






Troop Consultant Manual

Girl Scouts offers the best leadership development experience for girls in the world.





The Girl Scout Leadership Experience (GSLE) is a one-of-a-kind leadership development program for girls, with proven results. It is based on time-tested methods and research-backed programming that help girls take the lead—in their own lives and in the world.

Research shows that girls learn best in an all-girl, girl-led, and girl-friendly environment. Girl Scouts is a place where she'll practice different skills, explore her potential, take on leadership positions—and even feel allowed to fail, dust herself off, get up, and try again.






Through Girl Scouts, girls:

-  **Discover** who they are and what they care about
-  **Connect** with others locally and globally to learn from others and expand their horizons
-  **Take Action** to make the world a better place.

Girl Scouts gain important skills in four areas that form the foundation of the GSLE:

 STEAM/STEM	 ENTREPRENEURSHIP	 CIVIC ENGAGEMENT/ LIFE SKILLS	 OUTDOOR EXPERIENCES
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By participating in the GSLE, girls walk away with 5 key outcomes:

-  Develop a strong sense of self.
-  Seek challenges and learn from setbacks.
-  Display positive values.
-  Form and maintain healthy relationships.
-  Learns to identify and solve problems in the community.



Service units are integral in bringing the GSLE to life and helping girls achieve these key outcomes. Thank you for all you do to grow the next generation of leaders!

GSKSMO serves 20,000 girls in Kindergarten–12th grade across its 47 county council.

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Welcome to the Service Unit Team!

Thank you for agreeing to serve as a troop consultant (SUTC) for your local unit. Your role is important to the success of the Girl Scout (GS) movement. As an administrative volunteer, you help troop leaders bring the Girl Scout Leadership Experience (GSLE) to life!

So much happens behind the scenes in Girl Scouts. Most girls have no idea how many adults it takes to keep our troops running smoothly.

Thank you for taking on a role that supports troop leaders in building a great experience for girls.

Your job has 2 key components:

- Supporting existing GS troop leaders
- Promoting the Girl Scout Leadership Experience

You are very important.

As the person responsible for supporting GS troop leaders, your role is important to the success of the GS movement. You are a leadership role model for volunteers! Thank you for taking on a role that supports troop leaders in building a great experience for girls.

There is a whole volunteer team around you— your service team. Your direct supervisor is the service unit manager. You will also work closely with the Opportunity Consultant in your service unit.

There is a whole staff team behind you, too. Your Service Unit Support Manager is your service unit's liaison to Girl Scout headquarters. Your Troop Experience Manager is a direct support to you in your role as a SUTC. You can reach any of your council support team at customer care@gsksmo.org. They will get your message where it needs to go!



Troop Consultant Volunteer Job Description

Department: Mission Delivery. **Appointed by:** Service Unit Manager (SUM)

Purpose: Provides programmatic support and guidance to existing Girl Scout troop leaders and ensures the Girl Scout Leadership Experience (GSLE) is effectively delivered in the troop pathway to meet the needs and interests of girls. A service unit (SU) may appoint one or several troop consultants, based on the size and needs of the SU.

Term of appointment: One Girl Scout year, with possibility for continued service

Support: Direct support is provided by the SUM and Service Unit Support Manager (SUSM). She/he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Support troop leaders and encourage excellent delivery of the troop pathway.
- Encourage troop leaders to become familiar with their resources and empower them to seek their own answers.
- Promote universal implementation of the core national program; Journeys and Girl's Guides to Girl Scouting.
- Provide instruction and continued support on use of the Volunteer Toolkit (VTK).
- Advise troop leaders on Safety Activity Checkpoints, Volunteer Essentials, additional money earning, and the Trip and Activity Approval process.
- Ensure adult volunteers are aware of council trainings and enrichments and verify completion.
- Assist SUM in addressing issues and concerns within the troop/group setting.
- Promote the Girl Scout Leadership Experience (GSLE).
- Attend service team/service unit meetings and share in planning and implementing service unit discussions and activities.
- Coach leaders to provide programming that is consistent with the GSLE. Conduct regular presentations at service unit meetings on this topic.
- Promote the Girl Scout processes – girl-led, learning-by-doing, cooperative learning.
- Complete position training.
- Remain informed/comply with the most current policies, procedures, guidelines of GSKSMO and GSUSA.

Core Competencies:

- Girl focus: Empower girls to lead, learn by doing, and learn cooperatively with others on current issues that involve their interests and needs, while having fun.
- Personal integrity: Demonstrate dependability, honesty, and credibility.
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- Oral communication: Express ideas and facts clearly and accurately.
- Foster diversity: Understand, respect, and embrace differences.
- Computer skills: Access to e-mail and the Internet.

Requirements:

- Must be a registered member of GSUSA
- Must pass a criminal background check
- Be guided in all actions by the Girl Scout Mission, Promise and Law
- Willingness to work effectively with other team members
- Demonstrated group and interpersonal communication skills
- Background in customer service and support or other relevant fields
- Excellent organization and project-management skills

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with the council whenever possible.

Key Job Responsibilities

Part 1: Supporting Existing Troops

Your job is to be the main support for existing troop leaders. Often leaders have program questions regarding the Girl's Guide to GS and the Journey program, as well as travel, the VTK, safety and things to do. You are the expert to help them locate the answer to these questions and many others. Don't worry! You will have council resources as well as staff support to assist you in providing accurate answers to these program questions.

Key aspects to helping troop leaders:

- **Help leaders find answers.** There is a wealth of information accessible to all volunteers at any given time. (See below for some helpful links.) Provide leaders with resource locations so that they can look up information themselves. When volunteers are steered towards the resources that are provided, they often gain more knowledge than what they were looking for!
- **Build interest in the national program portfolio.** Use [Journey summaries on GSUSA's website](#) to familiarize yourself with each Journey set. Encourage leaders to ensure that each girl in the troop has her own Journey book and Girl's Guide to GS. They can use troop funds to help offset these costs. Utilize the VTK often and offer a SU training/demo early in the year.
- **Set the expectation in meetings and your work with leaders that all troops work on a GS Journey every year.** Help them find the fun in customizing the Journey to their troop's interests!
- **Help leaders comply with GS guidelines.** From criminal background checks to annual finance reports, make timely announcements and fun reminders a part of your to-do list!
- **Identify leaders who are planning to travel in the next year** and help them through the council's approval process, insurance purchase, etc. Make sure you're familiar with the forms and approval timeline.
- **Mediate troop conflicts.** In partnerships with your service unit manager or Service Unit Support Manager, you might be called on to assist in resolving troop conflict.
- **Coach leaders to involve parents and guardians.** Active parents and guardians can make a leader's role easier. Parents also understand the importance and mission of the Girl Scouts.
- **Coach leaders to become empowered in learning more skills themselves.** Troop leaders often learn more about organizational skills, working with girls, and managing conflict.

What this looks like:

- **Give presentations at service unit meetings.** Use the list of ideas in the resource section of this guide for ideas.
- **Lead round-table discussions during meetings** and provide guidance with information that is shared between leaders. Often leaders have made great discoveries within their troop but assume that everyone already knows the same information.
- **Use one-on-one coaching** to help leaders plan for safety and age-appropriate progression in their activities. Resources like Volunteer Essentials and the Safety Activity Checkpoints described below can help. Make sure you know what activities require council approval and what activities are never permitted in Girl Scouts.
- **Establish a service unit mentoring program.** New and existing troop leaders can benefit from a mentoring relationship. Work with your Welcome Specialist to establish a program for your SU.

PROGRAM INTEGRITY

Recognitions such as badges and Journey awards are important to leaders and girls. Help leaders keep the focus on girls' learning and confidence building. Girls need time to feel confident with new material. It is never acceptable to earn a badge or a Journey award in one day. **Remember: Educate, don't decorate!**

RESOURCES

Part 2: Promoting the Girl Scout Leadership Experience

Girl Scouting is fun with a purpose and the main way to ensure that girls experience this is to utilize the Girl Scout Leadership Experience (GSLE). Your responsibility is to promote the GS mission and leadership experience to troop leaders at all times so that everything a troop or girl does is fun, friendly, and safe where they Discover, Connect, and Take Action to make the world a better place.

What this looks like:

Become the local expert in the Girl Scout Leadership Experience (GSLE). Watch the video found at <http://gsuniversity.girlscouts.org/resource/girl-scouting-101-refresher/girl-scout-leadership-experience-gsle/>.

Review other resources listed below.

- Be knowledgeable in Girl Scout program materials and master the Volunteer Toolkit (VTK).
- When discussing troop activities with leaders, encourage them to utilize the three Girl Scout Processes. These are critical to the success of the GSLE.
- Provide 10-15 minutes presentations for troop leaders at SU meetings. A list of possible topics is included in the resources section of this guide.
- Start with the end in mind. When planning events and activities, talk to leaders about what girls can gain from participating, and how fun with a purpose builds leadership.
- Encourage participation in council programs and trainings.
- Showcase Take Action & service! For example, your service unit could host a “Take Action Fair” (like a science fair) where troops share the community service and Take Action projects they’ve been working on.
- Challenge up—support down! See something that needs to be fixed? Are a lot of leaders confused about the same issue? Talk to your service unit manager or service unit support manager about issues you are having. Just remember, **it is important to support even those decisions or policies you may not personally agree with in your role as an administrative volunteer.**

Resources to help you:

- *Presentations at Meetings: Something to Talk About* in the resources section of this guide for a list of possible meeting presentations.
- *Council Programs: What To Do Next?* In the resources section of this guide.
- *Girl Scout Leadership Experience Overview* In the resources section of this guide
- *Journey Overview* and *The Girl’s Guide to Girl Scouting Overview* in the resources section
- *Conflict Resolution* and *Working with Parents and Guardians* in the resources section
- *Forms & Documents list* in the resources section
- Volunteer Toolkit on the GSKSMO website: <https://www.gsksmo.org/en/forms---resources/VolunteerEssentials.html>
- The council website: gsksmo.org and the GSUSA website: girlscouts.org
- GSKSMO Age-Level Facebook pages

Presentations at Meetings: Something to Talk About

One way to share information with leaders is to prepare a short presentation for your unit's monthly meeting. Here is a list of topics you can choose from—you can also create your own. What do leaders in your unit want to know about?

The National Program Portfolio

Talk about how Journeys and badges work together to make a full program for girls. Show copies of girl and adult books and talk about how important it is for each girl to have a book of her own.

Upcoming Council Programs

Visit the council website. Explore the [activity calendar](#) and [Community Partner](#) pages. Select some events to highlight and show troop leaders how to find more.

Trips and Travel

What are the best field trips in your area? Share some ideas. You might focus on field trips that help bring one of the Daisy or Brownie Journeys to life. Use this opportunity to help troop leaders understand the paperwork and Safety Activity Checkpoints that involve travel outside the regular meeting time and place.

Roundtable Discussion

Instead of a presentation, why not try a roundtable discussion? Ask members of your consultant team to sit at each table (or use experienced leaders as table hosts) and let leaders bring their questions. You might talk about how to manage girl behavior, how to work with parents, or how to stay organized as a leader.

Take Action Projects

Each Journey brings girls a new opportunity to take action on a cause important to them. Troop leaders may have difficulty seeing the difference between take action and service projects. The key difference is the leadership girls bring to take action projects. Use examples from your area and the Agent of Change journey to help explain.

My Promise/My Faith

Highlight the My Promise/My Faith pin. This pin allows girls of any faith to see the similarities between their faith and the Girl Scout law.

Camping and Outdoor Activities

Share information about our council's three camps and programs and facilities available there. Even better—hold one of your SU meetings at camp if possible. You can use the space free-of-charge for your monthly SU meeting.

Volunteer Toolkit (VTK)

Utilize the VTK, in front of the service unit, to plan one meeting with a troop. Show leaders how to create and edit the calendar, modify meeting subjects, insert badges, review resources and find the materials list. Allow volunteers to practice during the demonstration or after the meeting.

HELPFUL HINTS FOR TROOP LEADERS:

- Have an annual parent meeting
- Keep track of girls' attendance, participation, and badges/patches earned
- Track income and expenditures (e.g. receipt book is recommended, etc., you must provide an annual troop finance report to council)
- Share information with parents about troop trips, financial income/expenses, updates, etc. on a regular basis (e.g. via newsletter)
- Form a troop support committee to ensure the engagement of parents (e.g. cookie mom, treasurer, transportation), being sure to explain the expectations of parent participation. Discuss parent access to VTK.
- Make sure that parent volunteers complete a volunteer application and background check before volunteering with the troop.
- Participate in service unit and council events

Council Programs & Resources

Girl Scouts of NE Kansas & NW Missouri has a wide variety of programs that enrich girls' experiences in Girl Scouting. Programs are listed on the council website (gsksmo.org) and are updated regularly. Troop leaders are informed of special programs and promotions via email updates. The [activities calendar page](#) on the council website is a great resource for finding activities and is filterable by age level.

Troop Camping: Girl Scout troops can take day trips or camp overnight at one of the council's three camps. For groups that will camp in a building, one adult must complete Camping 101 training. For groups that will camp in "permatents" or a camp unit, one adult must complete Camping 101 and 102 training. Training dates are posted on the council website.

Science, Technology, Engineering and Math (STEM): Programs are held at Girl Scout camps most weekends in the spring and fall. Troops or individual girls visit the website to register and pay fees. Troop adults or parents provide supervision of girls. Trained volunteer instructors lead activities.

Community Programs (workshops for girls, behind the scenes tours, programs at colleges and universities, etc.): We seek out partners in the community who complement the Girl Scout program and secure opportunities for troops and individuals to participate in activities that are badge, Journey, or leadership related. Troops and individuals register according to website instructions and troop adults or parents provide supervision of girls.

Community Resources (sporting events, member discounts on admission, children's theater events, tours of businesses, etc.): Events in the community are advertised to Girl Scout troops and families through the website and electronic newsletter. Resources pay a fee to promote their event or activity to our Girl Scout membership. Troops and families register according to website instructions and troop adults or parents provide supervision of girls.

Outdoor Programs (zipline, archery, climbing, and rappel): Programs are held at Girl Scout camps most weekends in the spring and fall. Troops or individual girls visit the website to register and pay fees. Troop adults or parents provide supervision of girls. Trained instructors lead activities.

Outdoor Activities (geocaching and letterboxing): Supplies and instructions are available to troops for use at GS camps or other locations. One adult in the troop must take training offered throughout the year in order to access equipment. Training opportunities are listed on the website.

Equipment Rental: The council has resource items available for rental. These items include bridges and flags as well as resources that can supplement programs or outdoor experiences. See the [Forms & Resources](#) section of the website for a list of available items and rental procedures.

Girl-Led

Our goal is that all programs are girl-led. This means that girls play an active part in figuring out the what, where, when, how and why of their activities. We want leaders and program partners to encourage them to lead in the planning, decision-making, learning and fun as much as possible.

This ensures that girls are engaged in their learning, and experience leadership opportunities as they prepare to become active participants in their local and global communities.

The involvement of the girls varies depending on their age. To assist girls in designing their program, Girl Scouts also stresses the importance of girl/adult partnerships. Examples of this include adults and girls working together; adults helping girls make a decision by brainstorming and asking questions rather than providing answers; and an adult guiding rather than leading.

Learn by Doing

Learning by Doing, also known as Experiential Learning, is a hands-on learning process that engages girls in the continuous cycles of action and reflection resulting in a deeper understanding of concepts and a mastery of practical skills. As they participate in meaningful activities and reflect on them, girls get to explore their own questions, discover answers, gain new skills, and share ideas and observations with others. Throughout the process, it is important for girls to be able to connect their experiences to their lives and apply what they have learned to their future experiences.

Girls learn by:

- Experiencing an activity – typically includes active “hands on” learning
- Debriefing – discussing what happened and what they learned
- Application – applying what happened and what they learned to their lives

Cooperative Learning

Through cooperative learning, girls work together toward shared goals in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge and learning. Working together in all-girl environments encourages girls to feel powerful and emotionally and physically safe and allows them to experience a sense of belonging even in the most diverse groups. Girls also benefit from practicing teamwork, especially when they have different approaches to solutions.

Conflict Resolution

In your role as Troop Consultant, you may sometimes be called to mediate troop conflict.

You and your service unit manager will work to develop your specific responsibilities in this area. Be sure that your service unit manager is kept informed of all issues; they can guide you to next steps as needed.

General Considerations:

- Maintain confidentiality at all times. Do not discuss problems among other participants or staff.
- Handle problems when you are not angry.
- Be sensitive to situations that could become problems and handle them before they get out of hand.

Conflict Management Behaviors

The following behaviors can be useful in helping you effectively deal with conflict.

Use “I” statements. Let the other party know how you feel when the conflict is occurring as well as your reaction to the conflict. Also let the other person know which of your rights you feel is being ignored in the conflict. Example: “I don’t like when you don’t follow through on your assigned tasks. It makes it difficult for me to do my job if yours isn’t done. This behavior is not considerate to me or my time.”

Be assertive, not aggressive. Speak about your feelings and your reactions. Keep the statements focused on how you are behaving, thinking, and feeling rather than on how the other is acting. Try to take the emotions out of it and focus on the issue or behavior that has caused the conflict.

Speak calmly, coolly and rationally. In this way you will be listened to, and you will be able to maintain better control of yourself. Otherwise the other person may take on a defensive attitude.

Avoid blaming. This will keep the communication flow going. It encourages understanding and empathy. It recognizes that for a conflict to exist there must be at least two parties who are adversely affected by the conflict.

Create an atmosphere of cooperation. In an attempt to create an environment of cooperation after a conflict, all parties involved must feel that they are being listened to and understood; that their rights are being respected. They must feel the desire to work things out and a commitment to the process of working out the problems.

Show respect for yourself and others. You will gain more in resolving a conflict by showing respect, than by showing disrespect. If you are on the receiving end of disrespect, remove yourself as soon as possible. When things have cooled down, then the discussion can continue in a more respectful manner.

Steps in resolving conflicts

Bring your conflicted parties together in a private location, and...

- Gather information: identify key issues without making accusations
- Focus on what the issues are, not who did what
- Do not accuse, find fault, call names
- Each party states their position and how it has affected them
- Others listen attentively and respectfully without interruption
- Each party, in turn, repeats or describes as best they can the other’s position to the listener’s satisfaction.
- Parties try to view the issue from other points of view besides the two conflicting ones.
- Parties brainstorm to find the middle ground, a point of balance, creative solutions, etc.
- Each side offers what he or she can do to resolve the conflict or solve the problem.
- A formal agreement is drawn with agreed-upon activities for both parties.

- A procedure is identified should disagreement arise.
- Progress is monitored.
- Progress is rewarded or celebrated.

Working with Parents and Guardians

One of the most important goals for leaders is to set the expectation of parents to be active and engaged participants. Your key responsibility in this area is to work with the (new) troop leader to have frequent contact with her parents, keeping them informed of all aspects of the troop – trips, finances, programs, etc. Explain how parents can utilize the VTK. You should also encourage the leader to develop a troop support committee with parents who have specific, assigned tasks such as assistant leader, cookie mom, treasurer, program assistant, and driver. It is very important that those relationships are built early on.

Most parents and guardians are helpful and supportive and sincerely appreciate your time and effort on behalf of their daughters. And you always have the same goal, which is to make Girl Scouting an enriching experience for their girls. Encourage them to check out togetherthere.org to find out how to expand their roles as advocates for their daughters.

If you need help with specific scenarios involving parents/guardians, try the following:

If a parent or guardian...	You can say...
...is uninvolved and asks how she can help but seems to have no idea of how to follow through or take leadership of even the smallest activity,	<i>"I do need your help. Here are some written guidelines on how to prepare for our camping trip."</i>
...constantly talks about all the ways you could make the group better,	<i>"I need your leadership. Project ideas you would like to develop and lead can fit in well with our plan. Please put your ideas in writing, and perhaps I can help you carry them out."</i>
...tells you things like, "Denise's mother is on welfare, and Denise really doesn't belong in this group,"	<i>"I need your sensitivity. Girl Scouting is for all girls, and by teaching your daughter to be sensitive to others' feelings you help teach the whole group sensitivity."</i>
...shifts parental responsibilities to you and is so busy with her own life that she allows no time to help,	<i>"I love volunteering for Girl Scouts and want to make a difference. If you could take a few moments from your busy schedule to let me know what you value about what we're doing, I'd appreciate it. It would keep me going for another year."</i>

Forms & Documents

There are many forms available to troops. Listed below are some frequently used forms. These can all be found at gsksmo.org/forms.

Activity and Trip Planning Guide: To be used when planning trips or activities involving overnight stays, high risk, sensitive topics, or areas outside the council's boundaries (See Activity and Trip Application form when ready to submit the request.)

Annual Bank ACH Authorization: Required for all troop bank accounts that are NOT at the Bank of America through the council.

Bank Account Info Card: To be submitted when a troop bank account is opened, or changes are made to the account

Finance Report – Troop: To be submitted annually by June 30, along with the troop's May 31 bank statement – reports income/expenditures of a troop

Health History & Annual Permission: Completed annually by parent/guardian and filed by the troop leader. The information assists in identifying appropriate care for a Girl Scout during her Girl Scout program, as well as permission to attend Girl Scout day or overnight trips.

Insurance Purchase with Descriptions: To be purchased for all non-registered person(s) attending a Girl Scout meeting or event and for trips for more than (2) nights

Incident Report: To be used to report a serious incident, accident, or any child abuse suspected or disclosed

Sensitive Issues – Parent/Guardian Permission Request: To be used (after the appropriate permission from council has been received) to describe activity/topic to obtain parent/guardian permission for a Girl Scout to participate in that activity.

Troop Leader Central

There are many resources available in this section of the GSKSMO webpage. Below are a few topics. These can all be found at gsksmo.org/troopleader

Managing Your Troop: This drop-down topic includes links to Volunteer Essentials, Activity & Trip Planning Guide, Troop Banking & Finance, and The 3 GS Processes.

Staying Safe: This drop-down topic includes links to the Safety Activity Checkpoints and information about First Aid/CPR Requirements.

LEAD Troop Patch Program: This drop-down topic includes information/links to LEAD Troop Instructions and LEAD Troop LEAD(er) forms.

Activity/Trip Approval at a Glance

Activity or Trip	Age Levels	Examples	Forms required*	Council Approval Required?
<ul style="list-style-type: none"> Day or overnight trips to GS properties Day trips within the council jurisdiction 	All age levels	An overnight stay at a GS camp; Girl Scout day at the local ballet, touring the local fire station	Follow process for campsite reservation and/or event registration.	No
<ul style="list-style-type: none"> High risk activities Discussions of sensitive topics Contracts requiring authorized signature 	All age levels	Horseback riding, swimming, ropes courses not operated by GS; discussing religion, health, some advocacy projects	Activity & Trip Application submitted at least 6 weeks in advance	Yes
Day trips outside the council jurisdiction or overnight trips that are 1-2 nights in length not on GS sites.	Brownies and older (Daisies can participate in day trip and 1-night overnights within council boundaries.)	Day trip to another city such as Wichita or Jefferson City; a weekend camping trip to a state park or overnight trip to St. Louis	Activity & Trip Application submitted at least 6 weeks in advance	Yes
Trips lasting 3-4 nights within the Midwest area.	Juniors and older	3-night trip to St. Louis or Branson	Activity & Trip Application submitted at least 6 months in advance and before money earning	Yes
National trips lasting a week or more	Cadettes and older	Troop trip to Savannah, Chicago or Washington DC	Activity & Trip Application submitted at least 6 months in advance and before money earning	Yes
International Trips	GS Seniors and Ambassadors	Trip to Canada or Mexico; visits to the WAGGGS World Centers; trips to anywhere a passport is required	Activity & Trip Application submitted at least 1 year in advance. <i>Other required forms will be sent after application is approved.</i>	Yes

Note: For all trips & activities outside the normal troop meeting, leaders must carry a completed/signed Health History & Annual Permission form for each participant.

Explanation and Examples of Supplemental Insurance for Meetings and Events

Types of extra insurance available:

Plan 2 Accident insurance (\$0.11 per participant per calendar day)

- For members participating in approved Girl Scout activities lasting MORE than 3 days/2 nights or longer
- For non-members participating in an approved and supervised Girl Scout activity such as Father Daughter Dance or Court of Awards

Plan 3E Accident and Sickness Insurance (supplemental to individuals' insurance) (\$0.29 per participant per calendar day)

- For participants in approved Girl Scout activities - most often purchased for council sponsored activities such as resident camp or for troop travel of 3days/2 nights or longer

Plan 3P Accident and Sickness Insurance (\$0.70 per participant per calendar day)

- For participants in approved Girl Scout activities – most often purchased for council sponsored activities such as resident camp or for troop travel of 3days/2 nights or longer

Plan 3PI Accident and Sickness Insurance for International Trips (\$1.17 per participant per calendar day)

- For participants in approved Girl Scout activities – this is a requirement for international trips

Terms

Participants: This includes adults, minors, members and nonmembers who participate in an event. For example, at an enrollment event, it would include current Members, the volunteers and any staff that will be attending and managing the activities designed especially for the potential enrollees, their parents, the children placed in a Supplemental Supervised Unit, and the supervisor(s) of that unit. As always, it would not include “Tagalongs” (see below)

Supplemental Supervised Unit: This may be called by many names. Some common ones include “boys’ unit,” and “pixie unit”. It is the children who would be “Tagalongs,” except for the fact that they are kept under the continuous supervision of an adult while a Girl Scouting activity takes place for Members. The reason they are insurable is that they are continuously supervised. In resident camping there may be a counselor assigned specifically to supervise the children of staff who are not campers. In the group setting, it may be siblings who are kept together away from the Girl Scout programming and supervised by an adult, Member or nonmember, or a properly trained and adult supervised older Girl Scout.

Tagalong: Tagalongs are siblings and friends, both boys and girls, who come with parents or guardians to a Girl Scout event. If they are not in a Supplemental Supervised Unit – they are not insurable and should not be attending and/or participating in Girl Scout program activities.

Purchasing Supplemental Insurance

Forms for purchasing extra insurance are located at gsksmo.org/forms.

Examples & Clarification

Troop Activities:

- Activities/field trips for Girl Scouts in a specific troop and their approved adult volunteers.
- Approved adults must have completed a background check and volunteer application.
- It is the leader's responsibility to ensure that Safety Activity Checkpoints and safety-wise information in Volunteer Essentials is followed for each activity.
- Examples include Saturday field trip to local pottery store, troop camping trip (2-nights or less), and ziplining at a council camp.
- Additional insurance is only needed for these activities if an approved volunteer is unregistered.
- High-Risk activities, overnights and trips outside council boundaries require council approval. Troop leaders should submit an Activity/Trip Application at least 6 weeks in advance.

Family Events:

- To qualify for a family event, the event must (a) be open to all families and (b) all participants still must meet the age and skill level according to council or safety activity checkpoint standards.
- For example, if an event is only appropriate for Brownies and above, then all children participating must be in 2nd grade or older.
- Examples of family events include a father/ daughter dances, court of awards, family picnics.
- Supplemental insurance needs to be purchased for all non-registered members.

Overnights Longer Than 2-Nights:

- These are considered troop activities and all girls must be registered members and all adults must be approved volunteers (background check/ volunteer application).
- Additional insurance will need to be purchased for all people participating in the trip.
- Council approval required. Must submit Activity/Trip Application at least 6 months in advance.

Age and Skill Appropriate Activities: *In order to qualify as a participant, a person must meet the age and skill level of the activity.*

- If a safety activity checkpoint says that an activity is only appropriate for Juniors and up, then all participants must be grade 4 and up.
- A Cadette troop plans a field trip. If one of the girls has a sibling who is a registered Brownie, the sibling is considered a tagalong since this is a Cadette activity and cannot attend.
- A Cadette volunteers to work with a Brownie troop while completing her Leader in Action Award. This is approved activity and insurance does not need to be purchased for the Cadette.

Additional children (non-Girl Scout or not in the right age group) at troop or service unit meetings:

- These children are considered tagalongs.
- There are two options for troops/SU to consider:
 1. Establish a supplemental supervised unit AND purchase additional insurance. This means that you have an adult (who has completed the background check/volunteer application) who watches all of the tags in a separate room or area. This adult is separate from the adults that are watching the girls in the troop and fulfilling the adult/girl ratios.
 2. They do not attend.

Non-registered adults at meetings:

- If they are interacting with girls and/or fulfilling girl/adult ratios, they must complete a background check/volunteer application. Additional insurance needs to be purchased if they are not registered members.
- If they are waiting for their daughter, they may sit to the side or in a different room or area. They do not interact with girls during the meeting and additional insurance does not need to be purchased. These adults do not count in the girl/ adult ratios and cannot assist with activities.