

Girl Scouts of Southeast Florida Council, Inc.
Volunteer Policies
Effective: January 4, 2010

INTRODUCTION

Our Council, Girl Scouts of Southeast Florida, subscribes to the mission and purpose as set forth by the Girl Scouts of the USA and strictly adheres to the standards and procedures as set forth in the “Blue Book of Basic Documents” and “Safety-Wise.” These documents, with current updates, may be accessed by visiting www.girlscouts.org. Additionally, each member shall model the standards and expectations of the policies set forth in this document of Council policies and procedures. This document, with current updates, may be accessed by visiting www.gssef.org.

1.0 MEMBERSHIP

The Council is responsible for seeing that membership is reflective of the pluralistic nature of our population and that membership is extended to all girls and adults in all population segments and geographic areas in our jurisdiction. An individual 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, sexual orientation or disability. Reasonable accommodations shall be made for girls and adults with disabilities to ensure that they have access to activities.

1.1 GIRL MEMBERSHIP

- Membership in Girl Scouting is granted to any girl, 5-17 years of age, who makes the Girl Scout Promise and accepts the Girl Scout Law, and has paid the annual membership dues.
- 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, religion, national origin, sexual orientation, socioeconomic status or disability.
- A girl may not be denied membership because of pregnancy.

NOTE: Girl Membership status may include enrollment in Kindergarten, if this precedes age 5; and continue through September 30 of a girl's 12th Grade enrollment school year, if her 18th birthday precedes this date.

1.2 ADULT MEMBERSHIP

- Membership as a Girl Scout adult is granted to any person who accepts the organization's principles and beliefs as stated in the Preamble of the Constitution of Girl Scouts of the USA, and has paid the annual membership dues.
- 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, creed, national origin, religion, sexual orientation or socioeconomic status.

2.0 ADULT VOLUNTEERS

The Council reserves the right to refuse volunteer appointment, to dismiss, or to exclude from affiliation with the Council any individual who has been convicted or has been found guilty of (regardless of prosecution) child abuse, child neglect, possession of illegal drugs and or intent to distribute illegal drugs.

2.1 VOLUNTEER RECRUITMENT

- All new adult volunteers working directly with girls will be required to:
 - a) Complete and submit the Adult Volunteer application
 - b) Complete and submit the Background Screening application with acceptable results
 - c) Complete training assigned to the position

2.2 VOLUNTEER DEVELOPMENT

- The adult with training must be present at every troop/group meeting, activity, and trip. A second adult in a troop/group leadership role must be a currently registered Girl Scout and be present at every troop/group meeting, activity and trip.
- There must be at least two independent adults (not related to or married to each other) present at all troop/group meetings, events, trips and troop camping trips. One adult must be female.
- All males participating in overnight activities where girl members are present must use separate sleeping accommodations and restroom areas. In some circumstances, such as a museum, movie, or mall overnight program, with hundreds of girls, this type of accommodation is not possible; therefore men shall not chaperone such events.
- Operational volunteers shall be appointed for a term not to exceed one year.

3.0 CONDUCT

Council code of conduct requires adherence to the spirit set forth in the Girl Scout Promise and Law. The following behaviors threaten the health and welfare of girls. Adults engaging in such behavior shall be immediately released, by the Council, from acting in any official Girl Scout capacity.

- Child Abuse, which includes emotional maltreatment of girls, including nonverbal and verbal abuse and/or verbal attacks; physical neglect of girl members, including failure to provide safety measures, care, and supervision in relation to Girl Scout activities; and physically abusive behavior including bodily contact. A volunteer member suspected of child abuse will be suspended from volunteer responsibilities until the case is resolved.
- Exhibitionism, voyeurism, and/or involvement in child pornography.

- Sexual advances or sexual activity of any kind (including displays or demonstrations of sexual activities) between employed staff or volunteers and girl members.
- Sexual harassment and/or overt displays of sexual activity between girls, employed staff and/or volunteers.
- Abuse (improper use) of prescription drugs, over the counter drugs or alcohol. Possession and/or use of illegal drugs. Improper use of prescription drugs, over the counter drugs, illegal drugs or alcohol directly before or during Girl Scout activities.
- Carrying firearms; guns and ammunition are prohibited during Girl Scout activities.
- Gambling, during program activities on trips or during other Girl Scout activities.
- Hostile acts, malicious gossip, harassment or derogatory attacks concerning anyone associated with the Council; including girls, volunteers, parents of members and/or employed staff.
- The use of Girl Scouts as a basis for initiating or perpetuating personal disagreements.
- Misuse of Council, Service Unit and/or Troop funds and/or Girl Scout bank accounts.
- Fundraising, money earning, and/or soliciting money to benefit an individual, organization (other than Girl Scouts), event or company, in an official Girl Scout capacity.

4.0 FINANCES

4.1 COUNCIL FINANCES

- All money raised or earned, and other assets received in the name of and for the benefit of Girl Scouting should be authorized by the Council and used for the purposes of Girl Scouting. Such monies and other assets are the property of and are administered by the Council. Such assets are not the property of individuals, Service Units, or communities within the Council.
- All money-earning projects (including solicitation for funds) other than Council sponsored product sales must be approved by the CEO designated department prior to starting. This includes any request for funds or merchandise or donations to support troop/group or Service Unit activities.

4.2 DEBT TO COUNCIL

INDIVIDUAL DEBT

- An individual who owes a debt to Girl Scouts of Southeast Florida for more than 30 days will be removed from all adult volunteer positions currently held.

TROOP/GROUP DEBT

- Troop/group Leadership and all signers on the troop/group bank account are accountable for all funds generated by the troop/group (i.e. troop/group dues, product sale proceeds, money earning proceeds, etc.)
- Troop/group Leadership and all signers on the troop bank account of a troop that owes a debt to Girl Scouts of Southeast Florida for more than 30 days, will be removed from all adult volunteer positions currently held.

4.3 SERVICE UNIT FINANCES

- In accordance with the Council's risk management plan, all monies used by and for the Service Units should be kept in a bank account at an accredited financial institution for tracking/documentation purposes. The only signers on those accounts may be the Service Unit Volunteer Manager or designated Service Unit Leadership Team member and Staff member designated by the CEO. Checks for \$500 or more must have both signatures.
- The Service Unit Volunteer Manager or designated Service Unit Leadership Team member will be accountable for any bank charges incurred due to bounced checks or non-sufficient funds.
- A financial report on the bank account is required in July of each year to cover all activity in the account for the previous year ending June 30. All funds not budgeted in excess of \$1,000 must be returned to the general fund by July 31.
- Money budgeted for the Service Units in the Council's operating budget is money available for their use if needed for Service Unit activities that advance the Council goals. All money raised or earned in the name of and for the benefit of Girl Scouting is the property of the Council.
- Checks made payable to GSSEF and/or GSUSA and submitted via the Service Unit (example: registration dues) must be submitted to the Council (Service Center or individual staff member) within 45 days of the check date. Should any check submitted within the required timeframe be returned (example: non-sufficient funds), the Council will take the responsibility for initiating the collection of insufficient funds and fees. If the Service Unit holds any check beyond 45 days, and the check is returned, the Service Unit may be held responsible for face-value of the check and all applicable fees.

NOTE: If Service Units opt not to hold monies in a Council Account held in the Service Unit (in a local bank), the funds will remain in the Council account for allocation.

4.4 TROOP/GROUP FINANCES

TROOP/GROUP MONEY-EARNING:

- All money-earning projects other than Council sponsored product sales must be approved by the CEO designated department prior to starting. This includes any request for funds or merchandise or donations to support troop/group activities.
- Troops/groups must participate in both Council sponsored product sales in order to be considered eligible to submit an application to conduct a money-earning project. Troop/group leaders must obtain written approval from their Service Unit Volunteer Manager and the CEO designated department no less than six weeks prior to the proposed money-earning project.
- Girl members may not engage in any direct solicitation for money.

TROOP/GROUP BANK ACCOUNTS:

- All troop/group funds must be held in a troop/group bank account. Each bank account established and managed by registered Girl Scout volunteers must have at least two signatories.
- No two persons from the same family or household may be considered signatories on a Girl Scout bank account.
- A complete financial report must be submitted to the CEO designated department staff member no later than the deadline date indicated on the troop/group financial form.
- Any money left by a disbanded troop/group shall be transferred to the Council's general operating fund and used for financial assistance to girls. The funds do not become the property of any individual, girl or adult.

5.0 MEMBERSHIP STRUCTURE

5.1 TROOP/GROUP SIZE

- A troop/group must consist of at least 5 girls from more than one family. It is recommended that troop/group sizes be as follows (“Safety-Wise,” Standard 20):

Grade Level	Age Level	Size
K – Grade 1	Daisies	5 – 15 Girls
Grades 2 & 3	Brownies	5 – 25 Girls
Grades 4 & 5	Juniors	5 – 30 Girls
Grades 6, 7 & 8	Cadettes	5 – 30 Girls
Grades 9 & 10	Seniors	5 – 30 Girls
Grades 11 & 12	Ambassadors	5 – 30 Girls

5.2 ACTIVITIES AND PROGRAMS

TROOP/GROUP CAMPING:

- The proper girl/adult ratio must be maintained for a troop/group to participate in any overnight camping experience, additionally:
 - a) Two adults are required (in addition to the girl/adult ratio)
 - b) One person with the appropriate level of Council camp training
 - c) One person with certified First Aid training (this person cannot be the camp trained volunteer)

NOTE: Person with the appropriate level of Council camp training may be age 16 or older. One person with certified First Aid training may be age 18 or older.

ACTIVITIES, TRIPS & TRAVEL:

- All troop/group travel and activities must be approved by the appropriate person assigned by the CEO to protect girls and adults participating and to meet insurance requirements. The proper girl/adult ratio must be maintained for a troop/group to participate in programs, activities and travel.

TRANSPORTATION:

- **Privately Owned or Borrowed Vehicles:** Parents/guardians must be notified in writing of the specific type of vehicle used to transport girls including the passenger capacity of the vehicle and whether the vehicle is privately owned or borrowed.
- **Rental/Chartered Vehicles, Vessels or Aircraft:** Adult volunteers are not authorized to sign agreements or contracts for renting or chartering vehicles, vessels and/or aircraft. A written agreement is required even when there is no cost. All contracts and agreements must be submitted to the Council to be signed by CEO or her designee.