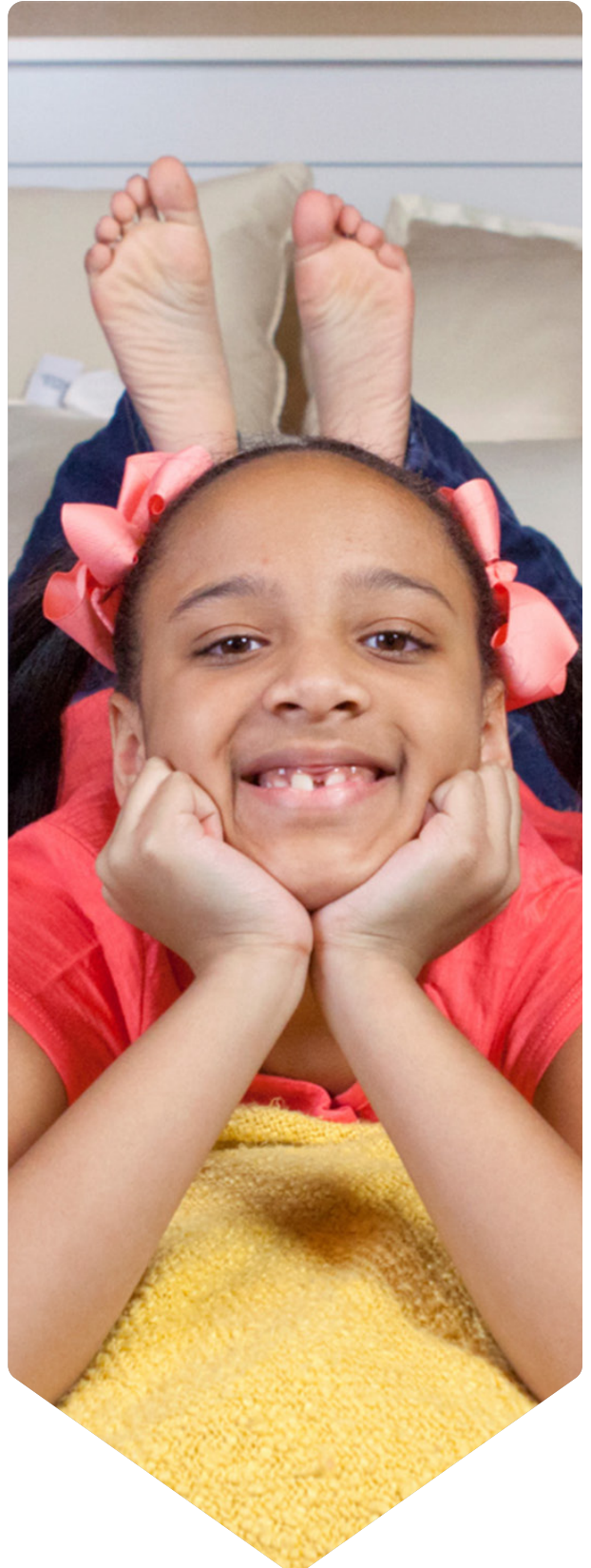


Trip & Outdoor Advisor Sleep In Guide

The Sleep In Guide is for Troop Leaders, Trip Advisors, and Camp Advisors who will be present during the trip and will assist Girl Scouts as they plan their indoor overnight. The Sleep In course will help you determine if your Girl Scouts are ready for an indoor overnight of 1-2 nights at someone's home, hotel, motel, hostel, or indoor GSNorCal facility, where there is indoor plumbing and electricity. It will help you to prepare and plan for a girl-led experience, understand the GSNorCal safety procedures, and anticipate and address challenges that may arise during the trip.

At least one adult who will assist Girl Scouts in planning, budgeting, and who will accompany them on their indoor overnight will need to complete the online 636 Trip & Outdoor Advisor learning path and 636 Sleep In course in [gsLearn](#). These courses are the first step in the training progression for adult volunteers for camping and travel trips.

If your troop would like to participate in a longer overnight (3+ nights) or in cooking, campfires, or outdoor camping activities, an adult volunteer will also need to complete the additional training requirements as listed in the [Trip & Outdoor Advisor Learning Matrix](#) and review the [Girl Scout Guide to U.S. Travel](#).



Progression and Readiness

Indoor overnights are in the “Move Out” tier of the [Outdoor Progression Chart](#). Before you begin to think about planning an overnight with your troop, make sure you’ve had plenty of opportunities to “Look Out,” and “Meet Out.”

All Girl Scouts will not be ready for an overnight experience at the same time. For some, this may be their first night away from their families. Be aware of each individual’s fears, apprehensiveness, and excitement. Work with them and their parents to prepare them for the overnight experience.

Are they ready?

- They want to go
- They’re not afraid to be away from home or family
- They can cope with new circumstances
- They can function as a member of the group and follow directions
- They can be flexible-not always have their own way and can handle change

Coping Skills

They should be able to cope with new circumstances such as:

- Meeting new people
- Visiting new places
- Sleeping in the dark
- Sleeping in a new place and/or on the floor
- Dealing with limited space and managing with little privacy
- Willingness to sleep, eat, and play with everyone, not just their best friend

Bedtime Concerns

Discuss with parents ahead of time if there are any specific nighttime issues or concerns such as:

- Sleepwalking
- Bed wetting
- Afraid of the dark, needs nightlight or comfort item

Overnight Skills

They had local field and day trip experiences leading up to an overnight

- They participated in planning the overnight trip
- They have had practice using and participating in Kaper Chart tasks or similar assignment sheet
- They can follow written, verbal, or illustrated instructions
- She cleans up after herself in a kitchen or bathroom
- With practice, they can pack and repack their luggage, roll or stuff their sleeping bag, use a flashlight, etc.

As a group they must be ready for an overnight experience. Their ability to work together, plan together, and play together will help to make the experience a good one.

Note: If a Girl Scout is not ready, do not hold back the whole troop. If you realize that most of your troop is not ready or that several parents are feeling uncomfortable with the idea, this may be a sign that you are attempting a plan that’s a bit too ambitious! Take a good, honest look at the progression you have so far. Plan a few more local field trips and day trips to give youth the skills they need to successfully progress to an overnight experience.

Planning for an Overnight

Planning for an overnight should begin many months before the trip and should be girl-led as much as possible. As the leader, you have specific responsibilities, particularly for the health and safety of your troop, but most of the planning steps are opportunities for learning and developing for the girls. When the Girl Scouts do the planning, they feel ownership and a sense of accomplishment.

Here are a few questions you can ask when planning your trip:

- Where do you want to go?
- What do you want to do?
- What do you want to eat?
- What do we need to bring?
- Who will go with us?
- How will we get there?

You can start with a brainstorming session, this immediately gives Girl Scouts the feeling that anything is possible. Make a list of possible overnight places and activities you could do.

Places your troop could go for an overnight *must have indoor plumbing and electricity:

- A member's home
- Family cabin
- Hotel/motel
- Hostel
- Indoor GSNorCal Property
- See [Indoor Overnight Locations](#) for more ideas

Things to consider when choosing a location are:

- Distance from home
- Comfort/familiarity
- Safety and accessibility
- Sleeping arrangements
- Cost
- Nearby activities/amenities
- Public vs. private location

As your plans are coming together, consider the following guidelines and procedures for each type of location.

At a Hotel, Motel, or Hostel

- Do not make non-refundable deposits until your trip has been approved and watch out for extra fees (parking, extra beds, etc.).
- Share these safety tips with everyone before you leave on any trip that involves a stay at hotel, motel, hostel, or dormitory:
 - Always lock the door behind you and do not open the door for strangers.
 - Don't mention or display your room number when in the presence of strangers.
 - Teach youth to never roam hotel or hostel halls alone (use the buddy system, make sure an adult knows)
 - Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
 - Never leave luggage unattended in the hotel lobby (or in an airport, train or bus station).
 - When arriving at the hotel, locate emergency exits.
 - Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take the flashlight and bag with you in an emergency.

At Someone's Home

- Any adult staying in the home should be background-checked Girl Scout members.
- If other family members (siblings, etc.) stay, girls must have separate bathroom and sleeping areas away from any males in the house.
- The Girl Scout and leader who live in the house should sleep with the troop, not in their own beds. Co-leaders should stay with the troop too and not go home (even if it's next door)! Keep supervision standards intact at all times.
- Pets may be overwhelmed by the amount of time such a large group is in the home. Make sure they have a safe place to retreat, away from the group.

What to Do

Once you and the troop have a good idea of where you want to go, what will you do? Girls Scouts should have a major role in determining what they will do. Try some of these ideas:

- Work on a badge or Journey
- Check out STEM Programs
- Songs and games
- Arts and crafts
- Team building activities
- And so much more!

Now that your indoor overnight plan is coming together, you and your Girl Scouts can start to plan the smaller details. Here are some topics to consider:

What to Eat

If this is your first overnight you may want to make it simple by eating out or ordering in. Another option is to prepare simple, no cook meals or meals that are prepared by adults. Remember, before youth can help prepare or cook a meal an adult volunteer will need to complete the online Cook In course.

Here are some guidelines to consider:

- Healthy options
- Inclusiveness, consider dietary restrictions, allergies, cultural and religious beliefs
- Kitchen basics, washing hands before eating and avoid cross-contamination
- Shopping, have them make a list and take them shopping for their food and snacks

What to Bring

As a troop you should determine what items are needed, what items need to be purchased by the troop, and what the Girl Scouts should bring. Here are some guidelines to consider when planning what you will need:

- What amenities will you have?
- What kind of location will you be in?
- What will the weather be like?
- What activities will you be doing?

Have them make a packing list and/or use the [Personal Packing Checklist](#) as a guide. Each individual should be able to carry their own personal gear. Have them practice planning and packing before the trip. Make sure to indicate on your packing list the items they should leave at home.

Tip: Some Girl Scouts will need practice planning what to bring and how to pack. Here are a couple of activities you can do with the troop:

- Bring different kinds bags; a backpack, duffel bag, small hard case suitcase and talk about each type and it's advantages and disadvantages.
- Pack an overnight bag and show the Girl Scouts what you have. Maybe add some things you should not have to see if they notice it.

Overnight Guidelines

You are responsible for following the sleeping arrangement guidelines in [Volunteer Essentials](#) and the [Introduction to Safety Activity Checkpoints](#). Review the general sleeping arrangements and guidelines for families. Below is a review of our sleeping arrangement guidelines.

Sleeping Arrangements

- It is not mandatory that an adult sleep in the same sleeping area (tent, cabin, hotel room, or designated area) with youth, but if an adult does share the sleeping area, **there should always be two unrelated female adults present**. Make sure to follow [GSNorCal adult-to-girl ratios](#).
- No adult should be alone with any Girl Scout, unless they are her or his own child.
- Girl Scouts should have their own bed and may not sleep in the same bed with other Girl Scout unless parent/guardian permission is obtained.

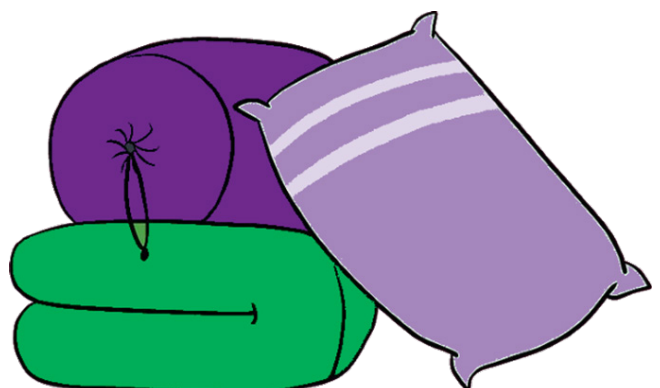
How about Family Members?

- Adults and youth never share a bed. An exception can be made for parent-child pairs, but whenever possible, maintain the troop experience by having youth lodge together.
- One adult should not sleep in a tent or a hotel room with youth unless they are all her/his own children. During family or parent-child overnights, one family unit may sleep in the same sleeping quarters (tent, cabin, hotel room, etc.) in program areas.

Resources

You can access all resources referenced in this document through the links below:

- [Volunteer Essentials](#)
- [gsHelpCenter | Outings, Trips, and Travel](#)
- [gsHelpCenter | Resources - Outings, Trips, and Travel](#)
- [gsHelpCenter | Resources - Safety](#)
- [gsHelpCenter | Resources - Safety Activity Checkpoints](#)



Safety & Emergency Management



As you are planning, make time to review resources, complete paperwork and prepare for your trip.

- Review the [Trips & Travel Safety Activity Checkpoint](#) and specific checkpoints for the activities you will be doing.
- Complete and submit the [Trip or High-Adventure Approval Form](#) at least 2 weeks before your trip.
- Check the [Approved Vendor List](#), if needed
- Get [Contracts or Use Permits](#) signed by council staff.
- Collect [Activity/Event Permission Forms](#).
- Review [Girl Health History Forms](#) and collect [Adult Health History Forms](#) from those adults attending the overnight.
- Collect [Troop Driver Forms](#) from adults driving youths on the trip.
- Purchase additional insurance, if needed (see [Volunteer Essentials: Safety-Wise: Insurance](#)).
- Create Trip Folders for all drivers (see [Volunteer Essentials: Safety-Wise: Trip Folders](#)).
- Make sure you have a designated Adult First Aider and that the first aid kit is well stocked.
- Check the [Safety Risk Management Resources](#) for additional forms that may apply.

Prepare for Emergencies

Prepare your Emergency Action Plan. Include a plan for fire, lost youth, evacuation, etc. Check the emergency procedures at the facility or home you will be staying at and review in the [GSNorCal Emergency Management Plan](#). Girl Scouts can and should assist with creating a specific emergency plan for your indoor overnight.

Here are some emergency planning reminders:

- You should establish and review the emergency plan with youth and adults, make sure everyone knows what to do and who to report to in an emergency situation.
 - Be sure all building exits are known
 - Know all the roads out of the area
 - Establish a central meeting place
 - Know the location of the nearest hospital and/or urgent care facility
- Make sure you have an established at-home emergency contact who knows the travel and emergency plans, and has a complete roster of all youth and adults on the trip.
- All adults should have a copy of the [Council Emergency Plan](#) and [Council Emergency Cards](#).
- You should download copies of the [Accident/Injury Report Form](#), [Incident Report Form](#) and [Media Information Sheet](#), and [Insurance Claim form](#) before the trip to and have them handy.

Plan for Success

Work with youth to establish a team agreement and behavior contract that outlines the rules that everyone will follow on your overnight. Write them out and post them where they can be seen. Include consequences for negative behavior, for example, they will get a warning or will be sent home.

Be sure Girl Scouts consider the following in their team agreement:

- Use the buddy system
- Stay with the group, no wandering away
- Follow the Kaper chart
- Set lights-out and wake-up times
- Wear appropriate clothing and shoes



Not all overnights will be free of conflict, disagreements, or arguments. When it does happen, do not take sides. Try to get to the root of the problem, finding the root cause will help youth to solve the problem themselves.

After all the details are planned it is time for the big day! During most overnight trips Girl Scouts are excited and will have a hard time getting to sleep. Plan for quiet and calming activities closer to bedtime. A good way to quiet them down would be to sing a calming song or tell them a story, but you may want to stay away from scary stories.

To help things run smoothly here are some tips:

- Figure out the sleeping arrangements before bedtime.
- Determine if nightlights are needed.
- Enforce quiet time and teach Girl Scouts to respect others around them.
- Follow the parent's instructions on handling special issues such as: sleepwalking, bedwetting, or other night time routines.
- Ensure everyone knows how to find the bathroom during the night and who to go to if they need help.
- Ensure everyone knows what time wake-up is and what they should do if they wake early.

Homesickness

Homesickness is normal for both first timers and experienced Girl Scouts. After a few hours, some youth can adjust. Children who are homesick can present in various ways; sadness, depression, needing constant attention, and complaints of varying degrees of illness such as headache, tummy ache, and feeling sick. Reassure the Girl Scout that they will be successful, have them get involved in the program activities to distract them. The leader may need to contact the parent to partner with them and make a plan, which may involve them going home.

Bedwetting

Bedwetting should be dealt with on a private basis with. The caregivers could place an absorbent bed pad in the sleeping bag at home so that no one knows about the situation. You could limit the amount of liquids after a certain hour in the evening. Have their sleeping arrangement closest to the bathroom and make sure they use the restroom right before going to sleep.

Indoor Overnight Personal Packing Checklist

Every overnight will be a different experience and packing should be customized for each outing based on expected activities. Use this checklist to guide you in preparing for your indoor overnight adventure.

Clothes:

- ☐ Shorts and/or long pants
- ☐ Sweater and/or jacket
- ☐ Shirts, short sleeved or long sleeved
- ☐ Socks/underwear
- ☐ Shoes (closed-toed)
- ☐ Rain gear (if needed)
- ☐ Hat for the sun (if needed)
- ☐ Bandana

For Sleeping

- ☐ Warm sleeping bag (any extra blanket & pillow may be rolled inside bag)
- ☐ Insulated foam, sleeping pad (if needed)
- ☐ Warm pajamas or sweats
- ☐ Beanie or stocking cap for cool weather (if needed)
- ☐ Flashlight and extra batteries

Personal Items:

- ☐ Toothbrush and toothpaste
- ☐ Hair brush and comb (hair ties for long hair)
- ☐ Wash cloth/small towel/Soap (in a baggie or soap dish)
- ☐ Deodorant (no aerosol spray)
- ☐ Feminine products
- ☐ Glasses/retainer case
- ☐ Plastic bag (for wet/dirty clothes)
- ☐ Sunscreen/insect repellent
- ☐ Water bottle
- ☐ Medication(s) with instructions for use signed by parent to be given to first aider, labeled in original container(s)

OPTIONAL:

Camera, sunglasses, watch, book, small comfort item (stuffed animal)

REMEMBER:

Personal equipment often needs to be adapted to the projected weather and site conditions. Each and every item should be marked with the Girl Scout's name.

DO NOT BRING:

Valuables, electronics, jewelry, perfume, scented lotions, gum, candy, aerosol cans (they can leak or explode), or anything you would be heartbroken to lose.



Indoor Overnight Locations

Ready for your indoor overnight? GSNorCal offers several great locations for indoor overnight adventures. This is a great way to have your Girl Scouts experience the fun of the outdoors and the comfort of sleeping indoors, while preparing them for more outdoor camping. Each rental property has a webpage with a summary of facilities, pricing, and map. Reservations can be made online, by fax, or by email registration@gsnorcal.org.

GSNorCal Property with Indoor Sleeping Accommodations
<http://camp.gsnorcal.org/rentals/rent-a-property>

Rainbows End

Located in the north east area of San Jose. The house offers program area, a large deck, restrooms and complete kitchen. It also has a large grassy area for outdoor activities.

Lou Henry Hoover

Located in Palo Alto adjacent to a city park, public pool, junior museum, and children's theater. The house has a large room, complete kitchen, and restrooms.

A Girl's Place

Located in Fairfield, Solano County. The house has two separate rooms, complete kitchen, restrooms, and patio.

Ida Smith

Located in San Francisco close to the beach and zoo. The Hauser house has a full kitchen, common space and detached bathroom.

Camp Bothin

Located in Fairfax, Marin County. Different buildings that offer dormitory style beds, meeting room, kitchen and shared bathrooms.

Camp Arequipa

Located next to Camp Bothin has Steinau House with dormitory style sleeping, kitchen, meeting room, and restrooms.

Camp Twin Canyon

Located in Lafayette, Contra Costa County. It has one sleeping cabin with kitchen, wood burning stove and detached bathroom.

Additional Indoor Locations

Hotels, Motels and Hostels:

A hostel provides a comfortable night's sleep at a low cost in private or dorm-style accommodations. Hostels are located in unique settings all over the world. They come in all shapes and sizes, from historic buildings with 20 beds to renovated hotels with 600 beds, and often reflect the special character of their surrounding communities.

Airbnb and Other Private Rentals:

Troops may stay at Airbnb and other private rental properties, such as VRBO or HomeAway, as long as parents/guardians sign the Activity/Event Permission Form that includes a Waiver and Assumption of Risk. Girl Scouts may not stay at these private rentals unless their parents/guardians sign the form. Review the [Introduction to Safety Activity Checkpoints](#) for details.

