



# GIRL SAFETY & TRAVEL GUIDE

## Girl Scouts of Hawaii

This guide was developed for Girl Scouts of Hawaii volunteers and parents to insure that they have the necessary tools and tips for leading girls safely through the Girl Scout Experience. This guide will provide the reader with knowledge of the policies and procedures all volunteers must follow.



### QUESTIONS?

CONTACT  
GSH COUNCIL'S  
MEMBERSHIP &  
PROGRAMS  
DEPARTMENT

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# Girl Safety & Travel Guide - Girl Scouts of Hawaii

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority. Here's what you need to know.

## Knowing Your Responsibilities

You (the Volunteer), the parents/guardians of the girls in your group, and the girls themselves share the responsibility for staying safe. The next three sections provide more details on everyone's responsibilities.

### Responsibilities of the Volunteer

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, available from your council. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
2. **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.
3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
5. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
6. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving

record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.

7. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
8. **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.
9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
10. **Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
11. **Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers. Girls should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the [Girl Scout Online Safety Pledge](#) and have them commit to it.
12. **Keep girls safe during money-earning activities.** Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.

## Responsibilities of Parents and Guardians

You want to engage each parent or guardian to help you work toward ensuring the health, safety and well-being of girls. Clearly communicate to parents and guardians that they are expected to:

- Provide permission for their daughters to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place. This can include such activities as: product sales, including Digital Cookie; overnight travel; the use of special equipment; or sensitive issues.
- Make provisions for their daughters to get to and from meeting places or other designated sites in a safe and timely manner, and inform you if someone other than a parent or guardian will drop off or pick up their child.
- Provide their daughters with appropriate clothing and equipment for activities, or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Understand what appropriate behavior is for their daughters, as determined by the council and you.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.

## Responsibilities of Girls

Girls who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

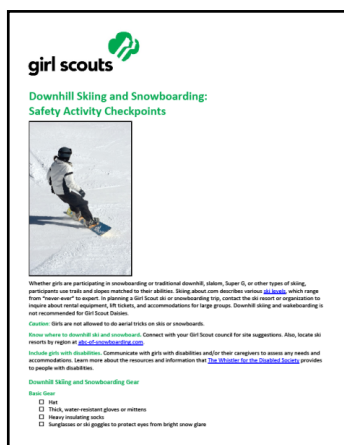
- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when and where to get help when needed.

## Approaching Activities

Prior to any activity, read the specific Safety Activity Checkpoints (available on your council's website or from your support team in some other format) related to any activity you plan to do with girls. If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with your council **before** making any definite plans with the girls. A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely:

- **Caution:** You must get written pre-approval from your council for girls ages 12 and older who will:
  - Use firearms for target shooting (see Sport Shooting Safety Activity Checkpoints)
  - Take trips on waterways that are highly changeable or uncontrollable (See Whitewater Rafting Safety Activity Checkpoints)

## Using Safety Activity Checkpoints



When preparing for any activity with girls, start by reading the Girl Scout Safety Activity Checkpoints for that particular activity. You can find these on our website in the “Safety” section of Volunteer Resources: [http://girlscouts-hawaii.org/wp-content/uploads/2015/08/2015\\_Safety\\_Activity\\_Checkpoints.pdf](http://girlscouts-hawaii.org/wp-content/uploads/2015/08/2015_Safety_Activity_Checkpoints.pdf)

Each Safety Activity Checkpoint offers you information on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, what specific steps to follow on the day of the activity, and so on.

In addition to reading these checkpoints yourself, you can email or print them for co-volunteers, parents/guardians, and the girls themselves. The checkpoints are formatted as checklists, so that you, your co-volunteers, and the girls can check off each step that has been accomplished.

In keeping with the three processes of the Girl Scout Leadership Experience, be sure that:

- **All activities are girl-led.** Take into account the age and abilities of the girls. Older girls can take the bulk of the responsibility for carefully planning and executing activities, while younger girls will require more of your guidance but should still be deeply involved in making decisions about their activities.
- **Girls have the chance to learn cooperatively.** Have girls teach each other new skills they may need for the activities, rather than hearing all that from you.
- **Girls learn by doing.** If research or special equipment is needed, they'll learn better by doing that research themselves than by having you do the legwork and report back to them. Even Daisies can do basic research and give reports or do show-and-tell for each other.

Ambassadors may need

you only for moral support as they research, teach each other, and plan every detail of their excursions.

Safety Activity Checkpoints are available for the following undertakings:

- Adventure and Theme Parks
- Archery
- Arts and Crafts
- Backpacking
- Bicycling
- Camping
- Canoeing
- Challenge Courses
- Climbing and Rappelling
- Computer/Online Use
- Cross-Country Skiing
- Downhill Skiing and Snowboarding
- Fencing
- Fishing
- Geocaching
- Girl Scout Cookie/Council-Sponsored Product Sale
- Hayrides
- Hiking
- Horseback Riding
- Ice Fishing
- Ice Skating
- Indoor Skydiving
- Indoor Trampoline Parks
- In-Line Skating and Roller Skating
- Kayaking
- Orienteering
- Other Land Sports
- Outdoor Cooking
- Parades and Other Large Group Gatherings
- Playgrounds
- Recreational Tree Climbing
- Rowboating
- Sailing
- Scuba Diving
- Segway
- Shooting Sports
- Skateboarding
- Sledding, Tobogganing, and Snow Tubing
- Snorkeling
- Snowshoeing
- Spelunking
- Standup Paddleboarding
- STEM (Science, Technology, Engineering, and Math)
- Surfing
- Swimming
- Tubing
- Vaulting on Horseback
- Waterskiing and Wakeboarding
- White-Water Rafting
- Windsurfing
- Ziplining

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with your council **before** making any definite plans with the girls. A few activities are allowed only with written council pre-approval and only for girls 12 and over, while some are off-limits completely.

**Caution:** You must get written pre-approval from your council for girls ages 12 and older who will operate motorized vehicles, such as go-carts and personal watercraft; take trips on waterways that are highly changeable or uncontrollable; or fly in noncommercial aircraft, such as small private planes, helicopters, sailplanes, untethered hot air balloons, and blimps.

**Warning:** When activities involve unpredictable safety variables, they are not recommended as Girl Scout program activities. These include but are not limited to:

- Bungee Jumping
- Flying in small private planes, helicopters or blimps
- Go-Carting
- Hang gliding
- Hot air ballooning
- Hunting
- Motor biking
- Parachuting
- Parasailing
- Riding all-terrain vehicles
- Riding motorized personal watercraft such as jet skis
- Skydiving
- Stunt skiing
- Outdoor trampolining
- Zorbing

## Experts

The Safety Activity Checkpoints for most activities require having an expert on hand to help girls learn an activity. Please remember that **all experts must be approved by your council**. Some things to keep in mind:

- **Does the person have documented training and experience?** She or he should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity and letters of reference.
- **What does she or he need to be able to do?** This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision and procedures for the activity. At the very least, she or he should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios and respond appropriately in an emergency.



## The Girl to Adult Ratio

Whatever the activity, from camping to cookies sales, adult supervision is required regardless of the grade level of the girls. The table below has been developed to show the minimum number of adults needed to supervise a specific number of girls (councils may also establish **maximums** due to size or cost restrictions) during trips. These adult-to-girl supervision ratios were devised to ensure the safety and health of all girls taking part in the activity. For example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.

**\*\*Remember:** There must always be at least 1, unrelated female volunteer at all Girl Scout activities\*\*

Adult to Girl Ratio	Group/Troop Meetings		Events, Travel, and Camping:	
	2 <i>unrelated</i> adults (at least 1 of whom is female) for this number of girls:	Plus 1 more adult for up to this many additional girls:	2 <i>unrelated</i> adults (at least 1 of whom is female) for this number of girls:	Plus 2 more unrelated adults for up to this many additional girls:
Daisies (grades K–1)	12	6	6	4
Brownies (grades 2–3)	20	8	12	6
Juniors (grades 4–5)	25	10	16	8
Cadettes (grades 6–8)	25	12	20	10
Seniors (grades 9–10)	30	15	24	12
Ambassadors (grades 11–12)	30	15	24	12

The above ratios are required for all events, travel and camping activities.

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old, or the age of majority defined by your state if it is older than 18.

# Transporting Girls

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility.

For planned Girl Scout field trips and other activities (outside the normal meeting time and place) in which a group will be transported in private vehicles keep in mind the following:

- Every driver must be an approved volunteer, at least 21 years old, and have a good driving record, a valid license and a registered/insured vehicle.
- All vehicles must always have 2 adult volunteers, 1 of which must be an **unrelated female**.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female. In addition, the girl-volunteer ratios in the "Knowing How Many Volunteers You Need" section must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in the "Knowing How Many Volunteers You Need" section must be followed. Care should be taken so that a single car is not separated from the group for an extended length of time.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats and chartered flights. Each driver of motorized private transportation must be at least **21** years old and hold a valid operator's license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here.

Anyone who is driving a vehicle with 12 or more passengers must be a professional driver who possesses a commercial driver's license (CDL). Note, you must check with your council to determine specific rules about renting large vehicles. Fifteen passenger vans are not recommended.

Please keep in mind the following non-negotiable points regarding private transportation:

- Even though written agreements are always required when renting or chartering, you are *not* authorized to sign an agreement or contract, except for rental car agreements, even if there is no cost associated with the rental. Such agreements must instead be signed by the person designated by your council.
- Check with your council to make sure you are following accepted practices when using private transportation. This ensures that both you and your council are protected by liability insurance in the event of an accident.
- If your council has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70. In addition, make sure the car is adequately insured and you know who is responsible for damage to, or loss of, the vehicle. Finally, ensure you have a good paper trail that shows the vehicle rental is Girl Scout-related.
- Obtain parent/guardian permission for any use of transportation outside of the meeting place.

## Health Histories (Including Examinations and Immunizations)

Girl Scout health histories and records are to be carried by the Troop Leader to all events and trips. Any adult participating in a Girl Scout trip or event must also bring their Health History Form for Council Programming. Keep in mind that information contained in a girl's health history is confidential and protected by law. This information may only be shared with people who have a need to know this information such as the girl herself, her parent/guardian and a healthcare provider.

For various reasons, some parents/guardians may object to immunizations or medical examinations. Councils must attempt to make provisions for these girls to attend Girl Scout functions in a way that accommodates these concerns.

It is important for you to be aware of any medications a girl may take or allergies she may have. Keep in mind the following:

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or guardian (your council can provide the necessary form).
- Some girls may need to carry and administer their own medications, such as bronchial inhalers, EpiPens or diabetes medication. You must have documentation from the girl's parent or guardian that it is acceptable for the girl to self-administer these medications
- Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts and seafood. This means that before serving any food (such as peanut butter and jelly sandwiches, cookies or chips), **ask** whether anyone is allergic to peanuts, dairy products or wheat. Do this even if you are aware of which girls have specific allergies! Even Girl Scout Daisies and Brownies should be aware of their allergies, but double-checking with them and their parents/guardians is always a good idea.



girl scouts

## Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out. Outdoor fun can be endless when girls lead.

### Adventure Out

**Plan and take an outdoor trip for several days.**

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Develop first-aid skills and use safety check points.

Budget, schedule, and make arrangements.

Participate in an environmental service project.

Teach and inspire others about the outdoors.

Imagine new experiences to be had outdoors.

Practice all Leave No Trace principles.

### Camp Out

**Plan and take a 1- to 2-night camping trip.**

Take more responsibility for planning.

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Plan a food budget, then buy and pack food.

Practice camp-site set up.

Plan an agenda that includes fun activities.

Explore/protect the surrounding environment.

### Sleep Out

**Plan and carry out an overnight in a cabin/backyard.**

Discuss what to pack for the sleep out.

Learn to use and care for camping gear.

Learn and practice new outdoor skills.

Plan a menu with a new cooking skill.

Discuss campsite organization.

Plan time for fun activities.

### Cook Out

**Plan and cook a simple meal outdoors.**

Make a list of gear and food supplies needed.

Learn and practice skills needed to cook a meal.

Review outdoor cooking safety.

Practice hand and dish sanitation.

Create a Kaper Chart for the cookout.

### Explore Out

**Plan and take a short and easy hike.**

Discuss what to take in a day pack.

Dress for the weather.

Plan a healthy snack or lunch.

Learn how to stay safe in the outdoors.

### Move Out

**Plan and take a short walk outside.**

Discuss being prepared for the weather.

Do activities to explore nature.

Plan and carry out an indoor sleepover.

### Meet Out

**Step outside to look, listen, feel, and smell.**

Share what was observed.

Learn more about what was discovered.

### Look Out

**Share past experiences in the outdoors.**

Talk about favorite outdoor places and why they're special.

Wonder what else can be seen in the outdoors.

### LEAVE NO TRACE PRINCIPLES:

Plan Ahead & Prepare

Leave What You Find

Respect Wildlife

Minimize Campfire Impacts

Travel & Camp on Durable Surfaces

Dispose of Waste Properly







Be Considerate of Other Visitors

## Day Trip



**Day Trips** are any daytime trips away from the regular group meeting place and outside the regular meeting time. Girls might plan an all day visit to a place of historical interest, bringing their own lunch. Other Day Trips might involve planning a trip to the local aquarium with lunch at a nearby restaurant or going to dinner and a movie. Younger girls can select locations and do much of the planning, while never being too far from home.

### Relevant Forms:

To Complete:	Who Completes:	When To Submit:	Submit To:	Day of Trip:
 <b>Girl Health History Form</b>	Parent/Guardian	This form should be completed at the beginning of every Girl Scout year and the Troop Leader/Adult-in-Charge should keep a copy of it at all meetings and on all group/troop activities/trips.	Trip Leader	X
 <b>Complete Girl Safety &amp; Travel Training</b>	Troop Leader/ Trained Volunteer	Training must be completed prior to activity/trip.	GSH Council	X
 <b>Day Trip Application</b>	Troop Leader/ Trained Volunteer	<b>2 weeks</b> prior to activity/trip. <i>Must be approved by Service Unit Manager prior to completing Insurance Request Form.</i>	GSH Website	
 <b>Notice of Changes Form</b>	Troop Leader/ Trained Volunteer	<b>1 week</b> prior to activity/trip. <i>This form is only necessary when you make significant changes to your activity/trip.</i>	GSH Website	
 <b>Insurance Request Form &amp; Payment</b>	Troop Leader/ Trained Volunteer	<b>2 weeks</b> prior to activity/trip. <i>Approved Application must be attached to Insurance Request. Insurance Request Form takes 3-5 business days to process.</i>	GSH Website	
 <b>Annual Permission Form</b>	Parent/Guardian must complete.	<b>Submitted Annually</b>	Parent/ Guardian	
			Trip Leader	X

### The Day of the Trip:



**(1) First Aid/CPR certified adult** must be present for the duration of the trip (medical professionals qualify).



The required adult\*-to-girl ratio must be met for the duration of the activity/trip.



Completed Uninsured Attendee Waiver Forms for all uninsured attendees.\*\*

\*\*Uninsured attendees include any non-registered parents/guardians and tagalongs for whom the event **is not intended**.



Bring Blank Report of Accident or Serious Illness Form(s) in case of emergency.



Bring In Case of Emergency Cards with Council Emergency contact name and telephone number.



Give a copy of your list of attendees (roster) to your Emergency Point of Contact.









Remember, Girls are never to drive other Girls.

## Simple Overnight Trip



A **Simple Overnight Trip** consists of 1-2 nights away on-island to a state/national park, historic town or nearby neighborhood for sightseeing, staying in a hotel, motel or campground. These short trips are just long enough to whet the girls' appetites but not so long as to generate homesickness. Daisies can only participate in a Simple Overnight trip if it is a single night camp intended for families to participate.

### Relevant Forms:

To Complete:	Who Completes:	When To Submit:	Due To:	Day of Trip:
 <b>Girl Health History Form</b>	Parent/Guardian	This form should be completed at the <b>beginning</b> of every Girl Scout year and the Troop Leader/Adult-in-Charge should <b>keep a copy of it</b> at all meetings and on all group/troop activities/trips.	Trip Leader	X
 <b>Complete Girl Safety &amp; Travel Training</b>	Troop Leader/ Trained Volunteer	Training must be completed prior to activity/trip.	GSH Council	X
 <b>Simple Overnight Trip Application</b>	Troop Leader/ Trained Volunteer	<b>1 month prior</b> to activity/trip. Must be approved prior to completing Insurance Request.	GSH Website	
 <b>Notice of Changes Form</b>	Troop Leader/ Trained Volunteer	<b>1 week prior</b> to activity/trip. <i>This form is only necessary when you make significant changes to your activity/trip.</i>	GSH Website	
 <b>Insurance Request Form &amp; Payment</b>	Troop Leader/ Trained Volunteer	<b>2 weeks prior</b> to activity/trip. <i>Approved Application must be attached to Insurance Request. Insurance Request Form takes 3-5 business days.</i>	GSH Council	
 <b>Parent/Guardian Permission Form</b>	Leader must fill out first page.	<b>2.5 weeks prior</b> to activity/trip.	Parent/ Guardian	
	Parent/Guardian must complete.	<b>2 weeks prior</b> to activity/trip.	Trip Leader	X

### The Day of the Trip:



(1) **First Aid/CPR certified adult** must be present for the duration of the trip (medical professionals qualify).



The required Adult-to-Girl ratio must be met for the duration of the activity/trip.



Completed Uninsured Attendee Waiver Forms (for all uninsured attendees.\*\*)

\*\*Uninsured attendees include any non-registered members and tagalongs for whom the event **is not intended**.



Bring Blank Incident Report Forms in case of emergency.



Bring In Case of Emergency Cards with Council Emergency contact name and telephone number.



Give a copy of your list of attendees (roster) to your Emergency Point of Contact.



## Extended Overnight Trip









Remember, Girls are never to drive other Girls.

An **Extended Trip** is any trip consisting of three (3) or more nights spent on-island or one (1) or more nights spent off-island (inter-island and/or mainland\*). Planning a trip to a large museum or national park—and many offer unique opportunities for girls to actually spend the night—makes for an exciting experience for girls.

\*Inter-island travel is restricted to Juniors and above. Mainland travel is restricted to Cadettes and above.

### Relevant Forms:

To Complete:	Who Completes:	When To Submit:	Due To:	Day of Trip:
 Girl Health History Form & Adult Health History Form**	Parent/Guardian	This form should be completed at the <b>beginning</b> of every Girl Scout year and the Troop Leader/Adult-in-Charge should keep a copy of it at all meetings and on all group/troop activities/trips.	Trip Leader	X
 Complete Girl Safety & Travel Training	Troop Leader/ Trained Volunteer	Training must be completed prior to activity/trip.	GSH Council	X
 Extended Overnight Trip Application	Troop Leader/ Trained Volunteer	<b>6 months</b> prior to activity/trip. <i>Must be approved prior to completing Insurance Request Form.</i>	SUM (SUM forwards to council)	
 Notice of Changes Form	Troop Leader/ Trained Volunteer	<b>1 week</b> prior to activity/trip. <i>This form is only necessary when you make significant changes to your activity/trip.</i>	SUM (SUM forwards to council)	
 Insurance Request Form & Payment	Troop Leader/ Trained Volunteer	<b>2 weeks</b> prior to activity/trip. <i>Approved Extended Overnight Trip Application must be attached to Insurance Request Form. The form takes 3-5 business days to process.</i>	GSH Council	
 Parent/Guardian Permission	Leader must fill out first page.	No later than <b>2.5 weeks</b> prior to activity/trip.	Parent/ Guardian	X
	Parent/Guardian must complete.	No later than <b>2 weeks</b> prior to activity/trip.	Trip Leader	

### The Day of the Trip:



**(1) First Aid/CPR with focus on pediatric** adult must be present for the duration of the trip. If the trip has 200 attendees, you must have **(1) Level 2 certified adult present**.



The required adult\*\*\*-to-girl ratio must be met for the duration of the activity/trip.



Completed Uninsured Attendee Waiver Forms for all **uninsured attendees**.

**Uninsured attendees** include any non-registered parents/guardians and tagalongs whom the event *is not intended*.



Bring Blank Incident Report Forms in case of emergency.



Bring In Case of Emergency Cards with Council Emergency contact name and telephone number.



Give a copy of your list of attendees (roster) to your Emergency Point of Contact.




Remember, Girls are never to drive other Girls.

## Girl Scout Activity Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA, and the basic plan is effective during the regular **fiscal** year (October 1 to the following October 1). Up to 14 months of insurance coverage is provided for new members who register in the month of August. For all other scenarios, please refer to the table below. *Refer to page 49 of Volunteer Essentials for further information regarding Girl Scout activity insurance.*

Complete the Insurance Request Form online...

## Girl Scouts Insurance Plans

Plan	Required For:	Coverage	Cost
<b>Plan 2:</b> Accident Insurance	Required to be purchased for all in attendance (including Girl Scout members) whenever there are non-Girl Scout members in attendance.	Plan 2 Insurance covers 100% of the attendees (members and non-members) <i>as long as</i> the event is intended for them (i.e.: families can attend “Family Events”).	\$0.11 per person/per day with minimum of \$5.00 or 45 people.
<b>Plan 3E:</b> Accident & Illness Insurance	Required when length of trip is three (3) nights or more (with exception of international trips—see Plan 3PI).	Plan 3E Insurance covers 100% of the attendees (members and non-members) <i>as long as</i> the event is intended for them (i.e.: families can attend “Family Events”).	\$0.29 per person/per day with minimum of \$5.00 or 18 people.
<b>Plan 3PI:</b> Accident & Sickness Insurance-International	Required for <b>all international trips</b> .	Insurance covers 100% of the attendees (members and non-members) <i>as long as</i> the event is intended for them (i.e.: families can attend “Family Events”).	\$1.15 per person/per day with no minimum.
 <b>All others who are not covered by these plans (nonmembers whom the event is not intended ex: tagalongs) must complete the Uninsured Attendee Waiver Form.</b>			

## Tagalongs

**Tagalongs:** **unregistered** brothers, sisters, friends of participating girl scouts and girl scouts of a lower troop level.

“Tagalongs” must fill out an **Uninsured Waiver** prior to participating in **any event which is not intended** for them, whether it be a meeting, event or trip. Participation of tagalongs is at the discretion of the trip leader.





# Incidents & Emergencies

## If There is an Accident

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the injured person. Follow established council procedures for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians and emergency services such as the police, fire department or hospital. Check with your council for emergency contact information.

After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/guardians, as appropriate. If a Girl Scout needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or guardians. If the media is involved, let council-designated staff discuss the incident with media representatives.

In the event of a fatality or other serious accident, the police **must** be notified and a responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings and follow police instructions. Do not share information about the accident with anyone but the police, your council and, if applicable, insurance representatives or legal counsel.

### IN CASE OF FATALITY, SERIOUS ACCIDENT OR EMERGENCY:

- Give immediate attention to injured.
- Call **911** for Ambulance, Police, or Fire.
- Stay at the site. Do not disturb victim or surroundings until police arrive.
- Notify GSH Council Representative (listed by island below).
- Council representative will notify emergency contact per Girl Health History Record.

#### Hawai'i Island

Notify GSH Representative Marci Goldman-Manker at 808-966-9376 (Office Direct Line)  
OR 808-937-5568 (Cell)

#### Kauai'i

Notify GSH Representative Angela Hoover at 808-675-5572 (Office Direct Line)  
OR 808-346-7964 (Cell)

#### Maui County

Notify GSH Representative Tauna Neerings at 808-244-3744 (Office Direct Line) OR 808-344-9923 (Cell)

#### O'ahu

Notify Chief Operating Officer Kelly Ikeda Ellis at (808) 675-5512 (Office Direct Line); OR (808) 429-9028 (cell). If you cannot reach Kelly Ikeda Ellis, notify Community Relations Coordinator Kristy Ryan at (808) 675-5524 (Office Direct Line); OR (808) 738-6698 (cell).

## Someone Needs Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses or unusual behaviors during Girl Scout activities. You can help girls by keeping in mind the following:

### **Know what to report.**

**Establish and practice procedures for weather emergencies.** Know the type of extreme weather to expect in your area (e.g. tornadoes, hurricanes and lightning). Please consult with your council for the most relevant information for you to share with girls.

**Establish and practice procedures for such circumstances as fire evacuation, lost persons and building-security issues.** Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.

**Assemble a well-stocked first-aid kit that is always accessible.** First-aid administered in the first few minutes can make a significant difference in the severity of an injury. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911, and then administer first aid, if appropriately trained.

### ***First-Aid/CPR***

Emergencies require prompt action and quick judgment. For many activities, Girl Scouts recommends that at least one adult volunteer be first-aid/CPR-certified. For that reason, if you have the opportunity to get trained in council-approved first-aid/CPR, do it! You can take advantage of first-aid/CPR training offered by chapters of the American Red Cross, National Safety Council, EMP America, American Heart Association or other sponsoring organizations approved by your council.

**Caution:** First-aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you're taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from your support team or council prior to enrolling in the course.

### ***First-Aider***

A first-aider is an adult volunteer who has taken Girl Scout-approved first-aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, EMP America, or American Heart Association, you have a chance to be fully trained in first-aid and CPR, doing so may make your activity planning go a little more smoothly.

The Safety Activity Checkpoints always tell you when a first-aider needs to be present. Since activities can take place in a variety of locations, the presence of a first-aider and the qualifications they need to have are based on the remoteness of the activity. For example, if you take a two-mile hike in an area that has cell phone reception and service along the entire route and EMS (Emergency Medical Services) is no more than 30 minutes away at all times the first-aider will not need to have knowledge of wilderness first aid. If, on the other hand, you take the same two-mile hike in a more remote area with no cell phone service and where EMS is more than 30 minutes away, the first-aider must have knowledge of wilderness first aid (see the chart below).

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	First Aid
More than 30 minutes	First Aid Level 2

*\*Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.*

It is important to understand the differences between a first-aid course, and a wilderness-rated course. Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.

**Note:** The presence of a first-aider is required at camp. For large events—200 people or more—there should be one first-aider for every 200 participants. The following healthcare providers may also serve as first-aiders: physician; physician’s assistant; nurse practitioner; registered nurse; licensed practical nurse; paramedic; military medic; and emergency medical technician.

### *First-Aid Kit*

Make sure a general first-aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). Please be aware that you may need to provide this kit if one is not available at your meeting place. You can purchase a Girl Scout first-aid kit, you can buy a commercial kit, or you and the girls can assemble a kit yourselves. The Red Cross offers a list of potential items in its [Anatomy of a First Aid Kit](#) (note that the Red Cross’s suggested list includes aspirin, which you will not be at liberty to give to girls without direct parent/guardian permission). You can also customize a kit to cover your specific needs, including flares, treatments for frostbite or snake bites and the like.

In addition to standard materials, all kits should contain your council and emergency telephone numbers (which you can get from your council contact). Girl Scout activity insurance forms, parent consent forms and health histories may also be included.

**Mahalo for leading with the Girl Scouts of Hawaii Council!**

Questions about this document should be sent to the Membership & Programs Department.

