

Governance and Policy Appendix

Polices Relating to Operational Volunteers and Troops/Groups

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Governance and Policy Influencing

Girl Scouts of Gateway Council is governed by a volunteer board of directors who have responsibility for making and changing policies, fulfilling charter obligations, fundraising, establishing the council's strategic plan, stewardship of the council's assets, selection and evaluation of the Chief Executive Officer, and for ensuring a system for policy influencing between the adult membership and the board of directors. The board of director elections are ratified by the Local Delegate membership of the council. A representative Local Delegate system exists to allow the membership to elect the board and approve changes to the council's bylaws. As part of this system the board chair will appoint a constituency liaison whose responsibility will be to monitor communication and report to the board on a regular basis.

In addition to Local Delegates at large appointed by the Board of Directors, each Community may elect Local Delegates. The number of delegates and alternate delegates to which each community is entitled shall be based on the number of girl members in the community as of September 30 of the preceding year according to a formula established and administered by the Board of Directors. Each community shall be entitled to at least one delegate.

The Board of Directors may appoint up to twelve at-large delegates to ensure that the diversity of the Council is represented. Individuals age 14 and over who are members of the Girl Scout Movement ("Movement Member") and who are currently registered through and in good standing with the Council are eligible to be Members.

The following individuals shall be the members ("Members") of the Council:

- members of the Board of Directors;
- members of the Board Development Committee; delegates elected by communities as defined by the Board of Directors; and
- at-large delegates appointed by the Board of Directors.

Policies, Standards and Procedures

Policies are set by both the Girl Scouts of the U.S.A. Board, as well as the Girl Scouts of Gateway Council Board. The Blue Book of Basic Documents is the statement of all policies adopted by the Board of the Girl Scouts of the United States of America. Safety Activity Check point exist state standards developed under the GSUSA policies.

The policies specifically established by the Girl Scouts of Gateway Council supersede previous Council policies and were approved by the board of directors on March 19, 2020. The Policies, Standards and Procedures become effective upon board approval.

A policy is a course of action established by the National Board of Girl Scouts of the United States of America or the Board of Directors of Girl Scouts of Gateway Council. The source of the policy is noted at the end of the policy statement as "GSUSA" for those established by the National Board of Girl Scouts of the United States of America, or "Girl Scouts of

Gateway Council” for those established by the Board of Directors of Girl Scouts of Gateway Council. Policies must be followed.

A standard is a recommended course of action that should be followed. Often, standards are listed following the related policy statement. For policies established by GSUSA, Safety Activity Checkpoints will be the resource for standards and guidelines.

A procedure is the course of action by which policies and standards are met or maintained. Some procedures are listed here. Others are found in documents such as the Volunteer Essentials.

Authority and Responsibility

Girl Scout Council Authority and Responsibility. Within the terms of its charter, a Girl Scout council has the authority and responsibility to: provide and safeguard the Girl Scout program, build an organization to serve its membership, secure and direct personnel, extend membership opportunities to all girls within its jurisdiction, finance its work and develop its community and public relationships; *however*, a Girl Scout council may not use membership dues collected from girls and adults registering with GSUSA through the council as a source of investment income. The local council shall be accountable to the National Board of Directors of Girl Scouts of the United States of America for the proper exercise of this authority. (GSUSA)

Troops and Communities within a Girl Scout Council Jurisdiction. When a Girl Scout council is chartered and the territory in which it is to operate has been decided upon, all Girl Scout troops in all the communities within that territory shall be under its jurisdiction and the Girl Scouts of the United States of America shall act through the local council in its relations with these troops and communities. (GSUSA)

Pluralism and Diversity in Girl Membership. All Girl Scout councils and USA Girl Scouts Overseas committees shall be responsible for seeing that membership is reflective of the pluralistic nature of their populations and that membership is extended to all girls in all population segments and geographic areas in their jurisdictions. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout program because of race, color, ethnicity, creed, national origin, socioeconomic status, or disability. Reasonable accommodations shall be made for girls with disabilities to ensure that girls have access to activities. (GSUSA)

Political and Legislative Activity. Girl Scouts of the United States of America and any Girl Scout council or other organization holding a Girl Scouts of the United States of America credential may not, nor may they authorize anyone on their behalf, to participate or intervene directly or indirectly in any political campaign; on behalf of or in opposition to any nominee for public office; or

participate in any legislative activity or function which contravenes the laws governing tax-exempt organizations. (GSUSA)

Permission for Commercial Endorsements. Permission to endorse commercial products or to give endorsement of such by implication must be obtained from Girl Scouts of the United States of America and shall be granted only when such endorsement is in keeping with Girl Scout principles and activities. (GSUSA)

Individual Testimonials. Individual members of the Girl Scout Movement shall not allow their names, in their Girl Scout capacities, to be used in advertising testimonials directly or indirectly endorsing any product or service. (GSUSA)

Communications.

1. All contacts with media, including television, radio, digital and print, shall be arranged through the council communications staff, to ensure a united effort consistent with council goals and objectives. (Girl Scouts of Gateway Council)

Procedure: Communities may recommend a volunteer to be the contact person with the council communications staff to facilitate contacts with the media.

2. As official spokesperson for the council, the CEO (or the CEO's designee) may take a stand on issues that are consistent with Gateway council goals and the operation and management of the council. Board members will be informed immediately of any such action. No individual other than the CEO (or the CEO's designee) may speak for the council. (Girl Scouts of Gateway Council)
3. Only the Chief Executive Officer, President, or their designee will be the media spokesperson for the Council on specific issues, including any situation of a serious or controversial nature. (Girl Scouts of Gateway Council)

Incident/Emergency Procedures.

Girl Scouts must follow proper emergency procedures outlined on Council resources. Only the Chief Executive Officer or her designee shall communicate with the media to address any situation of a serious or controversial nature that potentially affects the reputation or image of Girl Scouting or the Council. Procedures for volunteers dealing with crises can be found in the Volunteer Essentials. (Girl Scouts of Gateway Council)

Standard: A Procedure to be followed in the Event of Serious Accident, Emergency or Fatality" will be presented to every volunteer who participates in GSLE or outdoor training.

Standard: When situations arise that involve, or could involve, the safety of members or the image of Girl Scouting, an incident report must be completed. Information provided will remain confidential and will not be discussed with any person, group, or organization other than the Chief Executive Officer or her designee.

Procedure: Incidents should be documented using the Incident Report found in the Volunteer Essentials. Filing of form should occur the first business day after or within 24 hours of the incident.

Contracts and Agreements.

The Chief Executive Officer and those designated in writing are the only individuals who have the authority to sign contracts or agreements. (Girl Scouts of Gateway Council).

Standard: Troops or Council-wide groups will submit all contracts and agreements to the Chief Executive Officer or designee, including facilities, transportation, and purchase agreements.

Membership

Membership Registration. All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and individually pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity. (GSUSA)

Troop Registration. The leader and co-leader of a Girl Scout Troop shall register all the girls in the troop as well as adult members of the troop committee in a timely fashion. (Girl Scouts of Gateway Council)

Standard: Troops/groups shall register by October 1 or within 21 days of the first meeting. All transfers and additional members should be registered within 21 days of their first meeting.

Procedure: Troops/groups will be officially registered when completed registration and membership fees are received by Gateway Council. Girls need to be registered

prior to participation in troop/group off-site activity.

Troops should register with a minimum of five (5) girls from more than one family, and at least one unrelated leader and one co-leader. Troops with fewer than 5 girls and 2 adults need the approval of the Customer Care Manager to be processed as a troop.

Brownie and Junior troops with fewer than 12 girls will be visible in the opportunity catalog. This will give even more girls the opportunity to join an established troop and jump right into their Girl Scout adventure alongside their new friends!

Affirmative Action and Diversity Policies

Affirmative Action 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. (GSUSA)

Flexibility in Wording for Spiritual Beliefs in the Girl Scout Program. Girl Scouts of the United States of America makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word “God”. (GSUSA)

Respect for Religious Opinions and Practices. Every Girl Scout group shall respect the varying religious opinions and practices of its membership in planning and conducting activities. (GSUSA)

Adult Volunteer Policies

Selection of Adults. Every adult volunteer and executive staff member in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and availability to participate in training for it. In selection of adults, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin or socioeconomic status. There shall be no discrimination against an otherwise qualified individual by reason of disability or on the basis of age. Members of Girl Scout council boards of directors and the National Board of Directors shall be selected so that the boards of directors represent diverse population groups and can bring to their deliberations a variety of points of view and life experiences, as well as access to cultural, religious, educational, civic and economic resources. Executive staff shall be employed to provide managerial and specialist expertise, research capability, and continuity to support the delivery of program to girls through volunteers. (GSUSA)

Selection, Placement, Evaluation and Recognition.

Selection, Placement, Evaluation and Recognition

1. The council shall recruit and assign adult volunteers to positions based upon their qualifications, experience and interests as they relate to the needs of the Council. Background screening and a criminal background search will be required for volunteers working with girls, i.e., troop leaders, co-leaders, assistant leaders, community members, trainers, and program event staff including volunteer resident and day camp directors and staff. (Girl Scouts of Gateway Council)

Standard: Providing false information or omitting relevant information is grounds for exclusion from participation, regardless of criminal background search.

Standard: A volunteer who refuses to submit to a criminal background search will not be eligible for appointment and/or reappointment.

Standard: All camp employees will be required to undergo a Level II Background check as required by the FL Department of Children and Families.

Procedure: Volunteers required to go through a criminal background search must provide information and sign an authorization giving permission for the Council to conduct the search using reporting agencies and/or authorized investigators.

Procedure: Applicants with disqualifying offense will be contacted through the Adverse Action process managed through Sterling Volunteers (external vendor).

Procedure: Applicants with a disqualifying offense will be given an opportunity to challenge the accuracy of information with the external vendor used by Girl Scouts of Gateway Council. Until a correction is received from the reporting agency, Girl Scouts of Gateway Council will proceed as if the original information is correct.

2. All appointments shall be made for one year term based upon membership renewal and qualifications. Reappointment to the same position or placement in a new position will be made after consideration of the best interest of the girls involved and the qualifications of the volunteer. Volunteers are subject to termination clause included in this document. (Girl Scouts of Gateway Council)

3. The Council reserves the right to evaluate any volunteer participating in the Girl Scout Program. (Girl Scouts of Gateway Council)

4. The Council will provide recognition to adults who give outstanding service to Girl Scouting.

(Girl Scouts of Gateway Council)

Training.

Adult volunteers will complete training appropriate to their position(s). (Girl Scouts of Gateway Council)

Standard: Adult volunteers will complete orientation and training as specified in job descriptions provided to all volunteers. Appropriate training for the position should be completed within two months.

Procedure: The Council will keep a record of adult volunteers who successfully complete their training and will provide access to the adult volunteer with an electronic record of training history through the Gateway Council database.

Volunteer/Parent Grievance Procedure.

The Council believes in maintaining open lines of communications with its volunteers. Accordingly, it will objectively consider any volunteer suggestions. If conflict arises follow the Volunteer/Parent Grievance Procedure found [here](#).

Harassment.

The Council prohibits the harassment of any of its employees, volunteers, and members regardless of whether that harassment is based upon the individual's race, religion, color, gender, age, national origin, marital status, sexual orientation or physical or mental disability. The Council is further committed to assuring that all of its employees, volunteers, and members are treated with dignity and respect. In order to effectuate this policy, the Council shall relieve from duty any volunteer who is found to have harassed an employee, volunteer, or Girl Scout member.

Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any interference with the volunteer's or employees' normal work or willingly creates a hostile environment. Harassment may also include written or graphic material which denigrates, shows hostility or aversion towards an individual or group. Harassment and inappropriate use of any social media sites affiliated with Gateway Council whether administered by a volunteer or staff will not be tolerated. Sexual harassment includes unwelcome sexual-conduct of any nature that creates an offensive or hostile environment will not be tolerated. (Girl Scouts of Gateway Council)

Standard: The Chief Executive Officer or her designee will make the decision to relieve a volunteer from all appointments and assignments.

Child Abuse.

Under Florida law, if you have reason to suspect a child may be the victim of abuse or threatened harm, you must report the case for further investigation to the state child abuse hotline: 1-800-96-ABUSE (1-800-962-2873). Any person suspecting child abuse should also report such to the office of the Chief Executive Officer of Girl Scouts of Gateway Council.

The Council will refuse membership to anyone who has been convicted of child abuse or neglect. Any volunteer who is found guilty of child abuse or neglect will be dismissed or excluded from affiliation with the Council. (Girl Scouts of Gateway Council)

Standard: Any volunteer accused of child abuse will be suspended while Girl Scouts of Gateway Council investigates the allegations.

Reasonable Accommodation.

It is the policy of the Council to comply with all relevant and applicable provisions of the Americans With Disabilities Act. The Council and its volunteers will not discriminate against any qualified individual who seeks a position as a volunteer because of that person's physical or mental disability. The Council and its volunteers will make reasonable accommodation as required by law for volunteers provided that the volunteer is qualified to perform the essential duties connected with the position and provided that the accommodations do not impose an undue hardship on the Council. In addition, the Council and its volunteers will make reasonable accommodation for girls with disabilities who seek to participate in its programs. (Girl Scouts of Gateway Council)

Procedure: In the event a request for accommodation is received which cannot be easily provided, such request will be immediately forwarded to the CEO in an effort to identify a suitable remedy and appropriate action may be taken.

Termination.

Because the relationship between the Council and its volunteers is "at will," either the Council or the volunteer may terminate the services of a volunteer at any time. Volunteers who are removed from their positions may continue their membership with GSUSA unless it is determined they are not able to satisfy the requirements of the National Movement. Failure to comply with the policies, standards, or procedures of the Council, or to satisfy or promote the purpose or

objectives of the Council may result in termination. Reasons for termination include, but are not limited to, those situations described in [Volunteer Essentials and Standard of Conduct](#).

Standard: All termination events will be documented and filed at the Council Headquarters in Jacksonville, Florida.

Procedure: Except in instances involving the health and safety of girls, volunteers may have opportunities for coaching and additional training in order to improve performance. These steps will be documented by council staff.

Confidentiality.

Adult volunteers are expected to maintain the confidentiality of all information regarding members. This includes, but is not limited to, disclosing names, addresses, phone numbers, or email addresses of volunteers, staff, or girl members outside the organization. (Girl Scouts of Gateway Council)

Smoking.

To promote good health and safety practices, there will be no smoking or use of tobacco products in the presence of girls or in areas where members can be exposed to second-hand smoke. Use of tobacco products is only allowed by adults in previously designated areas. (Girl Scouts of Gateway Council)

Alcohol and Drugs.

There shall be no consumption of alcoholic beverages; abuse of legal drugs; or use of illegal drugs on Girl Scout property, or at any organized Girl Scout function for girls. Volunteers are strictly prohibited from being under the influence of alcohol or drugs when girls are present or at any time when the individual has responsibility for girls at Girl Scout activities or events." Limited exceptions for appropriate alcohol usage at adult events may be made by the Chief Executive Officer of the Council.

Guns and Ammunitions.

The possession and use of guns and ammunitions are not permitted at any Girl Scout function, on any Gateway Council property other than a concealed weapon in a vehicle adhering to Florida State Law, or when girls are present or at any time when that individual has responsibility for girls at Girl Scout activities or events. Exceptions may be made with prior Council approval for specific program activities. (Girl Scouts of Gateway Council)

Financial Policies

FUNDRAISING METHODS

All fundraising methods employed by Girl Scout groups must be in keeping with the principles for which the organization stands.

FUNDRAISING BY GIRL SCOUTS OF THE UNITED STATES OF AMERICA AND GIRL SCOUT COUNCILS

Fundraising to promote the interests of the Girl Scout Movement may be conducted by Girl Scouts of the United States of America and Girl Scout councils both independently and collaboratively. GSUSA and councils are encouraged to work together to maximize contributions to Girl Scouting.

Solicitation of Corporations and Foundations

GSUSA requests for funding shall be initiated only after consultation with the council serving the jurisdiction where the funding source directs that solicitations be received. Prior to solicitation of a corporation or foundation located outside a council's jurisdiction, the initiating council shall consult with the council serving the jurisdiction where the funding source directs that solicitations be received.

OWNERSHIP OF ASSETS

All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the Girl Scout council or Girl Scouts of the USA and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within a Girl Scout council.

FAMILY SOLICITATION

Financial support for Girl Scout councils is derived from the broader community. Local councils are encouraged to solicit the families of girl members for voluntary financial support as one part of an overall fundraising campaign. This may be done at the time of membership registration. Any such family contribution shall be voluntary, not a prerequisite for membership, and not considered a fee for local council services.

SOLICITATION OF CONTRIBUTIONS

Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fundraising efforts authorized by the Girl Scout council and in which the local council is a beneficiary. Girl members may not engage in any direct solicitation for money except for Girl Scout Seniors and Ambassadors, who may solicit philanthropic donations to their councils of cash or in-kind goods for Girl Scout Gold Award projects, provided they have secured prior written permission from their council's Chief Executive Officer, Chief Development Officer, or their designee. In addition, girls must abide by their own council's

policies and procedures with regard to this matter. The National CEO in consultation with the National Board Chair may give permission to raise money in times of a major national or international emergency, with prior written notice to the National Board. Councils will be notified of this action in writing.

JULIETTE LOW WORLD FRIENDSHIP FUND

All monies collected for the Juliette Low World Friendship Fund must be used “for the promotion of Girl Guiding and Girl Scouting throughout the world as a contribution toward world peace and goodwill” and shall be administered by the National Board of Directors of Girl Scouts of the United States of America in its sole discretion. (The resolution creating the Juliette Low World Friendship Fund was adopted by the National Council, October 1927.)

Troop/Community Finances.

1. All troops and Communities should open a checking account bearing the name Girl Scouts of Gateway Council including troop/community number and using the council EIN number. Accounts shall have at least two authorized signatures.

Standard: A troop must open a checking account prior to participation in product sales.

Standard: Any transactions involving troop funds, including transfer of funds out of an account or closure of an account must be authorized by at least one of the volunteers on the troop bank account or the Customer Care Manager if they are an authorized signer of the account.

Standard: No two signatories on a troop/community bank account may be members of the same family living in the same household or two parties living in the same household.

Standard: Volunteers who are determined to be ineligible to issue personal checks to Girl Scouts of Gateway Council due to history of returned checks may not be a troop/group treasurer and may not be a signatory on a troop/group account.

Procedure: Access the Council web site to search a list of preferred financial institutions offering low or no cost bank accounts. The list is also included in [Volunteer Essentials](#).

Procedures: Troop/Communities must complete the Troop Bank Account Information form and send to Customer Care at customercare@girlscouts-gateway.org within 10 days of opening the account.

Procedures: Troop/Communities must inform the council of account number and authorized signature once an account is opened.

Procedure: Where online access to account information is available, all signers on the account will have access to the account with individual username and password needed to view account information.

Procedure: If online view of statements is not available, statements should be sent to the council or the troop leader or treasurer will send electronic copies to the Customer Care Manager.

Procedure: Individual pin numbers for each leader for multiple debit cards.

2. In the event a troop disbands, all troop funds shall revert to Girl Scouts of Gateway Council, Inc. If reorganization cannot be effected within one month, the Council will allocate the funds. At the close of the year, the funds will be disbursed as follows: (Girl Scouts of Gateway Council)

- The funds remaining in the bank account will be disbursed based on the Troop Disbanding and Unused Troop Funds Section of the VE found [here](#).

3. All troops and Communities shall complete financial reports annually by June 15. (Girl Scouts of Gateway Council)

4. The use of the Council sales tax exemption certificate number is prohibited for purchases of troop, Community, personal or individual items according to Florida State Law and Florida Department of Revenue. (Girl Scouts of Gateway Council)

Organizations Benefiting Minors [s.212.08(7)(l), F.S.]

Who qualifies? Nonprofit organizations incorporated pursuant to Chapter 617, F.S., the primary purpose of which is providing activities that contribute to the development of good character or good sportsmanship, or the educational or cultural development, of minors. This exemption is extended only to that level of the organization that has a salaried executive officer or an elected non-salaried executive officer. (State of Florida, Dept of Revenue)

5. Volunteers who misappropriate troop, group, or Council funds will be dismissed. (Girl Scouts of Gateway Council)

6. The Girl Scouts of Gateway Council, Inc. will pursue to the full extent of the law the recovery of funds owed to the Council or troops by individuals or groups. These funds include, but are not limited to, product sale money, registration fees, camp and program fees and Council Shop bills. (Girl Scouts of Gateway Council)

Money Earning.

1. All troop money-earning projects must be approved in writing by the Customer Care Manager prior to the start of the project. All money earning opportunities are identified in the [Money Earning Basics for Troops](#) found in Volunteer Essentials. In order to engage in additional troop money-earning projects, troops must actively participate in the Girl Scout Cookie Program and Fall Product Program.

- Cookies — 60% of registered members of a troop selling, with a 50-box per girl average (PGA)
- Fall Products — 60% of registered members of a troop selling, with a \$50 PGA (Girl Scouts of Gateway Council)

Procedure: All service unit money-earning projects must be approved in writing by the community's Customer Care Manager prior to the starting date of the project. Guidelines and application are found [here](#). (Girl Scouts of Gateway Council)

2. Daisy Girl Scouts shall not participate in any money-raising activities. (GSUSA)
3. Girl Scouts of Gateway Council does not endorse any product for troop money-earning purposes except Council sponsored product sales. (Girl Scouts of Gateway Council)
4. Product demonstration parties, raffles, drawings, games of chance, the direct solicitation of cash, and the sale or endorsement of commercial products are examples of inappropriate money-earning activities. (GSUSA)

Reimbursement.

Expenses incurred by volunteers are generally not reimbursable by Council except for positions involving extensive travel. (Girl Scouts of Gateway Council)

Standard: Any reimbursement is approved by the appropriate staff prior to seeking reimbursement.

Financial Assistance.

[Financial assistance](#) is available by the Council for GSUSA registered girls and adults to participate in Girl Scout events and activities. Applications for financial assistance are confidential. (Girl Scouts of Gateway Council)

Procedure: Applications may be submitted by the family or by any adult with knowledge of the financial need of the applicant.

Procedure: Troops must participate in cookie sale to be eligible to receive financial assistance for troop dues. Exceptions will be reviewed on a case by case basis.

Program Policies

Place of Religion in the Girl Scout Program. Girls are encouraged and helped through the Girl Scout program to become better members of their own religious group, but every Girl Scout group must recognize that religious instruction is the responsibility of parents and religious leaders. (GSUSA)

Troops Sponsored by Religious Groups. When a Girl Scout troop is sponsored by one religious group, members of different faiths or religious affiliations within the troop shall not be required to take part in religious observances of the sponsoring group. (GSUSA)

Health and Safety. Girl Scouts of the United States of America, local councils, other units holding a credential, and USA Girl Scouts Overseas committees shall be responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. (GSUSA)

Administration of Girl Scout Camping. All types of Girl Scout camping must be under the administration of a Girl Scout council, federation or group licensed by Girl Scouts of the United States of America, except that troop camping by a USA Girl Scouts Overseas troop overseas may be authorized by its troop committee. (GSUSA)

Programs Dealing with Sensitive Issues or High Risk.

The volunteer must obtain parental permission and seek special resource consultants when offering older girl programming which deals with sensitive or controversial issues. (Girl Scouts of Gateway Council) In addition, programs and activities of unusual or high risk, or requiring specialized skill, training or equipment, or have the potential for serious injury, require written parental/guardian permission and Council approval. (Girl Scouts of Gateway Council)

Transporting Girls.

The Council must approve renting or chartering arrangements for vehicles hired specifically to transport girls. (Girl Scouts of Gateway Council)

Procedure: Contracts for the use of buses must be signed by the Chief Executive Officer or the president of the board of directors, or their designee. A log must be completed and forwarded to council with a copy of the Certificate of Insurance and the contract to charter the vehicle.

Procedure: When other types of vehicles are rented, leased, or borrowed for the purpose of transporting girls or equipment, a log must be completed and forwarded to council with a copy of the Certificate of Insurance and the contract to charter the vehicle.

Procedure: Adults using 15- passenger vans should be knowledgeable about safe loading procedures. Whenever possible, 15- passenger vans built after 2003 should be utilized.

Post Event Pick-up.

A parent or legal guardian must provide written permission for anyone other than the parent or guardian to pick a girl up from a Girl Scout activity/event. The permission must include the name of the girl, the event and date of the event, the person to whom the girl will be entrusted and signature of the parent or guardian. In cases where the parents are divorced or separated, the custodial parent must provide the permission. (Girl Scouts of Gateway Council)

Standard: A parent or legal guardian must provide written permission for girls who walk to and from a Girl Scout event or activity.

Standard: The troop leader will secure prior written permission for the leader or her designee to transport girls who are left without a ride from a Girl Scout activity/event.

Procedure: At time of registration, leader will advise parents/guardians the late pick-up procedure that will be used for troop meetings, special activities, and events, including the length of time a girl will be supervised at the pick-up site and where the girl will be transported after the designated grace period.

Troop Trips.

All of the information and proper documentation is linked [here](#) to help you have a successful adventure. Protect yourself by taking the time to complete all necessary documentation. (Girl Scouts of Gateway Council)

Standard: A currently certified First Aider will be present for activities involving high or unusual risk, overnights and day or overnight camping. Refer to Safety Activity Checkpoints for the appropriate level of First Aider needed.

Procedure: The adult volunteer designated as a troop/group leader should not serve in the volunteer position of troop First Aider.

Procedure: Following the trip or outing, a trip evaluation form should be completed within one (1) week of the trip, in consultation with members of the troop/group.

Movies.

Movies shown at Daisy, Brownie, and Junior events must have a "G" rating. Movies shown at Girl Scout Cadette, Senior, and Ambassador events must be rated "G", "PG", or PG-13. Leaders must obtain written parent permission before girls can watch a movie rated "PG-13". No "R" or "NC" rated movies are permitted to be shown at any Girl Scout event. (Girl Scouts of Gateway Council)

Procedure: Written parent permission must be obtained from parents or guardians for every girl participating in a Girl Scout activity in order for a PG-13 movie to be shown.

Procedure: Leaders should preview a movie before showing the film to girls and inform parents of the film that will be shown.

Website.

1. A Girl Scout troop/group website must not contain information that could jeopardize the safety and security of girls and adults.

Procedure: Eliminate any personal identifiers and information that could help someone locate Girl Scouts by doing the following:

- a) Use only girls' first names.
- b) Never post addresses, phone numbers or email addresses.
- c) Do not list addresses of group meeting places or dates and times of meetings, events or trips.
- d) Do not allow automatic posting of messages by using message boards or guest books that are not continually monitored.

- e) Ensure that messaging systems do not allow girls or adults to post their email addresses.
 - f) Do not use pictures of individual girls who are identified in any way, without parental permission.
2. Dates, times, and location of Girl Scout and troop/group events should not be posted on a website.

Procedure: A group leader who wishes to communicate upcoming events with families of girls should use email or the Volunteer Toolkit instead of posting details on a website.

3. Implied Endorsements- Girl Scout troop/group websites should not have hyperlinks to websites containing paid advertising or selling merchandise, to avoid implied Girl Scout endorsement of the products they offer.

Approved by the Board on March 19, 2020