



Girl Drop Off and Pick Up Procedures

Each service unit and troop may have specific procedures that they follow depending upon the age of their troop and where their meeting is held; however, there are a few overall general guidelines that are to be followed no matter the circumstances. Please be sure to review this with your girls and parents / caregivers at your parent / caregiver meeting and again as needed.

You will also find a template to add your specific troop procedures that families can sign off on or that can be used to make changes as needed as individual situations arise.

- All girls, leaders, and families are asked to be mindful of the Girl Scout Law.

When a girl joins Girl Scouts, she promises to follow the Girl Scout Law. We ask that parents / caregivers encourage their daughters to be mindful of the Law at Girl Scout meetings/events and beyond. We also ask parents, caregivers, and girls' siblings to follow the Girl Scout Law when interacting with Girl Scouts and their family members. Parents / caregivers will be expected to act in accordance with the Girl Scout Law on all Girl Scout events or trips.

The Girl Scout Law

I will do my best to be
honest and fair
friendly and helpful
considerate and caring
courageous and strong
and responsible for what I say and do
and to
respect myself and others
respect authority
use resources wisely
make the world a better place
and be a sister to every Girl Scout.

- It is imperative that parents/caregivers always walk their Girl Scout into the meeting place and personally see/talk to the Troop Leader when dropping off or picking up at a meeting or event. Let the Troop Leader know that your Girl Scout has arrived. This helps everyone to ensure your Girl Scout's safety, to be sure that you have the details needed regarding the meeting/event, if there are any special circumstances or if anything else is needed.
- Girls should arrive on time for meetings and events and must be picked up promptly afterward. Please be prompt when dropping off and picking up your Girl Scout. Girls should be at the meeting location and ready to begin at the designated time. Late arrivals delay the start of the meeting and make it difficult for girls to complete badge requirements.
- Please be prompt in picking up your Girl Scout and be sure to walk into the meeting location and make contact with the Troop Leader before leaving with your Girl Scout. This also ensures that the Troop Leader visually sees which Girl Scouts have been picked up and that the Troop Leaders can also leave in a timely manner.
- For Girl Scouts of driving age, it is still imperative that the Troop Leaders visually see them arrive and leave. Upon arrival, they need to immediately check in with the Troop Leader to let them know they are present. Upon dismissal of the meeting, at the Troop Leader and parent's discretion, the Girl Scout can then be dismissed or the Troop Leader can escort the Girl Scout to the area in which they are parked to ensure they are safely exiting in their own vehicles.
- If someone other than the parent / caregiver is picking up the Girl Scout the parent / caregiver will notify the Troop Leader in writing in advance. Troop Leaders can ask for ID to verify they are one of the approved pick up people as indicated by the parent / caregiver and are on the list. The parent should make sure the individual picking up the Girl Scout is prepared with ID.

The goal of the drop-off and pick-up procedures is to ensure that both the Troop Leaders and the girls are safe at all times. All questions and concerns should be directed to your Troop Leader or to your GSHPA Volunteer Support Coordinator.



Troop Drop Off and Pick Up Agreement Form

Drop off and Pick Up procedure for Troop _____ :

I _____ the parent / caregiver of _____ have read through and agree to adhere to the drop off and pick up procedures set forth by Troop _____. If there are to be any changes for my Girl Scout I will make arrangements in writing in advance.

Parent Signature

Date

Request for Drop off / Pick up change:

Authorized Adults to pick up Girl Scout:

- 1.
- 2.
- 3.
- 4.

For assistance GSHPA Member Services 1-800-692-7816 or memberservices@gshpa.org