

Short and Snappy – Using Volunteer Essentials and Safety Activity Checkpoints



Objective

To help volunteers become aware of and familiar with using volunteer resource documents.

Length

15-20 minutes

Materials Needed

Electronic or paper copies of Volunteer Essentials and Safety Activity Checkpoints

Information to Share (spend 5 minutes on this section)

There are several resource documents available to all volunteers, from Troop Leaders to Community Cookie Representatives. All volunteers should be aware of and refer to these documents often. Doing so will help volunteers to better understand Council safety procedures, their volunteer role, and gain ideas for working with girls and other adults.

Volunteer Essentials: This is your primary volunteer handbook. It includes both policy and support, covering everything you need to know to maintain Girl Scout standards of safety and programming. Support components include: The National Program Portfolio; how to work with girls of different ages; girl development; how to use your special talents; how to relate to girls; and Girl Scout programming.

Policy components include: troop and community finances; volunteer conduct and responsibilities; transport, travel and camping with girls; first aid requirements; and Council policies set forth by our Board of Directors.

You should reference Volunteer Essentials for all planning, taking specific care to follow the policies and procedures for finances, volunteer conduct, and any activity outside of your normal meeting time and place.

Safety Activity Checkpoints: This is a safety manual that all volunteers should consult *anytime* they do activities with girls (whether at or outside of a normal troop meeting). It provides a checklist of important steps in planning and participating in approved activities with girls, as well as ideas, tips, and other resources (such as how to include girls with disabilities). The book also contains a list of Council approved activities, non-approved activities, and information that needs to be submitted to Council to participate in High Adventure Activities. Topics range from arts & crafts and hayrides to theme parks, rock climbing, and white water rafting.

Troop Leader Manual: This document provides insight, tips, and policy information for basic troop leader duties. It is used in training new troop leaders, and is also a helpful reference and refresher document for any troop leader or troop supporter volunteer.

These documents are located online at www.gsutah.org under the Volunteer Tab and under Online Support for Volunteers. The table of contents are hyperlinked to provide easy access to the specific information you need.

Tip to remember: Adhering to the policies found in Volunteer Essentials and Safety Activity Checkpoints protect you as the adult supervisor from liability.

Activity (spend 10-15 minutes on this section)

Provide volunteers in your meeting with access to electronic or paper copies of each document. Have the volunteers race to find answers to the following questions or other questions that you can add:

- 1) On what page in *Volunteer Essentials* is information about Troop Finances?
- 2) On what page of *Volunteer Essentials* does it specify the training requirements for taking girls on trips?
- 3) On what page of *Volunteer Essentials* does it explain how to understand the development of girls at the Junior age level?
- 4) Is Council permission required to take girls fencing?
- 5) How many weeks in advance must you gain permission from Council to go rock climbing?
- 6) Name 5 non-approved activities that you cannot do in Girl Scouts.
- 7) Where can you find information about social media and what girls and adults can and cannot do online as Girl Scouts?
- 8) What are three of Girl Scouts of Utah's volunteer conduct requirements?
- 9) How can someone qualify as a First Aider and when are they required?
- 10) If you have a group of 18 Daisies out at the park (not your normal meeting place), how many adult volunteers need to be present?

After the activity, answer any additional questions about *Volunteer Essentials*, *Safety Activity Checkpoints*, or the *Troop Leader Manual*). Stress the importance of checking the policies before planning ANY activity or event.

