

Beyond the Troop Meeting

Training Guide



1.

Welcome!

Girl Scouts of Northern Illinois (GSNI) welcomes you to outdoor activities with the Girl Scouts! We know that taking a group of Girl Scouts outdoors can be fun and exciting. The responsibilities are great, but the rewards are plentiful to Girl Scout and adults.

This guide is a companion piece to GSNI's required training course: 415 Beyond the Troop Meeting that focuses on age appropriate activities, outdoor progression, reservation procedures, and safety hazards in the outdoors.

At the conclusion of this self-study, participants will be able to:

- Identify and understand grade and level appropriate outdoor activities.
- Name the eight steps in outdoor progression.
- Understand Girl Scout readiness.
- Understand how to prepare a budget with the Girl Scout
- List the procedures for reserving a GSNI property.

GSNI's Beyond the Troop Meeting guide, doesn't qualify you to take Girl Scout camping, but it is the prerequisite for all other adult outdoor learning components for GSNI. You may complete the course in gsLearn at your own pace and on your own time. A skills assessment will be completed after you complete the course in gsLearn.

Upon receipt of notification of completion in gsLearn, you are then eligible to participate in Lodge Camping, and then Outdoor Overnights Training. Please plan accordingly, and allow time for processing. You must complete the 415 Beyond the Troop Meeting course before you can take Lodge camping.

1a.

Required gsLearn course

This guide is the companion to GSNI's Beyond the Troop Meeting course in gsLearn. Volunteers should log into their MYGS account and access gsLearn in the left hand menu. Volunteers can find the course 415 Beyond the Troop Meeting in gsLearn's Content Library or in the following training path:

- 415 Troop Camp Certified Training path – This training path is for all volunteers who wish to be Troop Camp Certified.



2.

Get ready to go!

Going beyond the meeting place has been an important component of the Girl Scout experience since the organization's beginning. While exploring different areas of interest, excursions can enhance each Girl Scout's understanding and skill development and encourage the development of recreational interests.

Including outdoor activities during excursions can enhance the Girl Scouts' interest in a full spectrum of lifetime activities. Outdoor activities provide a setting for Girl Scouts to:

- Stretch their minds and muscles.
- Exercise their leadership.
- Learn a wide variety of new skills that can be used during leisure time.
- Be challenged as individuals and as a group working toward a common goal.

What is progression?

Girl Scout programs are built on the concept of acquiring the skills needed to move to more difficult activities. Girl Scouts start with simple tasks, gain experience and confidence, and move toward more complicated activities. The Girl Scout program is designed to provide progression in skill development and experiences.

Why is progression important?

Individual Girl Scouts vary in their emotional and physical abilities based on the experiences they have had with their families and friends. Progressive learning helps a Girl Scout build self-esteem and confidence. Progressive experiences help a Girl Scout learn at her own rate and skill level. Through exciting adventures, a Girl Scout can test her limits and gain a sense of accomplishment. Activities provided in a progressive manner will often increase the rate of a girl's success around a given interest or activity.

How is progression demonstrated in meal planning/cooking?

Meals should be planned based on the increasing skill level of the Girl Scout. Simple meals that need little preparation or require no cooking are the most basic type. Meals that involve cooking only one item (soup or dessert) are the next step in progression. Meals that involve cooking all the items on the menu are the most difficult and time-consuming for the Girl Scout to prepare. Knife safety is taught in another training; therefore, food items should be pre-cut, or adults should cut them on site until adults have completed further trainings.

An excursion should have a balance of meals between simple and difficult. The complexity of the meal preparation and cooking should be adjusted based on the program plans for the excursion. Spending most of the time cooking and cleaning can be exhausting

for both the Girl Scout and adult leaders and detract from the excursion goals.

What is progression into the outdoors?

For Girl Scouts with little outdoor experience, progression starts with activities in a familiar environment such as a backyard or local park. Progression in the outdoors means Girl Scouts learn simple outdoor skills before going on an actual overnight camping trip. Adults should evaluate the experience and comfort level of each Girl Scout during a series of progressive activities. This evaluation period will ensure that each Girl Scout is comfortable in the out-of-doors before going camping. Significant attitude changes occur in Girl Scouts (and adults) who have had several outdoor experiences. Make sure to look at both the quality and quantity of the activities. See "Progression into the Out-of-doors" on page 3.

2a.

Examples of progression

Girl Scout Daisy

- Buddy System. Appreciation of nature-use all senses to explore. Safety/Manners for short hikes near home.
- Discuss what they should bring/wear plus notes to parents.
- May need help tying shoes.
- Leader and volunteers use and explain safety precautions.
- Leader builds fire. Explains and prepares Girl Scouts for safety around a fire.
- Simple cooking activities away from a fire. One pot meals- that leaders handle. Fireless foods Girl Scouts can enjoy.
- Personal safety. What to do in case of emergencies when hurt or scared.
- Short hikes/discovery. Explore the out of doors. Encourage questions, take time to reflect.

Girl Scout Brownie

- Learn how to be considerate of others and living things in nature. Leave places cleaner than you found them. Safety/Manners for overnights.
- Discuss proper attire and why, especially for new experiences like camping. Learn camping equipment as needed.
- Learn square knot, the clove hitch, and taut line hitch.
- Learn the how to use knives safely. Able to open/close, clean, simple use/passing. Teach the "arc of safety" or "safety circle"
- Able to carry and pile wood, simple fire building, fire starters, foundation of the fire for A-frame, tepee. Able to put out a fire.
- One pot meal. Nose bag/ trail meals. Skillet meals.
- Hikes with a purpose/nature hike. Practice conservation, plant/water trees, flowers, litter pick up, gardening, recycling. Hurt no living thing, look for tracks and traces of animals.

Girl Scout Junior

- Review and elaborate safety and manners for camping.
- Should be able to read camp map and use a compass for orienteering.
- Review knife safety including the “arc of safety” or “safety circle”.
- Stick cooking, tin can cook, Dutch oven, safe cooking, food storage procedures, camp stoves such as propane usage.
- Observe impact on environment, pollution. Proper dish washing/garbage disposal.

Girl Scout Cadette, Senior, Ambassador

- Low impact camping, assist in planning routes, transportation and help make necessary arrangements.
- Should know more elaborate knots and lashings.
- Review of knife safety
- Should be able to build and cook over a fire, be able to properly use cast iron such as skillets, Dutch ovens, and pie irons.
- Minimal impact camping practicing Leave No Trace principles.

2b.

Four Easy Steps for Starting an Outdoor Program

Steps	Get Yourself Ready	Get the Troop Ready	Let it Happen	Reflect
Step 1: Take the troop/ group outside the meeting place.	See what exists to help Girl Scouts learn about the environment, pollution kinds of buildings, kinds of living things such as animals, birds, plants, insects, etc.	Divide into groups or partners as appropriate. > Explain what to do. > Set a time limit. > Define the area in which to stay.	Be sure someone knows where the troop/ group is, and when it will be back at the meeting place.	Was it fun? What did you like best? What could have been done better? What can we do next? When will we go again?
Step 2: Use the regular meeting time for a short expedition to an interesting place not far away.	> 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.	> 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.		
Step 3: Have an outdoor experience nearby for longer than the regular meeting time. Include food which requires no cooking.	Cover readiness for steps 1 and 2 and: > Decide whether the food is to be a meal or snack. > Thing 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.	In addition to things for a short expedition. > Give Girl Scouts help in deciding what food to bring what not to bring and why. > Give Girl Scouts instructions about whether to bring something to drink or not and what kind of drink, appropriate container, etc.		
Step 4: Spend a morning or afternoon at an outdoor place with or without a snack or meal which requires no cooking.	Cover readiness for steps 1, 2, and 3, and in addition: > Find out about available toilet facilities and safe drinking water. > Find out where to go in case of bad weather or an emergency.	> Plan where and when to meet > Plan what to do; practice skills for a future outdoor activity > Plan what to bring > Discuss what to wear > Cover troop readiness under step 1, 2 and 3.		

3.

Readiness Indicators

Girl Scout Readiness

Girl Scout Readiness means that an individual Girl Scout is prepared for a particular activity. Readiness is based on their physical and social maturity plus her abilities, skills, and knowledge. Each Girl Scout's level of readiness is influenced by their previous experiences with family and friends. Remember, not all Girl Scouts in a group will be "equal" when it comes to readiness!

The following are readiness indicators. You may also use the checklist on the following page.

Emotional

- Girl Scout is not afraid to be away from home overnight.
- Parents are prepared to let their Girl Scout go.
- Girl Scout wants to go on the trip.
- Girl Scout is willing to sleep, play, and eat with all Girl Scouts.
- Girl Scout is willing to try new food, activities, and games.
- Girl Scout can cope with the unknown, such as strange places (like bathrooms), darkness (no electricity), woods, and night noises.
- Girl Scout can manage with little or no privacy.
- Girl Scout does not always have to have her way, can compromise with the group.
- Girl Scout can function as a group member.
- Girl Scout can cope with bugs and other outdoor critters.

Physical

Physical and mental disabilities should not prevent Girl Scout from participating in any activities. Some adjustments may be needed to accommodate Girl Scout with special needs.

- Participant has enough stamina for the planned activities. Remember that the group is only as fast as its slowest member.
- Participant is strong enough to carry their own backpack/duffel bag, sleeping bag, a bucket of water, food prep items, etc.
- Participant has the strength and coordination for planned activities...remember, Girl Scouts may work as teams to accomplish some tasks.

Experience

- Girl Scout has demonstrated the ability to follow rules and instructions.
- Girl Scout has been on a series of progressive excursions.
- Girl Scout has participated in group training supervised by a trained adult volunteer.

Skills and Knowledge

- Girl Scout can help plan a simple trip.
- Girl Scout follows the buddy system.
- Girl Scout can read and follow a recipe or a kaper chart.
- Girl Scout demonstrates proper use of necessary excursion equipment, such as can opener, grater, etc.
- Girl Scout will wash dishes, clean up cooking area, and store food properly.
- Girl Scout will help with clean-up of the sleeping areas and restrooms.
- Girl Scout can lead/follow.



3a.

Girl Scout Readiness Assessment Sheet

We have included a Girl Scout readiness assessment sheet as a resource for you to use. This is just a suggestion and can be used if needed. It is not mandatory to complete, but more to guide you as you set out on your troop's adventures.

Name _____		Age _____		
	Not at all	A little	A lot	
How much do you want to go on the trip?				
Have you ever stayed overnight at a friend or family member's home?				
Have you ever traveled overnight with your family?				
Do you get nervous when there is no night-light in your room?				
Do you ever feel nervous when meeting new people?				
Do you ever feel nervous when visiting strange places?				
Have you ever slept in a bed that is not your own or on a pad on the floor?				
Have you ever cooked your own meal?				
Have you ever helped prepare a meal for family or friends?				
Have you ever washed dishes and helped clean up a kitchen?				
Do bugs and critters make you feel nervous?				
Are you willing to eat, sleep and play with all the Girl Scout in your troop?				
Have you ever been to an outdoor day camp?				
Have you ever been to a summer overnight camp?				
What is one thing that would make a trip wonderful for you?				

4. Planning

Understanding How Many Volunteers You Will Need

Girl Scouts' volunteer to-Girl Scout ratios show the minimum number of volunteers needed to supervise a specific number of Girl Scouts. These supervision ratios were devised to ensure the safety and health of Girl Scouts—for example, if one volunteer has to respond to an emergency, a second volunteer is always on hand for the rest of the Girl Scouts. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.



	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated, trained, approved volunteers (at least one of whom is female) for up to this number of youth:	<i>One</i> additional volunteer to each additional:	<i>Two</i> unrelated, trained, approved volunteers (at least one of whom is female) for up to this number of youths:	<i>One</i> unrelated adults (at least one of whom is female) for every:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

4a.

A Partnership

Girl Scout-Adult Partnership

Girl Scouts and adults share the responsibility and leadership as appropriate by age. Yes-This would include the Daisies! By doing so, Girl Scouts develop a team relationship with each other and benefit from the guidance, mentoring and coaching from caring adults.

Non-formal Education

Intentional learning activities enable the Girl Scouts to actively participate in directing their own learning. Well suited to the development of life skills and

building character, non-formal education complements formal education (schools) and informal education (media/family).

Experiential Learning

Through the experiential learning process, participants share ideas and gain a fuller meaning from each experience and apply that learning to future experience. Sharing observations, reflecting, and evaluating are as important to the participants' growth as the planning and experiencing of the actual activity.

When planning an excursion, involve the Girl Scouts in all parts of the process. Let them decide where to go, what to do, what to take, etc. Girl Scouts who are 11-17 years old can fill out parts of the forms and be

responsible for collecting them, make phone calls, do the shopping, and help with the budget. The jobs are endless and the Girl Scouts can help with all parts of the planning.

By Girl Scouts, For Girl Scouts

One of the key outcomes of Girl Scouts driven programming is that Girl Scouts are more engaged in activities that they and their peers have planned for themselves than when adults make decisions about what the Girl Scouts want and need.

Learning while having fun with friends is much more enjoyable than sitting in a classroom. The Girl Scouts gain life skills that they will be able to use in everyday living, such as decision making, teamwork, cooperation and a strong sense of self.

During the planning process and during and after the trip you should informally process/evaluate with the Girl Scouts.

- Was it fun?
- What could we have done differently?
- What was your favorite part?
- Would you like to do it again?
- Be ready to prompt the Girl Scouts about their experience.

4b.

Group Responsibilities

Certificates of Insurance:

Many of the places that your Girl Scout Scouts will be interested in visiting will require a certificate of insurance (COI). In general, if an activity has a significant risk of injury, a certificate of insurance is required. Common venues which we require a certificate of insurance includes campgrounds/lodging/hotels, all animal/equestrian activities, all aquatic activities, amusement parks and similar rides, and high adventure activities. A full list can be found following the GSNI Safety Activity Checkpoints.

GSNI 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, visit our [Online Support for Volunteers](#) web page, and scroll down to the certificate of insurance drop down box. There you will find a listing of all current COI's on file with GSNI. If there is no certificate on file at the office, volunteers can request a COI from the facility to be sent to GSNI. **However, if a business cannot produce a certificate of insurance, your troop/group may NOT visit there.** More information can be found in [Volunteer Essentials](#), [GSNI's Volunteer Policies and Procedures](#), and [Safety Activity Checkpoints](#) for certain activities.

Volunteers:

Responsibilities: The leaders are responsible for making sure the trip meets all [Safety Activity Checkpoints](#) and legal requirements. (Refer to [Volunteer Essentials](#) and [Volunteer Policies and Procedures](#) for more information.)

What the leader should have on the trip:

The leaders should have permission slips for all Girl Scouts going on the trip, as well as the [Troop Minor Health History](#) and [Troop Adult Health History](#) forms. Permission slips will have emergency contact information and Girl Scout information forms will have health or medical information which must be kept confidential.

Each driver of motorized transportation must be 21 years of age, hold a valid driver's license appropriate to the vehicle with insurance for the vehicle or the driver, be a registered Girl Scout volunteer (Troop Leader or Troop Volunteer) have a current background check on file and complete the 415 Learn the Basics for Troop Volunteers training in gsLearn.

You must have emergency contact information for each driver in case of an accident.

First-Aider:

Responsibilities: The Adult and Pediatric First Aid, CPR and AED trained adult is responsible for the health and safety of all Girl Scouts on the trip. The First-Aider dispenses all medications to Girl Scouts following written instructions given by the parents. The First-Aider is also responsible for keeping all medical information confidential, sharing it only with other volunteers who may also have responsibility for the health and safety of the Girl Scouts. For some activities GSNI must have a copy of the First-Aider's certificate on file before the trip. Volunteers are able to upload their Adult and Pediatric First Aid, CPR and AED certification in gsLearn through the 415 First Aid and CPR Certification course.

What the first-aider should have on the trip:

- The troop/group First-Aid Kit.
- A copy of the council's Emergency Card which can be found on the [Online Support for Volunteers](#) web page.
- The First-Aid Log and an a link to GSNI's [Accident Report Form](#) and [Incident Report Form](#).
- Any medications parents provide for their Girl Scout (with the exception of inhalers and epinephrine auto-injectors the Girl Scout 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 Scout. It is helpful to have parents put the medications in a zippered plastic bag with the youth's name written on it.

4c.

Safety Responsibilities

Drivers and Cars:

Responsibilities: Each driver is responsible for safely transporting the Girl Scouts 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 [Safety Activity Checkpoints page 22 - 25](#) and the GSUSA New Leader On boarding: Troop Safety course in gsLearn.

Everyone recruited to drive the Girl Scout must be a licensed and insured driver over 21 years of age, who is a registered Adult Girl Scout volunteer (Troop Leader or Troop Volunteer role), a current background check, and complete the 415 Learn the Basics for Troop Volunteers. 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 Girl Scout.

What the driver/car should have for the trip:

- Vehicles must be safe for travel and have a seat belt and car seat for each Girl Scout in the car
- A First-Aid Kit (Many troops/groups make up two or three extra kits in order to have one in each of the vehicles in which they ride.)
- Copies of the permission slips of each Girl Scout 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 Girl Scout. This person must be willing to give out his/her phone number to the parents of all the Girl Scout and always be accessible by phone 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 Scout.
- 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:

Girl Scouts may or may not be aware of their allergies. 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. Girl Scouts 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.

4d.

Planning a budget

One skill a leader of any age must master is how to develop and work within a budget. To develop this skill in the Girl Scout, begin now. Involve them in considering the costs of these items for their event:

Will they need to pay for transportation to the site?

- What is the bus/train fare?
- Or will they reimburse drivers for gasoline?

Is there a fee for site rental?

- How much?

Is there special supplies the troop must purchase?

- A first aid kit, dishpans, a tarp, craft supplies or something else?
- Can the items be borrowed? Rented?

Are there charges for activities in which the Girl Scout will participate?

- What do the Girl Scouts plan to eat and how much will the food cost?
- Will the Girl Scouts bring some of the food from home?

What about some money for emergencies?

It may be a good idea to bring some cash for an emergency taxi ride, equipment repair, or to purchase that forgotten food item.

Once the Girl Scouts have figured the total cost for their event, they will need to compare it to the money in their treasury and ask themselves some questions:

- Do we have enough money for the activity?
- Do we want to spend this much of our treasury on this one activity?
- What are ways we could cut the cost of this event?
- What are ways we could earn money to cover the cost of this event?
- What does Volunteer Essentials and GSNI's Volunteer Policies and Procedures say about appropriate ways to raise money?

This is the time for Girl Scouts to revise the budget so that it becomes a more workable plan. They'll learn to make compromises and to think creatively when they fine-tune their budget.

Even Girl Scout Daisies can make simple decisions about how to spend their troop funds. As the Girl Scouts grow they take on more responsibility for budgeting and working within a budget. In this way, they develop both leadership and life skills—a goal for us in Girl Scouting.

5. Troop trips

What is a Troop Trip and Overnight Approval form? This form is used for trips that are 60 miles away from your normal meeting location, and for over-nights that are at non-council or non-council sponsored sites.

All travel procedures and preparations must ensure adequate supervision and maximum safety according to the Safety Activity Checkpoints Online at www.girlscoutsni.org. A current Certificate

of Insurance must be on file at Girl Scout Scouts of Northern Illinois (GSNI) for *all hotel/lodging/campground venues* in addition to places of high risk, which includes aquatic activities, animal/equestrian activities, high adventure, amusement parks, and other activities listed in the [GSNI Safety Activity Checkpoints](#). Girl Scout insurance covers registered members for accidents during approved, supervised trips lasting two consecutive nights or less.

Additional insurance is required if your trip is longer than two nights, or if it involves any non-registered participants. Questions regarding Troop Trip & Overnights should be directed to customercare@girlscoutsni.org.

Type of Trip/ Activity	Examples	Trainings Required	Approval Process
Field Trip	A day trip outing outside of your normal meeting spot up to a distance of 60 miles.	415 Beyond The Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification	You are preapproved once you have checked Safety Activity checkpoints Online.
	A day trip outing outside of your normal meeting spot further than a distance of 60 miles.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR and AED Certification	Troop Trip & Overnight Approval Microsoft Form (30 days in advance)
Indoor Overnight – Two Nights or Less	Spending the night in an indoor venue with modern facilities—not owned or sponsored by GSNI, i.e. hotel or museum.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification 415 Lodge Camping Training	Troop Trip & Overnight Approval Microsoft Form (30 days in advance)
Indoor Overnight – More Than Two Nights*	Spending the night in an indoor venue with modern facilities—not owned or sponsored by GSNI, i.e. hotel or museum.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification 415 Lodge Camping Training	Troop Trip & Overnight Approval Microsoft Form (3 months in advance)
Outdoor Overnight – Two Nights or Less	Spending the night in an outdoor venue with modern facilities—not owned or sponsored by GSNI.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification 415 Lodge Camping Training 415 Outdoor Overnight Training	Troop Trip & Overnight Approval Microsoft Form (3 months in advance)
Outdoor Overnight – More Than Two Nights*	Spending the night in an outdoor venue with modern facilities—not owned or sponsored by GSNI.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification 415 Lodge Camping Training 415 Outdoor Overnight Training	Troop Trip & Overnight Approval Microsoft Form (3 months in advance)
International Trip	Travel outside of the country.	415 Beyond the Troop Meeting Adult and Pediatric First Aid, CPR, and AED certification 415 Lodge Camping Training 415 Outdoor Overnight Training Wilderness First Aid certification (if 30 minutes from EMT or hospital assistance)	Complete the GSNI International Troop Trip Microsoft Form (1-2 years in advance)

5a.

Troop 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.

Trip/Event Budgeting Worksheet			
Number of people attending _____			
Food (\$10.00 per meal) X _____ # meals	X _____ # people		\$ _____
Housekeeping supplies (\$1.00 per person or less) X _____ # people			\$ _____
First-aid supplies (\$1.00 per person or less) X _____ # people			\$ _____
	Site fee:		\$ _____
Transportation _____ # of buses	X \$ _____ cost per bus		\$ _____
<i>(be sure to have a written contract)</i>			
Program supplies \$ _____ per person	X _____ # people		\$ _____
Field trip (s) \$ _____ per person	X _____ # people		\$ _____
<i>Insurance (if trip is longer than two nights)</i>			
\$ _____ per person	X _____ # people	X _____ # days	\$ _____
Patches \$ _____ per patch	X _____ # people		\$ _____
	Other		\$ _____
	Other		\$ _____
	Other		\$ _____
	Total		\$ _____
<p>\$ _____ total, divided by _____ # people = \$ _____ per person</p>			

On a trip, an emergency contingency fund may need to be budgeted to cover a car breakdown or hospital expense.

The Girl Scout Stores have many items that you may need for purchase. 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 is new, the troop committee could arrange an equipment or supply "shower" to get your troop supply box or first-aid kit started!

7.

Camp Properties

Girl Scout love trips, and our camp properties are a great place to come for the day and explore what our properties have to offer to your troop! GSNI has four properties, and each property is unique.

Camp Dean

Camp Dean is in Big Rock, IL which is just west of Aurora in the southeast are of our council. Camp Dean has 160 acres of woods and grasslands. Welch Creek runs through the middle of camp and is one of the finest creeks in the state for wildlife. Explore its secrets on a hike, and don't forget your camera! There is a large hill in the middle of prairie offering fantastic views of the night sky.

Mary Ann Beebe Center

Mary Ann Beebe Center is 295 acres located between Harvard and Woodstock. Pockets of water spread out across the property, providing habitats for various wildlife. Waterfowl love the area! From whooping cranes to wood ducks, the camp has many resident feather friends. The woodlands are populated with burr, white, and red oaks, great open grasslands, and high-quality managed wetland of about 25 acres.

Camp McCormick

Camp McCormick is nearly 400 acres of pristine wilderness and open prairies stretching along almost two miles of Rock River frontage. You can hike miles of manicured trails, while enjoying the plush scenery and ample wildlife. The sites are spread out for privacy. You could visit here all weekend and not see another camper.

Camp Activities

Each camp offers unique natural treasures to explore and structured activities just waiting for Girl Scout to experience! Try something new or practice an old favorite—either way, she'll be creating memories with friends! Visit our [GSNI Camp Web page](#) to check availability of our rentable activities. GSNI Outdoor Program Facilitators are required for Crate Stacking, Climbing Wall, Air Rifles, Tomahawk Throwing, Zip line, Kayak, Canoeing, and Swimming.



7a.

Reservation Procedures

In today's busy world, not every Girl Scout leader has the chance to be trained in every outdoor skill, so GSNI is making it convenient and flexible for leaders to take Girl Scout to camp and join in fun, hands-on activities, with the help of a trained expert in an area of interest! Troop and group leaders can now reserve experts in archery, crate stacking, low ropes, zip line, or lifeguarding to make the most of every trip out to camp!

All requests to use any camp properties of Girl Scout Scouts of Northern Illinois can be reserved online, and live availability can be checked by going to [ActiveNet](#). You can reserve activities and campsites online **at least THREE weeks prior** to the desired date and **MUST** include full payment. Any request with less than three weeks' notice will **NOT** be considered. If you need assistance, you can contact Customer Care at 844-476-4463 or by email at customer care@girlscoutsni.org.

Each property has a description and when you click on Reserve today! A reservation page will come up for that specific property. You can pay for day use or site fees online with a credit card, and payment in full is due at time of booking. You can also reserve activities our camps offer online the same way you would make a reservation for a camp site.

Day usage and Campsite reservations are first come first serve, with full payment. We do not hold sites on the calendars. If your site requested is not available, it will not be available to book.

If you just wanted to do Archery for the day for example, you will still need to reserve a day-use site and would pay the day use activity fee. You will need to pay for both the unit day-use fee and your activity's participant and activity fee.

Reservation Timeline:

Troops and Groups can book up to one year in advance from the day of inquiry.

Confirmations:

Confirmation information is sent immediately after payment has been made. An email is sent with details to your specific property reservation. There is also a link that includes information about the property, a map and a troop roster, and agreement that must be turned in to the ranger upon arrival.

Refunds:

Cancellations with less than three weeks' notice and no shows will be ineligible for a refund. A full refund will be given if the ranger needs to close the camp for emergency or safety issues. The ranger will contact you if this is the case.

7b.

Safety Rules & Regulations

One Week from Check-In:

You **MUST** call the ranger to confirm your reservation and to receive any other information from the ranger that you may need. Mary Ann Beebe Center and Camp Dean have codes to operate the gate otherwise you and your troop will not be able to get into camp.

TWO adults, one of whom is over 21, must be present in order to check in.

- **Camp Dean**—proceed through the gate, enter the code given to you from the ranger. Go to the Foxes Den (the log cabin that faces the main parking lot) to check in with the site monitor.
- **Camp McCormick**—Meet at the Welcome Lodge Porch.
- **Mary Ann Beebe Center**—proceed through the gate, enter the code given to you from the ranger. The ranger will meet you at a location near the gate.

The ranger/site monitor must be given a completed troop roster and agreement that is included in your confirmation email. This information will need to be filled out prior to your arrival at camp as you will need to list all Girl Scout, adults and emergency contact for each person that will be on the property. The emergency contact person is someone that is **NOT** on the property during your entire stay.

Please be prompt. The ranger is expecting you to check in and out at the times you requested/confirmed with him or her.

The Ranger will:

- Go over specific property rules.
- Direct you to your site.
- Confirm Departure time.
 - You will be expected to be ready to check out at this time.
 - Please stay at your site until the Ranger arrives.
 - If check out time changes during your stay, please notify the Ranger immediately.

At this time, you will designate your one emergency vehicle and transfer camping items. You can **NOT** drive to your site at Camp Dean.

- **Only one car from your group** may enter the camp and proceed to your site one time. You may put as much stuff in that car as possible, but it must go to the site and be parked there until departure, except in an emergency.
- **Parking is allowed only in the gravel areas.** Cars should never be parked on the grass. Cars should **never** be parked next to the shelters or tents.

For the safety of our campers, please **DO NOT** drive back and forth between your site, the parking lots, and other camp locations. **Please follow ALL posted speed limit signs.** Cars should not be moved

between unloading and check out. Girl Scouts are expected to hike to their site.

Access to the pool, and the maintenance areas are limited for the safety of our campers and for insurance purposes. *Please do not enter these areas unless arrangements have been made to do so.*

The Ranger's house and its yard are considered a private residence and are not available for camper use. If assistance is needed for an emergency please contact ranger on call that is posted at each site. Do not approach his or her home.

Arriving At Your Site:

- Unload your gear and get settled.
- Review emergency procedures and exits with your entire group.
- Recycling: Separate recyclable items and place in recycling containers—other garbage into the garbage cans.

When You Depart:

- Clean your site according to the instructions the site manager gave you at check-in. **Remember that you must take everything you brought with you when you leave, including extra food and "decorations."**
- All garbage/recycling must be hauled to dumpster upon departure.
- The site manager will come to check out your group at your confirmed time.
- You may have to wait if several groups are checking out in a short time period.

A minimum of two adults per group must be present at all times.

Groups are responsible for providing all first aid, emergency care, and emergency transportation. There are emergency evacuation plans and maps posted at each site.

You will be given a two-way radio to use to communicate with the Ranger/Site Monitor during your stay at camp Dean.



7c.

Minimal Impact Policy

As part of the Girl Scout Law, Girl Scouts have been taught since 1912 to “use resources wisely” and to leave a place better than they found it. One way to do that is to follow the guideline of “Leave No Trace. This is an ethical way of participating outdoors that promotes minimum impact to the environment while enjoying the outdoors. Girl Scout Scouts of Northern Illinois support Leave No Trace values and ethics, which teach stewardship, minimal impact camping, and responsible recreational use of land.

Girl Scout don't have to be in the wilderness to practice Leave No Trace principles; it's just as relevant to local parks and Girl Scout camps. Practicing Leave No Trace skills helps make the world a better place to be, building awareness, appreciation, and respect for the outdoors.

[Troop Trip and Overnight Approval Microsoft Form](#)

This form is to be used when an outing outside of your normal meeting spot that is further than 60 miles. You would also need to use this form for an indoor and outdoor overnight that is more than two nights on a Non-Council owned or Non-Council-Sponsored Site.

Other items you might want to have with you might include:

- An itinerary, if a trip is more than one day
- Lifeguard certification if partaking in aquatic activities with your own lifeguard
- Other facilitated activity certificates (archery, slingshots, small watercraft, etc.)
- Adult and Pediatric First Aid/CPR/AED certification

8a.

Next steps

Complete Beyond the Troop Meeting Review Questions in gsLearn

Please note: Completing Beyond the Troop Meeting without taking Lodge Camping does not qualify you for overnight camping/outings or outdoor cooking.

Beyond this Course

Indoor Overnight Camping will qualify you to:

- Take your troop on an overnight at a hotel, museum, lock-in, or lodges at camp..

Outdoor Overnight will provide even more information as you progress to sleeping outdoors while camping in platform tents through pitch-your-own-tents. Develop outdoor skills in fire building, outdoor cooking, knife safety, and more.

Enrichment Workshops each year GSNI offers an event called STEW where a variety of workshop topics are offered for you to learn more to provide continued learning for you to teach your Girl Scout. This is NOT certification trainings, but fun activities you can share with your troop.

Additional training add-ons are in development for more advanced outings for Cadettes, Seniors, and Ambassadors.

8.

Overview & Next Steps

These are the forms that leaders will need to take Girl Scout on activities outside the meeting place.

These forms can all be found on the website at www.girlscoutsni.org on the top right click on forms.

[Girl Scout Annual Activity Permission Slip](#) is an activity permission slip that can be used for the whole membership year. You will also need to use the [Girl Scout Annual Activity Permission sign up](#) with the annual permission slip.

[Troop Minor Health History](#) and [Troop Adult Health History](#) are forms that record of demographic and health information for Girl Scouts and adults in the troop.

The GSNI Accident and Incident Reports are now digital Microsoft Forms. Please complete the [Accident Report](#) for accidents and injuries, and the [Incident Report](#) for behavioral incidents.

[Emergency Card](#) keep copies in your wallet, give copies to other drivers that might be driving Girl Scout with your troop.

www.girlscoutsni.org


girl scouts
of northern illinois

Questions or more information?
Contact Customer Care at 844-476-4463 or
email at customer care@girlscoutsni.org

