

In case you missed my training the other night.... And even so, please read! This is a long email, but please read to the end.

Our goals as staff and volunteers is to ensure the safety of the girls, and to serve their best interest. Especially with the changes in Council and reduced staff, travel forms are increasingly becoming a problem. By outlining the process, I hope that troop leaders can better understand the process and be more considerate of the time of others and the time involved in processing a troop travel form. The goal of the troop travel form is to assure the safety of the girls and to be able to respond in case of an emergency.

Troop Travel forms are required for ANY overnight, any high risk activity such as swimming or horseback riding, or more than 100 miles from the meeting place. The adult in charge must also have signed permission slips. For ANY field trip the troop leader must have signed permission slips. The forms should have the current emergency contact for that day and that time period. That is why they are needed each time. Too often we go to contact someone...and the phone number is wrong, or the person is out of town, etc. The emergency contact info must be up to date for that time period.

Travel forms **MUST** be received by the SUD **TWO WEEKS IN ADVANCE**. The SUDs will review for completeness to the best of his/her ability:

- * All persons on the trip have emergency contacts NOT on the trip.
- * All adults are clearly listed.
- * There is a minimum of two adults, and
- * The Safetywise requirements are met (Certs and adult/girl ratios)
- * The adults and children on the form match the number of persons on the troop roster.
- * No one should be listed on the form that is not attending.
- * Forms should not be "highlighted" in any way. Highlighting does not scan.
- * All persons on the trip **MUST** be registered (call your PC for specifics for "family camping.")
- * All adults **MUST** have CBCs on file
- * Review for current CBCs, membership registrations and
- * Certifications are attached.
- * Are there any men/other adults at the house where the sleep over will be? They must also have CBCs.
- * Are there any men driving in cars alone?

Typically we receive a troop travel... any way it comes in, we print it, review it for all the things above.

Hopefully the SU did all that they are able, we will check for missing CBCs, certs etc. and sign off on it.

If missing info, the PC has to contact the people involved and get it corrected.

The PC signs it and sends an email to the troop leader and SUD that it has been approved. If I have several troops, and SU campout, you can imagine the time it takes. (If there are things missing, CBCs are not done, this takes even longer to contact everyone and get the forms in.)

Once it is approved, it is put into a troop travel folder with all of Council's travel for that weekend. On Thursday afternoon, a PC will take it and scan all the docs. We put them into an "e" folder where the communications staff has to upload them onto a website where the staff on call can find it if they need to for an emergency. Each troop travel has to be renamed, moved etc... so its takes some time to do.

If there were an emergency, the troop leader/person in charge would contact the GS emergency number, and the staff on call would be able to help you manage the emergency, call parents, account for attendees etc. from the roster provided.

When you do not get the troop travel form to the SUD in time (or from the SUD to us on time), it is a domino effect to all the other persons you are putting more stress and work on. If troop travels are not ready to go by 3pm on Thursday, everyone has to do their work all over again.

How can you make it easier on everyone?

- * Review the Safetywise Check points online for your activity weeks in advance.
- * Get your forms in on time: two weeks before the event. If you have not been notified you are in an event, send it anyway, it is easier to cancel the travel form.
- * The SU/troop leaders can keep a CBC list as up to date as possible with assistance from your PC.
- * The registrar/troop leader has a list of all registered persons (so if you sent your registrations to the Council office, by passing the SU, you have made a hole in the chain)
- * Some one in your SU has access to eCouncil (eCouncil will still be going away next year.)
- * That you fill out the forms completely and they are easy to read.

All these persons involved up to the PC are volunteers. You are taking up their family time when these forms are not on time and delivered completed correctly. Their time is equally valuable. It is not fair to the other volunteers who get their forms in on time, and it is not fair to the girls, when you do not consider their welfare by not getting any paper work needed, troop travels, registration forms, event forms turned in and on time. If you have followed procedure then if something happens, GSCTX will be in your corner. But if you do not, it maybe that you could be held personally liable for anything that happens. We don't want that to happen.

Your ultimate goal should be the welfare, benefit and service to the girls. It maybe that you could even risk being turned away from an event because you did not follow procedure. This is not serving the girls. We are all busy and if we do things correctly, it won't take up much of anyone's time.

Thank you to all of you that do spend your time for the girls and the majority that are turning in their paper work completed and on time.

Thank you for your time and attention to this matter. If you have any questions, please contact me.

Karen Stewart