

GIRL SCOUTS - FOOTHILLS COUNCIL, INC.

**COUNCIL POLICIES**

**DEFINITIONS**

**POLICY:** An established course of action to be followed in recurring situations.

**STANDARD:** A model or example established by authority, custom, or general consent as a criterion for a given purpose.

Source for definitions - Guidelines for Preparing Basic Documents in Girl Scouting - Revised Edition, 1983.

**GENERAL POLICY**

1. All adult volunteers must adhere to GSUSA and Girl Scouts - Foothills Council, Inc. policies and practices.
2. Guidelines and standards in the current edition of Safety Wise must be followed for all activities.
3. Girl Scouts - Foothills Council welcomes girls between the ages of 5 and 17 and women and men 18 or older who make the Girl Scout Promise, accept the Girl Scout Law, and pay annual or lifetime membership dues. These are the requirements for membership. There is no discrimination on the basis of disability, catastrophic illness, race, color, ethnicity, creed, national origin, or socio-economic status.

**ADULT DEVELOPMENT POLICIES**

1. All leaders must obtain orientation and leadership training within the membership year of their recruitment. Related experience and/or prior training will be taken into consideration by the membership services manager. Failure to take training within the stipulated time may result in the leader being relieved of her/his duties.
2. All council procedures must be followed, and appropriate training must be obtained by at least one adult accompanying a troop/group on all overnight trips as stated in Safety Wise.
3. All adults certified by the council in Exploring the Outdoors and/or Tent Camping who have not participated in a Girl Scout camping event within 24 months will be required to take a refresher course to remain certified. If it has been longer than 36 months since the certified adult has participated in a Girl Scout camping event, that adult must retake the course(s) in order to regain certification status.
4. Foothills Council trainers must be trained and certified by a Certification Board, consisting of GSUSA certified trainers and the membership services manager.
5. The trainers will complete a Training for Trainers course, sign a Trainer Agreement to serve for a three-year period, and present at least one course per year. Recertification is necessary every three years.

## **SENSITIVE ISSUES**

### **POLICIES - ADULT DEVELOPMENT:**

1. The council shall maintain an up-to-date list of Sensitive Issues program materials and make that list available to leaders.
2. Due to the nature of these issues, leaders shall be required to attend appropriate training before using Sensitive Issues materials.

### **POLICIES - PROGRAM:**

1. The council will provide sample permission forms to leaders.
2. The council staff will discuss council and GSUSA guidelines with potential speakers and consultants and verify that they are willing to abide by those guidelines.
3. The council staff will solicit references from potential consultants and check those references before approving the consultant.
4. The council will make available the list of appropriate speakers and consultants upon request.

## **FINANCIAL MANAGEMENT POLICIES & STANDARDS**

### **POLICIES:**

1. All troops/groups, excluding Daisy Girl Scout troops, must have a bank account in the name of Girl Scouts - Foothills Council, Inc., Troop #\_\_\_. The signatures of three persons, not of same household or family, must be on file at the bank, with two signatures required on each check or withdrawal slip. The signatories will include two persons who are registered with the troop/group and one representative of the service team. All troop or group leaders, including Daisy Girl Scout leaders, must submit an annual financial statement to Girl Scouts - Foothills Council by June 30 of each year.
2. The troop leader of a disbanded troop must remit to Girl Scouts - Foothills Council all monies, bank accounts, books, and cancelled checks with the financial statement. Accounts will be held for a period of two years from date of transfer pending re-activation of the troop within the time. If the troop does not re-activate after a period of two years, the board of directors will allocate the funds. If the troop does re-activate within a period of two years from the date of transfer, the funds will be returned to the troop.
3. Service units and associations having funds must open a bank account in the name of Girl Scouts - Foothills Council, Inc., Unit/Association #\_\_\_, with three signatures of registered adults, not of same household or family, on file at the bank, and with two signatures required on every check or withdrawal slip. Each Service Unit/Association must submit an annual financial statement to Girl Scouts - Foothills Council by June 30 of each year.

4. Upon expiration of the term of any signatory on a bank account, or if the signatory leaves the position, bank records must reflect the changes, with signatures of current position holders on file with the bank.
5. The council will levy a fee equal to current bank charges for any check received by the council and returned to the bank for any reason, including insufficient funds.
6. No personal items located on Girl Scouts - Foothills Council property will be covered for reimbursement in event of loss for any reason.
7. Troops and units having funds in excess of \$1,000 are to forward the excess dollars to the council along with Financial Report on or before June 30 of each year. The funds will be deposited into an interest-bearing custodial savings account in the name of the troop or unit. The dollars will be released to the troop or unit upon request to the council.
8. All gifts accepted by the council be in keeping with the mission and interests of Girl Scouting.
9. All unrestricted bequests accepted by the council will be designated to the council's quasi-endowment fund. Donor restricted bequests accepted by the council will be administered according to the terms of the restriction at the time of the bequest.
10. The Finance Management Committee will review and make recommendations to the board regarding the acceptance or rejection of any and all donations to the council. The value of the donation will be determined by the donor.
11. Funds of the Girl Scouts - Foothills Council, Inc. will be invested in a way that allows the greatest return on investments while ensuring appropriate security and the necessary liquidity. The funds will be used to ensure the continuing operations of the council; the financial stability of the council; and the effective management of the council while achieving its mission. Investments will be managed by the Finance Management Committee through the Investment Subcommittee pursuant to the investment policy. The board will be responsible for monitoring the actions of the committee, and for reviewing council investments on an annual basis. (Specifics regarding investment procedures to be followed by the Investment Subcommittee are on file at the council office.)
12. Girl Scouts - Foothills Council reserves the right to prohibit any adult owing money to the council from having access to council funds.

**STANDARDS:**

1. Troop leaders may maintain a petty cash fund if so desired, with a limit of \$50.00.
2. If girls from a disbanding troop transfer to another troop, a proportionate amount of money agreed on by the two leaders and the STC or local contact may be given to the troop to which the girls are going. This should be done prior to preparation of the final financial statement and remission of monies and accounts to Girl Scouts - Foothills Council. All insignia and awards agreed to be purchased from the disbanding troop's treasury should be paid for and awarded to girls prior to the disbanding of the troop.

It is recommended that the unit/association chair or local contact person be one of the two

signatories on unit/association bank accounts.

## **SCOPE/ACQUISITION/DEACCESSION POLICY FOR COUNCIL ARCHIVES**

**Scope:** The purpose of the Girl Scouts - Foothills Council Archives is to collect and preserve objects of an historical nature related to Girl Scouting and its members, especially in the area now comprising the Girl Scouts - Foothills Council; and to promote interest in and disseminate information about the history of Girl Scouting within the council.

**Policies for Acquisition:** Acquisitions of items for the collection is based on the following:

1. Items are acquired that are related to Girl Scouting in the Girl Scouts - Foothills Council or are important as comparative or reference materials about the history of the Girl Scout Movement.
2. Donated items are accepted only as unrestricted gifts. No object will be accepted if the donor places any restrictions on its use or retention by the council.
3. Objects are accepted on loan for a specific purpose for a definite period of time. The council provides care and security.
4. An object will not be accepted as a long-term loan or permanent loan.
5. The chair of the archives' team manages the system for accession and deaccession.

**Policies for Deaccession:** Items in the collection are deaccessioned when they become:

1. Irreparably damaged or deteriorated.
2. Superfluous or redundant
3. Irrelevant to the current purpose of the archives.

**When deaccessioned, items may be:**

1. Sold, with proceeds earmarked for the purpose of additional items or for the expenses of the archives.
2. Given away or traded at the discretion of the history committee.
3. Thrown out.

## **FUND DEVELOPMENT POLICIES & STANDARDS**

**POLICIES:**

1. No fund raisers (troop/group/unit/association) will be held during the council product sales.
2. Daisy Girl Scouts do not participate in any money-earning projects.

3. All requests for troop/unit/group money-earning projects must be approved by the membership specialist and then submitted to the council development manager for final approval at least 6 weeks prior to the planned fund-raising project. This does not include the council cookie sale, calendar sales, or QSP campaign.
4. In addition to the council cookie sale and QSP campaign, troops will conduct no more than two money-earning projects per year. Exceptions may be made for special needs.
5. Girl Scouts - Foothills Council will conduct an annual giving fund campaign.
6. Troops cannot participate in product sales for fund raising purposes with the exception of council-sponsored products (cookie sale and QSP) and calendars.

### **STANDARDS:**

1. Standards for all troop/unit/group money-earning projects should be observed as stated in Safety Wise and GSUSA's Blue Book of Basic Documents.

## **PROGRAM POLICIES**

### **POLICIES:**

1. All Girl Scout program activities, events, troops/groups will follow GSUSA program guidelines and philosophy as stated in GSUSA produced materials.
2. Guidelines and standards in the current edition of Safety Wise regarding first aid personnel and equipment must be followed for all activities.
3. Troops or groups using hired buses for transportation must complete a "Troop Trip Form." Contracts for transportation may only be signed by the executive director or her designate.
4. Girl Scout troops must adhere to the girl/adult ratio as stated in the current edition of Safety Wise at all times.
5. For any Girl Scout activity/event lasting more than two (2) consecutive nights or three (3) nights if one is an official federal holiday, the adult volunteer in charge of the event must purchase additional insurance coverage for each participant through Girl Scouts - Foothills Council. This must be done no less than two weeks prior to the event.
6. Unregistered participants, (adults, girls, boys) in Girl Scout sponsored activities/events, must be covered by non-member insurance purchased through Girl Scouts - Foothills Council no less than two weeks prior to the event.
7. Each girl must have written permission of a parent or guardian for every activity that is held at a different place and/or time from the regular troop meeting.
8. Persons acting in the capacity of First Aider, CPR, or Lifeguard for troop activities, must be at least 18 years of age. Girl members who are 18 but not yet a high school graduate, may not act as the First Aider or Lifeguard for troop activities if they are currently registered as a girl

member in Girl Scouting.

### **AFFIRMATIVE ACTION POLICY**

The Girl Scouts - Foothills Council, Inc., in recognition of its responsibility to its volunteers, its staff, and the girls it serves, and in keeping with Girl Scouts of the U.S.A.'s affirmative action policies, reaffirms its policy to ensure fair and equal treatment, in all its practices, to all persons, regardless of race, color, religion, sex, or national origin. There shall be no discrimination against an individual by reason of disability, age, or socioeconomic status.

Furthermore, to assure that the membership and staff of the Foothills Council are reflective of the diversity of population groups within its jurisdiction, the Foothills Council is committed to affirmative action in the following:

- \*The recruitment, selection, placement, development, and recognition of volunteers,
- \*The recruitment, hiring, training, and promotion of employed staff,
- \*The extension and public promotion of Girl Scouting to girls and adults in all communities within the jurisdiction,
- \*The development of programs to meet the interests of a pluralistic community.

The Foothills Council shall place special emphasis on securing representation of persons from diverse groups, particularly at managerial and professional staff levels and on the board of directors.

### **SUBSTANCE ABUSE POLICY**

During activities which provide programs to girls, the council prohibits the possession, use, or distribution of tobacco by minors, and possession, use, or distribution of illegal drugs, narcotics, or intoxicating beverages in any form, whether on or off council-owned sites.

The following behaviors, which may threaten the health and welfare of girls, must be avoided when acting in an official Girl Scout capacity in the presence of girls: Smoking, abuse of prescription and/or over-the-counter drugs. The use of illegal drugs at any time or any place is prohibited as is the use of alcohol at girl activities.

The following provisions have been made for the use of prescription and over-the-counter medication:

1. Minors participating in a Girl Scout activity may use medication only with written permission of their parent or guardian and only under direct supervision of the troop leader or first aider. Medications must be in original containers and shall be kept in the troop leader's/first aider's possession and dispensed in accordance with the prescription or directions.
2. Adults participating in a Girl Scout activity are responsible for informing the troop leader or first aider of any medications in their possession.
3. All medications must be kept in secure locations inaccessible to unauthorized people.

4. In accordance with sound first aid practices, the first aider will make discretionary decisions, on a case by case basis, regarding possession of specialized medication such as inhalers, bee–sting kits, etc.
5. Information should only be shared with persons who have a need to know in order to protect the health and safety of the participant and other participants.

**Procedures to follow when the policy is violated:**

1. Anyone observing a participant violating the above stated policy shall inform the person in charge of the event.
2. The participant violating the policy shall be immediately removed from the scheduled activity. If the participant is a minor, the parent or guardian shall be notified. If it is impossible to communicate with a minor's parent, guardian, or their emergency contact, the person in charge shall assume the responsibility of the parent. If necessary, the person in charge may make arrangements for medical attention.
3. Regarding use and possession: On the first violation of the policy, the participant shall be suspended from participating in Girl Scout activities for a minimum of two weeks.
4. Regarding distribution: On the first violation of the policy, the participant shall be suspended from participating in Girl Scout activities for a minimum of four weeks. If appropriate, legal authorities shall be contacted by council officials.
5. In all cases of violation, a council official will notify parent or guardian by registered mail of the suspension and inform the parent or guardian of community resources, which may provide assistance.
6. In all cases, the adult in charge must submit a written report within seven days of the event with the executive director.
7. Should there be a second violation of the policy; the participant will be automatically suspended from Girl Scout activities.

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Approved by the Board of Directors 2/1/00

Revision to FD policy approved by Board of Directors 6/03