girl scouts
of eastern washington
and northern idaho

# POLICIES

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Amended: May 13, 2013

# GIRL SCOUTS OF EASTERN WASHINGTON & NORTHERN IDAHO

# POLICIES

## Applicability

The Policies in this document are to be followed by all members of Girl Scouts of Eastern Washington & Northern Idaho (GSEWNI). Compliance is mandatory.

## Introduction

This document establishes policies of the GSEWNI Council and is an adjunct to the following publications and documents:

- BLUE BOOK OF BASIC DOCUMENTS, publication of the Girl Scouts of the United States of America (GSUSA), stating the accepted rules of action which are binding on those whom they affect;
- VOLUNTEER ESSENTIALS (current), including SAFETY-WISE, a publication of GSUSA standards for Girl Scouts;

It is to be used by all adults, including but not limited to, those who work directly with girls in troops/groups, camps, and special events.

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# I. ABBREVIATIONS & DEFINITIONS

**GSEWNI – Girl Scouts of Eastern Washington and Northern Idaho Council**

**GSUSA – Girl Scouts of the United States of America**

**COUNCIL SPONSORED EVENTS - All trainings, day and resident camps, activities, and program events organized and supervised by council staff.**

**POLICY – A course of action established by the Board of Directors which is binding upon all members.**

# II. VOLUNTEERS

## VOLUNTEER SERVICES

**Policy 1:** **All staff, potential staff, board members, and operational volunteers, except those acting in a temporary, advisory, or consultative capacity, are required to sign a release for a criminal background check, and updated every two years, in order to be considered a candidate for, or remain in, a paid or volunteer position.**

## TRAINING

**Policy 2:** **All Troop/Group Leaders and Council Certified Trainers must complete required trainings designated by GSUSA and GSEWNI to maintain appointment to their position.**

**Policy 3:** **There must be at least one GSUSA-registered adult with current Level I First Aid and CPR certifications at all GSEWNI functions and activities that occur outside of the regular meeting place and where girls are present. Level 2 certification is required for camping events exceeding 200 participants, for resident camp, for high ropes courses, and for events using non-motorized travel 10 or more miles from a trailhead.**

# III. TROOP ORGANIZATION

**Policy 4:** **Troops will be organized into groups in compliance with Standards as stated in Volunteer Essentials. A troop will remain open for enrollment of additional members until the maximum program age level ratio of adults to girls is met.**

# IV. FINANCE

**Policy 5:** **All money raised or earned and other assets received in the name of and for the benefit of Girl Scouting must be authorized by GSEWNI or GSUSA and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by GSEWNI or GSUSA. Such assets are not the property of an individual girl or adult, service unit, troop, group, or communities within the council. Any person who misuses council assets will be removed from their Girl Scout position(s) and is subject to prosecution.**

**Policy 6:** **All service units, troops, groups, and day camps shall safeguard all funds and make timely deposits of monies collected. Funds exceeding $25.00 must be deposited in an account at a GSEWNI-approved financial institution. Accounts will be maintained in the name of "Girl Scouts of Eastern Washington & Northern Idaho – Service Unit/Group/Troop/Day Camp # _____" utilizing the council tax identification number. All authorized users of each bank account(s) must be registered Girl Scouts, unrelated and reside in separate households. All Girl Scout funds are to be maintained in a fiscally responsible manner and practice.**

**Policy 7:** **Should a troop/group/service unit/day camp disband or fail to re-register, the balance of any funds will revert to the Girl Scouts of Eastern Washington & Northern Idaho and placed in the GSEWNI Opportunity Scholarship Fund.**

**Policy 8:** **GSEWNI is incorporated as a nonprofit 501(c)3 by the Internal Revenue Service; as such, a contribution may only be tax deductible when the primary beneficiary is GSEWNI, not an individual girl, adult, troop/group, or service unit. Funds contributed for specific troops/groups, service units, and day camps (t/g/su/dc) will be forwarded by GSEWNI to the identified t/g/su/dc. For a single cash donation to a t/g/su/dc that exceeds $250, the excess above $250 shall be contributed to the GSEWNI Opportunity Scholarship Fund <u>if no prior council-approved plan exists for those funds.</u>**

# V. SCHOLARSHIPS

**Policy 9:** **Scholarships for annual GSUSA membership dues, handbooks, basic uniform components, program activities, and adult training, as GSEWNI budget allows, shall be available for all girls and adults registered in GSEWNI. The amount of scholarship granted shall be based on financial need. Girls must utilize available product sales revenue (e.g. Cookie Dough) prior to applying to the GSEWNI Opportunity Scholarship Fund**.

# VI. PRODUCT SALES PROGRAM

**Policy 10:** **GSEWNI shall conduct product sales programs that comply with GSUSA.**

# VII. EVENTS & ACTIVITIES FOR GIRLS

**Policy 11:** **GSEWNI shall develop and deliver council-sponsored events throughout our designated region that are based on the Girl Scout Promise and Law, that meet**

**the needs and interests of girls, and that encourage and assist individual girls to participate in national and international events and activities.**

## VIII. INSURANCE

**Policy 12**: **Through membership in GSUSA, GSEWNI provides comprehensive liability insurance for all approved GSEWNI activities.**

## IX. GIFT ACCEPTANCE

**Policy 13**: **The Council adheres to the Donor Bill of Rights. The GSEWNI Board, or its designee, reserves the right to accept or decline gifts to the Council. All gifts of real or personal property (other than monetary donations) shall be accepted or approved by the vote of the board of directors.**

## X. SALE & DISPOSAL OF COUNCIL ASSETS

**Policy 14**: **The sale and/or disposal of council assets shall be approved by the vote of the GSEWNI Board of Directors.**

## XI. CONFLICT OF INTEREST

**Policy 15:** **A member of the board and/or board development committee shall not have a significant other, immediate family member or reside in the same household as a regular full or part-time employee of GSEWNI. A member of the board and/or board development committee must relinquish GSEWNI operating volunteer assignments and responsibilities during the time they serve on the board of directors and/or board development committee.**

## XII. POLICY INFLUENCING

**Policy 16**: **All proposals to be submitted at the Annual Meeting are to be addressed to the GSEWNI board chair according to the timeline established by the board.**

## XIII. PUBLIC RELATIONS

**Policy 17:** **Only the Council Board chair and CEO or designee, may speak to the media in a crisis situation on behalf of the Girl Scouts of Eastern Washington & Northern Idaho.**