



Volunteer Essentials

Chapter 4: Safety-Wise

2018-2019



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Chapter 4: Safety-Wise

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Chapter 4: Safety-Wise

The Importance of Safety

The safety of Girl Scouts—both girls and volunteers—is very important. In this chapter, you’ll learn to lay the foundation of safety in the early days of your Girl Scout troop by completing tasks as simple as checking on membership, collecting forms from parents, and having a first aid kit handy. Training plays a role in safety too. So does getting approval for activities that require it. You’ll find these topics and more covered in the sections below. Have a safety question but don’t see the answer? Ask your service unit activity consultant or email customercare@sdgirlscouts.org.

Take Care of Membership

Ensure that all girls are registered as members so that they are covered by Girl Scout accident insurance during meetings and Girl-Scout-approved outings and events. Adult volunteers who plan to participate in the troop with some regularity should register for the same reason. Girls and volunteers can enroll online. Select JOIN for girls and VOLUNTEER for adults at sdgirlscouts.org.

Collect Required Forms

You’ll need a Girl Health History and Annual Permission Form and the Family Information Sheet completed for each girl. Volunteers complete the Adult Health History Form. Keep these forms with the troop at all times.



Find it! Search “Girl Health History,” “Family Information Sheet” or “Adult Health History” at sdgirlscouts.org/forms.

Keep an Eye on Background Checks

Volunteers who work directly with Girl Scouts in the troop, handle troop funds, or drive girls to and from troop activities need a background check.

Volunteers will receive an email to start the background check as soon as they register in one of these volunteer roles:

- Troop leader/advisor
- Troop assistant leader/advisor
- Troop treasurer
- Troop fall product program manager
- Troop cookie manager
- 4 Her troop helper





Background checks take up to two weeks to process. If you have questions, contact customercare@sdgirlscouts.org. Background screenings are good for 3 years for troop volunteers.

Review the Background Check Status of Your Volunteers

Review the background check status of your volunteers. The status displays in your troop roster online. Find it at sdgirlscouts.org. Select the My GS/VTK tab and then the Member Profile option. You'll need your username (Girl Scout email) and password to log in.

Make Sure You Have Enough Supervision

No matter what kind of meeting or outing, all Girl Scout troops need at least two adult volunteers who are registered members with background checks. One can be male and one can be female, or they both can be female. But at least one *must* be female, and they *cannot* be related.

When you'll need more supervision: Depending on your troop size, you may need more than just two adults for supervision. You'll also need more supervision for activities other than troop meetings.

Follow the Adult/Girl Ratio chart to ensure that you have enough adults on hand for troop meetings and activities like events, travel, and camping.

Adult/Girl Ratio					
Troop Meetings			Events/Travel/Camping		
	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one more adult for each additional:		Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one more adult for each additional:
Daisies (K-1)	12	1-6		6	1-4
Brownies (2-3)	20	1-8		12	1-6
Juniors (4-5)	25	1-10		16	1-8
Cadettes (6-8)	25	1-12		20	1-10
Seniors (9-10)	30	1-15		24	1-12
Ambassadors (11-12)	30	1-15		24	1-12

Keep First Aid Handy

Your Girl Scout troop should have a “first-aider,” a **first-aid kit**, and completed health forms (Girl Health History and Family Information Sheet) available at all meetings and activities.



Have a First-Aider

A “first-aider” is a volunteer who has been trained in first aid/CPR/AED. The first-aider may be a troop leader, co-leader, or other volunteer. You may want to have more than one first-aider in order to lighten the load for any one person. Read more about first aid training in Chapter 2.

When emergency medical services will be more than 30 minutes away from a troop activity, the troop first aider must have Wilderness First Aid or Wilderness First Responder certification. Have questions? Contact training@sdgirlscouts.org.

When events are large (200 people or more), you’ll need to arrange to have one first-aider for every 200 participants. Physicians, physician’s assistants, nurse practitioners, registered nurses, paramedics, military medics, and emergency medical technicians are recommended as first-aiders for large groups.



Be sure to see the **Safety Activity Checkpoints** at sdgirlscouts.org/safety for specific activities you have planned. Some activities require additional safety or first aid training.

Giving Girls Medicine

You must have permission from parents to give medicine, including over-the-counter meds. See the “permissions” section of the Girl Health History and Annual Permission Form. Girls may carry an EpiPen®, asthma inhaler, or diabetes medication if parents or guardians provide written permission from a doctor.

Create a Safe Space

The Girl Scout troop environment that you create is important—maybe even more important than the activities girls do. It’s key to having a group that girls want to join and continue to be a part of year after year. As you might guess, safety means selecting a meeting place that is safe and clean and where cell phone service is available, and common allergens, like pet dander, won’t affect susceptible girls. It means following safety guidelines for activities. And it means tending to the emotional safety of the troop.

You can create a safe space in your troop by:

- **Recognizing and supporting each girl.** Emphasize the positive qualities that make each girl unique. Be “generous with praise and stingy with rebuke”. Help girls find ways to accept and support each other.
- **Promoting fairness.** Girls are sensitive to injustice. They forgive mistakes if they see you are trying to be fair. When possible, consult girls as to what they think is fair before decisions are made. Explain your reasoning and show why you made the choice you made.
- **Building trust.** Girls need you to believe in and support them when they try new things. They must be sure you will not betray a confidence. Show girls you trust them to think for themselves. Help them make the important decisions in the group. Empower them to correct their own mistakes.

Help All Girls Feel Like They Belong

Volunteers can:

- Welcome every girl and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a secure and socially comfortable environment for girls.
- Teach respect for, understanding of, and dignity toward all girls and their families.
- Actively reach out to girls and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to community as a respected and valued peer.
- Honor the intrinsic value of each person and show trust toward one another.

Role Model the Right Behavior

The girls in your Girl Scout troop will look up to you and will mirror your behavior as they interact with you and each other. Successful leaders model the behavior that they would like the troop to adopt.

Be a good listener and girls will listen too. Put your cell phone away to signal that it’s troop time and ask girls to do the same. Bring your smile and girls will smile. Also, there’s no place in Girl Scouts for these:

- Illegal or recreational drugs
- Alcohol of any kind
- Personal guns or ammunition

If you must smoke cigarettes, plan to do so where smoke won’t affect the girls.

Be Aware of Allergies and Other Conditions

Check the Girl Health History and Annual Permission Form you receive from troop parents. If you have girls with allergies, talk to their parents about the nature of the allergy. If food allergies are an issue, take care each time you serve food. Always check labels, even if you've done so before—ingredients can change. Talk to parents about accommodating other health conditions you find listed in a girl's health history too.

Ensure That All Girls Are Treated the Same

Girl Scouts welcomes all members. Girl Scout troops are diverse as a result. When your troop plans and carries out activities, guide girls so that they consider the needs of all troop members. School schedules, family needs, budget constraints, religious holidays, food allergies and sensitivities, and the accessibility of meeting places and activities should be considered.

Respect Religious Preferences

Volunteers and girls should respect each other's religious preferences and the practices of any religious groups with whom they may choose to partner. However, no girl or volunteer should be required to take part in any religious observance or practice.

Promote Online Safety

If using a Girl Scout troop website, use first names only and never provide girl contact information. Help girls learn about online safety too. Teach girls the guidelines in the Internet Safety Pledge.



Find it! Search “Internet Safety Pledge” at sdgirlscouts.org/forms.

Activities and Outings Safety

When your Girl Scout troop decides to do an activity or have an outdoor adventure, you'll want to make sure that it's safe and that you have the proper permissions and approvals in place. The forms and steps that you'll read about here are to ensure girl safety. But they are for you too. We want you and your adult volunteers to feel confident, comfortable, and prepared anytime you do an activity with the girls.

For routine activities, you may need to simply provide parents with activity details. Ask them to complete a Trip or Event Permission Form if they've said “no” to routine activities on the Girl Health History and Annual Permissions form. Other activities, like camping or travel, require approval from your service unit activity consultant. Follow the steps detailed in this section to make sure your safety bases are covered.

Step 1: Start with Progression

Progression means choosing and planning activities so that each new experience builds on the last. Progression is an important part of emotional safety because girls are more likely to feel confident, safe, and successful when they choose their activities and master skills over time.

For example, you wouldn't take a new Daisy troop backpacking. Instead, you'd help the troop gradually develop skills, confidence, and experience. Remember, too, no matter how excited you might be, it's best to check with girls to make sure that they are *ready and want* to take the next step.

Here's what progression looks like for outdoor activities:



One more thing about progression: An adult should never do something for a girl that she is capable of doing herself. When you give a girl the opportunity to do things independently, you're telling her you believe in her! Be sure to share this idea with other adult volunteers in your troop.

Step 2: Follow Safety Activity Checkpoints

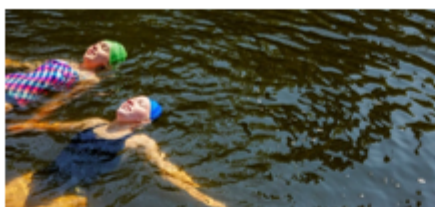
Safety Activity Checkpoints (SACs) are instructions for staying safe. SACs have been created for all kinds of Girl Scout troop activities. Read the [introduction at sdgirlscouts.org/approval](https://sdgirlscouts.org/approval) and always consult SACs as an early step in planning a troop activity or outing.

Each SAC has information on these topics:

- Whether you'll need approval for the activity from your service unit activity consultant
- What Girl Scout program levels can do the activity
- How to prepare and gear you'll need
- What to do the day of the event

Where can you find Safety Activity Checkpoints? See the matrix online at sdgirlscouts.org/safety. It's interactive! Click on a desired activity to view its safety activity checkpoints. Don't see the activity you want? Contact your service unit activity consultant.

Sample Safety Activity Checkpoint



Swimming

Required with Council Approval: [Required](#)

Activity Permitted For: D B J C S A

Approval: Girl Scouts San Diego requires approval for this activity. Request approval at www.sdgirlscouts.org/approval.

About Swimming

Swimming is a Girl Scout tradition that builds fitness, leadership, and team-building skills. Your troop can swim in pools, water parks, or natural bodies of water like oceans, rivers, or lakes. Safety is one of the keys to having fun in the water. Some Girl Scout camps have places to swim, and backyard, hotel, cruise ship, and water park pools are possibilities, too. You can also visit national and regional parks that allow swimming.

Consult a local parks and recreation department, YMCA, or American Red Cross for swimming lessons.

Learn More:

- [Fun swimming games](#)
- [Swimming World magazine](#)
- Safety around water: [YMCA](#)
- [American Red Cross lifeguard training](#)
- [USA Swimming](#)

Include Girls with Disabilities

Talk to girls with disabilities and their caregivers. Ask about needs and accommodations.

Additional Resources:

See [Disabled Sports USA](#) to learn more about equipment, adaptations, and finding a program near you.

Safety Activity Checkpoints

Identify lifeguard(s). When using a staffed public facility, lifeguards will be provided. At beaches or waterfronts, make sure a lifeguard will be on duty. For swimming on your own, you'll need to recruit a lifeguard. Ask your council for suggestions. At least one lifeguard, certified in American Red Cross Lifeguard Training, and one watcher are present at all times. When using more than one lifeguard, lifeguards under 18 may be included in the total, as long as there is at least 1 adult lifeguard also present. Additional lifeguards and watchers may be needed; see the table below.

Safety Activity Checkpoints Matrix

Get Approval for These Activities

The troop or event leader must ensure linked checkpoints and the **Intro to SACs** are followed by girls, adults, vendors, and instructors. **Request approval** at least one month in advance.

General Activities	Appropriate for:						Climbing & Adventure Sports	Appropriate for:					
	D	B	J	C	S	A		D	B	J	C	S	A
Backpacking			X	X	X	X	Master Progression Chart						
Camping (includes any overnight)	X	X	X	X	X	X	Challenge Courses	L	L	X	X	X	X
Hayrides	X	X	X	X	X	X	Climbing and Rappelling (incl. slacklining, bouldering, indoor walls)	L	L	X	X	X	X
Horseback Riding	X	X	X	X	X	X	Recreational Tree Climbing			X	X	X	X
Indoor Trampoline Parks		X	X	X	X	X	Zip-Lining		L	X	X	X	X
Outdoor Cooking	X	X	X	X	X	X	 paddling & Rowing Sports	Master Progression Chart					
Offshore Water Vessels	X	X	X	X	X	X	Canoeing	L	X	X	X	X	X
Outside San Diego/Imperial County (see reverse)	X	X	X	X	X	X	Corcl Boats		X	X	X	X	X
Sailing			X	X	X	X	Kayaking		X	X	X	X	X
Scuba Diving				X	X	X	Rowboating	L	X	X	X	X	X
Snorkeling			X	X	X	X	Standup Paddleboarding			X	X	X	X
Spelunking (caving)			X	X	X	X	Whitewater Rafting		L	L	X	X	X
Surfing			X	X	X	X	Target and Shooting Sports	Master Progression Chart					
Swimming	X	X	X	X	X	X	Air/BB Guns **		X	X	X	X	X
Tethered Balloon Rides			X	X	X	X	Archery		X	X	X	X	X
Travel, advanced domestic			X	X	X	X	3-D Archery			X	X	X	X
Travel, international **				X	X	X	Rifle, Shotgun, Muzzle-Load **				L	X	X
Tubing (floating down a river)			X	X	X	X	Pistol **					X	X
Waterskiing and Wakeboarding			X	X	X	X	Slingshot (see Archery SAC)	X	X	X	X	X	X
Windsurfing			X	X	X	X	Target Paintball		X	X	X	X	X
							Throwing: Tomahawk, Knife, Hatchet				X	X	X

Approval is NOT Required for These Activities

...when within San Diego or Imperial County. Travel outside our counties ALWAYS requires approval. The troop or event leader must ensure the linked Safety Activity Checkpoints and **Intro to SACs** are followed.

Amusement Parks	Geocaching (Daisies limited)	Parades and Large Group Gatherings (See Misc. SAC)
Animal Interactions (Approval only required for international trips or those where other skills are needed, such as swimming)	Go-Karting (J C S A only) *	Segway (See Misc SAC; C S A only)
Arts and Crafts (See Misc. SAC)	Inflatables (Approval only required for Aquatic Inflatables: J C S A)	Skateboarding (See Misc. SAC)
Bounce Houses (see Inflatables)	Hiking	Skiing and Snowboarding *
Bubble Soccer (J C S A only)	Ice Skating (See Misc. SAC)	Sledding and Tobogganing *
Bicycling	Indoor Skydiving (J C S A only)	Snowshoeing *
Computer and Internet Use	In-Line Skating and Roller Skating (See Misc. SAC)	STEM (See Misc. SAC)
Cookie and Product Sales	Land Sports (See Misc. SAC)	Miscellaneous Activities
Fencing	Laser Tag (See Misc. SAC)	Don't see your activity? Contact your activity consultant or training@sdcgirlscouts.org
Fishing and Ice Fishing	Orienteering (J C S A only)	

LEGEND	ALWAYS: Read the Introduction to SACs and the specific checkpoints before you begin planning.
	X = Appropriate for typical girls of this age group. Assess girls' abilities objectively.
	L = Limited situations for this age group. See the activity's SACs for guidance.
	* When on professionally established tracks, trails or runs.
	** Special Approval required = Strict standards apply. Read reverse for instructions. Allow additional time for approval.
Is your activity not listed? Contact your service unit activity consultant. Download all SACs in one searchable document.	

Safety Activity Checkpoints

Additional Information

NEW in 2018-19:

Master Progression charts for three activity categories, let you see how to build skills as your girls move to increasingly challenging opportunities:

- **Climbing and Adventure Sports** includes slacklining, low and high climbing elements, bouldering, and artificial climbing walls.
- **Paddling and Rowing Sports** includes rowboats, corcls, canoes, kayaks, standup paddleboards, and whitewater rafting, all with varying currents or conditions.
- **Target and Shooting Sports** includes slingshot, target paintball, air/BB gun, archery (and 3D archery), rifle, shotgun/trap/skeet, muzzle-loading and pistol. Special approval is required for firearms, and will be granted only for documented instructors at approved ranges. Contact your activity consultant to get the process started; allow at least 45 days. Volunteers are urged to partner with parents/guardians to consider all facets of gun use.

Limits on specific activities have to do with the appropriateness for the age group involved. For example, Girl Scout Brownies may whitewater raft only in Class I or II rapids. When you see an “L” in the Safety Activity Checkpoints Matrix or a Master Progression Chart, read the SACs for the details. Know that *any* activity has the potential to be above the girls’ age or skill level, depending on conditions. Seek expert advice. For each specific activity, make sure you note the appropriate age level and instructor-girl ratios.

Contact your service unit activity consultant for assistance with the approval process. Your troop support specialist or the adult learning manager at Girl Scouts San Diego can help, too.

Large Event Approval: When hosted by a trained event, encampment, or camp director, participating troops do not need to obtain separate approval, unless otherwise instructed. The director will submit an approval request for the entire event, and provide safety information to participants. Troop leaders and participating families should confirm they understand guidelines, including rules, first aider requirements, and emergency plans.

Indoor Trampoline Parks: Activity Approval is required, but special approval is no longer needed. Use reputable venues with a certificate of liability insurance on file, and follow the SACs.

Reminders:

Activities Not Permitted include activities with potential freefall, X Games-type sports, outdoor trampolines, jet skis, ATVs, flying in privately owned aircraft, etc. See the list in the [Introduction to Safety Activity Checkpoints](#).

Going **Outside Girl Scouts San Diego** territory (San Diego and Imperial County) requires additional insurance. Download the Plan 3 enrollment form at sdgirlscouts.org/ActivityInsurance and follow the instructions on the form. Send an activity approval form to your activity consultant, indicating insurance enrollment. This applies to day trips and overnights.

International Travel requires advance planning of at least 12 months. Use the checklist in the Let’s Go! booklet, found at sdgirlscouts.org/travel. The approval process begins with your activity consultant, and includes a final review by the adult learning manager.

Contracts Over \$500: generally, contracts which exceed \$500 no longer require council staff signature. Use good judgment and ask for advice whenever making these arrangements. Please note:

- Drivers may rent cars or minivans in their own names without staff signature. Vans designed for more than 12 passengers are not permitted.
- ANY plans to borrow or rent a passenger van must be reviewed by council staff, even if there is no cost. Contact training@sdgirlscouts.org to get started.

Activities That Aren't Allowed

Some activities are not allowed because safety can't be predicted. Activities that aren't allowed include:


- Bungee jumping
- Flying in small private planes, helicopters, blimps
- Hang gliding
- Hot air ballooning
- Hunting
- Jet Skiing or using WaveRunners
- Riding a motor bike
- Outdoor trampolines
- Parachuting or skydiving
- Parasailing
- Paintball tagging (target paintball is permitted)
- Riding all-terrain vehicles
- Stunt skiing
- X Game-type sports or aerial tricks
- Watercraft trips in Class V or higher
- Zorbing

Step 3: Get Parent Permission

At Girl Scouts San Diego, we use two types of permission forms.




The Annual Permission Form. When girls sign up for your Girl Scout troop, you'll have parents complete a Girl Health History and Annual Permission Form. Parents may give permission for the entire membership year on this form for routine troop outings—those that don't require approval from your service unit activity consultant. If you plan an activity that doesn't require approval and parents have given annual permission, tell parents the activity details in advance. Communicate using the method indicated on the Annual Permission Form (email, text, phone, etc.).

Annual Permission Section				
Please print This side must be completed by parents/guardians of all girls. Information may be shared with other troop volunteers, when necessary.				
Girl's name:	Troop number:	Date of birth:	School for 20____-____ year:	Grade:
Address:		Primary phone/girl's phone, if any: ()	Girl's email, if any:	
Parent/guardian 1 name		Parent/guardian 1 phone: ()	Parent/guardian 1 email:	
Parent/guardian 1 address, if different from girl:			Relationship to girl:	
Parent/guardian 2 name		Parent/guardian 2 phone: ()	Parent/guardian 2 email:	
Parent/guardian 2 address, if different from girl:			Relationship to girl:	
Are there any custody issues or reasons your daughter should not be released to either parent or guardian? <input type="radio"/> Yes <input type="radio"/> No If yes, please describe:				
Name of responsible person, other than above, to contact in an emergency:		Responsible person phone: ()	Responsible person email:	
Additional contact info for any of the above:				
Is your daughter allowed to walk home by herself after a Girl Scout meeting or activity? <input type="radio"/> Yes <input type="radio"/> No		Additional persons to whom your girl may be released (example: carpool driver, babysitter)		
	Permission for routine activities and field trips: My daughter/dependent has permission to travel to, attend and participate in troop- and council-sponsored activities that are 1) located within San Diego or Imperial County, 2) not exceeding 8 hours or overnight, and 3) not considered "higher risk" according to the Safety Activity Checkpoints Matrix at www.sdgirlscouts.org/safety ; activities requiring approval are considered "higher risk." A separate Trip or Event Permission Form must be signed for each event which includes those activities.			
<input type="radio"/> Yes <input type="radio"/> No	If "No" is selected here, a separate Trip or Event Permission Form must be signed for every trip or event which occurs outside the normal meeting place and time.			
Initials _____	Parents/guardians must be informed of activity and field trip details in advance, even when the Annual Permission Form is used. I understand that the troop leader(s) will communicate plans with families via: <input type="radio"/> Volunteer Toolkit <input type="radio"/> Email <input type="radio"/> Other (specify) _____			
<input type="radio"/> Yes <input type="radio"/> No	Permission to participate in money-earning activities: My daughter/dependent has permission to participate in all approved money-earning activities coordinated by the troop, including cookie program booth sales. Participation in council-sponsored product sales (cookie program, Fall Sale, etc.) will require additional council permission forms. I understand that funds earned belong to the troop, and not to any individual; our contribution to the troop's success does not result in any individual financial benefit to my daughter or me.			
Initials _____	Permission to use photographs: I hereby consent that videotapes, photographs, motion pictures, electronic images and/or audio recordings of my daughter/dependent may be used by our troop and/or Girl Scouts for public relations and publicity purposes. I understand that her last name and residence will not be used for publicity purposes without my express consent.			
<input type="checkbox"/> Yes	Permission for emergency medical treatment: I give my permission for the adult in charge to take my child to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter/dependent under the supervision of, and as deemed advisable by, a physician licensed under the Medicine Practice Act. This provides authority pursuant to Section 25.8 of the California Civil Code.			
Initials _____	Special accommodations: My daughter/dependent requires the following special accommodations in order to be most successful. (Write "None" if there are none.) _____			
Parent agreement: I have read and understand this Annual Parent Permission Form. I may change or revoke any aspect of this agreement at any time by submitting my request, in writing, to the troop/group leader. I know of no reason why my daughter/dependent may not participate in prescribed activities except as noted on the Health History Form (see reverse).				
Signature of parent/guardian _____			Date _____	



The Trip or Event Permission Form. Give parents this form when parents select “no” on the Girl Health History and Annual Permission Form (Permission for Routine Activities and field trips section).

Also complete this form when your troop travels outside San Diego or Imperial County, when a troop activity lasts longer than 8 hours or overnight, or when the Safety Activity Checkpoints for an activity indicate that approval is required.



Trip or Event Permission Form
For Single Activities

Use this form if any trip/event activities require Activity Approval (see www.srgirlscouts.org/safety), or when parents/guardians decline to provide Annual Permission for Routine Activities and Field Trips.

Part A: To be completed by troop/group leader and kept by parent/guardian

Troop/group # _____ is planning a trip/event to _____ Date(s) _____

Trip/event address (street/city/state/zip): _____

Type of activity: _____

Arrangements for transportation: _____

Time and place of departure: _____

Time and place of return: _____

Name(s) of troop/group leaders accompanying girls: _____

Please pay family portion of \$ _____ * (Troop/group will pay \$ _____ from troop funds; toward a total per girl cost of \$ \$ 0.00)
Girls may bring spending money up to \$ _____. *Financial assistance may be available; consult troop leader.

Equipment and/or clothing each girl will need _____

In case of unusual circumstances (major delays, etc.), the leader will contact the following person to notify all girls' parents/guardians:
Name _____ Phone (_____) _____

Date form was sent to parent/guardian: _____ Date signed form is due back to troop/group leader _____

Trip/event leader name _____ Phone (_____) _____ Email _____

Part B: To be completed by parent/guardian and returned to troop/group leader

My Girl Scout _____ has permission to participate in _____ on _____
She may receive treatment from a certified first aider, if necessary, while on the trip/event.

During this trip/event I/we may be reached at:			
Parent 1 name	Parent 1 phone (_____) _____	Parent 1 alternate phone (_____) _____	
Parent 2 name	Parent 2 phone (_____) _____	Parent 2 alternate phone (_____) _____	

If I/we cannot be reached in the event of an emergency, the following person is authorized to act on my/our behalf:

Responsible person name	Relationship to girl	Phone (_____) _____	Alternate phone (_____) _____
-------------------------	----------------------	------------------------	----------------------------------

- My daughter/dependent is in good health and may engage in all activities: Yes No. If no, list any exceptions: _____
- My daughter/dependent requires the following special accommodations in order to be most successful (write "none" if there are none): _____

In an emergency situation, a care provider (first aider, emergency medical technician, doctor, etc.) may need to know the following information regarding my daughter/dependent's health (allergies, chronic illness, seizures, etc.)
Date of last tetanus shot _____

Sleeping arrangements, if applicable: My daughter/dependent may may not share a bed (designed for more than one person) with another girl. A girl will never share a bed with an unrelated adult.

Permission for emergency medical treatment:

I give my permission for the adult in charge to take my child to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter/dependent under the supervision of, and as deemed advisable by, a physician licensed under the Medicine Practice Act. This provides authority pursuant to Section 25.8 of the California Civil Code.

Signature of parent/guardian _____ Date _____

TR-2006W
SS:has 3/9/17



Your permission slip should start and end at the time when you take responsibility for the girls. If parents are driving their own girls to a trip location, your responsibility as a leader begins when parents drop girls off and ends when parents pick girls up. If you are gathering at a meeting spot and then traveling together to an event, however, your responsibility begins immediately.

Step 4: Line up Supervision

Check the Adult/Girl Supervision Ratio chart to ensure that you have enough adult volunteers on hand.

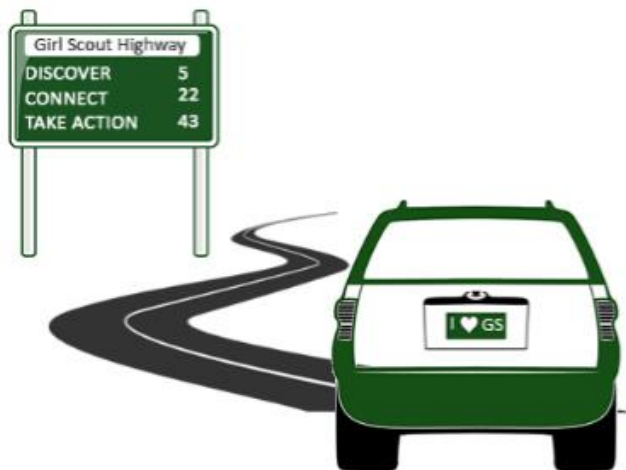
Adult/Girl Ratio				
Troop Meetings			Events/Travel/Camping	
	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one more adult for each additional:	Two unrelated adults (at least one of whom is female) for this number of girls:	Plus one more adult for each additional:
Daisies (K-1)	12	1-6	6	1-4
Brownies (2-3)	20	1-8	12	1-6
Juniors (4-5)	25	1-10	16	1-8
Cadettes (6-8)	25	1-12	20	1-10
Seniors (9-10)	30	1-15	24	1-12
Ambassadors (11-12)	30	1-15	24	1-12



Remember, adult volunteers who work directly with the girls in your troop or who transport them to and from activities need to be registered members with a current background check.

Step 5: Secure Transportation

Volunteers often transport girls to and from activities and outings like camping and field trips.



- **If traveling in one vehicle**, you'll need at least two unrelated, volunteers who are registered members in the vehicle. One must be female. Follow Adult/Girl Supervision ratios.
- **If traveling in several vehicles as a group**, the entire group must have at least two unrelated volunteers who are registered members. At least one must be female. Check the Adult/Girl Supervision Ratio chart to see how many total adults are needed. No car should be separated from the group for an extended period of time.

Borrowing and Renting Vehicles

Drivers may rent cars or minivans in their own names without council staff signature. Any plans to borrow or rent a passenger van seating more than 10 people must be approved by council staff, even if there is no cost. Contact training@sdgirlscouts.org to get started.

You'll have access to parent vehicle and insurance information on the Parent Information Sheet that parents complete when girls join the troop.



If you have an older troop with girls who drive, keep in mind that girls cannot drive other girls. It's a Girl Scout policy. Adults should drive during outings.

Share These Requirements for Drivers with Volunteers

Volunteers who drive girls must:

Be a registered member of Girl Scouts with current background clearance.

Leaders can view background clearance expiration dates at www.sdgirlscouts.org. Select the My GS tab and enter your username (Girl Scout email) and password. Select Member Profile and then Troops. Scroll down to Adults to see the CBC (criminal background check) expiration date for troop volunteers.

Be currently licensed and carry at least the minimum insurance required by the state of California. Note: Minimum requirements may not be adequate under all circumstances. Consult your insurance company to confirm that your coverage is sufficient for Girl Scout activities.

Be an adult (21 years or older) with broad driving experience, mature judgment, and a safe driving record.

Ensure that a fixed seat belt is available and used by each passenger (including the driver). No doubling up in seat belts. Be aware of passenger age and airbags.

Ensure that there is adequate space for luggage and equipment, and that both are stowed securely.

Service their vehicle regularly so that it is in safe operating condition, and ensure that it is equipped with first aid kit and safety equipment (e.g., spare tire, reflectors).

Ensure that girls under 12 sit in the backseat whenever possible to avoid injury from airbag deployment. Secure children under the age of eight or shorter than 4' 9" in car or booster seats installed in the back seat. Kids who are eight years of age or who are 4' 9" or taller may be secured by a safety belt in the back seat.

Carry the health forms of the girls riding in their car. Forms should remain with drivers as long as girls are in the car.

Hold a valid commercial driver license (state law) and carry a valid medical certificate when using a vehicle designated by the manufacturer for carrying more than ten passengers. Contact council before arranging the rental, charter, or use of large vehicles (more than ten passengers). 15-passenger vans are not allowed.

Plan rest stops every few hours and avoid driving for extended periods at night. Arrange for relief drivers for longer trips.

Not transport girls in a flatbed or panel truck, in the bed of a pickup, or in a camper-trailer.

Not allow girls to transport other girls.

Not drive when tired or when taking medication that causes drowsiness.



Find it! Search “Transporting Girl Scouts” at sdgirlscouts.org/forms and give it to troop drivers.

Step 6: Check Insurance Coverage

Registered members of your Girl Scout troop are covered with basic Girl Scout accident insurance during meetings and during supervised, Girl Scout-approved activities. The insurance will pay for expenses that aren't covered by a member's own health insurance, like co-pays, deductibles, and prescription fees. If a member doesn't have personal health insurance, Girl Scout insurance will cover expenses up to a certain limit. However, Girl Scout insurance is not intended to replace family health insurance.

You will need more insurance coverage if you can check any of these boxes:

- You have non-members joining in on approved and supervised Girl Scout activities (like volunteer spouses or Girl Scout siblings).
- Your activity is outside San Diego or Imperial County.
- Your activity lasts more than two nights.

You'll also need proof of liability insurance if your activity is a higher risk activity and you're using a vendor or holding an event at a venue. See the Safety Activity Checkpoints for activities that require approval. If you need proof of the vendor's liability insurance, check our list of insurances certificates first. If the vendor isn't listed, contact them and ask them to send a copy of their certificate of liability insurance to customercare@sdgirlscouts.org.



Find it! See sdgirlscouts.org/insurancecertificates for a list of vendors with insurance certificates already on file.

Need more coverage or proof of liability insurance for an activity? Use the insurance chart on the next page to find what you need and get it done!



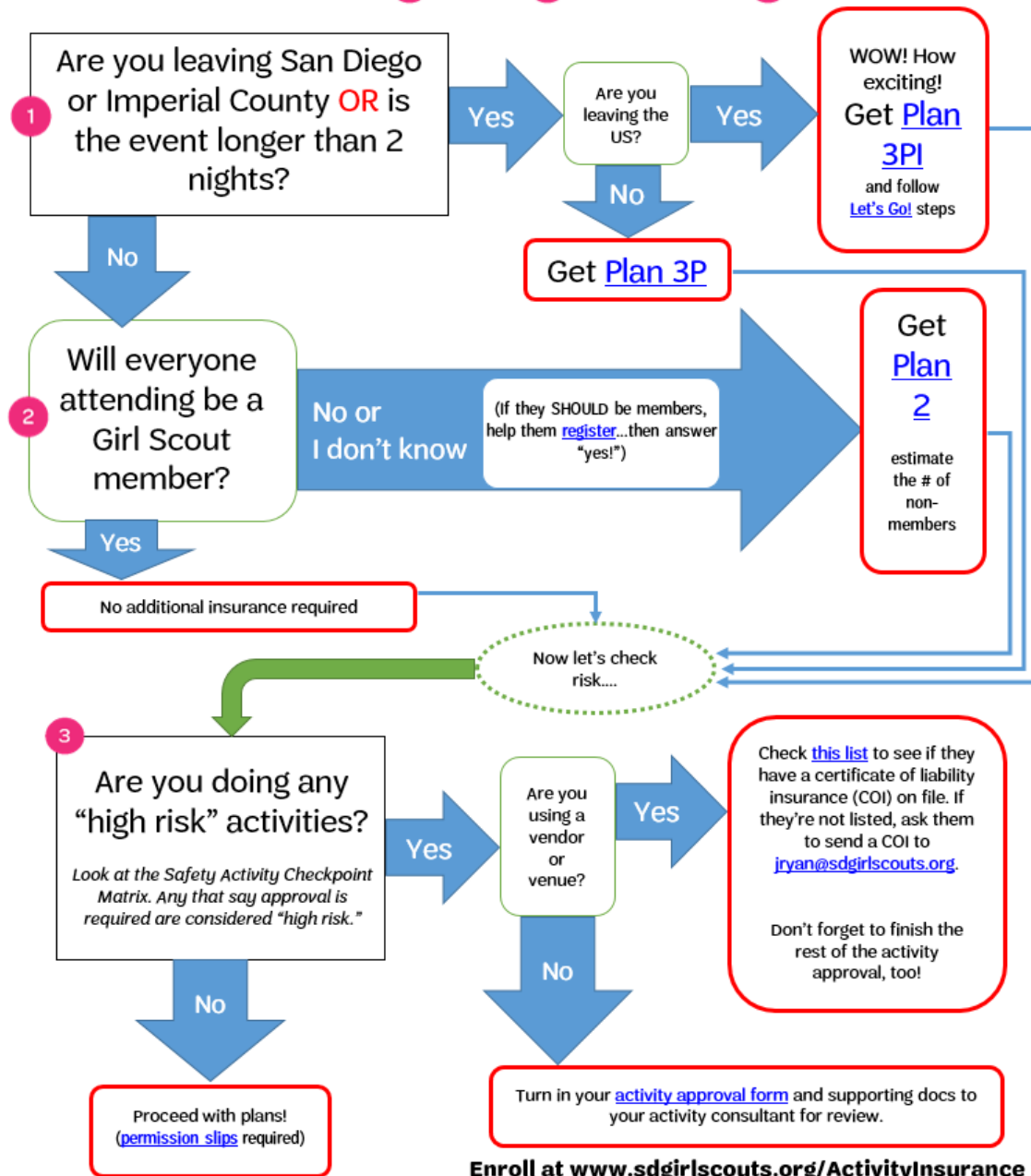
When you choose vendors or experts to help girls learn an activity, select an expert who has documented training and experience. Start with our community partners. They've already been approved. Troop leaders are responsible for reviewing Safety Activity Checkpoints with vendors and ensuring that the checkpoints are followed. If you're not sure about an expert, contact your service unit activity consultant.



What insurance is needed for my activity?

Girl Scout members get accident insurance with their membership. You may need to obtain additional insurance OR get someone's proof of insurance,

Based on **1** range, **2** attendees and **3** risk



Find it! Visit the interactive insurance chart at sdgirlscouts.org/approval to find the insurance you need.

Step 7: Work on Your Safety Management Plan

If your activity requires approval, create a Safety Management Plan to guide you as you consider the risks of an activity and to develop a thoughtful, ready response in case of accident or emergency. It's a plan to share with other volunteers and even the girls in your troop. When you create a Safety Management Plan, everyone is on the same page when it comes to safety.



Find it! Search “Safety Management Plan” at sdgirlscouts.org/forms.

Step 8: Get Approval When You Need It

Activity consultants are volunteers who work in your service unit. They review and approve Girl Scout troop activities and are trained to offer safety advice. Read on to learn when their approval is required for an activity.

Routine Activities (Approval Not Required)

You won't need approval from your service unit activity consultant when your troop's activity is routine. But, it's still fun to share your troop's experiences and get ideas from other troops too. Plus, sharing about your troop's activities helps service units know what kinds of activities interest the girls in their area. Want to share? Visit sdgirlscouts.org/shareout.



When you share your troop's experiences, the troop may be featured on Girl Scout San Diego's or your service unit's social media. Check the Girl Health History and Annual Permissions form for each of your girls to ensure that troop parents have given permission to use photos.

How to Know If an Activity Is Routine

An activity is routine if you can check all of these:

- The troop is traveling within San Diego or Imperial County.
- The event or activity lasts eight or less hours.
- The troop isn't staying overnight.
- The troop isn't doing an activity that requires activity consultant approval (see the [Safety Activity Checkpoint Matrix](#) for your activity).

Activities That Aren't Routine (Approval Required)

An activity isn't routine when it has higher risk or when a safety activity checkpoint indicates that approval is required.

How to Know If an Activity Is Not Routine

An activity is not routine if you can check one or more of these:

- The troop is traveling outside San Diego or Imperial County.
- The activity lasts more than eight hours or overnight.
- The activity has higher risk (check the Security Activity Checkpoint Matrix for activities that require approval).


Here's how to request activity consultant approval:

1. Go to sdgirlscouts.org/approval.
2. See the **Trips or events requiring approval** section.
3. Select **Request Activity Approval**.
4. Complete the online form and upload trip documents.



Trips or events requiring approval

To request your service unit activity consultant's approval for a trip or event, prepare the Activity Approval Form and a sample Trip or Event Permission Form, then follow the simple steps to share details and upload the forms. Your activity consultant will be in touch soon.

 **Request activity approval**

Checklist: Trip Documents to Upload

- Trip or Event Permission Form**
(with top half completed—just one will do, not one for each girl)
- Completed **Activity Approval Form**
- Trip itinerary (for trips with more than one overnight stop)
- Safety Management Plan** (upload this optional document if you have it completed when you request approval)

All forms can be found at sdgirlscouts.org/forms.



Submit your approval request at least 30 days in advance.

Approval for Encampments and Other Large Events

If your Girl Scout troop is attending a large event that is hosted by a trained event, encampment, or camp director, you do not need to obtain separate approval from your activity consultant, unless instructed to do so. The event or encampment director will submit an approval request for the entire event and provide safety info to troops. Troop leaders and families should confirm that they understand guidelines, including rules, first aider requirements, and emergency plans.

Step 9: Wait for Activity Consultant Response

If you've submitted an approval request, you will receive a response (either questions or an approval) within 5 business days. If not, contact training@sdgirlscouts.org. Don't finalize your troop's plans or put down non-refundable deposits until you have approval.

Step 10: Ensure Safe Overnight Outings

When your troop is ready for an overnight, help the girls prepare. Include them in planning so that they'll know what to expect and feel more comfortable. Keep in mind that male volunteers cannot sleep in the same space as girls and women. Daughters should sleep with the troop, not with a parent who volunteers at the outing.



During family or daughter-parent overnights, family units can stay together in one area of the sleeping quarters.

Step 11: Teach the Buddy System

The buddy system helps keep girls together and safe. Divide your Girl Scout troop into teams of two (when an odd number of girls is present, a "truddy" may be formed with three girls).

Let girls know that they are responsible for staying with their buddy at all times and that their goal is to warn their buddy of danger, give their buddy assistance if needed, and seek help when necessary. Let girls know that they should stay near the group, or buddy up with another team. That way, if there is an injury or emergency, two can get help while one stays behind with the girl in need.

Step 12: Carry an Emergency Card

Study the Emergency Action Plan Card, carry it, and provide copies to your adult volunteers too. The card tells you how to get a hold of your Girl Scout San Diego council staff and provides a handy summary of steps to take in an emergency. In the event of a serious accident or fatality, the police must be notified and a responsible volunteer must remain at the scene at all times.

EMERGENCY ACTION PLAN

- Administer first aid.
- Call for appropriate help (911, police, fire or medical).
- Move non-injured away from the scene (as appropriate).
- Do not permit anyone to disturb victim or surroundings until an appropriate authority assumes responsibility.
- Ensure a responsible adult stays at the scene.
- Speak only to the police or other appropriate authorities.
- Do not discuss the incident, release names, place or accept any blame, or acknowledge liability.
- Media: Do not notify or make statements to them. Refer all inquiries to the communications director by calling the number on the reverse.
- Always notify police about motor vehicle accidents, serious accidents or fatalities.
- Within 24 hours, submit an Accident/Incident Report form to accidentreporting@sdgirlscouts.org. Find the form at Girl Scout resource centers and sdgirlscouts.org/forms.



**In case of emergencies, call
Girl Scouts San Diego
619-298-8391**

Office hours: 8:30 a.m.-5:30 p.m.,
Monday-Friday.
If after hours, press “2” when prompt-
ed to be directed to our answering
service, which will identify a Girl
Scout staff member to assist you.

www.sdgirlscouts.org

SS:has TR-2522 7/12/18

EMERGENCY CARD

Before trip: Review transportation, insurance, first aid and girl/adult partnership sections of the *Volunteer Essentials* publication; and complete required forms listed below.

Bring on each group outing:

- This card
- Health History/Annual Permission forms (with parent contact info)
- Trip or Event Permission forms, if used for this outing
- Directions to nearest hospital or medical facility
- Cell phone
- Non-emergency phone numbers for nearest:

Police station _____

Poison Control Center

Hospital _____

800-222-1222

Fire station _____



Find it! Search “Emergency Card” at sdgirlscouts.org/forms.

Step 13: Check the Weather

On the morning of your activity, check the weather and have a backup plan or be prepared to postpone if weather conditions aren’t safe. If you’re caught outdoors in an unexpected storm, take shelter and stay away from tall objects like trees and electrical poles. In the wilderness, find the lowest point in an open, flat area. Squat low to the ground on the balls of your feet and place your hands on your knees with your head between them.

Step 14: Report Incidents and Accidents

If you or a Girl Scout troop member has an incident during a Girl Scout activity, complete an Accident/Incident Report Form to start the insurance claim process. Also, use this form to let Girl Scouts San Diego know about any accident that required more than a Band-Aid, like a serious illness, allergic reaction, serious emotional outburst, or a “near miss” or other cause for concern.



It’s a good idea to carry a few of these forms in your binder along with your completed Family Information Sheets and Girl Health History and Annual Permission Forms.



Find it! Search Accident/Incident Report at sdgirlscouts.org/forms.

Cookie Program and Fall Product Program Safety

Girl Scout cookies give girls an incredible opportunity to learn skills and earn funds to do amazing things, but safety comes first. Follow these safety guidelines anytime your Girl Scout troop participates in product programs.

See the Safety Activity Checkpoints

Prepare by checking out the Safety Activity Checkpoints. Follow the safety guidelines in this section to keep girls safe during the cookie program and the fall product program.



girl scouts


Girl Scout Product Programs Safety Activity Checkpoints



Find it! See the Safety Activity Checkpoint Matrix at sdgirlscouts.org/safety.

Check Parent Permission

Review your troop's Girl Health History and Annual Permission Forms to see if girls have permission to be a part of money-earning activities.

<input type="radio"/> Yes <input type="radio"/> No Initials _____	<p>Permission for routine activities and field trips: My daughter/dependent has permission to travel to, attend and participate in troop- and council-sponsored activities that are 1) located within San Diego or Imperial County, 2) not exceeding 8 hours or overnight, and 3) not considered "higher risk" according to the Safety Activity Checkpoints Matrix at www.sdgirlscouts.org/safety; activities requiring approval are considered "higher risk." A separate Trip or Event Permission Form must be signed for each event which includes those activities.</p> <p>If "No" is selected here, a separate Trip or Event Permission Form must be signed for every trip or event which occurs outside the normal meeting place and time.</p> <p>Parents/guardians must be informed of activity and field trip details in advance, even when the Annual Permission Form is used. I understand that the troop leader(s) will communicate plans with families via: <input type="radio"/> Volunteer Toolkit <input type="radio"/> Email <input type="radio"/> Other (specify) _____</p>
 <input checked="" type="radio"/> Yes <input type="radio"/> No Initials <u>BCN</u>	<p>Permission to participate in money-earning activities: My daughter/dependent has permission to participate in all approved money-earning activities coordinated by the troop, including cookie program booth sales. Participation in council-sponsored product sales (cookie program, Fall Sale, etc.) will require additional council permission forms. I understand that funds earned belong to the troop, and not to any individual; our contribution to the troop's success does not result in any individual financial benefit to my daughter or me.</p>
<input type="radio"/> Yes <input type="radio"/> No Initials _____	<p>Permission to use photographs: I hereby consent that videotapes, photographs, motion pictures, electronic images and/or audio recordings of my daughter/dependent may be used by our troop and/or Girl Scouts for public relations and publicity purposes. I understand that her last name and residence will not be used for publicity purposes without my express consent.</p>
<input type="checkbox"/> Yes Initials _____	<p>Permission for emergency medical treatment: I give my permission for the adult in charge to take my child to a medical facility, if necessary. In case of emergency, if none of the above can be contacted, I consent to treatment for my daughter/dependent under the supervision of, and as deemed advisable by, a physician licensed under the Medicine Practice Act. This provides authority pursuant to Section 25.8 of the California Civil Code.</p>
<p>Special accommodations: My daughter/dependent requires the following special accommodations in order to be most successful. (Write "None" if there are none.) _____</p>	



You'll need to get additional parent permission when girls participate in product programs. Ask your troop fall manager, troop cookie manager, or service unit cookie coordinator for more info.

Communicate With Parents

Share information about the cookie program with parents. Let parents know that girls should wear their Girl Scout uniform, a Girl Scout T-shirt, or a Girl Scout membership pin when marketing cookies. Be clear on where and how cookies will be marketed, safety precautions, and on transportation to booth sites. Let parents know that they should follow the requirements for [Transporting Girl Scouts](#) when driving girls.



Find it! Search "Transporting Girl Scouts" at sdgirlscouts.org/forms.

Round up Adult Supervision

Girls must have adult supervision and guidance when they are marketing or delivering products, regardless of Girl Scout program level.



Adult volunteers must be present at booth sites—no matter the age of the girls. In addition, at least one volunteer at the booth must be a registered member with a background check.

Teach and Use the Buddy System

Divide your Girl Scout troop into teams of two. Let girls know that they are responsible for staying with their buddy at all times and that their goal is to warn their buddy of danger, give their buddy assistance if needed, and seek help when necessary.

Share and Enforce Product Program Safety Guidelines

You and your Girl Scout troop should become familiar with the area where the troop plans to market cookies. Teach and enforce the safety guidelines below too.

General Safety Guidelines

Girls should:

- Go door-to-door only during daylight hours.
- Wear a Girl Scout uniform, t-shirt, or membership pin.
- Avoid any house or person that makes them uncomfortable.
- Call 9-1-1 if someone is acting in a way that makes them feel unsafe (like people who are staring for a long time or taking pictures).
- Be a safe pedestrian by crossing at corners and obeying walk signals.
- Never enter the home of a stranger or get into a vehicle of a stranger.
- Don't approach people in vehicles (except drive-thru cookie booths).

Talk About Safe Ways to Handle Money

Girls in your troop can receive cash from customers and make change. But have them hand money to a volunteer for safekeeping. Let girls know that it's *not* safe to:

- Walk around with large amounts of money.
- Keep the cash box in view (place it behind a barrier of cookies instead).
- Keep money at home or school.
- Hold on to money (it's best to give it to volunteers to deposit in the troop account).

Safely Set up Cookie Booths

Cookie booths are temporary pop-up sites in areas with a lot of foot traffic. They are a popular way for girls to participate in the cookie program as a team. Booth locations are approved by Girl Scouts San Diego in places that are legally open to, accessible, and safe for all girls and potential customers. Girl Scouts San Diego does not authorize marketing cookies in front of or inside places of business that the girls themselves cannot legally patronize.



An important message from Girl Scouts of the USA: We have been steadfastly combating the unauthorized use of the Girl Scout trademark by the cannabis community, which has been marketing—without authorization—certain cannabis products under our youth-appealing brand. We are continuing to aggressively fight the unauthorized uses of the Girl Scout brand and hope that our councils and volunteers will join Girl Scouts of the USA’s effort by discouraging cookie booths at such locations.

Cookie Booth Safety Guidelines

- Have volunteers present at all times, including at least one registered adult member with a background check.
- Make sure there is enough space for a table, cookie products, and girls, and that pedestrians, bikes, and cars can pass.
- Keep the cash box against a wall or behind a barrier of cookie boxes or have an adult volunteer keep the money in a front-facing pouch secured at the waist.
- Consider reducing cash transactions by accepting credit card payments.
- Keep the booth at a safe distance from cars and set a safety barrier between cars and the booth. For example, have volunteers park their cars in spaces near the booth.
- Don’t allow the booth to block a store entrance, exit, or walkway.
- Make sure girls know what to do in case of theft. Let girls know it’s not safe to confront or engage with an irate customer—call police for assistance instead. Report the incident to Girl Scouts San Diego.

Online Marking

Girls must understand that the Internet is an open means of communication that anyone can access. As such, websites will often attract people other than their intended users. It is therefore imperative that any information that could jeopardize the safety and security of girls and volunteers not be disclosed on a website. The following measures will help ensure girls’ online safety:

- Girl Scouts should only use their first names.
- A Girl Scout’s last name, address, phone number, or e-mail address should never be posted. For Digital Cookie a girl may post her unique Digital Cookie URL on her Facebook page and may email it to friends and family (for additional information please refer to the Safety Activity Checkpoint for Online Product Program, Digital Cookie Terms & Conditions for Volunteers, and Digital Cookie Pledge for Girls).

- Always have a parent’s or guardian’s permission when using pictures of girls on a website. This is especially important if the girl is under 13 years old.
- Do not post addresses of group meeting places, dates and times of meetings, events or trips on a website. Instead, a volunteer who wishes to communicate upcoming events with families of Girl Scouts should send an e-mail to the families.
- Do not allow automatic posting of messages to a website. All postings to message boards, social media, and guest books should have volunteer oversight and be screened prior to posting live.
- Ensure that websites do not show personal e-mail addresses of girls. Use a troop, group or volunteer’s e-mail.

Using Digital Cookie™. Some Girl Scout troops will use Digital Cookie™ during cookie season. Digital Cookie™ is a fun, educational tool that helps girls run and manage their Girl Scout Cookie business online.

We ask that leaders educate their troop about online safety when they use Digital Cookie™ or anytime the troop plans to be online.

- Discuss and review the Internet Safety Pledge with girls.
- Read and share the Safety Activity Checkpoint for Computer/Online Use.
- Ask your troop cookie manager for more details.



A parent or guardian must approve their girl’s digital cookie website and be responsible for all content. Girls under 13 are not allowed to post anything to their websites. Parents or guardians must post on their behalf.

Using social media. Girls can use the Internet and/or social media to let friends and family know about the cookie program and the fall product program. In other words, they can reach out to people who they know or who their families know, including former customers. They cannot reach out to the general, online public.

Girls 13 and older can use their own social media accounts. Girls younger than 13 can use a parent or guardian’s account.

All girls must be supervised by a parent or guardian when using the Internet. In addition, all girls must review the Girl Scout Internet Safety Pledge before conducting online activity. Parents or guardians must ensure that the social media accounts being used are set on the “private” setting.



Some troops have dedicated websites or Facebook pages to share and exchange info about take action and other troop projects. These sites cannot be used to market product programs.



See sdgirlscouts.org/online-safety to learn more.

Guidelines for emailing. Girls should sign their e-mail messages with their first name only and should include their troop number and council name. They should take care not to expose their email address, physical address, or phone number to the public. And they should take care not to accidentally expose or include personal info belonging to other girls in the troop.

Ensure that girls and troop families understand these online marketing safety guidelines:

Online Marketing Safety Guidelines

- Allow girls to market online if they wish. However, a parent or guardian must supervise.
- Girls who market online must read the Internet Safety Pledge.
- Let friends and family who receive Internet cookie program or fall product program marketing know that they should not share a girl's contact info, marketing links, or marketing info on public-facing online sites.
- Allow girls to collect indications of interest within their council's zip codes. Refer prospects from outside council zip codes to the cookie finder at girlscoutcookies.org, unless using Digital Cookie™.
- Don't share cookie program and fall product program marketing links with news outlets (radio, television, magazines, and online platforms).
- Girl Scouts San Diego reserves the right to request removal of any post that violates this guidance.



Work with Girl Scouts San Diego in advance on any media opportunities for parents, girls, or volunteers. Contact media@sdgirlscouts.org with questions or requests.

