

Troop Management Guide



Membership Year 2027

Expires September 1, 2027

Our Council

Our Council footprint is made up of nine counties: Berks, Bucks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, Philadelphia. We operate 3 service centers with shops and 6 camp properties. Our Council has full time staff, seasonal staff, and thousands of volunteers all working together to support girls, families, and volunteers.

Shelly Ridge Service Center (Headquarters) 330 Manor Road Miquon, PA 19444	Valley Forge Service Center 100 Juliette Low Way, P.O. Box 814 Valley Forge, PA 19482	Jane Seltzer Service Center 2020 Rhawn Street Philadelphia, PA 19152
Shop Hours: Current hours can be found online at gsep.org/shops . Shop hours are subject to change based on organizational needs. Each shop closes for lunch from 1-2 p.m. on open days.		

Service Centers

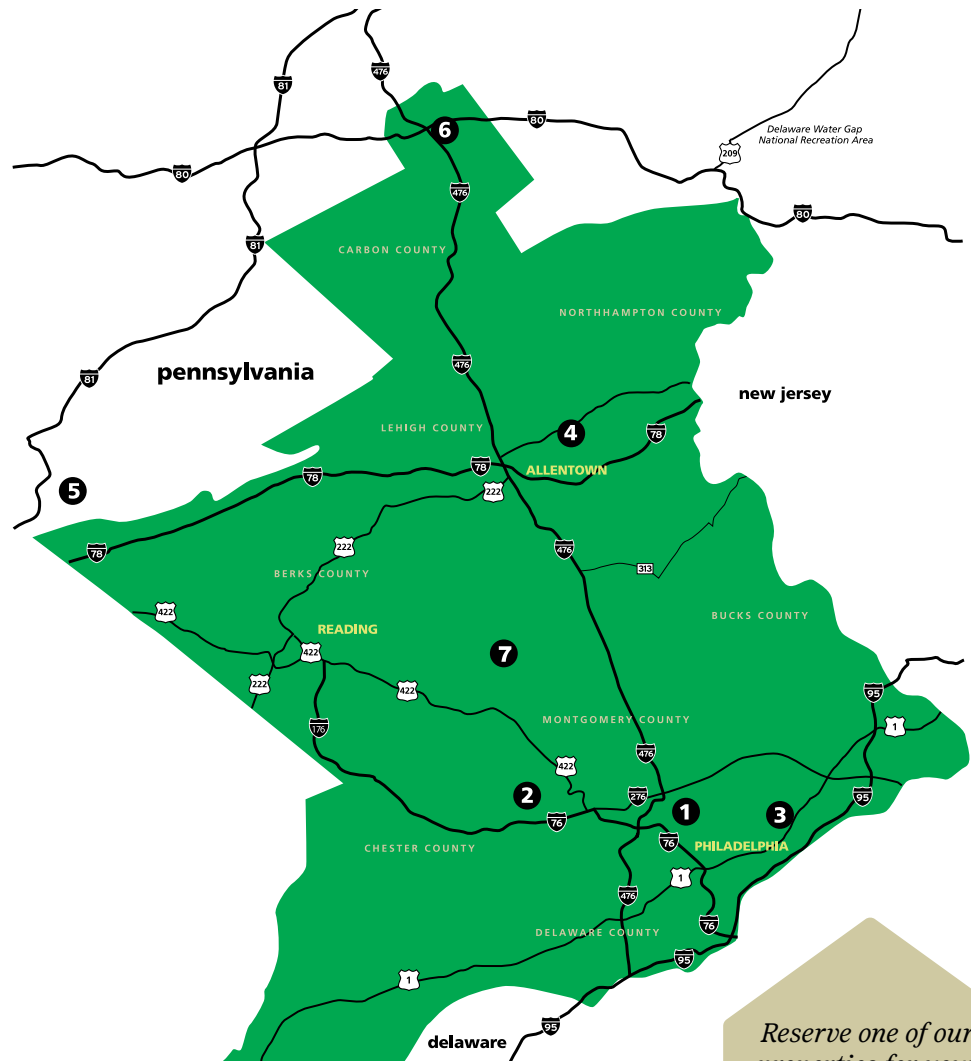
- 1. Shelly Ridge**
Miquon, PA 19444
- 2. Valley Forge**
Valley Forge, PA 19460
- 3. Jane Seltzer**
Philadelphia, PA 19152

Day Camps

- 1. Camp Shelly Ridge**
Miquon, PA 19444
- 2. Camp Valley Forge**
Valley Forge, PA 19460
- 4. Camp Mountain House**
Allentown, PA 18103

Overnight Camps

- 1. Camp Shelly Ridge**
Miquon, PA 19444
- 5. Camp Wood Haven**
Pine Grove, PA 17963
- 6. Camp Mosey Wood**
White Haven, PA 18661
- 7. Camp Laughing Waters**
Gilbertsville, PA 19525



Reserve one of our
properties for your
troop outings!



Have questions or need assistance?

Contact: Member Services: memberservices@gsep.org or (215) 564-2030

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Welcome

Chapter Overview

- Council Overview
- Foundational Girl Scout Activities
- Girl Scout Leadership Experience

Thank you for your commitment as a Girl Scouts of Eastern Pennsylvania volunteer. You will make a positive and lasting difference in the lives of your Girl Scouts – one meeting, one event, one trip, one day at a time. We're so glad you're here! This guide is intended for Troop Volunteers to use as a reference for all things troop related.



Your Support Team

Girl Scouts of Eastern Pennsylvania (GSEP) is comprised of volunteers and professional staff. "Council" is all of us who support and deliver the Girl Scout Mission in our 9-county footprint. All interested youth in grades K-12 who identify with Girl Scouting are welcome to join!

The GSEP Council is divided into geographic areas called Service Units. They have been established based on identifiers such as zip codes and school districts. Your Service Unit consists of people from your neighborhood and surrounding schools. It's led by volunteers, a Service Unit Team, who support troops in the area and organize Service Unit meetings and events that support local troops. A Service Unit Manager is appointed for each Service Unit to lead the Service Unit, working closely with GSEP staff to provide a quality Girl Scout experience in their area.

COUNCIL CODE: 253

Service Unit Name:

Service Unit Number:

Social Media Page:

LOCAL SERVICE UNIT MEETINGS

Day and Time:

Location:

Girl Scout Promise

On my honor, I will try:

To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be

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



Girl Scout Program Overview

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. How do we do it? The answer is as simple as 1-2-3!

1

Know the five Outcomes you want to achieve through Girl Scouts.



Strong Sense of Self

Girls have confidence in themselves and their abilities, and form positive identities.



Healthy Relationships

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



Positive Values

Girls act ethically, honestly, and responsibly, and show concern for others.



Challenge Seeking

Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



Community Problem Solving

Girls contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create action plans to solve them.

2

Incorporate these Program Processes into your activities.



Learning By Doing

Girls learn through hands-on activities, talking about what they did, and reflecting on how they would do it differently next time.



Girl-Led

Girls shape their experience by asking questions, offering ideas, and using their imaginations.



Cooperative Learning

Girls work together to brainstorm ideas and problem-solve their way toward a common goal.

3

Offer activities from the four Program Pillars.



Science, Technology, Engineering, Math (STEM)

STEM activities help girls develop problem-solving skills and gain confidence.



Outdoor

Develop outdoor skills over time. Get to know the outdoors and work towards being more adventurous.



Life Skills

Develop key life skills girls can use forever, such as financial literacy, first-aid, and more.



Entrepreneurship

Participating in the Girl Scout Cookie and Fall Product Programs builds key entrepreneurial skills girls will use for a lifetime!

Foundational Girl Scout Activities



Badges & Awards

Badges and awards are earned by completing the requirements outlined in the Girl Scout curriculum. These are placed on the FRONT of the uniform.

Patches are given to girls for attending events or activities, completing the requirements of patch programs, or to signify something that isn't an event or activity (i.e., "My mom is a GS leader"). These are placed on the BACK of the uniform.

Highest Awards give Girl Scouts the chance to design and lead a Take Action Project, while supporting issues they care about. They change their corner of the world—and maybe even beyond. The possibilities are endless!

- **Girl Scout Bronze Award®:** Girl Scout Juniors work together to make a change in their community.
- **Girl Scout Silver Award®:** Middle School Girl Scout Cadettes work in small teams or independently to identify and address a community need.
- **Girl Scout Gold Award®:** High School Girl Scout Seniors and Ambassadors find their passion and lead a change in their world.



Outdoor & Camping

- Engaging with and learning about the outdoors is a core part of the Girl Scout Leadership Experience. Outdoor activities and skill building increases girls' confidence, strengthens well-being and provides opportunities to take risks. Check out www.gsep.org/outdoorskillschallenge.html for activities to try with your troop!
- Outdoor opportunities are endless and can grow in complexity and challenge as girls age. Take your troop on a walk or hike, star gaze, play an outdoor game, learn about ecology, bird watch, rock climb, and more.
- Eventually, your troop will be ready for overnight camping, a space to develop independence, improving life skills, and strengthen friendships.



Product Programs

- **Fall Product and Cookie Program** participation earns troop funds that help support adventures and projects.
- Girl Scouts build confidence as they develop five key entrepreneurial skills – Goal Setting, Money Management, Decision Making, People Skills, and Business Ethics.



Community Service & Take Action

- Girl Scouts are stewards of their communities. By participating in local community service, Girl Scouts learn how to identify the needs and issues that surround them. They learn to speak up, advocate for others, and raise up issues that are important to the well-being of others in their communities, which builds their problem-solving skills.
- Girl Scout Take Action Plans break down the steps involved in problem-solving into 3 distinct pieces – Discover (identify and investigate issues), Connect (reach out to community members involved with overseeing the identified issues), and Take Action (plan how and when your community project will take place).



Troop Trips & Girl Scout Events

- Taking girls on adventures outside of regular meetings expand girls' worlds and has endless teaching opportunities. Having fun while trying or learning something new is a Girl Scout specialty!
- Girl Scout events hosted by Service Units or the Council are designed to bring Girl Scouts together to participate in activities aligned to the Girl Scout Leadership Experience. Think canoeing on the Brandywine, learning about mechanical engineering, and traveling to Broadway to see Wicked!



Traditions

- From the Girl Scout Sign and Handshake to a Bridging Ceremony to celebrating Juliette Gordon Low's birthday, Girl Scouts is steeped in well-loved traditions.
- Traditions connect Girl Scouts around the globe and remind current Girl Scouts of the trailblazers who came before them.

Girl Scout Year at a Glance

Below are key dates and Girl Scout traditions to note as you plan your Girl Scout year.

Fall

- Kick off your troop year with a family meeting and girl "get to you know you" event.
- **Fall Product Program** is a great way to earn startup funds for your troop and build valuable skills.
- **October 31:** Celebrate the birthday of Juliette Gordon Low.
- Set up and organize your troop committee with family volunteers.
- **Solidify your year plan:** badges, trips and a plan for the Cookie Program!



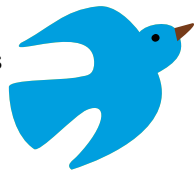
Winter

- **Participate in the Girl Scout Cookie Program.** It's a great way to earn money and develop financial skills.
- **Register for Summer Camp.** For more info, visit gsep.org/camp in January.
- **February 22:** Participate in World Thinking Day. Honor our international Girl Scout and Girl Guide sisters by learning about our global community. Visit girlscouts.org/worldthinkingday.



Spring

- **Girl Scout Week:** A week-long celebration of Girl Scouting including recognizing the anniversary of the founding of Girl Scouts on March 12th.
- **Court of Awards and Bridging:** Celebrate the Girl Scouts accomplishments and transition to the next level of Girl Scouting.
- **Take a Troop Trip:** Spring is a great time to use your Cookie Program proceeds to take your troop on an adventure.
- **Spend time outdoors:** Outdoor activities are a core part of the Girl Scout experience.
- **Membership Renewal:** Late spring is a great time to register for the coming year. There are often incentives associated with early registration. Membership renewal opens April 1.



Summer

- **Get ready for next year!** Make sure your Girl Scouts and volunteers are renewed and get them involved in planning for next year's fun!
- **June 30:** Troop Financial Report due.
- **Enjoy the summer.** Get your troop together to connect through programs like Girl Scouts Love the Outdoors.
- **Send a Girl Scout to Camp!** Girl Scouts can attend summer camp as a troop, on their own, or with a friend.



See examples of how to integrate all of these activities and more in the GSUSA year long plans for every year in every program level.



Training and Resources

Chapter Overview

- Volunteer trainings
- GSEP Shops and the Girl Scout uniform
- Communicate with families with Rallyhood

Training is critical to a successful volunteer experience! Trainings are offered through live webinars, in person trainings, and on-demand virtual options through gsLearn. Training is progressive. Start with the basics and, as you want to do more with your troop, we'll help you along the way!

Getting Started				
Name of Training	Description	Requirements	Where to Find Training	Duration
253 Volunteering with GSEP	An orientation to Girl Scouts and GSEP.	All New Volunteers <i>Required</i>	gsLearn on demand	30 minutes
GSUSA Child Abuse and Neglect Prevention Course	Prepares volunteers to recognize, respond to, and report concerns of child abuse and neglect and follow GSEP policies.	All New Volunteers <i>Required</i>	gsLearn on demand	1 hour
253 Troop Leadership	The basics of starting and leading a fun and empowering troop! Learn about program content, Girl Scout approaches, how to engage families, safety, and basic GSEP policies.	All New Troop Leaders <i>Required</i>	gsLearn on demand Regularly scheduled live webinars	1.5 hours

Fall Product and Cookie Programs				
Name of Training	Description	Requirements	Where to Find Training	Duration
253 Troop Finance Training	Learn about GSEP's financial policies, forms, and best practices.	Troop Treasurers and Troop Leaders who are signers on the bank account <i>Required</i>	gsLearn on demand	1 hour
253 Troop Cookie Manager Training	Everything the Troop Cookie Manager needs to know to run a successful season for the troop.	Troop Cookie Managers <i>Required</i> Troop Leaders <i>Recommended</i>	gsLearn Regularly scheduled live webinars	1 hour

* Some trainings are required one time and others annually.

Volunteer Trainings

Go on a Day Field Trip!				
Name of Training	Description	Requirements	Where to Find Training	Duration
First Aid/CPR Training	Learn rescue breathing, CPR and emergency care skills for infants, children, and adults. * Liscenced medical providers in some fields can qualify as the Troop First Aider and training is not required.	Troop First Aiders <i>Required</i> <i>Renewal every 2 years</i>	Blended online and In-person through GSEP Available through other providers	varies
253 Troop Trip Training	Information to plan a safe and fun trip with your troop.	Troop/ Trip Leaders <i>Recommended</i>	gsLearn on demand	1 hour

Take your Troop on an Overnight Trip!				
Name of Training	Description	Requirements	Where to Find Training	Duration
Overnight Trip Training	Learn skills and policies to take girls on an overnight trip. Information provided about effective programming, appropriate packing, and safety guidelines.	Troop/ Trip Leaders <i>Required for any overnight</i>	Regularly scheduled live webinars gsLearn on demand	75 minutes
Basic Outdoor Skills Training	Required to take girls on an outdoor overnight trip, stay at a GSEP property, and do camping activities such as fire-building, outdoor cooking, and tent camping.	Outdoor Trip Leaders <i>Required for outdoor overnight</i>	In-person (tracked in gsLearn)	4 hours

Grow with your Girls!				
Name of Training	Description	Requirements	Where to Find Training	Duration
GSUSA What Girl Scouts Do	In this course, you will learn about What Girl Scouts Do at each grade level. This will help you plan your troop's year.	Troop Leaders <i>Recommended</i>	gsLearn	about 10 minutes
GSUSA Behavior Management for Girl Scouts	Learn proactive, inclusive strategies that build cooperation and confidence—along with practical tips for navigating challenging behaviors in safe, supportive ways.	Troop Leaders <i>Recommended</i>	gsLearn	about 30 minutes
GSUSA Delivering Inclusive Program	Practice using inclusive and equitable language to support the identities of all Girl Scouts and foster a cohesive troop environment.	Troop Volunteers <i>Recommended</i>	gsLearn	about 20 minutes

Rallyhood

Rallyhood is a platform designed to help Girl Scout Troop Leaders stay organized, communicate effectively, and manage troop activities in a secure and ad-free space.

Create Your Account:

- Visit Rallyhood's website and sign up with your email.
- Follow the instructions to set up your profile.

Create a Troop Rally Under Your Service Unit (SU):

- Reach out to your SU team to request a Troop Rally.
- Set privacy preferences.
- Invite troop members, caregivers, and co-leaders to join your new rally space!
- If your SU team is unable to support, email memberservices@gsep.org.

Invite Members:

- Navigate to your Troop Rally page.
- Click 'Invite' and enter the email addresses of troop members and caregivers.
- Send invitations so everyone can stay updated and involved!



Pro tip: Set up and use your Troop Rally as a dedicated space to communicate with families and caregivers!

Explore the Features of Rallyhood

- **Event Planning & RSVP Tracking**
Easily schedule meetings, set up reminders, and track attendance.
- **Document & Photo Sharing**
Store and share important troop documents and photos in one secure place.
- **Discussions & Announcements**
Communicate efficiently with troop members and caregivers.
- **Task Assignments**
Delegate responsibilities and track completion.
- **Polls & Surveys**
Gather feedback and make group decisions quickly.
- **Private & Secure**
Rallyhood is a safe and private space for troop management. No advertisements, either!
- **Create and Maintain a Shared Calendar**
Ensure caregivers know all troop events, meetings and other important deadlines.
- **Log Your Troop Management Time**
Keep track of the time you dedicate to troop planning and activities.
- **Customize Notifications**
Adjust your settings to receive updates via email, text, or app notifications based on your preferences.

Scan the QR code to get started using Rallyhood.



GSEP Shops

GSEP shops are open for all Girl Scouts and their families, not just Troop Leaders. Get started with your new uniform, handbooks, and cool Girl Scout swag. When you shop at a GSEP shop, you are directly supporting your local council. When you purchase items for your troop, it's tax-free!

Shop Locations

Shelly Ridge

330 Manor Rd. Miquon, PA 19444

Valley Forge

100 Juliette Low Way
Phoenixville, PA 19460

Jane Seltzer

2020 Rhawn St. Philadelphia, PA 19152

Luella - Mobile Shop

Various locations

GSUSA's Online Shop

- Visit www.girlscoutshop.com, the national organization's online shop. Be advised this online shop charges sales tax and shipping on all orders. GSEP's council shops cannot provide customer service on GSUSA online orders.

*Keep Up to Date:
Follow us on Rallyhood (Shops@GSEP).*



Check for Shop Happenings on the website - we share promotions and highlight new items each month.



Uniforms

Order uniforms, badges, and insignia by filling out this form. Choose to have your items shipped (free shipping above \$100) or pick up in the shop.



Daisy Uniform



Brownie Uniform



Financial Aid

- Families who would like to request a one time \$25 shop certificate for uniform components can fill out the form at www.gsep.org/shopcertificate.
- After their first cookie sale, Girl Scouts can use GSEP Program Credits earned through Cookie Season toward new uniform purchases when visiting a GSEP Shop. Mention your GSEP Program Credits to the associate for assistance.

Guiding Your Troop

Chapter Overview

- Troop Governance & Conflict Management
- Troop Safety
- Supervision Ratios

Troop Governance

Daisy and Brownie

Daisy Circle and Brownie Ring are the planning portion of troop meetings, where girls lead decision making. The Daisy Circle and Brownie Ring can begin or end a meeting and is recommended to only last 5–15 minutes.

Brownies and Daisies need structure and guidance to have productive discussions and make decisions with their peers. Consider the following strategies to make the time most productive:

- Using a “talking object”—pick an object and the person holding it is the only one who should talk.
- Teaching the quiet sign—when someone raises their right hand, everyone must do the same and become quiet.
- Establish the troop rule that no one criticizes ideas that others offer to the group.
- In deciding group activities, prepare a list of choices for girls to select or have girls generate ideas themselves.
- Picture, charts, and other materials are great decision-making aids for younger Girl Scouts.

Junior through Ambassador

In addition to a traditional troop structure, the Patrol system is a form of troop hierarchy that can be very helpful in organizing and giving leadership responsibilities to older Girl Scouts. Divide the troop into groups or patrols of 4–6 girls. Each Patrol is responsible for some component of the girl experience like selecting badges to pursue or determining how to use cookie money. They can choose a Patrol name, a symbol, a patrol lead and assistant patrol leaders. In patrols, girls learn communication and decision-making skills by participating in small group discussions and having leads represent their group. Members of the patrol rotate as leaders so everyone has an opportunity throughout the year.

Conflict Management

As Girl Scouts spend time with the troop and navigate working together, it's natural for some conflicts to arise.

Consider the following when navigating conflict with girls or their caregivers:

- Maintain respectful, open communication with all parties throughout problem-solving
- Circle back around to how the girls are representing the Girl Scout Promise and Law
- Put it in writing! All parties should agree to the solution and the time frame as well as what next steps will be taken if the solution proves ineffective
- Problem-solving concerns should occur with the parties most directly involved in the situation, but there are times when GSEP staff assistance is necessary. This may include:
 - The safety and well-being of the girls and their assets are at risk.
 - The safety and well-being of adult volunteers, parents/caregivers, or community members are at risk.
 - Problem-solving attempts with parties directly involved were unsuccessful.
 - The initial issue or concern has escalated in seriousness or urgency.

Girl Scout Safety

Knowing How Many Volunteers You Need (Supervision Ratio)

Adult supervision rules apply to all Girl Scout activities, including meetings, trip/travel, camps, events, and activities when volunteers are supervising children. Adult volunteers who are supervising Girl Scouts and part of the supervision ratio must be at least 18 years old, currently registered adult members of GSEP, and have up to date clearances on file.

	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of youth:	Add One additional volunteer for each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of youth:	Add One additional volunteer for each additional:
Girl Scout Daisies (K-grade 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

Girl Scout groups gathering in-person or virtually must follow these guidelines:

- They must have at least 2 unrelated, registered, background checked adults present and actively supervising. Youth leaders cannot take their place.
- At least one of the adults must be female.
- The two required adults must not be related or live the same household.

Additional notes:

- For multi-level groups, follow the ratio for the youngest grade level.
- Some activities might require additional adults than standard ratio - see details in the Safety Activity Checkpoints by activity.

- Adults who are supervising and/or join overnight trips, drive, or handle money require registration, background checks, and child abuse prevention training.
- Invited or additional participating adults can be related, but they cannot replace the two unrelated leaders.
- Friends, family or other guests may occasionally join Girl Scout activities. Adults who plan to participate with Girl Scouts regularly (more than once or twice) must be registered, council approved adult volunteers. Non-members or members without active clearances cannot supervise children and cannot substitute for registered cleared adults in ratio.

Girl Scout Safety

The safety and well-being of girl and adult members is our highest priority. As a volunteer, it is imperative to know and understand the safety policies and procedures in place, where to look, and who to ask when more information is needed.

Safety Activity Checkpoints

This resource provides safety standards and guidelines for Girl Scout approved activities. Before conducting an outing with your girls, reference Safety Activity Checkpoints (SAC) for policies on how to plan and lead activities such as camping, horse back riding, parades, swimming, etc.



Troop Safety

- **Supervision Ratios are always maintained.** Ensure that there are always at least 2 registered and cleared volunteers one of whom is female, with Girl Scouts at all times.
- **Girl Scouts are never alone!** Girl Scouts should always use the buddy system and be with another Girl Scout in instances without adults present (i.e. walking to the restroom) regardless of age.
- **Create an emotionally safe space.** Protect the emotional safety of Girl Scouts by encouraging and supporting behaviors like respecting feelings and opinions and resolving conflicts constructively. Interrupt physical and verbal bullying, teasing, exclusion and discrimination immediately.
- **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke or vape, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls or on Girl Scout property unless participating in a council-approved marksmanship program. Do not break laws when in the presence of Girl Scouts (i.e. texting while driving, trespassing).
- **Ensure girls are picked up by authorized individuals.** When dropping girls off, caregivers should check in with Troop Leaders to confirm the Girl Scout is present. When picking up, caregivers should check in with leaders before leaving with girls. Leaders should make sure they recognize the individuals who are picking up girls.
- **Maintain safe communication.** Adults are not permitted to make one-to-one contact with youth members in person, by phone, email, social media, text, IM, chat, etc. There should always be at least one other supervising adult or parent involved when contacting youth members.

Physical, verbal, emotional, and sexual abuse of girls is not tolerated. Additionally, all Girl Scout Troop Leaders are considered Mandatory Reporters of child abuse, according to the state of Pennsylvania. To report suspected abuse, contact Childline at 1-800-932-0313. For more details on reporting abuse, refer to GSUSA's Abuse Prevention Training in gsLearn.



Product Program

Product program is a foundational activity in Girl Scouting because it creates opportunities for Girl Scouts to set goals, learn about entrepreneurship, earn money for activities they choose, and gain confidence.

Fall Product Program

- The Fall Product Program gives girls the opportunity to sell candy, nuts, candles, and magazines to people they know personally to raise proceeds that help fund their next adventure all through a digital platform.
- Program is from October 8 - November 8, 2026.
- Troops made an average of \$168 in troop funds from the Fall Product Program last year.

Girl Scout Cookie Program

- Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world! When your girls sell Girl Scout Cookies, they're doing more than helping their customers stock up on delicious treats (and having lots of fun). They're doing it with a goal in mind – a goal to power new, unique, and amazing experiences for themselves and their troop all year long.
- Program is from January 21 - March 21, 2027.
- Troops made an average \$1707 in troop funds from the 2025 Girl Scout Cookie Program!

Product Program Policies and Requirements

- **Bank account:** All troops participating in Product Programs must have a bank account that is linked to GSEP with a completed ACH form.
- **Product Program Volunteer(s):** Supporting Fall Product and the Cookie Program is a big job! We highly recommend recruiting a volunteer who is not already a troop leader. A single volunteer can handle all programs or multiple volunteers can work together to support different aspects of the Product Programs.
- **Training completion:** Designated volunteers are required to attend GSEP trainings to lead Product Programs.
- **Girl Safety:** Provide information to all families and girls about best ways to ensure girl safety including internet communications, girl supervision when selling, communication practices, handling money and more.
- **Girl to Adult Supervision Ratio:** Activities during the Product Programs (cookie booths, cookie selling) must follow the Girl Scout ratio rules for girl supervision.
- **Money Handling:** All adults handling troop money must be registered adult members of GSEP and have active clearances on file.

Identifying Troop Product Managers

Successful Troop Product Program Managers are reliable, organized, able to communicate effectively, and comfortable with technology. You may have multiple volunteers in your troop supporting different aspect of the programs including a Booth Manager or Cookie Inventory Manager. GSEP provides tons of resources and support throughout the year.

Key actions of the Troop Product Manager:

- Work with the troop/troop leaders to determine goals for the product program
- Work with troop leaders to make decisions about the approach to product program
- Communicate regularly with families
- Attend trainings hosted by GSEP
- Attend service unit trainings
- Work closely with the Service Unit Product Program Managers

Troop Financial Basics

Chapter Overview

- Troop money earning
- Troop money management best practice
- Troop finances as a girl learning opportunity

As a non-profit, Girl Scouts must adhere to specific procedures and policies regarding money earning and financial records in order to maintain our non-profit status. Earning and utilizing troop funds is a valuable part of Girl Scouts and allows your troop to expand their experience. Following the financial guidance provided will ensure you have access to resources and meet all policy requirements.

Financing the Girl Scout Program

Financial skills and experiences are key parts of Girl Scouting and empowers girls to set goals and work hard to achieve them.

Top Troop Expenses



Membership Fee

Annual fee paid to our national organization to cover cost of fundamental services.



Uniforms

A simple sash, insignia, and badges earned throughout the year.



Service Projects

Girls do service projects meaningful to them, like baking holiday treats for kids in homeless shelters.



Meeting Supplies

Markers, paper, scissors, tape, glue sticks, snacks.



Events

Thinking Day, Cookie Rallies, Community-and-Council Sponsored Events.



Overnights

Troop Trips, Troop Camping, Troop Adventure Camp.

What if a girl can't pay her membership fee or troop dues?

- **All girls should be able to participate in Girl Scouting regardless of their financial situation.** GSEP provides opportunities for financial aid for girls and caregivers in need of financial assistance to pay the GSUSA membership fee. Additionally, GSEP provides opportunities to receive camperships, or funding to support attending Girl Scout camp.
- If a girl is unable to pay other expenses requested by a troop, the troop leaders should work with the caregivers to determine what a family can pay and plan with the troop how much they will need to earn through other avenues to ensure girls can do the activities that they are planning. Girl should never be excluded from Girl Scouting due to their financial status.

Financing the Girl Scout Program

How Troops Earn Money

Parents

Caregivers contributions vary by Troop. Expenses may include troop dues, uniforms, and special events. Individual camp experiences are most often covered by parents.

A Note on Troop Dues: Troop dues, or an annual fee requested from parents and caregivers in addition to the membership fee, are an option to cover the costs associated with the troop and can be useful prior to the Fall Product and Cookie Program opportunities to earn troop money. Dues are generally between \$5 and \$50. When setting dues, leaders should consider financial feasibility for families. If a family cannot afford to pay the dues being asked for from a troop, they must still be permitted to participate.

Product Programs

The easiest way for girls to earn money is by participating in two council sponsored product programs each year: Fall Product Program and the Girl Scout Cookie Program.

Participating the **Fall Product Program** is a low effort, high profit way to boost your troop's funds. Fall product sales give girls the opportunity to earn money, while developing important life skills.

The **Cookie Program** is the biggest fund-raiser for your troop activities, and the proceeds also support GSEP infrastructure and camp properties.

Additional Money Earning

If troops have participated in the annual GSEP Cookie Program and still need additional funds to participate in a particular activity, they may engage in other money earning opportunities. More details on policies around those activities on page 19.

Troop Funds Financial Basics

- **All troops should set up a bank account.** At least two signers must be on the account including a troop representative and a Service Unit representative.
- **All troops must appoint a Troop Treasurer:** Ideally a volunteer who is not also the Troop Leader or Troop Cookie Manager who is responsible for tracking and reporting troop funds.
- **Only registered and cleared volunteers can handle troop money.** Ensure that anyone handling troop money is a current GSEP adult member with up to date clearances.
- **Girl-Led:** Involve the girls as much as their grade level and skills/abilities allow. After all, it's their money!
- **Utilize regular checks and balances** and ensure that multiple volunteers have visibility into the bank account transactions and status throughout the Girl Scout year.
- **Prepare to submit an end of year financial report.** All Troop Treasurers must submit a specific financial report to GSEP annually. Track revenue and expenses throughout the year to enter into the report.
- **Report any concerns about financial mismanagement.** Let your Service Unit and Council know if there is suspected financial mismanagement. The signers on the account may be held accountable for any lost or stolen funds and overdraft fees.

Managing Troop Finances

Money earned by the troop is for the troop only, it does not belong to a single girl or family regardless of the portion of the funds that were earned by each girl. Per IRS guidelines for charitable organizations, troops are prohibited from keeping individual girl accounts. All funds expended should benefit all girls in the troop. Additionally, money earned in a year should generally be spent in that year by girls who earned it, unless the troop has a long-term plan for saving funds for a larger expenditure. Unless saving for a long term activity or project, troops should keep \$300 or less in the bank account from one membership year to the next.

Record Keeping & Handling Money

Troop Treasurer or a designated volunteer is responsible for ensuring money is secured and utilized according to all GSEP policies and requirements.

Things to Consider in Troop Finance Record Keeping

- Appropriately secure all troop money earned and received and deposit into the troop account within three days of receipt
- Never deposit troop money into a personal checking account.
- Anytime the troop spends or receives money or money/product exchanges hands for any reason, a receipt should be provided and kept on record.
- Keep all receipts and records for a minimum of two years.
- All troop expenses should be paid for with a troop check or the troop debit card.
- Keep debit card in a secured location and use only for troop expenses.
- Blank checks should never be pre-signed and debit cards should never be used by anyone other than the person they are issued to and only for troop expenses.
- Cash withdrawals should only be made if absolutely necessary—e.g. cookie booth change, tips for taxi or hotel services. Anything paid or purchased with cash must be documented with a receipt.
- Volunteers who have paid out of pocket for troop expenses cannot reimburse themselves. Reimbursement may only come from the other signer on the account when a receipt is provided showing the expense.
- Funds acquired for money-earning projects must be reported and accounted for by the troop, while following all council policies and procedures.
- NOTE: GSEP council staff and Service Unit Account Signers have the right to audit troop accounts and request statements/proof of receipts should misuse/mismanagement of funds be suspected or occur.

Troop Finance Tracking

When tracking troop finances, remember to keep all receipts for money spent.

You must provide a receipt and keep a copy for your records for a minimum of two years anytime you receive or spend money. The following categories are expenses (E)/income (I) that are listed on the end-of-year Troop Finance Report. Mark your receipts with the correct category. Utilize the Troop Finance Sheet to keep track of your finances throughout the year.



- | | | |
|--------------------------------|---------------------------------------|--|
| • National Registration (E, I) | • Troop Digital Dough (I) | • Uniforms (E) |
| • Events (E, I) | • Other Money-Earning (I) | • Other (E, I) |
| • Trips (E, I) | • General Supplies (E) | • Note: Troops should consistently share troop financial information with caregivers. Girls and the council may request to see financial records at any time. |
| • Outdoor/Camping (E, I) | • Program Supplies (E) | |
| • Donations (I) | • Service Learning Highest Awards (E) | |
| • Troop Dues (I) | • Recognitions Badges and Patches (E) | |
| • Product Program Profit (I) | | |

GSEP Financial Policies

- **Additional Money Earning:** All activities organized by the troop (and not GSEP) must be approved by the Service Unit and follow all of the requirements below:
 - Troop must have participated in the annual GSEP Cookie Program to run an additional money earning activity.
 - Troop money earning activities cannot take place at the same time as GSEP Fall Product Program or GSEP Cookie Program
 - Girl Scouts may not solicit monetary donations, participate in straight sales, promote another business or organization, or engage in games of chance (such as raffles and bingo).
 - Complete a Troop/Group Money Earning Request form in order to engage in any money earning projects outside of the GSEP Product Programs. Service Units must approve the activity.
- **Troop Leadership Changes:** If the treasurer or signers on the bank account are no longer associated with the troop, remove the signer from the bank account, deactivate the debit card in their name and add a new signer to the account and get an updated debit card.
- **Girl Scout Transitions to Another Troop:** If a Girl Scout transitions to another troop, the money stays with the original troop unless that troop determines that money should be divided.
- **Troops Disbanding:** If a troop is disbanding, the troop should attempt to spend the money on Girl Scout activities prior to the end of the Girl Scout year. If there is money remaining in the account, it can be distributed to new troops that any troop girls are moving to. If all girls in the troop are no longer participating in Girl Scouts, the money will transition to the Service Unit.
- **Donations to the Troop:** Girl Scouts are not permitted to solicit donations, but if they receive unsolicited donations, they are able to keep the funds up to \$249. If a \$250 or higher donation is received by a troop, the donation needs to go to GSEP to be processed and the GSEP finance department will distribute the money back to the troop. Send all donations to the Shelly Ridge Service Center, 330 Manor Road, Miquon, PA 19444.

Girl Leadership in Troop Finances

- Help girls set individual and troop goals for money earning overall and in each program.
- Consider integrating financial badge work into the meetings and use the troop finances as a real-life application for those skills being learned.
- Work with girls to create budgets for activities so they start to learn about costs
- Allow girls to determine how to spend their earned money but ensure they understand some of the less fun costs that arise – snacks, membership fees, supplies – to make Girl Scouting happen.



Troop Travel

Chapter Overview

- Troop Trip Basics
- Troop Trip Requirements
- Safety Protocols and Emergency Procedures for Trips

Taking girls on field trips both locally and beyond is an important part of Girl Scouting. A troop trip is defined as any activity outside of your regular troop meeting location. An overnight activity at your meeting location is also considered a trip.

Types of Troop Trips

Girl Scouts defines seven types of Troop Trips, each with slightly different requirements and considerations.

- **GSEP Program on GSEP Property:** Any trip where girls are attending a GSEP led program on one of GSEP's six properties (Mountain House, Laughing Waters, Shelly Ridge, Valley Forge, Wood Haven, and Mosey Wood).
- **Service Unit Activities:** Any trip to a Service Unit organized activity (i.e. a camporee or community service day).
- **Day Trip:** Any trip starting and ending on the same day, this includes GSEP programs at a partner location.
- **Overnight Indoor Trip:** Any trip that spans more than one day and involves girls spending at least one night inside (hotel, museum, etc.).
- **Overnight Outdoor Trip:** Any trip that spans more than one day and involves girls spending at least one night in an outdoor setting (lodge, cabin, tent, etc.) or involves significant outdoor activities (campfire, hiking, etc.).
- **Extended and/or International Trip:** Any trip that is 3 or more nights and/or when girls leave the United States.
- **GSUSA Destinations:** Any official GSUSA destinations trip.

Trip Activities

Girl Scouts may be interested in participating in a variety of activities when on a trip. Those activities can fall into three categories.

- **General:** All activities that are permitted and not considered high risk.
- **Approval Required:** A specific set of activities listed on page 23. Participating in these activities usually require approval and a Certificate of Insurance (COI) from the business/location. See details on page 23.
- **Not Permitted:** There is a set of activities listed on page 23 that are prohibited in the Girl Scout program.

Safety on Trips

Considering and planning for a safe trip is a priority at Girl Scouts. Requirements for all possible activities including procedures, expectations, and specific required safety measures are included in the GSUSA Safety Activity Checkpoints.

- **Prepare caregivers.** Ensure every caregiver has clear details about the trip, how to contact you and what communication to expect from trip leaders.
- **Keep caregivers informed.** Regularly communicate with caregivers throughout the trip - updates on activities, information about changes in plans, fun pictures, etc.
- **Be prepared!** Have a first aid kit, non-emergency number of local law enforcement, charged cell phone, phone chargers, and at least a small amount of cash, in case you need it.
- **Know your surroundings!** This goes for both the regular meeting place and when venturing out with the troop, and applies to both people and places. Assess any risks that might be present and take appropriate action.
- **Prepare girls for travel.** Prepare girls to be away from home by involving them in planning, so they know what to expect.

Troop Trip Requirements

Depending on the type of trip, there are different requirements to ensure safety and insurance compliance. Below are definitions of all the types of possible requirements. To determine which of these are required for the trip you are planning, see the chart below.

All Trips

- **Permission for Troop Activity Form:** General permission slip signed by parents.
- **Girl Health History & Release Form:** Information about allergies, emergency contacts and medical background.
- **GSEP Trip Form:** Form outlining the trip submitted by the trip leader in advance to the Service Unit and/or Council and, in some cases, requiring approval.
 - 1-3 day trip: 2 weeks
 - 4+ day domestic trip in council footprint: 30 days
 - 4+ day domestic trip outside council footprint: 60 days
 - International trip: 3 months
- **Adult Supervision** aligned to the Troop Trip Ratios (see page 13).

Some Trips

- **First Aider:** Attending volunteer who has current First Aid and CPR certifications or a current medical license in specific fields on file with GSEP. See page 22 for information about First Aid certification.
- **Requires approval by Council or Service Unit:** Some trips must be reviewed and approved.
- **Training:** Attending volunteer who has completed specific GSEP trainings. See page 24.
- **Certificate of Insurance (COI)** from trip and/or activity provider. See page 23.
- **Passport/Permission to travel with minors**

	GSEP Program on GSEP property*	Day	Overnight Indoor	Overnight Outdoor	International & Extended Trips (p 14)	GSUSA Destination
Permission for Troop Activity Form from every attending Girl Scout	X	X	X	X	X	X
Girl Health History and Release from every attending Girl Scout	X	X	X	X	X	X
GSEP Trip Form submitted in advance		X	X	X	X	X
Adult Supervision with Trip Ratios	X	X	X	X	X	X
Requires approval from Council and/or Service Unit		D	X	X	X	X
Attending First Aid Certified Adult or approved licensed medical provider		X	X	X	X	X
Passports & Permission to Travel with Minors/ Mexico Travel					International Only	Passport Only
Volunteer who completed GSEP Overnight Skills Trip Training			X	X	X	
Volunteer who completed GSEP Basic Outdoor Skills Training				X	D	
Certificate of Insurance		For any activity requiring approval happening on the trip (see page 23).				
*GSEP also organizes programs through partners across the council. A partner program that does NOT occur on a GSEP camp property is considered a general trip (day, overnight, outdoor overnight).						
X: Required						
D: Depends on the activities happening during the trip. Some activities have specific requirements given their risk level.						

Policy Note

While a Troop Leader is not required to attend every troop trip, they should be informed and aware.

First Aid Policies

A First-Aider is an adult volunteer who has taken Girl Scout-approved First-Aid and CPR training or has a valid medical license for a variety of approved medical fields. Click on the QR code for details. A First-Aider must be available to attend all trips (except GSEP programs on GSEP property) and have a first-aid kit with them at all times.

- Scan the QR code for a list of GSUSA-approved training providers.
- Follow directions on how to submit your First Aid information.
- An Incident/Accident Report form should be completed and submitted to GSEP anytime there is a medical injury or issue during a trip. See page 30.
- Serious injuries should be reported immediately using the GSEP emergency number at the bottom of this page.



First-Aid Kit

An effective, yet inexpensive first-aid kit can be made by using a container that has a plastic lid. Other good containers are a tackle box or a fanny pack. Contents can be found around the home or purchased at minimal cost. Ensure a first aid kit includes the basics to address any common injury or emergency including cuts, scrapes, burns, twisted ankle, etc. See a link in the resource section with a list of supplies to include in a basic first aid kit.

Medications

Parents or guardians of Girl Scouts who need to take prescription or over-the-counter medications during a trip must inform Trip Leaders in advance. Over-the-counter or prescription medications should be in the original container labeled with the Girl Scout's name. The first aid certified volunteer (or other responsible adult) should administer or monitor administration of the prescribed medication aligned to the dosage noted by parent and on the prescription. Girls are permitted to carry their own emergency medication (epi-pen/inhaler) if parent informs the trip leader and includes the medication on the Girl Scout Health form.

Girl Scouts must bring her own sunscreen and non-aerosol insect repellent from home, with their names clearly marked on the container. Sharing these items is not permitted, as some people have allergic reactions to certain types of sunscreen and insect repellent.

Emergency Preparation

A troop emergency contact person(s) must be available for the duration of the event or trip. The emergency contact person is an adult who is not attending the trip and is willing and able to communicate with families and the troop in case of an emergency. The family of each Girl Scout should have the name and phone number of the emergency contact person in addition to all adults accompanying the Girl Scouts on the trip.

The emergency contact person should have the following information:

- Names and phone numbers of everyone attending, including drivers
- Name and phone number for each participant's (girl and adult) emergency contact
- Name of, address, and phone number for the site(s) the troop is going/staying (hotel, activity site, etc.)
- Location and phone number of police station closest to the trip destination
- Detailed schedule of activities
- GSEP emergency number: 445-227-7559

GSEP Emergency Contact Phone Number

In an emergency, call 911 immediately. The GSEP emergency phone number is available for guidance and to report an injury, accident, or emergency and should only be called once all parties are safe and necessary authorities have been contacted. The GSEP Emergency Phone Number is 445-227-7559.

A GSEP representative will answer or return your call as soon as possible. Make sure you speak clearly and leave a message with your name and phone number.

Activities That Require Approval and COI

Safety Activity Checkpoint designates certain activities that require approval and other activities that are prohibited. See below for a detailed list of those activities and aligned requirements.

Certificate of Insurance and Required Contracts (COI)



- COIs are the proof that businesses have insurance to cover accidents. A COI is one indicator that an organization is an established entity with structures in place to support its activities.
- When a troop is participating in an activity that requires council approval, trip leaders are required to obtain and submit a COI from the facility/company. While overnight trips require council approval, overnight accommodations do not require a COI, but should be safe, legitimate locations for lodging.
- *Note: You are not required to obtain a COI if you are visiting a GSEP camp/property or government-owned and operated park/property, such as a state or national park.*
- GSEP maintains a list of approved COIs. This list also includes instructions to submit a COI for a vendor not already on the approved vendor list. Scan the QR code to see the list.
- Upon reviewing any troop trips for approval, council may request or require a COI or other documentation for activities not on the list below to ensure Girl Scout and volunteer safety.
- In addition to ensuring GSEP has a COI on file for an activity requiring approval, some businesses that offer listed activities require the group attending to sign a contract with “Hold Harmless” or “Indemnification” language. In those cases, fill in the information requested, but do not sign and date. Email the contract to memberservices@gsep.org for GSEP CEO approval and signature.

Activities Requiring Approval

The following activities must be approved by GSEP or their designee before a troop can participate. Additionally, all of the below, unless noted, require trip leaders to ensure that a Certificate of Insurance (COI) is on file for the organization/company providing the activity.

- Aquatic Activities (boating, canoeing, kayaking, packrafting, sailing, scuba diving, snorkeling, stand-up paddleboarding, surfing, swimming*, tubing, waterskiing and wakeboarding, whitewater rafting, windsurfing, etc.)
- Target Sports (air/BB guns, archery/3D archery, ax/hatchet throwing, knife throwing, muzzle loading, pistol/shotgun/rifle shooting)
- Horseback Riding
- Chartered aircraft tours/recreational flying
- Chartered busses/ground transportation
- Overnight trips**

*COI not required for swimming at public beaches, but lifeguard must be on duty

**COI is not required for overnight accommodations.

Prohibited Activities

The following activities are NEVER allowed for any girl:

- Bungee jumping
- Flying in privately owned planes, helicopters, or blimps
- Hang gliding
- Hunting
- Outdoor/home trampoline use
- Paintball tagging (shooting at other people)
- Parasailing
- Riding all-terrain vehicles (ATVs)
- Riding electric scooters
- Riding jet skis
- Riding motorbikes (gas or electric bikes)
- Skydiving or parachuting
- Snowmobiling
- Stunt skiing or snowboarding
- Untethered hot air ballooning
- Zorbing

Signing a Site or Event Agreement

If you're provided with a site or event agreement to sign, please don't sign anything with legal language such as “indemnification” or “hold harmless.” Only GSEP's CEO, Kim Fraites, can sign these types of forms. Instead, please complete as much of the form as possible, listing yourself as the onsite contact person, and leaving the signature and date fields blank. Scan the form in its entirety and email it to memberservices@gsep.org with the subject line “Site/Event Agreement Needs CEO's Signature.”

Training & Certification Requirements

Required training must be completed before any overnight trips. Refer to the Volunteer Training page at gsep.org for all specifications and requirements.

Type of Trip	Training	Where to Find It
All trips except for GSEP programs on GSEP properties	**First Aid/CPR Certifications <i>Required</i>	First Aid/CPR providers Upload as directed
Overnight Trips	Overnight Skills Trip Training <i>Required</i>	gsLearn (on demand) or gsEvents (live webinar)
Any day or overnight trip that includes fire building and any overnight trip with outdoor elements and accommodations (tents, cabins, lodges).	*Basic Outdoor Skills Training	gsEvents

*BOS certification must be renewed every 5 years through retraining or certification/assessment opt out.

**First Aid/CPR certifications must be renewed every 2 years and uploaded as directed.



Transportation & Accommodations

Troop arranged transportation includes any time the troop travel is part of the of event including carpooling arranged by troop leaders, traveling during a trip, etc. See below for requirements for different types of troop arranged transportation. If a Girl Scout activity or event starts upon Girl Scout arrival and Girl Scouts' caregivers are responsible for transportation, the following requirements do not apply.

Transportation Mode	Requirements
Drop off at destination	None
Private Car	All drivers meet GSEP driver requirements
Rental Car	Drivers meet GSEP driver requirements, adequate insurance coverage
Bus/Train/Ferry (public transportation)	None
Bus (charter)	Certificate of Insurance
Van (10 passenger private or rental)	Drivers meet GSEP driver requirements, Certificate of Insurance
Van (12 passenger with CDL driver)	Drivers meet GSEP driver requirements, Certificate of Insurance
Commercial Airlines	None
Chartered Aircraft	Certificate of Insurance, Council Approval
Private airplane, helicopter, blimp	NOT PERMITTED
Boat (private, chartered)	Certificate of Insurance
Ride-share Companies	Check vehicle license plate, make/model of vehicle and confirm driver's name Share your ride information with a trusted contact outside of the vehicle Each passenger must have and wear a seat belt A registered and cleared adult must ride with Girl Scouts

Transportation & Accommodations

Troop Arranged Transportation Policies

- Each driver must meet GSEP Driver Requirements (see below)
- For single-vehicle travel, at least two unrelated, background checked, registered adult volunteers, at least one of them female, must be present.
- For multi-car travel, the entire group must include at least two unrelated, background-checked adult volunteers, one of them female. Each car must have at least one adult, and the group should travel the same route during the same period. A single adult and single child should not be riding alone in a car together if they are unrelated - one other child or adult should be present.
- Vans should be designated to carry 10 passengers or less. The use of a 15 passenger van is prohibited. While the use of 12 passenger van is not recommended, if used, the driver must have training/experience operating a 12 passenger van.
- Each vehicle should have a first aid kit and Permission for Troop Activity and Girl Health History forms for every Girl Scout.
- Vehicles should never exceed the number of passengers designated by the manufacturer and all passengers must use a seatbelt the entire time (only one person per seatbelt). Booster seats should be used according to [Pennsylvania State Law](#).
- Provide a relief driver for trips exceeding six hours.

GSEP Driver Requirements

All drivers transporting Girl Scouts as part of a Girl Scout event must meet the following criteria:

- A current GSEP registered adult Girl Scout with active clearances on file.
- At least 21 years old (Girl Scout Youth members are not permitted to drive other members)
- Have a valid driver's license
- Have a safe driving record
- Using a registered/insured vehicle

Overnight Sleeping Arrangements

Always ensure the following:

- Each participant must have their own bed. Youth members sharing a bed require parent/guardian permission.
- Adults and youth members do not share beds, though exceptions may apply for family members.
- Having an adult in the youth sleeping area is not mandatory, but if an adult female stays, at least two unrelated adult females must also be present.
- Family events allow members of the same family to sleep together in designated areas, as long as no non-family youth are sharing the space.

Men on Overnight Trips

Men are welcome to attend trips and overnight outings with Girl Scouts and camp at GSEP sites. However, the following guidelines need to be followed:

- Male volunteers must have separate sleeping quarters and bathrooms.
- Men should not pass through youth sleeping areas to access their quarters or restrooms.
- In larger events (e.g. museum overnight), where separation isn't feasible, male volunteers should not supervise Girl Scouts in sleeping areas.

Insurance

Girl Scouts provides Activity Accident insurance coverage, which is underwritten by Mutual of Omaha to support Girl Scouts participating in Girl Scout approved and supervised activities and events.

Activity Accident insurance is automatic upon membership registration and applies to all adult and youth members who may become injured during a Girl Scout approved and supervised activity.

This coverage works like supplemental medical/health coverage and is intended to help with out-of-pocket medical expenses that may not be covered by personal insurance.

Activity Accident insurance extends to non-members who are invited to participate in a Girl Scout approved and supervised activity, or a friend of a Girl Scout who is invited to try Girl Scouting.

Activity Accident coverage applies to day events, overnight trips (including camp), and international travel.

Extended Trips & International Travel

Because of the riskier nature of these big trips, there are additional considerations that you will need to account for when planning and preparing to implement an extended (3 or more nights) or international trip. This page will give you a basic checklist of information to help you and your troop prepare for an extended trip or traveling out of the country.

International Travel Guidelines

- All travelers must be registered Girl Scouts (Cadettes, Seniors, Ambassadors and adults).
- A minimum of two registered and background cleared adult volunteers must travel with a troop/group of up to 20 Cadettes or 24 Seniors/Ambassadors.
- Activities done abroad should be done as a group. Girl Scouts cannot participate in any activity without the supervision of the traveling adult volunteers.
- Check U.S. State Department for travel advisories.

Submit Extended Trip Application

All extended trips (domestic and international) must be approved by GSEP. Submission deadlines:

- Trips 3+ nights within Council footprint—30 days prior to trip
- Trips 3+ nights outside Council & within U.S.—60 days prior to trip
- International trips—3 months prior to trip



Collect from Girl Scouts/Families

- Collect Signed Permission for Troop Activity & Girl Health History and Release Forms

Additional Tasks for International Travel

- Obtain passports (12 months before trip)
- Make copies of passports for all travelers (youth and adults)
- Obtain Traveler's Insurance (4-6 weeks before trip)
- Register your trip with the U.S. Embassy or Consulate of the country you're visiting and check visa, vaccination, or other requirements (6-12 weeks before trip)
- Permission to Travel with Minors form (examples can be found online)
- Parental Permission to Travel in Mexico, if necessary (examples can be found online)
- **Provide all travelers with emergency contact information** for those at home, including who to call and where to go in case of an emergency while on the trip



Emergency Procedure Guidelines

In case of emergency, accident, incident, verbal/physical threat, or fatality, immediately do the following:

1. Ensure Girl and Adult Safety
2. Call 911 and follow directions from authorities
3. Contact families and emergency contacts
4. Call GSEP Emergency Number 445-227-7559, leave a message with details and caller name and phone number if the call is not answered.
5. Complete and submit a GSEP Incident/Accident Report within 24 hours to humanres@gsep.org

Additional Steps/Notes:

- Remove and distract children from an accident/incident if possible.
- Refrain from making any verbal or written statements to any media outlet. In particular, do not communicate anything that could be interpreted either as an assumption or rejection of responsibility for the accident. Say “Thank you for sharing your concern. I don’t have all of the facts, and I am not in a position to answer any questions. Please call GSEP at 445-227-7559.”
- In the event of a fatality, always notify the police and ensure a responsible adult stays at the scene if safe. See that no disturbance of the victim(s) or surroundings is permitted until police have assumed authority.
- Document as much detail as possible about any incident when completing the GSEP Incident/Accident Report.

Best Practice Preparation for Emergencies

- Review and ensure all adults and girls (as appropriate) are aware of emergency and safety procedures, all exits, and escape paths for any given location including specific GSEP property emergency procedures, including the property specific Crisis and Safety Procedures provided to Trip Leaders staying on GSEP Camp Property.
- Ensure you have a charged phone, the GSEP emergency number, and emergency contacts for all participants accessible and with you at all times.
- Carry a safety whistle or small air horn.
- Establish an emergency plan for any given trip that includes:
 - Role assignments for each adult (stay with girls, call police, call at home emergency contact, parents, call GSEP)
 - A meet up place for the group if individuals become separated
 - Girl Scout buddy assignments
 - A code word or short phrase for the girls to alert them in case of danger
- Ensure that adults are never alone with Girl Scouts, GSEP requires two registered and cleared adult volunteers to be present at all times, including setting up for activities, etc.

Emergency Number: 445-227-7559

Resources, Forms & Documents

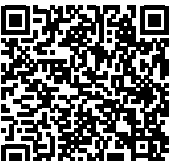
The following table lists primary forms that troops use at the start of each year in order to have a successful troop year.

Volunteer Resources

GSEP Family Guide	Ensure all of families involved in your troop understand the basics of Girl Scouts and have information to fully engage in our program. The GSEP Family Guide is available as a single PDF.	
Leader Google Drive	Access all the forms, resources, ideas and templates for running your troop on our Leader Google Drive. This drive is an organized, accessible spot to locate resources linked to this guide.	
GSUSA Girl Scout Experience Box	GSUSA Girl Scout Experience Box: Girl Scout Daisy (grades K-1) and Brownie (grades 2-3) troop leaders can receive complimentary monthly supply boxes filled with step-by-step activities, supplies, and everything needed for a fun meeting with your troop. Learn more at the link provided.	www.gsep.org/gsbox
gsEvents Registration	gsEvents is our online portal to explore and sign up for events run by the Council Staff or Community Partners, which include girl focused activities, adult trainings, and other events.	
GSEP Shops	Learn about ways to shop for swag, resources and uniform essentials on our shop homepage. See more about the shop and ordering merchandise on page 11 in this guide.	www.gsep.org/shops
Girl Code of Conduct	A signed agreement made by the girl and her family, agreeing to help build a positive and encouraging environment for all those involved with their troop	
Troop & Family Agreement	A document allows the troop to have a formal agreement with families about troop expectations.	

Resources, Forms & Documents

Volunteer Resources

New Leader Resources	Guides at this link are created for new Daisy and Brownie leaders to support a strong program for year one. Included in the guide are a general policy overview, content guide and planning templates. Available in September.	
Girl Health History & Release Form	An updated record of health status (for example, allergies, chronic illnesses, and injuries) and authorization. Forms are completed by caregiver and given to the troop leader for troop records.	
Photo Release Form (Minor and Adult)	Allows Girl Scouts of Eastern Pennsylvania or collaborating organizations the ability to use, distribute, publish, exhibit, digitize, broadcast, display, modify, etc. the use of name, picture, voice, or likeness	
Volunteer Essentials	GSUSA overview of expectations and policies for Girl Scout Volunteers. Source document for this guide.	

Trip/Travel Resources

Troop Trip Form	Complete this form when going on any troop trip (any gathering outside of your troop meeting location/time). If approval is needed, the Service Unit or council will reach back out to confirm approval.	
Permission for Troop Activity	When participating in activities beyond the troop meeting, caregiver permission is required. This form allows leaders to communicate to caregivers the key information about the activity and receive permission for participation.	
Safety Activity Checkpoints	This document outlines safety requirements for any activity that you might want to do with your troop. Review this prior to engaging in a new activity.	

Resources, Forms & Documents

Trip/Travel Resources

Facility Rental Information	When you are ready, you may want to rent cabins or tents on one of our 6 camp locations.	
Anatomy of a First Aid Kit	Recommendations on what you should have in your troop's first aid kit.	
Incident/Accident Report	Online form completed in the event of an incident, accident, or emergency. Please follow emergency procedures found in Volunteer Essentials. Troop volunteer completes the form within 24 hours of the incident/accident.	
Girl Scout Destinations	GSUSA Destinations program for independent travel opportunities domestically and abroad.	
Guide to Domestic Travel	Use this guide to plan a three to four night trip in your region, or if you've already tackled something local, a longer trip anywhere in the United States!	
Guide to Global Travel	Read Exploration: The Girl Scout Guide to Global Travel, and you'll already be on the road to changing your life forever.	
The Adult Guide to Girl Scout Global Travel	Your manual to coaching girls through the travel process from beginning to end.	

Resources, Forms & Documents

Troop Finance Resources

Troop Financial Worksheet	This tool mirrors the Troop Financial Report that must be submitted at the end of the Girl Scout year annually. Use this form to track expenses and revenue all year long.	
Troop and Service Unit Authorization for ACH Debits/Credits	Online form to initiate credit and/or debit entries associated with payment of sweeps, for example Product Program, for my SU/Troop in accordance with GSEP's ACH Procedures.	
TD Bank Letter to Open Accounts	Letter signed by GSEP's Chief Financial Officer authorizing a troop to open a bank account at TD Bank.	
GSEP's Corporate Resolution	GSEP's Corporate Resolution with signed cover letter is required by all banks other than TD Bank. It may be requested by TD Bank staff in addition to the other documents listed here.	
Tax Exempt/Tax ID Form	The Tax Exempt/Tax ID Form is a certificate that will exempt the troop from paying state sales tax when purchasing supplies. Must be presented at the time of purchase.	
Money Earning Approval Form	Complete this form to get approval for any additional money earning or project funding activities. It must be submitted to your designated Service Unit volunteer with at least one month's notice to receive approval.	

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