

**GIRL SCOUTS OF SOUTHEASTERN NEW ENGLAND**  
**Policies, Procedures and Standards Manual, 2015-2016**

**Worksheet, May, 2015**

Directions: Please download a paper copy of this worksheet, answer the questions from the information contained in the manual and return it to the GSSNE council office by email, fax or regular mail. There are questions from each section of the manual, but not on every topic. Troop leaders should read the whole manual because they are responsible for each and every topic in it.

<input type="checkbox"/> I am a new leader	<input type="checkbox"/> I am an existing leader
Name _____	
Contact Information:	
Address _____	
Phone _____	
Email _____	
Troop Age Level: <input type="checkbox"/> Daisy <input type="checkbox"/> Brownie <input type="checkbox"/> Junior <input type="checkbox"/> Cadette <input type="checkbox"/> Senior <input type="checkbox"/> Ambassador	
Troop Number (if you know it): _____	

**Section 1: GSSNE Policies** (Answers to each of the policy questions in this section may be found in the locations indicated at the end of each question.)

1. GSSNE has a policy on “weapons”. Under what conditions may they be utilized in Girl Scout activities? (3.3)

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\_\_\_\_\_

2. In addition to the “Be a Reader” sale in the fall and the “Cookie” sale in the winter, Girl Scout troops may apply to hold additional money earning events. What conditions must be met in order to be approved to hold additional money earning events? (4.1.1)

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\_\_\_\_\_  
\_\_\_\_\_

3. Girl Scout troops may not raise money for charitable organizations, but in what other way may they support these groups? (4.4.2)

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4. Briefly, what is the GSSNE policy of alcohol, illegal drugs and smoking? (5.2 & 5.3)

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5. If a troop leader observes or hears of bullying behavior, what should s/he do? (5.5)

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## Section II Volunteer and Troop Standards

6. In addition to completing the online training segments, what other training does a new troop leader need?

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7. What rules determine the make-up of the troop leadership team?

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8. If an adult wants to help out a troop in some other capacity than as troop leader (such as a cookie chairman, a "helper parent", a driver of troop car pools), what other requirements apply?

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9. Under what conditions may a "Guest Expert" help troops with program activities?

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10. Checking the Meeting Place Standards, what requirements would make it difficult for leaders to hold troop meetings in their homes?

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**Section III: Finances**

11. What is a “bank letter” and how do you get one?

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12. What is the Troop Annual Finance Report? When is it due?

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13. From whom may troops accept donations?

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14. Does every Girl Scout troop have the same dues? Why not?

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**Section IV: Safety**

15. Where does a volunteer go to find the Safety Activity Checkpoints?

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16. On troop camping trips, what rules apply to sleeping arrangements?

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17. May a troop establish a troop website? If so, who controls the content?

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18. Does a troop leader need permission from a parent/guardian to publish pictures of a Girl Scout on a troop Facebook page or any other social media site?

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19. To hold a troop meeting, or any Girl Scout event, what is the minimum number of trained adults required? What other rules apply?

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20. Where do you go to find information on Girl Scout Mutual of Omaha accident insurance?

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21. Siblings and Tagalongs may be present at Girl Scout meetings or events on a continuing basis ONLY if what two conditions are met?

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22. All troop leaders should be aware of the standards regarding Showing Affection to Children. What are the four general guidelines leaders should follow?

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### Section V: Travel

23. The distance a Girl Scout troop may travel depends on age level and previous experience. For example, Brownie troops may travel how far from their home community?

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24. Troop leaders are required to take what additional training course in order to take their troop on a museum overnight?

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25. For what type of trips do troop leaders need to submit an Intent-to-Travel form in advance?

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26. If a troop leader arranges the transportation of Girl Scouts to a Girl Scout event, what forms must be filed and what procedures apply to drivers?

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27. What rules apply to overnights for Daisy troops?

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28. What is the key element in a permission slip?

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29. What item is missing from this leader's Travel Kit?

- Troop Roster
- Girl Health History form
- Permission to Dispense Medication forms
- Signed permission slips
- Contact information sheet
- insurance forms
- (passports, if traveling overseas)

The missing item is:

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30. Look on the TRAVEL CHART. Who must be notified in advance if a troop plans a day trip (e.g. a visit to an apple orchard or to a local fire station)?

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31. Look on the TRAVEL CHART. What additional leader training is required for a troop to camp at a non-GSSNE camp site?

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32. Who gives approval for a troop to participate in a parade?

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### Section VI: Adult Training

37. What is Section C of New Leader Training? What does it allow a troop to do?

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