



## 2019-2020 Girl Scout Overnight Information Guide

- \$65 per person fee includes a buffet dinner, hot breakfast, and late-night snack, as well as a New England Air Museum Overnight patch and exclusive Overnight activities including open cockpit experiences in real aircraft, hands-on programs, flight simulators, a film screening, and more!
  - Participants also receive a full day's admission to the New England Air Museum the day their Overnight ends, as well as half-price admission for immediate family members.
  - Cub Scout/Scouts BSA Overnights are open to all scouts registered with BSA and their families, including non-scout siblings ages 5 and older.
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### **Overnight Event Schedule:** (subject to change)

5:30-6:30pm: Check-in

6:30pm: All Participant Orientation Meeting

6:45-7:10pm: Dinner Shift 1/Evening Activities

7:15-7:45pm: Dinner Shift 2/Evening Activities

7:45-9:15pm: Evening Activities

9:15pm: Evening Activities End/All Participant Safety Meeting

9:15-11:00pm: Bedding Setup/Late-Night Activities & Snack /Film Screening

10:00pm: B-29 and Civil Hangars close

11:00pm: Lights Out/Quiet Time Begins

6:30am: Lights On/Quiet Time Ends

7:00am: Wings N' Things Gift Shop Opens/Museum Exhibits Open/Check-out begins

7:00-7:25am: Breakfast Shift 1

7:30-7:55am: Breakfast Shift 2

8:00am: Outdoor Exhibits Open

9:00am: All gear must be removed from the museum by this time

Immediate family members of Overnight participants may arrive at this time.

10:00am: Overnight ends/Museum opens to the public

5:00pm: Museum closes

### **Fees:**

Overnight registration is coordinated in advance by scout leaders. Overnight fees are \$65 per person with a \$35 per person deposit required at the time of reservation. Deposits are non-refundable and non-transferable to your group's final payment. Final payment and headcounts will be due two weeks prior to your Overnight. Deposits and final payments are payable in the form of check or credit card. Please make checks payable to the New England Air Museum.

**Questions?** Contact Amanda Goodheart Parks, Director of Education  
New England Air Museum [agparks@neam.org](mailto:agparks@neam.org) or (860) 623-3305 x313

**Cancellation and Refund Policy:**

Overnights require a minimum of 100 participants. Overnights that do not meet this minimum will be cancelled and all deposits will be refunded in full. Overnight registration closes 30 days prior to the event or when the Overnight sells out, whichever occurs first.

In the event of hazardous weather conditions, Overnights may be cancelled. While we understand weather varies throughout the region, we make cancellation decisions based on the forecast for Windsor Locks, CT. If we are forced to cancel an Overnight due to weather, groups will be offered an alternative date. If groups cannot participate in the alternative date, all fees will be refunded in full.

If members of your group drop-out of the event after final payment is due, one free museum admission pass and one Overnight patch per participant will be mailed to the group leader after the event for distribution. These passes do not expire and are redeemable for general admission any day the museum is open to the public.

**Participants:**

To ensure the safety of Overnight guests, all participating youth must be registered Girl Scouts and all participating adults must be registered Girl Scout volunteers or parents/legal guardians of participating scouts who have read and abide by the safety requirements outlined in their council's Volunteer Essentials Guide. We require a minimum of one adult (ages 18 and up) per every ten scouts for Overnights. NEAM Overnights can accommodate up to 165 participants (adults and scouts are included in this number). Any additional groups seeking to register after Overnights have filled will be added to a waiting list.

**Overnight Participant Roster:**

Leaders are required to submit a Participant Roster of all Overnight participants to the Director of Education two weeks prior to their Overnight. A Participant Roster Template will be provided to group leaders when deposits are received. Please use this roster when compiling your group's information. If groups need to make changes to Participant Rosters after they have been submitted, please contact the Director of Education as soon as possible prior to your Overnight. If families are uncertain which parent/guardian will be attending the Overnight, please list them both on one line on the Participant Roster as follows: "Jane or John Doe."

For the safety of all Overnight guests, only the youth/adults listed on your Participant Roster will be admitted into the Overnight, and all adults will be asked to show photo ID to New England Air Museum staff at check-in.

**Overnight Participant Release Forms:**

Overnight participants must present a signed Overnight Participant Release Form at check-in. Group leaders will be provided this form upon receipt of their group's deposit and are responsible for distributing these Release Forms to their group members. One signed Release Form per family/household is sufficient.

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### **Certificate of Insurance:**

The New England Air Museum requires a certificate of insurance from your local council in the amount of \$1,000,000 with coverage of bodily injury and property damage, listing us as additionally insured. Scout leaders must submit this certificate to the Director of Education at least two weeks prior to the event.

**Please make sure the following official name is listed on the certificate of insurance: Connecticut Aeronautical Historical Association DBA New England Air Museum. Certificates of insurances that do not include our official name or do not list the museum as additionally insured will not be accepted.**

### **Preparing for your Overnight:**

All Overnight participants are expected to review this Information Guide ahead of their Overnight to ensure a safe and enjoyable experience. We recommend group leaders exchange cell phone numbers with all group members in advance of their Overnight to help with communication. Gear should be clearly labeled with your troop/pack number and name.

#### **What to Bring:**

Sleeping bag, pillow & blankets  
Toiletries & flashlights  
Comfortable shoes & camera  
Camp pad/bedroll  
Individual/single size air mattress (or pool floats)  
Noise canceling headphones and/or sleeping masks  
Layered clothing as temperatures in our museum hangars fluctuate

#### **What Not to Bring:**

Valuables of any kind  
Full, queen or king sized air mattresses  
Tents, cots, or raised beds  
Portable video games, Ipads, Ipods  
Wheeled sneakers  
Alcohol or illegal drugs

### **Parking:**

Free parking in the museum parking lot is available for all participants.

### **Check-In:**

Check-in for Overnight groups will begin at 5:30pm on the evening of your Overnight. Packs and troops may check-in together or individually. Participants will be checked-in according to your group's Participant Roster, and all participating adults will be asked to show ID during the check-in process.

All participants will be assigned a color group at check-in and will be given a colored wristband to wear for the duration of the event. Leaders will be given a brief safety orientation, and groups will bring their gear into the museum at this time. After checking-in, groups will have the opportunity to complete a scavenger hunt before Overnight activities begin at 6:30pm.

### **Overnight Activities:**

Evening activities operate on a self-guided basis with groups free to explore the museum and participate in their choice of activities at their own pace. Evening activities may include open cockpit experiences in historic aircraft, hands-on stations, computerized and/or full motion flight simulators, and more. Evening activities will run from 6:45-9:15pm. Late-night activities may include a film screening, a LEGO free build station, and hands-on stations, and will run from 9:30-11:00pm.

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**Food:**

New England Air Museum Overnights include a buffet dinner, late night snack, and a hot breakfast. All menus are subject to change, but in general, guests can expect the following:

- Dinner: Chicken Tenders with Ranch, Ketchup, and Honey Mustard Dipping Sauce; Baked Macaroni and Cheese; Mashed Potatoes; Rolls and Butter; Lemonade; Water; Coffee.
  - A gluten free/dairy free/nut free Special Meal is available for Overnight guests with food allergies. Please see "Food Allergies" section below for additional information.
- Late-Night Snack: Chocolate Chip Cookies; Fruit; Granola Bars or Cheese Crackers; Lemonade; Water; Coffee.
- Breakfast: Scrambled Eggs; Bacon; Breakfast Potatoes or Homefries; Fruit; Yogurt; Orange Juice; Water; Coffee.

Overnight guests may also bring their own food. However, all food and beverage must be consumed in designated eating areas within the museum lobby. Only bottled water may be consumed in the museum and in designated sleeping areas.

**Food Allergies:**

The New England Air Museum is not an allergen free facility, nor can we guarantee that the food we provide during our Overnights is allergen free. If a member of your group has food allergies, please include this information on your Participant Roster. Please contact the Director of Education no later than two weeks prior to your Overnight to make necessary arrangements.

Guests with food allergies are welcome to bring their own food and to utilize the museum kitchen, including a sink, refrigerator, microwave, and toaster oven, as needed.

A gluten free/dairy free/nut free Special Meal is available for dinner for Overnight guests with food allergies. This meal includes Grilled Chicken, Roasted Vegetables, and Gluten-Free Pasta with Marinara Sauce. **Group leaders with guests who require Special Meals must order them in advance by indicating a Special Meal is needed on their Participant Roster. No additional Special Meals will be available during the event.**

**Overnight Access:**

For the safety of our Overnight guests, the museum's doors will be locked from the outside at 10:00pm and will not reopen until 7:00am the following morning. Anyone needing access to their vehicles overnight will need to notify the NEAM staff member on duty or find a friend to let them back into the museum.

**Late Arrivals and Early Departures:**

If members of your group need to arrive after 7:00pm and/or leave before 7:00am, please notify the Director of Education as soon as possible so we can make the necessary arrangements. Individuals who arrive late/leave early during the Overnight will need to check-in/check-out with NEAM Overnight staff upon arrival/prior to departure. Participants who require early morning departures will be offered a continental breakfast prior to leaving the museum.

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**Special/Medical Needs:**

If any members of your group have special medical needs (CPAP machines, medication refrigeration, other medical needs, etc.), please contact the Director of Education no later than two weeks prior to your Overnight to make necessary arrangements.

**Sleeping Arrangements/Safety Protocols:**

All Overnight participants will sleep on the floor in the Military Hangar. Groups will not be allowed to set up bedding until after evening activities conclude. Pre-assigned sleeping locations will be determined based on the size of your group. We do not accept requests for specific sleeping areas, and strongly recommend Overnight guests bring sleeping pads and/or individual size air mattresses as the museum's floors are made of concrete. **For safety reasons, full, queen, and king size air mattresses, as well as cots and raised beds, are not permitted at New England Air Museum Overnights.**

All changing of clothing is to take place in restrooms and not in public spaces. Some lights will be on throughout the event for safety purposes, and large overhead fans will run throughout the event to circulate air throughout the museum. If you have any concerns about sleeping arrangements, please contact the Director of Education.

In keeping with Girl Scouts of Connecticut policy, all men who participate in Girl Scout Overnights will sleep separately from women and girls.

**Quiet Time:**

Lights out will be at 11:00pm, and Quiet Time will be in effect from 11:00pm to 6:30am. To ensure the comfort of your fellow Overnight participants, we appreciate the support of leaders and chaperones in enforcing this policy.

**Wings & Things Gift Shop:**

The Wings & Things Gift Shop will open at 7:00am on Saturday morning for participants who wish to purchase souvenirs for their Overnight experience. Please ensure scouts are accompanied by an adult while shopping.

**Check-Out:**

Participants must check-out with museum staff prior to leaving the museum. Check-out will begin at 7:00am, and all participants must have their gear loaded into their vehicles by 9:00am. Immediate family members who wish to join Overnight participants at the museum after 9:00am that day will be granted half-price admission. While the Overnight will officially end at 10:00am when the museum reopens to the public, Overnight participants and their guests are welcome to stay at the museum (or leave and come back later that day) until closing at 5:00pm.

**Emergencies:**

In the event of an emergency at home, parents/guardians should contact their child's leader or participating parent/chaperone as the museum's phones will not be manned during the Overnight. The closest major hospitals to the New England Air Museum are Hartford Hospital and St. Francis Hospital in Hartford, CT and Baystate Hospital in Springfield, MA. To ensure the safety of all Overnights participants, a museum staff member will be on duty all night.

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### **Overnight Policies:**

To ensure a safe and positive Overnight experience, all Overnight participants agree to abide by the following policies:

- Scouts must be chaperoned at all times during the Overnight.
- Running is not permitted in the museum.
- Overnight guests are not permitted under exhibit ropes or chains, under aircraft, or in other unauthorized areas at any time.
- The use or possession of alcohol or illegal drugs during Overnight programs is strictly prohibited. If we suspect any Overnight participant is under the influence, they will be asked to leave. If any alcohol or illegal drugs are found in the museum during the event, they will be confiscated. We appreciate your cooperation.
- Smoking is prohibited inside the museum.
- The New England Air Museum assumes no liability for lost or stolen items

### **Guest/Group Removal:**

The New England Air Museum reserves the right to ask any participant to leave the Overnight if he/she refuses to abide by any of the policies outlined in this Information Guide. Refunds will not be granted to guests and/or groups who are asked to leave the program.

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### **Overnight Preparation Checklist:**

- Review **Overnight Information Guide** with all participants.
- Submit a **non-refundable deposit** at time of reservation.
- Distribute **Overnight Participant Release Forms** to all participants.
- Submit **Overnight Participant Roster, Certificate of Insurance, and Final Payment** to the Director of Education two weeks prior to your Overnight.
- Each family presents their signed **Overnight Participant Release Form** at check-in.
- Enjoy your Overnight at the New England Air Museum!

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