Volunteer Policies



Girl Scouts of Black Diamond abides by the policies and standards of Girl Scouts of the USA as set forth in the Blue Book of Basic Documents and Safety-Wise policies and activity checkpoints. A policy is a binding course of action established by the Board of Directors to be followed in a recurring situation. A standard is an established model for example. A policy states what must be done; a standard is a guide for doing it well. The following policies are effective as of May 15, 2011.

Girl Scouts of Black Diamond

Volunteer Policies

Contents		<u>Page</u>
Article I.	General Policies for Volunteers	4
Section 1.01	Volunteer Code of Ethics	4
Section 1.02	Non-Discrimination for Volunteers	5
Section 1.03	Selection	5
Section 1.04	Uniforms	5
Section 1.05	Adult Volunteer Recognitions	5
Section 1.06	Troop/Group Leadership	5
Section 1.07	Men in Girl Scouting	5
Article II.	Application and Screening Policies for Volunteers	6
Section 2.01	Membership Registration	6
Section 2.02	Background Check Policy	6
Section 2.03	Criminal Offenses	7
Section 2.04	Traffic Violations	8
Section 2.05	Contest of Criminal History	8
Section 2.06	Continued Service	8
Section 2.07	Volunteer Appeal Policy	9
Article III.	Appointment, Reappointment, and Training Policies for Volunteers	9
Section 3.01	Appointment	9
Section 3.02	Training	9
Section 3.03	Council Sponsored Training/Meeting Registration Deadlines	10
Section 3.04	Evaluation and Reappointment	10
Section 3.05	Termination, Release or Resignation of Volunteer Appointment	10
Article IV.	Protection Policies for Girls and Adults	11
Section 4.01	Abusive Conduct and Child Abuse or Neglect	11

Section 4.02	Harassment	12
Section 4.03	Substance Abuse	13
Section 4.04	Tobacco Free Zone	13
Section 4.05	Firearms and Other Weapons	13
Section 4.06	Internet Usage	13
Article V.	Program Related Policies	14
Section 5.01	Troop Camping and Trips	14
Section 5.02	Sensitive Issues	14
Section 5.03	Transporting Girls	14
Section 5.04	Council Sponsored Program Events/Meeting Registration Deadlines	14
Article VI.	Financial Policies	15
Section 6.01	Troop/Group Financial Record Keeping	15
Section 6.02	Control of Troup/Group Cash	15
Section 6.03	Troop/Group Bank Account	15
Section 6.04	Control of Troop/Group Funds	15
Section 6.05	Fiscal Responsibility	16
Section 6.06	Control of Funds	16
Section 6.07	Council Fund Development	16
Section 6.08	Family Solicitation	16
Section 6.09	Solicitation of Contributions	16
Section 6.10	Money Earning Activities	16
Section 6.12	Required IRS Reporting	17
Section 6.13	Volunteer Expenses	17
Article VII.	Girl Scout Communications	18
Section 7.01	Creating print Materials on Behalf of Girl Scouts of Black Diamond	18
Section 7.02	Crisis Communication	18

Article I. General Policies for Volunteers

Section 1.01 Volunteer Code of Ethics

The Girl Scout Promise and Law express the basic beliefs of Girl Scouting and provide the foundation for individuals and groups. The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law. A volunteer's acceptance of the Girl Scout Promise and Law is one of the primary qualifications for membership in the Girl Scout Movement, as it has been since 1912.

It is imperative that each volunteer have a basic belief in Girl Scouting principles, maintain the highest standards of conduct and demonstrate her/his ability to perform the requirements of a volunteer position. Inappropriate conduct may result in revoking volunteer status.

Standards outlining acceptable conduct of volunteers are important for the orderly operation of any organization and for the benefit and protection of the rights and safety of all the members. Volunteers are expected to abide by the Girl Scout Promise and Law and all policies, standards and practices established by Girl Scouts of Black Diamond Council, GSUSA, as well as local, state and federal laws. See the appendix for the Girl Scout Promise and Law. Inappropriate conduct may result in revoking volunteer status. Legal action may be taken if necessary. Some examples of unacceptable conduct are identified as:

- Possession of alcohol or any controlled substance at a Girl Scout event where girls are present, or while on Girl Scouts of Black Diamond Council premises (unless at an adults only event) or participation in Girl Scout activities under the influence of alcohol or any other controlled substance, unless prescribed by a personal physician.
- Smoking in areas designated as non-smoking areas or any place girl members are present.
- The possession and use of firearms and weapons, unless approved by the Council for specific program activities or possessed and used by law enforcement officials in the course of their duties. Concealed weapons are prohibited.
- Failure to comply with WV, OH, VA and/or MD state laws, regarding the use of car seats for children, and the use of cell phones or other electronic devices without a hands-free device while driving.
- Failure to comply with the American Academy of Pediatrics and the National Highway Traffic Safety Administration guidelines which prohibit children less than 12 years of age from riding in the front seat of a car equipped with airbags.
- Falsifying or making material omissions on Council records.
- Misappropriation of any Girl Scout funds.
- Theft or inappropriate removal of property that belongs to or is in the possession of Girl Scouts of Black Diamond Council, Council employees, girl or adult members, visitors and/or malicious or willful destruction or damage to such.
- Soliciting or accepting gratuities for personal gain or benefit.
- Violation of federal, state, or local laws.

Girl Scouts of Black Diamond Council reserves the right to release any volunteer from service if, in the sole discretion of the Girl Scouts of Black Diamond Council, the volunteer's actions are inconsistent with Girl Scout policies, principles, and/or procedures.

Section 1.02 Non-Discrimination for Volunteers

Girl Scouts of Black Diamond Council seeks to offer volunteer opportunities to all adults, age 18 and up, regardless of race, religion, age, disability, sexual orientation, gender identity, national origin, veteran status, citizenship, medical condition, marital status, socioeconomic status or any other classification protected by federal, state or local laws or ordinances. Adult volunteers are selected on the basis of ability to perform the volunteer tasks, willingness and availability to participate in training for the position and acceptance of the principles and beliefs of Girl Scouting. All girls and adults who meet the membership requirements will be granted the access to the program. Girl Scouts of Black Diamond Council will endeavor, through targeted recruitment efforts, to enroll and train adult volunteers of culturally, racially and ethnically diverse backgrounds. The council is committed to assuring equal opportunity and equal consideration to all applicants. In most cases, a written agreement will be produced and completed at the time of appointment, which will include a term of appointment, specific expectations for tasks, and signatures of the volunteer and her/his supervisor.

Section 1.03 Selection

Volunteers are selected on the basis of qualifications for membership, ability to perform the position's requirements, and willingness and availability to participate in appropriate training.

Section 1.04 Uniforms

Official adult uniforms will consist of an official scarf worn with the membership pins for women and an official tie for men. The official scarf/tie and membership pins will be worn with navy blue business attire.

A uniform is not required to participate or volunteer with the Girl Scouts, but may be required at official events such as Girl Scouts of Black Diamond Council's Annual Meeting and National Sessions and conferences. In such cases participants will be notified.

Section 1.05 Adult Volunteer Recognitions

Girl Scouts of Black Diamond will maintain the integrity of all awards and recognitions by a system of recommendation, documentation and presentation that is clearly defined and in compliance with guidelines established by Girl Scouts of Black Diamond and Girl Scouts of the USA. Volunteer recognitions chart and information can be found in the appendix.

Section 1.06 Troop/Group Leadership

Troops/Groups being led by multiple members of a family require an additional non-related female adult as part of the leadership committee.

Section 1.07 Men in Girl Scouting

Every position in Girl Scouting is open to men as well as women. Male volunteers are welcomed to the organization to serve in accordance with standards established in Safety-Wise. Girl Scouts of Black Diamond Council believes that female role models are especially

important to girls as they develop the decision making and planning abilities they will need as women. Therefore, when men serve in troop/group leadership roles, they must have an unrelated female leader and/or co-leader.

Article II. Application and Screening Policies for Volunteers

Section 2.01 Membership Registration

All girls and adults participating in the Girl Scout movement shall be registered as members of Girl Scouts of the USA and individually pay the annual or lifetime membership registration fee, except those adults who are working in a temporary advisory or consultative capacity.

Girl Scouts of the USA membership registration is mandatory for volunteers who work directly with girls, chaperone overnight trips, drive with members in a vehicle or handle money. Other non-registered adult volunteers are not required to become registered members. However, registered adult members of Girl Scouts of the USA are automatically covered with the Girl Scout Activity Accident Insurance for the entire membership year. It is recommended that all adults who will participate in any meetings or activities be registered; if the person is NOT REGISTERED, the troop/group MUST purchase additional insurance for each event at which you volunteer.

Section 2.02 Background Check Policy

Girl Scouts of Black Diamond conducts criminal background checks on adult volunteers in designated volunteer positions.

- (a) Each applicant who seeks to act as a volunteer in the following positions: troop/group leader/advisor, assistant leader/advisor, service unit administrator, administrative volunteers, product sales managers, cookie sale managers, event coordinators, all camp/day camp volunteers, overnight chaperones/adults, shall be required to disclose, in writing or electronic signature, the details of any crimes for which the applicant has been convicted or to which the applicant has pleaded guilty or no contest. Criminal background check policy does not apply to one-time volunteers in a controlled and supervised environment with a background checked volunteer.
- (b) Each applicant shall give written or electronic authorization for Girl Scouts of Black Diamond to obtain a criminal background check as may be required by the federal Fair Credit Reporting Act, 15 USC 1681-1681u, or other applicable law, as currently in effect as it may be amended from time to time. Girl Scouts of Black Diamond will make available a copy of her/his rights under the FCRA. In order to obtain a criminal background check, applicants must be registered members of the Girl Scouts of the USA.

All volunteers must complete and submit all required forms and/or information. Each volunteer must have their own complete set of paperwork to ensure privacy of information. Before any volunteer can work DIRECTLY with girls, information about girls or money, they must become a member of GSUSA, submit a volunteer application, and have an approved background check. Registered and non-registered volunteers working INDIRECTLY with girls must also submit a volunteer application. The application and screening process can take up to two weeks. It is required that any volunteer responsible for girl members during the

membership year become registered members of GSUSA and complete the additional steps in the application and screening process.

Annually, all operational volunteers shall be required to provide a disclosure statement. See the appendix for a copy of the annual disclosure statement and page for detailed information about the volunteer screening process.

Section 2.03 Criminal Offenses

If Girl Scouts of Black Diamond learns that an applicant or volunteer has been convicted of, has pleaded guilty to, or has pleaded no contest to a misdemeanor or felony under a court of law, the following shall apply:

- (a) For crimes against children, offenses against persons, offenses against the family, crimes involving weapons, arson, any violent crime or drug-related offense in addition to Section 3.05, the person will not be allowed to volunteer or serve in any official volunteer capacity. Girl Scouts of Black Diamond reserves the right to consider applicants on a case-by-case basis. See the appendix for an extended definition of official volunteer capacity.
- (b) Registered Sex Offender Policy Registered sex offenders are expressly prohibited from serving for any volunteer position at Girl Scouts of Black Diamond. A registered sex offender in the household is not cause for automatic disqualification of the applicant. Girl Scout troop meetings may not be held in, nor troop records or personal information on Girl Scouts be stored in, a residence where a known sex offender lives.
- (c) For one DWI, DUI or possession of marijuana under two ounces, in the past five years, then the decision whether to allow service shall be within the absolute and exclusive discretion of the Chief Executive Officer. Other than a first offense the disposition of which occurred five or more years earlier, that person shall not be allowed to volunteer or serve in any official volunteer capacity. See the appendix for official volunteer positions.
- (d) Any person convicted in the past five years of shoplifting, fraud, false pretense, embezzlement, worthless checks or related offenses will be restricted from the management of Girl Scout money. At the discretion of the Chief Executive Officer, persons convicted of such offenses shall not be allowed to volunteer or serve in any capacity.
- (e) For any other criminal offenses, regardless of whether it is classified as a felony or as a misdemeanor, including driving violations, that person shall have his or her case reviewed on a case-by-case basis. The decision whether to allow a person to volunteer or give service or have restricted service shall be within the absolute discretion of the Chief Executive Officer. The addition of references may be necessary in some cases.

Section 2.04 Traffic Violations

Any volunteer driving Girl Scout passengers and/or driving vehicles owned/rented by Girl Scouts must have had a valid driver's license for a minimum of two years. If the volunteer driver has had any traffic violations, the following applies:

- With 2-4 years total driving experience: no more than one ticket or at-fault accident during that period.
- With 5-9 years driving experience: no more than two tickets or two at-fault accidents during that period.
- With 10 or more years experience: no more than two tickets and one at-fault accident or two at-fault accidents and one ticket during that time period.
- No convictions of reckless driving in the past 10 years.
- No suspension of driving privileges in the past 10 years due to a moving violation (a suspension for failure to appear does not count).

Definitions of criminal offenses can be found in the appendix.

Section 2.05 Contest of Criminal History

Any applicant or volunteer who disputes and desires to contest any information that appears on the criminal history record report must file with Girl Scouts of Black Diamond written notice challenging the accuracy of the report within 10 days following the submission of the initial notice. The individual must take all steps necessary to challenge the report and provide Girl Scouts of Black Diamond with sufficient documentation, satisfactory to the Council in its sole discretion, that the report is in error and that steps are being taken to correct the report. Upon resolution of the matter with the providing agency, the individual may submit a certified copy of the corrected criminal history record to Girl Scouts of Black Diamond. All costs associated with an appeal of the criminal history report provided to Girl Scouts of Black Diamond shall be borne by the individual. Further, it is the responsibility of the individual contesting the report, not the Council, to take all action necessary to contest or correct the criminal history report. Notwithstanding an "individual" contest of information contained in the criminal history report, Girl Scouts of Black Diamond does not control the information that is contained in the criminal history reports, and the Council shall have no liability to any person for the information contained in such reports or for its actions in reliance upon such reports.

Section 2.06 Continued Service

Each volunteer as a condition of continued service consents to a periodic review of his or her criminal background check. Those volunteer positions outlined in section 2.02 a will be required to receive a background check once every three years. Upon request of Girl Scouts of Black Diamond, each volunteer shall provide written or acceptable electronic authorization for a criminal background check when requested.

An annual disclosure statement is necessary for the continued service of volunteers. For a copy of the form, see the appendix.

Section 2.07 Volunteer Appeal Policy

For all decisions related to section II, a written letter of appeal may be sent within 30 days of notification of adverse action to the Chief Executive Officer through the Director of Volunteer Services. The CEO shall make a final determination regarding the appeal within 30 days. Written notification of the decisions will be sent to the volunteer. All appeal decisions are final.

Article III. Appointment, Reappointment, and Training Policies for Volunteers

Section 3.01 Appointment

All new operational volunteers should complete the volunteer interest packet in order to locate the placement most suitable to their talents, interests and needs. Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the Council. In instances where this is not possible, the needs of the Council will take precedence over the needs of the individual wishing to volunteer. Individuals not placed in a position for which they applied may be recommended for other positions, or they may request reassignment.

Appointment will be made on the basis of qualifications for membership, ability to perform the necessary requirements of the volunteer position, and the willingness and availability to sign a volunteer agreement and participate in training for the position. Employees may not act in any volunteer role.

Each volunteer position has a written position description that outlines specific responsibility, expectations and term limits.

See the appendix for a copy of the volunteer interest form. The volunteer agreement can also be found in the appendix.

Section 3.02 Training

All volunteers with primary responsibility for working with girls must be adequately trained for the position that they will assume or have assumed in accordance with guidelines established by the council. Basic training that is designated as mandatory for the position must be completed within six months of appointment or sooner if the volunteer assignments are episodic and/or end sooner than six months from appointment. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her or his work.

Volunteers and participants in the Girl Scout program should familiarize themselves with Safety-Wise standards and activity check-points, which outlines the checkpoints and guidelines for maintaining a safe environment in which to conduct Girl Scout activities. All activities should be conducted by Safety-Wise standards and check-points or following state or federal laws, whichever is more stringent. Where no specific activity checkpoints or laws are stated, the guidelines of Girl Scouts of the USA and the policies and procedures of GSBDC are recognized as the authority on the specific activity as an acceptable policy.

For sequential training requirements, by position, see the **Stepping Up to the Leadership Challenge** training guide in the appendix.

Section 3.03 Council Sponsored Training/Meeting Registration Deadlines

Registration deadlines may apply to any and all learning opportunities as well as Council sponsored meetings. Minimum and maximum attendance shall be determined prior to any and all learning opportunities as well as Council sponsored meetings. If participant registration does not meet minimum requirements at the close of the registration deadline, Girl Scouts of Black Diamond reserves the right to cancel. In the event of a cancellation, notification shall be sent to all registrants for whom a registration has been received by the Events and Training Registrar.

Section 3.04 Evaluation and Reappointment

The volunteer position description and volunteer agreement are the basis for evaluation, reappointment, reassignment to another volunteer position, and termination.

This is to review and evaluate position performance. Evaluations and check-ups will be completed by the Service Unit Administrator, mentor and/or the assigned employee manager.

Reappointment takes place only after completion of a satisfactory performance evaluation and mutual acceptance of position accountabilities, expectations and a time commitment.

Section 3.05 Termination, Release or Resignation of Volunteer Appointment

An unsatisfactory evaluation and/or failure to comply with any or all of the expectations of the volunteer position may result in immediate termination. Any action to release a volunteer will receive careful, detailed and confidential consideration

An operational volunteer may resign from her/his volunteer position before the term is completed. Volunteers who are unable to complete their term should provide written notice to their supervisor at least 1 month in advance if not sooner.

All Girl Scout material, including accounting of monies in the volunteer's possession must be given to the supervisor upon leaving.

Each operational volunteer will be provided a copy of both Girl Scouts of the USA and Girl Scouts of Black Diamond Council policies and practices that guide and protect her/his status as a Girl Scout volunteer.

Release from a volunteer position does not cancel Girl Scouts of the USA membership fee. Refunds will not be provided.

Reasons for release of a volunteer usually fall within the following categories:

- Conduct not consistent with the beliefs and principles of the Girl Scout Movement and the Promise and Law.
- Inability or unwillingness to perform duties.
- Neglect of the obligations of the position.

- Failure to complete required evaluations
- Violation of policies and/or standards of Girl Scouts of the U.S.A., and/or Girl Scouts of Black Diamond Council.
- Financial carelessness and/or theft of Girl Scout monies/funds.
- Physical, sexual, mental, or verbal abuse directed at any individual.

Article IV. Protection Policies for Girls and Adults

Section 4.01 Abusive Conduct and Child Abuse or Neglect

Girl Scout volunteers have a moral responsibility to report known or suspected cases of child abuse to Child Protective Services. If a volunteer is told or suspects that a child has been abused she/he may report this information to the area assigned Council employee for assistance with the report to Child Protective Services.

Child abuse and neglect are unlawful acts. Girl Scouts of Black Diamond Council prohibits any volunteer, male or female, from physically, sexually, or mentally abusing or neglecting any girl member.

In accordance with this policy, Girl Scouts of Black Diamond will neither condone nor tolerate: infliction of physically abusive behavior or bodily injury upon girl members; physical neglect of girl members, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities; and emotional maltreatment of girl members, including verbal abuse and/or verbal attacks.

The Child Abuse Prevention and Treatment Act defines child abuse and neglect as "the physical or mental injury; sexual abuse as exploitation, negligent treatment, or maltreatment of a child under the age of 18 or the age specified by the child protection law of the state in question; by a person who is responsible for the child's welfare; under circumstances which indicate that the child's health or welfare is harmed or threatened."

The Act defines sexual abuse as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

Girl Scouts of Black Diamond Council reserves the right to refuse membership endorsement or reappointment, to dismiss, or to exclude from affiliation with the council any person who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect.

All operational volunteers must complete a CHILD ABUSE AWARENESS training at least once every three years.

Current Volunteers Suspected/Accused of Abusing Children

In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse, the following procedures will be followed.

A volunteer so accused is required to:

- Suspend all Girl Scout activities and duties until the matter has been resolved.
- Turn over all monies, materials, and records to a designated representative of the council until the matter is resolved.
- The accused is considered innocent until proven guilty.

Section 4.02 Harassment

All girl members, volunteers and employees of Girl Scouts of Black Diamond Council are entitled to work in an environment free of harassment of all forms including sexual, verbal and physical harassment. Girl Scouts of Black Diamond Council maintains a strict policy and equal opportunity law prohibit harassment on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, gender identity, national origin, ancestry, veteran status, citizenship, pregnancy, childbirth or other medical condition, marital status or any other classification protected by federal, state and local laws and/or ordinances.

In accordance with this policy, Girl Scouts of Black Diamond Council will not condone or tolerate the following:

- Any display or demonstration of sexual activity among and/or between volunteers;
- Sexual advances or sexual activity of any kind among volunteers, or girl members;
- Use of the Girl Scout name, related activities, publications, and/or facilities as vehicles for public or private promotion of sexual orientation and/or practice;
- Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism, and/or involvement of girl members in pornographic materials;
- Continued or repeated jokes, language, epithets, flirtations, advances or propositions that are sexual in nature or based upon race, color, religion, sex, national origin, age, disability, marital status, family status, veterans status or any other characteristic protected by federal or state law;
- The circulation of electronic communications including but not limited to
 electronic mail messages that are to be considered sexual in nature, bullying,
 malicious gossip or based upon race, color, religion, sex, national origin, age,
 disability, marital status, family status, veterans status or any other
 characteristic protected by federal or state law;
- Name calling, relating stories, gossip, comments or jokes that have a sexual connotation or that are based upon race, color, religion, sex, national origin,

age, disability, marital status or any other characteristic protected by federal or state law;

• Retaliation against employees and/or other volunteers for complaining about such behavior.

Any volunteer who feels that she or he has been subjected to unlawful discrimination or harassment of any type, whether by another volunteer, employee, or any agent of the organization, should promptly report the incident to a supervisor or to the Chief Executive Officer. The supervisor, upon receiving such a complaint, must report the matter to the Chief Executive Officer.

Under no circumstances shall a volunteer's duties and/or opportunities be jeopardized because of making a complaint under this policy or because of his or her willingness otherwise to assist in the identification of persons in violation of this section. Girl Scouts of Black Diamond Council shall not tolerate retaliation or reprisal against a volunteer based upon the volunteer making a good faith complaint of conduct, in violation of this section or based upon the volunteer cooperating in an investigation of any such complaint.

Section 4.03 Substance Abuse

Girl Scouts of Black Diamond strictly prohibits the use of illegal drugs, alcohol or other intoxicating substances, abuse of legal drugs, or being under the influence of alcohol, illegally used drugs or other intoxicating substances at Girl Scout functions or activities. Use of alcohol, illegal drugs or the use of other intoxicating substances is always prohibited on all council properties. With approval from the board chair and CEO, alcohol may be served at approved adult functions.

Any permanent staff housing on Council property is considered to be a private residence. Council employee behavior is governed by Council Personnel Policies.

Section 4.04 Tobacco Free Zone

To promote good health and safety, there will be no smoking or use of tobacco products in the presence of girls or in areas or vehicles where girls can be exposed to second hand smoke. Smoking and other tobacco use is prohibited inside all council leased/rented/owned buildings. All Girl Scout functions should have a designated smoking area with eco-friendly and safe cigarette disposal. All designated smoking areas should be out of sight and away from girls and non-smoking adults.

Section 4.05Firearms and Other Weapons

The possession and use of firearms and weapons is prohibited on Council properties, unless approved by the Council for specific program activities or possessed and used by law enforcement officials in the course of their duties. Concealed weapons are prohibited.

Section 4.06 Internet Usage

For the safety of girls and adults, it is imperative that we as an organization protect the privacy of our girls. As a volunteer of this organization, we expect volunteers to uphold the Girl Scout Promise and Law in the troop/group electronic communication, just as you would

in other forms of communication. This includes, but is not limited to, social media sites such as Facebook, MySpace, Twitter, and LinkedIn and personal/public blogs.

The aforementioned internet sites must not be used to post personal information including: girls' last names, girls' websites, email addresses, and physical addresses or other contact information of minors. In addition to the personal information, do not include addresses or times of meeting places unless the site is password protected and/or you are using customizable privacy settings. Do not post photographs of girls without permission from the parents/guardians. You can access this form in the appendix.

Article V. Program Related Policies

Section 5.01 Troop Camping and Trips

Prior to troop/group travel of at least 200 miles round trip and/or camping on a site not owned by Girl Scouts of Black Diamond, leaders must complete the application for troop trip/camping. Applications are required to be sent to the appropriate Membership Development Coordinator for approval at least four weeks prior to the planned trip. The tripping application can be found in the appendix.

Section 5.02 Sensitive Issues

Prior to girl programs containing sensitive issues, notice of program and content must be given to parents and written permission obtained for a girl's participation. Further permission of the Council's Program Department is necessary. Permission form and more detailed explanation of sensitive issues can be found in the appendix.

Section 5.03 Transporting Girls

Any form of transportation used to transport girls must comply with the Girl Scouts of the USA standards as defined in Safety-Wise and Girl Scouts of Black Diamond Council's Program Policies, Standards and Procedures regarding transportation. Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance required by law and have completed screening procedures for drivers established by GSBDC. All vehicle licenses and inspections must be current. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.

Section 5.04 Council Sponsored Program Events/Meeting Registration Deadlines

Registration deadlines may apply to any and all program events as well as Council sponsored meetings. Minimum and maximum attendance shall be determined prior to any and all learning opportunities as well as Council sponsored meetings. If participant registration does not meet minimum requirements at the close of the registration deadline, Girl Scouts of Black Diamond reserves the right to cancel. In the event of a cancellation, notification shall be sent to all registrants for whom a registration has been received by the Events and Training Registrar.

Article VI. Financial Policies

Section 6.01 Troop/Group Financial Record Keeping

All troops/groups will keep appropriate financial records that may include but not limited to copies of all receipts and purchases. Audit of financial records may be conducted at any time. All troops must submit an annual troop/group finance report and the troop/group program report to their Service Unit Administrator or Membership Development Coordinator by end of May. The troop/group finance report can be found on page XX of the appendix.

Section 6.02 Control of Troop/Group Cash

Petty cash on hand for incidental expenses such as postage, tolls & parking, etc. should not be more than \$50.00.

Section 6.03 Troop/Group Bank Account

All troops must maintain a checking or savings account. All bank accounts should be opened in the name of Girl Scouts of Black Diamond Council Troop # ____ with the FEIN # as 55-0420373.

Four (4) signatures are required for a troop/group bank account. Signatures need to include the following: Troop/group Leader; another registered, non-related adult with the troop; Service Unit Administrator/Membership Development Coordinator; and authorized staff member. For internal controls, each purchase must be pre-approved by the signers on the account. The use of a financial expense log and signature sheet is recommended and can be found in the appendix.

Troops/groups may obtain debit cards if available. Debit transactions will be subject to the same controls and procedures as checks. Debit transactions must be documented in advance.

Section 6.04 Control of Troop/Group Funds

Money raised, earned, or received by a Girl Scout troop/group becomes the property of the troop and is not the property of any individual member, girl or adult.

If an entire troop/group divides or moves to a different grade level, resulting in the disbanding or dissolution of current troop/group, the treasury will be pro-rated and distributed to the troops/groups involved according to the number of girls reregistering. See definitions in the appendix.

If a troop/group disbands, all troop/group assets are to be given to the Service Unit Administrator and forwarded to Girl Scouts of Black Diamond Council within 30 days of disbanding.

The council will hold the funds for a period of 2 years. If the troop/group is reactivated during that time period, the funds will be returned. At the end of the 2nd year, unclaimed funds will be returned to the Service Unit to be used for girl programming.

Section 6.05 Fiscal Responsibility

The volunteer in charge of the troop/group finances or designated product sale is responsible for any monies or products received by the troop/group. Financial carelessness and/or theft of Girl Scout monies/products are cause for the release or non-reappointment of the responsible volunteer. This could include carelessness in filing of paperwork or not sending in documentation by deadlines.

Section 6.06 Control of Funds

All money earned, and other assets received in the name of and for the benefit of Girl Scouting, must be authorized by a Girl Scout Council or Girl Scouts of the USA and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout Council or Girl Scouts of the USA. Such assets are not the property of individuals or geographic units within the Girl Scout Council.

Section 6.07 Council Fund Development

Fund Raising or Fund Development refers to any various methods of soliciting contributed funds. Council Fund Development includes special event fundraising and solicitation of foundations, corporations and individuals.

All solicitations of funds must be part of the Council's coordinated effort to create reliable, renewable, and growing sources of funding to meet the needs of girls throughout the Council's 61 county jurisdiction, both now and in the future.

Section 6.08 Family Solicitation

Financial support for the Council is derived from the broader community. The families of girl members will be solicited for voluntary financial support as one part of the overall fundraising campaign. Any such family contribution shall be voluntary, not a prerequisite for membership, and not considered a fee for services.

Section 6.09 Solicitation of Contributions

Girl Scouts (adults and girls) in their Girl Scout capacities may not solicit money for other organizations. Girls may not engage in direct solicitation for money. Adults may only engage in fund-raising efforts authorized by Girl Scouts of Black Diamond.

Troops, groups, individuals, geographic units, and other Girl Scout volunteer representatives within the council are not permitted to directly solicit foundations, corporations, or individuals; however, we do allow approved troop sponsorships and/or special consideration for other pathways and certain individual girl needs. See appendix for more information..

Section 6.10 Money Earning Activities

Money-Earning projects support the annual troop/group program and plans, and flow from girl-adult planning. Troops and groups are expected to participate in the council sponsored product sales. If additional funds are needed for the year's planned troop/group program, the following policies have been adopted by the Girl Scouts of Black Diamond Council Board of Directors to assist troops and groups in funding the Girl Scout experience.

1. Girl Scout Product Sales: All Girl Scouts are expected to participate in the annual sale of products.

- 2. Additional money-earning projects may be conducted only for a specific program activity and will be limited in number. Troops/groups must have participated in the cookie sale and fall product sale to be considered for additional money earning projects.
 - Written parental permission must be received before girls may participate in a money-earning project.
- 3. A list of approved money-earning projects will be distributed to all Service Unit Administrators and troop leaders at the beginning of each Girl Scout program year.
 - Written permission for any approved troop money-earning project must be secured from the Service Unit Administrator/Membership Development Coordinator one month before the project occurs, and must show girl/adult planning. See the appendix for the troop money-earning form.
 - All other fund raising projects must be submitted, at least two months in advance, to the Finance Committee of the Board of Directors for approval.
- 4. No troop/group money-earning projects may be conducted during the following:
 - Local United Way/Fund Appeal Campaigns.
 - Council product sales (during scheduled order-taking and delivery times)
- 5. Girl Scout troops/groups may not request donations of merchandise from businesses without the approval of their Service Unit Administrator.

Section 6.11 Required IRS Reporting

The Internal Revenue Service Code (Sec. 170 (f)(8) requires the Girl Scouts of Black Diamond acknowledge single donations of services, goods, materials, equipment, or money with a value of \$250 or more.

Troops, groups, geographic units or Girl Scout volunteer representatives must report all donations with a \$250 value or greater to the Council office within 30 days of receipt.

Section 6.12 Volunteer Expenses

Financial assistance for adult members is available to defray the expense of adult opportunities, including Adult Learning Opportunity sessions. Assistance is based on availability of funds, and volunteers receiving financial assistance may be expected to share their experiences with other volunteers in the council as appropriate.

Reimbursement for "out of pocket" expenses is available for certain appointed administrative volunteers. The volunteer's supervisor must approve any reimbursement request(s) before the purchase is made. Appropriate documentation of expenses must be provided (such as a receipt). Reimbursement procedures and forms can be found in the appendix. All reimbursements must be settled within the calendar and/or fiscal year.

Article VII. Girl Scout Communications

Section 7.01 Creating Print Materials on Behalf of Girl Scouts of Black Diamond

Any volunteer, producing Girl Scout print material (fliers, newsletters, t-shirts, etc.), is required to successfully complete the Brand Self-Study. Audits may be done throughout the course of the year for quality control purposes. See the appendix for information on the process and requirements for the self-study.

Section 7.02 Crisis Communication

Should a serious accident, major emergency, fatality, or any kind of crisis happen within your local area, and you are contacted for comment, please tell the reporter that you cannot comment and refer her/him to Black Diamond's CEO or Director of PR & Marketing.

Under no circumstances should you or any other volunteer or staff appear on television or radio to cover a crisis. No media interviews should be granted concerning any crisis. If you have a good relationship with the local media, they may contact you first when a crisis occurs. If this happens, explain that you cannot act as spokesperson for the council, but you would be glad to direct them to the appropriate person. All calls should then be forwarded to the council office for an official statement.

Additionally, do not discuss alleged incidents. You can never take for granted that your comments will be "off the record." Should you be asked to comment about any other organization's situation (such as Boy Scouts) your official statement should be that the Girl Scout organization is a separate organization and you cannot comment on their situation.

Always follow the steps on the Council Crisis card, which can be found in the appendix.