



GSCOC Responsible Adult Program Safety Briefing

Guidelines for the Troop/Group Leader

These guidelines are provided to assist you as the troop/group leader in preparing the responsible adults to support your troop activities. The more prepared they are, the better they will be able to support you and your troop/group. This briefing has been designed so that you will have some assurance that the responsible adults assisting you understand the requirements of the Girl Scout Council of Orange County *Policies and Standards* with regard to their participation. (page 3 Troops/Groups Formation and page 7 – Traveling Troops and Groups.)

If you are unclear about any of the information on this check list, there are many people in your Girl Scout support group who would be happy to help you. Begin with your level consultant, your service unit manager and/or your orientation specialist. There is also help for you at the council service center and through your MDD or Volunteer Services.

Step 1 As the troop leader, have the volunteering adult:

- fill out membership registration, (yearly)
- pay the registration fee, (yearly)

Turn this into your Service Unit Registrar with your other troop registrations or as needed.

- complete and sign the Volunteer Application
- sign the “Under Penalty of Perjury Statement.”
- sign the “Policy concerning Registered Sex Offenders” (5 years or on request)

When all these forms are complete, turn all this paperwork into the council office at GSCOC, PO Box 3739, Costa Mesa, CA 92628-3739 Attention Volunteer Services, where they will be kept on file, or give to your MDD.

Step 2 **(Skip step two until this part of the program is implemented by the council – you will have plenty of notice before this is required.)*

Have the volunteering adult complete the background check process.
(Every five years or on request)

Step 3 Fill out the “Event Specifics” and make certain that the information is clear and understood.
(New with each activity)

Step 4 Review the following information with the volunteer in order to complete the “Responsible Adult Safety Briefing.” (New with each activity)

- Have the volunteering adult read *Safety-Wise* Chapter 4 and answer any questions that the volunteering adult might have.
- Review the *Safety-Wise* check points and guidelines related to the **specific** activity with the volunteering adult and make certain the information is clear and understood.
- Review GSCOC *Policies and Standards* related to **specific** activities with the volunteering adult and make certain that the information is clear and understood.
- Review *Safety-Wise* page 38 on First Aid kits and make certain the information is clear and understood.

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- Review the permission slip. Point out what to look for, including special instructions for adults who can pick up and drop off the girls, special needs and how to accommodate them, notes prohibiting photographs, video taping and/or voice recordings of any of the girls.
- Review the troop and council emergency procedures, how and when to use them. Give the volunteering adult a copy of the accident report form and emergency contact phone numbers for your troop.
- Review the girl *health history forms*, including how to recognize specific health issues such as allergies and medications, and how to administer medications.
- Explain the importance of the “buddy” and “truddy” system of partnering two or three girls for protection at all times.
- Explain the importance of volunteering adults acting as a role model. Explain that behavior that will not be tolerated includes the drinking or possession of alcoholic beverages, smoking in the presence of the girls, abuse of drugs, (legal or illegal) inappropriate language and any form of abuse (verbal, physical, mental or sexual) towards children or adults.
- Explain the proper dress for the activity and the importance of modeling the proper dress for the girls.

Step 5 Have the volunteer initial the Safety Checklist, sign and date it. You will file a signed copy with your other important Girl Scout paper work and keep it on file for the membership year plus one additional year. Give a copy to the “responsible adult” for reference during the activity.

Congratulations!

You now have an adult volunteer you can count on to put the safety of the girls in your troop first!



Dear Girl Scout Volunteer,

Thank you for your participation with the Girl Scout program. Without adults like you, our program could not have been successful for the past 90 plus years.

You have been chosen to participate with the troop/group because I respect and trust you to be a positive role model for the girls.

The Girl Scout Council of Orange County is committed to the safety, health and well being of each and every girl and adult member. This Safety Program has been designed to help you understand the Girl Scout Program, the health and safety policies and procedures and to enhance your experience as you participate with the girls.

As your troop/group leader, I have been trained in the Girl Scout program through, new leader orientation, and leadership training for the troop level. I may have had First Aid training, training for overnight activities, tent camping and any of the other bonus courses designed to enhance the quality of the Girl Scout program for our troop/group.

As I walk you through the "Responsible Adult Safety Program", please take your responsibility to heart, and use the information to enhance your participation.

While this information is a serious matter, remember that the purpose of all Girl Scouting activities is for you and the girls to HAVE FUN!

Thank you, and enjoy your participation.

Your Girl Scout Leader



GSCOC RESPONSIBLE ADULT PROGRAM SAFETY BRIEFING

- A “Responsible Adult” is required under two (2) specific circumstances;
 - (1) When an adult is acting as a leader/co-leader or advisor/co-advisor for a specific Girl Scout activity that is away from regular troop activities, where one of the leaders/co-leaders or advisors/co-advisors is not in attendance. The “Responsible Adult” is acting in the place of one of the trained leadership team with supervisory or disciplinary authority over girls.
 - (2) When an adult is participating as a driver/chaperone for an overnight Girl Scout activity.
- A **responsible adult** is defined as a registered troop adult who has completed the application process and received a “GSCOC Program Safety Briefing” from the troop/group leader.
- A troop Camping Person is considered a “Responsible Adult” and has requirements beyond the “Responsible Adult Briefing.” The “Camping Person” will be required to register for membership, pay the registration fee, complete and sign the Volunteer Application including the “under Penalty of Perjury Statement.”, RSO document (and complete the background check when implemented). They have been required to complete orientation and training and are not required to complete the safety check list with the leader.
- Following the program briefing and prior to accepting responsibility for supervising the girls, the **responsible adult must complete** the safety briefing process. Sign and return this form to the troop leader who keeps it on file until the end of the following membership year.
- The membership registration, registration fee, a completed volunteer application, Registered Sex Offender document and background check (when implemented) must be submitted and remains on file at the Girl Scout Council Center prior to participation.

SAFETY CHECKLIST

A. Name of program/event _____

B. Location _____

C. Type of activities _____

D. Check off each statement when reviewed, understood and completed:

1. _____ I have read and understand the *Safety-Wise* guidelines and checkpoints that apply to the program/activity at which I will be responsible for the supervision of the girls in the troop/group.

a) The activity standards, guidelines and checkpoints I read in *Safety-Wise* were on pages:

Over



GSCOC Responsible Adult Program Safety Briefing Event Specifics

Event or Program _____

Dates: _____

Pickup Location: _____

Pickup time: _____ **Arrival time at destination:** _____

Return Location: _____ **Return time:** _____

Where: Destination/s _____

Address _____

Phone # _____

Maps: Attached

Driving directions: _____

Stops and Meeting Places: _____

What: Activities will include: _____

Who: Leader/s Phone #: Cell #:

Who: Responsible Adult/s: Phone # Cell #

First Aider/s: Phone # Cell #

Emergency Contact: Phone # Cell #

Attach a roster of Girls, all permission slips and health history forms, and the emergency information, maps and any other information needed for your activity. (Add any extra pages as needed.)