

Girl Scouts of Southeast Florida, Inc.

Member and Volunteer Policies

Approved by Board of Directors: June 7, 2021

Effective: August 1, 2021

Revised and Approved by the Board of Directors: August 31, 2026

Effective: October 1, 2026

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INTRODUCTION

Girl Scouts of Southeast Florida, known hereafter as GSSEF and/or the Council, subscribes to the mission and purpose as set forth by the Girl Scouts of the United States of America, known hereafter as GSUSA, and strictly adheres to the standards and procedures as set forth in the GSUSA "Blue Book of Basic Documents," GSUSA "Safety Activity Checkpoints," and the GSUSA "Volunteer Essentials." These documents, and updates, may be accessed by visiting www.girlscouts.org. Each Girl Scout member shall model the standards and expectations in these materials and set forth in these policies and procedures. This document, and updates, may be accessed by visiting www.gssef.org.

The policies in this document appear in numbered sections 1.0 through 16.0.

This document and the GSSEF Member and Volunteer Policies contained herein are the key policies and expectations of the Council and replaces all previous volunteer policies, practices, and guidelines. Members, volunteers, and girl parents/guardians are expected to adhere to the GSSEF Member and Volunteer Policies written and implied.

No policy document or guide can anticipate every circumstance, situation, or question about a policy. As GSSEF and the Girl Scout Movement continues to evolve, the need may arise, and GSSEF reserves the right to revise, supplement, or rescind any provisions of this document or the policies and notes on which they may be based, at any time, without advance notice.

GSSEF Volunteers are expected to sign an annual electronic acknowledgement of receipt of the GSSEF Member and Volunteer Policies, including agreement to abide by all standards and procedures in the GSUSA "Blue Book of Basic Documents," GSUSA "Safety Activity Checkpoints," and the GSUSA "Volunteer Essentials."

1.0 MEMBERSHIP, PARTICIPATION, DIVERSITY, EQUITY, AND BELONGING

GSSEF is committed to an environment in which relationships among volunteers, staff, parents, and girls are characterized by dignity, courtesy, respect, and equitable treatment; a commitment to diversity, equity and belonging is demonstrated and a welcoming environment is deliberately promoted to all people within the geographic boundaries of our jurisdiction. GSSEF aims to provide opportunities for participation, overcoming challenges, and broadening experiences.

- 1.1 The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet membership requirements.
- 1.2 GSSEF has the right and discretion to hold membership recruitment and retention activities and events at any location deemed appropriate throughout the geographic jurisdiction.
- 1.3 Any 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.
- 1.4 Every person accepting the principles of the Girl Scout Movement and desiring to be a member of the Girl Scout Movement in the United States of America shall

- pay annual, lifetime, or other applicable membership dues to Girl Scouts of the USA and any applicable council service fee to GSSEF.
- 1.5 Membership fees and dues are non-refundable and non-transferrable.
 - 1.6 Based on available funds, financial aid is available to help members with expenses related to membership registration, purchase of uniform or program components, or participation in authorized Girl Scout events or activities. Financial aid is available through an application and approval process.
 - 1.7 Reasonable accommodation shall be made for differently abled girls and adults to ensure they have access to activities.
 - 1.8 Individual contact information is maintained in a secure database and may only be used for Girl Scout business, promotion, and information sharing. Membership lists and rosters are not sold to third parties.
 - 1.9 GSSEF reserves the right to restrict participation of non-member individuals in Girl Scout programs, events, and activities.

2.0 GIRL PARTICIPATION

- 2.1 GSUSA sets the eligible girl membership levels as girls enrolled in Grades K-12.
- 2.2 Between April 1-September 30, girls in pre-K who will be enrolled in Kindergarten by October 1 are eligible to participate with extended year membership.
- 2.3 A girl may not be denied membership because of pregnancy.
- 2.4 A girl must be a registered member to participate in any Troop, Service Unit, or Council Program, unless otherwise stated in the Program description, or is designated as a tagalong.
- 2.5 Changes to a girl's membership record, or permission to disclose personal information, may only be initiated by the current adult contact(s) of record.
- 2.6 Changes of custodial guardianship or member name require supporting legal documentation which may include (but is not limited to) a court order or state-issued documentation (i.e. birth certificate).

3.0 ADULT PARTICIPATION

- 3.1 "Adult" is defined by the age of majority in the State of Florida: Age 18.
- 3.2 Adult Members (annual or lifetime) may participate in Troop, Service Unit, and/or Girl Scout activities, events, and programs as defined in each detailed description.
- 3.3 Adult Members (annual or lifetime) not serving in an approved Volunteer role are not eligible to supervise or chaperone troops or groups of girls and do not count in required girl/adult ratios.
- 3.4 Adult Member (annual or lifetime) participation in some activities, programs and events may require Volunteer status including the satisfactory completion of a criminal background check.
- 3.5 Any Adult Member (annual or lifetime) may be released, or precluded from, Girl Scouts if it is determined that they are not able to meet the membership requirement(s) related to accepting the principles and beliefs of the organization

or to support the mission and values of the organization as well as adherence to GSUSA and GSSEF policies and procedures. Release of Adult Members designated as “guardian” does not preclude participation of the affiliated girl member.

4.0 VOLUNTEER REQUIREMENTS AND PARTICIPATION

- 4.1 All adults who take responsibility for girls, not related or in their household, are required to be registered volunteers and are required to complete the Volunteer Screening and Onboarding process.
- 4.2 Volunteers must be registered adult members.
- 4.3 Volunteers must complete and maintain a satisfactory criminal background check, per Florida statute and the Fair Credit Reporting Act (FCRA), administered by GSSEF’s independent third-party screening provider.
- 4.4 Volunteers are appointed into roles and provided with a volunteer position description defining expectations, roles and responsibilities and terms of service.
- 4.5 Renewable roles are noted in the volunteer position description.
- 4.6 Based on available funds, financial assistance is available to help adult volunteers with expenses for position-specific required volunteer training (e.g. camp trained volunteer certification, CPR and First Aid, canoe or archery training, etc.) Financial assistance is available through an application and approval process.
- 4.7 Any volunteer may resign their position upon notification to their appointed administrative volunteer or GSSEF staff contact.
- 4.8 GSSEF reserves the right to decline appointment and/or renewal into a volunteer position if information received through the screening process indicates qualifications are not suitable for the position or are not in alignment with the mission and values of the Girl Scouts Movement.
- 4.9 GSSEF may release a volunteer for any reason, from any and all positions held, at its sole discretion.
- 4.10 GSSEF reserves the right to dismiss any registered volunteer, refuse registered volunteer position appointment, or exclude from affiliation, any individual who has been convicted or has been found guilty (regardless of prosecution) of child abuse, child neglect, possession of illegal drugs and /or intent to distribute illegal drugs.
- 4.11 Failure to reasonably accommodate differently abled individuals will result in disciplinary action up to and including dismissal from appointed volunteer positions and revocation of membership.
- 4.12 A volunteer can only be released from their position/role by a GSSEF staff member.

5.0 CODE OF CONDUCT

GSSEF's Code of Conduct requires adherence to the spirit set forth in the Girl Scout Promise and Law. Adult members and volunteers with GSSEF are expected to maintain ethical and professional conduct while leading Girl Scout programs, activities, and events both on and off Council-owned properties and while representing the Council in the community.

5.1 All members, volunteers, and participants must abide by Federal, State, and local laws. The following behaviors threaten safety, health and welfare, and those engaging in such behavior may be immediately released, by GSSEF, from acting in any official Girl Scout capacity.

5.1.1 Abuse, which includes emotional maltreatment, including nonverbal and verbal abuse and/or verbal attacks; physical neglect, including failure to provide safety measures, care, and supervision in relation to Girl Scout activities; and physically abusive behavior including bodily contact. An adult suspected of abuse will be suspended from volunteer responsibilities until the case is resolved.

5.1.2 Exhibitionism, voyeurism, and/or involvement in child pornography.

5.1.3 Sexual advances or sexual activity of any kind (including displays or demonstrations of sexual activities).

5.1.4 Sexual harassment and/or overt displays of sexual activity.

5.1.5 Improper use of prescription drugs, over the counter drugs, illegal drugs or alcohol directly before or during Girl Scout activities.

5.1.6 Carrying firearms, guns and ammunition are prohibited during Girl Scout activities.

NOTE: Per H.R. 218, the Law Enforcement Officers Safety Act (LEOSA), active and retired law enforcement are exempt from this policy and must be able to provide proper identification upon request.

NOTE: Girl Scouts of Southeast Florida maintains compliance with Florida Statute 790.251.

5.1.7 Disclosure or use of any confidential GSSEF information that is available solely as a result of the registered volunteer's affiliation with GSSEF.

5.1.8 Hostile acts, malicious gossip, harassment, racism or derogatory attacks concerning anyone associated with GSSEF; including girls, registered volunteers, parents of members and/or employed staff via any means including but not limited to: in-person, written, virtual and/or social media platforms.

5.1.9 The use of Girl Scouts as a basis for initiating or perpetuating personal disagreements.

5.1.10 Misuse of GSSEF funds, service unit, and/or troop funds, including but not limited to: product sale proceeds and rewards, fees, dues, and/or donations.

5.1.10.1 GSSEF, service unit, and/or troop funds are never to be co-

mingled or combined with personal funds or debt incurred to GSSEF, service unit or troop.

- 5.1.11 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. Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services, or property of GSSEF, except in conformance with GSSEF policy.
- 5.1.12 Entering into a contract or agreement with any agency on behalf of GSSEF.
- 5.1.13 Disclosure, or dissemination, of copy written and trademarked assets owned by Girl Scouts now or heretofore used in carrying out the Girl Scout Leadership Experience in any format.
- 5.1.14 Participation in recruitment activities, in either a paid employment or volunteer role, for an organization deemed a direct competitor of Girl Scouts while in a volunteer recruitment role with GSSEF. These organizations include, but are not limited to Indian Princesses and Y-Guides (operated through the YMCA), Scouting America (formerly Boy Scouts) and Girls, Inc.

6.0 GENERAL

6.1 GSSEF FINANCES

All money raised or earned, and other assets acquired or received in the name of and for the benefit of Girl Scouting by any Girl Scout, Volunteer, Troop, or service unit must be authorized by GSSEF and used for the sole purposes of Girl Scouting. Such monies and other assets are the property of and are administered by GSSEF. Such assets are not the property of individuals, service units, troops, leaders, guardians, or communities within GSSEF and cannot be used for the benefit of any individual.

6.2 SALES TAX EXEMPTION

In accordance with Florida State Statutes, the Florida Department of Revenue and the Florida Administrative Code, GSSEF's exemption from Sales and Use Tax does not extend to the Troop or Service Unit components of GSSEF.

6.3 INDIVIDUAL DEBT

- 6.3.1 GSSEF reserves the right to refuse membership or restrict participation of any person who owes money to the organization, Service Unit, troop or girl. Future consideration for any volunteer position may be possible only after the debt is satisfied.
- 6.3.2 Individual adult members who have previously satisfied a debt to GSSEF and who incur a subsequent debt will be removed from all current registered volunteer positions and will be precluded from future volunteer position placement.
- 6.3.3 Any person with an outstanding debt, or previously satisfied debt, to GSSEF, service unit, troop or member may be restricted from future

volunteer appointment, recognition, program registration, retail purchases, and/or other participation as deemed appropriate.

- 6.3.4 Any parent/guardian, of a registered girl member, owing money to GSSEF and/or a troop may be restricted from future program registration, retail purchases, receipt of rewards, and/or other participation as deemed appropriate.
- 6.3.5 GSSEF reserves the right to take all steps necessary to collect debts owed to the Council, and/or any service units or troops, regardless of debtor's registration status.

6.4 ACTIVITIES AND PROGRAMS

- 6.4.1 GSSEF sponsored activities and programs will include in their description, the specific audience for whom the event is planned (e.g. detailed information, girl member grade-level, family friendly, bring-a-friend, recruitment, etc., including membership requirements for attendance.)
- 6.4.2 GSSEF and our designated partners reserve the right to prohibit non-members and/or tagalongs from attending any activities, programs, or events by including this distinction to the activity description, prior to registration.

6.5 TAGALONGS

Tagalongs are defined by Girl Scouts as: "People not officially affiliated with Girl Scouts, but who are along for the activity." Tagalongs include any children under the age of 5 or children under the age of 18 years who are not registered Girl Scouts.

- 6.5.1 Tagalongs must be always chaperoned by a minimum of one adult during Council- sponsored meetings, programs, events, learning sessions, etc., who is dedicated to this group exclusively. The adult chaperone will not be counted as part of the required adult- to-girl ratio for registered Girl Scouts to attend or participate in meetings, programs, events, etc.
- 6.5.2 The adult tagalong chaperone is required to physically stay present with the youth tagalongs at all times. This adult will be considered responsible and liable for the tagalongs. This adult chaperone will ensure tagalongs do not disrupt or interfere with the programs/events, etc.
 - 6.5.2.1 If there is no charge for tagalongs stated in the program description, then there will be no planned activities or supplies for the tagalongs. Adult chaperones should ensure the tagalongs have activities of their own.
- 6.5.3 Adult chaperones for tagalongs must adhere to the following adult-to-child ratios at all times: 1 adult to 1 child under the age of 24 months; 1 adult to 2 children ages 2 – 5 years; 2 adults to 3-4 children ages 2-5 years; 3 adults to 5 or more children ages 2-5 years; 1 adult for every 3 children ages 6-17.

6.5.4 Troops and Service Units may be held financially responsible for additional insurance coverage costs for tagalongs.

6.6 REPORTING OF ABUSE, NEGLECT OR ABANDONMENT

Our primary concern is the health, safety, and well-being of all members. Florida state law requires any individual who suspects that a child or vulnerable adult has been abused, neglected or abandoned by any person to report that to the Florida Abuse Hotline. GSSEF strictly adheres to [Florida Statute Chapter 39](#) regulated by the Florida Department of Children and Families, and it is therefore a requirement of our volunteers to adhere to the [Statute](#) as well.

There are four ways to make a report:

Call the FLORIDA ABUSE HOTLINE 1-800-96-ABUSE (1-800-962-2873) and be prepared to provide specific descriptions of the incident(s) or the circumstances contributing to the risk of harm, including who was involved, what occurred, when and where it occurred, why it happened, the extent of any injuries sustained, what the victim(s) said happened, and any other pertinent information are very important.

Report online at <https://reportabuse.dcf.state.fl.us/Child/ChildForm.aspx>

Florida Relay 711 or TTY 800-955-8771

Fax your report to 800-914-0004

6.6.1 Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, as defined by [Florida Statute Chapter 39](#), or that a child is in need of supervision and care and has no parent, legal custodian, or responsible adult relative immediately known and available to provide supervision and care.

6.6.2 Any person who knows, or who has reasonable cause to suspect, that a child is abused by an adult other than a parent, legal custodian, caregiver, or other person responsible for the child's welfare as defined by [Florida Statute Chapter 39](#).

6.6.3 Any person who knows, or has reasonable cause to suspect, that a child is the victim of childhood sexual abuse or the victim of a known or suspected juvenile sexual offender as defined by [Florida Statute Chapter 39](#).

7.0 SERVICE UNITS

Service Units are geographically based groups of communities throughout the Council jurisdiction, each with a volunteer leadership team, working in tandem with Council staff to ensure new member recruitment, adult development, training, education, and recognition, and girl program offerings.

7.1 Service Unit Leadership

7.1.1 Service Unit leadership volunteers are appointed annually and may be reappointed based on requirements and terms set forth in the applicable

volunteer position description.

- 7.1.2 Individuals may be appointed to no more than two (2) positions within the Service Unit Volunteer Structure, in the same year/term.
- 7.1.3 Individuals holding a leadership position, in either a paid employment or volunteer role, in an organization deemed a direct competitor of Girl Scouts is prohibited from placement in a Service Unit leadership position.
- 7.1.4 "Leadership" here does not refer to volunteers serving as a den/pack/troop/unit leader. "Leadership" here refers to elected or appointed positions within the competing organization that includes oversight and coordination of member recruitment, community development and multi-unit or large-scale organizational program delivery (i.e. Board Members, Committee Members and/or district representatives.)
- 7.1.5 Any volunteer may be released from their Service Unit position by GSSEF if it is determined that they are not able to meet the membership requirement related to accepting the principles and beliefs of the organization or to support the mission and values of the organization as well as adherence to the Council's policies and procedures.

7.2 SERVICE UNIT FINANCES AND BANK ACCOUNTS

- 7.2.1 All monies used by and for the Service Units must be kept in a bank account at an accredited financial institution chosen by GSSEF for tracking/documentation purposes.
- 7.2.2 All bank accounts are required to have a minimum of two unrelated (by birth or by marriage, or residing in the same household), registered volunteers as authorized signers; the VSUM is required to be a signer on the account.
- 7.2.3 A GSSEF staff member CEO designee is required to be a signer on all service unit bank accounts.
- 7.2.4 All requests to open or close a Service Unit bank account or make changes to an existing account (such as, adding or removing account signers) must be processed by GSSEF.
- 7.2.5 GSSEF requires the address of record with the banking institution be the mailing address of one of the account signers; the mailing address of record may not be Administrative Headquarters address.
- 7.2.6 The Volunteer Service Unit Manager and/or designated Service Unit Leadership Team member will be accountable for any bank charges incurred due to checks written on closed accounts, overdraft fees, etc.
- 7.2.7 Checks made payable to GSSEF and/or GSUSA and received by the Service Unit must be submitted to GSSEF (e.g. HQ or to any individual staff member) within 45 days of the check date. Should any check submitted within the required timeframe be returned, GSSEF will take the responsibility for initiating the collection of insufficient funds and

fees. If the Service Unit holds any check beyond 45 days, the Service Unit may be held responsible for face-value of the check and all applicable bank service fees.

- 7.2.8 All financial activities are required to be reported and reconciled on the Service Unit End of Year Report, due annually by August 31.
- 7.2.9 Service Units may collect reasonable fees for program offerings, training, camping/camporee, and other events to enhance the Girl Scout Leadership Experience.
- 7.2.10 Service Units may not collect dues and/or administrative fees from troops or individual girls to fund the Service Unit activities.

7.3 SERVICE UNIT MONEY EARNING

- 7.3.1 Service Units (i.e. its registered volunteer or member representatives) are permitted to solicit in-kind goods and services up to a value of \$250.00 per gift.
- 7.3.2 Service Units and its adult members are prohibited from submitting letters of intent or grant proposals to private foundations, corporate foundations or public/governmental funders on behalf of Girl Scouts of Southeast Florida or the Service Unit.
- 7.3.3 Adult Service Unit members who are employed by a company offering a matching gift/company-sponsored grant program (for employees or spouses) benefiting nonprofit organizations may apply for such funds on behalf of a troop. After completing the individual company's application process, the adult member must submit the Matching Gift/Company-Sponsored Volunteer Grant Designation Form to the CEO designee.
- 7.3.4 Service Units may not engage in any direct solicitation for money. This includes, but is not limited to, raising funds for other charities such as a walk-a-thons or selling of third-party goods and services (e.g. PartyLite, AVON, Pampered Chef, Tupperware, etc.)
- 7.3.5 The use or promotion of crowdfunding tools is prohibited. Examples of crowdfunding tools include, but are not limited to, GoFundMe, Kickstarter, Indiegogo and YouCaring.
- 7.3.6 Service Unit money earning projects may not be conducted during the sale dates for the GSSEF Cookie Sale program.

7.4 SERVICE UNIT JURISDICTION

The requirements for local Service Unit jurisdiction (i.e. boundaries) are established by the local Council. GSSEF administers the requirements for the standards and procedures regarding such requirements. Service Unit jurisdictions are determined for that, which is in the best interest of Girl Scouting, except as prohibited by law.

- 7.4.1 External factors that contribute to the evaluation and determination of jurisdiction include, but are not limited to, current market share,

population density and migration trends, number of schools and their locations, new housing development, number and locations of predictable locations for support of the Council product sale programs, traffic patterns, changes affecting transportation and the Council's membership goals.

- 7.4.2 Internal factors that contribute to the evaluation and determination of jurisdiction include, but are not limited to: established volunteer service unit leadership teams, consistent local meetings held for volunteers, volunteer attendance and participation at local meetings, delivery of local membership recruitment, delivery of local volunteer education, utilization of the National and Council volunteer recognition options and delivery of high-quality local activities for girl members which utilize the GSLE.
- 7.4.3 In all matters concerning jurisdictional territory for Service Units, GSSEF has the authority to make the final decision.
- 7.4.4 Membership recruitment activities and events are not limited by Service Unit jurisdiction. Members are not required to be placed in troops or volunteer positions (etc.) exclusive to any Service Unit jurisdiction, in which the activity or event was held.
- 7.4.5 A troop's service unit designation/assignment is determined by the physical address of the troop's regular meeting site.
- 7.4.6 Geographic boundaries for "cookie booth" selling locations are not limited by the Service Unit jurisdiction. Such boundaries related to "cookie booth" selling locations will be set annually, by the CEO or their designee in the Product Sale department, in order to best meet the interest of girls/troops wishing to take part in the program, potential/available "cookie booth" locations and public demand for product.
- 7.4.7 The Volunteer Service Unit Manager (VSUM) and Service Unit Product Sale Program Coordinator will be informed of modifications made to the Service Unit's regular geographic boundaries.

8.0 TROOPS

8.1 TROOP LEADERSHIP

- 8.1.1 Troop volunteer leadership must include a minimum of two unrelated (by birth or by marriage; or residing in the same household) registered volunteers, who are each at least 18 years of age and have satisfactorily completed the required background check and training for the position; at least one registered Leader must be female. Additional registered volunteers may be required to meet adult to girl ratios. (Adult to girl ratios can be found the "Safety Activity Checkpoints").
- 8.1.2 Male registered volunteers may participate and/or accompany unrelated girl members on overnight activities (e.g. trips, travel, programs, etc.) provided separate sleeping and restroom/bathing accommodations are assured, with a minimum of two registered, unrelated female volunteers

in attendance.

8.1.3 Parental level of involvement in Troop operations/activities is at the discretion of the Troop Leader.

8.1.4 Troop leaders may not discriminate or deny any girl membership into their troop(s).

8.2 TROOP SIZE

Achieving the right number of girls in the troop is important. Thinking ahead and making a commitment to ensure troop vitality helps to sustain the troop as girls move from one program grade level to another. The National Risk Management guidelines state: Girl Scout troops/groups should be large enough to provide a cooperative learning environment and small enough to allow for development of individual girls.

8.2.1 A troop is required to have a minimum of 5 girls from more than one household.

8.3 TROOP MEETINGS AND LOCATION

8.3.1 A volunteer certified in CPR/First Aid ("First Aider") is required to attend all troop meetings.

8.3.2 A Troop's Service Unit affiliation is determined by the physical address and zip code of the Troop's regular meeting location.

8.3.3 Troops with a regular and permanent meeting location, at an approved GSSEF operated property, will be assigned to one Service Unit at the discretion of the CEO designee.

8.3.4 Troops must submit notice of meeting location change, field trips, or travel using the forms provided in the FORMS page at www.gssef.org.

8.3.5 Troop meeting information and any changes to a troop meeting, field trip or travel must be communicated to all registered members and parent/guardians of girl members within a reasonable timeframe to allow participation.

8.3.6 All "Safety Activity Checkpoints" and policies must be adhered to during troop meetings and any Girl Scout related activities, programs and/or events.

8.4 PLACEMENT INTO TROOP(S)

8.4.1 Volunteers and Council staff work together to place girls, adults, and volunteers into new and existing troops.

8.4.2 Troop availability for girls and adult volunteer roles are updated with each registration/placement and is reflected in the online membership registration system accessible at www.gssef.org.

8.5 TROOP FINANCES

8.5.1 BANK ACCOUNTS

All troop funds must be held in a troop bank account. Bank accounts will

be established and managed by registered volunteers and are required to have at least two unrelated signers (e.g. no existing familial relationship by birth or by marriage); only one signature is required for transactions.

- 8.5.2 All financial records belonging to a troop must be readily available at any time to any troop member, troop parent or council representative requesting inspection.

NOTE: GSSEF Strongly recommends that volunteers responsible for managing the product sale programs within the troop have viewing access to the troop bank account (if they are not one of the two required signers) during the sales to ensure oversight and timely financial management of the product sale programs deposits in alignment with Council withdrawal deadlines.

- 8.5.3 Adults responsible for troop finances must be registered volunteers.
- 8.5.4 GSSEF requires the address of record with the banking institution be the mailing address of one of the account signers.
- 8.5.5 Prior to disbandment, the troop should vote and agree on disbursement of funds and/or property. Disbanding or disbanded troops/groups are required to transfer any remaining funds in the bank account to the GSSEF general operating fund; funds do not become the property of any individual, girl or adult.
- 8.5.6 If a theft of troop funds occurs a police report must be filed within 24 hours and provided to the CEO designee once publicly available.
- 8.5.7 The CEO designee will review occurrences of alleged theft or misappropriation of funds on a case-by-case basis when determining what, if any, financial assistance may be made to the troop. Final determination of funding will only be made after a thorough investigation.
- 8.5.8 No troop reorganization and/or troop disbanding will be allowed during product sales programming periods; between the initial order deadline and conclusion of the sale. If there are no other avenues other than a separation during a council sale, the troop's sale must come to a close, product paid for in full, and then the separation process may begin.
- 8.5.9 If a troop splits, or separates into multiple troops, the CEO designee retains the right to mediate an equitable division of assets.
- 8.5.10 A complete financial report must be submitted to the CEO designee no later than the established annual deadline date.

GSSEF urges troop leaders to enter and track troop finances throughout the year to streamline required end-of-year reporting.
- 8.5.11 A complete financial report must be submitted to the CEO designee within 30 days of change of leadership within a troop, including disbandment of troop.

- 8.5.12 The deadline for submission of the completed Troop End of Year Financial Report is June 30th (annually) to cover all activity in the account for the previous year ending May 30th. Troop bank account procedures and forms can be found in the Forms page at www.gssef.org. Should assistance be needed, volunteers are encouraged to email customercare@gssef.org.
- 8.5.13 For disbanding troops, the signers on the bank account must close the account and immediately submit a Troop End of Year Report with the bank check for the proceeds from the closed account to the GSSEF Finance Department. Contact the CEO designee for more information.
- 8.5.14 Failure to complete the Troop End of Year Report by the deadline indicated may result in, and is not limited to, restriction of access to the troop bank account, disbanding of the troop or dismissal of the leader.
- 8.5.15 GSSEF strongly recommends adult troop registered volunteers to utilize the funds held in the troop bank account to re-register all girl members, during the annual "spring renewal" re-registration period.
- 8.6 TROOP/GIRL MONEY EARNING
 - 8.6.1 Troops/girls may not engage in any direct solicitation for money in an official Girl Scout capacity, including as a troop. Direct solicitation includes, but is not limited to, raising funds for other charities such as walk-a-thon or the selling of third-party goods and services (e.g. PartyLite, AVON, Pampered Chef, Tupperware, etc.)
 - 8.6.2 The use or promotion of crowdfunding tools is prohibited. Examples of crowdfunding tools include, but are not limited to, GoFundMe, Kickstarter, Indiegogo and YouCaring.
 - 8.6.3 All girl member money-earning projects, other than GSSEF sponsored product sale programs must be approved by the CEO designee, prior to starting. This includes any request for funds or merchandise, in-kind donations to support troop activities, or efforts related to supporting High Award projects.
 - 8.6.4 In order to be considered eligible to submit an application to conduct a money-earning project proposal, a troop/girl is required to participate in its two most recent, consecutive GSSEF sponsored product sale programs, based on the date of the project proposal. Exceptions shall be made if the girl member(s) or troop was not registered in GSSEF.
 - 8.6.5 Troop Leaders must obtain written approval from the CEO designee at least four weeks prior to the proposed money-earning project date(s).
 - 8.6.6 Troop/girl money earning projects may not be conducted during the booth sale dates for the GSSEF Cookie Sale program.
- 8.7 TROOP/GIRL DONATION SOLICITATION
 - 8.7.1 Activities related to soliciting cash gifts or in-kind donations (e.g. merchandise, goods, services, etc.) by a troop/girl with a value of

\$250.00 or more must be approved by the CEO designee prior to solicitation or request.

- 8.7.2 All donations made to a troop, group or girl, in any amount or value, must be recorded in the complete financial report which must be submitted to the CEO designee no later than the established annual deadline date.
- 8.7.3 Adult members who are employed by a company offering a matching gift/company-sponsored grant program (for employees or spouses) benefiting nonprofit organizations may apply for such funds on behalf of a troop. After completing the individual company's application process, the adult member must submit the Matching Gift/Company-Sponsored Volunteer Grant Designation form to the CEO designee. Written notification is only valid within the fiscal year it is requested.
- 8.7.4 Troops, girls and adult members are prohibited from submitting letters of intent or grant proposals to private foundations, corporate foundations or public/governmental funders on behalf of Girl Scouts of Southeast Florida or contact such staff directly for solicitation of support.
- 8.7.5 Requests for special consideration to solicit support through grant funding must be submitted in writing, prior to any submission, to the CEO designee.

8.8 TROOP DEBT

- 8.8.1 Troop registered volunteers and all signers on the troop bank account are accountable for all funds generated by the troop (i.e. troop dues, product sale program proceeds, money earning proceeds, etc.)
- 8.8.2 Troop leaders are responsible for troop debt incurred to GSSEF and may be released from all volunteer leadership positions held.
- 8.8.3 Any troop with an outstanding debt to GSSEF may be restricted from future program registration, retail purchases, etc.
- 8.8.4 Any parent (individual) debt not reported to the Council will become the sole responsibility of the troop to collect.

Troop deadlines for reporting parent (individual) debt to the troop incurred through a GSSEF sponsored product sale are as follows:

- December 31 for the Fall Product Sale
- April 15 for the Cookie Sale

GSSEF may, at its discretion, initiate the individual debt collections process upon receipt of thorough and sufficient documentation from the troop indicating an individual, parent/guardian debt to the troop.

9.0 TRIPS AND TRAVEL

Registered volunteers should consult both "Volunteer Essentials" and the GSUSA "Safety Activity Checkpoints" prior to planning a day trip or travel to ensure proper activity/program safety requirements and ratios are met.

- 9.1 All troop travel and activities must be approved by the CEO designee to protect girls and registered volunteers participating and to meet insurance requirements. Travel forms are available on the FORMS page of www.gssef.org.
- 9.2 The required girl/adult ratio must be maintained for a troop to participate in programs, activities, and travel.
- 9.3 A volunteer certified in CPR/First Aid ("First Aider") is required to attend all troop trips.
 - 9.3.1 GSUSA defines a "first-aid" as an adult volunteer who has taken Girl Scout approved first-aid AND CPR training that includes specific instructions for child CPR, as well as AED (Automated External Defibrillator) training. Class delivery methods must meet the standards established by GSUSA in the most recent version of the "Safety Activity Checkpoints."

10.0 CAMPING

10.1 TROOP CAMPING

Registered volunteers must consult both "Volunteer Essentials" and the GSUSA "Safety Activity Checkpoints" prior to planning a camping experience to ensure proper activity/program safety requirements and ratios are met.

- 10.1.1 Troop funds may only be used for Council-approved camping activities.
- 10.1.2 The required girl/adult ratio, as outlined in the GSUSA "Safety Activity Checkpoints" must be maintained for a troop to participate in any overnight camping experience.
- 10.1.3 Two unrelated registered volunteers are required.
- 10.1.4 Girl/Adult ratios must be maintained at all times.
- 10.1.5 One registered volunteer with the appropriate level of GSSEF outdoor skills training (i.e. "camp trained" adult).
- 10.1.6 One registered volunteer who is First Aid trained and certified (this person cannot be the same person as the "camp trained" adult).
- 10.1.7 One person with the appropriate level of GSSEF outdoor skills training must be age 18 or older. One person with certified First Aid training must be age 18 or older.
- 10.1.8 Proper registered volunteer coverage, including required training and certifications as specified above, is required at each separate site for all Service Unit and troop programs held on any camp property. Programs include but are not limited to camporees.

10.2 SERVICE UNIT CAMPOREE

- 10.2.1 A camporee, sometimes known as an ingathering, is a local or regional camping activity for a large number of Girl Scouts and most commonly produced by Service Units for multiple troops at one single event.
- 10.2.2 Service Units holding camporees will designate two volunteers to attend all sessions of required annual camporee training. Service Units that do not attend camporee training will not be permitted to host camporees.
- 10.2.3 Girl/adult ratios are the responsibility of the Service Unit volunteers, to fulfill or maintain with Troop volunteers, and must be maintained at all times.
- 10.2.4 One registered volunteer with the appropriate level of GSSEF outdoor skills training (i.e. "camp trained" adult) per site used.
- 10.2.5 One registered volunteer with a current CPR and First Aid certification ("first-aider") per site used.
- 10.2.6 The roles of "first-aider" and "camp trained adult" may not be filled by the same person – two separate volunteers must serve in these roles at each site to ensure proper safety protocols and supervision are maintained.
- 10.2.7 Space and facilities designated for disabled individuals will be used as needed and requested.
- 10.2.8 The Service Unit is responsible for the registered volunteers, with applicable certification(s), in order to utilize equipment for archery, sling-shots canoes, and small watercraft.

11.0 TRANSPORTATION

- 11.1 Adults transporting girls, in vehicles, must be registered volunteers.
- 11.2 All drivers must be background checked (i.e. registered volunteers), and over the age of 25 to transport children.
- 11.3 Drivers must have a valid state-issued driver's license with a satisfactory driving record and applicable automobile insurance.
- 11.4 Drivers must be age twenty-five or older.
- 11.5 Registered girl members never drive other members to, from or during activities or field trips.
- 11.6 Drivers are responsible for the safe operation of their vehicle.
- 11.7 No driver will be permitted to operate a motor vehicle when alertness is considered impaired, through such ailments as fatigue, illness, etc. as to make operating a vehicle unsafe for the driver or passengers.
- 11.8 Safety belts (i.e. seat belts) must be used and worn properly, at all times, by both the driver and all occupants of the vehicle.
- 11.9 One safety belt for each occupant/passenger is required.
- 11.10 Drivers will follow all FL laws regarding child restraint requirements.
- 11.11 When a troop is traveling in one vehicle, there must be at least two unrelated,

registered volunteers in the vehicle, one of whom is female. The girl/adult ratios must be followed.

- 11.12 When a troop is traveling in more than one vehicle, the entire group must consist of at least two unrelated, registered adult volunteers, one of whom is female. The girl/adult ratios must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- 11.13 Drivers are not permitted to use a hand-held cellular device while transporting girls, per FL State Statute, 316.305, Wireless communications devices, prohibition.
- 11.14 Drivers are not permitted to smoke or use e-cigarettes (vape) while transporting girls.
- 11.15 Parking and traffic fines incurred while utilizing vehicles during a Girl Scout activity are the sole responsibility of the driver and will not be paid (or reimbursed) by GSSEF or through use of troop funds.
- 11.16 Parents/guardians must be notified in writing of the specific type of vehicle, privately owned or borrowed vehicles, used to transport girls; including the passenger capacity of the vehicle and whether the vehicle is privately owned or borrowed.
- 11.17 Anyone who is driving a vehicle with 12 or more passengers must be a professional driver who possesses a commercial driver's license (CDL).
- 11.18 Drivers who operate commercial motor vehicles (CMVs) with passengers are required to possess the proper endorsement according to the regulations of the Federal Motor Carrier Safety Administration (FMCSA). In the State of Florida a CDL Class C license, with Passenger (P) endorsement, and no restrictions, is required to transport passengers.
- 11.19 Registered volunteers may be restricted/prohibited from transporting girl members for instances including, but not limited to, involvement in multiple traffic accidents, demonstrated disregard for the safety of the public/passengers, excessive speeding, reckless driving, driving under the influence, driving with suspended/revoked driver's license or failure to report an accident.

12.0 ACCIDENT REPORTING

- 12.1 In the event of accident or injury at any Girl Scout related activity, the incident must be reported immediately, and the required accident report must be submitted to the CEO designee within 48 hours. Girl Scout Activity insurance is available only to registered members engaged in approved Girl Scout activities.

13.0 BRAND

The Girl Scout brand is a system of easily recognizable, well-thought-out graphics, colors, layout schemes and more that helps support our brand story and unify our communications. The guidelines provided by Girl Scouts of the USA and upheld by Girl Scouts of Southeast Florida promote a consistent brand voice across the Movement to create a sense of sisterhood, leadership and accessibility for members everywhere.

- 13.1 The official emblem of the Girl Scout Movement in the United States is the trefoil. The badges, insignia, and uniforms of Girl Scouts of the United States of America shall be protected to the fullest extent possible and shall be made available to and used only by members registered with Girl Scouts of the United States of America and Councils; this includes Girl Scouts of Southeast Florida.
- 13.2 Girl Scouts has the sole and exclusive right by virtue of its Congressional Charter, 36 U.S.C. § 80106 et. seq., to have and use all service marks, trademarks, emblems, badges, descriptive or designating marks, and other words used in carrying out its program and is the owner of the GIRL SCOUTS name, service mark, and trademark, and of all other associated names, marks, slogans, insignias, logotypes, designs, fonts, program titles, program content, patch images, badge images and artwork. Girl Scouts of Southeast Florida is the local brand owner.
- 13.3 All members, volunteers and partners are expected to comply with the GSUSA brand standards when creating any items with the Girl Scout service mark (GS logo), profiles (trefoil with girls' faces) or trefoil on it. Examples of this include, but are not limited to, Service Unit banners for parades, patches for camporees and troop t-shirts.
- 13.4 Our members are to be referred to as "Girl Scouts." The business is referred to as a "Girl Scout Council" or "Girl Scouts of Southeast Florida." Use of capital letters are demonstrated here and expected for use. Use of the word "scouts" (noun) or words "The Scouts" (proper noun) referring to members and use of the word "scouting" (verb) referring to an action or activity are strictly prohibited. Activities may be referred to as "Girl Scouting" when an action verb is needed.
- 13.5 Co-branding or participating in co-activities with organizations, considered to be direct competitors of Girl Scouts, is prohibited. These organizations include, but are not limited to Indian Princesses and Y-Guides (operated through the YMCA), Scouting USA (formerly Boy Scouts) and Girls, Inc.
- 13.6 A GSUSA licensed vendor should be used for any item with the Girl Scout brand on it that is being sold or included as part of a fee-based program or event.
- 13.7 A non-licensed vendor may be used for any item with the Girl Scout brand on it that is not for resale or is given away. Examples include, but are not limited to awards, promotional items for recruitment, and gifts.
- 13.8 To ensure compliance with the brand standards, all designs must be approved by the CEO designee, at least two weeks prior to production.

14.0 SOCIAL MEDIA

- 14.1 Troops and service units may create a website and/or use social media to promote Girl Scouting or communicate with members. When creating websites or using other forms of social media, at least one adult GSSEF volunteer must be an "owner" of the accounts and/or website.
- 14.2 Troops and service units using social media must adhere to the age requirements established by social media sites and adhere to guidelines included in The Children's Online Privacy Protection Act (COPPA), a law created

to protect the privacy of children under 13, effective as of April 2000.

- 14.3 All minor children must obtain parental permission to use the troop website or social media accounts.
- 14.4 All applicable family members/guardians and GSSEF staff must be allowed access to any troop and/or service unit social media accounts and given links to all troop or service unit websites for which they are affiliated.
- 14.5 All volunteer and/or girl created social media accounts should be clearly identified as belonging to a particular troop or service unit and clearly state in its description that it is maintained by volunteer(s) and/or girl(s), not the official site of GSSEF and does not reflect endorsement by GSSEF.
- 14.6 Sole use of a social media platform as the primary communication method for troops and/or service units is not recommended. Email, phone, and text should be used to compliment any communication and announcements shared on social media.

15.0 PETS

- 15.1 Member, participant, and attendee pets are not allowed at Girl Scout activities, programs or events, except for service animals.

15.1.1 Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. (*Source:*
https://www.ada.gov/service_animals_2010.htm)

16.0 CONFLICT RESOLUTION, PROGRESSIVE DISCIPLINE AND GRIEVANCE

GSSEF makes all attempts to communicate with registered volunteers and affiliated adults to resolve conflicts and disputes as they arise. GSSEF utilizes the fundamental values of fairness and respect for the individual and identifies areas for improvement. The council may take immediate and appropriate action with respect to adults and/or volunteers, when necessary, while working to resolve conflicts, review grievances and collect information and documentation. All complaints are documented and reviewed. The outcomes of the process, in most cases, will be held confidentially. Complainants are not entitled to know the progress and/or outcome of the process.

A conflict is any kind of disagreement between two or more people. A grievance is a dispute over the interpretation or application of a Council or GSUSA policy, practice or procedure.

16.1 CONFLICT RESOLUTION

Conflicts and disagreements are an inevitable part of life, and when handled constructively can enhance communication and relationships. At the very least, Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents.

16.1.1 Shouting/yelling (i.e. use of increased volume over regular tone of voice), profanity, verbal abuse, physical confrontations, exclusion, and/or cyber bullying are never warranted and will not be tolerated in the Girl Scout environment.

16.1.2 Conflicts can occur between or among girls, volunteers, girls and

volunteers, volunteers and paid staff, or volunteers and the parents/guardians of girls. Conflicts can arise from:

- Personality conflicts
- Disciplinary issues
- Opinions on how to incorporate program and activities
- Concerns regarding GSSEF policies and procedures
- Lack of training and/or updated training
- Use of funds
- Differences in ideology
- Inappropriate behavior, and
- Miscommunication (including email communication)

16.1.3 GSSEF is committed to providing individuals with a safe, neutral, and private process to resolve conflicts. Recognizing that everyone has both a personal interest in and a share of the responsibility for resolving conflicts in which they are involved, the council favors a collaborative volunteer conflict resolution process.

16.1.3.1 Volunteers should discuss concerns directly with and only with the individuals involved, in a problem-solving tone.

16.1.3.2 The parties should jointly discuss the situation with volunteer leadership or staff for support or guidance.

16.1.3.3 If the issue can't be handled informally between the individuals, those involved should contact their Volunteer Service Unit Manager. The VSUM, acting as a mediator, may arrange a meeting, preferably in-person, between the involved parties. Mediation enables participants to retain decision making power.

16.1.3.4 The Volunteer Service Unit Manager may request involvement of the CEO designee for their Service Unit. Issues elevated to the CEO designee will be logged in the membership database.

16.1.3.4.1 To provide assistance in resolving issues between individuals, anonymity cannot be assured. Volunteers seeking resolution may not remain anonymous.

16.1.3.5 The CEO designee will advise and involve additional staff team members as needed to address the concerns and facilitate resolution.

16.2 Grievance

A grievance is a dispute over the interpretation or application of a GSSEF policy, practice or procedure by a registered volunteer, affiliated adult, or staff

member to document a failure to comply with the GSSEF Member and Volunteer Policies.

- 16.2.1 Registered volunteers unable to resolve a grievance through conflict resolution may report the grievance to the CEO designee.
- 16.2.2 A grievance must be filed by notifying the CEO designee via email at customercare@gssef.org within 30-days of the alleged incident/violation.
- 16.2.3 Based on the result of the investigation of a grievance, disciplinary action, up to and including separation from volunteer service, may be taken.
 - 16.2.3.1 In the event it is deemed necessary to dismiss a volunteer, the volunteer being released will be fully informed of the reasons for release.
 - 16.2.3.2 Staff will take reasonable measures to preserve the confidentiality of the parties through the release process, but shall have the right to share information with appropriate staff, advisors, and affected volunteers and parents on a need to know basis.

Girl Scouts of Southeast Florida, Inc.

6944 Lake Worth Road

Lake Worth, FL 33467

www.gssef.org

customercare@gssef.org