



## Girl Scout Overnight Information Guide 2017-2018

- Overnight activities include climb-aboard **Open Cockpit Experiences** in real aircraft, hands-on **Build & Fly Challenges, Flight Science Demonstrations**, and more!
- Overnights run from **6:00pm-9:00am**. Check-in begins at 6:00pm, Overnight programs begin at 7:00pm.
- 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 includes an **evening snack** and **hot breakfast** for all participants, as well as a **commemorative New England Air Museum patch**.

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### **Fees:**

Overnight reservations and payments 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 toward your group's final payment. Final payments and headcounts will be due two weeks prior to the event. Final payments are non-refundable. 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:**

Scout Overnights require a minimum of 100 participants. Overnights that do not meet this minimum will be canceled 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 canceled. 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 roster of all Overnight participants to the Director of Education two weeks prior to the event. Only scouts and adults listed on your roster will be admitted into the Overnight. Please use the Overnight Participant Roster Template available on our website. If you need to make last minute changes to your roster after it has been submitted, please contact the Director of Education.

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

### **Overnight Participant Release Forms:**

Overnight participants must present a signed Overnight Participant Release Form at check-in. Leaders will be provided a digital copy of this form upon receipt of their group's deposit, and are responsible for distributing Release Forms to their group. 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 two weeks prior to the event along with your roster and final payment. Please include our official name on the certificate: Connecticut Aeronautical Historical Association DBA New England Air Museum.

### **Health and Medical Forms:**

In keeping with GSA policy, we require leaders be in possession of all participating scouts' Health and Medical forms at all times during the Overnight.

### **Preparing For Your Overnight:**

We recommend leaders distribute cell phone numbers to all adults participating in the event 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  
Optional: Individual sized air mattress

#### **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

### **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. 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.

### **Programs:**

Overnight programs 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 build and fly challenges, flight science demonstrations, computerized and/or full motion flight simulators, and much more.

### **Late Arrivals and Early Departures:**

For the safety and security of our Overnight guests, museum doors will be locked from the outside at 10:00pm and will not reopen until 7:00am the following morning. Anyone needing access to vehicles in the museum parking lot overnight will need to notify a NEAM staff

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member, or find a friend to let you back into the museum. If members of your group need to make late arrival or early departure arrangements, please notify the Director of Education as soon as possible. Individuals who need to leave early during the Overnight will need to check-in with NEAM Overnight staff prior to departure.

### **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. Group 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, crackers, cookies, and fruit snacks, in addition to coffee, water, and juice. Breakfast includes scrambled eggs, bacon, fruit, muffins, and breakfast pastries in addition to coffee, water, and juice. Please note that food and beverages may only be consumed in designated eating areas, and only capped water bottles are permitted in exhibit sleeping areas.

### **Food Allergies:**

Please note the New England Air Museum is not an allergen free building. If a member of your troop/pack has food allergies, please disclose this information on your Scout Overnight roster so we may contact their parents/guardians directly. We recommend participants with food allergies bring their own snacks and breakfast. Please contact the Director of Education with any allergy or dietary concerns prior to your Overnight to make necessary arrangements.

### **Overnight Rules:**

To ensure a safe and positive scouting experience, leaders and adult chaperones are responsible for enforcing the following Overnight rules:

- 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.

### **Sleeping Arrangements:**

Please note groups will not be allowed to set up bedding until evening activities conclude for safety and security reasons. 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 recommend sleeping pads or individual size air mattresses as the museum's floors are made of concrete. For group safety, full, queen and king size air mattresses, as well as cots and raised beds, are not allowed. 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. In keeping with GSA policy, fathers and male guardians will be assigned a separate sleeping area from scouts. If you have any concerns about sleeping arrangements, please contact the Director of Education.

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**Quiet Time:**

Lights out will be at 10:30pm, and quiet time will be in effect from 10:45pm to 7:00am. 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 early for Overnight groups at the conclusion of your Overnight for groups who wish to shop. Please ensure scouts are accompanied by an adult while shopping.

**Check-Out:**

Groups must check-out with staff prior to leaving the museum. Check-out will begin at 7:00am. If you need to leave earlier, please notify NEAM staff in advance. The Overnight will end at 9:00am, but Overnight participants are welcome to explore the museum beyond 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 open to the public at 10:00am.

**Emergencies:**

In the event of an emergency at home, parents/guardians should contact their child's leader 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 staff member will be on duty throughout the 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.

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**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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