

Basic Overnights: A Checklist for Leaders

- Girl Scouts have decided to plan an indoor overnight and they are ready.
- At least one adult volunteer has taken the Basic Overnights course in gsLearn.
- At least one adult volunteer going on the trip is certified in CPR/First Aid.
- [Safety Activity Checkpoints](#) for Travel/Trips, and any other specific activities, have been reviewed. Any requirements such as qualified instructors or lifeguards have been booked.
- An overnight location has been secured.
- If a male is attending the overnight, separate sleeping area and bathroom facilities are arranged.
- Co-leader has a well-stocked first aid kit and blank copies of [First Aid/Accident Treatment Notification Forms](#).
- Co-leader has a packet with completed [Health and Permissions Forms](#) for every Girl Scout and adult attending the overnight.
- Co-leader has a copy of the Council Emergency Procedures.
- Transportation has been arranged. Transporting Girl Scouts section of [Safety Activity Checkpoints](#) and the [Transporting Girls & Driver Checklist](#) has been reviewed with drivers. Provide each driver with:
 - [Transporting Girls & Driver Checklist](#)
 - Specific address and directions to location.
 - Copy of completed [Health and Permission form](#) for each girl and/or adult in their vehicle.
 - Cell phone numbers of all drivers and adult chaperones.
- Packing and gear lists distributed to Girl Scouts and they have what they need.
- Girls made [SWAPs](#), if they'll be traded at the overnight.
- Food has been planned.
- Food has been purchased.
- Troop equipment, food, and activity supplies are packed
- Remember to relax and have fun!
- Evaluate the overnight with the girls before you go home.