

Volunteer Guide



GSK volunteers benefit from new resources, training courses, and youth/adult policy updates found at gsLearn—part of the online MyGS portal.

To make important things easier, we've provided clear guidance and volunteer expectations for interacting with Girl Scouts. Troop leaders asked for clarification, and complete updated guidance for a range of issues is available in one place.

Introducing your source for important training and information: **gsLearn**, found through the MyGS online portal. By logging into MyGS with their unique user profile, volunteers can use gsLearn to explore a range of training opportunities for new skills, plus GSK's policy expectations.

While you are there, look at the Content Library, an exciting catalog of new learning courses and resources to enhance your volunteer journey! If you have questions about accessing your gsLearn account, please contact Customer Care at 888-771-5170 or at CustomerCare@gskentuckiana.org.

Important Policy Updates

GSK's Board of Directors recognizes the importance of keeping both Girl Scouts and volunteers safe. To review and update our policies, the board received recommendations from experts in many fields. One condensed resource, the **Code of Conduct**, replaces several previous documents.

Please review these important policy updates, available in brief self-paced courses. When you complete training courses, GSK will keep records of your participation. Please take time to become updated on GSK and GSUSA's Child Protection and Code of Conduct policies.

Here's how:

1. Start by visiting MyGS, at mygs.girlscouts.org/my-account. (Note that you may need to create your individual account.)
2. From your MyGS profile, select gsLearn from the site menu. (The first time you log in, it may take up to 10 minutes for the training courses to appear on your dashboard.)

3. If you *have* previously completed the online training *Child Protection Training/Safeguard from Abuse*, you should watch the module *208 Child Protection Reporting* and updated *208 Code of Conduct* module. You should also strongly consider watching the new training from GSUSA: *Girl Scouts Child Abuse and Neglect Prevention Course*.
4. If you *have not* completed any Child Protection or Code of Conduct trainings, begin the *208 Child Protection & Code of Conduct Training* learning path.

By completing these trainings, volunteers will share common knowledge about what's expected to serve girls and one another. And with new training options, both new and seasoned volunteers learn ways to grow their impact.

Please access your user account and visit gsLearn, today.

To learn more about the Code of Conduct see page 15 of this guide.

Scan to watch the new trainings.





From Our CEO, Maggie Elder

On behalf of Girl Scouts of Kentuckiana, I would like to thank you for your commitment to Girl Scouts. Whether you are a returning volunteer or a new volunteer, we are so glad you have chosen to make a difference in the life of a girl!

Together, we'll be able to make a lasting impact on the lives of girls in our communities.

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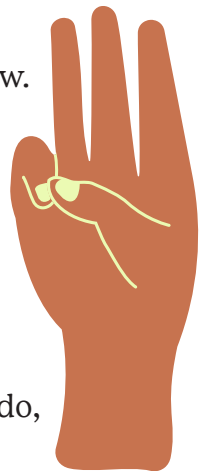
New Volunteers: Make sure to look for the blue boxes throughout this guide for important highlights for those who are new to Girl Scouts.

Our Mission

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

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.



Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

Don't miss exciting program updates, awesome stories of Girl Scout adventures and more! Follow us on social media.

-  @GirlScoutsKY
-  /GSkentuckiana
-  @girlscoutskyana
-  /GSkentuckiana

We're so excited you joined the Girl Scout movement.

Girl Scouts empowers girls everywhere to stand up and make a difference. By nurturing innovation and developing leadership skills, we prepare girls to overcome challenges and advocate for their ideas now and later. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps girls become a powerful force for good in the world.

Our council spans a 64-county region made up of nearly 8,000 girls and 5,000 volunteers. Together, we are Girl Scouts of Kentuckiana.

No matter where or how you volunteer, you'll make a difference in girls' lives. This go-to guide will help you to effectively serve as a Girl Scout volunteer. Need help along the way? Let us know! We have tools, training resources, and people to help support you through each step.

We can't wait to see the impact you'll make this year!

Vision Statement and Strategies

Girl Scouts of Kentuckiana provides the Girl Scout Leadership Experience in relevant, fulfilling, and fun ways by optimizing volunteers, staff, properties, and technology. We are an organization where differences among people are present, welcomed, fully engaged, and appreciated. Working together, we grow our impact to create positive outcomes for and with Girl Scouts.

This vision is driving our work into the future. We've defined priority strategies to achieve this vision which include:

1. Nurture and support the volunteer staff partnership.
2. Recruit and support volunteers to ensure they can effectively lead Girl Scouts.
3. Grow the sense of belonging for all GSK.
4. Increase Girl Scout utilization of GSK camps and properties.
5. Grow and diversify revenue that supports the goals of GSK.
6. Develop, evaluate, and pursue communication strategies that improve results.

Equal Treatment

Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, sexual orientation, gender identity, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

Operational Structure

Girl Scouts of the USA (GSUSA)

A national organization supporting the work of more than 100 councils across the United States.

Girl Scouts of Kentuckiana

Independent 501(c)(3) nonprofit chartered by GSUSA operating under the direction of a local board of directors and overseeing Girl Scouts in 64 counties in western Kentucky and southern Indiana. Our council is subdivided into service areas. Each service area is supported by a Membership Experience Coordinator who is available to assist volunteers.

Service Unit

Your service unit is a local group of troops from your community. The group is led by a volunteer service unit manager who provides support for girls, troop leaders and other volunteers. Service units meet to share important information and to exchange ideas. Many service units also plan programs and events for girls. A list of service units can be found at bit.ly/gskserviceareas.

Troops

Groups of girls who participate in the Girl Scout Leadership Experience under the direction of GSK volunteers. Volunteers must be 18 years old and/or a high school graduate or equivalent, with a current membership, completed background check, and child protection training. Each troop must have a leader and co-leader who fulfill the GSK volunteer requirements and are unrelated. At least one of them must be female.

Governance Structure

Within the council there are geographic regions specified by the Board of Directors, known as area associations. The areas are governance bodies. A list of areas can be found at bit.ly/gskareamap. Each registered adult member and each girl fourteen years of age or older are assigned to an area association based upon their service unit. Each service unit is assigned to an area association and the Board of Directors must approve all requests for service unit reassignment. Area associations elect officers in the spring and delegates and alternates for our Annual Meeting in the fall, provide opportunities for volunteers to meet and discuss matters of interest, recognize the contributions of members, receive information from and provide feedback to the board. Girls that are in the 11th and 12th grades can also apply to serve on the board.

Managing Your Online Experience

GSK Website: www.gskentuckiana.org

The council website is your most valuable resource. You can find events to attend, resources to use, camp property information and reservation links, and so much more!

Member Profile (MyGS)

After you register as a volunteer, you'll receive an email confirmation prompting you to log into **MyGS**, your Girl Scout member community where you manage your member experience online. It can also be accessed from the MyGS link in the header of any page at www.gskentuckiana.org. In MyGS you can:

- Renew your household's membership and update personal information. (My Household tab)
- Check troop volunteers' background check status and expiration date. (My Troop(s) tab)
- Renew your troop's membership. (My Troop(s) tab)
- Register for events and see the most up-to-date registration information available. (My Events tab)

- Access trainings from GSK and GSUSA. (gsLearn tab)

After your background check is approved, you can see any girls and adults who have signed up for your troop and invite friends to join your troop on the My Troop(s) tab. You may also update your troop's meeting details, including day, time, and place. Please contact Customer Care at 888-771-5170 if you have any questions about MyGS.

Volunteer Resources

GSK Resources

The Girl Scouts of Kentuckiana Resources can be found at bit.ly/gskresources or under the Forms and Documents tab of the For Volunteers section of the GSK website. These documents give guidance on all aspects of your Girl Scout experience. **They will be referenced throughout the Volunteer Guide in bold forest green text.** These are hyperlinks that will take you straight to the document. You can always search for the name of the document you are looking for once you are in the Resources folder. Documents are updated throughout the year, as needed.

Volunteer Toolkit (VTK)

The Volunteer Toolkit is a no cost digital planning tool that gives you resources and program content to get your year started—and keep it going smoothly with organization and communication tools! The VTK is fully customizable and troop leaders and co-leaders can:

- Download step by step guides to earning badges including shopping lists for meetings.
- Select a yearly meeting plan.
- Explore meeting topics and badge earning with their girls.
- Add local events their girls choose.
- Print step-by-step activity guides and shopping lists.
- Manage girl attendance and track achievements.
- Share troop meeting activities with parents/guardians.
- Email parents/guardians with a single click.
- Track and share financial information.

Learn more and access the VTK through **MyGS**.

Event Guide

This guide is printed and mailed directly to girls and troop leaders. It contains fun and challenging events designed to enhance the troop experience. You'll find events designed to help girls earn badges, meet other Girl Scouts, and try new things for current Girl Scout members. You will also find many opportunities for families to join in the girl experience!

Volunteer Essentials— GSUSA Reference Guide

This digital resource contains information, policies, and procedures to guide volunteers and staff and to ensure that the Girl Scout program is delivered in a safe, consistent manner for girls across the United States. By agreeing to be a Girl Scout volunteer, you're agreeing to follow the items laid out in this resource. It can be found at www.gskentuckiana.org/volunteeressentials.

Other Guides

In addition to this Volunteer Guide, there are also more detailed guides for your use: **Finance Guide**, **Safety Guide**, and **Travel Guide**.

Council Shop

Our main office in Louisville has a council shop where volunteers and parents can go to buy Girl Scout uniforms, badges, patches, and other items. You can also shop online with free shipping by completing the form found at bit.ly/gskshop. Up-to-date shop hours can be found on our [website](#).

Participation Catalog

The Participation Catalog is a searchable database of available troop opportunities that potential members can easily browse from the comfort of their home. Each troop that is “on display” in the Participation Catalog will list personalized details—such as day of the week and neighborhood where they meet, areas of focus, and available openings for new Girl Scouts and volunteer role opportunities. This catalog is a wonderful way to advertise that you want more girls to join your troop! We know your troop details change all the time. If you ever need to update your troop information, please visit bit.ly/troopupdate. You can also contact Customer Care to make updates to your troop

listing. Concerned about your troop being on display in the catalog? Don't be! If a new girl joins your troop and the fit is not right, we can always place her into another troop—one that works best for her.

Communication from GSK

Members and their families are prompted to opt in to emails when they register. GSK sends many important emails including News You Can Use (our weekly e-newsletter) and Product Power Connection (our seasonal e-newsletter that shares helpful information for our Product Programs). You'll find great information from the council—everything from events to volunteer opportunities.

These emails are sent from gskentuckiana@email.girlscouts.org. If you aren't receiving these emails, reach out to Customer Care to opt in. We share the email program with GSUSA, so please note that if you unsubscribe from one email, you are unsubscribing from all emails.

Volunteer Support Customer Care

The Customer Care Team is your "help desk" for all things GSK! They strive to be a valuable resource for all members by providing friendly, helpful assistance in a timely manner. They are your first point of contact and can help by:

- Assisting with membership registration and renewal.
- Completing event registration.
- Finding the staff member who can help (Subject Matter Experts).
- Updating contact information (email, phone, mailing address, etc.).
- Supporting the Girl Scout Cookie and Fall Product Programs.
- Resetting passwords for MyGS and other platforms.
- Updating the Troop Participation Catalog.
- Transferring girls between troops.
- Changing volunteer roles.
- Submitting background checks.

You can contact the Customer Care Team in one of four ways:

1. Call

888-771-5170
502-636-0900

2. Email

CustomerCare@gskentuckiana.org

Emailing us is recommended when you want to pass on details that might be difficult to leave in a long voice message.

3. Website

www.gskentuckiana.org and click on Contact Us at the bottom of any page.

4. Chat

Visit our website and click on the chat bubble on the top right-hand corner of the homepage.

Direct Local Staff Support

Membership Experience Coordinator

The Membership Experience team provides direct support to service unit managers, troop leaders, and troop co-leaders. They reach out on a regular basis to provide support, answer questions, and just say thank you for all that you are doing. They're your local staff support for the Fall Product and Cookie Programs, events, adult awards, conflict resolution, Volunteer Toolkit, travel, renewal, and more! Membership Experience Coordinators also provide local recruitment support for volunteers, especially Membership Volunteer Promoters (MVP) and Service Unit Managers. A list of service units with their Membership Experience Coordinator can be found at bit.ly/gskserviceareas.



Volunteer Relations

GSK's Code of Conduct

It is expected that all members, volunteers, and staff, exhibit behavior that is in accordance with the Girl Scout Promise and Law at all times when representing GSK. Members are trusted to be good stewards of their resources and to uphold rigorous standards of conduct and personal integrity. However, if a situation arises where it is difficult to determine the proper course of conduct, the matter should be brought to the attention of your local volunteer and/or staff support team. **The Code of Conduct** can be found in our Resources.

Managing Relationships

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. When a conflict arises, get those involved to sit down together and talk calmly and in a nonjudgmental manner. You may find the **Tips for Conflict Resolution** handout in our Resources to be helpful. It is helpful to use a **Girl Scout and Family Agreement** to set encouraging and useful expectations for the entire troop family. Whatever you do, don't spread your complaint around to others—that won't help the situation and causes only embarrassment and anger. If a conflict persists, contact your Membership Experience Coordinator for guidance. The **Support Request Form** can be used to document issues. Thank you for creating a safe and rewarding experience for our girls!

Grievance/Separation

GSK reserves the right to disqualify or restrict the volunteer duties of any person who has been convicted of certain crimes or whom the Council has deemed as unqualified or not fit to hold a volunteer position. The decision to exclude, limit, or discontinue a prospective or current volunteer's participation remains at all times within the discretion of the Council.

Volunteers not fulfilling the expectations for the position may be released from the position following problem solving steps to improve and develop the volunteer's skills.

Factors which may be considered in the release of any volunteer may include but are not limited to:

- Endangering the health and safety of others.
- Failure to follow written policies and/or standards of Girl Scouts of Kentuckiana or Girl Scouts of the USA.
- Misappropriation, misuse or irresponsible management of troop, event, or council funds.
- Inadequate job performance.

All GSK operational volunteers are afforded the opportunity to request an appeal when a negative action is taken against them as the result of a policy and/or standard violation. Procedures for the **Grievance Process** can be found in our Resources. Instances of child abuse, child endangerment, and group/troop financial mismanagement are not eligible for appeal. In these cases, volunteer suspension and/or termination will stand.

The Girl Scout Leadership Experience

Girl Scouts prepare for fun, friendship, and new adventures while making the world a better place.

Girl-led

Girl Scouts follow their own lead, no matter their age. From selecting the badges they'll pursue to how they'll organize an activity, Girl Scouts have the chance to follow their dreams and grow their skills—and the confidence that comes with that.

Learning by Doing

Hands-on activities are fun for Girl Scouts of any age, but they also help them feel empowered to shape their own experience. Girl Scouts unlock their “I got this” attitude as they discover they can always dust themselves off and try again when things don't go according to plan.

Cooperative Learning

There's power in having a tight-knit group of friends who will learn with you, grow with you, and always cheer you on. Girl Scouts see firsthand that teamwork, respect, and collaboration can fuel them through any challenge that comes their way.

By participating in fun activities through Girl Scout Leadership Experience, Girl Scouts...



Discover

They'll find out who they are, what they care about, and how to best use their unique talents.



Connect

They'll collaborate with others, both locally and globally, to learn and expand their horizons.



Take Action

They'll do what Girl Scouts always do: make the world a better place.



With the help of supportive adults and troop leaders who help bring these three unique processes to life, girls try new things, share their full selves, and see how good it feels to lead from the heart.

A foundation for success

The Girl Scout Leadership Experience is built on four core program pillars...



STEM



Outdoors



Life Skills



Entrepreneurship

By participating in fun activities through Girl Scout Leadership Experience, girls benefit in five key ways as they:

Develop a strong sense of self.

She'll find confidence in herself and all that she's capable of as she tries new things, takes on challenges, and learns from her mistakes.

Display positive values.

She'll learn to act ethically, lead with honesty, be responsible, and show concern for others.

Seek challenges and learn from setbacks.

She'll take age-appropriate risks, open herself up to new opportunities and experiences, and embrace failure as an opportunity to learn.

Form healthy relationships.

She'll practice leading with positivity, learn to communicate her feelings directly, and resolve conflicts constructively.

Become community problem-solvers.

She'll identify problems in her community and create action plans to solve them.

Journeys

Identify a problem, come up with a creative solution, create a team plan to make the solution a reality, put a plan into action, and talk about what they have learned. As girls go on Journeys, they'll earn awards to put on their uniforms. The Volunteer Toolkit and Journey books are your resources for the requirements to earning awards.

Patches

Think of patches like collecting memories in Girl Scouts. They're often a part of the fun activities you can do in Girl Scouts without the requirements of badges. Patches are always worn on the back of the vest or sash.

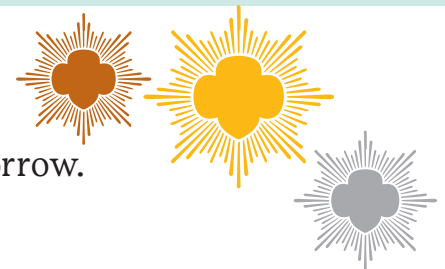


Badges

What have your girls always wanted to do? Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges. Badges are worn on the front of the vest or sash.

Highest Awards

The Girl Scout Gold Award, Silver Award, and Bronze Award prove that girls have got what it takes to build a better today—and tomorrow.



Daisies and Brownies learn the basics of what it means to be a good neighbor and how they can be helpful to others. This gives them the foundation they will need to earn the Bronze Award.

Bronze

Juniors earn the Bronze Award by teaming up with other girls to make a difference in their communities.

Silver

Cadettes earn the Silver Award by researching an issue, making a plan to address it, and then taking action to improve their communities.

Gold

Seniors and Ambassadors earn the Gold Award—the highest award in Girl Scouting —by developing and carrying out lasting solutions to issues in their neighborhoods and beyond. Gold Award Girl Scouts truly are the world changers, rock stars, role models, and real-life heroes we all look up to. Plus, they're amazing candidates for colleges, scholarships, competitive internship programs, and exciting careers.

Daisies
K-1st



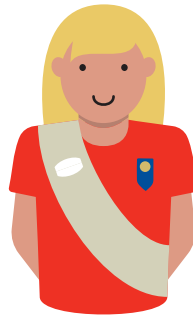
Brownies
2nd-3rd



Juniors
4th-5th



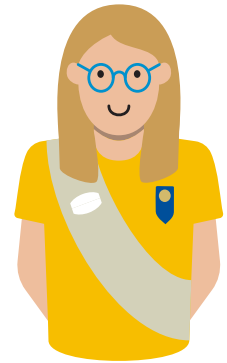
Cadettes
6th-8th



Seniors
9th-10th



Ambassadors
11th-12th



Girl Scout Levels and Uniform

For girl members, the official uniform is the tunic, sash or vest. It is required when girls participate in ceremonies or officially represent the Girl Scout Movement. The unofficial uniform can be a Girl Scout t-shirt or other item that identifies the girls as Girl Scouts and unifies the group. Troop leaders may opt to collect money from parents and purchase sashes, vests, and insignia from the council shop, or ask parents to purchase items on their own. Visit bit.ly/gskuniform to learn about where to place insignia on each Girl Scout level's uniform and for a link to purchase uniform components.

Juliettes, or Individually Registered Members, can complete badges, journeys, and earn highest awards. They can go to camp and attend Girl Scout events. They are not members of a troop and do all these things independently, with the support of their family.

Beyond the Troop Meeting

Looking for something to do as a troop, with a friend, or as a family? The **GSK Events Calendar**, our Event Guides, and our e-newsletters are filled with fun and challenging events designed to help girls earn badges, meet other Girl Scouts, and try new things while being immersed in the Girl Scout Leadership Experience. These events are offered by our program team, community partners, area associations, service units, or other troops. When an activity takes place outside the normal time and place of a regular troop meeting advise

each family of the details of the activity and use the **Troop Activity Permission Form** to obtain permission for girls to participate.

Registering for Events

Log in to MyGS for the most up-to-date information on events, including number of openings, and to register. To guarantee your spot, simply complete the registration with a debit/credit card online or submit payments made by cash, check, or Kentuckiana Credits by contacting Customer Care. Low registration numbers may cause cancellation and late registrations cannot be accepted. The deadline to register is two weeks prior to the event, unless otherwise stated. Registrations may be canceled for a full refund up to two weeks prior to the event.

Area, Service Unit, and Troop-Led Events

As you attend your local service unit meetings and keep in touch with your service unit manager, you will learn about things to do with your girls that are happening locally. Sometimes these events include leadership by older Girl Scouts who are awesome role models for younger girls.

Submit an Event for the Online Calendar

Troop, service unit, or area events aligned with the Girl Scout Leadership Experience can often be included on the online events calendar. Events submitted must be open to members council-wide. To share your event, please submit the **Volunteer Event Submission Form**.

Patch of the Month

Hands on activities are included for all Girl Scout age levels and can be done at meetings with your troop, at home with your family and/or friends, or as an individual project. You can find this resource at www.gskentuckiana.org/patchofthemoth.

Patch Packets

Patch Packets provide step-by-step instructions for earning patches. Available at all Girl Scout age levels, packets can be completed at meetings with your troop, at home with family and/or friends, or as an individual project. This resource can be found at www.gskentuckiana.org/programpackets.

Festival of the Arts

With the Festival of the Arts the possibilities are endless! Girl Scouts get arts experiences during this event that has been held for over 50 years. The Festival is a fun and engaging event for Girl Scouts of all levels to explore and includes nearly every genre of art including dance, drama, visual arts, and more.

Camping and High Adventure Events

There are many ways that your girls can participate in outdoor programs and camping. For some events girls can attend as individuals. Some events can be attended by troops along with their leaders. Troops can prepare to go outdoors for a day, for overnights at modern camp buildings, or for camping in tents. You can also get your feet wet by attending events that are sponsored by the council or other volunteers. Learn more at gskcamps.org.

Keeping Girls Safe

While working with girls and learning new skills is fun and rewarding, assuming responsibility for other people's children means that some level of risk management and due diligence is involved. There are several resources we use to help you minimize risk and keep girls safe.

General Permission and Health History

Every girl needs to have a **General Permission and Health History Form** on file with the troop. This form gives permission for the girl to attend

troop meetings at their regularly scheduled location. It also contains some general health history information to ensure that the girl is properly cared for in the event of an accident or illness. The form must be filled out and signed by a parent and/or guardian.

These forms are strictly confidential and should only be viewed by those members of the troop leadership team that will need access to this information. Adults who are regularly attending meetings should fill out this form on themselves as well. They do not have to fill it out in its entirety, but knowing any medical conditions, allergies, and emergency contact information is important in an emergency.

Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts' adult-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

Your group must have at least two unrelated, approved volunteers present at all times, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of girls.

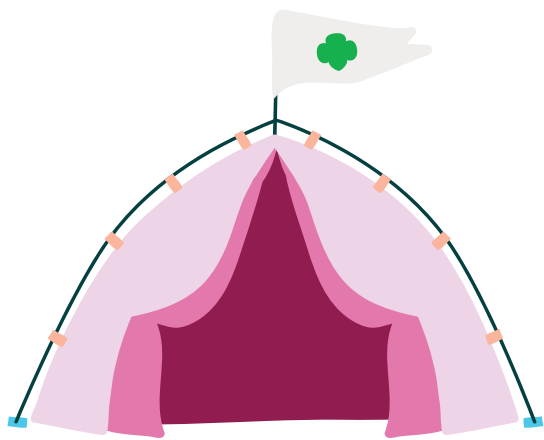
Any adult that is supervising girls must be an approved volunteer. One lead volunteer must be female. Please refer to the ratio chart on the next page.

Tagalongs

A tagalong means a person who attends a program but is not of an age or skill level to participate. A tagalong can be a registered Girl Scout, sibling, or friend (both boys and girls) who comes with parents or guardians to a Girl Scout program. For example, a registered Girl Scout Daisy tagging along with their parent who is leading a Girl Scout Junior program is classified as a tagalong. A brother tagging along for a troop campout is also classified as a tagalong.

(Continues on page 13)

Volunteer to Girl Ratio Chart	Group Meetings		Events, Travel and Camping	
	Two unrelated volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:	Two unrelated volunteers (at least one of whom is female) for this number of girls:	Plus one additional volunteer for each additional number of this many girls:
Girl Scout Daisies (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (Grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (Grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (Grades 11-12)	30	1-15	24	1-12



Tagalong Ratios for Events, Travel, or Camping		
Grade	Two unrelated adults (at least one of whom is female) for this number of tagalongs:	Plus, one more adult for each additional number of up to this many more tagalongs:
K-1	6	1-4
2-3	12	1-6
4-5	16	1-8
6-8	20	1-10
9-12	24	1-12

There are some key points to remember when working with tagalongs:

- Tagalongs are a separate group. Therefore, a separate adult team which meets the adult-to-tagalong ratio is required for tagalongs to attend.
- Tagalongs must be kept under the continuous supervision of these adults while a Girl Scout program takes place.
- Tagalongs follow the same rules as Girl Scouts regarding grade level for participating in activities, on and off GSK properties.
- Insurance coverage is available for invited non-members who are participating in age-appropriate activities. Only invited guests may be covered by insurance.
- Troop funds should not be used for tagalongs or for the adults needed to supervise them.
- All adults must be registered members, have a background check, and have completed child protection training, even those working with tagalongs.

Family Engagement

You want the girls in your troop to have fun, be inspired, take risks, and learn about themselves and the world this year—that's why you're a troop leader. Families want the same thing for their girls! So how can you involve them, without every adult family member becoming a volunteer? We recognize that this is a fine line to walk. Here are some examples of when family members may participate without membership, background check, and child protection training.

- Attending family events sponsored by the council, community partners, service units, or area. Council-led family events are identified for your convenience in the Event Guide and on our website in the **Events List**.
- Working intermittently with your troop when the approved volunteers are there to maintain adult-to-girl supervision ratio. For example: bring snacks, lead an activity at a meeting, or provide extra hands with a group project.
- They may stay with other parents in the room, but not supervise girls. Families may not be comfortable dropping their girl off with a stranger at troop meetings.
- Driving their girl to and attending a planned troop activity when no overnight is required.

- They may not be included in the count for adult-to-girl ratio.
- They may not drive other girls unless families are carpooling together.
- They may not supervise other girls.

Planning Safe Activities

When preparing for any activity with girls, start by reading the **Girl Scout Safety Activity Checkpoints** for that particular activity. Each Safety Activity Checkpoint offers you required guidelines on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, and what specific steps to follow on the day of the activity.

If Safety Activity Checkpoints do not exist for an activity that you and the girls are interested in, contact Customer Care at 888-771-5170 or CustomerCare@gskentuckiana.org before making any definite plans with the girls.

GSK's Safety Policies

- **Weapons:** GSK strictly prohibits any person, licensed or not, from being in possession of weapons at any activity where girls are present, in any vehicle used for Girl Scout activities, and at any council facility or camp property. Prohibited weapons include all forms of weapons or explosives that are restricted by local, state, or federal law. This includes all firearms, even if licensed, illegal knives, and other weapons covered by the law. Exceptions to this policy may be made only in the performance of specific responsibilities for the council or educational or program purposes such as for group marksmanship activities. The council CEO will approve any such exception in advance and in writing only. Law enforcement officers are exempt from this policy provided they are following the requirements of their employer regarding weapons possession.
- **Tobacco:** The council supports and encourages a smoke-free environment inclusive of vaping and e-cigarettes. Smoking is prohibited at any council facility or camp property, except in designated areas set aside for smokers. The use of tobacco, or

e-cigarettes by girls, or by adults in the presence of girls, at any Girl Scout activity, including transportation to and from the event, is prohibited.

- **Drugs:** Possession or consumption of illegal drugs or any legal substance not used according to accepted medical practices is prohibited at any Girl Scout activity or on any council property at any time.
- **Alcohol:** Alcoholic beverages are not permitted at any Girl Scout sponsored activity where girls are present. Alcoholic beverages may be permitted at council offices or on council property by staff, volunteers, outside groups, or non-members provided proper licensing and insurance considerations are met. Girl Scouts may participate as a group at any event provided by the community or other youth-serving organization where alcoholic beverages are available as part of the event. No adult accompanying Girl Scouts may consume alcohol during the activity.
- **Hunting and Trapping:** Hunting and trapping are not permitted on Girl Scout camp property. All camp properties must be posted. Exceptions to this policy may be made only in the performance of specific responsibilities for the council. The CEO will make any such exception in advance and in writing only.
- **Personal Pets:** Personal family pets are not permitted on Girl Scout camp properties during programs or when girls are present. Exceptions to this policy include service animals and program activities that include family pets and pets owned by council staff residing at camp. At all times, all pets will be under the control of a responsible person and not permitted to roam freely.
- **Political and Legislative Activity:** Girl Scouts may not authorize anyone in the name of Girl Scouting to participate or intervene directly in any political campaign on behalf of or in opposition to any candidates for public office. Girl Scouts may not participate in any legislative activity or function that contravenes the law governing tax-exempt organizations.
- **Hostility:** The council strictly prohibits hostility in any form against all persons having involvement with the council.

Hostility is considered to include, but not be limited to, physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, bullying and talking or joking about hostility whether in person or through some other means of communication such as writing, telephone, text messaging, voicemail, email, or any other methods of communication or technology.

Background Checks

GSK requires adult membership and background checks on all volunteers and any adults (parents, guardians, family members, others) who are:

- Directly supervising girls: troop leaders, troop volunteers, and camp volunteers.
- Attending overnight functions with girls: all adults attending overnight events.
- Driving girls: all adults driving girls, besides their direct family members.
- Working directly with troop/group funds: cookie chairs, fall product chairs, and finance leads.
- Working indirectly with girls in a leadership capacity: service unit team, trainer, board members, area chair or vice chair, area delegate or alternate, etc.
- Staff members.

Volunteers will receive an email from our trusted vendor after they select their role and finalize payment. The email will be from Girl Scouts of Kentuckiana <theadvocates@sterlingvolunteers.com> and will contain a customized link. You can also contact Customer Care at 888-771-5170 for help completing your background check.

A background check will be conducted and repeated every three years. Volunteers will receive background check renewal notices 90 days from renewal. These reports are handled in a confidential manner and staff will address specific follow up concerns with the volunteer. If there are certain restrictions on a volunteer's involvement, those limitations will be communicated with the service unit manager and volunteers who supervise the troops.

Child Protection Officer

Anita Bullitt

Office: 502-413-2851

Cell: 502-445-4394

Child Protection Hotline

Kentucky

800-752-6200

877-597-2331

Indiana

800-800-5556

Child Protection

GSK seeks to provide the most secure environment possible for its girls. The Child Protection Policy helps provide an environment that is free of child abuse and that safeguards the health and well-being of our girls. Additionally, the Code of Conduct for Adults' Interactions with Children details the expectations and rules that ensure healthy boundaries and interactions between adults and children. Both of these policies can be found in our **Code of Conduct** document.

Physical punishment, sexual misconduct, physical neglect, verbal, and emotional abuse are strictly prohibited. GSK reserves the right to terminate, to dismiss, or to take any appropriate action in response to anyone who violates this policy or who is found guilty of child abuse and/or neglect.

Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

Leaders should promote internet safety by instructing girls never to put their full names or contact information online or engage in virtual conversation with strangers. Girls should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the **Girl Scout Internet Safety Pledge** and have them commit to it.

To protect the girls and yourself as well, here is the list of Top 10 Nevers from our child protection training.

- Never tickle children—it's overstimulating and is considered a deceptive device that may lead to fondling.

- Never engage in rough, physical, or sexually provocative games, including horseplay.
- Never allow or engage in inappropriate touching.
- Never allow a child to stand between your legs when seated. Gently guide the child to your side. You may still speak to and comfort the child.
- Never hold school age and older children on your lap. Holding a preschooler is okay for short time spans.
- Never allow children to use inappropriate language or make sexually suggestive comments, even in fun.
- Never show pornography or involve youth in pornographic activities or photographs.
- Never let them out of your view. All children are within your sight at all times. If your girls are mature enough and are using the buddy system, you can make exceptions to this rule.
- Never kiss a child on the lips. Never let a child kiss you on the lips, especially if you are working with or coaching an older teen of the opposite sex.
- Never let allegations a child makes go unchallenged or unrecorded. Act promptly.

GSK's sleeping arrangement guidelines can be found at bit.ly/gsksleep.

Reporting Child Abuse or Neglect

- If you believe a child is in imminent danger and needs immediate protection, call the local police department.
- If there is no immediate danger, call the child protection hotline.
- Fill out an **Incident/Accident Report** with the case number and submit it to the Child Protection Officer within 24 hours.
- After reporting, your role is complete unless you see additional signs that require a report.

Girl Scout Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. This insurance coverage is not intended to diminish the need for, or replace existing, family health insurance. When \$130 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that are not covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

First Aider

A first aider is not required for every Girl Scout activity, such as your standard troop meetings. Please consult the “Prepare for Emergencies” section of **Safety Activity Checkpoints** for the specific activity to determine whether a first aider is required and what level of certification is needed. Being trained in first aid and CPR is a valuable life skill.

Medications

No medications can be administered to a minor unless the following conditions are met:

1. No minor may administer medications at any time (except as noted in #5).
2. All medications must be in the original container and maintained in a location deemed to be safe and appropriately accessible.
3. Prescription medications must be administered according to the doctor’s orders.
4. Non-prescription medications must be administered according to the directions on the label and only with signed parent/guardian consent.
5. Prescriptions designed for self-medication in case of an emergency such as epinephrine, inhalers, etc., should be kept by the individual they are prescribed to all the time.

Emergency Preparedness

The Girl Scout motto is "Be prepared." Please follow these minimum emergency preparedness guidelines:

- Check out the emergency procedures for your meeting place, and regularly practice emergency drills with the girls. Be aware of how to contact available help.
- Know the signals for emergencies and tornado warnings for your troop meeting location.
- Know how to contact personnel who are responsible for the building you are using.

What to Do in an Emergency

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. Please follow these steps:

1. First, contact emergency medical services to arrange for care for the sick or injured person.
2. Ensure that the scene is safe before providing care for the sick or injured person.
3. Designate who will provide care for the sick or injured person and give priority attention to providing care.
4. Ensure other adults are supervising the remaining people. Ensure they are safe, and if possible, take them to another location away from the scene.
5. Notify the family of the sick or injured person.
6. In the event of a serious accident or fatality, contact GSK staff who will arrange for additional assistance at the scene, if needed, and will notify families as appropriate. To report an emergency and secure additional assistance, call Customer Care at 888-771-5170 during normal business hours. Other times, please call one of the Staff Emergency Contacts.
7. In the event of a fatality or other serious accident, always notify the police.
8. Retain a responsible person at the scene. See that the victim and the surroundings are not disturbed until the police have assumed authority.

9. Refer any media inquiries (press, radio, television) to the Chief Executive Officer.
10. Make no statements to the press. Do not discuss the incident, place any blame, or accept liability.
11. Submit an **Incident/Accident Report** to the council within 24 hours.

Make sure a general first aid kit is available at your meeting place and accompanies girls on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand girl health histories and the names and telephone numbers of our council office, parents/guardians, and emergency services such as the police, fire department, or hospital.

Transporting Girls

How families decide to transport girls between their homes and Girl Scout meeting places is each family's individual decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles:

- Every driver must be an approved volunteer at least 21 years old and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved volunteers in the vehicle, one of whom is female, and the adult-to-girl ratios (chart on page 12) must be followed.

- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved volunteers, one of whom is female, and the adult-to-girl ratios (chart on page 12) 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.
- Obtain family permission for any use of transportation outside of family transportation.
- GSK strongly recommends against the rental of 15 passenger vans due to historical safety implications in models manufactured prior to 2007.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Volunteers and volunteer groups who rent private transportation do so under their personal insurance and liability. Girl Scouts of Kentuckiana does not enter into legal agreements on behalf of volunteers.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, boats, and flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver's license (CDL).

Staff Emergency Contacts

Chief Executive Officer

Maggie Elder

Office: 502-716-7222

Cell: 502-777-2476

Chief Business Officer

Greg Cardwell-Copenhaver

Office: 502-716-7237

Cell: 502-694-0991

Chief People Officer

Anita Bullitt

Office: 502-413-2851

Cell: 502-445-4394

Chief Development Officer

Tonya Schweitzer

Office: 502-413-2855

Cell: 502-523-3931

Chief Operating Officer

Meredith De Renzo

Office: 502-716-7226

Cell: 502-619-0633

Checklist for Drivers

When driving a car, RV, or camper, take the following precautions and ask any other drivers to do the same:

- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip, and recheck them periodically on long trips.
- Keep all necessary papers up to date including, but not limited to your driver's license; vehicle registration; any state or local inspections; and insurance coverage.
- Wear your seat belt all the time and insist that all passengers do the same. Girls under 12 must ride in the back seats.
- Follow all the established rules of the road in your state, including the speed limit. Some additional guidelines include: keeping a two-car-length distance between you and the car ahead of you; not talking or texting on a cell phone or other personal electronic device while driving; not using ear buds or headphones while driving; and turning your lights on when your windshield wipers are on.
- Plan rest stops every few hours and avoid driving for extended periods at night. If traveling with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
- Don't drive when you are tired or taking medication that makes you drowsy.
- Girl Scouts must adhere to all applicable state laws regarding seatbelts and child restraints. These laws are subject to change, but currently guidelines are:

Kentucky Child Safety Seat Law

- Any child under 40 inches tall must be in a child and/or infant seat.
- Any child younger than eight and between 40 and 57 inches tall be secured in a booster seat.
- Any child over eight or over 57 inches tall must be secured in a seat belt.

Indiana Child Safety Seat Law

- Any child under the age of eight must be properly restrained in a child safety seat or booster seat according to the child restraint system manufacturer's instructions.
- All children under the age of 16 must be properly restrained either using a seat belt or a child restraint system, to include a booster seat.

Funding the Fun!

Girls have some big ideas about what they want to do in Girls Scouts. As a troop leader, you will guide them on how to plan and budget for those ideas.

Product Programs

The Fall Product Program (nuts, candy, and magazines) and the Girl Scout Cookie Program are the two council-sponsored product programs. The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world. Through the product programs girls learn five skills that are essential to leadership, to success, and to life: goal setting, decision making, money management, people skills, and business ethics. Troops earn profit from all sales and these two programs are the best way for troops to fund their activities. Girls also have a chance to earn awesome individual rewards. During Girl Scout product programs, you are responsible for the safety of girls, money, and products. Learn more at the **Cookies** section of the website.

Money-Earning Activities

The best way to fund activities is through the Girl Scout Cookie and Fall Product Programs. From there, your troop may decide to earn additional funds on its own.

Questions to consider when thinking about money-earning activities are:

- Is the activity age-appropriate?
- What is the budget for the activity?
- Did the girls plan the activity?
- Are the girls involved in the activity?
- How does the troop plan to pay for any up-front costs?

These are requirements for money-earning projects:

- Please be aware that only the Council holds nonprofit status and a unique identification number with the IRS. **Use of the tax identification number by troops or service units for money-earning is not allowed.**
- If your troop decides to plan a money-earning activity that will raise more than \$250, the **Money-Earning Permission JotForm** must be submitted at bit.ly/gskearn 30 days prior to the event.
- Troops must participate in the Girl Scout Cookie Program to do any additional money-earning projects. An exception will be considered for new troops that have not had the opportunity to participate in the cookie program due to the time of year.
- Individual/business sponsorships requests must come through the Fund Development department.
- Raising money via the internet through crowd sourcing pages such as Facebook or Go Fund Me is not allowed.
- No money-earning activities are allowed outside of Girl Scouts of Kentuckiana's 64-county area.
- Troops cannot engage in fundraisers with business or corporations where a percentage of the price of the item is donated back to the troop, such as a restaurant give back night. We don't permit any activities that promote specific business and products.
- Girls may participate in troop money-earning but may not engage in any direct solicitation of cash.
- Girls working on their Girl Scout Gold Award projects may seek council permission to solicit money for their project. More information is available during Gold Award training.
- Girl Scouts of the USA does not allow games of chance as acceptable activities or means of money-earning for Girl Scouts. This includes raffles, bingo, poker nights, or other games of chance to raise money.
- Girl Scouts does not allow the promotion or sale of commercial products other than Girl Scout Cookies and fall product items.

For more detailed information, please see the **Finance Guide**.

Funds for Individual Girls Financial Assistance

Girl Scouts of Kentuckiana is committed to providing a significant Girl Scout experience to every member who wants to be a Girl Scout. So that a family's economic status will not be a barrier to participation, financial assistance to individual members may be provided as part of the online membership registration process. The *Apply for financial aid* box is only available at the family level. Troop leaders may request financial assistance on behalf of girls or volunteers in their troop by contacting Customer Care. All membership financial assistance is approved upon request. A confirmation email will be sent to the contact's email upon completion – typically in one business day.

Joyce Seymour Leadership Fund

The Joyce Seymour Leadership Fund at Girl Scouts of Kentuckiana is dedicated to providing leadership opportunities for girls gained through the outdoor experience. Opportunities supported by the fund include GSK resident and day camps, GSUSA Destinations, and troop or individual outdoor adventures. Applicants must be a registered member of Girl Scouts of Kentuckiana and submit the Joyce Seymour Leadership Fund application at www.gskentuckiana.org/jslf to request funds.

Managing Your Troop's Funds

Girl Scout funds are girl-earned and girl-spent. How the funds are used is a decision made by the entire troop, not just the leaders or a few select girls from the troop. It is also important to know that troop funds belong to the entire troop and cannot be earmarked for individual girl use. Funds can be used to renew membership, purchase badges, patches, Journey books, handbooks, and uniform components; pay for celebrations and ceremonies; community service projects; field trips; and more. Let the girls come up with some ideas and then have the troop vote.

Bank Account

GSK requires funds in troop or group treasuries to be kept in checking or savings accounts in the name of the council and troop number or group name. Bank accounts must follow council guidelines for account naming and should use the council tax identification number. Each account shall have at least two unrelated signers. Before you open a new account, or make changes to an existing account, you should contact your Membership Experience Coordinator for assistance.

- **There are no secrets:** All troop financial matters should be transparent to girls and their caregivers. If you and the other signer on the troop account would be uncomfortable sharing information about a transaction with girls, their caregivers, or Girl Scouts of Kentuckiana, then you probably should not complete the transaction.
- **Always have a receipt:** No matter how honest you are, you still need to prove that all your transactions are accurate and appropriate. This means you must have a receipt for every expense. It might help to keep these receipts in a folder or stapled in a notebook in chronological order. Remember, if you don't get a receipt for an expense, you have just made a donation to the group! Reimbursement must be made in the same troop year: October 1–September 30.
- **Don't mix funds:** Group funds should only be kept in the group bank account. Funds from a signer's personal accounts or other group accounts should not be mixed. Groups should have only one account. It is also best not to mix Girl Scout and personal expenses on the same receipt.
- **Never pay yourself:** A signer on an account should never write a check to themselves. Similarly, an adult should never make a purchase using a Girl Scout debit card for their own benefit (i.e. individual meals, fuel, or items for personal use). There are multiple signers on troop accounts for a reason. A co-signer can easily reimburse a signer for appropriate expenses. There should always be a third party in each transaction, safeguarding group assets from self-interested transactions.
- **All signers share responsibility:** All signers on an account share the responsibility for the fiscal management of the account. Each signer should review monthly bank statements against the receipted income and expenses.
- **Separation of governance and operational funds:** No person in the governance position of Board Officer or Member at Large may be a signer on an operational bank account such as a troop, service unit, or day camp account.
- **Report quarterly:** The best way to avoid questions, rumors and suspicion is to answer questions before they are asked. Girls and parents have worked hard to contribute and earn group funds, so it is natural that they should be interested in how funds are kept and spent. A simple, written report showing income and expenses should be provided to group families every 90 days. This report should match the most recent bank statement, a copy of which should be provided as well. The report should be signed by the bank account co-signers and should provide an easy contact point for questions.
- **It's their money—involve them:** Having the girls assist in managing the troop's finances, paying troop bills, and preparing the quarterly reports is a terrific way to teach important life skills, build interest and involvement, and promote transparency and fairness. Please use this opportunity to build a financially literate troop.
- **Collecting money:** GSK recommends that troops use the Clover app to collect money from troop parents/caregivers for troop dues, activity fees, etc. To get a new account visit bit.ly/gskclover. All payments should go directly into the troop bank account and should never be deposited to a volunteer's personal bank account.
- **All income and expenses must be reported.** Use the finance tab in the Volunteer Toolkit to report this information by June 30 each year. Alternatively, troops may use the **Bank Account Reporting Form**.

Troop Dues

Many troops decide to collect troop dues to help provide funds for troop activities and supplies. These could range from \$1-\$2 per meeting to \$30-\$40 for the entire school year paid all at one time. It's completely up to each troop to decide what works best for them to support the activities they want to do.

Sales Tax Exemption

As a 501(c)(3) nonprofit, volunteers can use the GSK sales tax exempt form when purchasing supplies and materials for Girl Scout troop use. We have exemption for **Indiana, Kentucky, and Tennessee.**

Kentuckiana Credits

Girls can earn Kentuckiana Credits by participating in product programs. Service units and troops may earn Kentuckiana Credits by meeting goals or participating in various initiatives. Kentuckiana Credits can be used in council shops, and to pay for membership, events, or GSK property rental. Troops can use the **Kentuckiana Credits JotForm** to reimburse the troop for troop funds used on membership, events, or GSK property rentals.

Global Girl Scouts: Passport to Discovery

It's a big world, and what better way to experience it than on a global scale? As a Girl Scout, she'll find her place in the world and make a real difference, whether she travels the globe or decides to participate in local activities with worldwide impact. Visit www.gskentuckiana.org/global to learn more.

Global Girl Scout events help boost girls' awareness of the world through cross-cultural learning opportunities—and help her better understand important global issues, giving her the power, inspiration, and resources to make the world a better place.

Traveling with Girl Scouts

A Girl Scout trip is an opportunity for girls to have fun and experience adventures. It is also a way to enrich the Girl Scout Leadership Experience. It is not something planned for girls by adults. The girls should plan their trip with guidance from troop volunteers. In this way, a Girl Scout trip is an important learning experience for girls. Detailed information on travel can be found in the **Travel Guide** or by reaching out to your Membership Experience Coordinator.

- For trips of one day with no overnight stay, you must notify your service unit manager.
- Before overnight trips, you and the girls will need to obtain council permission. The farther you travel, the more information the council needs for approval. Prepare girls to be away from home by involving them in planning, so they know what to expect. If at all possible, avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- When a trip budget total is \$5,000 or more and funds will be accumulated for more than one troop year, a troop travel custodial account will be required. We encourage every troop that is saving for a large trip to consider using a custodial account to take the pressure off the troop leader and finance lead. Please contact Customer Care for more information.

Local and Regional Travel

A **Travel Application** must be submitted for all travel lasting one night or longer. The application must be submitted four weeks prior to your trip.

National and International Travel

1. Submit your **Travel Plan** which contains preliminary information and will allow us to better guide you through the process. It must be submitted at least three months prior to the trip or before beginning any money-earning projects. A Travel Plan is also required for trips where more than \$250 per person is needed.

2. Submit the **Travel Application** for final trip approval.
 - Completed applications are due four weeks prior to local, regional, or national travel and three months prior to international travel. Late requests will not be approved. You will be notified of the status of your application within 10 business days of submission.
 - Additional insurance is required for all international travel.

Volunteer Development

The Volunteer Development team includes a diverse group of volunteer trainers who provide you with the knowledge and confidence to deliver meaningful programs to girls. They are committed to giving you the tools you need to be a fearless and thriving volunteer. To learn more about training opportunities visit www.gsKentuckiana.org/training. Training is delivered in a variety of ways to meet your needs:

1. **eLearning trainings**, via our online gsLearn platform, where you can watch training videos on your own schedule! View videos on a variety of subjects anytime. They are available to all GSK volunteers. Log into MyGS and click on gsLearn to access trainings. Examples include:

- **New Leader Training** is strongly encouraged for leaders and co-leaders. Each module is designed to give you the tools and resources you need to have a successful, safe, and fun Girl Scout experience.
- **Child Protection Training** is required for all volunteers working directly with girls. The training takes 60-90 minutes to complete.
- **Virtual Webinars**: Participate in a live training session with other volunteers across the council from the comfort of your home on your computer, smartphone, or tablet. Visit the **Events List** to register. Examples include: **Grade Level and Highest Awards training**.

2. **Face-to-face**, via individual classes. We encourage you to attend a face-to-face session. We're confident you'll walk away with new skills and ideas and a passion for Girl Scouts while making new friends. Visit the **Events List** to register. Examples include:
 - **Outdoor Trainings**: Readiness and safety for outdoor program is built into our GSK outdoor training plan. Like our outdoor events for girls, our trainings are progressive in nature to build your skill set over time and with confidence.

Adult Awards and Recognitions

Adult awards and recognitions are given to acknowledge the dedicated Girl Scout volunteers who serve the Girl Scout movement. A series of awards are available to recognize contributions in various capacities and roles. Awards are presented on an annual basis.

- Volunteers are encouraged to nominate each other for awards. Guidelines for awards may be found in the **Adult Awards and Recognitions Booklet**.
- Council-level awards are presented at Girl Scouts of Kentuckiana's Annual Meeting in the spring.
- All other awards are presented at area association or service unit meetings in the spring.
- Nominations for awards are due by January 31.





Girl Scouts of Kentuckiana
2115 Lexington Road
Louisville, KY 40206

Contact Us

Customer Care
CustomerCare@gskentuckiana.org
888-771-5170

Website
www.gskentuckiana.org

