

ALL OVERNIGHTS REQUIRE THE APPROVAL OF THE SERVICE UNIT MANAGER (SUM) OR DESIGNEE.

--For the San Marino Service Unit, approvals are handled by any of the Service Unit Managers: Dawn Miller (outpostlady@earthlink.net), Trish Coane (tfortrish@earthlink.net), or Gail Chang (kaila105@yahoo.com), via Parent Permission Form (PPF).

--Overnights where **high-risk activities**¹ will occur must also be approved by SUM and then council via the Extended Travel and/or High Risk online application. Once approved then you can send the PPF to your parents for signatures.

--Overnights of **3 or more nights** (excluding Federal holidays) must also be approved by SUM and then council via the Extended Travel and/or High Risk online application. Once approved then you can send the PPF to your parents for signatures.

<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>

See the **Deadlines** section of this document for approval deadlines.

ADULTS

All adults attending overnight functions must:

1. Be a registered Girl Scout
2. Submit a volunteer application online
3. Pass a background screening (and provide copy of clearance to 01 leader)

There are no exceptions to this. Any adult attending an overnight, such as a husband, nanny, etc., they need to be cleared. This process takes time. Don't get caught by surprise. Know the rules.

Adult to girl ratios must be followed on all overnights. If the troop is multi-level, make sure you comply with the ratio for the youngest level in attendance.

On trips where cleared male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Please refer to Volunteer Essentials for the most current and detailed information.

See *GSGLA website for more info on how to complete this process:*

http://www.girlscoutsla.org/pages/for_volunteers/NonTroopLeader.html?message=Block+Updated&style=small-confirm-text

FIRST-AIDER

All overnights require a certified first-aider in attendance for the entire duration. See *Volunteer Essentials – First-Aider* for more information.

If your location is 30 minutes or more away from Emergency Medical Services (EMS), a Wilderness Remote First-Aider is required to attend. See *Volunteer Essentials – First-Aider* for more information.

¹ Per *Volunteer Essentials*, high risk activities include, but are not limited to: Track go-carting; trampolining, Operation of motorized vehicles such as personal water craft; Fly in non-commercial aircraft such as small private planes, sailplanes, untethered hot air balloons, and blimps; Use of firearms for target shooting (see Sports Shooting Safety Activity Checkpoints); Trips on waterways that are highly changeable or uncontrollable (see White Water Rafting Safety Activity Checkpoints); Stand Up Paddleboarding (see Stand Up Paddleboarding Safety Activity Checkpoints).

TAGALONGS

A tag-along is any unregistered adult or sibling of girls in the troop, or even a registered little sister, who is accompanying the troop on a trip or activity. See *Volunteer Essentials – Tag-alongs* for more information.

TYPES OF OVERNIGHTS

There are **THREE** types of overnights:

- ◆ **Indoor** (Homes/Buildings)
- ◆ **Outdoor** (Tents/Camping/Fire burning)
- ◆ **Travel** (Hotels/Hostels/Time Shares and other rentals)

Important note: Staying in a hotel is not considered an *Indoor* activity. It is a *Travel* activity and requires Domestic Troop Travel training.

There are different requirements/trainings for each kind of Local², Regional³, National⁴, and International⁵ overnight:

Indoor: 1st grade Daisies & Above

- Indoor Overnight** training required
- CPR/First Aid/AED** training required
- Approval by SUM or designee via on-time PPF submission
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training is also required

Outdoor: Brownies & Above

- Indoor Overnight** training required (prerequisite to **Camping Skills**)
- Camping Skills** training required
- CPR/First Aid/AED** training required
- Approval by SUM or designee via on-time PPF submission
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training is also required

Travel (Domestic): Juniors & Above

- Indoor Overnight** training required (prerequisite to **Domestic Troop Travel**)
- Domestic Troop Travel** training required
- CPR/First Aid/AED** training required
- Approval by SUM or designee via on-time PPF submission
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training is also required

² From San Luis Obispo to San Diego (1st grade Daisies and above)

³ California, Arizona, Nevada (Juniors & above)

⁴ Inside USA borders & US Territories (Cadettes and above)

⁵ Anything that requires a passport (Cadettes and above)

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Travel (International): Cadettes & Above

- Indoor Overnight** training required (prerequisite to **Domestic Troop Travel**)
- Domestic Troop Travel** training required
- International Travel** training required
- CPR/First Aid/AED** training required
- Approval by SUM or designee via PPF and Extended Travel and/or High Risk Application
- Approval by council via Extended Travel and/or High Risk Application
- If your trip includes handling fire, **Camping Skills** training is also required
- If your location is 30 minutes or more away from Emergency Medical Services (EMS), **Wilderness Remote First-Aider** training is also required

APPROVAL DEADLINES:

Submit paperwork for approval

Local:4 weeks in advance
Regional:3 months in advance
National:6 months in advance
International:18+ months in advance (Mexico/Canada = 12 months)

TRAINING:

The adult(s) who took the required trainings **MUST** be in attendance at your overnight. They don't have to be the same adult (one could have First Aid training and another could have Indoor Overnight training), but there needs to be a representative for each required training for the entire duration of your overnight.

DEADLINES FOR TRAININGS

First Aid/CPR/AED:Always current and up to date (every 2 years)
Indoor Overnight:6 to 8 weeks prior to activity
Camping Skills:4 months prior to activity
Domestic Troop Travel:6 months prior to activity
International Travel:18+ months prior to activity

LOCATION OF OVERNIGHT:

Girls may go further from home depending on level of progression for their levels.

Local travel (1st grade Daisies and above):From San Luis Obispo to San Diego
Regional travel (Juniors & above):California, Arizona, Nevada
National travel (Cadettes and above):Inside USA borders & US Territories
International travel (Cadettes and above):Anything that requires a passport

TRANSPORTATION TO/FROM OVERNIGHT:

Every driver must be a screened and cleared volunteer as well as a registered adult member, over the age of 21, have a good driving record, and a valid license.

All vehicles must be registered, insured, and have any necessary safety inspections up-to-date.

Girls never drive other girls.

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If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of which is female, and the adult/girl ratios in *Volunteer Essentials* 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 is female, and the adult/girl ratios in *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

Each driver should be supplied with a driver’s packet (see Chapter 4 - *Volunteer Essentials*).

The use of 15-person passenger vans is prohibited.

ADDITIONAL FORMS:

You may want/need additional forms for your overnight, dependent on the situation:

Sharing beds? Parent permission is needed. See Chapter 4 - *Volunteer Essentials*.

Behavior Agreements for Adults and/or Girls?

Visit http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html#Indoor under Outdoor Program/Overnight Forms

| FOR EVERY OVERNIGHT | AS NEEDED |
|---|--|
| <input type="checkbox"/> Parent Permission Form | ✓ Provided Prescription and/or Provided Over the Counter Medications Forms |
| <input type="checkbox"/> Health History | ✓ Additional Activity Insurance Request Form |
| <input type="checkbox"/> Over the Counter Form (OTC) | ✓ Sleeping Arrangements Form |
| <input type="checkbox"/> Troop Medical Log | ✓ Behavior Agreement |
| <input type="checkbox"/> Troop Driver Information | |
| <input type="checkbox"/> Adult Authorization for Treatment (adults) | |
| <input type="checkbox"/> Accident/Incident Report Form | |
| <input type="checkbox"/> GSGLA Emergency After-Hour Calls (pink card) | |