

Girl Scouts of Shagbark Council

POLICIES AND STANDARDS

Adopted by the Board of Directors

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Girl Scouts®

Girl Scouts of Shagbark Council

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POLICIES of the Girl Scouts of Shagbark Council

1. NATIONAL POLICIES

- 1.1 As a council chartered by Girl Scouts of the U.S.A., the Girl Scouts of Shagbark Council adheres to all policies of Girl Scouts of the United States of America set forth in the *Blue Book of Basic Documents*.

2. AFFIRMATIVE ACTION FOR VOLUNTEERS AND EMPLOYED STAFF

- 2.1 The Girl Scouts of Shagbark Council, in recognition of its responsibility to our employed staff, volunteers and adult members, reaffirms a policy to ensure fair and equal treatment in all of its practices regardless of race, color, creed, religion, national origin, age, gender, sexual orientation, disability, marital or socioeconomic status. This in keeping with the GSUSA Policies on Affirmative Action. Furthermore, the Girl Scouts of Shagbark Council will assure that its adult members, volunteers, employed staff and the Board of Directors are reflective of the population groups within its jurisdiction.

3. LEADERSHIP QUALIFICATIONS

- 3.1 The Council shall provide personnel policies applicable to all Council volunteers and employed staff.
- 3.2 One adult in a leadership role from each troop must complete Girl Scout Basic Leadership Development (BLD) step one (Introduction to Girl Scouting) before the first troop meeting.
- 3.3 The leadership (registered leaders, co-leaders, assistant leaders) of a troop must complete the three steps of Girl Scout Basic Leadership Development:
 1. Introduction to Girl Scouting (Let's Get Started...),
 2. Orientation to Girl Scouting, and
 3. Grade Level Training (appropriate to the grade level of the troop) within four months of the first troop meeting.

This requirement may be completed by one person or by combining the training records of all adults registered with the troop and active in troop leadership positions.

- 3.4 BLD training may be completed by attending Council sponsored training or successfully completing the Council Take Home Workshops.
- 3.5 Grade level training must match the grade level of the troop. As leadership bridges with the troop from one Girl Scout grade level to the next, the appropriate new grade level training must be completed within four months of the first meeting of the new year.

4. FINANCIAL ACCOUNTABILITY

4.1 LEADER ACCOUNTABILITY FOR TROOP ASSETS

- 4.1.1 The Girl Scout leader is responsible for the management of all troop assets including funds and equipment. The assets are the property of the troop.
- 4.1.2 Any decision as to how a troop's money or other assets will be used is based on girl input.
- 4.1.3 Each troop account must have at least three names/signatures of registered adult volunteers who are not members of the same family or household. One signature will be that of a Service Unit Director.
- 4.1.4 Two signatures are required on all checks written on a troop account.
- 4.1.5 Troops shall not be allowed to have ATM/debit cards.
- 4.1.6 In the event of a change of troop leadership, troop assets must be transferred to the new leader(s).

4.2 ASSETS OF DISBANDED TROOPS/GROUPS

- 4.2.1 All properties, including the treasury, must be collected when a troop disbands. The treasury is forwarded to the Council office to be held in a custodial account for three years. During this three-year period, if the troop reregisters, the money is returned upon request of the Service Unit Director. After three years the funds are transferred to council financial assistance for girls.
- 4.2.2 Other troop properties are distributed to active troops in the Service Unit. Troop kits must be returned to the Council for reissue to new troops.

4.3 TROOP INCOME

- 4.3.1 Troops shall be financed by member dues and Council-sponsored product sales. Occasionally, additional troop fund-raising activities may be approved by the Service Unit Director.

Service Unit Directors may approve troop fund-raising activities if the following criteria are met:

- 4.3.2.1 Troops must submit a written application to the Service Unit Director and receive approval before the fund-raising activity.
- 4.3.2.2 Troops are encouraged to participate in the Council-sponsored products sales.
- 4.3.2.3 Permission must be obtained in writing from a girl's custodial parent or legal guardian before she participates in fund-raising activities.
- 4.3.2.4 Fund-raising activities must provide the customer with a service or product. Per Safety-Wise, raffles, games of chance, and direct solicitation for cash are not permitted.
- 4.3.2.5 Fund-raising projects must be appropriate to the interests and maturity of the girls and adhere to all safety standards and state and local regulations.
- 4.3.2.6 Fund-raising activities may not be held during United Way and council fund-raising events.

Note: *In all communities, fund raisers may not be held in October (Girl Scout Community Campaign time), nor during the time girls are participating in calendar sales or taking orders for the cookie sale. In United Way communities, the restricted time runs at least October through November and, in some areas, even longer. Check with your Service Unit Director for details concerning your community and local United Way restrictions.*

4.4 OTHER ORGANIZATION FUND-RAISING

- 4.4.1 Adult members, in their Girl Scout capacities, may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fund-raising efforts authorized by the Girl Scout Council and in which the Council is a beneficiary.
- 4.4.2 Girl members, in their Girl Scout capacities, may not participate in any direct solicitation for money for other organizations. Girl member activities in support of other organizations must be limited to service projects.

4.5 FINANCIAL ASSISTANCE

- 4.5.1 Financial assistance grants are awarded on the basis of financial need and availability of funds.
- 4.5.2 Girls - A girl who needs financial assistance to register as a member of Girl Scouts of the U.S.A. or to attend an event, other than a troop event, may apply for financial assistance funding from the Council.
- 4.5.3 Adults - An adult who needs financial assistance to register as a member of Girl Scouts of the U.S.A. or to attend any council or GSUSA sponsored training event may apply for financial assistance funding from the Council.
- 4.5.4 Neither a girl nor an adult is eligible for financial assistance, other than for GSUSA membership dues, as long as the individual or a member of her/his immediate family has a financial debt to a troop or the Council.

4.6 SERVICE UNIT FUNDS

- 4.6.1 Service Units may hold funds as authorized by the Board of Directors.

4.7 UNAUTHORIZED FUNDS

- 4.7.1 Any unauthorized funds or assets held in the name of Girl Scouting by individual(s) are the sole responsibility of those who possess them. Such individuals are personally and legally responsible for audits, bonding and IRS reports.
- 4.7.2 The Council's annual report will disclaim responsibility for unauthorized funds.

4.8 DEBTS

- 4.8.1 The Council shall not be liable for the debts of any troop or Service Unit, or any representative(s) of a troop or Service Unit, unless incurred by resolution of the Board of Directors.

4.9 VOLUNTEER DEBT

- 4.9.1 A debt is defined as any money or product owed to Girl Scouts of Shagbark Council (GSSC), a bank, or outside vendor that has not been resolved within two weeks of it being brought to the attention of the debtor, or within two weeks of bringing it to the attention of the debtor by GSSC or its designee. This includes any product sales (cookies, fall sales) equipment, insignia, registration fees or insufficient funds checks returned to the Council. Debt resides with an individual, not a troop/group or Service Unit.

A person owing a debt to Girl Scouts of Shagbark Council, a bank or outside vendor, in the name of Girl Scouts, for more than 60 days (2 months) will be removed immediately from all adult volunteer position(s) currently held in the Council. If the entire debt is paid or if the obligation of the Repayment Agreement is satisfied within six months, the individual will be considered for reinstatement to a volunteer position. Restrictions on handling money may be recommended.

It should be noted that the troop or group's participation in Girl Scout functions may continue, however a different registered adult must be responsible for handling all money transactions.

A person incurring a second debt to the Council, a bank, or outside vendor, after being reinstated following the six months required, will be removed from all adult volunteer position(s) and will not be approved for any future volunteer positions with Girl Scouts of Shagbark Council.

5. CONTRACTS AND AGREEMENTS

- 5.1 The Board of Directors of the Council (or its designee) is the only group within the Council authorized to assume any legal responsibility or to sign any contracts in the name of Girl Scouts. Girl Scout leaders and other volunteers do not have the authority to enter into agreements or contracts that are binding on the Council.
- 5.2 All contracts and agreements must be submitted to the Council to be signed by the person(s) designated by the Council Board of Directors.

6. PERMISSIONS

- 6.1 Each girl must have written consent from a custodial parent or legal guardian in order to become a Girl Scout.
- 6.2 Leaders must obtain the written permission of a custodial parent or legal guardian for each girl wishing to participate in an activity or a series of activities held at a different place or time from the regular troop meeting, or involving transportation, unusual risk, or controversial or sensitive issues.
- 6.3 For all girl members, an annual health history form signed by a custodial parent or legal guardian must be provided to her troop leader at the time of registration.

7. TRANSPORTATION

- 7.1 All vehicles used to transport girls must, at a minimum, be insured as required by applicable state law. It is recommended that the liability coverage be \$50,000 (bodily injury, per occurrence, per person)/\$100,000 (bodily injury, per occurrence, per accident).
- 7.2 Drivers of vehicles must be adults with a valid driver's license for the type of vehicle used.
- 7.3 Each person transported in a noncommercial vehicle must have a specifically designed passenger seat and wear a seat belt.
- 7.4 Vehicles designed primarily to serve as recreational homes may only be used to transport the number of persons for which they have specifically designed passenger seats and seat belts.
- 7.5 Vehicles must be used for their intended purpose. Trucks and other similar type vehicles used to transport equipment and supplies may not be used to transport people in the area designed for cargo. Trailers or other towed vehicles must not be used to transport passengers. Exception: hauled vehicles in good condition may be used for hayrides on roads where such vehicles are permitted or for floats in parades.
- 7.6 Each person transported must be compliant with the Illinois "Child Passenger Protection Act." Contact the Illinois State Police or your local

Department of Motor Vehicles for more details.

www.isp.state.il.us

www.cyberdriveillinois.com

- 7.7 Cellular/mobile phones should not be used while conducting Girl Scouts of Shagbark Council business and operating a vehicle. Allow voice mail to handle your calls and return them at your safe convenience. If you need to place or receive a call, pull off the road to a safe location. Inform regular callers of your driving schedule, and when you will be available to talk. Keep your hands on the wheel and your eyes and mind on the road while driving.

8. OVERNIGHT ACTIVITY

- 8.1 A troop must obtain written permission from the Service Unit Director for any overnight activity.
- 8.2 A troop participating in an overnight activity must be accompanied by a volunteer(s) who is a registered Girl Scout who has completed the three steps of Girl Scout Basic Leadership Development:
1. Introduction to Girl Scouting (Let's Get Started...)
 2. Orientation to Girl Scouting, and
 3. Grade Level Training (appropriate to the grade level of the troop).
- 8.3 Troops participating in an overnight activity must be accompanied by a qualified first aider. A first-aider is an adult who has current training in first aid and CPR.
- 8.4 On overnight activities, the following girl/adult ratios must be observed:
- Daisy Grade Level – Two adults for the first six Girl Scout Daisies and one for each additional four girls.
- Brownie Grade Level - Two adults for the first twelve Girl Scout Brownies and one for each additional six girls.
- Junior Grade Level - Two adults for the first sixteen Girl Scout Juniors and one for each additional eight girls.
- Cadette Grade Level - Two adults for the first twenty Girl Scout Cadettes and one for each additional ten girls.

Senior Grade Level - Two adults for the first twenty-four Girl Scout Seniors and one for each additional twelve girls.

Ambassador Grade Level - Two adults for the first twenty-four Girl Scout Ambassadors and one for each additional twelve girls.

- 8.5 Under the leadership of an adult, and with parents, guardians, or other family members participating, a Girl Scout Daisy troop may participate in an occasional overnight camping experience.

Girl Scout Daisies who have completed kindergarten may participate in traditional day camp and resident camp experiences lasting up to three nights.

Girl Scout Daisies who have completed first grade may participate in resident camp experiences of four or more nights.

- 8.6 At least one vehicle must be on the site during overnight activities.
- 8.7 Depending on the nature of activities planned and the type of camp site/lodging, one adult per troop must have completed Planning Troop Camping and Outdoor Skills training.

9. TRIPS BY TROOPS AND GROUPS

- 9.1 For other extensive trips as defined in 9.2 below, a troop or other local group of Girl Scouts must submit a written application to the Service Unit Director and receive approval before taking a trip more than 25 miles away from the regular troop meeting place.

Note: Suitable trips for each grade level are those which grow out of the program as described in the appropriate grade-level handbook. The most valuable trips are those which are girl planned and complement the year-round activities of the troop.

- 9.2 Extensive trips must be approved by the Chief Executive Officer, or its designee, in the early stages of planning.

Extensive trips are defined as follows:

For Girl Scout Daisy troops

Outings more than four hours long

For Girl Scout Brownie troops

Trips over 100 miles from home and/or

Trips longer than one night

For Girl Scout Junior troops

Trips more than 175 miles from home and/or
Trips longer than two nights (three nights on legal holiday weekends)

For Girl Scout Cadette, Senior and Ambassador troops
Trips more than 350 miles from home and/or
Trips longer than two nights (three nights on legal holiday weekends)

Note: extensive trips are not recommended for Girl Scout Daisy troops.

- 9.3 Funds for an extensive trip may be accumulated in a troop's treasury for up to three years prior to a trip.
- 9.4 Once permission is granted, the Chief Executive Officer may set forth any conditions necessary for the safety and well-being of the girls, including, but not limited to, method of transportation, quality of program, supervision of planning, approval of adult chaperones, and funding.

Note: Troops planning a possible extensive trip should contact the Council office at least 4-6 months before the planned trip.

10. USE OF RECREATIONAL FACILITIES

- 10.1 A troop may only use facilities such as but not limited to swimming pools/beaches, roller and ice skating rinks, water slides/parks, horseback riding stables, theme/amusement parks, and snow skiing areas which are on the Council's list of approved facilities.
- 10.2 No individual, parent, troop, or Service Unit may sign any hold-harmless agreement or waiver.

Note: Any hold-harmless agreement or liability waiver must be submitted to the Chief Executive Officer for consideration.

11. SERVICE UNIT AND SUMMER PROGRAM EVENTS

- 11.1 A qualified first-aider must be present on the site at all times that girls are present. A first-aider is an adult who has current training in first aid and CPR.
- 11.2 Council approval is required for all Service Unit program event sites.

12. INTERNET

- 12.1 The Council will adhere to Safety-Wise guidelines regarding Internet use by girl members as a program activity and for troop and Service Unit Internet websites.

13. TOBACCO, ALCOHOL and OTHER CONTROLLED SUBSTANCES

- 13.1 There will be no consumption of alcoholic beverages at any function where girls are present.
- 13.2 No adult may be under the influence of alcohol or other controlled substances at any Girl Scout function.
- 13.3 There will be no smoking at any Girl Scout function. Persons may leave the meeting place and the presence of nonsmokers to smoke in a separate, designated room or outside. There will be no smoking where girls are present.

14. DISCLAIMER OF LIABILITY

- 14.1 Girl Scouts of Shagbark Council expressly disclaims liability and responsibility for any person not registered who is attending any Girl Scout function.
- 14.2 Individuals who are not registered Girl Scouts may participate in activities only if the appropriate Girl Scout accident insurance is purchased by the sponsoring troop(s) or Service Unit prior to the event.

STANDARDS of the Shagbark Girl Scout Council

1. NATIONAL STANDARDS

All Shagbark Girl Scouts should be familiar with *Safety-Wise* and adhere to the standards set forth in *Safety-Wise*.

2. VOLUNTEER TRAINING

One adult in a troop leadership position should receive related training at least once every two years after Basic Leadership Development. Related training may be taken from the Girl Scouts of Shagbark Council, other agencies/organizations, community colleges, professional workshops/conferences or other sources.

3. TROOP MEETINGS

The following girl/leader ratios should be observed:

- Two adults for the first 12 Girl Scout Daisies and one for each additional 6 girls.
- Two adults for the first 20 Girl Scout Brownies and one for each additional 8 girls.
- Two adults for the first 25 Girl Scout Juniors and one for each additional 10 girls.
- Two adults for the first 25 Girl Scout Cadettes and one for each additional 12 girls.
- Two adults for the first 30 Girl Scout Seniors and one for each additional 15 girls.
- Two adults for the first 30 Girl Scout Ambassadors and one for each additional 15 girls.

4. ACCESSIBILITY

Girl Scout functions and activities should be held at accessible sites whenever possible.

Definitions

Grade Level - the Girl Scout grade level for the troop (Daisy, Brownie, Junior, Cadette Senior or Ambassador).

First Aider - an adult (as defined by the age of majority in the state) who has current training in first aid and CPR.

This may include a physician, registered nurse, physician's assistant, paramedic, or emergency medical technician.

Training must be recognized by the Council (as defined in the Girl Scout First Aid Course Criteria). Examples of recognized training include appropriate courses conducted by the American Red Cross or American Heart Association.

CPR training must include any training for any ages to be present at the activity. For example, adult CPR for events with all participants over age 8. Child and Adult CPR for events including Daisy and/or Girl Scout Brownies.

Note: American Red Cross First Aid training is valid for three years. Red Cross CPR training is valid for one year.

Troop Leadership - the registered Girl Scout adult volunteers actively serving as leaders, co-leaders, and/or assistant leaders of a troop (registered as adult position code 01 or 02 Girl Scout members).

Note: Changes made, denotes updates in the Safety-Wise which are effective October 1, 2008.