

PROVIDED BY GIRL SCOUTS OF  
MINNESOTA AND WISCONSIN  
RIVER VALLEYS

# SAFETY-WISE

———— 2017-2018 ————

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Forms can also be found online at [Volunteers.GirlScoutsRV.org/forms/](http://Volunteers.GirlScoutsRV.org/forms/)

# Safety-Wise

In Girl Scouting, the emotional and physical safety and well-being of girl members is always a top priority. Girl Scouts of the USA provides councils with a comprehensive guide about Girl Scouting called Volunteer Essentials, which includes information about Girl Scouting traditions, responsibilities, and the program (a full copy of Volunteer Essentials may be found at [Volunteers.GirlScoutsRV.org/Policies](http://Volunteers.GirlScoutsRV.org/Policies)).

We think the section called Safety-Wise is so important, that we've also pulled it out as a separate document to be sure that volunteers are aware of the content in it and feel prepared for their responsibilities. It is important to familiarize yourself with this document so you have an understanding of what is required of when it comes to safety practices, emergency procedures, and how to be prepared to lead girl activities. We've even included some handy documents here such as health history forms, medication forms, and troop activity permission forms.

Please refer to River Valleys' website for an updated copy of Safety-Wise at the start of each year. For questions surrounding policies, procedures, and safety, please contact [girlscouts@girlscoutsrv.org](mailto:girlscouts@girlscoutsrv.org) or 1-800-845-0787.

## KNOW YOUR RESPONSIBILITIES

### RESPONSIBILITIES OF VOLUNTEERS

You (the volunteer), the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. The next three sections provide more details on everyone's responsibilities. Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times:

- 1. Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, available at [Volunteers.GirlScoutsRV.org/Safety-Wise](http://Volunteers.GirlScoutsRV.org/Safety-Wise). Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
- 2. Points common to all Safety Activity Checkpoints include:**
  - **Girls plan the activity.** Keeping their grade-level abilities in mind, encourage girls to take proactive leadership roles in organizing details of the activity.
  - **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary (this is dependent upon the size of the group and the ages and abilities of girls). Adult volunteers must be at least 18 years old (members in good standing), and must have an approved and current background check on file with River Valleys before volunteering. One lead volunteer in every group must be female.
  - **Get parent/guardian permission.** When an activity takes place outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate (see page 25 for Troop Activity Permission form).
  - **Communicate with council and parents.** Follow council procedures for activity approval, certificates of insurance, and council guidelines about girls' general health examinations. Make arrangements in advance for all transportation and confirm plans before departure.

- **Be prepared for emergencies and compile key contacts.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Give an itinerary to a contact person at home; call the contact person upon departure and return. Create a list of girls' parents/guardian contact information, telephone numbers for emergency services and police, and council contacts—keep on hand or post in an easily accessible location. Always keep handy a well-stocked first aid kit, girl health histories, and contact information for girls' families. Check Safety Activity Checkpoints to determine the type of first aid needed.
  - **Get a weather report.** On the morning of the activity, check [weather.com](http://weather.com) or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the activity, be prepared with a backup plan or alternate activity, and/or postpone the activity. Write, review, and practice evacuation and emergency plans for severe weather with girls. In the event of a storm, take shelter away from tall objects (including trees, buildings, and electrical poles). Find the lowest point in an open flat area. Squat low to the ground on the balls of the feet, and place hands on knees with head between them.
  - **Use the buddy system.** Using the buddy system, girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help.
- 3. Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members, as well as physical, verbal, and emotional abuse of girls is strictly forbidden. Follow the guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. See page 16 for more information about River Valleys' guidelines.
  - 4. Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer, age 21 or over and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
  - 5. Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
  - 6. Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls, unless given special permission by your council for group marksmanship activities.
  - 7. Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions, resolving conflicts constructively, and avoiding physical and verbal bullying, clique behavior, and discrimination.
  - 8. Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status.

When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

**9. Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Internet Safety Pledge and have them commit to it (see page 23).

**10. Keep girls safe during money-earning activities.** The Girl Scout Cookie Program and Snacks & Magazines Program are integral parts of the Girl Scout program. When participating, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities with non-Girl Scout approved product sales and efforts or represent partisan politics.

## RESPONSIBILITIES OF PARENTS AND GUARDIANS

Engage each parent or guardian to help you work toward ensuring the health, safety, and well-being of girls. Clearly communicate to parents and guardians that they are expected to:

- Provide permission for their girls to participate in Girl Scouting, as well as provide additional consent for activities that take place outside the scheduled meeting place. This can include such activities as: product sales, overnight travel, the use of special equipment.
- Make provisions for their girls to get to and from meeting places or other designated sites in a safe and timely manner, and inform you if someone other than a parent or guardian will drop off or pick up their child.
- Provide their girls 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.
- Understand what appropriate behavior is for their girls, as determined by the council and you.
- Assist volunteers if their girls have special needs or abilities and their help is solicited.
- Role-model the right behavior.

## 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

Whatever the activity, from camping to cookies sales, adult supervision is required regardless of the grade level of the girls. The table below has been developed to show the minimum number of adults needed to supervise a specific number of girls. These adult-to-girl supervision ratios were devised to ensure the safety and health of all girls taking part in the activity. 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			Events, Travel, and Camping	
Girl Scout Program Grade Level	Two unrelated adults (at least one of whom is female) for every:	Additional adult to each additional:	Two unrelated adults (at least one of whom is female) for every:	Additional adult to each additional:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Here are some examples on utilizing the chart: If you're meeting with 17 Daisies, you'll need three adults, at least two of whom are unrelated (in other words, you and someone who is not your sister, spouse, parent, or child), and at least one of whom is female. This is determined as follows: for up to 12 Daisies you need two adults, and one more adult for up to six additional girls. Since you have 17 girls, you need three adults (2+1). If, however, you have 17 Cadettes attending a group meeting you need only two unrelated adults, at least one of whom is female, since the chart shows that two adults can manage up to 25 Cadettes.

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old, be registered Girl Scout members, and have an approved current background check or file with River Valleys.

## TRANSPORTING GIRLS

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility. For planned Girl Scout field trips and other activities (outside the normal meeting time and place) in which a group will be transported in private vehicles, keep in mind the following:

- Every driver must be an approved volunteer at least 21 years old, and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female. In addition, the girl-volunteer ratios in the "Knowing How Many Volunteers You Need" (see page 4) section must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in the "Knowing How Many Volunteers You Need" section must be followed. Care should be taken so that a single car is not separated from the group for an extended length of time.

Private transportation includes private passenger vehicles, rental cars, privately owned, rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here.

Anyone who is driving a vehicle with 12 or more passengers must be a professional driver who possesses a commercial driver's license (CDL). Note, you must check with your council to determine specific rules about renting large vehicles. Fifteen passenger vans are not recommended.

Please keep in mind the following non-negotiable points regarding private transportation:

- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- Even though written agreements are always required when renting or chartering, you are not authorized to sign an agreement or contract, except for rental car agreements, even if there is no cost associated with the rental. Such agreements must instead be signed by the person designated by GSRV.
- Check with River Valleys to make sure you are following accepted practices when using private transportation. This ensures that both you and River Valleys are protected by liability insurance in the event of an accident.
- If River Valleys has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70. In addition, make sure the car is adequately insured and you know who is responsible for damage to, or loss of, the vehicle. Finally, ensure you have a good paper trail that shows the vehicle rental is Girl Scout-related.

## RIVER VALLEYS BUS AND MOTOR COACH USE STANDARD

If utilizing rental transportation, the transportation service is to be requested through the most appropriate carrier as listed in the approved bus companies list found on the River Valleys website. The list is restricted to private carriers as the use of school district owned buses is either (a) no longer allowed, or (b) carries a high level of liability for River Valleys. Most of the private carriers on the list provide both school buses and motor coaches. In addition, they have been evaluated and found to be compliant with Minnesota and Wisconsin statutes for use of school buses for non-school purposes. Any bus company not found on the list must be reviewed and approved by River Valleys' facilities department. More information and the bus company list can be found at [Volunteers.GirlScoutsRV.org/Activity-Directory](http://Volunteers.GirlScoutsRV.org/Activity-Directory).

## CHECKLIST FOR DRIVERS

When driving a car, RV, or camper, take the following precautions and ask all other drivers to do the same:

- Ensure all drivers are adults at least 21 years old.
- Girls should not be transporting other girls.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip, and re-check them periodically on long trips.
- Keep all necessary papers up to date including, but not limited to: your driver's license, vehicle registration, any state or local inspections, and insurance coverage.
- Wear your seat belt at all times, and insist that all passengers do the same. Girls under 12 must ride in the back seats. According to Minnesota and Wisconsin state law, a child who is both under age eight and shorter than 4 feet 9 inches is required to be fastened in a child safety seat that meets federal safety standards. It is recommended to keep a child in a booster seat based on their height rather than age.
- Follow all the established rules of the road in your state (following the speed limit, keeping a two-car length between you and the car ahead of you, not talking or texting on a cell phone or other personal electronic device, not using earbuds or headphones, driving with your headlights on, etc.)
- River Valleys' policy states that drivers should limit their time on the road without a half-hour break to four hours. When driving a 15-passenger van, drivers are limited to driving 250 miles per day. Another authorized van driver must drive the van if the mileage exceeds this limit. If driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
- Do NOT drive when you are tired or taking medication that makes you drowsy.

Remember that every time a group meets at a location different from the regular group meeting, you must use a permission form—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 girl can participate in an event or go on a trip. A signed permission form permits you to include the girl in the activity and also provides you with up-to-date emergency contact information. See page 25 for the Troop Activity Permission Slip.

## PRODUCT SALES PROGRAM SAFETY

Girl Scout council-sponsored product sales, which include the Cookie Program and Snacks & Magazines Program, give girls proven opportunities to earn money and/or credits for their Girl Scout program activities. These sales also contribute significantly to the girls' local councils and communities through take action projects. In order to ensure the emotional and physical safety and well-being of girls, which is always a top priority in any activity, you need to read and understand the following guidelines:

### PREPARE EARLY

- **Communicate with parents.** Ensure that the parents/guardians of all girls participating in product sales are fully informed about the activity including the:
  - Safety precautions in place
  - Need for appropriate clothing and/or supplies
  - Need for advance arrangements for all transportation and confirmation of these plans
  - Need for written permission from them in order for their girl to participate
  - Location of designated sale areas, which are also communicated to the council

- **Communicate with your local police department.** Establish a relationship with your local police department to determine any support they may be able to provide during product sales, especially those related to cookie booths, and any safety precautions they might suggest. While police departments vary from state to state and city to city, many of them have resources such as:
  - Community volunteers who may be able to assist by being present during booth sales.
  - School resource officers who have specific training for communicating with young people.
  - Police departments can also provide information on areas and addresses to avoid, as well as access to known sex offender registries.
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  - School resource officers who have specific training for communicating with young people.
  - Police departments can also provide information on areas and addresses to avoid, as well as access to known sex offender registries.
- **Prepare for emergencies.** Regardless of the type of activity, you need to be prepared for emergencies involving girls or other adults. This should include having a first aid kit always available and making sure that if someone is injured and needs help, one adult cares for the injured person while another adult seeks help.
- **Arrange for adult supervision.** Adults provide supervision and guidance for all grade levels, and must accompany Girl Scout Daisies, Brownies, and Juniors when they are selling, taking orders for, or delivering products. Adults must be present at booth activities, regardless of the age of the girls (see page 4 for the “Knowing How Many Volunteers You Need” section). Adults who support Girl Scout Cadettes, Seniors, and Ambassadors must: like a Girl Scout
  - Be aware of how, when, and where the girls are selling products.
  - Be on call when girls are participating in product sales.
  - Be readily available to them should they need assistance.
  - Help girls understand how to be safe in their surroundings, and always enforce the use of the buddy system.

Adult supervision for all Girl Scouts extends to any online activity. Consult the Computer/Online Use Safety Activity Checkpoints for specific information about safe online practices for all activities, and to obtain a copy of the Girl Scout Internet Safety Pledge (see page 23).

- **Plan for Safeguarding Money.** Girls should always have a plan for safeguarding money, which includes such things as:
  - Not walking around with large amounts of money.
  - Keeping the cash box against a wall or behind a barrier of cookie boxes.
  - Not keeping money at home or school.
  - Giving cookie money to supervising adults, who will deposit the money as soon as possible.
- **Use the Buddy System.** Using the buddy system, girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help.
- **Be Streetwise and Follow Your Instincts.** In order to ensure the safety of girls while selling door-to-door, you and the girls should become familiar with the areas and neighborhoods in which girls would like to sell. In addition, girls should:

- Participate in door-to-door sales only during daylight hours.
- Wear a membership pin, uniform, or Girl Scout clothing (e.g., Girl Scout T-shirt) to clearly identify themselves as Girl Scouts.
- Avoid a house or person that makes them uncomfortable. They should walk away and find the next person/place that does not make them uncomfortable.
- Call 9-1-1 if they see someone that seems to be acting in a way that makes them feel unsafe. This could include, but is not limited to, any person who is staring at them for long periods, seems to be following them for no apparent reason, or takes pictures of them.
- Use safe pedestrian practices, such as crossing at corners and obeying walk signals.
- Not enter the home or vehicle of a stranger, and avoid selling to people in vehicles (except at drive-thru cookie booths) or going into alleys.
- Should not carry large amounts of money.

## BOOTH SALES SAFETY

Cookie booths are a traditional and fun way of selling Girl Scout Cookies. Booth locations are approved by River Valleys and facilitated within council jurisdiction. It must follow River Valleys' guidelines with regard to setting up, staffing, and taking down a booth. When setting up booth sales, it's important that:

- Adults are present at all times.
- There is adequate space at the booth for table, products, and girls and to allow safe passage by pedestrians, bikes, and cars.
- Girls are a safe distance from cars. If possible, set up a safety barrier between cars and the booth—perhaps a few volunteers could park their cars in spaces near the booth location.
- The booth is not blocking a store entrance or exit.
- Girls and adults do not confront or engage an irate customer, but call local authorities for assistance.

While girls can receive cash from buyers and make change, they should hand the money to an adult for safekeeping. It is important that cash is kept safe and out of sight. This can be accomplished by:

- Keeping the cash box against a wall or behind a barrier of cookie boxes.
- Having an adult volunteer keep the money by, for example, securing it in a front-facing pouch tied around her waist.

If someone takes money or cookies from your booth, **do not attempt to physically recover the stolen items and do not allow the girls to do so.** Instead, get a good description of the offender(s), call 911, and alert local security (if applicable). Make sure girls know what to do in case of theft. Report any incidents to River Valleys according to its guidelines (see page 15). For additional information about setting up a booth and safety and security suggestions, consult your council guidelines.

## COMPUTER AND ONLINE SAFETY

### Understand the Girl Scout Internet Safety Pledge

In order to make sure that girls are aware of how to safely use the internet, you should discuss online safety issues with the girls and distribute copies of the Girl Scout Internet Safety Pledge (the pledge is available at the end of this document and at [www.girlscouts.org](http://www.girlscouts.org)). The girls should also take a copy of the pledge home and go over it with their parents. Both the girl and her parent should sign the pledge.

### Safeguard Information

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

- Girl Scouts should only use their first names.
- A Girl Scout's last name, address, phone number, or e-mail address should never be posted. If using online sales tools for Snacks & Magazines or digital orderings tools, a girl may post her unique Digital Cookie URL on her Facebook page and may email it to friends and family (for additional information please refer to Safety Activity Checkpoint for Online Product Sales, Digital Cookie Terms & Conditions for Volunteers and Digital Cookie Pledge for Girls below).
- Always have a parent's or guardian's permission when using pictures of girls on a website. This is especially important if the girl is under 13 years old.
- Do not post addresses of group meeting places, dates and times of meetings, events, or trips on a website. Instead, an adult who wishes to communicate upcoming events with families of Girl Scouts should send an e-mail to the families.
- Do not allow automatic posting of messages to a website. All postings to message boards, social media, and guest books should have adult oversight, and be screened prior to posting live.
- Ensure that websites do not show personal e-mail addresses of girls, but use a troop, group, or adult's e-mail.

### **SAFETY IN TECHNOLOGY-BASED SALES**

Girl Scouts use the Internet for a variety of reasons including the online marketing and sale of approved Girl Scout related products. Below are some key points to keep in mind for all online sales and marketing:

- Girls must read, understand, and accept the Girl Scout Internet Safety Pledge, prior to conducting any online sales or marketing activities, which is available at the end of the Computer/Online Use: Safety Activity Checkpoints (linked below).
- Girls may send e-mail messages to alert friends and relatives about product sales and accept customer commitments via email.
- Social media sites may be used to market product, however, all applicable GSUSA and council guidelines must be followed.
- Girls writing product e-mails or announcements online should sign with their first names only, their troop/group number or name, and their council name.
- Personal e-mails or street addresses of girls should never be used. Instead, use one of the following:
  - A blind return address account where the girls' name or personal e-mail is not revealed to the customer and is instead hosted on a secure site
  - A group account, monitored by an adult
  - An adult's e-mail account, which is supervised by that adult

### **ONLINE SAFETY**

Adult supervision for all girls also extends to any online activity. For additional information on online safety, please consult:

- The "Computer/Online Use" Checkpoint: [Volunteers.GirlScoutsRV.org/Safety-Wise](https://www.girlscouts.org/en/help/help/internet-safety-pledge.html)
- Girl Scout Internet Safety Pledge: [www.girlscouts.org/en/help/help/internet-safety-pledge.html](https://www.girlscouts.org/en/help/help/internet-safety-pledge.html)
- Digital Cookie Terms & Conditions for Girls, Digital Cookie Terms & Conditions for Parents/Guardians, and Digital Cookie Terms & Conditions for Volunteers: <https://www.girlscouts.org/en/help/help/digital-cookie---purchase-terms-and-conditions.html>

## APPROACHING ACTIVITIES

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate for Girl Scouts? Good judgment and common sense often dictate the answer. What's 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, contact River Valleys at 800-845-0787 with full details and don't proceed without approval. Remember, the safety of girls is your most important consideration.

Prior to any activity, read the specific Safety Activity Checkpoints related to any activity you plan to do with girls. If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with River Valleys before making any definite plans with the girls.

A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely. **You must get written pre-approval from River Valleys for girls ages 12 and older who will:**

- Use firearms for target shooting (see Sport Shooting Safety Activity Checkpoints)
- Take trips on waterways that are highly changeable or uncontrollable (See Whitewater Rafting Safety Activity Checkpoints)

When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. **Activities not recommended include, but are not limited to:**

- Bungee jumping
- Flying in small private planes, helicopters, or blimps
- Go-carting
- Hang gliding
- Hot air ballooning
- Hunting
- Motor biking
- Parachuting
- Parasailing
- Riding all-terrain vehicles
- Riding motorized personal watercraft such as jet skis
- Skydiving
- Stunt skiing
- Outdoor trampolining
- Zorbing

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.

## HEALTH HISTORIES (INCLUDING EXAMINATIONS AND IMMUNIZATIONS)

Girl Scout health histories and records may be handled differently by each council. For example, the staff at your council office may take care of obtaining and storing girl health histories, including a physician's examination and list of required immunizations. In other councils, you may be asked to maintain these records for your group. Either way, keep in mind that information contained in a girl's health history is confidential and protected by law. This information may only be shared with people who have a need to know this information such as the girl herself, her parent/guardian, and a healthcare provider.

**River Valleys practice:** Troop Leaders should collect health histories and medication information for all participating girls (see back section for health history, medication, and allergy treatment plan forms). Volunteers who collect health histories are responsible for storing these forms in a way that keeps the information confidential. When forms are outdated and no longer needed, the volunteer should shred the forms.

For various 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 concerns.

It is important for you to be aware of any medications a girl may take or allergies she may have. Keep in mind the following:

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian (see page 20).
- Some girls may need to carry and administer their own medications, such as bronchial inhalers, EpiPens, or diabetes medication. You must have documentation from the girl's parent or guardian that it is acceptable for the girl to self-administer these medications.
- Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, and seafood. This means that before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), **ask whether anyone is allergic** to peanuts, dairy products, or wheat. Do this even if you are aware of which girls have specific allergies. Even Girl Scout Daisies and Brownies should be aware of their allergies, but double-checking with them and their parents/guardians is always a good idea.

## GIRL SCOUT ACTIVITY INSURANCE

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA, and the basic plan is effective during the regular fiscal year (October 1 to the following October 1). Up to 14 months of insurance coverage is provided for new members who register in the month of August.

This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity. This is one reason why all adults and girls should be registered members. It is important to remember that non-registered parents, tagalongs (brothers, sisters, and friends), and other persons are not covered by the basic plan.

This insurance coverage is not intended to diminish the need for, or replace existing, family health insurance.

## MORE ABOUT GIRL SCOUT ACTIVITY INSURANCE

An optional Activity Insurance plan is available for Girl Scouts taking extended trips (longer than three days and two nights) and for non-members who participate in Girl Scout activities. These optional plans are secondary insurance that a council may offer to cover participants taking part in any council-approved, supervised Girl Scout activity. Contact River Valleys to find out how to apply. In some cases, River Valleys may make this insurance mandatory, particularly for overseas travel. River Valleys insurance information and claim forms, and insurance plan descriptions can be found at [Volunteers.GirlScoutsRV.org/Safety-Wise](http://Volunteers.GirlScoutsRV.org/Safety-Wise).

**Note:** It is the troop's responsibility to purchase additional insurance for troop-arranged events and travel.

## USING ACTIVITY EXPERTS/SKILL BUILDING VOLUNTEERS

The Safety Activity Checkpoints for most activities require having an expert on hand to help girls learn an activity. Please remember that **all experts must be approved by River Valleys**. To make it a bit easier, many councils keep lists of local experts (such as sailing instructors) and facilities (such as roller skating rinks) they've already approved. If your council doesn't keep these lists, you'll have to present an expert for the council's consideration. Some things to keep in mind:

- **Does the person have documented training and experience?** She or he should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity, and letters of reference.
- **What does she or he need to be able to do?** This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. At the very least, she or he should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios, and respond appropriately in an emergency.
- You can find the training list at [gsrv.gs/Skill-Building-Volunteers](http://gsrv.gs/Skill-Building-Volunteers)

## ACCIDENT AND EMERGENCY PROCEDURES

### PREPARING FOR EMERGENCIES

The safety and well-being of girl and adult members is our highest priority. It's imperative to know and understand the emergency policies and procedures in place.

- **Know what to report.** See the "What To Do If There's an Accident" section on page 14.
- **Establish and practice procedures for weather emergencies.** Know the type of extreme weather to expect in your area (e.g. tornadoes, hurricanes, and lightning). Please consult with your council for the most relevant information for you to share with girls.
- **Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building security issues.** 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 make a significant difference in the severity of an injury. In an emergency, secure professional medical assistance as soon as possible, normally by calling 9-1-1, and then administer first aid, if appropriately trained.
- **Collect and have accessible all Health History, Medication, and Allergy forms** (available on pages 19-22).

**First Aid Kit:** Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). 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. The Red Cross offers a list of potential items in its [Anatomy of a First Aid Kit](http://www.redcross.org/get-help/how-to-prepare-for-emergencies/anatomy-of-a-first-aid-kit) on their website at: <http://www.redcross.org/get-help/how-to-prepare-for-emergencies/anatomy-of-a-first-aid-kit> (note that the Red Cross' suggested list includes aspirin, which you will not be at liberty to give to girls without direct parent/guardian permission). You can also customize a kit to cover your specific needs, including flares, treatments for frostbite or snake bites, and the like.

In addition to standard materials, all kits should contain 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 may also be included.

**First Aid/CPR:** Emergencies require prompt action and quick judgment. For many activities, Girl Scouts recommends that at least one adult volunteer be first aid/CPR-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. As a partner of GSUSA, American Red Cross offers discounts on certification courses.

**Note:** First aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you're taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from your support team or council prior to enrolling in the course.

**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 your activity planning go a little more smoothly.

The Safety Activity Checkpoints always tell you when a first aider needs to be present. Since activities can take place in a variety of locations, the presence of a first-aider and the qualifications they need to have are based on the remoteness of the activity. For example, if you take a two-mile hike in an area that has cell phone reception and service along the entire route and EMS (Emergency Medical Services) is no more than 30 minutes away at all times, the first aider will not need to have knowledge of wilderness first aid. If, on the other hand, you take the same two-mile hike in a more remote area with no cell phone service and where EMS is more than 30 minutes away, the first aider must have knowledge of wilderness first aid (see the chart below).

<u>ACCESS TO EMS</u>	<u>MINIMUM LEVEL OF FIRST AID REQUIRED</u>
Less than 30 minutes	First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

\*Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.

It is important to understand the differences between a first aid course, and a wilderness-rated course. Although standard first aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as emergency first aid response, including evacuation techniques, to use when EMS is not readily available.

## WHAT TO DO IF THERE'S AN ACCIDENT

Although you hope the worst never happens, you must observe River Valleys' procedures for handling accidents and fatalities:

- At the scene of an accident, **first provide all possible care for the sick or injured person, including calling 9-1-1.**
- Follow established River Valleys' procedures for obtaining medical assistance and immediately reporting the emergency (page 15).
- Always have on hand the names and telephone numbers of River Valleys' staff, parents/guardians, and emergency services such as the police, fire department, or hospital emergency technicians.
- River Valleys emergency contact information is: 651-229-5702 during regular business hours and 800-845-0787; 24 hours per day, seven days per week, 365 days of the year. Follow the telephone prompts when calling in on the 800-phone number after regular business hours.

After receiving a report of an accident, River Valleys' staff will immediately arrange for additional assistance, if needed at the scene, and will assist in notifying parents/guardians as appropriate. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services and then follow **River Valleys' procedures for accidents and incidents** (page 15). Your adherence to these procedures is critical, especially with regard to notifying parents/guardians. If the media is involved, let a River Valleys' designated staff discuss the incident with the media representatives.

**In the event of a fatality or other serious accident**, notify the police. A responsible adult must remain at the scene at all times. 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, River Valleys and, if applicable, insurance representatives or legal counsel.

For more information, refer to the Crisis and Safety Management Report (see page 27–29) along with the Health and Safety documents (see pages 19–22).

## GIRL SCOUTS RIVER VALLEYS PROCEDURES FOR ACCIDENTS AND INCIDENTS

### MINOR ILLNESS OR ACCIDENT

#### *In the event of a minor illness or accident*

- Call a parent/guardian to come for the child.
- If an adult takes a girl home, assure that someone is home to care for the child.
- Do not leave a child unattended.

#### *In the event of minor accident or illness requiring professional medical attention*

- Immediately give first aid treatment, telephone parent/guardian and transport to an emergency room or doctor's office.
- Ask the parent/guardian to come to the site of treatment. If they cannot be reached, call the person designated to act in an emergency.
- Continue to try to reach the parent/guardian so they may assume responsibility for medical decisions.

#### *Document Accidents in writing*

- Conditions existing at the time of the accident, names and addresses of the witnesses, order of events following the accident, and any medical attention, opinion, or instructions received from parents.
- Notify GSRV staff as soon as possible, but within 24 hours at 1-800-845-0787.
- Submit a copy of River Valleys' Accident/ Incident Report to council and a Mutual of Omaha Claim Form at:  
[Volunteers.GirlScoutsRV.org/Safety-Wise](http://Volunteers.GirlScoutsRV.org/Safety-Wise)

### RIVER VALLEYS PROPERTY-RELATED EMERGENCIES

(Plumbing, electrical, vandalism, etc.)

Contact the site manager or GSRV facilities staff at 800-845-0787.

After hours, call 1-800-845-0787 and follow the telephone prompts. Please supply the following information:

- State the type of emergency.
- Provide your name, location, and a number where you can be called back.

### SERIOUS ACCIDENT, EMERGENCY, OR FATALITY

#### **CHECK - CALL - CARE**

- **CHECK** the scene for safety. Check the victim for consciousness, breathing, signs of circulation, and bleeding.  
**CALL** 9-1-1 or the local emergency number.  
**CARE** for the conditions you find.
- In the event of a fatality or serious accident, notify the police.
- Retain a responsible adult at the scene of the accident. See that no disturbance of the victim(s) or surroundings is permitted until the police have assumed authority.
- Ensure the safety of any other children at the scene and initiate crowd control.
- Call Girl Scouts River Valleys at 1-800-845-0787 and:
  - State the emergency.
  - Provide your name and a phone number where you can be called back.
  - Remain at the phone until contacted by a council representative.
- Do not make any statements, either orally or in writing, which could be interpreted either as an assumption or rejection of responsibility for the accident.

#### **MAKE NO STATEMENTS TO THE MEDIA**

- Say, "All your questions will be answered by the official council spokesperson who will have a statement soon."
- Notification of family members is the responsibility of the designated GSRV spokesperson.
- Complete the Crisis and Safety Management Report.

## PROCEDURES FOR PROTECTING GIRL SAFETY

### Reporting and Recognizing Abuse

Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. All states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands have statutes identifying persons who are required to report suspected child abuse to an appropriate agency. Therefore, if you witness or suspect child abuse or neglect, whether inside or outside of Girl Scouting, follow your council's guidelines for reporting your concerns to the proper agency within your state.

### Reporting Child Abuse or Neglect

As a matter of River Valleys' policy, any volunteer who has reason to believe that a Girl Scout is being abused physically or sexually, or neglected, must immediately report the information to the following:

**Minnesota:** Local child protection, police department, or county sheriff's office

**Wisconsin:** The county Department of Health and Family Services, the sheriff, or police department

**Iowa:** The Iowa Department of Human Services, county attorney, or law enforcement agency

State by state reporting information: [www.childwelfare.gov](http://www.childwelfare.gov). If you have any questions or concerns, please reach out to the council office at 800-845-0787 to speak with River Valleys' Chief of Staff.

### Recognizing Maltreatment and Abuse

Prohibition of maltreatment of minors: River Valleys provides an environment for all girls that is free of child abuse, exploitation, and neglect, and safeguards the health and well-being of girls. River Valleys will not tolerate any behavior that may physically, emotionally, or sexually abuse, exploit or neglect girls, or put girls' safety at risk. Conduct prohibited by this policy includes, but is not limited to:

- Sexual advances toward girls.
- Touching girls in a sexual way.
- Any display or demonstration of sexual activity in the presence of girls, including but not limited to kissing, etc.,.
- Exhibitionism or voyeurism in the presence of girls.
- Involvement of girls in sexual activities.
- Use of sexual materials or objects in the presence of girls except as part of an approved education curriculum (to be approved by each girl's parent/guardian).
- Infliction of physical injury on a girl other than by accidental means.
- Use of physical restraint or force on a girl that exceeds the amount necessary to prevent harm to the girl or others.
- Threatening to inflict physical injury or use excessive restraint or force on a girl.
- Intentional, reckless, or negligent failure to provide adequate safety measures, care, and supervision of girls during Girl Scout activities.
- Emotional maltreatment of girls including, but not limited to, verbal abuse or verbal attacks such as comments that berate, belittle, or demean; comments that tend to stigmatize or victimize; and name-calling.

For additional information please check the following resources:

- [U.S. Department of Health & Human Services, Child Welfare Information Gateway](#)
- [How to Report Suspected Child Maltreatment](#)
- [Mandatory Reporters of Child Abuse and Neglect](#)

## Reporting Behavioral Concerns (suicide, self endangerment)

It is extremely important that you take all threats of self harm or threats of suicide very seriously. If you feel that a girl under your care is in immediate danger you should call 9-1-1. In other situations where warning signs are observed, you should share your concerns with the appropriate parent/guardian. For additional support and resources, call River Valleys at 800-845-0787.

## RIVER VALLEYS' GUIDELINES FOR CHAPERONES

### Sleeping Arrangements for Troop and Service Unit Events

Sleep time can be a time when girls and adults can feel vulnerable and uncomfortable with their surroundings due to changing into sleepwear and sleeping in areas with people they may not be familiar with. Through our association with the American Camp Association (ACA), Girl Scouts of River Valleys has become more aware of the increase in camper-to-camper abuse. Stated in an article in the ACA Fall 2008 issue of The CampLine concerning camper-to-camper abuse:

“Unfortunately, the incidents of children abusing other children—whether sexually, physically, or emotionally—continue to grow in this country. Prevention of situations when campers are alone without staff is **CRITICAL**—we cannot stress that enough. The most vulnerable time when camper-to-camper abuse can happen is when staff are engaged elsewhere. Sleeping time, overnights in tents, trips to the bathroom, and times when campers are changing clothes for the pool are clearly the times when camps need to be ever more attuned for the possibilities of camper-to-camper inappropriate activities. Provide training and policies that do not allow campers to be alone without staff supervision—ever.”

The following guidelines are to help minimize any unwanted behavior or uncomfortable feelings from happening.

### Supervision of Sleeping Areas

Only female adult registered volunteers supervise girl sleeping areas. When possible, two unrelated female adults sleep in the sleep area with the girls. If this is not possible adults should:

- Let girls know who to go to and what to do if they are not feeling comfortable.
- Work with girls to set ground rules for what is appropriate behavior.
- Remain present until girls are in their beds sleeping; i.e. be able to check on girls from time to time and always be in hearing distance.

Adults always remain in close proximity to girl sleeping areas to monitor what is happening. For hotel or hostel stays requiring separate, unconnected rooms, use the following guidelines:

- Work with the girls to set up ground rules, provide check in time, let girls know who to go to and what to do if they are not feeling comfortable, and give girls permission to seek help from an adult leader.
- All participants should know how to contact the adult volunteers whether through the room phone numbers and/or extensions or cell phone.
- Each participant should have contact information for all the participants, especially the adults (list of room and/or cell phone numbers).
- If girls need to leave their room to go to a leader's room, go as buddies.
- Have clear guidelines as to where the girls can and cannot travel within the hotel facilities.
- When using hostels or hotel rooms, the rooms should not be shared with non-Girl Scout groups.

- Hotel stays without adult presence in the sleeping rooms or connected rooms is not recommended for Girl Scout Daisies and Brownies. For Girl Scout Juniors, consideration should be made to the experience of the girls and whether they are ready and prepared to stay in a hotel room or hostel without an adult present.

### **Adult Chaperones**

- All adults chaperoning a Girl Scout overnight-must be registered members and must have completed the criminal background screening process. Non-members should not be supervising sleeping areas unless the group is sleeping in family units.
- The supervision ratio of adult to girls should follow the guidelines found on page 4, with at least two unrelated registered adult volunteers (at least one must be female) present at all times.

### **Adult Male Chaperone Guidelines**

- Adult males do not supervise sleeping areas
- Adult males should have separate sleeping quarters and bathrooms whenever possible.
  - In circumstances where only one large sleeping space is available, such as at museum and mall sleepovers, there should be a separate designated area for adult males
  - If there is only one bathroom available, assign times to use the bathroom, as well as have a sign that can be turned over to designate whether it is being used by a male or female.

### **Family or Parent-Daughter Event Guidelines**

During a family or parent-daughter overnight, where both male and female parents are participating, either:

- Have three areas: one for girls, one for female adults, and one for male adults, with at least two of the female adults registered volunteers supervising the girl sleep area; or
- Sleep in family units, with each family unit having their own separate space; or
- Have girls and female adults sleep in one area and the male adults sleep in a separate area with at least two of the female adults registered volunteers supervising the girl sleep area.

### **Bed Space Guidelines**

- Each participant has her own bed or sleeping space. Parent/guardian permission must be obtained if girls are to share a double bed, such as in the case of staying in a hotel or home-stay.
- Girls and adults do not share a bed, with the exception of mothers and daughters. The bed should be a double bed or larger.

GIRL MEMBER     ADULT MEMBER

<b>CONTACT INFORMATION</b>	Troop #: _____ or Individual <input type="checkbox"/>	Service Unit: _____		
	First Name: _____	Middle Name: _____	Last Name: _____	
	Mailing Address: _____		Apt. #: _____	PO Box: _____
	City: _____	State: _____	Zip Code: _____	Phone: (    ) _____
	Cell: (    ) _____	E-mail: _____		
	Parent/Guardian(s) Name and address <i>(If different from girl's): (Complete for girl form only)</i> 1. _____		Phone: (    ) _____ Cell: (    ) _____	
	Parent/Guardian(s) Name and address <i>(If different from girl's): (Complete for girl form only)</i> 2. _____		Phone: (    ) _____ Cell: (    ) _____	
Custodial Care Information: <input type="checkbox"/> Both Parents <input type="checkbox"/> One Parent (specify): _____ <input type="checkbox"/> Other: _____				

<b>HEALTH INFORMATION</b>	Name of Family Physician: _____		Phone: (    ) _____
	Family Medical/Hospital Insurance Carrier: _____		Policy or Group No: _____
	Family Dental Insurance Carrier: _____		Policy or Group No: _____
	Health Information: Age: _____ Date of Birth: _____ <input type="checkbox"/> Immunizations are up to date.		
	Date of last Tetanus shot: _____		
	Date of last health examination: _____ Were there any medical problems at the time? _____		
	Does participant have any physical, mental or psychological conditions requiring medication, treatment, or other special restrictions or considerations? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please state medication and reason: _____		
	Does participant take any prescribed medications or over-the-counter drugs on a regular basis? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please state medication and reason: _____		
	Is participant restricted or limited from participating in any physical activity? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain: _____		
	Please provide a record of past medical treatment, if any, including injuries or surgeries: _____		
Participant has the following health conditions/allergies/dietary restrictions (food and medications): <input type="checkbox"/> ADHD <input type="checkbox"/> Asthma <input type="checkbox"/> Diabetes <input type="checkbox"/> Headaches <input type="checkbox"/> Seizures <input type="checkbox"/> Other: _____			
<input type="checkbox"/> Allergies (specify): _____			
Emergency Contact (non-parent): _____			
Relationship: _____	Phone: (    ) _____	Cell: (    ) _____	

<b>AUTHORIZATION</b>	<b>PARENT/GUARDIAN AUTHORIZATION</b> This health form is complete and accurate. I know of no reason(s), other than the information indicated on this form, why my daughter/girl should not participate in the prescribed activities except as noted. In the event that my daughter/girl needs medical attention while participating in Girl Scout activities, I authorize the adult in charge to see that my daughter/girl receives routine healthcare, medications, reasonable first aid and to transport my child to a health care facility for emergency services as needed.  Signature of parent/guardian: _____ Date: _____
	<b>ADULT MEMBER AUTHORIZATION</b> This health history is complete and accurate. I am able to engage in all prescribed activities except as noted.  Signature of adult member: _____ Date: _____

**Parent - Please retain a copy for day camp, resident, and other overnight camp programs.  
Troop Leader - please retain for your records.**

Girl's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Event/Activity Name and Dates: \_\_\_\_\_

**OVER THE COUNTER MEDICATIONS**

Check all items that we may give your girl, if she should need medication while away from home. All medications are given based on your individual child's weight or age as listed in the instructions.

- Acetaminophen (such as Tylenol or other non-aspirin pain reliever)
- Ibuprofen (Motrin, Advil)
- Throat Lozenges
- Antihistamine (such as Benadryl)
- Calamine, Caladryl or other anti-itch lotion
- Antibiotic Ointment (such as polysporin or Neosporin)
- Hydrocortisone Cream
- Antacid (Tums)
- Antifungal Ointment or Spray (for athlete's foot)
- Sunscreen (SPF 30 max)
- Bug Spray (non-aerosol, 30% Deet max)

Comments: \_\_\_\_\_

Does the girl take any prescribed medications or over-the-counter drugs on a regular basis? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<i>Fill in the table for any prescription or over-the-counter medications the camper will be bringing to the event/activity.</i>			
<b>**All prescription must be in their original container **</b>			
Medication and Dose	Reason for Medication	Times and days to be given as needed or prescribed times*	Prescription or over-the-counter?

\* Please note, we can only administer prescription medication according to directions on the label, unless we have a signed doctor's note.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Allergy & Anaphylaxis Action Plan

In the event of an emergency, please contact Girl Scouts River Valleys within 12 hours at 800-845-0787 or [girlscouts@girlscoutsvr.org](mailto:girlscouts@girlscoutsvr.org).

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Allergy to: \_\_\_\_\_ Asthma:  Yes (high risk for severe reaction)  No

Other health problems besides anaphylaxis: \_\_\_\_\_

Concurrent medications, if any: \_\_\_\_\_

Where is the medicine kept while the girl is with the troop: \_\_\_\_\_

## FOR ANY OF THE FOLLOWING SEVERE SYMPTOMS



**LUNG:** Short of breath, wheezing, repetitive cough



**SKIN:** Many hives over body, widespread redness



**HEART:** Pale, blue, faint, weak pulse, dizzy



**GUT:** Repetitive vomiting, severe diarrhea



**THROAT:** Tight, hoarse, trouble breathing or swallowing



**MOUTH:** Significant swelling of the tongue and/or lips



**OTHER:** Feeling something bad is about to happen, anxiety, confusion.

**OR A COMBINATION** of symptoms from different body areas.

### 1. INJECT EPINEPHRINE IMMEDIATELY.

### 2. CALL 911.

- Tell them the child is having anaphylaxis and may need epinephrine when they arrive.
- Consider giving additional medications following epinephrine:
  - Antihistamine
  - Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs, and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport them to ER even if symptoms resolve. Person should remain in ER for at least 4 hours because symptoms may return.

## MEDICATION/DOSES

Epinephrine Brand: \_\_\_\_\_

Epinephrine Dose:  .15 mg IM  .3 mg IM

Antihistamine Brand: \_\_\_\_\_

Antihistamine Dose: \_\_\_\_\_

Other (ex: inhaler): \_\_\_\_\_

## MILD SYMPTOMS



**NOSE:** Itchy/runny nose, sneezing



**MOUTH:** Itchy mouth



**SKIN:** A few hives, mild itch



**GUT:** Mild nausea/discomfort

**FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.**

**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

# HOW TO USE AN EPIPEN® (EPINEPHRINE) AUTO-INJECTOR:

Remove the EpiPen® Auto-Injector from the carrier tube and follow these 2 simple steps:



Hold firmly with orange tip pointing downward. Remove blue safety cap by pulling straight up. Do not bend or twist.



Swing and push orange tip firmly into mid-outer thigh until you hear a "click." Hold on thigh for several seconds.

*Note: EpiPen® has built-in needle protection. When EpiPen® is removed, the orange needle cover automatically extends to cover the injection needle, ensuring the needle is never exposed.*

## OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

*Treat the person before calling emergency contacts. The first sign of a reaction can be mild, but symptoms can get worse quickly.*

### MAIN EMERGENCY CONTACTS – CALL 911

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

### ADDITIONAL EMERGENCY CONTACTS

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Doctor's Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian(s) and leader(s) should review this form together to ensure a clear understanding of girl's allergy and action plan in the event of emergency.

- Parent/guardians - make a copy of this form for your records.
- Troop leaders - keep this form with you during all troop activities.



## Girl Scout Internet Safety Pledge\* for All Girl Scouts

- I will not give out personal information such as my address, telephone number(s), parent’s or guardians’ work address/telephone number(s), and the name and location of my school without the permission of my parent or guardian.
- I will tell an adult right away if I come across or receive any information that makes me feel uncomfortable.
- I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.
- I will never agree to get together with someone I “meet” online without first checking with my parents or guardians. If my parents or guardian agree to a meeting, I will arrange it in a public place and bring a parent or guardian along.
- I will never send a person my picture or anything else without first checking with my parent or guardian.
- I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online, and appropriate areas for me to visit. I will not access other areas or fail to follow these rules without their permission.
- I will follow all of the Girl Scout Terms and Conditions related to Digital Cookie, as well as all Internet safety guidelines related to all other Girl Scout product sales.
- I will practice online etiquette (good manners) at all times when online by:
  - Not spamming others.
  - Not bullying or tolerating bullying (and always telling a trusted adult if I witness bullying).
  - Not using bad language.
- I will be guided by the Girl Scout Promise and Law in all that I do online.

Signed,

Girl Name \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

\*The GSUSA Online Safety Pledge is based upon the Online Safety Pledge developed by the [National Center for Missing and Exploited Children](#). (Revised August 2014)



## ANNUAL GIRL PERMISSION SLIP FOR 2017-2018

Complete this form at registration. This form will be retained by the troop leader

Girl's Name: \_\_\_\_\_ Troop #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Grade in Fall: \_\_\_\_\_ School: \_\_\_\_\_

My girl has permission to travel to, attend, and participate in troop and council sponsored activities that are less than four hours drive from meeting location, two nights or less, and not considered high-risk activities as outlined by Girl Scouts River Valleys.

**Permission for Trips:**

Yes  No\*

\* By checking "No" I am requesting to sign individual permission slips for each activity.

Initials: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to girl: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Medical Information:**

Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_  
 Clinic/Hospital Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_  
 Additional Remarks: \_\_\_\_\_

*Note: Participants with allergies must fill out an Allergy and Anaphylaxis Emergency Action Plan form found online at: [gsrv.gs/allergy-form](http://gsrv.gs/allergy-form).*

**Parent/Guardian Contact Information**

Name: \_\_\_\_\_ Relationship to girl: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Parent/Guardian Agreement:** I have read and understand this annual permission slip. I may change or revoke any aspect of this agreement at any time by submitting my request, in writing, to the troop leader.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TROOP ACTIVITY PERMISSION SLIP

*This form will be retained by the troop leader*

Troop #: \_\_\_\_\_ Activity Description: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Time and Place of Departure: \_\_\_\_\_

Time and Place of Return: \_\_\_\_\_

Adults Accompanying Girls (Names & Girl Scout Position or Relationship to Girls): \_\_\_\_\_

Cost: \_\_\_\_\_

Your Girl Scout should bring: \_\_\_\_\_

Troop Leader's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Troop Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Please fill out bottom part of this form and return to the troop leader by: \_\_\_\_\_

.....

\_\_\_\_\_ (my girl) has permission to participate in \_\_\_\_\_ (activity) on \_\_\_\_\_ (date). She is in good physical condition and has not had any serious illness or operation since her last health examination. I give permission for her picture or voice to be used in Girl Scout publicity.

**During the activity I can be reached at:**

Name: \_\_\_\_\_ Relationship to girl: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Relationship to girl: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

**Medical Information:**

Physician's Name: \_\_\_\_\_ Physician's Phone: \_\_\_\_\_

Clinic/Hospital Address: \_\_\_\_\_ City: \_\_\_\_\_ State, Zip Code: \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

*Note: Participants with allergies must fill out an Allergy and Anaphylaxis Emergency Action Plan form found online at: [gsrv.gs/allergy-form](http://gsrv.gs/allergy-form).*

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ACCIDENT/INCIDENT REPORT FORM (NON-WORK-RELATED)

## GIRL SCOUT/VOLUNTEER INFORMATION

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Troop # or Service Unit \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Parent/Guardian/Emergency Contact \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
*if different from above*

Parent/Guardian/Emergency Contact Address \_\_\_\_\_  
*if different from above*

City/State/Zip \_\_\_\_\_

Primary Insurance Carrier \_\_\_\_\_

Policy Number \_\_\_\_\_

## ACCIDENT/INCIDENT INFORMATION

*In this section, please provide information about the accident or incident.*

Event Name \_\_\_\_\_

Session # (if applicable) \_\_\_\_\_ Event Start Date \_\_\_\_\_ Event End Date \_\_\_\_\_

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_

Place Accident Occured (i.e., troop house, kitchen, program center, camp fire, etc.) \_\_\_\_\_

Accident/Incident Description (Describe the accident/incident giving as much information as possible.)

\_\_\_\_\_

Injury/Illness Description (Describe the injury/illness giving as much information as possible.)

\_\_\_\_\_

Treatment Description (Describe the treatment given and by whom.)

\_\_\_\_\_

Name of Physician/Hospital/Clinic \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Witness Names and Phone Numbers:

\_\_\_\_\_

Who was notified?  Parent/Guardians  Doctor/Hospital/Clinic  Council Staff: \_\_\_\_\_  Other: \_\_\_\_\_

Signature of adult filling this report \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Return to: GSRV Customer Care, 400 Robert Street South, Saint Paul, MN 55107 within 24 hours of the accident.**



# Crisis and Safety Management Report

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## Emergency Procedures

If a serious injury or fatality occurs, complete steps 1–6. For other situations, complete steps 3–6.

1. Give priority attention to the injured. Call 9-1-1 for emergency services. Call for doctor, ambulance, clergy, and police as needed. In case of fatality, contact a council representative who will contact the victim's family members.
2. Appoint a responsible adult or girl to stay with injured persons.
3. Immediately contact council staff at:  
651-229-5702 or  
800-845-0787 (toll free)

This is an operator assisted service. The operator will gather information regarding the emergency. The appropriate council staff member will be notified via the operator and respond to the emergency.

4. Make no statements to the media. Refer all questions to the council communications department. Say, "*All your questions will be answered by the official council spokesperson who will have a statement soon.*" Do not place blame or accept responsibility.
5. Stay in contact with the council and give updates on the situations.
6. Complete the Crisis and Safety Management Report form. Find it with our Health & Safety forms and return it to:

St. Paul Service Center  
400 Robert Street South  
St. Paul, MN 55107  
girlscouts@girlscoutsrv.org

## Definition of a Crisis

A crisis is any circumstance or incident that may:

- threaten the safety and health of girl and/or adult members of Girl Scouts River Valleys
- adversely impact River Valleys' finances or property
- result in negative media coverage
- cause opposition from the community

Should any type of crisis situation occur, it is essential that volunteers follow the above emergency procedures. A Crisis and Safety Management form should be completed for any crisis situation.



## Crisis and Safety Management Report

*This confidential report is used to record all personal observations or telephone conversations regarding a crisis. A crisis is a circumstance or incident that may:*

- *threaten the safety and health of girl and/or adult members of the organization*
- *adversely impact the organization's finances or property*
- *result in negative media coverage*
- *cause opposition from the community*

Immediately after contacting a council representative, complete this form and return it to the address listed on the next page. Circulation of this information should be limited, and copies should be distributed in sealed, personal and confidential envelopes.

Date: \_\_\_\_\_ Your Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date and time of emergency/incident: \_\_\_\_\_

Nature of emergency/incident (*natural disaster, illness, media item, etc.*):

What happened (*be specific*):

When and where it happened (*date/time/exact location*):

Names, ages, addresses of people involved—indicate if Girl Scout members or non-members (*include troop number, program grade level and troop leader*):

Parent/guardian name, address, phone number (*include any significant reactions if parents/guardians were notified*):

# Crisis and Safety Management Report

Names of other individuals/agencies notified (*police, fire, medical aid, etc.*):

If automobile or bus involved, give details on owner, operators, etc.

Witnesses—those who were present or observed occurrences (*names/addresses/phone*):

Name of council representative notified:

Date notified:

Submitted by (*please print*):

Signature

**Please return this form to:**

St. Paul Service Center  
400 Robert Street South  
St. Paul, MN 55107  
girlscouts@girlscoutsrv.org