



GIRL SCOUTS OF EASTERN OKLAHOMA OVERNIGHT CHECKLIST

Leader's Name: _____ Service Unit: _____ Troop #: _____

Destination: _____ Date(s): _____

Overnights include slumber parties, lock-ins, camping (including backyard) and/or trips where girls will be sleeping away from home (i.e., private homes, churches, youth facilities, motels, hotels, cabins, lodges, tents, under the stars, etc.).

Please review the items on this form that are applicable to your overnight as you complete your planning.

Use *Safety Activity Checkpoints*, *Volunteer Essentials*, the council's Position Statement on Safety and Security Form #590T and/or Emergency Procedures Form #579T as references while planning with your troop/group.

- _____ 1. Submit Request for Approval of Activity Requiring Council Permission Form #585F, to the director of programs at the Girl Scout Service Center in Tulsa at least **FOUR WEEKS** prior to the event.
- _____ 2. If your overnight will extend **for three nights or more**, submit Intent to Travel Form #585a to the director of programs at the Girl Scout Service Center in Tulsa at least **SIX MONTHS** prior to the event.
- _____ 3. Girl and Adult planning should include:
 - _____ The purpose of the overnight
 - _____ Budgeting and financing
 - _____ Special skills or knowledge needed
 - _____ Rules of conduct
 - _____ Needs of handicapped members
 - _____ Review of applicable *Safety Activity Checkpoints* and *Volunteer Essentials* guidelines
 - _____ Travel arrangements
 - _____ Arrangement of itinerary
 - _____ Reservations of accommodations
 - _____ Equipment and supplies list (including first aid kit and claim forms)
 - _____ Written procedure for removal of adult or girl from trip
 - _____ Review of Position Statement on Safety and Security Form #590T and Emergency Procedures Form #579T
- _____ 4. Transportation
 - _____ Private Cars:
 - a. Adult-in-charge has reviewed *Safety Activity Checkpoints* and *Volunteer Essentials* guidelines with all drivers.
 - b. Each driver will carry the Girl Member Information Sheet Form #260F and the Activity Permission Slip Form #208F for each girl in the car.
 - c. Each driver will carry a first aid kit with council Insurance Form and a copy of the Emergency Procedures Form #579T.
 - d. Additional insurance coverage for vehicle has been arranged (if needed).
 - _____ Chartered bus, leased van, or other (Council signature required on contracts/agreements). Follow *Safety Activity Checkpoints* and *Volunteer Essentials* guidelines and submit Request for Authorization to Rent, Lease or Borrow Vehicles Form #589F.
- _____ 5. Type(s) of accommodations for overnight will be listed on the Itinerary Form #578T and Activity Permission Slip Form #208F after obtaining the following information:
 - _____ location and area around it (locked or unlocked facility)
 - _____ sleeping area or arrangements (provisions for securing)
 - _____ security provided by facility or law enforcement
 - _____ nearest emergency medical center and transportation and ability to summon help
 - _____ whether or not motel or hotel rooms are adjoining or in close proximity

- _____ 6. Adult-to-girl ratio is being met for overnight
of adults _____ # of girls _____ _____ A minimum of two adults will accompany the troop/group.

When sleeping out-of-doors during general troop camping, backpacking or high adventure trip camping, in tents or in buildings that cannot be locked, troops must meet minimum required security ratings points. The council must agree upon security arrangements. EXCEPTION: Not required for facilities owned or operated by the council.

When sleeping in a building or facility that will be locked, the leader, parents or other adults must agree that the adult-to-girl ratio established for the event is reasonable and prudent security. Or, because of the nature of the facility or area, security person(s), at least 21 years of age, not included in the adult-to-girl ratio, is required to be awake during the dark hours.

- _____ 7. A First Aider is required during all activities listed on Form #585F. **NOTE:** Wilderness First Aid or Wilderness First Responder is required if EMS response is more than 30 minutes.
- _____ 8. Council approval of activity has been received.
- _____ 9. Requirements for overnights of more than three days (3 nights or longer).
_____ Intent to Travel Form #585aF, must be submitted to the director of programs at the Girl Scout Service Center in Tulsa as soon as planning for the trip begins.
_____ Sickness insurance must be obtained (application forms are available at the Girl Scout Service Center in Tulsa).
_____ A record of health examination within the preceding 24 months must be obtained from each girl.
_____ Parent meeting/s must be held.
- _____ 10. At-Home Contact must be given a copy of the Roster/Itinerary/Vehicle Information Form #578T.
- _____ 11. Parents have been informed of, discussed and agreed upon the nature of the overnight, particulars regarding the facilities, sleeping arrangements, number of adults, security plans and rules of conduct of before signing permission slips.
_____ If facility is being used for the first time, the adult-in-charge must have personal contact with at least one parent or guardian of each girl who will participate in the overnight.
_____ If facility has been used by the troop/group before, the adult-in-charge must have personal contact with at least one parent or guardian of any girl who is new to the facility.
_____ Permission Slip Form #208F must be received from each girl with parent/guardian signature acknowledging that they understand and agree with the nature of the overnight, particulars regarding the facilities, sleeping arrangements, number of adults, security plans and rules of conduct before signing permission slip, and have no further questions concerning the overnight.
_____ Girl Member Information Sheet Form #260F and the Activity Permission Slip Form #208F must be carried by the adult-in-charge for each girl, including Girl Scout Cadettes and Seniors when used as aides.
_____ Parents have been given a copy of Security Ratings for Overnight Activities Utilizing Unlocked Facilities Form #588F, if applicable.
- _____ 12. Report of Overnight Form #580F must be submitted within one week of overnight to the director of programs at the Girl Scout Service Center in Tulsa.