hat
- Winter hats, gloves, long underwear
- Rain gear
- Walking shoes, sandals, boots
- Girl Scout uniform
- Pajamas
- Purse/ small pack
-
-
-
-

Other

- Glasses and/or contacts with solution
- Phone/Camera
- Extra battery, memory card and battery charger
- Travel alarm clock
- Clothes packed in zip lock bags by day
- Small flashlight
- Sunscreen, sunburn relief lotion
- Sunglasses
- Bug spray
- Camping Gear (if camping on trip)
- Sleeping bag or bed roll (if needed)
-
-

Toiletries

- Shampoo and conditioner
- Soap
- Deodorant
- Toothbrush, toothpaste, dental floss
- Cotton balls/Q-tips
- Brush/comb
- Hair ties
- Feminine hygiene products
-
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Tip: Ask girls to pack their own bag so they know what all is included and where everything is. Parents of younger girls may want to check behind to be sure nothing is forgotten. Also be sure girls are able to carry their own bag throughout the trip.

Budget Worksheet

Income/Available Funds		Amount per participant	Total
Troop Account	<i>Amount budgeted for trip from the troop's treasury</i>	<i>n/a</i>	
Future Product Sales Proceeds	<i>Anticipated income from upcoming Product Sales</i>		
Future Money Earning Proceeds	<i>Anticipated income from upcoming Money Earning Projects</i>		
Girl Cookie Credits	<i>Average amount transferred per girl (individual amounts may vary)</i>		
Girl/Family Contributions	<i>Amount contributed per participant</i>		
Total Income:			

Estimated Expenses		Amount per participant	Total
Transportation	<i>Bus/Train/Airplane Tickets</i>		
	<i>Vehicle rental fees</i>		
	<i>Estimated fuel cost</i>		
	<i>Parking and tolls</i>		
Lodging	<i>Rate per night</i>		
Activities	<i>Event registration fees</i>		
	<i>Admission fees or tickets</i>		
	<i>Other activity fees</i>		
Food	<i>Breakfast (x number of meals)</i>		
	<i>Lunch (x number of meals)</i>		
	<i>Dinner (x number of meals)</i>		
	<i>Snacks</i>		
Travel	<i>Plans begin at \$0.11 per day per person</i>		
Insurance	<i>Patches</i>		
Other Expenses	<i>Souvenirs</i>		
Emergency Funds			

Total Expenses:	
Cost per participant (<i>total expenses divided by number of participants</i>):	

Itinerary Worksheet

Date:

Morning

Time	Schedule	Notes
7:00		
8:00		
9:00		
10:00		
11:00		
12:00		

Afternoon

Time	Schedule	Notes
1:00		
2:00		
3:00		
4:00		
5:00		

Evening

Time	Schedule	Notes
6:00		
7:00		
8:00		
9:00		
10:00		
11:00		

***Backyard Campouts**

Backyard campouts or slumber parties are great ways to start overnight trips with your troop! It's a good way to measure overnight readiness of the girls in your troop, and to gauge how well families and troop volunteers (yourself included) handle expectations of them. There are lots of benefits to starting your overnight here:

Girls can: pack their own gear; get comfortable spending that much time with the group; use the buddy system; plan their own activities; create and use a kaper chart; practice what's expected of them on the overnight trip; and learn to trust the situation and know that they're okay with their troop and away from their families.

Volunteers can: get a better understanding of what's involved logistically in an overnight experience, as well as how to support girls and their families emotionally, in taking this big "overnight trip" step.

Families can: get comfortable with their girls being away from home, and learn to trust that their daughter will be okay with her troop and the volunteers - but also be close enough if they are needed.

*A this event may take place at a private residence if one parent/caregiver for every child in attendance. If this is not possible everyone living in the home over the age of 18 must have a GSCO membership, passed a criminal background check, and the homeowners must have proof of homeowner's or renter's insurance.

Can male volunteers attend overnights with a troop?

Yes! First, remember that all adults who will be attending overnights must be a registered member of Girl Scouts and have a completed background check. At least one adult in the troop is required to take Overnight trips, and one adult should be First Aid/CPR certified.

Male volunteers who are attending will need to have a separate sleeping spaces than the girls, as well as separate restroom facilities. Separate sleeping spaces could be another building, a tent, or a separate bedroom. Troops and service units who are planning to bring male volunteers should plan to bring a sign with them to indicate which bathroom will be for males and which will be for females. In circumstances where troops or service units will be staying in a location with only one restroom, bring a sign that can be hung on the door of the restroom that says male on one side, and female on the other, and indicate which gender is using the restroom at that time.