

# Safety Tips of the Month

## for Girl Scout Leaders, Parents/Guardians, Volunteers, and Girls

**Girl Photos** - Photo permission slips should be signed by parent/guardian before publishing a Girl Scout photo on a Web site, in a newsletter, or press release. Do not use the girls' last names.

**Trips and outdoor activities** – when planning any Girl Scout activities away from the normal meeting place, please refer to this check list:

- ☑ Adults are required to have completed these trainings: ***Girls on the Move: Indoor Adventures and Field Trip Adventures*** (available online, self-study guides, and classroom). This training is a pre-requisite for ***Outdoor Education*** (needed prior to camping) which is a hands-on, outdoor classroom training. Training descriptions can be found in the *2008 Panorama: A Guide to Council Services*, under Volunteer Personnel System, Adult Development, and Recognitions Module, page 13.

If staying on council property, be sure adults are properly trained for the location. For a list of outdoor education training requirements, review page 8 of Program Center Opportunities and Troop/Group Camping Module found the *2008 Panorama: A Guide to Council Services*.

- ☑ According to *Safety-Wise*, Standard 13, the following ratios must be kept for events, trips, and troop camping. Two adults to every:
  - 5 Daisy Girl Scouts plus one adult for each additional 3 Daisy Girl Scouts
  - 12 Brownie Girl Scouts plus one adult for each additional 6 Brownie Girl Scouts
  - 16 Junior Girl Scouts plus one adult for each additional 8 Junior Girl Scouts
  - 20 Cadette Girl Scout plus one adult for each additional 10 Cadette Girl Scouts
  - 24 Senior Girl Scouts plus one adult for each additional 12 Senior Girl Scouts
- ☑ Trip application guidelines and other important trip information can be found in the *Forms* section of our Web site or on pages 20-24 of the Troop/Group Management and Safety Module within *2008 Panorama: A Guide to Council Services*. This listing covers topics, such as geographic limits, travel outside of the community, overnight trips requirements, and approval process. Along with the guidelines is a Trip Application Form that must be filled out entirely and submitted to the VISTA Manager for approval. This form is important so that the VISTA Manager and council representative know the location of their Girl Scout troops, as well as contact information in the event of an emergency or natural disaster.
- ☑ For emergency and safety preparedness, always these documents in a secure place and easily accessible:
  - ▶ *Safety-Wise*, ▶ Girl Scout troop roster, ▶ Permission forms, ▶ health history/HIPAA cards, ▶ Incident Report Forms, ▶ First Aid kit, ▶ Copies of Insurance forms, ▶ Illinois Crossroads Council Emergency Procedures cards, ▶ Girl Scouts' contact information, and ▶ directions to your trip's location.

