



Permission to Meet in Private Residence Application and Approval Form

An application and approval are required for any Girl Scout troop meetings or activities that will be held in a private residence. All adults (18 and over) must have an approved background check screening on file with Girl Scouts of Southwest Texas (GSSWT) and the residence must have Homeowner's or Rental insurance. Submit the completed form to customercare@girlscouts-swtx.org to be approved by Troop Support. Allow 4 weeks for processing; meetings or activities may not be held in a private residence until approval has been received.

Troop #:	Community:
Name of Volunteer (CoLeader) in charge of group:	Email of Volunteer in charge of group:
Adult(s) who own/rent home where meeting/activity will take place:	Additional adults (18 and over) who live in the home:
Address, City, State, Zip of Home:	
Type of Activity: <input type="checkbox"/> Girl Scout Troop Meeting – One Time <input type="checkbox"/> Girl Scout Activity <input type="checkbox"/> Permanent Meeting Location for Troop	
Meeting/Activity Leader/Advisor Agreement Initial each of the following items to acknowledge that you have read and understand guidelines and policy.	
____ A minimum of two unrelated adults (one of whom must be female), plus any additional adults needed to meet girl/adult ratios will be present during the entire meeting/activity.	
____ All girls are currently registered Girl Scouts; all adult co-leaders are approved volunteers with an approved background check screening on file with GSSWT and are current Girl Scout members.	
____ Written permission for each girl to attend a meeting/activity in a private residence including emergency information, health history and permission for medical treatment are on file at the home of meeting/activity.	
____ Adults 18 years and over (living in the home) have an approved background check screening on file with GSSWT.	
____ The residence is accessible to people with disabilities to meet needs of anyone who is registered in the troop.	
____ First Aid kit is on site.	
____ Pets are in a safe and secure location completely separate from girls while present in the home.	
____ Homeowner's/Rental insurance coverage is current and covers injuries/medical. Insurer: _____ Policy # _____	
I am aware of and agree to comply with all standards in <i>Safety Activity Checkpoints</i> and GSSWT policies and procedures for meeting/activity in the home. I have read and understand Guidelines for Girl Scout Meetings and/or Activities in a Private Residence on back of this form. I understand that only approved meetings and activities following all guidelines with registered members of GSUSA are covered by the GSUSA basic plan insurance. Damage to property is not covered.	
Signature of Troop Leader: _____ Date: _____	
FOR OFFICE USE ONLY	
____ Home Approved ____ Home application NOT approved for the following reason(s):	
Signature of Staff: _____ Date: _____	

Guidelines for Girl Scout Meetings and/or Activities in a Private Residence

The safety and protection of girls and adults is paramount to a fun, leadership-building experience for girls. It is essential that the volunteer understands the importance of the Girl Scout Safety Guidelines. Safety is the top priority of Girl Scouting and girls will benefit from the safe environment that allows them to be at their best while developing critical leadership skills.

The following guidelines must be met before an approved volunteer can hold any meeting or sponsor an activity in a private residence.

- **Permission to Meet in Private Residence Application and Approval Form** must be completed in its entirety and approved by Girl Scouts of Southwest Texas (GSSWT) before holding a meeting or activity at a private residence.
- The private residence must have Homeowner's/Rental insurance that covers injuries/medical.
- All adults residing in the residence who are 18 and over must have an approved background check screening on file with Girl Scouts of Southwest Texas.
- Adult/girl ratios must be met at all times. During meetings/activities, the co-leaders and other approved GSSWT volunteers must be present according to the recommended ratios of girls to volunteers.
- First-aid and activity requirements as noted in *Safety Activity Checkpoints* must be met.
- Policies/procedures in GSSWT *Volunteer Essentials* must be adhered to.
- Emergency evacuation plan must be created and practiced with all exit routes and kept on file with the volunteer who is holding the meeting/activity in the private residence.
- If the troop moves their regular troop meeting location at any time, troop leadership will need to notify GSSWT of the new location. If it is to a private residence the Permission to Meet in Private Residence Application and Approval Form must be completed and approved.
- If you have any questions, send an email to customercare@girlscouts-swtx.org.

Girl Scouts of Southwest Texas policy: - Waiting Approval

Troop Meeting Policy (Adults and Locations) – (Adopted January 25, 2017)

To help ensure the safety and well-being of girls, all adults participating or present at Girl Scout troop/group meetings are required to have a current Girl Scout membership and an approved background check screening on file with Girl Scouts of Southwest Texas.

Further, to help minimize risks and ensure a safe environment for girls, all adults (18 and over) residing in a private residence where troop/group meetings take place are required to have a current Girl Scout membership and an approved background check screening on file with Girl Scouts of Southwest Texas.

Family members who do not have a current membership or an approved background check screening may wait in another area of the meeting location at a facility but may not be in the room/location with girls or directly or indirectly be involved. Family members may not be in any area of a personal residence unless they are current members and have an approved background screening on file.

At troop/group family events, ceremonies, parties where each girl will have a parent/guardian/ caretaker in attendance who will be responsible for the girl, adults 18 and over do not need to have a current Girl Scout membership or approved background check screening. Instances where there is a guest speaker or presenter, the troop leadership will be responsible to ensure that the guest or presenter is chaperoned and that the adult/girl ratio is met with adults with Girl Scout membership and an approved background check screening to supervise girls in attendance.