



CHAPTER 5

VOLUNTEER ESSENTIALS

Girl Scouts of Citrus Council

2009

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Chapter 5: Staying Safe—Always!

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority! Here's what you need to know.

Knowing Your Responsibilities

You, the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. The next three sections flesh out who's responsible for what.

Responsibilities of the Volunteer

One of your responsibilities as a volunteer is to safeguard the health of the girls in your group and instill in them a sense of safety. This responsibility may take the form of:

- Preventing injury and illness to participants in Girl Scout activities
- Demonstrating a concern for the health and welfare of the individuals for whom you are responsible
- Honoring pluralism and diversity so that girls feel emotionally safe—that is, accepted by and connected with you and other girls in your group

Girl Scouts trusts you to:

- Observe all safety guidelines and activity-specific checkpoints, as well as procedures outlined by your council, including those that supplement or augment Girl Scouts standards. That information is available both in this chapter and in *Safety-Wise*, a book available from your council. Also be sure to follow local, state, and federal laws and ordinances.
- Take advantage of the learning opportunities offered by your council.
- Involve girls in safety planning (events should be girl-led, but girls will require guidance from you on staying safe).
- Be a role model for girls, adhering to the following guidelines at all time:
- Never, ever, ever use illegal drugs!
- Don't smoke cigarettes or drink alcohol in the presence of girls.
- Never carry firearms or ammunition in the presence of girls. If you're facilitating a marksmanship activity, transport weapons separately.
- Never engage in child abuse of any kind, as defined by the Child Abuse Prevention and Treatment Act. Abuse includes neglect, physical injury, emotional maltreatment including verbal abuse of a child, and sexual abuse. Sexual advances, improper touching, and sexual activity of any kind with girl members are strictly prohibited.

Responsibilities of Parents and Guardians

You want to engage each parent or guardian in assisting you in ensuring the health, safety, and well-being of girls. Clearly communicate to parents and guardians that they are expected to do the following:

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
- Make provisions for their daughters to get to and from meeting places or other designated sites in a timely manner and inform you if someone other than the parent or guardian will drop off or pick up the child.
- Provide their daughters with appropriate clothing and equipment for activities, or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Be aware of appropriate behavior expected of their daughters as determined by the council and you.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.

Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.

Knowing How Many Volunteers You Need

Girl Scouts has established adult-to-girl ratios—that is, a chart that shows the minimum number of adults needed to supervise a specific number of girls. (Councils may also establish maximums due to size or cost restrictions.) These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on-hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you’ll find the chart extremely helpful.

	Group meetings: Two non-related adults (at least one of whom is female) for this number of girls	Group meetings: Plus one adult for each additional number of girls	Series, travel, and camping: Two unrelated adults (at least one of whom is female) for each number of girls	Series, travel, and camping: Plus one adult for each additional number of girls
Girl Scout Daisy (K-1)	12	6	6	4
Girl Scout Brownie (2-3)	20	8	12	6
Girl Scout Junior (4-5)	25	10	16	8
Girl Scout Cadette (6-8)	25	12	20	10
Girl Scout Senior (9-10)	30	15	24	12
Girl Scout Ambassador (11-12)	30	15	24	12

Here are some examples: If you have a group meeting with 17 Daisies, you need three non-related adults (in other words, not your sister, spouse, parent, or child), at least one of which is female. If, however, you have 17 Cadettes attending a group meeting, you need only two non-related adults, at least one of which is female. Likewise, if you're taking 13 Brownies on a trip, you need three non-related adults present, at least one of which is female. But 13 Seniors on a trip requires only two non-related adults, at least one of which is female.

In addition to the adult-to-girl ratio chart, please remember that adult volunteers must be at least 18 years old (or at the age of majority defined by the state if it is older than 18),

Approaching Activities

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What is safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, call your council staff with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration. One of the most oft-used components of *Safety-Wise* is the list of activity checkpoints in the second half of that book. Volunteers who are about to engage with girls in an

activity—say, bicycling—can turn to *Safety-Wise*, read the Bicycling Activity Checkpoint, and understand all the safety precautions that must be taken.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress. Also use activities as opportunities for teamwork, which is one of the outcomes for the connect key in the GSLE (see Chapter 3)!

Updates and Clarifications as of 04/09 for use with *Safety-Wise* (2000) publication

The following document contains updates and/or clarifications to the *Safety-Wise* © 2000 Edition in reverse chronological order. This information provides Girl Scout councils with the most current information on health and safety. Girl Scout councils provide volunteers and staff with the interpretation of standards, activity checkpoints and safety guidelines.

Please see index on the following page for a listing of updates by category including release date and an alphabetical listing by topic. 03/09

Future Safety-Wise Checkpoint Additions

In responding to girls' current interests, GSUSA anticipates that guidelines for several activities will be added in future safety and risk management publications. Below is a list of potential topics created in March 2008. We will continue to review potential additions to best meet the needs of our membership.

Please note: Zip Lines, Tree Climbing, and Canopy Cruising guidelines are the same as the Challenge Courses, Climbing, and Rappelling checkpoints on pp. 99–101 of *Safety-Wise*.

Land Sports, p. 94

Fencing
Geocaching
Segway (transportation using EPAMDS—electric personal assistive mobility devices)
Skateboarding
Sail Skateboarding, Skate Sailing (Wind Skating or Street Surfing) and Kite Skateboarding

Water Activities, p. 112

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Bicycling Note – 03/09

“National Organizations” section on page 98: The Hostelling International-American Youth Hostels (www.hiayh.org) no longer provides information on bicycle safety.

Trips, Travel, and Transportation with Girl Scouts - 03/09

Procedures for International Travel

The following information replaces the *Safety-Wise* (2000 edition) “Procedures for International Travel” section on page 143 and updates the “Trips to Other Countries” section on page 59.

Global Travel Toolkit

Girl Scout troops/groups planning an international trip are encouraged to use the Global Travel Toolkit. The toolkit is a nuts and bolts resource for international travel, including planning advice, procedures for international travel, budgeting suggestions, cultural recommendations, and resources on Girl Guiding and Girl Scouting around the world.

The Global Travel Toolkit will be available in April 2009 for download your at www.girlscouts.org/global. In the meantime, if you seek resources or travel advice, please contact globalgirlscouting@girlscouts.org

Age Requirements for International Travel

International trips are available to Girl Scout Cadettes and older Girl Scouts who have successfully participated in a progression of overnight trips in their troop or council. Adult advisors should ensure that girls are mature enough to participate in the trip. Factors to consider are adaptability, good decision-making, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable) and specific skills and interests. Girl Scout councils and WAGGGS World Centers may have additional guidelines regarding age requirements.

Monitor the United States State Department Web site for travel advisories at www.state.gov/travel/ for all international travel.

Letter of Introduction

The WAGGGS Card of Introduction (blue card) is no longer required for international travel. However, if your troop/group is staying in a community for at least **THREE (3)** days and willing to collaborate on a **TAKE ACTION PROJECT** with local Girl Guides or Girl Scouts is interested in connecting with Girl Guides or Girl Scouts abroad, a letter of introduction can be sent on your behalf. Please submit an Intent to Travel form indicating that you would like a letter of introduction.

Intent to Travel

All troop/groups traveling internationally must notify their council and submit an Intent to Travel form to GSUSA three to six months before departure: www.girlscouts.org/program/gsc_central/forms/. This form replaces completely the Intent to Travel Forms A and B from the *Safety-Wise* 2000 edition, pages 144-145.

Visiting World Centers

Contact the world centers directly to make reservations:

- Our Cabaña, México: www.ourcabana.org/
- Pax Lodge, England: www.paxlodge.org/
- Our Chalet, Switzerland: www.ourchalet.ch/en/home
- Sangam, India: <http://sangam.wagggsworld.org/en/home>

Grade level Ratios with current Safety-Wise (2000) Edition - 10/08 (revised 02/09)

National Standard Adult-to-Girl Ratios – Girl Scout Grade Levels						
Girl Scout Grade Level	Grade	Troop/Group Size: / Number of Girls	General Meetings Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) of Girls	Plus One Adult For Each Additional Number (Below)Of Girls	Events, Trips, And Camping: Two Non-Related Adults (At Least OneOf Whom Is Female)For Each Number (Below) of Girls	Plus One Adult For Each Additional Number (Below) of Girls
Girl Scout Daisy	K–grade 1	5–15	12	6	6	4
Girl Scout Brownie	Grades 2–3	5–25	20	8	12	6
Girl Scout Junior	Grades 4–5	5–30	25	10	16	8
Girl Scout Cadette	Grades 6–8	5–30	25	12	20	10
Girl Scout Senior	Grades 9–10	5–30	30	15	24	12
Girl Scout Ambassador	Grades 11–12	5–30	30	15	24	12

The New Girl Scout Leadership Experience provides direction for Girl Scout program adapted to meet the developmental, educational, emotional, and social needs and interests of girls at the six Girl Scout grade levels.

Girls with disabilities that receive special education services may be enrolled as a Girl Scout until the age of 21. Girls should be placed with peers of their same chronological age and wear the uniform of that grade level. Girl Scout grade level is determined by the current membership year, beginning October 1st.

Camping (Safety-Wise, p. 84) - 10/08

Under the leadership of an adult, a Girl Scout Daisy troop may participate in an occasional overnight camping experience.

Girl Scout Daisies who have completed kindergarten may independently participate in day camp and resident camp experiences lasting up to three nights. Girl Scout Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights.

First-Aid Training - 10/08

First-aid offerings listed in the chart on p. 37 of *Safety-Wise* are provided online by the sponsoring organization and include a face-to-face participant skills assessment. The course may be accepted as meeting the recommendation.

National first-aid programs may be submitted for review throughout the year. Girl Scouts of the USA routinely reviews such programs so as to expand the courses available to our membership. Councils may review local offerings, compare the content to the national recommendations, and make decisions concerning their area's resources.

For more information regarding what level of training is needed for different activities, and when it is needed, please consult *Safety-Wise* (pg 36).

National First-Aid Programs

Organization	Courses for First-Aider, Level 1	Courses for First-Aider, Level 2
American Red Cross	<ul style="list-style-type: none"> • Community First Aid and Safety including CPR or • Standard First Aid including CPR Child Care (for Girl Scout Daisy leaders) including CPR 	<ul style="list-style-type: none"> • Sport Safety Training or • Standard First Aid including CPR, plus First Aid, When Help Is Delayed, or • First Aid Responding to Emergencies or • Emergency Response*
American Safety and Health Institute	<ul style="list-style-type: none"> • Basic First Aid plus CPR for School and Community or the Workplace or • Basic Wilderness First Aid plus CPR for the School and Community or Workplace 	CPR Training and one of the following: <ul style="list-style-type: none"> • Wilderness First Aid • Wilderness First Responder • Wilderness EMT Upgrade*
Emergency First Response	<ul style="list-style-type: none"> • Primary Care (CPR) plus Secondary Care (First Aid) 	
Medic First Aid International, Inc. (Formally EMP America)	<ul style="list-style-type: none"> • Basic Plus CPR, AED, and First Aid for Adults • Basic CPR and First Aid for Adults • Pediatric Plus CPR, AED, and First Aid for Children, Infants, and Adults • Pediatric CPR and First Aid for Children • Care Plus CPR and Automated External Defibrillator (AED) for Adults, Children, and Infants • Emergency Care First Aid 	<ul style="list-style-type: none"> • Basic Life Support for Professionals (BLSPRO)
National Safety Council	<ul style="list-style-type: none"> • Standard First, CPR and AED or • Pediatric First Aid, CPR and AED 	
Stonehearth Open Learning Opportunity (SOLO)		Any standard CPR with one of the following: <ul style="list-style-type: none"> • Wilderness First Aid (WFA) • Wilderness First Responder (WFR) • Wilderness Emergency Medical Technician (WEMT)
American Heart Association	<ul style="list-style-type: none"> • Heartsaver First Aid and CPR 	For CPR Training
American Academy of Orthopedic Surgeons	<ul style="list-style-type: none"> • CPR and First Aid Training 	• Wilderness First Responder
EMS Safety Services	<ul style="list-style-type: none"> • CPR and First Aid Training or • Pediatric First Aid and CPR 	

*These courses far exceed the requirements for Girl Scout first-aiders but may be used.

Swimming in Backyard, Hotel, and Cruise Ship Pools – 10/08

There is one lifeguard for 1 to 10 swimmers. The lifeguard is at least 16 years old and has American Red Cross Lifeguard Training certification or the equivalent. An adult trained in water rescue skills is also present. American Red Cross Basic Water Rescue is recommended for this adult and for watchers.

GIRL SCOUT PROGRAM STANDARDS - 07/08 *Related to Girl Scout Product Sale Activities*

The following changes in *Safety-Wise Standards 28, 30, and 31* were adopted by the GSUSA Board of Directors 06/15/08.

Standard 28 (Revised) Activities Involving Money

Girl Scout Groups are financed by dues, money earning-activities, and a share of money earned through council-sponsored product sale activities. Girl Scout Daisies may be involved in council-sponsored product sale activities only, and not collect money in any other way except through group dues or parental contributions. (Amended by GSUSA Board 6/15/2008)

“Group money earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. “Council sponsored product sales” are council-wide sales of authorized products, such as Girl Scout Cookies, calendars, magazines or nuts and candy in which membership pathways participate. The funds are for Girl Scout activities and are not to be retained by individuals as their properties. Girls can, however, be awarded sales incentives and/or credits to apply to Girl Scout product and/or activities.

Girl’s participation in group money-earning projects or council-sponsored product sale activities is based upon the following:

- Voluntary participation
- Written permission of a parent or guardian
- Council guidelines
- An understanding of, and ability to interpret to others, why the money is needed
- Correct business procedures
- Observance of local ordinances related to involvement of children in money earning activities, as well as meeting health and safety laws
- Adherence to guidelines for personal protection
- Planned arrangements for safeguarding the money

Girl Scouts, in their role as Girl Scouts, may not raise or solicit money for other organizations. However, girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile if they have funds that are not needed for activities during the year (for example, local or international community service organizations, or environmental projects.)

Encourage girls to designate a portion of their group treasury for the annual membership dues of the members. This is a sound and efficient practice that enables girls to meet membership dues and lessens the potential burden to individual members.

See activity Checkpoints for Girl Scout Cookie/Council Sponsored Product Sales, as well as *Safety-Wise* Standards 29, 30, 31, 32 and 33. (Standards 29, 32, 33, 34 and 35 have no revisions)

Standard 30 (Revised) - Council-Sponsored Girl Scout Product Sale Activities

Girls can participate in no more than two council-sponsored product sale activities each year and only one of these may be a cookie sale. The percentage of money to be allocated to participating groups is determined by the council and explained to girls and adults as part of the product sale activity orientation. Girl Scout Daisies may participate in council-sponsored product sales in girl/adult partnership as a Girl Scout Leadership Experience. (Amended by GSUSA Board 6/15/2008)

The selling of Girl Scout Cookies or other council-sponsored products is an integral part of the Girl Scout Leadership Experience focusing on financial literacy. Girls learn to set goals, budget, plan, market to others, work as a team, and many other skills necessary to a successful sale activity. Adults serve in a supporting role but should never assume sole responsibility for sales. Refer to the activity checkpoints for "Cookie/Council-Sponsored Product Sale Activities".

All girl members may participate in council-sponsored product sales activities under volunteer supervision. The council provides training on the procedures to follow during the sale to all participants through a cascading staff and volunteer effort.

The council sets the guidelines and procedures for conducting the sale and determines how the proceeds and recognition system will be managed. The council retains some of the proceeds resulting from product sales to support program activities and participation of all registered Girl Scouts. Adult volunteers, girls, and their families should understand how cookie proceeds are used, so that they can explain this to the public.

The income from product sales does not become the property of individual girl members. Individual girl members may participate in council product sales if supervised by a council trained adult. Girls are eligible for incentives and "cookie credits" but "money earned" that normally would go to a group is administered by the council.

Parents and guardians grant permission for girls to participate and are informed about the girls' whereabouts when they are engaged in product sale activities.

Girl should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, uniform component, or Girl Scout clothing.

Adults must monitor, supervise, and guide the sale activities of all age levels. Girl Scout Daisies, Brownies and Juniors must be accompanied by an adult at all times. Girl Scout Cadettes, Seniors and Ambassadors who participate in door-to-door sales must be supervised by an adult. Girls always use the buddy system.

Money due for sold products should be collected when the products are delivered to the customer or as directed by the Girl Scout council.

Personal customer information should remain private. Customer credit-card information should not be collected by girls. No credit-card information should be asked for on any form collected by girls.

Online Guidance

Girls or their families may not engage in selling Girl Scout Cookies or other products approved for council-sponsored product sales on the Internet. Girls can use e-mail as a marketing tool to let family, friends and former customers know about the sale.

- Product related e-mail is not intended to be SPAM (unwanted e-mail). Girls or their parents should not broadcast e-mails to parental membership lists or place of employment e-mail list-serves.
- Girls or their parents cannot set up online ordering or payment on private Web pages.
- Lists of customers and their e-mails should be treated with respect and girls should be instructed on privacy issues

Girl Scout councils do not sell cookies, girls sell cookies. Any referrals via www.girlscoutcookies.org to councils should be fulfilled by and credited to girl sales. It is up to a Girl Scout council to have a system in place which will allow for girl involvement.

Standard 31 (minimal changes) - Council-Sponsored Product Sale Awards

Groups and individuals may choose to earn council product sale awards. Awards are program-related and of a type that will provide opportunities for girls to participate in Girl Scout activities.

Girls may earn official Girl Scout age-appropriate awards related to product sale activities as a part of the Girl Scout Leadership Experience. In addition, each council may choose to provide items such as participation patches, sales awards, and council credit for camperships, event fees, day camp fees, grants for destinations (girl travel) and action/service projects, and materials and supplies for program activities to participants.

The council plan for recognition applies equally to all girls participating in the product sale activity.

Where at all possible, councils should involve girls in the selection of awards and administration of money given to girls from product sales (such as an application process for grants for leadership projects or travelships for destinations).

(Standards 29, 32, 33, 34 and 35 remain the same.)

Girl Scout Cookie/Council-Sponsored Product Sale Activity Checkpoints

When Girl Scout Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors participate in Girl Scout Cookie or other product activities, review and follow the following activity checkpoints.

Individually registered Girl Scouts cannot participate in a Girl Scout product activity unless supervised by a trained adult appointed by the council or service unit.

Planning and Supervision

- Local ordinances related to involvement of children in money-earning projects are observed.
- Girls are involved in planning and setting goals for the product sale activity.
- Each girl's participation is voluntary.
- Written permission is obtained from a girl's parent or guardian before the girl participates in a council product sale. A parent, guardian, or other adult must know each girl's whereabouts when she is engaged in

product sales.

- Girls may use telephones and e-mail to alert friends and relatives to product sales. Girls may not sell Girl Scout product by posting information and making transactions on the Internet.
- Guidelines for corporate sales (quantity sales to businesses) by girls 11-17 should be coordinated through the Girl Scout council.
- Any participation in “gifting” sales of product proposed by girls to benefit a community or organization should be overseen by the Girl Scout council.
- Any gifts in quantity to military overseas should be coordinated through military or related personnel at the place of origin and the place of receipt. Large shipments should have a council agreement with the third party to assure that the cookies arrive where intended. Gifts should not be sent to U.S. bases or bases overseas where there are Girl Scouts involved in product activity sales. Girl Scouts should observe council jurisdiction when selling or marketing product for a gifting program.
- Girls writing notes for recipients of product gifts should sign with their first name only, troop/group number and council name. Personal e-mails or addresses of girls should never be used.
- Adults should exercise caution in holding large quantities of money at the point of sale. If need be, make arrangements for additional adults to bank money frequently, particularly from high traffic booth sales.

Clothing

- Girls wear a Girl Scout Membership Pin, official uniform, uniform component, or informal Girl Scout clothing to identify themselves as Girl Scouts.
- Girls dress and prepare appropriately for the weather at all times.

Order Taking and Selling

- The Girl Scout Cookie and other product sale activities are girl driven. Parents and guardians should receive information as to their role in helping girls in the sale from the adult in charge and the council. Adults may assist, but cannot sell Girl Scout products. (The role of the Girl Scout Daisy adult is fully explained in online materials on the GSUSA website, www.girlscouts.org, under Girl Scout Central: Cookies.)
- Adults must provide supervision and guidance for all age levels. Adults must accompany Girl Scout Daisies, Brownies and Juniors when they are selling, order taking or delivering cookies.
- If product sale is allowed at an adult’s workplace, the girl should be personally involved in the customer interface and/or delivery in some way.
- Girl Scouts should observe council jurisdiction when selling or marketing product or engaged in collecting for a gifting program. Girl Scouts should observe council jurisdictions when selling cookies in parent/guardians place of work, unless arrangements are made to accommodate all Girl Scout families connected to that workplace.
- Girls and adults should be familiar with the areas and neighborhoods in which they will sell.
- Girl Scout Cadettes through Ambassadors must sell in the buddy system and have adult oversight.
- Girls participate in door-to-door sales only during daylight hours, unless accompanied by an adult.
- When Girl Scouts operate a booth in a store, mall, or other public place, adults must be present at all times. However, at no time should adults be the only individuals at the booth.
- Girls learn and practice personal protection skills as outlined in GSUSA- and vendor provided activity materials. For example:
 - Use safe pedestrian practices, especially when crossing at busy intersections, crossing an alley, or walking in a parking lot.
 - Never enter someone’s home (house or apartment) when selling or delivering cookies.
 - Do not carry large amounts of money. Provision for safeguarding the money is made in advance.

- Adult support ensures that girls do not carry large sums of money.
- Never approach a vehicle to sell to someone.
- Avoid accepting bills larger than \$20; ask customers to change money at a business or bank if they have larger denominations.
- A designated adult's telephone number and/or group e-mail overseen by an adult is given for reorders or complaints; a girl does not give out her telephone number or personal email.
- When planning sales booths, contact local authorities for permission and for additional safety and security suggestions and assistance. Councils should have a plan in place for approving all booth locations and assure that they are scheduled in a fair and equitable manner.
- Girl Scout Cookies® and Girl Scouts® are trademarked by Girl Scouts of the USA and cannot be used to endorse products or services. Any questions regarding the use of Girl Scout Cookies or the name Girl Scouts must be addressed to the Girl Scout council or trademarks@girlscouts.org.

In Addition, Specifically for Girl Scout Daisies

- Materials provided by GSUSA for Daisies focus on engaging girls in selling to friends (including neighbors) and family. This approach is based upon:
 - The attention span and physical abilities of the girls;
 - The need for one-on-one supervision when handling money (the adult should hold all money);
 - The involvement of parents or trusted adults in goal setting, ensuring that goals are appropriate for the group or individuals; and
 - The importance of providing girls with a foundation in the basics of product related activities.
- Adults supervising girls should understand the product sale activity objectives and how to support the girl in the Girl Scout Leadership Experience. It is important that girls achieve success in selling their product with adult partnership, focusing on the Girl Scout processes of Girl Led, Learning by Doing, and Cooperative Learning.

First Aid – 02/04

Application of Lotion

Several councils asked how a lotion form may be applied without the perception of inappropriate or misunderstood behavior. It would be recommended to keep to the "safe zones" of the upper back and shoulders. Girls should be able to apply the lotion to any other area. Leaders should put the lotion on the girls' hands and make sure they apply it to themselves properly. We are reminded to check the labels of these products as some need reapplication every 20 to 30 minutes. The Skin Cancer Foundation recommends a minimal SPF (Sun Protection Factor) of 15 and reminds us that every person's skin has a different sun sensitivity level.

CPR (Cardio-Pulmonary Resuscitation) Certification for First-Aider

The person acting as First-Aider must hold a current certification in CPR for the age group for whom they are acting as the primary First-Aider. The certification for CPR should be current.

Dentists as First-Aiders

Dentists may serve as first-aiders for Girl Scout groups at level 1 or level 2 as other health care providers mentioned in *Safety-Wise* under Courses for First-Aid Training.

Event First-Aiders

Councils conducting traveling or station events where there is a considerable distance between stations should consider having first aiders with each group. An example of this type of event would be if a council is using the public train system of their town to transport the girls from the public pool, the museum and ice rink for “A Day Out and About in Anywhere, USA.” The groups would all have a first-aider traveling with them during the 20-minute train rides so as to insure first aid is available during the entire experience.

Latex Gloves Substitutes

Due to a potential for extreme allergic reactions to latex, Girl Scouts of the USA recommends the use of vinyl or nitrile gloves for first aid, arts and crafts or whenever such barriers are used.

Program - 02/04

Canoeing and Kayaking National Organization

American Whitewater has changed their Web address to www.americanwhitewater.org

Program Age-Level Determination

Program Age-Level is determined by the current membership year. If a girl is registered for the current membership year as a Daisy and is registering for the upcoming year as a Brownie, her program age level for the current membership year remains Daisy until the new year begins on October 1.

Orienteering

Competitive Orienteering Courses often require participants to operate independently. While solo competition is not recommended for inexperienced or other program age levels, girls 11 to 17 years of age whose skills match or exceed the demands of the course may participate in such competitions. As with all orienteering sites, there should be a clear area of safety (Safety Lane), a specific finish time and location and a Search and Rescue procedure designed by the competitions host and the Girl Scout advisor/leader.

Rafting

Under Rafting, Site, the line should read "No trip is taken on whitewater more difficult than Class IV, as defined" Previously noted under; Water Activities, Rafting, Site.

Program Delivery Site Evacuation Plans

Evacuation plans should include transportation in situations where girls were dropped off. This is especially important if there are not enough vehicles on site during the event/activity to evacuate all participants.

Driver Qualifications

Registered girl members of the current year are not recommended to act as drivers for Girl Scout activities. It may be assumed that Girl Scout activities begin when custody of the participant takes place. To be specific, if travel is part of the activity, travel should be regulated by the *Safety-Wise* recommendations. Girl Scouts of the USA

recommends consulting the state government for the legal definition of "adult" when considering any experienced driver for Girl Scout activities.

Permission Slips

Registered girl members of the current year, regardless of age, are required to have parental/guardian permission slips when required by the council.

Name-Tag Safety

When girl members are traveling alone, in public places, it is not recommended that they wear name badges/tags that are visible to a casual passerby.

Property Considerations

Pool Diving Boards and Slides

Pool diving boards and slide installation should meet local and state guidelines with regard to bounce, water entry angle, maintenance, and water depths. A reputable pool contractor or inspector could be of help in assessing existing diving/sliding areas. The area should be properly marked and separate from other swimming areas. Please see *Safety-Wise* under Swimming, Diving Areas for specific recommendations.

Product Consideration

Old Propane Products in Tents and Enclosed Areas

United States Consumer Product Safety Commission advises that all old propane portable heaters, lanterns, and stoves not be used inside enclosed areas due to the high risk of oxygen depletion. A new generation of heaters is currently being manufactured with an oxygen depletion system (ODS). Products with ODS are recommended for use in enclosed areas. For further information, please contact the United States Consumer Product Safety Commission Office of Information and Public Affairs through their Web site <http://www.cpsc.gov/CPSCPUB/PREREL/prhtml02/02179.html>

15 Passenger Vans

If your council uses 15 passenger vans, Girl Scouts of the USA recommends consulting your insurance carrier and reviewing state and local laws as some states and counties have issued warnings on these vehicles.

Group Money-Earning Activities - 01/04

Commercial Products

Many callers have asked GSUSA for a definition of "commercial product" so that they can help interpret Program Standard 29 to their membership. Here is the definition that has been provided by GSUSA to those requests: Anything sold at retail is a commercial product. Girls may not sell commercial products as money-earning activities. The public sees the sale of a commercial product as an endorsement of that product by the seller. Since 1939, the

National Board of Directors has had a policy restricting endorsement of commercial products by Girl Scouts. The current policy is found in the current Blue Book of Basic Documents.

Girl Scout troops/groups should be counseled to be realistic about the scale of their projects and trips and choose ones that can be funded by their participation in council-sponsored product sales and other money-earning activities permitted by council policies and practices. Girl Scout troops/groups requesting approval from their council for money-earning projects must follow council procedures, but cannot be given permission to sell items they may create with the Girl Scout service mark or other Girl Scout marks without prior approval from GSUSA. Girl Scout councils are not authorized to grant this approval.

Please note that any council policy statements about girls engaged in earning money should use the terminology money-earning activities. See Program Standard 29 (pages 74-75). The term fund-raising should only be used to refer to the responsibility of adults to support the Girl Scout council.

Group Sponsorship

The statement on page 29 that "Sponsorship in the form of a cash gift of \$250 or more is sent to the council...." has created confusion. It was intended to inform Girl Scout adults that a troop/group leader cannot validate any gift as a charitable deduction. Each Girl Scout council must actively protect its statutory (Internal Revenue Service) eligibility to receive charitable donations, and only councils can provide appropriate acknowledgement to donors as required by the IRS.

Girl Scout leaders should be reminded that any solicitation of businesses, organizations, or individuals must be part of a council's overall fund development plan. The council has to meet its legal obligations to the state in soliciting for donations, to other funders providing support, and under federal statutes for non-profit organizations. By soliciting sponsorships without council approval, Girl Scout groups and individuals place their council in jeopardy by circumventing the council's accountability and authority. The council is encouraged to establish other guidelines or policies on sponsorship to guide leaders through the process.

To clarify the intent of this section, future printings of it will be changed to say:

"Sponsors help the Girl Scout council ensure that all girls in the community have an opportunity to participate in Girl Scouting. Consult your council for information on working with a sponsor. Council staff can give you guidance on the availability of sponsors, recruiting responsibility, and any council policies or practices that must be followed. Community organizations, businesses, or individuals can be sponsors and may provide group meeting places, volunteer time, activity materials, equipment, or financial support for Girl Scout groups.

If your group has a sponsor, your sponsor's contribution can be recognized by sending thank-you cards composed by the girls, inviting the sponsor to a meeting or court of awards, or working together on a service project."

As we look forward to implementing a campaign to include all girls in Girl Scouting, it will be important for councils to have policies and procedures that secure sponsorship monies for groups in need of external financing. Reviewing the publication "Developing Community Sponsorship in Girl Scouting. A Council Guide", CSP 40-113-100 (UPC 40645), will be helpful during this process.

Typographical Errors - 01/04

The following corrections, shown in bold, will be made in future printings of *Safety-Wise*.

Page 98, under "Caving~" column three:

Each person has: a safety helmet that fits properly, with a strong chin strap. For horizontal caves, bump helmets may be used. For vertical caves...

Page 68, column one, last paragraph:

A leader should use parent permission forms provided by the council or get her council's input in developing permission forms for special activities.

Health Histories (Including Examinations and Immunizations)

Each council handles health histories differently. The staff at your council office may take care of obtaining and storing girls' health histories—which may include a physician's examination and a list of immunizations—as needed. Or, you may be asked to maintain these records for your group. Either way, please keep in mind that information from a health examination is confidential and may be shared only with people who must know this information (like a girl herself and her parent/guardian).

Refer to *Safety-Wise* for when a Health History is required.

For philosophical or religious reasons, some parents/guardians may object to immunizations or medical examinations. Councils must attempt to make provisions for these girls to attend Girl Scout functions in a way that accommodates these beliefs.

It is important for you to also be aware of any medications a girl may take or allergies she may have.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian. (Your council can provide this form.) Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen, or diabetes medication.
 - Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, and seafood. This means that, before you serve peanut-butter-and-jelly sandwiches, cookies, or chips as a snack, ask whether anyone is allergic to peanuts, dairy products, or wheat!

Girl Scout Activity Insurance

A portion of your annual registration dues pays for supplementary insurance for that member only. This insurance provides up to the specified maximum for medical expenses incurred as a result of an accident while the members is participating in an approved, supervised Girl Scout activity lasting less than two (2) days, after your primary

insurance pays out. Non-registered parents, tag-alongs (brothers, sisters, friends), and other persons assisting you are not covered by basic coverage.

This insurance coverage is not intended to diminish the need for or replace family health insurance. And it does not duplicate medical expense benefits collected under other programs, so after approximately \$100 in benefits have been paid under this plan, the family's medical insurance takes over. If there is no family insurance or health care program, a specified maximum of medical benefits is available.

An optional plan of activity insurance is available for Girl Scouts taking extended trips and for non-members who participate in Girl Scout activities. These plans are secondary insurance that individuals are entitled to receive while participating in any approved supervised Girl Scout activity. Additional insurance coverage is required for any Girl Scout activity that involves non-Girl Scouts or lasts more than two consecutive nights, or three consecutive nights if one of the nights is an official federal holiday. Contact the Finance Manager at (407) 896-4475, ext. 1322.

Optional insurance coverage (plan 2 or 3) is available for non-member participants in approved supervised Girl Scout activities. If a troop or Service Unit is scheduling an event, for example a cheerleading clinic, and plans to invite non-Girl Scouts, Plan 2 optional insurance coverage will be needed. Another situation could be if the troop or Service Unit is scheduling a family event in which families will be in attendance; Plan 2 optional insurance coverage will be needed. Plan 3 coverage is needed when troops/groups are going on trips that are over three days and two nights. Both members and non-members are covered under this insurance. You are encouraged to get Plan 2 for event such as skating, water parks, etc. There is a \$5 minimum charge for the insurance and you may combine more than one event per application. Please contact the Finance Manager for further information about the optional insurance plans available for them.

For copies of the forms and other information go to www.mutualofomaha.com/girl_scouts_of_the_usa.

Leaders may print off forms from this website, complete and forward with payment to the Finance Manager at the Council Service Center at least 10 days in advance of activity. Online purchase is not available to volunteers. Only authorized staff is able to complete this process online.

Please go to the [Activity Accident Insurance Plans](#) on the GSCC website for information on extended trips.

Review the Girl Scouts insurance plan description by going to http://www.mutualofomaha.com/girl_scouts_of_the_usa/index.html.

Tagalongs

Tagalongs are children, including siblings, who are not members of the troop/group and are not participating in the activities as a potential member. Registered members of a different troop/group, but who are not the proper age for the event or activity are also considered "tagalongs".

Tagalongs are **NOT** covered under any Girl Scout Accident insurance and therefore should not be attending Girl Scout activities, meetings, or field trips.

Business Liability Insurance

The Council carries Business Liability Insurance for the protection against loss of all facilities, buildings and their contents.

Certificate of Insurance

In some situations a volunteer may be asked for a Certificate of Insurance stating the limits of liability for the Council policy. This may occur in the following instances:

- use of a facility (school, church, etc.) for a troop meeting, Service Unit event, etc.
- an event held at a non-Citrus Council facility, such as a camp ground

Providing Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors. To this end, you can help girls:

- Know what to report. See the “Procedures for Accidents” section later in this chapter.
- Establish and practice procedures for weather emergencies. Certain extreme-weather conditions may occur in your area. Please consult with your council for the most relevant information for you to share with girls. (Please see GSCC weather updates in Chapter 2, p. 5)
- Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses. Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
- Assemble a well-stocked first-aid kit that is always accessible. First-aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

First-Aid/CPR

Emergencies require prompt action and quick judgment. Girl Scouts recommends that, when girls are present, at least one adult volunteer be first-aid/CRP certified. For that reason, if you have the opportunity to get trained in council-approved first-aid/CPR, do it! You can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, National Safety Council, EMP America, American Heart Association, or other sponsoring organizations approved by your council. CPR training must be adequate for the participants in the activity—that is, you must take child CPR if younger girls are present and adult CPR when working with older girls and adults. Among other things, these training sessions will teach you how to protect yourself and others from spreading infectious diseases (including HIV/AIDS, hepatitis, and others). You will also learn to assemble a first-aid kit that includes appropriate items for the activities you’re sharing with girls.

Make sure a general first-aid kit is available at your group meeting place and when girls are transported to and from an event. Please be aware that you may need to provide this kit, if one is not available at your meeting place. You can purchase a Girl Scout first-aid kit, you can buy a commercial kit, or you and the girls can assemble a kit yourselves. In addition to standard materials, all kits should contain a copy of a recognized first-aid book and your council and emergency telephone numbers (which you can get from your council contact). Girl Scout activity insurance forms, parent consent forms, and health histories need to be included, as well.

First-Aider

A first-aider is an adult volunteer who has taken Girl Scout–approved first-aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, EMP America, or American Heart Association, you have a chance to be fully trained in first-aid and CPR, doing so may make event- and activity-planning go a little more smoothly. The activity checkpoints in *Safety-Wise* tell you when a first-aider needs to be present—so, and if you're a first-aider, you'll be all set!

Procedures for Accidents

Although you hope the worst never happens, you must observe council procedures for handling serious accidents or and fatalities. At the scene of an accident, first provide all possible care for the sick or injured person. Follow established council procedures for obtaining medical assistance and reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians, and local emergency services such as the police, fire department, or hospital emergency technicians. Check with you council for emergency contact information.

After receiving a report of an accident, council staff will immediately arrange for additional assistance, if needed, at the scene. She or he will notify custodial parents/guardians or other appropriate adults. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, let council-designated staff discuss the incident with these representatives.

In the event of a fatality or other serious accident, notify the police. A responsible adult must remain at the scene. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions. Do not share information about the accident with anyone but the police, your council, and, if applicable, insurance representatives or legal counsel.

Certain extreme-weather conditions may occur in your area. Please consult with your council for the most relevant information.

Citrus Council Emergency Procedures

A Girl Scout council is responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. *Safety-Wise*, a Girl Scouts of the USA publication, provides guidance in meeting this responsibility. Every troop leader should be thoroughly familiar with and follow the guidance given in *Safety-Wise*.

In the event that a serious accident or a major emergency does occur, Citrus Council has well defined procedures which must be followed:

BASIC PROCEDURES

The adult in charge will:

1. See that each driver carries in her/his car:
 - a. A completed parent permission slip for each girl
 - b. A first aid kit and the appropriate insurance forms
 - c. A copy of Citrus Council Emergency Procedures
2. Provide each person with information concerning what to do if she/he becomes separated from the group. For example:
 - a. Cars will proceed to an agreed upon checkpoint or destination.
 - b. Girls will proceed to an agreed upon destination.
 - c. Girls who may be left behind or lost will be instructed to stay in one location that is safe and as close as possible to where they were last seen.
3. Observe all site regulations at Citrus Council program centers. These site regulations are sent to each troop leader when the troop's reservation is confirmed and are also posted at the program centers.

SPECIFIC EMERGENCY PROCEDURES

1. In case of **any first aid treatment**, the adult in charge will:
 - a. See that a qualified first aider or other qualified medical personnel gives treatment according to Red Cross First Aid Procedures.

PLEASE NOTE: If a child requires a medication prescribed by a physician, she must take it herself. First aiders are **not** allowed to give medication. First aiders will hold the medication and see that the child receives it as scheduled on the label of the medication.

2. In case of **fire, flood** or **storm** the adult in charge will:
 - a. Follow the emergency procedures for the site, which will be posted at council-owned properties.
 - b. Use the following guidelines to develop on-site emergency procedures for sites other than **council**-owned properties:
 - 1) Move the girls to a safe location.
 - 2) Place someone in charge of the group.
 - 3) Contact the proper authorities such as the forest ranger, sheriff, police or fire department.
 - 4) Notify the troop's emergency contact person, who will notify families and the council representative.

3. In case of **injury** or **illness** requiring hospitalization or emergency room care, the adult in charge will:
 - a. Follow proper first aid procedures in treating the injured person(s) and secure proper medical care.
 - b. Contact the site ranger and/or request assistance from clergy, sheriff, police, highway patrol, ambulance or doctor as appropriate.
 - c. Notify parents and the council representative.

4. In case of **accidental** or **natural death**, the adult in charge will:
 - a. Contact the site ranger and/or request assistance from sheriff, police, highway patrol, ambulance, doctor or clergy as appropriate.
 - b. Notify council representative. This person will contact the family in case of fatality or where death is imminent.
 - c. Retain a responsible adult at the scene who will see that the victim and surroundings are not disturbed until proper authorities have assumed control.

5. In case of **unusual**, **suspicious activity** or **intrusion**, the adult in charge will:
 - a. Contact proper authorities such as site ranger, sheriff, police, highway patrol, as appropriate. On council-owned properties, posted procedures will be followed.
 - b. Remove the group from the scene if the safety of any member is ever in question and notify emergency contact person of any change in site. Parents and the council representative will be informed of any change by the emergency contact person.

6. In case of **lost child**, the adult in charge will:
 - a. Contact the proper authorities or person in charge of the facility.
 - b. Organize a search of the area in teams, starting with child's last known location. Notify the troop's emergency contact person if the child is not located within a reasonable amount of time. The emergency contact person will notify the parents and the council representative.

7. Permission slips **MUST NOT** be released to authorities. **The adult in charge will keep her/his copies.**

8. In case of serious accident or crisis, **NO** public statements should be made. All inquiries should be referred to the individuals listed below.

9. Complete the Accident Report form and send to the Council Service Center, within 24 hours.

Troop Emergency Contact Person: _____

<u>COUNCIL REPRESENTATIVES</u>	
	(407) 341-2341
ROSIE MILLER Chief Development Officer	(407) 924-4170 (cell) or (407) 228-1604 or (800) 367-3906, ext.1312
Kathryn Owen Chief Operating Officer	(407) 353-9006 (cell) or (407) 896-4475 or (800) 367-3906, ext.1321
Dr. Pamela Lennox Chief Executive Officer	(407)416-5818 (cell) or (407) 896-4475 or (800) 367-3906, ext.1238