

Event Ratio and Volunteer Requirements

POLICY

This policy defines the parameters for adults needing to be approved volunteers for family, troop, service unit, and council events. This provides safety guidelines for our members by detailing specific actions they can take to guarantee appropriate levels of supervision. This includes:

- checking registration rosters for approved volunteers,
- eliminating confusion for our girl members when requesting help from an adult, and
- requiring compliance with Pennsylvania laws, Girl Scouts of the USA, and ACA for adult volunteers working with youth.

Girl Scouts Western Pennsylvania continues to make high safety standards a top priority for our members. The ratio chart below offers guidelines for the volunteer-to-girl ratio and is the basis for determining the ratio for special events hosted by troops, service units, and our council.

Volunteer-to-Girl Ratio Chart	Troop Meeting		Travel & Camping		Council-Sponsored Events & Product Sales Booths	
	Two unrelated troop leaders (at least one of whom is female) for this number of girls:	Plus one additional approved volunteer for each additional number of this many girls:	One troop leader and one unrelated approved volunteer (at least one of whom is female) for this number of girls:	Plus one additional troop leader or approved volunteer for each additional number of this many girls:	Two unrelated approved volunteers (at least one of whom is female) for this number of girls:	Plus one additional approved volunteer for each additional number of this many girls:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4	12	1-6
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6	20	1-8
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8	25	1-10
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10	25	1-12
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12	30	1-15
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12	30	1-15

Approved volunteers must have membership purchased and appropriate clearances submitted to Girl Scouts Western Pennsylvania as required by PA State Law. For mixed-grade level troops, use the ratio for the lowest grade level in the troop. For example, if Daisies and Brownies, the Daisy ratio should be followed.

By following the event ratio and volunteer requirements procedure, you can be assured that your event complies with all state, national, and local guidelines.

PROCEDURE

1. Determine which kind of event you are hosting:
 - **Troop: Girl Scout-Only Events:** Consult the ratio chart based on age level.
 - **Troop: Family Events:** All girls must be accompanied by a parent/guardian. Additional insurance may be required.
 - **Service Unit: Girl Scout-Only Events:** Troops are required to meet ratio for the age level of their group. Service units are required to meet ratio for all girls attending without a troop. All adults attending must be members and approved volunteers.
 - **Service Unit: Family Events:** All girls attending must be accompanied by a parent/guardian. Additional insurance may be required.
 - **Service Unit: Hybrid Events:** Troops attending are required to meet ratio based on age level. Service units must meet the required ratio to supervise all girls attending without a troop. Non-members may attend with their children but are not permitted to assist or take responsibility for any child who is not their own. Additional insurance may be required.

2. Recruit volunteers to help at the event:
 - Know how many volunteers you will need to meet ratio based on the size of your group.
 - Advertise for volunteer positions at troop/service unit meetings.
 - Let families know who is permitted to attend the event.
 - Advise family members who want to participate in Girl Scout-only events to register and go through the volunteer approval process.
 - Ask attendees to register in advance so you can accommodate all attendees. You may have to limit participation if there are not enough volunteers to meet ratio.
 - Confirm that all volunteers attending are approved.

3. During the event:
 - Keep a roster of all attendees—approved volunteers, members, and non-members.
 - Ask volunteers to check in early.
 - Introduce girls who are attending without a troop or parent/guardian to the volunteer(s) who will be supervising them.