



PLAN AND RUN A KEA SLEEP OVER

A guide for Kea Leaders

**ADVENTURE
PLUS!**



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New Zealand

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Plan and Run a Successful Kea Sleepover

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Aim:

Help Kea Leaders run a successful Kea Sleepover which is part of the National Kea Programme and the Kea Award Scheme.

Benefits

Some of the benefits of holding Kea Sleepovers are:

- They assist with team building for the leaders as they plan the event.
- Zones may join together for this yearly event with the result that the Leaders will get to know each other and develop a wider support network.
- It will make it easier for Keas to settle when they get the Cub Camps, Summer Camps, Jamboree and other Scout Camps when they get older.
- It gives Leaders a chance to do some on the job training where the more experienced Leaders help the less experienced ones.

Requirements (from the Rules Book):

1. Keas may participate in a Kea Club Overnight Sleepover subject to the following conditions:
 - They are accommodated for sleeping in a Scout Hall, Church Hall, School or other suitable building in the Club's immediate local community.
 - There must be access to a telephone at all times during the sleepover.
 - An Activity Intention Form must be obtained.
 - The sleepover must be for one night only.
 - The Activity must comply with SCOUTS New Zealand's Rules and Risk Management Policy.
 - The prior written consent of parents or caregivers must be obtained together with appropriate medical information about each Kea.
 - There must be at least two warranted leaders, one of whom is the Kea Leader or Assistant Kea leader from the Club concerned.
 - Excluding the Adult Leader in charge, there must be at least one adult for every four Keas attending the sleepover.
 - Water supplies and adequate sanitation, undercover, must be available in or adjacent to the accommodation building.
 - The programme must be submitted to the Group Leader for approval, before an Activity Intention Form is issued.
 - A Kea Overnight Sleepover may also be arranged on a Regional or Zone basis under the supervision of a Zone Kea Leader who shall submit an Activity Intention form to the Zone Leader.

Requirements (from the Rules Book) continued:

2. General Conduct from the Code of Conduct includes:

Adult Leaders should not:-

- Sleep in the same tent or confined quarters as youth members.
- Show favoritism for particular youth members.
- Invite one youth member alone to your home or to caravan or camping accommodation
- Have private talks with individual youth members away from the presence of other scouts or adults. (Private talks should be in sight but out of hearing of observers.)
- Carry one youth member alone in your vehicle.
- Go on a hike or other activity with one youth member alone.
- Demonstrate first aid on a youth member.
- Assist youth members with personal hygiene or dressing except where health or disability requires it and then only in the presence of another adult.
- Take part inappropriately in body contact games

Tips for planning and running a successful Kea Sleepover:

- (a) Prior to starting your planning, invite Kea Leaders in your Zone and the Rovers and Venturers from your Region to help plan and run this event. Your Zone Kea Leader or a senior Kea Leader in your Zone can help you with this. Contact your Zone Leader if you don't know who they are.
- (b) At your meeting:
 - Set a date (the National Kea Sleepover is the last Saturday in March).
 - Set a time – mid afternoon Saturday to late morning Sunday is a good time for this age group.
 - Decide on a venue – it could be your local hall or a school hall or to make it easier for Leaders and families a dedicated camp with bunks is a good option. Choose a venue that can be used in all weathers and do not cancel unless there is a weather warning out for your area.
 - Set a theme – are you going to follow the term theme for the National programmes or use another one.
 - Put together an organising team including an overall coordinator (someone to make sure everyone is on task), a catering coordinator (purchase the food and ensure food is ready as required for the duration of the Sleepover), accommodation coordinator (organise accommodation and oversee for the duration of the Sleepover), Programme Director(s) (coordinate resources and people to run the programme decided on).
 - Decide on a basic programme for the programme directors to follow and coordinate. See the suggested programme later in this document or in Term One's National Programme.
 - Decide on a menu – Keep it simple for this age group; for the time line mentioned above you will only need to supply dinner and breakfast, along with afternoon and morning tea and supper. Always ask children to bring home baking to cover the later. See the suggested menus and amounts later in this document.

- Decide on a cost – ensure you include the cost of accommodation, food and items required to run the programme. Don't forget cleaning products, dishwashing liquid and toilet rolls. Can you get a Grant to help keep this to a minimum?
- Decide on who will complete and submit the Activity Intention Form.
- Search the internet for "Manukau Scout Zone" and then click on the "List of resources" page to download an Excel spreadsheet that will help you with calculating the cost of a camp or event.

Communication

- Make sure you get the information for the Sleepover out early – if you are holding the Sleepover in the last weekend of term, send the information out at the start of the term. Who in your team is going to do this?

Administration

- Decide on a closing time for registrations and keep this firm – late registrations make it difficult to organize food and the programme efficiently. Registrations should be sent to the Sleepover Coordinator once collected at the Kea Club – make sure the postal address is clearly stated on notices to the Leaders.
- Ensure all Adults that are attending are allocated a role and that they know this before they arrive. This could be anything from preparation of food to running bases or being Dorm Dad.
- Plan the Sleepover for Keas, do not include any other age Group – it deflects from the purpose of the Sleepover.
- Keep in touch with each other and if you need help ask for it, don't leave it until the last week to try and sort it out.
- Arrange with your Zone Training Leader to come to the Sleepover to follow up with training for any Leaders who require it. This could be an incentive for Leaders to attend.
- Plan to hold a Campfire in the evening and ask the Zone Team and Group Leaders along. Ask them to stay for supper and the Leader's discussion afterward. This helps with Zone and Group communication and moral.

On the day of the Sleepover:

- Arrive early, set up activities for the afternoon and have afternoon tea ready.
- Greet Keas and their families and Leaders as they arrive. Direct them to the area where they are sleeping to set up their bedding or where they are to leave their luggage until it is time to set up their bedding.
- Make sure all Keas and Adults know the Sleepover rules and boundaries.
- Where possible ensure Adults do not sleep with the children. Adults should be sleeping in a different room to the children.
- Ensure each Kea and Adult who attends the whole Sleepover and stays the night receives a Kea Sleepover Badge.
- Ensure that everything is cleaned up prior to anyone leaving so it is not left to just a few to clean and tidy up.
- Most of all don't stress and have loads of FUN!

Planning the Kea Sleepover Menu:

- (a) Well-fed children are happy children, so ensure there is a variety of good food. By doing this, children with allergies should be covered. If not they may need to bring their own food.
- (b) If you are following the plan below, the first 'meal' will be afternoon tea. Use the home baking brought by the Keas and have some fruit and biscuits ready along with water and a small amount of juice, and Tea, coffee and Milo for the Adults. Keas may have had an early lunch to come to the Sleepover.
- (c) For dinner Spaghetti / pasta bolognaise, sausages or hamburgers are a favourite, along with salad items such as lettuce, grated cheese, grated carrot, cucumber and a small amount of sliced or wedged tomatoes work well. Always serve pasta and bolognaise sauce separately and start by giving each Kea and Adult a small amount each and allowing them to come back for seconds (and thirds if there is enough). To minimize waste, allow everyone to choose what they want on their plate, by pre dishing up the food you will end up with a lot of waste as well as hungry and grumpy children.
- (d) Always have dessert to follow; canned fruit, ice cream and either chocolate log or self-saucing chocolate pudding are a crowd pleaser. Purchase the unfilled chocolate log from your local supermarket and fill with whipped cream and ice with chocolate icing (Chelsea's chocolate icing mix is simple). The long ones will cater for 18-20. The self-saucing pudding can be made in a roasting dish. <http://www.chelsea.co.nz/baking-and-recipes/1118/self-saucing-chocolate-pudding.aspx> (triple this recipe for a medium roasting dish). This will serve 16 -18. A 2-litre container of ice cream will serve 10 - 12.
- (e) Have supper ready to go after campfire using a large pot of Milo and home baking. Use 2/3 water to 1/3 milk or 2 litres of water to 1 litre of milk, 8 Tbsp Milo or Hot chocolate powder and 5 - 6 Tbsp sugar per 15 people.
- (f) Cornflakes, rice bubbles and Weetbix are the most cost effective cereal and with a bowl of canned fruit, is a good tummy filler. Also have toast and just a couple of toppings such as jam, honey or peanut butter for those who don't eat cereal or need more. Scrambled eggs or spaghetti is a good option but generally only about 50% of this age group will eat these at a Sleepover. Milo can also be served for breakfast. If there was any leftovers from dinner then put them out at breakfast.
- (g) Morning Tea can finish up any home baking and dessert left over from the night before.
- (h) Catering measurements: (for meals suggested above)
 - 250ml milk per person
 - 1 x 420gm can of fruit per 4 people
 - 3 teabags per adult and 17gm coffee per adult.
 - 375gm Milo for 20 drinks
 - 150gm meat per person
 - 1 Loaf Toast bread per 9 - 10 people
 - 1 500g bag of cereal per 10 people and
 - 1 750g box Weetbix per 18 -20p.
- (i) Always keep a record of what you purchased and how much was used and the numbers attending to give you an accurate guide to follow for your area.
- (j) Most of all have the meal ready on time, cooked well, keep it simple, and have plenty of it.

Basic Programme for a Kea Sleepover

Time	Activity	Element / Award	Description
2.30pm to 3.00 pm	Coming In	Outdoors/ Camp Craft	Sort out sleeping arrangements and Keas to make up their own beds. Talk about camp rules and show where 1st Aider can be found, and who it is, toilets, showers, and any out of bound areas.
3.15pm	Afternoon Tea		Have afternoon tea ready to go while Keas arrive and set up.
3.30 pm	Opening Ceremony	<ul style="list-style-type: none"> • Personal development • Kea Badge • Bronze Kea Badge • Community / Our world Our Country 	Welcome, Kea song and yell. Allow Keas in turn lead the Kea Yell. Mention any rules for the stay. Go around circle and get everyone to introduce him or herself.
3.45 pm	Activity	Personal Development / Self Expression / Discovery	Run a selection of challenging bases. Start each Posse on one and then rotate every 15 to 30 minutes.
5.45 pm	Prepare for dinner		Wash hands, get ditty bag.
6.00 pm	Dinner		Make dinner something simple where the Keas can put their own meal together – remember not all children eat everything. Always include a simple dessert.
6:45pm	Campfire preparation	Outdoors/ Camp Craft	Talk about campfire blankets and how to collect badges. Talk about campfire etiquette and make sure all Adults are involved in the discussion.
7:30pm	Campfire	Outdoors/ Camp Craft	Allocate two Leaders to light the Campfire. Ensure all present take part in the campfire.
8:00pm	Supper		Milo and Home Baking. Tea and Coffee for Adults.
8:30pm	Bed Time		Allocate a couple of Parents to read stories to the Keas once they are in bed.

After the Keas are asleep: Time for an Open Forum over supper and to discuss tomorrow's events. This is also a chance for some Leader Training and to discuss the values of being a Leader with Parents who are all prospective Leaders.

Sunday Timetable			
Time	Activity	Element / Award	Description
6.30 am	Kitchen Duty		Those Adults allocated Kitchen should be up and starting to prepare breakfast and set out breakfast.
7.30 am	Rolling Breakfast		Encourage Keas to come in as they get up. Once they have had their breakfast and cleaned their plates etc. they should pack up their bedding and clean up the area they were sleeping in – Adults should be allocated the overseeing of this. Have some activities for those who have completed the above task such as a cricket or soccer game or some crafts or board games – Overseen by Adults.
8.30 am	Wide Games	Community/ Physical or Life Skills	This will give you an opportunity to bring the Keas together and get them refocused and for the Adults to ensure all areas are packed up and tidied up prior to the morning activities.
9.00 am	Main Activity	Community / Life Skills	Take part in an activity that will keep the Keas talking for ages such as a hike or a visit from the emergency services or make a visit to a local business or organisation or zoo.
10.30 am	Morning Tea		Juice and Home Baking / Fruit and Tea and Coffee for Adults.
10.45 am	Keas Own	Personal Development / Self Expression / Discovery	Keas and Adults present take part in a Keas Own run by the Kea Leader or a time of reflection.
11.00 am	Closing Ceremony	Experiences / Personal Challenge	Kea Yell, Motto and Promise. Give out Kea Sleepover Badges and any others Keas have earned. A round of applause for the Adult / Parent helpers.
11.15 am	Home time		Parents to pick up Keas.

