

**GIRL SCOUTS
OF SHAGBARK COUNCIL**

**VOLUNTEER PERSONNEL
POLICIES AND
PRACTICES**



Girl Scouts®

Adopted by the Board of Directors

July 15, 2000

Amended September 13, 2008



Girl Scouts®

Introduction

Girl Scouts in the United States are part of a worldwide movement of girls and adults. This movement has the mission of providing an informal education program to inspire girls with the highest ideals of character, conduct, patriotism, and service. Girl Scouting is based on the belief that every girl has a unique and individual potential and deserves the opportunity to develop this potential in the company of her peers and in an environment conducive to such development.

Girl Scouts of Shagbark Council (hereafter referred to as the Council) is chartered by the Girl Scouts of the United States of America and adheres to all policies set forth in the current edition of the Blue Book of Basic Documents.

Volunteers are essential for the successful accomplishment of the goals and objectives set for Girl Scouts. Therefore, it is necessary to have policies and procedures to ensure the effective utilization of all volunteers. The following materials were developed to serve this purpose.

Responsibilities of Girl Scouts of Shagbark Council

Girl Scouts of Shagbark Council has the ultimate responsibility for the management and supervision of all volunteer members in its jurisdiction. This includes but is not limited to Girl Scout program, membership opportunities, health and safety requirements, financial resources and volunteer administration.

Responsibilities of the Volunteer

All volunteers must subscribe to the Girl Scout Promise and Law and be registered members of the Girl Scouts of the United States of America. Adults join the Girl Scout movement to make the program possible and available to girls. All adults, regardless of their position in Girl Scouting, contribute directly or indirectly to helping girls.

All volunteers must support and work within the framework of the charter, articles of incorporation, bylaws, policies, standards, goals and plan of work of the Council, plus the corporate goals of the Girl Scouts of the U.S.A.

All volunteers recognize the Girl Scout Movement as a voluntary service and therefore, do not expect, receive, or solicit any monetary reimbursement for their services.

All volunteers, working directly with girls that have reasonable cause to believe that a child is a victim of abuse or neglect, is a mandated reporter under the laws of Illinois. The presumption by the receiving agency is that a charge of any form of child abuse submitted by a mandated reporter is important and will be accepted in good faith. A report should also be made to the council office.

GSUSA AFFIRMATIVE ACTION POLICY FOR VOLUNTEERS

There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing representation of underrepresented population groups. Blue Book of Basic Documents, 2003.

AFFIRMATIVE ACTION FOR VOLUNTEERS AND EMPLOYED STAFF

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.

VOLUNTEER PLACEMENT

POLICY

All volunteers must have a completed volunteer application submitted to the appropriate supervisor before placement.

PRACTICE

Position descriptions will be used by those responsible for recruitment, selection, appointment and evaluation; for an understanding of the work to be done and qualifications needed; and by the prospective volunteer for an understanding of the responsibilities and accountabilities of the job. These written position descriptions are provided by the Council for all identified volunteer positions.

In view of the purpose of the Girl Scout Movement and in line with membership requirements, evaluations of adults in Girl Scouting are made on three broad bases: ability to carry out the position assignment; performance which is consistent with the philosophy and purpose of Girl Scouting; and willingness and ability to participate in training for the position.

As a part of the volunteer application process, all volunteers will participate in a performance review based on agreed upon goals and objectives. After the application process is completed, the volunteer may be appointed to a volunteer position in Girl Scouting by the appropriate supervisor or their designee for a term not to exceed one year.

Individuals are urged to use some means of recording their years of membership, positions held, training completed, and other data pertinent to Girl Scout membership and service.

MEMBERSHIP

POLICY

All volunteers participating in the Girl Scout Movement shall meet GSUSA membership standards, be registered through the Girl Scouts of Shagbark Council as a member, and shall agree to abide by the policies and principles of GSUSA and Shagbark Council.

TRAINING AND SKILLS DEVELOPMENT Leadership Qualifications

POLICY

The Council shall provide personnel policies applicable to all council volunteers and employed staff.

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.

The leadership (registered leaders, co-leaders, assistant leaders) of a troop must complete the three steps for Girl Basic Leadership Development:

1. Introduction to Girl Scouting (Let's Get Started...)
2. Orientation to Girl Scouting
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 for all adults registered with the troop and active in troop leadership positions.

BLD training may be completed by attending Council sponsored training or successfully completing the Council's Take Home Workshops.

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. Girl Scouts of Shagbark Council Policies and Standards, 2004.

PRACTICE

Once a training has been completed there is no need to repeat it unless the Girl Scout program changes or the volunteer has been absent from using a particular program or from Girl Scouting for three years-this can be waived by the Dir. Adult Development and Training. Related training every two years refers to training other than the Basic Leadership Development that will benefit Girl Scouting.

Any leader working with a troop/group that she has not been trained for, must take the training required for that grade level. Every volunteer should take advantage of appropriate position training opportunities provided by the Council or by other Council approved organizations.

Adult registration records and training course attendance records are maintained by the Council.

FINANCIAL ASSISTANCE

POLICY

Financial assistance grants are awarded on the basis of financial need and availability of funds.

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.

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 the Council. Girl Scouts of Shagbark Council Policies and Standards, 2004.

PRACTICE

An adult receiving educational financial assistance must have been a registered member for at least one year and must have a working knowledge of Girl Scout program and policies, and make application through the Council.

Travel scholarships are available from GSUSA to help selected adults defray the cost of travel to attend Girl Scout educational opportunities at the Edith Macy Conference Center from the national organization.

TRANSPORTATION

POLICY

All vehicles used to transport girls must, at a minimum, be insured as required by applicable state law. It is recommended that liability coverage be \$50,000 (bodily injury, per occurrence, per person) /\$100,000 (bodily injury, per occurrences, per accident).

Drivers of vehicles must be adults with valid drivers' licenses for the type of vehicle used.

Each person transported in a noncommercial vehicle must have a specifically designed passenger seat and wear a seat belt.

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.

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.

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

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.

INSURANCE

POLICY

GSUSA and the Council provides comprehensive general liability insurance for all its constituents. Lifetime memberships are covered for life whenever they are participating in an approved official Girl Scout event. Girl Scouts of Shagbark Council expressly disclaims liability and responsibility for any person attending any Girl Scout function who is not a registered member.

Girl Scout activity accident insurance, basic coverage, is provided through the membership registration fees.

When necessary, special events can be covered with additional insurance to cover specific circumstances.

The Council does not assume responsibility for insuring personal effects or property of operational volunteers.

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.

CONTRACTS AND AGREEMENTS

POLICY

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.

All contracts and agreements must be submitted to the Council to be signed by the person(s) designated by the Council Board of Directors. Girl Scouts of Shagbark Council Policies and Standards, 2004.

PROBLEM RESOLUTION

POLICY

All volunteers may expect fair consideration of their concerns in a timely manner.

PRACTICE

Open discussion among the persons involved is encouraged. If the problem still exists, the circumstances surrounding the problem will be discussed with all parties involved. If a solution is not found by this group or if the problem involves the Service Unit Director or Membership Specialist, the problem will be taken to the Chief Executive Officer.

The Chief Executive Officer or designee will make the final decision as to the resolution of the situation.

HARASSMENT

POLICY

The Girl Scouts of Shagbark Council is committed to a work environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment.

Harassment on the basis of race, color, religion, sex, national origin, age, marital status, disability, or citizenship is a violation of the law and will result in termination of employment. The Council expressly prohibits any form of employee harassment on these bases.

Sexual harassment is a form of sex discrimination. Sexual harassment of an employee (female or male) by anyone (female or male), including any supervisor, co-worker, volunteer, or Girl Scout member will not be tolerated.

Sexual harassment may consist of "unwelcome" sexual advances, request for sexual favors, and other verbal or physical acts of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; where an employment decision is based on an individual's acceptance or rejection of such conduct; or where such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Each supervisor has a duty to maintain the workplace free of sexual harassment. This duty includes discussing this policy with all employees and informing them that they are not required to endure insulting, degrading or exploitative sexual treatment.

Any employed staff member or volunteer who believes that she/he has been the subject of sexual harassment as defined in the Council's policy is to report the incident(s) to either her/his immediate supervisor or the CEO or designated management staff.

PRACTICE

Girl Scouts of Shagbark Council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment.

CHILD ABUSE

POLICY

The Girl Scouts of Shagbark Council supports and maintains environments that are free of child abuse and neglect. Child abuse and neglect are defined as the physical or mental injury, sexual abuse as exploitation, negligent treatment or maltreatment of a child under the age of 18, by person who is responsible for the child's welfare under circumstances which indicates the child's health or welfare is harmed or threatened.

Sexual abuse is the use, persuasion, or coercion of any child to engage in any sexually explicit conduct for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

Child abuse and neglect are unlawful acts. It is against the Council's policy for any volunteer, to physically, sexually, or mentally abuse or neglect any scout member.

Any volunteer that is found to inflict physical abusive behavior or bodily injury upon girl members, or physically neglect girl members, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities, or emotional maltreatment of girl members including verbal abuse and/or verbal attacks will be dismissed immediately and reported.

The Girl Scouts of Shagbark Council is a mandated reporting agency.

SEPARATION

POLICY

Any volunteer relationship may be terminated by either the Council or the volunteer.

PRACTICE

Volunteers are an essential part to our organization. The Council accepts, denies or discontinues volunteer participation based on the needs of the organization, the need to maintain a positive public perception and the need to consider the organization's liability. Therefore, the termination or denial of a volunteer may be made by the Chief Executive Officer at any time it is determined to be in the best interest of the Council and/or its reputation.

CONFLICT OF INTEREST

POLICY

Any volunteer may be asked to sign a conflict of interest statement when it is deemed in the best interest of the Council.

PRACTICE

A conflict of interest exists when the interests or concerns of any volunteer or any member of her/his family (including but not limited to a relative commonly described as a father,

mother, child, brother, sister, wife, husband, grandparent, grandchild, in-law, or any individual who makes his/her home with a volunteer) or any party, group or organization(s) in which the volunteer is actively involved may be seen as competing with or compromising the interests, concerns or reputation of the Girl Scouts of Shagbark Council or the Girl Scouts of the USA.

Any question that arises relating to this policy will be referred to the Council Chair for decision and/or referral to the Board of Directors for decision, when appropriate.

UNIFORMS

POLICY

Girl Scouts of the U.S.A. is a uniformed organization. A uniform is not required for participation in Girl Scouting. However, the uniform is always appropriate attire for any Girl Scout function.

PRACTICE

Volunteers provide their own uniforms.

TOBACCO, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

POLICY

The Council strictly prohibits illegal possession or use of controlled substances and possession or use of alcohol under the following:

- a. On Council premises.
- b. At any function where girls are present.
- c. While operating, occupying or controlling any vehicle used for Girl Scout purposes.
- d. Off premises or during non-working hours if it affects the individual's performance.

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.

FIREARMS AND WEAPONS

POLICY

The Council strictly prohibits illegal possession of firearms or any weapon with the council having the sole discretion to determine what is a weapon at any time.