



GIRL SCOUTS OF EASTERN OKLAHOMA OVERNIGHT HIGH ADVENTURE ACTIVITY CHECKLIST

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

Destination: _____ Date(s): _____

This checklist is to be used when planning any activity that involves an overnight stay in connection with a high adventure activity such as backpacking, trip and travel camping, extended canoe trips, or caving.

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 the following to the director of programs at the Girl Scout Service Center in Tulsa:
Request for Approval of Activity Requiring Council Permission Form #585F.
Security Ratings for Overnight High Adventure Activity Form 597F.
A roster of participants with emergency contact information for each participant.
Contact information for local authorities in the area where your activity is taking place.
Copies of all certifications (First Aid/CPR, documentation of training or experience, etc.).
- _____ 3. Girl and Adult planning should include:
_____ The purpose of the overnight
_____ Budgeting and financing
_____ Special skills or knowledge needed, including practice of those skills, conditioning hikes and "shakedown"
_____ 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 insurance 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 Overnight 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 Overnight Permission Slip Form #208F after obtaining the following information:
_____ location and area around it
_____ sleeping area or arrangements (provisions for securing)
_____ security provided by facility or law enforcement
_____ nearest emergency medical center, transportation and ability to summon help

- _____ 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, in tents or in open areas, troops must meet the minimum required points of the Security Rating for Overnight High Adventure Activities Form #597F. Security practices/ratings must be agreed upon by leaders and parents with final approval by the council.

- _____ 7. Council approval of activity has been received.

- _____ 8. Requirements for high adventure 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 current health history (within the preceding 12 months) must be obtained for each girl and adult.

_____ A record of health examination within the preceding 24 months must be obtained for each girl.

_____ Wilderness First Aid or Wilderness First Responder is required if EMS response is more than 30 minutes.

_____ Parent meeting/s must be held.

- _____ 9. At-Home Contact must be given a copy of the Roster/Itinerary/Vehicle Information Form #578T and local emergency services contact information.

- _____ 10. 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 before signing permission slips.

_____ Permission Slip Form #208F must be received for each girl with parent/guardian signature acknowledging that they understand and agree with the nature of the overnight, particulars regarding the 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 Permission Slip Form #208F must be carried by the adult-in-charge for each girl, including Girl Scout Cadettes, Seniors and Ambassadors when used as aides.

_____ Parents have been given a copy of Security Ratings for Overnight High Adventure Activities Form #597F.

- _____ 11. 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.