



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

Girl Scout Council of Orange County

Policies and Standards November 2007

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GIRL SCOUT COUNCIL OF ORANGE COUNTY POLICIES AND STANDARDS

The Board of Directors for the Girl Scout Council of Orange County sets policies for all volunteers. Only the Board of Directors can change, add, or delete policies. The Chief Executive Officer (CEO) has the authority to set and amend Standards. This document does not contain day-to-day operational procedures. Operational procedures are found in other manuals and documents.

Girl Scout Policies in the GSUSA publication Blue Book shall be adhered to by all volunteers.

Girl Scout Program Standards in the GSUSA publication Safety-Wise shall be adhered to by all volunteers.

Failure to adhere to the policies of Girl Scouts of the USA and the Girl Scout Program Standards (as modified herein) and/or the Girl Scout Council of Orange County Policies and Standards may result in disciplinary action, up to and including revocation of volunteer status.

Throughout this document, “Council” and “GSCOC” are used interchangeably.

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AFFIRMATIVE ACTION

POLICY: The Girl Scout Council of Orange County shall ensure that there shall be no discrimination to anyone regardless of race, color, religion, gender, sexual orientation, national origin, disability, age, veteran or socioeconomic status.

The Girl Scout Council of Orange County shall place special emphasis on securing representation of persons from under-represented racial minority groups, at all levels, throughout the organization.

STANDARD: Ensure that the membership of the Girl Scout Council of Orange County is reflective of the diversity of population groups within its jurisdiction.

BANKING

POLICY: ALL Troops/Service Units/Associations must have a bank account for the purpose of safeguarding funds. ALL Troop/Service Unit/Association funds must be deposited into the bank account. Daisy Girl Scout Troops unable to open and maintain a bank account due to funds below bank minimum requirements: 1. must deposit Troop registration and contributions in the Service Unit account; 2. must maintain troop funds in Daisy Girl Scout Income-Expense envelope

Adults acting as Treasurer, handling bank accounts/records, writing or signing checks or otherwise handling money must be registered members of the Girl Scouts of the USA, and not related by blood or marriage or living in the same household. No one under the age of 18 may act in the capacity of a Treasurer or authorized bank account signer.

ALL withdrawals of funds from bank accounts require two authorized signatures of registered adult members over the age of 18, who are not related by blood or marriage or living in the same household.

Girl Scout accounts are not authorized to utilize ATM cards, with the exception of deposit-only ATM cards.

STANDARDS: A bank account must be established within 15 days of receiving a Troop number.

Troop/Service Unit/Association bank accounts must bear the name of GIRL SCOUT COUNCIL OF ORANGE COUNTY, the Service Unit/Association

name and/or the Troop/Service Unit number, and the Council Tax Identification Number (95-2023244). All Troops/Service Units/Associations must use this tax identification number.

Disbanded Troops/Service Units/Association must relinquish funds to GSCOC within 30 days of disbandment.

These funds will be kept in a restricted account for one year, and will be refunded within that time should the Troop/Service Unit/Association reactivate. If the Troop/Service Unit/Association does not reactivate after one year, the funds will become unrestricted for use by GSCOC.

CAMP SCHERMAN/SCHERMAN TRAINING CENTER

- POLICY:** Sleeping facilities are by single sex only (Family Camp and adult Scherman Shoveler groups excluded).
- Current Safety-Wise, applicable to the event, must be adhered to at all times.
- STANDARD:**
1. Upon arrival, leaders must review and familiarize themselves and their girls with the emergency procedures and follow them completely if an emergency arises.
 2. Upon arrival at camp, the Responsible Adult must check in with the Campsite Manager on duty.
 3. Fires are prohibited except on approval by Campsite management and then only in designated and approved fire rings, barbecues and fireplaces.
 4. Smoking is prohibited at camp, except in designated areas, and smoking is never allowed on roads or trails. Smoking privileges apply to adults only and may be further restricted in the event of high fire hazard conditions.
 5. Pets are prohibited at camp (with the exception of a guide dog for the blind or other ability- assisting animal).

CONTRACTS

- POLICY:** Girl Scout Volunteers shall not enter into any contractual arrangements on behalf of the Council. Contracts must be entered into by the Chief Executive Officer or designee.

FINANCIAL ACCOUNTABILITY

POLICY: Each Troop must file a report of Troop income and expenditures with the Service Unit Manager yearly or when a Troop changes leadership or disbands.

Each Association or Service Unit having a custodial account must file a financial report including a copy of the latest bank statement with the Council Treasurer each year.

STANDARD: Adults responsible for the financial accountability of Troops or other groups must ensure that all financial obligations of the Troop/group are met by the time they are due; i.e., payment of bills, filing of required reports, bank statements, etc.

FUND RAISING

Blue Book: All money raised or earned and other assets received in the name of or benefit of Girl Scouting must be authorized by GSCOC and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by GSCOC. Such assets are not the property of individuals, geographic units, or communities within the Council. (See *Blue Book*, page 9).

POLICY: Funds are to finance all work of the Council in accordance with the Council goals, operating objectives, plan of work and budget as approved by the Board of Directors. The Council is responsible for and maintains control over all funds raised in the name of Girl Scouts within Orange County.

No girl or adult member of the Girl Scout Council of Orange County shall solicit cash, cash equivalents or other goods or products from any foundation, corporation or business at any time in the name of Girl Scouts of the USA, the Girl Scout Council of Orange County, an Association, a Service Unit or a Troop, nor may an Association or Service Unit engage in fund-raising with one exception. A girl, an adult member, an Association or a Service Unit may request permission from the Chief Executive Officer to participate in certain Association (city) or corporate sponsored events, such as a fair or festival, in which organizations have been invited to have a fund raising activity. Such a request must be submitted not less than two months in advance.

The intent of this policy is to reserve to the Council's Board of Directors and its committees, the exclusive right to approach those groups with the capability of providing funds to benefit the entire membership. This policy is not intended to restrict the acceptance of miscellaneous gifts or materials which individuals or local groups offer voluntarily.

A Troop with money owed to the Council will not be permitted to participate in any money-earning activity until reviewed and approved by the Chief Executive Officer or a designee.

Troops must have the written approval of the Service Unit Manager to engage in money-earning other than Council Product Sale programs. Troops may not be granted permission to hold any additional money-earning projects during the time Council Product Sale programs are underway.

STANDARD: Money-earning activities, if approved, may take place only in the community in which the Troop is registered.

An activity is considered service when performed without the intent of receiving money. If donations are made as a gesture in appreciation of service and such donations were never the primary objective, the donations are not considered fund raising.

Brownie Girl Scout Troops should not participate in money-earning projects other than the Council Product Sale programs; however, Troops may request approval for one money-earning project during the year in addition to the Council Product Sale programs.

Junior Girl Scout Troops may request approval for no more than one money-earning project each year in addition to Council Product Sale programs.

Cadette and Senior Girl Scout Troops may request approval for no more than two money-earning projects each year in addition to the Council Product Sale programs.

GIRL SCOUT MEMBERSHIP

POLICY: Membership in the Girl Scouts of the U.S.A. is open to all girls (ages 5-17 years) and adults who understand and accept the Girl Scout Promise and Law. No girl or adult will be denied membership because of race, color, religion, sexual orientation, national origin, disability, age, veteran or socioeconomic status.

Adult membership requirements (*Blue Book*, page 23):

1. Accept the principles and beliefs as stated in the Preamble to the Constitution of Girl Scouts of the USA
2. Pay annual registration fee or hold a lifetime membership
3. Meets applicable membership standards

Girl Scout Council of Orange County funds will be available to cover the national registration fee for any girl who cannot afford to pay for it.

Each girl must have written permission from a parent or guardian when becoming a member of the Girl Scouts and each year she re-registers.

GIRL SCOUT PROGRAM

POLICY: Girl Scout Program Standards and Activity Checkpoints in the GSUSA publication *Safety-Wise* shall be adhered to unless specifically modified herein.

ALCOHOL/DRUGS/SMOKING

POLICY: Possession, consumption or being under the influence of alcoholic beverages at any Girl Scout event, camp or program center, designed for the participation of girls is prohibited.

Sale, possession, consumption, use or being under the influence of illegal drugs or the illegal use of legal drugs is prohibited.

Smoking while working with girls at Troop meetings, program events or on field trips is discouraged. If it is necessary to smoke, it must be done in designated areas only and not in the presence of girls.

FIRST-AIDERS

Safety-Wise: First-Aiders are needed for physically demanding activities and other activities involving a potential for injury (*Safety-Wise*, p. 36).

POLICY: A Girl Scout First-Aider is an adult who has completed Girl Scout Council of Orange County approved first aid training. There are two levels of first-aid care for Girl Scouts.

All trips outside the United States, including Mexico, require a Level II First-Aider.

The First-Aider must never administer any medication to girls without written instructions by the parent or guardian. This includes all prescription and over-the-counter drugs, topicals and ointments. Medications must be in their original containers.

STANDARD: First-Aid Level I Training is required for the primary First-Aider present at Girl Scout Activities such as programs, events, camping for up to two nights within emergency response time of 15 minutes or for less than 200 participants, and day camp events for less than 500 participants.

First-aid Level II training is required for the primary First-Aider for resident camp, core camp, family camp, events with more than 500 participants, camping for 3 plus nights, camping events with over 200 participants, or any activity that requires special safety equipment.

The following health care providers may also serve as First-Aiders Level I or Level II: physician, physician's assistant, registered nurse, pediatric nurse practitioner, military medic or emergency medical technician.

HIGH-RISK ACTIVITIES

Safety-wise: All Activity Checkpoints in the GSUSA publication Safety-wise shall be followed when planning high-risk activities such as rafting, horseback riding, in-line skating, skateboarding and climbing (see Safety-wise, Chapter 7-11, pages 78-135).

POLICY: The Girl Scout Council of Orange County does not endorse or support as part of its Girl Scout Program the use of firearms.

Flying in a private plane is not permitted as a Girl Scout program.

INSURANCE

POLICY: If planning any event lasting more than two nights, additional accident insurance must be purchased through the Girl Scout Council of Orange County.

LIFEGUARDS

POLICY: When swimming or boating activities are planned, an adult (18 years of age or older) holding a current certification in American Red Cross Lifeguard Training or equivalent certification and two other watchers are to directly supervise each group up to 25.

STANDARDS: One watcher must be an adult and both watchers must be skilled in the use of basic rescue equipment. This includes all private pools, public pools and camp pools. For open lake, river, stream, creek, large bay or ocean, all lifeguards must be adults holding current certification in American Red Cross Lifeguard Training plus American Red Cross Waterfront Life guarding or equivalent certification. If the site is a supervised beach or public pool and lifeguards are provided, it is not necessary to supply additional lifeguards.

MEDICAL CONSIDERATIONS

POLICY: The Girl Scout Council of Orange County reserves the right, in good faith, to determine the appropriateness of a person's participation in Girl Scout activities based on medical conditions.

STANDARD: No girl or adult will be denied participation solely on the basis of a known physical disability or medical condition, as long as participation does not endanger her health or safety or the health and safety of others. However, if any law, ordinance or public regulation prohibits participation, the Girl Scout Council of Orange County will comply with such law, ordinance or public regulation.

PARENTAL PERMISSION

Safety-Wise: Written permission from a parent or legal guardian is obtained for participation in Girl Scouting. When activities take place outside of the scheduled meeting place, parents and guardians are informed and asked to provide additional written consent (Safety-Wise, Program Standard 10, p.67).

STANDARD: New permission forms and a new health history form must be completed each year.

The signed parent permission form must be with the girl while she is traveling to and from an activity and in the Leader's possession during an activity or event.

The completed health history form must be in the Troop Leader's or designee's possession at all Girl Scout activities.

PRODUCT SALES

POLICY: Daisy Girl Scouts are not involved in any Troop money-earning activities, in Council sponsored Product Sale programs or in other types of fund raising. Daisy Girl Scouts and/or Daisy Girl Scout Troop adults may not sell cookies or other products. Adults are responsible for meeting the modest cost of Daisy Girl Scout Troop activities.

TROOP TRIPS/TRAVEL

POLICY: Troops/groups are required to obtain Council authorization before Troop trips or travel that require an overnight stay.

A minimum of two adult volunteers must accompany girls on any trip.

Trips that use private vehicles as transportation must have drivers that are at least 21 years of age, hold a valid operator's license appropriate to the vehicle and have insurance as required by the state of California.

The Council must approve any bus transportation before it is procured for a Girl Scout trip or event.

Separate sleeping arrangements are required for males and females.

STANDARD: For trips over 600 miles round-trip or to a foreign county, approval from the Program Services Division is required. For trips 150-600 miles round-trip, approval from the Service Unit Manager is required. For trips less than 150 miles roundtrip Service Unit Manager pre-notification is required.

A minimum of one Leader must accompany girls on any trip. Any additional adult volunteers accompanying the troop will function as “Responsible Adults”.

A volunteer who has completed Indoor Overnight Adventure training must accompany girls on any overnight experience to a Council program center, a cabin experience or an Association/Service Unit overnight where housing or food are provided.

PUBLIC RELATIONS

POLICY: To safeguard individual members from unwarranted invasion of privacy, neither street address nor telephone number of any girl or adult may be revealed in any public releases or photo captions.

Pictures of Girl Scout members cannot be used for publicity, brochures or exhibitions without a signed release on file at GSCOC Headquarters.

Volunteers and their representatives must refer all media inquiries to communication personnel at GSCOC Headquarters. Volunteers must not discuss sensitive issues with anyone except parents, authorities or Council contact.

TROOP FORMATION

POLICY: There must be at least two adult Leaders, appointed by the Service Unit Manager, in order to form a Troop. At least one member of the Troop leadership team must be an adult female. The minimum age for Daisy to Cadette Leaders is 18 years of age and for Senior Girl Scout Advisor/Leaders is 21 years of age.

A minimum of two adult volunteers, who are not related by blood or marriage or living in the same household, one of whom must be female, must be present at all Troop meetings.

An initial registration of five girls is necessary to start a Troop.

STANDARD: A Troop is expected to have a minimum of ten girls.

VOLUNTEER PERSONNEL

POLICY: Board members will not serve in ongoing operational roles.

APPOINTMENT OF VOLUNTEERS

POLICY: Adult members must be appointed to be a volunteer.

STANDARD: A complete explanation of the duties and expectations of the position as outlined in the position description must be provided to each volunteer prior to appointment.

Appointments for Council-wide operational volunteer positions are made by and accountable to the appropriate staff member for a period of one year or for the duration of the assignment.

CONDUCT OF VOLUNTEERS

POLICY: Volunteers are expected to be positive role models for the Girl Scout Council of Orange County and conduct themselves in an exemplary manner.

All members of the organization will provide an environment that is free of sexual, physical or verbal abuse, intimidating, hostile, or offensive behavior and will attempt to safeguard the health, safety and well-being of all girl and adult members.

CONFLICT RESOLUTION FOR VOLUNTEERS

STANDARD: When conflicts of opinion occur between adult members, the affected members are to follow specific guidelines and procedures that are documented in Council procedural manuals.

STANDARD: The immediate supervisor may initiate termination of services prior to the end of a term of appointment. Reasons may include but are not limited to:

1. The personal conduct of a volunteer.
2. Failure to adhere to the policies of Girl Scouts of the USA and the Girl Scout Council of Orange County.
3. Failure to fulfill the duties as outlined in the position description and/or volunteer agreement.
4. Failure to pass the background screening process.

EVALUATION OF VOLUNTEERS

STANDARD: Each operational volunteer shall receive a performance evaluation on an annual or episodic basis as appropriate.

MEMBERSHIP FOR VOLUNTEERS

POLICY: All volunteers participating in the Girl Scout Movement shall be registered as members of Girl Scouts of the USA, except those adults working as temporary advisers or consultants (*Blue Book*, page 20).

REAPPOINTMENT OF VOLUNTEERS

STANDARD: Volunteer reappointment will be based on an individual continuing to meet requirements for membership and the ability and willingness to perform duties as specified in the volunteer agreement.

RECOGNITION OF VOLUNTEERS

POLICY: Volunteer recognitions of the Thanks Badge, Thanks Badge II, Honor Pin and Appreciation Pin require approval of the Board of Directors.

RELEASE/NON-APPOINTMENT OF VOLUNTEERS

POLICY: Any volunteer will be automatically released when screening results indicate that the individual, as an adult, perpetrated any crime including violent or sex crimes or substance abuse crimes involving a child or a dependent adult, regardless of how long ago the incident occurred.

The Council has discretion in all appointments and releases based on a case-by-case analysis of each volunteer applicant and the best interest of Girl Scouting.

SCREENING OF VOLUNTEERS

POLICY: Any volunteer with supervisory or disciplinary power over minors are required to submit to the Chief Executive Officer's established background screening process as part of the Council's determination of eligibility to serve as a volunteer.

STANDARD: The background screening process is:

1. A statement, under penalty of perjury, as to whether or not they as individuals have been convicted of any criminal offense.

2. **Submit to screening and shall provide all such information as required by Council to request a criminal records check prior to appointment and every five years thereafter.**
3. **Each year volunteers are required to disclose whether they are a convicted sex offender or are living with a person who is a convicted sex offender or whether they have any other regular contact with a convicted sex offender, as well as the nature and extent of such a relationship or such contacts.**
4. **A listing of volunteer position descriptions subject to screening will be approved by the Chief Executive Officer, when new positions are established, and annually thereafter. This approved list will be distributed annually to volunteers.**

SELECTION OF VOLUNTEERS

POLICY: Every adult volunteer is selected on the basis of qualifications for membership, ability to perform the job, and willingness and availability to participate in the training for it (*Blue Book*, page 21).

STANDARD: Two satisfactory results will be obtained in order to clear the reference screen.

TRAINING OF VOLUNTEERS

STANDARD: First time Operational Volunteers must complete Orientation prior to attending Leadership Training, or Camp Training. All Leaders, Co-leaders and Assistant Leaders must complete the Program Level Training within three months of appointment.

All other Operational Volunteers (Service Unit Team members, etc.) must complete training for their positions within three months of appointment.

Episodic Volunteers working with girls, Program or administrative assistance, will receive training prior to, and specific to their participation.