

## GSOC Responsible Adult Guidelines

These guidelines are to assist Troop/Group Leaders in appointing and preparing GSOC Responsible Adults to support Girl Scout activities per Girl Scouts of Orange County (GSOC) *Policies and Standards and GSUSA safety guidelines*.

### A GSOC Responsible Adult is:

- A registered Girl Scout adult who has completed the application/background screening process and received a GSOC Safety Briefing from the Troop/Group Leader
- Appointed by a Troop/Group Leader or other supervisory Girl Scout Volunteer

### A GSOC Responsible Adult status is required for anyone volunteering as:

- ▲ An adult with supervisory or disciplinary authority over girls
- ▲ An adult with responsibility for handling Girl Scout funds
- ▲ **An adult who drives on field trips, attend overnights, volunteers at day camp, chaperones at girl events, serves as Troop Treasurer or volunteers for any job – no matter how short – where they will have authority over girls or money. All Drivers must be at least 21 years of age.**

**NOTE:** A **Camping Volunteer** has requirements beyond the Responsible Adult. Camping Volunteers must also complete the [Indoor Overnight Home-Study](#) and the Troop Tent Camping in-person training (upcoming dates available on the [GSOC online calendar](#))

### Becoming a GSOC Responsible Adult is a three-part process:

- Part 1 is filling out a [Volunteer Application Booklet](#)
- Part 2 completes **Girl Scouting 101** (online training) at <http://training.girlscouts.org> password is: aboutGS101 Council name: Orange County
- Part 3 is receiving an **Adult Safety Briefing** prior to **EACH** specific activity or event

### GSOC RESPONSIBLE ADULT STEPS PART I:

Requirement	Action needed	How often	Leader action
Register as an Adult Girl Scout	Fill out membership form and pay annual or lifetime registration fee	Must be done annually; registrations expire on Sept. 30 of each year	Best to have adults Register at the Online Registration and to check on their current status with <a href="#">Girl Scout Membership Registration</a> . Paper registration forms and fees may be submitted to Service Unit Registrar.
Apply to be a Girl Scout Volunteer	Fill out Application booklet for Adult Volunteer Position	Must be done once	Submit <a href="#">Volunteer Application Booklet</a> to GSOC Volunteer Resources Department.
Receive a cleared background screening	Fill out Consent for Background Screening	Must be done every 5 years	<ul style="list-style-type: none"> <li>■ Submit Consent form on the GSOC <a href="#">Volunteer Application Booklet</a>.</li> <li>■ To verify your clearance status contact <a href="mailto:VolunteerResources@GirlScoutsOC.org">VolunteerResources@GirlScoutsOC.org</a> .</li> </ul>

### GSOC RESPONSIBLE ADULT STEPS PART II:

Requirement	Action needed	How often	Leader action
Complete GSOC Responsible Adult Safety Briefing	<ul style="list-style-type: none"> <li>■ Read Safety Briefing Event Specifics sheet for your activity or event</li> <li>■ Sign Safety Briefing Checklist</li> </ul>	Prior to <b>EACH</b> activity or event	<ul style="list-style-type: none"> <li>■ Prepare Safety Briefing Event Specifics sheet</li> <li>■ Attach a roster of girls, permission slips, health history forms, emergency information, Council accident report form, maps and/or any other information needed for the specific activity or event</li> <li>■ Review information on the Event Specifics sheet and the Safety Briefing Checklist with the volunteers</li> <li>■ Keep the signed Checklist on file until the end of the following membership year</li> </ul>

## GSOC Responsible Adult - Safety Briefing Event Specifics

**NOTE TO LEADER:** Please fill out this form and attach a roster of girls, permission slips, health history forms, emergency information, Council accident report form, maps and/or any other information needed for this activity or event.

**Activity or Event:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**What – list activities:** \_\_\_\_\_

**Where – list destination(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Use this section if traveling as a group:

**Pickup Location:** \_\_\_\_\_

**Pickup Time:** \_\_\_\_\_ **Arrival Time at Destination:** \_\_\_\_\_

**Return Location:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Maps:** Driving directions: \_\_\_\_\_  
\_\_\_\_\_

Stops and Meeting Places: \_\_\_\_\_  
\_\_\_\_\_

**Who:** Leader/s: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Leader/s: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Responsible Adult/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Responsible Adult/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

First Aider/s: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

## GSOC Responsible Adult Safety Briefing Checklist

Thank you for volunteering to be a **GSOC Responsible Adult!** Please read the Safety Briefing Event Specifics for your upcoming activity or event. Then check off each statement on this list once you have reviewed, understood and completed it. Consult your Girl Scout Leader if you have questions.

**Troop/Group Number:** \_\_\_\_\_ **Name of Activity:** \_\_\_\_\_

Check off each statement when reviewed, understood and completed:

- I have completed the membership registration and my volunteer application and background screening is cleared.
- I have reviewed the Safety Briefing Event Specifics for this activity or event.
- I understand the girls have planned this activity, and I will respect their freedom to carry out their plans.
- I understand that I will be responsible for the safety and well-being of the entire group.
- I have read **Volunteer Essentials** [www.GSOC.org/training/volunteeressentials](http://www.GSOC.org/training/volunteeressentials) Chapter 4.
- My Leader outlined the role of the First Aider (**Volunteer Essentials** [www.GSOC.org/training/volunteeressentials](http://www.GSOC.org/training/volunteeressentials) Chapter 4) and explained how to respond to specific health issues such as allergies and medications; she explained who can administer medications.
- I have reviewed the permission slips and health histories for girls participating in this activity and my Leader pointed out any special needs and accommodations. I have noted any requests that prohibit a child from being picked up, photographed, videotaped, or voice recorded. I will honor these requests.
- I have the Troop/Group and Council emergency contact phone numbers. I have been briefed the GSOC emergency procedures and understand when and how to use them.
- I have a copy of the Girl Scout accident report form and know when and how to use it.
- I have been briefed on the buddy (2 people) / truddy (3 people) system of partnering girls for safety and supervision. I will help the girls to follow this system throughout the activity.
- I understand I will be acting as a role model for the girls and understand behavior that will not be tolerated includes drinking or possessing of alcoholic beverages, smoking in the presence of girls, abuse of drugs (legal or illegal), inappropriate language, and any form of abuse (verbal, physical, mental or sexual) toward children or adults.
- I have been briefed on the proper attire for this event and will dress appropriately.
- As a driver, I am at least 21 years of age, hold a valid California driver's license, a registered and insured vehicle, and will adhere to state laws.

**I have completed the GSOC Responsible Adult Safety Briefing for this activity or event and promise to uphold the standards and guidelines with which I have been entrusted to ensure the safety and well-being of all the girls in my charge.**

\_\_\_\_\_  
Signature of Responsible Adult

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Troop/Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print first and last name

\_\_\_\_\_  
Print first and last name