



General Scouting Information, Rules and Procedures

- All participants must have a signed Release and Medical Authorization prior to staying in the museum.**
 - If the participants do not bring the release with them, they must opt out of the overnight.
 - Extra copies are available from museum staff and can be signed by a parent or guardian on site.
- Arrival time is between 7:00 - 7:30 pm.** Troop leaders should check in with an EdVenture staff member upon arrival. Leaders will be directed to where their troops should leave belongings and congregate. If troop leaders choose the dinner option they should arrive at 7:00. Dinner will be from 7:00 – 7:30 pm.
- Orientation is in the theater at 7:30 pm.** All troops must go to the Imaginarium Theater for an overview of general rules, instructions and procedures.
- EdCetera, the museum store, will be open from 7:00 - 8:00 pm.** This is a wonderful opportunity for scouts to shop for EdVenture merchandise such as shirts, snacks and drinks! The store will not reopen until normal business hours the following day at 9:00 am.
- All cars must have a parking pass displayed in the front window.** Passes will be given to Troop Leaders / chaperones after they have checked in with the museum staff.

Museum Rules:

- Doors are locked and no one will have access in or out between 7:30 pm - 8:30 am.
- Only scouts are permitted to stay overnight. No siblings are permitted to spend the night.
- Troop/den must sleep in their assigned location with chaperones for the night.
- Lights go out at 10:30 pm! After this time, for safety reasons, scouts should not leave their assigned area.
- In the museum there are two big rules, “no running” and “please use your inside voice”.

Other things to know:

- Snacks will be offered from 9:45 – 10:00 pm. If you bring your own snack, please be courteous to other overnights. Food/drinks are not allowed in designated sleeping areas.
- Breakfast begins at 7:00 am in the Clubhouse Café (lower level of the museum). The continental breakfast of pastries, juice, and fruit ends promptly at 7:45 am. Coffee is available for the adults.
- There will be cleaning staff in the museum at 7:00 am to begin preparing for the day.
- Troop Leaders are asked to have all materials from their scouts packed up and loaded into their cars prior to 8:30 am. Please note that the doors are locked until 8:30 am (for safety reasons) so please make arrangements to have someone to let you back into the building after you have loaded your vehicle.
- “Coffee, Cocoa and a Badge” workshops will begin at 8:00 am for scouts who choose to participate. Please note that this is an add-on and must be reserved in advance.
- Admission to the museum is FREE for the scouts the Saturday after the overnight (admission does not include the “Blooming Butterflies” exhibit). *Troops that arrive early on Friday (9:00 am – 5:00 pm) to explore will be charged admission to the museum.*
- Troop Leaders will receive the EdVenture Fun Patch for their troops on Saturday morning.



Troop/Den Information Sheet

Troop/Den # _____ Troop/Den Leader _____

Number of Scouts _____ Total Number of Chaperones (including troop/den leader) _____

Name of Scout	Age of Scout	Emergency Contact Number	Any special needs that the staff needs to know about.
1.			
2.			
3.			
4.			
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16.			
17.			
18.			

Please use any additional space to explain special needs. If a child has food allergies please bring appropriate food and snacks as EdVenture can not guarantee that food and snacks that are provided will be allergen free.

Please complete and fax or mail at least 24 hours prior to overnight date.

Sleeping locations within the museum will be determined by group size. We only allow single gender sleeping arrangements.



General Itinerary of EdVenture Overnights

Friday night

Time	Task	Location
7:00-7:15*	Check-in / Shop in EdCetera	Welcome Desk
7:15-7:30*	Shop in EdCetera	
7:30 - 7:45	Welcome and Introductions	Imaginarium Theater
7:45 – 8:00	Last Chance in EdCetera	
8:00 - 9:40	Try – It / Badge Scavenger Hunts	
9:45 -10:00	Snack and bedtime instructions	Imaginarium Theater
10:00 -10:30	Get ready for bed	
10:30	Lights out! Good Night!	

Saturday Morning

Time	Task	Location
6:30 - 7:00	Wake up, wash up and get dressed!	
7:00 – 8:00 **	Breakfast	Clubhouse Café
7:30 - 8:30	Pack up and move belongings to Lobby	
8:30	Time to go home!	All belongings must be out of the building by 8:30
8:30 - until	Museum Exploration when you are all packed up	

*If you are eating dinner you should arrive at 7:00 pm to drop off your belongings in the lobby. You will go to the Clubhouse Café to have dinner on the museum's lower level.

**If your troop is participating in the badge workshop they should get dressed, pack their belongings and load their cars. They should eat breakfast and move to the theater at 8:00am to begin the "Coffee, Cocoa, and a Badge" workshop.