



Council Volunteer Policies and Procedures

Revised March 2023

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 stricter 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.
- “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 within Girl Scouting.
- “Volunteer” is defined as “an adult member who gives their time to extend the Girl Scout Leadership Experience to girls, either directly or indirectly.”

Contents

MEMBERSHIP REGISTRATION	5
ADULT VOLUNTEERS	7
Non-Discrimination	7
Conflict of Interest	7
Harassment	8
Hostility	8
Volunteer Selection and Appointment	8
Conflict Resolution	10
Grievance Resolution	10
Rescission of Volunteer Appointment	11
Indemnification and Liability Insurance	11
Contracts	12
VOLUNTEER LEARNING	13
Adult Learning	13
Adult Volunteer Positional Training Requirements	14
Adult Recognitions	16
GIRL LEADERSHIP EXPERIENCE	17
Travel	17
Travel Training Requirements	19
Day Trips	19
Indoor Overnight – Non-Camping	21
Overnight – Camping at an Established Site	22

Overnight – Backpacking	23
National and International Travel	24
High Risk Activities/Sensitive Topics	25
Transportation	25
Insurance	26
PRODUCT PROGRAM	30
COMMUNICATIONS	32
GROUP MONEY-EARNING	33
Money-Earning Activities	33
Donations	33
Fundraising and Fund Development	35
GROUP FINANCES	36
Bank Accounts	36
Financial Statements	37
Reimbursement for Expenses	38
Disbanding and Merging Groups	38
Girl Transfers and Troop Divisions	39
Lost/Stolen/Misappropriated Funds or Property	39
GROUP ORGANIZATION	41
Adults with Groups	41
Group Composition	41
Group Sponsorships	43
HEALTH AND SAFETY	44

Alcohol, Tobacco and Illegal Drugs	44
Meeting Location	45
Firearms and Weapons	46
Health History	46
Child Abuse	47

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 Girl Scout Promise and Law, GSUSA and GSOSW policies and procedures.

Procedure

Financial assistance for membership registration promotes the health of the Movement by removing barriers for a girl or volunteer's engagement with Girl Scouts. GSOSW is committed to providing membership registration assistance for this purpose to families in need, subject to available funds. GSOSW is unable to grant financial assistance retroactively.

Girls are encouraged to budget for the cost of their Girl Scout membership either with troop funds or using their program credits. Troops are also encouraged to budget for adult volunteer memberships to provide continued support for the troop.

A new girl's caregiver or a new adult volunteer may request financial assistance at the payment screen during online registration. Financial assistance may also be requested by emailing answers@girlscoutsosw.org.

GSOSW offers financial assistance to all renewing girl members in need. The girl's caregiver must make the request at the time of renewal during the online renewal process or by emailing answers@girlscoutsosw.org.

When requesting financial assistance, if a girl has program credits available, we will email the caregiver to confirm that we can use them for the membership fee. Caregivers or their girl can opt out of using program credits, but in that case, financial assistance will not be available and another method of payment will need to be provided.

Financial assistance is available for adult volunteers renewing their membership who will hold one or more of the following volunteer roles during the membership year for which the assistance is needed:

- Troop leader
- Troop cookie/product manager
- Troop treasurer
- Juliette mentor
- Service team volunteer roles

GSOSW is committed to providing assistance for a new Girl Scout's uniform components and 50% of their grade level handbook (*Girl's Guide to Girl Scouting* or handbook, as available), Journey book, or activity set if their family is in need, subject to available funds.

This promotes their active participation in Girl Scout programs and events, and their pride in their accomplishments demonstrated by the badges and patches they earn.

This assistance is available one time only. Girls must be currently registered members before their caregiver makes the request for assistance by completing a Google form (available by contacting answers@girlscoutsosw.org).

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, religion, 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.

Girl Scouts of Oregon and Southwest Washington 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.

Conflict of Interest

Definition

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 Girl Scouts of Oregon and Southwest Washington.

Policy | No individual connected with Girl Scouts of Oregon and Southwest Washington will use their 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.

Harassment

Definition | 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, ethnicity, color, religion, age, gender, gender expression or identity, disability, sexual orientation, citizenship status, place of origin, marital status, or familial status.

Policy | 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 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: writing, telephone, voicemail, email, social media or other digital communications.

Policy | Girl Scouts of Oregon and Southwest Washington strictly prohibits hostility in any form against girl members, adults, 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 Girl Scouts of Oregon and Southwest Washington. 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).
- Complete training required of the volunteer role.

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 Girl Scouts of Oregon and Southwest Washington. 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; and,
- 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 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	<p>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:</p> <ol style="list-style-type: none">1. The parties should jointly discuss the situation with volunteer leadership (such as the service unit manager) for support, guidance and resolution.2. If this does not resolve the issue, the conflict resolution process should be escalated by volunteer leadership or a party in the conflict to the Volunteer Membership Support Specialist assigned to the region through the submission of the Conflict Report (form 143). From there, staff will support resolving the issue.3. If a party of the conflict has concerns about the determined resolution for the conflict, they can begin the grievance resolution process below.

Grievance Resolution

Definition	A “grievance” is an action taken when one or more volunteers take issue with the actions/decisions of an employed council 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	<p>When a volunteer wishes to dispute the action or decision of an employed council staff member, the following procedures are to be followed.</p> <ol style="list-style-type: none">1. The volunteer with the grievance may schedule a meeting (in person, virtually, or via phone) with the staff member with whom they have a grievance to discuss and attempt to resolve the grievance. Problem solving should be the goal of these discussions.2. If the issue is not resolved, the volunteer with the grievance may contact the staff person’s immediate supervisor within 10 business days of the

prior meeting. 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.

3. 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 an 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.
4. This process will continue until either the grievance is resolved or the grievance process reaches the CEO of Girl Scouts of Oregon and Southwest Washington. 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 their 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 their 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

Girl Scouts of Oregon and Southwest Washington's indemnification and liability insurance coverage will be extended to volunteers who are acting within the scope of their appointed position within Girl Scouts of Oregon and Southwest Washington, 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	<p>“Binding” is defined as imposing or including a monetary cost or payment as part of the agreement or contract.</p> <p>Any agreement or contract that is binding on the council and/or includes a hold harmless clause is to be forwarded to answers@girlscoutsosw.org, who will forward it to the COO (or other designated staff member) for signing. An example could be a building/facility use contract.</p> <p>To allow adequate time to review agreements or contracts, documents should be submitted at least two weeks prior to the start date of the agreement.</p>

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 table outlines courses assigned to volunteers in gsLearn based on their role. Additional learning courses are required for certain activities, such as outdoor and travel. 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 16](#) and in [Safety Activity Checkpoints](#) for the specific requirements for each activity type.

Volunteers may be asked to take additional courses to update or improve skills in certain areas. Failure to take required courses may result in dismissal from the position or be grounds for non-reappointment.

Participants need to pre-register for all live learning courses. Registration is completed through the Girl Scouts of Oregon and Southwest Washington website at girlscoutsofsw.org/events. A course may be canceled 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 may apply.
- Training registration fees are an appropriate use of troop funds.
- Childcare is not provided at Girl Scouts of Oregon and Southwest

Washington learning courses.

- Only persons registered for a learning course may be in attendance. Exceptions may only be made in special circumstances (such as an ADA accommodation).
- Volunteers are directed to complete courses well in advance of event in order to take advantage of skill progression and girl-led activities.

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 answers@girlscoutsosw.org for more information.

Adult Volunteer Positional Training Requirements

	GSOSW Mandatory Report Training for Volunteers	GSOSW Foundations	Troop Finance	Girl Scouts Inside and Out, Part 1	Other
Troop/Group Leader	Required ¹	Required ¹	Required ¹	Required ²	
Troop Treasurer/ Bank Account Signer	Required ¹	Required ¹	Required ¹	Recommended	
Troop Product Manager	Required	Required	Required	Recommended	Product Program training(s)
Friends and Family Volunteer	Required	Required	Recommended	Recommended	
Cookie Booth Helper	Required	Recommended	Recommended	Optional	Cookie Booth training
Service Team Volunteer	Required ¹	Required ¹	Required (if a signer on the service unit bank account)	Recommended	Position Training for specific team role(s), and seasonal training (depending on the role)
Community Helper	Required	Required	Optional	Optional	
Troop Travel Volunteer	Required	Required	Required if handling funds, or is a bank account	Required (for one least one adult traveling	Girl Scouts Inside and Out, Part 2; Extended Travel (if

¹ Required prior to appointment

² Required within the first 3 months of appointment

			signer	with troop)	traveling 3 or more nights)
Extended Travel Volunteer/Travel Patrol Volunteer	Required	Required	Required if handling funds, or is a bank account signer	Required (for one least one adult traveling with troop)	Girl Scouts Inside and Out, Part 2; Extended Travel

Adult Recognitions

Policy | Girl Scouts of Oregon and Southwest Washington will follow a system of recognition that is outlined in council adult recognition guidelines and by GSUSA.

Procedure | The process for nominating any adult volunteer for excellence in their position can be found at girlscoutsw.org/en/for-volunteers/adult-awards.html.

Nominations are reviewed by a volunteer adult recognition committee and administered through the GSOSW volunteer learning services department.

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.

“Indoor overnights” is defined as any activity or event that takes place beyond the normal meeting date and/or time and lasts for at least one night but no more than two 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 nights or more requires the purchase of additional Girl Scout insurance.

“Overnight travel – camping in an 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 night but no more than two nights **and** camping in an established site that is missing one or more of the amenities listed in “indoor overnights”

Note: Group travel of three nights or more requires the purchase of additional Girl Scout insurance.

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

[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 within the council region **and** not considered high-risk activities or sensitive issues as defined in the [High Risk Activities/Sensitive Topics](#) section of this resource, and outlined in [Safety Activity Checkpoints](#).

If a parent/guardian chooses not to sign the [Annual Permission Slip and Health History \(form #120\)](#), they 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 or for travel within the council region.

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*.

Regional Troop Travel

For travel within the council region (no more than 200 miles outside council borders), troops will meet with their service unit's girl experience mentor (GEM) to complete regional travel qualification each year. The GEM will qualify your troop for a particular tier of travel—high risk day trips, indoor overnights (1 - 2) nights, outdoor overnights (1 - 2) nights or extended regional travel (3+ nights). Once a troop is qualified, they will submit a [Regional Travel Notification \(form #119\)](#) with the details of their regional trip. If a troop wishes to travel for 3 or more nights in the region, at least one adult volunteer must complete Extended Travel Training and the troop must purchase Extended Trip insurance by emailing insurance@girlscoutsosw.org. Extended travel within the region is limited to Junior, Cadette, Senior, and Ambassador levels.

National & International Troop Travel

For travel within the United States or to an international destination, troops must first complete troop travel qualification for regional travel with the GEM to ensure they are on the right track. Once the troop is qualified, they will submit a [National & International Troop Travel - Intent to Travel \(form #121a\)](#) at least six months prior to the trip. Then three months prior to the trip, the troop will submit the [National & International Troop Travel Planning Summary \(form #121b\)](#).

If you do not know who your service unit GEM is or your area does not have one, please email answers@girlscoutsosw.org to complete travel qualification with staff or for any travel related questions.

The [National/International 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 is more than 200 miles outside of the council boundaries.

Men may participate in overnight activities only when separate sleeping quarters and bathrooms are available for their use. Men should not be in a situation to walk through girls' sleeping quarters for entrance, exit or to access restrooms.

An exception can be made for family members during events such as parent- daughter or family overnights where one family may sleep together in an area specifically designated to accommodate families, Consult *Safety Activity Checkpoints* for more information on sleeping arrangements for these types of events.

Use the following charts ([pages 18–22](#)) to determine the form needed and where to submit it, any activity specific training(s) required (previously referred to on [pages 12–13](#)), additional insurance needs, any minimum age requirements and/or any First Aid/CPR/Wilderness First Aid requirements for the type of travel selected:

Travel Training Requirements

(Leaving the meeting place, time or date)

Policy | It is recommended that at least two 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.

Procedure | For more complete information about overnight travel of all kinds, see the “Travel and Camping” section of [Safety Activity Checkpoints](#).
See the following Travel Activity chart for travel training requirements by outing type:

Day Trips	
Criteria	<ul style="list-style-type: none"> ● Outside the regular meeting place, time or date. ● Does not include an overnight.
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> ● Annual Permission Slip and Health History (form #120) or Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117). ● If the day trip does not include a high risk activity as outlined in Safety Activity Checkpoints, no approval is needed (troop leader keeps permission slips). ● If the day trip does include a high risk activity as outlined in <i>Safety Activity Checkpoints</i>: <ul style="list-style-type: none"> ○ Meet with your Service Unit Girl Experience Mentor (GEM) to complete your Regional Travel Qualification (required for high risk day trips). ○ The GEM will qualify your troop for a particular tier of travel - high risk day trips, indoor overnights (1 - 2) nights, outdoor overnights (1 - 2) nights or extended regional travel (3+ nights). ○ Once your troop is qualified, you need to submit a Regional Travel Notification form (#119) with the details of your high risk day trip.
Learning Courses Required	<ul style="list-style-type: none"> ● Position-specific trainings. ● Girl Scouts Inside and Out Part 1 and Part 2. <p>Courses to be completed at least two 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 two nights. ● Staying in a closed structure with the following amenities: running water, heat, toilets, kitchen facilities or restaurant and phone/cell coverage. ● Within the council region (no more than 200 miles outside council borders)
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> ● <u>Annual Permission Slip and Health History (form #120)</u> or <u>Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117)</u>. ● All indoor overnights need approval. To gain approval: <ul style="list-style-type: none"> ● Meet with your Service Unit Girl Experience Mentor (GEM) to complete your Regional Travel Qualification (required for high risk day trips). ● The GEM will qualify your troop for a particular tier of travel—high risk day trips, indoor overnights (1 - 2) nights, outdoor overnights (1 - 2) nights or extended regional travel (3+ nights). ● Once your troop is qualified, you need to submit a <u>Regional Travel Notification (form #119)</u> with the details of your high risk overnight trip.
Learning Courses Required	<ul style="list-style-type: none"> ● Position-specific trainings. ● Girl Scouts Inside and Out Part 1 and Part 2. ● Extended Travel Training (if trip is 3 or more nights in length) <p>Courses to be completed at least three months prior to activity.</p>
Girl Scout insurance required	Trips of three nights or more require additional Girl Scout insurance.
Minimum Age	Subject to <u>Safety Activity Checkpoints</u> .
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 two nights. ● Camping in an established camp site that is missing one or more of the amenities listed in “Indoor Overnight – non-camping.” ● Within the council region (no more than 200 miles outside council borders).
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> ● Annual Permission Slip and Health History (form #120) or Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117). ● All overnights need approval. To gain approval: <ul style="list-style-type: none"> ● Meet with your Service Unit Girl Experience Mentor (GEM) to complete your Regional Travel Qualification (required for high risk day trips). ● The GEM will qualify your troop for a particular tier of travel—high risk day trips, indoor overnights (1 - 2) nights, outdoor overnights (1 - 2) nights or extended regional travel (3+ nights). ● Once your troop is qualified, you need to submit a Regional Travel Notification (form #119) with the details of your high risk overnight trip.
Learning Courses Required	<ul style="list-style-type: none"> ● Position-specific trainings. ● Girl Scouts Inside and Out Part 1 and Part 2. ● Extended Travel Training (if trip is 3 or more nights in length). ● Outdoor Skills Training. <p>Courses to be completed at least six months prior to activity.</p>
Girl Scout insurance required	Trips of three nights or more require additional Girl Scout insurance.
Minimum Age	Subject to Safety Activity Checkpoints . Per <i>Safety Activity Checkpoints</i> , please note that Daisies are too young to participate in troop camping, but may participate in family camping as appropriate.
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).

Overnight – Backpacking

Criteria	<ul style="list-style-type: none"> ● Beyond normal meeting place/time/date. ● Includes an overnight but not more than three nights. ● Within the council region (no more than 200 miles outside council borders). ● Camping in a non-established site (aka primitive camping).
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> ● <u>Annual Permission Slip and Health History (form #120)</u> or <u>Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117)</u>. ● All overnights need approval. To gain approval: <ul style="list-style-type: none"> ● Meet with your Service Unit Girl Experience Mentor (GEM) to complete your Regional Travel Qualification (required for high risk day trips). ● The GEM will qualify your troop for a particular tier of travel—high risk day trips, indoor overnights (1 - 2) nights, outdoor overnights (1 - 2) nights or extended regional travel (3+ nights). ● Once your troop is qualified, you need to submit a <u>Regional Travel Notification (form #119)</u> with the details of your high risk overnight trip.
Learning Courses Required	<ul style="list-style-type: none"> ● Position-specific trainings. ● Girl Scouts Inside and Out Part 1 and Part 2. ● Extended Travel Training (if trip is 3 or more nights in length). ● Outdoor Skills Training. <p>Courses to be completed at least six months prior to activity.</p>
Girl Scout insurance required	Trips of three nights or more require additional Girl Scout insurance.
Minimum Age	Subject to <u>Safety Activity Checkpoints</u> .
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).

National and International Travel

Criteria	<ul style="list-style-type: none"> • Travel outside the council region (more than 200 miles outside council boundaries)
Forms/Approval (and submitted to whom)	<ul style="list-style-type: none"> • Extended Travel Permission Slip (form #118). • Girl Health Examination Record. • National and International Troop Travel Notification (form #121a) - must be submitted at least six months prior to trip at the beginning of planning. • National and International Troop Travel Planning Summary (form #121b) - must be submitted three months prior to trip.
Learning Courses Required	<ul style="list-style-type: none"> • Position-specific trainings. • Girl Scouts Inside and Out Part 1 and Part 2. • Extended Travel Training. <p>Courses to be completed at least six 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 month prior to the trip.
Minimum Age	<ul style="list-style-type: none"> • For travel within the United States (outside of the council region): Girl Scout Cadettes and older. • For international travel: Girl Scout Cadettes and older. • Girl scout travel progression to be followed. <p>*Grade levels update at the start of the Girl Scout membership year - October 1. Trips planned for the summer before may not be approved. For example, Juniors bridging to Cadettes who want to take a summer trip outside the council region may not have their trip approved.</p>
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	<p>“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 outdoor rock climbing. Groups participating in high risk activities must use a Girl Scouts of Oregon and Southwest Washington- approved outfitter. For more examples of high risk activities, please refer to the Girl Scouts of Oregon and Southwest Washington website at girlscoutsw.org.</p> <p>“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, they should contact either their service unit manager or their staff liaison.</p>
Policy	<p>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.</p>
Procedure	<p>The <u>Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117)</u> 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 <u>Safety Activity Checkpoints</u>.</p>

Transportation

Policy	<p>Girl Scout groups and their drivers, traveling by car, must adhere to state laws and safe-driving practices at all times.</p> <p>The number of occupants in the car will not exceed the intended capacity of the vehicle and each occupant will have their own seat and is buckled into a seatbelt.</p> <p>Car seats and booster seats will be used as required by state law.</p> <p>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.</p> <p>Each driver driving girl and/or adult members must:</p> <ul style="list-style-type: none">● 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 their 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.

Certificate of Insurance (COI)

A Certificate of Insurance is a possible requirement for a site use when hosting a Girl Scout event. Examples include: schools, churches, community centers and park & rec buildings.

If proof of liability insurance is needed, The COI process is as follows. Email the following information to insurance@girlscoutsosw.org.

- Your full name.
- Troop number (if applicable).
- Service unit.
- Site name.
- Site address.
- Site contact name (if available).
- Site contact email (if available).

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.

Girl Scout and Supplemental Insurance

Girl Scout Insurance and supplemental insurance covers only persons for which the activity is intended.

Supplemental insurance covers anyone of similar/appropriate age who is participating in a Girl Scout activity, but is not a registered member of Girl Scouts. For example, family members invited to a ceremony occurring during a troop meeting.

Tag-a-longs (underaged non-members) are not allowed at troop meetings because the troop meeting is not intended for that audience. If child care is needed during a troop meeting or event, a separate space with adult supervision is required.

Volunteers are required to purchase supplemental insurance for those participants at meetings, events, and Girl Scout activities when they are the primary sponsor.

- The key phrase for who is covered by supplemental insurance is “only persons for which the activity is intended.”
- The minimum charge for coverage is \$5 to cover up to 40 people. If you expect more than 40 people there is a small additional per person charge.

- Events may be bundled to create efficiency in making requests for supplemental insurance. For example, if you plan a program that occurs on four consecutive Tuesday afternoons, estimate the number of people expected at each event and submit one request that describes each separate activity.
- Supplemental insurance is required to be purchased for overnight troop trips lasting three nights or more and for international travel.

Requests for supplemental insurance must be made in writing at least two weeks before the scheduled event. Send your requests to insurance@girlscoutsosw.org.

Please include the following information:

- The date and time of the event.
- The location of the event (include troop numbers and service units if possible).
- A brief description of the event.
- An attendance estimate.
- The name and contact information for the person in charge of the event and, if different, the name and contact information of the person who should receive the emailed certificate of insurance.

You will be contacted for payment before insurance is processed, and you will receive a confirmation email once it has been processed.

Accidents/Injuries

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 at girlscoutsosw.org/forms.

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

	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 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 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 two 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.

Product Program

Definition	<p>Girl Scouts of Oregon and Southwest Washington's council-sponsored money-earning activities are the Fall Product Program sale and the Girl Scout Cookie Program.</p>
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 their 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.• 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 34](#).

Procedure

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

Individual Booth Sales

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

Criteria for adults participating in individual booth sales:

- Adult must sign the online *Ethics and Permission Form* for the program
- Adult needs to take an online booth sales assistant workshop

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 they have 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

“Group booth sales” are defined as more than one girl participating, and require adult (s) to be present at all times.

Criteria for adults participating in group booth sales, their child and/or other Girl Scouts not related:

- One adult must be a registered member
- One adult must have a current background check
- Adults must sign online *Ethics and Permission Form* for the program
- Adults need to take an online booth sales assistant workshop
- Need at least one additional adult present

Any caregiver who has been restricted by GSOSW from handling funds is not allowed to participate in a group booth sale.

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 Girl Scouts of Oregon and Southwest Washington's *Online and Social Media Procedures*.

Adult members must follow Girl Scouts of Oregon and Southwest Washington's *Media Relations Guide for Girl Scouts*.

Procedure

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

Activities, events, and camps that can be promoted are those led by Girl Scout 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 answers@girlscoutsosw.org.

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

[Girl Scouts of Oregon and Southwest Washington's Online and Social Media Procedures](#) are located at girlscoutsosw.org/forms.

[Girl Scouts of Oregon and Southwest Washington's Media Relations Guide for Girl Scouts](#) is located at girlscoutsosw.org/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 | 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. Exceptions may be made for service-based activities.

A group will complete the [Application for Additional Money Earning Activity \(form #113\)](#) and submit it for approval to activities@girlscoutsosw.org at least six weeks prior to the proposed event.

Girl Scout Daisies do not participate in group money-earning activities other than council-sponsored money-earning activities.

Per [Volunteer Essentials](#), raffles, bingo and other games of chance cannot be approved.

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.

Donations

Definition | Donations can be cash or in-kind (materials and services) for which the donor does not receive any goods or services.

Cash from companies that donate to nonprofits 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 Girl Scouts of Oregon and Southwest Washington.

Policy

Only registered adult volunteers may solicit donations to support Girl Scout programs or services. Girls will not solicit donations.

All volunteers soliciting donations of any kind must receive approval to request and accept donations on behalf of Girl Scouts.

Any donation, including pass-through donations, for which the donor requests a receipt for a charitable contribution must be made directly to Girl Scouts of Oregon and Southwest Washington. Girl Scouts of Oregon and Southwest Washington, as the non-profit organization, will issue a receipt to the donor in accordance with IRS regulations.

Donations may not be designated for the benefit of a specific girl or adult.

Door-to-door soliciting will not be permitted except for council product sales.

Procedure

The IRS requires a receipt for all donations over \$250 if claimed as a deduction.

Donation solicitation might not receive approval if scheduled to be conducted during some local United Way campaigns.

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.

Adult volunteers will submit the [Donation Authorization \(form #606\)](#) to the Girl Scouts of Oregon and Southwest Washington development associate for final approval at least four weeks prior to the solicitation.

Pass-through donations received by Girl Scouts of Oregon and Southwest Washington 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 Girl Scouts of Oregon and Southwest Washington.

Volunteer-hour matches received by Girl Scouts of Oregon and Southwest Washington may be requested as a pass-through donation for groups by using the [Donation Authorization \(form #606\)](#). Funds received will be forwarded in a timely manner to the adult in charge, once the funds are received by the Finance department of Girl Scouts of Oregon and Southwest Washington.

Fundraising and 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>
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>
Procedure	<p>Adult volunteers will submit the Donation Authorization (form #606) to the Girl Scouts of Oregon and Southwest Washington 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>

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.

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 their 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 or troops in service units without a service unit treasurer 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 or the treasurer liaison. In order to change

signers on any

troop bank account, the troop must request required authorization paperwork from their service unit treasurer or treasurer liaison.

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 answers@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 Report \(form #108\)](#) 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 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 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 the number of miles driven. Reimbursement for gasoline is not allowed by the IRS.</p>

Disbanding and Merging Groups

Policy	Groups will follow the council's disbanded group procedures.
Procedure	<p>Troops should follow the GSOSW Troop Disband Guide when disbanding or merging.</p> <p>A troop/group is considered disbanding 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.• The troop does not meet the membership criteria of at least two leaders and five girls from more than two families by October 31. <p>Exceptions may be approved by GSOSW staff.</p> <p>A Troop is considered merging when it has decided to continue by joining another existing troop.</p>

After disbanding, if there are remaining troop funds, they will be held by council staff for one year.

- 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 their new or reforming group. A request for the transfer of the funds from the new group leader is to be submitted to answer@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	<p>A "transfer" is defined as a girl leaving one troop and joining another troop while their original troop remains active.</p> <p>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 in the Group Composition section of this resource.</p>
Policy	<p>Groups shall follow the council's girl transfer procedures.</p>
Procedure	<p>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.</p> <p>For those troops dividing, 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.</p>

Lost/Stolen/Misappropriated Funds or Property

Policy	<p>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.</p> <p>Any volunteer responsible for missing funds may be removed from their volunteer position and may be subject to legal action.</p>
--------	---

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.

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 adult volunteers 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 the [Alcohol, Tobacco and Illegal Drugs policy](#).

Group Composition

Policy

A group will be defined as being comprised of a minimum of five girls and two unrelated adult volunteers, one of whom must be female. ("Unrelated" is defined as not related by blood, marriage or household.)

Procedure

Troops receive a troop number and may begin meeting when they have at least five girl members, and two troop leaders who are:

- Unrelated.
- Do not live in the same household.
- Are registered for the current membership year or are Lifetime members.
- Have a current GSOSW background check.
- Have completed the initial training requirements for the troop leader role.

Troops will be open to accepting new girls and remain visible in the My GS Troop Catalog until they meet the following program level requirements below. If the troop falls below the standard number of girl member openings, their troop will automatically become visible in the catalog.

Exceptions to troop size requirements may be considered if a troop is planning to disband at the end of the current membership year or if 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 answers@girlscoutsosw.org for review.

For more information about the troop formation process, visit the [How to Start a Troop](#) page on the GSOSW website.

In addition to troop leader requirements, multi-level troops must have at least one adult volunteer for each program levels whom:

- Is registered for the current membership year or is a Lifetime member
- Has a current Girl Scouts of Oregon and Southwest Washington background check
- Has complete Mandatory Reporting training
- Is encouraged to complete Girl Scouts of Oregon and Southwest Washington's grade level training for that program level.

Any troops exceeding 35 girls must consult volunteer membership services 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 being a registered member of Girl Scouts of the USA.

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. If a troop falls below the membership requirement of at least three girls from more than two families, they will be considered disbanding October 31, and will not qualify to participate in the Fall Product Program or the Girl Scout Cookie Program.

Girl Scout Troop/Group Size		
	Standard number of girl member openings	Number of additional girl openings that may be requested without council staff approval
Girl Scout Daisy	8	2
Girl Scout Brownie	10	2
Girl Scout Junior	10	5
Girl Scout Cadette	10	5
Girl Scout Senior	5	10
Girl Scout Ambassador	5	10
Multi-level Girl Scout troop	Determined by council staff	Determined by council staff

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 Troop/Group Sponsorship Agreement (form #112) 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 and the Girl Scout group cannot exclude members who are not members of the sponsoring religious group.</p>

Health and Safety

Alcohol, Tobacco and Illegal Drugs

Policy

No person will use tobacco products in the presence of a girl member at any time while at a Girl Scout event/meeting.

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.

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.

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 their designate.

Procedure

At properties that do not have designated smoking areas, GSOSW recommends leaving the property to smoke tobacco products.

Note: If smoking in your private vehicle, please remember that the smell and residue of tobacco products can trigger or aggravate respiratory issues. Take steps to air out your vehicle when preparing to transport members.

Requests to consume alcohol at adult-only functions must be received, in writing, at least two weeks prior to the planned activity. Requests should be submitted to the CEO (email answers@girlscoutsosw.org with ATTN: CEO in the subject line) and include the following:

- 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 Girl Scouts of Oregon and Southwest Washington -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 | Program guidelines for rifle and/or gun safety programs:

- Girls under 12 years old are not allowed to use firearms.
- 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 Girl Scouts of Oregon and Southwest Washington.
- An [Individual Permission Form and Health History for Troop/Group or High Risk Activity \(form #117\)](#) must be obtained for any girl wishing to participate in a firearms program.

Health History

Policy | A health history is required as outlined in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#).

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 Girl Scouts of Oregon and Southwest Washington volunteers will immediately report any incidents or strong suspicions of child abuse or neglect to the appropriate agency and inform Girl Scouts of Oregon and Southwest Washington.

Procedure | Volunteers are to notify the director of volunteer support within 48 hours of making a report.
Definitions of abuse and additional information may be found at:
<http://dhsforms.hr.state.or.us/Forms/Served/DE9061.pdf>
<https://www.dshs.wa.gov/altsa/home-and-community-services/reporting-child-abuse-and-neglect>
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).