

# **Girl Scout Structure**

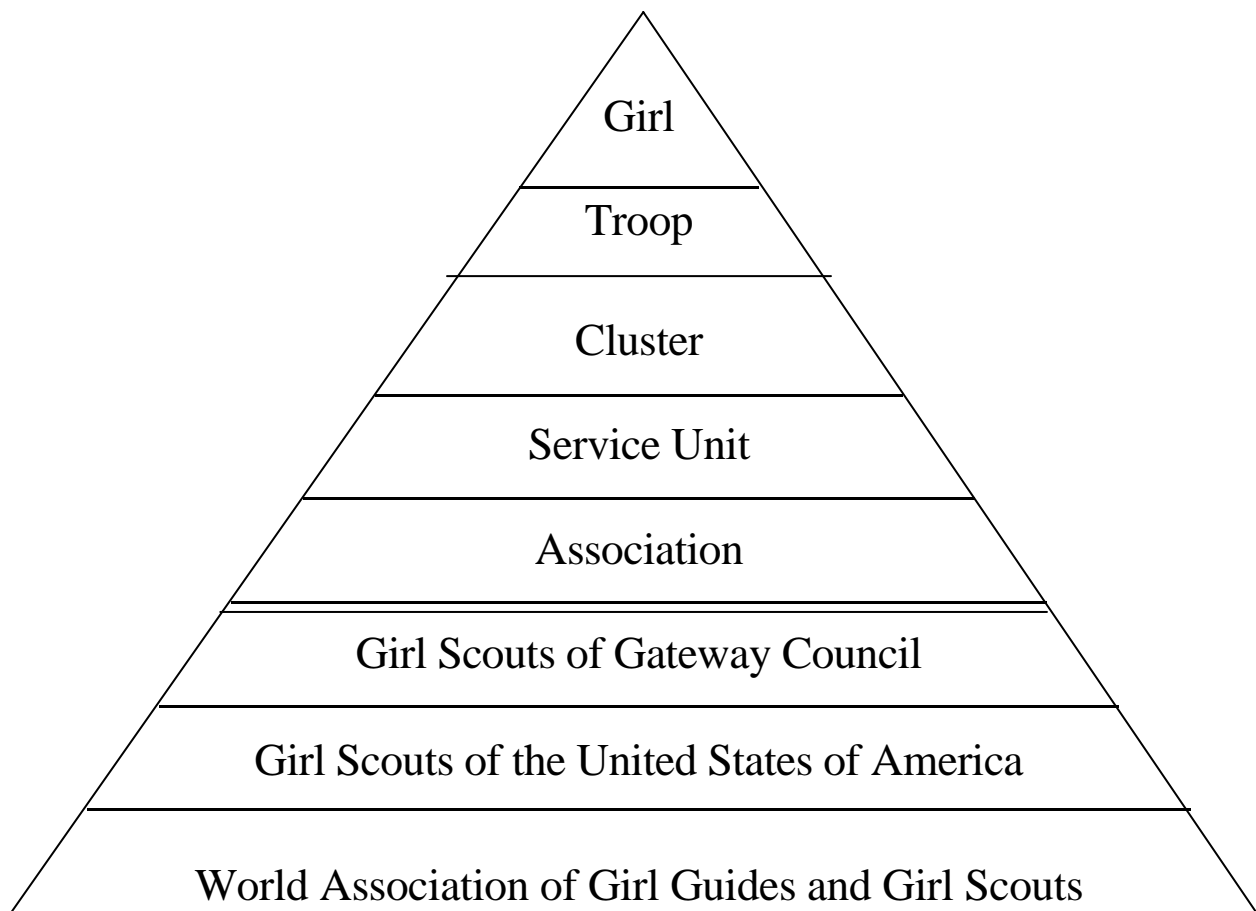
## **Section F**

## **GIRL SCOUT STRUCTURE – Section F**

WAGGGS.....	123
GSGC Council Structure .....	124
Governance & Policy Influencing .....	125
Service Unit Map.....	126
Service Unit Boundaries .....	127
State of Florida Girl Scout Councils.....	129
Polices Relating to Operational Volunteers and Troops/Groups .....	131

# WAGGGS

Each Girl Scout is part of a World-Wide Organization



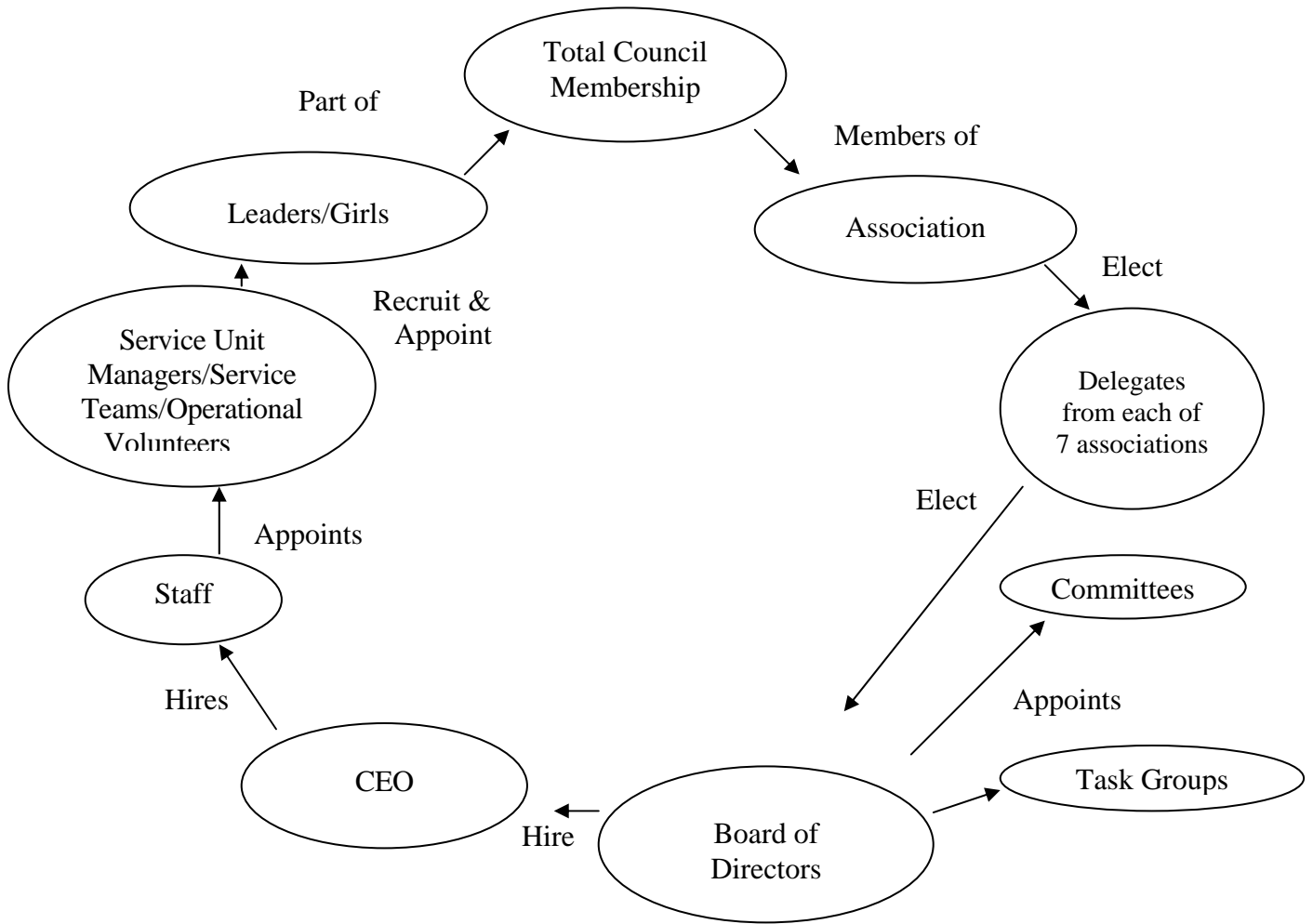
- Each troop belongs to a cluster, several troops in proximity to one another.
- Each cluster is part of a service unit, a geographic area of the council. Girl Scouts of Gateway Council has twenty-seven service units.
- Each service unit is part of an association. There are seven associations in Girl Scouts of Gateway Council.
- Girl Scouts of Gateway Council is one of the 109 councils in Girl Scouts of the USA.
- GSUSA is a member of the World Association of Girl Guides and Girl Scouts.
- WAGGGS has 145 member countries all over the world.

**Each girl or adult who joins GSUSA is entitled to wear the World Association pin.**

# GIRL SCOUTS OF GATEWAY COUNCIL, INC. COUNCIL STRUCTURE

MANAGEMENT  
(Operations)

GOVERNANCE  
(Policy)



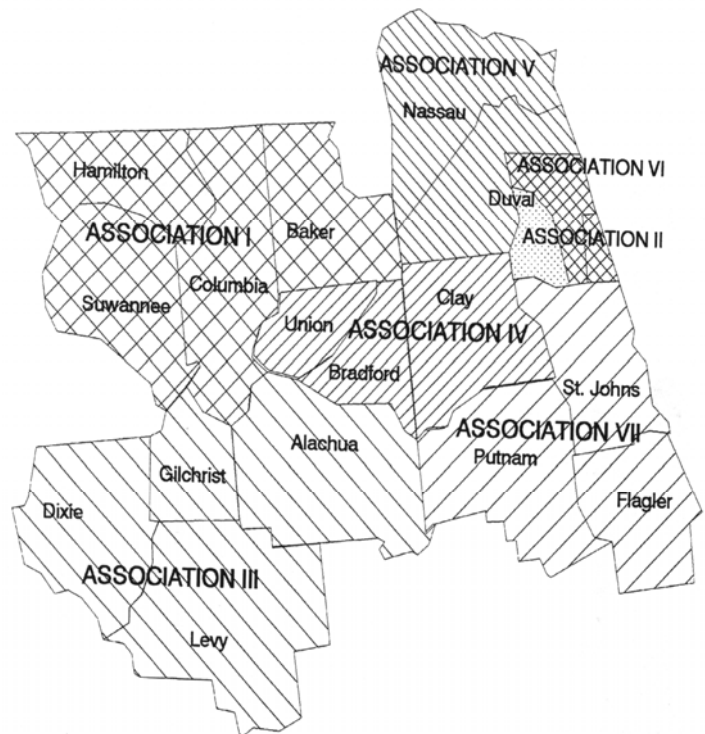
## Governance and Policy Influencing

Girl Scouts of Gateway Council is governed by a volunteer board of directors who have responsibility for making and changing policies, fulfilling charter obligations, fundraising, establishing the council's strategic plan, stewardship of the council's assets, selection and evaluation of the Chief Executive Officer, and for ensuring a system for policy influencing between the adult membership and the board of directors. In fact, the board is elected by the adult membership of the council. The system for electing the board and for ensuring the continued communication between the board and the membership is called the Association System.

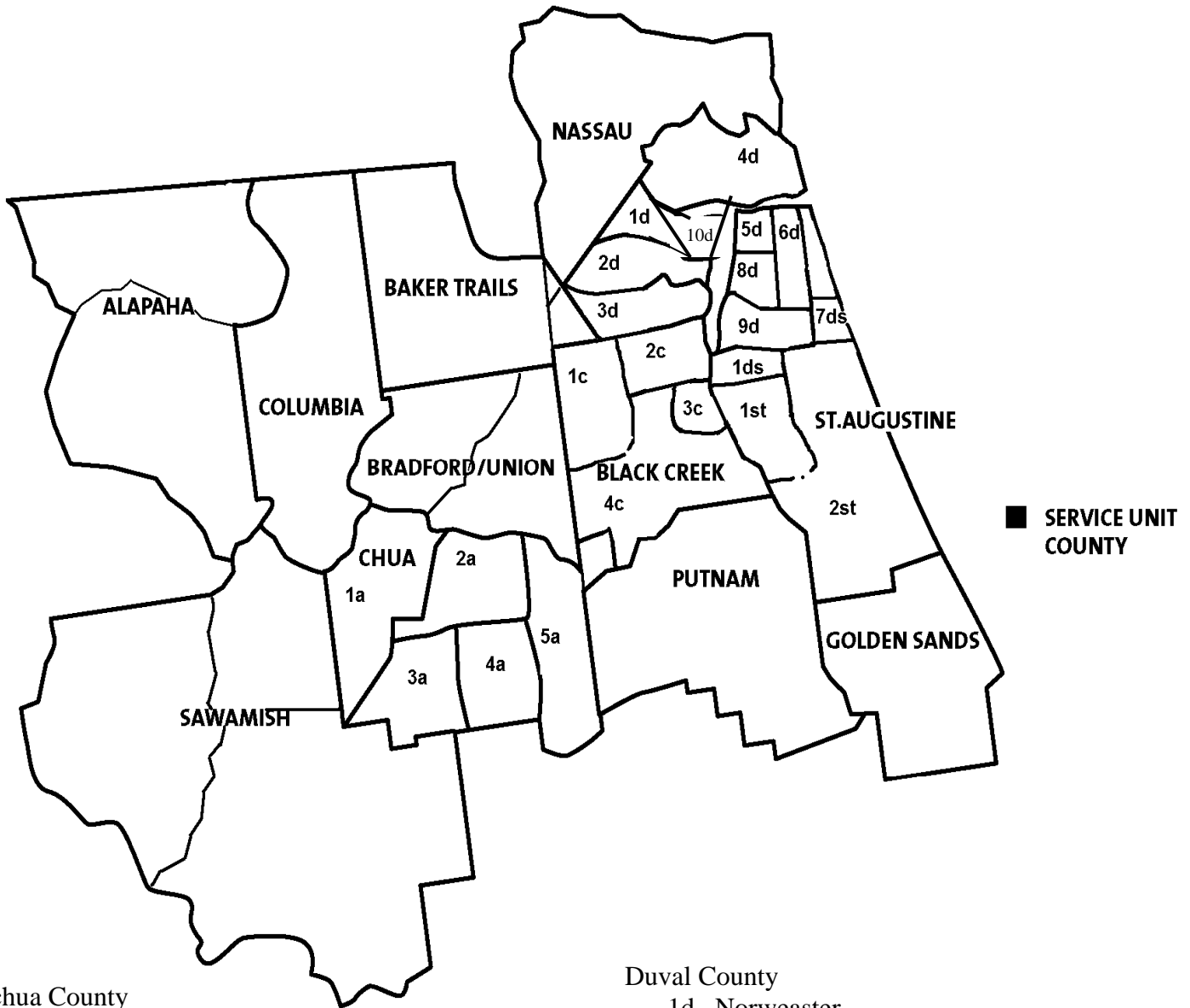
The 16-county jurisdiction of the council is grouped into seven Associations. The number of voting delegates each Association can elect is determined by the girl membership of each of the service units within the Association. Girls age 14 and older, and adult volunteers are eligible to become voting Association Delegates. Association Delegates are responsible for attending two Association meetings each

- Assoc. I-** Columbia, Alapaha, Baker Trails
- Assoc. II-** Indian Creek, Manatee, Cross Roads Creek, Creeks Cove, Mandarin Meadows
- Assoc. III-** Sawamish, CHUA, Azalea Trails, Indigo, Hatchet Creek, and Kanapaha
- Assoc. IV-** Black Creek, Bradford/Union, Orange Blossom Cove, Orange Park, Manatee
- Assoc. V-** Diamond Jubilee, Nassau, Norweaster, Round River, Trout River, Twin Hills
- Assoc. VI-** Beaches, Carolina Hills, Whispering Pines
- Assoc. VII-** Putnam, Golden Sands, St. Augustine

year and the Annual Council Meeting each spring. All Girl Scouts may attend Association meetings where they have the opportunity to offer feedback on board actions, as well as provide input to the board vital to their ability to make decisions. However, only Delegates, Alternate Delegates, the Association Nominating Committee, and the Association Chair may vote. The map below represents the geographic boundaries of the seven Associations in Girl Scouts of Gateway Council. If you are interested in learning more about the Association system or about the responsibilities of an Association Delegate, your Service Unit Manager or Membership Specialist can share volunteer position descriptions with you, and can put you in touch with the Chair of your Association or with the Association Nominating Committee Chair. The chart in this section illustrates the relationships between the Governance and Operational bodies of the council, and how volunteers and staff work together in each of these roles to assure the democratic process is working to strengthen the movement within Gateway Council.



# Girl Scouts of Gateway Council, Inc. Service Unit Map



Alachua County  
 1a CHUA  
 2a Azalea Trails  
 3a Kanapaha  
 4a Indigo  
 5a Hatchet Creek (Alachua and Clay Counties)

Clay County  
 1c Orange Blossom Cove  
 2c Orange Park  
 3c Manatee  
 4c Black Creek

Duval County  
 1d Norweaster  
 2d Round River  
 3d Twin Hills  
 4d Trout River  
 5d Carolina Hills  
 6d Whispering Pines  
 7ds Beaches (Duval and St. Johns Counties)  
 8d Mandarin Meadows  
 9ds Cross Roads Creek (Duval and St. Johns Counties)  
 10d Diamond Jubilee

St. Johns County  
 1st Creeks Cove  
 2st St. Augustine

## Service Unit Boundaries

### Duval County:

**Beaches** – Intracoastal Waterway on the west, St. Johns River to the north, Mickler Road to the south and Atlantic Ocean on the east.

**Carolina Hills** – St. Johns Bluff Rd to the east, Atlantic Blvd and the Arlington River to the south, St. Johns River to the west and north.

**Cross Roads Creek** – In Duval County, Loretto Rd on the north, extended to I295 along proposed 9A connections (inclusive of St. Joseph’s Catholic School and adjoining property, to Race Track Rd in St. Johns County).

**Diamond Jubilee-** North: Nassau county line down New Kings Road to the Trout River. East: St. John’s River. South: Prichard Road, US 1, MLK Parkway. West: Duval/Baker County line.

**Indian Creek** – Atlantic Blvd. and Arlington River to the north, St. Johns Bluff Rd to Baymeadows Rd to the east. Baymeadows Rd. extended to the river to the south, St. Johns River to the west.

**Mandarin Meadows** - Holly Grove Avenue at the St. Johns River to Baymeadows Road to I-295. I-295 south to the proposed 9-A connector to Loretto Road. Loretto Road to the St. Johns River, exclusive of St Joseph’s Catholic School and adjoining property.

**Norweaster** – North: Prichard Rd, US 1, MLK Parkway, east to the St. John’s River. South: Commonwealth Ave to 295, south to I-10 then east to St. John’s River. West: Duval/ Nassau County line.

**Round River** – North- Commonwealth Avenue to Edgewood Ave. West – Otis Road to Normandy Blvd. South – Normandy Blvd to Fouraker Rd to Herlong Rd to Old Middleburg Rd to Wilson Blvd to the Ortega River. East – St. Johns River.

**Trout River-** North and west at Nassau county line to Pritchard Rd to Old Kings Rd. north to New Kings Rd to the Trout River east to Lem Turner Rd. Lem Turner Rd. south to 44<sup>th</sup> Street to the St. Johns River.

**Twin Hills** - Normandy Blvd. at Chaffee Road to Four Acre to Herlong to 295 to Wilson Blvd at Cedar River. From the Cedar River to the Ortega River to Timuquana Road to US 17 to the Duval/Clay county line, including Naval Air Station Jacksonville. On the west, Chaffee Road to Normandy Blvd., south to Duval/ Clay County line.

**Whispering Pines** - Intercoastal Waterway on East, to St. Johns Bluff to the west, to St. Johns River on North and Baymeadows to the South.

### In Clay County

**Black Creek** – Black Creek to Little Black Creek to SR-220 heading east to College Dr. to Tangelwood Blvd and Madison Ave. extending northwest to Duval/Clay County line on the north; Clay/Bradford County line on the west, Clay/Putnum County line on the south, St. Johns River to the west.

**Manatee** – Doctor’s Lake to Doctor’s Inlet extended to SR-220 heading west to Little Black Creek to the north, Little Black Creek to the east, Black Creek to the south, St. Johns River to the east.

**Orange Blossom Cove** –Argyle Blvd. to SR 23 (Brannen Field/Chaffee Exchange) south to Clay/Duval County line. West along Clay/Duval County line to western Clay County line. South to SR 220 to Knightboxx to SR 21 Blanding Blvd South, east on 218 to SR 21 Blanding Blvd. north to SR 220 east to Tanglewood Rd., northwest to SR 220, Blanding Blvd. North: SR 21 Blanding Blvd to Knightboxx Road.

**Orange Park** - Duval/Clay County line to US 17 to I-295 to the north, St. Johns River to the east, Doctor's Lake to Doctor's Inlet extended to the corner of 220 and College Rd. to the south, College Rd. to Tangle wood Blvd. and Madison Ave. extending northwest to the Duval/Clay county line to the west.

#### **In Alachua County**

**Azalea Trails**- Union/Alachua and Bradford/Alachua County line on north, NW 34<sup>th</sup> Street on east, NW16th to I-75 to Newberry Road on south, to SR 241 on west.

**Kanapaha** – Newberry Road on north, I-75 on east, Levy/Alachua County line on south, SR 241 on west.

**Indigo** – NW16th on north, I-75 on west, NW 13<sup>th</sup> to W. University Avenue to S. Main Street on east, Marion/Alachua County line on south.

**Hatchet Creek** – S. Main Street to W. University to NW 16<sup>th</sup> Avenue to NW 34 st on west, Bradford/Alachua County line on north, all of Keystone Heights 21 north to 315 to 100 to SR26, to Alachua/Putnam County line on the east, to Alachua/Marion County line on south.

**CHUA** – Gilchrist/Alachua county line on the west, Columbia/Alachua county line on northwest, Union/Alachua and Bradford/Union/Alachua County line on north, SR 231 on east, north of 53<sup>rd</sup> Ave on south, SR 241 on east, Levy/Alachua County line on south.

#### **In Baker County**

**Baker Trails** - includes all of Baker County plus the communities of Bryceville, Baldwin and Maxville

#### **Bradford County and Union County**

**Bradford/Union** - includes all of Bradford County and Union County.

#### **Columbia County**

**Columbia** - includes all of Columbia County.

#### **Dixie County, Gilchrist County and Levy County**

**Sawamish** - includes all of Dixie County, Gilchrist County and Levy County.

#### **Flagler County**

**Golden Sands** - includes all of Flagler County.

#### **Hamilton County and Suwannee County**

**Alapaha** - includes all of Hamilton County and all of Suwannee County.

#### **Nassau County**

**Nassau** - includes all of Nassau County except Bryceville.

#### **Putnam County**

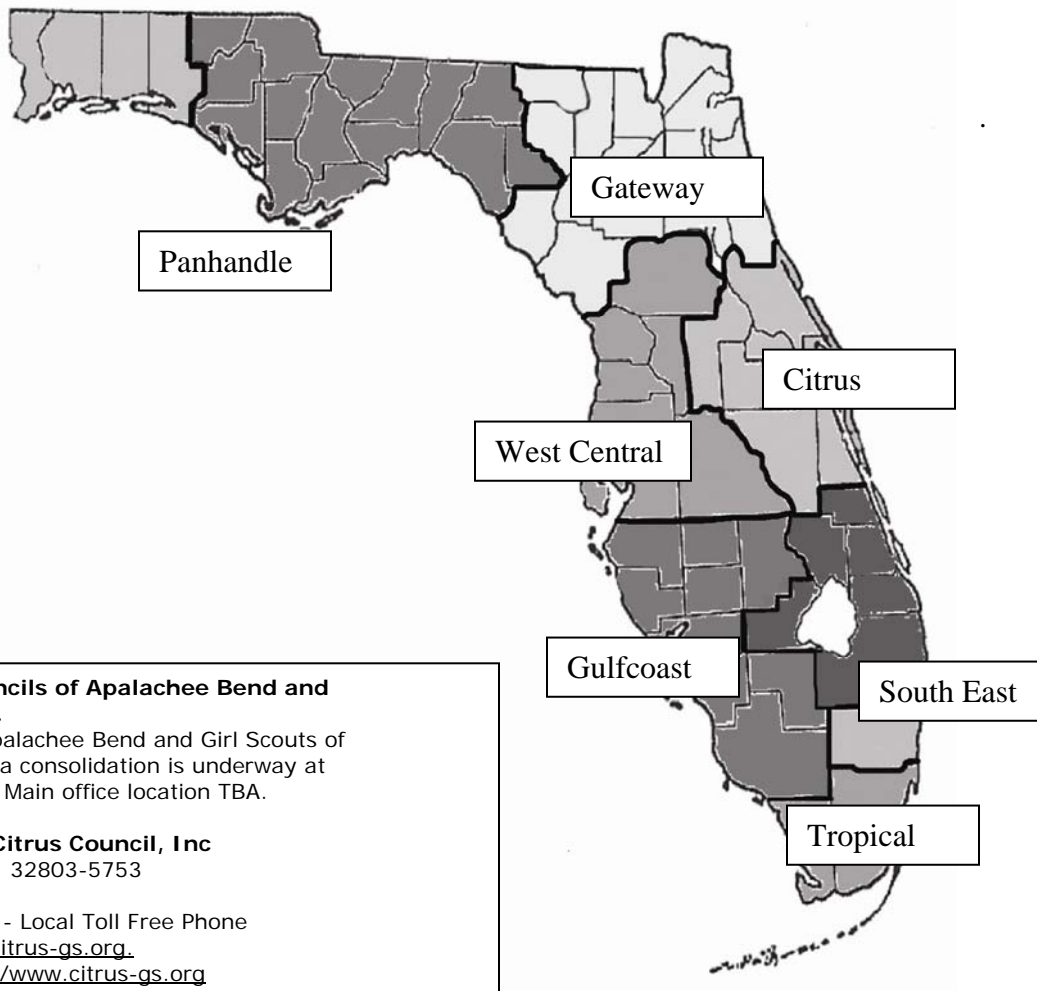
**Putnam** - includes all of Putnam County.

#### **St. Johns County**

**Creeks Cove** – Race Track Road on the north, I-95 to the east, 210 corridor to the south and the St Johns River on the west

**Cross Roads Creek** – In Duval County, Loretto Rd on the north, extended to I295 along proposed 9A connections (inclusive of St. Joseph's Catholic School and adjoining property, to Race Track Rd in St. Johns County.

**St. Augustine** - 210 corridor to Mickler Road on the north, Atlantic Ocean on the east, Flagler/St. County line on the south and the St Johns River from the Shands Bridge and Putnam/St. Johns County line on the west.



**Girl Scout Councils of Apalachee Bend and Northwest Inc.**

Girl Scouts of Apalachee Bend and Girl Scouts of Northwest Florida consolidation is underway at time of printing. Main office location TBA.

**Girl Scouts of Citrus Council, Inc**

Orlando, Florida 32803-5753  
 (407) 896-4475  
 (800) 367-3906 - Local Toll Free Phone  
 Email: [rmiller@citrus-gs.org](mailto:rmiller@citrus-gs.org)  
 Web Site: <http://www.citrus-gs.org>

**Girl Scouts of Gateway Council, Inc Jacksonville, Florida 32205-**

(904) 388-4653  
 (800) 347-2688  
 Web Site: <http://www.girlscouts-gateway.org>

**Girl Scouts of Gulfcoast Florida, Inc**

Sarasota, Florida 34231-6319  
 (941) 921-5358  
 Email: [gsgcf@girlscoutsgulfcoastfl.org](mailto:gsgcf@girlscoutsgulfcoastfl.org)  
 Web Site: <http://www.girlscoutsgulfcoastfl.org>

**Girl Scout Council of Southeast Florida, Inc**

4701 nw 33<sup>RD</sup> Avenue  
 Oakland, FL 33309  
 Phone: 954-739-7660

**Girl Scout Council of Tropical Florida, Inc**

Miami, Florida 33157-2703  
 (305) 253-4841  
 (800) 282-9576 - Local Toll Free Phone  
 Email: [gscoutfl@bellsout.net](mailto:gscoutfl@bellsout.net)  
 Web Site: <http://www.girlscoutsfl.org>

**Girl Scouts of West Central Florida Council, Inc**

(Formerly Girl Scouts of Suncoast Council, Inc.  
 New name reflects merger with Heart of Florida Girl Scout Council, Inc. Merger effective October 1, 2007.)  
 Tampa, Florida 33609-1104  
 (813) 281-4475  
 (800) 881-4475 - Local Toll Free Phone  
 Web Site: <http://www.suncoastgirlscouts.org/>

# Polices Relating to Operational Volunteers and Troops/Groups

## Table of Contents

<b>Authority and Responsibility</b>	
Girl Scout Council Authority and Responsibility .....	131
Troops and Communities within a Girl Scout Council Jurisdiction .....	131
Pluralism and Diversity in Girl Membership .....	131
Political and Legislative Activity .....	132
Permission for Commercial Endorsements .....	132
Individual Testimonials .....	132
<b>Communications</b> .....	132
<b>Incident/Emergency Procedures</b> .....	132
<b>Contracts and Agreements</b> .....	133
<b>Membership</b> .....	133
Membership Registration .....	133
Troop Registration .....	133
<b>Affirmative Action and Diversity Policies</b> .....	134
Affirmative Action for Volunteers .....	134
Flexibility in Wording for Spiritual Beliefs in the Girl Scout Program .....	134
Respect for Religious Opinions and Practices .....	134
<b>Adult Volunteer Polices</b> .....	134
Selection of Adults .....	134
Selection, Placement, Evaluation and Recognition .....	134
Training .....	135
Open Door .....	136
Harassment .....	136
Child Abuse .....	137
Reasonable Accommodation .....	137
Termination .....	137
Confidentiality .....	138
Smoking .....	138
Alcohol and Drugs .....	138
Guns and Ammunitions .....	138
<b>Financial Polices</b> .....	138
Fundraising Methods .....	138
Fundraising by Girl Scouts of the United States of America and Girl Scout Councils .....	138
Control of Funds .....	139
Family Solicitation .....	139
Solicitation of Contributions .....	139
Juliette Low World Friendship Fund .....	139
Troop/Service Unit Finances .....	139
Money Earning .....	140
Reimbursement .....	140
Financial Assistance .....	141
<b>Program Polices</b> .....	141
Place of Religion in the Girl Scout Program .....	141
Troops Sponsored by Religious Groups .....	141
Health and Safety .....	141
Administration of Girl Scout Camping .....	141
Programs Dealing with Sensitive Issues or High Risk .....	141
Transporting Girls .....	141
Post Event Pick-up .....	142
Troop Trips .....	142
Movies .....	143
Website .....	143

## **GSUSA and Girl Scouts of Gateway Council, Inc. Policies Relating to Operational Volunteers and Troops/Groups**

This document has been developed to highlight the policies of the Girl Scouts of the United States of America and Girl Scouts of Gateway Council, which relate to operational volunteers. The Blue Book of Basic Documents is the statement of all policies adopted by the Board of the Girl Scouts of the United States of America. Safety-Wise is the source of all standards developed under the policies.

The policies specifically established by the Girl Scouts of Gateway Council supersede previous Council policies and were approved by the board of directors on May 20, 2004. They will become effective October 1, 2004.

A policy is a course of action established by the National Board of Girl Scouts of the United States of America or the Board of Directors of Girl Scouts of Gateway Council. The source of the policy is noted at the end of the policy statement as “GSUSA” for those established by the National Board of Girl Scouts of the United States of America, or “GSGC” for those established by the Board of Directors of Girl Scouts of Gateway Council. Policies must be followed.

A standard is a recommended course of action that should be followed. Often, standards are listed following the related policy statement. For policies established by GSUSA, Safety-Wise will be the resource for standards and guidelines.

A procedure is the course of action by which policies and standards are met or maintained. Some procedures are listed here. Others are found in documents such as the Volunteer Resource Guide.

### **Authority and Responsibility**

**Girl Scout Council Authority and Responsibility.** Within the terms of its charter, a Girl Scout council shall have the authority and responsibility to: provide and safeguard the Girl Scout program, build an organization to serve its membership, secure and direct personnel, extend membership opportunities to all girls within its jurisdiction, finance its work and develop its community and public relationships; *however, a Girl Scout Council shall not have the authority to establish any form of local council membership dues*, nor shall a Girl Scout council use membership dues collected from girls and adults registering with GSUSA through the council as a source of investment income. The local council shall be accountable to the National Board of Directors of Girl Scouts of the United States of America for the proper exercise of this authority. (GSUSA)

**Troops and Communities within a Girl Scout Council Jurisdiction.** When a Girl Scout council is chartered and the territory in which it is to operate has been decided upon, all Girl Scout troops in all the communities within that territory shall be under its jurisdiction and the Girl Scouts of the United States of America shall act through the local council in its relations with these troops and communities. (GSUSA)

**Pluralism and Diversity in Girl Membership.** All Girl Scout councils and USA Girl Scouts Overseas committees shall be responsible for seeing that membership is reflective of the pluralistic nature of their populations and that membership is extended to all girls in all population segments

and geographic areas in their jurisdictions. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout program because of race, color, ethnicity, creed, national origin, socioeconomic status, or disability. Reasonable accommodations shall be made for girls with disabilities to ensure that girls have access to activities. (GSUSA)

**Political and Legislative Activity.** Girl Scouts of the United States of America and any Girl Scout council or other organization holding a Girl Scouts of the United States of America credential may not, nor may they authorize anyone on their behalf, to participate or intervene directly or indirectly in any political campaign; on behalf of or in opposition to any candidate for public office; or participate in any legislative activity or function which contravenes the laws governing tax-exempt organizations. (GSUSA)

**Permission for Commercial Endorsements.** Permission to endorse commercial products or to give endorsement of such by implication must be obtained from Girl Scouts of the United States of America and shall be granted only when such endorsement is in keeping with Girl Scout principles and activities. (GSUSA)

**Individual Testimonials.** Individual members of the Girl Scout Movement shall not allow their names, in their Girl Scout capacities, to be used in advertising testimonials directly or indirectly endorsing any product or service. (GSUSA)

### **Communications.**

1. All contacts with media, including television, radio, and daily newspapers, shall be arranged through the council communications staff, to ensure a united effort consistent with council goals and objectives. (GSGC)

Procedure: Service Units may recommend a volunteer to be the contact person with the council communications staff to facilitate contacts with the media.

2. As official spokesperson for the council, the president (or the president's designee) may take a stand on issues that are consistent with Gateway council goals and the operation and management of the council. Board members will be informed immediately of any such action. No individual other than the president (or the president's designee) may speak for the council. (GSGC)
3. Only the Chief Executive Officer, President, or their designee will be the media spokesperson for the Council on specific issues, including any situation of a serious or controversial nature. (GSGC)

### **Incident/Emergency Procedures.**

Girl Scouts must follow proper emergency procedures outlined on emergency cards or Council resources. Only the Chief Executive Officer or her designee shall communicate with the media to address any situation of a serious or controversial nature that potentially affects the reputation or image of Girl Scouting or the Council. Procedures for volunteers dealing with crises can be found in the Volunteer Resource Guide. (GSGC)

Standard: A "Procedure To Be Followed in the Event of Serious Accident, Emergency or Fatality" card will be provided to every volunteer who attends Leadership Essentials, Troop Pathway and Outdoor training. Additionally cards will be made available to volunteers on an annual basis.

Standard: When situations arise that involve, or could involve, the safety of members or the image of Girl Scouting, an incident report must be completed. Information provided will remain confidential and will not be discussed with any person, group, or organization other than the Chief Executive Officer or her designee.

Procedure: Incidents should be documented using the Incident Report found in the Volunteer Resource Guide. Filing of form should occur the first business day after or within 24 hours of the incident.

### **Contracts and Agreements.**

The Chief Executive Officer and the president of the board of directors and those designated in writing are the only individuals who have the authority to sign contracts or agreements. (GSGC).

Standard: Troops/groups or Council-wide groups will submit all contracts and agreements to the Chief Executive Officer, including facilities, transportation, and purchase agreements.

### **Membership**

**Membership Registration.** All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and individually pay the ten dollar annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity. (GSUSA)

**Troop Registration.** The leader and assistant leader of a Girl Scout Troop shall register all the girls in the troop as well as adult members of the troop committee in a timely fashion. (GSGC)

Standard: Troops/groups shall register by October 1 or within 21 days of the first meeting. All transfers and additional members should be registered within 21 days of their first meeting.

Procedure: Troops/groups will be officially registered when completed registration forms and membership fees are received by one of the Gateway Council staff. Girls need to be registered prior to participation in troop/group off-site activity.

Troops/groups should register with a minimum of five (5) girls from more than one family, and at least one adult leader and one assistant leader. Troops/groups with fewer than 5 girls and 2 adults need the approval of the service unit manager and membership specialist to be processed as a troop/group.

Troops/groups are urged to strive toward reaching the median number of girls suggested in Safety-Wise for each program age level.

## **Affirmative Action and Diversity Policies**

**Affirmative Action for Volunteers.** There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement and recognition of volunteers. Special emphasis shall be placed upon securing representation of under utilized racial minorities. (GSUSA)

**Flexibility in Wording for Spiritual Beliefs in the Girl Scout Program.** Girl Scouts of the United States of America makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God". (GSUSA)

**Respect for Religious Opinions and Practices.** Every Girl Scout group shall respect the varying religious opinions and practices of its membership in planning and conducting activities. (GSUSA)

## **Adult Volunteer Policies**

**Selection of Adults.** Every adult volunteer and executive staff member in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and availability to participate in training for it. In selection of adults, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin or socioeconomic status. There shall be no discrimination against an otherwise qualified individual by reason of disability or on the basis of age. Members of Girl Scout council boards of directors and the National Board of Directors shall be selected so that the boards of directors represent diverse population groups and can bring to their deliberations a variety of points of view and life experiences, as well as access to cultural, religious, educational, civic and economic resources. Executive staff shall be selected as needed to provide managerial and specialist expertise, research capability, and continuity to support the delivery of program to girls through volunteers. (GSUSA)

### **Selection, Placement, Evaluation and Recognition.**

#### **Selection, Placement, Evaluation and Recognition**

1. The council shall select and assign adult volunteers to positions based upon a review of their qualifications, experience and interests as they relate to the needs of the Council. Background screening, including an application, interview, references, signed Volunteer/Council Agreement, and a criminal background search will be required for volunteers working with girls, i.e., troop leaders, co-leaders, assistant leaders, service team members, trainers, and program event staff including volunteer resident and day camp directors and staff. (GSGC)

**Standard:** Providing false information or omitting relevant information on an adult application is grounds for exclusion from participation, regardless of criminal background search.

Standard: A volunteer who refuses to submit to a criminal background search will not be eligible for appointment and/or reappointment.

Standard: Background screening for day camp directors will include fingerprinting.

Procedure: Volunteers required to go through a criminal background search must provide information and sign an authorization giving permission for the Council to conduct the search using reporting agencies and/or authorized investigators.

Procedure: Applicants with disqualifying offense will be advised in writing, within ten business days of receiving report, they are ineligible for appointment. They will also be provided with a copy of the Summary of Rights Under the Fair Credit Reporting Act.

Procedure: Applicants with a disqualifying offense will be given an opportunity to challenge the accuracy of information with the external vendor used by Girl Scouts of Gateway Council. Until a correction is received from the reporting agency, Girl Scouts of Gateway Council will proceed as if the original information is correct.

2. All appointments shall be made for a specific term in accordance with the Volunteer/Council agreement. Reappointment to the same position or placement in a new position will be made after consideration of the best interest of the girls involved and the qualifications of the volunteer. Volunteers are subject to termination clause included in this document. (GSGC)
3. Each operational volunteer will be provided with an opportunity for review and evaluation. The Council reserves the right to evaluate any volunteer participating in Girl Scout Program. (GSGC)

Standard: Performance reviews and evaluations should be based upon the Volunteer/ Council agreement, volunteer's position description, and time commitment agreed upon at the time of placement.

Procedure: The performance review and evaluations should allow an opportunity for volunteer response and comment. The results of performance reviews and evaluations should form the basis for reappointment, rotation to another position or removal from current position. The evaluator should have firsthand knowledge of the volunteer's performance.

4. The Council will provide recognition to adults who give outstanding service to Girl Scouting. (GSGC)

### **Training.**

Adult volunteers will complete training appropriate to their position(s). (GSGC)

Standard: Adult volunteers will complete orientation and training as specified in job descriptions provided to all volunteers. Appropriate training for the position should be completed within six months.

**Procedure:** The Council will keep a record of adult volunteers who successfully complete their training and will provide the adult volunteer with a written record. Volunteers trained in other Girl Scout Councils and returning volunteers with a lapse in service, with a signed record of training previously completed, will complete an assessment of knowledge and skills for the appointed position.

### **Open Door.**

The Council believes in maintaining open lines of communications with its volunteers. Accordingly, it will objectively consider any volunteer suggestions. Similarly if a volunteer encounters a conflict with the immediate supervisor which the volunteer is unable to resolve satisfactorily through the supervisor, the Council encourages the volunteer to initiate a formal request for an Open Door review. (GSGC)

**Procedure:** The volunteer files a written report with immediate supervisor citing the policy or procedure that has allegedly been violated within five working days from date of conflict. A meeting between the volunteers, their supervisor, and the first line Council staff member will be scheduled within 10 working days from receipt of complaint being issued. A written report of the meeting will be documented and filed.

If the grievance is not resolved at the first conference, the staff member will advise their immediate supervisor who will advise the Chief Executive Officer of the situation. The staff member or, if appropriate, the staff member's supervisor will meet with the volunteer(s) within 10 days following the initial conference.

### **Harassment.**

The Council prohibits the harassment of any of its employees, volunteers, and members regardless of whether that harassment is based upon the individual's race, religion, color, gender, age, national origin, marital status, sexual orientation or physical or mental disability. The Council is further committed to assuring that all of its employees, volunteers, and members are treated with dignity and respect. In order to effectuate this policy, the Council shall relieve from duty any volunteer who is found to have harassed an employee, volunteer, or Girl Scout member.

Prohibited harassment may include, but is not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with the volunteer's normal work. Harassment may also include written or graphic material which denigrates, shows hostility or aversion towards an individual or group because of projected characteristics. Sexual harassment includes unwelcome sexual-conduct of any nature that creates an offensive or hostile environment. (GSGC)

**Standard:** The Chief Executive Officer or her designee will make the decision to relieve a volunteer from all appointments and assignments.

### **Child Abuse.**

Under Florida law, if you have reason to suspect a child may be the victim of abuse or threatened harm, you must report the case for further investigation to the state child abuse hotline: 1-800-96-

ABUSE (1-800-962-2873). Any person suspecting child abuse should also report such to the office of the Chief Executive Officer of Girl Scouts of Gateway Council.

The Council will refuse membership to anyone who has been convicted of child abuse or neglect. Any volunteer who is found guilty of child abuse or neglect will be dismissed or excluded from affiliation with the Council. (GSGC)

Standard: Any volunteer accused of child abuse will be suspended while Girl Scouts of Gateway Council investigates the allegations.

### **Reasonable Accommodation.**

It is the policy of the Council to comply with all relevant and applicable provisions of the Americans With Disabilities Act. The Council and its volunteers will not discriminate against any qualified individual who seeks a position as a volunteer because of that person's physical or mental disability. The Council and its volunteers will make reasonable accommodation as required by law for volunteers provided that the volunteer is qualified to perform the essential duties connected with the position and provided that the accommodations do not impose an undue hardship on the Council. In addition, the Council and its volunteers will make reasonable accommodation for girls with disabilities who seek to participate in its programs. (GSGC)

Procedure: In the event a request for accommodation is received which cannot be easily provided, such request should be forwarded to the appropriate authority immediately so that appropriate action may be taken.

### **Termination.**

Because the relationship between the Council and its volunteers is "at will," either the Council or the volunteer may terminate the services of a volunteer at any time. The Council asks that volunteers provide at least two weeks notice of resignation in order to allow the identification of another volunteer to assume any necessary duties. Volunteers who are removed from their positions may continue their membership with GSUSA unless it is determined they are not able to satisfy the requirements of the National Movement. Failure to comply with the policies, standards, or procedures of the Council, or to satisfy or promote the purpose or objectives of the Council may result in termination. Reasons for termination include, but are not limited to, those situations described in these policies. (GSGC)

Standard: All termination events will be documented and filed at the Council Service Center.

Procedure: Except in instances involving the health and safety of girls, volunteers should have opportunities for coaching and additional training in order to improve performance. These steps should be documented prior to discussion of termination.

### **Confidentiality.**

Adult volunteers are expected to maintain the confidentiality of all information regarding members. This includes, but is not limited to, disclosing names, addresses, phone numbers, or email addresses of volunteers, staff, or girl members outside the organization. (GSGC)

### **Smoking.**

To promote good health and safety practices, there will be no smoking or use of tobacco products in the presence of girls or in areas where members can be exposed to second-hand smoke. Use of tobacco products is only allowed by adults in designated areas. (GSGC)

### **Alcohol and Drugs.**

There shall be no consumption of alcoholic beverages; abuse of legal drugs; or use of illegal drugs on Girl Scout property, or at any organized Girl Scout function for girls. Volunteers are strictly prohibited from being under the influence of alcohol or drugs when girls are present or at any time when that individual has responsibility for girls at Girl Scout activities or events. (GSGC)

### **Guns and Ammunitions.**

The possession and use of guns and ammunitions are not permitted at any Girl Scout function, on any Gateway Council property, or when girls are present or at any time when that individual has responsibility for girls at Girl Scout activities or events. Exceptions may be made with prior Council approval for specific program activities. (GSGC)

## **Financial Policies**

**Fundraising Methods.** All fund-raising methods employed by Girl Scout groups must be in keeping with the principles for which the organization stands. (GSUSA)

**Fundraising by Girl Scouts of the United States of America and Girl Scout Councils.** Fund raising to promote the interests of the Girl Scout Movement may be conducted by Girl Scouts of the United States of America and Girl Scout councils both independently and collaboratively. GSUSA and councils are encouraged to work together to maximize contributions to Girl Scouting.

- I. *Girl Scouts of the United States of America.* Fund raising by Girl Scouts of the United States of America shall be limited to foundations, corporations, individuals, and government sources whose giving interests are national in scope. Any approach for funds from foundations and corporations will be initiated after advising and coordinating with the local council within whose jurisdiction the home or national office of the funding source is located.
- II. *Girl Scout Councils.* Girl Scout councils seeking funds from national foundations and corporations will do so only after advising and coordinating with Girl Scouts of the United States of America and the local council within whose jurisdiction the home or national office of the funding source is located. Local councils seeking funds from foundations and corporations whose giving is local or regional in scope will initiate formal contact only after

advising and coordinating with the local council within whose jurisdiction the home office of the funding source is located. (GSUSA)

**Control of Funds.** All money raised, or 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 United States of America 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, geographic units, or communities within a Girl Scout council. (GSUSA)

**Family Solicitation.** Financial support for Girl Scout councils is derived from the broader community. Local councils are encouraged to solicit the families of girl members for voluntary financial support as one part of an overall fundraising campaign. This may be done at the time of membership registration. Any such family contribution shall be voluntary, not a prerequisite for girl membership, and not considered a fee for local council services. (GSUSA)

**Solicitation of Contributions.** Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fundraising efforts authorized by the Girl Scout council and in which the local council is a beneficiary. Girl members may not engage in any direct solicitation for money. (GSUSA)

**Juliette Low World Friendship Fund.** All monies collected for the Juliette Low World Friendship Fund must be used “for the promotion of Girl Guiding and Girl Scouting throughout the world as contribution toward world peace and goodwill” and shall be administered by the National Board of Directors of Girl Scouts of the United States of America in its sole discretion. (The resolution creating the Juliette Low World Friendship Fund was adopted by the National Council October 1927.) (GSUSA)

#### **Troop/Service Unit Finances.**

1. All troop and Service Unit accounts shall have at least five authorized signers for writing checks. The Service Unit Manager, or designee, the Membership Specialist and the Chief Financial Officer must be three of the authorized signers on a troop or Service Unit bank account signature card. Two signatures are required on each check.

Standard: A troop/group should open a checking account as soon as a level of funds permits but prior to participation in product sales or if accepting a donation of \$100 or more.

Standard: Any transactions involving troop funds, including transfer of funds out of an account or closure of an account must include the signature of at least one of the three volunteers on the troop bank account.

Standard: No two signatories on a troop/service unit bank account may be members of the same family living in the same household or two parties living in the same household.

Standard: Volunteers who are determined to be ineligible to issue personal checks to Girl Scouts of Gateway Council due to history of returned checks may not be a troop/group treasurer and may not be a signatory on a troop/group account.

2. In the event a troop disbands, all troop funds shall revert to Girl Scouts of Gateway Council, Inc. to be held pending reorganization of the troop. If reorganization cannot be effected within one year, the Council will allocate the funds. At the close of the year, the funds will be disbursed as follows: (GSGC)
  - The funds remaining in the bank account will be disbursed based on girls who re-register in any other troop as determined by the membership specialist.
  - If no girls from the original troop re-register in any troop within the membership year, the Service Unit Manager will advise that funds are to revert to the council financial assistance fund.
3. All troops and Service Units shall complete financial reports bi- annually, January 15 and June 15. (GSGC)
4. The use of the Council sales tax exemption certificate number is prohibited for purchases of troop, Service Unit, personal or individual items. (GSGC)
5. Volunteers who misappropriate troop, group, or Council funds will be dismissed. (GSGC)
6. The Girl Scouts of Gateway Council, Inc. will pursue to the full extent of the law the recovery of funds owed to the Council or troops by individuals or groups. These funds include, but are not limited to, product sale money, registration fees, camp and program fees and Council Shop bills. (GSGC)

### **Money Earning.**

1. All troop money-earning projects must be approved in writing by the Service Unit Manager and Membership Specialist prior to the starting date of the project. In order to engage in additional troop money-earning projects, troops must participate fully in Council-sponsored product sales. (GSGC)

Standard: Full participation in Council-sponsored product sales is defined as participation in cookie product sale and one other product sale.

Procedure: The Service Unit Manager may define “full participation” in product sales based on the date the troop registered, the date of the anticipated money earning project and the troop budgetary needs.

2. All service unit money-earning projects must be approved in writing by the Membership Specialist prior to the starting date of the project. (GSGC)
3. Daisy Girl Scouts shall not participate in any money-raising activities. (GSUSA)
4. Girl Scouts of Gateway Council does not endorse any product for troop money-earning purposes except Council sponsored product sales. (GSGC)
5. Product demonstration parties, raffles, drawings, games of chance, the direct solicitation of cash, and the sale or endorsement of commercial products are examples of inappropriate money-earning activities. (GSUSA)

### **Reimbursement.**

Expenses incurred by volunteers are generally not reimbursable by Council, except for positions involving extensive travel and/or long distance telephoning. (GSGC)

Standard: Any reimbursement is approved by the appropriate staff.

## **Financial Assistance.**

Financial assistance is available by the Council for GSUSA registered girls and adults to participate in Girl Scout events, activities, national and international Wider Opportunities. Applications for financial assistance are confidential. (GSGC)

Procedure: Applications may be submitted by the family or by any adult with knowledge of the financial need of the applicant.

## **Program Policies**

**Place of Religion in the Girl Scout Program.** Girls are encouraged and helped through the Girl Scout program to become better members of their own religious group, but every Girl Scout group must recognize that religious instruction is the responsibility of parents and religious leaders. (GSUSA)

**Troops Sponsored by Religious Groups.** When a Girl Scout troop is sponsored by one religious group, members of different faiths or religious affiliations within the troop shall not be required to take part in religious observances of the sponsoring group. (GSUSA)

**Health and Safety.** Girl Scouts of the United States of America, local councils, other units holding a credential, and USA Girl Scouts Overseas committees shall be responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. (GSUSA)

**Administration of Girl Scout Camping.** All types of Girl Scout camping must be under the administration of a Girl Scout council, federation or group licensed by Girl Scouts of the United States of America, except that troop camping by a USA Girl Scouts Overseas troop overseas may be authorized by its troop committee. (GSUSA)

## **Programs Dealing with Sensitive Issues or High Risk.**

The volunteer must obtain parental permission and seek special resource consultants when offering girl program which deals with sensitive or controversial issues. (GSGC) In addition, programs and activities of unusual or high risk, or requiring specialized skill, training or equipment, or have the potential for serious injury, require written parental/guardian permission and Council approval. (GSGC)

## **Transporting Girls.**

The Council must approve renting or chartering arrangements for vehicles hired specifically to transport girls. (GSGC)

Procedure: Contracts for the use of buses must be signed by the Chief Executive Officer or the president of the board of directors, or their designee. A log must be completed and forwarded to council with a copy of the Certificate of Insurance and the contract to charter the vehicle.

Procedure: When other types of vehicles are rented, leased, or borrowed for the purpose of transporting girls or equipment, a log must be completed and forwarded to council with a copy of the Certificate of Insurance and the contract to charter the vehicle.

Procedure: Adults using 15- passenger vans should be knowledgeable about safe loading procedures. Whenever possible, 15- passenger vans built after 2003 should be utilized.

### **Post Event Pick-up.**

A parent or legal guardian must provide written permission for anyone other than the parent or guardian to pick a girl up from a Girl Scout activity/event. The permission must include the name of the girl, the event and date of the event, the person to whom the girl will be entrusted and signature of the parent or guardian. In cases where the parents are divorced or separated, the custodial parent must provide the permission. (GSGC)

Standard: A parent or legal guardian must provide written permission for girls who walk to and from a Girl Scout event or activity.

Standard: The troop leader will secure prior written permission for the leader or her designee to transport girls who are left without a ride from a Girl Scout activity/event.

Procedure: At time of registration, leader will advise parents/guardians the late pick-up procedure that will be used for troop meetings, special activities, and events, including the length of time a girl will be supervised at the pick-up site and where the girl will be transported after the designated grace period.

### **Troop Trips.**

All troop/group outings and day excursions require a signed parental/guardian permission slip for each individual. Day trips or overnights outside the Council boundaries must be approved by the Service Unit Manager a minimum of 10 days in advance. Overnights within Council jurisdiction must be approved by the Service Unit Manager a minimum of 48 hours in advance. Approval shall be based on troop experience, volunteer training, and progression in Girl Scout activities and will relate to ongoing Girl Scout program. (GSGC)

Standard: A currently certified First Aider will be present for activities involving high or unusual risk, overnights and day or overnight camping. Refer to Safety Wise for the appropriate level of First Aider needed.

Procedure: The adult volunteer designated as a troop/group leader should not serve in the volunteer position of troop First Aider.

Procedure: Following the trip or outing, a trip evaluation form should be completed within one (1) week of the trip, in consultation with members of the troop/group.

## **Movies.**

Movies shown at Daisy, Brownie, and Junior events must have a “G” rating. Movies shown at Girl Scout Cadette, Senior, and Ambassador events must be rated “G”, “PG”, or PG-13. Leaders must obtain written parent permission before girls can watch a movie rated “PG-13”. No “R” or “NC” rated movies are permitted to be shown at any Girl Scout event. (GSGC)

Procedure: Written parent permission must be obtained from parents or guardians for every girl participating in a Girl Scout activity in order for a PG-13 movie to be shown.

Procedure: Leaders should preview a movie before showing the film to girls and inform parents of the film that will be shown.

## **Website.**

1. A Girl Scout troop/group website must not contain information that could jeopardize the safety and security of girls and adults.

Procedure: Eliminate any personal identifiers and information that could help someone locate Girl Scouts by doing the following:

- a) Use only girls’ first names.
- b) Never post addresses, phone numbers or email addresses.
- c) Do not list addresses of group meeting places or dates and times of meetings, events or trips.
- d) Do not allow automatic posting of messages by using message boards or guest books that are not continually monitored.
- e) Ensure that messaging systems do not allow girls or adults to post their email addresses.
- f) Do not use pictures of individual girls who are identified in any way, without parental permission (a sample permission form is available at [www.girlscouts.org/girls](http://www.girlscouts.org/girls)).

2. Dates, times, and location of Girl Scout and troop/group events should not be posted on a website.

Procedure: A group leader who wishes to communicate upcoming events with families of girls should use email instead of posting details on a website.

3. Implied Endorsements- Girl Scout troop/group websites should not have hyperlinks to websites containing paid advertising or selling merchandise, to avoid implied Girl Scout endorsement of the products they offer.

Approved by the Board on May 20, 2004  
Revisions approved by Board on May 17, 2007