



girl scouts of kentuckiana

Girl Scouts of Kentuckiana, Inc. (GSK)

Council Procedures: Policies, Standards, and Guidelines

For Operational Volunteers: Girl Scout Troops, Groups & Service Units

Introduction-These procedures for operational volunteers are reviewed periodically, in part or as a whole, to assure that they reflect the goals of the council for volunteers.

Volunteer Philosophy-The strength of the Girl Scout Movement lies in its volunteers. Girl Scouts of the USA (“GSUSA”) is a not-for-profit informal educational organization serving girls ages five (5) through seventeen (17) and GSUSA, in turn, charters the council to promote, direct, and coordinate Girl Scout activity in the council’s jurisdiction. Employed staff give managerial and specialist expertise to the Girl Scout program. Leadership of troops/groups and services to leaders are volunteer efforts. It is through this volunteer leadership that the Movement serves girls.

To ensure the job satisfaction of volunteers and to harness the talents of volunteers effectively, it is essential that the following procedures be established and maintained. These procedures do not create a contract with any volunteer, express or implied, and may be changed at any time at the discretion of the council.

There are three different types of procedures: policies, standards, and guidelines.

- **Policy-** Binding on all people they affect, strict rules for action. Policies can be implemented by GSUSA or the GSK Board of Directors.
- **Standard-** Procedure established by GSK staff to provide consistency, overview, and girl safety during the implantation of the Girl Scout Leadership Experience.
- **Guideline-** A “rule of thumb” for general practice allowing a larger degree of judgment in order to meet the needs of a particular situation.

Acronym	Resource
GSUSA	GSUSA Blue Book of Basic Documents
GSK	GSK Welcome Guide
VE	Volunteer Essentials

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Standards of Conduct

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Code of Conduct	Policy GSK	<p>As the premier leadership development organization for girls, it is Girl Scouts of Kentuckiana policy to uphold the highest legal, ethical, and moral standards as a model for these girls. Our donors and volunteers support Girl Scouts because they trust us to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.</p> <p>Scope of Coverage: Membership of Girl Scouts of Kentuckiana is a privilege that is extended to volunteers and staff by Girl Scouts of Kentuckiana. It is expected that all members exhibit behavior that is in accordance with the Girl Scout Promise and Law at all times when representing Girl Scouts of Kentuckiana. This includes all times when the member can be physically identified as a member or by way of communications that identify the member as a member.</p> <p>Girl Scouts of Kentuckiana will comply with all applicable laws and regulations and expects its directors, officers, committee members, volunteers, and employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect.</p> <p>In general, the use of good judgment based on high ethical principles will guide all board members, staff and volunteers with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of Girl Scouts of Kentuckiana. Employees should contact their immediate supervisor and, if necessary, the director of human resources. Board members should raise any such concerns with the Board Chair or the Audit Committee Chair of Girl Scouts of Kentuckiana board. Area Chairs and Vice Chairs should raise any concerns with the Field Vice Board Chair or the Audit Committee Chair of Girl Scouts of Kentuckiana. Volunteers address operational concerns at the lowest level of volunteer structure following the Girl Scouts of Kentuckiana Volunteer Conflict Process.</p> <p>Reporting and Investigations:</p>	<p>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 Girl Scouts of Kentuckiana. 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.</p> <p>Volunteers acknowledge the Code of Conduct when they complete Shield the Vulnerable.</p>	Removal from any or all volunteer roles.

Standards of Conduct

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		<p>Any violation of this policy should be reported through proper channels or directly to Anita Bullitt, abullitt@gskentuckiana.org or 502-413-2851. If you are unsure whether the action is a violation of the policy, one should err on the side of reporting to ensure the situation is considered. In all questions involving ethics and conduct, the appropriate conflict resolution process will be followed, except that any individual whose conduct is at issue will not participate in such decisions. Investigations may be required concerning issues arising under the code of conduct. Cooperation in any such investigation is expected. Failure to cooperate in an investigation under this policy will be considered a violation of the policy.</p> <p>Acknowledgments: Acknowledgement of this Code of Conduct will occur at the time of applying for membership or when being offered employment. The acknowledgement statement is part of the <i>Shield the Vulnerable</i> child protection training that is also required of all volunteers and staff.</p> <ul style="list-style-type: none"> • Acknowledgement statement <ul style="list-style-type: none"> ○ By signing this acknowledgment, I agree to abide by the Girl Scout Promise and Law, all policies, and the Girl Scouts of Kentuckiana Code of Conduct. 		
Hostility	Policy GSK	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 communications such as writing, telephone, text messaging, voice mail, e-mail, or any other methods of communication or technology. This policy applies to all persons at all facilities occupied by the council or off premises if involved in activities for the council.		
Weapons	Policy GSK	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 laws. 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 purposes. The council CEO will approve any such exceptions in advance and in writing		

Standards of Conduct

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		only. Law enforcement officers are exempt from this policy provided they are following the requirements of their employer regarding weapons possession.		
Tobacco	Policy GSK	The council supports and encourages a smoke-free environment. The use of tobacco and e-cigarettes by girls and adults is discouraged. Smoking is prohibited at any council facility or camp property, except in designated areas set aside for smokers. The use of tobacco 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	Policy GSK	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	Policy GSK	Alcoholic beverages are not permitted at any Girl Scout-sponsored activity where girls are present. 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. Alcoholic beverages are not allowed at council offices or on council property at any time by staff, volunteers, outside groups, or non-members.		
Hunting and Trapping	Policy GSK	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	Policy GSK	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	Policy GSK	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.		

Standards of Conduct

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Medications	Standard GSK	<p>No adult/girl at a Girl Scout activity may administer medications to a minor unless the following conditions are met.</p> <ol style="list-style-type: none"> 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 may be according to the doctor's orders. 4. Non-prescription medications may be administered according to the directions on the label and only with signed parental consent. 5. Prescriptions designed for self-medication in case of an emergency such as epi-pens, inhalers, etc., should be kept by the individual they are prescribed for. 	<p>Administering medications from unmarked or unknown containers is a dangerous practice as someone could be given the wrong medication or the wrong dosage.</p> <p>Administering over the counter medication without medical prescriptions is considered prescribing the medication and violated the law.</p> <p>Adults self-administering medications must be in compliance with these standards as well.</p>	
Conflict Resolution	Guideline GSK	<p>Disagreements and problems occurring between Girl Scout adults must never involve the girls.</p> <p>The troop support specialist monitors the steps for progressive action in volunteer problem solving including, volunteer release. Should a problem/ conflict occur, the following steps are recommended and should be documented:</p> <ol style="list-style-type: none"> 1. The local service unit manager (SUM) receives a complaint. 2. The service unit manager resolves the conflict between the volunteers. 3. If not, the local troop support specialist (T) resolves the conflict between the volunteers. 4. If not, the T provides the volunteers with a statement form to complete. 5. After the volunteer submits the completed form and any supporting documentation to the T, the T will contact the Volunteer Relations Manager. 6. The Volunteer Relations Manager will review the submitted documentation and conference with the T and volunteers' having the conflict to discuss next steps to resolution. 7. A recommendation to resolve the conflict will be made by the Volunteer Relations Manager. 8. If the conflict continues, the Volunteer Relations Manager will partner with the Vice President of Service Delivery. 	<p>Good interpersonal relationships are high priority in Girl Scouting. If a problem arises, it should be handled as calmly and as professional as possible. Remember that adult volunteers and staff are role models for girls and should set a good example when solving problems.</p> <p>Girl Scouting is for girls. The placement, problem solving, and release of volunteers should be conducted with the best interest of the girls at the forefront.</p>	Removal from any or all volunteer roles.

Standards of Conduct

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		9. A final recommendation and/ or conference will occur, if the conflict continues, GSK reserves the right to suspend or release volunteer(s) from their position(s).		
Spirituality / Religion	Policy GSUSA	<p>Girl Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word “God.”</p> <p>Girls are encouraged and helped through the Girl Scout program to become better members of their own religions group, but every Girl Scout group must recognize that religions instruction is the responsibility of parents and religious leaders.</p> <p>Every Girl Scout group shall respect the varying religious opinions and practices of its membership in planning and conducting activities.</p> <p>When a troop is sponsored by one religious group, members of different faiths or religious affiliations within the troop shall not be required to take part in religious observance of the sponsoring group.</p>		

Membership

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Membership	Constitution & Policy GSUSA	<p>Open Membership (Constitution) The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet membership requirements.</p> <p>Membership Registration (Policy) All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and individually pay the annual or other applicable membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.</p>		
Diversity & Pluralism	Policy GSUSA	All Girl Scout councils and USA Girl Scouts Overseas Committees shall be responsible for seeing that membership is reflective of the pluralistic nature of their populations and that membership is extended to all girls in all population segments and geographic areas in their jurisdiction. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout program because of race, color, ethnicity, creed, national origin, socioeconomic status, or disability. Reasonable accommodations shall be made for girls with disabilities to ensure that girls have access to activities.		Removal from any or all volunteer roles.
Nondiscrimination	Standard GSK	Girl Scouts of Kentuckiana is determined to resolve possible discrimination and harassment situations as quickly and discreetly as possible. GSK does not tolerate discrimination or harassment of any kind. If a girl or volunteer believes that they are being harassed or discriminated against, or witnesses someone else being harassed or discriminated against, they are encouraged to tell the offender that the behaviors and actions are unwelcome. They should then inform Anita Bullitt at abullitt@gskentuckiana.org or 502-413-2851. They should report the facts of the incident, including what happened, how often, and where the incident(s) took place, as well as the names of the individuals and witnesses involved. All claims will be investigated in a timely, fair, and thorough manner. All complaints will be investigated as discreetly and confidently as possible.		Removal from any or all volunteer roles.
Selection of Adults	Policy GSUSA	Every adult volunteer and executive staff member 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 for it. In selection of adults, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, or socioeconomic status. There shall be no discrimination against an otherwise qualified individual by reason of disability or on the basis of age.		Removal from any or all volunteer roles.

Membership

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Background Checks	Standard GSK	<p>GSK requires adult membership and background checks on all volunteers and any adults (parents, guardians, family members, others):</p> <ul style="list-style-type: none"> • Working direction with 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 volunteers in a leadership capacity: service unit team, trainer, area chair or vice chair, etc. 	<p>A confidential background check will be conducted and be repeated every three years. 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 troops/groups. Restrictions include:</p> <ul style="list-style-type: none"> • Ineligibility • Cannot hold administrative roles. • Cannot supervise/work with girls. • Cannot drive. • Cannot handle finances. • Cannot meet in the volunteer's home. 	Removal from any or all volunteer roles.
Review	Standard GSK	<p>A periodic review with the operational volunteer should be conducted and a determination made by the appropriate staff or volunteer as to whether the operational volunteer should be retained in her/ his present role, referred to different duties, or released.</p>	<p>The review is used as an opportunity to determine needed support and development as well as to assess performance and address any need for change in job duties and responsibilities.</p> <p>The review includes the volunteer's development/ support needs, ability to carry out the job assignment and the consistency with the philosophy and purposes of Girl Scouting.</p>	
Recognition	Guideline GSK	<p>Operational volunteers serve Girl Scouting because they believe in the philosophy of the Movement, receive satisfaction from giving service to others, and achieve personal growth and development. The council</p>	<p>Volunteers are encouraged to submit applications for Adult Awards & Recognitions. These forms are due on February 15.</p>	

Membership

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		encourages formal recognition of volunteers. Individual recognition may take the form of verbal thanks, written thanks, and/or small mementos.		
Grievance/ Separation	Standard GSK	<p>Girl Scouts of Kentuckiana 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 time within the discretion of the Council.</p> <p>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.</p> <p>Factors which may be considered in the release of any volunteer may include but are not limited to:</p> <ul style="list-style-type: none"> • Endangering the health and safety of others. • Failure to follow written policies and / or standards of the Girl Scouts of Kentuckiana or Girl Scouts of the USA. • Misappropriation, misuse or irresponsible management of troop event or council funds • Inadequate job performance <p>Should the infraction include abuse or endangerment, the release is immediate.</p>	<p>Frequently the relationship with Girl Scouting will be a lifelong one, as has been the case with many volunteers in the council. Sometimes circumstances change, and on rare occasions, a volunteer may be reassigned or released.</p> <p>Although complete separation is a last resort, formal separation procedures are essential in assuring fairness to volunteers. Separation may be initiated by the volunteer or by the council.</p> <p>A volunteer-initiated separation should be discussed with the appropriate staff prior to a final decision. Upon reaching a decision, notification should be given to appropriate staff as far in advance as possible. Any notice given will be acknowledged.</p> <p>Upon reaching a decision to separate, the council will give written notification to the volunteer as far in advance as possible.</p>	Suspension or Removal from any or all volunteer roles.

Adult Education and Training

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Child Protection	Policy GSK	<p>This policy is intended to have broad application to any persons connected with Girl Scouts of Kentuckiana (GSK). For this policy, any reference to adults is defined broadly and refers to anyone affiliated with GSK as an employee, volunteer, or anyone in any other capacity who has contact with a child involved with GSK. Any reference to scouts refers to any child affiliated with any of the programs of GSK, including, but not limited to, tagalongs and other children who are there because of the scouting program.</p> <p>Child Protection Officer: To support this policy and assure compliance throughout the organization, the Director of Human Resources will serve as the Child Protection Officer (Greg Cardwell-Copenhefer, gccopenhefer@gskentuckiana.org or 502-716-7237). The Child Protection Officer will be responsible for, among other things, ensuring the following standards are observed:</p> <p>Training. Provide, where appropriate, training to all persons subject to this policy.</p> <p>Recordkeeping/Compliance Auditing. Maintain in a written and auditable manner the screening, training, notification, and reporting provisions of this policy.</p> <p>Notification/Communication. Assure that everyone associated with GSK is aware of GSK's Child Protection Policy and, as appropriate, its procedures and practices.</p> <p>Child Abuse Prohibited: GSK seeks to create the most secure environment possible for its scouts. This policy is written to help provide an environment that is free of child abuse and that safeguards the health and well-being of all scouts. The following are therefore prohibited:</p> <p>Physical Punishment. No one can restrain, spank, or use any other physical engagement to punish a scout.</p> <p>Sexual Misconduct. This includes any inappropriate sexual physical contact, sexual gestures, lewdness, or sexual communication in words, prints, or images.</p> <p>Physical Neglect. This includes failure to give supervision, failure to provide for safety during activities or times of danger, or failure to meet medical needs.</p> <p>Emotional Abuse. This includes verbal attacks, anger outbursts, hostility, humiliation, hazing, or socially inappropriate language such as cursing.</p>	All volunteers serving in a troop role must complete the child protection training. Additional volunteer roles that require training include, but are not limited to, Service Unit Manager, Trainer, Program Chair, and Program Facilitators.	Removal from any or all volunteer roles.

Adult Education and Training

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		<p>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.</p> <p>Mandatory Reporting of Child Abuse: All persons involved in Girl Scouting shall report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation, including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. Kentucky and Indiana law state that it is the duty of anyone who has reasonable cause to believe that a child is abused or neglected to report such information. When anyone has reasonable cause to suspect child abuse, neglect, or dependency, she/he must call the child protection hotline: Kentucky (800-752-6200 or 877-597-2331), Indiana (800-800-5556), or the County Department of Social Services. If you believe a scout is in imminent danger and is in need of immediate protection, call the local police department. Confidentiality must be maintained at all levels.</p> <p>Reports should include:</p> <ul style="list-style-type: none"> • The name and address of the scout and her families or person(s) having custody of such scout, if known. • The scout's age and the nature and extent of the scout's injuries, abuse, or neglect, including any evidence of previous injuries, abuse, or neglect. • Other information that might help in establishing the cause of the injury, abuse, or neglect. • Record the name of the intake worker who takes the report and note the date that the report is made. <p>Notify GSK of Any Reports of Suspected Abuse: Immediately notify the Child Protection Officer of any reports of suspected abuse or neglect to your local Child Protection Services Agency or state intake number. You should provide a written or verbal notification to the Child Protection Officer at GSK within 24 hours after making a report. Do not share this information with anyone other than the local Child Protection Services Agency and the Child Protection Officer at GSK unless instructed by law enforcement.</p>		

Adult Education and Training

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		<p>GSK’s Additional Child Protection Standards: GSK has adopted the following policies for the safety and well-being of those that it serves. While these policies are primarily for the protection of scouts, they also serve to protect adults.</p> <p>Screening. All adults are required to undertake proper background checks prior to employment and prior to their working with children. No one should work with children without proper screening.</p> <p>Training. All adults are required to undertake proper training prior to their working with children. No one should work with children without proper training.</p> <p>Minimum two adults at all times. Two properly screened unrelated adults, one of whom must be a woman and one of whom must be 21 years of age or older, are required for GSK events whenever and wherever scouts are present.</p> <p>Social media guidelines. The policy of two adults extends into cyberspace. Another adult should be copied on any electronic communication between an adult and a scout.</p> <p>One-on-one contact between adults and scouts prohibited. In any situation requiring a personal meeting, such as a troop leader’s conference, the meeting is to be conducted in view of other adults and scouts.</p> <p>Separate accommodations for adults and scouts required. When on an overnight stay, a scout may not lodge alone with an adult unless that adult is the scout’s parent or guardian. For example, when camping, no scout is permitted to sleep in the tent of an adult other than her own parent or guardian. When separate shower facilities are not available, separate male and female shower times should be scheduled and posted. Likewise, scouts and adults must shower at different times.</p> <p>Privacy of scouts protected. Adults must respect the privacy of scouts in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.</p> <p>Inappropriate use of cameras, imaging, or digital devices prohibited. While most adults and scouts use cameras and other imaging devices responsibly, it has become very easy to invade the privacy of individuals. It is inappropriate to use any device capable of recording or transmitting</p>		

Adult Education and Training

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		<p>visual images in shower houses, restrooms, or other areas where privacy is expected by participants.</p> <p>No hazing or bullying. Physical hazing and initiations are prohibited and may not be included as part of any scouting activity. Verbal, physical, and cyber bullying are prohibited in scouting.</p> <p>Youth leadership monitored by adults. Adults must supervise the leadership techniques used by youth leaders and ensure that GSK policies are followed.</p> <p>Discipline must be constructive. Discipline use in scouting should be constructive and reflect scouting's values. Corporal punishment is never permitted.</p> <p>Appropriate attire for all activities. Proper clothing for all activities is required. For example, skinny-dipping and revealing bathing suits are not appropriate in scouting.</p> <p>Everyone involved must act according to the Girl Scout Promise and the Girl Scout Law. Everyone associated with GSK is expected to conduct themselves in accordance with the principles set forth in the Girl Scout Promise and the Girl Scout Law. Physical violence, theft, verbal insults, drugs, and alcohol have no place in the scouting program and may result in the revocation of a scout's membership, revocation of a volunteer's privileges, or termination of employment.</p> <p>Reporting Violations of GSK's Child Protection Policy/Anti-Retaliation: Violations of GSK's Child Protection Policy should immediately be reported to the Child Protection Officer. GSK prohibits retaliation against any scout or adult who reports a good faith complaint of abuse or who participates in any related investigation. GSK prohibits making false and/or malicious abuse allegations, as well as deliberately providing false information during an investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination or removal from any affiliation with GSK. If there are any questions about the applicability of this policy or any aspect of this policy, one should err on the side of protecting the safety of scouts and call and discuss any questions with the Child Protection Officer.</p>		

Adult Education and Training

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Child Protection Training	Standard GSK	Shield the Vulnerable helps adults spot the signs of abuse, neglect, predators, bullying, boundaries, respect, and the perils of cyberspace. Shield the Vulnerable is child protection training required prior to working with children.	<p>You can access this training by going to: www.shieldthevulnerable.org, select "First Time Signup Click Here", and select "Girl Scouts of Kentuckiana" as your organization.</p> <p>This required training takes 60-90 minutes to complete. Need internet access - contact your local PLC for assistance.</p>	Removal from any or all volunteer roles.
Essential Leadership Training	Standard GSK	<p>GSK requires a new Girl Scout troop leader to complete Essential Leadership Training. Some trainings are required before you can hold your first meeting.</p> <ul style="list-style-type: none"> • Before First Troop Meeting <ul style="list-style-type: none"> ○ Troop Like a Girl Scout ○ Meet Like a Girl Scout ○ Network Like a Girl Scout • Before Opening Troop Account or 30 Days <ul style="list-style-type: none"> ○ Fund Like a Girl Scout • Before Activity Beyond Troop Meeting or 60 Days <ul style="list-style-type: none"> ○ Be Prepared Like a Girl Scout 	Trained adults generally provide more consistent delivery of the Girl Scout program and thereby enhance the girl experience. Adults who have received training reduce the liability risk of the Girl Scouts.	Removal from any or all volunteer roles.
Beyond Essential Leadership Training	Guideline GSK	<p>Beyond Essential Leadership Training is offered when you are ready, it may take you 30, 60, even 90 days after your first troop meeting. Grade Level Training is recommended within the first 90 days.</p> <ul style="list-style-type: none"> • Available Online Anytime <ul style="list-style-type: none"> • Organize Like a Girl Scout • Communicate Like a Girl Scout • Play Like a Girl Scout • Outdoor Like a Girl Scout • Help Like a Girl Scout • Take Action Like a Girl Scout • Govern Like a Girl Scout • Travel Like a Girl Scout • Available Via Activities Webpage <ul style="list-style-type: none"> • Grade Level Training • Songs & Games • Arts & Crafts • And More! 	These courses will help you, help girls find their voice.	

Adult Education and Training

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Outdoor Skills Training	Standard GSK	<p>Troops going camping must be accompanied by an adult who has completed training in Outdoor Skills.</p> <ul style="list-style-type: none"> • Available Via Activities Webpage <ul style="list-style-type: none"> ○ Camp In ○ Camp Out ○ Wilderness Travel ○ Canoeing ○ Archery ○ And More! 	Camping requires the use of many tools and the practice of safe outdoor skills. The Girl Scout method for utilizing such skills may differ from that taught by other organizations. It is important for adults to utilize the skills and to teach the girls in a way that is safe.	Activity would not be approved. The activity would therefore not be a Girl Scout activity. Girl Scout monies could not be used and the Girl Scout insurance coverage would not cover the activity.

Finances

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Financing Girl Scouts	Standard GSK	<p>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. Banks accounts must follow council guidelines for account naming and shall use the council tax identification number. Each account shall have at least two (2) signatures.</p> <p>Best Practices for Accounts</p> <p>One critical task for each group is to keep excellent records and establish a clear accounting system for all money earned and spent. A group account should be established as soon as possible.</p> <ul style="list-style-type: none"> • These are Group Funds, Not Individual Funds: Remember, all Girl Scout funds are the common resource of the group. No group funds, regardless of source, are held for or accounted for individuals. This is a very important principle in the mission of Girl Scouting and in compliance with IRS regulations. • There Are No Secrets: All financial matters are completely public transactions. Transparency is the rule. If you and your co-signer would be uncomfortable with one of your transactions appearing on the front 	To safe guard the funds that are designated for the use of delivery of the Girl Scout program, it is imperative that these funds be placed in a secured account. Since these funds belong to the Girl Scouts, the account must be registered as a Girl Scout account.	<p>GSK will not remit any monies to troops/groups who do not have an account.</p> <p>Suspension or Removal from any or all volunteer roles.</p> <p>Documentation submitted to Chief Financial Officer to contact local law enforcement for investigation and possible felony prosecution.</p>

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		<p>page of your local newspaper, then you probably should not complete the transaction.</p> <ul style="list-style-type: none"> • 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! • Don't Mix Funds: Group funds should only be kept in the group bank account. Funds from signer' personal accounts or other group accounts should not be mixed. Groups should have only one account. • Never Pay Yourself: A signer on an account should never write a check to themselves. Similarly, an adult should never make a purchase using an account debit card for their own benefit (ie. individual meals, fuel). 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 & Operational Funds: No person in the governance position of Board Officer or Member at Large, Board Development Committee, Area Chair, or Area Vice Chair 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 		

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		<p>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.</p> <ul style="list-style-type: none"> • 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. • Sales Tax Exemption Certificates: Girl Scout purchases can be made under the council's sales tax exemption. Each state has its own sales tax exemption authorization number. The <i>Sales Tax Exemption Form</i> can be found on the council's website. Please provide this form to the vendor at the time of purchase. 		
Bank Account Year End Report	Standard GSK	GSK requires troops/groups to complete the Bank Account Year End Report every year. This report is due on June 30 th .	As a division of the corporate entity of GSK, it is important to be able to document the use of Girl Scout funds. The Year End Report provides information and support the troop leadership.	Removal from any or all volunteer roles.
Product Programs	Guideline GSK	Troops are strongly encouraged to participate in both council-sponsored product programs before engaging in other troop money-earning activities.	The entire membership receives the benefits of the monies raised as party of the Girl Scout Program programs. Therefore, it is important for all Girl Scout troop/groups to support the program.	
Money-Earning	Guideline VE	<p>There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:</p> <ul style="list-style-type: none"> • All rewards earned by girls through the product-sale activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations). 		

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		<ul style="list-style-type: none"> • Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation. • Troops and Groups are encouraged to participate in council product sales as their primary money-earning activity; any group money-earning shouldn't compete with the Girl Scout Cookie Program or other council product sales. • Obtain written approval from your council before a group money-earning event; most councils ask that you submit a request for approval. • Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws. • Girl Scout Blue Book policy forbids girls from the direct solicitation of cash. Girls can collect partial payment towards the purchase of a package of Girl Scout Cookies and Girl Scout Fall Product Program products through participation in Council approved product sale donation programs. • Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (For example: In home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA • Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the GSLE. • Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product sales. Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures. <p>Other money earning activities may include:</p> <ul style="list-style-type: none"> • Collections/Drives: <ul style="list-style-type: none"> ○ Cell phones for refurbishment ○ Used ink cartridges turned in for money ○ Christmas tree recycling • Food/Meal Events: <ul style="list-style-type: none"> ○ Lunch box auction (prepared lunch or meal auctioned off) ○ Themed meals, like high tea, Indian meal, Mexican dinner (if girls are earning money for travel, tie the meal to their destination) 		

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		<ul style="list-style-type: none"> • Service(s): <ul style="list-style-type: none"> ○ Service-a-thon (people sponsor a girl doing service; funds go to support trip) ○ Babysitting for holiday (New Year's Eve) or council events ○ Raking leaves, weeding, cutting grass, shoveling snow, walking pets ○ Cooking class or other specialty class 		
Money-Earning Participation	Guideline VE	<p>Girls' participation in both council-sponsored product sale activities and group money-earning projects is based upon the following:</p> <ul style="list-style-type: none"> • Voluntary participation • Written permission of each girl's parent or guardian • An understanding of (and ability to explain clearly to others) why the money is needed • An understanding that money-earning should not exceed what the group needs to support its activities • Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws • Vigilance in protecting the personal safety of each girl • Arrangements for safeguarding the money 		
Money-Earning Approval	Standard GSK	Any money-earning projects other than the council-sponsored product programs must be approved by the Service Unit Manager and the council's Fund Development Department.		Removal from any or all volunteer roles.
Donations	Standard GSK	<p>Troops/groups are not allowed to write grants or directly request contributions from corporations or foundations.</p> <p>Troops/groups seeking donations, with a value of \$100 or more, must first contact the Fund Development Department and submit the Troop/group Money-Earning Project-Permission Form.</p> <p>The Fund Development Department will review the information and approve the planned solicitations if the planned use of the fund is consistent with the Girl Scout program, philosophies and standards and if they are not in conflict with GSK fund development.</p>	<p>The council is actively engaged in on-going solicitations from people and businesses in our council area to support both local and council-wide programs. There could be conflicts between local troops/groups or service units and the council trying to solicit from the same sources.</p> <p>If information is first submitted to the Fund Development Department,</p>	Removal from any or all volunteer roles.

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		<p>All donations of \$100 or more designated for a troop/group must first be remitted to GSK for bookkeeping and tracking purposes. The gift should indicate the troop/group or service unit to which it is designated.</p> <p>The funds will be receipted in at the council level by the Fund Development Department and a letter of acknowledgment will be sent to the donor. The funds will then be remitted to the troop/group bank account.</p> <p>If the donation exceeds \$250, the troop/group or service unit must present a plan to the Fund Development Department for the use of the funds before the funds will be remitted.</p>	<p>potential conflicts can be avoided. Troops/groups are encouraged, when planning solicitations, to direct their efforts toward local businesses, especially those with whom they have a connection.</p> <p>By reviewing the planned use of the funds, the Fund Development Department can ensure that program standards are being followed.</p>	
Disbanding Troop Funds	Standard GSK	<p>When a troop disbands or lapses, money remaining in the troop treasury will be used to pay all debts and the remainder shall be held by the service unit manager in the service unit account. If the troop is reorganized with a majority of the same girls within one year, the money shall be returned to the troop. If the members of the troop join new or different troops, the lapsed troop's funds will be transferred from the service unit account to the account of these troops. Funds will be disbursed on a pro rata basis as determined by the membership of the troop at its last registration. At the end of one (1) year, money held in the service unit account shall be added to the service unit treasury and shall be reported on financial reports as appropriate.</p> <p>When troop accounts lapse for more than one year and are not closed by the Service Unit Manager, the council shall close the accounts and the remaining money shall be transferred to the council.</p>	<p>Monies raised in the name of Girl Scouts should be used in support of Girl Scouts. The girls involved in the collection of the monies should be the same girls that benefit from the funds.</p>	

Troop Activities and Trips

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Girl/Adult Partnership	Constitution GSUSA	Adults partner with girls to guide and inspire growth and achievement. Volunteers are essential to the strength and capacity of our Movement.		
Girl Scout Leadership Experience	Guideline VE	<p>The Girl Scout program is based on the Girl Scout Leadership Experience (GSLE), in which girls Discover themselves, Connect with others, and Take Action to make the world a better place—all within the safety of an all-girl environment where girls take the lead, learn by doing, and learn cooperatively.</p> <p>At the core of the GSLE are National Leadership Journeys, fun and challenging experiences grouped around a theme and spread over a series of sessions. Each Journey has all the important components of the GSLE sewn right in. So, to guide girls on a great Journey, all you need is enthusiasm and a sense of adventure.</p> <p>In addition to the Leadership Journeys, girls at each Girl Scout grade level have their own edition of <i>The Girl's Guide to Girl Scouting</i>—a binder full of information about being a Girl Scout and how to earn certain badges, including ones about financial literacy and the Girl Scout Cookie Program. Girls who want to earn more badges can add a Skill Building Badge Set tied to the theme of the Journey they've chosen.</p> <p>When a Girl Scout earns a badge, it shows that she's learned a new skill, such as how to make a healthy snack or take great digital photos. It may even spark an interest at school or plant the seed for a future career. Please remember that we don't expect you to be an expert in the badge topics; just have fun learning by doing with the girls!</p> <p>While you're having fun, keep in mind: Badges are for educating girls, not for decorating their sashes and vests. The quality of a girl's experience—and the skills and pride she gains from earning leadership awards and skill-building badges—far outweigh the quantity of badges she earns.</p> <p>If you're working with Girl Scout Daisies, please note that they earn Petals and Leaves (which form a flower) instead of badges.</p>		Removal from any or all volunteer roles.

Troop Activities and Trips

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Uniform	Guideline GSK	<p>For girl members, the official uniform is an official tunic, sash or vest worn with a white shirt and khaki pants. It is required when girls participate in ceremonies or officially represent the Girl Scout Movement. Girls can also wear a coordinating grade level scarf that unites their look with the sisterhood of Girl Scouts around the world.</p> <p>The unofficial uniform can be a Girl Scout t-shirt or other item that identifies the girls as Girl Scouts and unifies the group.</p> <p>For adult members, the official uniform is navy blue business attire worn with a scarf and membership pins for women and a tie for men.</p>	<p>Members must provide their own uniforms.</p> <p>Volunteers are encouraged to wear the Girl Scout pin when not in uniform.</p>	
Girl-Led	Guideline GSK	All Girl Scout troops/groups should be inclusive and include girl-led planning as part of the program development.	Girl Scouting is based on the philosophy of involving girls in the decisions relating to their activities and experiences. It is important to use age-appropriate girl planning to optimize the Girl Scout experience for each girl.	Additional training for the leadership would be recommended.
Day Trip Permission	Standard GSK	<p>Troop must notify their Service Unit Manager before going on a day trip.</p> <p>Troop trips must comply with the standards outlined in Safety Activity Checkpoints. The trip should be age-level appropriate. Adults must have the training necessary to engage in this activity.</p>		
Overnight Travel	Standard GSK	<p>Before attending any overnight activity the Intent to Travel Application must be completed. For all overnight travel, as well as any day trip involving:</p> <ul style="list-style-type: none"> • Special equipment • Activities not listed in the Safety Activity Checkpoints • Activities with high risk <p>Completed applications are due 4 weeks prior to departure for local, regional or national travel and 12 months prior to departure for international travel. Forms submitted outside of this timeline are considered "late."</p> <p>Acceptance of late forms will be determined on a case by case basis. Forms submitted less than one week before departure will not be considered for approval.</p> <p>All adults accompanying trip must be registered members, complete a background check, and complete child protection training.</p>	Overnight travel can be diverse. Those participating in the event as troops, family groups, or individuals must all work together to maximize the travel experience. It is important that all groups adhere to the same policies, standards and guidelines.	Activity would not be approved. The activity would therefore not be a Girl Scout activity. Girl Scout monies could not be used and the Girl Scout insurance coverage would not cover the activity.

Troop Activities and Trips

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Safety Activity Checkpoints	Standard GSK	<p>Each Safety Activity Checkpoint offers you information on where and 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, what specific steps to follow on the day of the activity, and so on.</p> <p>If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with the council before making any plans with the girls.</p> <p>Few activities are only allowed with written council pre-approval and only for girls 12 and over, while some are off-limits completely.</p>		Removal from any or all volunteer roles.
First Aider	Standard GSK	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 the Safety Activity Checkpoints for the specific activity to determine whether a First Aider is required and their level of certification.		Removal from any or all volunteer roles.
Transporting Girls	Standard VE	<p>How parents decide to transport girls between their homes and Girl Scout meeting places is each parent’s individual decision and responsibility.</p> <p>For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:</p> <ul style="list-style-type: none"> • Every driver must be an approved adult volunteer 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 adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios in <i>Volunteer Essentials</i> must be followed. • If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios in <i>Volunteer Essentials</i> 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 the meeting place. 		

Troop Activities and Trips

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Private Transportation	Standard VE	<p>Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered 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—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)—check with your council to determine specific rules about renting large vehicles.</p> <p>Please keep in mind the following non-negotiable points regarding private transportation:</p> <ul style="list-style-type: none"> • Check with your council to make sure you are following accepted practices when using private transportation; this ensures that both you and your council are protected by liability insurance in the event of an accident. • If your council has given permission to use a rented car, read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout-related. 		

Accident and Liability Insurance

Sub Topic	Procedure Type	Description	Explanation	Course of Action for Non-Compliance
Basic Coverage	Policy VE	<p>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. The entire premium cost for this protection is borne by Girl Scouts of the USA, and the basic plan is effective during the regular fiscal year (October 1 to the following October 1). Up to 14 months of insurance coverage is provided for new members who register in the month of August.</p> <p>This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an <u>approved</u>, supervised Girl Scout activity. This is one reason why all adults and girls should be registered members. It is important to remember that non-registered parents, tagalongs (brothers, sisters and friends) and other persons are not covered by the basic plan.</p> <p>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 aren't 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.</p> <p>An optional Activity Insurance plan is available for Girl Scouts taking extended trips (longer than three days and two nights) and for non-members who participate in Girl Scout activities. These optional plans are secondary insurance that a council may offer to cover participants taking part in any council-<u>approved</u>, supervised Girl Scout activity. Contact your council to find out how to apply. In some cases, your council may make this insurance mandatory, particularly for overseas travel.</p>	<p>Any motor vehicle used to transport Girl Scouts must be duly licensed, insured, and operated by a responsible adult person with a valid driver's license. Refer to appropriate GSUSA safety publications for requirements for drivers and vehicles.</p> <p>Other insurance carried by the council is called Commercial General Liability Insurance. The council liability insurance covers certain suits, claims, and judgments including, in some cases, cost of defense for bodily injury and property damage. The insured, leaders and all other volunteers, individually or collectively, are covered for liability arising from appropriately carrying out their Girl Scout duties.</p>	<p>FYI-Girl Scouts of USA's basic accident insurance covers all programmed and supervised activities/ camping events which last less than two consecutive nights or three consecutive nights if one of them is an official Federal holiday. Trips or activities of any longer duration require additional insurance</p>