



Girl Scout Overnight Information Guide 2018-2019

Updated June 20, 2018

- New England Air Museum Scout Overnights include open cockpit experiences in real aircraft, hands-on activities, flight simulators, a film screening, and more!
- Participants receive free admission to the New England Air Museum the day their Overnight ends, as well as half-price admission for immediate family members.
- \$55 per person fee also includes an evening snack, a hot breakfast, and a New England Air Museum Overnight patch for all participants.

Overnight Event Schedule: (Subject to change)

6:00-7:00pm: Group Check-in

7:00pm: All Participant Orientation

7:15-9:15pm: Evening Activities & Evening Snack

9:15pm: All Participant Meeting

9:30-11:00pm: Bed Set Up/Film Screening

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

7:00-7:30am: Breakfast Shift 1

7:30-8:00am: Breakfast Shift 2

8:00-9:00am: Check-Out/Museum Exploration

9:00am: Overnight Ends – Overnight Participants are welcome to stay past this time!

10:00am: Museum Opens to Public

Fees:

Overnight reservations are coordinated by scout leaders. Overnight fees are \$55 per person with a \$25 per person deposit required at the time of reservation. Deposits are non-refundable and non-transferable to your group's final payment. Final payments and headcounts will be due two weeks prior to your Overnight. Final payments are also non-refundable, though if you have last minute drop-outs after your final payment is due, these individuals will be given a paid admission pass to visit the museum at a later date. These passes do not expire and will be mailed to the group leader after 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.

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.

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

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 hazardous weather, all fees will be refunded in full.

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 per every five scouts for Overnights. Any additional groups seeking to register after this maximum number of participants have provided deposits 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. Only scouts and adults listed on your roster will be admitted into the 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 last minute 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 will be attending the Overnight, please list them both on one line as follows: "Jane or John Doe."

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.

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 to include our official name on the certificate: 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:

We recommend group leaders exchange cell phone numbers with all of their 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
Noise canceling headphones and/or sleeping masks

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 6:00pm 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 (red, blue, yellow, green, or purple) 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 be allowed to bring their gear into the museum at this time. After checking-in, groups will have the opportunity to complete a scavenger hunt before Overnight programs begin at 7:00pm.

Evening Activities:

Evening activities operate on a self-guided basis with groups free to explore the museum/participate in their choice of activities at their own pace. Activities include open cockpit experiences in historic aircraft, hands-on activities, computerized and/or full motion flight simulators, and more. The evening activity block will end at 9:15pm, and will be followed by an all participant meeting. Groups will be able to set up bedding, prepare for bed, and/or watch an evening film screening from 9:30-11:00pm. Lights out will be at 11:00pm.

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 you 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.

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Food:

New England Air Museum Overnights do not include dinner. There are several casual/fast food restaurants within a ten minute drive of the museum, and we can provide a list of recommended restaurants upon request. Groups may also use our dining area for an indoor picnic dinner during check-in. This area will be available on a first come, first served basis. Groups picnicking at the museum are responsible for coordinating their own food arrangements and paper goods, as well as for cleaning up prior to the start of Overnight programs at 7:00pm.

An evening snack and hot morning breakfast will be provided by the museum during the Overnight. Evening snacks include granola bars, fruit, cheese crackers, cookies, and fruit snacks in addition to coffee, water, and lemonade. Breakfast includes scrambled eggs, bacon, fruit, muffins, and breakfast pastries in addition to coffee, water, and orange juice. Groups are welcome to bring their own food, but please note that all food and beverages may only be consumed in designated eating areas. Water bottles are permitted in museum 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 disclose this information on your Participant Roster so we can make adjustments to our menu, if needed. We strongly encourage that participants with food allergies bring their own snacks and breakfast. The museum's kitchen, which includes a sink, refrigerator, freezer, microwave, and toaster oven, will be available to participants with food allergies upon request. Please contact the Director of Education no later than two weeks prior to your Overnight to make necessary arrangements if members of your group need to use the museum's kitchen during your Overnight.

Special/Medical Needs:

If any members of your group have any special medical needs (CPAP machines, other medical devices, etc.), please contact the Director of Education no later than two weeks prior to your Overnight to make necessary arrangements for power access in sleeping areas.

Overnight Behavior Expectations:

To ensure a safe and positive Overnight experience, leaders and adult chaperones are responsible for enforcing the following Overnight 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.
- Smoking is prohibited inside the museum.

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Sleeping Arrangements:

For safety reasons, groups will not be allowed to set up bedding until after the evening activities conclude. Pre-assigned sleeping locations on the museum floor will be determined based on the size of your group. We do not accept requests for specific sleeping areas, and we strongly recommend that participants 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. Please note that some lights will be left on at all times throughout the event for security purposes. If you have any concerns about sleeping arrangements, please contact the Director of Education.

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 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 from their Overnight experience. Please ensure scouts are accompanied by an adult while shopping.

Check-Out:

Groups must check-out with museum staff prior to leaving the museum. Check-out will begin at 7:00am and the Overnight will end at 9:00am. All participants must have their gear loaded into their vehicles by this time. However, Overnight participants are welcome to continue exploring the museum at that time. Immediate family members who wish to join Overnight participants at the museum after 9:00am that day will be granted half-price admission. The Museum will reopen to the public at 10:00am.

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.

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 these policies. Refunds will not be granted to guests and/or groups who are asked to leave the program.

Overnight Preparation Checklist:

- Submit **non-refundable deposit** at time of reservation.
- Review **Overnight Information Guide** with all scouts, parents, and participating adults.
- Distribute **Overnight Participant Release Forms** to all participants.
- Submit **Overnight 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!

Thank you for participating in our Scout Overnight program. We look forward to hosting you and your scouts at the museum!

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