



# **GSSNE**

# **Policies, Procedures**

# **and Standards**

# **2015-2016**

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## POLICIES OF THE GIRL SCOUTS OF SOUTHEASTERN NEW ENGLAND (GSSNE)

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

### Policy #1 – GSSNE’s Commitment to Pluralism

GSSNE 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, Volunteer and Troop Essentials 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 GSSNE 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 *GSSNE 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:

- 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.
- 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.
- 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 *GSSNE Volunteer and Troop Essentials Manual* and *Service Team Manual*.

## 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 Membership Specialist for the area 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 *GSSNE Policies, Procedures and Standards manual*).

Troops/groups must submit a Money Earning Activity Report form, to their Membership Specialist 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 Senior Director, Program and Membership 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 *GSSNE 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 the area Membership Specialist. 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 or as part of a parent/guardian's employer service related donation program. Donations of under \$250.00 may be sent directly to the troop's bank account (and must be reported on the Troop/Group Annual Finance Report). Donations over \$250.00 must be processed through the Council office. A check for the amount will then be sent to the troop. Donations processed through the council office are tax-exempt. 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 Troop/Group Annual Finance Report form

Approval by the Service Unit Manager must be obtained before final approval of Senior Director, Program and Membership 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 for 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 with approval from the Senior Director, Volunteer Management 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 Membership Specialist to be divided into shares equal to the 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 Specialist.

### 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 organization'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 Membership Specialist and could result in suspension or termination from all Girl Scout participation for a period of time.

#### 5.6 Volunteer Training

##### 5.6.1 New Leader Training

New leaders 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 trainings as required, or
- (2) Equivalency can be granted by Senior Director, Volunteer Management 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 GSSNE.

## 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 or the Senior Director, Program and Membership 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 Southeastern New England, 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 GSSNE 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 GSSNE in which they take the responsibility for property damage and indemnify Girl Scouts of Southeastern New England in the case of accidents or injuries that occur during or resulting from their activities while on GSSNE premises.

### 6.2 Certificates of Insurance

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

*Amended by the Board of Directors on Nov. 20, 2014*

*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*

## Contact Information

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

You can contact your local council in the following ways:

Girl Scouts Southeastern New England  
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.gssne.org](http://www.gssne.org)

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### Girl Scouts of the U.S.A.

Girl Scouts of Southeastern New England 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](http://www.girlscouts.org)

### GSSNE Service Units

Each community in GSSNE has a committee of volunteers called the Service Team which organizes local activities and acts as mentors for new leaders. The head volunteer is called the Service Unit Manager (SUM) and volunteers can make contact with them through the office of GSSNE Volunteer Management.

# What do I need to do to become a Girl Scout Volunteer?

## 1. Preliminaries

- Download from the GSSNE website the Volunteer Application and National Background Screening form (Massachusetts communities use the CORI form instead) and send them **along with a photo ID** to the council office. You may mail them, fax them or email them to the Volunteer Management office. You can find the forms on our website: [www.gssne.org](http://www.gssne.org) Volunteers/Forms/Volunteer. **The GSSNE council must request a background check for each volunteer; checks by other organizations will not be accepted.**
- Once your Volunteer Application is received, your references are checked and your background check is cleared, you will be contacted by the Senior Director, Volunteer Management and you can proceed to the next step.

## 2. Registration

- Register as a Girl Scout (online at our website or by paper application) and pay the \$15.00 registration fee. (Girls will pay an additional \$10.00 Service Fee, but adults do not have to do so.) Financial aid is available; please consult the council office if you have questions and to obtain the proper forms.
- At this point some volunteers, such as parent helpers, will have completed the process and will be notified by the Volunteer Management office. (Some specialist positions may require additional training, for example, program facilitators. They will be notified if additional training is warranted.)
- Troop leaders and assistant leaders have additional steps to complete. On the membership registration form, troop leaders should check off the position code for troop leader (01) or assistant troop leader (02). The position is “tentative” until you are notified that all paperwork has been processed and you have completed all required trainings.

## 3. Training

- **ONLINE TRAINING required for all troop leaders:** Go to the GSSNE website: [www.gssne.org](http://www.gssne.org) Volunteer/New Volunteers/Step 4 for directions and links to the following online portions of the training.
  - **“Girl Scouting 101”** is the GSUSA orientation video for new troop leaders. Verification will be sent to GSSNE electronically by GSUSA.
  - **Volunteer Essentials 2014/2015** is an online review of GSUSA national guidelines and standards. Download, sign and submit the **verification form** to the council.
  - **GSSNE Policies, Procedures and Standards, 2014-2015** is our council’s guide to local policies, procedures and standards. Download this manual for future reference. Download, sign and submit the **Worksheet** to the council.
- **FACE-TO-FACE TRAINING, “Organizing Your Troop”** is a three hour session required for all troop leaders. Register online through your GSSNE membership site or by submitting a paper form which can be found on the website under Volunteers/Forms/Training.

## 4. Appointment

- You will receive a Volunteer Agreement to sign which documents your training and responsibilities and you can begin working as a GSSNE volunteer.

# GSSNE Troop Standards

## 1. Troop Leadership (Leaders and Assistant Leaders)

- Each troop's leadership team consists of a Troop Leader (O1) and an Assistant Leader (O2) and additional adults (O2s and/or O3s) as required for the girl/adult ratio (see page 22 for the exact numbers required at each age level).
- For each adult, the Volunteer Management office must successfully process
  - A Volunteer Application with references
  - A National Background Screening form (or CORI form in MA.)
- Each adult must be a registered member of GSSNE.
- 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.
- If the adults are related in any way, are married or reside in the same household, a third, unrelated, adult must be present at meetings.
- At no time may one leader be alone with one Girl Scout.
- Each leader (O1s and O2s) must complete New Leader training or its equivalent. Refer to the previous page for details of New Leader training or go to the website: [www.gssne.org/Volunteers/NewVolunteers](http://www.gssne.org/Volunteers/NewVolunteers).
- A trained adult must be present at all Girl Scout activities.
- Multi-level troops must have one adult trained at each program level.

## 2. Other adults involved with the troop

- Any adult involved with the troop (such as a Product Sales Coordinator, a member of the troop committee, driver, parent helper, chaperone, etc.) must:
  - Complete a Volunteer Application
  - Have a background check
  - Have references checked
  - Register as a member of Girl Scouts of Southeastern New England

*The Volunteer Management office will notify the volunteer when the paperwork has been successfully processed.*

- When the troop arranges transportation to and from a troop activity, drivers must:
  - Be 21 years of age
  - Have completed all segments of the volunteer process listed in the step above
  - Submit a "Check Driving Record Request" form to the council. The council will notify potential drivers if they are cleared to drive to troop events and activities. The clearance is valid for three years.

*Please see more details on drivers in the Travel section of the manual (pages 26 & 33)*



3. All volunteers, regardless of position, will be re-screened on a three year rotating schedule.

4. Family Events

On a regular basis, troops invite families to ceremonies or celebrations throughout the year. On these occasions, adults and siblings do not need to be processed as volunteers. (However, when family adults help to run a program for girls or participate in staffing a troop program event they must be processed as adult volunteers. They would fall under the category of “Other adults involved with the troop”, item # 2 on the previous page.)

5. Guest “Experts”

At times troops may invite guest experts to provide program information in their area of expertise, i.e. a fireman on fire safety. If the guest expert (1) presents information or a tutorial, provides guidance or expertise on a program activity (2) the troop leaders supervise all activities/ interactions between the girls and the expert and (3) the girls are never alone with the guest, then the guest expert does not need to be processed through the Volunteer Management office and does not need to register as a member of GSSNE. If there are any questions, please refer them to the Senior Director of Volunteer Management and Training.

6. GSSNE troop size standards follow the national GSUSA standard:

- Daisy troops: 5 – 12 girls
- Brownie troops: 10 - 20 girls
- Junior troops: 10 - 25 girls
- Cadette troops: 5 - 25 girls
- Senior troops: 5 – 30 girls
- Ambassador troops: 5 – 30 girls

7. Girls with special needs

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, GSSNE is committed to maximizing the developmental, educational, emotional and social needs of every Girl Scout. Please consult with the area Membership Specialist 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 Southeastern New England must meet the following site standards:

1. Accessible to all members.
2. Large enough for a variety of activities.
3. Accessible by telephone (landline or cell phone).
4. Is safe, secure, clean, properly ventilated, heated, free of hazards and has at least **two exits**.
5. Emergency exits are functioning, easily accessible, adequate and **well-marked**.
6. Has 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), homeowners liability insurance must cover meetings of this type.

It is standard practice to avoid using troop funds to rent space for regular troop meetings. Girl Scout troops should seek schools, churches, community centers or other local sites which are free. Local Service Unit members can help new leaders locate such sites.

# Finances

## Money Basics

When a girl or adult “registers” as a Girl Scout, the \$15.00 registration fee and \$10.00 service fee (only girls pay the service fee) goes directly to GSUSA and GSSNE, respectively, to fund national and state staffing, programs, property maintenance, insurance and communication. Girl or adult 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 award.

### 1. Troop Income

Girl Scout troops do not receive any of the \$25.00 fee described above and so they have to build their troop treasury in the following ways:

- I. Sharing in the profits from council sponsored PRODUCT SALES. At GSSNE there is a fall magazine, candy and nut sale and in the winter there is the traditional GS Cookie sale. Troops receive a percentage of the product sales. The exact amount is described in the product sales training materials distributed before the sale.
- II. Charging troop DUES. Please see the page 17 for a discussion of how to determine troop dues.

Combining both of these sources of revenue generally provides all the money needed to support a full range of troop activities.

### 2. Troop Treasury

Legally all money coming into the troop treasury is the property of GSSNE and is not the property of individuals, troops, geographic units, subordinate units or communities within the GSSNE Council. Every Girl Scout troop should keep their funds in a bank or credit union account which is opened in the name of GSSNE. If a troop account does not meet this standard, it should be closed out and re-opened following the GSSNE council standards detailed below.

Procedures on how to open an account and the proper documents required are discussed in the face-to-face training session, “Organizing Your Troop”, which is part of New Leader training. Banks and credit unions (and GSSNE policies) require an authorization letter from the GSSNE Council’s Chief Financial Officer (CFO) in order to open a bank account. The “bank letter” specifies the signatories on the account and authorizes it to be opened in the name of GSSNE. Fully trained troop leaders may request the “bank letter” from the Volunteer Management office at the council.

Signatories of the troop bank account should be the Troop Leader (1) and the Assistant Troop Leader or other Troop Volunteer (2). The number of accounts the Troop Leader (1) is allowed to be a signatory on is equal to the number of troops of which s/he is the leader. For example, if the Troop Leader leads three separate troops, s/he may be the signatory of a maximum of three accounts. The (2) signatory may only be a signatory on one troop account. Keeping with Troop Standard on adult leadership, the (1) and (2)

signatories on the account may not be related in any way or reside in the same household.

Either the Troop Leader or another designated member of the troop committee should keep good records of income and expenditures with accompanying receipts. At the end of the troop year (September – June), each troop must file a TROOP ANNUAL FINANCE REPORT (Volunteers/Forms/Finance) along with a copy of the most recent bank statement. At the New Leader face-to-face training, “Organizing Your Troop” there is a full discussion of record keeping and how to track income and expenses.

Service Units having bank accounts must follow the reporting procedures for troops including an end-of-the-year financial report. Please use the Service Unit Annual Finance Report form from the website ([www.gssne.org](http://www.gssne.org) Volunteers/Forms/Finance).

Any money collected for special purposes, such as for a Destinations event, must be deposited at the GSSNE council office and will be disbursed when needed.

If a troop disbands, the money reverts to the GSSNE council. The Troop Leader is responsible for closing the account and communicating this to the GSSNE council when completed. If a girl member of the disbanded troop joins another GSSNE troop, her portion of the troop treasury follows her to the new troop.

If GSSNE determines that an account has not been maintained in accordance with the council fiscal standards, or if it has been abandoned, or if the authorized signatories on the account are no longer the leaders of the troop, then the CEO or CFO may direct the pertinent back or credit unit to either (a) close the account and return the funds to GSSNE or (b) change the signatories on the account.

### 3. Additional Sources of Income

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

- The troop must participate in the council fundraising events: the fall sale and the cookie sale before requesting permission for additional money earning activities.
- The troop must apply in advance to the council for permission and approval (use the Money Earning Project Application on the website). Activities where the girls contribute time or skills are encouraged; raffles are not allowed.
- Girls participate voluntarily and with parent/guardian permission.
- Girls have a full understanding of why the money is needed and how it will help them achieve a troop goal.
- Girls participate in fundraisers which are age appropriate and meet all safety requirements.
- 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 form 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”.
- Only adults may ask for donations or in-kind gifts; girls may not do the actual asking.
- Donations may be received from parents/guardian employers as part of a service related donation programs.
- At cookie booth sales, donations may be accepted for the “Cookie Share” program to support our troops overseas. No direct donations to the Girl Scout Troop holding the sale may be accepted. A “tip” box or can is not allowed.
- Donations under \$250.00 may be sent directly to the troop’s bank account. This money is reported on the end of the year report.
- Donations over \$250.00 must be processed through the Council offices. The check should be clearly labeled with a troop’s number and a Council check for this amount will be sent to the troop. These donations are tax-deductible.

#### 4. Grants

Troops may look for grants from outside sources to supplement outing and event budgets. All grant applications for outside funding must first be **submitted to, reviewed and approved** by Council. Please send a copy of the grant proposal to the Program Department.

As with all money earning projects, the following rules apply:

- The troop must participate in the council fundraising events: the fall sale and the cookie sale before requesting permission for additional money earning activities.
- Donations under \$250.00 may be sent directly to the troop’s bank account. This money is reported on the end of the year report.
- Donations over \$250.00 must be processed through the Council offices. The check should be clearly labeled with a troop’s number and a Council check for this amount will be sent to the troop.

#### 5. Tax-Exempt status

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

#### 6. Reporting

At the end of the troop year, leaders turn in a Troop Annual Finance Report. If the report and bank statement are not submitted at the end of the troop year (June), troop leaders are not eligible to be appointed troop leaders the following year.

## Troop Dues

*How to calculate what to charge for troop dues.*

Factors to consider when determining troop dues:

### 1. How often the troop meets:

- Weekly: approximately 25 weekly meetings per troop year
- Three times a month: approximately 20 meetings per troop year
- Two times a month: approximately 15 meetings per troop year

### 2. What the dues will cover:

- Every expense **OR**
- All program and activity expenses, but not uniforms or snacks **OR**
- 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, recognitions, fun patches  
Troop program activities: cost for Journey books (\$7.00)  
and *Girl's Guide to Girl Scouting* (\$16.85)  
Outdoor activities: Outdoor days, troop camping  
Trips: local or overnight (museum overnights)  
Service Projects  
Council programs or event fees  
Snacks (if provided by the troop)

### 3. How payments are made:

- At 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.
- Troop leaders can combine payment schedules, but this requires a high level of bookkeeping.
- Consider the "usual" or expected dues in your community.

**Remember:** *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

## SAFETY ACTIVITY CHECKPOINTS (SAC)

GSUSA has prepared a series of documents listing safety standards for Girl Scout activities. They can be found on the GSSNE website ([www.gssne.org](http://www.gssne.org) Volunteers/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 (SAC) 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. The following list is helpful in sorting things out:

**Written Pre-Approval from the GSSNE Program Department is required for:**

- Girls 12 and older to operate motorized vehicles (go-carts or personal watercraft)
- Girls 12 and old to use firearms at a firing range
- Take trips on waterways that are highly changeable or uncontrollable (up to class IV is allowed)
- Flying in noncommercial aircraft, such as small private planes, helicopters, sailplanes, untethered hot-air balloons and blimps
- Trampolining is allowed where there is no danger of free fall (where there are floor level trampolines or where harnesses are used.)

**These activities are never allowed:**

- Riding all-terrain vehicles and motor bikes.
- Shooting a projectile at another person (such as paintball)
- Hunting
- Trips on waterways of Class V or higher
- Activities with the potential for uncontrolled free-fall: bungee jumping, hang-gliding, parachuting, and parasailing
- Creating extreme variations of approved activities, for example: high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis and wakeboards.

## Safety in the Meeting Place

At the “Organizing Your Troop” face-to-face training trainers will review the standards on scouts entering and exiting Girl Scout meetings. **Leaders have a legal obligation to see that Girl 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.**

Most leaders organize the beginning and ending of meetings by asking parents (or whoever is the designated adult in charge of dropping her off) to sign-in their child at the beginning of the meeting. At the formal ending of the meeting (usually a circle or announcement session) parents are asked to sign-out their child. The sign-in/sign-out book should be supervised at all times by the leader or assistant leader and that person should know about carpools and other transportation arrangements.





## Girl Scout Safety Guidelines

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

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints available from your council (GSSNE.org Volunteers/Publications). Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
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. All leaders and assistant leaders must be trained according to GSSNE standards. Adult volunteers must be at least 18 years old and must be appointed by GSSNE after a screening and approval process. Every volunteer must be a registered member. One lead volunteer in every troop/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. Troop leaders must notify a member of the local Service Team – usually the SUM – about the details of the activity and the change in meeting time and place.
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 the council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. (See pages 27-28 for GSSNE standards and guidelines.)
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, 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. Please check the Travel section (pages 24 & 31) for specific requirements for troop arranged carpool drivers. 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. When troop camping, girls and adults sleep separately. When parents are staffing (or leading) events, daughters should remain in quarters with other girls rather

than in staff areas. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. Please refer to the section on Travel (pages 31-38) for more detailed information on GSSNE overnight and camping standards.

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.
9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls 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.
10. **Ensure that no girl is treated differently.** Girl Scouts welcomes 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.
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 websites, publish girls' first names only and never divulge their contact information. Teach girls the [Girl Scout Online Safety Pledge](#) and have them commit to it.
12. **Keep girls safe during money-earning activities.** 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.

# Safety

## Social Media

Several procedures and standards apply to the use of social media for Girl Scouts and Girl Scout troops.

1. Girl Scouts under 13 years of age cannot receive emails to a personal address; all communication must be sent to an adult address or to a family address.
2. Girl Scouts older than 13 may, with permission from their parent or guardian, receive communications at a personal email address.
3. As part of the registration process to become a member of Girl Scouts, parents/guardians may give GSSNE permission to use photos of their child on its website/Facebook page or in its publications. If they do not give permission, that is honored. The same rule applies to Girl Scout camp registrations in the summer.
4. An additional permission slip from parents/guardians is required for girls to have information and/or photos posted on a TROOP website/Facebook page. A sample form is found on the council website: [www.gssne.org](http://www.gssne.org) Volunteers/Forms.
5. If a troop does not have a troop website/Facebook page but wants to post photos of a troop trip or activity on any form of social media, parents/guardians must give specific permission for this. It can be included on the trip permission slip or may be a separate form.
6. If a troop establishes a troop website/Facebook page, the troop leader (or her adult designee) is the site administrator and s/he is responsible for the posting of all information and pictures.
7. On any troop website/Facebook page or other GSSNE related social media sites, the site administrator should avoid the use of personal information of any type.
8. Special protections are in place for activities associated with the Cookie Sale. Please use the Internet Safety Pledge and other standards in the Cookie/Fall sale training materials.
9. On any social media site, Girl Scout volunteers should be socially responsible and adhere to the highest standards of good taste and civility. Make the Girl Scout Law your guide.

## Safety

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		Events, Travel, and Camping	
	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:
<b>Girl Scout Daisies (grades K–1)</b>	12	6	6	4
<b>Girl Scout Brownies (grades 2–3)</b>	20	8	12	6
<b>Girl Scout Juniors (grades 4–5)</b>	25	10	16	8
<b>Girl Scout Cadettes (grades 6–8)</b>	25	12	20	10
<b>Girl Scout Seniors (grades 9–10)</b>	30	15	24	12
<b>Girl Scout Ambassadors (grades 11–12)</b>	30	15	24	12

Please note that registered Girl Scouts ages 18-21 may participate in troop activities as part of the leadership team, in which case they must complete all parts of the New Leader training. If they wish to participate as an episodic volunteer or a troop committee member, they can count as part of the girl/adult ratio for purposes of supervision and as chaperones. They may not, however, be drivers on trips. See the section on travel (pages 31-38) for specific standards for drivers.

# Insurance

## Member 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 lasting more than two consecutive nights (see below). Coverage is automatic for all girls and adults upon member registration and payment of the registration fee.

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 or 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. The forms used can be found on the website: [www.gssne.org](http://www.gssne.org) Volunteers/Forms/Insurance. A confidential report form, "The Orange Sheet" must be filled out and returned to the council. A claim form for reimbursement is available in English and Spanish. Our insurer, Mutual of Omaha, requires the signature of a GSSNE employee to process the forms.

Refer to [www.gssne.org](http://www.gssne.org) for Insurance FAQs for more details. (Look under Volunteer/Publications/Insurance/Insurance Policy Brochure [Mutual of Omaha].)

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. Please call the council accountant, Marie Martin, for current rates and forms.

## Other Types of Insurance Coverage

### 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. GSSNE recommends coverage beyond these minimums. Under certain circumstances, if an accident occurs when the driver is on official Girl Scout business, GSSNE'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 GSSNE Rental Request Form (found online at [www.gssne.org](http://www.gssne.org) Volunteers/Forms/Travel). Bus companies should have a certificate of insurance on file with the council office. Please contact the GSSNE office to confirm whether or not such a certificate is on file.

## Drivers

Under the new guidelines, **drivers for troop arranged carpools** must be processed through the Volunteer Management office. They will need to:

- submit a Volunteer Application with a list of references.
- submit a Background Screening request form accompanied by a photo ID.
- register as a member of Girl Scouts.
- file a Driving Record Request form.

All forms are found on the website: [www.gssne.org/Volunteers/Forms](http://www.gssne.org/Volunteers/Forms). The volunteer will be notified by the Volunteer Management office once the paperwork has been processed. The Driving Record check is good for three years.

## Liability Insurance

At a Girl Scout events where non-members are present, leaders may want to request additional liability insurance. Consult the Senior Director, Program and Membership for details.

## 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) must be covered by GSSNE accident insurance. Apply for this insurance at GSSNE. The request for insurance must be made BEFORE the meetings are held and GSSNE 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 if they have successfully completed Program Aide training or received the LIA Award. Tagalongs are NOT permitted at any Girl Scout PROGRAM (those listed in the Program Catalog) unless specified "bring a friend".

## Certificates of Insurance

When GSSNE troop meetings, events or activities are held at locations not owned by GSSNE, the owner often wants proof that GSSNE carries liability insurance. If you need a certificate of liability for a location, 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 volunteers are mandated reporters. Volunteers 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, the Senior Director, Program and Membership or the CEO should be notified.** They 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. GSSNE 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 GSSNE 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), **GSSNE'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. GSSNE needs to protect itself from disclosing information on a minor.**

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.

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

# Safety

## General Guidelines for Showing Affection to Children

Girl Scouts encourages staff/volunteers that 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.

## Touching Policy

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

# GSSNE 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 GSSNE. Leaders must always obtain prior 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 Service team members and council staff. Exceptions to distance standards will be considered under special circumstances.

**Daisies:** 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. (Please refer to the section on Daisy overnights at the end of this section.)

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

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

**Cadettes:** should have experience with overnight trips before undertaking extended trips in the U.S. and Canada.

**Seniors & Ambassadors:** should have experience with extended overnight trips before undertaking trips throughout the continental US and outside of it.

## 2. Procedures

### A. Training

For any trip requiring an Intent-to-Travel form or for a Museum overnight program, volunteers must complete the course called Troop Trips II. For camping, volunteers must complete Outdoor Day and Troop Camp Training.

### B. Notification/Approvals

- Leaders must consult with local Service Team members 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 (SUM) or Program Coordinator (PC) in advance. The rule of thumb is that if a permission slip is required for the activity, the leader should notify the designated member of the service team in the service unit.

- Some trips require advance **approval** from the local Service Team member and council staff member. Usually this involves submitting a form – see below.

### C. Forms

- An **Intent-to-Travel** form is required for any trip that involves an **overnight** (except for GSSNE Troop camping sites) OR for any day trip that is more than the required destination distance standard for an age level. The form must be filled out, submitted to the local service unit for **approval** and sent on to the Council office for final review. (Download from Volunteers/Forms/Travel on the website.)
- If leaders sign contracts for vehicle or facility rentals, a **Rental Request** form may be required as well. (Download from Volunteers/Forms/Travel on the website.)
- Troops camping at a GSSNE site need only submit a **Troop Camp Application and Reservation** form to the council. (Download from Volunteers/Forms/Troop Camping on the website.) Troop camping at a NON-GSSNE site requires both the Troop Camp application and the Intent-to-Travel form.

### D. Permission slips

- **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 for her.
- Written permission forms for girls who are over 18 are not required, but parents should be told of the troops plans.
- Other required paperwork is listed under the Leader Travel Kit on page 36.

*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.*

### 3. Transportation:

Girl Scout troops have two different ways to provide transportation to troop activities. In either case, a full description of the transportation mode must be included in the permission slip.

#### Option 1: FAMILY TRANSPORTATION

The troop asks each family to provide transportation for their Girl Scout to and from the activity location. For efficiency, families may form carpools, but the troop leadership team does NOT make these arrangements. Once Girl Scouts are delivered to the activity site, the troop leader assumes responsibility for the Girl Scouts in the troop. The permission slip should clearly state that transportation is provided by the families.

#### Option 2: TROOP CARPOOLS

The troop leadership arranges carpools to and from a troop activity. In addition to being an approved adult volunteer, (see Troop Standards, p. 11 for the requirements), **having a valid driver license and insurance coverage, any person who is transporting girls to a troop event must complete the Check Driving Record Request Form** (found online at [www.gssne.org/Volunteers/Forms/Travel](http://www.gssne.org/Volunteers/Forms/Travel)) **and receive an approval from the GSSNE insurance carrier. A good driving record approval will remain valid for three years.** The Volunteer Management office will notify drivers of their status once they have processed the paperwork.

Troop Leaders and troop drivers may want to submit this form to the Volunteer Management office at the beginning of the troop year to have it on file for future trips, but, in any case, the Check Driving Record Request form for drivers must be **submitted at least two weeks** before an intended trip.

The new regulations for drivers apply to both **day trips and overnight trips**. The permission slip for the activity must include a statement about the mode of transportation and that it is arranged by the troop.

Drivers in each car should follow the guidelines in the Safety Activity Checkpoint for Trips/Travel and they should carry a copy of the items the leader carries for each Girl Scout in their car. These items include: Permission slip, Health History form, Permission to Dispense Medication form, contact information, a complete itinerary and the Crisis Contact sheet.

#### 4. Daisy Overnights

Under the new “Group Camping” Safety Activity Checkpoint (2014), Daisy level Girl Scout troops are allowed to have troop overnights, (including “backyard” overnights). “Under the leadership of an adult, a Daisy troop may participate in an occasional overnight camping experience”. GSSNE will approve these events under the following conditions:

- The overnight is limited to Daisy Scouts who have completed Kindergarten.
- The troop has had a progression of successful trips and activities of increasing length and distance from home. For example, day participation in a community camping event or council program events.
- The troop leader believes the girls are mature enough to handle an overnight away from their family.
- The number of chaperones conforms to the required Girl/Adult ratio.
- Chaperones understand that adults and girls sleep separately.

#### 5. Family Camping, Mom and Me Events (“Me and My Gal”)

The Program department of the GSSNE council provides opportunities for Family Camping and Mom and Me camping events. Over the Labor Day week-end each year, platform tent sites are available for family camping at Camp Hoffman. Fees and reservation forms are listed on the council website. The “Me and My Gal” week-end program (an introduction to camping for girls and their moms) are scheduled on summer week-ends at Camp Hoffman. Check the summer camp brochure for exact times, dates and fees.

## 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 slip—even if the girls are responsible for getting to that location on their own.

Permission forms give parents/guardians 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 GSSNE website ([www.gssne.org/volunteers/forms](http://www.gssne.org/volunteers/forms)), but you may want to create your own. Permission slips for trips should contain the following information:

- Troop number & Age level (ex: Junior troop 123)
- Date & Time of the activity
- Place of the activity
- Travel plans, including type of transportation and who arranges it (family or troop)
- General agenda or topic of activity
- 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**
- Additional emergency contact information (neighbor, friend, relative).
- **PARENT/GUARDIAN SIGNATURE AND DATE**

You may also want to include:

- recommended amount of spending money (especially for older girls)
- if you have a troop Facebook page or other type of social media contact system, 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 or other social media sites.
3. If a troop has permission to hold additional **money earning 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** (ex: bullying, drugs, puberty and breast cancer awareness) you need to notify parents of your plans and have them sign off on it.



## 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 GSSNE website that include only troop members 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.) This form is on the GSSNE website under Volunteers/Forms.
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. This form is on the GSSNE website under Volunteers/Forms.
4. A signed **Permission Slip** for each girl. (Be sure to include a segment about transportation and ask for permission to use photos on a Facebook page or other social media site.) Sample forms are on the GSSNE website under Volunteers/Forms.
5. **Contact information** including: Phone tree contacts, emergency numbers for parents/guardians, a complete itinerary with site contact information and a complete list of participants with contact information.
6. Orange **Crisis sheets** from GSSNE. Leaders can get a copy at New Leader training or from their local SUM or Membership Specialist.
7. **Insurance forms** including the Confidential Crisis Report ("the Orange sheet") and the Mutual of Omaha claim form. These forms are on the GSSNE website under Volunteers/Forms/Insurance.
8. Copy of **Passports**, if going outside the country.

Leaders should also have a complete itinerary for the trip including contact information for hotels/campsites, restaurants, museums, other activity locations – as specific as possible. (Leaders should also carry permission and health slips for all **adults** on the trip, including themselves.)

If traveling in a several cars, the driver of each car must carry copies of items 1. (roster) 2. (health history form) 3. (signed permission slip) 4. (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).

## Girl Identification

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. Girl Scout Council and Troop #
3. Telephone contacts
  - Leader cell phone(s)
  - Phone tree contact number
  - GSSNE crisis line number
4. Any pertinent medical information you feel is needed.

## Travel Chart

Age Level of Troop	Type of Trip	Screenings/ Training(s)	Notifications/ Approvals	Forms	Timeline	Adults
D/B/J/C/S/A	DAY TRIPS -To a council Sponsored Event -To any site within the distance requirement for the age level.	<b>Leaders:</b> -New Leader Training -FA/CPR recommended -Driver screening (for troop arranged car pools) <b>Other Adults</b> -Driver screening (for troop arranged car pools)	1. SUM or PC notified in advance.			1. Leaders and chaperones must be approved and registered volunteers.  2. The number of adults must conform to girl/adult ratio guidelines.
D/B/J/C/S/A	OUTDOOR DAY AT CAMPSITE	Same as above + 1. Outdoor Day training	1. SUM or PC notified in advance.	1. Outdoor Day Reservation form	1. At least two weeks in advance.	Same as above.
1 <sup>st</sup> grade Daisy scouts, B/J/C/S/A	OVERNIGHTS -lock-ins (YMCA) -hotels -motels  -For trips of 3+ nights	<b>Leaders:</b> -New Leader Training -Troop Trips II training -FA/CPR recommended -Driver screening (for troop arranged car pools) <b>Advanced Trips</b>  Other Adults -Driver screening (for troop arranged car pools)	1. <b>Intent-to-Travel</b> form submitted to SUM/PC and forwarded to GSSNE for approval	1. <b>Intent-to-Travel</b> form	1. At least two months in advance.	Same as above.
1 <sup>st</sup> grade Daisy scouts, B/J/C/S/A	OVERNIGHTS: -Boston Science Museum	Same as above.	1. SUM or PC notified in advance.	1. GSSNE council registration form	1. At least one month in advance.	Same as above.
1 <sup>st</sup> grade Daisy scouts, B/J/C/S/A	OVERNIGHTS: -Other museum overnights, for example, -Mystic Aquarium -Zoo	Same as above.	1. SUM or PC notified in advance.	1. Register with site using their forms.	1. Follow host timelines for registration.	Same as above.
1 <sup>st</sup> grade Daisy scouts, B/J/C/S/A	OVERNIGHTS: <b>Camping</b> at NON-GSSNE sites -backyard sleepovers -other Girl Scout council camps -commercial camp sites	<b>Leaders:</b> -New Leader Training -Troop Trips II training -Outdoor Day training -Troop Camp Training -FA/CPR -Driver screening (for troop arranged car pools)  Other Adults -Driver screening (for troop arranged	1. Intent-to-Travel form 2. Troop Camp Reservation form (fill in the part about non-GSSNE site). BOTH submitted to SUM/PC/CC and forwarded to GSSNE for approval.	1. Intent-to-Travel form. 2. Troop Camp Reservation form.	1. & 2 at least one month in advance.	1. Leaders and chaperones must be approved and registered volunteers.  2. The number of adults must conform to girl/adult ratio guidelines.  3. The Troop Camp trained adult can be any approved and registered Adult

		car pools)				Volunteer who successfully completed Troop Camp Training.  4. The FA/CPR trained adult can be any approved and registered Adult Volunteer who is certified.
1 <sup>st</sup> grade Daisy scouts, B/J/C/S/A	OVERNIGHTS: <b>Camping</b> at a GSSNE site.	Leaders: -New Leader Training - <b>Outdoor Day training</b> - <b>Troop Camp Training</b> -FA/CPR -Driver screening (for troop arranged car pools)  Other Adults -Driver screening (for troop arranged car pools)	1. Troop Camp Reservation form, submitted to SUM/CC for approval and forwarded to the GSSNE registration department.	1. Troop Camp Reservation form	1. At least one month in advance.	1. Leaders and chaperones must be approved and registered volunteers.  2. The number of adults must conform to girl/adult ratio guidelines.  3. The Troop Camp trained adult can be any approved and registered Adult Volunteer who successfully completed Troop Camp Training.  4. The FA/CPR trained adult can be any approved and registered Adult Volunteer who is certified.
J/C/S/A	OVERNIGHTS: <b>Off-Trail Camping or Backpacking</b>	Same as above + 1. GSSNE <b>Hiking/Backpacking course or equivalent</b>	1. Intent-to-Travel form 2. Troop Camp Reservation form submitted to SUM/CC for review and forwarded to GSSNE Outdoor Specialist for approval.	1. Intent-to-Travel form 2. Troop Camp Reservation form	1 & 2 At least one month in advance	1, 2 & 4 same as above. 3. The Troop Camp Trained or Hiking/Backpacking certified adult can be any approved and registered Adult Volunteer.

# Parade Standards

Participation in local parades by Girl Scouts of all ages is generally acceptable provided the following planning and supervision is carried out in accordance with Safety Activity Checkpoints on Parades and Large Group Gatherings. (SACs are on the website: [www.gssne.org](http://www.gssne.org) Volunteers/Publications.)

## 1. APPROVAL

- The Service Unit Manager, in consultation with the GSSNE Program Department, must be contacted for approval at least one month before the parade.
- Approval is contingent on:
  - ✓ The appropriateness of the sponsoring organization
  - ✓ Good public relations and projecting a positive image of the Girl Scout organization
  - ✓ The anticipated conduct of the spectators and crowd control arrangements
  - ✓ The length of the route as related to the age and physical abilities of the scouts.
- GSUSA and GSSNE guidelines on publicity, photo releases and interviews are reviewed and observed.
- SUM and Program Department approval must be in writing or email format.

## 2. ADULT SUPERVISION AND CHAPERONES

- The number of adults required for safe supervision must follow the guidelines in the SAC for Parades.
- One adult chaperone is a first-aider and carries a first aid kit.
- All adult chaperones must be approved Adult Volunteers processed through the office of Volunteer Management and a registered member of GSSNE.
- The Troop Leader carries all the required documents listed in the Leader Travel Kit (page 36).

## 3. SAFETY

- The location of the girls must be known at all times by the troop leader or other adults assigned that responsibility.
- Instruction on safe pedestrian practice (walking, marching) must be given, if applicable.
- A “lost girl plan” designating a meeting place in the event of girls being separated from the adults is discussed and understood by all participants.
- Arrangements for picking up the girls after the parade must be made in advance: a pick-up location designated and parents notified.

- No girl may be released to a person other than her custodial parent/guardian unless other arrangements were made, in writing, prior to the event.

#### 4. GIRLS

- Girls may participate in the parade only with written permission from their parent/guardian.
- Girls must wear the Girl Scout pin and/or some means of group identification such as the Girl Scout uniform.
- Girls must wear comfortable shoes.
- Girls should wear their personal identification information inside their pocket, around their necks, under a shirt or blouse or in any other inconspicuous location. For safety reasons, name tags or other personal identification are not worn in public places. (See guidelines for the identification tag on page 36.)

#### 5. FLOATS

- Floats drawn by truck or automobiles must be covered by insurance in the name of the vehicle owner.
- Any coupling of a trailer to a vehicle is appropriate to the load and has a safety chain.
- Floats must be constructed with NO toxic or highly flammable materials, and be equipped with portable ABC fire extinguishers. Float materials must be secured to the body of the float and the vehicle.
- Riders on floats need secure seating, or a secure handhold or safety harness, if standing.
- Floats are not overcrowded and an adult is present with the girls on the float.
- Nothing is distributed to onlookers by girls.
- Participants do not walk close to moving floats.

## Council Paperwork Procedures

Forms submitted to the GSSNE council office need to be sent to the right department in order for them to be promptly acknowledged and processed. Please consult the following chart to know the correct recipient.

Type of Document	Title	Look on website under Volunteers/	<b>Send to:</b>	Questions? Call council: 401-331-4500 or 800-331-0149
<b>VOLUNTEERING</b>	Volunteer Application	Forms/Volunteer	<b>Volunteer Management And Training</b>	Wanda Rivera Ext. 1420
	Nationwide Background Check Form	Forms/Background Check Forms	<b>Volunteer Management And Training</b>	Wanda Rivera Ext. 1420
	CORI (MA form)	Forms/Background Check Forms	<b>Volunteer Management And Training</b>	Wanda Rivera Ext. 1420
	2015 Driving Screening Form	Forms/Travel	<b>Volunteer Management And Training</b>	Wanda Rivera Ext. 1420
	To "activate" a Volunteer leader		<b>Volunteer Management And Training</b>	Gricel Ocampo Ext. 1414
	Girl placement in troop		<b>Volunteer Management And Training</b>	Pam McGinn, ext. 1406 Hlee Kue, ext. 1418 Laura Minadeo, e. 1401
<b>FINANCIAL</b>	"Bank letter"		<b>Volunteer Management And Training</b>	Wanda Rivera Ext. 1420
	Financial Aid Form	Forms/Financial	<b>Registration</b>	Pauline Gendron, ext.1202
	Troop or SU Money Earning Project Application	Forms/Financial	<b>Program</b>	Pauline Gendron, ext.1202
	Money Earning Activity Report Form for Troop or SU	Forms/Financial	<b>Program</b>	Pauline Gendron, ext.1202
	Troop Annual Finance Report	Forms/Financial	<b>Volunteer Management And Training</b>	Gricel Ocampo Ext. 1414
<b>TRAVEL</b>	Intent-to-Travel Form	Forms/Travel	<b>Volunteer Management And Training</b>	Gricel Ocampo Ext. 1414
	Trip Report Form	Forms/Travel	<b>Volunteer Management And Training</b>	Gricel Ocampo Ext. 1414
	Rental Request Form	Forms/Travel	<b>Volunteer Management And Training</b>	Gricel Ocampo Ext. 1414
	Insurance Confirmation Form	Forms/Travel	<b>Accounting</b>	Marie Martin, ext.1306

Type of Document	Title	Look on website under Volunteers/	Send to:	Questions? Call council: 401-331-4500 or 800-331-0149
<b>SAFETY/INSURANCE</b>	Confidential Crisis Report Form	Forms/Safety	<b>Volunteer Management</b>	Jill Olson-Crowley, Ext. 1415
	Claim Form (Mutual of Omaha)	Forms/Insurance	<b>Accounting</b>	Marie Martin, ext.1306
	Certificate of Insurance form	Forms/Insurance	<b>Accounting</b>	Marie Martin, ext.1306
<b>TROOP CAMPING</b>	Outdoor Day Reservation Form	Forms/Troop Camping	<b>Registration</b>	Rebecca Reynolds, ext. 1205
	Troop Camp Reservation Form	Forms/ Troop Camping	<b>Registration</b>	Rebecca Reynolds, ext. 1205
	Community Camping Intent Form	Forms/Troop Camping	<b>Registration</b>	Rebecca Reynolds, ext. 1205
<b>SUMMER CAMP</b>	Registration Form	Forms/Summer Camp	<b>Registration</b>	<b>For Registration questions:</b> Pauline Gendron, ext..1202 Terry Hem, ext. 1204 Rebecca Reynolds, ext. 1205 <b>For Program questions:</b> Charlotte Markey, ext. 1419 Pat Smith, ext. 1405
	Health Form	Forms/Summer Camp	<b>Registration</b>	Pauline Gendron, ext.1202
	Financial Aid Request Form	Forms/Summer Camp	<b>Registration</b>	Pauline Gendron, ext. 1202
<b>SUMMER CAMP STAFF</b>	Application for Employment	Forms/Summer Camp	<b>Program</b>	For Camps Promising Acres, Rocky Farm and Cookie: Pat Smith, ext. 1405 For Camps Green Forest and Hoffman: Charlotte Markey, ext. 1419
	Volunteer Application	Forms/Summer Camp	<b>Program</b>	For Camps Promising Acres, Rocky Farm and Cookie: Pat Smith, ext. 1405 For Camps Green Forest and Hoffman: Charlotte Markey, ext. 1419
	National Background Screening and CORI (MA only)	Forms/Background Check forms	<b>Program</b>	For Camps Promising Acres, Rocky Farm and Cookie: Pat Smith, ext. 1405 For Camps Green Forest and Hoffman: Charlotte Markey, ext. 1419

Type of Document	Title	Look on website under Volunteers/	<b>Send to:</b>	Questions? Call council: 401-331-4500 or 800-331-0149
	Health Card	Forms/Summer Camp	Program	For Camps Promising Acres, Rocky Farm and Cookie: Pat Smith, ext. 1405 For Camps Green Forest and Hoffman: Charlotte Markey, ext. 1419
	GSSNE membership	Forms/Registration	Registration	Pauline Gendron, ext. 1202
<b>PROGRAMS</b>	Higher Awards Proposal Forms	Forms/Gold Award Forms/Silver Award	Registration	Cindy Rollins Ext. 1000
	Senior Conference Registration Form	Forms/Senior Conference	Registration	Cindy Rollins Ext. 1000
<b>TRAINING</b>	Registration form	Forms/Training	Registration	Martha Frutchey, 1408
	New Leader Training: online video	New Volunteers/Step 4	Volunteer Management And Training	Martha Frutchey, ext. 1408
	New Leader Training: Volunteer Essentials manual and Verification form	New Volunteers/Step 4	Volunteer Management And Training	Martha Frutchey, ext. 1408
	New Leader Training: PPS manual and worksheet.	New Volunteers/Step 4	Volunteer Management And Training	Martha Frutchey, ext. 1408
	New Leader Training: "Organizing Your Troop" session registration	New Volunteers/Step 6 to register	Volunteer Management And Training	Martha Frutchey, ext. 1408
<b>RECOGNITIONS</b>	Milestones of Membership Form	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Volunteer Years of Service Pin	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Volunteer of Excellence	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Appreciation Pin	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Honor Pin	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Kit Hammet Award	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202
	Thanks Badge	Forms/Adult Recognitions	Registration	Pauline Gendron, Ext. 1202



## Adult Training for Volunteers

Every **Volunteer** needs to complete a Volunteer Application submit information for a background check, have references checked and register as a Girl Scout of Southeastern New England. Some positions require further training.

Times and dates for all trainings are listed on the website: [www.gssne.org](http://www.gssne.org) Volunteers/Adult Training or check the Council Calendar (under the training tab) on the home page.

TYPE OF TRAINING	NOW VOLUNTEERS CAN:
<p>1. <u>Volunteer, New Troop Leaders</u></p> <p>Session A: Online training</p> <ul style="list-style-type: none"> <li>• GSUSA Girl Scouting 101 video</li> <li>• GSUSA Volunteer Essentials</li> <li>• GSSNE Program, Policies and Procedures manual worksheet</li> </ul> <p>Session B: Face-to-face training</p> <ul style="list-style-type: none"> <li>• “Organizing Your Troop” face-to-face training session</li> </ul>	<ol style="list-style-type: none"> <li>1. Start a troop</li> <li>2. Organize troop meetings</li> <li>3. Buy badges, recognitions</li> <li>4. Attend Council sponsored events</li> <li>5. Borrow program materials from Council</li> <li>6. Participate in Council fall and winter product sales</li> <li>7. Call on Council staff for support and information.</li> </ol>
<p>Session C: Outdoor Day</p>	<ol style="list-style-type: none"> <li>1. Schedule a troop Outdoor Day at a GSSNE camp.</li> <li>2. Hold a troop activity that includes fire-building.</li> </ol>
<p>2. <u>First Aid/CPR training</u></p> <ul style="list-style-type: none"> <li>• American Safety and Health Institute sponsored training is offered by GSSNE</li> <li>• Online training plus 2-hour practicum</li> </ul> <p>Other certifying organization’s cards are also accepted</p>	<ol style="list-style-type: none"> <li>1. Recommended for all troop leaders</li> <li>2. Recommended for all troop trips</li> <li>3. Required by Safety Activity Checkpoints for some activities</li> <li>4. Required for troop camping</li> </ol>
<p>3. <u>Backpacking/Hiking Series</u></p> <ul style="list-style-type: none"> <li>• Four workshops with classroom sessions and hikes.</li> <li>• The first three sessions are listed in the Program Guide and may be taken</li> </ul>	<ol style="list-style-type: none"> <li>1. Qualifies troop leaders to take troops on hiking and backpacking trips</li> </ol>

<p>by troops or just adult leaders</p> <ul style="list-style-type: none"> <li>• The final workshop is a Backpacking/Hiking week-end just for adults.</li> <li>• Organized by the Camping Committee</li> </ul>	
<p>4. <u>Troop Camp Training</u></p> <ul style="list-style-type: none"> <li>• Classroom session(s) 5-6 hours</li> <li>• Overnight at a GSSNE camp from Saturday morning to Sunday afternoon</li> </ul>	<ol style="list-style-type: none"> <li>1. Required for camping at GSSNE sites</li> <li>2. Required for camping at non-GSSNE sites</li> </ol>
<p>5. <u>Troop Camp Refresher Course</u></p> <ul style="list-style-type: none"> <li>• Classroom review of GSSNE camp standards (2.5 hours)</li> </ul>	<ol style="list-style-type: none"> <li>1. For troop leaders whose Troop Camp Training was more than five years ago.</li> <li>2. For experienced leaders who transferred into GSSNE from another council where they received TCT.</li> </ol>
<p>6. <u>Age Level Change workshops</u></p> <ul style="list-style-type: none"> <li>• Daisy to Brownie: face to face session (2 hours)</li> <li>• All other age levels: online</li> </ul>	<p>Required for all leaders transitioning from one age level program to another.</p>
<p>7. <u>Troop Trips II</u>(2.5 hours)</p>	<ol style="list-style-type: none"> <li>1. Required for all overnight trips (including museum overnights) or any activity requiring an Intent-to-Travel form</li> <li>2. Recommended for Brownie and Junior leaders</li> </ol>
<p>8. <u>Advanced Trips</u> (2.5 hours)</p> <p>Offered annually in April</p>	<ol style="list-style-type: none"> <li>1. For Cadette, Senior and Ambassador level leaders who are planning extended trips (3+ nights) or geographically distant trips.</li> <li>2. Girls may attend the workshop along with their leaders</li> <li>3. Especially helpful for troops planning on extensive fund-raising activities.</li> </ol>
<p>9. <u>Program Aide Training for Adults (PA)</u></p>	<ol style="list-style-type: none"> <li>1. Troop leaders can train Cadette girls to work with younger scouts during troop meetings.</li> <li>2. GSSNE offers council training sessions for girls</li> </ol>

	several times a year as another option.
10. <u>Volunteer in Training for Adults (VIT)</u>	<ol style="list-style-type: none"> <li>1. Troop leaders can train Senior/Ambassador girls to work with younger scouts during troop meetings.</li> <li>2. GSSNE offers council training sessions for girls several times a year as another option.</li> </ol>
11. <u>Strive for Silver/Go for Gold</u> workshops for Leaders, Girls and Parents <ul style="list-style-type: none"> <li>• An interactive workshop explaining how to pursue a Silver/Gold award.</li> </ul> <p>The Higher Award committee covers information on prerequisites, typical projects, guidelines, timelines and standards.</p>	<ol style="list-style-type: none"> <li>1. Prepares Cadette, Senior and Ambassador scouts to pursue a Higher Award.</li> <li>2. Reviews the GSSNE paperwork requirements (forms are different from the GSUSA paperwork).</li> </ol>