



Volunteer Policies

2022-2023

Revised and Approved: October 2022

Girl Scout Mission, Promise & Law

Girl Scout Mission

Girl Scouting builds girls of courage, confidence, and character who make the world a better place.

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

** The word "God" can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word "God" with whatever word your spiritual beliefs dictate.*

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Introduction

Volunteers have been the support of the Girl Scout Movement since its founding in 1912. The contributions of volunteers at all levels of the organization have been, and continue to be, extraordinary. Girl Scouts of Southern Illinois (GSofSI) could not fulfill its commitment to girls and the community without the dedication and excellent performance of its volunteers. Volunteer policies are developed, approved and implemented for the protection and support of volunteers. These policies ensure that GSofSI reaches its organizational goals through meaningful and satisfying adult volunteer involvement in serving girls. Volunteer management is more than a series of forms and procedures. It is a systematic and strategic way to create a welcoming and inclusive environment for all adults in which their needs and interests can be matched to volunteer positions. A volunteer management system values the contributions of volunteers. Volunteers can use their skills, time and talents to further GSofSI's mission. Volunteers receive training, support and resources to perform their volunteer position in a successful and productive manner.

OVERVIEW OF VOLUNTEER POLICIES

Nature of the Volunteer Relationship

Anyone who donates their services under the direction and on behalf of GSofSI without compensation is considered to be a volunteer. Volunteers are not employees of GSofSI. Before performing any tasks as a volunteer, you may be required to apply for and be accepted and appointed to a volunteer position by GSofSI. Either the volunteer or GSofSI may end the volunteer relationship at any time and for any reason.

Purpose of Volunteer Policies

Volunteers are expected to work within the framework of the charter, bylaws, policies, standards, procedures, goals and annual objectives of GSofSI and/or Girl Scouts of the USA (GSUSA). Volunteer policies provide overall guidance and direction to GSofSI volunteers as they perform their duties. They are not in any way a personnel agreement nor do they create any binding obligation on GSofSI. Further, these volunteer policies do not create an employment relationship of any kind between the volunteer and GSofSI. GSofSI may change the policies at any time and expects that volunteers will respect and implement any such changes. The Chief Executive Officer (CEO), or their delegate, has discretion to resolve situations involving volunteers that appear to be outside the scope of these policies.

Girl Scouts of Southern Illinois' Commitment to Volunteers

GSofSI volunteers -- supported, directed and assisted by GSofSI staff -- make Girl Scouting available to girls within a 40 county jurisdiction. GSofSI is firm in its commitment to create an organization that values diversity among its volunteers. We cherish the rich traditions of Girl Scouting while challenging ourselves to be innovative in approaching programs and services to

meet the current needs of our girls and volunteers. GSofSI encourages and supports your open and respectful communication with other volunteers, your volunteer supervisor, Girl Scout members, GSofSI staff and community members.

Section A – Volunteer Code of Conduct

Requirements to Volunteer

An approved volunteer is defined as meeting the following requirements:

- Ⓢ An adult over the age of 18 years;
- Ⓢ An individual approved by Girl Scouts of Southern Illinois staff; and
- Ⓢ An individual selected for a specific activity.

Note: No individual who refuses to submit to a criminal background check as required, or who is identified as a “sex offender, “as defined by the Sex Offender Registration Act, or a ‘violent offense against youth,” may serve as a volunteer. Other criminal infractions may result in specific volunteer restrictions.

Interaction and Conduct

All volunteers are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make Girl Scout activities safe and enjoyable for all. Additional rules may be developed for specific activities as deemed necessary by staff. GSofSI insists that all volunteers comply with the basic behavior code.

All volunteers shall:

- Show respect to all participants, staff and other volunteers. Volunteers should follow rules and take direction from their supervisor and/or staff
- Refrain from using abusive or foul language
- Refrain from threatening or causing bodily harm to self, or others
- Show respect for equipment, supplies and facilities
- Not possess any weapons
- Uphold rules, regulations and policies of Girl Scouts of Southern Illinois and Girl Scouts of the United States of American (GSUSA)
- Refrain from horseplay and violence

Physical Contact

GSofSI encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact will result in disciplinary action, up to and including volunteer release.

Volunteers will respect children’s rights not to be touched or looked at in ways that make them feel uncomfortable, and their right to say “no”. Children are not to be touched on areas of their bodies that would be covered by a bathing suit.

Volunteers will refrain from intimate displays of affection in the presence of children, parents, and staff/volunteers.

GSofSI's policies for appropriate and inappropriate physical interactions include but are not limited to:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head (when culturally appropriate), touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback/shoulder rides • Tickling • Allowing a youth to cling to an employee's or volunteer's leg • Any type of massage given by or to a youth • Any form of affection that is unwanted by the youth, the staff or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

Verbal Interactions

Volunteers are prohibited from speaking to youth and other volunteers in a way that is, or could be construed as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, harassing or humiliating.

Volunteers must not initiate sexually oriented conversations with youth, parents, staff or volunteers. Volunteers are not permitted to discuss their own sexual activities, intimate details of one's personal life in the presence of children, parents, volunteers or staff.

GSofSI's policies for appropriate and inappropriate verbal interactions include but are not limited to:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Inappropriate jokes • Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers • Secrets • Cursing/profanity • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate youth • Derogatory remarks about the youth or his/her family

Inappropriate Electronic Communication

For the protection of GSofSI youth, staff, and volunteers, any private electronic communication between adult members and youth, including the use of social networking websites like - Facebook, Instagram, Snapchat, instant messaging, texting, etc. - is prohibited except when directed to do so by a supervisor to conduct official business on behalf of GSofSI. Use of personal electronic communication devices to contact (via voice, text, or pictures/video) youth for personal and/or inappropriate reasons shall be grounds for discipline, up to and including termination of volunteer experience.

All communication between adult members and youth must be transparent. The following are examples of appropriate and inappropriate electronic communication.

Appropriate Electronic Communication	Inappropriate Electronic Communication
<ul style="list-style-type: none"> • Sending and/or replying to emails and text messages from youth ONLY when copying in a supervisor or the youth's parent • Communicating with youth through "organization group pages" on Facebook or other approved public forums • "Private" profiles for volunteers to interact with other volunteers and members, which youth cannot access 	<ul style="list-style-type: none"> • Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating comments • Sexually oriented conversations • Private messages between staff and youth and volunteers with youth • Posting inappropriate comments on pictures

Misconduct

Volunteers are expected to behave in a manner that is consistent with the GSofSI's mission, values and goals. GSofSI does not tolerate misconduct. Some examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment
- Child abuse, molestation, or indecent exposure
- Failure to report arrest or criminal conviction
- Mistreatment or neglect of members, guests or GSofSI participants
- Falsification of any GSofSI records
- Theft of or willful damage to GSofSI property or to the property of others
- Dishonesty in any form
- Abusive or profane language
- Fighting or threatening to harm another person
- Possession of a weapon
- Being under the influence of any substance which may impair their physical and/or mental skills at any time when they are supervising girls as part of the adult-to-girl minimums, even if girls are not in the same room or are sleeping, including alcohol or prescription medications, marijuana, or illegal drugs
- Possessing, distributing or manufacturing controlled substances
- Horseplay, unsafe or dangerous behavior
- Violation of any stated rules or commonly accepted rules of responsible personal conduct
- Conduct that does not support the stated purpose of GSofSI
- Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, other volunteers, and GSofSI staff
- Volunteers must appear clean, neat, and appropriately attired
- Use of tobacco in the presence of children or parents is prohibited
- Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity
- Failing to provide the correct adult-to-girl supervision as defined in the *Safety Activity Checkpoints*

If you feel you or another volunteer have been subjected to any of the above stated situations, promptly report the incident to your Community Engagement Manager. GSofSI will investigate the report promptly. GSofSI will not tolerate any retaliation as a result of making a good faith complaint.

Arrest & Criminal Conviction

A volunteer is required to report an arrest or criminal conviction to GSofSI. The report should be made promptly, within 5 days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. The report should be made in writing to GSofSI Chief Operating Officer, and include the exact charge or conviction, the location or court and the date of the arrest or conviction. Failure to report arrests or conviction as required will be considered misconduct and grounds for dismissal. GSofSI has chosen not to accept court ordered community service. If you need hours to satisfy a judgment due to criminal offense, please seek opportunities elsewhere.

Alcohol, Tobacco, Drugs

Volunteers may not interact with or deliver programs to girl members or other children participating in GSofSI activities or events while under the influence of alcohol or illegal drugs.

The use of prescription or over-the-counter drugs in a manner not prescribed by a medical professional or the drug manufacturer is also prohibited. However, over-the-counter drugs or prescribed medication may be used for their stated purposes if the recommended dosage is not exceeded. In addition, the medication should not prevent you from performing necessary duties in a safe and effective manner. Check with your physician or pharmacist to determine whether the medication could inhibit your effective performance, including driving.

Alcohol shall not be available or consumed during any girl activity or program where girls are present on the site. (Note: a "site" includes the entire physical space under GSofSI staff or volunteer control, or which is being used by them to deliver a particular program or event. E.g., if a Service Unit (SU) is renting part of a state park, the "site" includes the sites the SU has rented and any camp space rented by adults providing Girl Scout programming or accompanying girls, even if they are in a private RV, or other space, away from the girls.)

The consumption of alcohol may only be permitted at adult-only sponsored events. No girl members will be permitted at any GSofSI event at which alcohol is served without parent/caregiver knowledge.

When adults who smoke are accompanying girls on an activity, they should plan for some time away from the girls to smoke while ensuring adult to girl ratios are still being followed. In all cases, Illinois State laws regarding smoking must be observed, whether or not children are present. (No girl member or other children participating in GSofSI activities or events are allowed to smoke, use smokeless tobacco, or e-cigarettes at any Girl Scout event or while conducting any Girl Scout business, even if the participant is of legal age.)

Firearms/Weapons

Concealed carry of firearms is prohibited at Girl Scout functions and on Girl Scout properties when Girl Scouts are present. Except as provided below, only law enforcement officers are permitted to possess firearms at Girl Scout functions. Firearms, knives, axes, and archery equipment used for Girl Scout programming in accordance with *Safety Activity Checkpoints* shall be permitted at Girl Scout functions and properties for programming purposes only.

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

Exceptions may be made in special circumstances by the CEO or Board President/Chair.

Uniforms / Appropriate Attire

A uniform is encouraged, but not required for participation in Girl Scout activities. However, there are specific ceremonies and events where a uniform may be the appropriate attire for the occasion. Volunteers who are conducting Girl Scout business or representing Girl Scouts are encouraged to wear the Girl Scout pin when not otherwise in uniform.

Harassment

GSofSI is committed to and supports an environment in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the expressed policy to provide all volunteers, employees and girl members or other participants at GSofSI events and activities an environment free from all forms of unlawful or unwelcome harassment, including implied or express forms of sexual harassment. We do not condone and will not tolerate any harassment on the basis of race, ethnicity, religion, age, national origin, gender, veteran status, sexual orientation (including gender identity), marital status, or the presence of any physical, sensory, or mental disability.

With specific regard to sexual harassment, GSofSI strives to provide volunteers with an environment free of sexual harassment, which is a form of sex discrimination. It is expressly forbidden for any volunteer to sexually harass another volunteer, employee, Girl Scout member or other participants at GSofSI events and activities, of the same or opposite sex.

If you feel you have been subjected to harassment of any type, whether by another volunteer, GSofSI staff member or any agent of GSofSI, promptly report the incident to your Community Engagement Manager or by calling (800) 345-6858 and asking for Chief Human Resources and Risk Management Officer. GSofSI will investigate the report promptly. GSofSI will not tolerate any retaliation as a result of making a good faith complaint.

Confidentiality

As a volunteer you may be exposed to proprietary or privileged information about GSofSI, its business, its staff, its volunteers, other Girl Scout members (including girls), or their families. It is your responsibility to maintain the confidentiality of this sensitive information. Failure to do so may result in termination of your volunteer position or other corrective action.

In the instance that information may deem harmful to the individual or others, seeking consultation from the service unit supervisor, GSofSI staff, or local authorities are encouraged.

Child Protection / Reporting

GSofSI supports and maintains environments that are free of child abuse and neglect.

The Child Abuse Prevention and Treatment and Adoption Act Amendments mandate "minimum definitions" for child abuse and sexual abuse. Child abuse or neglect is any act or failure to act:

Resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child by a parent or caretaker who is responsible for the child's welfare (the definition of 'child' may vary from state to state but is usually a person under the age of 18).

Sexual abuse is defined as:

Employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person 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, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Sexual abuse may also include sexual touching and bodily contact, exhibitionism, voyeurism and/or involvement of children in pornographic material.

Child abuse and neglect are unlawful acts. It is against the council's policy for any volunteer or employed staff to physically, sexually, or mentally abuse or neglect any girl member.

In accordance with this policy, GSofSI 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.
- Emotional maltreatment of girl members, including verbal abuse and/or verbal attacks.

- Conversations of sexual nature, including innuendos
- Touching that is sexual in nature: This is unsolicited or unwanted touching that may or may not involve a person's genitals, buttocks or private parts.
- All conversations via text or email with a girl should be centered on Girl Scout business, private conversations of inappropriate matters will not be tolerated.

Mandated Reporting

Effective January 2022, volunteers who have been appointed to a role requiring a criminal background check will be required to complete Mandated Reporter Training.

If an individual has special circumstances preventing them from completing the online course as assigned, they are required to contact the council to be connected with the Volunteer Resources department to determine an alternative training plan.

Failure to complete this training requirement by the assigned deadline may result in disciplinary actions or result in forfeiture or ineligibility of certain council benefits impacting the individual, troop or their assigned service unit.

Girl Scout staff and volunteers should ethically report any suspicions of abuse or neglect to their supervisor. Suspicion means that it is understandable for a person to entertain such suspicion, drawing when appropriate on his or her training and experience to suspect abuse. The child protective agency will determine the accuracy of the report.

GSofSI reserves the right to dismiss or to exclude from active involvement, any volunteer or employee implementing Girl Scout program who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect.

GSofSI will consider any of the above-mentioned prohibitions as the basis for disciplinary action that can include dismissal or termination from the council.

Medical Response

There is potential for medical accidents to occur at a Girl Scout activity. In the case of these events, always call 911 as necessary, first and supply them with a copy of the participants health history form if available. If a call to 911 is not necessary, notify the first aider or staff on duty, conduct the appropriate medical care as guided by the health history form, notify the parents and submit an incident report to GSofSI staff.

Crisis Management

There is the potential for an unfortunate event to occur during Girl Scouts activities or on property that may draw attention and media interest. In order to provide an accurate and

consistent message to the public of the events that took place, the Chief Executive Officer or designee, serves as our designated spokesperson and will provide information to the media. If approached by the media with an inquiry regarding an event, please direct them to the Chief Executive Officer to acquire any information.

Section B – Volunteer Selection and Management

Membership

GSUSA requires that Girl Scout volunteers become registered members of GSUSA, unless they are a one-time advisor or consultant. If you have questions about whether you are required to become a registered member of GSUSA, please contact your volunteer supervisor.

GSofSI requires a criminal background history for volunteers working directly with youth or appointed in specific volunteer positions. GSofSI conducts such histories before placing a volunteer and then every 3 years thereafter. You may request a copy of your criminal history report by contacting Customer Care at (800)345-6858 or customer care@gsofsi.org.

Although GSofSI reserves the right to refuse to place a prospective volunteer for any reason, GSofSI also reserves the right to refuse placement of any prospective volunteer with a criminal history, regardless of the nature of crime or date of offense. Factors that may be taken into consideration include but are not necessarily limited to: what the conviction was for, the volunteer's age at the time of the conviction, and how long ago the crime was committed. Information about any criminal history will be shared only with relevant GSofSI staff or volunteer supervisors. Failure to disclose any criminal conviction at the time of application may bar an applicant from volunteering.

If, during the time period that you are a volunteer with GSofSI, you are arrested and/or convicted of a crime (including any criminal driving infractions such as a single DUI), or if you receive two or more moving violations within a two-year period, you must notify GSofSI staff immediately. This includes all such convictions or violations, whether or not they occurred while on Girl Scout business.

Registered sex offenders will not be considered for volunteer positions in which they are involved, or could be involved, with girls. Additionally, any registered sex offenders residing, staying or visiting in the household of a volunteer applicant or current volunteer must be disclosed and identified in the volunteer's application. In addition, GSofSI must be notified immediately of such situations, should they arise at any point during the volunteer's tenure with GSofSI.

Inclusion / Non-Discrimination

Volunteers at all levels of GSofSI shall be selected regardless of race, ethnicity, religion, age, national origin, gender, veteran status, sexual orientation (including gender identity), marital status, or the presence of any physical, sensory, or mental disability. GSofSI's inclusion policy extends to all areas of volunteer activities including recruitment, selection, placement training, working together, recognition, suspension, and termination. GSofSI selects volunteers on the

basis of their qualifications for membership, their ability to perform necessary duties, and their availability and willingness to participate in required training. To ensure that all volunteers and prospective volunteers have equal access to the activities and opportunities of the organization, we affirm our commitment to diversity in recruiting, selecting, placing, and recognizing volunteers.

Reappointment

Reappointment of a volunteer role may be granted by your supervisor, if your role was held satisfactorily, and the term restrictions outlined in the position description are met.

Good Standing

Volunteers are expected to maintain a good standing status throughout their membership. Good standing is defined by three categories: individual, troop and service unit. The criteria for each category are listed below.

Good standing definitions:

Good Standing-Individual	Good Standing-Troop	Good Standing-Service Unit
<ul style="list-style-type: none"> • Current and approved background check on file • Individual has satisfied the IL Mandated Reporter training requirement; recertified every three years • No outstanding debt with GSofSI 	<ul style="list-style-type: none"> • Troop Leader(s) and Co Leaders(s) has current and approved background check on file • Troop Leader(s) and Co Leaders(s) has satisfied the IL Mandated training requirement; recertified every three years • Previous Year Annual Finance Report submitted on time • ACH on file • No outstanding debt with GSofSI 	<ul style="list-style-type: none"> • A current and approved background check is on file for the following roles: Service Unit Manager, Service Unit Treasurer, Service Unit Registrar, Service Unit Product Program NCM & Cookies • Individuals in the named-above roles has satisfied the IL Mandated Reporter training requirement; recertified every three years • Previous Year Annual Finance Report submitted on time • ACH on file • No outstanding debt with GSofSI

Failure to meet the good standing status could result in ineligibility or forfeiture of awards, incentives or other benefits.

Conflict of Interest

No volunteer or any member of his/her family shall utilize his/her position or contact information acquired as part of that position for monetary gain, to advocate for positions and causes not directly related to Girl Scout business. A volunteer who has a conflict of interest with any GSofSI activity or program-- whether personal, philosophical or financial-- will not serve nor be accepted as a volunteer with GSofSI or will be limited in their participation to volunteer positions which are clearly outside the area of conflict.

Non-Solicitation

GSofSI volunteers will not solicit for or fund-raise for other organizations, including their children's schools, sports programs, etc. This includes, but is not necessarily limited to, the use of in-person requests, regular mail, telephone, email, text messaging, or any other electronic or other form of communication.

Volunteer Hour Matching and Tax-Deductible Gifts

All voluntary contributions intended to benefit the Girl Scout program in the Girl Scouts of Southern Illinois jurisdiction, regardless of value, form or designated use, will be made only to the council and must follow current IRS guidelines. Incorporated as a public charity and designated as a 501(c)(3) organization, the council is the only entity to which tax-deductible contributions may be made. The Federal Internal Revenue Code determines any tax deduction available to a donor.

Because Volunteer Hour Matching Gifts and grants are adult-generated funds and not generated by the girls as money earning program activities, they must be considered separately.

In cases when a company will match volunteer hours with a donation to an organization recognized by the IRS as a 501(c)(3) charitable organization, council will verify hours as requested, and all contributions must be receipted by GSofSI. Individual Girl Scout troops are not recognized as 501(c)(3) charitable organizations and therefore may not accept these gifts.

Conflict Resolution

GSofSI encourages volunteers and staff to take positive actions to promptly and efficiently resolve conflicts. Despite the best of intentions by all Girl Scout stakeholders, including girl members, parents and volunteers, it may be necessary at times to address conflicts that arise. All involved parties should attempt to bring any disputes to resolution informally before escalating the conflict to service unit supervisors or GSofSI staff.

Feedback / Evaluation

A volunteer supervisor or GSofSI staff may evaluate a volunteer's performance. The purposes of such evaluations are to:

- Review the volunteer's performance in her or his volunteer role;
- Give the volunteer an opportunity to provide feedback to GSofSI; and
- Determine the volunteer's interest in continuing as a volunteer in either the current or another position.

Reappointment to a volunteer position may be dependent on the completion of a satisfactory review. We look at this as an opportunity to strengthen the relationship between you and GSofSI and recognize the important work you are doing. Your supervisor may make a recommendation for future placement. A written summary of the evaluation will be placed in your volunteer file.

Resignation

Volunteers may occasionally need or want to resign their positions prior to the end of their terms. If you elect to leave your volunteer position, GSofSI requests that you notify your supervisor, preferably in writing, with as much lead time as possible to assure a smooth transition. Supervisors should send the correspondence to Customer Care via email to customercare@gssofsi.org.

Section C – Troop Leadership

Training

Preparation or training is required for most volunteer positions and will be discussed with you upon placement. Required classes or training must be completed within the time frame specific to a position. Volunteers may also be asked to take additional training to update or improve skills in certain areas. GSofSI values training not only as a method of maintaining the high-quality programs and experience we strive to provide girls, but also as an opportunity for adult volunteers to continue their own personal development. The GSUSA and GSofSI's *Volunteer Essentials* and *Safety Activity Checkpoints* outline minimum standards regarding what specialized training is required before undertaking certain activities. GSofSI has additional standards, including additional training and certifications required for higher risk activities.

Bank Accounts

All volunteers who are responsible for GSofSI finances, fundraising and associated collections must be a registered Girl Scout with an appropriate volunteer status and in good standing. This includes bank accounts for service units, troop and groups, including day camps.

Funds earned in the name of Girl Scouting must be deposited into an authorized Girl Scout account. All withdrawals of funds must be used to meet the purpose of Girl Scouting. Such money becomes the property of GSofSI and is allowed to be managed by the service unit, troop or group for the 501(c)(3) charitable purposes of GSofSI so long as the service unit, troop or group is in good standing with the council. Funds are not the property of individuals. Girl Scout funds are not to be set aside for the benefit of individual girls or loaned or given to any individuals. Girl Scout funds are not to be commingled with an individual's personal or business accounts.

To safeguard Girl Scout funds, all Service Units, troops and groups must open and maintain bank accounts. Each troop or group account must have three signers, one being the Service Unit Treasurer. An authorization letter must be obtained from the Service Unit Treasurer by the troop or group. Service Unit accounts must be authorized by council. Three signers on Service Unit accounts must be part of the Service Unit team – the SU Treasurer, the SU Manager and one other SU team member. All signers – Service Unit, Troop or Group - must be registered Girl Scouts, hold positions which have been reported to council and approved, and must not be related to one another.

Girl Scout bank accounts must be reconciled monthly and must maintain a positive balance at all times. Parents/Guardians of troop or group members shall be kept apprised of the financial transactions of the troop or group. Annually, all Service Units, troops and groups shall report to council the total revenue and expenditure activity conducted through their bank accounts in

the format and manner prescribed by GSofSI. However, Service Units, troops and groups may be asked to complete interim reports at any time. All Girl Scout bank accounts are subject to examination by the council at any time.

When a troop disbands, the specific procedure for allocating funds to continuing members is contained on the Troop Disband Notice Form. The pro-rata shares for members not continuing is to be returned to GSofSI to provide troop startup funds and girl financial assistance council-wide.

Money-Earning

Girl Scout troop money-earning activities are valuable program activities and should be suitable to the age and ability of the girls. These Girl Scout troop money-earning activities are consistent with the goals and principles of the Girl Scout program. For more specific direction, see *Volunteer Essentials*.

The council-sponsored Product Program opportunities are approved money-earning activities. While participation in the Nuts, Candy and Magazine program is encouraged, every troop is required to participate in the Cookie Program by selling a minimum of two cases (24 boxes) of cookies.

Additional money-earning activities must be approved in writing by the Community Engagement Manager before the money-earning project is undertaken. In most cases, the Product Program activities are sufficient to support the Girl Scout troop activities unless the Girl Scout troop is planning a trip or event that will take more than one year to plan. Girl Scout troop participation in the most recent Cookie Program (or commitment to participate) is required for approval of additional money-earning projects. The determination of how proceeds from Girl Scout troop money-earning activities are used must be a girl decision.

Permission must be obtained in writing from a girl's parent/guardian before she may participate in Girl Scout troop money-earning activity or the Cookie Program.

Money-earning activities will not take place during Product Program sales. Girl Scout troops must also follow their local United Way guidelines in scheduling dates for money-earning activities, so that we are abiding by their blackout dates.

Adult members acting in a Girl Scout capacity may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fundraising efforts authorized by GSofSI in which the council is the beneficiary (such as United Way). Girls may not engage in any direct solicitation for money.

Any permission for endorsements, individual testimonials or authorization of books, play, promotion pictures, radio and TV programs about Girl Scouting shall be first referred to the

GSofSI Director of Marketing and Communications for further action in keeping with the policies of GSofSI.

Sales in collaboration with any other corporation are not considered a programmatic event and therefore are not allowed. This includes pairing with restaurants and/or coupon cards.

For safety and security reasons, sales and marketing on the internet for any Girl Scout troop/group money-earning activities, may not be conducted by individual girls, parents, or other adults except as provided for in the Girl Scouts of the USA Product Sale Guidelines and with appropriate parental permission. Sales on the internet include any financial transaction conducted on any website, including online auctions or public sale sites. Marketing includes advertising the sale and the solicitation and receipt of order commitments. (See the Blue Book of Basic Documents – Internet Sales.)

Sales on the internet of Girl Scout merchandise such as uniforms, insignia, publications, and equipment, may only be conducted by duly authorized and licensed Girl Scout councils, council shops, retail agencies and/or GSUSA licensed vendors. Permission to sell on the internet must be obtained from GSUSA. (The Blue Book of Basic Documents – Internet Sales.)

No soliciting of funds using any external online fundraising sites that are not related to the GSofSI Cookie Program is permitted. Prohibited sites include, but are not limited to: gofundme.com, kickstarter.com, giveforward.com and crowdrise.com. Any money solicited in this manner will be retained by GSofSI.

Debt Collection

To protect the integrity of council-approved Girl Scout troop money-earning activities, all efforts will be made to ensure that outstanding balances are paid.

The Girl Scout troop will not assume debt responsibility for any individual. Troop product program managers need to follow the instructions provided by GSofSI and complete the documentation for the distribution of products and the handling of the money related to the sale of those products. In the event of an issue, the documentation will be requested by the council in order to pursue collection of the money from the individual.

Individuals with an outstanding amount due to GSofSI will not be allowed to serve in any volunteer capacity for the council. When the account is paid in full, the individual may apply for consideration for serving in a volunteer role.

Girls who have parent/guardian outstanding balances may not be allowed to participate in traditional/initial order Product Program Sales and the incentives for the current program (in which the debt occurred) will be held until the debt is paid. If parent/guardian debt is paid in

full, the troop leader will be notified, and the girl will be allowed to fully participate in Product Program sales.

Debt resolution may be settled through collections or legal action as deemed necessary and appropriate.

Permission Forms

Annual permission forms must be signed and in possession of the troop leader, before girl participation is allowed in Girl Scout activities, which include but are not limited, to product sales, outings and events, travel, and camp.

Girl/Adult Ratios

Ratios outlined in the *Safety Activity Checkpoints* will be followed for all groups and activities, meetings, trips and camping.

Sleeping Accommodations

During overnight experiences, sleeping accommodations, defined as a space in which girls will be sharing sleeping quarters, such as, but not limited to tents, rooms, or lodges must be as follows:

- Adults should only share a bed with girls when there is a mother/daughter relationship.
- Each member should have their own bed. If girls must share a bed, parent/guardian permission must be obtained by both parties.
- Men must have separate sleeping and bathroom facilities from the girls.
- Female adults may share sleeping accommodations with Daisy and Brownie Girl Scouts.
- Whenever possible, Junior or older Girl Scouts should have sleeping accommodations separate from the adults.
- During overnight activities a minimum of two observation checks must be completed by the adult(s) in charge of the overnight to ensure sleeping and safety of the members.
- Troops traveling will be provided instructions to review guidelines for accommodations when trips are approved.

Travel/Transportation

At least one registered adult accompanying the group must have completed the Traveling with Troops training required for the activity in accordance with council procedures.

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

Drivers for Girl Scout activities, business, etc. must be adults, 21 years or older and be licensed and insured according to the State of Illinois requirements. Every driver must be a registered, background-checked member at least 21 years old, and have a good driving record, a valid license, and a registered/insured vehicle. The troop leader is responsible for keeping a record of the GSofSI Troop Driver Information Form on hand for each Troop Driver and ensuring each Troop Driver has the appropriate documents needed on hand when driving as a representative of the troop. No copies are needed to be kept at the council office at this time.

Insurance

When a Girl Scout purchases their membership, that membership comes automatically with Plan 1 insurance coverage, should anything happen during her time participating in Girl Scout activities. Non-members, any person invited to attend or participate in a Girl Scout approved and supervised activity, are also automatically covered. Other supplemental insurances for accidents and sickness are available for purchase for other approved and supervised activities like international travel. Please visit the Insurance page at www.gsofsi.org or contact Customer Care at customercare@gsofsi.org or (800)345-6858 for information on how to obtain supplemental insurance.

Girl Scouts of Southern Illinois is obligated to ensure, to the extent reasonably possible, that any site, vendor, facility, or program partner we use for girls is safe. Certificates of Insurance (COI) are not needed for sites owned by Girl Scouts of Southern Illinois, or organizations that have already provided this information to the council. GSofSI council staff and Volunteer Essentials are able to provide detailed guidelines and answer questions regarding COI's. A complete listing of current COI's can be found on GSofSI's website along with further details and FAQ's regarding COI's.

Hold Harmless

Volunteers may not enter into or sign any agreements or contracts that contain a hold harmless agreement or obligate GSofSI to assume any liability or financial responsibilities. All contracts and agreements must be reviewed and signed by the GSofSI Chief Executive Officer or designee.

Girl Scouts of Southern Illinois

Office Contact Information

(800)345-6858

CustomerCare@gsofsi.org

After Hours: In the case of a true emergency, such as a serious injury or accident to a girl or adult participating in Girl Scout activities, please call the GSofSI emergency line at **(800)345-6858 Option 3.**