### Outdoor Volunteer Program Director Guidelines

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<th>Basics</th>
<th>GSCO Managed Registration</th>
<th>Volunteer Managed Registration</th>
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<tr>
<td>Volunteer-led outdoor programs may be offered as a money earning or service activity.</td>
<td>• Volunteer planning support is available from the Outdoor Volunteer Programs Manager.</td>
<td>• GSCO properties are available for reservation on a first come, first served basis <a href="#">book now</a>. Properties are available for reservation up to one year in advance.</td>
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<td>• GSCO manages camp registration with CampMinder/CampInTouch</td>
<td>• Volunteer group manages registration</td>
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<td>Prerequisites</td>
<td>All volunteers associated with any GSCO affiliated day camps/outdoor programs must be registered and active volunteers with Girl Scouts of Colorado. <a href="#">New volunteers register here</a>.</td>
<td>• Be familiar with <a href="#">Volunteer Essentials</a>. • Take training as applicable listed in APPENDIX A: Other Trainings • Meet all safety ratios with approved adult volunteers as stated in <a href="#">Safety Activity Checkpoints</a>.</td>
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<td>Financial Considerations</td>
<td>If this is a troop/service unit fundraiser, use that bank account. If it is a fundraiser for a separate group, <a href="#">open a bank account for the group</a>.</td>
<td>For any in-kind donations received, please submit the <a href="#">In-Kind Donation Form</a>. Volunteer directors do not have authority to give tax credits to volunteers for their time at camp.</td>
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<td></td>
<td>To redeem cookie credits, use the <a href="#">Cookie Credit Reimbursement Form</a> (ex: a volunteer director has 15 girls paying with cookie credits, she completes this form to get paid with cookie credits from each girl and receives a single check for reimbursement from GSCO). Contact the <a href="#">Outdoor Volunteer Programs Manager</a> for a sample budget for or for guidance with your program budget.</td>
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<td></td>
<td>• GSCO covers expenses (through reimbursement or direct purchase). • Net revenue for volunteer group/troop: ((Total\ \text{Payments\ Received} + \text{Cookie Credits Paid} - \text{Camp Grants} - \text{Discounts})\times 85% = \text{group’s revenue}) • GSCO retains 15% of net revenue, plus any expenses paid by council. • GSCO accepts cookie credits and camp grants through online registration. • All GSCO camp discounts are valid, these can range from between 5% and 10% of total anticipated camp fees. • Camp volunteers pay 10% for their girl at camp. • Volunteer Reimbursement is completed by submission of receipts, within 30 days of the program, and is processed by the Outdoor Volunteer Programs Manager.</td>
<td>• Volunteer/SU/troop to pay all expenses and retain all revenue. • The decision regarding whether to grant financial assistance is be made by each program director, and paid for by the coordinating group • If a girl pays for her own, her family can complete the <a href="#">Cookie Credit Reimbursement Form</a>. • GSCO camp discounts do not apply-the coordinating group may decide to offer their own discounts.</td>
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</tbody>
</table>

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| **Volunteer Background Check Requirements** | **Day Camp:** All adult volunteers must be registered members of GSCO, and must be registered volunteers.  
**Overnight Camps:** As per volunteer essentials, all volunteers on an overnight need to be registered GSCO volunteers.  
**Overnight Family Camps:** If every girl has her own legal guardian with her, adults do not need a background check. If any girl comes with another family, ALL adults must have background check. |
| --- | --- |
| **Required Forms** | **GSCO Managed Registration**  
Posting Request Form (gets your event onto the GSCO website)  
GSCO advertises all Girl Scout programs for free. If using GSCO registration, check the appropriate box. The program can be listed even if doing your own registration. Once the form is complete, please allow for review. Here are the guidelines:  
1. Requesting group and event must be aligned with the mission, vision, and values of GSCO.  
2. Events should be appropriate for GSCO members.  
3. Events and activities should be listed no more than one year in advance.  
4. All requests to post an event or activity on the GSCO website must be submitted on the online GSCO Activity Posting Request Form (below).  
5. Requests must be submitted at least three weeks in advance of the date of the event or activity. (Camp events must meet deadlines established annually).  
6. Instructions for registration and/or who to contact with questions should be included in the posting.  
7. After review of the request, GSCO will notify the requester by email if the event will be posted. Please allow for review and processing.  
**NOTE:** Camps offered during the summer will be listed under the “Summer Camp” section of the GSCO website rather than the “Events” section.  
**Annual Troop/Group Report** is due by each group within 30 days of their program. If their program is operating under a troop, they should include the report of it in their Troop Report annually. |
| **Advertising Support** | **Printed Camp Publication:** early print deadlines for this publication are in late August or early September each year.  
**Summer Camp on the GSCO website:** camps may be added to this section of the GSCO website through the end of March; this is a more complete listing of camps than the printed publication.  
**Submit Share Your Stories:** Submit a story, promote the program, or share pictures. This links to the GSCO blog, and other social media.  
Submissions beyond the August/September deadline of the Posting Request Form may be considered for GSCO registration case by case. |
| **Gear/Program Supplies** | Reserve gear through the Outdoor Volunteer Programs Manager. Learn about gear available. Reservations are first come, first served. Gear is available for pick up at the Denver Office/GSCO Shop, and is coordinated by the Outdoor Volunteer Programs Manager. |
| **Specialized Activities & Gear** | **Specialized activities:** any activity where the instructor needs additional training/certification. Ex: Archery, High Ropes Course/Zip Line, Boating, Rock Climbing, Mountain Biking, and more.  
If you do not have an instructor, you may hire an instructor that has certifications according to Safety Activity Checkpoints.  
**Instructors/Contractors/Vendors for these activities:** must have Current certifications on file with the Outdoor Volunteer Programs Manager. Insurance certificates must be submitted to marlene.bruno@gscolorado.org. |
### Keepsakes
T-Shirts and patches are not provided/ordered through council; outdoor program directors may choose to budget for, and design their own shirts/patches. Vendors using the GSCO / GSUSA logos must be licensed through GSUSA.

### Insurance
Additional Insurance must be purchased through GSCO via the [Trip and Outdoor Program Notification Form](#). **ALL INSURANCE MUST BE COORDINATED 3 MONTHS IN ADVANCE OF YOUR PROGRAM.**

#### Tagalongs (“Tags”) Insurance
1. Tags not participating, just playing on the side, are not considered participants and not covered under GSCO insurance.
2. Tags that ARE participating, can be covered under GSCO insurance under two conditions:
   1. The child has had an additional insurance rider requested through the [Trip and Outdoor Program Notification Form](#)
   2. The child is participating in developmentally appropriate activities (ex: a 4 yr old doing archery is not covered)

#### Insurance for Nurses (see more on Nurses below)
1. Nurses do not traditionally submit certificates of insurance.
2. The director ask for a copy of the nurse’s license and ensure it is current if using a nurse.

### Additional insurance for program sites and facilities and vendors
1. Email [marlene.bruno@gscolorado.org](mailto:marlene.bruno@gscolorado.org) 3 months in advance to ensure certificates are in place for the facility of the camp if on non-GSCO property
2. Activity specialists, vendors, and contractors, must submit certificates of insurance to [marlene.bruno@gscolorado.org](mailto:marlene.bruno@gscolorado.org)

#### Girl and adult members:
**do not need additional coverage if programs are on GSCO Property. Their personal insurance covers them first, and then GSCO insurance is secondary.**

#### Personal Liability Insurance:
It is a best practice for instructors of specialized activities to carry additional personal liability insurance. Contact your certifying board for more information on insurance options. Submit certificates to [marlene.bruno@gscolorado.org](mailto:marlene.bruno@gscolorado.org).

### Medication
Unless you have a registered nurse to administer medication, it is illegal to administer medications to campers.

Even giving over the counter or homeopathic remedies could put you and your volunteer staff at a liability.

- **Overnight Camps**: the troop leader is acting “en loco parentis” for the camper and should administer the medication.
- **Day Camps**: if there is a mid-day medication that is required, ask the parent to bring it to camp to give to their child when they need it if you do not have a nurse at your program.

### First Aid, CPR, Emergencies, and
All program volunteers must know who is First Aid and CPR trained at each activity. Only adults who are CPR and First Aid trained may administer CPR and First Aid to campers and other staff.

Give each volunteer an [Emergency Plan Wallet Card](#) to carry during the program as a reference.

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### Parent/Council Follow Up

Prepare an “End of Day Report” for your camp that works for you and the parents you work with. Items that can be communicated in this report include:

1. Injuries or illnesses
2. Conflicts with other campers (do not include other campers’ names)
3. Nutritional challenges
4. Triumphs, behavioral challenges and successes for the camper

If there is an injury or illness, you must complete the [Accident/Illness/Injury Report](https://example.com). This is an *INTERNAL* document, and should not be shared with participants. Return this form to the [Outdoor Volunteer Programs Manager](mailto:manager@example.com).

### Length of Program

Day Camps operate under “volunteer organizations” and are not licensed by the State of Colorado. Day camp length and duration is up to the director.

Overnight Camps led by volunteers can be no longer than 72-hours. This guideline is established because camps operating for longer than 72-hours must be licensed by the State of Colorado if they are operating at a property or location that does not already have a GSCO resident camp (Tomahawk or Sky High Ranch).

Overnight programs have a history success with adult engagement and supervision when they are 3-days and 2-nights. If a camp runs for 3 nights (still within 72-hours), leaders must take Extended Trips Training (see Appendix A).

### Camper Supervision

It is essential that the volunteer staff know the whereabouts of every camper at every moment of camp.

Girls may never go into a public restroom prior to an adult first entering it to ensure it is free from undesirable individuals. Adults should also never be one on one with a camper at any time.

Please follow supervision ratios set out in [Safety Activity Checkpoints](https://example.com).

Utilize a sign in/out form to track camper attendance. This form can be customized to identify who is authorized to pick the camper up, and have authorized adults sign campers in and out. Always check the authorized adult’s ID before releasing a camper.

### Program Aides (PA’s) at Camp

Girl Scouts of Colorado tracks PA trainings on a PA Pin roster. Girls who have taken the training should be able to show the record of their PA Internship as proof of their official PA status.

If offering a PA Training as part of your camp, Girls should individually complete the [PA Pin Request](https://example.com) once training and internship are complete-girls will receive pins and it will be on her girl record that is searchable by staff at council (girls may not wear their pin until their PA Internship is complete).

Learn [PA General Information](https://example.com) and who your regional PA Contact is at council.

Because of changes to the PA program in the past years, please consult the [PA Trainer Resources](https://example.com) for processes and most current content.

[PA Requirements](https://example.com) for girls are also listed, including instructions for the [PA Internship and Pin](https://example.com).

If you are running a PA Internship, and all girls will have earned their pin during your program, you can request a batch of pins 45-days in advance with [this form](https://example.com) in our Properties Reservation system.

### After Camp

[Annual Troop/Group Report](https://example.com) is due by each group within 30 days of their program. If their program is operating under a troop, they should include the report of it in their Troop Report annually.
APENDIX A: Available Trainings

Depending on how new you are to Girl Scouts and what kind of program you are running there are many different classes to choose from. You can find out about dates for these courses here: http://www.girlscoutsofcolorado.org/volunteers/adult-learning

- **Volunteer 101**: Required before starting any volunteer position*
  Girl Scouting 101 is a 45-minute orientation to Girl Scouting for new volunteers, whether they work directly with girls or behind the scenes. This course covers the Girl Scout Mission, Promise and Law; Girl Scout Safety Standards; what Girl Scouts do; flexible participation options; developmental characteristics of girls; and the Girl Scout Cookie Program.

- **Volunteering for Girl Scout Series or Events**: Required before volunteering for a series or event*
  Volunteering for Girl Scout Series and Events is a 20-minute orientation to Girl Scouting for new volunteers and who volunteer with series and events

- **Nuts & Bolts**: Required for troop leaders, co-leaders and assistant leaders
  This two-hour course covers: Girl Scout structure and support, safety and responsibilities, family involvement, creating a girl-led environment, finances, field trips and resources.

- **Overnight Trips**: Required before planning an overnight trip—take this course at least 3-6 months prior to the trip.
  Learn to work with your girls to plan and take short trips in this three-hour course. This course covers overnight stays at the leader’s house to two-night overnights with no outdoor cooking or fires.

- **Cooking & Camping**: Required before planning an outing that involves cooking outdoors and/or camping overnight—take this course at least 6-9 months prior to the trip.
  This eight-hour course prepares adults to partner with girls in planning and preparing for outdoor cooking, fire building (indoor and out) and overnight camping.
  **Prerequisite**: Overnight Trips;

- **Extended Trips**: Required before planning a trip of 3 nights or more (domestic or international)—Take at least 12 to 24 months prior to the trip.
  This three-hour training is for adult trip advisors and Junior Girl Scouts and above (limit two girls per troop/group) who are going to plan and attend the trip. Topics include safety, deciding destinations, transportation, budgeting and money earning.
  **Prerequisite**: Overnight Trips