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Contact Information

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

You can contact your local council in the following ways:

Girl Scouts Southeastern New England.
500 Greenwich Avenue
Warwick, RI 02886

Phone: 401-331-4500 or 800-331-0149
Fax: 401-421-2937

Website: [www.gssne.org](http://www.gssne.org)
Email: [customercare@gssne.org](mailto:customercare@gssne.org)

[Instagram](https://www.instagram.com/gssne)
@GirlScoutsofSNE,

[Facebook](https://www.facebook.com/gssne)

[YouTube](https://www.youtube.com/gssne)

**Girl Scouts of the USA**
Girl Scouts of Southeastern New England is part of a larger organization, Girl Scouts of the USA, which has headquarters in New York, New York. You can find information on the national organization at [www.girlscouts.org](http://www.girlscouts.org).

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Note: All documents, forms, and print resources referenced in this manual can be found at [www.gssne.org](http://www.gssne.org). For your convenience, go to Forms at the top of gssne.org home page and search for documents, forms, and print resources.
Girl Scout Promise and Law

The Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Mission

Building girls of courage, confidence, and character,
who make the world a better place.
Girl Scouts Organizational Structure

World Association of Girl Guides and Girl Scouts (WAGGGS) – international organization
Girl Scouts of the USA (GSUSA) – national organization
Girl Scouts of Southeastern New England (GSSNE) – local council
Service Unit - town or region
Troop - girls from the same school or neighborhoods, typically same age level

Service Unit and Team
Every volunteer should connect with the other volunteers in their town or area. GSSNE is divided into 35 geographically organized Service Units. A committee of volunteers, the Service Team, organizes meetings and activities for troops and girl scouts in their area.

These are the Service Team positions:

- SERVICE UNIT MANAGER (SUM)
- MEMBERSHIP COORDINATOR (MC)
- PROGRAM COORDINATOR (PC)
- PRODUCT SALES COORDINATOR (PSC)
- CAMPING CONSULTANT (CC)
- PUBLIC RELATIONS COORDINATOR (PRC)

New leaders should contact these local volunteers to get their names added to the community email list, to find out when the local leader meetings are scheduled and to find out about other troops in the area. When your new leader training is complete, you will be sent contact information for your local Service Team. Questions about meeting places, banks and credit unions in the area and local activities will be answered at this level.
Activity Focus
Discover. Find out who you are, what you care about, and what your talents are.
Connect. Collaborate with other people, both locally and globally, to learn from one another and expand your horizons.
Take Action. Do something to make the world a better place.

Processes
Girl-Led, Cooperative Learning, Learning by Doing

Outcomes
Outcomes measure what girls get as a result of their Girl Scout experiences over time. GSUSA has identifies five key outcomes:

Sense of Self: girls have confidence in themselves and their abilities and form positive identities.

Positive Values: girls act ethically and responsibly and show concern for others.

Challenge Seeking: girls take appropriate risks, try even if they may fail and learn from mistakes.

Healthy Relationships: girls develop and maintain healthy relationships by communicating their feelings and resolving conflicts constructively.

Community Problem Solving: girls desire to contribute to the world in purposeful ways, learn how to identify problems in the community and create “action plans” to solve them.
Girl Scouts of all ages develop lifelong values and skills that prepare them for a strong future. As girls discover themselves and their values, connect with each other, and take action to make the world a better place, they become leaders. Our core Girl Scout program focus areas help guide that leadership experience! Troop meetings and activities should demonstrate a variety of focus areas to demonstrate the full range of options in the Girl Scout program.

**Entrepreneurship**

Girl Scouts build their business savvy and hone their financial literacy skills through badge programs, online learning, and, of course, through the Girl Scout Fall Product and Cookie Programs. As girls learn to handle money and become self-reliant, they are also learning how to bring their own values to the business world.

**S.T.E.A.M.**

Girl Scouts examine how science, technology, engineering, art, and mathematics (STEAM) are relevant to everyday life. By experimenting and developing STEAM literacy, Girl Scouts gain skills to provide real solutions to local and global issues.

**Life Skills**

Physical, social, and emotional health help prepare Girl Scouts for a healthy and independent future. Girl Scouts engage with topics including self-esteem and body image, nutrition, physical fitness, relational aggression and bullying, strong relationships, and positive lifestyle choices.

**Outdoor**

Girl Scouts unplug and connect with nature and learn an ethic of care as environmental stewards. Girl Scouts of Southeastern New England has four beautiful camp properties that provide a unique setting for troop activities.

**Global**

Girl Scouts become global citizens by understanding and appreciating cultural differences and by “thinking globally, acting locally” to change their corners of the world. Girl Scouts also experience global connection through travel.
Steps in Starting a New Troop

Troop Leadership Standard and Adult Volunteers
Steps to become an approved Girl Scout volunteer can be found at GSSNE.org>Volunteer>Get Started

1. Become a member of Girl Scouts of the USA
2. Authorize a criminal background check.
   - Volunteer Management Background Screening (Verified Volunteers or Verified Volunteers + CORI, in MA)

If you are volunteering for troop leadership continue below:
3. Complete New Leader Training (each troop needs a minimum of two, unrelated fully trained leaders; more may be required if the troop size is larger)
   - “Girl Scouting 101” GSUSA video (verification sent to GSSNE by GSUSA)
   - Volunteer Essentials: Quick-Start Guide (When complete, fill in the verification form. It will be sent directly to GSSNE.)
   - Complete “Troop Leadership” in-person or online (When you complete the online training, fill in the verification form: it will be sent directly to GSSNE.)

Forming Your Troop
- Once a new troop has trained leadership in place, the troop will be listed in the Opportunity Catalog and girls and adults can join through the registration process.
- Through the Volunteer Toolkit, troop leaders will have access to the troop roster with family contact information.

Ideally, each troop serves one age level, but Girl Scouts have had great success with multi-level troops. However, a multi-level troop has to have at least one leader program trained in each age level served. Girl/adult ratios should follow the standard for the lowest age level present. Each Girl Scout should be working on age level appropriate badges, Journeys, and awards. Please refer to GSSNE PPS for the standards on troop leadership and program.

Troop Meetings
GSSNE take seriously its obligation to provide a zone of safety at troop meetings. Please refer to the section on Meeting Place Standards in the PPS for troop meeting site standards.

- Troop leaders have a legal obligation to return girls to custodial parents after the troop meeting, unless otherwise directed, in writing. This covers car pools and other family members allowed to pick up scouts.
- Having a Sign-In/Sign-Out book, supervised by a troop leader, is a good management tool to ensure children are picked up by approved adults. This is not the only option; you and your co-leader will work out a system that works in your troop setting.
- It is important that troop leaders share with parents/guardians the Girl Scout standard on picking up and dropping off scouts at meetings and events.
Initial Parent/Guardian/Girl Meeting

Before the Girl Scout year gets underway, it is important for leaders and families to meet, exchange contact information, and establish open lines of communication. The troop leader should contact families and set up a time and place for a meeting. To make it easier to collect information, you may want to send them some forms to complete and bring to the meeting.

At the initial meeting with parents and guardians:

- Confirm troop meeting times, location, and frequency.
- Collect each family’s contact information.
  - Contact information for custodial parents (phone numbers/email addresses)
  - Emergency Contact Information of other adults
  - A list of who can pick up the child after meetings and events.
  - Health form (create your own or use the one found on gssne.org). Especially necessary is information on medications and allergies.
  - Permission to post pictures on troop social media
  - Permission to share contact information with other members of the troop.
- Review the Girl Scout program for your age level. However, make clear that the girls in a troop decide what the troop activities will be; Girl Scouting is a “girl-led” organization.
- Explain that the troop will participate in the council fund raisers: the fall sale of candy, nuts and magazines and the winter cookie sale. A portion of the sale goes into the troop treasury.
- Discuss the purpose of troop dues and propose an amount.
- Answer other questions about membership registration fees, uniform costs and other fiscal questions. Make clear that financial assistance is available for membership, but not troop dues.
- Review safety information including drop-off/ pick-up policy, permission slips, and Safety Activity Checkpoints
- Have parents/guardians sign-up to help out the troop. Asking families to pitch in and be involved from day one is the key to avoiding leader burn out. Be aware that GSSNE troop standards requires that where adult volunteers are in contact with Girl Scouts, they must be registered and background checked; sometimes they need to take training in order to do the job. But there are many jobs to fill and there should be a spot for everyone. Examples:
  - Be an Assistant Troop Leader*
  - Be a troop “Cookie Mom/Dad”, helping with troop product sales*
  - Be a troop “camp trained” person*
  - Be a Treasurer/Secretary
  - Be an emergency contact person; head up a phone tree.
  - Teach a craft or skill or recruit experts.
  - Volunteer to iron on badges/recognition at troop meetings.
  - Drive for outings.
  - Make phone calls.
  - Shop for supplies.
  - Organize snack/refreshments.
  - Prepare a troop newsletter or website page.
o Be the First Aid/CPR person present at troop trips/activities*
  o Provide childcare for the leader’s other children during troop events
  o Other tasks you need help with.
*means additional training is required.

At the initial meeting with girls:
  • Play a name games and a get-to-know-you games.
  • Establish rules for meetings and activities. Ask the girls what they think the rules should be. This helps the girls take ownership and creates buy in.
  • Explain the Girl Scout Leadership Experience and GSSNE Core Focus Areas.
  • Ask girls what they want to do and learn about over the year. Take notes and make it come true!
  • Explain that there will be fundraising events including Fall Product Sale and Cookie Program.

The parent/guardian meeting can take place during the first girl meeting. One leader can facilitate the girl activities while the other leader meets with parents/guardians.

Troop Organization and Activities

Troop Finances and Record Keeping

Troop Bank Account
Once a new troop has trained leadership in place, a Troop Bank Account is set up. Leaders of new troops will receive a link to the Troop Bank Account Letter Request form upon completion of their training. Leaders of existing troops may download the form from the council website. Every troop must have a troop bank account. You will need the following information to set up your account:
  a. The name of the primary signer on the account, usually the Troop Leader
  b. The mailing address of the primary signer
  c. The name of the secondary signer, usually the Assistant Troop Leader
  d. The troop number
  e. The name of the bank
(There are some restrictions on who can be the signers on the account; please refer to the GSSNE Policies, Procedures and Standards 2017-2018 manual, [PPS] for details.)

Troop Dues
How to calculate what to charge for troop dues:

1. **How often will the troop meet?**
   • Weekly: approximately 25 weekly meetings per troop year, September to June
   • Three times a month: approximately 20 meetings per troop year
   • Two times a month: approximately 15 meetings per troop year

2. **What will the dues cover?**
   • Every expense **OR**
• All program and activity expenses, but not uniforms or snacks OR
• Expenses for weekly meetings, but not uniforms, council program events or any “big ticket” item.

3. How are payments made?
• At every meeting, brought in and recorded by each Girl Scout
• Monthly, by family
• Semester, by family (Since new troops may need “start-up” money, payments may be uneven, with more in the fall semester than in the second semester. Most troops will receive their cookie profits in March and this usually provides funding for the remainder of the year.)
• Yearly, by family. Some troops give a discount for families paying in full in the fall.
• Troop leaders can combine payment schedules, but this requires a high level of bookkeeping.

4. Find out the “usual” or expected dues in your community by contacting the local SUM or MC and establish the amount for troop dues through discussion with parents/guardians and girls. Including girls in the discussion is especially important in older girl troops.

Create a Troop Budget
Using the categories listed below, estimate expenses for the year:
• Income: dues
• Income: product sales
• Income: troop fundraisers or donations
• Expenses for troop meetings: program supplies, craft supplies
• Expenses for badges, pins, patches
• Expenses for Journey books
• Expenses for Troop Camping or Outdoor Activities
• Expenses for service projects
• Expenses for trips or council programs

The first-year budget is just a guess. After the first year, it will be easier to plan for expenses and income.

Tax-Exempt Letter
As a non-profit organization, GSSNE is tax-exempt. Troop leaders can take advantage of this exemption when purchasing items for troop activities in Rhode Island and Massachusetts. Once your New Leader Training is complete, you will be sent copies of the tax-exempt forms.

Troop Money Raising Activities
Troops can build their treasury in four main ways:
1. Participate in council sponsored product sales events: fall magazine, candy, and nut sale and Cookie Program.
2. Collect troop dues.
3. Host an additional money earning event. This fundraiser must be pre-approved. The form is available on gssne.org. Note: to be approved, your troop must participate in
council product sales events. (Daisy Girl Scouts are not permitted to participate in additional money earning events.)

4. Receive a donation or grant. In general, each must be pre-approved by the council, but special conditions may also apply. Consult the GSSNE Policies, Procedures and Standards 2017-2018 manual, [PPS] for details.

For more details on building your troop treasury, please refer to the Finance section in GSSNE Policies, Procedures and Standards 2017-2018 manual, [PPS].

**Troop Annual Finance Report**

File a Troop Annual Finance Report (TAFR) at the end of the troop year:
- Download the form from gssne.org >Forms.
- It must be submitted by the end of June of the current troop year and must be accompanied by the most recent bank account statement.
- We hope most of the troop money will be spent on fun activities for troop, but money may be saved for fall activities or a big trip or project, if noted on the TAFR.

**Communication and Social Media**

Most troop leaders communicate with parents/guardians and girls by means of email, Facebook, or phone. We recommend regular communication with members of the troop and their family; it will mean more support for troop activities and give leaders needed feedback. Also, troop leaders will be able to communicate directly with parents/guardians through the Volunteer Toolkit.

In the GSSNE Policies, Procedures, and Standards, you will find a page on social media which outlines the council standards. Please consult this reference when setting up a troop Facebook page. Remember that troop leaders must obtain permission from parents/guardians to post pictures of children on the internet (the form is on the website).

The parent meeting at the beginning of the troop year is the time to obtain permissions for social media communication and if you want to circulate a contact list of troop members, you must also obtain permission to do that.

Also, adults communicating via social media, whether on their personal pages or troop sites, need to maintain the highest standards of courtesy regarding Girl Scout matters.

Lastly, Leaders and Assistant Leaders need to provide a good role model for responsible use of cell phones during troop meetings. Please keep your phone away during meeting unless needed for an emergency. For older girl troops, appropriate cellphone use should be discussed as a group and decided on with girl input.

**Volunteer Toolkit**

The Volunteer Toolkit (VTK) is a digital planning tool that gives troop leaders resources and program content to get the year started—and keep it going smoothly! With the new toolkit, girls and leaders can explore meeting topics and program activities together.

To access the toolkit, leaders will need to sign in to My GS at gssne.org. If you’re a Troop or Co-Leader for Daisy, Brownie, and Junior troops, the Volunteer Toolkit comes with a standard year plan of meetings for you to use (or you can create your own meeting plans based on girl input).
Cadette, Senior, and Ambassador troops can access planning features but do not have pre-populated meetings. The Resource section of the VTK has most badges and earned recognitions in digital form so they can be easily added to meeting plans for troops at every age levels. Also, the toolkit allows leaders to set meeting dates, times, and locations, contact families, and access troop rosters.

For toolkit tutorials visit girlscouts.org>Adults>Volunteer>Volunteer Resources

National Program Portfolio

Refer to the appendix for National Program overview for each Girl Scout level.

Journey Books
At each Girl Scout age level, there are three books offering a “journey” of activities tied to a theme. Theme 1: It’s Your World – Change It!, concentrates on leadership; Theme 2: It’s Your Planet – Love It!, focuses on environmental issues; and Theme 3: It’s Your Story – Tell It!, offers many opportunities for self-expression. The girls in your troop should pick the theme which appeals to them the most.

As girls progress through the various activities, they receive recognitions, usually three, to place on their sash or vest. Most Journeys concludes with a Take Action project which the girls develop based on what they learned during the course of the Journey.

To complete all of activities in a Journey book will take about two months (if a troop meets weekly), but they can be spaced out and interspersed with other activities or badges. Troop can also decide to have an intensive weekend and complete most of the Journey in one weekend. There is no requirement that troops complete all three Journeys, although a special “Summit” award is given to troops that do so. Leaders should buy the Journey leader packet which has an accompanying Adult Guide. The guide provides lesson plans for meetings using the girl
Journey book and it also has other useful information. GSUSA encourages leaders to edit and modify the lesson plans in the Adult Guide to suit the needs of the troop, but leaders should read both the girl book and the Adult Guide, in full, before considering changes.

There is also an alternate to the It’s Your Planet – Love It! Journey books called Healthy Habits for Daisy, Brownie and Junior. It is a shorter edition of the Journey program. Healthy Habits can be downloaded at www.girlscouts.org/program/journeys/booklets.

Girl’s Guide to Girl Scouting
This is the handbook/badge book for girls and adults. There is one for every age level and they are color coded. Daisies are blue, Brownies are brown, Juniors are purple, Cadettes are red, Seniors are orange and Ambassadors are goldenrod. The binder contains information on Girl Scout programs, history, traditions, ceremonies, bridging activities, awards, and requirements for Legacy badges (for Daisies – petal activities), Financial Literacy and Cookie Sale badges. It also includes some special badges and, for older girls, information on Leadership and Service awards and the Highest Awards of Bronze, Silver, and Gold. Every leader should purchase the GGGS for their troop’s level. Most program questions are answered in the GGGS. Girls may also want to purchase their own to keep as a memento of their time in scouts.

Other Badges
In addition to the seven Legacy badges, the Financial Literacy and Cookie badges in the GGGS, there are an additional seventeen Skills-Builder badges for Brownies – Senior Scouts. Two new badges relating to outdoor themes and a third on Troop Camping have also, been recently developed. These badge requirement sheets are purchased separately from the GGGS and are available online or in the GSSNE shop. All these badges are loosely tied to the three Journey themes, but they do not have to be done in conjunction with a Journey. Additional Journey programming will be available soon.

Service Projects
Service projects are an important part of the troop experience. Troops can participate in council wide service projects or create their own. Every troop should develop at least one local service project a year; one a semester is even better. In addition, the Take Action projects which are part of any Journey can produce ideas about local service projects.
Service Projects may address topics related to transportation, safety, seniors, people with special needs, literacy, hunger, homelessness, health and wellness, friendship, or the environment or whatever local issues the girls think are important.

Program Resources from Council
The equipment and materials listed below should be reserved in advance by calling a Customer Care representative. Please make reservations at least two weeks ahead. Items are usually borrowed for one week.

1. **FLAGS**
   The council has only two sets of flags, so reserve early.

2. **PROGRAM BOXES TO BORROW**
   To see a full list of current offerings, visit GSSNE.org> About> Our Program> Program Boxes for Troops and reserve the box of your choice by using the online reservation form.

3. **BRIDGE FOR BRIDGING CEREMONIES**
   GSSNE has a small wooden bridge that can be borrowed for ceremonies. It is available for pickup at the Warwick Council office. Contact Customer Care to reserve.

4. **OUTDOOR RESOURCES**
   - Compasses – demonstration books, compass games
   - Jackknives – cardboard and/or regular
   - Dutch Oven – with a Dutch Oven cookbook
   - Reflector Oven – with a reflector oven cookbook
   - Propane Stove – (must purchase own propane cylinder)

Trips and Other Activities
We encourage troops to go camping, take trips, and schedule activities outside of troop meetings. Please follow the guidelines in Safety Activity Checkpoints and PPS related to Travel Standards. Also, ensure the camping site, trip, or activity is suitable for your girls’ age level. Additional leader training may be required (Outdoor Day, Troop Camp, Troop Trips II), and notification of Service Team members and/or council approval may also be required. Consult the GSSNE Policies, Procedures and Standards 2017-2018 manual, [PPS] for specific standards on travel distances and council procedures.

Kapers and Patrols
It is important for girls to help at meetings, outings, and events. In Girl Scouting we call these tasks or chores, kapers. Kapers may include: leading the meeting opening, wiping down tables after snack, sweeping after a meeting, leading the meeting closing. Girls should take turns doing all kapers. A great way to ensure that all girls share in the kapers equally is by assigning girls to kaper teams, called patrols. Once patrols are established creating a kaper chart is an easy way to rotate patrols through the kapers fairly and equally. See the appendix for examples of kaper charts. (Note: Patrols are best used with Brownies and above. Daisy can be assigned to kapers individually.)
Patrols are not only for kapers! They can be used to group girls for activity rotations, car pools, jobs during a service project, or types of foods to bring for a potluck.

 Council Programs and Activities

Each year GSSNE publishes two guides of council hosted and sponsored events, Program Guide and Camp Guide and are available online on the council website. These guides list program opportunities for all age levels. Registration for programs is done online by either an individual family or troop leader. All council programs have a cost which must be paid at the time of registration. Registering early and before the deadline is important. Occasionally, girls miss out on program opportunities because the program has sold out or the registration deadline has passed.

 Keeping Girl Scouts Safe

Member Accident Insurance

Every registered Girl Scout (youth and adult) is automatically covered by accident insurance through Mutual of Omaha during normal, supervised program activities, except those events lasting more than two consecutive nights (or three nights if on a national holiday week-end).

For trips of more than two consecutive nights, (or three nights if on a national holiday week-end) or for overseas trips, troops need to obtain additional insurance. The cost is nominal and can cover both accident and illness.

At a Girl Scout event where non-registered members are present (such as a bridging ceremony or a “Bring-a-Friend event), troops may purchase additional liability insurance from Mutual of Omaha. In general, a $5.00 minimum payment covers 45 non-GSSNE registered members. Higher numbers of attendees would increase the cost.

Refer to the Insurance section of PPS for more information. Find Mutual of Omaha brochure and additional insurance request at gssne.org>Forms.
Permission Slips
Every time a group meets at a time and location different from the regular group meeting, you must use a permission slip—even if the girls are responsible for getting to that location on their own.

Permission forms give parents/guardians the “who, what, when, where, and why,” so that they can decide whether their daughter can participate in an event or go on a trip. A signed permission slip permits you to include the girl in the activity and provides you with up-to-date emergency contact information. Even if the parent accompanies the Girl Scout to the event, you must have a signed permission slip from the parent. (If something happens to the parent or leader during the activity, the signed form gives permission for the girl to be covered by Girl Scout insurance and to receive emergency treatment.)

A permission slip for troop use is available for download at gssne.org>Forms or you can create your own. Permission slips for trips should contain the following information:

- Participant’s Name
- Troop number & Age level (ex: Junior troop 123)
- Date & Time of the activity
- Place of the activity
- Travel plans, including type of transportation and who arranges it (family or troop)
- General agenda or topic of activity
- Cell phone or contact number where the leader can be reached during the activity
- Telephone numbers (as many as can be listed) for parents/guardians where they can be reached during the time of the activity
- Additional emergency contact information (neighbor, friend, relative).
- PARENT/GUARDIAN SIGNATURE AND DATE

You may also want to include:
- recommended amount of spending money (especially for older girls).
- permission to take and publish photos and/or videos of the scout at the activity on social media sites.

Safety Activity Checkpoints
Every Girl Scout troop leader needs to review the Safety Activity Checkpoints (SAC) (www.gssne.org >FORMS). In SAC you will find Girl Scout Safety Guidelines. These guidelines should be followed for every Girl Scout meeting, activity, and event. Over 40 different activities are covered and you, as a troop leader, need to consult the list on a regular basis. In addition, certain activities need prior approval and some are not approved as Girl Scout activities. Not recommended activities are listed in the Introduction to SAC. To seek council approval for such an activity, email your request to customercare@gssne.org.

Some examples of age appropriate activities found in SAC:
**Daisy:** Adventure and Theme Parks, Camping, Hayrides, Parades, Swimming
**Brownie:** Geocaching, Arts and Crafts, Skiing, Hiking
**Junior:** Cookie and Product Sales, Trampoline Parks, Outdoor Cooking, Sailing
**Cadette, Senior, Ambassador:** Backpacking, Challenge Courses, Standup Paddleboarding
Leader Travel Kit
The troop leader should carry a **Travel Kit** on all trips, excursions, or events. For more details on the Travel Kit standard please refer to the Leader Travel Kit section in the PPS.

1. Troop Roster (in VTK)
2. Health History Form (for each girl and adult)
3. Medications (for each girl and adult)
4. Permission Slip (for each girl and adult)
5. Contact information (for each girl and adult)
6. Crisis Sheet (found in the Appendix)
7. Insurance forms (online under Forms)
8. Itinerary
9. Driving Directions
10. First Aid Kit

Child Abuse Identification and Reporting
Girl Scout volunteers are mandated reporters just like school teachers and coaches. If you suspect a child is being abused please notify a GSSNE Senior Director or CEO immediately through the Crisis Line phone number. The GSSNE staff member will advise you on next steps. All staff and volunteers must be sensitive to the need for **confidentiality** in handling this information and therefore should discuss the incident only with the CEO or designate.

Do not try to handle the concern on your own. GSSNE staff with work with you closely to address your concern. For definitions of types of child abuse and council procedures, please reference the PPS section on Working with Children and Crisis Procedures sheet for more information.

Adult Training for Volunteers
Once you complete New Leader Training you will be all set to have a fun and successful troop experience. However, some positions and activities require further training.

Times and dates for all trainings are listed on the events calendar at gssne.org>Events>Event Calendar>Volunteer & Girl Training

<table>
<thead>
<tr>
<th>TYPE OF TRAINING</th>
<th>NOW VOLUNTEERS CAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1: Online training</td>
<td>2. Organize troop meetings</td>
</tr>
<tr>
<td>• GSUSA Girl Scouting 101 video</td>
<td>3. Buy badges, recognitions</td>
</tr>
<tr>
<td>Module 2: Self Study</td>
<td>4. Attend Council sponsored events</td>
</tr>
<tr>
<td>• Volunteer Essentials Quick Start</td>
<td>5. Borrow program materials from Council</td>
</tr>
<tr>
<td>Module 3: Online or in-person</td>
<td>6. Participate in Council fall and winter product sales</td>
</tr>
<tr>
<td>• Troop Leadership</td>
<td>7. Call on Council staff for support and</td>
</tr>
</tbody>
</table>

TYEPE OF TRAINING

NOW VOLUNTEERS CAN:
| 2. Outdoor Day training | 1. Schedule a troop Outdoor Day at a GSSNE camp.  
2. Hold a troop activity that includes fire-building. |
|-------------------------|--------------------------------------------------------------------------------------------------|
| 3. First Aid/CPR training | 1. Recommended for all troop leaders  
2. Recommended for all troop trips  
3. Required by Safety Activity Checkpoints for some activities  
4. Required for troop camping |
|                          | American Safety and Health Institute sponsored training is offered by GSSNE  
Online training plus 2-hour practicum  
Other certifying organizations accepted |
| 4. Backpacking/Hiking Series | 1. Qualifies troop leaders to take troops on hiking and backpacking trips |
|                          | Workshops with classroom sessions and hikes.  
The first sessions are listed in the Program Guide and may be taken by troops or just adult leaders  
The final workshop is a Backpacking/Hiking week-end just for adults.  
Organized by the Camping Committee |
| 5. Troop Camp Training | 1. Required for camping at GSSNE sites  
2. Required for camping at non-GSSNE sites |
|                          | Classroom session(s) 5-6 hours  
Overnight at a GSSNE camp from Saturday to Sunday. |
| 6. Troop Camp Refresher Course | 1. For troop leaders whose Troop Camp Training was more than five years ago.  
2. For experienced leaders who transferred into GSSNE from another council where they received TCT. |
|                          | Classroom review of GSSNE camp standards (2.5 hours) |
| 7. Age Level Change workshops | Required for all leaders transitioning from one age level program to another. |
|                          | Daisy to Brownie: face to face session (2 hours) |
- All other age levels: online

| 8. Troop Trips II (2.5 hours) | 1. Required for all overnight trips (including museum overnights) or any activity requiring an Intent-to-Travel form  
2. Recommended for Brownie and Junior leaders |
|-----------------------------|--------------------------------------------------------------------------------------------------|
| 9. Advanced Trips (2.5 hours) | 1. For Cadette, Senior and Ambassador level leaders who are planning extended trips (3+ nights) or geographically distant trips.  
2. Girls may attend the workshop along with their leaders  
3. Especially helpful for troops planning on extensive fund-raising activities. |
| Offered annually in April |  |  |

10. Strive for Silver/Go for Gold workshops for Leaders, Girls, and Parents

- An interactive workshop explaining how to pursue a Silver/Gold award.

The Highest Award committee covers information on prerequisites, typical projects, guidelines, timelines, and standards.

| 1. Prepares Cadette, Senior, and Ambassador scouts to pursue a Higher Award.  
2. Reviews the GSSNE paperwork requirements and GSSNE council procedures. |

| 1. \text{Prepares Cadette, Senior, and Ambassador scouts to pursue a Higher Award.}  
2. Reviews the GSSNE paperwork requirements and GSSNE council procedures. |
What Seniors Do

Choose a Journey and earn the awards

Want to earn more Badges? Add the Badge sets

Use them all with The Girl’s Guide to Girl Scouting

What’s New for Senior Girl Scouts

Outdoor Journey

Sky
Senior First Aid
Adventure Camper
What’s New for Ambassador Girl Scouts

Outdoor Journey

- Outdoor Art Master
- Water
- Survival Camper

*Graphic image showing various badges and icons related to outdoor activities and skills.
Appendix: Kaper Charts

Kaper Chart

<table>
<thead>
<tr>
<th>Fire Builder</th>
<th>Dish Washer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cook</td>
<td>Latrine</td>
</tr>
<tr>
<td>Hostess</td>
<td>Flag</td>
</tr>
</tbody>
</table>
Appendix: Girl Scout Uniforms

**Girl Scout Daisy**

- Journey Book
- Girl’s Guide
- Flowers & Petals
- Journey Award
- Leaves
- My Promise, My Faith
- Safety Award
- Summit Award
- Vest
- Tunic
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Numbers
- Daisy Membership Pin
- World Pin
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch

**Girl Scout Brownie**

- Journey Book
- Girl’s Guide
- Badge Activity Set
- Journey Award
- Badges
- My Promise, My Faith
- Safety Award
- Summit Award
- Vest
- Sash
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Numbers
- Troop Crest
- Br Membership Pin
- World Pin
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch
- Bridging Wings
Girl Scout Junior

- Journey Book
- Girl's Guide
- Badge Activity Set
- Journey Award
- Badges
- My Promise, My Faith
- Safety Award
- Summit Award
- Vest
- Sash
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Crest
- Membership Pin
- World Pin
- Numeral Guard
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch

Girl Scout Cadette

- Journey Book
- Girl's Guide
- Badge Activity Set
- Journey Award Patch
- LIA Award Patch
- Badges
- My Promise, My Faith
- Safety Award
- Summit Award
- Community Service Bar
- Leadership Award
- Service to Girl Scouting
- CPA Pin
- Vest
- Sash
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Crest
- Membership Pin
- World Pin
- Numeral Guard
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch
Girl Scout Senior

- Journey Book
- Girl's Guide
- Badge Activity Set
- Journey Award Patch
- Journey Award Pin
- Badges
- My Promise, My Faith
- Safety Award
- Summit Award
- Community Service Bar
- Leadership Award
- Service to Girl Scouting
- LIT Pin
- Vest
- Sash
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Numbers
- Troop Crest
- Membership Pin
- World Pin
- Numerical Guard
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch

Girl Scout Ambassador

- Journey Book
- Girl's Guide
- Journey Award Patch
- Journey Award Pin
- Badges
- My Promise, My Faith
- Safety Award
- Summit Award
- Community Service Bar
- Leadership Award
- Service to Girl Scouting
- CIT2 Pin
- VIT Pin
- Vest
- Sash
- Polo
- Scarf
- Insignia Tab
- USA Flag
- Council ID Set
- Troop Numbers
- Troop Crest
- Membership Pin
- World Pin
- Numerical Guard
- Star
- Disc (24pk)
- Disc (each)
- Bridging Patch
Girl Scout Volunteer

Journey Guide Set
Girl's Guide

Polo for Ladies
Polo for Men

Lifetime Membership Pin
Volunteer Pin
Insignia Tab
World Pin
Membership Pin
Numerical Guard
Adult Position Bar Pin
Age Level Volunteer Pin
CRISIS PROCEDURES
Keep this with you at all times when at any Girl Scout activity

If there is a serious Health or Safety Issue:

1. **Dial 911** to report the situation – Do not hang up – wait for the operator to end your connection

   Then…

2. Dial the Girl Scout Crisis Line 401-603-8429 report the situation immediately.

   You will be asked to:
   - Notify parents
   - Give all facts
   - Provide return phone number(s)
   - Wait for further instructions

   In all crisis situations, the Crisis Line MUST be called immediately (or after you call 911)
   The person answering the phone will respond with support & direction.

For non-emergency needs or questions, please contact the GSSNE office during business hours at 401-331-4500 or 800-331-0149.

12 / 28 / 2016