girl scouts of eastern washington and northern idaho

Girl Scouts
Eastern Washington & Northern Idaho

Attachment A: Standards

DEFINITION

STANDARD:

A statement that further describes the policy and provides examples and details to more fully illustrate what is required in order to meet the policy.

Standard(s) - Policy 1

When an individual Girl Scout is participating in a Girl Scout activity with her parent and/or legal guardian, the parent and/or legal guardian is responsible for the care and well being of that Girl Scout. The policy is not applicable when there are no additional Girl Scouts present.

Standard(s) – Policy 2

Individuals shall be currently registered Girl Scouts to be eligible to attend any training provided by GSEWNI.

All new troop/group leaders must complete GSUSA Volunteer Orientation and Welcome Training within the first 2 months of their appointment to the position of a troop leader (01).

All new troop/group leaders must complete Leadership Essentials within four months of their appointment to the position of a troop leader (01).

Prior to taking the troop/group out and away from the meeting place for day trips, service unit activities, or council sponsored events that do not involve overnight stays or outdoor skills, at least one registered adult accompanying the troop/group must complete and be current with Volunteer Essentials, Welcome Training, and Leadership Essentials. (Example: Pacific Science Center Camp In.)

For all non-camping trips or day activities involving basic outdoor skills at least one registered adult accompanying the troop/group must complete and be current with Volunteer Essentials, Welcome Training, and Leadership Essentials. In addition, at least one registered adult accompanying the troop/group must complete and be current with Stepping Out training. A non-camping trip is defined as a trip which includes one or more overnight stays in a home, building, hostel, hotel or site other than a campsite.

Prior to taking a troop/group camping at established campsites (including Camp Four Echoes, day camps, and private property backyard camp sites), at least one registered adult accompanying the troop/group must complete and be current with Volunteer Essentials, Welcome Training, and Leadership Essentials. In addition at least one registered adult accompanying the troop/group must complete and be current with Camping Out Training or its equivalent test as administered by the Adult Education Department.

Prior to taking a troop/group camping at primitive sites, or on a trip that utilizes non-motorized means of travel, at least one registered adult accompanying the troop/group must complete and be current with Volunteer Essentialsr, Welcome Training, and Leadership Essentials. In addition at least one registered adult accompanying the troop/group must complete and be current with Adventuring Out Training. It is recommended training will be completed at least 2 months prior to the planned event/trip.

A trip that utilizes non-motorized means of travel is defined as: a trip that involves overnight stays and non-motorized travel (e.g. bicycles, canoes, backpacking/hiking, sailing, or kayaking etc.) from point to point or repeated days of non-motorized activity.

It is highly recommended that troop/group leaders attend at least 3 hours of additional Enrichment Training within each calendar year, with the exception of the first year of service. For example, Diversity Awareness, First Aid and CPR updates, Stepping Out Training, Camping Out Training, Adventuring Out Training, workshops, and attendance at trainings at S'Mores weekend may fulfill this requirement. Enrichment Trainings may be through GSEWNI or an alternate venue. Non-GSEWNI offered trainings will be considered on a case-by-case basis by Adult Education. Qualifying Enrichment Trainings shall include content that provides leadership-building tools for girls and enhances the skills of the leader and/or council trainer.

Registered adults moving into GSEWNI from another Girl Scout council may meet training requirements by providing verification of previous training and completing a GSEWNI Welcome Training.

Standard(s) - Policy 3
When an individual Girl Scout is participating in a Girl Scout activity with her parent and/or legal guardian, the parent and/or legal guardian is responsible for the care and well being of that Girl Scout. When additional Girl Scouts are present the policy is applicable.

For any activity/trip beyond the regular meeting time and/or place, an Application for Troop Trip must be submitted to the area Program & Membership Development Coordinator (P&MDC) for review and approval prior (timeframe noted on form) to the scheduled activity.

For any trip or activity of three or more nights, the Application for Troop Trip must have additional review and approval by the Director, Membership Services or COO. Additional insurance must be purchased.

All vehicle rental contracts and agreements must be submitted to the Council to be signed by the CEO or COO. (Ref: Volunteer Essentials- Girl Scout leaders are not authorized to sign agreements or contracts for renting or chartering vehicles, vessels, and aircraft. A written agreement is required even when there is no cost.)

Girl Scout adults should carry appropriate insurance forms, current medical authorization forms, and the Crisis Management and Workplace Safety Procedures with them on all Girl Scout activities. These forms are necessary for medical treatment.

Immediate notice by phone of any accident requiring an insurance claim must be made to the GSEWNI corporate office with full details. Completed insurance claim forms with full details must be submitted to the GSEWNI corporate office in Spokane within 48 hours.

Accident calls are to be reported to the corporate office in Spokane (509) 747-8091 or (800) 827-9478, extension 911, day or night, 7 days a week. Follow the telephone prompts instructions for an emergency. This is also the office telephone answering system for after hour calls.

Standard(s) - Policy 4
Troop: A troop consists of two Girl Scout registered and trained adults (at least one must be female) and a minimum of five girls. A troop shall remain open for girl participation until GSUSA standards are met as follows: Two adults at meetings for every:

- 10 Daisy Girl Scouts
- 20 Brownie Girl Scouts
- 25 Junior Girl Scouts
- 25 Cadette Girl Scouts
- 30 Senior Girl Scouts
- 30 Ambassador Girl Scouts

See Volunteer Essentials, Chapter 4 "SafetyWise" for additional girl/adult ratio requirements.

An advisor for Senior and Ambassador Troops shall be at least two years older than the oldest girl in the troop.

Juliette Group: A Juliette Group is made up of two Girl Scout registered and trained adults (at least one must be female) with a minimum of three and less than five registered girls participating.

Juliette Girl Scout: An individual (or two) Girl Scout(s) working with an advisor for her individual program.

Standard(s) - Policy 5
GSEWNI will seek to collect attorney fees and court costs in any lawsuit, legal action or arbitration.

In the case of theft or loss of, including but not limited to product, money, and/or service unit/troop/group/day camp funds, the police must be contacted immediately and a report filed. The police report number must be

submitted to the Council office and a request for a copy of the report made within 24 hours of giving the report. A copy of the police report must be submitted to the Council office within 24 hours of receipt.

In no case may the girls divide or utilize the troop's treasury for individual personal use per IRS and GSUSA regulations.

Standard(s) - Policy 6

Each service unit, troop, group, and day camp shall set a budget annually. Budgets are to be based on realistic needs and estimated income. Money-earning projects may not exceed the amount of money needed to support group activities. Service units, troops, groups and day camps must submit proposed plans and budgets for review and approval to the Director, Membership Services prior to engaging in money-earning activities to support major projects.

Guidelines for approval of money earning activities are: Adherence to Safety Wise program standards, activity must provide for a progressive learning experience, appropriateness of the activity to the goals of Girl Scouting, and adherence to local United Way and community campaign guidelines.

Registered troops must have participated in the most recent council cookie financial literacy program to hold additional money earning activities, with the exception of those troops formed after the previous cookie program. Money earning activities held during United Way blackout periods and cookie program preorder are discouraged, but will be considered on a case by case basis by the Director of Membership Services or Chief Operating Officer.

The GSEWNI staff Juliette Coordinator shall administer bank accounts for Juliette Groups. Bank accounts are not authorized for individual Juliette Girl Scouts with the exception individuals working toward an approved Gold Award project.

Automatic Teller Machine (ATM) debit cards shall be issued for service unit/troop/group/day camp accounts. Checks or drafts may be utilized only through bill-pay, online banking. Accounts must have a paper receipt for every purchase/use of the ATM debit card, cash withdrawls, and bill-pay transaction.

Whether or not a girl participates in the Council-sponsored Product Sale or extra money earning event portion of the Girl Scout program, she must be equally funded and included in any events and activities planned by the troop/group and funded by the troop/group treasury. It is expected that troop/group funds be utilized to absorb a girl's dues and materials if it is determined by the leader that it is beyond a girl's control to pay the established troop/group dues or materials. (GSUSA policy states that no girl shall be denied membership because of economic status.)

All troops, groups, service units, and day camps must submit required financial reports, including but not limited to the Annual Financial Report. Troop leadership failing to file Finance Reports by the due date will not be permitted to hold troop meetings, or participate in service unit events and/or product sales. The bank account shall be inaccessible until the report is received and approved. Re-appointment to volunteer position is contingent upon receipt of annual financial reports. Service Unit/Troop/Group/Day Camp is to retain documentation and itemized receipts as backup for purchases and transactions for two years for auditing purposes. Service Unit/Troop/group financial reports are due to the area PMDC as requested and annually no later than the date set forth by the council.

Day Camp reports are to be filed within 15 days of completion of the event. Reports must be complete and copies shall be retained by individual submitting reports.

A specific, detailed plan for use of funds remaining in accounts shall be included with financial reports for troops, groups, and service units with a balance in excess of $125. Funds remaining may be used to cover expenses for activities, GSUSA membership fee, or a project fund planned by the girls.

Unless there is prior written approval from the Director, Membership Services or Chief Operating Officer for long range plans, sanctions may apply to troops/groups with excessive treasuries at the start of each

membership year. Sanctions may include ineligibility to participate in any money-earning activities (with the exception of the annual cookie sale) and confiscation of funds.

Standard(s) - Policy 7

Disbanded troop numbers may not be re-assigned by the service unit, per GSUSA.

When a troop disbands or fails to re-register, in no case may the girls divide or utilize the troop's treasury for individual personal use per IRS and GSUSA regulations.

When a troop disbands, the area P&MDC ensures the bank account is closed and the funds are allocated as stated above.

By prior approval of the Director, Membership Services or Chief Operating Officer, funds from a disbanded troop may be transferred to another troop for girls changing from one troop to another or changing to a different level. Amount of transfer will be determined by the Director of Membership Services or the COO based on a calculation of the number of girls registered in the troop and the bank account balance at the time of transfer.

Should a troop/group/service unit/day camp disband or fail to re-register by **October 31st** of the current membership year, the balance of funds will revert to the Girl Scouts of Eastern Washington & Northern Idaho.

Standard(s) - Policy 8

If a troop chooses to donate troop funds to another nonprofit, the troop will provide a copy of the agency's 501(c)(3) documentation from the Internal Revenue Service to the Director of Membership.

Standard(s) - Policy 9

Council-sponsored day and resident camperships are awarded on the basis of merit and need.

Scholarship application forms will be included in camp brochure or may be obtained from the Girl Scout office.

Completed Scholarship forms are to be submitted when registering for Council-sponsored day or resident camp. Incomplete forms will be returned to the applicant.

Standard(s) - Policy 10

Award is interpreted as cookie currency, participation patch, scholarship earnings, incentive items or bonuses.

A Girl Scout who has followed all Policies and Standards is not financially responsible for customers' bad checks and will receive her awards.

A Juliette Girl Scout may participate in product sales programs by aligning herself with a troop/group. Cookies or fall products are ordered by the troop/group and paid for through the troop/group. Commission earned by the troop/group remains with the troop/group and is not the property of any individual girl.

Signer on financial agreement accepts responsibility for all product(s) ordered and received and for collecting and remitting monies to the appropriate product sales person or account within the time frame established by the council.

Once Cookies are ordered and received they can not be returned. All exchanges must be receipted.

No checks over $55 shall be accepted for product sales without prior approval from the Council Product Sales Manager or Chief Financial Officer. Accepting multiple checks written on the same Account for orders over $55 is not permissible. Orders and accounts over $55 must be paid via money orders, cashier checks or cash. Checks must be made out to Girl Scouts of Eastern Washington & Northern Idaho or GSEWNI.

GSEWNI will seek to collect attorney fees and court costs in any lawsuit, legal action or arbitration.

Troops and Service Units do not earn profit on monies turned over to the GSEWNI for collection.

Girl Scout program participation expenses are defined as:

- Girl merchandise from the Council Store (includes GSUSA catalog items).
- Registration fees for approved Council, service unit day camps, or out of Council Girl Scout events including resident and day camps.
- Special troop events or travel with prior council approval.
- Project expenses incurred for approved Girl Scout Gold, Silver and Bronze Awards.
- *Destinations* travel.

Combining sales within groups or families to earn more cookie currency and other awards is prohibited.

The adult role is to encourage and support a girl's participation in the cookie program.

Cookie currency is given to individual girls to manage. The money management and budgeting experience girls receive is an integral part of the cookie program. Cookie currency must be signed upon redemption. Cookie currency is non-transferable and non-refundable if lost, stolen or girl does not attend an event. Cookie currency may not be credited toward purchases made prior to issuance nor after its expiration date. Purchases made with cookie currency do not receive coin change.

Standard(s) - Policy 11

Program Events/Activities

- Full refunds will be given, unless otherwise stated, when cancellations are before the registration deadline. Cancellations must be received 5 business days prior to event for any refund. Some events reserve the right to give no refund.
- Cancellations received after the registration deadline and on or before the 5 business days will receive 50% refund. An exemption – due to serious injury or illness less than 5 days before the event a 75% refund will be given when written documentation from the attending physician is received.
- GSEWNI reserves the right to cancel any event activity if there is insufficient registration or other special circumstances. Full refund to participants, including deposit, will be given.

Destinations

- Applications for *Destinations* funds must be submitted within six weeks of notification of acceptance to a *Destinations* event, or troop/group decision to plan an activity.
- Girls will be considered for receiving *Destinations* allocations based on the combined merit of meeting with other Girl Scouts or Girl Guides, family need, active registered Girl Scout, and participation in a recent Council Product Sale.
- Participants may apply for *Destinations* funds by filling out an application obtained by request from the council Program Department, and submitting it to the GSEWNI corporate office in Spokane.
- Girls receiving *Destinations* funds are expected to remain active in Girl Scouting and will give at least three presentations within one year of their event.
- A report form will be completed by the participant for documentation of the *Destinations* event.
- The report will include information about presentations schedule and an event expense report. The report will be due two (2) weeks after returning from a *Destinations*.

Resident Camp

- There will be no refund if a camper leaves camp early due to homesickness or parent/guardian request.
- Registration for registered Girl Scouts opens each year as stated in the camp brochure. Deposit fee must accompany the application. This is non-refundable except if the girl is not placed or campership is not sufficient. The deposit fee is notice of intent to attend and will be applied to the total fee.
- A full refund will be paid if camper applies for a campership and is denied, or is not able to afford the balance of camp fees after the campership has been awarded.

- Refund, minus deposit, of amount paid will be made if a girl's illness prevents her attendance. Statement of such by a physician must accompany the parent/guardian written refund request prior to the session.
- If a camper leaves camp because of illness, the balance will be prorated and refunded upon written request of the parent/guardian. Request must be received no later than two weeks after camper returns home.
- Where special skills are required at resident camp, the camp director will make final decision on participation after the girl arrives at camp. If her skills are not sufficient, she will be transferred to a program in which she is qualified. If the girl chooses not to participate in a substituted activity, a prorated fee may be refunded.

Standard(s) - Policy 13

The board may delegate to the CEO the authority to accept or reject office and camping equipment and other specified items, provided the value of any gift from any organization or person does not exceed an amount set by the board and further provided that adequate investigation of the item is conducted to assure that the item will be a benefit to the council and not constitute an inappropriate liability.

Standard(s) - Policy 15

Members of the board and/or board development committee may have family members who are employed as temporary or seasonal staff. All employed personnel decisions are made or approved by the CEO.

Standard(s) - Policy 16

How to get proposals to the Annual Meeting:

Any member of the council may propose changes to the Bylaws.

a. This proposal must be discussed with the Service Unit Delegates and members for your area.
b. This proposal is to be submitted (utilizing the "Proposal For Amending Bylaws" form) to the CEO before December 31st to be considered for the forthcoming Annual Meeting.

The proposal shall be in writing setting forth the specifics of the proposal, the staff needed, equipment and any other information needed to fully apprise the council of the nature and ramifications of the proposal. The proposal will be submitted to the board Policies & Bylaws committee and/or appropriate staff members for review and recommendation.

Standard(s) - Policy 17

Any publicity, photo releases, or planned media coverage must be approved in advance by CEO, COO, or designee.

All materials used to advertise and/or distribute information regarding troop or service unit activities to the rest of the council, shall be approved by the Director, Membership Services or COO.