

GIRL SCOUTS *of Cranford*

Participating In Activities and Events with Girl Scouts, Including Activities Considered “High Risk”

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Girl Scouts Safety Activity Checkpoints

1. All adults who participate in an event/activity with Girl Scouts – i.e., the troop event organizer, parents, guardians, and other volunteers – are responsible to understand and ensure that they and the girls participating in the activity adhere to the Girl Scouts “Safety Activity Checkpoints” for the particular activity (see https://www.gshnj.org/content/dam/girlscouts-gshnj/documents/volunteer/Safety%20Activity%20Checkpoints%202017_FINAL.pdf).
2. Certain types of activities are not permitted under GSA guidelines. See page 8 of the Safety Activity Checkpoints for the current and complete list of activities that are not allowed (including but not limited to hot air ballooning, bungee jumping, knife throwing, jet skiing, outdoor trampolining, parasailing, etc.).

Participating in an Event/Activity with Girl Scouts, Including Activities that Involve Risk of Injury

1. **Anytime** the troop meets (or participates in an activity) at a location other than its usual meeting place, a **permission slip** should be used (see <https://www.gshnj.org/content/dam/girlscouts-gshnj/documents/troop/Permission%20Slip%2011.2.15%20Update.pdf> for complete details).
2. In order for the Girl Scouts of Cranford to participate in an activity that involves potential risk of injury to the participant – for example, canoeing, climbing, ice skating, roller skating, swimming, woodworking, etc. (and including all events for permissible activities as per the Girl Scouts “Safety Activity Checkpoints”) – the vetting and approval of the activity and participant roster by Council (via the “troop trip application”) is **required** prior to the activity occurring.
3. **Troop leaders** (for these types of “high risk” activities that are planned by the troop) or the **SU Manager** (for these types of activities that are organized by the SU leadership/event host on behalf of the SU) must complete and submit for approval the “Troop Trip Application” (see https://www.gshnj.org/content/dam/girlscouts-gshnj/documents/troop/Troop%20Trip%20Application%202016_fillable.pdf).
 - a. The application has two parts – (1) the “troop/group trip application” (with critical information regarding the destination, at home emergency contact, and trip first aider), and (2) the “troop trip roster”.
 - b. For individual troops that are planning to participate in these types of activities, the **Troop Leader** must submit the completed trip application & trip roster of all event participants and guests – that is, all Girl Scouts members (girls and adults) and non-member “guests” – to the SU Manager (for review and approval by GSHNJ Council) 30 days in advance of the planned activity.
 - c. The **SU Manager** must also submit a completed trip application for each SU event along with a “master event roster” of all event participants and guests – that is, all Girl Scouts members (girls and adults) and non-member “event guests” (whether or not the member or guest is participating in or simply “observing” the event) – to GSHNJ Council 30 days prior to the event before Council will give its authorization and approval for the event to occur.
4. Vetting of the complete trip roster/master event roster is required for **insurance coverage**.

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Liability Insurance for “High Risk” Events

1. All Girl Scouts **members** (girls and adults, whether participating in or observing the activity) present at all approved troop and/or SU events are covered by GSHNJ Council’s insurance
2. GSHNJ Council insurance does **not** cover non-members (i.e., non-registered parents, tagalongs [i.e., brothers, sisters, friends], and other persons are **not** covered by Girl Scout insurance)
3. **Troop leaders** have the option of purchasing supplemental activity insurance through Council for any non-members who participate in a Girl Scout activity organized by the troop
 - a. Troops can visit the Mutual of Omaha website (at https://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html) for more detailed information
 - b. This insurance is optional and can be purchased by contacting the Girl Scouts of Cranford’s Service Unit Support Specialist (SUSS) at GSHNJ Council; email the SU Manager at SU48@CranfordGirlScouts.com for the SUSS contact information
4. The **SU Manager** will purchase supplemental insurance for all **non-members** present at all SU events (i.e., non-registered parents, tagalongs, [brothers, sisters, friends], and other persons, whether participating in or observing the SU event)
5. Consequently, SU events for these types of activities are **all private events** (i.e., closed to the general public) and
 - a. all Girl Scouts members (girls/adults/troops), as well as all “event guests” for “friends & family” events (event participants as well as all non-participating event observers), are required to register in advance and by the due date in order to attend these events
 - b. "Late registrations" and "walk-ins" are NOT PERMITTED for any of these events

Registering & Paying for SU Events

1. Find SU event information on the Girl Scouts of Cranford website, under “Events/SU Events/SU Events for all Ages” (see <http://cranfordgirlscouts.com/2allages.aspx>).
2. Review the applicable event flyer to understand the registration process and due date for the specific SU event (e.g., how to reach the event organizer with questions and how to make the payment).
3. By no later than the event registration due date, send the event organizer the following items:
 - a. Event Registration Form
 - b. Full Payment for all participants. Payment should be made via a troop check. Payment may in certain circumstances be made via (i.) a cashier’s check, (ii.) cash, or (iii.) a personal check, as follows:
 - (i.) A troop may be required to register for SU events with a cashier's check, for example if a troop
 1. does not yet have an established bank account, or
 2. does not yet have printed checks (i.e., “starter checks” will not be accepted for payment), or
 3. had a check returned for insufficient funds for a recent SU event
 - a. if a troop or individual has had a check returned for insufficient funds for an SU event, the troop or individual is required to reimburse the SU for the amount of the original check as well as for any overdraft fees charged to the SU

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- (ii.) A cash payment will only be accepted “in person” (i.e., do not send cash payments through the mail or leave a cash payment in the event organizer’s mailbox)
- (iii.) A personal check will only be accepted for “friends & family” events if the majority of the troop is not participating in the event (else a troop check should be submitted for payment); however, if the registrant previously had a check returned for insufficient funds, payment will be required via a cashier’s check or cash (as noted above)
- c. Complete Participant Roster (i.e., the roster of all event participants – i.e., “Girl Scout Members” (girls and adults) as well as non-member “Guests”). Please note –
 - (i.) If the participant roster is not submitted in the correct format (as noted below), the troop/event registrant will not be permitted to participate in the applicable event

Troop Roster Required Information

- The following information is **required** for **ALL** event participants (i.e., for all girls and adults, registered GS members and guests/unregistered event participants alike):
 - o Troop Information –
 - Troop #
 - Leader Name
 - Leader Email
 - Leader Phone #
 - o Participant Information –
 - Name
 - Address
 - Home Phone
 - Cell Phone
 - Alternate Emergency Contact
 - Girl/Adult/Guest (i.e., guests are any participating child or adult who is unregistered with GS).

Acceptable Troop Roster Formats

- The SU will accept either of the following two roster formats:
 - o The “Troop Roster Template_GirlScoutsofCranford.xlsx” (under “Service Unit Forms” at <http://www.cranfordgirlscouts.com/3forms.aspx>), or
 - o The “Troop Trip Roster” format (via GSHNJ’s “Troop Trip Application” at https://www.gshnj.org/.../Troop%20Trip%20Application%202016_f...).
- Any event roster submitted in a different format will be RETURNED to the troop leader/event registrant for revision/correction