

Council Volunteer Policies and Procedures

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Council Volunteer Policies and Procedures

Revised August 2018; effective October 1, 2018

Notes

- Girl Scouts of Oregon and Southwest Washington (GSOSW) views *Volunteer Essentials* and *Safety Activity Checkpoints* and all their contents as the minimum standards by which Girl Scouting will operate in the council. GSOSW may choose to develop policies more strict than outlined in *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Unless otherwise noted, “adult” refers to someone who is at least 18 years of age, not in high school **and** registered as an adult member of the organization.
- Throughout this document, female pronouns are used to represent both female and male genders.
- “Groups” is used throughout this document to refer to troops, service units, day camps, program groups (e.g., Girl Scouts Beyond Bars, Puentes), travel groups, events or any other form of participation pathway within Girl Scouting.
- “Volunteer” – GSOSW defines volunteer as, “an adult member who gives her time to extend the Girl Scout Leadership Experience to girls, either directly or indirectly.”
 - Direct volunteers are individuals who work directly with girls and facilitate the delivery of the Girl Scout Leadership Experience from a variety of volunteer positions (e.g., leaders, advisors, troop committee members, day camp staff, unit leaders, event chaperones, activity drivers).
 - Indirect volunteers are volunteers who support girls “behind the scenes” as strategic thinkers, administrators or project-based volunteers (e.g., service team members, board members, school organizers, treasurers, trainers, delegates).

Membership Registration

Policy

All girls and adults participating in the Girl Scout Movement will be registered as members of Girl Scouts of the USA (GSUSA) and pay annual membership dues, except those adults who are registered lifetime members. All members agree to abide by the policies and principles of GSUSA and GSOSW.

Procedure

Troop funds may be used to pay for girl and adult memberships. Troops are encouraged to budget for their members' renewal membership registrations as part of their annual financial planning.

When a family is in need, GSOSW offers financial assistance for annual membership registration to girls and adults. This assistance is limited to available funds, and provided solely at GSOSW's discretion.

For girl registrations, the girl's parent/guardian may request financial assistance at the payment screen of the GSOSW online registration.

For new adult members (joining Girl Scouts for the first time), the adult may request financial assistance for membership dues at the payment screen of the GSOSW online registration. For renewing adult members, financial assistance for membership registration is only available for volunteers in these key roles: troop leader/co-leader, troop treasurer, and troop cookie/product manager.

When a family is in need, GSOSW also offers book and uniform assistance to girls once per program level. This assistance must be requested online (available on the [Forms](#) page of the GSOSW website) by the parent/guardian of a currently registered girl.

Adult Volunteers

Non-Discrimination

Policy

There will be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there will be no discrimination on the basis of race, color, ethnicity, gender, creed, national origin, sexual orientation, gender identity, veteran status or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures will be utilized in the recruitment, selection, training, placement and recognition of volunteers. Special emphasis will be placed upon securing representation of under-represented minority populations.

GSOSW does not discriminate, but does not endorse any particular lifestyle. We have firm standards relating to appropriate conduct. We do not permit sexual display of any sort by our members. We do not permit the advocacy or promotion of a personal lifestyle or sexual orientation. These are private matters for girls and their families to address. Girl Scout volunteers and staff must at all times serve as appropriate role models for girls.

Impact of Policy

Policy	<p>These policies or the procedures relating to volunteers will not be construed to constitute a contract of appointment, nor vest any rights of continued appointment to any volunteer.</p> <p>The volunteer position is an at-will relationship with the GSOSW. A volunteer is free to resign at any time and for any reason with advanced written notice. The council may also terminate the volunteer's appointment at any time and for any reason.</p> <p>The Council Volunteer Policies and Procedures are subject to change at the discretion of the board of directors of the council.</p>
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Conflict of Interest

Definition	<p>A conflict of interest exists when the interests or concerns of any volunteer, any member of their family, or party, group or organization in which the volunteer is actively involved may be seen as competing with or actually conflicts with the interests or concerns of GSOSW.</p>
Policy	<p>No individual connected with GSOSW will use her affiliation with the council for personal or family gain, for benefit of another individual or organization of which a member is affiliated or for personal, professional, political or monetary gain without proper disclosure and council consent.</p>

Harassment

Definition	<p>Harassment under this policy is any behavior which causes distress, feelings of a lack of safety, or physical harm to another person based on their actual or perceived race, religion, age, gender, gender expression or identity, disability, sexual orientation, citizenship status, place of origin, marital status, or familial status.</p>
Policy	<p>The council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment. It is the policy of the organization to provide all volunteers with an environment free from all forms of</p>

unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

Hostility

Definition | Hostility under this policy is considered to include, but not be limited to, physical violence as well as harassment, intimidation, stalking, coercion, bullying, display of weapons, threats, and talking or joking about hostility whether in person or through some other means of communications including but not limited to: as writing, telephone, voicemail, email, social media or other digital communications.

Policy | **GSOSW strictly prohibits hostility in any form against girl members, adult volunteers, staff members, visitors or anyone else having some involvement with the council.**

Volunteer Selection and Appointment

Definition | There are several steps prior to an individual becoming an active volunteer with GSOSW. Upon completion of the steps, the volunteer will receive notification of appointment. These steps include:

- Register as a member of GSUSA for the current membership year.
- Complete a background check (depending on findings, some restrictions in volunteering may apply).

Under this policy, a “group family function” is defined as a day activity only. For overnight events or activities that include families, all adults wishing to spend the night must successfully complete the council’s volunteer selection and appointment process.

Policy | **Only adults who have become registered members of GSUSA for the current membership year and have successfully completed a criminal background check will be appointed to volunteer positions. Appointed volunteers must also complete the training appropriate to their position.**

The decision to exclude or limit an applicant’s participation as a volunteer is solely within the discretion of GSOSW. An applicant charged with a misdemeanor or felony may be asked to complete a special review process.

Any person who will have direct contact with girls must become a registered member of GSUSA for the current membership year and have successfully completed a criminal background check. Exceptions to this would be an individual who meets all the requirements under either of the below:

- **An individual who:**
 - **Serves as a onetime advisor or consultant, e.g., a speaker or presenter,**
 - **Is never left alone with girl(s), AND**
 - **Is not counted when considering girl/adult ratio.**
- **A parent or guardian who:**
 - **Attends a group family function e.g., court of awards, family picnic, etc.**
AND
 - **Is not counted when considering girl/adult ratio.**

If the group meeting or activity is being held in a private residence all persons 18 years or older who reside at that residence must successfully complete a criminal background check prior to the first meeting.

Procedure | Successful background checks will be valid for three (3) years from the date the background check is completed.

Conflict Resolution

Definition | A “conflict” is defined as any kind of disagreement between two or more volunteers and/or parents; and/or a dispute over the interpretation of one or more council volunteer policies.

Policy | **All volunteers will have the opportunity to present their concerns and work to resolve the issues in a timely manner using the council’s conflict resolution procedures.**

Procedure | When a conflict arises, volunteers are first expected to discuss concerns with the individuals involved. Problem solving should be the goal of these discussions. If this does not resolve the issue then:

1. The parties should jointly discuss the situation with volunteer leadership for support, guidance and resolution.
2. If this does not resolve the issue, each party involved in the conflict will fill out a *Conflict Report* (form #143) and submit it to their service unit manager who will review the reports and continue to work towards resolution.

3. If the service unit manager cannot resolve the conflict, an official conflict resolution meeting will be scheduled with Volunteer Support staff to resolve the issue.

Grievance Resolution

Definition | A “grievance” is an action taken when one or more volunteers take issue with the actions/decisions of an employed staff person.

Policy | **All volunteers will have the opportunity to present their concerns and work to resolve the issue in a timely manner using the council’s grievance resolution procedures.**

Procedure | Volunteers are first expected to discuss concerns with the individuals involved when a grievance arises. Problem solving should be the goal of these discussions. If this does not resolve the issue then:

- The volunteer with the grievance may schedule a meeting (in person or via phone) with the staff member with whom she has a grievance to discuss and attempt to resolve the grievance.
- Within 10 business days of an unsatisfactory solution with the staff member, the volunteer with the grievance will first contact the staff person’s immediate supervisor. The grievance must be submitted in writing to continue the grievance process. The grievance must include the results of the first attempt at resolution, including dates, times, individuals involved, proposed resolution and an explanation of why the proposed resolution does not solve the grievance. The staff person’s immediate supervisor will respond to the request within 10 business days of receipt of the grievance and offer direction and/or a resolution.
- If the issue is not resolved, the volunteer with the grievance may, within 10 business days of receiving the response from the immediate supervisor, submit to the next level of supervision a request, in writing, to continue the grievance process. The request to continue the grievance must include the results of the prior attempts at resolution, including dates, times, individuals involved, proposed resolution and explanation of why the proposed resolution does not resolve the grievance. The next level of supervision will respond to the request within 10 business days of receipt of the request and offer direction and/or a resolution.
- This process will continue until either the grievance is resolved OR the grievance process reaches the CEO of GSOSW. If the issue is not resolved, the volunteer with the grievance will, within 10 business days of the last meeting held to resolve the grievance, submit to the CEO, or her designee, a request in writing to continue the

grievance process. The request should include the results of all prior attempts at resolution, including dates, times, individuals involved, proposed resolution and an explanation of why the proposed resolution does not resolve the grievance. The CEO, or her designee, will respond to the request within 10 business days of receipt of the request and will make a final binding decision.

Rescission of Volunteer Appointment

Policy | **Volunteers may be released from their positions prior to the specified end of term of service.**

Indemnification and Liability Insurance

Policy | **GSOSW’s indemnification and liability insurance coverage will be extended to volunteers who are acting within the scope of their appointed position within GSOSW, are complying with all parts of these policies and complying with all standards and checkpoints identified in *Volunteer Essentials* and *Safety Activity Checkpoints*.**

Contracts

Policy | **No Girl Scout volunteer will enter into any agreement or contract that is binding on the council or includes a hold harmless clause.**

Procedure | “Binding” is defined as imposing or including a monetary cost or payment as part of the agreement or contract.

Any agreement or contract that is binding on the council and/or includes a hold harmless clause is to be forwarded to the volunteer’s staff contact, who will forward it to the appropriate staff member for signing. An example could be a building/facility use contract.

To allow adequate time to review agreements or contracts, documents should be submitted at least two (2) weeks prior to the start date of the agreement.

Volunteer Learning

Adult Learning

Policy | Completion of volunteer learning courses is required as determined by the volunteer position and outlined in council procedures.

Procedure | The following are courses required for volunteers providing direct or indirect service to girls. This does not apply to short-term volunteers with two days or less of volunteer time (a day is defined as any amount of time spent in a volunteer role during a 24-hour period).
 Additional learning courses are required for certain activities. See the travel chart in the Girl Leadership Experience section of these policies on page 122 See page 11 in Volunteer Essentials for the full descriptions of the required training.
 Two volunteers who fill the training requirements of the troop or group leader are required per troop/group are required to meet the “group composition” policy highlighted on page 131.

Positional Training Requirements			
Volunteer Title	Troop or group leader	Troop treasurer/account signers	Troop helper
GS 101	Required prior to position appointment	Required	Recommended
Volunteer Essentials & Safety	Required prior to position appointment	Required	Required
Leadership Jumpstart	Required prior to position appointment	Recommended	Recommended
Troop Finance	Required prior to position appointment	Required	Required if handing troop or group monies and/or is a signer on the troop bank account
Grade Level	Required within three (3) months of position appointment	Recommended	Recommended
**Other required position and/or activity specific	Required by activity type (see pages 122-126)	Required by activity type (see pages 122-126)	Required by activity type (see pages 122-126)

Positional Training Requirements cont.			
Volunteer Title	Fall and cookie product manager	Service team member	Council-level volunteer team member
GS 101	Required	Required	Required
Volunteer Essentials & Safety	Required	Required	Required
Leadership Jumpstart	Recommended	Recommended	Required
Troop Finance	Required	Required if handling troop or group monies and/or is a signer on the troop or group bank account	Required
Grade Level	Recommended	Recommended	Recommended
**Other required position and/or activity specific	Required by activity type (see pages 122-126)	Required by activity type (see pages 122-126)	Required by activity type (see pages 122-126)

Positional Training Requirements cont.			
Volunteer Title	Booth sales assistant	Extended travel advisor/council-sponsored trip advisor	Extended travel chaperone/council trip chaperone/alternate
GS 101	Recommended	Required	Required
Volunteer Essentials & Safety	Recommended	Required	Required
Leadership Jumpstart	Recommended	Required	Recommended
Troop Finance	Recommended	Required	Required if handling troop or group monies and/or is a signer on the troop bank account
Grade Level	Recommended	Required	Recommended
**Other required position and/or activity specific	Day Trips OR Online booth sale assistant training	Day Trips Indoor Overnights Extended Travel	Day Trips Indoor Overnights Extended Travel

**Additional required courses are based on activity type. At least one adult participating in the activity must have completed the required course in the specified timeline. Please see the Girl Leadership Experience section starting on page 120 for the specific requirements for each activity type.

Online Finance Training is required for all volunteers who are signer on a troop bank account, or who directly work with troop funds.

Volunteers may be asked to take additional courses to update or improve skills in certain areas.

The standards outlined in *Volunteer Essentials* and *Safety Activity Checkpoints* regarding what specialized courses are required before undertaking certain activities will be followed. GSOSW has additional standards, including courses and certifications required for higher risk activities. Contact the appropriate program or volunteer learning services staff for more information on these additional standards.

Participants need to pre-register for all classroom-delivered learning courses listed on the GSOSW website adult training page. Registration is completed through the GSOSW website activities page or your My GS account. A course may be cancelled if the minimum number of participants has not registered for the course by the registration deadline.

- Registrations will be accepted on a first come, first served basis.
- If there is a fee for the course, it is to be included with the registration. Incomplete registrations will not be accepted.
- Registrations must be received by the registration deadline or a late fee will apply.
- Volunteers are directed to complete courses well in advance of event in order to take advantage of skill progression and girl-led activities.

Failure to take required courses may result in dismissal from the position or be grounds for non-reappointment.

Participants need to be present for the entire course in order to receive credit for attending the course.

Volunteers transferring from other Girl Scout councils who have documentation of prior experience or coursework may request a waiver from some required council courses.

Contact Volunteer Learning Services staff for more information.

Adult Recognitions

Policy

GSOSW will follow a system of recognitions that is outlined in council adult recognition guidelines and by GSUSA.

Procedure	<p>The process for nominating any adult volunteer for excellence in their position can be found on the adult recognition page of the GSOSW website. Timelines for nominations are to be strictly followed so that each nominee receives the opportunity to be considered.</p> <p>Nominations are reviewed by a volunteer adult recognitions committee and administered through the GSOSW Volunteer Learning Services department</p>
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Product Program

Definition	GSOSW's council-sponsored money-earning activities are the Fall Product Program sale and the Girl Scout Cookie Program.
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Policy	<p>The only council-sponsored money-earning activities are those approved by the board of directors.</p> <p>Only registered groups and registered girls may participate in council-sponsored money-earning activities. Girls must have a signed parent/guardian approved form before taking orders and selling any products.</p> <p>Group leadership must provide eligible girls with the opportunity to participate in the council-wide product sales. (Because of GSUSA determinations, groups cannot be penalized for not participating in council-sponsored money-earning projects.)</p> <p>All product distributed to groups and Girl Scout families will be signed for and the signing party will be financially responsible for that product.</p> <p>Product distributed to groups and Girl Scout families is not returnable to the service units or council.</p> <p>All service unit and group product sales managers will be registered members of GSUSA for the current membership year and will have successfully completed a criminal background check.</p> <p>Group proceeds earned through the product sale are the property of the group and at no time does the girl or her family receive these funds directly.</p> <p>In order to participate in any of the product sale programs, troops must meet the following criteria:</p> <ul style="list-style-type: none"> • Troops/groups and girls participating must be registered for the current membership year. • Ongoing troops must turn in end of year financials and be clear of all outstanding monies owed to Girl Scouts of Oregon and Southwest Washington. • The troop must have two leaders that are trained, registered and have a current background check.
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- **The troop must have a bank account with two signers**
- **Troop product managers must be trained by the service unit product manager before receiving materials.**
- **All parents/guardians/IRM advisors must sign the online *Ethics Pledge and Permission & Responsibility Agreement* at <http://ethics.girlscoutsosw.org>.**

Troops that participate in product sale programs must adhere to the “group composition” policy highlighted on page 131.

Procedure

Individual Booth Sales

“Individual booth sales” are defined as a booth sale benefitting one girl and staffed by the girl and her parent/guardian.

Any parent/guardian who has been restricted by the council from handling funds is not allowed to participate in an individual booth sale.

Parents/guardians will need to work with the group product manager to sign up for booth sales after booth sale sign ups become “unlimited” for groups. The parent/guardian will also need to work with the group product manager to release any slots she has signed up for but will not be using at least 48 hours in advance of the booth sale.

Groups get first priority at signing up for booth sales locations.

Group Booth Sales and Booth Sales Assistants

Group booth sales require two adults (who are both registered members of GSUSA for the current membership year and have successfully completed a background check) to be present at all times. These adults are known as booth sale assistants. One of these adults must have successfully completed Day Trips training **OR** the online booth sale assistant training.

The booth sale assistant workshop is a short meeting where the group product manager, leader or co-leader provides the booth sale assistant(s) with relevant information needed while at the booth sale. The outline of the workshop is available from the group product manager.

Adults who have been restricted by the council from handling funds are not allowed to participate in group booth sales.

All booth sales must be approved in advance by the service unit product manager.

Communications

Policy

When using Girl Scout channels, members are only permitted to promote events/opportunities that are directly related to Girl Scouts.

Members must follow GSOSW's *Online and Social Media Procedures*.

Adult members must follow GSOSW's *Media Relations Guide for Girl Scouts*.

Procedure

Girl Scout channels include, but are not limited to, Girl Scout Yahoo groups, social media, email, fliers, newsletters, announcements and websites.

Activities and camps that can be promoted are those led by staff, service unit and group volunteers, and Girl Scout-specific events offered by program partners. If you are unsure if an organization is a current program partner, contact GSOSW Program staff.

Service project opportunities can be promoted as long as the receiving organization's mission and purpose are consistent with Girl Scouts' mission.

GSOSW's *Online and Social Media Procedures* is located on the council's website under "Forms."

GSOSW's *Media Relations Guide for Girl Scouts* is located on the council's website under "Forms."

Group Money Earning

Money-Earning Activities

Definition

"Money-earning" refers to activities following a budget that are planned and carried out by girls in partnership with adults to earn money for the group treasury.

Money-earning activities have program value for girls with "earning" being the operative word. The girls provide products or services (car wash, babysitting, dog walking, etc.) in exchange for payment.

Policy

Participation by groups in money-earning activities, other than council-sponsored product sales, must have demonstrated need and prior approval.

Non council-sponsored money-earning activities will not be approved if group financial reports are not current.

Group money belongs to the group and is not to be attributed to any individual girls.

Procedure	<p>Money-earning activities will not receive approval if scheduled to be held during the order-taking portion of the Fall Product Program or during any aspect of the Girl Scout Cookie Program.</p> <p>A group will complete the <i>Application for Additional Money Earning Activity</i> (form #113) and submit it for approval to the service unit event and travel coordinator at least four (4) weeks prior to the proposed event. If there is no service unit event and travel coordinator, the form is to be submitted to the staff member who manages the travel pathway. Upon approval by the volunteer service team member, the application is to be submitted to the staff member who manages the travel pathway at least two (2) weeks prior to the proposed event.</p> <p>Girl Scout Daisies do not participate in group money-earning activities other than council-sponsored money-earning activities.</p> <p>Per <i>Volunteer Essentials</i>, raffles, bingo and other games of chance cannot be approved.</p> <p>Commercial products with packaging and/or company logo/name may not be sold by Girl Scouts. To do so would imply endorsements of the products by Girl Scouts, which is not allowed.</p>
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Donations

Definition	<p>Donations can be cash or in-kind (materials and services) for which the donor does not receive any goods or services.</p> <p>Cash from companies that donate to non-profits based on employee volunteer work (e.g., Intel, Wal-Mart) is also considered a donation. These funds can be designated to a specific group or activity and are called “pass-through donations” by GSOSW.</p>
Policy	<p>Only registered adult volunteers may solicit donations to support Girl Scout programs or services. Girls will not solicit donations.</p> <p>All volunteers soliciting donations of any kind must receive approval to request and accept donations on behalf of Girl Scouts.</p> <p>Any donation, including pass-through donations, for which the donor requests a receipt for a charitable contribution must be made directly to GSOSW. GSOSW, as the non-profit organization, will issue a receipt to the donor in accordance with IRS regulations.</p> <p>Donations may not be designated for the benefit of a specific girl or adult.</p> <p>Door-to-door soliciting will not be permitted except for council product sales.</p>

Procedure	<p>The IRS requires a receipt for all donations over \$250 if claimed as a deduction.</p> <p>Donation solicitation might not receive approval if scheduled to be conducted during some local United Way campaigns.</p> <p>Donation solicitation will not receive approval if scheduled to be conducted during the order taking portion of the Fall Product Program or during all aspects of the Girl Scout Cookie Program.</p> <p>Adult volunteers will submit the <i>Donation Authorization</i> (form #606) to the GSOSW development associate for final approval at least four (4) weeks prior to the solicitation.</p> <p>Pass-through donations received by GSOSW for designated groups will be forwarded in a timely manner to the adult in charge of the designated group, once the funds are received by the Finance department of GSOSW.</p> <p>Volunteer-hour matches received by GSOSW may be requested as a pass-through donation for groups by using the <i>Donation Authorization</i> (form #606). Funds received will be forwarded in a timely manner to the adult in charge, once the funds are received by the Finance department of GSOSW.</p>
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Fundraising/Fund Development

Definition	<p>Fundraising/fund development refers to a relationship between a Girl Scout volunteer and a donor – one in which the donor lends support to the organization and/or group in the form of money, products or services to benefit the organization’s objectives and services to girls or the group’s budgeted activities. The donor receives a tax deduction, as allowable by law.</p>
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Policy	<p>Fundraising/fund development is the responsibility of the adult members of the council. Individual girls or groups will not solicit funds.</p> <p>Prior approval will be obtained for any adult fundraising activity.</p>
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Procedure	<p>Adult volunteers will submit the <i>Donation Authorization</i> (form #606) to the GSOSW development associate at least two (2) weeks prior to the solicitation for final approval, which is required to assure that businesses aren’t being over-solicited.</p> <p>Fundraising might not receive approval if scheduled to be conducted during some local United Way campaigns.</p> <p>Girl Scouts, in their Girl Scout capacities, cannot solicit money for other organizations or individuals.</p> <p>Girl Scout troops/groups will not receive approval to participate in crowdsource funding campaigns.</p>
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Group Finances

Bank Accounts

Policy

All groups will be required to establish a Girl Scout bank account prior to engaging in any money earning activity or when funds on hand exceed \$100.

All accounts will be opened under the council's tax ID number and account information will be kept on file with the council's financial department.

Group bank accounts will:

- Only be used for Girl Scout expenses, be used for all group expenses, and contain only Girl Scout funds.
- Have a minimum of one signature on a check.
- Have a minimum of two signers on all accounts. All signers must be unrelated by blood, marriage or household, be a currently registered member of GSUSA and have successfully completed a criminal background check.
- Not have any signer(s) who have been restricted from handling Girl Scout funds.
- Not have an employed staff member as a signer on the account unless it is a staff-led group.

Girl Scout funds will not be commingled with non-Girl Scout funds in any manner.

Group accounts may have up to one debit card per signer on the group account, with no signer having more than one debit card.

Groups will not establish credit card accounts or hold credit cards in the name of the group.

Money earned is property of the group and at no time does the girl or her family receive group funds directly.

Girl Scout funds from one group will not be commingled with funds from any other Girl Scout group without the express permission of the treasurer liaison.

Procedure

Troops interested in opening bank accounts should contact the service unit treasurer to request the required account authorization paperwork and obtain approval for opening an account with the assigned troop number. All groups that are not considered troops must request authorization from the council treasurer liaison for all banking needs.

To maintain Girl Scout records, each group or troop must report their bank account number to their service unit treasurer. In order to change signers on any troop bank account, the troop must request required authorization paperwork from their service unit treasurer.

When free banking is available, paying bank charges is not an appropriate use of girl funds. Troops should use paperless banking as a resource when available.

Any volunteer not complying with these Council Volunteer Policies and Procedures and/or found to be mismanaging Girl Scout funds may be restricted from handling Girl Scout funds or released from their volunteer position.

Financial Statements

Policy

Each group will maintain accurate records of income and expenses and will submit reports as required.

Adult(s) in charge of group funds and/or bank accounts will be currently registered members of GSUSA and have successfully completed a criminal background check and be held accountable for those funds at all times.

Procedure

A completed *Troop Financial Report* (form #108), along with a copy of the group's most current bank statement, must be submitted to the service unit treasurer for review no later than June 30 of the current program year. The date of the report should coincide with the most recent bank statement date. The service unit treasurer will submit all forms to the treasurer staff liaison by July 30 of the current program year. If there is no service unit treasurer, the form is to be submitted directly to the treasurer staff liaison at troopfunds@girlscoutsosw.org.

Each troop or group must maintain financial records through an organizational system, using any combination of a binder or secure electronic drive containing copies of all up to date transaction logs (form #107, #107b or similar financial tracking tool), receipts, bank statements, product sale summaries, *Troop Financial Reports* (form #108) and any additional financial paperwork. Records are to be kept with the troop and should be available for review by parents/guardians, the girls in the troop, service team members, and/or GSOSW staff for no less than three (3) years.

A completed *Service Unit Financial Report* (form #208), along with transaction logs and a copy of the service unit's most current bank statement, must be submitted to the treasurer staff liaison no later than July 15 of the current program year.

The *Service Unit Financial Report* (form #208), all receipts and a Detailed Bank Activity Record (form #107, or similar financial tracking tool) are to be kept with the service unit records and available for review by the members of the service unit, service team and/or GSOSW staff for no less than three (3) years.

Reimbursement for Expenses

Policy	Reimbursements for expenditures from group and/or council budgets must be approved in advance by the appropriate person.
Procedure	<p>Troops will only reimburse expenses that directly relate to a troop activity, and troop spending should be discussed in advance. In any request for reimbursement, it is important to keep financial records with receipts and by noting what the purchase was for, the date the reimbursement was completed, and by whom. Reimbursement requests should be submitted promptly after the expense is incurred as a troop or group may elect not to reimburse items submitted past 60 days.</p> <p>Reimbursements must be made by request to a signer on the troop or group bank account. At no time is anyone permitted to pay for an activity with personal funds and reimburse themselves. Co-mingling of troop and personal funds, even with the intention to pay the troop back is strictly prohibited.</p> <p>When reimbursing for driving expenses, reimbursements are to be made based on number of miles driven. Reimbursement for gasoline is not allowed by the IRS.</p>

Disbanding & Merging Groups

Policy	Groups will follow the council's disbanded group procedures.
Procedure	<p>A troop/group is considered <u>disbanding</u> when the following apply:</p> <ul style="list-style-type: none">• The girls have graduated high school.• The troop has decided to no longer be active.• Memberships are not renewed by November 30.• The troop does not meet the membership criteria of at least two leaders and five girls. <p>(exceptions may be approved by GSOSW volunteer support staff).</p> <p>A Troop is considered <u>merging</u> when it has decided to continue by joining another existing troop.</p> <ol style="list-style-type: none">1. Notify all current members and their parents/guardians that the troop leadership has chosen to disband, merge, or that the troop will no longer be continuing. Share they ways their girl can still participate; with a different troop, as a member in any council activities, or as an individually registered member.

2. Communicate merging plans with your service unit and email disband@girlscoutsosw.org to initiate the disband process. Include the planned timing of the disband or merge.
3. Download the Disband/Merging Troop Packet from the GSOSW website and follow the instructions within 30 days. This packet includes the Final Troop Financial Report and the Troop/Group Roster.
4. Submit the Disband/Merging Troop Packet to disband@girlscoutsosw.org and keep a copy of all paperwork for your records for 3 years.
 - a. **For Disbands:** If there are remaining troop funds, close the troop/group bank account and mail the balance as a cashier's check to GSOSW Disband at 9620 SW Barbur Blvd., Portland, OR 97219.
 - b. **For Merging:** If there are remaining troop funds, close the troop/group bank account, and transfer funds to the continuing troop. Combined troop funds will be the property of all the girls in the continuing troop.

Remaining troop funds submitted to council are held for one year.

- If a troop reforms within a year from disbanding, remaining funds may be restored to the troop. A request for the funds for returning girls' use is to be submitted to disband@girlscoutsosw.org.
- If a girl from a disbanded group rejoins Girl Scouts within one year, a portion of the disbanded group's funds may be requested to be transferred to her new group. A request for the transfer of the funds from the new group leader is to be submitted to disband@girlscoutsosw.org.
- Any portion of the disbanded groups funds remaining after one year will be used to benefit other girls through financial assistance.

Groups with equipment should contact either their staff liaison (for groups other than troops) or their service unit manager (for troops) to determine the disposition of the equipment.

Girl Transfers and Troop Divisions

Definition

A "transfer" is defined as a girl leaving one troop and joining another troop while her original troop remains active.

A "troop division" is when the intention is for one or more groups of girls to leave a troop and form two or more Girl Scout troops as defined by the "group composition" policy highlighted on page 131.

Policy

Groups shall follow the council's girl transfer procedures.

Procedure | Girl Scout group money belongs to the group and is not attributed to any individual girls. For girls who transfer to a new troop, the girl’s original troop, in a gesture of Girl Scout sisterhood, may decide to make a gift to the new troop.

For those troops dividing and forming new troops, the troop funds at the time of the division will be divided equally between each new troop, based on the number of girls in each.

Lost/Stolen/Misappropriated Girl Scout Funds or Property

Policy | **If any Girl Scout funds and/or property are lost, stolen or misappropriated at any level of Girl Scouting, an investigation will be conducted and parties involved may be subject to legal action.**

Any volunteer responsible for missing funds may be removed from their volunteer position and may be subject to legal action.

Procedure | GSOSW may request a review of any troop, group, or service unit bank account either as a random audit or due to discrepancies in financial report information, missing information, inquiries from girls, volunteers, etc., pertaining to appropriate use of Girl Scout funds.

The individual(s) responsible for lost, stolen, or misappropriated Girl Scout funds or property must promptly provide all financial recording information as requested in order to comply with GSOSW policy. GSOSW staff will conduct an investigation and notify involved parties, as appropriate, of any legal action, financial restrictions, suspensions, or removal of volunteers from any roles.

Girl Leadership Experience

Travel

Definition | A “day trip” is defined as any activity planned outside of the group’s regular meeting place, time and date AND does not include an overnight.

“Overnight travel – non-camping” is defined as any activity or event that takes place beyond the normal meeting date and/or time and lasts for at least one (1) night but no more than three (3) nights AND the overnight is in a closed structure with running water, heat, flush toilets, kitchen facilities or restaurants, and phone/cell coverage. NOTE: group travel of three (3) nights or more **requires** the purchase of additional Girl Scout insurance EXCEPT when the travel is during an official federal holiday.

“Overnight travel – camping established site (including Adirondacks and screened cabins)” is defined as any activity or event that takes place beyond the normal meeting date and/or time and lasts for at least one (1) night but no more than three (3) nights AND camping in an established site that is missing one or more of the amenities listed in “overnight travel – non-camping.” NOTE: group travel of three (3) nights or more **requires** the purchase of additional Girl Scout insurance EXCEPT when the travel is during an official federal holiday.

Policy

Any adult traveling with girls must be a currently registered member of GSUSA and have successfully completed a criminal background check.

At least one registered adult accompanying the group must have completed the required training.

A signed parent/guardian permission form is required for each girl for activities that take place beyond the normal group meeting date, place and/or time OR for any activity or event that could be considered sensitive in nature.

Notice must be submitted, and approval received, for any activity that includes an overnight.

***Safety Activity Checkpoints* regarding overnights and travel will be observed for all activities.**

Procedure

The *Annual Permission Slip and Health History* (form #120) provides parent/guardian permission to travel to, attend and participate in troop and council-sponsored activities that are not more than three (3) nights AND not considered high-risk activities or sensitive issues as defined in the next section and outlined in *Safety Activity Checkpoints*.

If a parent/guardian chooses not to sign the *Annual Permission Slip and Health History* (form #120), she will need to sign the *Individual Permission Form and Health History for Troop/Group or High Risk Activity* (form #117) for each activity or event that takes place outside of the regular group meeting place, time and date that is not more than three (3) nights.

The *Individual Permission Form and Health History for Troop/Group or High Risk Activity* (form #117) is to be used to obtain parent/guardian permission allowing a girl to travel to and from, attend, and participate in activities considered high-risk or sensitive in nature, as defined in the next section and outlined in *Safety Activity Checkpoints*.

The *Notice of Intent for Troop/Group Travel* (form #119) is required to be signed by a troop leader and approved by their service unit’s event and travel coordinator at least three (3) weeks prior to a proposed event in order for girls to be able to travel to and from, or attend and participate in any overnight trip lasting one (1) to three (3) nights.

Any event lasting more than three (3) nights is considered a high risk activity.

The *Extended Travel Permission Slip* (form #118) signed by a parent/guardian is required for a girl to travel to and from, attend, and participate in group and council-sponsored activities that are four (4) nights or more.

Use the following Travel Activity chart to determine the form needed and where to submit it, any activity specific training(s) required (previously referred to on pages 108-110), additional insurance needs, any minimum age requirements and/or any First Aid/CPR/WFA requirements for the type of travel selected:

Travel Training Requirements

Procedure

It is recommended that at least two (2) adults attending the outing are fully trained. If one trained adult cannot attend on the day of the outing, this provides an alternate to meet the outing requirements.

For more complete information about overnight travel of all kinds, see the “Camping” section of *Safety Activity Checkpoints*.

See following Travel Activity chart for travel training requirements by outing type:

Day Trips	
Criteria	<ul style="list-style-type: none"> • Outside regular meeting place/time/date AND • Does not include an overnight
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> • <i>Annual Permission Slip and Health History</i> (form #120) OR <i>Individual Permission Form and Health History for Troop/Group or High Risk Activity</i> (form #117) • No approval needed (troop leader keeps permission slips)
Learning Courses Required	<ul style="list-style-type: none"> • Position-specific trainings • Grade Level Training • Day Trips <p>Courses to be completed at least two (2) months prior to activity</p>
Girl Scout insurance required	Yes, if non-members are participating
Minimum Age	None
First Aid/CPR required by at least one person attending the activity	As required by <i>Safety Activity Checkpoints</i>

Indoor Overnight – Non-Camping

Criteria	<ul style="list-style-type: none"> • Beyond normal meeting place/time/date • Includes an overnight but not more than three (3) nights • Staying in a closed structure with the following amenities: <i>running water, heat, toilets, kitchen facilities or restaurant and phone/cell coverage</i>
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> • <i>Annual Permission Slip and Health History</i> OR <i>Individual Permission Form and Health History for Troop/Group or High Risk Activity</i> • <i>Notice of Intent for Troop Travel (NOI)</i> (form #119) (submit to service unit event and travel coordinator three (3) weeks prior to activity)
Learning Courses Required	<ul style="list-style-type: none"> • Position-specific trainings • Grade Level Training • Day Trips • Indoor Overnights <p>Courses to be completed at least three (3) months prior to activity</p>
Girl Scout insurance required	Trips of three (3) nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday
Minimum Age	Subject to <i>Safety Activity Checkpoints</i>
First Aid/CPR required by at least one person attending the activity	Yes

Overnight – Camping at an Established Site

Criteria	<ul style="list-style-type: none"> Beyond normal meeting place/time/date Includes an overnight but not more than three (3) nights Camping in an established camp site that is missing one or more of the amenities listed in “Indoor Overnight – non-camping”
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> <i>Annual Permission Slip and Health History</i> (form #120) OR <i>Individual Permission Form and Health History for Troop/Group or High Risk Activity</i> (form #117) <i>Notice of Intent for Troop Travel (NOI)</i> (form #119) (submit to service unit event and travel coordinator at least three (3) weeks prior to event)
Learning Courses Required	<ul style="list-style-type: none"> Position-specific trainings Grade Level Training Day Trips Indoor Overnights Outdoor Skills <p>Courses to be completed at least three (3) months prior to activity</p>
Girl Scout insurance required	Trips of three (3) nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday
Minimum Age	Subject to <i>Safety Activity Checkpoints</i>
First Aid/CPR required by at least one person attending the activity	Yes <ul style="list-style-type: none"> Wilderness First Aid (WFA) required if more than 30 minutes from emergency medical system (EMS)

Overnight - Backpacking

Criteria	<ul style="list-style-type: none"> Beyond normal meeting place/time/ date Includes an overnight but not more than three (3) nights Camping in a non-established site
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> <i>Annual Permission Slip and Health History</i> (form #120) OR <i>Individual Permission Form and Health History for Troop/Group or High Risk Activity</i> (form #117) <i>Notice of Intent for Troop Travel (NOI)</i> (form #119) (submit to service unit event and travel coordinator at least three (3) weeks prior to event)
Learning Courses Required	<ul style="list-style-type: none"> Position-specific trainings Grade Level Training Day Trips Indoor Overnights Outdoor Skills <p>Courses to be completed at least three (3) months prior to activity</p>
Girl Scout insurance required	Trips of three (3) nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday
Minimum Age	Subject to <i>Safety Activity Checkpoints</i>
First Aid/CPR required by at least one person attending the activity	Yes <ul style="list-style-type: none"> Wilderness First Aid (WFA) required if more than 30 minutes from emergency medical system (EMS)

Extended Travel	
Criteria	<ul style="list-style-type: none"> • Travel lasting four (4) nights or more OR when traveling 200 miles or more outside the council jurisdiction boundaries
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> • <i>Extended Travel Permission Slip</i> (form #118) • <i>Girl Health Examination Record</i> • <i>Extended Trip – Application & Budget</i> (form #121a) – submit to travel@girlscoutsosw.org six (6) months prior to trip • <i>Extended Trip – Notification of Departure</i> (form #121b) – submit to travel@girlscoutsosw.org one (1) month prior to trip
Learning Courses Required	<ul style="list-style-type: none"> • Position-specific trainings • Grade Level Training • Day trips • Indoor Overnights • Extended Trip <p>Courses to be completed at least six (6) months prior to trip</p>
Girl Scout insurance required	<p>Yes for all trips</p> <ul style="list-style-type: none"> • Forward the email confirming purchase of insurance, with form #121b to travel@girlscoutsosw.org one (1) month prior to the trip
Minimum Age	<ul style="list-style-type: none"> • For travel within United States: Girl Scout Juniors and older • For international travel: Girl Scout Cadettes and older • Girl scout travel progression to be followed
First Aid/CPR required by at least one person attending the activity	<p>Yes</p> <ul style="list-style-type: none"> • Wilderness First Aid (WFA) required if more than 30 minutes from emergency medical system (EMS)

High Risk Activities/Sensitive Topics

Definition

“High risk activities” are defined as any activity that requires specialized skills, training, equipment and/or supervision. Examples of activities that are high risk include, but are not limited to: equine activities, white water activities, open ocean activities, ropes course and rock climbing. Groups participating in high risk activities must use a GSOSW-approved

outfitter. For more examples of high risk activities, please refer to the GSOSW website at girlscoutsosw.org.

“Sensitive issues” are those topics that are highly personal in nature or rooted in personal beliefs and values, e.g., health issues, child abuse, human sexuality, gender identity, and religion. Examples include, but are not limited to, bullying, peer pressure, dating, eating disorders, suicide, and drug and alcohol use. If an adult is in doubt as to whether a topic should be considered sensitive, she should contact either her service unit manager or her staff liaison.

Policy | **A signed parent/guardian permission form is required for each girl for activities that take place beyond the normal group meeting date, place and/or time OR for any activity or event that could be considered sensitive in nature or a high risk activity.**

Procedure | The *Individual Permission Form & Health History for Troop/Group or High Risk Activity* (form # 117) is to be used to obtain parent/guardian permission allowing a girl to travel to and from, attend, and participate in activities considered high risk or sensitive in nature, as defined above and outlined in *Safety Activity Checkpoints*.

Transportation

Policy | **Girl Scout groups and their drivers, traveling by car, must adhere to state laws and safe-driving practices at all times.**

The number of occupants in the car will not exceed the intended capacity of the vehicle and each occupant will have her own seat and is buckled into a seatbelt.

Car seats and booster seats will be used as required by state law.

The use of 15-passenger vans for Girl Scout activities is prohibited. Vans used to drive girls should not exceed an overall length of 224 inches, the standard length of a 12 passenger van.

Each driver driving girl and/or adult members must:

- **Be a registered member of GSUSA for the current membership year and pass a criminal background check.**
- **Be at least 21 years of age.**
- **Have a first aid kit in the vehicle.**
- **Have in her possession a signed parent/guardian permission form for each girl in vehicle (as permission forms are required under the “Travel” section of these policies).**

- Not use a cell phone while driving.
- Provide proof of a valid driver's license, proof of liability insurance in compliance with state law; and
- Be in possession of the council after-hours emergency contact information.

One adult driver per vehicle is allowed as long as the adult/girl ratio is met for the group activity. Girl Scout groups traveling in one or more vehicles must include a minimum of one relief driver per group for trips more than 200 miles one way.

For trip camping (defined as using motorized transportation to move from one site to another over a period of three or more nights), each driver must be at least 21 years of age.

Procedure

Mileage covered per day should be reasonable for the type of transportation being used, terrain and weather, as well as for the age of girl members being transported. Time should be allowed for eating, sleeping, rest and relaxation, recreation, and personal needs.

The use of public transportation is recommended whenever possible.

All participants should have current identification with them at all times.

In the event an accident occurs in a personal vehicle, the owner's personal automobile insurance is considered the primary insurance.

Any adult (female or male) who is a registered member of GSUSA for the current membership year and has successfully completed a background check may be a driver alone in a vehicle only for the period of time that travel takes place and must have a minimum of two girls in the vehicle. Once the destination is reached, the group is to reassemble and the required girl/adult ratios and adult training requirements for the group must again be met.

An adult driver (female or male) is allowed to be alone in a car with one child only if the adult driver is the parent/legal guardian of that child.

Insurance

Policy

All Girl Scout activities must be covered by the appropriate Girl Scout insurance.

Procedure

Girl Scout membership dues include basic accident insurance for girls and adults.

Additional Girl Scout insurance will be purchased as outlined on the following page:

	Eligibility Summary*	Coverage Summary
Plan 1 Basic Coverage included with membership dues (additional purchase of this plan is not required)	Every registered Girl Scout member (girls and adults)	Covers every registered Girl Scout member for any approved, supervised Girl Scout activity, except activities lasting more than two (2) consecutive nights (a third night is covered only for any official federal holiday). Covers travel directly to and from the covered activities.
Plan 2 Accident Insurance	For members and non-members	Members – covered while attending or participating in any approved and supervised Girl Scout activity lasting three (3) nights or more. Non-members – covered as participants** regardless of the length of the activity/event. Covers travel directly to and from the covered activity/event.
Plan 3E/3P Accident and Sickness Insurance	For members and non-members	Members – covered for accident and sickness while attending or participating in any approved and supervised Girl Scout activity. Non-members – covered for accident and sickness as participant, regardless of length of the activity. Benefits under Plan 3E are subject to the non-duplication provision. Plan 3P benefits are not subject to the non-duplication provision. Both plans cover travel directly to and from the covered activity.
Plan 3PI Accidents and Sickness Insurance for International Trips	For members and non-members	Plan 3PI provides accident and sickness insurance, along with travel assistance services for trips or events which take place outside the USA. (Plan 3P provides only accident and sickness insurance, for trips or events that take place in or out of the USA. It does not include travel assistance.) Covers travel directly to and from the covered event/activity.
* For more detailed information on each plan, please contact the receptionist at the Portland Service Center (503-997-6800) . Purchase must be made three (3) weeks prior to the departure date or the activity date.		
** “Participants” refers to those for whom the event is intended. Younger siblings or non-member children who are not the event’s target audience are not covered.		

To purchase the necessary additional Girl Scout insurance, contact the receptionist at the Portland Service Center at least two (2) weeks prior to the event with the following information:

- Name of adult in charge
- Adult in charge's email address (or phone number if no email available)
- Troop or group name/number
- Name, date(s) and location of event/activity for which insurance is needed
- Type of coverage needed

Upon consultation with the receptionist, instructions for submitting payment for the additional insurance will be given.

In case of any accident or injury, an *Accident/Injury Report* (form #808b) will be filled out and submitted, within 48 hours of the accident/injury, to the receptionist in the Portland Service Center. The *Accident/Injury Report* (form #808b) is located on the Forms page of the GSOSW website at girlscoutsosw.org.

Groups interested in taking part in high risk activities should contact the council's outdoor program manager to determine if the activity will be allowed and will be covered by Girl Scout activity insurance.

Group Organization

Adults with Groups

Policy

At all times groups will follow the girl/adult ratios listed in *Volunteer Essentials* and *Safety Activity Checkpoints*.

Each group activity will have at least two adults present, not related by blood, marriage or household. Any time an adult male is working with girls, an adult female who is a currently registered member of GSUSA and has successfully completed a criminal background check and not related by blood, marriage or household will also be in attendance at all times.

Adults working with and/or transporting girls will not be under the influence of any alcoholic substance, medication or illegal substance that may impair their abilities or judgment and must comply with policies as stated under "Alcohol, Tobacco and Illegal Drugs" in the Health and Safety section.

Group Composition

Policy | A group will be defined as being comprised of a minimum of five (5) girls and two (2) unrelated adults, one of whom must be female. (“Unrelated” is defined as not related by blood, marriage or household.)

Procedure | Groups with less than five girls, but at least three girls from more than two families, must be actively recruiting for more girls to meet the group definition as stated in the above policy.

Troops will be open to accepting new girls and remain visible in the My GS Opportunity Catalog until they meet the following program level requirements:

- Daisy Troops – eight (8) girls
- Brownie Troops – ten (10) girls
- Junior Troops – ten (10) girls
- Cadette Troops – five (5) girls
- Senior Troops – five (5) girls
- Ambassador troops – Five (5) girls

*Multi age level troops will adhere to the size requirements of their program level with the highest minimum requirement.

Exceptions to this troop size will be considered if, a) a troop is planning to disband at the end of the current membership year or, b) a troop has members who have special needs and require additional services or assistance. Requests for exceptions are to be made in writing and submitted to the Volunteer Support department for review at answers@girlscoutsosw.org.

Any troops exceeding 35 girls must consult volunteer support staff and demonstrate the ability to meet required ratios and the needs of the girls.

Girls may attend no more than one regular group meeting without completing the Girl Scout membership registration process.

Group Sponsorships

Definition | A group sponsorship is an arrangement between a group and a sponsor (an individual, business or community group) whose aims and objectives for youth are compatible with Girl Scouting. BOTH the group and the sponsor derive some benefit from the relationship, e.g. a sponsor provides ongoing meeting space to a group and the group provides a form of service to the sponsor.

Policy	Groups must receive council approval prior to soliciting and/or accepting any sponsorship.
Procedure	<p>A group will fill out the appropriate application for approval, and submit it to the service unit manager for approval.</p> <p>When a religious group sponsors a Girl Scout group, members of a different faith or religious affiliation or non-affiliated members within the group cannot be required to take part in religious observances of the sponsor nor can the Girl Scout group exclude members who are not members of the sponsoring religious group.</p>

Health and Safety

Alcohol, Tobacco and Illegal Drugs

Policy	<p>No person will use tobacco products in the presence of a girl member at any time while at a Girl Scout event/meeting.</p> <p>Smoking is only allowed at those Girl Scout properties that have designated smoking areas. All smoking at these properties must be in the designated smoking areas.</p> <p>No person will use, be under the influence of, or display evidence of recent use of any substance including but not limited to prescription drugs, illegal drugs, alcohol, or any other substance that would impair judgment or alter normal behavior in the presence of girls, on Girl Scout properties or at any activity where girls are in their care. Despite changes to Oregon and Washington law, marijuana, in any form, remains an “illegal drug” for purposes of this policy.</p> <p>Adult-only Girl Scout events and activities, where adults do not have responsibility for the care and/or supervision of girls, will allow the consumption of alcoholic beverages only with prior approval from the CEO or her designate.</p>
Procedure	<p>At properties that do not have designated smoking areas, an individual’s vehicle may serve as a smoking area, as long as the car is away from the view of girls, all car windows are kept closed during smoking and all cigarette ash, butts and other remnants from smoking remain in the car.</p> <p>Requests to consume alcohol at adult-only functions must be received, in writing, at least two (2) weeks prior to the planned activity. Requests should be emailed or mailed to the CEO and include the following:</p>

- Date/time/location of planned activity
- Purpose of activity
- Number of adults attending
- Type of alcohol to be consumed (i.e. wine, beer, liquor)

Meeting Location

Policy

Meeting locations must provide a safe, clean and secure environment that allows for the participation of all girls.

When Girl Scout activities take place in a private home, the adult in charge will ensure that all guns, alcohol, prescription drugs, etc. in the home are inaccessible.

Pets will be kept contained during all Girl Scout meetings and activities.

Procedure

Also see “Adult Volunteers/Volunteer Selection and Appointment” section for additional policies/procedures regarding adults who live in a home where meetings will take place.

In relation to pets, “contained” is defined as away from the girls and not present at any time during the meeting or while an activity takes place.

“Inaccessible” is defined as not accessible; unable to be reached. Methods to make items inaccessible include, but are not limited to, locking in a gun safe or other safe, placing the items in a locked room, car or area of the home that is unavailable to meeting participants, or in a separate locked building.

Firearms and Weapons

Policy

Possession of firearms will not be permitted at Girl Scout functions or properties except by on-duty law enforcement officers or off-duty law enforcement officers who are required to carry a weapon when off-duty.

EXCEPTION: This policy does not apply to any GSOSW-approved rifle and/or gun-safety programs, subject to council program guidelines.

Possession of any form of weapon or explosive that is restricted by local, state or federal law is prohibited at Girl Scout functions or properties. This includes all firearms even if licensed, illegal knives or other weapons covered by law.

Procedure	<p>Program guidelines for rifle and/or gun safety programs:</p> <ul style="list-style-type: none"> • Girls are not allowed to use firearms unless 12 years and older. • All programs must take place at a shooting range and the shooting range must be a permanent structure. No temporary ranges will be approved. • Instructors will be certified (will currently accept NRA as certifying body). • The program provider must be approved by GSOSW. A site visit by GSOSW's Outdoor Program Specialist or her designate will be required. • An <i>Individual Permission Form & Health History for Troop/Group or High Risk Activity</i> (form # 117) must be obtained for any girl wishing to participate in a firearms program.
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Health History

Policy	A health history is required as outlined in <i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i>.
Procedure	Information contained on a health history form will remain confidential and be shared only with those who need to know in order to protect the health and safety of the participants.

Child Abuse

Policy	All volunteers of GSOSW will immediately report any incidents or strong suspicions of child abuse or neglect to the appropriate agency and inform GSOSW.
Procedure	<p>Volunteers are to notify the director of volunteer support within 48 hours of making a report.</p> <p>Definitions of abuse and additional information may be found at:</p> <p>http://dhsforms.hr.state.or.us/Forms/Served/DE9061.pdf</p> <p>https://www.dshs.wa.gov/altsa/home-and-community-services/reporting-child-abuse-and-neglect</p> <p>Mandatory Reporting Hotline: In Oregon, call 1-855-503-SAFE (7233). This toll-free number allows you to report abuse or neglect of any child or adult to the Oregon Department of Human Services. In Washington, call 1-866-ENDHARM (1-866-363-4276).</p>

