



# **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](mailto:inquiry@gscolorado.org)

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## Travel Training

### Overnight Trips:

- ◇ Travel 1-2 nights in length
- ◇ Hotel, Hostel, or Cabin lodging
- ◇ No outdoor cooking
- ◇ All Girl Scout levels

### \*Extended Trips:

- ◇ Travel 3-4 nights in length
- ◇ Hotel, Hostel, or Cabin lodging
- ◇ No outdoor cooking
- ◇ Girls must be Junior and above

### \*Cooking and Camping:

- ◇ Tent camping
- ◇ Outdoor Cooking
- ◇ Propane, Charcoal, and wood campfires
- ◇ All Girl Scout levels



\* Overnight Trips is a prerequisite for both Extended Trips and Cooking and Camping.

# 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*
- 1<sup>st</sup> Aid Kit
- Resource books: Volunteer Essentials, Girls Guide to Girl Scouting, journey books
- Insurance claim form
- 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:**

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# 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
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### 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)
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### 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.

# Trip Budget Worksheet

Expense	Estimated Cost	Actual Cost	x	Number Needed	Total Cost
Transportation (to/from destination)			X		
Transportation (upon arrival)			X		
Lodging			X		
Food—breakfast			X		
Food—lunch			X		
Food—snack			X		
Food—dinner			X		
Programing/Activity/Admission					
<i>(specify)</i>			X		
<i>(specify)</i>			X		
<i>(specify)</i>			X		
<i>(specify)</i>			X		
Miscellaneous					
<i>(insurance)</i>					
<i>(tips)</i>					
<i>(special equipment)</i>					
<i>(other)</i>					
				Total:	
		Total:	/	# People	/person cost

# 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		

## **\*Practice Backyard Campouts**

Some troops choose to have a practice campout in a troop leaders backyard, or an indoor sleepover, prior to going on the “official” overnight trip. It’s a good way to measure overnight readiness of the girls in your troop, and to gage how well families and troop volunteers (yourself included) handle expectations of them. There are lots of benefits to doing a practice sleepover:

**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 chaperoned event (one parent/caregiver for every child in attendance) may take place at a private residence. If it is not a chaperoned event, everyone living in the home over the age of 18 must have passed a criminal background check and a proof of homeowner’s or renter’s insurance must be provided.

## **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.