



Girl Scouts.
Where Girls Grow Strong.

Take your Girl Scout troop beyond the meeting place.

GIRL SCOUTS OF NOARK COUNCIL TROOP TRAVEL: LEVEL ONE

Troop Travel: Level One will assist you in incorporating *Safety-Wise* standards, NOARK Council policies and best practices when taking your troop beyond the meeting site whether in the city or the country - for a day or for an overnight. By completing this course you will be able to take your troop on a day trip or a 1 or 2 overnight trip in a building. (I.e. church, motel, cabins or buildings at Camp NOARK)

[You will not be able to: Build a fire for cooking or campfire or take a hike off of the main road at Camp NOARK. The Troop Travel: Level Two course prepares leaders for these activities.]

Part I

Girl Scouts love to travel and with a thought out trip they also experience and learn in new environments. Traveling with a group of 8 - 10 - 15 or 20 Girl Scouts will be a different experience for you than traveling with just your own children. In order for the girls to have the best experience they must feel safe and secure. Before embarking on the troop's "great adventure" there are a number of factors that the troop leadership should consider.

Progression: Are your girls ready?

The practice of progression is important in all of Girl Scouting. It is important to remember that following progression can make all the difference in the outcome of Girl Scout trips. Readiness in adults is important but readiness in girls can make, or break, a great travel experience whether you are indoors or out-of-doors. By following progression you will ensure also ensure that girls are ready and prepared before that first overnight adventure.

Trips should be planned progressively. Start with simple trips that are close to home, then slowly increase distance and duration (time away from home.) Go on day trips in you own community and to places of interest nearby. As girls become experienced in planning and evaluating their adventures, their plans will include longer trips with overnight stays that begin in a building in the community then on to a building at Camp NOARK, to a hotel and to the real "camping" experience in a tent.

Safety & Manners:

Each trip must have the correct adult/girl ratio. Adults, other than the leaders, who agree to accompany a troop on a trip, must be willing to supervise the girls assigned to her. With the trip chaperones leaders should:

- Establish who is in charge.
- Share your expectations of the chaperones with them.
- Agree on rules for adult behavior in advance. All adults on a trip must abide by GSUSA & Council policies.
- Chaperones need to realize that the girls have planned the trip and need the freedom to carry it out.
- Review with the chaperones the rules established by the troop.
- Establish procedures to follow in case of an accident; review site and council emergency plans.

The number one procedure for all Girl Scout trips is the 'buddy system'. It is a tried and true practice in Girl Scouting. The buddy system is pairing two girls (or a group of 3 if there is an odd number of girls) to watch out for each other. Establish a way to keep track of troop members. Adults may be assigned specific groups of buddies during a trip.

Be considerate of other people when taking a troop of girls through a museum or even walking on a city street. A troop should divide into smaller groups, each group with adult supervision.

While many safety precautions are common knowledge to adults, girls are still in the process of internalizing safety rules. On a trip, girls will be better able to conduct themselves if they know what to expect and are aware of safety rules. Be prepared to talk about the reasons for safety rules.

Points to be discussed within the troop should include:

- What to do when separated from the group.
- Remain calm if you are lost. Don't wander off alone.
- What should a girl do if a stranger approaches her?
- Use the buddy system and stick to it.
- Arrange specific meeting points and times throughout the trip. This is especially important if the group splits into smaller groups.
- Do not display money in public places.
- Never leave belongings unattended.
- When visiting public places such as amusement parks or movie theatres, ask girls to identify the nearest exits and explain HOW they would get out.

Technology is something the Girl Scout leader of today has to consider. Girls have use of cell phones and the Internet. With a cell phone a girl can contact someone while on a Girl Scout trip; whether it is calling a relative that lives in the town you are visiting or telling an internet friend when and where the troop will be during your troop trip. The use of technology while on a Girl Scout trip is something that should be addressed by the troop.

Trip rules and the consequence of breaking a rule should be developed jointly by the girls and adults. Write these in an **Acceptable Behavior Contract** for the trip that is signed by each girl and adult going on the trip. Everyone must buy into acceptable behavior for the safety of individuals and the group.

Parents of girls who take prescribed medications should inform leaders in advance. Over-the-counter and prescribed medications should be in the original container and administered in the prescribed dosage by or in the presence of the responsible adult as per the written instructions of a parent or physician. **Medications (even Tylenol) should never be given with prior out written permission from a girl's custodial parent.**

Transportation: *Read pages 52-58 in Safety-Wise.*

Before every trip each girl should sign the Safe Passenger Pledge on page 55 in the *Safety-Wise*. Girls should be assigned to cars, with buddies being in the same car. Every participant must have their own seatbelt. Each car should carry a first aid kit.

Give to each car driver an envelope that includes:

- A list of the girls to be riding in the car.
- Signed parent permission form for each girl being transported in that car.
- The name & phone number of the troop's emergency contact person.
- A copy of the NOARK Council's Emergency Card. (*Found on the back cover of the Green Guide.*)
- Clear written instructions and/or map to destination.
- The leader's cell phone number if available.

Activities: *Read Activity Checkpoints page 78 - 80 in Safety-Wise.*

When a troop decides on an activity *Safety-Wise* should be consulted. Not all activities are appropriate for all ages of Girl Scouts and some activities are not appropriate at all due to the high risk involved.

Some vendors who conduct activities (such as rafting or rock climbing companies) insist that participants and/or their parents or guardians sign contracts that hold the vendor harmless in case of an accident. A girl under the legal age of adulthood (18 years old in the state of Arkansas) is not legally able to sign such a contract. Any contract of this type should be reviewed by the council prior to entering such arrangements. Parents should be informed of their rights to sign *or* not sign such a contract. **At no time is a leader allowed to sign this type of contract for anyone other than her own daughter.**

The Over-Night:

For any troop sleepover whether it is a church lock-in, an overnight at a motel or a building at Camp NOARK....

- Ask girls to identify the nearest exits and decide on an evacuation plan in case of fire.
- Decide where you will meet outside and who will make sure everyone is outside.
- Best practice for motel: an adult is assigned to each room or one adult for two connecting bedrooms.
- Add to your Acceptable Behavior Contract guidelines for use of the motel phone and TV.
- According to NOARK policies, smoking is prohibited at all NOARK Council structures.
- Adults should not smoke in churches or motels for the girls safety
- Girl Scouts always leave a place cleaner than you find it. This insures that Girl Scout troops following you will be welcomed.

Read Hotel Security and Safety Tips on page 148 in Safety-Wise.

Paper Work:

Locate the following forms in your Green Guide:

Parent Permission for Participation in Girl Scout Activity.....	Page 136
Travel/Activity	Page 137
Travel Emergency Contact List	Page 138
Intent to Travel	Page 135

ALL TRIPS must have a completed **Parent Permission form** for each Girl Scout participating.

DAY TRIP

Trips that **DO NOT** involve an activity that requires a specially trained/certified adult require:

1. Parent permission form

Leader should inform the Service Unit Chair where & when a troop is going on a day trip.

Trips that **DO** involve an activity requiring a trained resource person require:

1. Parent permission form

2. Travel/Activity form Remember that this is a 2-page form. The second page is the...

3. Travel Emergency Contact List

Turn in the completed Travel/Activity & Travel Emergency Contact form to your Membership Specialist for approval.

OVERNIGHT TRIP of 1 or 2 nights

1. Parent permission form

2. Travel/Activity form Remember that this is a 2 page form. The second page is the...

3. Travel Emergency Contact List

Turn in the completed Travel/Activity and Travel/Emergency Contact form to your Membership Specialist for approval.

This form must be completed even when the overnight is a Service Unit event.

EXTENDED TRIP of 3 or more nights

Turn in the **Intent to Travel** form to the council office five (5) months before the scheduled trip.

What happens if we take an unapproved trip or participate in an unapproved activity with our troop?

Failure to obtain council approval for a troop trip or high-risk activity, or deliberately taking a trip that is not age level appropriate could result in a leader's personal liability should an accident happen. Risk management and safety is a shared responsibility. Guidelines and procedures that have been set by the council and GSUSA are in place to help ensure the safety of all members.

Part II

To complete this portion of the course you will need a copy of *Safety-Wise*.

Safety-Wise: Girl Scout Program Standards (Beginning on page 82)

Activity Planning and Implementation

1. At all times the _____, _____ & _____ of girls are paramount.

Parental Permission

2. When activities take place outside of the scheduled _____ place, involve _____ travel, or focus on _____ or _____ topics, parents and guardians are informed and asked to provide additional written consent.

Adult Roles & Responsibilities

3. The girl/adult ratio is the same for trips as it is for meetings? True False

4. Our troop level is (**circle appropriate level**) Daisy Brownie Junior Cadette Senior

We have ____ registered girls.

If all the girls go on a trip we will need _____ adults.

5. Men can be part of the adult/girl ratio. Men may participate in an overnight trip only if what two spaces are available for their use. Separate _____ and _____.

Adult Supervision & Preparation

6. On what page in *Safety-Wise* do you find a list of activities that are NOT permitted as a Girl Scout program activity? Page # _____

7. Which one activity in the following list, may Girl Scouts participate in after special approval by the NOARK Council Executive Director?

___ Riding all terrain vehicles (3 or 4 wheelers)

___ Trampoline

___ Parachuting

___ Hot-air balloon rides

___ Go-Carts

___ Paint ball

___ Hunting

Overnight Trips, Camping

8. The leader must inform the council of any planned overnight trips and obtain needed permission.

True

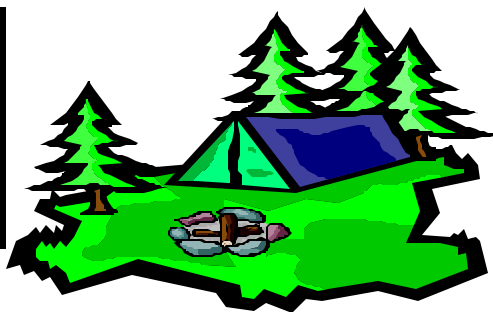
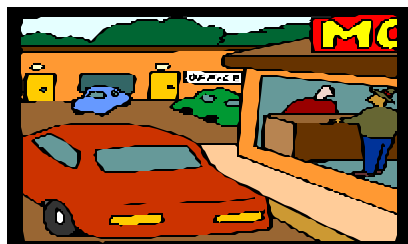
False

Private Transportation

9. Private passenger cars and vans may be used during a troop trip only if they are registered, insured, and operated by an adult with a valid license. True False

Travel Procedures

10. Adults use a procedure such as _____ at each stop to ensure that everyone on the trip is accounted for.



Use your *Safety-Wise & NOARK* policies found on page 18 in the *Green Guide* to complete the following questions.

11. There are four types of troop trips. Place the numbers 1 through 4 next to the type of trip in the correct order of progression.

- A. Simple Overnight Trip _____
- B. Meeting – Time Trip _____
- C. Extended Overnight Trip _____
- D. Day Trip _____

12. Your troops want to go “camping”. In order to prepare the girls for a camping trip what is the progression of trips you will take.

- A. Sleep in the platform tents at Camp NOARK. _____
- B. Sleep at a ‘lock-in’ in a church in your community. _____
- C. Sleep in a weatherized building at Camp NOARK. _____
- D. Sleep in tents that the girls pitch at a new state park. _____



13. If there are several cars transporting the troop the cars should ‘caravan’, follow behind each other, so they do not get separated or lost.

- True False

14. A registered adult Girl Scout who is 20 years old may be the driver for a Girl Scout troop trip.

- True False

15. A relief driver is required for any troop/group trip of more than _____hours.

16. How old should a Girl Scout be before she should sit in the front seat of a vehicle? _____

17. According to NOARK policies, when leasing a vehicle for a troop trip who should sign the lease agreement.
_____.

18. For a regularly scheduled troop meeting-time trip away from the meeting site, a parent permission form for each Girl Scout is the only form needed.

- True False

19. We *do not* need to complete a Travel/Activity form & Travel Emergency Contact List if we are attending a Service Unit’s Girl Scout overnight event.

- True False

20. Who signs and keeps a copy of the Troop/Group Travel Form _____.

21. The troop’s Emergency Contact person can be an adult that is on the trip.

- True False

22. A trip that is three nights or longer, whether sleeping in a motel or a tent at Camp NOARK, is considered an _____ trip and requires additional insurance and special paper work.

23. A health examination is required for a trip of three nights or more.

True False

24. Check which is the best scenario for a troop trip to a venue such as a museum or amusement park with a troop of 12 girls and 3 adults.

- ___ Travel together as a whole group. That way you know all the girls will see and do the same things.
- ___ Have the girls in the buddy system (usually 2 or 3 girls). An adult will supervise two sets of buddies (4 girls).

25. Check which is the best practice.

At a meeting before the trip it is best if:

- ___ The leaders tell the girls all the rules they must follow.
- ___ The girls, as a troop, make a list of rules with the leader's guidance.

26. Check the following activities that require that a lifeguard be present.

- ___ Motel pool
- ___ Backyard in ground pool
- ___ Canoeing
- ___ Backyard above ground pool
- ___ Water park
- ___ Ocean beach

27. List two activities when Girl Scouts must wear a helmet. _____ & _____.

27. Only with written authorization from the NOARK Council's Executive Director may Girl Scouts ride go-carts. A Girl Scout under the age of _____ years may not ride go-carts at all.



You may keep Part I of this course. Please send your completed Part II to:

Mail: Girl Scouts of NOARK Council, 2080 E. Joyce Blvd. Fayetteville, AR 72703 Attn. Karen
Or Fax: 479-695-1824 attn. Karen

Leader Name: _____ Troop # _____ Service Unit _____

Address _____
Street City Zip

Phone #: () _____ Best time to call: _____

Email Address: _____

You will receive an email or mail notification after your questionnaire has been graded.