



Thinking Day International Fair 2002

Information updated 01-25-02

Date: Thursday, February 14, 2002

Time: 2:00-5:00 PM

Location: American School of Kuwait

Cost: free to girls and troops (LTC will pay 1 KD per girl)

Things to remember on day of event:

- must have Troop Travel book with permission slips, health histories, etc. with leader
- give each girl her passport and her bag as she arrives for the event
- Arrange for adult(s) and possibly some girls, to set up your station at 1:00 at the ASK
- Leave your Troop Travel book at the First Aid station, where the First Aider will check it for health histories and permission slips and keep it in case any girls are injured or ill during event. You can pick the book up from the station as you leave.
- Event STARTS at 2:00 so all girls, stations, leaders, etc. must be present and ready to go at that time
- We will have one adult from USAGS – Kuwait who will stay at the elementary school gate until 2:15 to shepherd any latecomers to their leader. Any girls coming after that time will be on their own and their parents will have to locate their leader in order for the girls to participate.

At or after the event you will be given:

- A patch for each girl who attends

Things to do in advance:

- Get signed permission slips from each girl attending
- Arrange for pick up and drop off of all of your girls (make sure that the parents realize that they should personally bring their girls to meet with a leader and should personally pick them up from you, not just drop at the gate nor wait in the car. We will have 1 person dedicated to calling parents to come pick up girls who arrive without appropriate paperwork at the event. Those girls will not participate. So, to avoid this unpleasant situation, please make sure your parents understand what they are to do.
- Make sure there is a health history for each girl
- Make sure all of the adults who are to attend from your troop are coming and know where to go and what they'll do
- Be sure that an adult or two is ready to stay after the event to take down your station and clean up (these adults can keep their daughters with them!)
- Help the girls fill out the ID page of their "passports" and put their pictures on the page. Collect the passports and save them for the event.

How you might organize your troop for the day of the event

If I had a young group of girls I might:

- go to the event with my daughter at 1:00, set up my station. I'd bring an extra adult from my troop just to watch the younger girls belonging to me and my assistant leader while I was getting instructions, setting up, etc.
- have another adult from my troop meet all the girls and parents at the elementary school gate at ASK and gather the whole group before bringing them to the gym. This adult would have my troop book with permission slips and health histories in it and would give it to the First Aider.
- at the end of the event I would have an adult from my troop meet all of the girls, check to see that they have all their belongings, and then take them to the elementary school gate at ASK, where they will meet their parents.

If I had an older group of girls I might:

- go to the event with my daughter at 1:00, set up my station. I'd have my older daughter help me with the set up. I might bring another adult from the troop and her daughter as well.
- have another adult from my troop meet all the girls and parents at the elementary school gate at ASK and gather the whole group before bringing them to the gym. This adult would have my troop book with permission slips and health histories in it and would give it to the First Aider.
- check with my girls at the end of the event and have an adult from my troop go with them to meet their parents at the ASK elementary school gate. I would make sure this adult has a checklist of girls so that she could check them off as they tell her they see their parents and are leaving. I would instruct the girls to be sure and wait at the gate, so that if their parents do not arrive before I am done cleaning up, I know they are there and can take them with me when I leave.

This is how I would handle girls arriving late and being picked up late:

- I would make this a troop policy that is followed for all field trips and events.
- I would let the parents know that I will leave for a field trip (this works for other destinations as well) promptly at xx:xx time. Our troop will do this because it is not fair for the girls who made it on time to have to wait and miss out on part of the event due to latecomers.
- If the girl is arriving late and has missed the transportation (or event sign in, etc.) the parent may take the girl to the trip destination and locate the leader, to whom the parent may personally turn over the girl. The girl is NOT to be just dropped off at the destination of a trip – make sure the parents understand that they must bring the girl to you personally.
- I would make sure that the parents all know that if they are xx minutes late picking up the girls, they will probably find their daughter is no longer at ASK (at the regular location where my girls gather and disperse) because I have taken the girls to yyyyy's house and the parent is to collect them from that location. I'd tell them this is because I cannot just wait for a long time to see if the parent arrives or not.