

Girl Scouts of Middle Tennessee

Policies & Standards

Volunteers are vital to the success of Girl Scouting. It is essential that volunteers be utilized in positions that provide job satisfaction, a sense of purpose and clear-cut responsibilities in order to effectively provide Girl Scout programs to girls. Every girl and adult is responsible for adhering to the Girl Scouts of Middle Tennessee's and GSUSA's policies and standards.

Policies are a required course of action and state what must be done. Standards differ from policies in that they are models rather than strict rules for action. The following policies and standards have been established by our board of directors. GSUSA standards are in Safety-Wise.

Affirmative Action - Selection and Placement of Adults - Sexual and Abusive Conduct
Substance Abuse - AIDS - Adult Training - Troop/Group Finances
Troop Trips - Transportation - Contracts - Contacting the Media

Affirmative Action

Policy:

To ensure equality in all operations and activities in Girl Scouting, equal opportunity procedures - in keeping with GSUSA Affirmative Action Policy and philosophy - shall be used in recruitment, selection, training, placement, retention and recognition of volunteers. There shall be no discrimination against an otherwise qualified individual solely by reason of handicap or on the basis of age, race, color, religion, sex or national origin. (Complete affirmative action procedures are available from your regional director or membership development manager.)

Selection and Placement of Adults

Policy:

Every adult volunteer in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and availability to participate in training. (GSUSA policy)

Policy:

Candidates for volunteer positions must complete an application form. The applicant will be contacted for a personal interview. References will be checked and the individual will be placed accordingly.

Standard:

Written position descriptions will be provided that accurately reflect the duties to be performed.

Policy:

Anyone determined by the senior management team of the Girl Scouts of Middle Tennessee to be in a leadership position must provide authorization for a criminal background check.

Standard:

Volunteer performance will be reviewed annually. If a person has not performed adequately, every effort will be made either to help the volunteer improve performance or, if possible, to place the volunteer in another position for which she or he is better suited. If this is not possible, the person will be relieved of her or his position.

Standard:

Regarding grievances and separation of adult volunteers, every adult volunteer in Girl Scouting shall be protected by volunteer personnel policies and procedures, including grievance procedures. (Termination/grievance procedures are available through your regional director or membership development manager.)

Sexual and Abusive Conduct**Policy:**

The Girl Scouts of Middle Tennessee is committed to relationships characterized by dignity, courtesy, respect and fairness. The Girl Scouts will tolerate no physical, sexual, emotional or verbal abuse of girl or adult members. (Procedural guidelines for dealing with sexual and abusive conduct are available from your regional director or membership development manager.)

Substance Abuse**Policy:**

Possession or consumption of alcoholic beverages or illegal drugs is prohibited by anyone accompanying Girl Scouts on a girl or troop event or activity.

Policy:

Use of alcoholic beverages at adult events on Girl Scout property must be approved in advance by the president/chief executive officer.

Policy:

All Girl Scout buildings are smoke-free.

Policy:

Adults, who choose to use tobacco, in any form, will refrain from use in the presence of youth. Use of tobacco is not permitted on any Girl Scout property.

AIDS**Policy:**

A girl or adult with may not be denied membership simply because the individual is infected with HIV or has AIDS.

Adult Training**Policy:**

Adult training courses provide a broader understanding of Girl Scout philosophy and program as well as enhanced knowledge and skills for volunteers. The first step for all new volunteers is orientation to the organization and the volunteer position they are assuming.

Policy:

All registered adults responsible for conducting troop meetings are required to take Orientation before their first troop meeting. Specific age level training must be taken within the first year of service.

Policy:

A troop participating in troop camping, camporees or Girl Scout-sponsored camping experiences must be accompanied by at least one adult who has completed the appropriate outdoor education course. This is a requirement whether the activity is on a Girl Scout property site, private or public campgrounds.

Standard:

It is recommended that all registered adults involved in troop camping complete the outdoor education course(s) appropriate for the type of camping being done.

Policy:

All adults who work directly with girls are required to complete child abuse protection training.

Troop/Group Finances**Policy:**

All monies earned are considered troop/group funds and are never refunded to individual troop/group members. When a troop/group disbands, any remaining money is deposited to the Girl Scouts and is held in trust for one year. If the troop/group is reactivated within one year, the money will be refunded upon request by the service unit manager.

Policy:

Each troop/group is responsible for financing their own troop/group program.

Policy:

Adults who handle troop money (dues, product sales, etc.) are responsible for maintaining accurate and complete financial records and giving this information to their troop and the Girl Scout office.

Policy:

Girl Scouts may not raise money for any other organization while in their Girl Scout capacity. (GSUSA Policy)

Policy:

Approved troop/group, money-earning projects may be conducted anytime except two weeks prior to or during either the Cookie Program, Fall Product Program or the United Way drive in your county.

Policy:

Permission to conduct an approved money-earning project other than the Girl Scout Cookie Program or the Fall Product Program must be obtained from the appropriate individual.

Policy:

Girl Scout Daisies shall not be involved in handling any money, unless authorized by GSUSA. This includes troop dues, money-earning activities or product sales. Refer to the Daisy Girl Scout Leader Guide for more information.

Policy:

Brownie and Junior Girl Scout troops may conduct one "approved money-earning project" per year if they have participated in the Girl Scout Cookie and Fall Product programs. No resale of commercially manufactured products by Brownie and Junior Girl Scout troops is permitted other than the Girl Scout Cookie and Fall Product programs.

Standard:

Cadette and Senior Girl Scout troops may sell a commercially manufactured product according to the guidelines set by the Council. Contact the volunteer manager.

Standard:

The annual Cookie Program helps to underwrite Girl Scout programming and funds improvements and maintenance of camp facilities. All troops are highly encouraged to participate.

Standard:

Troops requesting to conduct approved money-earning projects must have participated in the most recent Cookie Program and Fall Product Program, if eligible.

Standard:

The Girl Scouts of Middle Tennessee is supported by United Way, the Annual Giving campaign and family contributions. All registered adults are encouraged to support these efforts.

Troop Trips

Policy:

Parent permission forms are required for any troop activity or trip that requires the girls to meet at a time or place different from the regular troop meeting. See Safety-Wise.

Policy:

Trips lasting three or more nights (not including a holiday) require the troop to purchase accident insurance from GSUSA.

Standard:

A trip should be suitable to the ages of the girls participating and should be girl-planned.

Standard:

Girl Scout Cadette and Senior troops may take international trips or trips outside the continental United States with the approval of the customer service manager and, in some instances, GSUSA. See Safety-Wise for additional information.

Policy:

Forms found in the Guide for Traveling Troops, available in the Customer Service Resource Center, must be completed if any one or more of the following conditions exists:

- 1) You travel more than 100 miles from troop meeting place to a non-Council owned site,
- 2) more than two nights will be spent away from home or
- 3) any contracts need to be signed.

Transportation

Policy:

Those driving vehicles for Girl Scout trips should be adults with a valid driver's license who carry current motor vehicle insurance in compliance with state law.

Contracts

Policy:

All contracts and agreements shall be approved and signed by a Council management staff person as determined by the CEO. Contracts that may be signed by Regional Directors: meeting place, service unit/regional event, and cookie booths. Contracts that must be sent to the Council office in Nashville: transportation, travel, hotel/ motel, facilitator, hold harmless agreements, and any other contract not listed.

Contacting the Media

Standard:

Girl Scouts wishing to obtain publicity for troop, service unit or association events are encouraged to directly contact the media in their community. All contact with the media in Davidson County (including web, newspapers, television and radio) must be made through the Council's communication department.

Standard:

Girl Scouts are encouraged to wear uniforms or a Girl Scout t-shirt and sash when participating in Girl Scout activities.