


girl scouts
of kentucky's
wilderness road

**Planning Trips With
Girl Scouts
Resource Guide**

*** Girl Scouts-Wilderness Road Council * 2277 Executive Drive * Lexington, KY 40509 * 800-475-2621**



Introduction

Purpose

It is important to establish a common purpose for your trip that captures Girl Scout philosophy as well as the spirit of the girls in your troop or group. This presents an opportunity to create an environment that promotes challenge and personal growth. The following are positive elements of a Girl Scout trip.

- Learning experience, socially and personally
- Opportunities to learn self-reliance by taking care of themselves and their belongings
- Progression in skills and decision-making ability
- A safe environment for girls
- Quality program that enhances on-going troop program
- Build friendships and skill in working in a community
- FUN!

Planning

Girl Planning is what makes Girl Scouts' experiences unique. Every trip can be a stepping stone, teaching the girls just a little bit more about the skills they will use for life—taking care of themselves, making decision, evaluating their growth, and working together for the common good.

Progression

Build on positive meeting time or field trips around town and basic day trip and simple overnight experiences. This will set you and your troop or group up for success and get ready for more advanced trips and even world-wide adventures!

Are You Ready?

As you begin to plan trips, from the simplest to the most complex, ask yourself if the girls are ready. **Give them the opportunity to plan, learn and practice skills in a safe environment, where, when mistakes happen, they can profit from the experience.**

For example: If a girl wears ill-fitting shoes on a simple hike around the neighborhood, you can treat her blisters and send her home to mend and think about what she learned. But, if the first trip is a long hike or days in another city, both you and she will suffer for the duration of the trip.

For any kind of trip, girls need practice in some **basic lessons**, and definitely need **skills** before taking an advanced trip. What kinds of skills should girls learn and practice as they **progress** through the levels of trip taking?

- **Being away from home, her routine and familiar surroundings for longer and longer periods of time.**
- **Taking care of herself: brushing her own hair, getting dressed along, organizing and keeping track of her own belongings.**
- **Packing**
- **“Street smart skills” and good safety practices.**
- **Good manners**
- **Can the girls be responsible for their behavior and comfortable with hotel/motel living?**
- **Budgeting and fiscal responsibility**
- **Getting along with others for longer and longer periods of time—accepting responsibility for their own behavior.**
- **Planning and evaluating: learning how to plan ahead, and how to evaluate what worked and what didn’t.**
- **Making choices and group decisions.**
- **Record keeping.**

Are Your Girls Ready for a Trip?

How do you know it's time to kick it up a notch or two? Are your girls ready to go adventuring? Use the questions below to evaluate their readiness.

1 = Never 2 = Sometimes 3 = Often 4 = Always

Comfort	1	2	3	4
• Are the girls enthusiastic about being Girl Scouts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they interact well with one another and the leaders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they comfortable being part of a group?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidence	1	2	3	4
• Are the girls eager for new experiences?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they want to learn new skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they understand and follow safety rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration	1	2	3	4
• Do the girls follow directions well?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do they understand and follow rules of good behavior?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are they helpful and considerate of one another?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you rated your girls with 1s and 2s in most categories, they are most likely not ready. Some suggested activities to help ready the girls would include:

- Cooperative games
- A scavenger hunt (to become familiar with rules)
- Visits from other Girl Scouts who have taken exciting trips

If you rated your girls with 3s and 4s in most categories, they're ready to fly a bit. The big question now is – how confident are you taking your group *beyond the meeting place*?

Are You Ready to take Girls on a Trip?

Adventures big and small seem to go smoothly for leaders who are confident in their own leadership. Leadership of Girl Scouts includes many things. It means understanding girls, mentoring them and being willing to work toward their growth and development.

Leadership is knowing. You're not expected to know everything the girls might ever want to learn and do, but it's good to have a healthy desire to explore and learn new things along with your girls. At times you'll want to get outside help from adults with special skills and knowledge; other times you'll find you have all it takes to motivate your girl Scouts to reach beyond themselves.

Leadership is teaching. Girls are always watching the adults around them. Modeling a positive attitude and a step-by-step approach to problems and opportunities is a powerful form of teaching.

Leadership is coaching. Being a Girl Scout leader or helper is in a real sense being a coach. You will find yourself guiding, prodding, questioning, sometimes directly, sometimes indirectly, always with a mind to helping the girls take more and more responsibility in decision-making and planning.

Leadership is belonging. You belong to your group as much as your girls do. You are there as an adult friend who is supportive and caring, ready to help the girls accomplish what they want to do.

Below you will see a line with a clear position indicated at each end. Does the statement to the left describe you or is the one to the right more accurate? Are you somewhere in between? Place an "X" in the box that best indicates your position.

1. You feel comfortable as a role model for young girls.

You consider yourself an average person, not the strong presence you think your girls need.

2. You enjoy guiding girls to figure things out for themselves.

You're more comfortable telling the girls exactly how to do everything.

3. You are confident that the resources are available that you'll need.

You're not sure you'll think of every little detail in the planning process.

4. You enjoy being part of a group looking for new adventures.

You don't enjoy group experiences as much as you'd like, because of the weight of responsibility on your shoulders.

5. You are comfortable getting the girls and other volunteers to help with planning.

You know that planning outings beyond the meeting place will take more of your time.

Answers:

Let's look at how you rated yourself! If you're like other Girl Scout volunteers, you fall somewhere in between the two options given. In fact, some days you would rate yourself more to the left; some days you find yourself more to the right.

If you find yourself more often than not toward the left side, you are probably ready to go beyond the meeting place. If you rated yourself more to the right; you're **also** probably ready to go on an adventure! Let's talk about the right side.

If you rated yourself more to the right on:

1. You consider yourself an average person; not the strong presence you think your girls need.
2. You're more comfortable telling the girls exactly how to do everything.
3. You're not sure you'll think of every little detail in the planning process.
4. You don't enjoy group experiences as much as you'd like, because of the weight of
5. You know that planning outings beyond the Meeting place will take more of your time.

You will find that:

Girls aren't looking for a superstar who knows everything and can do everything perfectly! They want To relate to someone who is caring and who will guide **them** to become superstar!

How great that you see all the steps necessary to accomplish a task and can communicate those details! You need to add only one skill to your repertoire; become more of a coach by guiding and asking questions.

The first time through a new adventure, nobody does! That's where this home-study guide can help you. We think we've thought of most of those details!

We appreciate so much that you take this great responsibility of helping girls grow strong so seriously! You'll find that your own stress will become less as you plan more and more successful adventures and get your planning routines down pat!

The first time you plan one of these activities you may very well find it does take more time because of your advance thinking. Once you become proficient in guiding girl planning and managing the paperwork, you'll find this is less of a problem.

Trip Progression

So... you're a good leader. Right? And you're ready to consider a step in the direction of a new adventure? Relax! If you think about it, the whole Girl Scout program is built on progression. The Daisy Girl Scout experience starts small and leads to more advanced Brownie Girl Scout activities. Girls use the skills they learn as Brownies to tackle the challenges of Junior Girl Scouting and so on. Along the way, it is the leader's responsibility to help girls plan activities that will fit their unique physical, social, and learning capabilities so they will be challenged, not frustrated.

A successful adventure is one that the girls are ready and eager to undertake. Progression is measured sometimes by the duration of the activity, sometimes by the distance away from home or the familiar meeting place, yet other times by the difficulty of the tasks involved and the costs.

Note the progression in the following Girl Scout adventures:

1. Meeting Time Trips

Girls walk to interesting places near their meeting place and during their regular meeting time. This is suitable for all ages.

2. Daytime Trips Outside the Meeting Time

Girls might plan a short field trip, perhaps to a museum, local supermarket, or restaurant or spend a day hiking through a local forest preserve or exploring nature at one of the council's program centers. Join a council-sponsored excursion for an adventure with other Girl Scout groups. Service unit sponsored events are another possibility for daytime excursions away from the regular meeting place and time.

- Consider the girls' ages and their physical stamina
- Use girl planning to help determine the activity and destination

3. Overnight Trips to Indoor Locations

These trips usually involve one or two nights away. The destination could be a council camp lodge, house of worship, state park or historic site. The group sleeps indoors, in a hotel (motels with outside doors are not recommended because of access from parking areas) or at one of the council's program center buildings.

- Keep in mind that girls' experiences and emotions regarding being away from home overnight may vary widely.
- A Leader's home could be used, but Safety Activity Checkpoint rules apply here also. Outdoor fire pits and fireplaces should not be used unless GSKWRC "Out and About" training has been completed.

Girl Planning Techniques

Each of the following techniques is a possible tool to help you guide your girls through the beginning steps of planning an adventure. When you are done reading through the list, mark down below the technique(s) which you think could be most helpful in working with your troop/group.

1. **Brainstorming** - A technique for getting lots of ideas and making specific decisions.

How to do it: Explain to the girls that every idea, no matter how wacky, will be heard and recorded without judgment. Mention a specific topic (e.g. "How shall we use our Cookie Program proceeds?"; "What Field Trip Adventures shall we take?"). Have everyone give her idea, listing each one as you go, building on ideas, and writing them down without worrying about spelling. Set a time limit (i.e. "let's list as many ideas as we can in the next ten minutes"). When you're done, sort the ideas into three categories: use now, use later, and use with modifications. Choose an idea from the "use now" category and save the rest.

2. **"Where in the World...."** A group planning technique.

How to do it: This variation on brainstorming asks that your brainstorm a list of things you'd like to do or places you would like to see. Decide which of the suggestions on the list you'd like to explore and express them as concrete actions such as:

- a. Take a nature hike
- b. Got to the zoo
- c. Have a sports day at the park
- d. Plan a visit to a nearby historical site

When the girls have narrowed down the list to between two and five possible activities, you are not ready to plan. Take the top choices and discuss the following questions. Once the answers have been established, the group can decide which activity they want to do and when.

- a. How much will it cost?
- b. How can we raise money (only if girls have participated in the Fall Product activity and the Cookie Program) or get financial help?
- c. How will we get there?
- d. When is the best time to leave and return home?
- e. What do you need to bring?
- f. Will you travel in uniform?
- g. How will you get your meals?
- h. Do you need to make reservations for this place?
- i. Will the weather affect the plans?
- j. Do you need approval from the council?
- k. What guidelines should you follow in Safety Activity Checkpoints?
- l. How many adults need to go along?

3. **Make a Stand** – A technique that gets everyone physically involved and committed.

How to do it: Choose places in the room as stations, each representing an idea or topic. Label them with signs like “agree” or “disagree” or with the choices being discussed. Have the girls show their opinions by physically moving to the station they choose. Have girls show their opinions by physically moving to the station they choose. Encourage discussion and moving around to change minds. To reach a consensus, the girls keep talking until everyone is standing in the same place. There are no winners or losers because new alternatives develop through the process that includes everyone.

4. **Clothesline** – A group planning technique

How to do it: Ask the group to write ideas of what they want to do on small pieces of paper, handing each on a clothesline with a clothespin, one idea per piece of paper. Next, ask the girls to write down all the places where they can do these things and hang this list. Make one more list naming with whom they can do these things. Hang this list. Let the girls walk around and talk about how to combine suggestions until something sounds really good to them.

The same idea can be accomplished with post-it notes on the wall, one idea per post-it . These can be rearranged on the wall in all kinds of combinations.

5. **Ball of Yarn** – A technique for ensuring everyone gets to take part in a discussion without interruption.

How to do it: Have the girls sit in a circle. Hand a ball of yarn to one of the girls. This is the signal that she can talk. When she is finished, she hands the yarn to the second speaker anywhere in the circle, holding on to the end piece of the yarn. Only the person holding the ball of yarn can talk. Stop the discussion every so often to look at the pattern emerging with the string.

6. **Circular Response** – A technique to get everyone to participate and to keep the discussion focused on a specific subject.

How to do it: Have the girls sit in a circle. Let each girl in turn comment on the topic even if her thought is the same or similar to someone else’s. If a girl does not want to talk, she can say “pass”. You may want to set a one-minute time limit for each response.

7. **Graffiti Sheets** – A brainstorming technique.

How to do it: Ask girls to think up as many words, pictures or ideas and then write or draw each on wall paper.

Considering Diversity

Girl Scouts come from various backgrounds and everyone must feel welcome and included in the group. As a Girl Scout volunteer, you are expected to:

- Consider differences as qualities that make girls unique and special.
- Examine your own attitudes about diversity closely and honestly.

We help girls celebrate diversity by:

- Teaching them at a young age that uniqueness is good
- Showing them that ignoring our differences will not yield positive results. When we deny that girls are different, we deny them the right to fully emerge as whole human beings.

When preparing activities or talking with girls about planning activities, keep in mind the following:

- Plan around religious or ethnic holidays so that no one is excluded from the activity.
- Remember that girls come from many different family structures. Be sure to include the different family forms of all the girls in your group. Keep in mind that parenting styles, forms of discipline and expressions of affection vary among families, according to their ethnicity and culture.
- Promote a sense of connection among girls by developing a climate of mutual respect for diverse cultures, races and ethnicities.
- Help girls understand that some values are commonly held by all cultures, but there are values, traditions and beliefs unique to specific cultures.
- Plan around activity restrictions for any member in your group.
- Always remember to let your girls educate each other about their unique differences. It is a valuable life lesson!

Food Restrictions

Just a word more is needed about this important topic. There are many children and adults who have restrictions for various reasons. As Girl Scout volunteers, it is important that we are sensitive to these needs. Here are some tips for making this easier to manage.

- Keep a positive attitude and an open mind.
- Know the girls well enough that you are aware of any special needs.
- Consult the parents for clarification or suggestions.
- Let the girl explain her restrictions to the group.

There are three general categories of food restrictions:

Religious Restrictions:

Hindu – no beef

Jewish - Kosher

- ▶ No pork or shellfish
- ▶ Never mix dairy and meat products
- ▶ Pots, pans, cooking utensils and eating utensils used with meat cannot be used with dairy products.
- ▶ Pareve products can be found at the grocery store and are prepared without either meat or milk products. Good neutral foods are fruits, vegetables and eggs.

Muslim - no pork

Food Allergies are individual to each girl.

Diabetic Restrictions:

- ▶ Be aware of the girl's sugar intake
- ▶ Know girl's medicine and when it needs to be taken
- ▶ Be aware of signs of problems

Food Restrictions

This section is a good reminder for me! I can't forget:

Example: Jenny is allergic to peanuts.

NAME	FOOD RESTRICTION
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____

Trip and Travel Progression in Girl Scouts

Type or Trip	Description	Examples	Girl Skills Required	Adult Training & Other Requirements
Meeting Time Trip or Field Trips				
Meeting time and field trips	These are the first steps in taking a trip	<ul style="list-style-type: none"> • Short hikes • Visits to parks • Visits to civic buildings, museums, or historical monuments • Field trips – places that you can visit in troop meeting time – fire station, police stations, library, etc. 	<ul style="list-style-type: none"> • Can decide when and where to go • Can help decide what to do • Can understand and use the buddy system • Can be responsible in public • Can evaluate-did we like it? What worked? What didn't work? 	<ul style="list-style-type: none"> • The leader has completed Welcome to Girl Scouts, Leadership Essentials, Troop Essentials and Planning Trips with Girl Scouts • Trip meets activity checkpoints • In-town contact has information needed • Troop Trip Approval form
Basic Trips				
Day Trips	Help girls develop more complex planning skills; get girls ready for overnight trips	<p>Visit a nearby city, have meals in restaurants or spend a day in the outdoors practicing skills or learning about nature.</p> <p>Trips to nearby amusement parks.</p>	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Can develop purpose of trip • Can identify appropriate dress for activities and weather • Can make some arrangements • Can use public telephones • Can call for help and understand what to do if separated from the group • Can develop trip budget and make choices about how and when money is spent • Can develop plan for trip activities 	<ul style="list-style-type: none"> • Adult working with the girls are prepared • A copy of the permission form is sent to parents/guardian • Troop Trip Approval form to service unit manager or membership specialist
Complex day trips involving two or more hours of travel time one way	Plan an all-day outing away from the troop meeting place; take sack lunches – keep it simple	<ul style="list-style-type: none"> • A park, beach or zoo • Historical sites, museums, etc. • Longer hikes and picnics • A council or service unit event • Day only at encampments 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • Can keep up with own belongings and spending money during trips • Can get along with others for duration of trip • Can understand simple economics: how much it will cost, how to pay for trip, what choices will have to be made 	<p>All of the above plus:</p> <ul style="list-style-type: none"> • A currently certified first aider will accompany the group • A copy of the permission form to parent or guardian • Troop Trip Approval form for one of the program activities listed on the form to service unit manager or membership specialist

Type or Trip	Description	Examples	Girl Skills Required	Adult Training & Other Requirements
Basic Trips - <i>continued</i>				
Overnights	A good way to prepare girls for staying away from home. Keep meals simple.	Overnights in a troop member's home or community building in the neighborhood	All of the above plus: <ul style="list-style-type: none"> • Can be away from home for duration of trip • Can care for oneself: brush hair and teeth, dress oneself, etc. • Can identify equipment needed, pack accordingly and care for her own things 	<ul style="list-style-type: none"> • Adult working with the girls are prepared • Troop Trip Approval form required • Review 10 Steps to a Basic Trip
Overnight trips of one or two nights	Trips such as these involve a bit more planning and expense	Any trip that requires more planning of equipment, travel arrangements or activities	All of the above plus: <ul style="list-style-type: none"> • Has a good understanding of budgeting for and financing a trip • Has good outdoor living skills and ethics if camping • Has maturity and skills appropriate to the trip (see "Are You Ready" pg. 1) • Has knowledge of hotel living safety 	<ul style="list-style-type: none"> • Adult working with the girls in preparation and going with the group has reviewed 10 Steps to a Basic Trip • Troop Camp Certification required if camping • Troop Trip Approval form required

Advanced trips include:

- Extended Overnights – more than 2 nights or more than 200 miles away from the meeting place
- International trips

These will be covered in a future training.

10 Steps to a Meeting Time or Field Trip

Begin planning at least 1 month prior to your departure date.

- 1 Vision & Purpose**
 - Girls discuss trip, where, purpose, how to get there, etc.
 - Girls and leader consider options and decide on destination.
 - Girls and leader discuss possible activities, costs, food and lodging
- 2 Money, Schedules & Responsibility**
 - Girls and leader determine trip budget.
 - Girls and leader set up a planning timeline.
 - Begin fitting trip into on-going troop activities.
 - Inform families with general information about the trip.
- 3 Training and Safety Standards**
 - Leader determines training needed.
 - Appropriate first aide trained adult enlisted
 - *Safety-Wise* consulted.
 - Appropriate progression and skills practice evaluated and planned.
- 4 Clarify Details**
 - Girls and leader refine purpose of trip, money earning projects(if needed), trip schedule, equipment needed, meals & snacks, who will bring what, how troop will travel, etc.
- 5 Girl Scout Approval (2 weeks for field & day trips; 4 weeks for overnight and troop camping)**
 - Submit *Troop Trip Approval Form* to the service unit manager or membership specialist
 - After approval begin confirmations and accumulation of the following:
 - All paperwork in Step 7
 - Reservations for site/lodging
 - Transportation details (carpooling, care reservation, trains pass, etc)
- 6 Finalize Details**
 - Leader and girls finalize itinerary and budge
 - Leader and girls complete safety and risk management planning
 - Orient families to the trip
- 7 Paperwork and Logistics**
 - Permission slips signed
 - Transportation confirmed (public, private vehicles, etc.)
 - Health histories collected and organized
 - Safety and risk management plan completed
 - Snacks planned
 - Fees paid
- 8 Confirm Details**
 - Finalize details with families
- 9 Travel Time**
 - Let's go! Have a great time on your trip.
- 10 Debriefing and Record Keeping**
 - Evaluate and debrief with the girls
 - Evaluate and debrief with the adults who participated
 - Evaluate and debrief with the families
 - Keep evaluation and debrief notes in troop records

10 Steps to a Basic or Overnight Trip

Begin planning at least 2 month prior to your departure date.

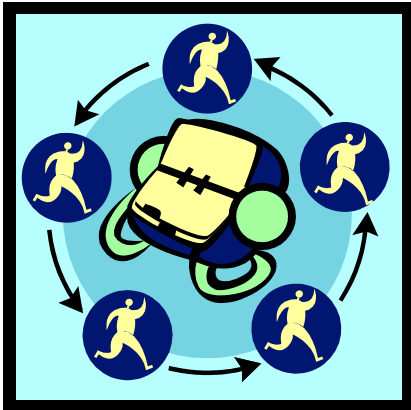
- 1 Vision and Purpose**
 - Girls discuss trip, where, purpose, how to get there, etc.
 - Girls and leader consider options and decide on destination.
 - Girls and leader discuss possible activities, costs, food and lodging
 - After approval begin confirmations and accumulation of the following:
 - All paperwork in Step 7
 - Reservations for site/lodging
 - Transportation details (carpooling, care reservation, trains pass, etc)
- 2 Money, Schedules & Responsibility**
 - Girls and leader determine trip budget.
 - Girls and leader set up a planning timeline.
 - Begin fitting trip into on-going troop activities: Try-Its and Badge work.
 - Inform families with general information about the trip.
- 3 Training and Safety Standards**
 - Leader determines training needed.
 - Appropriate first aide trained adult enlisted
 - Money earning standards reviewed (See *Leader's Notebook*)
 - *Safety-Wise* consulted.
 - Appropriate progression and skills practice evaluated and planned (integrate into meetings)
- 4 Clarify Details**
 - Girls and leader refine purpose of trip, money earning projects(if needed), trip schedule, equipment needed, meals & snacks, who will bring what, how troop will travel, etc.
- 5 Girl Scout Approval (1 month in advance of trip)**
 - Submit *Troop Trip Approval Form* to the service unit manager or membership specialist
- 6 Finalize Details**
 - Leader and girls finalize itinerary and budge
 - Leader and girls complete safety and risk management planning
 - Orient families to the trip
 - Recruit and train the troop in-tow contact
- 7 Paperwork and Logistics**
 - Permission slips signed
 - Transportation confirmed (public, private vehicles, etc.)
 - Health histories collected and organized
 - Safety and risk management plan completed
 - Detailed itinerary complete
 - Lodging confirmed
 - Meals and snacks planned and purchased
 - Fees paid
- 8 Confirm Details**
 - Finalize details with families
 - Finalize details with in-town contact
- 9 Travel Time**
 - Let's go! Have a great time on your trip.
- 10 Debriefing and Record Keeping**
 - Evaluate and debrief with the girls
 - Evaluate and debrief with the adults who participated
 - Evaluate and debrief with the families
 - Keep evaluation and debrief notes in troop record

On the Road Checklist

Who Needs Which Phone Number

Legend: **L**-Leader **I**-In-town Contact
 F-Family **SUM**-Service Unit Manager

L	I				Girls' names/parents' names/all parent phone #'s (cell, work, home)
L	I				Girls emergency contact names and all phone numbers
L		G	F	SUM	Troop in-town contact-all numbers
L	I	G	F	SUM	All lodging numbers enroute
L		G			Emergency #s at destination – police, fire, hospital
L					Roadside service numbers
L					Auto insurance numbers
L					Appropriate #s for your travel arrangements – bus company, airline, travel agency, train, etc.
L	I		F		Council emergency numbers – update annually



In-Town Contact:

When your Girl Scout troop is on a trip you should always designate an in-town contact person. An in-town contact person is an adult from the troop who can be contacted should an emergency arise or a scheduling conflict that all parents should be aware of. This allows the adults traveling with the group to stay focused on the girls and the situation, not distracted from dealing with the situation of making multiple phone calls.



The parents should all know how to contact this person. Depending on the age and experience of the girls you may want to develop a plan to check in regularly with the in-town contact and let the parents know the check in schedule so they may monitor the group's adventure.

IDEA! Have girls make their own emergency phone cards. Have them write the appropriate phone numbers on one side of an index card. On the other side, write information they will need if they get lost or separated from the group – leaders' first and last name, troop number, and cell phone numbers of all participating adults, etc. Laminate the cards. The girls can carry them in their backpacks. Each girl should have a copy of the itinerary to help her reunite.

Girl Scout Leader Tool Kit

- First Aid Kit
- Permission slips and health history forms for each girl in the car she is riding, including the leader's daughter.
- Adult Health History form** for all adults, including the leader
- Accident Report form**
- Emergency contact phone numbers
- Emergency procedures sheet and/or card
- Change for tips, toll roads, etc.
- Map of the area you will be traveling
- All of the paperwork: reservations, confirmation numbers, etc.
- Emergency "fix it" kit with safety pins, needle and thread, scissors, pen and paper, etc.
- Ideas for travel games and activities to keep girl engaged
- Trash bags; for litter, makeshift rain gear, storage, wet clothing, etc. Zip bags for motion sickness.
- Handi-wipes and duct tape
- Any girl's medications, instructions for dosage and signed permission to give medications.

IDEA! Make up a manila envelope with all the paperwork that belongs in each car; it will fit in the glove compartment out of the way, in case you need it.



Working with Parents

Parent Expectations for any Girl Scout Activity:

- Good planning and input into the planning process
- “Rules’ for participation well in advance: payment schedules, who can go, whose expenses will be paid (girls only, chaperones also, etc.)
- A detailed budget and an affordable trip; wise use of girls’ money.
- An adequate number of well-prepared adult chaperones; willing to work with all girls.
- Emotional and physical safety.
- Ample notice of what their daughters will be expected to provide for the trip; medical exams, special equipment, spending money, participation in fundraising activities, etc.
- A detailed itinerary. Clear understanding of departure and arrival times and locations.
- In-town contact—role, name and all contact information for the person.
- Notice of changes or updates in plans.

Information in writing:

It is best to provide the information in writing for all trips. As a trained leader, you have knowledge and information that parents may not. Plan to schedule one or more parent meetings. The number will depend on the complexity of the trip, the age of the girls and their previous experience with Girl Scout trips.

You would be wise to inform them of:

- Council policies and safety standards governing the trip and money-earning projects.
- Required girl-adult ratios.
- Written parental permission required for participation and administration of medication.
- Girl and accompanying adults’ behavior expectations.
- Purpose of trip and activities that achieve this (good program)
- The importance of girl-planning and progression.
- The importance of opportunities for girls to learn independence and self-reliance.
- Mistakes will happen, all may not go smoothly. It is important that girls have the opportunity to learn from mistakes and be able to cope with “less than perfect”.
- Adults need to be registered Girl Scouts
- A background check needs to be processed for those working with girls

Sensitive Issues:

There are other specific, sometimes sensitive issues you should consider discussing with parents:

- In most cases, it is best if only the number of adults required to meet supervision ratios attend the trip because:
 - Girl Scout trips are designed to help girls learn self-reliance.
 - The more adults that attend, the more considerations you have to make for tag-along siblings.
 - Girl Scout trips are intended to be fun, learning experiences for girls and should not be considered family vacations. Begin immediately to consider what adults you would want to help chaperone and how you might do this without hurting the feelings of those who will not be going.
- For hotels/motels/lodges, etc. discuss whether parents would feel more comfortable with one adult per room with children. Parents feel safer with an adult in the room and sometimes parents prefer not to have an adult they don’t know well in the room with their children. It is best this is discussed candidly. Whatever is decided, don’t take the decision personally and don’t make a parent uncomfortable about speaking his/her mind.
- If a dad or two goes along on the trip, require that the men lodge together in a room separate from women/girls.

Recruiting Trip Chaperones:

- As the leader, you have the right to decide which adults will go with the troop. You may be surprised at how many parents will want to go. If possible, try to rotate chaperones on the shorter, more frequent trips.
- Make sure the chaperones know what you expect:
 - They understand that they are there to help supervise girls and their activities.
 - They should not show their daughters special treatment
 - Whether, or how much of, the adults' expenses will be paid.
 - They understand and agree to follow safety precautions.
- Find out which parents you best "connect" with on the shorter trips.
- Establish yourself as the group leader. Girls should learn to listen to all adults. However, there may be times when you have to override the word of another adult because of safety precautions, etc.
- Weigh the options of tagalongs—your own included. It may not always be possible to leave of the siblings at home, but your planning is complicated when you take them. **Tagalongs should not be funded by the troop and you will need additional insurance. Insurance must be requested from the registrar three weeks in advance. This Insurance is a Group Insurance, not individual and there is a \$5.00 minimum.**

Words to adults: *(review with adults going on trip)*

Girl Scout adults should think of themselves as role models for the girls. Although most leaders are already sensitive to this, there are some guidelines to share with adult chaperones who may not regularly meet with your troop.

- Treat girls and other adults fairly by maintaining a positive attitude and controlling temper.
- Always be sure to use appropriate language around girls.
- Help girls learn from difficult situations and encourage everyone to work together to find more positive solutions. Model flexibility and good humor, especially in challenging circumstances to maintain a calm and safe experience for the girls.
- Alcoholic beverages are prohibited at all Girl Scout activities where girls are present, including after the girls are asleep! Smoking should be done only in appropriate areas away from girls.
- Only the first aider will administer over-the-counter or prescription medications.
- Wear clothing appropriate for working with children.
- Set good examples for girls in the way they behave, dispose of trash, follow rules and get along with others. Cooperate with troop leader's direction.
- Firearms are not permitted around girls at any time.
- Treat all girls equally by not showing any one girl preferential treatment over another.

Responsible Traveling

As Girl Scouts, you and your girls are representatives of the largest voluntary organization for girls in the world. **The name "Girl Scouts" and your uniform can open many doors for you. It is the responsibility of you and your girls to maintain the good image of the organization and to practice good manners.** You are representing the entire organization when you are out there as "Girl Scouts". Review the information below with your troop:

- Call or write ahead to make reservations. Where ever you go, it is nice to let whoever is in charge know that a troop is coming, how many are in the group, and what they will be doing.
- Decide with girls on rules of personal equipment (cell phones, CD players, etc.)
- Girl Scouts **always** leave a place cleaner than they found it.
- Whether buddies are chosen or assigned, girls should get along with others and should make sure no one feel left out or unwelcome. Practice living the **Girl Scout Law**.
- Be sensitive to others' needs, habits and customs.
- Don't forget to say "thank you" to your host and to show your appreciation afterward.

Practice suggestions:

- Discuss rules in a troop meeting.
- Dramatize right and wrong skills.
- Play "follow the Leader" or "red light, green light".
- Practice rules on a hike or walk during a troop meeting.
- Use paper bag puppets.
- Make thank you notes in a troop meeting.
- Role play. Let one girl be the "hostess" at a place you visit, and let others be the "guests".
- Role play both good and bad behavior.

Group Management

- You have the right to expect **good behavior**.
- Let the girls know the rules ahead of time. Also, discuss the **consequences of misbehavior**. It is a good idea to have the girls give their input as to what the consequences will be. If they have a say in making the rules and consequences, they will be more willing to obey them.
- Discuss your discipline tactics with **parents**. Let the parents know they will be expected to come get a problem child.
- **Never use physical discipline**.
- Let the girls **rest**. They'll be tired without adequate rest and may act out more.
- Frequent meals/**healthy snacks** will help keep up energy and promote enjoyment.
- Create ways to assign **buddies**. It should keep girls from arguing, picking favorite friends, or leaving some girls out. Changing buddies on a regular basis can reduce conflict.
- Take jellybeans or other candy to dispense as "homesick" pills. **Homesickness** can spread like wildfire especially with younger girls.
- Be **consistent** and be **fair**. Remember you are the leader, not your girls' mom!
- Watch the signs. Notice which girls get along and which don't, when and if they are likely to misbehave, and how much sleep they need. **Know your girls** well before you do on an overnight trip.
- Occasionally a girl will feel comfortable in the **emotionally safe environment** of a troop trip to disclose problems at home, including abuse. Remind yourself to respond appropriately. Don't promise to keep the secret, another course of action may well be in the best interests of the child.
- If the whole troop behaves badly, you've got a lot of work to do before you take another trip. Consider coming home early if the situation is not workable. Perhaps it is a "logical consequence" for the girls' behavior. **Adults are in control**; however, girls can often work out solutions in a "magic circle".
- Girls should participate in **setting the rules**. Set rules, but not too many. While we must maintain a certain amount of order, let the girls have fun. Let them learn proper behavior, but don't be so strict that they can't enjoy themselves. It's a fine line, but try to find it. If you plan in advance what you will be doing and wet your guidelines up front, the trip should go smoothly for everyone.

Safety and First Aid

Review this with the girls:

- Use the buddy system at all times. For younger girls provide adult supervision in the public restrooms. Know what to do if separated from the group.
- Do not wear your name monogrammed where strangers can see it. It's better to all dress alike with the same color t-shirts when visiting crowded areas. This helps with easy identification of everyone in the group.
- Know the circumstances when it is OK to talk to strangers (lost, sick, hurt) and when **not to** talk to strangers. Practice how you would handle both situations. Know if your destination has security personnel and teach the girls how to identify them.
- Know how to use a telephone, how to phone home, and how to phone police or fire.
- Carry only as much money as you need; carry it in a pocket or fanny pack—avoid purses.
- Be sure as adult is with each group of girls before splitting up (except with Cadettes and seniors) and there should be frequent "check in" times.
- During severe weather, seek shelter inside. Stay with your group until the weather clears.
- Know what to do in case of fire; know escape routes of wherever you are visiting.
- Don't roam the halls alone. Even if you are going to another "scout room" or to the car, you should take a buddy and check with your leader before leaving and when you get back. Only open your door to someone you know, never to strangers. Always keep your room door locked.
- If carrying a backpack, pin the zipper down with a large safety pin run through the zipper hole. It is not as convenient to use, but it will help prevent theft from behind.
- Be careful of laying down all packages, backpacks and purses while watching entertainment, while riding public transportation, etc.
- Don't give anyone your room numbers if staying in a hotel/motel/lodge; this may be especially important for older girls who may meet boys on the trip.
- Don't discuss the room number out loud in front of strangers.

General First Aid:

You must have a currently certified first aider on the trip.

- Know what goes into a first aid kit.
- Know what to do for dehydration, chapped lips, insect bites, minor burns, cuts, scrapes, poison oak, sprains and sunburn.
- Learn about accident prevention for the activities in which you'll be engaged.

Accidents happen:

- Contact the girl's family to discuss the situation and decide on an option.
- Complete an **Accident Report form** for any accident that might require medical attention. Contact the Registrar at the Lexington Service Center, 2277 Executive Drive, Lexington, KY 40509, 800-475-2621. An insurance claim form will be sent.
- In case of serious injury, hospitalization or accidental death, immediately contact the Girl Scouts-Wilderness Road Council, 2277 Executive Drive, Lexington, KY 40509, 800-475-2621. You should follow the emergency steps outlined in "Volunteer Essentials".
- For any inquiry regarding Girl Scout activity insurance, contact the council registrar at 800-475-2621.

Safety Procedure Adults need to know:

You must have written parent permission for each girl going on a trip—whatever the distance, for any length of stay, anytime you are going away from your regular troop meeting place.

Follow guidelines in Volunteer Essentials and Safety activity check points. All girls and adults should know the safety rules that apply to the troop's chosen activities and agree to abide by them.

Carry a first aid kit at all times.

Know how to contact each other, call for help and the location of nearest medical facility. More than 911! What procedures has the troop set for emergencies?

Collect any medications, including dosage instructions for girls at the beginning of the trip. A first aider should be responsible for storing and handling out medications. Inhalers are an exception. Ask the girl to let you know if used so you can monitor health concerns.

Be prepared. At your destination, help girls find exits and discuss how to get out and where to meet after evacuation. If you are staying at a hotel/motel/lodge, immediately locate fire exit routes. Count the number of doors between rooms and the exit in case the exit is blocked and you must return to the room. (If there is smoke and girls must crawl on the floor, they will not be able to read room numbers.) Be sure to keep a key with you at all times. Either you or a girl appointed by you should be sure the key is not left behind in case of evacuation.

Stay together. Depending on the girls' experience and maturity, the group may split up. If so, set periodic meeting times and places to "check-in". For younger girls you may wish to have an adult with each group. Girls need to carry an emergency contact information card.

Develop a plan for what you will do at each location if someone is missing, who assumes what role, stays with the girls while others search, contacts security (if applicable), contacts in-town contact and council emergency number. Take pictures of each girl just in case.

Personal Gear

General Tips for Dressing:

- The clothing should fit the outing: Do girls need to dress alike? Are uniforms appropriate?
- A second pair of comfortable shoes is always advisable if you'll be doing much walking.
- Emphasize comfortable clothing whenever possible.
- One change of clothes is okay for an overnight, but don't let them bring their whole wardrobe.
- Pack each day's set of clothing in a gallon-size plastic bag—underwear and all. Two gallon-size bags will hold a pair of jeans or a lightweight jacket. Dirty clothes can be stored back in the bags at the end of the day.

Dressing for activities:

- Wear sturdy closed-toe shoes and socks over the ankle. Especially appropriate if camping or wading on uneven terrain.
- Wear hats in sunny weather to protect you from the sun and in cold weather to keep you warm.
- Wear long pants and shirts with long sleeves when hiking in brush.
- Wear clothing that is appropriate for the weather and environment. Halters, extra low cut or too short pants, etc. are not appropriate.
- Wear several layers of clothing in cool weather; its warmer, and you can strip off layers as you warm up during activities.
- Plastic garbage bags make good impromptu raincoats; plastic gallon-size bags can be used for rain boots.
- Take and use sunscreen. Avoid sprays. Be careful not to get it in your eyes.
- Even in the summer, take at least one pair of long pants and a jacket. The weather may be too unpredictable to count on shorts and t-shirts all the time.

Packing Tips:

- Girls should pack so that they can carry their own gear.
- Girls should be able to roll and carry their own sleeping bag or bedroom. If they bring pillows or teddy bears, these should be rolled into the bedrolls. Girls often show up with bed rolls or sleeping bags that the parents have rolled for them. **Practice** rolling sleeping bags with your girls so they know how to do this themselves.
- Discourage CD players, iPods, and cell phones, as they distract girls from participating in group activities. They aren't appropriate during outdoor activities, and they are disruptive to other guests if you stay in a lodge or motel.
- Girls should carry a lightweight backpack to hold their water bottle, snack money, emergency phone numbers and souvenirs. This encourages independence and saves you from carrying girls' belongings.
- If you will only be away from home one night, or if you are going camping, leave the curling irons, and hair driers at home. One night away may not require showers either, so towels can also be left at home.

Budgeting

Budgeting takes a considerable amount of planning.

When developing a budget consider all your options. The same principle applies to all trips, whatever the length.

Meeting time or field trips in the neighborhood and day trips involving travel of two hours or more one way are usually inexpensive and can be paid for from the troop treasury. Overnights and camping trips involve meals and are more expensive.

- Troops should budget and plan to spend most of their money within a single membership year for the benefit of the girls within the group.
- To help girls learn goal setting and long range planning, a portion of the troop funds may be carried over to help pay membership dues, special events or trips.

Know the Council's Financial Guidelines

- Troop money should be used for troop program opportunities.
- Money within a troop belongs to the group and is never the property of individual girls. **Never compensate girls who cannot attend with cash.**
- Troops may be given permission for fundraising beyond what can be earned through fall product and cookie sales when necessary to support planned, age appropriate program for girls.
- Troops must have written approval from the Service Unit Manager prior to beginning any money-earning projects.
- To be compliance with IRS regulations any donation of \$250 or more must be made through the council.
- Troop travel funds are kept in a troop bank account.
- Personal expenses are defined well in advance of the trip

Admissions to parks and events: Are group rates available? Is the admission price lower during holidays, certain hours or if the tickets are purchased in advance? How far in advance should your purchase tickets in order to get the dates you want?

Professional services: Occasionally, you may need the services of someone with a license or certification that troop parents don't have: a lifeguard, a horseback riding instructor, a first-aider. Determine what they charge and what daily expenses the troop should cover.

The Troop Trip Budget Worksheet is a tool to help girls plan their trip. The worksheet is designed for two categories of expenses. Some are per girl (tickets, meals, etc.) and some are "units" (rental cars, hotel rooms, etc.). After the trips have the girls fill in the "actual" column and discuss the differences between the "budget total column" and the "actual column". What have we learned?

To determine the amount each girl or adult must pay for the trip or vent, you:

Start with:	Total Expenses for trip	\$ _____
Minus:	Available troop funds	\$ _____
Equals:	Amount short/needed subsidy	\$ _____
Divided by:	Number of participants	\$ _____
Equals:	Amount each girl/adult pays	\$ _____

Then, before proceeding, girls should discuss these questions:

- Is the amount each girl will pay reasonable? If not, is a money earning activity needed?
- How many of the girls in the troop will be able to attend? (Try for at least 75%)
- What about girls who can't go? What opportunities will be provided for them?
- What about girls who join the troop after we have started planning and money earning?
- Should all the troop funds pay for this one event, or do we want to save some money for future plans?

Do all parents and girls understand:

- How much money is available?
- How much money is needed?
- Where the additional funds will come from?
- Agree that the money is being spent wisely? (Expect less parent involvement as the girls get older and more experienced.)
- Know and agree to the safety standards and council policies that govern the trip?
- Agree to follow the rules and accept consequences for inappropriate behavior?

Budget Worksheet

Prepare a budget, change it as plans develop, then stick to it!

Expense Fees:	Cost per Girl	Cost per Unit	Total	Actual
Event Registration	_____	_____	_____	_____
Admission	_____	_____	_____	_____
Tickets	_____	_____	_____	_____
Transportation:				
Gas, oil, etc., for cars	_____	_____	_____	_____
Vehicle rental fees	_____	_____	_____	_____
Trolley, boat or train fare	_____	_____	_____	_____
Insurance	_____	_____	_____	_____
Parking, tolls, etc.	_____	_____	_____	_____
Tips	_____	_____	_____	_____
Driver fees	_____	_____	_____	_____
Lodging:				
Night 1	_____	_____	_____	_____
Lodging:				
Night 2	_____	_____	_____	_____
Food: (Be sure to include tips)				
Breakfast Day 1	_____	_____	_____	_____
Lunch Day 1	_____	_____	_____	_____
Dinner Day 1	_____	_____	_____	_____
Snacks Day 1	_____	_____	_____	_____
Breakfast Day 2	_____	_____	_____	_____
Lunch Day 2	_____	_____	_____	_____
Dinner Day 2	_____	_____	_____	_____
Snack Day 2	_____	_____	_____	_____
Souvenirs: (Patch, t-shirts, etc.)	_____	_____	_____	_____
-----	_____	_____	_____	_____
Miscellaneous:				
Registration dues for non-				
members	_____	_____	_____	_____
Additional insurance, if needed	_____	_____	_____	_____
Contingency fund	_____	_____	_____	_____
Lifeguard expenses	_____	_____	_____	_____
Driver expenses	_____	_____	_____	_____
Other	_____	_____	_____	_____
Total:	_____	_____	\$ _____	\$ _____

After you have figured out the costs, add 15% for unplanned contingency fund expenses.

Income (use 0 if not applicable)				
Paid from Troop Treasury				
(Product sales, dues, etc.)	_____	_____	_____	_____
Additional Money Earning				
Projects	_____	_____	_____	_____
Each Girl				
Paid \$ _____ X _____ girls	_____	_____	_____	_____
Total:	_____	_____	\$ _____	\$ _____

Statistical information:

girls registered in troop _____ # adults participating in trip _____
 # girls participated in trip _____ Adult expense subsidized Yes _____ No _____

Troop Trip Procedures

Reference: **Volunteer Essentials** and **Volunteer Essentials and Safety Activity check points.**

- All trips and overnights require Planning Trips with Girl Scouts.
- All camping trips require the appropriate level of Outdoor Leader Training. Refer to *Safety-Wise*, pg. 66.
- Parent/Guardian Permission Slips are required for all trips and overnights.
- A trip should be suitable to the ages of the girls in the troop, should be girl-planned and reflect the financial resources of the troop and its members.
- Troops must obtain written permission from the Council for all trips away from their regular meeting place and all overnights according to the Troop Trip Procedures Chart shown below:

Length of Trip <small>Safety-Wise pg. 46</small>	Form Used	Approval Required	Approval Before Trip
Meeting Time Trips	Troop Trip Approval	Service Unit Manager	2 weeks
Day Trip	Troop Trip Approval	Service Unit Manager	2 weeks
Simple Overnight	Troop Trip Approval	Membership Specialist	4 weeks
Troop Camping (up to 2 nights)	Troop Trip Approval <i>Complete Extended Troop Trip Form if using other than Council site.</i>	Membership Specialist	4 weeks
Extended Overnight <i>More than 2 nights or more than 200 miles from meeting place.</i>	Troop Trip Approval & Extended Troop Trip Form	Council Program Department	6 weeks
International Trips (outside continental US)	Troop Trip Approval & Extended Troop Trip Form	Council Program Department	12 months

- *Troop Trip Approval is not required for service unit sponsored or council sponsored events.*
- Additional Insurance is required for all trips longer than 2 nights. Troops must send insurance information and money to the Registrar at the Lexington Service Center at least 3 weeks before the trip.
- Troop leaders should contact the Chief Financial Officer at the Lexington Service Center for advice and instruction on the use of school buses and other vehicles.
- Troops that hire or borrow vehicles must send, before the trip, a **CERTIFICATE OF INSURANCE** to the Lexington Service Center. The vehicle can be used only after Council approval has been obtained. If a certificate of insurance can not be obtained, the troop must contact the Chief Financial Officer or Bookkeeper at the Lexington Service Center to purchase vehicle insurance.
- Before participating in a trip of more than 3 nights, a record of health examination given by a licensed physician, physician's assistant or registered nurse within the preceding 24 months is required. Refer to the **Volunteer Essentials**.



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Transportation of Girl Scouts Driver Information

Completed for each driver and retained by Troop Leader. Additional copies available at Service Centers.

Girl Scouts of the U.S.A. and the Girl Scouts-Wilderness Road Council have specific policies and procedures which every leader and driver must abide by to assume that the best safety precautions are taken when transporting girls.

THEY ARE AS FOLLOWS:

1. Prior to transporting girls to a Girl Scout activity other than a regularly scheduled trip meeting, a Transportation Provider Form (below) must be completed by the driver.
2. All vehicles must be properly licensed.
3. Drivers must be at least 18 years of age and have a valid driver's license.
4. All vehicles must meet the Kentucky Responsibility Law.
 - a. For injury to, or death of, any one person in any accident: \$25,000
 - b. For injury to, or death of, more than one person in any accident: \$50,000
 - c. For property damage caused by one accident: \$10,000
5. All passengers must wear seat belts.
6. Open bed trucks, campers, or trailers that do not have a seat specifically designed for each person should not be used to transport more passengers than the cab is constructed to accommodate. Furthermore, when passengers are transported, they should be seated only in that part of the vehicles designed to carry passengers.

(Leader retains the following form) TRANSPORTATION PROVIDER FORM

Driver Name _____ Phone # _____
 Address _____
 Auto License No. _____ Car Make/Year _____
 Insurance Policy No. _____
 Insurance Carrier _____ Phone # _____
 Address _____

Driver Declaration:

I declare that I have read the policies and procedures governing the transportation of girls and that I have () current State Driver's License; () Insurance that meets the Kentucky Financial Responsibility Laws.

Driver License No. _____ Date Expires: _____
 State: _____

To be filled out for each event:

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Activity: _____ Date(s): _____
Transporting to: _____ From: _____
Driver's Signature: _____
(Signature verifies that the information on reverse is current and correct.)

Parent/Guardian Permission Form



PARENT/GUARDIAN:
Please keep this upper portion of the form

TO BE COMPLETED BY LEADER/ADVISOR AND RETAINED BY PARENT/GUARDIAN:

Troop/Group _____ is planning a _____
Date _____ Time _____
Location _____ Phone Number _____

Arrangements for transportation:

Time and place of departure: _____
Time and place of return: _____
Mode of transportation: _____

Leader/Advisors accompanying the girls:

Name _____ Phone _____
Name _____ Phone _____

Each girl will need:

Expenses _____
Other equipment and clothing _____

In case of an emergency, the Leader/Advisor will notify the emergency contact person, who will immediately notify the parents. The emergency contact person is:

Name _____ Phone _____

Leader/ Advisor's Signature

Event

PARENT/GUARDIAN: Complete, tear off and return to Leader/Advisor.

My daughter/girl _____ has my permission to participate in _____
My daughter/girl has the following chronic or congenital condition(s) that restrict her participation in activities: _____

During the activity, I may be reached at:

Address: _____
Phone: _____

If I cannot be reached in the event of an emergency, the following person is authorized to act in my behalf: Name _____

Address: _____

Relation to participant: _____ Phone #: _____
Physician's name and phone #: _____

If my daughter/girl will need medication during this period of time, I will send medication with her. I understand that it will be dispensed only under the specific directions of a physician or under written instructions from a parent or guardian. I give permission to allow the council to use any pictures taken of my daughter/girl. Yes No

Parent or Guardian's Signature

PARENT/GUARDIAN: Please complete, tear off and return this lower portion to Leader/Advisor



Girl Scouts of Kentucky's Wilderness Road Council
 2277 Executive Drive Lexington, KY 40505
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Girl Health History Form

The Leader keeps this form for their records after it is completed and signed by the parent(s)/guardian(s).

Personal Information (PLEASE PRINT)

Girl's Name: _____
First Last

Home Address: _____

City: _____ State: _____ Zip: _____

Telephone: (____) _____ DOB: _____ Age: _____

Is she current on her immunizations? _____ Date of last health examination: _____

Is she allergic to any medications? _____ **If yes, please list:** _____

Is she allergic to insect stings? _____ **If yes, please list:** _____

If yes to insect stings, does she carry self-injected epinephrine? _____

Does she have any other allergies? _____ **If yes, please list:** _____

Are there any medical conditions we need to be aware of? _____ **If yes, please list?** _____

Please list any medications she is currently taking: _____

Insurance Information

Company Name: _____ Policy #: _____

Policyholder's Name: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____
Address City State Zip

Home phone: (____) _____ Cell phone: (____) _____



Consent to Treat a Minor Form

I understand that the information that is on this form will be used to keep my daughter safe and in the event of an accident will be used to seek medical treatment.

I hereby give permission to the staff representative(s) at the Wilderness Road Girl Scout Council and/or the troop/group leader(s) and/or chaperone(s) of my daughter to seek emergency medical treatment due to an accident or illness while participating in Girl Scout activities.

I understand that I will be notified as soon as possible. In the event, I am unreachable; I authorize the hospital and/or physician(s) to administer treatment to my daughter; and the release of any records necessary for insurance purposes. I understand that I am responsible for any balance that is incurred from the hospital and/or physician.

Print Parent/Guardian(s) Name

Parent/Guardian(s) Signature

Date



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Adult Health History Record

Name _____

Name of family physician _____ Phone (____) _____

Family medical/hospital insurance carrier _____ Policy or group No. _____

Part I: Illness and Injuries (Check those that apply and give appropriate dates.)

- Diabetes
- Asthma
- Seizures
- Hypertension
- Heart Defect/Disease
- Ear Infection
- Bleeding/Clotting Disorders
- Musculoskeletal Disorders
- Other (specify) _____

Date of last health examination _____

Were any complicating medical problems noted in last health examination? _____

Part II: Allergies (Check those that apply and specify nature of allergic reaction.)

- Animals _____
- Pollen _____
- Medicines/Drugs _____
- Plants _____
- Hay Fever _____
- Food _____
- Insect Stings _____
- Other (specify) _____

Part III: Other Health Conditions (Check those that apply.)

- Constipation
- Hearing Impairment
- Motion Sickness
- Wear Glasses (Contact Lenses)
- Sickles Cell Trait of Disease
- Other (specify) _____
- Emotional Disturbances
- Special Dietary Regimen
- Nose Bleeds
- Sleep Disturbances
- Menstrual Cramps
- Fainting

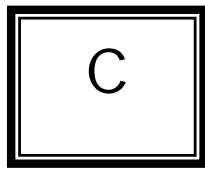
Part IV: Immunization History

Immunization	Year Primary Series Completed	Year of Last Booster
D.T.P. (Diphtheria, Tetanus, Pertussis-whooping cough)	_____	_____
Td	_____	_____
Measles	_____	_____
Mumps	_____	_____
Rubella (German measles)	_____	_____
Oral Polio	_____	_____
Hib	_____	_____
Tuberculin Test (most recent)	_____	Result _____
Other _____	_____	_____

Please explain any items that are checked in relation to any of these health conditions.



_____ Date _____
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Accident - First Report for Volunteers/Girls

Date reported _____ Reported by _____

Date of injury/illness _____ Time of injury _____ am pm

Accident Location Information

Accident occurs on Girl Scout Council premises: Yes No

If on premises, office/department/camp where accident occurred: _____

If not on premises, name and address where accident occurred: _____

Injured Person Information

Name _____ Date of birth _____

Address _____ Phone number (____) _____

City _____ State ____ Zip _____

Social Security Number _____ Male Female

Single Married Divorced Widowed Registered Girl Scout: Yes No

Accident/Injury Information

Activity at time of injury: _____

Description of Accident: _____

Type of injury (e.g., cut, sprain, burn): _____

Box _____

If fatality, Date of Death: _____

Treatment

Type of treatment:

Minor Clinical/Hospital Emergency Care Hospitalized > 24 hours

Name of physician, emergency room or clinic _____

Address _____ Phone number (____) _____

City _____ State _____ Zip _____

Name of hospital (if admitted) _____

Address _____ Phone number (____) _____

City _____ State _____ Zip _____

Witnesses

Name _____

Address _____ Phone number (____) _____

City _____ State _____ Zip _____

Name _____

Address _____ Phone number (____) _____

City _____ State _____ Zip _____

Other Comments

Return Completed Form To:

Girl Scouts of Kentucky's Wilderness Road Council
Registrar
2277 Executive Drive
Lexington, KY 40505
Fax: 859-299-3692

INSTRUCTIONS:

1. Complete this form and forward to the Service Unit Manager for approval 1 month before the event. If approved, the Service Unit Manager will sign

and return to applicant and forward a copy to the Fund Development Coordinator. The project may not take place until you have received approval from the Service Unit Manager.

2. Be sure to keep a copy of the approved application.
3. Following the event, complete the evaluation form on the reverse side and return it to the Service Unit Manager two (2) weeks following the event.

Troop money earning projects may not be conducted at the same time as the Girl Scout cookie sale or United Way campaign/Council fund drives in non-federated areas. Troops doing additional fund raising should contact their local United Way for campaign dates.

Service Unit _____ Service Unit Manager _____

Phone (H) _____ (W) _____

Event Chair _____

Phone (H) _____ (W) _____

Has your troop/group participated in the most recent Council product sale?

Yes No

Description of Money Earning Project _____

Reason for Money Earning Project _____

Date _____ Place _____ Time _____

Girl Involvement (describe) _____

Adult Involvement (describe) _____

Submitted by: _____
Troop Leader *Date*

Approved by: _____
nit Manager *Date*



Troop Money Earning Project Evaluation

Please complete this report within two weeks after the project and return to:
SERVICE UNIT MANAGER

Service Unit: _____

Service Unit Manager's Name: _____

Event Chair: _____

Project: _____

Place: _____

Date(s) of Project: _____

FINANCIAL REPORT

Total Income from Project: _____

Total Expense of Project: _____

Net Profit: _____

Please explain in detail how Girl Scout program was involved in this project:

Submitted by: _____ *Troop Leader* _____ *Date*



Girl Scouts-Wilderness Road Council
2277 Executive Drive
Lexington, Kentucky 40505
859-293-2621/800-475-2621/Fax 859-299-3692



Planning Trips with Girl Scouts Trip Evaluation to use with your troop

Troop Number: _____ Date: _____

Total Number of Girls: _____ Total Number of Adults: _____

Program Level: _____ Leader/Advisor Name: _____

Destination: _____ Mode of Transportation: _____

Dates Traveled: _____

Was the original itinerary followed? If not, give reasons:

Was original budget adequate? If not, please explain:

Were there any cases of illness or injury? If so, how treated?

Recognitions earned through participation in trip:

What advice would you give another troop planning a similar trip?

Girl Scouts of Kentucky's Wilderness Road Council

**Planning Trips with Girl Scouts
Trip Evaluation**

Would you be willing to share your experience with others?

What were the highlights of the trip? Girls and Leader/Advisor prepare together.

What was the least enjoyable experience on the trip? Why?

Leader/Advisor Signature: _____

Date: _____

Girl Scouts of Kentucky's Wilderness Road Council



Planning Trips with Girl Scouts

Itinerary/Roster



Print and copy off for all families involved.

Troop Number:		Program Level:	
Leader/Advisors:			
Departure Date and Time:			
Approximate Return Date and Time:			
Itinerary	Dates	Place	Phone Number
Adults Traveling			
Name	Address	Phone	
Emergency Contact(s):			



girl scouts



For Training Information Contact
Cindi Griffith
Volunteer Development Director
606-325-2111 or 866-972-5023
cgriffith@gswrc.org

Girl Scout Offices

Ashland	606-920-9847 866-972-5023
Erlanger	859-342-6264 800-716-6162
Lexington	859-293-2621 800-475-2621
London	606-878-9535
Maysville	606-759-0063
Morehead	606-784-7292
Paintsville	606-788-0440
Pikeville	606-437-7814
Somerset	606-561-7105

