

Discovering

Girl Scouts

Basics



girl scouts 
of central illinois

What's the Girl Scout Program?

At Girl Scouts, girls have tons of fun, make new friends, and go on fantastic new adventures. Our program centers on something called the Girl Scout Leadership Experience—a collection of activities and experiences girls have as they complete Journeys, earn badges, sell cookies, go on exciting trips, explore the outdoors and do Take Action projects that make a difference.

In Girls Scouts, girls will:

Connect

Collaborate with other people, locally and globally, to make a difference in the world.

Discover

Find out who they are, what they care about, and what their talents are.

Take Action

Do something to make the world a better place.

Journeys

Identify a problem, come up with a creative solution, create a team plan to make the solution a reality, put a plan into action, and talk about what they have learned. As girls go on Journeys, they'll earn awards to put on their uniforms.

The **Volunteer Toolkit** and **Journey books** are your resources for the requirements to earning awards.

Badges

What have your girls always wanted to do? Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges.

Badges are worn on the front of the vest or sash.

The **Volunteer Toolkit** and **Girl's Guide to Girl Scouting** are your resources for the requirements to earning badges.

Highest Awards

Bronze, Silver, Gold.

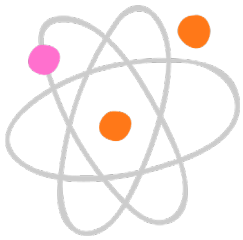
These represent the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while working on an issue they care about. Whether they want to plant a community garden and inspire others to eat healthy for their Bronze, advocate for animal rights for their Silver, or build a career network that encourages girls to become scientists and engineers for their Gold, they'll inspire others (and you).

Patches

Think of patches like collecting memories in Girl Scouts. They're often a part of the fun activities you can do in Girl Scouts without the requirements of badges. **Patches are always worn on the back of the vest or sash.**

4 Program Pillars

Along the way, she'll gain important skills in four areas that form the foundation of the Girl Scout Leadership Experience.



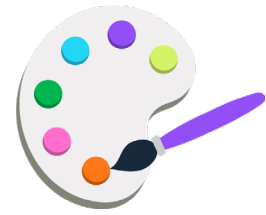
STEM



Outdoors



Entrepreneurship



Life Skills

The Girl Scout Leadership Experience

The Girl Scout Leadership Experience is not only about **WHAT** girls do, Discover, Connect, and Take Action, but **HOW** they do it. They do that through the three processes: activities are Girl-Led, which gives girls the opportunity to learn by doing in a cooperative learning environment. Building progressive experiences relative to their ages is important.

Outcomes of the GSLE

Strong Sense of Self

Girls have confidence in themselves and their abilities, and form positive identities.

Positive Values

Girls act ethically, honestly, and responsibly, and show concern for others.

Challenge Seeking

Girls take appropriate risks, try things even if they might fail, and learn from mistakes.

Healthy Relationships

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.

Community Problem Solving

Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Why do these five outcomes matter?

When girls exhibit these attributes and skills, they become responsible, positive, caring, and engaged citizens. But don't take our word for it! Studies show that the development of attitudes, behaviors, and the skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.

Youth who develop these five outcomes...



Are happier, healthier, and less likely to engage in problem behaviors or be victimized. Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.



Achieve more academically and feel more engaged in school. Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not. When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.



Become strong job applicants. While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills. Yet many employers around the world report that job candidates lack these attributes.



Become successful, well-adjusted adults. Kindergarteners who learn how to share, cooperate with others, and be helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills. They are also less likely to have substance-abuse problems and run-ins with the law.

Keeping Girls Safe

While working with girls and learning new skills is fun and rewarding, assuming responsibility for other people's children means that some level of risk management and due diligence is involved. There are several resources we use to help you minimize risk and keep girls safe.

Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts' volunteer-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

Your group must have at least two unrelated volunteers that have passed a background check administered by Girl Scouts of Central Illinois, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Any adult that is supervising girls must be an approved volunteer. Adult volunteers must be at least 18 years old and must have passed a background check administered by Girl Scouts of Central Illinois before volunteering. One Troop Leader in every group must be female. Please refer to the ratio chart below.

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel, and Camping	
	Two unrelated Volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:	Two unrelated Volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:
Daisies K-1 grade	12	1-6	6	1-4
Brownies 2-3 grade	20	1-8	12	1-6
Juniors 4-5 grade	25	1-10	16	1-8
Cadettes 6-8 grade	25	1-12	20	1-10
Seniors 9-10 grade	30	1-15	24	1-12
Ambassadors 11-12 grade	30	1-15	24	1-12

Planning Safe Activities

When preparing for any activity with girls, start by reading the **Girl Scout Safety Activity Checkpoints** for that particular activity. You can find these on the resources tab of the Volunteer Toolkit. Each Safety Activity Checkpoint offers you required guidelines on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, and what specific steps to follow on the day of the activity. Safety Activity Checkpoints will note if an adult that is First Aid Certified is required to be present during the activity.

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, contact Customer Care at customercare@girlscouts-gsci.org or 888-623-1237 before making any definite plans with the girls.

Entrepreneurship

Fall Product and Cookie Programs

Will she help the local animal shelter across town or plant a community garden for friends and neighbors? Cross the country to see the Grand Canyon, or cross an ocean for the travel experience of a lifetime? Go to summer camp, or earn one of Girl Scouting's highest awards?

That's the thing. When girls participate in the Girl Scout Cookie Program, they get more than life-changing experiences and adventure. They also **develop essential life skills—goal setting, decision making, money management, people skills, and business ethics**—all while soaring in confidence and practicing leadership the Girl Scout way to lift one another up and change the world, together.

Why Do These Five Skills Matter?

Because when a girl has learned these skills, she'll be poised for career success. In a Girl Scout, future employers will find:



A girl who can set goals and meet deadlines.



A girl who works well with others.



A girl who understands customers.



A girl who can influence others.



A girl who is honest, trustworthy, and reliable.

You - A Girl Scout Leader

Your Role

What does it mean to be a Girl Scout leader? It's the amazing journey of helping girls build courage, confidence, and character through Girl Scouts. As a leader, it's important to remember that leadership can bring many joys, including developing a personal relationship with each girl in the troop, building adult friendships through the sisterhood of Girl Scouts, receiving sincere appreciation and thanks from parents, and most importantly, knowing you are shaping the future by working with a girl today.

What does it mean to you to be a Girl Scout leader? That's something you'll discover throughout your time with the girls and adults in your troop, as well as through relationships you make with fellow volunteers and families. It's an exciting adventure!

As you build relationships, leadership ...

- will develop as you get to know each girl and adult troop member
- means communicating with parents and co-leaders.
- includes understanding the needs and interests of the girls, helping them plan activities and excursions beyond the troop meeting, and guiding them as they discover new interests.

As a leader, it's important to remember that ...

- you cannot know everything the girls might ever want to learn.
- you'll also explore and learn many things along with the girls.
- you're expected to know where to go for information and resources, and get it when needed.
- it's okay not to know; you're not expected to know everything about Girl Scouting.

Leadership is teaching ...

- girls that they can do and be anything.
- girls that they are decision makers.
- girls not only for the sake of knowing things, but also for the sake of development and growth.
- through being a good role model.

See yourself as a coach ...

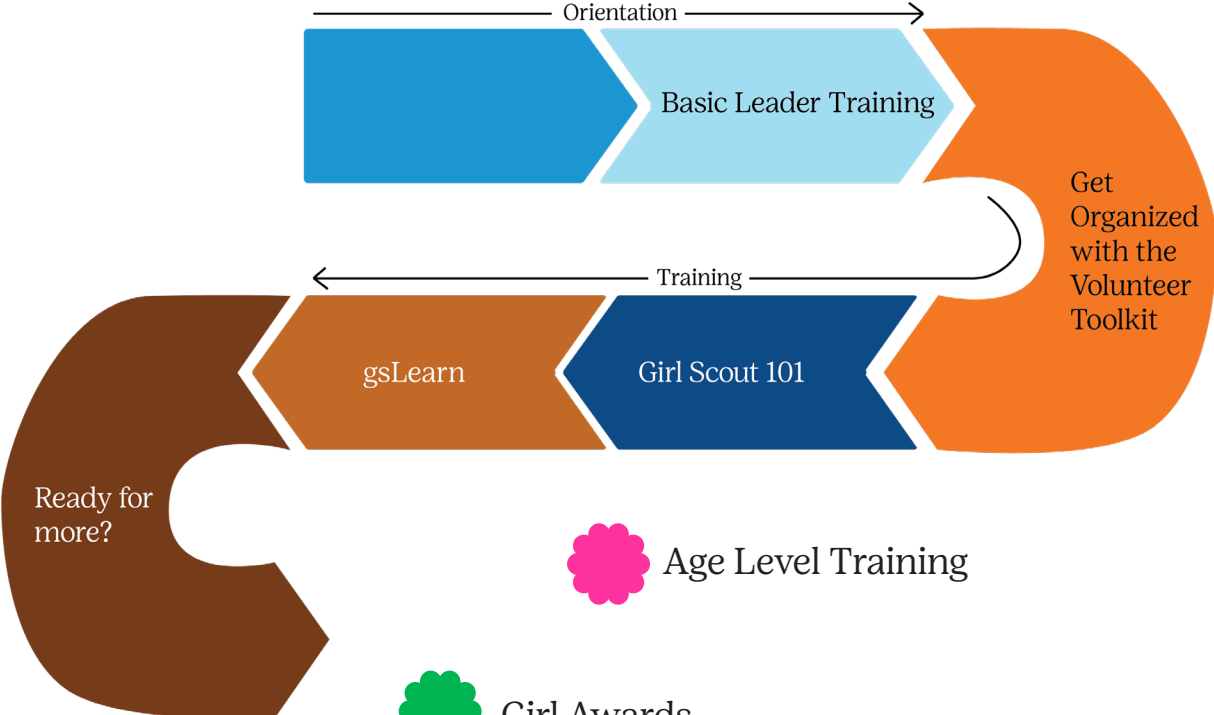
- not as a teacher with a canned lesson or activity or as someone who has to perform for the girls each week.
- who guides and instructs.
- who advises and discusses.
- and work so each girl can carry out responsibilities within the troop.
- as the girls build their skills and ethics.
- and give more responsibilities to the girls as they grow and develop.

“Belonging” in leadership means ...

- understanding you are part of a troop and a team.
- listening, providing suggestions, and contributing ideas.
- sticking with the girls through good times and bad.
- recognizing you belong to a larger organization beyond the troop that will provide support and resources.

Troop Leader Training Path

In order to build our girls into great leaders, we have to start with ourselves. We offer a variety of in-person workshops and online training courses to meet your needs as a new or experienced Troop Leader. New Troop Leaders are required to complete the path through New Leader Training.



 Age Level Training

 Girl Awards

 First Aid/CPR

 Basic Outdoor Training

 Service Unit Meetings

 S'more Fun Leader Training

Find more details about the training path from your member support coordinator.

Girl Scout Volunteer Resources

The Volunteer Toolkit (VTK)

The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your year started—and keep it going smoothly with organization and communication tools! Fully customizable, Troop Leaders can:

- Explore meeting topics and program activities with their girls
- Add local events their girls choose
- Print step-by-step activity guides and shopping lists
- View and edit troop roster
- Update contact information
- Renew members
- Manage girl attendance and track achievements
- Share troop meeting activities with parents/guardians
- Email parents/guardians with a single click
- Track and share financial information

Learn more and access the VTK at getyourgirlpower.org.

Safety Activity Checkpoints

These are online lists containing everything you need to know to be prepared and keep your girls safe during a number of different kinds of activities outside of the normal Girl Scout troop meeting. These can be found in the forms section at getyourgirlpower.org under **troop resources**.

Volunteer Essentials

This resource contains information, policies and procedures to guide our volunteers and staff and to ensure that the Girl Scout program is delivered in a safe, consistent manner for girls across our council. By agreeing to be a Girl Scout volunteer, you're agreeing to follow the items laid out in this resource. The policies and procedures document is updated on a regular basis and the newest version can always be found on our website. Find it in the forms section of getyourgirlpower.org.

GSCI Social Media

Be sure to like us on Facebook, and follow us on Twitter, YouTube and Instagram. Find all of the links at getyourgirlpower.org.

Customer Care

Serving our volunteers is a top priority. Reach out anytime by either clicking on the **“Contact Us”** form at [Getyourgirlpower.org](https://getyourgirlpower.org) or email customercare@girlscouts-gsci.org. During business hours (Monday -Thursday 8:00am. - 5p.m., Friday 8am. - 12:30p.m.), you can reach a customer care coordinator by calling 888-623-1237. The team looks forward to resolving your needs and inquiries quickly.

Newsletters

Each week your Member Support Coordinator will email you a newsletter. You will also receive a monthly email called the Pulse. Both of these communication pieces lets you know important information as well as new activities and opportunities for you and your Girl Scouts.

Trip Approval and High Risk Activity Form

Travel and participating in high risk activities is an exciting part of the Girl Scout experience but, we have to ensure our members safety.

- Safety Activity Checkpoint (SAC) is a resource that provides safety standards and guidelines. Troop leadership is responsible for seeing that all activities are planned and carried out in a manner that considers the health, safety, and well-being of all participants according to SAC guidelines.
- A current Certificate of Insurance must be on file with GSCI for places of high-risk.
- Girl Scout insurance covers registered members for accidents during approved, supervised trips lasting two consecutive nights or less. Additional insurance is required if your trip is longer than two nights or if it involves any non- registered Girl Scouts. Girl Scouts members are any girl or adult who have completed the membership form and paid the membership fee.
- Submit the Add Driver for Troop Form with copy of driver’s license and vehicle insurance for each driver transporting Girl Scouts to activities that require a trip approval form.

2 weeks prior to planned activity or sooner (See details below)

Paperwork is due at-least 2 weeks before your activity (international trips paperwork is due 6 months before departure). Paperwork is to be summited to the Trefoil Boutique along with any additional paperwork.

TYPE OF TRIP/ACTIVITY	EXAMPLES	APPROVAL PROCESS	INSURANCE NEEDED Mutual of Omaha Submit to local Office Coordinator with payment.
Field Trip	Visits to parks, museums, or fire stations within council jurisdiction.	No council approval necessary. If the troop is offering transportation, an Add Driver form is needed.	No extra unless non-scouts are involved. Then Additional Insurance Mutual of Omaha Plan 2 would be necessary.
Basic Trip/Overnight	A day or overnight trip that is outside of Council jurisdiction. Council sponsored events require no additional paperwork.	File Trip Approval form and Add Driver for Troop form (two weeks before the trip)	No additional insurance is needed unless non- scouts are involved. Then Additional Insurance Mutual of Omaha Plan 2 would be necessary.
Extended Trip	Three or more nights, or involves air travel.	File Trip Approval form and Add Driver for Troop Form (two weeks before the trip)	Insurance needed. Fill out attached Mutual of Omaha form-Plan 3E at .29 per person/day.
International Trip	Travel outside the county. Not required if attending a GSCI trip or GSUSA sponsored trips.	File Trip Approval form (6 months prior to trip departure) Global Girl Scouting	Yes –Mutual of Omaha International Plan 3P at .70 per person/day completed and submitted to local Trefoil Boutique with payment.
High Risk Activity	Any activities including physical risk including: backpacking, camping, climbing and adventures (see full list in SAC), cross-country and downhill skiing and snowboarding, go-karts, hayrides, horseback riding, indoor skydiving, offshore water vessels, paddle sports (see full list in SAC), pocket knife, sailing, scuba diving, snorkeling, spelunking/caving, surfing, swimming, target sports (see full list in SAC), tethered balloon rides, travel/trips, tubing, waterskiing and wakeboard, windsurfing/sail boarding.	File Trip Approval form (two weeks prior to trip) Certificates of Insurance are required from the vendors. Please call and ask vendor to submit copy of liability insurance to GSCI accounting clerk.	No extra unless non- scouts are involved. Then Additional Insurance MO Plan 2 would be necessary and can be purchased through local Trefoil Boutique.

Trip Approval and High Risk Activity Form (cont.)
Complete this form and return to Trefoil Boutique at least two weeks before trip.

Registered/Approved Adult Trip Leader Name _____
Address _____ City _____ Zip _____
Email _____
Phone (H) _____ (W) _____ (C) _____
Troop # _____ Grade/Age Level _____ # Girls attending _____ # Adults attending _____
of Non-Registered Participants _____ (Additional Insurance Form must be completed and submitted with form.)
Trip Destination (with address) _____
Activity Description _____
Time/Date of Departure _____ Time/Date of Return _____

Name of adults attending with below certifications: *If provided by facility or vendor outside of council staff or council properties please verify that their certifications are current.*

First Aid/CPR (at least one adult in every troop/group):

Name _____ Certification Date _____

High Risk Activity certification (may include lifeguard, boating, archery, challenge course)

Name _____ Activity _____ Certification Date _____

Other: _____

Name: _____ Certification Date _____

FORMS OF TRANSPORTATION FOR TRIP: Check all that apply. (Must complete Add Driver for Troop form and provide a copy of driver's license and current vehicle insurance). If chartering a bus, proof of insurance is needed from the bus company.

- Private Car Rented/leased vehicle Bus Train Boat
 Airplane (include Flight # and Carrier) _____

Local contact person in case of emergency:

Name _____ Relationship to Troop _____
Phone # (Home) _____ (Work) _____ (Cell) _____

I have read, am familiar with, and agree to adhere to the *Safety Activity Checkpoints* and *GSCI* policies, standards, and procedures from the *Volunteer Essentials*.

Printed Name _____ Signature _____ Date _____

Any questions should be directed to customer care at customercare@girlscouts-gsci.org or 888-623-1237.

To be completed by staff only

Date paperwork received _____

Necessary Forms Submitted If No, explain _____

Trip has been approved _____ Trip has not been approved for the following reasons: _____

Date leader contacted via Phone Email _____

Girl Scouts Central Illinois



Add Driver and/or Check Driving Record Request Form

Please complete this form for all employees and volunteers who regularly drive Council-Owned/Rented/Leased vehicles; individuals who receive reimbursement for mileage for their own vehicle; and/or persons who have driving duties as a significant part of their employee or volunteer assignments.

Add Driver and

Check Record

Return Fully Completed form to:



<u>Name EXACTLY as it appears on the Driver's License</u>	<u>Date of Birth</u>	<u>License Number</u>	<u>Expiration Date</u>
	<u>State</u>	<u>Class or Type of License</u>	<u>Years of Experience</u>

The Driver is: Employee or Volunteer

Year-Round or Seasonal (if seasonal, inclusive dates are _____ to _____)

If the driver has been licensed for less than 3 years in the current state (outlined above), in which state were they most recently licensed: _____ Name on License (if different than shown above): _____

Is driver licensed for and familiar with type of vehicle to be driven? Yes No

If no, when will training be complete? _____

How many years of driving experience does the driver have with this type of vehicle? _____ Years

Name of Driver's Insurance Company: _____ Policy Number: _____

What is the driver's experience in the last 3 years? (Persons not providing driver's experience information cannot be approved to drive council owned, leased, or borrowed vehicles.)

Information for the last three (3) years. Mark All Boxes. Use "0", "N/A" or "None" if necessary.

Number of At-Fault Accidents	Number of Moving Violations	Has Your License Ever Been Suspended?	Explain accidents, violations, suspensions. (Use additional sheet if necessary)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Safe Driving is A Top Girl Scout Priority

I warrant the above information is true and accurate to the best of my knowledge. I authorize any investigation of all statements herein and release the above named Girl Scout Council and its agents from liability in connections with any such investigation. I understand that untrue, misleading, or omitted information may result in dismissal, regardless of the time of discovery by the above named Girl Scout Council. Further, I authorize Palmer & Cay to review my Motor Vehicle Report and discuss with the carrier and/or its agents, representatives or MGA as necessary to determine my eligibility as a driver for the Council. I also give permission for the information to be discussed with the Council.

Signature of Driver

Date



Additional Insurance Enrollment Form

Every registered Girl Scout and registered adult member is automatically covered under the basic plan 1 upon registration. Non-members are not covered.

1. Submit the completed enrollment form **minimum of 2 weeks** in advance of the event date for approval.
2. Enclose the proper payment – **a minimum of \$5.00 is due**. Multiple events can be combined on one form to reach the minimum (attached additional pages if needed). Make checks payable to GSCI and mail/deliver to your local service center. Credit card also accepted at service center or over the phone.

Volunteer Submitting Form: _____

Date: _____ Troop _____ Service Unit _____

Email: _____

Phone (H) _____ (W) _____ (C) _____

Type of Event: Service Unit Event Troop Trip High Risk Activity

Troop sponsored event open to non-scouts (family or community members)

Other: _____

Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number Participants Day (1X2)	Premium Each Day	Total (3X4)
Sample: Camping –Starved Rock	6/5/XX	6/9/XX	25	5	125	\$.29 (Plan 3E)	\$36.25

***Price of insurance may vary due to event type. Refer to Trip Approval Form.**

For office use only: Date Received _____ Entered Online _____ Staff _____

Girl Scouts of Central Illinois www.getyourgirlpower.org 888-623-1237 customercare@girlscouts-gsci.org

Insurance Plans:

T Plan 1 (Basic): Girl Scout Activity Insurance (covers only currently registered Girl Scouts)

! Plan 2: A day or overnight trip that is **within** council jurisdiction or a day or overnight trip that exceeds two (2) hours in travel time or 2 days.

- Cost is \$0.11 per person, per day
- Insurance covers accident only; \$5.00 minimum enrollment fee.
- Covers nonmembers and members as participants regardless of the length of the activity/event, insurance must be ordered for the entire period of the event.
- Plan 2 coverage is identical to Plan 1 except that Plan 2 must be purchased through the council and is required for participating non-members and approved events lasting more than 2 nights.
- This plan is designed to provide financial assistance.
- All claims are subject to review by Mutual of Omaha.

T Plan 3E: Three (3) or more nights, or involves air travel (within or outside of council jurisdictions), or traveling outside of council jurisdiction.

- Cost is \$0.29 per person, per day
- Covers members and nonmembers as participants; sickness benefits when illness/symptoms occur while coverage is in place; \$5.00 minimum enrollment fee.
- Covers travel to and from the covered activity.
- Non-duplication provision does apply to Plan 3E.
- Insurance must be ordered for the entire period of the event and for 100% of the participants.
- All claims are subject to review by Mutual of Omaha.

T Plan 3P: Domestic Travel and Troop traveling outside of the state. (Not required if attending a GSCI trip or GSUSA sponsored trip)

- Cost is \$0.70 per person, per day
- Covers members and nonmembers as participants, \$5.00 minimum enrollment fee.
- Provides sickness coverage; identical to plan 3E but the non-duplication provision does not apply.

T Plan 3PI: Accident and Sickness Insurance for International Trips Excluded Under Plan 1

****Allow six (6) months for processing.****

- Cost is \$1.19 per person, per day.
- Provides primary coverage for members and nonmembers as participants, and is essentially the same coverage found in Plan 3P, \$5.00 minimum enrollment fee.
- Covers accidents & illness incurred during an international trips.
- Complete roster of participants including age must be completed and submitted with application.

GIRL SCOUTS OF THE U.S.A.
CLAIM FORM



Mail any additional bills (properly identified by injured person and Council name) to:



Special Risk Services
United of Omaha Life Insurance Company
P.O. Box 31156
Omaha, Nebraska 68131
1-800-524-2324



CLAIMANT INFORMATION — ALL QUESTIONS MUST BE ANSWERED

Name of claimant	Identification Number	Age	Date of Birth
Claimant's address	Number and Street	City	State ZIP Code
If claimant is a minor, name of parent or guardian	Phone Number		() -
Address of parent or guardian	Number and Street	City	State ZIP Code

If your organization has selected coverage containing a Nonduplication amount, the benefits will be considered as follows: The Nonduplication amount, as stated in your selected coverage, of medically necessary services and supplies can be paid regardless of other insurance coverage. For expenses over the Nonduplication amount, or if you expect the total to exceed the Nonduplication amount, you must submit to your primary insurance carrier. We require their Explanation of payment even if it is applied to your deductible. If Denied, send a copy of your denial notice. Include itemized bills.

Father, Guardian or Claimant's (if adult) Employer's Name and Address: _____
 _____ Phone No. () - _____

Mother, Guardian or Spouse's Employer's Name and Address: _____
 _____ Phone No. () - _____

Name of all companies providing your insurance coverage or prepaid health plans.

Name of Company	Address	Policy or Certificate No.

If you do not have other coverage, sign and date the following statement.

I, _____, on _____, verify there is no other insurance coverage available for these and all expenses related to this claim.
I hereby certify that all above information is true and complete.

Signature (Parent/Guardian)

Date

Authorization for Release of Information

I authorize the Mutual of Omaha Insurance Company and/or its affiliated companies to disclose my or my children's personal information to Girl Scouts U.S.A. for purposes of claim confirmation.

The personal information may include such items as claim and medical information, including diagnosis, mental and physical condition, prescription drug records, and other related claim information.

I understand that I may refuse to sign this authorization. My refusal to sign will not affect my enrollment, my eligibility for benefits or my ability to obtain payment, but may delay the processing of my claim.

If the person or entity to whom information is disclosed is not a health care provider or health plan subject to federal privacy regulations, the information may be redisclosed without the protection of the federal privacy regulations.

Unless revoked earlier, this authorization will remain in effect for 24 months from the date I sign it. I understand that I may revoke this authorization at any time, by written notice to: Mutual of Omaha Insurance Company, ATTN: Special Risk Claims, Mutual of Omaha Plaza, Omaha, NE 68175.

I understand that I am entitled to receive a copy of the signed authorization.

Signature

Date

Relationship to Insured

How to File a Claim

If you or one of the girls in your troop is injured, simply follow these four easy steps to claim benefits:

1. Complete and sign the front of the Claim Form as soon as reasonably possible. Be sure to provide all the information required to expedite processing and to avoid delay. Please note: if a minor, the parent's signature is required to process the claim.
2. Have the doctor who treated the injury complete the Attending Physicians Statement on the reverse side of the Claim Form. (The claim will not be considered unless the member was treated by a Legally Qualified Physician.) An itemized billing complete with diagnosis, date(s) and procedure code(s) may be substituted for the Attending Physician's Statement.
3. Keep a copy of the completed claim form for your records.
4. Send the claim form to your council for validation along with any available bills for covered expenses which have been incurred. **Claims will not be processed without council signature.**

Upon receiving your completed Claim Form, the council will validate it in the space provided and send it to the address below for processing. Benefits will be sent directly to the provider unless otherwise instructed at the time of claim filing.

After the Claim Form and initial bills have been sent to your council, any additional bills should be sent by parent, leader or other responsible person directly to:

Mutual of Omaha
Special Risk Services
Girl Scout Division
P.O. Box 31156
Omaha, Nebraska 68131

In your correspondence to United of Omaha, be sure to indicate the name of your council.

If you or any injured member has a question about the handling of the claim under this coverage, please write to the above address or call 1-800-524-2324. Allow sufficient time for validation, mailing and processing.



Mutual of Omaha
Underwritten by
United of Omaha Life Insurance Company
Home Office: Omaha, Nebraska

MC7827_1005



Girl Scouts®

Activity Accident Insurance

Basic Coverage

TO THE GIRL SCOUT LEADER: Girl Scout programs are designed with a view toward safety. However, when an accident does occur, this basic accident coverage is designed to help meet the costs of accident medical care.

Every registered girl scout and registered adult member in the Girl Scout Movement is automatically covered under the plan... and the entire premium cost for this protection is borne by Girl Scouts of the United States of America.

It's important to note, however, that it's not the intention of this plan to diminish the need for family health insurance—or to replace the benefits that may be available under a family medical plan. Rather, it's the plan's objective to provide you and the parents of each girl entrusted to your care the assurance that should the need arise, financial coverage is available to help pay the medical expenses of accidents that occur during normal, supervised activities of the Girl Scout program.

Girl Scout leaders need to be aware of the requirement for council approval of events or special activities apart from normal troop meetings. Additional coverage is needed if events or activities last more than two consecutive nights, or three consecutive nights if one of the nights is an official federal holiday. Please consult your council well in advance of an event requiring approval.

This brochure contains a complete description of the coverage available under this plan and answers to the questions most frequently asked. The brochure contains information on how to file claims. Please be sure to read the entire brochure carefully and retain it as a reference.

— Girl Scouts of the USA

HERE'S THE PROTECTION TROOP MEMBERS RECEIVE UNDER THIS PLAN*

Covers Every Registered Member

This plan provides basic accident protection for every registered Daisyl, Brownie, Junior, Cadette, Senior and Adult Girl Scout member. New members are covered upon registration and payment of dues.

Provides Accident Protection for:

Every girl and adult member of your troop for any approved, supervised activity of the Girl Scouts, except activities lasting more than two consecutive nights (a third night is covered only for any official federal holiday, such as Memorial or Labor Day). Also covers travel directly to and from the covered activities.

Accident Medical Expense

When injuries result in treatment by a Legally Qualified Physician beginning within 30 days after the date of a covered accident, the insurance Company will pay for expense incurred (up to the usual, reasonable charges normally made within the geographic area where treatment is performed) for Medically Necessary: (a) treatment prescribed by a Legally Qualified Physician, (b) services of a licensed practical nurse (LPN) or a registered graduate nurse (RN) who is not related to the registered member by blood or marriage, (c) hospital care or service, (d) X-ray examination, (e) prescription drug and (f) physical therapy.

Covers treatment received within the 52-week period immediately following the date of the accident, but not to exceed \$15,000, in the aggregate, per person for each accident. The accident medical benefit will be increased to \$40,000 for covered medical expense incurred due to the following specified injuries: (a) loss of sight in both eyes, (b) dismemberment, (c) paralysis, (d) irreversible coma, (e) entire loss of speech, or (f) loss of hearing in both ears.

Dental Expense
Dental benefits shall be paid as additional benefits and are not included with other medical expense benefits under the \$15,000 per person aggregate limit for each accident. This benefit pays for dental injuries, up to a total of \$4,000, for Medically Necessary treatment and/or replacement of sound, natural teeth, if within the 52-week period following the date of the accident, the Insured's

attending dentist provides the Company with written certification that dental treatment and/or replacement must be deferred beyond such 52-week period, the Company will pay the estimated cost of such treatment; however, all dental benefits shall not exceed a total of \$4,000.

Non duplication Provision

When \$130 in benefits has been paid for covered accident medical or dental expense, any subsequent benefits for the same accident will be payable only for: (a) expense incurred which is not compensable under any other insurance policy or service contract or (b) expense incurred for charges not covered under a contract with a health maintenance organization, preferred provider organization or prepaid health-care program, for service or treatment performed or supplies furnished.

(NOTE: This provision applies only to accident medical and dental expense benefits. The benefits described below for ambulance service, accidental death or dismemberment and paralysis are payable regardless of other insurance.)

Ambulance Expense

Pays up to \$2,500 for surface ambulance transportation to a hospital; \$4,000 for air ambulance service that in the judgment of the duly authorized medical authority or the senior representative of the camp or activity is needed to facilitate treatment of injuries and no other ambulance service is available.

Accidental Death, Dismemberment and Paralysis Benefits

When injuries result in any of the following specific losses within 365 days from the date of the accident, benefits will be paid as follows:

Loss of Life.....	\$15,000
Loss of Both Hands, Both Feet or Both Eyes.....	\$20,000
Loss of One Hand & One Foot.....	\$20,000
Loss of One Hand & One Eye or One Foot & One Eye.....	\$70,000
Loss of One Hand, One Foot or One Eye.....	\$10,000
Loss of Thumb & Index Finger of the Same Hand.....	\$5,000

(continued)

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Incident Report

Sensitive issues occur in everyday life. You may have to deal with them as you represent the Girl Scouts of Central Illinois in your capacity as a volunteer or staff member. An Incident Report should be completed as soon as possible, but within 24 hours following the occurrence. This will enable the council to respond to a sensitive situation effectively. If appropriate, council staff or authorities will initiate further investigation or intervention. Reportable sensitive incidents include but are not limited to:

- Accident involving injury during troop activities (also complete Mutual of Omaha claim form).
- An estranged parent makes an unusual appearance at a troop meeting wanting to visit with his/her child.
- A Girl Scout reveals an abuse episode to her leader.
- A stranger confronts Girl Scouts on a field trip and makes a suggestive or inappropriate remark or exhibits unusual behavior.
- A girl participant has displayed inappropriate behavior or expressed extreme emotions.

Please complete the Incident Report as accurately as possible.

A. Incident Information

Date of Incident _____ Time of Incident _____ a.m. or p.m.

Location _____

Name of Victim(s): _____ Age(s) _____

Victim(s) Address _____

Parent's Name _____ Phone # _____

Name of person filling out report _____

Role/Position _____

Phone # _____ Email _____

B. Witnesses (attach signed statements)

Name _____ Phone # _____

Name _____ Phone # _____

Name _____ Phone # _____

C. Provide a brief description of the incident

What happened? How did it happen? Where did it happen? Who was involved?

(continue on next page)

D. First Aid

Was first aid given? Yes No

If yes, by whom? _____

Description of First Aid _____

After the incident, did/was the injured:

continue activity? limit activity? sent home? taken to the hospital?

If taken to hospital, who took injured? _____

Name/Address of Hospital _____

E. Parent Notification

Were parents notified? Yes No When? _____

If yes, how? (in writing, phone, etc.) _____ Who notified parents? _____

F. Was there damage to person(s) or property? Yes No

If yes, please describe _____

G. Were authorities contacted? Yes No (police, school officials, social services, etc.)

Who was contacted? _____ When? _____

By whom? _____

This is confidential information and it should not be discussed with anyone other than the proper authorities and appropriate Girl Scout staff.

Return this form in a sealed envelope clearly labeled "CONFIDENTIAL" to your Membership Specialist or directly to your regional service center.

Girl Scouts of Central Illinois
3020 Baker Dr., Springfield, IL 62703
888-623-1237 (TF) 217-523-8321 (F)

Troop Resources

Did you know GSCI has various supplies that you can check out? Need a bridge for a ceremony, we got it! Need flags for a flag ceremony, we got it! Need historic uniforms to show your girls, we got it! Ask for a full list of everything that is available!



Spirit of Juliette Awards

You know you're an awesome troop leader - let everyone else know, too! We know you are doing extraordinary things with and for your girls, so get credit for it with the Spirit of Juliette Awards system. Find the form with all of the activities by searching for Spirit of Juliette Award at GetYourGirlPower.org

Each activity is worth a specific number of trefoils. For every 10 trefoils you earn, you will receive a patch/charm. **Contact customer support with questions at customer care@girlscouts-gsci.org or 888-623-1237**

