



Dear Program Partner:

We are excited to partner with you on the important work of the Girl Scouts of Southeastern New England (“GSSNE”). In order to best accomplish the goals of the organization, we believe it is critical that Program Partners understand the goals of GSSNE and our mutual obligations going forward.

About Girl Scouts of Southeastern New England

The Mission of GSSNE is to build youth of courage, confidence, and character who make the world a better place. GSSNE holds firmly the pillars of diversity, equity, and inclusion in pursuit of its mission. See [Appendix C](#) for more information.

Goal of Partnership

The goal of the agreement is for both Girl Scouts of Southeastern New England (“GSSNE”) and the Program Partner to work together on programmatic opportunities for the youth of the GSSNE during the 2024-2025 Girl Scout year.

Program Offerings

While GSSNE focuses on bridging badge-earning opportunities into programs, this does not exclude other types of opportunities. GSSNE welcomes opportunities for GSSNE youth to explore through the Girl Scout pillars: STEM, Outdoor, Life Skills, and Entrepreneurship.

Benefits of Partnership

Girl Scouts overcome barriers by building their confidence, creativity, and resilience. Girl Scouts learn to embrace risks and challenges by trying new things and taking on exciting adventures, preparing them to lead happy, successful lives. GSSNE partners play a critical role in making all of that happen.

The benefits of collaborating with GSSNE range from continued programmatic interest and participation, to expanding the accessibility and outreach of opportunities with Program Partners. Council-level programs are listed on the Event Calendar and are open to Girl Scout members and non-members, depending on the program. Program Partners may elect to be on GSSNE’s website for the larger GSSNE community to be connected to programming.

In order to formalize our work going forward, please review the agreement enclosed.

We look forward to your partnership,

Dana Borelli-Murray

Chief Executive Officer



AGREEMENT BETWEEN GIRL SCOUTS OF SOUTHEASTERN NEW ENGLAND AND PROGRAM PARTNER

This is a collaboration agreement (the “Agreement”) between the Girl Scouts of Southeastern New England (“GSSNE”) and the Program Partner known collectively as the “Parties.”

This Agreement incorporates by reference the letter from Dana Borelli-Murray, CEO of GSSNE.

Term

The Agreement shall become effective on the date both Parties sign the Agreement and ends on June 30, 2025.

Diversity, Equity, Inclusion, and Racial Justice

GSSNE and Program Partner commit to run programming with a commitment to diversity, equity, inclusion, and racial justice as outlined in [Appendix C](#).

Registration

GSSNE and Program Partner shall follow the registration guidelines as outlined in [Appendix B](#).

Day of Program

GSSNE will not be responsible for aiding in day-of-the-program questions or concerns from participants. If GSSNE is hosting registration, GSSNE will include Program Partner contact information in its welcome emails. If GSSNE is not hosting registration, GSSNE will explicitly list on the calendar that the Program Partner is managing registrations and provide the Program Partner’s preferred contact email and phone number for any questions from participants.

Participant No-shows, Cancellations, Roster Changes, and Extra Attendees

When programs are in session, it is not uncommon for there to be participant no-shows or cancellations. We ask that this be reported to GSSNE in post-program roster counts so we can account for participants’ attendance in their Girl Scout profile.

If GSSNE is hosting registration, and there are roster changes communicated to either Party, it is the responsibility of the receiving Party to communicate this information with the other. If, on the day of the program, there are roster changes, the only acceptable switches may be made within the same troop.

If, on the day of the program, there are extra attendees beyond those listed on the roster (ex., a troop did not enact an equivalent roster change, someone did not register but attended), the Program Partner shall have the discretion to deny or allow entry. If the Program Partner accepts the



extra attendee(s), GSSNE shall not be financially responsible for their attendance, nor shall the extra attendee(s) be allocated a badge.

Program Cancellations and Rescheduling

There are a few reasons why programs may be canceled, and common cases are low enrollment, weather, or facility closures. It is the responsibility of the Program Partner to share their cancellation policy.

If GSSNE is hosting registration and the program is to be canceled with a 48-hour advance notice before the program date, GSSNE will issue a cancellation email and, if applicable, refund participants. If the program is to be canceled after the 48-hour advance notice period, GSSNE will issue communication via email, followed by phone calls, and recipients will be requested to verify they have received the communication. If the Program Partner wishes to reschedule the program, GSSNE will make this option available to all participants but cannot guarantee the same attendance. If applicable, GSSNE will refund participants.

If a Program Partner is managing the registration process, it will be the responsibility of the Program Partner to communicate with participants and GSSNE about any program cancellations and/or rescheduling. Program Partners must notify their point of contact at GSSNE, and email GSSNE's MARCOMM team at marcomm@gssne.org so GSSNE may place a general notification out to the Girl Scout community.

Financial Responsibility

Program Partners often have existing protocols and procedures for payment. Program Partners who elect to have GSSNE host registration must provide explicit guidelines for the following: payment dues, timelines, and distribution of invoices and receipts of payment. Program Partners and GSSNE must be available to communicate in a timely manner to issue payments – delay in Program Partner's responses for payment should not jeopardize planned program execution. For programs offered at the council level where registration is the responsibility of the Program Partner, GSSNE will not handle the responsibility of the financials. Program Partner shall make available financial records at GSSNE's request.

Program Safety and Liability

As a Program Partner, GSSNE has noted your ability to facilitate programs with competence, expertise, and flair. The expectation for the partnership is to uphold the following safety measures and liability standards.

Safety Activity Checkpoints

It is the responsibility of all Parties to ensure proper safety measures are taken to protect the physical and emotional safety of program participants. All programs must adhere to the Safety Activity Checkpoints 2022 – 2023 Edition guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts of Southeastern New England (GSSNE) approved activities. GSSNE's Safety Activity Checkpoints 2022 – 2023 Edition is available online through this [hyperlink](#).

This document reviews proper ratios for programs (p. 6), as well as permitted Girl Scout levels that can participate in certain activities. While this is the standard, we welcome stricter precautions if they meet and exceed the standards set forth by GSUSA and GSSNE.

GSSNE staff members are sometimes requested to be present at partner programs. If your program wishes to have a GSSNE staff member present, this must be expressed in writing during initial program communications to allow for planning.

Certificates of Liability Insurance

Program Partners and GSSNE will establish a record of liability insurance. All parties must provide each other with the respective Certificate of Liability Insurance for the participants' protection.

Failure or inability to produce a Certificate of Liability Insurance may interfere with GSSNE's ability to continue the partnership. If your organization does not hold a Certificate of Liability Insurance, it does not mean that GSSNE cannot partner, however, there may be alternative measures put in place, i.e., hosting at a GSSNE facility with GSSNE staff present.

Indemnification

Program Partner agrees to defend, indemnify and hold harmless GSSNE, any affiliated company, their officers, directors, employees and agents from and against any and all claims, damages, losses, liabilities, obligations, judgments, settlements or costs of any kind, including but not limited to reasonable attorney's fees, costs or other expenses incurred by Program Partner caused by any actual or alleged act, error, omission, misstatement, misleading statement, breach of duty, or breach of this Agreement by Program Partner or by any of Program Partner's agents, representatives or employees.

Criminal Background and Criminal Offender Record Information (CORI) Checks

For events that **are not drop-off programs**, (meaning a responsible adult, guardian, or troop leader affiliated with the registered Girl Scout has also registered for the program and will be present) we do not require larger Program Partners to undergo background checks and CORIs with GSSNE. Typically, larger Program Partner organizations and affiliates mandate their employees to undergo background checks and CORIs.



This however is not the case if a Program Partner is **hosting a drop-off program** (meaning that no adult, guardian, or troop leader affiliated with the registered Girl Scout will be present).

For events that **are drop-off programs**, Program Partners must implement the same requirements of all GSSNE's staff and adult volunteers which is to submit a criminal background check and if in Massachusetts, a CORI check, at the expense of the individual(s). It shall be the sole responsibility of the Program Partner to ensure all volunteers submit to a criminal background or CORI check.

Mandatory Reporting

Program Partner shall report any child abuse pursuant to the mandatory reporting requirements in the state in which the Program Partner is located. Program Partner shall train and inform its volunteers and/or employees about child abuse mandatory reporting requirements in the state in which the Program Partner is located.

Crisis Procedures

GSSNE and Program Partner shall follow the crisis procedures as outlined in [Appendix D](#).

Photo Release Policies and Forms

At Girl Scout programs, it is exciting to photograph the moments of joy and learning. However, we must ensure we are only photographing those with explicit permission to photograph, as identified in a photo release form.

If GSSNE is hosting registration, it is the responsibility of the Program Partner to share their photo release policy and/or form with GSSNE. GSSNE will default to the Program Partner's photo release policy and/or form and distribute it in GSSNE's welcome emails.

If a Program Partner is managing the registration process, it is the responsibility of the Program Partner to collect this information and take photos accordingly.

Press Release

An outside media outlet may wish to cover a Girl Scout program in a press release. If the Program Partner wishes to work with an outside media outlet, the Program Partner must seek written approval and email GSSNE's MARCOMM team at marcomm@gssne.org. This includes but is not limited to statements, interviews, quotes, or opinions to media such as newspapers, magazines, television, radio, internet sites, and their respective representatives. The media outlet will need to provide and collect release forms from any program participants and attendees as deemed appropriate to the scope of their media coverage.



Internal Communication

Program Partners and GSSNE will establish a method of internal communication for programming. At GSSNE, programs are run by the program department. All communications with Program Partners for existing programs or inquiring programs should be directed to the program department team at GSSNE.

Confidentiality

Program Partner (i) agrees to maintain GSSNE's confidential Information strictly confidential, (ii) agrees that it will take the same steps to protect the **confidentiality** of GSSNE as it takes to protect its own confidential information, which shall in no event be less than reasonable steps, and (iii) shall not use GSSNE's confidential information for any purpose other than in accordance with this Agreement and shall not disclose such confidential information to any person other than its personnel who have a need to know such confidential Information for the purpose of this Agreement. Confidential information shall include, but not be limited to financial records, volunteer and/or personnel records, program participant information.

Intellectual Property

Unless otherwise mutually agreed to, each Party is and shall remain the owner of all intellectual property that it owns or controls as of the effective date of this Agreement or that it develops or acquires thereafter. Program Partners may only use GSSNE's intellectual property, including but not limited to, GSSNE's logo, for GSSNE-related and approved activities. Use of GSSNE intellectual property for purposes that are not related or approved by GSSNE may affect the continued operations of Program Partner's site.

GSSNE Policies and Procedures

Program Partner shall abide by all GSSNE policies and procedures and shall be responsible for communicating and providing training/education regarding GSSNE policies and procedures.

Program Inquiries

Inquiries for programs could stem from either the GSSNE council or the Program Partner. Partners are invited to complete the [GSSNE Program Inquiry Form](#) with ideas for programming. GSSNE's peak program season is from October 2024 to June 2025.



Program Department Contacts at GSSNE:

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Director of Program

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Program Operations Specialist

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APPENDIX A

Definitions:

Program Partner: An affiliation/organization/company/individual that agrees to conduct services with GSSNE.

A not drop-off program: A program where a responsible adult, guardian, or troop leader affiliated with the registered Girl Scout has also registered for the program and will be present.

A drop-off program: A program where no adult, guardian, or troop leader affiliated with the registered Girl Scout will be present.

Participant Information Form (PIF): Includes Personal Identifiable Information, including emergency contacts, medical information, and pick-up contact information. This form should be used for participant pick-up with facilitators verifying the identification of the pick-up contact, and upon verification, requesting the contact to sign the PIF for pick-up. This form must be destroyed after use to protect the privacy of the participant.

APPENDIX B PROGRAM REGISTRATION

Registration

GSSNE will host the [Event Calendar](#) on its website where GSSNE lists our upcoming events and programs. GSSNE will manage the registration process for council-level programs, including advertisement, roster management, financial collection and distribution to its Program Partners, welcome and follow-up emails, and if agreed upon, badge orders. Badge orders for partner programs will be received via in-store pick-up, mail, or a method agreed to by the Parties.

For registrations hosted by GSSNE, the welcome emails shall include, arrival instructions, a packing list, and the Program Partner's contact information for any day-of-the-program questions or concerns from participants.

For drop-off programs, GSSNE Program Partner **will also include a Participant Information Form (PIF) to be completed by the participant's adult prior to the program.** All PIFs will be distributed to the Program Partner digitally, to print at their facility. The PIFs must be kept secure and only individuals who have a "need to know" in their official capacity shall have access to such systems of records. The PIF includes Personal Identifiable Information, including emergency contacts, medical information, and pick-up contact information. The PIF should be used for participant pick-up with facilitators verifying the identification of the pick-up contact, and upon verification, requesting the contact to sign the PIF for pick-up. This form must be destroyed after use to protect the privacy of the participant. Any digital PIFs will be removed from GSSNE's database after the program concludes. Any printed PIFs must be destroyed by the Program Partner.

For registrations hosted by GSSNE, the registration deadline is two weeks prior to the program date. If you wish to have an alternative date, this must be expressed in writing. GSSNE will provide a participant roster to the Program Partner after the registration deadline is met. Post-program facilitation, partners must report back to GSSNE with accurate rosters.

If a Program Partner wishes to manage the registration process, GSSNE will still list the program on our calendar. However, participants will use a third-party registration link that the Program Partner provides to register and collect payment. GSSNE will explicitly list on the calendar that the Program Partner is managing registration and provide the Program Partner's preferred contact email and phone number for any questions. It will be the responsibility of the Program Partner to provide roster management and communicate with participants. **If the program is a drop-off program, the Program Partner must have a way to collect the emergency contact information of the participants and verify the identification of allowed pick-up contacts. If there is not an established system, GSSNE will provide a print-out template to use.** If the program is badge-earning and included in registration, the Program Partner must align their method for acquiring badges. Badges are available through the [GSSNE Shop](#) where you can shop in person or online. Please consult with the GSSNE Program team regarding badge questions.

APPENDIX C

COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, AND RACIAL JUSTICE

Diversity, Equity, Inclusion, and Racial Justice

From its founding in 1912 by a disabled single woman, to our 1950s national prioritization of racial integration and our early support and commitment to the LGBTQ community, the Girl Scouts Movement has been and continues to push for equitable access and justice for all that identify as Girl Scouts.

In our Movement, diversity is a hallmark of our membership, equity is at the heart of our foundation, and inclusivity is a cornerstone of our culture—being accepted as you authentically are, being a part of something, and mattering to others—is at our core.

Still, we know that the work to make the world better is never done. At Girl Scouts of Southeastern New England, we are committed to being a force of positive change and are ever-ready to do the work in ensuring that diversity, equity, inclusion, and access are paramount to our mission and our culture. We wholly commit to taking action to grow as an anti-racist and anti-oppressive organization so that, through Girl Scouts, our members are affirmed as they strive to make our community and world better.

Our Girl Scout Community—members, volunteers, leadership, and staff—must ensure the Movement is open and accessible to every race, ethnicity, income level, sexual orientation, ability, and religion; reflects a spectrum of gender identity; and connects across geographic locations. By focusing our attention on community members who are furthest from racial, economic, and social justice, Girl Scouts can be an instrument of change, promoting equitable outcomes for all.

We encourage our Program Partners and ourselves to use inclusive language and facilitation practices that promote the physical and emotional safety of all participants. Any reports of inappropriate behaviors will be addressed by GSSNE. Please click this [hyperlink](#) to learn more.

APPENDIX D
CRISIS PROCEDURES PART 1 AND 2

Crisis Procedures – Part 1. Crisis Procedures Sheet

GSSNE provides all staff, volunteers, adults, and Girl Scouts, with GSSNE’s Crisis Procedure protocols. Program Partner must become familiar with GSSNE’s Crisis Procedure and always have the sheet available when at any Girl Scout activity. GSSNE’s Crisis Procedure sheet can be accessed online, and it is available to download and print through this [hyperlink](#).

Crisis Procedures – Part 2. Confidential Crisis Report

Please fill out the Confidential Crisis Report form immediately AFTER taking all the necessary steps required to manage the crisis. GSSNE’s Confidential Crisis Report form can be accessed online through this [hyperlink](#).