

GSNYPENN Pathways Policies

Policy: Membership Registration. 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 \$25 annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity. Financial Assistance is available for girl registration. Adults may apply for financial assistance, if their participation is required for safety purposes.

Policy: Photo Release Girls or adults engaging in any Girl Scout events/activities sponsored by the Girl Scouts of NYPENN Pathways, Inc. will be required to have signed Photo Releases for Adults and/or Minors completed prior to, or at the event, giving consent that photographs and/or electronic images may be used by Girl Scouts of NYPENN Pathways, Inc. for the purpose of pictorial and promotional presentations to the community about Girl Scouting. This policy has been established to protect the rights and identity of all girls and adults. The release is located on the girl and adult online registration forms. By signing the acknowledgement (i.e. checking the appropriate box on the online form allowing for photo usage) you agree that these images shall become the property of Girl Scouts of NYPENN Pathways, Inc. and they shall have the right to use these images as they may desire free and clear of any claims whatsoever of participants who have given prior consent.

Policy: Uniforms An official uniform is required when girls participate in ceremonies or officially represent the Girl Scout Movement. Girls should wear their age level appropriate tunic, vest or sash with a solid white shirt and khaki pants or skirt. Girl Scouts in high school can wear a scarf that unites their look with the sisterhood of Girl Scouts around the world. The official uniform for adults is navy blue business attire worn with an official scarf, and membership pins for women, and a tie for men. The Girl Scout uniform is a symbol of pride and membership; however, it is not required for participation in Girl Scouting.

Policy: Troop/Group Size Troop/group size will follow the standard set by GSUSA. Girls participate in groupings large enough to provide experience in self-government and small enough to allow for the development of the individual girl. A group consists of **at least five girls** from more than one family and can include multiple grade levels.

Policy: Volunteer Management System Girl Scouts of NYPENN Pathways, Inc. utilizes the Volunteer Management System designed and recommended by GSUSA.

Affirmative Action for Volunteers There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, religion, citizenship, ancestry, marital status, veteran status, socioeconomic status, or other characteristics protected by federal, state, or local law. In addition, to ensure full equality of opportunity in all operations and activities of the organization, Affirmative Action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing representation of underrepresented population groups.

Recruitment The recruitment process consists of a number of methods to attract qualified volunteers who will be matched to appropriate open or newly created positions. Written position descriptions that define specific responsibilities and clarify expectations will be completed prior to recruitment and used in the search. Each volunteer will also be required to complete an application and undergo a background check prior to appointment.

Background Check As of July 1, 2009, all prospective volunteers will undergo a background check. The Girl Scouts of NYPENN Pathways uses the independent services of Verified Volunteers to conduct a search of each volunteer in the National Sex Offender Registry and to review all Criminal records including motor vehicle records. Background checks will be conducted every three years on active, registered volunteers. Failure to do so will result in termination. We DO NOT conduct credit checks. Any adults participating in troop meetings, events, activities, providing transportation, chaperoning a trip or attending an overnight experience **MUST** be background checked.

Required Courses Depending on a volunteer's role in Girl Scouts we have different orientations, webinars and workshops in place for continued success and girl safety. Typically, **Volunteer Orientation** and **Role Specific Training** is

required. Again, depending on your level of volunteering, **CPR and First Aid certification** may be required. **Simply Successful Overnights** is required if you will be taking girls on an overnight where you will not be cooking OR where you will be using standard kitchen appliances to prepare food and **Simply Successful Camping** is required if you will be taking your troop camping where you will be sleeping in tents or primitive structures OR cooking and food preparation methods do not include standard kitchen appliances – including cooking over an open fire, propane stoves etc. **Small Craft Safety** certification is required for canoeing and kayaking.

Guidelines for the Girl Scouts of NYPENN Pathways Volunteer Management System: (the table also reflects Direct Primary, Secondary and Indirect wording)

<u>Position Title</u>	<u>Position Code</u>	<u>Registration</u>	<u>Background Check</u>	<u>Volunteer Orientation</u>	<u>Role Specific Training</u>	<u>Online Girl Scouting 101</u>
Co-Leader	DP	X	X	X	Leadership Essentials	Suggested
Troop Helper Transportation Trip Chaperone First Aider*	DS	X	X	Support Pamphlet w/ Position Description	*First Aid/CPR Certification	Suggested
Troop Product Sale Coordinator	DS	X	X	Support Pamphlet w/ Position Description	Troop Product Training	Suggested
Overnight/ Outdoor (camping)	DS	X	X	X	SSO/SSC	Suggested
Service Team Member	IP	X	X	X	Leadership Essentials	Suggested
Clerical Support	IS	X	X	X	X	Suggested
Encampment Director	IP	X	X	X	SSO/SSC, SU Encampment Director	Suggested
Day Camp Director	IP	X	X	X	Day Camp Director	
Camp Volunteer	DS	X	X	X		Suggested
Board Member	IS	X	X	X	X	
Series Facilitator	DP	X	X	X		GS101 for Series & Events
Event Coordinator	DS	X	X	X		GS101 for Series & Events

Event Support Committee	DS	X	X	Support Pamphlet w/ Position Description		GS101 for Series & Events
Service Unit Recruiter	IP	X	X	X	X	
Travel Pathway Coordinator	DP	X	X	X	X	
Travel Chaperone	DS	X	X	Support Pamphlet w/ Position Description		
Service Unit Product Sales Coordinator	IP	X	X	X	Council Product Sales Training	
Episodic Volunteer	IS	X*	X – depends on level of volunteering	Varies		

**Recommended, not required*

Adult Learning and Development All volunteers will receive basic training for their position and will also be required to complete additional training that is designated as mandatory for the position within a designated period following appointment to a position. Each volunteer is provided with an overview of the Girl Scout purpose and organization, local council information, and the support systems available to help them in their work. Orientation can be done one-on-one or in a group setting.

Placement Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the council. In instances where this is not possible, the needs of the council will take precedence over the needs of the individual. Individuals not placed in a position for which they applied may be recommended for other positions, and they may request reassignment.

Appointment Each volunteer is appointed on the basis of ability to perform the volunteer position, volunteer and council need, ability and willingness to attend training, and qualifications for membership in the Girl Scout Movement. Volunteers serving as troop co-leaders and service team members will participate in a live orientation prior to appointment. Volunteers working with girls in a variety of pathways shall be appointed for a term not to exceed one year. Girl Scouts of NYPENN Pathways has the right to deny appointment to any position.

Membership All adults participating in the Girl Scout Movement shall meet GSUSA membership standards, be registered through the council as members of the Girl Scout Movement, and shall agree to abide by the policies and principles of GSUSA and Girl Scouts of NYPENN Pathways, Inc.

Volunteer Records The council maintains confidential records for all volunteers following their placement in a position. Records include: volunteer application, background check, performance evaluations, counseling and recognitions.

Support Each volunteer will have a designated supervisor and support team. Supervisors are responsible to help volunteers understand their role and responsibilities, and provide recognition, support, and appreciation for their contributions to organizational achievement. Supervision includes, but is not limited to:

- Clarifying expectations and setting performance goals;
- Problem solving and identifying available resources;
- Monitoring and evaluating progress towards goals, or appraising performance;

- Recognizing work well done;

Recognition The council's formal recognition system will be consistent with the GSUSA standards. 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 believes in the importance of ongoing recognition through informal and formal methods.

Reappointment Prior to the completion of the term, each volunteer who is to be reappointed to the same position or rotated to a different position may receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to council and GSUSA policies and standards, support of the Girl Scout purpose, values, and council goals, as well as positive relationships with the community, parents, other volunteers, and council staff. There will be mutual acceptance of position accountabilities, expectations, and time commitments. Updated position description/agreements may need to be signed and kept on file with council staff as necessary.

Release of a Volunteer Either the council or the volunteer may initiate a release of a volunteer from a position at any time.

Resignation A volunteer is requested to give as much written notice as possible when resigning and to communicate in advance with the Service Unit Manager and Regional Support Manager. A minimum of two weeks is requested so that arrangements can be made to provide ongoing adult leadership for girls. The written resignation will include the reason for the resignation and date. The written resignation will be acknowledged by the managers within ten business days.

Policy: Corrective Action Process Situations may arise that make it necessary to release an individual from a position. The council may release an individual to include, but not limited to, restructuring of positions, elimination of the volunteer position in which the individual serves, the volunteer's inability or failure to complete the requirements of the position, or the refusal to comply with council or Girl Scouts of the USA policies. Release from the position does not cancel membership with Girl Scouts of the USA unless it is determined that the volunteer is unable to meet the membership requirements.

Action Step 1: 1st verbal warning. Will be conducted either in person with SUM or staff member or via telephone with follow-up letter from Regional Support Manager w/ agreed upon corrective action stated. If three attempts have been made to contact the individual, a letter will be sent stating the need for corrective action and that this is the first warning.

Action Step 2: 2nd and final verbal warning. An in-person meeting with SUM or staff member to discuss the issue in need of correction with follow-up letter from Regional Support manager with agreed upon corrective action stated. If three attempts have been made to contact the individual, a letter will be sent stating the need for corrective action and that this is the final warning.

Action Step 3: Volunteer is released with a letter sent Certified/Return Receipt from the Director of Membership Support.

Instances where verbal warnings don't apply and the volunteer will be automatically released:

- Aggressive behavior where a staff member or volunteer is personally attacked/harassed/assaulted verbally or physically;
- Misconduct and/or Misappropriation of funds;
- Willfully compromising girl safety and lack of adherence to GSUSA safety standards;
- Malicious gossip or derogatory attacks concerning anyone associated with Girl Scouting;
- Fraudulent statements or misrepresentation;
- Soliciting or accepting gratuities;
- Arrested and charged with a misdemeanor or felony offense;
- Other forms of immoral, unethical or improper conduct whether during volunteer or non-volunteer hours if they materially may affect the reputation and integrity of the Girl Scout movement or council.

In the event that a volunteer has been suspended due to an arrest, and wishes to return to their volunteer role they will need to reapply and supply Girl Scouts of NYPENN Pathways with their official legal disposition and/or any other documentation if the charges are dismissed. If a volunteer is found guilty of a felony they cannot reapply. If a volunteer

is found guilty of a misdemeanor they may not serve in a direct service role with Girl Scouts of NYPENN Pathways, until a period of seven years has passed without any charges on their record.

Girl Scouts of NYPENN Pathways strives to provide girls with exemplary role models as troop leaders. We do all we can to make the Girl Scout volunteer experience enriching and rewarding for our volunteers. To that end, we try hard to match individuals to the appropriate volunteer pathways and positions based on their skills, competencies, interests, and availability; and to ensure that they understand and abide by the policies and standards of the council and Girl Scouts of the USA (GSUSA).

Policy: Anti-Harassment The council will provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment. The council expressly prohibits any form of harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, citizenship, ancestry, veteran status, sexual orientation or any other characteristic protected by federal, state, or local law.

The council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment. Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, council staff member, or any agent of the organization; should promptly report the incident to a supervisor or to the CEO/designee. The supervisor, upon receiving such a complaint, must report the matter to the CEO/designee, who will conduct an investigation and, depending on the findings, take appropriate corrective actions.

Policy: Anti-Sexual Harassment It is against the council's policies for any individual, male or female, to sexually harass another volunteer, employee, or Girl Scout member of the same or opposite sex. The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or suspend from affiliation with the council any volunteer who, in conducting Girl Scout program, sexually harasses another volunteer, employee, or Girl Scout member of the same or opposite sex. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual acts or favors, abusing the dignity of another through insulting or degrading sexual remarks or conduct and threats or suggestions that a volunteer's status is conditioned upon toleration of or acquiescence to sexual advances. Some examples of sexual harassment that could create a hostile work environment include telling of sexual jokes or stories; the presence of sexually explicit photographs or other materials; touching of another person's clothing, hair or body; making sexual comments about another person's body; making sexual comments or innuendoes; asking personal questions about another person's social or sexual life; staring; leering; and making sexual gestures. Any volunteer who feels that she or he has been sexually harassed should promptly report such behavior to a supervisor or the CEO. Upon receiving a complaint, a supervisor will report the matter to the CEO. The CEO will conduct an investigation and, depending on the findings, take appropriate corrective action.

Policy: Girl Scout Activities in Private Homes/Private Property Volunteer troop leadership who use a private home for Girl Scout activities are responsible to secure a home inspection by council staff prior to the event. Volunteers who choose to use their homes for Girl Scout activities are advised to check with their insurance agent to review their homeowners'/renters' policy. If a meeting/activity is being held in an individual's house, or on private property of any kind, GSNYPENN Pathways needs a copy of the homeowners'/renters insurance coverage. The reason for this is when a Girl Scout activity takes place, there are at least two entities that incur liability exposure: 1.) the group/ individuals leading the activity and 2.) the owner of the property on which the activity takes place. When the activity is at a 'non Girl Scout' site, such as a volunteer's home, the council essentially still has liability as Girl Scouts of NYPENN Pathways volunteers are leading the event/meeting. The volunteer/property owner, however, has also assumed additional responsibility as the property owner. Property owners have responsibility for the safety of individuals they invite onto their premises/property. In addition, anyone over the age of 18 residing in the private home must have completed and received a satisfactory background check through Girl Scouts of NYPENN Pathways. Girl Scouts of NYPENN Pathways, Inc. strongly recommends that public or community buildings be used for troop/group meetings and service unit events/activities. Ensuring the safety and accessibility of girl members, along with protecting our volunteers is our primary concern.

General concerns of meeting in an individual home/private property:

1. Most homes do not comply with the "meeting place" criteria since they most often do not have handicap accessible entrances nor do they have remote, lighted, emergency exits.
2. Pets, particularly dogs that are not used to being around other children may present a liability/risk when frightened or startled. Allergies may also exist with troop members.
3. Siblings, for a variety of reasons, may present additional risk exposures to girls and may also be a distraction to the adult leaders and/or meetings.
4. Design of a home vs. a large and open meeting space may prevent leaders from properly observing interactions between girls and also from effectively monitoring their behaviors.
5. Attractive nuisances, such as trampolines, scooters, and other equipment can quickly become a liability and result in injuries.

Policy: Conflict Resolution/Dispute All volunteers shall have the opportunity to present their concerns and work to resolve the issues in a timely manner using the Council's conflict resolution procedures.

A "conflict" is defined as any kind of disagreement between two or more volunteers and/or parents. A "grievance" is defined as a dispute over the interpretation or application of a Council policy, practice or procedure OR a disagreement between one or more volunteers and an employed staff person. The procedure is as follows:

Volunteers are first expected to discuss concerns with the individuals involved when a grievance or conflict arises. A non-blaming, problem-solving tone of respect and engagement should be adopted during these discussions. The problem-solving tone focuses more on the objective and desired outcome. If this does not resolve the issue, then:

The parties should jointly discuss the situation with their Regional Support Manager and/or staff for support and guidance. If this does not resolve the issue, then:

Each party involved in the conflict will fill out an "Incident Report" and submit it to their Regional Support Manager, unless the conflict is with the Regional Support Manager or other staff, in which case the report is submitted to the Council office.

Council staff will review and research all incident reports. The Council staff will then provide a resolution plan. If one or more parties are not in agreement with the resolution plan then the party(s) may, within 10 working days of the meeting held to resolve the grievance, submit to the next level of supervision a request, in writing, to continue the grievance process. The request should include the results of the first attempt at resolution, including dates, times, people involved, proposed resolution and explanation of why the proposed resolution is not acceptable.

The next level of supervision will respond to the request within 10 working days of receipt of the request to offer direction. If the issue is not resolved, the volunteer with the grievance may, within 10 working days of the meeting held to resolve the grievance, submit a request in writing to the next level of supervision to continue the grievance process. The request should include the results of the prior attempts at resolution, including dates, times, people involved, proposed resolution and explanation of why the proposed resolution is not acceptable.

The next level of supervision, will respond to the request within 10 working days of receipt of the request to offer direction and resolution. If the issue is not resolved, the volunteer with the grievance may, within five (5) working days of the meeting held to resolve the grievance submit to the CEO, or designee, a request in writing to continue the grievance process. The request should include the results of the prior attempts at resolution, including dates, times, people involved, proposed resolution and explanation of why the proposed resolution does not resolve the grievance.

The CEO, or designee, will respond to the request within 10 working days of receipt of the request and, will make a final, binding decision.

Policy: Sensitive Issues Girl Scouting provides a wide variety of informal educational activities. The Girl Scout program is based on the interests and needs of girls and therefore should include the issues and concerns affecting young girls and teenage youth. Girl Scouts of NYPENN Pathways (GSNYPENN) supports the belief that Girl Scouting's role in responding to

these needs is educational and preventative, not crisis intervention-oriented or curative.

Guidelines for planning projects and presenting materials addressing sensitive issues are provided in Volunteer Essentials.

Written parental consent is required for activities that involve sensitive issues.

- The program outline is required for activities that involve sensitive issues.
- Girl attendance should be optional for all or part of the program and parents should be advised of this option.
- If in doubt about the need for parental consent, it is wise to go ahead and use the [Parent information and Permission Form](#) (or a similar document).

Policy: Reporting Potential Abuse Girl Scout volunteers are responsible for protecting the well-being of girl members. Volunteers who suspect a girl is being abused or neglected should immediately contact their supervisor and are encouraged to make a report to New York State's Office of Children and Family Services 24-hour hotline at 1-800-342-3720 or to report child abuse in Pennsylvania call: 1-800-932-0310. If there is no answer call Child Help for Assistance at 1-800-422-4453. If you believe a child is in immediate danger, call 911 or your local police department, and keep the child in your care until appropriate assistance arrives.

When a Girl Scout volunteer observes physical injuries of a suspicious nature, receives a report or accusation of sexual abuse, learns that a child is fearful of returning home, and/or has been abandoned by the parents, or guardians, the volunteer should immediately contact their supervisor and are encouraged to call the Office of Children and Family Services Hotline. Reporters may remain anonymous.

If a Girl Scout leader notices signs of substance abuse, child abuse, suicidal behavior or eating disorders (anorexia nervosa and bulimia) he/she should notify the Service Unit Manager (if appropriate) or Regional Support Manager. Don't leave the girls alone if the situation is immediately life threatening. Call, or have someone else call, a responsible family member or even the police if necessary.

Policy: Anti-Child Abuse The council supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act. Child abuse and neglect are unlawful acts, and it is against the council's policy for any volunteer, male or female, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any girl member. The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the council, any volunteer implementing Girl Scout program who is found guilty of child abuse and neglect or has been convicted of child abuse and neglect. Volunteers who suspect that a Girl Scout is being abused or neglected should immediately contact their supervisor. See above Policy on Reporting Potential Abuse.

Policy: Child to Child Abuse Volunteers are expected to establish a no-tolerance policy for abuse or bullying of others at troop meetings, events or any Girl Scout activity. In instances where one child abuses another, the parents or guardians of each child should be notified immediately. The child responsible for the abuse will be removed from the program or environment in which she is participating. In such situations, the parent or guardian of the abused child can determine to submit a report to local authorities about the behavior of the child or take other appropriate action.

Policy: Health and Safety The health and safety of the girls is a primary responsibility of troop leadership and other troop adults. Girl Scouts have an excellent safety record due to following the standards, guidelines and procedures outlined by Girl Scouts of the USA and the local council. To uphold our council's commitment to provide a safe environment for girls, all activities shall be planned and carried out so as to safeguard the health, safety and general well-being of the participants.

Policy: Conflict of Interest An actual or potential conflict of interest occurs when a volunteer is in a position to influence a decision that may result in a personal gain, directly or indirectly, for that volunteer as a result of Girl Scouts of NYPENN Pathways business dealings. Personal gain is defined as an advantage or benefit that results from a volunteer having a significant ownership in a firm with which Girl Scouts of NYPENN Pathways does business, or when a volunteer receives a kickback, bribe, substantial gift or special consideration as a result of any transaction or business dealings involving Girl Scouts of NYPENN Pathways.

Policy: Confidentiality Information learned while on the job is the exclusive (intellectual) property of Girl Scouts of

NYPENN Pathways and should be carefully guarded. Confidential information includes, but is not limited to, non-public technical, business and financial information and plans, as well as private information about councils, volunteers, members, donors, customers, suppliers, and employees. Confidential information must not be disclosed to unauthorized persons, including competitors, reporters or to other volunteers whose duties do not require use of such information.

Policy: Use of Tobacco and Smoking The council will provide its membership a smoke free and tobacco free environment. There will be no tobacco products displayed or used in any building or facility owned or operated by Girl Scouts of NYPENN Pathways. There is to be no smoking, including electronic or vapor cigarettes in the presence of Girl Scouts. Adults must not leave minors unattended to smoke.

Policy: Drugs/Substances (Alcohol, illegal drugs, prescription or over the counter medication used for other than its intended purposes or any substance used for the purpose of altering consciousness) The council prohibits possession and illegal use of drugs/substances at all times in buildings or facilities owned or operated by the council, or off premises during Girl Scout business. Volunteers are required to report the possession or illegal use of drugs to the person in charge of the event, who will contact the council's emergency line. Volunteers/parents/guardians who are supervising girls at a Girl Scout sponsored adult event are prohibited from consuming alcohol.

Policy: Handguns, firearms, weapons Handguns and/or other firearms or any weapons are prohibited from all Girl Scout activities and properties, unless by exception of CEO/Board.

Policy: Workplace Hostility The council seeks to provide an environment for girls and volunteers that is respectful and safe. The council strictly prohibits hostility in any form against a staff member, girl and/or adult member, volunteer, visitor, and anyone else having some involvement with the council. Hostility under this policy is considered to include, but is not limited to, non-verbal aggressiveness, physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, and talking or joking about hostility whether in person or through some other means of communication such as writing, telephone, voice mail, or electronic mail. This also applies to the omission of safe care and situation management. This policy applies to all volunteers at all facilities occupied by the council or off premises if involved in activities for the council.

All volunteers are responsible for helping to avoid hostility in the workplace by promptly reporting any incident that involves or is suspected of involving a violation of this policy. Reports of actual or possible workplace hostility should be made to the supervisor. Any such reports will be promptly investigated, using the utmost discretion consistent with the need to resolve the problem.

If a volunteer is determined to have violated this policy, immediate and appropriate disciplinary action will be taken, up to and including separation and the involvement of appropriate law enforcement authorities, as needed. Furthermore, retaliation against anyone who has reported a possible or actual violation of the policy, in good faith, is strictly prohibited, and if it occurs, will be grounds for disciplinary action, up to and including separation. If a volunteer observes such behavior but does not report the incident, it will be grounds for appropriate disciplinary action, up to and including separation.

Criminal acts will be subject to criminal prosecution and/or civil lawsuit.

Policy Girl/Adult Ratio Group leadership must consist of at least two registered and appointed adults, one of which is a female, who are not related to one another. The two adults must not be related in order to protect the girls and adults, while maintaining a level of integrity for all of our volunteers. See the safety ratios on page 11 to determine how many adults are needed for your Girl Scout group. Adults attending to other children cannot be counted for the troop/group girl:adult ratio.

Policy: Accident/Liability Insurance All registered members are protected under Girl Scout Activity Accident Insurance through Mutual of Omaha. This plan provides limited coverage for accidental medical expenses to membership traveling to and from and participating in approved, supervised Girl Scout activities. The council carries liability insurance to protect all registered adult members when acting as agents of council against legal liability claims (negligence suits). This liability insurance is not valid if the person is not adhering to council policy and safety standards.

Basic Coverage for Activity Accident Insurance is provided by Mutual of Omaha, for every **registered** girl and adult

member in the Girl Scout Movement, upon receipt of registration and payment of annual GSUSA Membership Dues – a benefit of membership. Registrations are accepted through <https://girlscouts.secure.force.com/girl> or one of our Council offices.

This insurance plan provides basic accident protection and financial coverage to help pay medical expenses of accidents that occur during normal, supervised activities of the Girl Scout program as defined by the Safety Activity Checkpoints. This plan also covers travel directly to and from the approved activities.

Should an accident occur, contact our emergency hotline immediately. Required claim forms must be completed and sent for validation no later than 72 hours. Return completed forms to the Regional Support Manager. Do not send forms directly to Mutual of Omaha. (Refer to the Activity Accident Insurance Basic Coverage brochure and Claim Form available online: http://www.mutualofomaha.com/girl_scouts_of_the_usa/forms.html)

Prior approval by the council is required for any events or special activities, as outlined in Safety Activity Checkpoints, which involve an overnight stay, a high-risk activity, or travel of more than 200 miles round trip from your normal meeting place. **Additional insurance** coverage is needed when events or activities last more than 48 consecutive hours. When you begin planning, contact the info@gsnypenn.org at least two weeks in advance of your event or activity requiring approval, for information on plan coverage and costs. Requests made outside this time-frame may not be possible, be sure to plan ahead.

Insurance **coverage for non-members** (children or adults) can be purchased for a fee.

Any vehicle used to transport Girl Scouts must be duly licensed, insured, safety tested and operated by a responsible person at least 21 years of age with a valid driver's license.

Policy: Non-member Participation Girl Scout Basic Insurance will not provide coverage for non-Girl Scouts (both children and adults). **Additional insurance** to cover activities/events including non-Girl Scouts MUST be purchased. It is the responsibility of the individual in charge of the activity/event (troop leadership or event chair) to ensure that the insurance is purchased. There must be a sufficient ratio of adults to children, to cover all children present, including non-members and volunteers attending to other children cannot be counted for the troop/group girl/adult ratio.

Completed insurance forms, with payment, must be sent to info@gsnypenn.org two weeks prior to the event for proper processing.

Policy: Tagalongs Because "Tagalongs" (non-member youth, i.e. brothers, sisters, etc.) are not covered by Girl Scout insurance, Girl Scouts of NYPENN Pathways strongly discourages troops/groups to allow these individuals to accompany the troop/group on trips or attend troop meetings. Tagalongs are prohibited to attend any Girl Scout overnight activities unless the activity is a **council-approved family activity**. Activities involving the whole family require documentation listing all attendees and their relationship to a troop/group member. Additionally, registered girls who attend an event that is not designed for that age level are not covered. For example, a Daisy tagging along to a Cadette event has no coverage for that event.

Policy: High Risk Activities The following high risk activities are not approved: Bungee jumping; Flying in privately owned planes, helicopters, or blimps; Hang gliding; Untethered hot-air ballooning; Hunting; Jet skiing or using WaveRunners; Riding a motorbike; Using outdoor trampolines; Parachuting/skydiving; Parasailing; Paintball tagging; Riding all-terrain vehicles (ATVs); Stunt skiing; Zorbing

High risk activities require special permission and may require certificate of insurance. Safety Activity Checkpoints provides a comprehensive Activities-at-a-Glance chart listing activities requiring council approval.

Other Actions Girls and Volunteers Should Not Take

For legal reasons, there are other activities that girls and volunteers are not permitted to participate in while representing Girl Scouts, in order to preserve the integrity of our organization. These include:

- Endorsement of commercial products or services
- Solicitation of financial contributions for purposes other than Girl Scouting
- Participation in political campaigns or legislative activities, unless the legislative activity has been council-approved

Policy: First Aid An adult volunteer, currently certified in CPR (Adult and Child) and First Aid must be present where dictated by Safety Activity Checkpoints. A first aid kit must be available at all Girl Scout activities, including troop meetings. The First Aider cannot also be the only Overnight/Camping Certified volunteer in attendance for a Girl Scout group taking a trip.

Level 1 First Aider: less than 30 minutes anticipated response time from Emergency Medical Services. Typical names are Standard or Community CPR/First Aid/AED.

Level 2 First Aider: greater than 30 minutes anticipated response time from Emergency Medical Services. Typical names are Professional Rescuer, When Help is Delayed, Wilderness FA, Responding to Emergencies, Emergency Response.

The following professionals qualify as a Level 1 or Level 2 First Aider, without a separate FA/CPR certification: Physician, Physicians' Assistant, Nurse Practitioner, Registered Nurse, LPN, Paramedic, Military Medic, EMT

Note: Doctors of Chiropractic and Dentists must have FA/CPR

Only FA/CPR certifications that incorporate a hands-on skills session and expire are accepted. Examples: American Safety and Health Institute, American Red Cross, American Heart Association, and National Safety Council. **Online only certificates and certificates that do not expire are not accepted.**

Policy: Medication Administration All medications (prescription and over-the-counter) must be in original container, with original label. OTC medications must be labeled with the individual's first and last name. The designated Girl Scout volunteer will collect all medications at check-in; verify the written order* from the health care provider along with the health history form and rectify inconsistencies with the parent/guardian.

Individual prescribed emergency medication (i.e. Epi-pens, asthma inhalers) should be carried by the individual.

Medications will be stored in a locked area accessible only by the designated volunteer, per product directions (i.e. refrigerated). Controlled substances (narcotics) and syringes will be double-locked (i.e. locked in a box, locked in a cabinet).

Girl Scout volunteers, unless licensed to do so, may NOT administer any medications. All individuals must self-administer.

Self-administration: Individual ability to self-administer is based on cognitive ability and not age. The individual must be able to identify the correct medication, purpose, dosage, time to be taken, know consequences if not taken and be able to refuse to take if concerned.

Self-administration Procedures: Designated volunteer will identify and track the individuals that need medication; volunteer will not remove the medication from its container; individual confirm the medication and administer own medication; volunteer will witness to verify the dosage/use instructions; volunteer will return medication to storage and document the self-administration with individual's name, medication, amount taken, witness, date, time and dosage.

*Written order from a health care provider is required for all medications (prescription and OTC) that are administered by an RN, LPN or self-administered. Written orders MUST include: Patient's name and DOB; name of medication; dosage and route; frequency and time; date written; prescriber's name, title signature and telephone number; for as needed (PRN) medications, conditions for which they should be administered.

Policy: Emergencies A detailed Council Emergency Procedure is below and is available from your Regional Support Manager, or at any Girl Scout service center. An in-town Emergency Contact must be arranged for all day and overnight trips. It is the responsibility of troop leadership to provide the Emergency Contact person with a troop/group emergency instruction sheet and a phone list of girls and adults participating in the event/activity.

Follow the procedure outlined below:

1. Tend to the injured. Seek medical assistance and take care of all at scene.
2. Telephone the parent or guardian. In case of fatality the CEO will notify the next of kin in person.

- a. Identify who you are
 - b. Explain the nature of the emergency
 - c. Report on the condition and location of the injured person
 - d. Secure wishes regarding medical treatment, hospitalization, transportation, and personal attendance.
3. Call the Girl Scout emergency line: (only to be used for this purpose)
 1-800-943-4414;
 Press #4
 Leave your name, phone number (including area code), and a brief message detailing the emergency.
 A staff member will respond to your call.
4. Do not make statements, verbally or in writing that could be interpreted as an assumption or a rejection of responsibility for the accident. All press releases will be handled by the Chief Marketing Officer.

Policy: Service Unit Encampments Service Units who are planning an encampment must have at least one certified Service Unit Encampment Director. Certification is valid for three years, after which a refresher course must be completed via webinar/self-study to stay current.

Policy: Refund/Cancellation Policy for Programs and Council Events A full refund is given if council cancels a program. Troops/groups or individuals who are registered will be notified as soon as possible when that decision is made. Payments or deposit fees for all council programs and events are non-refundable unless council cancels the event or the registering person/group cancels PRIOR to the registration deadline. Program fees of \$25 (per person) or less must be paid in full at the time of registration; otherwise a deposit of \$25 (per person) is acceptable. Final payments are due a minimum of two weeks prior to the event, or as stated in the event registration information. Please note that some events require a longer lead time. In the case of a program that costs \$25 or more per person, if cancellations are made prior to the final payment due date, a refund, less the deposit fee will be granted. Cancellations made after the registration deadline will not receive a refund, unless the cancellation is due to a medical reason and a request for refund **with a doctor's excuse** is received within two weeks of the cancellation or program date. If a participant uses their council Cookie Dough as payment towards a program or event and subsequently cancels their registration (prior to the registration deadline, etc.), the Cookie Dough amount is refunded only as Cookie Dough. The refunded Cookie Dough will be issued with the same expiration date as the Cookie Dough that was used as payment. Participants who want to transfer to another council program or event will be assessed a \$10 transfer fee. The transfer must be requested PRIOR to the registration deadline of each program.

Policy: Travel/Trips Adults and girls who will be traveling must review and meet all policies, standards and guidelines in the Safety Activity Checkpoints. Travel/trips must be appropriate to the grade level and readiness of the girls, and planning should be a joint effort by girls and adults. Troop leadership and Travel/Trip Coordinators at the service unit/area level must complete all travel/trip applications and follow the procedures for obtaining approval.

The Troop/Group Activity Application must be completed at least two weeks prior to any activity which involves an overnight stay, a high-risk activity, or travel of more than 200 miles round trip from your normal meeting place. This application is NOT required for overnight stays at NYPENN Outdoor Adventure Centers. Consequence for failure to follow this policy could result in termination.

Adults attending an overnight experience must be adult members in good standing, with a current background check.

The use of Airbnb and other such private rentals is not permitted. The safety, credibility, and insurance requirements of private rentals are difficult to qualify compared to traditional commercial properties. With traditional commercial properties like hotels, safety standards are continually monitored. With a private rental there is no way to adequately guarantee that locks are on the doors, that a group of male or female adults are not also present in close quarters, that there are no animals in the building, that the property itself is safe and secure, that the owner is credible, and that there are adequate fire exits. Proper liability coverage or homeowners' insurance is often unavailable or not applicable to private rentals in the scenario where guests are paying money for use of the property. In other words, there is no effective insurance on personal private property being rented for commercial public use. This means the property has not

been investigated, appraised, or approved for safe public use, including by children. For these reasons, private rentals such as Airbnb, VRBO, Flipkey, Roomarama, Homeaway, VayStays, Tripping, Wimdu, and Couchsurfing are not permitted.

Policy: Sleeping Arrangements Male volunteers may not sleep in the same space as girls. During indoor camping overnights, men must sleep in another activity area or a room that's separate from girls, or (if the weather permits) in a tent outside. If possible, men should have their own designated bathroom. If a unisex bathroom is used the door must have a working lock, or a system for notifying others that the bathroom is in use. This system should be reviewed and understood by all girls and adults.

Men should not have to walk through the girls' sleeping area to get to the bathroom. When camping in tents or single room cabins, men must stay in a tent or a cabin that's separate from the girls or women.

During family or "he and me" events (in which girls share sleeping accommodations with men), ensure the sleeping details are clearly explained in a parent/guardian permission slip. More than one family may use a tent or single-room cabin during these events only if both families agree.

In public venue overnights, such as museums or at malls, ask if there is a separate sleeping area and bathrooms for men. If no such area exists, designate an area out of the way or off to the side so that men are not sleeping alongside the girls.

For long-distance travel, men must have separate sleeping quarters and bathrooms away from girls. Each participant should have her own bed. If girls want to share a bed, they must obtain parent/guardian permission. Girls and adults may not share a bed, however, though exceptions may be made for mothers and daughters.

Women are not required to sleep in the sleeping area (for example, a tent or cabin) with girls, but if a woman does share the sleeping area, two unrelated women must always be present.

Policy: Extended Trips Any activities that are more than 48 consecutive hours are considered an Extended Trip. You may use several accommodations and modes of transportation throughout the trip, and the planning time necessary to carry out this experience with the girls is much more extensive than a day or weekend trip. **Extended trips require approval by the Council.**

Extended trips are appropriate for some Girl Scout Juniors, Girl Scout Cadettes, Seniors and Ambassadors if they have shown that they are capable and mature enough to be away from home for two or more nights. International travel is only recommended for Cadettes, Seniors, and Ambassadors who have successfully participated in a progression of overnight trips with Girl Scouting. These trips could include Destinations, trips that are sponsored by sister Girl Scout Councils throughout the country; troop sponsored trips that could be within the continental United States or international locations. International trips usually require two or three years of preparation, with the exception of Canada. If traveling to Canada, follow the steps 1-5 for domestic travel and steps 6-8 of the International Trips procedure below.

Troop/group leadership are required to attend the Extended Trips training that is available as a webinar or a live course.

The Girl Scouts of NYPENN Pathways procedure for Extended Trips in the continental United States and Canada is as follows:

1. Troops must demonstrate their ability to plan, organize, budget, accept responsibility, observe emergency and safety measures, work together as a group and evaluate their experiences through a variety of successful short and extended trips.
2. Permission must be acquired four months prior to the trip by completing the *Troop/Group Activity Application*. Approval by the **Council** must be documented, and the following documents must be included: *Documented Progression & What is your plan* – check list for girls.
3. Additional insurance must be **acquired at least two weeks prior** to the activity. Complete the online **Additional Insurance Request** form or contact one of NYPENN Pathway's Customer Care and Opportunity Managers by calling **1.855.213.8555**.
4. A recent (within the past 24 months – preferably within the last six months) *Health History Form* for each participant

must be submitted (health examination by licensed physician, nurse practitioner, physician's assistant, or registered nurse, copy of health examination from school are all acceptable).

5. Completed Simply Successful Overnights (or legacy equivalent) and Simply Successful Camping if necessary.

The Girl Scouts of NYPENN Pathways procedure for ANY International Trips (besides Canada) is as follows:

1. Troops must demonstrate their ability to plan, organize, budget, accept responsibility, observe emergency and safety measures, work together as a group and evaluate their experiences through a variety of successful short and extended trips.
2. Permission must be acquired AT LEAST ONE YEAR prior to the trip by completing the *Troop/Group Activity Application*. Approval by the Council must be documented, and the following documents must be included: *Documented Progression & What is your plan* – check list for girls
3. Additional Insurance must be acquired and documentation provided to Council, follow instructions noted above to acquire additional insurance.
4. A recent (within the past 24 months – preferably within the last six months) *Health History* Form for each participant must be submitted (health examination by licensed physician, nurse practitioner, physician's assistant, or registered nurse, copy of health examination from school are all acceptable).
5. Completed Simply Successful Overnights (or legacy equivalent) and Simply Successful Camping if necessary.
6. Complete and send the *Intent to Travel* form to GSUSA 3 to 6 months prior to the trip.
7. Register your group with the U.S. embassy in countries you plan to visit, provide a list of names and group itinerary. (http://travel.state.gov/travel/tips/registration/registration_4789.html)
8. Documentation that you have the following at least three months prior to the trip:
 - a. Two individually signed and notarized *Permission to Travel with Minor* forms for each girl signed by both parents (or guardians). If a single parent or guardian has custody, attach documentation stating the minor is in the sole custody of the signer of the *Permission to Travel with Minor* form.
 - b. Health forms, insurance information and emergency contact information.

Policy: Non-Approved Girl Scout Events/Activities In the event that troop leadership decides to proceed with an activity for which council approval has been denied, because the event does not meet health and safety standards or violates other council policies or proper insurance isn't secured, parents of all girls involved will be notified that the activity is not a sanctioned Girl Scout event. Leader(s) who proceeds with plans for an event for which council approval has been denied will be subject to dismissal.

Policy: Transportation All adults providing transportation for girls are required to be 21 years or older, registered Girl Scouts and have a current background check on file. When all members of the group can travel in one vehicle, two appointed volunteers must be in that vehicle. When a caravan is required to transport the group, one appointed volunteer is required for each vehicle.

Girl members may NOT serve as drivers for any event in which the troop provides transportation. In the event of a medical or safety emergency, a licensed minor or non-member adult may serve as a driver.

Policy: Contracts Volunteers will not enter into any contract/agreement that involves the transportation of girls, high-risk activities as defined in the Safety Activity Checkpoints, and/or contains a hold harmless statement without council approval. At least six weeks prior to engaging the services of a vendor described above, troop leadership must submit the contract to the Director of Membership Support for approval.

Policy: Motor Vehicles Girl Scouts of NYPENN Pathways, Inc., as required by New York State and Pennsylvania law, requires that vehicles used for transporting Girl Scout members for any purpose also be properly insured. Any motor vehicle used to transport Girl Scouts must be duly licensed, insured, safety inspected, and operated by a responsible and appointed adult volunteer who is over age 21, with valid driver's license. Girl Scouts of NYPENN Pathways, Inc. recommends that drivers consult their insurance agent for recommendations on levels of coverage. Girl Scouts of NYPENN Pathways, Inc. does not assume responsibility for insuring a volunteer's vehicle or other personal possessions. For more guidelines about the safe use of personal and public vehicles in the transportation of Girl Scouts, consult the Safety Activity Checkpoints.

Uninsured vehicles are not to be used to transport any members of Girl Scouts, for any Girl Scout travel, events or

program activities.

- No 15-passenger vans are to be leased or used to transport any members of Girl Scouts.
- Everyone is required to wear a seat belt at any time the vehicle is moving.
- Never use cell phones while driving – pull over, stop, put vehicle in park, and put on flashers before dialing or texting.
- Make sure your Council Emergency Procedures Card and Emergency Contact person's phone numbers are available, along with Permission Forms and Health Statements for all girls and adults traveling in your vehicle.
- Make sure a first aid kit, flashlight and map/directions of travel/trip are available.
- Report all accidents promptly within 24 hours to Girls Scouts of NYPENN Pathways, Inc. and your personal insurance carrier/agent.

Policy: Rented, Leased and Borrowed Vehicles for Girl Scout Purposes Even though written agreements are always required when renting or chartering, you are *not* authorized to sign an agreement or contract, **except for rental car agreements**, even if there is no cost associated with the rental. Such agreements must, instead, **be signed by an authorized Council designee**. A copy of the contract must be forwarded to the Director of Membership Support at the Cicero Service Center six weeks prior to the activity/event. Contracts should stipulate that it is the vehicle owner's responsibility to provide a vehicle in safe operating condition, and to provide replacement if problems develop. All vehicles must have current licensing and registration, liability and collision/comprehensive insurance as well as Workers' Compensation insurance for the driver (when applicable), passed state-mandated safety inspections, have no obvious defects, be equipped with appropriate emergency equipment (first aid kits and emergency lights/warning reflectors), and communication devices or cell phones.

Policy: Volunteer Related Expenses Volunteers are encouraged to keep a record of expenses incurred while doing Girl Scout work, e.g. cost of uniforms, gas, meals, etc. Check with your tax consultant or the Internal Revenue Service regarding deductions for income tax reporting purposes.

Policy: Troop/Group Finances All monies raised and earned in the name of Girl Scouts belongs to the council, not to individuals, troops, or geographic units. Girl Scouts of NYPENN Pathways is the custodian of all monies earned in the name of Girl Scouts and therefore will maintain accountability of these funds.

A troop/group will establish a bank account with the approval of Girl Scouts NYPENN Pathways. Funds in excess of \$25.00 will be deposited in a bank account in a federally insured financial institution in the name of:

Girl Scouts of NYPENN Pathways, Inc., Troop # (Troop numbers must be five digits)
c/o Name and home address of primary volunteer listed on account

The account will be opened by a minimum of two registered, unrelated adult volunteers using the Girls Scouts of NYPENN Pathways IRS Tax Identification Number.

In the case of bad debt on an account, the council will pursue collection from the signer on the account. If the debt is not collected in a timely manner, the volunteer will be removed from her/his position.

To open an account: Determine who the two signatories on the account will be. Contact your designated Regional Support Manager, who will approve the opening of the account and provide a letter of authorization. Once the account is opened, you must provide your designated Regional Support Manager with the Payment Policy Agreement. All product related transactions (debits and credits) between troop accounts and GSNYPENN Pathways will occur through an Automatic Clearing House or ACH, an electronic funds transfer.

The Board of Directors of Girl Scouts of NYPENN Pathways has approved a resolution authorizing the opening of all subordinate unit bank accounts following the policy in place. This resolution is available for volunteers and banks to view online at www.gsnypenn.org.

Approved by the Board of Directors July 14, 2009 Troops Bank Account that the Board of Directors authorizes Girl Scout troops to open troop bank accounts using the Girl Scouts of NYPENN Pathways tax ID number.

Because of the Patriot Act, banks need to know their customers, volunteers are required to provide their social security number and bank required photo identification for all individuals opening or changing bank accounts.

The council will not access the funds as long as the troop or group is functioning according to Girl Scout council policies and procedures, but may close the account if a troop or group has disbanded and the signers are no longer available.

To make changes to an account: Contact your designated Regional Support Manager to make changes the Troop or Service Unit bank account, including changes in signers or changes in financial institutions. Your RSM will provide a letter authorizing the changes. Once the changes are made, you must provide your designated Regional Support Manager with a new Payment Policy Agreement.

Policy: Online banking Troops/groups may not set up online bill-pay services. Signing up for e-statements and tracking transactions online is allowed when available.

Policy: Debit/Credit cards GSNYPENN recommends that credit cards not be issued by the bank and that no borrowing is allowed for troop/group accounts. Debit cards can be made available to volunteers depending on the bank's policies.

Policy: Other accounts – Accounts for individually registered girls or girls participating in a variety of Girl Scout pathways are considered group accounts. If girls are involved in the banking of the group, there needs to be adult supervision to support the girl/adult partnership.

Policy: Tracking Bank Accounts All bank accounts require active oversight. The council will maintain an updated inventory list of every bank account opened under the council's tax identification number. Some banks require two signatures on checks, be sure to check with your Regional Support Manager for more details about this policy. Each troop/group and service unit must maintain detailed cash reports, all receipts for purchases/debit charges, checkbook with monthly bank statements detailed records of expenditures, girl records and other reports as required. Troops/Groups and service units are responsible for reconciling the group's bank statement monthly and for submitting an annual financial report. **For the reporting period of May 1 – April 30, the troop co-leaders and service unit treasurers will submit financial reports to GSNYPENN by May 31. The report will include the bank statement including April 30. Failure to complete the annual financial report, could put the troop and/or service unit leadership in jeopardy of not being reappointed for the next year.** If the ending balance exceeds \$1,000.00 please make a note of the great plans the troop has for using the monies. Troop/Group accounts will be closed if financial reports have not been submitted by the deadline and the troop will be treated as disbanded.

Annual troop or group financial reports will be kept for seven years (previous six years plus the current year). These reports will be part of an annual review and may be reviewed by the independent auditor as part of year-end procedures. Troops and Service Units selected for annual review must provide all bank statements for the reporting period. The individual charged with the responsibility of maintaining accurate troop financial records will be personally responsible for all related service charges/fees resulting from a returned check. This individual will also be the person who signs off on the annual report. **Troop funds may not be used for returned check charges/fees or any bank fees.**

Policy: Troop Treasury All troop accounts are subject to random review by GSNYPENN. Receipts for all income and expenses must be kept in the event of a review. Parents of girls in the troop have a right to see bank statements, the checkbook ledger and contact GSNYPENN, if they feel there has been misappropriation of funds. If it is found that there has been a misappropriation of funds or theft has occurred, legal action will be taken and the volunteer will be released immediately.

Policy: Debt Collection Girl Scouts NYPENN Pathways, Inc. will take administrative, civil, and/or criminal action necessary to collect funds due and owing to the council, service unit, troops or girls.

To uphold compliance of the Girl Scout Promise and Law, including the portion of the law that says we are "honest and fair," the council is committed to following up on all debts.

Girl Scouts NYPENN Pathways, Inc. will levy a service charge for any returned check fees to cover bank and administrative charges consistent with the prevailing rate. Troop/group/service unit funds may not be used for any bank fees including returned check charges/fees.

An adult in a position of leadership with outstanding debt to the council or troop/group will be removed from the position immediately and may not be reappointed to any volunteer position.

Adults who have caused legal action to be initiated by the council will not be appointed to any volunteer position within

the council.

Checks from troops owing money to the council will not be accepted; all transactions must be in the form of cash or money order. This includes payment for program events, camp reservations, registration fees or purchases from any council shop.

Personal checks will not be accepted from any person owing money to the council. Troops, groups and Girl Scouts whose parents/guardians owe money to the council will not receive any vouchers or financial aid until the debt has been cleared. Parents/Guardians who owe money to the council cannot be involved in a position or activity requiring financial accountability.

Policy: Product Sale Check When depositing personal checks received for payment of product sale items all checks must have the following information:

1. Name printed on the check
2. Address printed on the check
3. Phone number (including area code) printed or written on the check
4. Driver's License number printed or written on the check

All checks must be deposited directly into the troop account. In the event a check bounces in the troop account, NYPENN will reimburse the troop any appropriate proceeds if and only if ALL of the above information is on the check.

Policy: Product Sale Programs The council's product sale programs policies will be consistent with the GSUSA standards. GSNYPENN policies also include:

- At least one representative from each troop is required to be trained by the appropriate method for both product sale programs.
- No sales are to take place before the official start date of each program.
- All girls must have a signed permission slip to participate. Permission slips are received with product sale materials.
- All monies due to GSNYPENN must be paid by the specific date stated. If payment is not made on time, an e-mail reminder will be sent with an outstanding balance to the appropriate volunteer with an outstanding balance. If payment is still not received, a first notice will be sent through mail and then a second/final notice will be sent. If payment and/or communication is not made after the final notice the information will be handed over to collections, the volunteer may be subject to legal action, and the volunteer will be dismissed from their position.
- ALL product and/or money transactions, whether between council and troop, service unit and troop, troop and parent, troop and troop, etc... MUST be documented with a receipt.
- If a troop does not receive funds from a parent for product sales the troop should not use their own proceeds to pay for the amount due by the parent. A parent collection form must be filled out and sent in along with the signed permission slip and signed receipts for product received by the parent.
- Booth Sale Rules and Regulations form must be signed by the troop cookie manager and troop leader.
- Booth Sale Ratio for Girl Scout Daisies: Maximum of 3 Daisies at each booth location at a time. 1 Registered and background checked volunteer to represent each registered girl. Booth sales cannot run longer than 2 hours.
- Booth Sale Ratio for Brownies/Juniors/Cadettes/Seniors/Ambassadors: Maximum of 4 Girl Scouts at each booth location at a time. 2 Registered and background check volunteers must be present at all times. Girls can rotate throughout the booth sale time slot if longer than 2 hours.
- Any troop participating in a Booth Sale is strongly encouraged to have a first aider during the booth sale.
- Any troop participating in a Booth Sale (other than council sponsored) **must** enter the booth location, date and time into the eBudde system.
- Troop Proceeds should be reflected on the end of the year financial report; any misappropriation of funds will result in dismissal.
- All monies due to GSNYPENN must be paid by the specific date stated. If payment is not made on time, a letter reminder will be sent with an outstanding balance to all registered volunteers with the troop. If payment is still not received, a second notice will be sent and then a final notice/invoice will be sent. If payment and/or communication is not made after the final notice, the information will be handed over to collections. The volunteer may be subject to legal action, and the volunteer will be dismissed from their position.

Policy: Appropriate Venue use by Girl Scouts When securing a location for troop meetings, events, Service Unit activities or booth sales; only venues that are appropriate for girls to participate in the activities sponsored by the venue are allowed. Inappropriate venues include, but not limited to casinos, race tracks where betting occurs, bars/lounges, wineries. If using a facility where a bar/lounge is present (Elks, VFW. Etc.) there should be a separate room and restrooms for your activity where the girls would not have to enter the bar to participate in the activity. If using a facility where a bar/lounge is present, request a date/time from the owner when the business is not open to the public and the bar would not be open. This policy is to protect the girls from being exposed to less than desirable behavior. Questions or concerns regarding appropriate venue use can be directed to your Regional Support Manager.

Policy: Tax Exemption A troop or group may use the council's state sales/use tax exemption for the purchase of materials and services to support Girl Scout activities as it applies to Girl Scouts of NYPENN Pathways. Please contact your Regional Support Manager or Service Unit Team for the New York State/Pennsylvania sales tax exempt forms. Please note the form must be signed by the volunteer using the form to purchase items exempt from sales tax, which will be used for the benefit of the troop only.

When purchasing merchandise from a GSNYPENN Pathways boutique, only earned awards are tax exempt. Earned awards include badges, patches, pins, certificates, bridge awards, wings, stars and discs. Taxable items include uniform pieces (sashes and vests), clothing, books, flags, numerals, insignia tabs, council ID strips, jewelry, and accessories.

The Girl Scouts of NYPENN Pathways Inc. is a nonprofit entity that has physical presence in New York and Pennsylvania ONLY. NYPENN troops can only make state sales tax exempt purchases in New York and Pennsylvania. Sales tax exemptions are granted on the state level, not federal and only apply to the states where the entity is located. Please note that volunteers using NYPENN's NYS form ST-119.1 to purchase items exempt from sales tax are required to sign the form, confirming their purchase is for the benefit of the nonprofit troop or service unit use only. In addition, Girl Scouts, leaders and staff are not exempt for taxes incurred for items for personal use. New York State publication 843 states "Purchases made by a member or employee of an exempt organization are subject to sales tax when the purchases are for the personal use of the purchaser and not the organization".

Policy: Disbanded Troops Before the troop disbands, check with troop parents to see if there is a volunteer willing to take over the leadership of the troop. If there is no interest, the Regional Support Manager will notify parents of existing troop funds and give the opportunity for the girls in the troop to use monies prior to September 30. Some suggestions include paying for membership dues, paying registration fees for upcoming camping or events, purchasing items from the council shop, providing a donation to the council or another charity, giving to the Juliette Low World Friendship Fund, or providing funds to another troop or group where the majority of the girls are going.

Every effort should be made to transfer those girls wishing to continue into another troop. It may be necessary for girls to be placed into different troops. The service unit team is available to assist you. If the girls cannot be placed in other troops, they can become individually registered members, while waiting for a troop.

Girls and leaders, with the help of the service team if necessary, should make the decision as to the disposition of troop funds and other assets, if the girls are being placed in another troop or troops. If none of the girls are placed in another troop or troops, remaining troop funds from the disbanded troop shall be turned over to Girl Scouts of NYPENN Pathways and the bank account closed. The troop money will be held, should the troop restart.

Girl Scout funds, equipment and supplies held by troops and/or service units are ultimately owned and controlled by Girl Scouts of NYPENN Pathways, Inc. Assets including money, equipment, and supplies, from disbanded troops will revert to the council for the establishment of new troops and/or support to service units. All troop assets, equipment and records will be available for transfer to the new leader. If a new leader cannot immediately be identified, all troop equipment must be returned to the council for distribution to another troop or the service unit.

In no instance does the money become the property of individual members. All undesignated funds will revert back to the council and be placed in a restricted fund for the establishment of new troops and/or support to service units.

Policy: Troop Start-Up Funds Funds are available for new troops; request funds online using the New Troop Start-up Funds request form. An approved bank account must be opened and an ACH Payment Policy Agreement on file, prior to receiving start-up funds.

Policy: Bridging and Remaining Funds in Troop Bank Accounts The troop should use a majority of the funds in the bank account prior to bridging girls to the next level such as an end of the year trip, uniform pieces, books, badges and journey awards. If this is not possible due to leader transition or scheduling, the troop leader will evenly divide the remaining funds by the number of girls in the troop and make a donation to the troop that the bridging girls are joining. (Example: There are 8 girls in a daisy troop, 3 girls are bridging up to brownies. They have already purchased all badges/patches and journey awards for the girls in the troop but they are not able to participate in an end of the year trip. There is \$200 remaining in the bank account. $\$200 \div 8 = \25 , therefore \$75 should be donated to the troop that the 3 girls are bridging up to.

Policy: Troop-to-Troop Transfers When a girl (or girls) transfers from one troop to another, the transfer of money/property will be handled in the same manner as handled for girls bridging. The troop co-leaders will evenly divide the remaining funds by the number of girls in the troop and make a donation to the troop that the girl is joining. (Example: There are 8 girls in a daisy troop, 3 girls transfer into another troop. The troop will provide the 3 girls with all badges/patches and journey awards for the girls in the troop. After, there is \$200 remaining in the bank account. $\$200 \div 8 = \25 , therefore \$75 should be donated to the troop that the 3 girls are transferring to.

During product sales, no transfers can occur in eBudde or NutE once an order is associated with a girl in the product sales system; the transfer will occur after the sale ends.

Policy: Changes in Volunteers When leadership of a troop changes, leaders must submit a request to change signatories or to open a new bank account. The troop leaders should work with their Regional Support Manager to have bank letters created to bring to the bank to close, open or change signatories for accounts. At no time should the troop accounts be abandoned.

Policy: Closing Bank Accounts The troop/group adult volunteer will work with their Regional Support Manager to have a letter drafted to close the bank account when the group disbands or new leaders are appointed. All remaining, undesignated funds will revert back to the council and be placed in a restricted fund for the establishment of new troops and/or support to service units. A final financial report is required to be prepared and forwarded to the Girl Scouts of NYPENN Pathways, Inc. attaching a copy of the final bank statement that shows the account closing.

Policy: Troop/Group, Service Unit and Council Fund Raising Fundraising or fund development to support the Girl Scout Council is the responsibility of adults and should not be placed with girls. While the Girl Scout Product Sales do raise important funds for the organization, they are considered program activities.

Girl Scout members (girls and adults), in their role as Girl Scouts, may not raise or solicit funds for other organizations. However, girls may support other organizations through service projects or by contributing a portion of their troop/group treasury to organizations or projects they consider worthwhile. Decisions regarding the disbursement of troop/group monies as a contribution to another organization outside of Girl Scouts must be made with the consent of all troop/group members.

The income from troop/group money-earning activities never becomes the property of individual members - girls or adults. When a troop/group disbands, the treasury of that troop/group will be held for one year to re-establish the troop with the same girls or a majority of those girls. After one year, the money is used by the council to provide assistance to troops.

Policy: Troop/Group/Service Unit Money-Earning Activities as they relate to Council-Sponsored Product Sale Programs Council-sponsored product sale programs (Cookie Sale and Fall Product Sale) are important Girl Scout programs, as well as a proven method of earning money for your troop/group, service unit and council. Troop/Group participation is not mandatory, but it is strongly encouraged as a way to fund troop/group activities, field trips, and provide for supplies. Troops/Groups **must** participate in both of the council-sponsored product sale programs (Cookie Sale and Fall Product Sale) in order to be eligible to conduct additional types of money earning activities. Exceptions can be made for troops not formed in time to participate in the Fall Product Sale. During council "blackout" periods, defined as the time between product sale order-taking and when sale money is turned in to the troop/group, no additional money earning activities should be conducted by troops/groups. However, troop/group money earning activities that are considered events, and do not involve selling a product, such as car washes and spaghetti dinners, may be allowed

during the “blackout” periods after appropriate approval from the Membership Support Department.

Policy: Collaborating with Businesses and Other Organizations Our community partners help Girl Scout councils ensure that all girls have the opportunity to participate in Girl Scouting. Community organizations, businesses, religious organizations, and individuals may be partners and may provide group meeting places, volunteer their time, provide activity materials, or loan equipment. The partner’s contribution can then be recognized by arranging for the girls to send thank-you cards, inviting a partner representative to a meeting or ceremony, or working together on a take-action project. For information on establishing partnerships, please contact Fund Development, who can give you guidance on the local availability, recruiting responsibility, and any council policies or practices that must be followed. GSNYPENN may already have relationships with certain organizations, or may know of some reasons not to collaborate with certain organizations.

Note: Collaborative relationships or cooperative projects may be developed with other organizations whose ideals and practices are compatible with Girl Scouting. However, relationships with businesses or organizations that advocate the use of liquor, tobacco, fire arms or other products/activities not in line with the health and welfare of children are not permitted.

Policy: Additional Group Money-Earning The product sales programs are the best way to earn the funds necessary for special activities, service projects or travel. If income from the product sale isn’t enough, however, girls have more options available to them. Although you cannot resell products, you can create your own products and offer services, such as the following:

Collections/Drives:

- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas-tree recycling
- Garage Sale
- Bottle and can drive

Food/Meal Events:

- Themed meals, like high tea, Indian meal, Mexican dinner (depending on girls’ destination)
- Pancake Breakfast
- Spaghetti Dinner

Service(s):

- 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
- Car Wash
- Host an event, such as a games or badge workshop for younger Girl Scouts
- Host a face-painting booth at a special event

Other:

- Make and sell craft items

Note: Money-earning activities may not be conducted over the internet.

Product demonstration parties (Ex. Avon, Pampered Chef), raffles, drawings, games of chance, the direct solicitation of cash, GoFundMe pages, and the sale or endorsement of commercial products are examples of inappropriate money-earning activities for girls. However, adults may participate in these fundraising ventures and make a contribution to Girl Scouts from the venture, as long as girls do not participate as the fund solicitors or as the vehicle to distribute information. (Ex. A person may have an Avon party to benefit Girl Scouts and donate a portion of the revenue to Girl Scouts. She/he may invite parents of Girl Scouts to attend the party, but may not send home sales booklets with girls or promote the event using the Girl Scout name/brand or girl images.)

Note: Some communities may have requirements regulating these activities and groups must act in accordance with all

policies.

Retail chain endorsements are opportunities for the for-profit sector to support Girl Scouting and are appropriate for council fundraising only – not for individuals, troops/groups or units. (Ex. McDonald’s offers to sponsor a “Girl Scout Day” where 10% of all food sold is donated to GSNYPENN Pathways.)

Policy: In-Kind Donations In-kind donations of a value less than \$100 may be accepted by a troop/group/unit. In-kind donations over a \$100 value should be accepted at the council level only, for the benefit of all members and in accordance with IRS tax regulations. Exceptions may be made when a business wishes to make a specific gift to a troop for a specific purpose such as the purchase of uniforms or materials for all troop members, or when a girl is working on a Girl Scout Silver or Gold Award project.

Policy: Requests for Money Earning Activities All requests for money earning activities must be approved by the Membership Support Department. This applies to troops/groups/units, as well as Girl Scouts working on the Girl Scout Silver and Gold Awards. The [Troop Money-Earning Activity Request](#) form can be obtained from our website, www.gsnypenn.org.

Policy: Requests for In-Kind Support All requests for in-kind support must be approved by the Fund Development Department. This applies to troops/groups/units, as well as Girl Scouts working on the Girl Scout Silver and Gold Awards. This policy is in place to comply with tax regulations, preserve donor relations, and best provide for the entire NYPENN membership. The [In-Kind Donation Request](#) form can be obtained from our website, www.gsnypenn.org.

If there is a funding or sponsor opportunity that you believe you qualify for and would like to pursue, please provide the Fund Development Department with all relevant information, including funding application, a minimum of two months prior to the application deadline or event/project for which you are seeking support.

Policy: Request for Cash Gifts Per national Girl Scout policy, no Girl Scout is permitted to ask for gifts of cash from any entity. However, if a troop leader, parent or adult volunteer has a connection in your community for possible cash gifts, please consult with the Fund Development Department where it will be determined how to work in partnership to secure the gift. GSNYPENN is the only legal entity that can secure and process cash gifts as a condition of our 501 (c)(3) status.

If any leads generated by troop leaders, parents and adult volunteers result in a cash gift, a percentage will be shared with the troop/group/unit.

Policy: Donor Designated Gifts If an individual donor or businesses wishes to make a gift of cash to a specific troop/group/unit then the individual donor or business must send their donation directly to council with a note including the troop/group/unit number that they wish their gift to be directed. Once the check has been processed, council will remit the donation to the appropriate troop/group/unit.