girl scouts nation's capital

Quick Guide to Volunteer Procedures

Revised October 1, 2026

Girl Scouts Nation's Capital volunteers are required to adhere to the Girl Scouts of the USA policies in the GSUSA publication **Blue Book**, GSUSA's resource **Volunteer Essentials**, as well as the Girl Scout Program Safety Standards in the GSUSA publication **Safety Activity Checkpoints**, which can be found on our website at www.gscnc.org/forms. Some important procedures and guidelines developed for Girl Scouts Nation's Capital are listed below. More detailed information is provided through **training** that is required for certain activities and volunteer roles and in Safety Activity Checkpoints.

Activities that are not permitted:

All-terrain vehicles (ATVs)
Aerial tricks on bicycles, skis, snowboards, skateboards, and water skis
Bungee jumping
Electric scooters
Firearm possession, presence and use
Flying in privately owned planes
Hang gliding; hunting; high altitude climbing
Helicopters, sailplanes or blimps
Jet skis (personal watercraft)
Motorbikes (gas or electric bikes)
Outdoor/home trampolines
Paintball tagging (shooting at other people)
Parachuting or outdoor skydiving
Parasailing
Snowmobiling
Stunt skiing or snowboarding
Untethered hot air ballooning
Watercraft trips in Class IV and above (exception: whitewater rafting in Class IV is permitted)
Zorbing

Alcohol/Drugs/Smoking: Use of alcohol, marijuana, illegal drugs, smoking, vaping or use of foul language is prohibited while supervising youth and/or when youth are present.

Anti-Bullying/Anti-Harassment: Girl Scouts Nation's Capital expects members to treat all youth, volunteers, employees and community members in accordance with the Girl Scout Promise and Law. Bullying and harassment are prohibited; cyber-bullying, such as aggressive language on social media, is also not permitted.

Background Checks/Eligibility: Background screenings must be completed before meeting with youth in any capacity. Background screening is required for any adult who will drive or supervise youth members, handle Girl Scout money, or participate in an overnight activity. In addition, anyone who attends three or more activities within the Girl Scout year of August 1 – July 31 must have a role with a background check. The information submitted to Sterling Volunteers must utilize the same information (name,

birth date, and email address) as member registration. A Social Security number is not required, but there may be delayed results when not provided.

Some caregivers may be unable or unwilling to complete a background screening for a variety of reasons. If an adult is unable to hold a background-checked role, they can be a "Friends & Family" member but cannot drive, supervise youth, handle money, or count toward the adult-to-youth ratio.

The Council reserves the right to rescreen for the duration of a member's volunteer service with Girl Scouts Nation's Capital. The Council at its sole discretion may immediately suspend or revoke a volunteer's membership and participation at any time, including if information regarding accusations or charges of criminal conduct is brought to the Council after the background screening is complete. Behavior does not need to rise to the level of a legal violation to be removed from a volunteer role.

Behavior Agreements: Behavior agreements help set clear, shared expectations that keep everyone physically and emotionally safe. Agreements can be adapted to fit your group's needs and age but typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination. Consider using both adult and youth agreements to avoid misunderstandings. For sample forms, please check www.gscnc.org/forms.

Behavioral Consequences for Youth Members

When Girl Scout youth display concerning behavior, the leader's first step is to reach out to the caregivers to discuss issues and solutions. If problematic behaviors continue, caregivers may be asked to attend each meeting and/or outing to support and supervise their child so that troop leaders can focus on the troop as a whole. The Council reserves the right to remove Girl Scouts from troops after reasonable options are exhausted.

Buddy System: The buddy system is when pairs of Girl Scout youth are assigned to stay together during a trip or activity. Buddies can help their partners or seek assistance from an adult when the situation warrants. The buddy system empowers Girl Scout youth members to take an active role in their own safety and the safety of their friends and should be used for all program levels.

Caregiver Permission: When an activity takes place outside of the normal troop meeting time and/or place, or uses transportation outside of the meeting place, volunteers must advise each caregiver of the details of the activity and obtain permission for Girl Scouts to participate. This can include a written form, email, text message, voice mail, or the caregiver bringing the Girl Scout to the event. The following activities require written permission, either through an email, form or release statement:

- Product Program activities (specific forms are required)
- High adventure activities

- Sensitive issues

Child Abuse Reporting: If you have knowledge of or reason to believe that child abuse or neglect has occurred, you are required to report it to your local social service agency or police authority. Persons making "good faith" or "reasonable cause" reports can be anonymous and are protected from legal liability based on the report. To report child abuse or neglect, call the social service agency in the jurisdiction in which the alleged abuse occurred, not where it was made known to you. In order for the Council to fulfill its obligations, all instances of suspected child or sexual abuse must be reported immediately to Council Care 202-237-1670, or councilcare@gscnc.org to make them aware that you have made an official report with an appropriate government agency. Council staff will contact you to follow up. Consistent with this policy, the Council does not tolerate:

- Sexual advances, improper touching, and sexual activity of any kind with youth members.
- Physical, verbal and emotional abuse of youth
- Physically abusive behavior or infliction of bodily injury upon children;
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities; or
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

Violation of the Council's policy will result in disciplinary action which may include termination from the Council with or without notice. Subject to applicable law, the Council reserves the right to refuse membership, to dismiss, or to exclude from affiliation with the Council any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. Behavior does not have to rise to the level of a legal violation in order for it to be a violation of this policy. If a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse after becoming approved as a volunteer, they must suspend all Girl Scout activities and turn over all monies, materials, and records to a designated representative of the Council until the matter is resolved.

Conflict Resolution: All adults in Girl Scouts Nation's Capital should first try to resolve problems by talking directly to one another in brave, respectful conversations. If attempts at self-resolution are unsuccessful, then request assistance from your service unit manager (who may designate another SU team member), to serve as an unbiased third party to help facilitate a resolution. When volunteers are unable to come to a resolution, the SU manager should notify a Council staff member. However, if the situation poses a safety concern for any Girl Scout youth or adult, contact councilcare@gscnc.org or 1- 888-288-1784 immediately

Cookie Booths: At Girl Scouts Nation's Capital, the cookie booth locations are developed by the Service Unit Booth Coordinators. Troops or individuals should not approach businesses to set up booths. If you have a contact that may allow booths, please share that with your Service Unit Booth Coordinator. Booths will not be established or

approved at locations that Girl Scouts cannot legally patronize, such as liquor stores or marijuana dispensaries. More cookie sale and booth guidance can be found in Booth Essentials and the Troop Cookie Manager Manual.

DEIA Commitment: The following is the Diversity, Equity, Inclusion, and Accessibility (DEIA) Commitment revised by the Nation's Capital Board of Directors, June 2022:

> Girl Scouts Nation's Capital is committed to building and maintaining an inclusive community that respects and supports all our members. We value the diverse backgrounds and qualities of each youth and adult member—including race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socioeconomic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs—so that all members feel they belong. We strive to provide everyone with the opportunity to fully participate in the Girl Scout program and contribute to the Girl Scout community.
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> We do not have all the answers but pledge to work toward these goals as advocates and allies. We seek to address barriers that impede our members from reaching their highest potential.
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> Our mission is to help Girl Scouts become leaders with the courage, compassion, and confidence needed to build a more just community. We continue to commit ourselves to the values put forth in the Girl Scout Promise and Law. This is who we are, and this is our promise to you.

Disbanding Troop Funds: Remaining funds in a troop that is disbanding might be used for a final Girl Scout activity, to buy lifetime memberships for the troop members or to donate to the Council's SHARE campaign or another worthwhile organization. Youth members have until September 30 to select a new troop and renew their membership. After that time, the remaining funds are allocated to the selected troops as an equal portion in relation to the number of renewed youth. Funds can only be allocated to troops within Girl Scouts Nation's Capital; if a youth member from the disbanding troop transfers to a troop in another council, no funds are transferred to that troop.

When all youth memberships have lapsed, unused Girl Scout money left in accounts when troops disband must be transferred to the Service Unit, and the SU can spend the money on programs and operations as decided by the SU team. The Service Unit Money Manager will request a "close bank account" letter. As when closing any bank account, be sure all checks and other debits have cleared the account before you close it. Also, keep in mind that you may have to close the account in person. Bank accounts must be closed prior to August 1.

Eligibility to Volunteer: The decision whether to exclude altogether or limit a prospective volunteer's participation is exclusively within the discretion of Council staff. Regardless of the background screening results, Council management retains exclusive discretion to exclude or limit an applicant's participation. Any Girl Scout volunteer who is formally accused of, charged with, or under investigation by

authorities for any automatically disqualifying offense (or offenses that might result in disqualification) will not be allowed to volunteer. The member can request reinstatement after disposition of the charge.

Emergencies: Volunteers must be prepared for emergencies and should work with youth and other volunteers to establish and practice an Emergency Action Plan (EAP) that will address procedures for circumstances such as weather emergencies, evacuations, hazards at location, first aid, lost participants, etc. Every Girl Scout youth and adult volunteer must know how to act in these situations. Design and review an evacuation plan for meeting places used by the group. There is a template for an EAP on our website www.gscnc.org/forms. Keep your first aid kit stocked and accessible during activities, and keep an updated Field Trip and Travel Packet. The Council's after-hours emergency answering service is 1-888-288-1784.

Entrepreneurial Program (Product Program) Participation
Girl Scout youth members get the information and materials they need for the Fall Product sale and the Cookie Sale through their troop. Troops must have a Fall Product Chair and Troop Cookie Manager to participate in those programs. Training and ongoing information is provided to those volunteers so they can support their troop. Individually Registered Members (Juliettes) participate through their Service Unit.

Field Trip and Travel Packet: Whenever a troop leaves its meeting space, a leader is responsible for gaining caregiver permission and assembling a Field Trip and Travel Packet that includes a completed Girl Scout Health History and Medical Authorization form for each youth member; and, the GSCNC Procedures for Accidents and Emergencies. An Emergency Action Plan (EAP) may be verbally conveyed to the participating adults for simple activities, but for other activities, a written plan is advised and should be kept in the Field Trip and Travel Packet.

Financial Accountability: There are many important policies related to Girl Scout finances to ensure compliance with federal law and protect our status as a tax-exempt organization. Volunteers with roles related to Girl Scout funds (including troop leaders and troop money managers) must complete training that details the exact requirements, but some general information is included here.

- All finances for troops and groups must be managed through a Girl Scout checking account set up by the Service Unit Money Manager or the Association Money Manager.
- Money in a Girl Scout bank account belongs to the Girl Scouts for Girl Scout activities. Only use Girl Scout funds for appropriate expenses as described in Troop Money Management training.
- Mixing Girl Scout funds with personal funds is prohibited.
- Generally, the troop should spend earned money each year to ensure that the Girl Scouts who earn the money benefit from it.
- Troop Leaders or Troop Money Managers must submit bank statements with

receipts every month to their SU money manager.

- Girl Scouts cannot engage in any direct solicitation for money except for Girl Scout Seniors and Ambassadors, who may solicit donations for Girl Scout Gold Award projects according to our Council's processes.
- Troops must have a debit card.
- Troop money-earning activities beyond the Girl Scout product program must be approved by the SU manager or SU money manager. Participation in Fall Product and Cookie Program is required before additional money earning will be approved. Additional money-earning events must be Girl Scout program-based and must not involve the sale of a commercial product or games of chance or lottery. Restaurant nights or other commercial partnerships are not permitted.
- Girl Scouts cannot raise or solicit money directly for another organization or cause, but in-kind donations of supplies or volunteer service are allowed.
- Girl Scout activities are funded by dues, Girl Scout Product Programs (Fall Product and the Cookie) and approved money-earning events.
- Electronic payment platforms are allowed if the Girl Scouts in the troop vote to use an electronic payment platform AND you are able to link directly to the Girl Scout bank account in the platform (NOT passing through another bank account, such as a personal bank account) AND the account is up under the council's tax ID number rather than a personal Social Security number. If all these requirements cannot be met, the platform is prohibited.

Firearms and Weapons: Ammunition or firearms are prohibited at any Girl Scouts Nation's Capital event or activity unless required as a law enforcement official.

First Aiders: A troop first aider is an adult volunteer who selects the role of First Aider, has an eligible a background check, and has current certification in Adult and Pediatric First Aid/CPR/AED. Healthcare and emergency professionals can serve as first aiders if their training or licensure is current and the care required is within their scope of practice and professional standards of care- for example, a physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, wilderness first aider or responder, or emergency medical technician. A First Aider and first aid kit is required for overnights; physically demanding activities; and events with potential for injuries such as cookouts, camping or high adventure activities. Review the Safety Activity Checkpoints for your particular activity to see what additional safeguards are required.

Girl Scout Membership: Girl Scouts Nation's Capital welcomes all members, regardless of race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socio-economic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs. Any girl—from kindergarten through 12th grade—can join Girl Scouts. Additionally, if a family with a child of any other gender identity and expression (other than cisgender* boys) feels that Girl Scouting is the right community for them, they are welcome. Girl Scout volunteers can be any gender.
*Cisgender: A person whose gender identity corresponds to their sex assigned at birth.

High Adventure/Certificates of Insurance/Approved Vendors: High Adventure activities require caregivers to give written permission, either through an email, form, or release. When participating in an activity outside of a Girl Scout property or when using an outside business, vendors must be on the approved vendor list. To see the approved vendor list and learn how to add a vendor to the list, go to https://www.gscnc.org/en/camp/high-adventure.html Vendors are removed from the list when the certificate of insurance on file expires – so in some cases, volunteers will need to reach out to the vendor to obtain the updated information to submit to the council. Most vendors are used to such requests and are happy to provide this information. Contact the vendor at least 4 weeks before your event to allow enough time. Vendor insurance information can be submitted to highadventure@gscnc.org. The following types of vendors are automatically approved and do not require a certificate of insurance to be submitted: Large amusement parks such as Disney World, Kings Dominion, Six Flags, and Hershey Park (Smaller-scale amusement parks/water parks still require a certificate of insurance); Vendors owned and operated by a federal, state, or local government agency; Commercial and public transportation vendors such as a commercial airline or Metro. (Chartered bus transportation where a group rents out an entire bus does require a certificate of insurance.); Major cruise lines do not require a certificate of insurance. A certificate of insurance may be required for domestic shore excursions.

Inclusion: When scheduling, planning, and carrying out activities, carefully consider the needs of all Girl Scouts involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places. Girl Scouts with cognitive diverse intellectual abilities can be registered as closely as possible to their chronological ages. Make adaptations for Girl Scouts to participate in ongoing activities of the program level to which the group belongs. Girl Scouts with diverse intellectual abilities may choose to retain their youth membership until their 22nd birthday, and then move into an adult membership category. Contact Council Care at 202-237-1670, or councilcare@gscnc.org with questions about how to ensure the inclusion of youth or adults with disabilities within the Girl Scout community. Girl Scouts Nation's Capital is committed to ensuring that youth members of all abilities are able to achieve the Gold Award - if a Girl Scout needs accommodations, email HigherAward@gscnc.org and Council staff will work with the family to decide on reasonable accommodations.

Independently Registered Members (IRMs): Independently registered Girl Scout youth members (also known as Juliettes) choose how to participate based on their schedule and interests. They are not part of a troop but are members of a Service Unit based on their address. An adult who works with a IRM can register as a member with the role "IRM Mentor", which will give them access to training in gsLearn and the full use of the Volunteer Toolkit to get information about badge requirements and activities.

Insurance-Activity Accident: Girl Scouts provides Activity Accident Insurance 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, whether an adult volunteer for the day, or a friend of a Girl Scout who is joining along to try out scouting. Activity Accident coverage applies to day events, overnight trips (including camp), and international travel.

Insurance-General Liability: General liability insurance, managed by the Council, provides coverage for volunteers in the event of a lawsuit resulting from the performance of their Girl Scout responsibilities, for example: conducting troop meetings, transporting members to an event, participating in an approved activity, and serving as a troop first aider. This includes liability for bodily injury or property damage. This protection does not cover illegal acts or acts that are not consistent with the purpose of Girl Scouting. Our Council's liability insurance carrier does not cover troop meetings or other Girl Scout events hosted in a private home. Many organizations require that we prove we have liability insurance before they will let us use their facility. To obtain a certificate for in-Council events, please request online here: https://gscnc.jotform.com/252475621294056. Please contact the Council Care department at 202-237-1670 or councilcare@gscnc.org with any questions.

Language/American Sign Language interpretation: On-demand phone interpretation is available for over 250 languages to assist volunteers and staff communicate more effectively with Girl Scout caregivers. American Sign Language interpretation services are available in-person and virtually. These can be used to talk with prospective families, assist in filling out forms, and communicate details of an event. Contact councilcare@gscnc.org for more information.

Medications: Medication, including over-the-counter products, must never be dispensed without prior written permission from a custodial parent or guardian. At the beginning of each membership year, the troop leader will collect a copy of each Girl Scout Health History and Emergency Medical Authorization form (www.gscnc.org/forms) completed by caregivers and includes crucial information about medications and allergies. Information on these forms is confidential and will be shared only with people who must know this information. Some youth members may need to carry and administer their own emergency medications, such as bronchial inhalers, an EpiPen, or diabetes medication. All Girl Scout youth and adult medications, except for approved self-carry emergency medications, should be secured in the troop first aid kit (or other secure location) when it is not medication time.

Multi-Level Troops: A multi-level troop must have a youth-to-leader ratio appropriate for the youngest program level including at least one trained troop leader for each program level in the troop. Multi-level troops that meet in multiple rooms must provide

the minimum youth-to-leader ratio in each room because no adult can be alone with youth members at any time. Multi-Level troops should not be more than two program levels with the exception of teens (Cadettes, Seniors, and Ambassadors). Multi-level troops must earn and spend money as a group (common pot) and are prohibited from using individual accounting if there are any Daisies, Brownies, or Juniors in the troop. Multi-level troops with any Daisies or Brownies are not allowed to opt out of product program incentives.

Online Safety: Promote online safety. Instruct Girl Scouts to never provide their full names or contact information online, engage in virtual conversation with strangers or arrange in-person meetings with online contacts. For group websites, publish Girl Scouts' first names only and never divulge their contact information. Review the Girl Scout Online Safety Pledge, https://www.girlscouts.org/en/footer/help/internet-safety-pledge.html and ensure Girl Scout youth and adults commit to it.

Overnight Activities: Any adult participating in an overnight activity with Girl Scouts must have a membership and an eligible background check. In keeping with Girl Scout Safety Guidelines, youth members will ideally remain in quarters with other Girl Scout youth rather than with adults. While it is encouraged that adults sleep in a separate area from youth members, if adults do share the sleeping area, there must always be at least two unrelated adults present, one of whom is cisgender female. Men (cisgender and transgender men) must have a separate, designated sleeping area, which can be a separate tent, room, or corner of a lodge Girl Scouts will not need to access. Men should have privacy to manage personal care matters, such as changing, bathing or using restroom facilities. During family or caregiver-youth overnights, family units may sleep in the same sleeping quarters in event areas as long as all are in agreement and all youth are accompanied by a caregiver.
We encourage troop leaders, encampment coordinators, etc. to provide youth and adult members the opportunity to select their preferred accommodations in advance. In order to do this, add a sleeping accommodations question to registration forms or permission slips for all overnight Girl Scout activities. Ask participants to select "all that apply" in order to provide multiple options for sleeping accommodation assignments:

- Gender Inclusive for cisgender females, non-binary, and transgender members
- Female only for cisgender female members
- No Preference
- Male only for cisgender and transgender adult male members

When possible, pre-assign members to a specific room, shelter, tent, etc. Never refer to a sleeping accommodation as "girl-only" or "gender inclusive." Use a number, color, animals, etc. to describe assigned accommodations. Never call out or isolate a youth member based on their accommodation request. When needed, work with individuals and families to understand concerns and develop resolutions prior to the event.

Pass-through Donation Guidelines: Donations of up to $250 can be made to a Girl Scout troop, service unit, association, and/or Girl Scout group and should be payable to the Girl Scout group. The Council will not provide a tax receipt for these donations. Pass-

through donations to a troop, service unit, association or Girl Scout group of up to $1,000 from any funder/donor is allowed once per fiscal year and should be payable to Girl Scouts Nation's Capital and sent to the Council's Washington, DC office. For information on pass-through donations, reach out to the Council's Philanthropy department. Any donation over $1,000 will go to SHARE, our volunteer-driven annual giving campaign to benefit all Girl Scouts.

Registered Sex Offenders: Registered sex offenders are expressly prohibited from serving as Girl Scout volunteers in any capacity. Those living in households with registered sex offenders are prohibited from hosting youth members or Girl Scout-related activities in their household and must uphold restrictions barring sex offenders from locations where children may gather. Caregivers who are registered sex offenders may not participate in Girl Scout gatherings.

Safety Standards: Volunteers are required to follow safety standards and checkpoints in Safety Activity Checkpoints, found here: www.gscnc.org/forms.

Service Units: A service unit is composed of all troops that meet within its geographical jurisdiction. There are approximately 130 service units in our Council. Service unit teams are made up of volunteers to help support troops in their area who appoint, train, and provide retention programming and conflict management for troops and troop volunteers. SUs hold monthly support meetings (Service Unit meetings) and each troop is required to send a representative to attend.

SHARE: The SHARE giving campaign is our annual volunteer-driven peer-to-peer fundraising effort. All money raised through this program stays in our council and helps maintain our camps, supports volunteer training, delivers Girl Scouts programming, and funds the Girl Scout Promise Fund. Restaurant nights, business partnerships, fundraising with other organizations, party demonstrations and other events where a percentage of sales are received are NOT permissable vehicles for SHARE fundraising.

Supervision of Youth: There must be at least two registered, background checked, trained adults who are not related by blood, marriage, or address, at least one of whom is female supervising every Girl Scout-related activity. Additional registered adult volunteers with an eligible background check or specifically trained adults may be necessary depending on the size of the group, the ages and abilities of Girl Scouts, and the particular activity (see chart below). Safety Activity Checkpoints specifies the Youth-to-Instructor ratios for certain high adventure activities.

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 caregiver involved when contacting youth members. Personal conversation via phone or text are not appropriate. Parents/caregivers should always be made aware if volunteers are communicating directly with youth members via electronic methods.

GIRL SCOUT ADULT-TO-YOUTH RATIOS	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:
DAISY GIRL SCOUTS (Grades K–1)	12	1-6	6	1-4
BROWNIE GIRL SCOUTS (Grades 2–3)	20	1-8	12	1-6
JUNIOR GIRL SCOUTS (Grades 4–5)	25	1-10	16	1-8
CADETTE GIRL SCOUTS (Grades 6–8)	25	1-12	20	1-10
SENIOR GIRL SCOUTS (Grades 9–10)	30	1-15	24	1-12
AMBASSADOR GIRL SCOUTS (Grades 11–12)	30	1-15	24	1-12

Travel Approval: Planning should begin at least 6 months in advance for domestic travel and 1-3 years before for international travel. Complete asynchronous online training "204 Travel Training" in gsLearn. There is a required process for obtaining approval for travel of:

- 4 or more nights; OR
- A destination further than 200 miles or a 3.5 hour drive from your regular meeting place.
- This includes all international destinations and cruises.

The travel Pre-Approval Form must be completed at least 3 months in advance of the trip. The travel Final Approval Form must be completed two weeks prior to departure. Both forms can be found at www.gscnc.org/forms.
All attending adults must be registered members with an eligible background check. In addition, any eligible youth over the age of five attending the trip must be registered members. For international travel, Girl Scouts must be Cadettes or older.

Travel and Single Girl Scouts and Individually Registered Members: Family travel is not Girl Scout travel, and Girl Scout money can only be spent on Girl Scout activities. As a result, individual Girl Scouts including Individually Registered Members (Juliettes) or single members from a troop can only travel as part of a Girl Scout travel group, when they are part of the GSUSA Destinations program, or as part of an approved Gold Award project.

Transporting Youth: When using private vehicles, every driver must be a registered and background-screened adult volunteer over the age of 21 with a good driving record, a valid license and a registered/insured vehicle. All passengers are required to

be in a legal seat and wear their seat belt at all times, adhering to laws child restraint requirements of the jurisdiction(s) they are traveling. That information can be found here: https://www.safekids.org/state-law-tracker. 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 time period.
When using chartered transportation, you must use a Council-approved vendor. Written agreements required when renting or chartering transportation may be signed by an adult who is at least 21, and a registered member of GSUSA. When renting a vehicle, read all rental agreements to be sure you comply with their terms. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Make sure the car is adequately insured; consult the driver's auto insurance company. Read Safety Activity Checkpoints for additional information about transportation.

Troop Committee/Volunteers: Generally, families are expected to volunteer in some capacity with troops; however, we ask troop leaders to be flexible and understanding of situations where a family may not be able to participate. Youth members should never be removed from a troop due to a family's inability to volunteer. Volunteers must be registered, background checked and appropriately trained for their position(s).

Troop Formation: There must be one adult and 4 youth to begin the registration process for a new troop. Before the first troop meeting, there must be 2 troop leaders (unrelated by birth, marriage, or address) and one troop money manager identified. All troops started after December 2015 must have at least 12 spaces for youth members. Spaces are available online and are first-registered, first-in-the-troop; spaces cannot be 'held' for non- registered youth. The capacity of the troop can increase when youth change program levels or as more troop leaders are added to the troop committee. As of August 1, 2027 all troops will be required to have 12 spaces for youth members.

Volunteer Conduct: Volunteers must make safety the top priority, remain current with training requirements and follow all guidelines in Volunteer Essentials, Safety Activity Checkpoints. Volunteers must treat all youth, volunteers, employees and community members in accordance with the Girl Scout Promise and Law and are prohibited from harassing or mistreat others. Volunteers must communicate respectfully and cannot use insensitive or offensive language, and should engage in direct conversations to resolve issues and concerns and use the conflict resolution process as needed. Volunteers must follow and uphold all Council goals, policies, guidelines and objectives, including the Diversity, Equity, Inclusion, and Accessibility Commitment and the Sensitive Issues Guidelines found in Volunteer Essentials. Volunteers are required to have a current membership and role within Girl Scouts Nation's Capital with an approved background screening and must not have caused nor owe any debt to any GSCNC entity (e.g. troops, service unit, etc.) at any time.

Volunteer Training: All volunteers must be adequately prepared for their position and must complete required training within three months of starting their role. Volunteers must complete an annual appointment form for most roles.

Procedures for Accidents and Emergencies

In Case of Minor Illness

Call a caregiver to come for the child. If no one is available to pick up the child, an adult should take the child home. Ensure that someone is home to care for the child. DO NOT LEAVE A CHILD UNATTENDED.

In Case of a Minor Accident

1. Immediately give first aid or find a first aider; transport the injured person to an emergency room, if necessary, and contact the caregiver.
2. Ask the caregiver to come to the site or meet at the emergency room, if appropriate. (If a caregiver cannot be reached, call the person designated to act in an emergency. Continue trying to reach the caregivers so they can assume responsibility for medical decisions.)
3. Record in writing:
    a. Conditions existing at time of accident Order of events following the accident Names and addresses of witnesses
    b. Medical attention, opinion or instructions received from caregivers
4. Notify the Council office as soon as possible (within 48 hours) by emailing councilcare@gscnc.org.
5. Submit completed insurance forms and a copy of the record of the accident within five days.

In Case of a Serious Accident, Emergency or Fatality

1. Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident. Contact the caregiver and ask them to come to the site or meet at the emergency room. If caregivers cannot be reached, call emergency contact. Continue trying to reach the caregiver or emergency contact.
2. In the event of fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scouts Nation's Capital Marketing and Communications department.
4. During office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Council office as soon as possible: 202-237-1670. After office hours and on weekends, call the EMERGENCY ANSWERING SERVICE AT: 1-888-288-1784.