

Safety Guidelines for Activities

At Girl Scouts of Eastern Massachusetts (GSEMA), safety is our first priority. We have established safety protocols and policies that ensure girls and volunteers stay safe while participating in Girl Scout activities. This quick, easy-to-follow reference guide will assist troop volunteers when planning Girl Scout activities outside of the troop's normal meeting time and place.

All activities done outside of the troop's normal meeting time and place must follow these six steps:

1. Review Girl Scouts' Safety Standards Guidelines prior to the [Safety Activity Checkpoints](#).
2. In addition to having an [Annual Girl Scout Permission Form](#) on file for all youth, gain approval from caregivers (parents/guardians) using the [Activity Girl Scout Permission Form](#).
3. Ensure proper volunteer-to-girl ratios. See [Volunteer Essentials](#) for a guide to "Understanding How Many Volunteers You Need."
4. Review the information on "Transporting Girls" including the checklist for drivers, in the [Safety Activity Checkpoints](#).
5. Read the [Safety Activity Checkpoints](#) for requirements and recommendations for participants in these activities.
6. Complete a [Non-member Insurance Request](#) for any approved Girl Scout activities where youth, adults, or family members who are not registered Girl Scout members will be participating—even virtually, just as audience members, guest speakers, or potential "customers" (except for council sponsored events, fall product, or cookie programs where this is not required).

When planning "high-risk" activities*, complete the six steps above, *plus*:

7. Complete the [GSEMA Safety Approval Form](#) for ALL troop/group/service unit organized "high-risk" / "high adventure" activities as defined and required by the [Safety Activity Checkpoints](#).
8. Inquire about adequate insurance for evidence of one million dollars general liability insurance and note the [GSEMA Program Partners](#) already have this on file. If not, for more information, please log into [GSLearn](#) and search find the course "117 GSEMA Q&A Certificates of Liability" &/or email customercare@gsema.org for help with this piece.
9. Verify at least one volunteer in your group is a GSEMA approved First Aider. See the [Safety Activity Checkpoints](#) for details on who can serve as a First Aider.

When planning activities that include an overnight, complete steps 1-9, *plus*:

10. Participate in a training opportunity listed in the [Outdoor Basics Series](#) (Outdoor Skills—cooking/camping) or complete the Online Overnight Orientation on [GSLearn](#) for non-camp indoor one to two night overnights. For planning encampments or large group camping experiences, see the Encampment Director information in the [Camping Learning Plan for Volunteers](#).
11. Review the Girl Scouts' Safety Guidelines in the [Safety Activity Checkpoints](#) for information on safe overnight outings, including sleeping arrangements.
12. Ensure caregivers complete the [GSEMA Overnight Permission and Health Form](#). These forms must be held by the First Aider during the entire trip.

When planning overnights that are three or more nights, complete steps 1-12, *plus*:

13. Follow, complete, and submit the [Extended Troop Trip Packet](#).

For girls who are ready to travel independently on a Girl Scout Destination, visit [GSUSA's Travel Page](#) and contact customercare@gsema.org to inquire on how to apply.