



Tools to Lead

Procedures Guide

GSNNJ “Tools to Lead” Procedures Guide

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GSNNJ Forms located at www.gsnnj.org > Forms > Frequently Accessed Forms

Accident/Incident Report	Money Earning Activity Application
Adult/Girl Health History	Plan 2 Insurance Enrollment Form for GS Councils
Annual Permission, Child Release Permit, Self-Driving	Plan 3 PI Insurance Enrollment Form for GS Councils
Certification, Child's Needs Assessment	Sensitive Issues Permission Form
Annual Service Unit Finance Report	Troop/Group Activity Application (TGAA)
Bank Letter/Banking Procedures	Request for Raising Contributions
Certificate of Liability (COI)	Request for Corporate Employer Volunteerism
Girl Adult Financial Assistance_2017	Contributions
Intent to Travel	Request for Corporate Employer Matching
Leader Advisor Position Description/Agreement form	Contributions

Chapter 1 – Adult Volunteers

Adult Volunteers

Approved Adults - All adults working directly with girls such as leaders/advisors, meeting helpers, drivers who transport girls as part of a Girl Scout activity, volunteers working with Girl Scout funds, (such as Product Sale Managers, and Treasurers), volunteers working with member contact information, (such as troop emergency contacts), and all adults who are attending an overnight event, such as encampments or extended trips, **must abide by the following:**

- Accept the **Girl Scout Promise** and **Law**
- Be a registered Girl Scout member/volunteer and complete the Criminal Background Check process
- Renew Criminal Background Check every four years
- Responsible for the physical and emotional safety of girls

Leaders/Advisors – In addition to the above, leaders must abide by the following:

- The appointment is for a one-year term with renewal in partnership with their Service Unit Manager.
- Attend New Leader Orientation (NLO) facilitated by their Service Unit Manager or Troop Support staff.
- Sign a Leader/Advisor Position Description/Agreement Form and return to the Service Unit Manager.
- Complete New Leader Orientation training as soon as possible after appointment.
- Review the following online resources available at www.gsnnj.org
 - Volunteer Toolkit Overview
 - Volunteer Essentials: the national handbook for Girl Scout volunteers
 - Safety Activity Checkpoints
 - GSNNJ “Tools to Lead” Procedures Guide
 - GSNNJ policies

Leadership of Troops/Groups

- Each **troop/group must have at least two adult leaders**. At least one member of the leadership team must be an adult female.
- When placing adults in troop/group leadership positions there must be at least two independent (non-related by blood, marriage or relationship) adults present at all troop/group meetings, events, trips, and camping activities.
- One adult female not related to the male by blood, marriage, or relationship and another adult female must assist a male troop/group leader.
- Some troops are structured as co-op troops where all parents/guardians will share in the leadership responsibilities. In this case, all adults must become leaders and complete the appropriate training.
- Occasionally, in certain situations, girls from more than one program level, such as Daisies and Brownies, are part of the same troop and meet together. In this case, the troop must have additional approved adult volunteers so that girls can be split into groups for part of the meeting to work on activities from their program level.

Opportunity Catalogs for Troops and Volunteers

- The Troop Opportunity Catalog is an online listing of troop openings for girls at all program levels and in all zip codes. By entering a zip code, girls who want to join a troop can search for “opportunities” in a town near them.
- The Volunteer Opportunity Catalog lists openings for adults who want to volunteer to assist troops. This includes available roles in the troop, such as Leader/Advisor, Troop Helper/Overnight Participant, Troop Product Sales –Cookie Managers and Troop Product Sales – Fall Managers.
- By entering a zip code, adults who want to join a troop and who want to volunteer can find “opportunities” in a town near them.
- All new troops are automatically displayed in the Opportunity Catalog with openings for 12 girls unless a larger troop size has been requested by the Service Unit Manager or troop leaders.

Criminal Background Check - FAQs

Who needs to complete a Criminal Background Check?

- All registered volunteers working directly with girls, such as leaders, adults who help at meetings or activities, and drivers who transport girls as part of a Girl Scout activity.
- All registered volunteers working with Girl Scout funds, such as Cookie and Fall Product Sale Managers, and Treasurers.
- All registered volunteers working with member contact information, such as troop emergency contacts.

Do adults who are attending any overnight activity need to complete a Criminal Background Check and be a registered member?

- Yes, all adults who are attending an overnight event, such as an encampment or an extended trip, must complete a Criminal Background Check and be a registered member.

Do adults who are attending an activity during the day need to complete a Criminal Background Check and be a registered member?

- Adults who are helping with Troop/Service Unit activities, directly interacting with girls or who are needed to meet required adult-to-girl ratios, **must be registered members who have a current Criminal Background Check.**
- Adults attending a family event, such as Daisy Day or a family bridging ceremony, **do not need a Criminal Background Check.** The adult would not need to be registered since they could be covered by Plan 2 Insurance.
- Professionals/visitors attending a meeting to share an expertise do not need a criminal background check or need to register

How often does the Criminal Background Check need to be completed?

A Criminal Background Check must be completed every four years. At membership renewal the system will prompt a member to complete a new Criminal Background Check if the screening will expire during the upcoming Girl Scout year.

How is the Criminal Background Check completed for New Members?

The Criminal Background Check screening is completed by following the steps below:

- Log on to www.gsnnj.org > “Volunteer Today”
- Click on “I want to join as volunteer”
- Become a registered member.
- Select a role as a Leader/Advisor or a Troop Helper/Overnight Participant.

- Within 15 minutes of adding/selecting a role, an email invitation from the **TheAdvocates@SterlingVolunteers** will be automatically sent. This contains the link to complete the Criminal Background Check (check your spam/junk folder).
- Volunteers create a username and password to submit their background screening information.
- Volunteers can view and print a copy of their report through Verified Volunteers when completed.
- Please note it usually takes 24-72 hours for the background screening report to be received so allow enough time for processing.

How is the Criminal Background Check completed for Re-registering Members?

Follow the steps below:

- Log in to your MY GS account.
- Select "Add role".
- The next screen will be the Volunteer Opportunity Catalog.
- Enter the five-digit Troop Number #####
- The available volunteer roles will appear.
- Select the desired role by clicking the gray checkbox next to the role and click Next.
- Your account will read **In Progress** and within 15 minutes of adding the role, an email invitation from **TheAdvocates@SterlingVolunteers** will be sent to your email on file in the system.
- This contains the link to complete the background check.
- Check your spam/junk folder if you do not see it.
- When the Background Check becomes Eligible, the **In Progress** status will update to **Active** on your account.

Is there a link to complete a Criminal Background Check on the GSNNJ website?

No, please follow the steps above.

Size of Troops/Groups

It is recommended that Girl Scout Troops/Groups are large enough to provide a cooperative learning environment and small enough to allow for development of individual girls. Recommended troop/group sizes are as follows:

Recommended Troop/Group Sizes

Troop/Group Age Level	Number of Girls
Girl Scout Daisies	5-12
Girl Scout Brownies	10-20
Girl Scout Juniors	10-25
Girl Scout Cadettes	5-25
Girl Scout Seniors	5-30
Girl Scout Ambassadors	5-30

Adult/Girl Ratios

- Girl Scout adult-to-girl ratios show the **minimum** number of adults needed to supervise a specific number of girls.
- Some Link programs or other Girl Scout activities may establish maximums or require that the minimum ratios be followed due to program size or facility constraints.

Understanding How Many Volunteers You Need

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

Here are some examples:

- If you are meeting with 17 Daisies, you need three adults, at least two of whom are unrelated (in other words, not your sister, spouse, parent, or child), and at least one of whom is female.
- If you have 17 Cadettes attending a group meeting, you need only two unrelated adults, at least one of which is female (because, on the chart, two adults can manage up to 25 Cadettes).

Chapter 2 – Planning Activities with Girl Scouts

Safety Guidelines and Safety Activity Checkpoints

Adult Supervision

- Each troop must have at least two, registered, approved leaders.
- At least two unrelated (by blood, marriage, or relationship), approved adults must be present at all times. One adult should never be alone with the girls.
 - Example, if a girl's mother and grandmother are troop leaders, there must be a third unrelated troop leader and that unrelated leader or another unrelated approved adult volunteer must be present.
- Refer to the "Understanding How Many Volunteers You Need" chart in Volunteer Essentials, Chapter 4 or the Adult Volunteer section of the "Tools to Lead" Procedures Guide to determine the minimum number of approved adults needed for troop meetings and trips by Girl Scout level.
- All adults volunteering directly with girls must be registered members and must have completed a Criminal Background Check.
- Two approved leaders must be present with the required number of approved adults for each troop meeting and day trip.
- Two approved leaders must be present for any overnight trips.
- Approved volunteers may accompany the troop to a Service Unit event if the leader is unable to attend.
- All adults volunteering directly with girls should be familiar with the Girl Scout Safety Guidelines (noted above and found in Volunteer Essentials Quick Start Guide and Chapter 4) and any applicable Safety Activity Checkpoints. Troop leaders must let volunteers know where to find this information at www.gsnnj.org or forward the information to volunteers.

Post Activity Supervision

- **One adult should never be alone with the girls, even while waiting for the last parent to arrive.**
- The requirement that at least two unrelated (by blood, marriage, or relationship), approved adults must be present at all times remains in effect until all girls have been picked up by a parent/guardian or dismissed according to the Child Release Permit section of the Annual Permission Form/Child Release Permit/ Self Driving Certification/Needs Assessment Form
- Parents are responsible for the girl's transportation to and from her Girl Scout activities or the bus when a trip is involved. This should be done in a timely manner.
 - If a girl is not picked up within 15 minutes after the end of a program, a phone call will be made to the girl's emergency contact number.
 - After 30 minutes, the police will be called and the child will be reported as "abandoned".

When preparing for any activity with girls, always begin with the Safety Activity Checkpoints that can be found on our website at www.gsnnj.org >Forms and the Volunteer Toolkit.

First-Aider

- For many activities, Girl Scouts recommends that a first-aider be present.
- 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. Approved organizations include American Red Cross, National Safety Council, EMP America, American Heart Association and American Health and Safety Institute. (*Volunteer Essentials*, Chapter 4).
- 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.
- Copy of training card/certificate should be emailed to customercare@gsnnj.org
- 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.
- The Safety Activity Checkpoints will advise you when a first-aider needs to be present.
- In addition, if a Girl Scout meeting or activity is taking place in a location where the emergency response time would be expected to **exceed 15 minutes**, or where **phone service may be unreliable**, a **first-aider must be present**.
- For large events, **200 people** or more, **one first-aider** is required for every 200 participants.
 - Example, while a first-aider would not be required for a troop Thinking Day program with 25 participants, a first-aider would be required for a Service Unit Thinking Day program with 200 participants.
- A general first-aid kit should always be available at any Girl Scout activity (including transportation to and from the activity if included).
- For remote outdoor activities, or in situations where the emergency response time would be expected to exceed 30 minutes, a first-aider with Wilderness First Aid or Wilderness First Responder is strongly recommended.

Epi-Pen Guidelines

Volunteers and staff who have been certified to administer Epinephrine using an Epi Pen and are comfortable doing so, can do so upon proof of current certification (American Red, American Heart, EMP America, National Safety Council) and with prior written permission from a girl's custodial parent or guardian.

GSNNJ adult members are **not required** to administer an Epi-Pen during any Girl Scout activity. Troop/Group Leaders must be made aware by a parent or legal guardian of any allergies and medications that are required to be dispensed during Girl Scout activities.

Girl Scouts that are 12 years of age and under must be accompanied by an adult, care giver or sibling older than 13 years of age who is capable in the use and delivery of an epinephrine auto-injector when a GSNNJ adult member is not able to administer an Epi-Pen. A Girl Scout 13 years of age and older can administer their own Epi-Pen with a parent's written notice to the leader that their child can self-administer an Epi-Pen. Any Epi-Pen provided by parents for use by a leader or Girl Scout must be current and not expired.

Please note: The attendance of a Girl Scout's parent/guardian or other responsible adult may be necessary when considering certain activities where an individual child needs additional assistance. Girl Scout volunteers and staff are responsible for the safety of **all** girls during Girl Scout activities.

New Jersey Good Samaritan Law

Any individual, including a person licensed to practice any method of treatment of human ailments, disease, pain, injury, deformity, mental or physical condition, or licensed to render services ancillary thereto, or any person who is a volunteer member of a duly incorporated first aid and emergency or volunteer ambulance or rescue squad association, who in good faith renders emergency care at the scene of an accident or emergency to the victim or victims thereof, or while transporting the victim or victims thereof to a hospital or other facility where treatment or care is to be rendered, shall not be liable for any civil damages as a result of any acts or omissions by such person in rendering the emergency care.

Activities Not Approved

In an exciting, learning-by-doing environment like Girl Scouting, it is only natural that girls will sometimes want to take part in activities not covered in [Safety Activity Checkpoints](#). Activities are listed below:

- Hot air ballooning trips
- Bungee jumping
- Flying in small private planes, helicopters, or blimps
- Hang gliding
- Knife throwing
- Tomahawk throwing
- Stunt skiing
- Riding all-terrain vehicles
- Riding motorized personal watercraft like jet-skis
- Outdoor trampolining
- Hunting
- Parasailing
- Zorbing
- Motor biking
- Parachuting
- Bouncy Houses

Activities that require GSNNJ Approval

Indoor Trampolining

- A safety activity checkpoint for **Indoor Trampoline Parks** can be found at www.gsnnj.org >Forms>Safety Activity Checkpoints Some indoor trampoline facilities may be able to be approved for Girl Scout activities. The facility owner must review the safety-activity checkpoint, certify that the facility meets the appropriate safety standards, and return the signed document to GSNNJ. In addition, as usual when using an outside facility, a certificate of insurance with a minimum \$1,000,000 general liability coverage and naming Girl Scouts of Northern New Jersey as an additional insured must be on file with GSNNJ.

Marksmanship Activities

- Marksmanship activities require council permission, and volunteers need to transport weapons separately from girls. The minimum age for girls using firearms in highly supervised activities is 12 years of age.

Overnight Trips

- A Troop Group Activity Application (TGAA) must be filled out and submitted to the Service Unit Manager.
- All adults attending overnight activities must be registered, approved volunteers who have completed the Criminal Background Check.
- For overnight trips, each troop must have an adult who has completed the **Overnight Orientation self-study course**. The course is available at www.gsnnj.org Volunteer > Volunteer Training > Overnight Orientation.
- For trips that require cooking or a campfire, Troop Camper Certification training is required. The course is available at www.gsnnj.org Volunteer > Volunteer Training > Troop Camper Certification.

Sleeping Arrangements

- Sufficient space is reserved so that each girl has her own bed.
- Parent/guardian permission must be obtained if girls are to share a bed.
- **Separate sleeping and bathroom facilities are provided for adult males.**
- It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls.
- If an adult female does share the sleeping area with the girls, there should always be two unrelated adult females present.

Encampments

Do adults who are attending an encampment or other activity during the day need to complete a Criminal Background Check and be a registered member?

- Adults who are helping with Troop/Service Unit activities, or directly interacting with girls or needed to meet required adult-to-girl ratios, must be registered members who have a current Criminal Background Check.
- Adults attending a family event, such as Daisy Day or a family bridging ceremony, **do not need a Criminal Background Check**. The adult would not need to be registered since they could be covered by Plan 2 Insurance.
- Information regarding lifeguard requirements for troop camping or Service Unit encampments is available at www.gsnnj.org >Forms>Safety Activity Checkpoints>Swimming

Intent to Travel Form - Extended Trips

- **For trips of three nights or more** (other than a Federal Holiday weekend) an **Intent to Travel Form must be completed and approved prior to initiating any commitments to the trip**.
- **Troop/Group debit cards** are authorized for official Girl Scout business **only** when traveling more than 3 nights and have completed an Intent to Travel Form. Expenditures must be within the troop/group budget and documented with appropriate receipts. At no time should troop/group money be deposited into a personal bank account. Use of the debit card for any type of expenditure other than Girl Scout business expense is considered a misuse of Girl Scout funds and all leaders will be held responsible.
- The **Intent to Travel Form** should be sent to Charisse Taylor, Chief Program Officer, at the Riverdale Service Center. Six month prior to the trip is recommended for trips within the U.S. and twelve months prior for international trips.
- **Extended Trip Training** is required for trips of three or more nights (other than a Federal Holiday weekend). This course must be taken at least six months prior to the trip if the destination is within the US, twelve months if trip destination is outside the US. However, if you are traveling internationally, it is recommended that you consider taking this training 2 year in advance (so that you have sufficient time to plan and complete money- earning activities). Refer to www.gsnnj.org>Search Bar>Intent to Travel.
- **Plans 3 PI and 3P** provide accident and sickness insurance. Plan 3PI is required to be purchased by

Troops/Groups traveling outside the continental United States. Plan 3P is required for domestic trips. Enrollment forms are forwarded after approval of the Intent to Travel Form.

Water Activities: Boating and Swimming

- **Refer to the Safety Activity Checkpoints**, found on www.gsnnj.org >Forms and the Volunteer Toolkit.
- Although a lifeguard is not specifically required by all boating safety activity checkpoints, **GSNNJ requires that a lifeguard(s) and water watchers** be present for boating, swimming, and any activity in water above the knee.
- Information regarding lifeguard requirements for troop camping or Service Unit encampments is available on our website under Volunteer Training.
- The Water Watcher self-study course is available on www.gsnnj.org >Volunteer >Volunteer Training >Water Watcher Self Study
- Lifeguards are provided for GSNNJ run programs, such as those in the Link.
- Troops may need to provide water-watchers for Link programs if noted in the program description.

Transportation

If transportation is included as part of a Girl Scout activity, drivers transporting girls in their vehicles must:

- Be a registered, approved adult volunteer who has completed the Criminal Background Check and completed the self-driving certification portion of the Annual Permission Form/Child Release Permit/ Self Driving Certification/Needs Assessment Form
- **All drivers may be subject to a Division of Motor Vehicle License review**
- Girls never drive other girls as the designated Girl Scout driver.
- Have a current driver's license and good driving record
- Carry minimum auto liability insurance limits of \$100,000 each person / \$300,000 each accident
- Vehicles must be registered, inspected, and in sound condition
- Review the Checklist for Drivers in Volunteer Essentials, Chapter 4: Safety-Wise
- Carry a first aid kit and flashlight in their vehicle.

In addition:

- Vehicles must be registered, inspected, and in sound condition.
- Each person must have their own seat and seat belt.
- Girls under the age of 12 should sit in the back seat and all **NJ's Car Seat Law** must be followed.
- Enough space for luggage and equipment must be provided and it must be stowed securely.
- 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, and the girl-volunteer ratios in *Volunteer Essentials* 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 *Volunteer Essentials* must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- A volunteer's auto insurance policy coverage is the primary coverage.
- Additional liability insurance coverage is provided by GSNNJ to approved volunteers driving as part of an approved Girl Scout activity.
- According to GSNNJ guidelines, **15-passenger vans and cargo vans, including those with some of the rows of seats removed, cannot be used to transport girls.**

If transportation is not included as part of the Girl Scout activity:

- “Transportation on own” should be noted on the Troop Group Activity Application.
- This must be clearly communicated to families that the Girl Scout activity begins at the meeting place/event.
- Families are responsible for arranging their own transportation or carpools. Liability insurance coverage is provided only by the driver’s auto insurance policy.

If chartering a bus, refer to the chart of **Certificates of Insurance on File** at www.gsnnj.org >Forms”

- Buses used for transporting the Girl Scouts must provide \$ 5,000,000 coverage.
- School buses cannot travel interstate unless they are certified as a D.O.T. bus (Federal Regulation # 1043.2)
- Bus contracts must be signed by the Chief Operating Officer. Volunteers are not authorized to sign bus contracts even if there is no cost involved.
- Contact the Troop Support Manager for forms.

GSNNJ Forms – GSNNJ forms can be found at www.gsnnj.org >Forms

Annual Permission Form/Child Release Permit/ Self Driving Certification/Needs Assessment Form

- The Annual Permission form should be filled out in the beginning of the year for all activities outside the normal meeting time and place, as well as the Child Release Permit, Self-Driving Certification & Needs Assessment.

Troop Group Activity Application (TGAA)

For Troops/Groups:

- **TGAA is not needed for troop trips** that are **not high risk & within the state of NJ**, **GSNNJ Council-sponsored** events, or trips that request **Plan 2 Insurance**.
- **TGAA is needed for: troop trips** that are **overnights/camping/adventurous activities**, and for troop trips that require a **Certificate of Insurance**. Submit completed form to your **Service Unit Manager (SUM)** **two weeks** prior for approval. Attach troop roster from GSNNJ Volunteer Toolkit.

For Service Unit Activities:

- **TGAA is needed for: All Service Unit events/overnights/camping/adventurous activities. Submit completed TGAA** to your Troop Support Manager two weeks prior for approval and attach troop roster(s) from GSNNJ Volunteer Toolkit.
- **Intent to Travel form is needed for:** trips lasting more than two nights for Troops & Service Unit events.

Girl and Adult Health History Form

- For physically demanding activities or overnights, a Health History Form must be completed by the parent/guardian.
- If preferred, the Health History Form may be returned in a sealed envelope to be opened if needed and returned at the conclusion of the physically demanding activity.

Intent to Travel Form - Extended Trips

- For trips of three nights or more (other than a Federal Holiday weekend) an **Intent to Travel Form must be completed and approved prior to initiating any commitments to the trip.**
- The **Intent to Travel Form** should be sent to Charisse Taylor, Chief Program Officer, at the Riverdale Service Center. **Six months** prior to the trip is recommended for trips within the U.S. and **twelve months** prior for international trips.

- **Plans 3 PI and 3P** provide accident and sickness insurance. Plan 3PI is required to be purchased by Troops/Groups traveling outside the continental United States. Plan 3P is required for domestic trips. Enrollment forms are forwarded after approval of the Intent to Travel Form.

Sensitive Issues

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—**put the topic on hold** until you have spoken with parents. Use a **Sensitive Issues Permission Slip** found at www.gsnnj.org >Search Bar>Sensitive Issues Permission Slip and send to parents/guardians who must sign form indicating that permission has been given for participation.

- Included on the permission form should be the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete.
- For activities not sponsored by Girl Scouts, find out in advance (from organizers or other volunteers who may be familiar with the content) what will be presented and include that information on the Sensitive Issues Permission Form.
- When Girl Scout activities involve sensitive issues, your role is that of a caring adult who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position.

Meeting Locations

- The meeting location needs to provide a safe, clean, and secure environment that allows for the participation of all girls.
- Meeting in a public place, such as a school, community building, or house of worship is preferred over meeting in a private home.
- If meeting in a private home, ensure that the following guidelines from Volunteer Essentials, Chapter 3 are met (these guidelines are generally automatically met when meeting in a public place).
- Safety: Ensure that the space is safe, secure, clean, properly ventilated, heated (or cooled depending on your location), free from hazards, and has at least two exits that are well marked and fully functional. For example, if there is only one exit from the basement, it would not be a suitable meeting place.
- Allergen free: Ensure that pet dander and other common allergens won't bother susceptible girls during meetings. Pets should be kept in a separate area of the home during meetings.
- Refer to Volunteer Essentials for more information about planning activities with Girl Scouts.

Chapter 3 – Insurance

Insurance

Activity Accident Insurance

- All registered members are covered by \$17,500 of accident insurance and \$5,000 dental accident insurance when participating in an approved, supervised Girl Scout activity.
- The basic plan is in effect during the regular Girl Scout year, which runs from October 1 – September 30. Up to 14 months of insurance coverage is provided for new members who register in the month of August.
- This insurance coverage is secondary to an individual's primary medical insurance and a non-duplication provision exists.
- Refer to Volunteer Essentials, Chapter 4 for more information. Note that this is accident insurance; it does not cover sickness unrelated to an accident.
- All adults attending overnight activities must be registered, approved volunteers who have completed the Criminal Background Check process.
- An **Accident/Incident Report** is to be completed immediately after an accident and forwarded to the assigned Troop Support Manager at www.gsnnj.org >Search Bar>Accident/Incident Report.
- For accidents requiring medical attention, the Troop Support Manager will send an insurance claim form to the family.

Additional Insurance Plans

- Additional insurance plans are available for purchase from Mutual of Omaha through GSNNJ.
- Plan 2 insurance may be purchased to provide coverage at all Girl Scout events where non-registered members (children and adults) are attending, including but not limited to:
 - Ceremonies and award presentations
 - Gold, Silver, and Bronze Award Take Action Projects
 - Family Events (with or without a recruitment component)
- Plan 2 insurance is not intended to cover girls in grades K – 12, who are eligible to be Girl Scout members, for their attendance at regular troop/group meetings or events. GSNNJ guidelines permit a non-registered girl (and accompanying adult, if applicable) to attend one regular troop/group meeting or event, without the purchase of additional insurance, to learn more about Girl Scouts with the intention of joining.
- Girls and adults attending an overnight activity must be registered Girl Scout members and cannot be covered by Plan 2 insurance according to GSNNJ guidelines.
- All adults attending overnight activities must be registered, approved volunteers who have completed the Criminal Background Check process.
- The Plan 2 Insurance form is available at www.gsnnj.org >Forms.
- **Plans 3 PI and 3P** provide accident and sickness insurance. Plan 3PI is required to be purchased by Troops/Groups traveling outside the continental United States. Plan 3P is required for domestic trips of

three nights or more (other than a federal holiday weekend). Enrollment forms are forwarded after approval of the Intent to Travel Form.

- Refer to Volunteer Essentials, Chapter 4 and the Mutual of Omaha link for more information.

Encampments

- Do adults who are attending an encampment or other activity during the day need to complete Criminal Background Check and be a registered member?

Additional adults are often needed to meet required adult-to-girl ratios. In that case, the adults must be registered members who have an approved volunteer application and Criminal Background Check.

When a family event is planned during the day, such as a Daisy Girl Scout attending an event accompanied by a parent, or a family bridging ceremony during the afternoon followed by an encampment. At the family event during the day, adults **would not need** to be registered members who have completed a Criminal Background Check; they could be covered by Plan 2 insurance.

Tagalongs (non-registered participants)

- To ensure the focus of the Girl Scout program is on the girl/adult partnership, non-registered siblings, friends, brothers, etc. (sometimes referred to as tagalongs) are not covered by the basic insurance plan and cannot attend GS troop meetings.

Certificate of Insurance - Frequently Asked Questions (FAQs)

What is a Certificate of Insurance (COI)?

A Certificate of Insurance (COI) is a document issued by an insurance company, agent, or broker that certifies the existence of insurance coverage for an individual or business. The document will show the effective dates of the policy, the type of insurance coverage provided, and the limits of coverage. The COI can also be used to extend protection under the insured individual's or business's insurance policy to a certificate holder via an "additional insured" clause on the COI.

Why do we need to request a COI?

- A COI proves that the facility, contractor, or service provider has insurance. In the event of an accident, the at-fault vendor/contractor/facility's insurance will pay the claim rather than Girl Scouts of Northern New Jersey being held vicariously liable.

As a Girl Scout volunteer, when do I need to request a COI from a facility, vendor, or contractor?

When using a facility, vendor or contractor in any of the following ways:

- **A high risk activity** including ice skating, roller skating, water parks, amusement parks, boating, skiing, snow tubing, snowboarding, white water rafting, hay rides, equestrian (horse) activities, whale watching
- **Farm visits**
- **Paying** a contractor for a service including a disc jockey, square dance caller, science show, animal exhibits, spa services, beauty salon services, bus tours, boat tours
- **Using a facility for other than what it is intended for the public** – for example, going to a pizzeria and making

pizzas, visiting the local supermarket and getting a “behind the scenes” tour; making bread at a local bakery, sleeping in a museum or zoo

- **Camping, hiking, picnicking**, etc. at a facility other than a GSNNJ property (unless it is a government property as noted below)

When is a COI not needed?

- **When using or visiting a government owned facility for an activity** – includes national, state, and local government owned or leased properties. Examples include post office, town or county libraries, and county parks. Parades on public streets and caroling in public neighborhoods also don’t require a certificate of insurance.
- **When participating in an activity that is not high risk and is “typical” for the establishment.**
For example, eating pizza at a pizzeria; viewing a movie or play at a theater; building a bear at the mall; touring a local bank and participating in a financial literacy seminar. (Note that a COI is needed for a high risk activity even though the activity may be something that the general public does and is typical for the establishment.)
- **When using a GSNNJ owned property** – Paramus, Randolph, and Riverdale Service Centers, Paterson Resource Center, and Camps Glen Spey, Jockey Hollow, and Lake Rickabear.
- When attending a **GSNNJ council sponsored program or training**.

The Certificate of Insurance section on the www.gsnnj.org website says that a Certificate of Insurance is on file for the facility, vendor, or contractor we want to utilize, but has expired. What should I do?

- Contact the facility to request a **Certificate of Insurance** naming Girl Scouts of Northern New Jersey as additionally insured. Insurance coverage of \$1,000,000 is required. Submit the original copy of the certificate to customercare@gsnnj.org Attn: COI – outside facility use, or fax to 973-248-8050.
- The COI will be filed on the Council Website.

What information needs to be shown on the facility/vendor/contractor Certificate of Insurance?

- The policy must carry a minimum of \$1,000,000 general liability insurance coverage and Girl Scouts of Northern New Jersey should be listed as additional insured. It is better not to request a specific date as that can limit the coverage of the COI to the specified date only.

Is there a fee to request a Certificate of Insurance?

- Typically, there should not be a fee to request a COI from an insurance company for a facility, vendor, or contractor.
- There is no fee to request a certificate from GSNNJ for a school or other facility so the troop/group can use the facilities.

Do I need to request a COI from a large hotel chain, such as Marriott?

- Yes, most hotel chains are independently owned and operated and do not have blanket insurance

coverage. **A COI should be requested if you will be using the pool or fitness center or using the facility in any way other than normal use.** Please note: be sure to follow Safety-Wise guidelines for lifeguards and water watchers.

Is a COI needed for a restaurant chain or individual stores in a mall?

- If the girls are eating or shopping; a COI is not required.
- If the girls are participating in a high-risk activity or an activity that is not “typical” for the facility, then a COI is needed.

An outside group is sponsoring a “Girl Scout Day” at a local theater, sporting facility, amusement park. Does that mean they have GSNNJ permission and a COI is on file?

- Many companies sponsor “Girl Scout Days” and are not working in cooperation with the local council or GSUSA. You should follow the guidelines for COI even if it is listed as a “Girl Scout Day”.

Why aren’t the Certificates of Insurance issued by GSNNJ for facilities used by our Troops/Service Units listed on the website?

- GSNNJ serves 160 municipalities with multiple meeting places in each town. The list of schools, houses of worship, community centers that are Girl Scout meeting places is hundreds of pages. If the facility received a COI last year they will automatically receive a new certificate unless it has been indicated that it is no longer used as a Girl Scout meeting site.

Why does the GSNNJ COI expire during the Girl Scout year?

- Our insurance policy is on a calendar year and not the Girl Scout year; so coverage runs from January 1 – December 31 of each year. As explained above, if a meeting place has received a GSNNJ COI then they will receive a new COI at the end of December/beginning of January each year unless they have been removed by the list at the request of a Service Unit Manager.

How do I request a COI from GSNNJ for a new meeting place or activity location?

- Call Customer Care at 973-248-8200 and ask to speak to a Customer Care Specialist at any one of our Service Centers.

Do we need to request a COI from a supermarket where we are going to have a cookie booth sale?

- No, if you are going to be on the sidewalk at a shopping center, the lobby of a bank, supermarket, or other type of store, **you do not need to request their COI.** You are in a “public” area and are not participating in a high-risk activity.
- The facility will most likely request that you supply them with GSNNJ’s COI.

What about chartering a bus?

- Troops/Groups/Service Units can charter buses for a Girl Scout trip, but the contract must be signed by a GSNNJ Chief Operating Officer.
- Volunteers are **not authorized** to sign bus contracts even if there is no cost involved.
- Any bus company contracted by Girl Scouts of Northern New Jersey must carry a minimum of \$5,000,000

liability insurance on its vehicles and show GSNNJ as additionally insured.

- Buses transporting members out of state must be Department of Transportation certified and hold a special license from the State of New Jersey.

Always be sure to follow the Safety-Activity Checkpoints and the guidelines in **Volunteer Essentials** as well as GSNNJ's Volunteer Policies and **"Tools to Lead"** Procedures Guide and to file a Troop/Group Activity Application form as required. For further information, contact your assigned Troop Support Manager.

Automobile Liability Insurance

- If transportation is included as part of a Girl Scout activity, the driver must be a registered, approved adult volunteer. A driver must have a good driving record, a valid license, and a registered/insured vehicle and have completed the self-driving portion of the Annual Permission/Child Release Permit/Self-Driving Certification/Child Need's Assessment form.
- According to GSNNJ Volunteer Policies, Section IX, "The vehicle must be properly registered and insured with minimum auto liability insurance limits of \$100,000 each person/\$300,000 each accident.
- A volunteer's auto insurance policy coverage is the primary coverage.
- Additional liability insurance coverage is provided by GSNNJ to approved volunteers driving as part of an approved Girl Scout activity. Note that this is liability insurance coverage, not collision insurance.

Example, if a registered, approved Girl Scout volunteer is involved in an accident while driving as part of an approved Girl Scout activity and legal action results in damages being awarded that exceed the volunteer's auto insurance liability coverage, GSNNJ's liability coverage may apply. (Coverage would not apply if the driver is negligent.)

- See Volunteer Essentials, Chapter 4 for additional information.

Chapter 4 – Finances

Finances

Bank Accounts

- Every Service Unit and troop/group must have a checking account opened under GSNNJ's name and tax identification number.
- All bank accounts are required to have a **minimum of three registered, approved adults as signers**. For troop/group accounts, one signer must be the Service Unit Manager or other designated Service Team member.
 - For Service Unit accounts, three members of the Service Team, including the Service Unit Manager, must be signers.
 - No board members, board committee members, or staff members will be signers on troop/group or Service Unit accounts.
 - The signers **should not** be related to each other by blood, marriage, or relationship.
- For new troops, after the troop leaders have been appointed by the SUM or GSNNJ Council staff, completed the registration and Criminal Background Check process, attended New Leader Orientation and have had a troop number assigned, leaders can then fill out the Bank Letter/Bank Account Procedures at www.gsnnj.org >Forms.
 - Choose a bank that does not charge monthly fees.
 - The Front Desk Associate will send a letter to the bank, along with GSNNJ's Certificate of Merger and Tax-Exempt Certificate.
 - After the bank receives the letter, call the bank to schedule a time to go to the bank to sign the necessary paperwork and open the account.
- All Girl Scout funds should be deposited into the Troop/Group or Service Unit Checking Account.
- **Never mix Girl Scout funds with personal funds.**
- Do not hold the cash to be used for future purchases.
- Troop/group or Service Unit checks of \$249 or lower need only one signature.
- Troop/group or Service Unit checks of \$250 or more require two signatures.
 - Do not sign blank checks.
- If a volunteer is being reimbursed for expenses, he/she cannot sign the reimbursement check.
 - Receipts must accompany any request for reimbursement.
 - Receipts should be retained with troop or Service Unit financial records.
- If one volunteer is signing all checks below \$250, another volunteer must reconcile the bank statement.
- **Troop/group credit cards are not permitted.**
- All troop banking records should be retained for 7 years.

- Troop/group debit cards may only be used for payment to GSNNJ for the following: membership registration, Council shop purchases, program registration, troop camping, Council-wide events, or Council training registration. Troop/group debit cards should not be used for cash withdrawals.
- Troops/groups and independent Girl Scouts **are not allowed** to set up **GoFundMe** pages or **PayPal** accounts.
- Bank statements should be sent to a designated volunteer's address and reconciled monthly.
 - For troop accounts, both troop volunteers and girl members should be aware of the bank balance.
 - The Service Unit Manager or designated Service Unit Team member may review troop balances throughout the year at their discretion.
 - For Service Unit accounts, the other signers should be aware of the bank balance.
- Girls take on increasing involvement in planning and budgeting as they get older.
- Troops must submit an Annual Finance Report completed in the Volunteer Toolkit under the Finance Tab along with a copy of the May bank statement.
- Service Units must submit an Annual Finance Report form for compilation and submission to their designated Troop Support Manager. A copy of the June 30 bank statement must be attached to the annual financial report. The form is found at www.gsnnj.org >Service Unit Annual Finance Report.
- **Funds for girl scouts who are registered independently and not part of a troop/group are held in the Service Unit account.**
- All Troop/Service Unit checking accounts **may be subject to review by the GSNNJ Desk Audit Committee.**

Membership Transfers

- If a **girl transfers** to a new troop, an equal share of the troop funds should be forwarded to the receiving troop.
- Example, Troop A has 10 girls and an ending bank balance of \$300. Two girls transfer to Troop B. The leader of Troop A forwards a check for \$60 to the leader of Troop B.
 - If a girl transfers from an existing troop to another troop for the new Girl Scout year, using the September 30-year end bank balance is recommended.

Disbanded Troops

When troops are **disbanding**, the girls in the disbanding troop should decide the best use of remaining funds;

- Girls may decide to plan an activity before September 30, the end of the membership year.
- Girls may decide to donate a portion of the funds to the council's financial assistance fund or for another purpose. Funds cannot be given as cash or in the form of gift cards.
- Absent any girl determination on using the funds, the money should be turned over to the Service Unit.
- If the entire troop disbands and no girls continue, the Service Unit holds the remaining funds for a full

membership year. Girls who did not initially plan to continue as members may choose to re-join during the year and a portion of the disbanded troop's funds being held by the Service Unit should be forwarded to the receiving troop.

- After holding the funds for a membership year, the Service Unit may use the funds for Service Unit activities.

For example:

- If a troop with 10 girls disbands and all girls are placed into other troops, an equal share of the troop funds is transferred to the receiving troop for each girl. If 4 girls transfer to troop A, and 6 to troop B, 4/10 of the funds are forwarded to troop A and 6/10 to troop B.
- If a troop with 10 girls disbands and 8 girls transfer to troop A, 8/10 of the funds are transferred to troop A. If the other girls don't continue, 2/10 of the funds are transferred to the Service Unit to be held for one membership year.

Funding Girl Scout Troops/Groups

Girl Scout Troops/Groups may charge dues in addition to funds they may earn through council-sponsored product sale activities (such as Girl Scout cookie program). Troops can also participate in money-earning activities, approval is required.

Council-Sponsored Product Sales

- The Cookie and Fall Product Sale Programs are the best way for girls to earn money to pursue their goals. The proceeds are often used to fund service projects right in the community.
- With every year of the cookie program, another generation of girls learns five important skills: **Goal setting, Decision making, Money management, People skills, Business ethics.**
- Participation in the Cookie and Fall Product Sale Programs is voluntary for each member family.
- Troop leaders are required to distribute the materials to families in a positive manner and let each family decide whether to participate.
- **Money-earning activities will not be approved for troops that have not participated in both the Cookie and Fall Product Sale programs.**
- See the "Cookies+" section at www.gsnnj.org for more information.
- Refer to Volunteer Essentials, Chapter 5, Managing Group Finances.

Troop Dues

- Troops may decide to charge dues, based on their budget and plans.
- Girls take on increasing involvement in planning, budgeting, and record-keeping as they get older. Please refer to Volunteer Essentials, Chapter 5 for suggestions.
- Take family finances into consideration when deciding the amount of dues and how they are collected.

Money-Earning Activities

- Troop/group or Service Unit Money-Earning refers to activities planned and carried out by girls in partnership with adults that earn money for a Girl Scout activity.
- The Money-Earning Application can be found at www.gsnnj.org >Search Bar>Money Earning Application.
- Troops/Groups must submit a Money-Earning Application to their Service Unit Manager at least **two months**

before the proposed activity. Submit directly to the Troop Support Manager if there is no Service Unit Manager. The Service Unit Manager must review the completed application, approve, and forward it to their assigned Troop Support Manager or return to troop for resubmission. For final review, our Council's Money-Earning Volunteer Task Group must receive the completed application **30 days prior to the proposed Money-Earning Activity date.**

- A Troop/Group Activity Approval Form (TGAA) must also be submitted. Troops/Groups should submit to their Service Unit Manager or to their Troop Support Manager if there is no Service Unit Manager. For Service Unit events, forward the TGAA to the Troop Support Manager.
- For money-earning Girl Scout Gold and Silver Award Take Action Projects - please refer to the Money-Earning Application for Gold and Silver Award Candidates at www.gsnnj.org and submit to Pat Christie, Awards Manager.
- Flyers must be submitted and approved before distribution. Flyers cannot list a charge for general admission. Flyers must read **"Donation"** and must include a description of how the proceeds will be used. For example, "Donation \$5. Proceeds to benefit - Service Unit Travel Group".
- Girl Scout Daisies **do not** participate in troop/group money-earning activities, but participate in Council Product Sales, Cookies and Fall Product Sale Programs.
- All adults responsible for the management of a money-earning activity must be registered, approved members who have completed the Criminal Background Check process.
- Approval of money-earning activities is based upon troop participation in both council-sponsored product sales, the Cookie and Fall Product Sale Programs and the submission of a year-end financial report. Money-earning activities cannot be held during the Fall Product Sale Program or during the initial order taking of the Cookie Sale Program.
- Girl Scout insurance coverage is provided only for money-earning activities that have been approved by the Council Money-Earning Task Group.
- Any money raised or earned in the name of Girl Scouts is under Council jurisdiction. These funds do not become the personal property of individual members.
- Refer to Volunteer Essentials, Chapter 5, Managing Group Finances.
- **Suggestions for Money-Earning Activities** include: pancake breakfast, spaghetti dinner, recycling ink cartridges and cell phones, garage sale, craft sale, car wash, leaf raking, snow shoveling, gift wrapping, fashion show, hoagie sale, haunted house, magic show, plant and flower sale, bowling party, sock hop, used book sale, bake sale, badge workshops, troop cookbook, theater party, puppet show, square dance.
- **Girl Scouts cannot participate in money-earning activities for any other organization.**
- Only **Service Units** and **Girl Scout Cadettes/Seniors/Ambassadors** will be permitted to partner with restaurants or businesses and receive a portion of the proceeds.
- Sale of merchandise, other than GSUSA approved products, is prohibited.
- **Girl Scouts forbids the use of games of chance, the direct solicitation of cash, and product-demonstration parties as money-earning activities.** "Games of chance" includes wheels of chance, 50-50's, tricky-trays, raffles, bingo, etc.
- For money-earning purposes, **gift-cards are considered cash equivalents**, and cannot be solicited as part of a troop/group or Service Unit money-earning activity. Troops, Service Units, and individual girls pursuing awards or program activity opportunities **are prohibited** from using crowdfunding websites such as kickstarter.com, indigogo.com, gofundme.com, upstart.com and others to encourage income, awareness or contributions.

Use of Girl Scout Funds

- All money raised or earned in the name of Girl Scouts is under GSNNJ jurisdiction. These funds do not become the property of individual members.
- Girls may earn GSNNJ product sale incentives based on sale ranges. However, troop funds should be shared equally among troop members.
- Any Girl Scout volunteer who leads a troop and owes money to the council will be required to pay the debt or make satisfactory financial arrangements to the council before continuing in a leadership position or any position that handles money. Council approval is required before a volunteer may continue in that capacity.

Girl/Adult Financial Assistance

The **Girl/Adult Financial Assistance** can be found during the “Membership Registration”. Click the box for “Financial Aid” under the payment method.

- GSNNJ is committed to assuring that all girls and adults who want to participate in the Girl Scout program have the opportunity. The Council’s financial assistance program attempts to remove financial barriers that may prevent participation.
- Grants are available to registered members to supplement the cost of participation in approved programs based on financial need at www.gsnnj.org>Search Bar>Girl/Adult Financial Assistance 2017.

Tax Exempt Status

- The ST-5 Form is used to qualify for sales tax exemption when purchasing supplies and services for the troop/group or Service Unit. Forms are available at each Service Center.
- Some stores have their own discount or tax-exempt card programs for Girl Scout troops.

Chapter 5 – GSNNJ Ethical Guidelines

Codes of Conduct

- Many troops find it helpful to use the Girl Code of Conduct Agreement and Parent/Guardian Code of Conduct Agreement and distribute them to families at the beginning of each Girl Scout year. These agreements are available at www.gsnnj.org >Search Bar>Girl Code of Conduct>Parent/Guardian Code of Conduct.
- The **Girl Code of Conduct Form**, which is signed by the girl member, her parent/guardian, and the troop leaders describes expected behavior at troop meetings and Girl Scout activities and lists consequences for behavior that is not in accordance with the Girl Code of Conduct.
- The **Parent/Guardian Code of Conduct Form** describes expectations of parents/guardians related to Girl Scout activities and related interactions. Failure to follow the code of conduct will result in corrective action.
- Threatening behavior and interactions are not appropriate in Girl Scouting. It is important to keep in mind that behavior and situations may be perceived differently by individuals.
- Every adult in Girl Scouting is responsible for the physical and emotional safety of girls.
- Every adult in Girl Scouting demonstrates that by agreeing to follow the Girl Scout Safety Guidelines at all times. (Twelve-point safety guidelines found in Safety Activity Checkpoints)

Managing Conflict

As noted in the Managing Conflict section of Volunteer Essentials, Chapter 3:

- Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents.
- Shouting, verbal abuse, or physical confrontations are never warranted and cannot be tolerated in the Girl Scout environment.
- If a conflict arises, it is recommended that those involved sit down together and talk calmly in a non-judgmental manner. Each party may need some time, possibly a few days or a week, to calm down before being able to do this.
- Depending on the situation, it may be helpful for a Leader, Service Unit Manager, other Service Team Member, or Troop Support Manager to facilitate the discussion.
- Discussion regarding complaints or issues should be limited to those directly involved. Discussing with others should be avoided as this won't help the situation and may escalate it.
- When handled constructively, conflicts and disagreements can enhance communication and relationships and provide for learning opportunities.

According to GSNNJ's volunteer policies (section V, Anti-Child Abuse) and as per NJ state law, if child abuse is indicated, a report must be made to the NJ Division of Youth and Family Services. The report can be made anonymously by calling the toll-free hotline number at **1-877 NJ ABUSE, (1-877-652-2873)**

GSNNJ SOCIAL MEDIA GUIDELINES

Girl Scouts of Northern New Jersey (GSNNJ) uses social media in its work and recognizes that those who are involved in its work may also use social media either as part of their role or in their private lives.

GSNNJ recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics relevant to our work using a wide variety of social media, such as, but not limited to Email, Facebook, Twitter, Instagram, Pinterest, and blogs.

A written guideline is therefore required for all staff, volunteers and stakeholders on the acceptable use of social networking in the workplace.

GSNNJ's Social Media Guideline is provided below:

Protect confidential information Online content is not private. Users must realize what they post could be around for a long time, and could be shared by others on unrelated websites. Do not include full names, exact locations or personal information. Users shall not disclose on social media sites any personal information about a girl/troop or volunteer including but not limited to a last name, home or other physical address, e-mail address, telephone number, social security number, school, routine, activities, location, family information, finances, health, and/or other information about a girl or volunteer and their family.

Be respectful Council social media platforms are intended to provide information for the community at large, volunteers, parents and girls. Respect the council audience which includes girls, parents, volunteers, donors, community partners, the Board of Directors and council staff. Make sure your communications are in good taste and you recognize that all Council social media outlets *are not* your platform for personal beliefs and views. Your opinions may not always be the same as the Council's. However, our Council's obligation is to make sure all Council pages remain informative without the influence of personal opinion. Bullying of any sort will not be tolerated.

Add value Be helpful and informative. Council social media sites are a place to inform Girl Scouts, volunteers, families and friends, donors and the greater community about Girl Scouting and related activities. They are not places to broadcast personal daily activities.

Respect copyright and fair use laws Be sure to show respect for the laws governing copyright and fair use of copyrighted material owned by others.

Use common sense Avoid personal attacks, offensive slurs, inappropriate language, spamming, and excessive posting. Your posts can be seen by anyone – your boss, co-workers, family members – a poorly chosen post or comment can cause chaos not only for the Council but for you. Be particularly careful about inappropriate references to race, religion, age, sex, national origin, sexual orientation, marital status, learning disabilities, physical/mental disability, or political affiliation.

Girl Scouts of Northern New Jersey takes seriously its responsibilities to interact on social media in a manner that shows respect for everyone. If a Girl Scout volunteer's actions on social media include personal attacks, offensive slurs, inappropriate language, spamming, and excessive posting are evident, GSNNJ reserves the right to take corrective action that may result in dismissal of a volunteer.

GSNNJ Online Safety

- Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in- person meetings with online contacts.
- 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. (Copy included, and link can be found in the Girl Scout Safety Activity Guidelines).
- Some families may prefer that their personal contact information not be distributed to other troop families. Do not distribute troop rosters or contact information without parent/guardian permission.
- If necessary, use "BCC" for emails so that email addresses are not included in the message received by families.
- Email messages can be informal, but use letter case and formatting; do not use all capital letters.
- Use "Reply All "only when building on the conversation or asking for a collective response.
- Use "CC "for information for those directly involved.
- If permission is granted and troop rosters are distributed, the information should only be used for Girl Scout purposes.
- For guidelines using online resources to market Girl Scout cookies, refer to the "Cookies +" section at www.gsnnj.org .

Girl Scout Internet Safety Pledge* for All Girl Scouts

- I will not give out personal information such as my address, telephone number(s), parent's or guardians' work address/telephone number(s), and the name and location of my school without the permission of my parent or guardian.
- I will tell an adult right away if I come across or receive any information that makes me feel uncomfortable.
- I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.
- I will never agree to get together with someone I "meet" online without first checking with my parents or guardians. If my parents or guardian agree to a meeting, I will arrange it in a public place and bring a parent or guardian along.
- I will never send a person my picture or anything else without first checking with my parent or guardian.
- I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
- I will not use the Internet to collect money for Girl Scout products, and I will follow all safety guidelines related to Girl Scout product sales.
- I will practice online "etiquette" (good manners) at all times when online.
 - o I won't spam others.
 - o I will not bully nor will I tolerate bullying (and I will always tell a trusted adult if this is a problem).
 - o I won't use bad language.
- I will be guided by the Girl Scout Promise and Law in all that I do online.

Signed,

Girl Name _____ Date _____

Parent or Guardian _____ Date _____

*The GSUSA Online Safety Pledge is based upon the Online Safety Pledge developed by the [National Center for Missing and Exploited Children](#). (Revised 2010)

Chapter 6 – Fundraising and Girl Scouts of Northern New Jersey

Fundraising and Girl Scouts of Northern New Jersey

The Need: Each year, Girl Scouting positively impacts thousands of girls and adults, and Girl Scouts benefit their communities as well, through the thoughtful service projects girls discover and create. Girl Scouts of Northern New Jersey mobilizes Girl Scouting in our communities by recruiting, training and retaining volunteers who in turn deliver the Girl Scout Leadership Experience to thousands of girls, utilizing hundreds of program opportunities through the annual LINK Program Guide and via GSNNJ's outdoor properties and Service Centers. Girl Scouts of Northern New Jersey, as an incorporated 501(c)3 not-for-profit organization, depends upon public and private financial support to offer the best possible program activities to the most girls; program and council service fees, along with product sales, do not fully support GSNNJ's operations.

GSNNJ looks to individuals, corporations and foundations for financial support, and encourages Girl Scouts families for contributions through the Annual Family Campaign preferably at the time of annual membership or at any time throughout the year. This fundraising is separate from product sales, and also different than Money Earning Activities that is explained in Money-Earning Basics in Volunteer Essentials.

From legal and IRS perspectives, subsidiary units (Service Units, troops, girls pursuing Gold or Silver Awards, alumnae) are a part of GSNNJ. GSNNJ is the only distinct legal entity with a tax exemption. This means that GSNNJ must oversee any fundraising activities of the subsidiary units to ensure fundraising methods and procedures comply with federal, state and local laws, and work in cooperation with GSNNJ's relationships with donors or prospective donors.

GSNNJ's fundraising campaigns and activities that benefit the Council are implemented by adults. Girls may be involved by providing assistance with parts of an activity, but girls are not allowed to ask for money through a fundraising program. Fundraising, is defined as follows:

Annual Family Campaign: Girl Scout Families are encouraged to contribute each program year to the Annual Family Campaign, preferably at the time of membership, or anytime of the year online or by mail to a GSNNJ Service Center. Several times throughout the year, GSNNJ will send by mail or by email opportunities for parents, volunteers and alumnae to invest financially in the girls of GSNNJ. Many volunteers also pass these opportunities to parents/guardians of the girls they serve, or their friends and family. Every donation is greatly appreciated.

Alumnae and Friends: Girl Scout advocates and enthusiasts are invited to make annual contributions, at any time of the year online or by mail to a GSNNJ Service Center. Mailings and emails will be periodically sent to invite donors or prospects to invest in the Girl Scout mission in action in northern New Jersey. In addition, it is always helpful and enormously appreciated when volunteers, parents, alumnae and friends introduce Fund Development Staff to prospective foundations, corporations or individuals who might be interested in supporting GSNNJ programs, or events.

Planned Giving/Juliette Gordon Low Society: GSNNJ encourages any and all friends of Girl Scouts to remember Girl Scouts of Northern New Jersey by leaving a bequest in their wills or as a beneficiary in their estate plans. Friends that notify the council in writing that GSNNJ is included as a beneficiary are welcomed into GSNNJ's Juliette Gordon Low Society.

Special Events and Alumnae: GSNNJ's special events and alumnae gatherings are a great way for volunteers and the

community to see the good work of Girl Scouts in action while ensuring that the most girls can benefit from the Girl Scouts Leadership Experience. The council hosts several events each year that are implemented by volunteer committees and staff, including:

- *Women of Achievement* – Extended cocktail reception and dessert honoring outstanding women; proceeds provide financial assistance to girls in need, especially within GSNNJ's urban areas;
- *GSNNJ Alumnae Association* – Gatherings that promote networking, personal development, and the mission of Girl Scouting

Corporations and Foundations: Gifts from area corporations and foundation support operations, capital expenses, financial assistance and specific program expenses. GSNNJ's Fund Development staff depends upon referrals and warm introductions to widen our circle of supporters and will customize proposals to meet funders. Parents, guardians and advocates are encouraged to apply for volunteerism and matching gifts, utilizing the following guidelines:

Corporate Employer Volunteerism Contributions: Corporate programs that provide contributions to 501(c)(3) organizations based on the volunteerism of its employees are designed to support the agency and the services it provides. Employees of such companies are encouraged to submit an application for those funds, as outlined in the stipulations below:

- a) Volunteer must be a current registered member of Girl Scouts of Northern New Jersey.
- b) Volunteer must complete "Request for Corporate Employer Volunteer Contributions" Form and return with a completed copy of the request that the employee sends to its employer to Fund Development Department in Riverdale at development@gsnnj.org or by fax to 973-248-8050
- c) Corporate matching contributions/gifts will be applied within the Council in accordance with the corporate donor's gift requirements. If the corporate donor does not prohibit employee designation of the match funds, the employee may designate the gift within the Council (e.g. program development, property maintenance, volunteer support and development). In addition, the employee may elect to have 15% of the monies re-issued to a specific troop/group.
- d) Upon receipt and verification, Fund Development CDO will approve and submit to Volunteer's Employer for processing.
- e) GSNNJ's Fund Development office will acknowledge all contributions made by the employer; a subsidiary unit of GSNNJ is not authorized to acknowledge donations.

Corporate Matching Gifts: Corporate programs that match an employee's gift to a 501(c)(3) organization are intended to support the agency and the services it provides. Employees of such companies are encouraged to maximize their personal gift by asking their company to match their contribution. Corporate matching contributions/gifts will be applied within the Council in accordance with the corporate donor's gift requirements. If the corporate donor does not prohibit employee designation of the match funds, the employee may designate the gift within the Council (e.g. program development, property maintenance, volunteer support and development). In addition, the employee may elect to have 15% of the monies re-issued to a specific troop/group.

- a) All donors are encouraged to apply to employers for gifts that match a contribution (or percentage of a contribution) to GSNNJ.
- b) Donor should complete "Request for Corporate Employer Matching Contributions" Form and return with completed forms needed for employer verification to Fund Development Department in Riverdale at development@gsnnj.org or by fax to 973-248-8050
- c) If the corporate donor does not prohibit employee designation of the match funds, the employee may select an area to designate those funds to within the Council (e.g. program development, property maintenance, volunteer support and development), and may elect to have 15% of the monies reissued to a specific troop/group.
- d) Upon receipt and verification, Fund Development CDO will approve and submit to Donor's Employer for processing.
- e) GSNNJ's Fund Development office will acknowledge all contributions made by the employer; a subsidiary unit of GSNNJ is not authorized to acknowledge donations.

Opportunities for Service Units, Troops and Girls seeking Silver/Gold Awards to Fundraise:

Corporate/Individual Troop/Service Unit/Gold or Silver Award Monetary Contributions: Corporate and individual donations are typically designed to support the council and the services it provides. GSNNJ encourages requests for in-kind donations for service and award projects. There are instances, such as money needed for service projects or to attend Girl Scout events, when a troop, Service Unit, or Gold or Silver Award project may apply to corporations or individuals for specific funding, with the following stipulations:

- a) Corporations or individuals should not be encouraged to support a project to the detriment of the greater good of the entire Council. All contributions must support the Girl Scout Leadership Development experience.
- b) Each troop, Service Unit or Gold or Silver Award participant asking for contributions must have participated in the immediate past Cookie Program and Fall Product Program. Donations may not be requested in the two weeks prior to or during the Fall Product Program or Cookie Program.
- c) **Girls must not make direct solicitations for contributions**, as per the Girl Scout Blue Book of Basic documents. Troops, Service Units, and individual girls pursuing awards or program activity opportunities are prohibited from using crowdfunding websites such as kickstarter.com, indigogo.com, gofundme.com, upstart.com and others to encourage income, awareness or contributions.
- d) Troops, Service Units and Award candidates must submit a “Request for Raising Contributions Form” to the Fund Development Department at least four weeks in advance for approval by the Fund Development Department. Applications may be denied if they potentially conflict with Council fund-raising policies or opportunities, or if they do not follow a, b, and c.
- e) Checks from requested donor businesses/individuals must be issued payable to “Girl Scouts of Northern New Jersey” in order to be eligible as a tax deduction for the donor. All business/individual and contributions must be sent to the GSNNJ Riverdale Service Center (95 Newark Pompton Turnpike, Riverdale, NJ 07457). If an approved “Request for Raising Contributions Form” is on file, the council will then issue a check to the troop/Service Unit. The amount of the donation must be reported as income on the Troop Finance Report.

Financial Assistance (supporting membership, campership, Destinations and program expenses): Local Service Units are encouraged to seek financial support to allow those in need to participate in Girl Scout activities, under the following guidelines:

- a) Service Units must submit a “Request for Raising Contributions Form” to the Fund Development Department at least four weeks in advance for approval by the Fund Development Department. Applications to specific individuals, corporations or foundations may be denied if they potentially conflict with fundraising efforts by GSNNJ.
- b) Donations may not be requested in the two weeks prior to or during the Fall Product Program or Cookie Program.
- c) All contributions must be payable to GSNNJ and sent to the GSNNJ Riverdale Service Center (95 Newark Pompton Turnpike, Riverdale, NJ 07457). Contributions must include identification that it is restricted to support a specific Service Unit’s financial assistance efforts.
- d) All applications for Financial Assistance must be sent to the GSNNJ Council Office, not to a specific Service Unit. This is to keep confidential the identities and financial needs of our fellow Girl Scout families.
- e) If any Service Unit’s designated Financial Aid fund receives no applications for use in a two year- period, the funds will be made available for girls in other communities to use.

Please direct any specific questions to the Fund Development Department at (973) 248-8200 or development@gsnnj.org

Chapter 7 – Girl Scout Brand

Girl Scout Brand

Girl Scouts is a beloved, iconic brand. Few brands are strong enough to be identified simply by a color or a shape, but we have both the unique shade of “Girl Scout green” and the singular Girl Scout Trefoil symbol working for us. These much-admired brand elements ensure that any of our branded items can be readily recognized as belonging to Girl Scouts. With everything we create, we aim to stay true to our brands and the values it represents – leadership, sisterhood, and inclusion.

All Girl Scout products, and the images and phrases featured on these products, serve to enhance Girl Scouts' brand voice and mission. These products and their identifying marks continue to speak to the general public long after an event or project has ended. We need to be clear and consistent about the messages our products and designs convey to Girl Scouts, potential Girl Scouts, and non-Girl Scouts. Everyone in Girl Scouting--including our partners--has a role in protecting the Girl Scout name and marks against unauthorized, inconsistent, and unlicensed use. Careful presentation of our products and our messages safeguards and strengthens the overall brand. The importance of such vigilance cannot be overstated.

Use of the Girl Scout Service Mark

Girl Scouts of Northern New Jersey appreciates your help in promoting our Girl Scout brand. Anyone who wishes to use the Girl Scout service mark on flyers or posters must obtain the artwork and permission from the Marketing & Communications Department by either calling the Riverdale office at 973-248-8200 or by emailing either Lynn Apolinaro at lapolinaro@gsnnj.org or Mia O'Brien at mobrien@gsnnj.org. Any flyer, poster, etc. that has the Girl Scout name or service mark must be approved by the Marketing & Public Relations Department to ensure that it meets graphic guidelines and adheres to Girl Scouts of Northern New Jersey procedures. In general, the Girl Scout service mark cannot be altered in any way. **The preferred location for the Girl Scout service mark on flyers and posters is the upper left hand corner, with appropriate air space around.** In addition, the Girl Scout service mark should not be used with other logos or designs. Other general guidelines include:

Color

- **REQUIRED:** Use the all black logo for printed materials that might be photocopied, including all flyers. Important: No part of the logo should ever appear in grey.
- Color logos may be used for professionally printed materials, signs, and other materials that will NOT be photocopied.
 - Green (the heads or trefoil) and Black (text) on light backgrounds
 - Green (the heads or trefoil) and White (text) on dark backgrounds
- Girl Scout Green is a specific color and must NOT be altered. Girl Scout Green is CMYK: c94 m0 y100 k0 or Pantone 355 or RGB: r0 g168 b80 or Hex #00a850

Layout

- Give the logo ‘airspace.’ The space on every side of the logo must be equal to or greater than the height of the ‘g’ in Girl Scouts
- Make it prominent. The logo should not be used on a busy background or compete with other graphics on the page.

Quality

- Do not enlarge the logo in a way that makes it blurry, pixilated, or print poorly.
- Do not change the proportion, color, or layout of the logo.

Where do I get the logo?

For guidance and help with the service mark and flyers, or to obtain a logo file, contact Girl Scouts of Northern New Jersey's Marketing & Communications Department: Lynn Apolinaro at lapolinaro@gsnnj.org or 973-248-8200, ext. 4702 or Mia O'Brien at mobrien@gsnnj.org or 973-248-8200, ext. 4703.

Troop and Service Unit Websites

Girl Scout troops and Service Units are welcome to create their own Websites and private groups on Facebook. Please make sure that all content represents Girl Scouts in a way to properly reflect what Girl Scouts stand for. Remember that the health, safety and well-being of girls is always our primary concern.

Ensure girls' safety in Website design. A group that wants to design a Website must understand that the Web is an open medium for anyone. An open site will attract more than the intended users. Documented instances of cyber stalkers make it imperative that any information that could jeopardize the safety and security of girls and adults is not disclosed on a Website.

The following measures ensure girls' safety:

- Use only girls' first names online.
- Never post girls' last names, addresses, phone numbers, or e-mail addresses.
- Always have a parent's or guardian's permission when using pictures of girls on a Website.
- Do not post addresses of group meeting places or dates and times of meetings, events, or trips.
- Do not allow automatic posting of messages to a Website; all postings (such as message boards or guest books) should have adult oversight and be screened prior to posting live; ensure that the site does not show personal e-mail addresses (use a troop or group e-mail or use an adult's e-mail).
- An adult who wishes to communicate upcoming events with families of girls should use e-mail instead of posting details on a Website, unless that site is password-protected.

Be careful when selecting links to other Websites that show on your site. The contents of potential links should be in keeping with Girl Scout principles and activities. Avoid linking to commercial sites selling merchandise to avoid implied Girl Scout endorsement of the products they offer.

Respect copyrighted material. A group Website may not use copyrighted designs, text, graphics, or trademarked symbols without specific permission from the copyright or trademark holder. The basic principle is that, if it is not yours, don't use it. Girls may use trademarks owned by GSUSA, which include the trefoil shape; **G.I.R.L.™** (Go-getter, Innovator, Risk-taker, Leader); Take the lead like a Girl Scout; Girl Scout Daisy Pin and Girl Scout Brownie Pin; contemporary and traditional Girl Scout pins; the words Girl Scout Daisy, Girl Scout Brownie, Girl Scout Junior, Girl Scout Cadette, Girl Scout Senior, Girl Scout Ambassador, Girl Scouting, Girl Scouts, and Girl Scout Cookies; Girl Scout Brownie Try-its, Girl Scout Junior Badges, and all Girl Scout Cadette-Ambassador Interest Project awards, their names and symbols, as well as all Girl Scout journey insignia. Information on the use of graphics and trademarks is located under Copyright and Trademark Information, found at the link for Terms and Conditions on each

www.gsnnj.org page footer. Girl Scout trademarks can be used only in accordance with guidelines for their use. The Girl Scout trefoil, for example, may not be animated or used as wallpaper for a Website.

Choose social-networking sites with care. Groups whose girls are at least 13 years old and obtain parental permission may set up a troop or group social-networking site. This site must be approved by the council. Any Girl Scout use of a social networking site (such as Facebook, Twitter, and Myspace) for communication must have parental permission and must meet age limits set by the provider, which is 13 and older in most cases, as per the United States Child Online Privacy and Protection Act (COPPA) and the Child Online Protection Act (COPA). Any online marketing using social networking tools must follow guidelines outlined in the “Managing Group Finances” chapter of *Volunteer Essentials*. Any appearance in a Girl Scout–related video or picture online must have permission from each girl’s parent or guardian.

Media Inquiries

Positive publicity about Girl Scouts is always welcome. If your daughter or troop/group wants to promote service projects and activities that show the Girl Scout spirit, newspaper, magazines and other media are a great way to advocate for Girl Scouting. Please remember the core principles of Girl Scouting and represent what Girl Scouting is all about. Please remember to get parents’/guardians’ permission before allowing girls to talk to media representatives or be photographed. The Marketing & Communications Department can assist you with any media and publicity opportunities that arise.

Any national media calls or local media calls regarding Girl Scout policy/procedures and issues should be directed to Marketing & Public Relations Director Lynn Apolinaro at 973-248-8200.

During times of crisis management, **at no time should volunteers talk to media representatives**. Please contact Council Representatives if there are any incidents/accidents/crisis situations for guidance in dealing with media inquiries.

Chapter 8 – Risk Management

Risk Management

Procedures to Follow in Event of a Disabling or Life Threatening Emergency

1. Assess the scene to ensure there is no risk to enter the area.
2. Call for police and emergency help as appropriate. Provide first aid to any injured persons. Avoid contact with human blood or body fluids unless proper precautions against contamination are taken.
3. Notify police in the event of fatality. Retain a responsible person at the scene. Do not disturb victim or surroundings until police have assumed authority. Do not talk to anyone other than the authorities about the incident.
4. Notify parent/guardian of any involved children. Notify emergency contact of any involved adult.
5. Contact one of the designated persons listed below. Report emergency, location, and a phone number, if available.

Emergency CONTACT LIST		
Girl Scouts of Northern NJ Service Center		973-248-8200
Betty Garger	President/CEO	973-906-0110
Alex Martinez	Chief Operating Officer	862-200-6729
Charisse Taylor	Chief Program Officer	973-906-0072
Lynn Apolinaro	Director of Public Relations	973-906-0095

6. Refer all media (newspaper, radio, TV) to the Marketing and Public Relations Director. Do not make any statements or release names. Do not give permission slips or medical records to authorities. Document everything possible and keep your copies.

Accident/Incident Report

- An **Accident/Incident Report** is to be completed immediately after any accident or incident and forwarded to the assigned Troop Support Manager. The form is available at www.gsnnj.org > Search Bar>Accident/Incident Report.
- For accidents requiring medical attention, the Troop Support Manager will send an insurance claim form to the family.

Approaching Activities

- When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress.
- Prior to any activity, read any specific Safety Activity Checkpoints at www.gsnnj.org>Forms .
- Keep in mind that what's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity.
- Review Volunteer Essentials, Chapter 4, Safety-Wise.
- Follow GSNNJ policies and guidelines and submit required forms in a timely manner.

Chapter 9 – Forms

GSNNJ Forms at a Glance

Name of Form	Description	Submitted to	Retention
Accident/incident Report	Completed after accident/incident	Troop Support Manager	Retained by Council
Adult/Girl Health History	For adults/girls participating in demanding/high-risk activities or overnight trips	Troop Leader	Per high risk activity. Returned to parent/guarding after high-risk event, if requested
Annual Permission, Child Release Permit, Self-Certification, Child's Needs Assessment	This form is needed before participation in Girl Scout Troop activities	Troop Leader	1 year and updated annually
Annual Service Unit Finance Report	Account of SU checking account for the period July 1 – June 21	Troop Support Manager	Retained by Council
Bank Letter	Opening or Changing a Girl Scout Bank Account	Email to: customercare@gsnnj.org	Retained by Council
Certificate of Liability Insurance Coverage	Request to companies/organizations providing the use of their site to Girl Scout troops/groups for Girl Scout Activities	Email to: customercare@gsnnj.org	Retained by Council
Girl/Adult Financial Assistance	Used for girls to supplement the cost of participation in approved GSNNJ programs or campership, membership pin, GS program resources based on financial need	Returned to Charisse Taylor, CPO, at the Riverdale Service Center	Retained by Council

Intent to Travel	Completed for extended trips for more than three nights or more. This does not apply to three-day federal holiday weekends	Submit form to GSNNJ, Riverdale Service Center, Attn: Charisse Taylor. Must be submitted and approved prior to initiating any commitments to the trip. Recommended 6 months prior to the trip if within the U.S., 12 months prior if outside the U.S.	1 year from date of event
Leader/Advisor Position Description/Agreement Form	Agreement between leader and GSNNJ	Submit to Service Unit Manager yearly.	1 year and updated annually
Money Earning Activity Application	Opportunity to raise additional troop/group funds after participating in both Council Product sales	Service Unit Manager– then forwarded to Troop Support Manager	1 year from date of event
Plan 2 Insurance Enrollment Form for GS Councils	Insurance coverage for non-members for a GS activity that does not include an overnight	Return with payment to Front Desk Associate at one of our Council Service Centers	Retained by Council
Plan 3 PI Insurance Enrollment form for GS Councils	Mandatory insurance for troops/groups traveling outside of the continental United States	Return with payment to Front Desk Associate at one of our Council Service Centers	Retained by Council
Sensitive Issues Permission Slip	Required prior to participation in any program or activity that could be considered controversial or sensitive	Returned to troop leader prior to participation	1 year from date of event
Troop/Group Activity Application (TGAA)	Filled out for troop/group/Service Unit adventurous/high-risk, or overnight activity two weeks prior to event for approval	Troop/Group TGAA – to Service Unit Manager Service Unit TGAA – to Troop Support Manager	1 year from date of event



Request for Raising Contributions

INSTRUCTIONS: Complete all information and submit to Girl Scouts of Northern New Jersey, Fund Development Department, Riverdale Service Center, 95 Newark Pompton Turnpike, Riverdale, NJ 07457. Or, form can be faxed to (973) 248-8050 or emailed to development@gsnnj.org **Forms must be submitted at least four weeks in advance.** Contributions may not be requested two weeks prior to or during the Fall Product Program or Cookie Program.

Service Unit No.: _____ Troop/Group No.: _____ Leader's Name: _____

- ☐ This request is in support of a Girl Scout Gold or Silver Award project.
- ☐ This request is in support of a service project.
- ☐ This request is in support of a Girl Scout leadership development experience.
- ☐ This request is in support of Financial Assistance for the _____ Service Unit.

Please summarize the project or need (project, how many it will benefit, why funding is needed, etc.)

Donation to be Solicited by: _____ Email: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____ Form Submitted by: _____

Date Submitted: _____ Amount to be Requested: \$ _____

Gift to be Reissued to: _____

Business or Individual to be Solicited:

Business Name: _____ Individual or Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

----- For GSNNJ Staff Only -----

Date Gift Received by GSNNJ: _____

☐ Approved ☐ Not Approved: (reason) _____

☐ Reissue Payment Ordered: (date) _____ (by) _____



Request for Corporate Employer Volunteerism Contributions

GSNNJ Volunteers are encouraged to apply to employer programs that support volunteerism with a grant. GSNNJ depends upon contributions from corporations, foundations and individuals to keep participation fees low and to pay for necessary expenses such as volunteer Criminal Background Checks, recruitment and training of volunteers, resources for at-risk and urban communities, as well as facilities and technologies that serve 30,000 girls and 16,000 adults.

GSNNJ will be pleased to verify a volunteer's service to her/his employer upon completion of this form.

INSTRUCTIONS: Please complete all information and submit to Girl Scouts of Northern New Jersey, Fund Development Department, 95 Newark Pompton Turnpike, Riverdale, NJ 07457. Or, send by fax to (973) 248-8050, or email to: development@gsnnj.org. Questions? Call (973) 248-8200 ext.4605.

As GSNNJ's Fund Development Policies states:

5. Corporate Employer Volunteerism Contributions: Corporate programs that provide contributions to 501(c)(3) organizations based on the volunteerism of its employees are designed to support the agency and the services it provides. Employees of such companies are encouraged to make application for those funds, as outlined in Tools to Lead. Corporate volunteerism contributions/gifts will be applied within the Council in accordance with the corporate donor's gift requirements. If the corporate donor does not prohibit employee designation of the match funds, the employee may select an area to designate those funds to within the Council (e.g. program development, property maintenance, volunteer support and development), and may elect to have 15% of the monies returned to a specific troop/group.

I, _____, Girl Scouts of Northern New Jersey volunteer and employee of _____, ask that you support my application for a contribution from my employer to Girl Scouts of Northern New Jersey.

I understand to request the gift be made payable to Girl Scouts of Northern New Jersey and that it be sent to: Fund Development Department, Girl Scouts of Northern New Jersey, 95 Newark Pompton Turnpike, Riverdale, NJ 07457 (973) 248-8200. I will submit this form to GSNNJ with a copy of my request in progress to my employer for the volunteerism grant, noting that the gift be made payable and returned to the GSNNJ office in Riverdale. I understand after GSNNJ receives the payment, I can elect to have 15% of the monies returned to a specific troop/group. I wish to exercise this right and have 15% be sent to:

Agreed and accepted:

Volunteer Signature

Date

Volunteer Name: _____

Email: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Request for Corporate Employer Matching Contributions

GSNNJ Donors are encouraged to apply to employer programs that match employee contributions, either in entirety or partially. GSNNJ depends upon contributions from corporations, foundations and individuals to keep participation fees low and to pay for necessary expenses such as volunteer background checks, recruitment and training of volunteers, resources for at-risk and urban communities, as well as facilities and technologies that serve 30,000 girls and 16,000 adults.

GSNNJ will verify a donor's contribution to her/his employer upon completion of this form.

INSTRUCTIONS: Please complete all information and submit to Girl Scouts of Northern New Jersey, Fund Development Department, 95 Newark Pompton Turnpike, Riverdale, NJ 07457. Or, send by fax to (973) 248-8050, or email to: development@gsnnj.org. Questions? Call (973) 248-8200 ext.4605.

As GSNNJ's Fund Development Policies policy state:

5. Corporate Matching Gifts: Corporate programs that provide contributions to 501(c)(3) organizations based on matching an employee's gift are designed to support the agency and the services it provides. Employees of such companies are encouraged to make application for those funds.
- Corporate matching contributions/gifts will be applied within the Council in accordance with the corporate donor's gift requirements. If the corporate donor does not prohibit employee designation of the match funds, the employee may select an area to designate those funds to within the Council (e.g. program development, property maintenance, volunteer support and development), and may elect to have 15% of the monies returned to a specific troop/group.

I, _____, Girl Scouts of Northern New Jersey donor and employee of _____, ask that you support my application for a matching contribution from my employer to Girl Scouts of Northern New Jersey.

I understand to request the gift be made payable to Girl Scouts of Northern New Jersey and that it be sent to: Fund Development Department, Girl Scouts of Northern New Jersey, 95 Newark Pompton Turnpike, Riverdale, NJ 07457 (973) 248-8200.

I will submit this form to GSNNJ with a copy of my request in progress to my employer for the matching grant, noting that the gift be made payable and returned to the GSNNJ office in Riverdale, N.J.

I understand after GSNNJ receives the payment, I can elect to have 15% of the monies returned to a specific troop/group. I wish to exercise this right and have 15% be sent to _____

Agreed and accepted:

Signature Date

Name: _____ Email: _____

Address: _____ City: _____

State: _____ Zip: _____ Cell: _____

AGREED AND ACCEPTED: GSNNJ CDO: _____

Annual Permission Form/Child Release Permit/ Self Driving Certification/Needs Assessment Form

Permission Form

Please complete this form and return to your daughter's troop leader. Permission, Child Release and Needs Assessment forms are needed before your daughter can participate in GS troop/group activities including **LINK** programs. **Please print legibly.**

Girl's Name _____ Troop # _____

Address _____ State _____ Zip _____

Parent/Guardian Name _____

Parent/Guardian Phone () _____ Cell () _____

Emergency Contact Name _____ Cell () _____

(Someone other than the parent/guardian who we can call in an emergency)

This permission is required for all troop activities away from the meeting place. My daughter has my permission to participate in any troop/group trip, event or activity during the 20____ - 20____ membership year. I understand that I will receive information giving specific departure and arrival times, planned activities, contact persons, and any other pertinent information prior to any trip or event.

I agree that **pictures or videos** of my daughter may be used to promote the Girl Scout program. Yes ☐ No ☐

GSUSA provides activity accident insurance as secondary coverage to the family's own insurance coverage.

Custodial Care - select one: ☐ Both Parents ☐ Mother Only ☐ Father Only ☐ Other _____

Child Release Permit

My child may be released to the following adults:

Name & Phone # _____ Relationship: _____

Name & Phone # _____ Relationship: _____

Name & Phone # _____ Relationship: _____

My/our Girl Scout has permission to walk home from Girl Scout activities un-chaperoned by an adult. Yes ☐ No ☐

Self-Driving Certification

If transportation is included as part of a Girl Scout activity, drivers transporting girls in their vehicles must:

- Be a registered, approved adult volunteer who has completed the background screening process.
- Have a current driver's license and good driving record
- Carry minimum auto liability insurance limits of \$100,000 each person / \$300,000 each accident
- Vehicles must be registered, inspected, and in sound condition
- Review the Checklist for Drivers in Volunteer Essentials, Chapter 4: Safety-Wise
- All drivers may be subject to a Division of Motor Vehicle License review

☐ I choose not to be a driver for any Girl Scout Activity.

I have complied with the self-driving certification and give my consent to be a driver for a Girl Scout Activity:

Signature _____ Date _____

Print Name _____

Girl's Needs Assessment Form

The information on this form will be used to better meet the needs of your child and will be kept in strict confidence.

Food Allergies:

Please Specify _____

Current Medication _____

In case of an allergic reaction, respond by: _____

Food Restrictions/Special Dietary Needs:

Please Specify _____

Current Medication _____

In case of an allergic reaction, respond by: _____

Environmental Allergies:

Please Specify _____

Current Medication _____

In case of an allergic reaction, respond by: _____

Medical/Physical Needs:

Please Specify _____

Current Medication _____

Learning Needs:

Please Specify _____

Current Medication _____

Medical Authorizations:

Emergency Medical Consent

- ☐ In the event my child's injury or illness is deemed to be life threatening or in need of emergency treatment, I hereby authorize my child to be transported to a nearby licensed physician or hospital by the supervising adult and/or attending first aid personnel. I give my consent for emergency medical treatment as deemed necessary. I understand that this authority will be exercised only if reasonable attempts to contact me should fail.

Prescription and Non-Prescription Medications

- ☐ I understand that prescription medications and/or non-prescription medications including vitamins, nutritional supplements, etc., will not be dispensed without written authorization and instructions from the child's doctor to dispense them. All non-prescription medications must be in their original packaging and labeled with the child's full name. All prescription medications must be in their original pharmacy containers, with the original intact current prescription label issued in the child's name affixed to the container. Expired medications will not be dispensed or administered. **No exceptions will be made.**

- ☐ I also give permission for my child to receive the following non-prescription medications that I have checked here: ☐ Antacid ☐ Antihistamine (Benadryl) ☐ Ibuprofen (Motrin/Advil)
☐ Acetaminophen ☐ Tylenol ☐ Cough Drops ☐ Topical anti-bacterial cream/lotion (Neosporin)
☐ Topical anti-itch (corticosteroid) cream/lotion ☐ Sunscreen

I have read and completed the Annual Permission, Child Release & Needs Assessment forms:

Signature _____ Date _____
(Parent/Guardian signature)

Print Name _____



Girl Scouts of Northern New Jersey Bank Letter For New Troops Only

Date: _____

Contact Name & Tel. #: _____

Bank Name: _____

Bank Fax #: _____

Address: _____

Bank Email: _____

Service Unit Name: _____

Troop Number: _____

To Whom It May Concern:

Girl Scouts of Northern New Jersey has authorized the following new signers for Troop # _____:

	New Signers
Leader Name	
Leader Name	
Treasurer/Service Unit Mgr.	
Service Unit Volunteer	

Please mail bank statements, debit cards, or other bank related items to:

Leader Name	
Address, Zip	
Email	

Please do not mail information related to this Troop account to any GSNNJ Office.

The Troop Check should read:

Girl Scouts of Northern New Jersey

Name of Service Unit

Troop XXXXX

- Do not imprint troop checks with personal names, addresses, and/or phone numbers.
- The bank signature card must have at least three signatures
- The Tax Identification number for Girl Scouts of Northern New Jersey is 221512252.

If there is any further information needed, please contact **Customer Care at 973-248-8200** or email at customercare@gsnnj.org

Sincerely,

Judy Ginty

Judith Ginty

Director of Customer Care & Troop Support

Girl Scouts of Northern New Jersey

95 Newark Pompton Turnpike

Riverdale, NJ 07457

www.gsnnj.org



Girl Scouts of Northern New Jersey Bank Letter For Changing a Girl Scout Bank Account

Date: _____

Contact Name & Tel. #: _____

Bank Name: _____

Bank Fax #: _____

Address: _____

Bank Email: _____

Service Unit Name: _____

Troop Number: _____

To Whom It May Concern:

Girl Scouts of Northern New Jersey has authorized the following changes for Troop # _____:

Current Signers	Remove Signers	New Signers

Please mail bank statements, debit cards, or other bank related items to:

Leader Name	
Address, Zip	
Email	

Please do not mail information related to this Troop account to any GSNNJ Office.

The Troop Check should read:

Girl Scouts of Northern New Jersey

Name of Service Unit

Troop XXXXX

- Do not imprint troop checks with personal names, addresses, and/or phone numbers.
- The bank signature card must have at least three signatures
- The Tax Identification number for Girl Scouts of Northern New Jersey is 221512252.

If there is any further information needed, please contact **Customer Care at 973-248-8200** or email at customercare@gsnnj.org

Sincerely,

Judy Ginty

Judith Ginty

Director of Customer Care & Troop Support

Girl Scouts of Northern New Jersey

95 Newark Pompton Turnpike

Riverdale, NJ 07457

www.gsnnj.org



Procedures for Opening a Troop/Service Unit Bank Account

Every **Troop/Service Unit** must have a checking account opened under Girl Scouts of Northern New Jersey's name and tax identification number. All bank accounts are required to have a **minimum of three registered, approved adults as signers**.

For **Troop Accounts**, one signer must be the SUM/Treasurer or other designated Service Team member. The troop checking account should read:

**Girl Scouts of Northern New Jersey
Name of Service Unit
5 Digit Troop #####**

For **Service Unit Accounts**, three members of the Service Team, including the Service Unit Manager, must be signers. No board members, board committee members, or staff members will be signers on troop or Service Unit accounts. The signers **should not** be related to each other by blood, marriage, or relationship.

New troop leaders will be able to request a bank letter & follow procedure after they have:

- Been appointed by the SUM or GSNNJ Council staff
- Completed membership registration
- Completed the Criminal Background Check process
- Attended New Leader Orientation training, &
- Received a troop number

All Girl Scout funds should be deposited into the troop or Service Unit checking account.

- **Never mix Girl Scout funds with personal funds.**
- Do not hold the cash to be used for future purchases.
- Troop/group or Service Unit checks of \$249 or lower need only one signature.
- Troop/group or Service Unit checks of \$250 or more require two signatures.
- If a volunteer is being reimbursed for expenses, he/she cannot sign the reimbursement check. Receipts must accompany any request for reimbursement. Receipts should be retained with troop or Service Unit financial records.
- **Troop/group credit cards are not permitted.**
- Troop/group **debit cards** may only be used for payment to GSNNJ for the following: membership registration, Council shop purchases, program registration, troop camping, Council-wide events, or Council training registration.
- **Bank statements** should be sent to a **designated volunteer's address** and reconciled monthly.
- **Troops** must submit an **Annual Finance Report** completed in the Volunteer Toolkit under the Finance Tab along with a copy of the June 30th bank statement.
- **Service Units** must submit an **SU Annual Finance Report form** for compilation and submission to their designated Troop Support Manager. A copy of the June 30 bank statement must be attached to the annual financial report. The form can be found by using the Search Bar>Service Unit Finance Report Form.
- **Funds for Girl Scouts** who are registered **independently** and not part of a troop/group are **held** in the **Service Unit account**.
- All Troop/Service Unit checking accounts **may be subject to review by the GSNNJ Desk Audit Committee**.

Questions? Please contact Customer Care at 973-248-8200.



Plan 2 Enrollment Form for Girl Scout Councils



- **Plan 2 insurance** may be purchased to cover non-members for a Girl Scout activity that does not include an overnight. Girls & adults attending an overnight activity should be registered Girl Scout members and cannot be covered by Plan 2 insurance according to GSNNJ guidelines.
- Make check payable to **GSNNJ** for the total amount (see below). **MINIMUM PREMIUM is \$5.00.** Several activities can be combined to meet the minimum, please submit on one form.
- GSNNJ will submit the completed Plan 2 form and check to Mutual of Omaha. GSNNJ approval is required. Forms without the appropriate Council signature cannot be processed by Mutual of Omaha.
- Each form and check **must be received by GSNNJ at least 10 days in advance** of the Girl Scout event. Please do not submit directly to Mutual of Omaha companies.
- **Submit all forms and payment** to one of the following service centers below:

Paramus Service Center Attn: Front Desk Associate 300 Forest Avenue Paramus, NJ 07652 973-248-8200	Randolph Service Center Attn: Front Desk Associate 1579 Sussex Turnpike Randolph, NJ 07869 973-248-8200	Riverdale Service Center Attn: Front Desk Associate 95 Newark Pompton Tpk. Riverdale, NJ 07457 973-248-8200
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Name of person in charge of event _____ Troop No _____

Address _____ Service Unit _____

Email _____ Cell # _____

Please check if this a Service Unit Event ____ or Troop Event ____ Is this a Family Event? ____ Yes ____ No

Please provide accident insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under worker's compensation):

Schedule of Each Event Girl Scouts of Northern New Jersey Council Code: 140

Name of Event	Location of Event	Date	No. of Non-Registered Girl Scout Participants	Premium @ 11¢ each	Total \$
Sample: Square Dance, Main Street School	123 Main Street Town Name, NJ 00000	5/1/19	75	\$.11	\$8.25
1.				.11	
2.				.11	
3.				.11	
Total		N/A		.11	

GSNNJ USE ONLY

Council Signature: _____ Title: _____ Date: _____

Underwritten by United Life Insurance Company

Rev. 2019



Troop/Group Activity Application (TGAA)

PLEASE CHECK: ☐ TROOP ACTIVITY ☐ SERVICE UNIT ACTIVITY ☐ OVERNIGHT (must complete both sides)

FOR TROOPS/GROUPS:

TGAA is not needed for: troop trips that are not high risk & within the state of NJ, GSNNJ Council-sponsored events, or trips that request Plan 2 Insurance.

TGAA is needed for: troop trips that are overnights/camping/adventurous activities, and for troop trips that require a Certificate of Insurance. Submit completed form to your Service Unit Manager (SUM) two weeks prior for approval. Attach troop roster from GSNNJ Volunteer Toolkit.

FOR SERVICE UNIT ACTIVITIES: Submit to SUM for approval. SUM forwards to Troop Support Manager.

TGAA is needed for: All Service Unit events/overnights/camping/adventurous activities. Submit completed TGAA to your Troop Support Manager two weeks prior for approval and attach troop roster(s) from GSNNJ Volunteer Toolkit.

Intent to Travel form is needed for: Trips lasting more than three nights for troops & Service Unit events.

TROOP INFORMATION: Activity: _____ Date of Activity: _____ Location: _____

Service Unit: _____ Troop # _____ Age Level: _____ No. of Girls: _____ No. of Adults: _____

LEADER INFORMATION: Name: _____

Cell #: _____ Email: _____

MEMBER IN CHARGE _____

Cell #: _____ Email: _____

Are all participants registered Girl Scouts? ☐ Yes ☐ If No, complete & submit Plan 2 Insurance form.

Date Plan 2 Insurance form submitted: _____

Is **Certificate of Insurance** needed? No ☐ Yes ☐ Check website for updated COI's & instructions. If facility is not listed, the volunteer contacts the facility & requests a COI. Email COI to customercare@gsnnj.org or fax to 973-248-8050, Attn: Customer Care.

MODE OF TRANSPORTATION: ☐ Private Car (if transportation is part of GS activity, drivers must complete Self-Driving Certification)

☐ Transportation on own ☐ Chartered Bus* ☐ Train ☐ Other

*Name of Bus company _____ Refer to Certificate of Insurance on our website for approved

Bus Companies. All bus contracts must be signed by Chief Operating Officer.

EMERGENCY CONTACT (at time of event): _____ Cell # _____

(Must be registered with current background check)

First Aider/CPR: Name: _____ Cell # _____

Overnight Orientation: Name _____ Cell # _____

Troop Camper: Name: _____ Cell # _____

(needed if cooking or building an open fire)

Lifeguards: Name: _____ Cell # _____

Water Watcher: Name: _____ Cell # _____

I have read & agreed to follow the safety and security policies, procedures, and guidelines as stated in Volunteer Essentials, the Safety Activity Checkpoints, and Tools to Lead Procedures Guide.

Leader/Member in Charge Signature: _____ Date: _____

Service Unit Mgr. Signature: _____ Date: _____

Application has been ☐ Approved ☐ Not Approved

GSNNJ Volunteer/Staff Position Signature: _____ Date: _____

Page 2: Overnight Trips

All adults attending overnight trips must be registered, approved volunteers who have completed the volunteer application and background check process. (Please attach a GSNNJ Roster)

Overnight Activity – lasting no more than two nights except for federal holiday weekends

Departure Date: _____ Time: _____ Place: _____

Return Date: _____ Time: _____ Place: _____

Estimated Cost per Person \$ _____ How will this activity/trip be financed? _____

Itinerary – Attach additional sheet, if necessary

Day 1: _____

Day 2: _____

Day 3: _____

Type of Accommodation

Location: _____ Phone: _____

Location: _____ Phone: _____

Troop/Group – List names, addresses, and phone numbers

Service Unit - List troops/groups, levels, contact persons

1. _____

2. _____

3. _____

Person in Charge: _____

Address: _____

City: _____ State: _____ Zip: _____

This GSNNJ application has been

☐ **APPROVED**

☐ **NOT APPROVED**

If not approved, why? _____

GSNNJ Staff Signature: _____ Title: _____ Date: _____