

Policies, Procedures and Standards Manual, 2013-2014



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SERVING Rhode Island and Attleboro, Bellingham, Blackstone, Fall River, Millville, North Attleboro, Plainville, Rehoboth, Seekonk, Somerset, Swansea, Westport and Wrentham, MA and Pawcatuck, CT

- An Affirmative Action Organization -

Your generous contributions to the Family Partnership Campaign and Friends of Girl Scouting Appeal directly fund girl programs including camping, training and materials such as the Leader Manual.

DIRECTIONS FOR ONLINE TRAINING:

1. Completing a review of this manual partially fulfills the on-line portion of GSRI's New Leader Training.
2. GSRI recommends that volunteers download a paper copy of this manual for easy reference.
3. Please review the contents of the material in this manual and complete the question sheet called "GSRI Policies, Procedures and Standards Manual WORKSHEET". You will find a link to this on the website at www.gsri.org Volunteers/New Leader.



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POLICIES OF THE GIRL SCOUTS OF RHODE ISLAND, INC. (GSRI)

For use with Girl Scouts of the USA *Blue Book of Basic Documents, Safety Activity Checkpoints, GSUSA Volunteer Essentials Manual, GSRI Policies, Procedures and Standards Manual, Service Team Manuals, Troop Camp Manual* and other appropriate documents.

Policy #1 - GSRI's Commitment to Pluralism

GSRI actively seeks a membership that reflects diversity in the council population in girls, volunteers and staff. There shall be no discrimination on the basis of race, color, ethnicity, religion, sex, sexual orientation, gender identity or expression, creed, national origin, socioeconomic status or other characteristic protected by law.

Policy #2 - Membership

2.1 All girls and adults participating in the Movement shall be registered through the council and individually pay the applicable membership dues.

2.2 Troop/Group Organization

Adult leaders must be at least 18 years of age and must adhere to the Safety Activity Checkpoints on troop leadership. Each troop/group is required to have a minimum of two registered adults, one of whom must be female. If the adults are related in anyway, or reside in the same household, or one adult is male, a third unrelated female adult must be part of the leadership team.

2.3 Troop/Group Meeting Places

Troop/group meeting places must comply with council standards, Safety Activity Checkpoints, Policies, Procedures and Standards Manual and State/Commonwealth law.

Policy #3 - Program

3.1 Registered girls who are not members of a troop can work toward age level recognitions under the supervision of a qualified adult.

3.2 Use of GSRI Campsites

To use campsite facilities, troops/groups must first meet the council's Troop/Group Camping Standards and make advance reservations according to established procedures as defined in GSRI *Outdoor Day Manual* and *Troop Camp Manual*.

3.3 Weapons

No member of Girl Scouting shall utilize any device for the infliction of harm on another person or animal. Nothing that would be considered a dangerous weapon (knives, bows and arrows, guns, explosive materials) shall:

- 1) Be brought to any Girl Scout event, meeting place or property unless the person in possession of the dangerous weapon has been certified through a recognized training program to know how to properly handle the device.
- 2) Be utilized by Girl Scouts in Girl Scout activities except in situations where adults who are properly trained and/or licensed in their safe use are present and in control of the event. The Girl Scout *Safety Activity Checkpoints* related to the particular device shall always be applied.
- 3) Be utilized by girls considered too young or too inexperienced in its safe handling.

Any Girl Scout who does not conform to this policy shall be subject to disciplinary action and/or expulsion as a member.

3.4 Trips

Troops/groups wishing to participate in trips must meet the council age-level trip standards, take appropriate training, obtain council approval and follow the established procedures for troop/group trips. Exception to distance standards will be considered under special circumstances. Refer to current edition of *Safety Activity Checkpoints* and *Troop Trips II Manual*.

3.5 Troop/Group Flags

Troop/group flags shall contain only the name of the council, troop/group number and city or town.

3.6 Events - Wider-than-Troop/Group

Wider-than-troop/group events using chartered transportation, or using commercial locations or facilities other than regular troop/group or community meeting places or churches, schools or other public buildings, must follow established procedures as

defined in *GSRI Policies, Procedures and Standards Manual* and *Service Team Manuals*.

Policy #4 - Finance

4.1 Money-Earning by Girls

4.1.1 Troops/groups may supplement their treasuries by participating in the council-sponsored product sales.

Girls who are not members of a troop can participate in council product sales under the supervision of a qualified adult or a parent/guardian who must be a registered member. A girl who is not a member of a troop is not eligible for troop profit but is eligible for the cookie sale camp credit and incentives.

If additional funds are needed for special troop/group program events, the service unit manager and the field director must approve an Application For Troop/Group Money Earning Activity from the troop. Money-earning activities should be appropriate to the age of the girls and related to age-level program.

The number of program events requiring additional money-earning is limited as follows:

- Daisy Girl Scouts may NOT participate in additional money earning activities.
- Brownies are limited to one program event per troop/group, per year. (see Note)
- Juniors are limited to two program events per troop/group, per year. (see Note)
- For older girl troops/groups the number of program events and money-earning activities depends on troop/group plans.

Note: The number of money-earning activities for each program event depends on troop/group plans.

Example: Boston Museum of Science overnight is the event; a car wash is the activity to fund the event.

Example: A trip to Savannah to visit Juliette Gordon Low's birthplace is the event; a car wash, bake sale are two activities to fund the event.

Additional money-earning activities may not include the sale of any commercial product. Only GSUSA - approved items may be sold.

Permission for additional money-earning activities will not be granted unless the troop/group has participated in all council-sponsored sales within the troop year. (Refer to *GSRI Policies, Procedures and Standards Manual*).

Troops/groups must submit a Money Earning Activity Report form, to their field director within 30 days of the activity.

- 4.1.2 Specific permission, must be obtained in writing from each girl's parent or guardian before she may participate in any money-earning activity
- 4.1.3 Troop/group money-earning activities should not be planned for the same time as council-wide Girl Scout product sales.
- 4.1.4 No individual incentives shall be offered by troops/groups for money-earning projects.
- 4.1.5 A girl implementing an approved Girl Scout Silver or Gold Award project requiring funds beyond the troop/group treasury may develop a proposal for funding the project. The proposal must be reviewed by the Director of Program and Training and approved by the Assistant Executive Director of Funding and Communications prior to any solicitation of funds for the project. Girl members can accompany the adult who will make a solicitation presentation on their behalf but may not engage in any direct solicitation for money.

4.2 Fundraising by Adults

- 4.2.1 Sale of non-GSUSA-approved products by adults is prohibited.

4.3 Fundraising by Service Units

- 4.3.1 Service units are authorized to hold funds in a service unit bank account according to the procedures for Service Unit Bank Accounts and must submit a Service Unit bank Account Financial Report form yearly See *GSRI Service Team Manual*.
- 4.3.2 Service Units may raise funds for service unit events. The *Service Unit Fundraising Application* must be submitted at least 30 days prior to the event and approved by Assistant Executive Director of Funding and Communications. Once the fundraising event is completed the service unit must submit a *Service Unit Fundraising Report* form within 30 days of the event.

4.4 Donation/Solicitation

- 4.4.1 To minimize costs, Girl Scout troops/groups are encouraged to use imagination and community resources. Reasonable donations of money or gifts-in-kind may be accepted from personal friends, relatives or interested members of the community. All monies must be turned over to GSRI. Troops/groups will receive monies designated for them, upon request. As a tax-exempt organization, we provide a prompt and accurate receipt for all charitable donations received at the council. Troops/groups and service units are not recognized as tax-exempt by the IRS and cannot provide tax-exempt receipts.

Troops/groups must report all donations on the Annual Troop/Group Finance Report form

Approval by the Service Unit Manager is obtained before final approval of the Assistant Executive Director of Funding and Communications and/or Assistant Executive Director of Girl and Adult Services is granted prior to asking merchants

or other organizations for donations of any type. Under no circumstance should public figures be solicited for either money or gifts-in-kind.

4.4.2 Girl Scouts may not raise or solicit money for other organizations. (Participation in fundraising activities of any other community organizations endorsed by the CEO may take the form of a service project such as the cookie sale service project or Project Undercover. Participation in fundraising events for other organizations may include activities such as nonpartisan office work, making or distributing posters, ushering, etc.)

4.5 Funds Raised, Earned and Assets Given for Girl Scouting

All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council or Girl Scouts of the United States of America and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout council or Girl Scouts of the USA. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout council *GSUSA Blue Book of Basic Documents*.

4.6 Appointment of Volunteers in Money Handling Positions

Adults handling Girl Scout monies must be registered. Adults who are directly and personally responsible for nonpayment of the monies entrusted to them, or who fail to satisfactorily account for losses beyond their control, will be released from these positions, and will not be reappointed or be eligible for any other appointive or elective leadership or money-handling position, including troop/group committee, while the debt remains unaccounted for or unpaid.

Adults responsible for nonpayment requiring legal action shall be held responsible for costs as well as the principal sum.

Reinstatement to appointed positions following release for nonpayment of organization monies is possible only after one full troop/group year and only on approval of the Assistant Executive Director of Girl and Adult Services or CEO.

4.7 Disposition of Disbanded Troop/Group Treasuries

Any troop/group funds remaining when a troop/group disbands must be turned in to the field director to be divided into shares equal to number of members "active" at disbandment. The share for each girl continuing, by placement in another troop/group, is transferred to that troop/group. Shares for girls not continuing are placed in the Disbanded Troop/Group Fund account for one year and then if not used, placed in the financial aid fund.

4.8 Troop/Group Finance Report

Each year every troop/group must complete the *Annual Troop/Group Finance Report* showing income, expense and balance at the close of the program year on June 30 and submit to Service Unit Manager or Membership and Community Development Manager.

Policy #5 – Personnel

5.1 Recruitment

Each volunteer position will have a written job description that defines specific responsibilities, clarifies expectations and forms the basis for assessment of volunteer performance, reappointment, rotation to another position, and/or termination. Each volunteer will also be required to complete an application, provide references, sign agreements, and undergo a background check, prior to selection.

5.2 Substance Abuse

The council is committed to maintaining an environment free from alcohol and illegal drugs. Therefore, the distribution, manufacture, dispensation, sale or possession of illegal drugs or alcohol, or the misuse of prescribed or over the counter drugs is prohibited at any time on or off the organizations's premises. Any illegal substance found on council property will be turned over to the appropriate law enforcement agency and may result in criminal prosecution. Permission for any exception to this policy may be granted by the CEO or designee only.

5.3 Smoking

The council supports a smoke-free environment. Smoking by girls and by Girl Scout adults is not allowed at Girl Scout meetings or activities and may be grounds for dismissal. In no activity or location should adults smoke in the presence of girls.

5.4 Anti-Child Abuse

The council supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Child abuse and neglect are unlawful acts, and it is against the council's policy for any volunteer, male or female, to abuse or neglect any girl member physically, sexually, mentally, emotionally, or verbally.

Adults will report suspected abuse or neglect according to appropriate state and commonwealth laws. The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the council, any volunteer implementing Girl Scout program who is found guilty of child abuse and neglect or who has been convicted of child abuse and neglect.

5.5 Harassment/Bullying

The council is committed to an environment free from any form of harassment or bullying.

Harassment/Bullying is defined as: the repeated use by one or more children or adult via a written, verbal, or electronic expression or a physical act or gesture, or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim's property; (ii) places the victim in reasonable fear of harm to herself/himself or of damage to her/his property; (iii) creates a hostile environment at any Girl Scout meeting or event for the victim; (iv) infringes on the rights of the victim at any Girl Scout meeting or event; or (v) materially and substantially disrupts a Girl Scout experience for the child or adult.

Cyberbullying is defined as: any willful and repeated harm inflicted through, but not limited to, the use of computers, cell phones, and other electronic devices.

Any incident of bullying must be reported to the assigned Membership and community Development Manager (MCDM) or Assistant Executive Director for Girl & Adult Services and could result in suspension or termination from all Girl Scout participation for a period of time to be determined by Assistant Executive Director- Girl & Adult Services and/or CEO.

5.6 Volunteer Training

5.6.1 New Leader Training

New volunteers must complete all preliminary paperwork (including a criminal background check) before proceeding to formal training.

New leaders must fulfill the national Girl Scout policy on trained leadership for troops in one of the following ways:

- 1) Complete online and face-to-face trainings before the first troop/group meeting and remaining sessions as scheduled thereafter; and additional specialized training as required, or
- 2) Equivalency can be granted by the Director of Program and Training on the basis of written application explaining equivalent experience or Girl Scout leadership training taken in another council plus completion of special assignments, if needed; or
- 3) An alternative training plan as offered by GSRI.

5.6.2 Leadership Training for Troop Camping

- 1) At least one adult who will accompany the troop/group camping must have completed New Leader Training (including the Outdoor Day Session);
- 2) At least one adult who will accompany the troop/group camping (may be a different adult than in 1) must have completed the Outdoor Day Session and Troop Camp Training course.

EXCEPTION: Equivalency may be granted by the Outdoor Program Specialist and Director of Program and Training on the basis of a written application explaining equivalent experience and an individual interview. Completion of special assignments or training course segments may be required to receive the equivalency.

5.7 Sexual Orientation

Girl Scouts of Rhode Island, Inc., a private organization, respects the values and beliefs of its adult volunteers and employees and does not intrude into personal matters such as sexual orientation, gender identity or expression. Adult volunteers and staff who deal with girls must at all times demonstrate conduct appropriate to role models for girls and to the values and traditions of the organization. Such conduct should not involve the advocacy, promotion, or teaching of any particular sexual lifestyle or sexual orientation.

Policy #6 - Use of GSRI Property by Non-Girl Scout Individual/Group

6.1 Hold Harmless Agreements

An individual or group wishing to rent or use a council facility for a non-Girl Scout activity must sign a hold harmless agreement with GSRI in which they take the responsibility for property damage and indemnify Girl Scouts of Rhode Island, Inc., in the case of accidents or injuries that occur during or resulting from their activities while on GSRI premises.

6.2 Certificates of Insurance

Liability insurance of at least \$1 million and a certificate showing such insurance with Girl Scouts of Rhode Island, Inc. named as an additional insured, is required of a non-Girl Scout group wishing to use GSRI facilities. Permission for any exception to this policy may be granted by the CEO or designee only.

Amended by the Board of Directors on June 16, 2011

Amended by the Board of Directors on June 24, 2004

Amended by the Board of Directors on March 23, 2000

Amended by the Board of Directors on June 25, 1998

Adopted by the GSRI Board of Directors on October 24, 1996

GSRI CONTACT INFORMATION

Girl Scouts of Rhode Island, Inc. is the local council for all of Rhode Island, for thirteen adjacent communities in Massachusetts: Attleboro, Bellingham, Blackstone, Fall River, Millville, North Attleboro, Plainville, Rehoboth, Seekonk, Somerset, Swansea, Westport and Wrentham, and for Pawcatuck, Connecticut.

You can contact your local council in the following ways:

Girl Scouts of Rhode Island, Inc.

500 Greenwich Avenue
Warwick, RI 02886

401-331-4500 (ext. 1000 for receptionist)

800-331-0149 (ext. 1000 for receptionist)

Fax: 401-421-2937

www.gsri.org

Email: info@gsri.org

If you are a Facebook fan, please check out our Facebook page, [Girl Scouts of Rhode Island, Inc.](#), for information and fast feedback.

Girl Scouts of the U.S.A.

Girl Scouts of Rhode Island is part of a larger organization, Girl Scouts of the U.S.A., which has headquarters in New York, New York. You can find information on the national organization at its website:

www.girlscouts.org

Local Service Units

Each community in GSRI has a local committee of volunteers called the Service Team, which organizes local activities and act as mentors for new leaders. You will be given contact information for your local community volunteers at the face-to-face training session, “Organizing a Troop”.

WEBSITE RESOURCES

The GSRI website, www.gsri.org is the primary location for council news, activities, paperwork forms and program ideas. You should visit this site and become familiar with it as soon as possible. Some of the information you seek will be under the Volunteer Tab at the top of the home page. Under this heading you will find information on Adult Trainings (with descriptions of all the types of GSRI training offerings) and program information.

One of the more useful sections is called Forms & Publications, which lists all the paperwork forms you will need as well as requirements and program resources. Because first-time users sometimes find it hard to locate information, we have prepared a shortened list of topics (those of interest to new leaders) which should make it easier to locate forms and items of interest.

www.gsri.org

Volunteers/Forms and Publications

Bronze Award (Juniors)

Financial

Financial Aid form – membership

Troop Annual Report (TAR)

Money Earning Project Application

Money Earning Project Report

Gold Award (Seniors, Ambassadors)

Insurance – Brochures + Forms

Manuals

Product Sales

Program

Program Guide

Registration forms

Program Patch

Properties

Directions to all camps

Registration

Reporting

Bring a Friend form

Girl Record

Troop Attendance

Safety

Introduction to Safety Activity Checkpoints

Permission to Dispense Meds

Internet Safety Pledge

Health History

Permission Slips

Shop

Insignia placement diagrams

Silver Award (Cadettes)

Skill Builders Badges, first page pre-view

Summer Camp

Financial Aid Form

Camp Catalog

Camp Application

Employment Application

Bus Stops

Training

Registration Instructions

Registration Form

Travel

Intent to Travel form

Trip Report form

Rental Request form

Health Form

Permission Forms

Troop Camping

2011 Troop Camp Information (Camp Brochure)

Outdoor Day Reservation form

Troop Camp Application

Volunteer

Service Team Job Descriptions

Volunteer Application

Self Appraisal forms

Background Check Forms

RI – BCI

MA – CORI

GSRI VOLUNTEER & TROOP STANDARDS

Standards for New Volunteers:

1. Preliminaries

- Contact** Girl Scouts of Rhode Island (1-800-331-0149 or 1-401-331-4500, ext. 1000) or a local Girl Scout volunteer and ask for a **Volunteer Application**. You can also download this form from the GSRI website (www.gsri.org Volunteers/Forms and Publications/Volunteers).
- Sign a release form for a **criminal background check** (also found on the website under Forms and Publications). In Rhode Island, the B.C.I. form must be notarized and submitted with a copy of a photo ID; in MA a CORI must be submitted. Send all these forms in to Girl Scouts of Rhode Island. If you have completed a criminal background check for another organization in the past calendar year, you may submit it instead of requesting a new one.
- After your Volunteer Application is received, your references are checked and your background check is cleared, you may proceed to step 2.**

2. Registration

- Register as a Girl Scout (online or by paper application) and pay the \$15.00 registration fee. Starting this year, girls will pay an additional \$10.00 Service Fee, but adults do not have to do so. Financial aid is available; please consult the Membership Coordinator for the proper forms. On the registration form, check off the position code for troop leader. (Your position is “tentative” until you have completed all parts of the training and your paperwork is all in order.)

3. Training

- Complete 1.5 hours of online training. Go to the GSRI website for instructions: www.gsri.org Volunteer/New Leader for directions and links to the following online portions of the training.
 - “**Girl Scouting 101**”, online GSUSA orientation video. Obtain the password from your Membership Coordinator, your Membership and Community Development Manager or just call the council office.
 - Volunteer Essentials 2013 - 2014**, online review of GSUSA national guidelines and standards. Download, sign and submit the verification form to the council
 - GSRI Policies, Procedures and Standards 2013 - 2014**, Download this manual for future reference. Download, sign and submit the worksheet to the council.
- Register and attend the three-hour “**Organizing a Troop**” face-to-face training.

4. Appointment

- Contact your local Membership Coordinator or GSRI Member and Community Development Manager (MCDM) and tell them you are ready to start troop meetings. You will receive a Volunteer Agreement to sign which documents your training and responsibilities.

Standards for Troops:

1. Each troop must have two registered adults (18 +) and additional adults as required for girl/adult ratio (see the chart on page 21 for the exact numbers required at each age level).
2. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female.
3. If the adults are related in any way, or reside in the same household or one adult is male, a third, unrelated, female adult must be present at meetings.
4. At least one adult, but preferably all leaders, must complete Leader Training. A trained adult must be present at all Girl Scout activities. Multi-level troops must have one adult trained at each program level.
5. Troop size follows the national GSUSA standard:
 - a. Daisy troops: 5 – 12 girls
 - b. Brownie troops: 10 – 20 girls
 - c. Junior troops: 10 – 25 girls
 - d. Cadettes: 5 – 25 girls
 - e. Seniors: 5 – 30 girls
 - f. Ambassadors: 5 – 30 girls
6. Girl Scouts with disabilities who receive special education services may be enrolled as a Girl Scout until the age of 21. When questions of appropriate placement arise, GSRI is committed to maximizing the developmental, educational, emotional and social needs of every Girl Scout. Please consult with the council staff if you have questions on placement.

MEETING PLACE STANDARDS

Regular troop meetings or any program or activity organized, sponsored or produced by Girl Scouts of Rhode Island must meet the following standards for the site:

1. Accessible to all members.
2. Large enough for a variety of activities.
3. Accessible by telephone (landline or cell phone).
4. Be safe, secure, clean, properly ventilated, heated, free from hazards and have at least **two exits**.
5. Emergency exits are functioning, easily accessible, adequate and **well marked**.
6. Have adequate lighting.
7. First aid equipment is available.
8. Has accessible toilets and sanitary facilities including those designed to accommodate people with disabilities.
9. Pets are restrained and away from meeting area while girls are present. (Check health histories to make sure girls do not have dog/cat/pet allergies.)
10. Any additional requirements as indicated by State Laws.

If meeting in a home (which can only happen if the home meets all the requirements listed above), check that homeowners liability insurance covers meetings of this type.

FINANCES

Money Basics

When a Girl Scout “registers” as a Girl Scout, the \$15.00 registration fee and \$10.00 Service fee go directly to GSUSA and GSRI, respectively, to fund national and state staffing, programs, properties, insurance and communication. (Scouts may request financial aid by filling out a form and submitting it to the council. Proof of family income and participation in council product sales are factors in determining the amount of the aid grant.) Girl Scout troops do not receive any of this \$25.00 and have to build their treasury in the following ways:

1. Charging troop **dues**. Please see the next page for a discussion of how to determine troop dues.
2. Sharing in the profits from council sponsored **product sales**. At GSRI there is a fall sale of magazines, candy and nuts and in the winter there is the traditional GS Cookie sale.

Combining both of these sources of revenue generally provides all the money needed to support a full range of troop activities. (For specifics on sale timelines, profit sharing percentages and other recognitions and procedures associated with product sales, new leaders need to attend the local trainings provided at monthly leader meetings.)

Sometimes troops require **additional fund-raising** opportunities (this is especially true for older girl troops planning long trips). GSRI troops may do so as long as they meet the following requirements:

1. The troop must apply in advance to the council for permission and approval (use the Money Earning Project Application on the website).
2. Girls participate voluntarily and with parent/guardian permission.
3. Girls have a full understanding of why the money is needed and how it will help them achieve a troop goal.
4. Girls participate in fund-raisers which are age appropriate and meet all safety requirements.
5. A full report of the activity and the amount of money raised is submitted to the council after the event (use the Money Earning Project report on the website).

Troops may also receive occasional **donations** from outside donors. Again, some rules apply:

- Solicitations may only be made within the troop “family”.
- Donations may be received from parents/guardian employers as part of a service related donation program.
- Donations under \$250.00 may be sent directly to the troop’s bank account. This money is reported on the TAR (Troop Annual Report) at the end of the troop year.
- Donations over \$250.00 must be processed through the Council offices. The check should be clearly labeled with your troop number and a council check for this amount will be sent to the troop. These donations are tax-deductible.

As a non-profit organization, GSRI is tax-exempt. Troop leaders can take advantage of this exemption when purchasing items for troop activities. Forms are passed out at the “Organizing a Troop” face-to-face training.

At the end of the troop year, leaders turn in a Troop Annual Report (TAR) on troop finances.

TROOP DUES

How to calculate what to charge for troop dues.

For comparison purposes, troop dues are always calculated per girl/per week (even if they are not actually paid every week).

Factors to consider when determining troop dues:

1. How often the troop meets:
 - Weekly: approximately 25 weekly meetings per troop year
 - Bi-weekly: approximately 15 meetings per troop year
 - Three times a month: approximately 20 meetings per troop year
2. What will the dues pay for? There are several options:
 - Every expense
 - All program and activity expenses, but not uniforms or snacks
 - Expenses for weekly meetings - but not for uniforms, council program events or any big ticket item.

Typical troop activity expenses include:

- Equipment: storage containers, flags
- Materials and supplies: craft items and equipment
- Recognitions and Insignia: pins, badges
- Troop program activities: cost for Journey books (\$7.00) and *Girl's Guide to Girl Scouting* (\$22.50)
- Outdoor activities: Outdoor days, troop camping
- Trips: local or overnight
- Service Projects
- Council programs or events
- Snacks (if provided by the troop)

3. How payments are made:
 - Every meeting, brought in and recorded by each Girl Scout
 - Monthly, by family
 - Semester, by family (Since new troops may need “start-up” money, payments may be uneven, with more in the fall semester than in the second semester. Most troops will receive their cookie profits in March and this usually provides funding for the remainder of the year.)
 - Yearly, by family. Some troops give a discount for families paying in full in the fall.
4. Consider the “usual” or expected dues in your community.

Troop dues are not imposed by the troop leader but are established after a discussion with parents/guardians and the girls (especially important in older girl troops).

SAFETY

Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times.

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls. (On website www.gsri.org Volunteers/Forms & Publications/Safety).
2. **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.
3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
5. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories (kept confidential), Permission to Dispense Meds forms and contact information for girls' families.
6. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
7. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas. (Specifics are contained in the Troop Trips II training manual.)
8. **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities. (Refer to Girl Scouts of Rhode Island, Inc. Policies.)
9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls and adults are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination. (Refer to group agreement in Leadership Essentials.)
10. **Ensure that no girl is treated differently.** Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places. (See Troop Standards and GSRI policies.)
11. **Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group Web sites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge (at www.girlscouts.org/help/internet_safety_pledge.asp) and have them commit to it. (Attend the Product Sales trainings.)
12. **Keep girls safe during money-earning.** Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts. (Attend Product Sales trainings.)

SAFETY

SAFETY ACTIVITY CHECKPOINTS

GSUSA has prepared a series of documents listing safety standards for Girl Scout activities. They can be found on the GSRI website (www.gsri.org Volunteers/Forms & Publications/Safety). They are updated each year. Leaders must check them each time they plan an activity with their scouts to make sure that all requirements are met.

Each Safety Activity Checkpoint includes the same format:

1. Title of the checkpoint, a photo, and introductory text
2. Information on where to do this activity and how to include girls with disabilities
3. Basic and specialized gear required for the activity
4. How you and the girls need to prepare yourselves in advance of the activity
5. What specific steps to follow on the day of the activity
6. Web links to help you and the girls learn more, plus ways to increase your know-how
7. Activity-specific jargon

If Safety Activity Checkpoints do not exist for an activity your scouts are interested in, check with your council **before** making any definite plans with the girls. A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely:

Caution: You must get written pre-approval from your council for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; use firearms; take trips on waterways that are highly changeable or uncontrollable; experience simulated skydiving and zero-gravity rooms; or fly in noncommercial aircraft, such as small private planes, helicopters, sailplanes, un-tethered hot air balloons, and blimps.

Warning: The following activities are never allowed for any girl: potentially uncontrolled free-falling (bungee jumping, hang gliding, parachuting, parasailing, and trampolining*); creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis, and wakeboards); hunting; shooting a projectile at another person; riding all-terrain vehicles and motor bikes; and taking watercraft trips in Class V or higher. *Trampoline sites where (1) harnesses are used or (2) where the trampolining surface is embedded in the floor of the facility are both approved as Girl Scout activities.

Safety in the Meeting Place

At the “Organizing a Troop” face-to-face training you will review the standards on scouts entering and exiting Girl Scout meetings. Leaders have a legal obligation to see that scouts leave the meeting with custodial parents or their designated alternative. Leaders need written instructions in order to release a scout to anyone other than a custodial parent.

SAFETY

Social Media

Several procedures and standards apply to the use of social media for scouts and troops.

THIS PAGE IS BEING UP-DATED. PLEASE CHECK BACK IN OCTOBER, 2013.

SAFETY

Girl/Adult Ratio

Girl Scouts adult-to-girl ratios show the *minimum* number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.

	Group meetings: Two non-related adults (at least one of whom is female) for this number of girls	Group meetings: Plus one adult for each additional number of girls	Events, travel, and camping: Two unrelated adults (at least one of whom is female) for each number of girls	Events, travel, and camping: Plus one adult for each additional number of girls
Girl Scout Daisies (K– grade 1)	12	6	6	4
Girl Scout Brownies (grades 2–3)	20	8	12	6
Girl Scout Juniors (grades 4–5)	25	10	16	8
Girl Scout Cadettes (grades 6–8)	25	12	20	10
Girl Scout Seniors (grades 9–10)	30	15	24	12
Girl Scout Ambassadors (grades 11–12)	30	15	24	12

Use this chart in conjunction with Troop Standards (see page 14):

1. Each troop must have two registered adults (18 +) and additional adults as required for girl/adult ratio (see page 20).
2. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female.
3. If the adults are related in any way, or reside in the same household or one adult is male, a third, unrelated, female adult must be present at meetings.
4. At least one adult, but preferably all leaders, must complete Leader Training. A trained adult must be present at all Girl Scout activities. Multi-level troops must have one adult trained at each program level.

INSURANCE

All questions about GSRI Insurance should be referred to the council office.

Accident Insurance

Every registered Girl Scout (girl and adult) is automatically covered by accident insurance through Mutual of Omaha during normal supervised program activities, except those events that last more than two consecutive nights (see below). Coverage is automatic for all girls and adults upon registration in the movement and payment of the registration fee. GSUSA provides for this coverage.

Allowable medical expenses up to \$130 are covered. When \$130 in benefits has been paid for covered medical or dental expense, any subsequent benefits for the same accident will be payable only for covered expenses that exceed the limit of benefits available under other forms of insurance or health care programs...up to the specified maximum.

Please note that sickness is not covered. Only medical expenses arising out of accidents during an approved, supervised activity are covered.

Leaders of girls who have accidents requiring medical treatment during a Girl Scout activity, or adults who have accidents themselves during a Girl Scout activity, should report them promptly to the council office. Mutual of Omaha requires the signature of a GSRI employee to process the forms.

Refer to www.gsri.org for Insurance FAQs and necessary forms. (Look under Volunteer/Forms/Insurance.)

For trips of more than two consecutive nights (or three if a national holiday week-end is involved), or for overseas trips, troops need to obtain additional insurance. The cost is nominal and can cover both accident and illness. The rates have changed slightly in 2013, so please contact the GSRI council office for rates and forms.

Other Insurance

Car Insurance

Only owner-insured cars should be used for troop/group activities. We recommend that you review your personal automobile liability limits. Rhode Island law requires \$25,000 per person and \$50,000 per accident. Massachusetts requires \$20,000 per person and \$40,000 per accident. GSRI recommends coverage beyond these minimums. Under certain circumstances, if an accident occurs when the driver is on official Girl Scout business, GSRI's umbrella policy may provide excess liability coverage when needed once the owner's liability limits are exhausted.

Vehicle Rental

The loan, rental or chartering of a bus or vehicle or facilities (other than the regular

troop/group meeting facilities) by a troop, group or service team to transport girls for Girl Scout program activities must have council approval on a **GSRI Rental Request Form**. Bus companies should have a certificate of insurance on file with the council office. Please contact the GSRI office to confirm whether or not such a certificate is on file.

Siblings/Tagalongs

In order for tagalongs (brothers, sisters, friends) to be present at a Girl Scout meeting or troop event on a continuing basis, the following conditions must be met:

- A designated adult must be assigned to their supervision and care during the meeting time. This adult may NOT be involved in conducting the Girl Scout meeting, but must be solely involved with the tagalongs.
- Both the adult and the tagalong(s) should be covered by GSRI accident insurance. Apply for this insurance at GSRI. The request for insurance must be made BEFORE the meetings are held and GSRI needs at least 10 business days to process the request. The cost for this insurance must be paid for by the troop.

If a tagalong is a registered member of a different troop but not of the proper age for the activity and is not participating as a service project, there is no coverage. For example, a registered Daisy tagging along with the parent who is leading a Cadette troop has no coverage for the event.

Conversely, a Cadette assisting at a Daisy meeting does have coverage.

Tagalongs are NOT permitted at any Girl Scout **PROGRAM (those listed in the Program Catalog)** unless specified "bring a friend".

Certificates of Insurance

When GSRI troop meetings, events or activities are held at locations not owned by GSRI, the owner often wants proof that GSRI carries liability insurance. Each troop year, GSRI arranges to have updated certificates of liability sent to a list of meeting locations reviewed by the GSRI Membership and Community Development Manager (MCDM). If you need a certificate of liability for a location not on this list or if a location cannot locate its copy, however, please contact the council office. You must have the following information: Name of Location, Address, Phone, Fax, Email address, Contact person, Date of Event, Brief Description of Event.

When applying for supplemental insurance, or for certificates of liability, please allow at least a week for the paperwork to be processed.

SAFETY

Child Abuse Reporting Procedures

There are many types of child abuse. Girl Scout leaders are mandated reporters. Leaders need to be aware of the following kinds of abuse:

Physical: An injury or pattern of injuries that happens to a child that is not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones, or death.

Neglect: Neglect occurs when adults responsible for the well-being of a child fail to provide for or protect the child. Neglect may include not giving food, clothing, or shelter, failing to keep children clean, lack of supervision, and withholding medical care.

Emotional: Any chronic and persistent act by an adult that endangers the mental health or emotional development of a child including rejecting, ignoring, terrorizing, corrupting, constantly criticizing, making mean remarks, insulting; and giving little or no love, guidance, or support.

Sexual: Sexual abuse is the sexual assault or sexual exploitation of children. Sexual abuse may consist of numerous acts over a long period or a single incident. Children can be victimized from infancy through adolescence. Sexual abuse includes rape, incest, sodomy, fondling, exposing oneself, oral copulation, penetration of the genital or anal openings, as well as forcing children to view or appear in pornography. The perpetrator keeps the child from disclosing through intimidation, threats, and rewards.

At the first report or allegation that child abuse has occurred, one of the following executive staff members shall be notified: the Director of Program & Training, Associate Executive Director for Girl & Adult Services or the CEO, who will then review the incident with the appropriate person(s). If one of these contact people is not immediately available, this review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate that all teachers and child-care providers report information they have learned in their professional roles regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.

GSRI will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

In the event the reported incident involves a program volunteer, employed staff, or GSRI member, the CEO will immediately, without exception, suspend the volunteer or staff person until an investigation is complete.

The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child-on-child abuse), **GSRI's responsibility is to keep the names and contact information of those involved confidential. People may learn that information some other way, such as through other children, but staff and volunteers should not provide it. GSRI needs to protect itself from disclosing information on a minor.**

Reinstatement of the program volunteer, employed staff, or GSRI member will occur only after all allegations have been cleared to the satisfaction of the CEO or designate.

All staff and volunteers must be sensitive to the need for **confidentiality** in the handling of this information and therefore should discuss the incident only with the CEO or designate.

SAFETY

General Guidelines for Showing Affection to Children

Girl Scouts encourages staff/volunteers who interact with children to be affectionate with those children in a manner that is safe for both the children and the adult.

Guideline 1: Child Initiated

A child may choose to do something that a staff/volunteer person never would. In some circumstances, that makes the behavior acceptable. Examples include a child choosing to hold hands with the staff/volunteer or climbing into a staff /volunteer's lap. Other circumstances remain unacceptable. An older child spontaneously kissing a staff/volunteer, for example, is to be discouraged, and staff/volunteer should respond only briefly (although warmly) to full frontal hugs. Forcing affectionate behavior on a child is never acceptable. Even asking for a hug can be considered force when you are discussing young children who are easily influenced by adult expectations.

Guideline 2: Age Appropriate

Consider the age and developmental stage of the child involved. Is this behavior typical of that group or cause for concern? Children who display over-affectionate or inappropriate touching behavior may be victims of child abuse.

Guideline 3: Gentle Limits

Gentle yet firm limits are the way to make children's spontaneous affectionate behavior safe for you. There are many natural ways to move on to another activity without making the child feel rejected. For instance, after a minute of hand holding or lap sitting, ask the child to sit next to you, distract the child with something to do, or encourage him or her to return to an interrupted activity.

Guideline 4: Have Witnesses

When a situation merits having unusual physical contact with a child, make sure that you have witnesses to verify your appropriate actions and responses. This circumstance comes up frequently when a young child needs help with clothing or in programs where physical contact is part of the instruction, like aquatics, youth fitness, gymnastics, and other selected sports. The key here is to balance your need for corroboration with the child's need for dignity in front of an audience.

SAFETY

Touching Policy

The following considerations can help you develop or review your policy on touching:

- Touching should be in response to the need of the child and not the need of the adult.
- Touching should be with the child’s permission; resistance from the child should be respected.
- Touching should avoid breasts, buttocks, and groin.
- Touching should be open and not secretive.
- Touching or other physical contact should be governed by the age and developmental stage of the child.

Appropriate	
Pat on the shoulder	Definitely—a great way to show affection
Hugging	Use a sideways hug if you initiate
High fives	A great way to be affectionate at work
Secret handshake	Great team builder if used wisely
Resting head on your shoulder	Use guidelines 1, 2, and 4. (Guidelines for ...)
Squeezed together on a couch	Use guideline 1 and think about safety
Applying sunscreen to a child	Only if you have parent’s permission (and only in areas described in training; let child apply sunscreen elsewhere)
Inappropriate	
Caressing	Too intimate
Kiss (on the cheek, mouth, top of head)	Tell child, “Kisses are for family”
Piggyback rides	Too much contact and favoritism
Back rub	Too intimate
Wrestling or roughhousing	It’s not safe
Playing mercy or uncle	Games that injure are not fun
Carrying a child on your hip	Too much contact and favoritism
Shoulder rides	Too much contact and favoritism
Touching where swimsuits cover	Too intimate
Spider swing	Too much contact and favoritism
Child hanging on your body	Unsafe; you need to be able to move in a crisis
Playing airplane	Unsafe

GSRI TRAVEL STANDARDS (Troop Trips I)

Trips are a worthwhile extension of activities done within the regular troop program. A Girl Scout trip is an opportunity for girls to have fun, to experience adventure, and to enrich the ongoing Girl Scout program. The decision to take a trip, to establish a budget and to finalize plans should be made by leaders and girls in consultation with parents and GSRI. Leaders must always obtain approval for trips.

1. Readiness and Destination

Readiness and destination are controlled by age level and program relevance. They are determined by the leader in consultation with local volunteers. Exceptions to distance standards will be considered under special circumstances.

DAISY -- should have experience close to home before traveling further. Daisies are ready to explore the world beyond their meeting place by means of occasional short outings in the immediate vicinity or to Council sponsored workshops.

BROWNIE-- should have experience with outings in the community before they are ready for an all-day outing within 100 miles of their own community.

JUNIOR -- should have experience with outings (especially overnights) within 100 miles of their community before undertaking expeditions beyond 150 miles.

CADETTE – should have experience with overnight trips before undertaking extended trips in the Eastern U.S. and Canada.

SENIOR and AMBASSADOR– should have experience with extended overnight trips before undertaking trips throughout the continental US and outside of it.

2. Procedures

Leaders must consult with local volunteers and/or council staff **BEFORE** making definite plans for a trip. Consult the chart which follows for the proper forms and timelines. Anytime a troop does NOT meet at its regular time or place, the troop leader needs to notify the local Service Unit Manager or Program Coordinator in advance. The rule of thumb is that if a permission slip is required for the activity, the leader should notify the member of the service team so designated in the service unit.

An **Intent-to-Travel** form is required for any day trip that is more than the required destination distance standard for an age level OR for any trip that involves an **overnight** (except for GSRI Troop camping sites). It must be filled out, submitted to the local service unit for approval and sent on to the Council office for final review. (Download from Forms & Publications page on the website.) A **Rental Request** form may be required as well, if leaders sign contracts for vehicle or facility rentals.

For any trip requiring an Intent-to-Travel form, volunteers must complete the course called Troop Trip II.

Special permission forms must be obtained from parents/guardians for any trip. No Girl Scout may participate in a trip unless the leader receives and carries a signed permission form with her.

(One exception to this rule is a Meeting Time “Walk Out”. Since the activity begins and ends at the regular meeting time, it is covered by the Parent Consent form which parents sign when their daughter first joins Girl Scouting.) If doing a “Walk Out” activity, notify your SUM before the meeting and leave a sign on the meeting place door stating destination and return time. Written permission forms for girls who are over 18 are not required, but parents should be told of the troops plans.

Transportation: When a troop leader arranges transportation for a troop activity, drivers must meet the standard for insurance (page 22). They must carry certain items listed in the Leader Travel Kit (page 32) for the scouts in their car. In the GSRI council, drivers who are between 18 and 21 years of age must be a member of the troop leadership team and be trained volunteers.

PERMISSION SLIPS

Remember that every time a group **meets at a time and location different from the regular group meeting**, you must use a permission form—even if the girls are responsible for getting to that location on their own. (And you must **notify a member of your Service Team**, usually by email.)

Permission forms give parents the “who, what, when, where, and why,” so that they can decide whether their daughter can participate in an event or go on a trip. A signed permission slip permits you to include the girl in the activity and also provides you with up-to-date emergency contact information. Even if the parent accompanies the Girl Scout to the event, you must have a signed permission slip from the parent. (If something happens to the parent or leader during the activity, the signed form gives permission for the girl to be covered by Girl Scout insurance and to receive emergency treatment.)

A sample permission slip form is on the GSRI website (www.gsri.org/volunteers/forms), but you may want to create your own. Permission slips for trips should contain the following information:

- date and time of the activity
- place of activity
- travel plans, including type of transportation used
- general agenda or topic of activity
- recommended amount of spending money (especially for older girls)
- cell phone or contact number where the leader can be reached during the activity
- telephone numbers (as many as can be listed) for parents/guardians where they can be reached **during the time of the activity**
- emergency contact information (neighbor, friend, relative)
- permission to take and publish photos and/or videos of the scout at the activity.

The key element in a permission slip is the parent/guardian SIGNATURE which is attached to a description of a specific event or activity. (Electronic signatures are permissible.)

OTHER OCCASIONS WHEN PERMISSION SLIPS ARE NEEDED

1. Girl Scouts must have a signed permission slip to participate in **product sales**. These forms are provided with the Be a Reader and Cookie Sale materials.
2. Parents or guardians must give permission for girls to have their pictures on a troop website page.
3. If a troop has permission to hold additional **fund-raising activities**, parents/guardians must sign a permission slip in order for the Girl Scout to participate.
4. If your troop is undertaking an activity which involves the discussion of a “**sensitive**” topic (for example: bullying, drugs, puberty and breast cancer awareness) you need to notify parents of your plans and have them sign off on it.

TRAVEL CHART

Troop Age Level	Type of Trip	Approvals + Trainings	Forms Required	Time Schedule for Forms	Additional Training or Equipment
D/B/J/C/S/A	1-day trip within Council jurisdiction or Council sponsored event	1. Verbal from SUM or PC 2. Completed New Leader Training (including Outdoor Day if at GSRI camp site.)	None, except if to Council campsite (then use Troop Outdoor Day Reservation form and Site Report).	At start of planning, get approval from SUM or PC; as changes occur, clear with PC or SUM. Reserve Council camp site as early as possible. File Site Report within five days of event.	First Aid/CPR Training RECOMMENDED Bring a First Aid Kit
B/J/C/S/A	1-day trip within 100 miles of own town	SAME AS ABOVE.	SAME AS ABOVE	SAME AS ABOVE	First Aid/CPR Training rec. Bring a First Aid Kit
D/B/J/C/S/A (1 st grade Daisies)	Backyard sleep-over or any sleep-over (NOT at GSRI site).	1. Verbal from SUM or MCDM 2. ODD (if fire building) 3. Troop Trips II	Intent-To Travel Form	At start of planning, get approval; as changes occur, notify SUM.	First Aid/CPR Training Bring a First Aid Kit
J/C/S/A	1-day trip within 150 miles of own community	SAME AS ABOVE	NONE	SAME AS ABOVE	First Aid/CPR Training (Recommended.) Bring a First Aid Kit
J/C/S/A	1-day trip beyond 150 miles of own community	1. SUM 2. Troop Trip II	Intent-To-Travel Form Trip Report Form	File Intent-to-Travel form 1 month prior to event. File Trip Report form immediately after the event.	First Aid/CPR Training Bring a First Aid Kit
B/J/C/S/A	Overnight trip (not camping), this includes <u>Museum overnights.</u>	1. SUM or MCDM 2. Troop Trips II	Intent-to-Travel Form Trip Report Form OR <u>For Museum overnights use Council registration forms</u>	For short (1-2 nights) trips file Intent-to-Travel form 2 months ahead. For extended (3 nights or more) trips file Intent-to-Travel form 4 months ahead. For extended trips review with Field Director 2 months before. Trip Report form filed with Program Dept.	First Aid/CPR Training Bring a First Aid Kit
J/C/S/A	Camping trips outside Council sites.	1. SUM 2. MCDM 3. Troop Camp Training 4. Troop Trips II	Intent-to-Travel Troop Camp App. Site liability Insurance confirmation	SAME AS ABOVE	First Aid/CPR Training Bring a First Aid Kit
D/B/J/C/S/A	Camping at GSRI sites (Recommended that Daisies go family Camping.)	1. SUM or CC 2. Troop Camp Training	Troop Camp Application and Reservation Form Site Report	As soon as possible as troop reservations are opened in spring and fall. File within five days of trip.	First Aid/CPR Training Bring a First Aid Kit

LEADER TRAVEL KIT

The troop leader should carry a **Travel Kit** on all trips, excursions, or events. For each girl (and adult) on the trip, it should contain the following:

1. **Troop Roster** (Leaders can print customized rosters from the GSRI website that include only girls attending a specific activity.)
2. **Girl Health History Form** - (If any of the scouts has a special medical condition requiring monitoring or supervision, request additional information from the parent.)
3. **Medications** in original containers to be dispensed by the leader. Parents must sign the Permission to Dispense Medication form and submit it with the meds container. **EXCEPTIONS:** Inhalers, Epi-pens and diabetic meds may be carried and administered by the girl.
4. A signed **Permission Slip** for each girl.
5. **Contact information** including: Phone Tree contacts, Emergency numbers for parents/guardians, Complete itinerary with contact information and a complete list of participants with contact information printed on one sheet
6. Orange **Crisis sheets** from GSRI
7. **Insurance forms** from Mutual of Omaha (on website), including the Reporting Form.
8. Copy of **Passports**, if flying or going outside the country.

(Leaders should also carry permission and health slips for all adults on the trip.)

If traveling in a several cars, the driver of each car must carry copies of items 1. (roster), 2. (health history form), 4. (signed permission slip), 5. (contact information) for **each** girl and adult in his/her car.

It is recommended that all of the above information be copied and a set be carried by another adult chaperone and a third set be left at home with the phone tree contact person (this information could be faxed to the leader if other copies are lost or misplaced).

Each girl must carry **on her person** at all times an **identification card**. If possible, these should be laminated or carried in a plastic name tag holder. The information on each card should include:

1. Name
2. Address
3. Girl Scout Council and Troop #
4. Telephone contacts
 - Leader cell phone(s)
 - Phone tree contact number
 - GSRI emergency contact number
 - Parent/Guardian contact number(s)
5. Any pertinent medical information you feel is needed.

ADULT TRAINING FOR VOLUNTEERS

Times and dates for all trainings are listed on the website: www.GSRI.org/volunteers/adult trainings or check the Council Calendar on the home page.

TYPE OF TRAINING	ALLOWS LEADERS TO:
<p>1. New Leader Training Girl Scouting 101 Session A: Online training (3 segments, 1.5 Hours) Session B: Organizing a Troop (3 hour face-to-face session)</p>	<p>1. Start a troop. 2. Organize troop meetings. 3. Buy badges. 4. Attend Council sponsored events. 5. Borrow program materials from Council. 6. Participate in magazine and cookie sales. 7. Call on Council staff for support and information.</p>
<p>Session C: Outdoor Day</p>	<p>1. Schedule a Troop Outdoor Day at a GSRI camp. 2. Hold a troop activity that includes fire-building.</p>
<p>2. First Aid/CPR training Check the website for GSRI training dates and locations. Other certifying organization's cards are also accepted.</p>	<p>1. Recommended for all troop leaders. 2. Recommended for all troop trips. 3. Required by Safety Activity Checkpoints for some activities. 4. Required for Troop Camping.</p>
<p>3. Troop Camp Training Classroom session(s) (6 hours) An overnight from Saturday morning to Sunday afternoon.</p>	<p>1. Required for Troop Camping at GSRI sites. 2. See Trip Approval Chart for trips and/or camping to non-GSRI sites.</p>
<p>4. Troop Camp Refresher Course (2 ½ hours)</p>	<p>1. For leaders whose Troop Camp Training was more than five years ago. 2. For experienced leaders who have transferred into GSRI from another Council where they received Troop Camp Training.</p>
<p>5. Age Level Change Workshops: Daisy to Brownie (2 hours). Age Level Change Workshops: Junior, Cadette, Senior and Ambassador – online after 9/13</p>	<p>1. Required of all experienced leaders transitioning from Daisy troop leader to Brownie troop leader.</p>
<p>6. Troop Trips II (2 ½ hours)</p>	<p>1. Required for all overnight trips (including Museum overnights) or any activity requiring an Intent-to-Travel form. 2. Recommended for Brownie and Junior level leaders.</p>
<p>7. Advanced Trips (2 ½ hours)</p>	<p>1. For Cadettes, Senior and Ambassador level leaders who are planning extended trips (3+ days) or geographically distant trips. 2. Especially recommended for troops planning on extensive fund-raising activities.</p>
<p>8. Program Aide Training for Adults Program Aide Training for Girls Program Aide trains Cadette Scouts (7th and</p>	<p>1. Allows Cadette level girls to work with younger Girl Scouts and gain leadership experience.</p>

<p>8th graders) to work with Daisy and/or Brownie Scouts.</p> <p>Two training options are available:</p> <ul style="list-style-type: none"> a. Girls attend a Council trainings (9:00 am – 4:00 pm) listed in the Program Guide. A \$10.00 feeper girl pays for the manual and pin. b. Leaders attend an adult training session (listed on the GSRI website calendar) and then hold troop trainings at their convenience. 	
<p>9. Strive for Silver/Go for Gold workshops for Adults and Cadette, Senior and Ambassador Girl Scouts.</p> <p>An interactive workshop which shows girls and leaders how to pursue Silver and Gold awards. The workshop covers prerequisites, typical projects, guidelines, timelines and standards.</p> <p>Sessions are posted on the GSRI website calendar. Girls, leaders and parents are invited to attend.</p>	<p>1. Prepares Cadette, Senior and Ambassador Girl Scouts to pursue a Higher Award.</p>

