

Guidelines for Girl Scout Meetings/Activities in the Home

Safety and protection of girls and adults is the top priority of Girl Scouting, and girls will benefit from the safe environment that allows them to be at their best while developing critical leadership-building skills. Girl Scouts Heart of the South does **not** encourage using your own home as a meeting location for regularly scheduled troop meetings. This should be a last resort if the troop cannot find another public place to meet. Due to the high amount of liability on the volunteer holding the meeting, there are strict guidelines that **MUST BE** met. **Please know that during all Girl Scout activities, including ones at your home, you must have TWO adults who:**

1.) Are not related.

2.) Are registered members of Girl Scouts.

3.) Have approved background checks on file with the council.

The following guidelines **must be met** before an approved volunteer can hold meetings and/or occasional activities in a private home. Please submit all items to info@girlscoutshs.org.

- △ *Permission to Meet in the Home Application and Approval Form* must be completed and approved by GSHS.
- △ Copy of current Homeowner's/Rental Insurance (stating Personal Liability and Medical Payment to Others and those amounts) on file with GSHS.
- △ Adults who are 18 and over and living in the home OR are regularly at the home must complete and pass a Criminal Background Check. GSHS will e-mail a Criminal Background Check link to the troop leader to share with adults in the home.
- △ *Parent Permission for Girl to Attend Meetings/Activities in the Home Form* must be on file with the volunteer who is holding meetings/activities for each girl. In addition, parents/guardians will need to provide a completed *Girl/Adult Health History Form* for each girl. Forms must be at each meeting and easily accessible to the troop leader.
- △ Volunteer to girl ratios must be met at all times. During all meetings/activities, approved volunteers must be present according to the ratios of girls to volunteers. Consult *Safety Activity Checkpoints* for ratio information.
- △ Read through [Safety Activity Checkpoints](#), [Volunteer Policies & Procedures](#), and [Volunteer Essentials](#) to make sure you are keeping the girls safe.
- △ Must meet all First Aid requirements as noted in the [Safety Activity Checkpoints](#).
- △ An emergency evacuation plan must be created (with all exit routes listed) and practiced by girls and volunteers and kept on file with the volunteer who is holding the meeting/activity.
- △ Pets are in a safe and secure location completely separate from girls while girls are present at home.
- △ No smoking in the home.



Permission to Meet in the Home Application and Approval Form

An application and approval are required for any meetings and/or activities that will be in a private home. Include Homeowner's/Rental Insurance with this application. GSHS will e-mail a Criminal Background Check link directly to any additional adults in the home. Please submit this completed form to info@girlscoutshs.org. Allow at least 4 weeks for processing.

TROOP INFORMATION

Service Unit (Name or Number):	Troop Number:	Permission Needed for:	<input type="checkbox"/> Regular Meeting	<input type="checkbox"/> Activity
Name of Troop Leader:		Email of Troop Leader:		
The volunteer who resides in the home where meetings/activities will take place:		Additional Adults (18 years or older) that are in the home? <input type="radio"/> Yes <input type="radio"/> No If yes, enter adult information on page 2.		
Address, City, State, Zip of Home where the meeting/activities will take place:				

Meeting/Activity Leader Agreement

Please initial each of the following items to acknowledge that you have read and understood the guidelines.

- A minimum of two unrelated volunteers (one of whom must be female), plus additional volunteers needed for ratios will be present during the entire meeting/activity.
- All girls are currently registered Girl Scouts. All adults are approved volunteers with a current Criminal Background Check on file with GSHS and are current Girl Scout Members.
- Parent Permission for Girl to Attend Meetings/Activities in the Home Form* (pg. 5) and a completed [Girl/Adult Health History Form](#) are on file at the home where meeting is taking place.
- Adults who are 18 and over living in the home, or are regularly in the home, have a current Criminal Background Check on file with GSHS.
- Home has reasonable accommodations for those with disabilities.
- First Aid equipment is on-site.
- Pets are in a safe and secure location completely separate from girls while girls are present at home.
- No smoking in the home.
- Homeowner's/Rental Insurance coverage is attached to this application and it states Personal Liability and Medical Payment to Others with amounts listed.
- All overnights must be approved by GSHS. Submit a completed [Activity/Trip Application Form](#) to GSHS.

I am aware of and agree to comply with all standards in [Safety Activity Checkpoints](#) and GSHS [Volunteer Policies and Procedures](#) for meeting in the home. I understand that only approved meeting/activity location following all guidelines with registered members of GSHS are covered by the basic plan insurance. Damage to property is not covered.

Signature of Troop Leader: _____ Date: _____

FOR OFFICE USE ONLY

- Home application approved
- Home application not approved for the following reason: _____

Signature of Staff: _____ Date: _____



Parent Permission Form For Girl to Attend Meetings/Activities in the Home

Please return this form to Troop Leader. Troop Leader keeps on file.

A signed girl permission slip is required for all meetings/activities in the home. Please keep the top portion of this form so you will have a record of where we are and how you can reach us in the event of an emergency. If the bottom portion is not completed, signed, and returned prior to the date listed, your Girl Scout will not be able to attend. Please return to Troop Leader by: _____

Troop # _____

Date: _____ Time: _____ to _____ Location: _____

In the case of an emergency, contact: Name: _____ Phone: _____

This permission form is for Regular Scheduled Meetings One Time Activity/Overnight in Home
Complete the following if permission is for one time activity/overnight in home:

Activity: _____

Cost for this activity: \$ _____ Items to Bring: _____

Girl Scout Name: _____ has my permission to participate in all events and activities at _____ with Troop # _____ on _____, between the hours of _____ and _____. I will not allow her to attend if I do not consider her to be in good physical condition or if she has been exposed to any contagious disease.

In the event of an emergency, every effort will be made to contact a parent/guardian or emergency contact. If no contact can be made, I hereby give authorization to Girl Scouts Heart of the South adult in charge to seek treatment for my child and/or dependent minor by a licensed physician.

I also understand that photographs, videos, or audio recordings may be taken which may include my Girl Scout. I hereby consent that Girl Scouts of Heart of the South may use these photographs, videos, or audio recordings for the promotion of Girl Scouts.

I understand I am responsible for complying with the transportation arrangement noted above. If my Girl Scout is not picked up on time after the activity, the troop leader will first attempt to contact me and then the emergency contact listed on this girl permission form.

Parent/Guardian Name

Date

Parent/Guardian Signature

Phone Number