Let’s Go!1 – Out & About

Revised 092717
Introduction & Progression
WELCOME!

• This is a 4 hour class
• Sign in
• Please silence your cell phones
• Take phone calls outside
• Vending machine locations?
• Restroom location?
Facilitator Information

• Name
• Phone
• Email
Who is [Facilitator Name]?
[facilitator email]
Who are you?

1. Name

2. Camping Experience
   - Novice
   - Beginner
   - Family
   - Glamping
   - Experienced
   - Survival

3. Program Level

4. What would you like to learn or take away from this class?
What is LG1?

The Let’s Go! 1 - Out and About course is required for adults in Girl Scouts of Central Texas to lead girls on adventures out and about.

- Field trips
- Basic day hikes
- Simple overnights
- Are not longer than 3 days and 2 nights
- With no cooking over open flame
- NO FIRES!
Path of Let’s Go! Training

- **Look Out**: Share past experiences in the outdoors. Talk about favorite outdoor places and why they’re special. Wonder what else can be seen in the outdoors.

- **Move Out**: Plan and take a short and easy hike. Discuss what to take in a day pack. Dress for the weather. Do activities to explore nature. Plan and carry out an indoor sleepover.

- **Explore Out**: Plan and cook a simple meal outdoors. Make a list of gear and food supplies needed. Learn and practice skills needed to cook a meal. Review outdoor cooking safety. Practice hand and dish sanitation. Create a Kaper Chart for the cookout.

- **Meet Out**: Plan and take a short walk outside. Discuss being prepared for the weather. Plan a healthy snack or lunch. Learn how to stay safe in the outdoors.

- **Cook Out**: Plan and carry out an overnight in a cabin/backyard. Discuss what to pack for the sleep out. Learn to use and care for camping gear. Plan a menu with a new cooking skill. Discuss campsite organization. Plan time for fun activities.

- **Sleep Out**: Plan and take a 1- to 2-night camping trip. Take more responsibility for planning. Learn and practice a new outdoor skill. Learn a new outdoor cooking skill. Plan a food budget, then buy and pack food. Practice campsite set up. Plan an agenda that includes fun activities. Explore/protect the surrounding environment.

- **Camp Out**: Plan and take an outdoor trip for several days. Learn and practice a new outdoor skill. Learn a new outdoor cooking skill. Develop first-aid skills and use safety check points. Budget, schedule, and make arrangements. Participate in an environmental service project. Teach and inspire others about the outdoors. Imagine new experiences to be had outdoors. Practice all Leave No Trace principles.

- **Adventure Out**: Plan and take an outdoor activity for several days. Learn and practice a new outdoor skill. Learn a new outdoor cooking skill. Develop first-aid skills and use safety check points. Budget, schedule, and make arrangements. Participate in an environmental service project. Teach and inspire others about the outdoors. Imagine new experiences to be had outdoors. Practice all Leave No Trace principles.
The primary responsibility of the Let’s GO! trained person is to prepare the girls and accompanying adults for their outdoor adventures. You should:

- Set the tone for the outing
- Advance Planning
- Guide girls in their planning
- Overview the Plan
Overview the Plan

• Make final reservations and write the checks
• Secure all paperwork
• Confirm all adults have proper certifications that are not expired
• Include sufficient Safety-Wise adults
• Ensure health and safety standards are followed
• Know any health problems that your scouts might have and know how to deal with them
• Keep an eye on the budget
Your Role

The primary responsibility of the Let’s GO! trained person is to prepare the girls and accompanying adults for their outdoor adventures. You should:

- Set the tone for the outing
- Advance Planning
- Prepare backup plans
- Communicate with other adults
- Guide girls in their planning
- Overview the Plan
Communicate with Other Adults

• Parents and Caregivers not attending event:
  o Schedule, travel routes, times, locations
  o Meal Plan
  o Allergies
  o Back up plan in case of emergency
  o Emergency Contact Person’s phone number

• Adults attending event with the troop:
  o Take Chaperone class
  o Clarify roles, remind them this is Girl Scouts
  o Assign parents to be with girls other than their own
The primary responsibility of the Let’s GO! trained person is to prepare the girls and accompanying adults for their outdoor adventures. You should:

- Set the tone for the outing
- Advance Planning
- Guide girls in their planning
- Prepare backup plans
- Communicate with other adults
- Work toward a spirit of inclusiveness
- Review after event

Prepare backup plans
What do girls gain from outdoor activities?
Outcomes

5 Short Term and Intermediate Outcomes

- **Sense of Self:** girls have confidence in themselves and their abilities and form positive identities.
- **Positive Values:** girls act ethically, responsibly, and show their concern for others.
- **Challenge Seeking:** girls take appropriate risks, try things even if they may fail, and learn from their mistakes.
- **Healthy Relationships:** girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.
- **Community Problem Solving:** girls desire to contribute to the world in purposeful and meaningful ways, learn to identify problems in the community and create “action plans” to solve them.
Outcomes

Girl Scout Leadership Experience

WHAT girls do

Focus of Girl Scout Activities
- Discover
- Connect
- Take Action

Girl Scout Processes
- Girl Lead
- Learning by Doing
- Cooperative Learning

HOW girls do it

BENEFITS to girls

5 Short Term and Intermediate Outcomes
- Girls gain specific knowledge, skills, attitudes, behaviors, and values in Girl Scouting.

What Girls CONTRIBUTE to the world

Long Term Outcomes
- Girls lead with courage, confidence, and character to make the world a better place.
How can you tell when girls are ready?
Progression of Girls
Readiness Assessment

Please mark the answer that best represents how well prepared the troop/group is for different situations. Once this course is completed, volunteers will be ready to help girls prepare for a wide variety of adventures!

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Is the girl afraid of being away from her parents at night?</td>
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<tr>
<td></td>
<td></td>
<td>Are the parents ready for their daughter to spend the night away from home?</td>
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<tr>
<td></td>
<td></td>
<td>Does the girl want to spend a night away from home?</td>
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<tr>
<td></td>
<td></td>
<td>Does the girl function as a member of a group?</td>
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<tr>
<td></td>
<td></td>
<td>Is the girl ready to manage self-care? Can she dress herself, brush her own hair and teeth?</td>
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<tr>
<td></td>
<td></td>
<td>Has she spent a night at a friend’s house?</td>
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<td></td>
<td></td>
<td>Is she ready to walk the distance the scouts have planned?</td>
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<tr>
<td></td>
<td></td>
<td>Can she carry her own gear?</td>
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<tr>
<td></td>
<td></td>
<td>If the girls are planning a full day hike, has she done some half day hikes to prepare?</td>
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<tr>
<td></td>
<td></td>
<td>If the girls are planning a trip, has she stayed in a hotel or resort or away from home and family for two nights?</td>
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<tr>
<td></td>
<td></td>
<td>For the girls who have cell phones, is she able to be without them for an overnight?</td>
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<tr>
<td></td>
<td></td>
<td>Can the girl clean up after herself?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TOTAL NUMBER OF EACH</td>
</tr>
</tbody>
</table>

TOTAL NUMBER OF EACH
How can you get your troop to be Girl Led?

Answer questions with words and not actions.

Put your hands in your pockets and let the girls go to work!

It will be messy.

It won’t look the same as if you were to do it.

It will take longer.

It is a process and they have to learn it and own it.
Safety-Wise and Checkpoints
Safety-Wise Adults

What is a Safety–Wise Adult?

- Registered Girl Scout
  - Guide
  - Mentor
  - Supervise
- Have current Criminal Background Check (CBC)
- First Aid not required
## Safety-Wise Adults

<table>
<thead>
<tr>
<th></th>
<th>Troop/Group Meetings</th>
<th>Events, Travel and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated adults (at least one of whom is female) for this number of girls:</td>
<td>Plus one additional adult for each additional number of this many girls:</td>
</tr>
<tr>
<td>Girl Scout Daisies (grades K–1)</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Girl Scout Brownies (grades 2–3)</td>
<td>20</td>
<td>8</td>
</tr>
<tr>
<td>Girl Scout Juniors (grades 4–5)</td>
<td>25</td>
<td>10</td>
</tr>
<tr>
<td>Girl Scout Cadettes (grades 6–8)</td>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td>Girl Scout Seniors (grades 9–10)</td>
<td>30</td>
<td>15</td>
</tr>
<tr>
<td>Girl Scout Ambassadors (grades 11–12)</td>
<td>30</td>
<td>15</td>
</tr>
</tbody>
</table>
Safety Activity Checkpoints

VOLUNTEER

VOLUNTEER RESOURCES
SAFETY ACTIVITY CHECKPOINTS

www.gsctx.org/sac

Why Volunteer
Ways to Volunteer
Volunteer Resources
- Safety Activity Checkpoints
- Online Criminal Background Checks (CBCs)
- Troop Leader Resources
- Service Unit Resources
- Facilitator Resources
Volunteer Toolkit
Training
Volunteer Events

Safety Activity Checkpoints

GIRL SCOUTS OF THE USA (GSUSA) HAS DEVELOPED A TRAINING PLAN WITH ACTIVITY-SPECIFIC CHECKPOINTS.

Volunteers should consult Safety Activity Checkpoints when planning outings and activities to ensure Girl Scouts' safety standards can be met. Access the information you need when you need it in our easily-searched document.
Adventure and Theme Parks: Safety Activity Checkpoints

Adventure and theme parks take a wide variety of forms depending on where they are located and the audience they are geared toward. Adventure and theme parks are commercially operated enterprises that offer rides, games, activities, and other forms of entertainment. To ensure a safe park experience, it’s important to look at the various activities individually for safety, communicate with girls about ride and crowd safety, and to encourage girls to act responsibly. Search for U.S. theme parks by state at About.com. Remember, some activities have age, height, and weight restrictions.

Caution: Girls are not allowed to operate motorized vehicles, such as go-carts, without council permission. Any activities with uncontrolled free falling, such as bungee jumping, are not allowed.

Include girls with disabilities. Communicate with girls of all abilities and/or their caregivers to assess any needs and accommodations. Learn more about the resources and information that Disabled World provides to people with disabilities.

Recommended Park Gear

- Casual and comfortable clothing suitable for the weather (long, flowing garments are not worn)
- Sunscreen (SPF of at least 15) and sunglasses, as needed
- All hats, glasses, purses, and other such items are secured during activities or not taken on activities.
Steps to Success
Steps to Success

Girls:
• Involve with planning
• Come up with “rules” and “consequences” so everyone knows the expectations
• Plan simple, no cook meals

Leaders:
• Double check all forms
• Know before you go

Extra adults:
• Chaperone class
• Clarify roles and establish boundaries
• Attend planning meetings
• Assign parents to work with scouts other than their own daughters

Together:
• Evaluate the trip after event
Kaper Charts

KAPERS!!

- Snack Server
- Supply Helper
- Flag Holder
- Friendship Squeezer
- Dues Collector
- Cell Phone Keeper
- Song Starter
- Chair Stacker
- Clean Up Manager
Rules and Consequences

Have the girls involved in planning the rules

▷ **Ask:** Who should be included in the rules?

▷ **Ask:** What do we want everyone we meet to think of us as Girl Scouts?

▷ **Ask:** What happens when you don’t follow the rules?

Be prepared to follow through with the consequences

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**Overnight Trips**

Traveling with my Troop is a privilege that I have earned and should be respected.

**Girls Scouts:**
- are honest and fair (*be a good sport*)
- friendly and helpful (*cooperate with other girls and adults*)
- considerate and caring (*use only kind words*)
- courageous and strong (*think of the other girls’ feelings*)
- respect themselves and others (*use good manners*)
- use resources wisely (*use only what you need*)
- make the world a better place (*wear a smile*)
- be a sister to every Girl Scout (*all the kids in camp*)
- be responsible for what they say and do (*tell the truth*)

I agree to use the Girl Scout Law as a guide in all my behavior during the trip. I understand that I will be given 3 warnings by a leader or adult in charge. After the 3 warnings it is up to the leader or adult to determine if my parents will be called to pick me up.

Note to parents: All girls are expected to follow the Girl Scout Law and are expected to be responsible. Girls who do not comply may be asked to continue at the camp. If this occurs you will be called and expected to come and pick them up immediately.

**Girls signature/date**

**Signature/date**

**Parents**

---

Example: Each troop is different and should create their own.
Cell Phones

• Good Points
  o Camera
  o Compass
  o GPS
  o Call if Lost

• Concerns
  o Expensive
  o Cyberbullying
  o Privacy
  o Misuse of usage rates
  o Not interacting with fellow Girl Scouts, nature, or event
  o Good points don’t work if cell phone is out of coverage area
Sleeping Arrangements

• If a female adult is sharing accommodations with girls, two adults must be present when using the sleeping quarters.

• Males must have separate sleeping and changing quarters, when staying overnight during a girl program.

**EXCEPTION:** The above-listed accommodation requirements are lifted while Family Camping and a family is sharing accommodations.
Successful Bedtime

• Acquaint girls with location
  o Where is bathroom?

• Allow exploration of location and surrounding area during day and at night with flashlights

• Talk about night noises that the girls might hear

• Permit nightlights or flashlights for girls who are afraid of dark

• If outdoors, make sure area is clean and all food is put away before night

• Indoor sleeping bags are not insulated for outdoor sleeping
Successful Bedtime

• Inform behavior expectations
  o Remind them to be respectful of other visitors
• Define bathroom procedures
  o Buddy System
  o Wake an adult
• Suggest options for sleeplessness
  o Read a book
• Don’t overexcite girls before bedtime
• Don’t tell ghost stories to younger girls
• Make bed time a progression
  Busy to quiet
    getActiveSheet.QtQuiet to in-bed
    3 QmIn-bed to quiet talking
    3 QmQuiet talking to silence
• If you have an adult that likes to sing, suggest a bed time song.
  o This could become a troop tradition
Transportation

Every driver must:
- Be an approved volunteer
  - Registered with Girl Scouts
  - Completed Criminal Background Check
- Be at least 21 years old
- Have a good driving record
- Have a valid driving license
- Limit their driving time to 6 hours

Every vehicle must:
- Be registered & insured
- Have a seat belt for every passenger
- Place girls under the age of 12 in back seats
- Booster seats might be needed, according to Texas law
Transportation

If a group is traveling in one vehicle

- There must be at least two unrelated, approved adult volunteers in the vehicle
- One of which must be female
- Safety-Wise ratios must be followed

If a group is traveling in more than one vehicle

- The entire group must consist of at least two unrelated, approved adult volunteers
- One of which must be female
- This might mean you have only one adult volunteer in a car
- A vehicle with one adult driver cannot drive a solo girl that is not his/her child
Transportation

Before going out and about:
Check that you have enough space

- Personal Gear
- Troop Equipment
- Food & Coolers
- Booster Seats
- Scouts
- Adults
The Budget

Who Pays?

- Troop
- Parents
- 50/50 (or other split)

Keep eye out for hidden costs:

- Fees (Tolls/ Luggage)
- Gas
- Ice/Extra Food

Don’t forget to fill out an expense report!
Leave No Trace

1. Plan Ahead and Prepare
2. Travel and Camp on Durable Surfaces
3. Pack It In, Pack It Out
4. Leave What You Find
5. Minimize Campfire Impacts*
6. Respect Wildlife
7. Be Considerate of Other Visitors

*
Latrines/Porta-johns

When at an event with outdoor latrines, check the latrines upon arrival. Clean before departure. Additional instruction might be needed depending on the septic system. Show girls proper care and use.

Refill if needed:
• Toilet paper
• Garbage bags
• Hand washing soap
• Paper towels

Bring disposable gloves for picking up trash.
Safety

Every outing must have:
• First-Aid/CPR Certified Adult
• First-Aid Kit
• Printed Emergency Contact Phone List
• Medicine Person

Before going anywhere girls must practice:
• Buddy System
• What to do if they get lost
• Emergency Procedures
Emergency Forms

While traveling, travel forms should be in the actual car the participant is traveling in.
While at an event, forms should be with First Aider.

Forms to be included:
• Health History Record for each participant
• Permission Slips for each Girl Scout

Other forms:
• Incident/Accident form
  • Emergency or injury
  • Illnesses
• Medication log
• Items from first aid kit used

Notify GSCTX with report of injury or accident as soon as possible
Poison Ivy

What to look for:

- Leaves of three, leave it be
- Glossy/Waxy Leaves
- “Mitten” like shape
- Pointed Tip
- The center leaf usually has a small stem, the two side leaves grow directly from the vine
- Fuzzy vine that can be red or darker green
Severe Weather

Be Prepared

- Practice severe weather situations with your girls during meetings prior to the event.
- If you find yourself in intense weather, **Stay Calm**.
- Err on the side of caution.
Intense Weather Situations

Thunderstorms
• Attempt to get into a car or building
  • If that is not possible, get to an open space and squat on ground as low as possible
• Do not lie flat on ground
• If you are in a wooded area, find location protected by clump of trees
  • Avoid tall structures (towers, tall trees, fences, telephone or power lines)
• Stay away from rivers, lakes or other bodies of water
• Stay away from metal objects (fishing rods, bikes, etc.)

Hail
• Take cover immediately

Heavy Winds
• Be careful of falling branches and blowing debris
• If possible, get inside of a building
• Get away from windows

Flooding
• Verify evacuation routes
• Move group to highest location
• Do NOT drive through low water crossings
• Notify authorities of your location
Lost

Girls should know

Ways to avoid getting lost
- Buddy System
- Adult Chaperone
- Carry whistle - 3 blasts is universal signal of distress
- Have a designated meeting area

What they should do if they get lost
- Stay in one place
- Hug a tree
- If in public, speak with someone in charge

Adults should react quickly when a scout is lost
- Look for them
- Contact supervisors of the location
Hotel Safety

- When making reservations, ask for the rooms to be together
- Have a key to all rooms
- Make sure girls know which room you are in, as well as rooms of fellow members
- Review what happens if someone gets lost
- Review what to do in an emergency
- Remind girls of expected behavior
- Be respectful of staff and other hotel guests
- Teach girls expectations for TV and other hotel amenities
- Enforce buddy system
Hotel Fire Safety

When you check into the hotel ask for the evacuation procedures
  • Usually found on the back of each hotel door
  • Review with the girls

Fire drills in hotels are organized by floors
  • The floor where the alarm sounded, along with the floor above and the floor below, will be evacuated first
  • This avoids putting too many people in the stairway

Find the fire exits on your floors
  • Everyone should know where all the exits are

Establish a meeting spot near the hotel
  • Avoid the front entrance as this will be clogged with emergency vehicles and personnel
Hotel Safety

When you reach the hotel:
Find an easy-to-remember location outside the hotel where the girls can meet in case of an emergency.

Let’s meet at the big tree outside.
Emergency Drill at Sites

Troops should conduct an emergency drill once they arrive at site

- The fire alarm given by a car horn or whistle is 3 beeps or blasts - pause - 3 beeps or blasts
- Everyone moves to a designated spot for a head count
  - Campers proceed single file along the path or camp road to the nearest exit, or as directed
  - One leader/adult is in front, and one is in the rear
  - Move silently and quickly, but NOT run
- Practice covering heads, there might be falling debris
- If anyone is missing
  - Determine quickly who is missing
  - Where she/he was last seen
  - Take the troop to the nearest exit, or as directed
  - Someone will stay and look for the missing person with instruction from emergency personnel

In the event of a real emergency contact the nearest fire/police department or park ranger immediately
Where do you go?
Day Trips in Central Texas

Outdoors
• Greenbelts
• Playgrounds
• State Parks
• Zoos
• Rivers
• Lakes
• Caverns

Indoors
• Police or Fire Dept.
• Hospitals
• Museums
• Grocery Stores
• Ice Cream Shops
• Radio/TV Stations
• Newspapers

Other Ideas
• Comic Book Stores
• Berry Farms
• Sports Arenas
• Aquarium/Fishery
• Planetariums

• Amusement Parks
• Wildflower Centers
• Horse Ranches
• Theaters
• Scout Houses
Day Trip Gear

Girls should create list of what is needed
• Personal and troop
• Appropriate clothing for trip

Example Day Pack:
• Water bottle filled with water
• Whistle
• Small flashlight
• High energy snack
• Sunscreen, lip protection, insect repellants
• Sit upon
• Bandana
• Mini first aid kit, medications
• Sunglasses
Sit-Upon

**Materials needed:**
- A large piece of waterproof material (an old heavy-duty plastic tablecloth, shower curtain, etc.)
- Newspapers or other stuffing
- Paper punch
- Yarn or string and masking tape

**Directions:**
- Cut a piece of waterproof material 2 ½ times the length of the stuffing and 6” wider
- Punch holes around the outside edge
- Cut a long piece of yarn or string. Using masking tape on the end, create a “needle and thread” effect
- Girls can “sew” their sit-upon together using the holes and an overhand stitch
- Have girls create a belt or strap using more fabric, string, or rope
Overnights

Start Simple
- Sleepover
- Lock-In
- Backyard Camping

Expand to one night
- City Zoo
- GSCTX Scout Houses
- Zilker Cabin
- Texas State Aquarium
- USS Lexington
- NASA

Keep Going!
- GSCTX Campgrounds
- State Parks
- Army Corps of Engineer Lakes
- LCRA
## Overnight Gear/Personal Packing

<table>
<thead>
<tr>
<th>Troop # ________ Packing List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls and Adults - Items to bring to the campout:</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>- Sack Lunch for ___ (meal) ________</td>
</tr>
<tr>
<td>- Pillow</td>
</tr>
<tr>
<td>- Sleeping bag/bed roll (Adults may want to bring a air mattress)</td>
</tr>
<tr>
<td>- Pajamas</td>
</tr>
<tr>
<td>- Towel/washrag</td>
</tr>
<tr>
<td>- Bathroom items</td>
</tr>
<tr>
<td>- Hair doo-dads</td>
</tr>
<tr>
<td>- Clothes for the weather - rain, cold, and warm</td>
</tr>
<tr>
<td>- Shorts, jeans</td>
</tr>
<tr>
<td>- Short sleeve shirts - NO SLEEVELESS SHIRTS (THIS INCLUDES ADULTS)</td>
</tr>
<tr>
<td>- Note: White shirts attract bugs - particularly ticks and gnats!</td>
</tr>
<tr>
<td>- Raincoat</td>
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<tr>
<td>- Jacket</td>
</tr>
<tr>
<td>- Closed toe shoes for walking around camp. (NO sandals or flip-flops! There will be a shoe check.)</td>
</tr>
<tr>
<td>- Shower shoes or flip-flops may be worn in the shower only!</td>
</tr>
<tr>
<td>- Plate, cup and silverware or messkit</td>
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<tr>
<td>- Dunk bag</td>
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<tr>
<td>- Water bottles</td>
</tr>
<tr>
<td>- Medications in a marked bottle with instructions and given to your Troop's Medicine Woman.</td>
</tr>
<tr>
<td>- Insect repellant</td>
</tr>
<tr>
<td>- Sunscreen</td>
</tr>
<tr>
<td>- Chair (Adults may want to bring, some areas do not have a place to sit)</td>
</tr>
<tr>
<td>- Flashlight</td>
</tr>
<tr>
<td>- Hat</td>
</tr>
<tr>
<td>- Bandanas</td>
</tr>
<tr>
<td>- Sunglasses</td>
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<tr>
<td>- Book or something to do during downtime</td>
</tr>
</tbody>
</table>
Shoes

Not in the pool or shower, but everywhere else is great! Hiking boots should only be worn while out on trails - need to change to softer sole shoes when in camp due to erosion.
Shoes

At home, in the shower, around the pool, in buildings -- okay. But never outside at GS events.
**Dressing for the Weather**

**Sunny Summer Day:** hat, sunscreen, sunglasses, water bottle, light layered clothing, insect repellent*

**Brisk Fall Day:** windbreaker/sweatshirt, hat, layered clothing, appropriate shoes

**Snowy Winter Day:** hat, gloves, winter coat, long underwear, wool socks and appropriate shoes

**Rainy, Chilly Spring day:** raincoat, boots, layered clothing including t-shirt and sweatshirt

See Chapter 3 “Learning Outdoor Skills” in the GSUSA *Outdoor Education in Girl Scouting* book for more information on “Dressing for the Weather”

* We strongly discourage the use of aerosol sprays. We encourage the use of lotions and towelettes.
Troop Equipment

Supplies dependent on event
• Cell phone chargers/batteries
• Wagons or tote boxes
• Extra trash bags
• First Aid kits
• Emergency gear
• Program supplies
• Kaper chart

Important Paperwork
• Health History Records
• Permission slips
• Phone number list
• Maps
• Copy of approved TTA
What can you do there?

- Simple Meals
- Outdoor Skills
  - Exploration
  - Star Gazing
  - Geocaching
- Performance Skills
  - Skits
  - Music
- Service
- Crafts
- Games
- Badges and Journeys
- Car activities
- Backup activities if it rains

FREE TIME!!
Timeline

• Timelines help you get everything completed

• Checklists let girls take on leadership responsibilities

• Handouts can be used by girls and caregivers to help as needed

Troop 465’s Trip to Bastrop Maze

<table>
<thead>
<tr>
<th>4 Months Out</th>
<th>2 Months Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discuss Trip with Girls</td>
<td>Practice Safety Skills</td>
</tr>
<tr>
<td>Plan what activities</td>
<td>Review First Aid Skills</td>
</tr>
<tr>
<td>Do Dressing Relay Race</td>
<td>Plan Simple Menu</td>
</tr>
<tr>
<td>Pick Patrol Names</td>
<td>Hold Parent Meeting</td>
</tr>
<tr>
<td>Start Budget Research</td>
<td>Make Kaper Chart</td>
</tr>
<tr>
<td>Bring TTA to fill out</td>
<td>Learn New Song</td>
</tr>
<tr>
<td><strong>Night Before Event</strong></td>
<td></td>
</tr>
<tr>
<td>Reminder Email to Parents</td>
<td><strong>After event</strong></td>
</tr>
<tr>
<td>Have Girls Bring Gear</td>
<td>Evaluate</td>
</tr>
<tr>
<td>Check Paperwork</td>
<td>Roses/Thorns</td>
</tr>
<tr>
<td>Check First Aid Kit</td>
<td>Next activity</td>
</tr>
</tbody>
</table>

HB Page 26, 31, 35
HP Page 47 in Appendix
Simple Meal Time
Meal Prep and Patrols

- Use your Kaper Chart for Meals
- Divide the girls into patrols to make all areas of meal prep more manageable
- Patrols can plan different meals for an overnight or plan a portion of the meals for a day event
- Always practice healthy cooking concepts

### Dinner
- Prep: Dolphin Patrol
- Serve: Cupcake Patrol
- Clean: Starburst Patrol

### Breakfast
- Prep: Starburst Patrol
- Serve: Dolphin Patrol
- Clean: Cupcake Patrol
Healthy Cooking Concepts

Simple meal preparation is the perfect time to model lifelong healthy habits

- Food handling
- Hand washing
- Prevention of cross contamination
- Serving Sizes
- Quantities
- Storage
- Trash the trash
Meal Planning

Make sure to:

• Celebrate the diversity in the troop
• Consider all cultural and ethnic constraints
• Be aware that some might have texture/taste sensitivity and meals can be a time of anxiety
• Honor food allergies
• Encourage simple, easy meals that require minimal preparation
• Let the majority rule, once the above issues have been addressed
• Have girls double check quantities to purchase
• Encourage the purchase of extra snacks
Shopping

Involve the girls
- Let them build the shopping lists
- Encourage proper portion sizes
- Encourage healthy choices

Guiding but not doing
- Split responsibilities between girls or patrols
- Remind them of the budget

Let them shop
- If something is forgotten, don’t make corrections
- Let them fail safely and solve problems at the event
Basic Cooler Tips

• Use separate ice chests:
  o Drinks
  o Perishable food
  o Frozen food
• Empty out water daily for sanitation reasons
• Freeze water in plastic bottles as ice for cooler – lasts longer, food doesn’t get water logged, no contamination, provides drinking water if needed
• Start cooling down the cooler the night before. Fill with ice, let sit overnight so the cooler is ready to pack the next day
Forms and Documents
Forms and Documents

Trying to locate a particular form or document? **Type in the name or description of a form** (or one word will do) in the search box below... and VOILA! You will be given a list of possibilities! Please scroll down to view the complete list.

Below are a few of the most frequently accessed forms for your convenience.

**Frequently Accessed Forms**
- Contact Us Form
- 2017 Membership Registration Summary Fillable
- Troop Travel Application (NEW)
- Troop Travel Roster
- ACH Debit Authorization Form-Online
- Service Unit Event - Girl Scout Dough
- 2017 Girl Registration Fillable
- 2017 Adult Registration Form Fillable
- Council Activity Registration Fillable
- FOGS Fundraising Request Form
- Cookie Captain Commitment Form
- Girl Scout Dough Activity Form
- Troop Update Form

Emergency Contact

An Emergency Contact is someone NOT on the trip

If there is an emergency, this person must be available to act as a hub for phone calls

You are Out and About
You make one call

The Emergency Contact is free to make phone calls to other parents and guardians while you are with the girls

- List of phone numbers for each guardian also not on the trip
- List of cell phone numbers for adults on the trip
- Maps and travel routes
- Locations
Handwritten Signature versus Electronic Signatures

- Forms are now Adobe fillable
- Adobe Reader version 7 or higher
- Forms state handwritten vs. electronic signature
- Examples of electronic signature

With the implementation of the online registration process, parents are now allowed to grant permission for their daughter to participate in GS by completing the online form. This permission is considered an electronic signature. Along with the online registration and the revision of the forms, Council staff and volunteers have determined that some forms may be signed electronically. Each of the revised forms will state in the lower left hand corner, what type of signature is required.

If a form requires a handwritten signature, you will need to complete the form prior to printing it using an Adobe reader. Then save the form, print it, and sign it.

If the form allows an electronic signature you will need to utilize a secure electronic signature that:
- (a) is unique to the person making the signature;
- (b) the technology or process used to make the signature is under the sole control of the person making the signature;
- (c) the technology or process can be used to identify the person using the technology or process;
- (d) that is secured with a password when attaching it to the document.

Below are examples of acceptable electronic signatures:

**EXAMPLE 1:**

**EXAMPLE 2:**
Completing Forms

When Troops/Groups are preparing for a trip, there are forms that must be completed and submitted prior to the outing. Each form has a specific timeline. Forms submitted late may mean that the trip cannot take place. On page 51 of the Handbook is a list of forms and timelines, and to whom they are to be submitted.
Troop/Group Travel Application

- More than 100 miles from your meeting place
- Out past midnight
- Includes high risk activities
- Other note in the Safety Checkpoints that says you must notify council

Troop/Group Travel, Overnight, and Extended Application

Submit the application, a complete Participant Travel Roster, and required certifications to your Service Unit Director three weeks before travel. SUD will forward to MDE no later than eight weeks in advance of travel. This form does not take the place of the Intent to Travel for national and international trips.

**ACTIVITY (check all that apply)**
- Travel destination is more than 100 miles one way from troop meeting place.
- Overnight stays: Girls staying past midnight, on a tour for more than 24 hours, overnight, and/or camping.
- Building a fire
- Local
- State
- Regional
- National
- International
- High Risk Activities: requires certification
- Water sport
- Horses
- Rock Climbing
- Other

**IDENTIFICATIONS** (attach copies of cards)
- First Aid/CPR
- Advanced First Aid Responder (if applicable to trip)
- Let’s GO! 1, 2, & 3: This course covers everything in Out & About, Fire, Food & Fun, and Outdoor Skills.
- Let’s GO! 2: Fire, Food, & Fun: Indoor camping and building a campfire.
- Let’s GO! 3: Outdoor Skills: Outdoor camping – tent, cabin, or platform, and outdoor cooking. One to two nights.
- Let’s GO! 1, 5, & 2: (This course covers everything in Out & About, Fire, Food, and Fun Skills)
- Let’s GO! Extra Mile: Travel more than 2 nights/day/ways – within state, regional, national, or international.
- Chaperone: All adults traveling with troop/group have completed this course.

**TRAVEL REQUIREMENTS**
- I have read and agree to abide by all Safety Activity Checkpoint requirements, and Council policies as listed in Volunteer Essentials.
- I have verified that all drivers are licensed, and vehicles are registered and insured according to state requirements.
- I have verified that all adult participants have a current Criminal Background Check on file with GSCTX.
- For trips more than 3 or more nights/out of state, national or international, Extended Trip Insurance has been purchased (date)
- For non-members attending, troop/group has purchased non-member insurance (date)
- Attached is the participation/travel roster listing all girls and adults attending the trip; include emergency contact information.

**EVENT/ACTIVITY AND DESTINATION INFORMATION**
- If more than one destination of more than two nights, create and attach a travel itinerary that includes travel information, arrival/departure dates, names of all facilities, addresses, and phone numbers.
- Start Date & Time: ______________________ End Date & Time: ______________________ Total # nights: ____________
- Primary Activity: ______________________
- Secondary Activity: ______________________
- Name of Facility/Place: ______________________ Phone: ______________________
- Facility Address: ______________________
- Travel by: ______________________
- Parent Drop-off/Pick-up at Location: ______________________
- Departure location: ______________________
- Private Vehicles – how many?: ______________________ Rental vehicle: ______________________

**PARTICIPANT NUMBERS AND ROSTER**
- Number of registered Girl Scouts attending: Girls Adult Females Adult Males
- Number of non-members attending: Girls Adult Females Adult Males
- Attached is the participation/travel roster listing all girls and adults attending the trip; include emergency contact information.

**TROOP/GROUP ADULT CONTACT INFORMATION**
- Adults in Charge:
  - Leader/Adult: ______________________ Bead Phone #: ______________________
  - Other Adult: ______________________ Cell phone on trip: ______________________
- Troop/Group Emergency Contact: ______________________
- Name: ______________________ Bead Phone #: ______________________
- Email: ______________________

**SIGNATURES**
- Troop/Group Name (Print): ______________________
- Signature: ______________________
- Date: ______________________
- Troop/Group Name (Print): ______________________
- Signature: ______________________
- Date: ______________________
- Troop/Group Name (Print): ______________________
- Signature: ______________________
- Date: ______________________

[Form details and signatures fill in the blanks]
## Troop Travel Participation Roster

<table>
<thead>
<tr>
<th>SU:</th>
<th>TROOP #</th>
<th>Event date(s):</th>
</tr>
</thead>
</table>

### GIRLS

<table>
<thead>
<tr>
<th>Full Legal Name (Last, First)</th>
<th>Emergency Contact Name</th>
<th>Best Emergency number to be reached</th>
<th>Notes, allergies, special needs, etc.</th>
<th>Registered yes/no</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### ADULTS

<table>
<thead>
<tr>
<th>Full Legal Name (last, First)</th>
<th>Emergency Contact Name</th>
<th>Driver yes/no</th>
<th>Registered yes/no</th>
</tr>
</thead>
<tbody>
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**FOR TROOP LEADERS TO COMPLETE**

SUD’S WILL VERIFY INFORMATION

See GSCTX for up-to-date forms
hb_page_56_57_in_forms_print
Travel the Extra Mile

Girl Scouts of Central Texas

Intent to Travel Application

The intent to Travel Application must be completed, signed, and submitted to GSCTX following the guidelines listed below. Within 10 business days, of receipt of your request, you will be notified of the status of your request. This form must be approved before girls proceed with further planning.

- National Travel
  - Brownie, Junior, Cadette, Senior, Ambassador – submit 6 months in advance
  - International Travel
  - Cadette, Senior, Ambassador – submit 1 year in advance

**TROOP/GROUP INFORMATION**

<table>
<thead>
<tr>
<th>Submission Date:</th>
<th>Group/Troop #</th>
<th>Service Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Programs Age level:</td>
<td>Brownie</td>
<td>(7th grade)</td>
</tr>
<tr>
<td>Number of Registered: Girls</td>
<td>Adult Females</td>
<td>Adult Males</td>
</tr>
<tr>
<td>Number of Participating: Girls</td>
<td>Adult Females</td>
<td>Adult Males</td>
</tr>
</tbody>
</table>

**TRAVEL EXPERIENCE**

Has your group/troop participated in an extended travel experience previously:

- No
- Yes

If yes, please describe:

If you are traveling outside of the United States, please complete the international travel form.

**TRAVEL PLANS**

This is an estimate of travel plans. A formal Travel Application, Travel Roster, and required certifications must be submitted 10 weeks prior to travel. All of the experiences will be required to complete the required training sessions and the documentation must be submitted with the travel application packet.

- Departure Date:
- Returning Date:
- Place(s)/City(ies) Traveling to:
- What is your purpose of this trip (i.e., service, eco-tourism, etc.)?
- List all types of transportation planned on a private vehicle, plane, bus, ship, train:
- Are there any high-risk activities on this trip:
  - No
  - Yes
  - If yes, list type of activity:

**BUDGET INFORMATION**

- Estimated cost per girl:
- Estimated cost per adult:
- Total Budget:

Did you plan on participating in council-sponsored product sales:

- No
- Yes

Did you plan on participating in any money-earning activities:

- No
- Yes

**SIGNATURES**

- Leader/Advisor Signature:
- Date:
- SUD Signature:
- Date:

**FOR COUNCIL USE ONLY:

- Date Approved:
- Not Approved:

- Date of Notification:
- Next Step/Recommendations/Comments:

---

Permission for International Travel for Minors

Permission for International Travel for Adults

**NOTARY STATEMENT**

I, __________________________, the Notary Public in and for the State of ______________, do solemnly swear, and say under oath and affirm that I have hereunto subscribed my name as Notary Public in and for said state and that I have, as such Notary Public, duly taken and subscribed the said instrument and that the party or parties whose names are subscribed as witnesses of the said instrument, are the persons appearing by name, to whose hands I delivered the said instrument.

I, __________________________, do hereby declare and certify that I am acting as Notary Public in and for the State of ______________ and that the above instrument was subscribed and sworn to by the persons appearing thereunto as witnesses on _ day of _________, 20. I have not, in said capacity, had any knowledge of the contents of said instrument, nor have I, in said capacity, been present at the taking of said oaths, nor have I, in said capacity, had any knowledge of the facts stated in said instrument.

I, __________________________, the Notary Public in and for the State of ______________, do solemnly swear, and say under oath and affirm that I have hereunto subscribed my name as Notary Public in and for said state and that I have, as such Notary Public, duly taken and subscribed the said instrument and that the party or parties whose names are subscribed as witnesses of the said instrument, are the persons appearing by name, to whose hands I delivered the said instrument.

I, __________________________, do hereby declare and certify that I am acting as Notary Public in and for the State of ______________ and that the above instrument was subscribed and sworn to by the persons appearing thereunto as witnesses on _ day of _________, 20. I have not, in said capacity, had any knowledge of the contents of said instrument, nor have I, in said capacity, been present at the taking of said oaths, nor have I, in said capacity, had any knowledge of the facts stated in said instrument.
Equipment for Your Progression

Mess Kits and Dunk Bags

- Plastic dishes from a dollar store work great
- A plastic mug with a handle is a useful addition to a mess kit
- A dunk bag is used to sterilize each person’s dishes
- A lingerie bag will also work as a dunk bag
- You can make a dunk bag by sewing two mesh dishrags together and adding a string
- Some sort of clip is handy to secure dishes to a line to drip dry
Evaluating

**Roses:** Best thing that happened

**Thorns:** Worst thing that happened

**Add a bud:** What will we do better next time?
Thank You!
Facilitator Information

- Name
- Phone
- Email