

Field Trip Basics Home Study

One of the first things to consider in planning a field trip is **progression**. 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.
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 Basic Outdoor Skills 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.

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.

After the girls have decided what they want to do, leaders or advisors should check [Safety Activity Checkpoints](#) for any activities the girls would like to do.

PROGRESSION IN THE OUT-OF-DOORS

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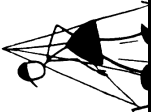
TRIP OUT



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

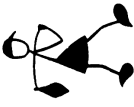
COOK OUT



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

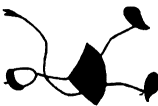
MEET OUT



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. The Girl Scout Center 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 Girl Scout Center. If there is no certificate on file at the office, the staff will work to obtain one. 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 Activity Checkpoints* and legal requirements. [Refer to page 46 Volunteer Essentials.](#)

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.
- Each driver of motorized transportation is at least 21 years of age and holds a valid operator's license appropriate to the vehicle along with insurance for vehicle or driver. [Refer to page 49 of Volunteer Essentials.](#)
- 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.
- A copy of the council's *Transportation and Emergency Procedures Card* found in your annual troop/group packet.
- The first-aid log and an [Incident Report](#) form.
- Any medications that parents provide for the girl with the exception of inhalers and epinephrine auto-injectors, 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.

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 pgs. 49-51 of *Volunteer Essentials*. Everyone recruited to drive the girls must be a registered Girl Scout, licensed, and 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 girl** in the car.
- 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 obtained from your [Membership and Community Development Specialist](#) or Council Shop.

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 ([pg. 5 of this document](#)).
- Adults with appropriate training have been secured.
- Girls and adults have discussed finances.
- 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.
- Emergency contact person has been secured.
- Activities have been planned with trip purpose in mind.
- First-aid kits (1 per car) are inventoried.

The day of the trip:

Leader has

- A permission slip for each girl
- Verified drivers hold a valid 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* card.
- First-aid log
- Girls' medications in original containers with directions, including over-the-counter medications. Girls should keep epinephrine auto-injector 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
- 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.