

Meeting Space Guidelines and Safety Standards

Girl Scouts of Eastern Massachusetts recommends that troop meetings take place in safe, community settings that are accessible to all members, including girls and adults with disabilities, i.e. schools, community centers, libraries, churches/synagogues, etc.

Girl Scouts of Eastern Massachusetts also recognizes that in some instances, access to community settings may be limited, including rural communities, school departments that are not embracing of after-school programming, etc

If you are having difficulty securing a meeting space, please contact your Service Unit Coordinator and/or Membership Specialist. Please review Volunteer Essentials. Arranging a Time and Space for Girl-Led Meetings” (pg. 17-18).

When it is necessary and you have received approval to meet in homes the criteria below must be followed.

Meeting Place Safety Criteria

- Homeowners must have valid and current Homeowners or Renters insurance
- Two adults must be present at all times when working with girls and at least one of those volunteers must be female and not related to one another”. Please review “Volunteer Essentials: Understanding Your Role as a Girl Scout Volunteer” (pg. 1).
- Girls must remain in the designated central meeting place area and away from restricted areas
- Teach the girls to use the buddy system to keep each other safe
- Release each girl only to her parent, guardian, or an approved adult
- All members of the home who are 18 years or older must submit and pass a C.O.R.I. (background check)
- Smoking or drinking alcoholic beverages in the presence of girls is prohibited
- Secure all pets away from the meeting area and restrict access to girls at all times
- Discourage the presence of younger or older siblings of girls or children of leaders who are not of the appropriate age to participate in troop activities
- Enforce rules about where the girls are allowed to run and play games during troop meetings
- Personal property damage due to Girl Scout activities is at the expense of the homeowner/renter
- There must be a clear exit available with quick access to the outside

Physical Hazards

- All chemical cleaning solutions are kept out of reach and properly stored to prevent children from having access to them
- All over the counter and prescription medications are kept out of reach and stored properly to prevent children from having access to them
- All weapons are kept out of reach and locked away properly to prevent children from having access to them
- All pool chemicals are stored, secured, and out of the reach of children

Exterior Grounds

- Lighting systems illuminate entrances, walkways, and parking
- Sidewalks and exterior stairs are clear of snow and ice or other hazards
- If the property has a pool, access is locked so that girls cannot enter the area
- All meeting space is accessible to girls, including girls with disabilities
- Use of backyard equipment (i.e., backyard pools, diving boards, trampolines, zip lines) is not allowed as some equipment may require certified watchers, additional Council approval, or be on the list if unapproved activities

Interior of Meeting Place

- Meeting space is accessible to girls and adults with disabilities
- Meeting space is clean and free of clutter
- Meeting space has sufficient area for girls to be active
- Space is well vented and has adequate and a safe, legal heating source
- Steps and stairs are clean and free of hazards
- Handrails and railings are present and secure
- Fire extinguishers are available and in proper working order
- Smoke alarms are installed and in working order
- Toilet and sanitary facility is accessible to all girls
- First aid kit is available and in proper working order
- Telephone is available and operational
- Emergency phone numbers are available including fire, ambulance, police and poison control centers
- Has at least two clearly marked exits



95 Berkeley Street
 Boston, MA 02116
 T 617 482 1078
 F 617 482 9045

1740 Turnpike Street
 North Andover, MA 01845
 T 978 689 8015
 F 978 688 1846

111 East Grove Street
 Middleboro, MA 02346
 T 508 923 0800
 F 508 923 7676

265 Beaver Street
 Waltham, MA 02452
 T 781 893 6113
 F 781 893 0022

Girl Scout Meeting Space Checklist

If the Girl Scout troop will be meeting in a private residence, on a regular basis, the Home Owner/Renter must complete and submit this form prior to any meetings in the residence. This form must be submitted annually.

Service Unit:	Troop:	Level:
Volunteer Troop Leader:	# of girls:	Adults:
Home Owner/Renter Name(s):		
Address:	City:	State: Zip:
Phone:	E-mail:	

As the Home Owner/Renter, you must read and initial each of the following requirements:

_____ I have submitted a Girl Scouts of Eastern Massachusetts Volunteer Application.
 Initials

_____ I have attached a copy of homeowners/renters insurance for the residence or a letter from my insurance
 Initials company stating I have appropriate coverage.

_____ I have received and read the Meeting Space Guidelines and Safety Standards and verify that all have been
 Initials checked and are in compliance.

_____ All members of the household 18 years of age or older have completed a CORI form for Girl Scouts of
 Eastern Massachusetts.

List all members of the household 18 years of age or older:

_____	_____
_____	_____
_____	_____

As the Home owner/renter, I/we have adequate insurance on the property and accept the potential liabilities of having Girl Scout activities at our residence.

I understand that personal property damage or loss due to Girl Scout activities is the responsibility of the homeowner/renter and not of GSEM. I further understand that all members residing in the home, who are 18 years or older must submit a CORI as a condition of holding meetings in my home. In addition the meeting place designated in my home is accessible to girls with disabilities.

Mail this completed form to:

Brenda Fitzgerald, Regional Director
 Girl Scouts of Eastern Massachusetts
 1740 Turnpike St
 North Andover, Ma 01845
 bfitzgerald@girlscoutseasternmass.org

OR

Katri Mullaly, Regional Director
 Girl Scouts of Eastern Massachusetts
 111 East Grove Street
 Middleboro, MA 02346
 kmullaly@girlscoutseasternmass.org