

Volunteer Essentials' Policy/Procedure Questions September 2018

1. Which adults need to be registered and cleared?
 - a. Adult volunteers (this includes adults who attend troop meetings, cookie booths or trips) must be at least 18 years old, registered as an adult, and must be cleared according to GSEP policies (read more about Criminal Background Clearances online here: <http://www.gsep.org/en/for-volunteers/ways-tovolunteer.html>).
 - b. Adults needed to meet troop ratios (found on the ratios chart on p.78 in MY19 VE) must be registered and cleared.

2. What is the chain of command for questions/concerns/grievances/conflicts/praise?
 - a. Parents → Leader → SUM → VSS/staff
 - b. The conflict management and grievance policy can be found on pp.60-63 in MY2019 VE.

3. What are the ratios for troops and meetings?
 - a. Recommended troop sizes are: D=12, B=15-20, J=15-25, etc.
 - b. The ratio chart can be found on p.78 MY19 VE.

4. What needs to be done for troop trips or travel?
 - a. **Parent Permission for Troop Activities** –Troop leaders must obtain the written permission of the parent or guardian of each girl planning to participate in any activity outside the regular troop meeting time and/or place. Girls without written permission may not be transported from the departure location and may not participate in the activity. The Troop Leader fills out the trip details and collects signed copies from each parent/guardian.
 - b. **Trip Applications** - For every activity that falls outside of a troop's meeting time and/or place, the Troop Leader must fill out the GSEP Day Trip Application. For any trip that is 1-2 nights, or three nights over a holiday weekend, or during the summer months of June –August, the Troop Leader must fill out the GSEP Overnight Trip Application. For trips lasting 3 nights or longer, the Troop Leader must fill out the GSEP Extended Trip Application Proposal and Final Submission. Read more about troop travel in the Travel Appendix of Volunteer Essentials.
 - c. **Certificates of Insurance** - COIs are required for any trip that includes a high-risk activity – which includes hotels if they have a pool. If you have any questions regarding whether a COI is required, or to submit a vendor COI for trips including high risk activities email memberservices@gsep.org. GSEP provides Certificates of Insurance (COI) for troop meeting places and for additional facilities hosting Girl Scout activities. Any existing COIs are automatically renewed by the GSEP insurance company to all facilities hosting troop meetings in the beginning of July. To view the list of facilities for whom GSEP has a current COI, click here: <http://www.gsep.org/content/dam/girlscouts-gsep/documents/CertificateOfInsuranceList7.25.pdf>. If you are planning a trip to a location/facility that is not on this list, you will need to request a copy of their COI and submit it to memberservices@gsep.org.
 - d. **Supplemental Insurance** - It is recommended to purchase supplemental insurance for trips that include non-Girl Scouts. If supplemental insurance is not purchased, trip

participants who are not registered members of Girl Scouts are not covered by Girl Scout Activity Insurance. Several different plans are available depending on your type of trip and desired coverage. Send form and payment to Human Resources at 330 Manor Road, Miquon, PA 19444 at least two weeks prior to your trip. The different plans are explained here: <http://www.gsep.org/content/dam/girlscouts-gsep/documents/GSEP%20Insurance%20Summary%20MY19.pdf>

- e. **Council Approval Needed** - A troop submits a trip approval form to the Council rather than to the Service Unit for an Extended Trip - for trips lasting 3 nights or longer. Extended trips require both a Proposal and a Final Submission to be submitted to the Council office. One form now serves both purposes – check off “Proposal” at the top of the form for your first submission, and check off “Final Submission” for your final paperwork. Troop Leader submits the form to travel@gsep.org
5. What are the guidelines for troop money earning??
- a. To participate in any non-Council fundraisers, a troop/group must first participate in GSEP's product sales program - the Cookie Program.
 - b. In addition to participating in product sales programs prior to any other money-earning activities, the troop/group must adhere to the following guidelines:
 - 1. All participation is voluntary.
 - 2. Written permission is required for each girl.
 - 3. An understanding of (and ability to explain clearly to others) why the money is needed.
 - 4. All rewards earned must support the Girl Scout program experiences.
 - 5. External fundraisers cannot compete with GSEP-sponsored product program sales. Sales must not involve the sale of any products that compete with our previously offered NAR products. For example, troops cannot engage in the sale of chocolate, nuts, or magazine products from October to December 2018.
 - 6. Group money earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience (GSLE).
 - 7. A fundraising activity cannot directly support or solicit money on behalf of another organization - this means troops cannot partner with another business for a portion of the profits. An example of what is not an acceptable money earning activity is a night at a restaurant where the troop can receive 10% of the profit for the night by promoting the event to the community.
 - 8. A troop may not earn money by means of crowdfunding. Crowdfunding is the process of obtaining needed funds by soliciting contributions from a large group of people, usually online via crowdfunding websites.
 - 9. All Girl Scout fundraising must be girl-led, managed, and consistent with the principles of the GSLE.