



## **GSCOC Responsible Adult Program Safety Briefing Guidelines for the Troop/Group Leader**

These guidelines are provided to assist you as the troop/group leader in preparing the responsible adults to support your troop activities. The more prepared they are, the better they will be able to support you and your troop/group. This briefing has been designed so that you will have some assurance that the responsible adults assisting you understand the requirements of the Girl Scout Council of Orange County *Policies and Standards* with regard to their participation. (Page 3 Troops/Groups Formation and page 7 – Traveling Troops and Groups.)

If you are unclear about any of the information on this check list, there are many people in your Girl Scout support group who would be happy to help you. Begin with your Level Consultant, your Service Unit Manager, Service Unit Coordinator – Human Resources or your Orientation Specialist. There is also help for you at the GSCOC Headquarters and through your Volunteer Support Specialist.

**Step 1** As the troop leader, have the volunteering adult:

- Fill out yearly membership registration
- Pay the yearly registration fee

Turn these into your Service Unit Registrar with your other troop registrations or as needed.

If this is the first time this adult is volunteering for GSCOC, they will also need to:

- Complete and sign the Volunteer Application
- Sign the consent for Background Screening form

When all these forms are complete, turn all this paperwork into GSCOC Headquarters at GSCOC, P.O. Box 4244, Costa Mesa, CA 92628-4244, Attention: Volunteer Resources, where the forms will be kept on file.

**Step 2** Fill out the “Event Specifics” and make certain that the information is clear and understood. (New with each activity)

**Step 3** Review the following information with the volunteer in order to complete the “Responsible Adult Safety Briefing.” (New with each activity)

- Have the volunteering adult read *Safety-Wise* Chapter 4 and answer any questions that the volunteering adult might have.
- Review the *Safety-Wise* check points and guidelines related to the **specific** activity with the volunteering adult and make certain the information is clear and understood.
- Review GSCOC *Policies and Standards* related to **specific** activities with the volunteering adult and make certain that the information is clear and understood.
- Review *Safety-Wise* page 38 on First Aid kits and make certain the information is clear and understood.
- Review the permission slip. Point out what to look for, including special instructions for adults who can pick up and drop off the girls, special needs and how to accommodate them, notes prohibiting photographs, video taping and/or voice recordings of any of the girls.



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- Review the troop and council emergency procedures, how and when to use them. Give the volunteering adult a copy of the accident report form and emergency contact phone numbers for your troop.
- Review the girl *health history forms*, including how to recognize specific health issues such as allergies and medications, and how to administer medications.
- Explain the importance of the “buddy” and “truddy” system of partnering two or three girls for protection at all times.
- Explain the importance of volunteering adults acting as a role model. Explain that behavior that will not be tolerated includes the drinking or possession of alcoholic beverages, smoking in the presence of the girls, abuse of drugs, (legal or illegal) inappropriate language and any form of abuse (verbal, physical, mental or sexual) towards children or adults.
- Explain the proper dress for the activity and the importance of modeling the proper dress for the girls.

**Step 4** Have the volunteer initial the Safety Checklist, sign and date it. You will file a signed copy with your other important Girl Scout paper work and keep it on file for the membership year plus one additional year. Give a copy to the “responsible adult” for reference during the activity.

*Congratulations!*

You now have an adult volunteer you can count on to put the safety of the girls in your troop first!



# GSCOC RESPONSIBLE ADULT PROGRAM SAFETY BRIEFING

- A “Responsible Adult” is required under three (3) specific circumstances:
  - (1) When an adult is acting as a Leader/Co-Leader or Advisor/Co-Advisor for a specific Girl Scout activity that is away from regular troop activities, where one of the Leaders/Co-Leaders or Advisors/Co-Advisors is not in attendance. The “Responsible Adult” is acting in the place of one of the trained leadership team with supervisory or disciplinary authority over girls.
  - (2) When an adult is participating as a driver and/or chaperone for a Girl Scout activity.
  - (3) When an adult will be handing money.
- A **Responsible Adult** is defined as a registered troop adult who has completed the application/background screening process and received a “GSCOC Program Safety Briefing” from the troop/group leader.
- A Troop Camping Adult is considered a “Responsible Adult” and has requirements beyond the Responsible Adult Briefing. The “Camping Adult” will be required to register for membership, pay the registration fee, complete and sign the Volunteer Application and complete the background check. Since they are also required to complete orientation and training, they are not required to complete this safety check list with the leader.
- Following the program briefing and prior to accepting responsibility for supervising the girls, the **Responsible Adult must complete** the safety briefing process. Sign and return this form to the troop leader who keeps it on file until the end of the following membership year.
- The membership registration, registration fee, a completed volunteer application, and background check must be submitted and remains on file at the Girl Scout Council Center prior to participation.

## SAFETY CHECKLIST

A. Name of program/event \_\_\_\_\_

B. Location \_\_\_\_\_

C. Type of activities \_\_\_\_\_

D. Check off each statement when reviewed, understood and completed:

1. \_\_\_\_\_ I have read and understand the *Safety-Wise* guidelines and checkpoints that apply to the program/activity at which I will be responsible for the supervision of the girls in the troop/group.

a) The activity standards, guidelines and checkpoints I read in *Safety-Wise* were on pages:

\_\_\_\_\_

Over



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2. \_\_\_\_\_ I have the details of the trip and have reviewed the map, driving directions, meeting places, dates and times.
3. \_\_\_\_\_ I understand that the girls have planned this activity and I will respect their freedom to carry out their plans.
4. \_\_\_\_\_ I understand that I will be responsible for the safety and well being of the entire troop/group.
5. \_\_\_\_\_ I have a first aid kit stocked in accordance with *Safety-Wise*, page 39.
6. \_\_\_\_\_ I have signed permission slips for all girls participating in the activity.
7. \_\_\_\_\_ I have reviewed the permission slips and am aware of any special needs and accommodations. I have noted any requests that prohibit a child from being picked up from the event, photographed, videotaped, or her voice recorded. I will honor these requests.
8. \_\_\_\_\_ I have the troop/group and council emergency contact phone numbers. I have read the council emergency procedures and understand when and how to use them.
9. \_\_\_\_\_ I have health histories for all girls participating in this activity requiring this information.
10. \_\_\_\_\_ I have a copy of the Girl Scout accident report form and know when and how to use it.
11. \_\_\_\_\_ I have been briefed on the buddy (2 people) / truddy (3 people) system of partnering girls for safety and supervision. I will help the girls to follow this system throughout the activity.
12. \_\_\_\_\_ I understand I will be acting as a role model for the girls; therefore, my behavior will *not* include: drinking alcoholic beverages, smoking in the presence of the girls, abuse of drugs (legal or illegal), inappropriate language, and any form of adult or child abuse (verbal, physical, mental or sexual.)
13. \_\_\_\_\_ I have been briefed on the proper attire for this event and will dress appropriately.

**I have completed the safety briefing for this activity and promise to uphold the standards and guidelines with which I have been entrusted to follow to ensure the safety and well-being of all the girls in my charge.**

\_\_\_\_\_  
Signature of Responsible Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troop/Group Leader

\_\_\_\_\_  
Date

Print first and last name

Print first and last name



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# GSCOC Responsible Adult Program Safety Briefing Event Specifics

**Event or Program** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Pickup Location:** \_\_\_\_\_

**Pickup time:** \_\_\_\_\_ **Arrival time at destination:** \_\_\_\_\_

**Return Location:** \_\_\_\_\_ **Return time:** \_\_\_\_\_

**Where:** Destination/s \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

**Maps:** Attached

Driving directions: \_\_\_\_\_

Stops and Meeting Places: \_\_\_\_\_

**What:** Activities will include: \_\_\_\_\_

**Who:** Leader/s Phone #: Cell #:

**Who:** Responsible Adult/s: Phone # Cell #

First Aider/s: Phone # Cell #

Emergency Contact: Phone # Cell #

Attach a roster of Girls, all permission slips and health history forms, and the emergency information, maps and any other information needed for your activity. (Add any extra pages as needed.)