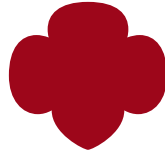




Girl Scouts of Southeastern Michigan  
**Mackinac Island Scout  
Service Program (MISSP)**  
Handbook 2025

MISSP Handbook



Welcome to the Mackinac Island Scout Service Program.  
We're so glad you're a part of this amazing experience.

This booklet will guide you through the requirements that need to be fulfilled in order to be a Mackinac Island Scout Service Program troop sponsored by Girl Scouts of Southeastern (GSSEM). The booklet refers to both GSSEM requirements and the Michigan Department of Licensing and Regulatory Affairs (LARA).

Should you have any questions about the requirements after thoroughly reviewing the booklet and forms, please reach out to Gale Dembinski, Service Unit Support Specialist, at [gdembinski@gssem.org](mailto:gdembinski@gssem.org).

# Table of Contents

MISSP Troop Expectations ..... 4

State of Michigan Licensing Requirement ..... 9

MISSP Health Policy ..... 11

MISSP Leadership Required Training Options ..... 14

MISSP Transportation Policy ..... 15

List of Necessary MISSP Forms/Appendix ..... 18

## General Troop Requirements

Troop leaders must complete and submit all necessary forms for camp/Michigan Department of Licensing and Regulatory Affairs (LARA) as requested by no later than May, or as timeline requires. Troop leaders must also follow all policies as communicated by GSSEM staff to the troop, necessary for the State of Michigan. Should you have any questions regarding requirements, please reach out to your Member Support Contact.

Troop Directors should submit their Mackinac Island Scout Service Program Troop application to their Member Support Contact. The application will be sent to the Director of Membership to be signed and sent to the State. A copy will be emailed to the Troop Director.

Troop Directors should submit their Mackinac Island Scout Service Program Troop Island evaluation within two weeks of returning from the island. They should also provide feedback and requests for support to their Member Support Contact.

All GSSEM website updates and promotional requests should be submitted 3 weeks prior to your Member Support Contact.

Interview criteria, information on troop expectations, troop financial costs, training dates, exceptions for interviews/training, troop contacts and communication methods may differ from troop to troop, but must be consistent within the troop and must be shared with GSSEM. Failure to do so may result in GSSEM not being able to sponsor the troop.

Adult Troop Leadership should not communicate one-on-one with a girl. There should always be a second adult leader included in communication in person, via electronics or virtually.

High Adventure forms for any listed activities must be completed (swimming, cycling, horseback riding) (*Appendix page 26*).

All contracts must be reviewed by GSSEM before signing. Send any contracts to your Member Support Contact.

A fire drill must be conducted within 48 hours and upon completion of the drill the appropriate form must be sent to GSSEM for each session. (*Appendix page 24*)

Since the State of Michigan is allowing girls to use a preferred name instead of a legal name for the Mackinac Island Scout Service Program, GSSEM will allow preferred names as well.

**MISSP Troop Bank Account Troop Bank Account:** Troops must annually submit to your Member Support Contact the following information: the bank, branch location, account number, signers (must be registered Girl Scouts in good standing with GSSEM with background check and be unrelated). A troop annual finance report should be submitted by June 21 each year. <https://www.gssem.org/content/dam/gssem-redesign/documents/reference/annual-troop-finance-report.pdf>

**Conflict Support:** If you need assistance in working through a conflict with a girl member or caregiver, contact your Member Support Contact.

**Insurance:** When planning activities and trips, always consult with GSSEM to see if extra activity accident insurance is needed. To purchase additional activity insurance, please fill out the Additional Insurance Request – Mutual of Omaha Form. The form is to be completed and submitted to Girl Scouts of Southeastern Michigan, not to Mutual of Omaha (*Appendix page 29*). At least two weeks prior to the trip/activity insurance is being purchased for, please send check payable to United of Omaha Life Insurance Company and form to: Attention: Office Manager 1333 Brewery Park Blvd, Suite 500 Detroit, MI 48207.

## Adult Leadership Selection

Share all open adult volunteer positions and expectations of each role:

- Attendance requirements for trainings and week on Island. Information should be specific and include dates and times.
- Criteria for selection of Adult Leadership
- Deadline to submit Adult Leadership application
- The financial cost of participating as an adult with the troop (Uniforms, out of pocket expenses, extra costs on island that could be optional and not covered by Troop)
- Expectations of each role (including supervising related girls), attire, and mandatory reporting.
- Expectations of attending troop trainings and week on island
- Must be a registered Girl Scouts in good standing with GSSEM with background check.
- For Mackinac Island Scout Service Program Troop under LARA volunteers act in a capacity of staff. Therefore, they are mandatory reporters.

*The Michigan Department of Health and Human Services staff and law enforcement officers are required by law to preserve the confidentiality of the citizen reporter, so citizens can make anonymous reports. Contact Central Intake at 1-855-444-3911 to report abuse and neglect at any time 24 hours per day. Department of Health and Human Services staff are trained in evaluating such situations and your report will not necessarily result in immediate action but may often result in services being provided to keep the family intact.*

### **Using GSSEM Accident or Unusual Incident Report** (Appendix page 30)

This form must be completed immediately upon an accident or incident that requires more than routine first-aid care. Use additional sheets of paper if necessary. Submit this form to [fcarr@gssem.org](mailto:fcarr@gssem.org) when completed. Submit appropriate bills and insurance statements with the Mutual of Omaha Claim Form, if applicable.

**Emergency Procedure:** If an emergency occurs, call 911 immediately. Alert GSSEM at 800-482-6734 8:30 AM - 5 PM Monday-Friday, or 800-887-9892 if the incident occurs after business hours. Refer all inquiries and media requests for information to GSSEM at 800-482-6734. Speak only to the police and proper authorities. Do not sign any statements or reports.

**LARA Requirements:** State of Michigan LARA requirements must be completed by every adult volunteer.

- ☐ 3 hours of approved GSSEM training each year if participating in more than one troop three (3) hours for each week on Mackinac Island. Refer to page 14 for more details.
- ☐ Resume
- ☐ Three (3) references
- ☐ Central Registry Clearance – must be filled out with Camp Hawthorn Hollow information but email to yourself and then forwarded to GSSEM Member Support Contact. [https://www.michigan.gov/mileap/-/media/Project/Websites/lara/Folder12/BCHS-Camps\\_001\\_Request\\_For\\_Central\\_Registry\\_Clearance\\_4\\_21\\_21.pdf?rev=d16dd50246b5493597078483d3c7518a](https://www.michigan.gov/mileap/-/media/Project/Websites/lara/Folder12/BCHS-Camps_001_Request_For_Central_Registry_Clearance_4_21_21.pdf?rev=d16dd50246b5493597078483d3c7518a)
- ☐ Adult Staff Member Health History form (Appendix page 19).
- ☐ Volunteer Position Descriptions (Appendix page 22).
  - Mackinac Island Scout Service Program Troop Director
  - Mackinac Island Scout Service Program Troop Health Officer
  - [https://gssemweb.formstack.com/forms/gssem\\_vpd\\_troop\\_support\\_volunteer](https://gssemweb.formstack.com/forms/gssem_vpd_troop_support_volunteer)
- ☐ Troop Volunteer Agreement (Appendix page 18).

## Girl Troop Selection

### Girl Roles and Girl Leadership Roles

This program is a privilege, not a right. This is a physically strenuous program. A Girl Scout needs to be in good physical condition and able to walk long distances on uneven terrain, including very steep hills. Girl Scouts are also required to stand for several hours, with breaks, without fidgeting. There are a limited number of positions available each year and the selection process is highly competitive. An interview is not guaranteed.

### Process for submitting applications

Troops should list the competencies girls need to apply, how they will notify girls of interview time, interview process for Girl Positions and Girl Leadership Positions including what ages/grades are eligible to apply.

The interview process must be consistent for all girls, including when exceptions (such as alternate days, times and methods) will be made.

Only adults who are registered GSSEM volunteers should be involved in the interview process.

Adult Leadership should excuse themselves from evaluating an interviewee if they are related to the Girl Scout who is interviewing for any position within the troop.

Troops should list the competencies girls need to apply. Troops will also provide deadline details for submitting application.

Selection criteria for open girl positions including attire, attending mandatory troop trainings, week of service on the island as well as behavior expectations should be clearly stated. Exception to any rules should be clearly stated and apply to all girls.

### Criteria for selection of Girl Leadership

Troops should list the competencies girls need to apply for Girl Leadership Positions, as well as deadline for submitting Girl Leadership application, notification of interview time, interview process for Girl Leadership positions and expectations of the leadership role.

Selection criteria should be outlined and followed with written documentation on decisions. Interview notes and decisions should be written. This written documentation should be held for the complete season and available in case of a request.

Adult leadership should excuse themselves from evaluating an interviewee if they are related to the Girl Scout who is interviewing for Girl Leadership position.

### Girl Behavior and Consequences

Girl Behavior: Expectation of girl behavior at trainings, during transportation, and on island including duties, in barracks and on down-time free time. Enforcement and expectation must be consistent among **ALL** girls.

Personal Items: Girls should never share personal items like toothbrushes, toothpaste, soap, towels, clothes, hairbrushes, combs, lip balm, and undergarments as these can easily transfer bacteria and potentially spread infections. Girls should bring their own personal hygiene items and not share them with others.

Personal Space: Each girl should have their own bed. No beds may be shared by girl members. You can reduce the likelihood of spreading illness by keeping beds 6 feet apart and/or sleeping head-to-toe, when possible. Girl Scouts and adults do not share beds. It is generally not recommended to share bed sheets, pillows, or blankets with anyone.

Girls should not lay in or sit on other girls' bed. Moreover, girls should not be in the sleeping areas unless changing or resting in their own beds. They should otherwise be in a designated shared space during rest periods.

Electronic Policies: Mackinac Island Scout Service Program Troop expectations on electronic policies including cell phones and tablets should be communicated to both girls and caregivers.

## Information For Caregivers

Before committing their daughters to the troop, caregivers should be given a cost breakdown of the financial expenses of participating as a girl with the troop (uniforms, what is covered in fees and what will need to be purchased outside of troop fees, transportation, food and other out of pocket/optional expenses on the island).

Deadlines and processes must be consistent among all girls. Cost breakdown should also include any notes such as if fees are refundable or non-refundable and under what circumstances, and including any financial assistance availability. Caregivers should also be advised on how any necessary spending money for down time and optional activities will be collected and distributed. The breakdown should include payment deadlines and how to submit payments.

Caregivers should be supplied with deadlines for the necessary paperwork including applications to be submitted and consequences of missing deadlines. Enforcement and expectation must be consistent among all girls and families.

Caregivers and girls should receive contact information for the troop as well as how the Mackinac Island Scout Service Program Troop will communicate with them.

Caregivers should be supplied with contact name and number when girls are on the Island.

Caregivers must complete necessary paperwork including but not limited to Camper Health History Form. (*Appendix page 20*)

Pick up and drop off information. Troop to provide locations, dates, emergency plan. Need to include troop policy on parents delayed/late.

*GSSEM policy - "Please be prompt in picking up your Girl Scout from events. If you are going to be late, you must contact your event organizer to notify them of the late pickup. After 15 minutes, if no one has called the event organizer, activity staff will call the guardian and if needed, emergency contact. Girl Scouts left after 1 hour past the end of activity, without notification, will be released to the authorities or child protective services".*

Release form with eligible people and phone numbers to pick up Girl Scout. In case of emergency or other circumstances, a girl must be picked up within 12 hours of reach out from troop leadership (*Appendix page 25*).

Since the State of Michigan is allowing girls to use a preferred name instead of a legal name for the Mackinac Island Scout Service Program, GSSEM will allow preferred names as well.

Caregivers should be given a written schedule and expectation of attendance, including consequences for missing mandatory trainings and any exceptions that may be approved. Expectations and exceptions must be consistent among all girls.

Expectations and process for girl troop alternates including costs and time commitments.

Girls and caregivers should be given written behavior expectations and consequences both during trainings and on the island. Enforcement and expectation must be consistent among all girls.

Mackinac Island Scout Service Program Troop expectations on electronic policies including cell phones and tablets should be communicated to both girls and caregivers.

Caregiver attending troop trainings and visitation rules families/friends for the Island should be written and clearly stated and apply to all caregivers/family/friends that are not troop volunteers.



## State of Michigan Licensing Requirements

### Mackinac Island Scout Service Program

Below is a list of items needed for Michigan's licensing. The Mackinac Island Scout Service Program is considered a Traveling Group and High Adventure Group by the State of Michigan. Failure to provide this documentation may result in GSSEM not sponsoring MISSP troop. Items are due by May 1st each year unless an earlier date is indicated.

#### Due March 1

- Volunteer roster with roles indicated
- ALL Volunteers: Resume with work and volunteer history, and three (3) reference letters.
- Health officer
  - A qualified volunteer is required to act as the health officer during the trip.
  - A health Officer should be one of the following:
    - A license physician or physician's assistant
    - Licensed nurse or nurse practitioner
    - Licensed EMT or first responder.
    - OR they can complete a health officer training course. We must have proof of their certification on file.
- Proof of background checks for all adults.
- Central Registry Clearances
  - Required for anyone on the trip over 21, and that will be supervising the Girl Scouts.
- Volunteer Job Description
- Adult Health History Form
- GSSEM Volunteer Position Descriptions signed and submitted

#### Due May 1

- Pre-Trip training
  - All volunteers would be required to partake in a three-hour training for each week on Island. It would have to cover the following topics:
    - GSSEM's main philosophy, objectives, policies, and procedures
    - Camper behavior management
    - Developmental needs of the population that is being served
    - Acceptable techniques of camper supervision
- Ratio Requirements
  - They would be required to follow GSUSA Travel Troop ratios.
- Roster of campers for each trip. The roster should include the following:
  - Name, age, address
  - Arrival/departure dates
  - Emergency contacts with contact numbers
  - Camper health history and medications
  - Identifications of any special needs such as limitations, dietary restrictions, and any adaptations they need.
  - Authorized to release form including: when released, where released, how and to whom including phone numbers
- Itinerary of trip
  - High Adventure forms for any listed activities must be completed (swimming, cycling, horseback riding)
  - Transportation policies must be followed:
    - Driver qualification
    - Emergency evacuation plan

- Vehicle inspections
- Loading/unloading
- Supervision
  - A pre-established emergency plan regarding each mode of transportation
  - Name and telephone number of a home base person provided to staff and each campers authorized person
- Commercial Transportation must have statements
  - Busses (like documentation provided for ferry)
  - Ferries (updated statement)
- Develop written plan for Troop health services including:
  - Health screening
    - Medication check-in
    - Medications in original containers
    - Camper need discussion
    - Health history review
    - Physical state observation
  - Emergency service/Transportation
  - List including qty of all First Aid and health care supplies
  - Away from site procedures
  - Disease prevention
  - On call consultation
  - Storage and administration of medicines
  - Daily observation
  - Parent notification
  - Health Officer staffing
  - Lock box for medications. (picture submitted)
- Food menu for the trip.

### **Due within 48 hours of troop arrival on Island**

- Fire Safety form completed within 48 hours and sent to staff support from island

## Health Service Policy

### Health Screening

A Girl Scout shall be screened by the Health Officer within the first 24 hours after initial arrival at camp. The health screening shall include all the following:

- All Girl Scouts will have their temperature taken upon arrival at the departure location.
- The Health Officer will review the medication list and the medications with the parent. Any questions/clarification of the list or medications will be reviewed.
  - Each Girl Scout's medications and list will be placed in a plastic medication bag.
  - This will be placed in the medication bin.
  - The medication bin will be locked before departing.
  - A review of the Girl Scout's health history statement.
  - The use of an inhaler or epinephrine auto-injector by a Girl Scout needs to be discussed with the guardian.
- A minor child may have approval to possess and use an inhaler or epinephrine.
- A discussion with the Girl Scout concerning current health needs.
- An observation of the Girl Scout's physical state, paying particular attention to potential contagious diseases and possible abuse or neglect. All unusual physical conditions will be logged and reported.

### Consultation and Emergency Service and Transportation Plan

On call health care consultation must be utilized when the health needs of scouts are beyond the knowledge or skill set of your Health Officer. This consultation is about seeking the services of a higher-level health care provider to determine the most appropriate course of treatment.

Mackinac Island Medical Center is open 24/7 for emergency care year-round and available for consultation. In addition, the state-of-the-art facility offers a full range of medical services, including primary care, with walk-in patients accepted during office hours, x-ray and laboratory.

Mackinac Island Medical Center  
7474 Market Street, Mackinac Island MI 49757  
906-847-3582

Transportation from the Barracks to the Medical Center can be walking, taxi or ambulance.

If a higher level of care is needed after being seen at the Mackinac Island Medical Center, the parents would be contacted and would be involved in the decision of where to transport the Girl Scout. The hospital associated with Mackinac Island Medical Center is Mackinac Straits Hospital, 1140 North State Street, St. Ignace, MI 49781, 909-643-8585.

Transportation from the Mackinac Island Medical Center to the Mackinac Stratis Hospital would be arranged by the medical team and dependent on the level of the medical situation.

### First Aid and Health Care Supplies

Troops will conduct an inventory of the troop's medical supplies and equipment and submit the inventory list by **May 15th** of each year along with their camp documents.

### Storage and Administration of Medications

All medications will be collected by the health officer at the departure location.

- Parents will complete a list of medications with the administration times.
- The Health Officer will review the list of medications and bottles of medications with the parent.
- The medications are stored in a bin marked for medications.
- The bin is secured by locks.

- Pictures of locked boxes will be in each troop file.
- The medication bin is stored in the advisor's room and will be locked except when administering medications.
- Documentation of the medication will occur when it is given.
  - Medication and first aid logs will be submitted within one week of returning from the troop week of service.
- OTC medications will be documented in a bound notebook.
  - Medication and first aid logs will be submitted within one week of returning from the troop week of service.
- Medication will be returned directly to the parent when they pick up their Girl Scout.
- ALL treatment must be entered into the bound medical log. Entries must include:
  - Girl Scout or staff name
  - Unit
  - Date and time of visit
  - Location of complaint
  - Treatment and action taken by the Health Officer
  - Situations that fall outside of the “typical” may require further documentation through the completion of an “Incident/Accident Report” form (Supplied to each troop and available at [www.gssem.org](http://www.gssem.org))

### **Notification of Guardian**

All Girl Scouts had an emergency treatment consent form, health history statement and authorized person emergency contact information.

Copies of these will be scanned to the member support staff by **May 15th**.

If a higher level of care was needed after being seen at the Mackinac Island Medical Center, the parents would be contacted and would be involved in the decision of where to transport the Girl Scout.

### **Disease Prevention**

The risk of exposure to communicable disease increases in camps because of the environment and number of people gathered. The Health Officer should train all adults in recognizing potential risks of exposure, mitigation strategies to reduce exposure, and specific actions to take when an exposure occurs.

A copy of Camp Hawthorn Hollow Standing Camp Orders has been provided for the troop and the troop health officer has agreed to follow procedures to prevent transmission of diseases and to contain communicable diseases. Health Officer to provide instruction to adults and girls within 24 hours of arriving at barracks.

### **Health Officer Staffing**

A Health Officer must be on duty or in residence at the camp during all hours that campers are present.

A Health Officer should be one of the following:

- A license physician or physician's assistant
- Licensed nurse or nurse practitioner
- Licensed EMT or first responder
- OR they can complete a health officer training course. We must have proof of their certification on file by March 1.

Troops should also consider staffing during absence of Health Officer and have schedule that is posted. An adult should accompany and stay with campers involved in emergency transportation.

### **Health Center at Location**

The barracks has a designated health center which allows for temporary isolation of any camper, staff member, or other person in camp who comes in contact with campers and is suspected of having a contagious disease. The designated areas provide privacy and is isolated and separated from food storage, preparation, or serving area.

### **Daily Observation**

Girl Scouts should be observed daily. (Observation means that at any point of time Girl Scouts are within sight or sound of adult staff members responsible for direct supervision). Observation includes preventative and responsive procedures which encompass some of the following: Preventative procedures to ensure the wellness of the Girl Scouts:

- Insures adequate sleep, food and drink
- Ensures a balanced schedule for the age of the population and environment (i.e. rest period, indoor and outdoor activities, etc.)
- Adult staff members responsible for direct observation will communicate with Health Director and all appropriate staff on the procedures of a Girl Scout's physical limitations and special health or behavioral considerations
- Adult staff member responsible for direct observation has awareness of what circumstances require involving the Health Officer and/or camp director and guardian.

### **Parent Notification**

Adult staff members responsible for direct observation will communicate with Health Officer and Troop Director for prompt and responsive notification of the Girl Scout's authorized person. Circumstances that require communication include:

- Immediately in the event of death.
- Immediately following admission to the hospital.
- The day following an overnight stay in the Health Cabin.
- As soon as possible if Health Officer and/or physician recommend that the Girl Scout returns home due to serious injury or illness.
- At Health Officer's and/or physician's discretion if the matter requires the guardian's attention related to the health of their child. \*Instructions provided by the guardian related to notification.
- Inquiry by a guardian about their child.

Ongoing observation, treatment, and documentation of injury and illness by appropriate adult staff member and council staff. Reaching out to community resources for additional support as needed (poison control, community mental health). Reporting incidents to appropriate agencies (CPS, law enforcement, state licensing) and guardians while maintaining confidentiality.

### **Away from Site Procedures**

Upon arrival on Mackinac Island the Girl Scouts are not off site during the Mackinac Island Scout Service Program. The transportation policy to and from the Island outlines procedures including emergency evacuation and procedures.

## MISSP Leadership Required Training Options

Below is a list of options to fulfill your 180 minutes of required training. You can access the training by logging into your MyGS account at [my.gs.girlscouts.org](https://my.gs.girlscouts.org) and selecting GSLearn from the panel on the left side.

### *180 minutes required*

- 20 mins – Ability Enrichment Training
- 30 mins – Backpack In Your Backyard
- 4 hrs – CPR/First aid
- 13 mins – Co-leadership Short & Snappy
- 30 mins – Cad, Sen-Amb Grade level essential training.
- 86 mins – Difficult Conversation-Recording
- 15 mins – Difficult Conversations Short & Snappy \*
- 120 mins – Difficult Conversations-Webinar
- 15 mins – First Aid Short & Snappy
- 5 mins – Flag Ceremony Short & Snappy
- 11 mins – Girl Led Events Short & Snappy
- 15 mins – Girl Led Discussion Short & Snappy
- 5 mins – Girl Led Events Short & Snappy
- 3 mins – Group Decision Making Short & Snappy
- 5 mins – GSUSA Creating Your Inclusive Troop \*
- 28 mins – GSUSA Delivering Inclusive Program
- 30 mins – GSUSA Girl Scouts in the Outdoors
- 40 mins – GSUSA Mental Wellness 101
- 15 mins – GSUSA Resilient. Ready. Strong. Patch
- 60 mins – GSUSA The Mental Wellness Patch Program
- 10 mins – Inspiring Girl Courage Short & Snappy
- 90 mins – Managing Girl Scout Behavior \*
- 15 mins – Meaningful Family Involvement Short & Snappy
- 20 mins – Multi-Grade Level Essentials Training
- 21 mins – Nature ID Short & Snappy
- 31 mins – Outdoor 1 \*
- 23 mins – Outdoor 2 \*
- 60 mins – Preparing your Troop to Travel \*\*\*
- 10 mins – Survival Skills Short & Snappy
- 15 mins – Troop Agreements Short & Snappy
- 100 mins – Troop Leader orientation \*\*\*
- 5 mins – Volunteer Relation Process Short & Snappy
- 3 mins – Welcoming New Girls Short & Snappy
- 6 hrs – Youth Mental Health First Aid \*\*
- 50 mins – GSUSA Child Abuse and Neglect Prevention Course (Required for all)

## Transportation Policy for Mackinac Island Scout Service Program during Week of Service

Girls may travel to/from dock in Mackinac City one of three methods:

- Transportation by Parent/Caregiver
- Transportation by Adult Troop Leader
- Transportation by Commercial Bus

### Transportation by Parent/Caregiver

When a parent/caregiver transports the Girl Scout, the permission slip should indicate that the GSSEM troop is not responsible for the Girl Scout until they check in with the troop. A sign-in sheet should be maintained by the adult troop member in charge.

Girl Scouts will only be released to people who are listed on the Girl Scout's release form. The staff in charge will review identification of the person/people picking the Girl Scout up to verify they are on the Girl Scout's release form. The person will sign out the Girl Scout on the sign-out sheet.

### Transportation by Adult Troop Leader

When a group is transported in privately owned vehicles, the arranged qualified drivers must be a registered, background checked member (approved adult volunteer) at least 21 years old, and have a safe driving record, a valid license, have a registered/insured vehicle and meet council standards and policies for driving and transporting girls. *Girl Scout youth members never drive other members to, from or during activities.*

The GSSEM MISSP Troop is not responsible for the Girl Scouts until they check in with the troop. A sign-in sheet should be maintained by the adult troop member in charge.

If a group is traveling in one vehicle, there must be at least two unrelated, registered background checked members (approved adult volunteers) in the vehicle, one of whom is female. If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, registered background checked members (approved adult volunteers), one of whom is female.

### Plan for Safe Driving

- Review and implement the standards in the Checklist for Drivers, later in this section.
- Share the Checklist for Drivers with all drivers, in advance.
- Build possible delays into your schedule. Allowing time for traffic or other delays will help prevent urgency and stress, which can be dangerous when driving.
- Provide directions for each vehicle.
- For driving trips of more than a few hours, plan a stop where all cars can meet and gather. This will avoid having drivers follow too closely or worry about being separated from the group.
- Anticipate stops every couple of hours, for drivers to rest and refresh. Let drivers know they can stop more often, if needed.
- Arrange for relief drivers if driving time will last six hours or more.
- In each vehicle, there should be a first aid kit, and permission and health information forms for each person in that car.
- In case of an emergency:
  - If possible, move your vehicle off the road and as far out of traffic as you can.
  - Use your hazard lights to make your vehicle visible to others.
  - Call emergency services: If the situation is dangerous or there are injuries, call 911 immediately.
  - Provide your location and a description of the emergency.



- If you stay in your vehicle, keep the doors locked. Wait in your car for help to arrive. It can be dangerous to be alone in a deserted place.
- You can call an emergency roadside assistance service for help with issues like a flat tire, dead battery, or lockout.
- Prepare for emergencies by packing a first aid kit, road safety kit, car tools, spare tires, flashlight, blankets, and water.
- If you need to evacuate your vehicle for safety concerns:
  - Exit carefully. Exit the vehicle on the passengerside if possible, especially if you are on a busy road.
  - Move away from the vehicle. Walk a safe distance away from your car, preferably beyond the guardrail if present.
  - Be visible. Use reflective gear or flares to increase your visibility to other drivers, especially at night.
  - Call for help. Contact roadside assistance or emergency services immediately.
- Important considerations:
  - Weather conditions. If the weather is severe, stay in your vehicle with the seatbelt fastened and wait for help.
  - Traffic conditions. Assess the situation and only leave your vehicle if it is safe to do so.

### **Borrowing or Renting Vehicles**

When borrowing or renting vehicles, drivers may rent cars or minivans in their own names, without council staff signature. Make sure the car is adequately insured; consult the driver's auto insurance company. Know who is responsible for damage to, or loss of, the vehicle. Be sure the vehicle is used only for Girl Scout purposes, as non-related use can compromise coverage. To avoid surprises, read rental agreements to be familiar with the terms of the agreement and to be sure you comply with the terms. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70.

### **Checklist for Drivers**

- Wear seat belts and insist that all passengers do the same.
- Each person must have their own fixed seat belt.
- Anyone under 12 must ride in the back seats. Use car seats and boosters as required by your state.
- Never transport Girl Scout members in flatbed or panel trucks, in the bed of a pickup, or in a trailer.
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip, and recheck them periodically on long trips.
- Load gear appropriately. Heavy objects and luggage can affect vehicle stability and handling. Avoid overloading, especially on the top or back of any vehicle.
- Keep all necessary papers up to date including, up to date including your driver's license, vehicle registration, any state or local inspections, and insurance coverage.
- Follow the best driving safety practices:
  - Keep at least a two-car-length distance between you and the car ahead of you.
  - Do not talk or text on a cell phone or other device.
  - Do not use ear buds or headphones.
  - Turn your lights on when your windshield wipers are on.
  - No caravanning (cars following closely together with the lead vehicle in charge) is allowed. Each driver must have information about the route and destination in addition to the cell phone numbers of other drivers.
  - Know what to do in case of breakdown or accident. It is smart to have reflectors, a flashlight, a few tools, and a good spare tire.
  - Take time to familiarize yourself with any new or rented vehicle.



- Take a break when you need it. The volunteer in charge of your trip will plan occasional stops, but it is okay to pull over to a safe place whenever you are too tired to continue.
- Relief drivers should be planned for long drives of six hours or more.
- Do NOT drive when you are tired or are taking medication that makes you drowsy.

## **Chartered Vehicles**

Chartered vehicles, such as buses, are contracted, usually with the driver or operator, for a group's exclusive use. Volunteers may not sign contracts for charters, even if there is no cost. Contact GSSEM to request approval and signature. Please e-mail [travel@gssem.org](mailto:travel@gssem.org) on information regarding chartered vehicles.

### Charter Bus

Staff must adhere to Girl Scout Safety Activity Checkpoints and maintain supervision of scouts on the bus.

The GSSEM troop is not responsible for the scout until they check in with the troop. A sign-in sheet should be maintained by the adult troop member in charge.

The chartered bus company is responsible for driver qualifications, vehicle inspection and maintenance of vehicles.

Emergency evacuation procedures are gone over by the bus driver. The bus driver loads and unloads Girl Scouts and luggage.

A statement from the charter bus company should be obtained that outlines the driver's qualifications, vehicle inspection and maintenance of vehicle prior to trip. This statement should be sent and filed in troop records.

## **Transportation to and from Mackinac Island**

### Charter Ferry

The ferry company is responsible for driver's qualifications, inspection and maintenance of the ferry.

Staff adhere to Girl Scout Safety Activity Checkpoints and maintain supervision of scouts on the ferry.

Ferry goes over emergency evacuation and loading/unloading of Girl Scouts and luggage.

A statement from the ferry company should be obtained that outlines the driver's qualifications, vehicle inspection and maintenance of vehicle prior to trip. This statement should be sent and filed in troop records.

### Release of Girl Scouts

Girl Scout release happens in Mackinac City or at one of the predetermined bus stops or predetermined drop-off locations. In the circumstance that a scout must be released prior to end of session, the following procedures will be followed except the location of release will be determined by the reason for release.

Girl Scouts will only be released to people who are listed on the Girl Scout's Release Form. The Camp Director will review the identification of the person/people picking the Girl Scout up to verify they are on the scout's Release Form. The person will sign out the Girl Scout on the sign out sheet.

### Transportation on Mackinac Island

The traveling camp takes place on Mackinac Island and the primary mode of transportation is walking or biking. In case of emergency, there is an ambulance on the island. If the emergency is life threatening the camp director/medical director will work with the island's emergency department to determine course of action.



## Girl Scouts of Southeastern Michigan Forms/Agreements

The following pages are necessary and important forms that need to be filled out prior to participating in the Mackinac Island Scout Service Program Troop.

You can also find them at  
[www.gssem.org/misspforms](http://www.gssem.org/misspforms)  
or scan this QR code.



- Mackinac Island Scout Service Program Troop Volunteer Agreement
- Adult Staff Member Health History
- Camper Health History
- Emergency Contact
- MISSP Director Volunteer Position
- MISSP Health Officer Volunteer Position
- Fire Safety Orientation & Drill
- MISSP Transportation Form
- High Adventure Statement
- Request for Additional Insurance Purchase
- Accident or Unusual Incident Report





Girl Scouts of Southeastern Michigan

# Mackinac Island Scout Service Program Troop Volunteer Agreement

All Girl Scout volunteers endeavor to follow and teach the Girl Scout Promise and Law. Mackinac Island Scout Service Program Troop volunteers can further this message by supporting the values outlined in the Girl Scout Promise and Law themselves. To ensure troop members have the best possible Girl Scout experience with the Mackinac Island Scout Service Program Troop, please read through and acknowledge the following agreement.

**As a volunteer with the Mackinac Island Scout Service Program Troop, I agree to:**

- Know and understand the duties and scope of my volunteer position within the Mackinac Island Scout Service Program Troop and seek clarification from the Director about my role as needed.
- Be a positive role model for troop members by upholding the Girl Scout Promise and Law in all troop meetings, outings, and communications.
- Adhere to all Girl Scouts of Southeastern Michigan safety guidelines as listed in Safety Activity Checkpoints and Volunteer Essentials at all troop meetings and outings.
- Communicate with other volunteers and caregivers in a positive manner by addressing any concerns I have regarding the troop directly with the Director, and not in the presence of the troop members, other volunteers, or caregivers.
- Recognize Girl Scouting is girl-led by demonstrating support and respecting the opinions and goals of all troop members.
- Be informed of the selection process and criteria for girl leadership positions within the Mackinac Island Scout Service Program Troop and support the Director in such decisions.
- Ensure that I am informed of all rules pertaining to girl and volunteer procedures while serving on Mackinac Island and follow all such rules and procedures at all times.
- I understand that I am responsible for compliance of all items listed above or my volunteer position is at risk.

I understand my behavior directly impacts the Mackinac Island Scout Service Program Troop and Girl Scouts of Southeastern Michigan. As a condition of my continued participation, I will follow all guidelines listed above. I understand that failure to abide by these guidelines will result in removal from my volunteer role with the MIHG troop and other roles within Girl Scouts of Southeastern Michigan.

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Volunteer Signature

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Date

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Volunteer Printed Name



Girl Scouts of Southeastern Michigan

# Mackinac Island Scout Service Program Troop

## Adult Volunteer Member Health History Form

<hr/>	<hr/>		
Last Name	First Name		
<hr/>	<hr/>	<hr/>	<hr/>
Address	City	State	Zip
<hr/>	<hr/>		
Cell Phone	Email		

1. Is your vision (with corrective lenses, if applicable) sufficient to perform your duties?

☐ Yes☐ No
2. Are your speaking abilities sufficient to perform your duties?

☐ Yes☐ No
3. Is your hearing (with corrective devices, if applicable) sufficient to perform your duties?

☐ Yes☐ No
4. Do you have any allergies that may prevent you from performing your duties?

☐ Yes☐ No
5. Do you have any dietary restrictions that may prevent you from performing your duties?

☐ Yes☐ No
6. Do you have any physical limitations that may prevent you from performing your duties?

☐ Yes☐ No
7. Do you have seizures?

☐ Yes☐ No
8. Do you have insulin-dependent diabetes or any form of controlled diabetes?

☐ Yes☐ No
9. Do you have any mental health or cognitive limitations that may prevent you from performing your duties?

☐ Yes☐ No
10. Do you sleepwalk?

☐ Yes☐ No

Use this space to elaborate as needed for any of the above questions.

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I declare that:

- to the best of my knowledge and belief I am physically fit and there is no other medical condition or disability likely to prevent me from performing duties effectively as a staff member.
- to the best of my knowledge the information provided by me on this form (and any attachments I have included with this form) is true and correct.

<hr/>	<hr/>	<hr/>
Signature	Name	Date



Girl Scouts of Southeastern Michigan

# Mackinac Island Scout Service Program Troop Health History Record

Dear Authorized Person:

The following information is requested so that the camp can better meet the physical, intellectual, and emotional needs of the camper or minor staff. Fill out the information requested. (Use back of form if additional space is required.) "Authorized person" means a parent, guardian, or adult camper's designee.

Minor Child's Name (Last)	First	Middle	Sex	Date of Birth
<hr/>				
Address (Number and Street)	City		Zip	Telephone (Home)
<hr/>				
Authorized Person's Name (Last)	First	Middle	Telephone (Work)	
<hr/>				
Address (Number and Street)	City		Zip	Telephone (Emergency)

Is the minor child having any of the problems listed below?	Yes	No		Yes	No
1. Hay fever, asthma, or wheezing	<input type="checkbox"/>	<input type="checkbox"/>	7. Trouble with passing urine or bowel movements	<input type="checkbox"/>	<input type="checkbox"/>
2. Eczema or frequent skin rashes	<input type="checkbox"/>	<input type="checkbox"/>	8. Shortness of breath	<input type="checkbox"/>	<input type="checkbox"/>
3. Convulsions/seizures	<input type="checkbox"/>	<input type="checkbox"/>	9. Speech problems	<input type="checkbox"/>	<input type="checkbox"/>
4. Heart Trouble	<input type="checkbox"/>	<input type="checkbox"/>	10. Menstrual Problems	<input type="checkbox"/>	<input type="checkbox"/>
5. Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	11. Dental problems	<input type="checkbox"/>	<input type="checkbox"/>
6. Frequent colds, sore, throats, ear aches (4 or more per Year)	<input type="checkbox"/>	<input type="checkbox"/>	12. Other		

Please explain any problem areas identified above including any current infectious diseases:

If female has she been told about menstruation (answer if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has she menstruated (answer if appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Operations or Injuries \_\_\_\_\_

Explain Any Special Health, Behavioral or Emotional Consideration(s) \_\_\_\_\_

Medication Needed or Used (Including Psychiatric)		Dosage	Currently Being Given
Name	Frequency		
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No
_____			<input type="checkbox"/> Yes <input type="checkbox"/> No

Special conditions to be watched for such as ALLERGY (Reactions to food, Penicillin, or other drugs), Bedwetting, Fainting, Sleep Walking, etc.

**Immunizations:** Are the minor child (age 5 and older) immunizations up to date? ☐ Yes ☐ No

For children under age five attending camp attach a certificate of immunization record and status of the minor child's immunizations or provide a written religious or other exemption waiver signed by a physician.

Should the camper's activity be restricted because of any physical limitation or illness? ☐ Yes ☐ No

If yes, explain degree of restriction: \_\_\_\_\_

☐ **Medical Emergency Care Authorization:**  
I hereby give permission to the children's camp to secure emergency medical and surgical treatment and to provide routine, nonsurgical medical care, for the minor child named above, while attending camp. By signing below, I authorize care.

☐ **For Religious Exemption:**  
I object to consent to receipt of emergency medical or surgical treatment, by signing below I attest that my child is in good health, and I assume the health responsibility for my child.

I certify that this information is true to the best of my knowledge.	Authorized Person's Signature	Date
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Girl Scouts of Southeastern Michigan

# Mackinac Island Scout Service Program Child Information Form

Name of Child \_\_\_\_\_

Date of Birth \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Location of parent if other than at home during week of service on Mackinac Island

\_\_\_\_\_  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Persons to be **notified** in an emergency when parent/guardian cannot be reached:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Relationship to Child \_\_\_\_\_

**Name(s) of persons to whom the child may be released.** You must include the name(s) of parents/  
guardian also (this includes anyone, friends & family, that will visit your daughter on the Island):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_





**Volunteer Position Description:** Director, Mackinac Island Scout Service Program Troop

**Purpose of this Position:** To lead, engage, and support girls and volunteers within an assigned Mackinac Island Scout Service Program Troop. To collaborate with staff to meet all State of Michigan requirements.

**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.

**Supervised By:** Service Unit Support Specialist

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## **Specific Responsibilities**

### **Mentor**

- Maintain a strong working partnership/relationship with volunteers and staff.
- Recruit Volunteers to maintain troop safety ratios and troop goals.
- Connect volunteers to resources such as gsLearn that enhance their knowledge of their role.

### **Facilitate**

- Completion of Annual Application to submit to state of Michigan.
- Be the liaison between parents and the troop, between the troop and the Girl Scout Island coordinator, and between council and the troop.
- Regularly monitor and contribute to Mackinac Island Scout Service Program Troop communications to insure GSSEM policies are followed.

### **Lead**

- Build and oversee the Mackinac Island Scout Service Program Troop to encourage volunteer engagement and to support troop goals.
- Participate in and promote adult learning opportunities to build and update skills and knowledge.

## **Requirements**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Have a central registry from the state of Michigan on file.
- Have a resume and three references letters on file.
- Complete 3 hours of training annually.
- Have no debt owed to GSSEM or its troops/groups.
- Energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Agree to and follow the camps standing orders (health policies).
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Seek and create an inclusive environment so all girls and adults could participate.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

## **Agreement**

I understand that this position is voluntary, and that no payment is provided for this service. I also understand that, by not fulfilling the responsibilities or meeting the requirements of this position, I may be released from this volunteer role.

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Signature



**Volunteer Position Description:** Health Officer Mackinac Island Scout Service Program Troop  
**Purpose of this Position:** To provide medical care to campers and staff during the camp week.  
**Term of Appointment:** Appointed for one year. Eligible for reappointment annually.  
**Supervised By:** Service Unit Support Specialist

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### **Specific Responsibilities**

#### **Qualifications:**

- A health officer should be one of the following:
  - A licensed physician or physician’s assistant
  - Licensed nurse or nurse practitioner
  - Licensed EMT or first responder.
  - OR they can complete a health officer training course.
- Ability to work with, support and encourage girls and adults.
- Ability to work cooperatively as a team member.
- Available the entire week of camp.

#### **Requirements**

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Have a central registry from the state of Michigan on file.
- Have a valid, active medical license and provide a copy to GSSEM.
- Complete 3 hours of training annually (proof of training must be submitted).
- We must have proof of medical certification on file.
- Have no debt owed to GSSEM or its troops/groups.
- Agree to and follow the camps standing orders (health policy) as provided.
- Recognize the value of diversity and encourage mutual respect and understanding among all people. Seek and create an inclusive environment so all girls and adults can participate.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Maintain Roster of Campers that includes:
  - Name, age, address.
  - Emergency contacts.
  - Health history and medications.
  - Identifications of any special needs such as limitations, dietary restrictions, and any adaptations they need.
  - Authorized to pick up form.
- Secure and Maintain Lock Box for Medications (picture provided to GSSEM for file).
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

#### **Agreement:**

I understand that this position is voluntary, and that no payment is provided for this service. I also understand that, by not fulfilling the responsibilities or meeting the requirements of this position, I may be released from this volunteer role.

---

Signature





Girl Scouts of Southeastern Michigan

## Fire Safety Orientation & Drill – Scout Barracks

In the event of a known fire, or report of a fire, staff will refer to and follow the fire exit plan – Scout Barracks, if necessary:

1. When the signal (air horn) is pressed, the person closest to the light switch should turn on the light.
2. Remain calm and mentally assess the situation (life, safety, other people in the building, immediate exits, nearest phone or radio, size of fire, and extent of smoke).
3. When a fire is discovered immediately evacuate the area of danger. Direct persons to the designated evacuation assembly location, behind the Scout Barracks' flagpole.
4. Personnel on the first floor of the Scout Barracks must use the exit nearest to them.
5. Personnel on the second floor of the Scout Barracks must use the designated fire exits (5 staircases). There are three fire escapes, one for each unit. Avoid using the interior staircase.
6. When the building is cleared, there will be a headcount.
7. Human life is of top priority so never re-enter a burning building. Remember your bunk buddy, if applicable.
8. The point of contact will be the Scout Coordinator or designated Michigan State Historic Parks (MSHP) staff. Staff will be providing all relevant/known information about the fire to the Fire Department when they arrive. In all cases, once the Fire Department is present, they are in total control of the emergency. Do not hinder their performance.
9. All personnel will be accounted for at the evacuation point. Do not leave the scene/evacuation point until instructed to do so by the Scout Coordinator or designated MSHP staff. Unless instructed to do so, do not reenter the site of the fire.
10. After the incident, the Scout Coordinator or designated MSHP staff will complete a public incident report and submit a copy to the park manager and Human Resources Coordinator. The Scout Coordinator will need to submit a Volunteer Report of Accident or Unusual Incident Report to GSSEM's Service Unit Support Specialist.
11. Media – Reporters and various media often arrive on the scene quickly to cover emergency incidents. Do not talk to any reporters. MSHP staff will put out a coordinated response through the Chief of Marketing.

### Fire Drill

The Scout Coordinator will conduct a fire drill during the night. This will happen early in the week. Everyone must exit the building and be accounted for in under two minutes for a passing grade. If you fail to do this in under two minutes, you must repeat the drill on another night.

Date of troop's arrival: \_\_\_\_\_

Date of fire drill: \_\_\_\_\_

Person conducting the drill: \_\_\_\_\_



Girl Scouts of Southeastern Michigan

# Mackinac Island Transportation Form

Scout's Name \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Home Phone (with area code) \_\_\_\_\_

Cell Phone (with area code) \_\_\_\_\_

Email addresses \_\_\_\_\_

Parent/Guardian phone numbers where you can be reached while the scout is on the island  
\_\_\_\_\_

**Date:** \_\_\_\_\_ **TRAVEL TO Mackinac City from** \_\_\_\_\_ **[please check one]**

- ☐ My daughter will travel with the Troop on the bus.
- ☐ My daughter will meet the Troop at Shepler's Dock in Mackinac City.

**Date:** \_\_\_\_\_ **RETURN to** \_\_\_\_\_ **[please check one]**

- ☐ My daughter will return on the bus with the troop.
- ☐ My daughter will be met at Shepler's Dock on Mackinac Island.
- ☐ My daughter will be met at Shepler's Dock in Mackinac City.

## **VOLUNTEER DRIVERS are needed for Scouts and supplies**

### **Please check all that apply.**

- ☐ YES! I can drive supplies to Mackinac City (circle one: van/car)
- ☐ YES! I can drive girls to Mackinac City. Number of seats available: \_\_\_\_\_
- ☐ JUST IN CASE, please contact me if you need a driver.
- ☐ NO, sorry, I cannot drive for you this year.

This is a list of names of the people who **are authorized to pick up my daughter** from any and all activities related to Mackinac Island Scout Service Program Troop:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

- ☐ I acknowledge and will abide by Troop rules and guidelines, including bringing only permitted items and luggage space limitations.

Date: \_\_\_\_\_ Scout's Signature \_\_\_\_\_

Date: \_\_\_\_\_ Parent's Signature \_\_\_\_\_

Please complete and return by: \_\_\_\_\_



Girl Scouts of Southeastern Michigan

# High Adventure Statement

High Adventure activity means “ a camp program that requires specially trained staff or special safety precautions to reduce the possibility of an accident”. [R 400.11401(1)] Each high adventure activity must have a written high adventure statement.

ACTIVITY: \_\_\_\_\_

**A. Activity leader training and experience qualifications**

The activity leader must be an adult activity leader who has training in conducting the activity. [R400.11401(3)]. The written training and experience qualifications must be specific to the activity, based on recognized standards for leading the activity, and in accordance with applicable laws. Training records for activity leaders must be maintained and updated on a regular (daily, monthly, or yearly) basis.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Specific staff-to-camper ratio appropriate to the activity**

Supervision of the activity participants is essential for reducing the risk in high adventure activities. Identify the activity staff to active participant camper ratio required for this activity. The ratio should include the number of participants for the activity at any one time. Campers not involved in the activity, but still present, must also be properly supervised as required by R400.11111.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **C. Classifications and limitations for camper participation.**

Considerations for camper participation includes physical limitations/adaptations, parental consent/preference, camper age, camper experience level: beginning, intermediate, advanced, and other considerations identified by manufacturer or applicable national standard.

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### **D. Arrangement, maintenance, and inspection of the activity area.**

The activity area is the specific location where the activity takes place. This section must include details about how the activity is arranged (i.e. layout, set up, loading/unloading details, activity routes). The maintenance and inspection of the activity area should include details about documented pre-activity area checks and regular periodic (daily, monthly, yearly) maintenance and inspection area checks.

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## **E. Appropriate Equipment and the Inspection and Maintenance of the Equipment**

The equipment and inspection of the equipment for the activity must be written specific, detailed, and appropriate for the activity. The written materials must be available for the adult staff conducting the activity. The equipment inspection and maintenance schedule (pre-use, weekly, monthly, seasonally) must be clearly identified in the statement and in accordance with manufacturer recommendations.

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## **F. Safety Precautions**

Safety precautions are the procedures required to prevent accident or injury during the operation of the high adventure activity. Written procedures must be available at the site and include specific activity leader(s) responsibilities; pre-activity instructions for safe participation including the statements/commands between participants and activity leaders before, during, and concluding the activity; and procedures for safely operating the activity according to manufacturer recommendations and if available national standards for safe operation.

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Girl Scouts of Southeastern Michigan

# Request for Purchase of Insurance from Mutual of Omaha

Submit this completed form, and a check payable to United of Omaha Life Insurance Co., at least two weeks prior to the event to: **Girl Scouts of Southeastern Michigan, Attn. Office Manager**, 1333 Brewery Park Blvd., Ste. 500, Detroit, MI 48207

Please print plainly:

Leader Name or person submitting form		Date:
Address		GS District #
City	State <b>MI</b>	Zip
Email Address		
Home Phone		Cell Phone
Please Purchase:		Amount per day (for column 4)
Plan 3E - Accident and Sickness		\$0.29 per day
Plan 3P – Accident and Sickness		\$0.70 per day
Plan 3PI – Accident and Sickness * Must be accompanied by a roster, including age, of all participants.		\$1.17 per day

**\*\*\*\$5.00 MINIMUM AMOUNT REQUIRED\*\*\***

			1	2	3	4	5
Name & Location of Approved, Supervised Girl Scout Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number of Participant Days (1x2)	Premium Each Day	Total (3x4)
Example: Somewhere Fun	6/3/21	6/7/21	10	5	50	0.11	5.50
<b>TOTAL</b>							



Girl Scouts of Southeastern Michigan

# Volunteer Report of Accident or Unusual Incident

## Purpose of Form

This form must be completed immediately upon an accident or incident that requires more than routine first-aid care. It is also required when there has been an incident that requires special attention. Use additional sheets of paper if necessary. Submit this form to [fcarr@gssem.org](mailto:fcarr@gssem.org) when completed. Submit appropriate bills and insurance statements with the Mutual of Omaha Claim Form, if applicable.

## Emergency Procedure

If an emergency occurs, call 911 immediately. Alert GSSEM at 1-800-482-6734 8:30 AM - 5 PM Monday-Friday, or 800-887-9892 if the incident occurs after business hours. Refer all inquiries and media request for information to GSSEM at 1-800-482-6734. Speak only to the police and proper authorities. Do not sign any statements or reports, except for police.

Name of person involved in accident/incident: \_\_\_\_\_ Girl: \_\_\_\_\_ Adult: \_\_\_\_\_

Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Parent/Guardian name(s) (if applicable): \_\_\_\_\_ Troop #: \_\_\_\_\_ District #: \_\_\_\_\_

Was more than one person was involved in the accident/incident? If so, please list their name(s), address, phone number, parent/guardian name(s) and troop number on a separate document and attach to this report. ☐ Yes ☐ No

Name of person making report: \_\_\_\_\_ Volunteer Position: \_\_\_\_\_

Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Date of occurrence: \_\_\_\_\_ Exact time of occurrence: \_\_\_\_\_

Location of occurrence: \_\_\_\_\_

Give specific details of what happened (Attach additional pages if needed):

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What steps were taken to address the situation:

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By whom: \_\_\_\_\_