

Field Trip Basics Home Study

One of the first things to consider in planning a field trip is **progression** (p. 23 of *Safety-Wise*; pp. 2-3 of this handout). Progression means that each activity is appropriate for the girls' age and skill level and helps them develop new skills to take the next step.

An example of trip progression in Girl Scouts could be:

1. **Meeting-time trips:** These simple field trips take place during the normal meeting time and do not involve extended travel, such as a trip to the local post office.
2. **A day trip:** This trip takes place outside the normal meeting time and place. For example, a group might go to the zoo for the day and bring a sack lunch. When traveling on a trip outside of 60 miles from your meeting place, council approval is necessary.

Adults with additional training (i.e., first aid/CPR) may also be required for your trip.

3. **An indoor overnight:** Your group sleeps and cooks meals inside. Girls plan menus and activities for the overnight. This activity requires at least one leader to take the Indoor Overnight training and also requires an adult currently certified in first aid and CPR.
4. **An indoor overnight with outdoor cooking:** Girls sleep inside but get experience in outdoor cooking to prepare them for outdoor camping. This activity requires Fire Safety training as well as Indoor Overnights and a first-aid/CPR certified adult.
5. **An outdoor overnight:** Your group cooks, sleeps and does all activities outside. Indoor Overnights and Outdoor Overnight training and a first-aid/CPR certified adult is required.

Girl/Adult planning is a very important part of Girl Scouting. Getting the girls involved in planning teaches leadership and decision-making skills. It also keeps the girls interested in the activities you do as a troop/group. Refer to pp. 24-25 of *Safety-Wise* for tips on how to plan with girls at different age levels.

After the girls have decided what they want to do, leaders or advisors should check *Safety-Wise* for the following:

- Basic Safety Guidelines (Ch. 4)
- Girl Scout Program Standards (Ch. 6)
- Activity checkpoints for the specific activity (Ch. 7-11)

PROGRESSION IN THE OUT-OF-DOORS

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- First Printing: April 1953, Girl Scout Leader
- Revised: September 1977, by the Program Department, GSUSA

TRIP OUT

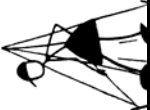


Now we will use everything we've learned to plan a trip that offers interest and worthwhile program activities.

Plan meals & menus, select places to eat, purchase and provide storage for food

- Plan routes, transportation and make necessary arrangements
- Use road maps, city maps, geological survey maps, charts, time-tables and a compass
- Select, set up and dismantle a camp site in minimal time
- Determine trip costs, make a budget and keep financial records
- Select, pack and transport the minimum personal and group equipment needed—items for shelter, cooking, eating, sanitary or personal needs.

CAMP OUT



And more!

- Plan what to wear and what to take
- Know safety rules and first aid
- Make outdoor and housekeeping equipment:
 - Cooking utensils
 - Toasting forks or broilers
 - Pot hooks and cranes
- Be safety-wise with a jack-knife, tools and fire
- Establish a campsite with:
 - Caches
 - Latrine
 - Sleeping area
 - Kitchen area
- Lash gadgets—table, washstand
- Pitch and strike a tent
- Handle dishwashing, garbage and grease disposal in environmentally sound ways

SLEEP OUT



For more . . .

- Prepare for an overnight
- Make equipment needed:
 - Bedroll
 - Stuff bags
 - Toilet kit
 - Camp gadgets
- Tie three knots:
 - Square knot
 - Clove hitch
 - Bowline
- Plan:
 - What to take
 - What to eat
- Make a kaper chart
- Know how to choose a good safe spot for sleeping
- Know how to make a comfortable bed without disturbing the environment

COOK OUT



Now we are ready to try . . .

- To whittle shavings or a fuzz stick
- To light a fire and put it out safely
- To prepare:
 - Nosebag
 - One pot
 - Skillet
 - Stick toasted
 - Stick broiled
 - Ember
 - Reflector
 - Bean hole
 - Trail
 - And other no-cook meals

HIKE OUT



Walk with a purpose.

- Bird hike
- Rock hike
- Gadget hike
- Metric hike
- Penny hike
- Color hike
- Rainbow hike
- Trailing hike
- Hobo hike
- Compass hike
- Litter hike
- Heritage Hike

WALK OUT



Walk around the block to see what we can see.

- Locate a food chain
- Examine a micro-habitat
- Watch for sky spectaculars
- Trace neighborhood smells
- Look for tracks, trails and traces of other living things
- Pinpoint pollution problems
- Touch a tall tree

MEET OUT



Look, listen, feel, smell and observe the outdoors.

- See: trees, birds, buildings
- Listen: to nature sounds and city sounds
- Enjoy: nature games and nature songs
- Find: ways to protect and improve the environment

LOOK OUT



Wonder what this world is like that starts at our doorstep.

COME ALONG WITH US FOR OUTDOOR FUN!

Four Easy Steps

To start a troop/group on outdoor program



<p>1, 2, 3, 4</p> <p>Easy Steps</p>	<p>1. Take the troop /group outside the meeting place.</p> <ul style="list-style-type: none"> • For a game • For an activity where girls explore the environment with one or more of the five senses. 	<p>2. Use the regular meeting time for a short expedition to an interesting place not far away.</p> <ul style="list-style-type: none"> • A vacant lot • A park • Someone's backyard • A brook 	<p>3. Have an outdoor experience nearby for longer than the regular meeting time. Include food which requires no cooking.</p>	<p>4. Spend a morning or afternoon at an outdoor place with or without a snack or meal which requires no cooking.</p>
<p>Get Yourself Ready</p>	<ul style="list-style-type: none"> • Look around outside yourself. • See what exists to help girls learn about the environment, pollution, kinds of buildings, kinds of living things like animals, birds, plants, insects, etc. 	<ul style="list-style-type: none"> • Find what is within a 10- minute walk from the meeting place. • Plan how to reach the place safely—crossing streets, etc. • Decide whether a jacket or sweater will be needed. • Secure permission to use the place, if necessary. • Assess what exists along the way, as well as at the place. 	<p>Cover readiness for steps 1 and 2 and:</p> <ul style="list-style-type: none"> • Decide whether the food is to be a meal or a snack. • Think what kinds of food don't need refrigeration and carry easily in a paper sack. • If a meal is planned, think what makes an adequate meal to bring in a paper sack; a nourishing sandwich, dessert, fruit or raw vegetable, kind of drink. 	<p>Cover readiness for steps 1, 2, and 3, and in addition:</p> <ul style="list-style-type: none"> • Find out about available toilet facilities and safe drinking water. • Find out where to go in case of bad weather or an emergency.
<p>Get The Troop Ready</p>	<ul style="list-style-type: none"> • Divide into groups or partners as appropriate. • Explain what to do. • Set a time limit. • Define the area in which to stay. 	<ul style="list-style-type: none"> • Divide into groups. • Discuss and agree on safety precautions and courtesy to the public. • Plan something fun for on the way—like laying trails, observation games, etc. • Explain what will happen when you get there. • Agree on a time and method of assembling to return to meeting place. 	<p>In addition to things for a short expedition:</p> <ul style="list-style-type: none"> • Give girls help in deciding what food to bring, what not to bring, and why. • Give girls instructions about whether to bring something to drink or not, and what kind of drink, appropriate container, etc. 	<ul style="list-style-type: none"> • Plan where and when to meet to go and to return. • Plan what to do: practice skills for a future outdoor activity like a cook-out, explore, do an outdoor good turn. • Plan what to bring. • Discuss what to wear. • Cover troop readiness under steps 1, 2, & 3.
<p>Let it Happen</p>	<p>Be sure someone knows where the troop/group is, and when it will be back at the meeting place.</p>	<p>Be sure someone knows where the troop/group is, and when it will be back at the meeting place.</p>	<p>Be sure someone knows where the troop/group is, and when it will be back at the meeting place.</p>	<p>Be sure someone knows where the troop/group is, and when it will be back at the meeting place.</p>
<p>Talk it Over Later</p>	<ul style="list-style-type: none"> • Was it fun? • What did you like best? • What could have been done better? • What can we do next? • When will we go again? 	<ul style="list-style-type: none"> • Was it fun? • What did you like best? • What could have been done better? • What can we do next? • When will we go again? 	<ul style="list-style-type: none"> • Was it fun? • What did you like best? • What could have been done better? • What can we do next? • When will we go again? 	<ul style="list-style-type: none"> • Was it fun? • What did you like best? • What could have been done better? • What can we do next? • When will we go again?

CERTIFICATES OF INSURANCE:

Many of the places that your girls will be interested in visiting will require a **Certificate of Insurance**. In general, if an activity has a significant risk of injury, a certificate of insurance is required. Girl Scouts of Northern Illinois has an extensive listing of businesses and locations that have a certificate of insurance on file. Certificates of insurance **must be renewed annually**, so you need to check each year to see if the certificate has been renewed. To make sure your destination has a certificate of insurance, call the Rockford Service Center. If there is no certificate on file at the office, you should contact the place you want to visit and request that one be sent to our Rockford location. However, if a business cannot produce a certificate of insurance, your troop/group may NOT visit there.

LEADERS:

Responsibilities: The leaders are responsible for making sure the trip meets all *Safety-Wise* and legal requirements. Refer to Ch. 7 of *Safety-Wise* for general activity check points, high risk and prohibited activities and Ch. 8-11 for check points on specific activities.

What the leader should have on the trip:

- Permission slips for all girls going on the trip. Permission slips will have emergency contact information and may also have health or medical information which must be kept confidential.
- A copy of driver's license and car insurance for each driver.
- Emergency contact information for each driver in case of an accident.

FIRST-AIDER:

Responsibilities: The first-aid/CPR trained adult is responsible for the health and safety of all girls on the trip. The first-aider dispenses all medications to girls following written instructions given by the parents. The first-aider is also responsible for keeping all medical information confidential, sharing it only with other adults who may also have responsibility for the health and safety of the girls.

What the first-aider should have on the trip:

- The troop/group first-aid kit (see *Safety-Wise*, pp. 38-39).
- A copy of the council's *Transportation and Emergency Procedures*.
- The first-aid log and an incident report form (see section on First Aid and Safety).
- Any medications that parents provide for the girl with the exception of inhalers and epinephrine auto injector, which the girl can keep with her. Medications must be in their **original containers** (including over-the-counter products) and have specific written instructions from the parents on how/when they are to be given to the girl. It is helpful to have parents put the medications in a zippered plastic bag with the girl's name written on it. Further directions regarding medicine can be found in *Safety-Wise* under **medications**, p. 39.
- Health history forms, if needed. See p. 6 of this handout for more information.

DRIVERS AND CARS:

Responsibilities: Each driver is responsible for safely transporting the girls to the event. Drivers are expected to wear a seat belt, obey traffic laws and watch the road at all times. For more safe driving tips and transportation check points, refer to pp. 52-58 of *Safety-Wise*. Everyone recruited to drive the girls must be a licensed, insured driver over 21 years of age. It is always a good idea for the leader to have a copy of a driver's license, insurance card and emergency contact information for each driver transporting girls.

What the driver/car should have for the trip:

- Vehicles must be safe for travel and have a **seat belt for each passenger** in the car (see also note on Child Passenger Protection Act, p. 6).
- A first-aid kit—many troops/groups make up two or three extra kits to be used in the vehicles they ride in.
- Copies of the permission slips of each girl riding in the car.
- A trip itinerary and map.
- The phone number(s) of the emergency contact person.

EMERGENCY CONTACT:

Responsibilities: Your **emergency contact person** is the connection between you and the parents of your girls. This person must be willing to give out his/her phone number to the parents of all the girls and be accessible by phone at all times during your trip. If anything goes wrong during your trip, you should call your emergency contact, who will then notify the girls' parents as to a change in plans. Also, a parent can contact his/her daughter through the emergency contact person if necessary.

What the emergency contact person should have for the trip:

- Copies of all permission slips or a list of emergency contact information for each girl.
- A copy of the trip itinerary, including arrival and departure times and how to reach you (remember that cell phones may not work at the destination!).

ALLERGIES:

Many of the girls you have in your troop/group will be aware of their allergies, but just as many will not. Because of this, **sharing of any type of over-the-counter medications is prohibited**. Over-the-counter medications include sun block, bug spray, lip balm, headache remedies and stomach remedies.

SAFETY IN NUMBERS:

Upon reaching your destination, you may want to break into smaller groups. Girls should always use the **buddy system**, even if they are in a larger group. If you do break up into smaller groups, set a specific time and place to meet for lunch, to go home, and for periodic checks throughout the day.

BE AWARE, BE PREPARED:

Whenever you know girls will be outside, make sure they dress for the weather. Have them bring an extra sweater or jacket if it's cool, a slicker if rain is expected, or whatever else the weather dictates. This is something to discuss and plan with girls before a trip. Even though you discuss these things with your group, some girls might still forget to bring along a coat or rain poncho. It never hurts to have an extra sweater handy, just in case.

INSURANCE:

All registered members of GSUSA are covered by activity accident insurance. A pamphlet explaining this insurance program can be found in your troop/group packet.

If you are ever in doubt about an activity, or concerned about the planning, review the **Universal Checkpoints** published in *Safety-Wise* (pp. 81-83) or the **Planning Checklist** included in your *Field Trip Basics* handout (p. 9). These checkpoints apply to every activity you do with girls in your role as a Girl Scout leader or volunteer.

New Laws Impacting Girl Scout Trips

CHILD PASSENGER PROTECTION ACT:

An amendment to the Child Passenger Protection Act went into effect January 1, 2004. This amendment states that any person transporting a child under the age of 8 is expected to properly secure her/him in an appropriate child restraint system. The amendment defines an appropriate child restraint system as “any device which meets the standards of the United States Department of Transportation designed to restrain, seat or position children, which also includes a booster seat.”

Any person who transports a child other than their own is not in violation unless the parent or legal guardian provides a child restraint system for their child and this system is not used. Persons transporting children 8 years old or older are responsible for properly securing that child in a seat belt or an approved child restraint system.

All volunteers in Girl Scouts of Northern Illinois are expected to abide by the Child Passenger Protection Act as amended when transporting girls for any Girl Scout activity.

GIRL HEALTH HISTORY FORMS:

The Health Insurance Portability and Accountability Act of 1996 limits access to medical records. Girl Scouts of Northern Illinois no longer requires girls to fill out a Health History form at the beginning of each year. Health History forms are only required for “physically demanding activities such as water sports, horseback riding, or skiing” (*Safety-Wise*, p. 39) and must be updated annually. In general, if an activity requires a certificate of insurance, it would be a good idea to have the girls fill out a Health History form. Information in the Health History form is confidential and should be shared with only those persons who need to know to protect the health and safety of the participant. The forms should NOT be duplicated. Following the activity, the forms for all girls who have received first aid or been involved in an incident report must be turned into your local Girl Scout Service Center, where they will be stored until after all girl participants have reached the age of majority.

Special Permission Slips

Activities that are high risk or involve sensitive issues require special permission slips. High risk activities include horseback riding, wall climbing and challenge courses. Sensitive issues include sexuality, substance abuse, child abuse and AIDS. High risk and sensitive issues permission slips are available. Guidelines for sensitive issues can be found on pp. 40-43 of *Safety-Wise*.

First Aid and Safety

Always check *Safety-Wise* guidelines **first** when planning activities and field trips.

FIRST-AIDER:

Check *Safety-Wise* to determine if you need a certified first-aider for your field trip or activity. If you do, a copy of the first-aid certificate should be on file at your local Girl Scout service center.

Most Girl Scout activities outside of regular troop/group meetings require at least a level-1 first-aider (current first-aid AND CPR certification) present to help ensure the safety of the girls. Girl Scouts of Northern Illinois requires a first-aider for day trips to council-owned properties and all overnight trips. Refer to the reference chart in your *Safety-Wise* books to determine which other activities require a first-aider.

If you hold current certification that meets the standards stated above, you only need to send a copy of both sides of the certification to your local Girl Scout service center.

GSUSA and Girl Scouts of Northern Illinois will recognize first-aid certification from the following organizations: (See *Safety-Wise* Updates and Clarifications for use with *Safety-Wise* publication 2000 for appropriate certifications)

1. American Red Cross
2. American Safety and Health Institute
3. Emergency First Response
4. Medic First Aid International, Inc.
5. National Safety Council
6. Stonehearth Open Learning Opportunity (SOLO)
7. American Heart Association
8. American Academy of Orthopedic Surgeons
9. EMS Safety Services

A currently licensed physician, registered nurse, physician's assistant, military medic, dentist and emergency medical technician can also serve as a first-aider for your field trip or day trip.

FIRST-AID KITS:

According to *Safety-Wise*, "a general first-aid kit should be available at the meeting place and accompany the girls for any activity, including transportation to and from the event." In addition to the standard materials (pp. 38-39 of *Safety-Wise*), all first-aid kits should contain a copy of Girl Scouts of Northern Illinois' *Transportation and Emergency Procedures* book, coins for telephone calls, a copy of a recognized first-aid book, consent forms for all the girls, a first-aid log and an incident report form.

FIRST-AID LOG should include:

- Name of patient
- Type of ailment/injury
- Treatment given/action taken
- Date and time

INCIDENT REPORTS:

These should be kept with you at all times (during regular meetings as well as on trips) and should be completed if a participant has an injury that required or might require a doctor's visit, a discipline problem, or any other questionable incident about which a parent might call Girl Scouts of Northern Illinois. Be sure to promptly send the original copy of this form with the participant's (girl or adult, registered or non-registered) permission slip and health form (if applicable) to your local Girl Scout service center. The staff will send you a new form to replace the used one. This form enables the staff to intelligently discuss a situation with a parent, should one call the office.

Field Trip Check List

Before the trip:

- Planning is done with girl input; purpose for trip has been established.
- Girls have practiced new skills that will be used (see progression).
- Adults with appropriate training have been secured.
- Girls and adults have discussed finances (budget worksheet).
- Parents are informed of upcoming event.
- Permission slips and personal equipment lists are passed out in plenty of time (3 to 4 weeks in advance).
- Transportation has been secured (check *Safety-Wise*).
- Emergency contact person has been secured.
- Activities have been planned with trip purpose in mind.
- First-aid kits (1 per car) are inventoried (check *Safety-Wise*).

The day of the trip:

Leader has

- A permission slip for each girl
- A copy of driver's license and car insurance for each driver
- Emergency contact information for each driver

First-aider has

- Troop/group first-aid kit
- Transportation and Emergency Procedures* booklet
- First-aid log
- Girls' medications in original containers with directions, including over-the-counter medications. Girls should keep epinephrine auto injectors and/or inhalers with them.
- Incident report form
- Health histories only if required for activity

The emergency contact person has

- Copies of permission slips
- Trip itinerary with contact information (not just cell phones!)

Each driver/car has

- A copy of permission slip for each girl in the car
- A seat belt/car seat for each girl in car (see p. 6)
- A trip itinerary and map
- A first-aid kit
- Girls are aware of site rules (preferably written down).**
- GO AND HAVE FUN!**

After your trip:

- Evaluate the trip with your girls to help them learn from their experience.**

Planning a Trip Budget

Even the youngest girls can be introduced to the idea of budgeting for a trip. By knowing how much money is in the troop/group treasury, they can make simple choices between trips or activities that fall within the troop/group budget. The more girls are involved in all stages of planning, the more meaningful the trip will be for them and the more they will learn.

The form on the next page can be used with your girls to help you budget.

Money-Earning Activities

Sometimes there will be activities that your girls want to do, but can't afford. At these times, your girls may decide to participate in or conduct money-earning activities to help supplement the cost of the activity. However, there are some basic guidelines to follow when earning money. Girl Scout troops/groups who have participated in council-sponsored money-earning programs may also earn additional money with council approval.

**** At no time may any girl or adult registered with Girl Scouts of the USA use Girl Scouting, or Girl Scouts, to raise money for another organization.****

More information on money-earning activities, policies, and standards can be found in *Safety-Wise*. If you have further questions regarding money-earning activities, contact your local Girl Scout service center.

Troop/Group Trip and Special Event Budget Worksheet

Use this worksheet to help you plan your budget for a trip or event

Figure only for the items that you will need for your trip. The cost of each item is based on the number of people attending.

Number of people attending _____

Food (\$1.50 - \$2.50 per meal) X _____ # meals X _____ # people.....\$_____

Housekeeping supplies (\$.25 per person or less) X _____ # people\$_____

First-Aid Supplies (\$.20 per person or less) X _____ # people\$_____

Site Fee\$_____

Transportation _____ # of busses X \$_____ cost per bus\$_____

(be sure to have a written contract)

Program Supplies \$_____ per person X _____ # people.....\$_____

Field Trip(s) \$_____ per person X _____ # people\$_____

Insurance (if trip is longer than two nights)

\$_____ per person X _____ # people X _____ # days\$_____

Patches \$_____ per patch X _____ # people\$_____

Other _____.....\$_____

Other _____.....\$_____

Other _____.....\$_____

Total.....\$_____

\$_____ total, divided by _____ # people = \$_____ per person

- On a trip, emergency contingency funds may need to be budgeted to cover a car breakdown or hospital expense.
- See the Girl Scout equipment catalog for camping supplies and “Design Your Own” flier for patches you can order.
- Don’t forget to check and see what supplies are left from previous trips—you can budget less if you need to buy fewer supplies.
- Perhaps, if your troop/group is new, the troop/group committee could arrange an equipment or supply “shower” to get your kitchen supply box or first-aid kit started!

Budget Worksheet, cont.

Income

Expenses

Individual Contributions
 \$_____ X _____ # people\$_____

Cookie Sale Funds.....\$_____

Troop Dues\$_____

Council Approved Money-Earning Activities:

_____.....\$_____

_____.....\$_____

_____.....\$_____

Total Income.....\$_____

Food.....\$_____

Transportation.....\$_____

Lodging\$_____

Fees (list):

_____.....\$_____

_____.....\$_____

_____.....\$_____

Other (list):

_____.....\$_____

_____.....\$_____

Total Expenses.....\$_____

Name of emergency contact _____

Home Phone (_____)_____-_____ Work Phone (_____)_____-_____

Copy of itinerary must be given to emergency contact.

Arrangements must be made to obtain the written consent of parents for every girl who wishes to participate. Emergency medical release, annual medical history, and medical examination record (if needed) for each girl must be included in the first-aid kit taken on the trip. Trips lasting more than two nights are not covered by the Girl Scout Basic Activity Accident Insurance. You may take out an optional plan of activity insurance through your local Girl Scout service center. This plan would cover the entire period of the event.