



# POLICIES

# **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.

## **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 if no prior council-approved plan exists for those funds.

## **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. INSURANCE**

**Policy 11:** Through membership in GSUSA, GSEWNI provides comprehensive liability insurance for all approved GSEWNI activities.

## **IX. GIFT ACCEPTANCE**

**Policy 12:** 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 13:** 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 14:** 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.

## **XIII. PUBLIC RELATIONS**

**Policy 15:** Only the Council Board chair and CEO or a designee, may speak to the media on behalf of the Girl Scouts of Eastern Washington & Northern Idaho.



Girl Scouts  
Eastern Washington & Northern Idaho

Attachment A: Standards  
Updated: 02/26/2020

## **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 2**

Individuals: To be eligible to attend any training provided by GSEWNI one must be a currently registered Girl Scout.

- Registered GSEWNI adults with specialized skills may meet training requirements and as such should fill out the form online for an equivalency certification.

- A key responsibility of all adult Troop leaders and/or adult volunteers is the ability to provide conflict resolution whenever needed.

#### **I. New Troop Leader Training:**

A) All new troop leaders must complete GSUSA Volunteer Orientation video (**GS101**) **within 60 days of appointment.**

B) **All primary troop leaders must complete Welcome Training within 90 days** of their appointment to the position.

#### **II. Outdoors and Troop Travel Trainings**

- A) To go on a field trip with a troop, it is highly recommended that leaders complete the Field Trips and Outings 101 course (online).
- B) To go on overnight trips with a troop, leaders must complete Overnight Trips course (online).
- C) To do outdoor activities and camp at sites that provide potable water and toilets (fulfilling the training requirements for 'Safety Activity Checkpoints- Hiking, Camping, and Outdoor Cooking'), leaders must complete Outdoor Essentials Basic.
- D) To do outdoor activities in the wilderness without potable water and toilets, and to take children backpacking (fulfilling the training requirements for 'Safety Activity checkpoints- Backpacking'), leaders must: complete Outdoor Essentials – Advanced.
- E) To take a troop on a backcountry trip that is further than 30 minutes from help from a medical professional (fulfilling the training requirement for certification as an advanced first aider, per the Safety Activity Checkpoints), leaders must complete Wilderness First Aid OR
  - I. Apply for an equivalency certificate via our website if you are a physician, physician's assistant, licensed practical nurse, paramedic, military medic, wilderness trainer, or Emergency Medical Technician (EMT).
  - II. Troop leaders who do not have this certification/ background will need to take this training before any troop trip that is further than 30 minutes of help from a medical professional. For example, if a trailhead is within 30 minutes of help from an ambulance and you can hike back out to it, you do not need Wilderness First Aid. If, however, you are hiking in a remote area without cell phone service, someone on your volunteer team will have to be an advanced first aider.
  - III. This is subject to change per the [Safety Activity Checkpoints](#) updates.
- F) To go on extended trips and international travel (fulfilling the requirement for 'Safety activity Checkpoint- Travel,' leaders must complete the Extended Trips/ International travel course (online).
- G) It is highly recommended that you have permission forms for field trips (found on our website- [Parent Permission Form](#)). It is not required that you have permission forms.

### III. Special Skills Training

- A) In order to do certain activities with Girl Scouts, leaders may have to do specialized trainings. The following trainings are available through Council:
- i. Swimming – Leaders must take Lifeguarding (fulfilling the requirement for ‘Safety Activity Checkpoint- Swimming’) to go swimming with girls in areas where there is no lifeguard on duty.
  - ii. Small Watercraft – Leaders must take the Paddlesports Safety Course Online (fulfilling the requirement for ‘Safety Activity Checkpoints: Canoeing, Corcl Boat, Kayaking, Rowboat, Stand Up Paddleboard - flat, near shore, no current)’
  - iii. Archery- Leaders must take Archery (fulfilling the requirement for ‘Safety Activity Checkpoint- Archery’) to lead girls in archery on any range without an instructor.
  - iv. Please refer to the *Safety Activity Checkpoints* for the most up-to-date specifics about requirements for skills training

### IV. Other Trainings

- A) Other trainings including Ceremonies and Traditions, On the Level (where leaders learn about different age groups), troop finances, etc. are available to you through our Adult Education online and in-person trainings.
- B) Certified First Aider: see Standard(s) Policy 3

A GSEWNI online troop trip form may be required prior to taking a troop/group camping or using basic outdoor skills.

A GSEWNI online troop trip form is required 4 weeks prior to taking a troop/group camping at non-approved sites or on a trip that utilizes non-motorized means of travel.

- 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.

#### **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.

*Certified First Aider:* needs to review appropriate insurance forms, current medical authorization forms, and safety procedures/documents. Provides basic first aid as needed.



#### **Standard(s) - Policy 4**

*Troop:* Consists of a minimum of two registered unrelated and background checked adults, one being female, and five registered girls. Men can serve as troop volunteers, but an adult female who is not related to the other volunteer must be present at all times, and at no time is a girl to be alone with only one volunteer. Remember to also check the adult-to-girl ratios in *Volunteer Essentials*.

An advisor for Senior and Ambassador Troops shall be at least two years older than the oldest girl in the troop. See *Volunteer Essentials*, for additional girl/adult ratio requirements.

Troops will remain 'OPEN' in the Opportunity Catalog, displaying open spots for enrollment.

#### **Standard(s) - Policy 5**

Per IRS and GSUSA regulations, a troop's treasury shall benefit all the girls in the troop and shall not be used for individual personal use. Money may not follow a girl when she leaves or changes troops; the money she earned as part of the troop will remain with the troop.

For the purposes of a troop trip, troops may decide to keep individual financial records for the personal contribution portion provided by each family. Troop funds must support all girls in the troop. Use of funds and decision making for trips should be made by the girl members and communicated to the girls' families. Girls, parents and volunteers must understand that if anyone leaves the troop/group or plans change, funds do not belong to the individual and may not follow her should she transfer troops or choose to participate as an individual Girl Scout or Juliette.

Troops may vote to use troop funds for an individual's highest award project.

In the case of theft or loss of GSEWNI assets, 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. A request for a copy of the report must be made within 24 hours of giving the report, and a copy of the police report must be submitted to the Council office within 24 hours of its receipt from the police department.

In the event GSEWNI must recover assets by hiring a debt collection agency, an attorney or pursuing legal action, GSEWNI will seek to collect all costs associated with said debt collection, including but not limited to, attorney fees and court costs in any lawsuit, legal action or arbitration.

#### **Standard(s) - Policy 6**

**Banking:** A troop ,service unit, day camp bank account must have a minimum of 2 unrelated, current Girl Scout members, with current approved background checks, residing in separate households, as debit card holders on the account. Failure to adhere to this requirement may result in the account being frozen.

Bank accounts are not authorized for individual Juliette Girl Scouts with the exception of individuals working toward an approved Gold Award project or Girl Scout Destination.

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 withdrawals, and bill-pay transaction.

ATM withdrawals are not allowed without documentation (receipt) of what the money is being spent for and are highly discouraged. ATM withdrawals require submission of this documentation to the council office at the time of the annual reporting.

A Bank Account overdrawn two (2) times in a three (3) month period will be frozen and the debit card holder who caused the overdraft shall be removed from the account and that person's debit card shall be cancelled. To remove the freeze on the account, the balance must be brought up to positive and a new account holder must be in place.

Bank Accounts will be frozen immediately if there are questionable use of funds or delinquent activities relating to product sales. Accounts will be reinstated as appropriate once all issues have been resolved.

GSEWNI staff will randomly audit bank accounts.

**Budgeting:** Each service unit, troop, group and day camp shall set an annual budget. Budgets should be based on realistic needs and estimated income. Service units, troops, Groups and day camps must submit proposed plans and budgets for review and approval to GSEWNI prior to engaging in money earning activities to support major projects. Money earning projects may not exceed the amount of money needed to support group activities.

**Collecting Funds:** CheddarUp is the preferred method of person to person online financial transactions associated with Girl Scout funds.

If a troop chooses to donate troop funds to another nonprofit, the troop will provide a copy of the chosen nonprofit's 501(c)(3) documentation from the Internal Revenue Service to GSEWNI in the troop's annual report. Donations over \$250.00 are not allowed.

**Money Earning Activity Guidelines:** When troops/service units/day camps participate in Money Earning Activities, they must adhere to Safety Activity Checkpoint program standards. The Money Earning Activity must provide a progressive learning experience that is cognitive age and level appropriate and that furthers the goals of Girl Scouting. To hold a Money Earning Activity, registered troops must have participated in the most recent council product sales financial literacy program (Fall Products/ Cookies), with the exception of those troops formed after the previous product sales program.

Whether or not a girl participates in the council-sponsored Product Sales or extra money earning event portion of the Girl Scout program, for most activities, 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 it is to be determined by the leader that it is beyond a girl's control to pay the established troop/group dues or materials.

**Financial Reporting:** All troops, groups, service units, and day camps must submit required financial reports, including but not limited to, the Annual Financial Report. Service Unit/Troop/group financial reports are due to Council no later than the date requested annually. – Day Camp reports are to be filed within 15 days of completion of the event. 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. Reports must be complete and copies shall be retained by individual submitting reports.

The bank account shall be inaccessible until the report is received and approved. Group leadership failing to file Finance Reports by the due date may not be permitted to hold troop meetings or participate in service unit events and/or product sales. Re-appointment to volunteer position is contingent upon receipt of annual financial reports.

When troop/service unit/group has a bank balance in excess of \$2,400 or the equivalent of \$200/girl, Council may request a specific, detailed plan for use of funds remaining in the accounts.

Funds remaining may be used to cover expenses for Girl Scout program expenses and activities, GSUSA membership fee, or funds for a project planned by the girls.

Girl Scout program expenses are defined as:

- Girl merchandise from the GSEWNI Store or GSUSA Store
- 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
- General project expenses

Unless GSEWNI has provided prior written approval for long range plans, GSEWNI may apply sanctions to troops/groups with excessive treasuries at the start of a membership year. Sanctions may include the ineligibility of the troop/service unit/group to participate in any money-earning activities (with the exception of the annual cookie sale and fall product 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, the money left in the troop account becomes an asset of GSEWNI. In no case may the girls divide or utilize the troop's treasury for individual personal use per IRS and GSUSA regulations.

Troops may vote to gift the troop treasury to the Service Unit upon disbanding.

Should a troop/group/service unit/day camp fail to re-register by **October 31st** or disbands at any time, without voting to gift its treasury to its Service Unit, the balance of funds will revert to the Girl Scouts of Eastern Washington & Northern Idaho in support of the Opportunity Fund Scholarship Program. Consideration will be given to subsidize Service Units with a portion of these funds in recognition of Service Unit support of new troop start up and financial assistance for girls and adults.

### **Standard(s) - Policy 8**

Financial Aid and/or Scholarship forms can be completed on the GSEWNI website at [gsewni.org](http://gsewni.org).

Scholarship requests for registration should be completed and submitted at the time of registration.

Scholarships for membership, council sponsored activities, Girl Scout Destinations, adult and girl training, and store items (limited to tunic or sash and 1 program book) are awarded on the basis of merit and need.

Troops and Service Units should budget for membership dues and for basic uniform components and program activities as their budget allows.

### **Standard(s) - Policy 9**

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

An award is interpreted as cookie currency, participation patch, scholarship earnings, and incentive items.

A Girl Scout Juliette (Individually registered girl member) may participate in product sales programs by aligning herself with a troop/group or a staff run outreach program. Cookies or fall products are ordered by the troop/group and paid for through the troop/group. Proceeds earned by the troop/group remains with the troop/group and is not the property of any individual girl.

The signer on financial agreements 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 cannot be returned. All exchanges must be receipted.

No checks over \$72 shall be accepted for product sales without prior approval from the Council Product Sales Manager. Accepting multiple checks written on the same account for orders over \$72 is not permissible. Orders and accounts over \$72 must be paid via money orders, cashier checks, cash, or credit/debit card (where available). 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.

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

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 is non-transferable
- Lost or Stolen Cookie currency can be reissued for a fee
- 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

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

#### **Standard(s) - Policy 10**

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 as noted in the Gift Acceptance Policies.

#### **Standard(s) - Policy 11**

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 Chief Executive Officer.

**Standard(s) - Policy 12**

Any publicity, photo releases, or planned media coverage must be approved in advance by Chief Executive Officer 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 Chief Executive Officer or designee.