Council Volunteer Policies and Procedures
Revised September 2021

Notes:

- Girl Scouts of Oregon and Southwest Washington views [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) and all their contents as the minimum standards by which Girl Scouting will operate in the council. Girl Scouts of Oregon and Southwest Washington 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.

- “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” – Girl Scouts of Oregon and Southwest Washington defines volunteer as, “an adult member who gives their 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, treasurers, day camp staff, event chaperones).

- 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, trainers, delegates).
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# 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 Girl Scouts of Oregon and Southwest Washington.

### 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. Girl Scouts of Oregon and Southwest Washington is committed to providing membership registration assistance for this purpose to families in need, subject to available funds. Girl Scouts of Oregon and Southwest Washington is unable to grant financial assistance retroactively.

Girl Scouts are encouraged to budget for the girl’s memberships 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.

Girl Scouts of Oregon and Southwest Washington 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.

If the 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 credit, 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.

Girl Scouts of Oregon and Southwest Washington is committed to providing assistance for a new Girl Scout’s uniform components and 50% of their Girl’s Guide, 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 Girl...
Scouts of Oregon and Southwest Washington is committed to providing assistance for a new Girl Scout’s uniform components and 50% of their Girl’s Guide, 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 on 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, 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.

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.

Impact of Policy

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.

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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, 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: as 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, 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 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.
• Is never left alone with girl(s).
• 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.
• 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**
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/membership 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**
When a volunteer wishes to dispute the action or decision of an employed staff member, the following procedures are to be followed.

1. The volunteer with the grievance may schedule a meeting (in person 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 ten 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 ten 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

<table>
<thead>
<tr>
<th><strong>Policy</strong></th>
<th>No Girl Scout volunteer will enter into any agreement or contract that is binding on the council or includes a hold harmless clause.</th>
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</thead>
</table>
| **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 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 tables outline courses assigned to volunteers in gsLearn, and are required for volunteers providing direct or indirect service to girls.

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 39.

Additional learning courses are required for certain activities, such as 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 for the specific requirements for each activity type.

Online Finance Training is required for all volunteers who are signers 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. Failure to take required courses may result in dismissal from the position or be grounds for non-reappointment.

The standards outlined in this document starting on page 16, and in Safety Activity Checkpoints regarding what specialized courses are required before undertaking certain activities will be followed. Girl Scouts of Oregon and Southwest Washington has additional standards, including courses and certifications required for higher risk activities. These requirements are outlined in Safety Activity Checkpoints. Contact the appropriate program or volunteer learning services staff for more information on these additional standards.

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

Girl Scouts of Oregon and Southwest Washington learning courses do not expire, and current learning courses do not have an expiration date.

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.

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**Adult Volunteer Positional Training Requirements**

<table>
<thead>
<tr>
<th>gsLearn Course Title</th>
<th>Troop or Group Leader</th>
<th>Troop Treasurer/Account Signer</th>
<th>Friends and Family Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GSOSW Foundations</strong></td>
<td>Required prior to position appointment</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Troop Finance</strong></td>
<td>Required prior to position appointment</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td><strong>GSOSW Mandatory Reporter Training for Volunteers</strong></td>
<td>Required prior to position appointment</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td><strong>Grade Level Training</strong></td>
<td>Required within three months of position appointment</td>
<td>Recommended</td>
<td>Recommended</td>
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<tr>
<td><strong>Other</strong></td>
<td>Required by activity type (see pages 18–22)</td>
<td>Required by activity type (see pages 18–22)</td>
<td>Required by activity type (see pages 18–22)</td>
</tr>
<tr>
<td>gsLearn Course Title</td>
<td>Fall and cookie product manager</td>
<td>Service team member</td>
<td>Council-level volunteer team member</td>
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<tr>
<td>GSOSW Foundations</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
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<td></td>
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<tr>
<td>Troop Finance</td>
<td>Required</td>
<td>Required if handling troop or group monies and/or is a signer on a troop/group bank account</td>
<td>Required</td>
</tr>
<tr>
<td>GSOSW Mandatory Reporter Training for Volunteers</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Grade Level Training</td>
<td>Recommended</td>
<td>Recommended</td>
<td>Required</td>
</tr>
<tr>
<td>Other</td>
<td>Required by activity type (see pages 18–22)</td>
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<td>Required by activity type (see pages 18–22)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>gsLearn Course Title</th>
<th>Booth sales assistant</th>
<th>Extended travel/council-sponsored trip advisor</th>
<th>Extended travel chaperone/council trip chaperone</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSOSW Foundations</td>
<td>Recommended</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Troop Finance</td>
<td>Recommended</td>
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<td>Required if handling troop or group monies and/or is a signer on a troop/group bank account</td>
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<td>GSOSW Mandatory Reporter Training for Volunteers</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>Grade Level Training</td>
<td>Recommended</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Other</td>
<td>Day Trips Or Online booth sale assistant training</td>
<td>Day Trips Indoor Overnights Extended Travel</td>
<td>Day Trips Indoor Overnights Extended Travel</td>
</tr>
</tbody>
</table>
# Adult Recognitions

<table>
<thead>
<tr>
<th>Policy</th>
<th>Girl Scouts of Oregon and Southwest Washington will follow a system of recognitions that is outlined in council adult recognition guidelines and by GSUSA.</th>
</tr>
</thead>
</table>
| Procedure | The process for nominating any adult volunteer for excellence in their position can be found at [girlscoutsosw.org/en/for-volunteers/adult-awards.html](https://girlscoutsosw.org/en/for-volunteers/adult-awards.html). Timelines for nominations are to be strictly followed so that each nominee receives the opportunity to be considered.  
Nominations are reviewed by a volunteer adult recognitions committee and administered through the Girl Scouts of Oregon and Southwest Washington 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 three 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 except when the travel is during an official federal holiday.

“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 three 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 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

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 nights and not considered high-risk activities or sensitive issues as defined on page 23 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 that is not more than three 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 *Trip Planning Summary (form #119a)* is required to be signed by a troop leader and approved by their service unit’s event and travel coordinator at the beginning of the planning for the trip, at least four to six weeks in advance. No purchase or reservations should be made toward the trip until receiving approval of this form. The *Training and Roster Verification (form #119b)* is required to be signed by a troop leader and approved by their service unit’s travel coordinator no later than three weeks before the start of the trip. Both of these forms must be completed in order for girls to be able to travel to and from, or attend and participate in any overnight trip lasting one to three nights or a day trip with 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 nights or more and/or 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:

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**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.

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

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

<table>
<thead>
<tr>
<th>Day Trips</th>
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</table>
| **Criteria** | • Outside the regular meeting place, time or date.  
| | • Does not include an overnight. |
| **Forms/Approval (and submitted to whom)** | • *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 *Safety Activity Checkpoints*:  
| | o *Trip Planning Summary (form #119a)* (submit to service unit travel coordinator at least four to six weeks in advance of the trip).  
| | o *Training and Roster Verification (form #119b)* (submit to service unit no later than three weeks before the start of the trip). |
| **Learning Courses Required** | • Position-specific trainings.  
| | • Grade Level Training.  
| | • Day Trips Training.  
| | **Courses to be completed at least two months prior to activity.** |
| **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 *Safety Activity Checkpoints*. |
# Indoor Overnight – Non-Camping

## Criteria
- Beyond normal meeting place/time/date.
- Includes an overnight but not more than three nights.
- Staying in a closed structure with the following amenities: running water, heat, toilets, kitchen facilities or restaurant and phone/cell coverage.

## Forms/Approval (and submitted to whom)
- **Annual Permission Slip and Health History (form #120)** or **Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117)**.
- **Trip Planning Summary (form #119a)** (submit to service unit event and travel coordinator at beginning of trip planning).
- **Training and Roster Verification (form #119b)** (submit to service unit data specialist no later than two weeks before the start of the trip).

## Learning Courses Required
- Position-specific trainings.
- Grade Level Training.
- Day Trips Training.
- Indoor Overnights Training.

**Courses to be completed at least three months prior to activity.**

## Girl Scout insurance required
Trips of three nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday.

## Minimum Age
Subject to **Safety Activity Checkpoints.**

## First Aid/CPR required by at least one person attending the activity
Yes.
### Overnight – Camping at an Established Site

**Criteria**
- Beyond normal meeting place/time/date.
- Includes an overnight but not more than three 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)**
- *Annual Permission Slip and Health History (form #120)* or *Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117).*
- *Trip Planning Summary (form #119a)* (submit to service unit event and travel coordinator at beginning of trip planning).
- *Training and Roster Verification (form #119b)* (submit to service unit data specialist no later than two weeks before the start of the trip).

**Learning Courses Required**
- Position-specific trainings.
- Grade Level Training.
- Day Trips Training.
- Indoor Overnights Training.
- Outdoor Skills Training.

**Courses to be completed at least six months prior to activity.**

**Girl Scout insurance required**
Trips of three nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday.

**Minimum Age**
Subject to *Safety Activity Checkpoints*. Per *Safety Activity Checkpoints*, please note that Daisies are too young to participate in troop camping.

**First Aid/CPR required by at least one person attending the activity**
- Yes.
  - Wilderness First Aid (WFA) required if more than 30 minutes from emergency medical system (EMS).
### Overnight – Backpacking

<table>
<thead>
<tr>
<th>Criteria</th>
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<tbody>
<tr>
<td>• Beyond normal meeting place/time/date.</td>
</tr>
<tr>
<td>• Includes an overnight but not more than three nights.</td>
</tr>
<tr>
<td>• Camping in a non-established site (aka primitive camping).</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Forms/Approval (and submitted to whom)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>Annual Permission Slip and Health History (form #120)</strong> or <strong>Individual Permission Form and Health History for Troop/Group or High Risk Activity (form #117)</strong>.</td>
</tr>
<tr>
<td>• <strong>Trip Planning Summary (form #119a)</strong> (submit to service unit event and travel coordinator at beginning of trip planning).</td>
</tr>
<tr>
<td>• <strong>Training and Roster Verification (form #119b)</strong> (submit to service unit data specialist no later than two weeks before the start of the trip).</td>
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<table>
<thead>
<tr>
<th>Learning Courses Required</th>
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<tbody>
<tr>
<td>• Position-specific trainings.</td>
</tr>
<tr>
<td>• Grade Level Training.</td>
</tr>
<tr>
<td>• Day Trips Training.</td>
</tr>
<tr>
<td>• Indoor Overnights Training.</td>
</tr>
<tr>
<td>• Outdoor Skills Training.</td>
</tr>
<tr>
<td><strong>Courses to be completed at least six months prior to activity.</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Girl Scout insurance required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trips of three nights or more require additional Girl Scout insurance unless the trip falls during an official federal holiday.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minimum Age</th>
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</thead>
<tbody>
<tr>
<td>Subject to <strong>Safety Activity Checkpoints.</strong></td>
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<table>
<thead>
<tr>
<th>First Aid/CPR required by at least one person attending the activity</th>
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</thead>
<tbody>
<tr>
<td>Yes.</td>
</tr>
<tr>
<td>• Wilderness First Aid (WFA) required if more than 30 minutes from emergency medical system (EMS).</td>
</tr>
</tbody>
</table>
## Extended Travel

### Criteria
- Travel lasting four nights or more OR when traveling 200 miles or more outside the council jurisdiction boundaries.

### Forms/Approval (and submitted to whom)
- **Extended Travel Permission Slip** (form #118).
- **Girl Health Examination Record**.
- Extended Trip Application – *Intent to Travel Notification* (form #121a) – submit to travel@girlscoutsosw.org at least six months prior to trip.
- Extended Trip Application – *Travel Planning Summary* (form #121b) – submit to travel@girlscoutsosw.org three months prior to trip.

### Learning Courses Required
- Position-specific trainings.
- Grade Level Training.
- Day Trips Training.
- Indoor Overnights Training.
- Extended Travel Training.

**Courses to be completed at least six months prior to trip.**

### Girl Scout insurance required
- Yes for all trips.
- Forward the email confirming purchase of insurance, with form #121b to travel@girlscoutsosw.org one month prior to the trip.

### Minimum Age
- 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.

*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.*

### First Aid/CPR required by at least one person attending the activity
- Yes.
- 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 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 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, they should contact either their service unit manager or their staff liaison.

<table>
<thead>
<tr>
<th>Policy</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>The <em>Individual Permission Form and Health History for Troop/Group or High Risk Activity</em> (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 <em>Safety Activity Checkpoints</em>.</td>
</tr>
</tbody>
</table>

**Transportation**

<table>
<thead>
<tr>
<th>Policy</th>
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</thead>
<tbody>
<tr>
<td>Girl Scout groups and their drivers, traveling by car, must adhere to state laws and safe-driving practices at all times.</td>
</tr>
</tbody>
</table>

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. 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 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.
Procedure

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.
<table>
<thead>
<tr>
<th>Eligibility Summary*</th>
<th>Coverage Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan 1</strong> Basic Coverage included with membership dues (additional purchase of this plan is not required)</td>
<td>Every registered Girl Scout member (girls and adults)</td>
</tr>
<tr>
<td><strong>Plan 2</strong> Accident Insurance</td>
<td>For members and non-members</td>
</tr>
<tr>
<td><strong>Plan 3E/3P</strong> Accident and Sickness Insurance</td>
<td>For members and non-members</td>
</tr>
<tr>
<td><strong>Plan 3PI</strong> Accidents and Sickness Insurance for International Trips</td>
<td>For members and non-members</td>
</tr>
</tbody>
</table>

* 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

<table>
<thead>
<tr>
<th>Definition</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>The only council-sponsored money-earning activities are those approved by the board of directors. 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. 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.) All product distributed to groups and Girl Scout families will be signed for and the signing party will be financially responsible for that product. Product distributed to groups and Girl Scout families is not returnable to the service units or council. 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. 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. In order to participate in any of the product sale programs, troops must meet the following criteria:</td>
</tr>
</tbody>
</table>
|            | • 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

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.

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 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.
## Communications

<table>
<thead>
<tr>
<th>Policy</th>
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<tbody>
<tr>
<td>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.</td>
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<table>
<thead>
<tr>
<th>Procedure</th>
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</thead>
<tbody>
<tr>
<td>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 Girl Scouts of Oregon and Southwest Washington Program staff. Service project opportunities can be promoted as long as the receiving organization’s mission and purpose are consistent with the Girl Scout Mission.</td>
</tr>
</tbody>
</table>

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

[Girl Scouts of Oregon and Southwest Washington’s Media Relations Guide for Girl Scouts](girlscoutsosw.org/forms) is located at [girlscoutsosw.org/forms](girlscoutsosw.org/forms).
# Group Money Earning

## Money-Earning Activities

<table>
<thead>
<tr>
<th>Definition</th>
<th>“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.</th>
</tr>
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<table>
<thead>
<tr>
<th>Policy</th>
<th>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.</th>
</tr>
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<tr>
<th>Procedure</th>
<th>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 <a href="mailto:activities@girlscoutsosw.org">activities@girlscoutsosw.org</a> 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.</th>
</tr>
</thead>
</table>

## 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 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 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.
## Fund Raising and Fund Development

### Definition

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.

### Policy

Fundraising/fund development is the responsibility of the adult members of the council. Individual girls or groups will not solicit funds.

Prior approval will be obtained for any adult fundraising activity.

### Procedure

Adult volunteers will submit the [Donation Authorization (form #606)](link) 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.

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

Girl Scouts, in their Girl Scout capacities, cannot solicit money for other organizations or individuals.

Girl Scout troops/groups will not receive approval to participate in crowdfund funding campaigns.
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 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 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 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 Girl Scouts of Oregon and Southwest Washington 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 Girl Scouts of Oregon and Southwest Washington 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
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.

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.

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.

Disbanding and Merging Groups

Policy
Groups will follow the council’s disbanded group procedures.

Procedure
A troop/group is considered disbanding when the following apply:

- The girls have graduated high school.
- The troop has decided to no longer be active.
- Memberships are not renewed by October 31.
- The troop does not meet the membership criteria of at least two leaders and three girls from more than two families.

Exceptions may be approved by Girl Scouts of Oregon and Southwest Washington staff.

A Troop is considered merging when it has decided to continue by joining another existing troop.

1. Troop leaders must 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. Troop leaders will then share they ways the girls can still participate with a different troop, as a member in any council activities, or as a Juliette (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 (form #133)* from the Girl Scouts of Oregon and Southwest Washington 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 (form #133)* 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 Girl Scouts of Oregon and Southwest Washington 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 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 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.

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**Girl Transfers and Troop Divisions**

| Definition | A “transfer” is defined as a girl leaving one troop and joining another troop while their 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 34. |

| 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, 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 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**
Girl Scouts of Oregon and Southwest Washington 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 Girl Scouts of Oregon and Southwest Washington policy. Girl Scouts of Oregon and Southwest Washington 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 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 the *Alcohol, Tobacco and Illegal Drugs policy* on page 42. |

### Group Composition

| Policy | A group will be defined as being comprised of a minimum of five girls and two unrelated adults, 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 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 Girl Scouts of Oregon and Southwest Washington 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 Girl Scouts of Oregon and Southwest Washington for review at answers@girlscoutsosw.org.
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 completed 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 completing the Girl Scout membership registration process.

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 at the end of the membership year, and will not qualify to participate in the Fall Product Program or the Girl Scout Cookie Program.

<table>
<thead>
<tr>
<th>Membership Year 2021 Guidelines for Girl Scout Group Size for New Girl Scout Troops</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum number of registered girls for a troop to begin meeting</strong></td>
</tr>
<tr>
<td>Girl Scout Daisy</td>
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<tr>
<td>Girl Scout Brownie</td>
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<td>Girl Scout Junior</td>
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<td>Girl Scout Cadette</td>
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<td>Girl Scout Senior</td>
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<td>Girl Scout Ambassador</td>
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<tr>
<td>Multi-level Girl Scout troop</td>
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</tbody>
</table>
**Group Sponsorships**

<table>
<thead>
<tr>
<th>Definition</th>
<th>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. <strong>Both</strong> 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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy</td>
<td>Groups must receive council approval prior to soliciting and/or accepting any sponsorship.</td>
</tr>
<tr>
<td>Procedure</td>
<td>A group will fill out the appropriate application for approval, and submit it to the service unit manager for approval. 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.</td>
</tr>
</tbody>
</table>
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, 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.
- 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 emailed or mailed to the CEO 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 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 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 volunteers of Girl Scouts of Oregon and Southwest Washington 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

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).