

Troop Meeting Site Guidelines

Things to consider when choosing and setting up meeting space for your Girl Scouts.



There are many things a troop leader or volunteer must consider when choosing a suitable location or facility for their Girl Scouts to meet, including age range and the type of activities you want to engage in. A meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all Girl Scout members. You might consider rooms at **schools, libraries, houses of worship, community buildings, childcare facilities, and local businesses** for your meeting location. For teens, you can also rotate meetings at coffee shops, bookstores, and other places Girl Scouts enjoy spending time. Below are a few points to keep in mind as you consider meeting locations:

Accessibility

Be sure the space can accommodate Girl Scouts and/or caregivers with disabilities.

Allergen-free

Ensure pet dander, smoke, and other common allergens will not bother susceptible Girl Scouts during meetings.

Availability

Be sure the space is available for the day and the entire length of time of your troop meetings.

Communication-friendly

Be sure your cell phone works in the meeting space or there is a land line for emergencies. Internet access is helpful.

Cost

The space should be free to use. However, you may wish to develop a partnership with the facility and provide them community service (e.g., flower planting in the spring at the entrance or a clean-up day for the grounds) or offer a donation toward maintenance or utilities.

Facilities

Sanitary and accessible restrooms and toilets are essential. Access to gender-neutral restrooms is helpful.

Resources

Determine what types of furnishings come with the room. Ensure the lighting is adequate. Cubbies or closets where you can store supplies are a plus.

Safety

Ensure the space is safe, secure, clean, properly ventilated, heated or cooled, depending on location, free from hazards, and has at least two exits that are well-marked and fully functional. Also check to be sure if a first aid kit and equipment (e.g., portable defibrillator), smoke detectors, and a fire extinguisher are on site.

Size

Make sure the space is large enough to accommodate the whole group and all planned activities.

Create a Troop



School and Community Survey



Partnership Agreement



Host a Girl Scout Troop

PARTNERSHIP AGREEMENT

Girl Scout troops receive support from local community groups as well as from families, troop co-leaders, and the Girl Scouts of Greater New York. The following is an agreement with _____ in partnership with the Girl Scouts of Greater New York and Troop #(s) _____ for the hosting of the above troop(s).

GIRL SCOUTS OF GREATER NEW YORK, THROUGH ITS VOLUNTEERS AND STAFF, WILL:

- Provide insurance for all registered members, and provide a Certificate of Liability Insurance, when requested.
- Provide information about the Girl Scout Leadership Experience to interested adults and families.
- Organize the troops in accordance with the policies and procedures of Girl Scouts of Greater New York.
- Ensure that the troop members are registered with Girl Scouts of the USA.
- Provide onboarding and training support for volunteers.
- Provide ongoing support to troop co-leaders.
- Appoint troop co-leaders and other volunteers in support of the troop(s)

THE PARTNERING ORGANIZATION WILL:

- Provide meeting space for the troop regularly, following the Girl Scout Activity Safety Standards & Guidelines as indicated in [Safety Activity Checkpoints](#), and for any optional ideas for support that a partner may provide for the troop.
- Assigning a point of contact for troop leadership to coordinate scheduling and access to meeting space.
- Optional ideas for support that a host organization may provide for the troops.

Please initial the terms that will be a part of this agreement:

- Suggest potential adult volunteers for leadership positions and refer their names to the Girl Scouts of Greater New York staff for placement and appointment.
- Other support. Please specify: _____

THE TROOP WILL:

- Treat the organization's facilities that are provided for the troop's use with care.
- Acknowledge the partner organization's hosting of the troop(s) in some fashion, through some community service, acknowledgment, or some other way.
- Abide by all CDC and NYC Health guidelines.

I AGREE TO HOST THE TROOP AS DESCRIBED IN THIS PARTNERSHIP AGREEMENT.

Signature of Partner Organization Representative

Date

Signature of Troop Co-Leader(s)

Date

PLEASE PRINT:

Name of Partner Organization _____

Mailing Address _____

Name & Title of Partner Organization Representative _____

Telephone _____ Fax _____

E-Mail _____