

USA GIRL SCOUTS OVERSEAS

GUIDELINES FOR PLANNING AND ADMINISTRATION OF A GIRL SCOUT TRIP, EVENT OR CAMP

Enclosed in this packet:

- Guidelines for Planning and Administration of a Girl Scout, Trip, Event or Camp. Form # 450
- Application to Operate a Girl Scout Trip, Event or Camp. Form # 451
- Checklist for Planning a Trip, Event or Camp. Form # 454
- Girl Scout Activity Insurance, USAGSO Form # 462
- Enrollment Forms for Girl Scout Activity Insurance Plan #2 and #3E.

The key to a safe, successful activity is careful planning and good management. Lone Troop Committees should have a good knowledge of and current copies of all the following Girl Scouts of the U.S.A. publications to be used in event management:

Safety-Wise (1993 edition) with Using Safety-Wise Overseas insert.
1997 Blue Book of Basic Documents Leader's Digest

When using Safety-Wise adults should review the Using Safety-Wise Overseas insert first in order to understand the Lone Troop Committee's responsibility to Girl Scouts participating in activities conducted by or for its members.

The 1993 edition of Safety-Wise is broken down into easy to follow format. A quick reading of the table of contents will assist any activity/event director find the sections that need to be reviewed in planning.

- Basic Safety and Security Guidelines - review entire chapter.
- Girl Scout Program Standards. #1 through 12, 13, 14, 18, 19, 22, 23, 24, 25 through 29, and 34.
- Activity checkpoints - review as needed for type of trip, event or camp.
- Planning Trips with Girl Scouts - review entire chapter.

Planning a Girl Scout Operated Trip, Event or Camp

The girls and adults must determine whether or not the activity, as initially planned, meets all Girl Scout Program Standards. If it does, they should proceed in drawing up a "countdown calendar" which shows set dates when specific stages of the plan will be completed.

If the activity does not meet Girl Scout Program Standards, then the plans must be changed to adhere to the standards given in Safety-Wise. If this is not possible then the trip, event or camp may not be held. It is the Lone Troop Committee's responsibility to ensure compliance with Program Standards.

The Lone Troop Committee Chair designates an adult to be in charge of any Girl Scout approved Girl Scout Activity, either through the appointment of troop leaders or through the appointment of a director for a specific trip, event or camp. **Any approved Girl Scout Activity must have a USA Girl Scout adult in charge.**

Submitting an "Application to Operate a Girl Scout Trip, Event or Camp" to GSUSA:

The Checklist for Planning a Girl Scout Trip, Event or Camp and the Application to Operate a Girl Scout Trip, Event or Camp are good guides to use in planning any event. These completed forms provide an agenda for discussing plans for the trip, event, or camp with the Lone Troop Committee Chair.

If the trip, event, or camp falls into one or more of the categories listed at the top of the Application to Operate a Girl Scout Trip, Event or Camp" form, then a completed application with attachments and with all required signatures indicating approval of the plans, must be submitted to GSUSA 2 months in advance of the trip, event or camp. The completed Checklist for Planning a Girl Scout Trip, Event or Camp" accompanies the application. If any question on the checklist was answered "no", describe the proposed alternatives for maintaining Girl Scout Program Standards.

The application must be signed by the person in charge of the event **and** the current chair of the Lone Troop Committee. These signatures indicate that the Lone Troop Committee, as well as the trip, event, or camp director, troop leader, or responsible adult, are aware of their responsibilities in operating this trip, event or camp. The signature also indicates that plans have been approved by the appropriate Lone Troop Committee Chair, and that the Lone Troop Committee will see that Girl Scout Program Standards as set forth in Safety-Wise will be upheld.

Make two (2) copies of the Application to Operate a Girl Scout Trip, Event or Camp" and the attachments.

- Keep one copy for the local USA Girl Scouts Overseas Lone Troop Committee files.
- The second copy is a file copy for the troop leader or the adult responsible for the trip, event, or camp.
- Submit the original application form two (2) months before the event to:

Director, USA Girl Scouts Overseas
Girl Scouts of the U.S.A.
420 Fifth Avenue
New York, NY 10018-2798

To assure the most timely handling, do not send with any other mail going to GSUSA.

When the completed application with attachments is received by USA Girl Scouts Overseas at GSUSA, the application will be reviewed to determine if the plans as submitted give evidence that the Lone Troop Committee and the Event or Camp Director are aware of the appropriate Girl Scout Program Standards and understand their responsibility. The Lone Troop Committee Chair will receive a written response with a copy to the director of the event. Sometimes it is necessary to request additional information, hence the importance of submitting the application two months in advance.

GSUSA will also see that any request for enrollment in a Plan #2, #3E, or #3P Girl Scout Activity Insurance Plan is submitted to the insurance company. Accident claim forms will be sent to the director of the event. **The claim form must be submitted for our records, even if there is no reimbursement or payment.**

Insurance

For some events the enrollment of the participants in additional Girl Scout Activity Accident and/or Illness Plan is prudent. See the attached sheet, Girl Scout Activity Insurance for descriptions of available coverage.

Signed Agreements:

When a Lone Troop Committee rents facilities, charters buses, or leases equipment, a written agreement is required. The approving Lone Troop Committee should be sure that the agreement is between the vendor or lessor and the group "USA Girl Scout-(your location's name)". Agreements or contracts made by any USA Girl Scouts Overseas group must identify the Girl Scout group accurately. **Agreements may not be made in the name of Girl Scouts of the U.S.A., Inc., which is the corporate body of the National Organization.**

Agreements made with the Lone Troop Committee should be signed by the Lone Troop Committee Chair or a designated member of the committee. Likewise, **troop leaders should not sign agreements** which are binding on the Lone Troop Committee.

USA Girl Scouts on overseas US military bases may borrow or lease military buses or any other military vehicles being used for an approved Girl Scout activity. Coverage would be extended under the foreign automobile liability policy. Please keep in mind, however, that Lone Troop Committees still need to follow Safety-Wise.