

Trefoil Leader Guidelines

This includes highlights from and acts as an addendum to the GSWPA Volunteer Essentials Manual (VEM). Refer to pages listed below for more info. Read leader position description and responsibilities Chapter 2: Troop Pathways **p.19 -31 VEM**. All information and forms @ gswpa.org.

Service Unit Meetings

1. Leaders attend meetings the first Tuesday of each month at 7:15 pm at Celtic Healthcare Building. If you can't attend, get a substitute. Essential information, special training & event info are distributed.
2. If not represented, contact the Service Unit Manager by phone or email to get vital troop information.

Scout Registration and Health History Forms

1. Registrations must be filled out completely, given to Trefoil Registrar with one troop check to GSWPA. No cash. **Forms should not be sent directly to Council.** Specific instructions are online at www.trefoilscouts.org.
2. The membership year runs Oct. 1 to Sept. 30; you cannot meet without having valid registrations.
3. If you do not do Spring registration, then return forms to Trefoil Registrar. DO NOT destroy unused forms.
4. For scout transfers from one Troop or Council to another, consult the Trefoil Registrar.
5. Carry troop copy of registration form, girl health forms and field trip permission slips at all meetings/events.
6. The original GS registration form grants permission for taking photos of scouts; girl scout photos will be used in promotional materials & website, unless THE LEADER or REGISTRAR informs otherwise.

Adult Learning Opportunities

All leaders & assistant leaders will take mandatory training as follows: Refer to **p. 8 -0 12 VEM**.

1. GSUSA Volunteer Orientation to Girl Scouts: online course at www.gswpa.org
Fill out a learning log and send to jseman@gswpa.org
2. Introduction to GSWPA/Trefoil given by Trefoil Manager, then updated annually at Leader Meetings.
3. Register for these required programs by e-mail to jleonardi@gswpa.org Refer to **p. 11 VEM**.
Leadership Essentials: three hour classroom course
First Aid/CPR Training: Troop Primary First-Aider may take class locally through Trefoil Area arrangement
Outdoor Skills (Levels 1-3 to be schedule in Spring 2010, watch for registration details)
4. See www.gswpa.org on-line Training Calendar.

Financial Records and Annual Reports

Trefoil Scouts uses different financial forms than GSWPA, available online www.trefoilscouts.org. Read **p.90-98 VEM**.

1. Two copies of the Annual Troop Finance Report, Detailed Cash Summary (income & expenses) AND the last 12 months of bank statements are due June 1. List any outstanding checks/deposits on the bank statement. Finance Report, bank statement & check book should all reconcile.
2. There is no CASH held by troop.
3. Leader will read & comply with the Trefoil Financial Guidelines, informing other adults involved in the troop finances; leader will share fund raising and financial reports with troop parents periodically.
4. Annual Troop or Group Summary form completed by leader due June 1.

Forms and Records

1. Registration forms, permission slips and other troop records should be kept until the end of the registration year (Sept 31). If there were no medical emergencies, they can be discarded at that time.
2. Financial records are kept for an additional year, until the following end of year report is completed.

Event and Product Sales Deadlines

1. Respect all deadlines for registrations, product sales, council and service team field trips.
2. No refund policies for products; make sure your parents are aware of them.

Fund Raising

1. Fund raising **MUST** have prior written approval (**p. 98-101 VEM**) of Membership Manager (Brenda Bell) and adhere to Money Earning Procedures on & Fund Development Procedures.
2. Troops can partner with a community sponsor to support its program. For securing a Troop Sponsor refer to **p. 30-31 & 107-109 VEM**; register the sponsor as a member of GSUSA & complete the Girl Scout Sponsorship Certificate **p.138 VEM**.
3. Leaders should inform the Trefoil Manager of any extra funding raising plans.
4. Fund Raising and sponsorship monies should be reflected on the annual Troop Finance Report.

Insurance

1. Additional Activity Insurance must be purchased if non-members are attending an event or if registered scouts attend an activity lasting **more than 2 overnights**. Refer to **p. 73-76 VEM and form p. 144** for more details.
2. Additional Activity Insurance form filled out for 1 event and has a minimum of \$5 fee. Refer to **p. 146 VEM**.

3. High Risk Activity Approval Request forms must be submitted to Membership Manager (Brenda Bell) 4 weeks prior to an event that involves Challenge & ropes course, hayrides, skating (ice & roller) snow sports, high adventure outfitters, swimming pools, gymnastics, theme parks, water craft, horseback, transportation/bus companies. Refer to **p. 71-72 VEM.**
4. Driver Insurance form is completed for anyone driving girls over 100 miles round trip for scout events. This form is submitted with Troop Trip Application prior to the event to the Membership Manager. Refer to **p.150 VEM.**
5. Insurance Claim: leader fills out each section under the Girl Scout Leader Statement, then have parent/guardian fill out their portion. Form must be completed and filed within 24 hrs of injury/accident. Refer to **p. 75-76 VEM.**

Field Trips

1. Written parental permission is required for field trips/meetings outside of normal troop meeting places.
2. For trips involving roundtrip travel over 100 miles OR overnight stays, fill out Trip Application (**p. 142 VEM**) and submit to Membership Manager for approval. See the forms for specific details about deadlines for application.
3. Use Trip Progression **Refer to p. 83** for details on permission & special requirements.
4. For Troop/Group Trip planning requirements **Refer to p. 81-82.**
5. All visited sites should have certificate of insurance.

Safety Concerns

1. Consult Safety Wise & the Volunteer Essentials Manual for all requirements & standards. ASK first!
2. Two adults are **strongly** recommended to be present at all troop meetings. No adult should be left alone with a scout in an isolated area. For additional rules working with children see **p. 64-65 VEM.**
3. If child abuse is suspected then adult will report it to county children and youth office 800-932-0213. Contact the Membership Manager, Brenda Bell, to clarify /discuss suspicions. Refer to **p. 65-68 VEM.**
4. A troop first aid kit is at all meetings and field trips.
5. In a crisis situation, follow guidelines on Emergency Contact card in troop packet. Do not speak to the press. Contact Council immediately **800-248-3355** during business hours or **877-359-7878.**
6. Reporting Accidents Involving Girl Scouts- leader/adult supervising the activity will complete and file an accident report within 24 hours of the injury or accident. Refer to **p.77-78 VEM.**

Service Projects

1. Caroling for Mars is an annual service project for the entire service area on the first weekend in Dec. Troops are asked to sing for food items which are distributed to local MA school families. Troops can partner with local business for sponsorship. **Refer to p. 107-109 & p. 138 VEM.**
2. Trefoil Service Projects may be part of a Trefoil Event like Father Daughter Dance etc.
3. Please email Membership Manager to inform her of Troop or Trefoil Service Projects. (800-221-2995) Kittanning

Disbanding Troops

1. Leaders that are resigning will notify Trefoil Manager. Please recruit a new leader from within your own troop. Leader will pass on all troop materials, handbooks, first aid kit, and records.
2. The Annual Financial Report must be completed prior to leaving & checkbook turned into Manager.
3. If entire troop disbands, money can be spent in a final troop activity before Sept. 30. The \$25 start-up loan is returned Service Area. Any \$ not spent by troop, can be donated to the Service Area. Checking Account will be closed by Service Team. Refer to **p. 95-96 VEM.**
4. If scouts join another troop, the disbanding troop pays for scout registration fees and/or dues.

Ordering Badges, Pins, Uniforms, Books, etc.

1. Order at the council shop 800-221-2995 & free delivery can be made to the Leader Meeting or pay for shipping to home. Payment is made upon placing the order (recommended) or upon delivery at the Leader Meeting.

Troop Meetings

1. Leaders choose meeting day, times, and frequency per month. Establish regular meetings, include field trips and service projects in your plan. Make sure GIRLS participate in planning activities.
2. Enlist & encourage parent involvement & implement a Troop Committee & sign-up sheet Refer to **p. 29-30 VEM.**
3. Plan meetings to include all types of activities for an exciting program: Use these resources: Journey Books, Handbooks, www.gsusa.org, www.trefoilscouts.org links page & your coach! Refer to **p.23-28 & 33-38 VEM.**

Super Troop Program

1. Coaches or mentors will be offered within this program to facilitate your experience.
2. Guidelines will help you organize, prioritize and comply with the regulations, giving you a well-rounded program.
3. Each troop member will earn a patch for completing all the requirements.

Girl Scout Communications

1. Use www.gswpa.org and Trefoil Site at www.trefoilscouts.org.
2. There are lots of ways to receive information and give feedback. For more info refer to **p. 55 & 112-113 VEM.**