

*GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC.*  
*(Serving Miami-Dade and Monroe Counties)*



*PROGRAM POLICIES,  
STANDARDS AND PROCEDURES*  
*Revised June 2009*



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## **Girl Scout Mission**

Girls Scouts build girls of courage, confidence and character, who make the world a better place.

### **Blue Book of Basic Documents**

## **POLICIES, PROCEDURES AND STANDARDS**

### **G.S.U.S.A. POLICIES**

The National Board of Directors of Girl Scouts of the U.S.A may, from time to time, adopt a policy that meets the following criteria:

- The policy is consistent with the basic principles and objectives of the Girl Scout movement.
- The policy is necessary to the protection and development of Girl Scouting.
- The policy describes a course of action that must be followed.

Girl Scouts of the U.S.A. Policies are found in the Leader's Digest and in the Blue Book of Basic Documents. State, local laws, Safety-Wise and Council Policies must always be followed.

Always adhere to the strictest requirements, when national and Council policies differ.(see actual quotation and reference actual quotation from Safety wise regarding state and local ordinances)

Each Council must consider local needs, geographic or climactic characteristics, state statues and local ordinances which may be stricter that the Girl Scout Program Standards and activity checkpoints.

### **GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC. POLICIES**

By the terms of our Council Charter issued by the National Board of Directors, Girl Scouts of the U.S.A., this council is required to adhere to the policies of the National Organization. The Board of Directors of the Girl Scout Council of Tropical Florida, Inc. adopts policies as needed to supplement national policies. The policies of the Girl Scout Council of Tropical Florida, Inc. are consistent with national policies and must be followed.

It will be the policy of the Girl Scout Council of Tropical Florida to adhere to the program and membership standards, basic safety and security guidelines, and activity checkpoints contained in the current Safety Wise, as well as any addenda published to update a current version.

It will be the policy of the Girl Scout Council of Tropical Florida to adhere to the program standards, procedures, safety and security guidelines and activity standards as contained in any current Safety Wise as well as in any addenda or updates issued by the Girl Scouts of the USA, relative to the new Girl Scout Leadership Experience, the new Volunteer Essentials and Girl Scout Pathway modules, the ten step volunteer management process, new grade level standards and the new girl activity programs as contained in Journeys.

References include: Blue Book of Basic Documents, Leader's Digest, Safety-Wise, Safety and Risk Management in Girl Scouting, Safety Management at Girl Scout Sites and Facilities among others. Additions/revisions approved by the Board of Directors, September 18, 1990; September 21, 1994 and September 18, 1996, September 2001. \*Affirmative Action reaffirmation by the Board of Directors, May 17, 1998; October 19, 1989; September 16, 1991; January 26, 1996, March 26, 2002, September 23, 2003, September 23,2008. July 2009

## **Affirmative Action Plan for Volunteers and Staff**

### **Affirmative Action**

Affirmative action in the Girl Scout Movement has its roots in the Preamble to the Constitution:

We affirm that the Girl Scout Movement shall  
ever be open to all girls and adults who accept the  
Girl Scout Promise and Law.

*--Blue Book of Basic Documents*

### **Pluralism and Diversity in Girl Membership**

All Girl Scout councils and lone troop committees shall be responsible for seeing that membership is reflective of the pluralistic nature of their populations and that membership is extended to all girls in all population segments and geographic areas in their jurisdictions. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout program because of race, color, ethnicity, creed, national origin, socioeconomic status, or disability. Reasonable accommodations shall be made for girls with disabilities to ensure that girls have access to activities.\*

*--Blue Book of Basic Documents*

### **Selection of Adults**

Every adult volunteer and executive staff member in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the job, and willingness and availability to participate in training for it. In selection of adults, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, or socioeconomic status. There shall be no discrimination against an otherwise qualified individual by reason of disability or on the basis of age. Members of Girl Scout Council Boards of Directors and the National Board of Directors shall be selected so that the boards of directors represent diverse population groups and can bring to their deliberations a variety of points of view and life experiences, as well as access to cultural, religious, educational, civic, and economic resources. Executive staff shall be selected as needed to provide managerial and specialist expertise, research capability, and continuity to support the delivery of programs to girls through volunteers.

*--Blue Book of Basic Documents*

### **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, or socioeconomic status. 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 underutilized racial minorities.

*--Blue Book of Basic Documents*

### **EEO/Affirmative Action for Employed Staff**

There shall be no discrimination on the basis of race, color, creed, sex, age, disability, national origin, and citizenship. In addition, to ensure full equality of opportunity in all operations and activities of the organization, every staff member employed in Girl Scouting shall be selected under fair employment procedures that provide equal employment opportunities to all people.

*--Blue Book of Basic Documents*

### **Grievance/Separation of Employed Staff**

Every person employed in Girl Scouting shall be protected by fair personnel policies and procedures, including formal problem resolution procedures.

*--Blue Book of Basic Documents*

## **RACISM OR ADVOCACY OF RACISM**

Be it resolved that, the practice or advocacy of racism is inconsistent with the purposes of Girl Scouting and, therefore, any person who acknowledges membership in an organization that advocates or practices racism cannot become or remain a leader or member of Girl Scouts of the USA.

### **Plan of Action**

The Girl Scout Council of Tropical Florida, Inc. affirms the Girl Scouts of the USA Affirmative Action policy and philosophy and will carry out the following plan of action:

- ◆ Give to the extension of recruiting sources and to broaden the availability of specialized training so as to attract adults from diverse backgrounds, assuring them job satisfaction as well as ultimate movement into administrative positions of policy determination and operation.
- ◆ Seek out and effectively utilize volunteers, offering them the opportunity of personal growth and fulfillment.
- ◆ Ensure equality in the recruitment, selection, training and placement of volunteers regardless of race, color, religion, sex, national origin, age or handicap.
- ◆ Ensure extension of membership to all girls and adults population segments in all geographic areas of the council's jurisdiction.

The Council's long range goals and annual objectives reflect strong commitment to pluralism and our commitment to serve girls and adults representative of the population.

### **Responsibility for Implementation**

The Board of Directors of the Girl Scout Council of Tropical Florida, Inc. is ultimately responsible for complying with this policy. The Board will monitor progress toward the goals by:

- ◆ Receiving and assessing reports on volunteer minority representation in relation to the geographic profile.
- ◆ Establishing goals and defining geographic areas based on population shifts affecting minority representation.
- ◆ Reporting to the membership on registered minority presence in the council at the Annual Meeting.

### **The Chief Executive Officer/Executive Director will see that:**

- ◆ The implementation of the Affirmative Action Plan for Volunteers is reflected in the performance management goals for employed staff.

### **Dissemination**

Internally the plan will be disseminated through:

- ◆ regularly scheduled meetings held at all levels of the organization.
- ◆ all orientation and training sessions.
- ◆ communications to the membership by volunteer and staff.
- ◆ meetings of employed staff by the Chief Executive Officer/Executive Director

### **Externally the plan will be disseminated through:**

- ◆ all volunteer recruiting sources, including oral presentations, public service announcements and printed materials.
- ◆ encouraging minority organizations, community organizations and community leaders to refer potential volunteers for placement.
- ◆ reporting to community media the affirmative action activities of the council.

Reaffirmation by the Board of Directors May 17, 1988; October 19, 1989; September 16, 1991; January 26, 1996, March 26, 2002, September 23, 2003, September 23, 2008

Pers. #120 – Affirmative Action Plan

## Policies and Practices for Operational Volunteers

### INTRODUCTION

The Girl Scout Council of Tropical Florida, Inc. wishes to secure and retain the highest caliber of adult volunteers in order to provide Girl Scouting for girls throughout its jurisdiction. The Council has adopted the following personnel provisions to ensure achievement of this aspiration.

### AFFIRMATIVE ACTION POLICY

To insure equality in all operations and activities of the organization, equal opportunity procedures in keeping with the Girl Scouts of the USA's Affirmative Action policy and philosophy shall be utilized in the recruitment/ selection, **screening**, placement, appointment, training, orientation, performance assessment and recognition of volunteers regardless of race, color, religion, sex, national origin, handicap, age, or socioeconomic status.

### RESPONSIBILITY OF THE OPERATIONAL VOLUNTEER

#### MEMBERSHIP REGISTRATION

The Girl Scout Council of Tropical Florida, Inc. is chartered by Girl Scouts of the United States of America (GSUSA). G.S.U.S.A. is a membership organization and part of a worldwide movement of girls and adults dedicated to the acceptance of the Girl Scout Promise and Law. All volunteers must subscribe to the Girl Scout Promise and Law, and be registered as members of the Girl Scout Movement with Girl Scouts of the United States of America. All Operational Volunteers will support and work within the framework of the council charter, articles of incorporation, bylaws, policies, standards, goals, objectives, and plan of work of the Girl Scout Council of Tropical Florida and Girl Scouts of the USA. Operational Volunteers recognize the Girl Scout Movement as a voluntary service and therefore do not expect, receive or solicit any monetary reimbursement for services. Each operational volunteer is expected to develop performance goals and objectives with her/his supervisors and participate in periodic performance appraisals or evaluations.

#### UNIFORMS

Members of the Girl Scout Movement are readily identified by uniforms worn for official functions. A uniform is not required for participation in Girl Scout activities, but is suitable for most Girl Scout functions. Purchase of a uniform is at the volunteer's expense and is encouraged. Operational volunteers are encouraged to wear the Girl Scout Pin when they are not in uniform.

### Single Entry System

Each volunteer is provided with an overview of the Girl Scout purpose and organization, local Council information, and the support systems available to them in their work, as part of a single entry system and a five step process. Orientation may be conducted on-line, one-on-one or in a group setting.

### SELECTION OF VOLUNTEERS SERVING IN DIRECT SERVICE CAPACITIES

Each volunteer is selected 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. 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. Volunteers will receive some type of face-to-face interview prior to selection.

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, provide references, undergo screening and background checks according to the GSUSA recommended screening matrix, sign agreements prior to selection and appointment. There will be a five-step, single entry system, supported by confidential electronic data base management and individual volunteer portfolios. To insure position satisfaction of operational volunteers and the effective use of volunteer human resources available to the council, individual skills and aspirations must be accurately and objectively assessed in relation to the duties and responsibilities of the assigned position.

#### **1. INFORMATION GATHERING**

Each candidate completes an Application for Adult Service in Girl Scouting (Pers #12), identifying references. The form includes authorization allowing the Girl Scout Council of Tropical Florida, Inc. to secure any information deemed necessary from ANY sources (i.e. including an Abuse Registry Background check, Police checks) in order to safeguard the health, safety and general well-being of the girls we serve. All information obtained by the Girl Scout Council of Tropical Florida, Inc. will be considered confidential.

#### **2. INTERVIEW AND SCREENING**

A face-to-face interview is conducted with the prospective volunteer to determine interests, skills, and previous experience related to the requirements of the position. The position description assists the candidate in understanding responsibilities and accountability, approximate amount of time needed for the position, any training needed and the term of the appointment.

The interviewer should discuss in keeping with the guidelines issued by GSUSA, the purpose of Girl Scout organization, the membership requirements, the council's policies and procedures for operational volunteers, Girl Scout principals and beliefs, the commitment to Affirmative Action and to diversity throughout the organization.

The interviewer should ascertain that the individual understands and accepts the Girl Scout principles and beliefs.

The references given on the volunteer application are researched and kept on file. If indicated, the appointment is made and confirmed with a Volunteer Agreement. A candidate not placed in the position for which she/he applied may be referred to another position.

#### **3. NOTIFICATION AND 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 re-assignment.

#### **4. SUPPORT AND TRAINING**

All volunteers receive Volunteer Essentials orientation and module training as required for their assignment within a specified time frame. Each volunteer will be provided with the knowledge and skills needed to be successful in her or his work. All operational volunteers are required to take advantage of appropriate training to enhance their ability to provide effective service. New volunteers will complete the five-step process as outlined in the Single Entry System of the Girl Scouts of the USA. Progressive training and certification as well as on the job guidance and direction will be provided by the supervisors. Training is available on many levels and is designed to meet ongoing needs of volunteers as they develop and grow in a job.

#### **5. REASSIGNMENT**

Operational volunteers shall be appointed for a term not to exceed one year. Prior to the completion of her or his term, each volunteer who is to be re-appointed to the same position or rotated to a different position, may receive confirmation of such re-appointment or rotation. Re-appointment 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 employed staff. There will be a mutual acceptance of position accountabilities, expectations and time commitments.

### **Volunteer Agreement**

The agreement with the operational volunteer will include a term of appointment, any specific expectations for work performance and the signatures of the volunteer and the supervisor. A position description and a copy of the volunteer policies will accompany the agreement.

### **Non monetary benefits/Advantages**

Advantages to volunteers include support in their position, training and other adult learning opportunities. Volunteers are encouraged to enhance their skills while serving the Council. If appropriate, the Council will assist volunteers in broadening their skills through assignment to new volunteer positions involving additional and/or greater responsibilities. Other advantages for volunteers include Council publications; tools for recording volunteer experience; references upon request; liability insurance; and supplementary accident insurance, as part of national and/or Council membership.

### **Performance Appraisal**

Each volunteer shall be provided with the opportunity for a periodic performance appraisal and evaluation. The performance appraisal should include both a review of the volunteer's performance in position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected. The performance appraisal session should be utilized as an opportunity to ascertain the mutual interest of the Council and volunteer in the volunteer's continued service in her or his position. It shall be the responsibility of each staff person in a supporting relationship with a volunteer to schedule and conduct the performance appraisal. The position description and standards of performance for a volunteer position should form the basis of the performance appraisal. A confidential written record should be kept of each appraisal session. Standards of performance shall be established for each volunteer position. These standards shall list the responsibilities of the position, measurable indicators of whether responsibilities were accomplished, and appropriate timelines for accomplishment of responsibilities. Creation of these standards will be a joint function of staff and volunteer assigned to the position, and a copy of the standards should be provided to the volunteer along with a copy of the position description at the beginning of her or his assignment.

Volunteers need and deserve ongoing feedback concerning performance based on mutual agreement in developing goals and objectives. The process of evaluation is a constructive tool used to assess strengths, weaknesses, work-related problems, or the need for change in the execution of job duties and responsibilities and should be conducted objectively. The evaluation should be conducted annually by the supervisor, including the following:

1. After the individual is placed in her/his position, objectives and goals to be accomplished are developed and mutually agreed upon by the worker and the supervisor. It is upon these that the performance appraisal is based.
2. Any weaknesses, strengths, problems or obstacles to carrying out the duties of the position and/or to meeting the objectives should be identified and discussed. Recommendations and suggestions should be made by both participants as to the steps to be taken to improve the worker's performance and/or to modify the method of operation.
3. Possibilities for the individual's career development in the organization should be discussed, including types of other volunteer positions she/he might want to consider in the future.
4. A determination should be made as to whether the volunteer should be re-appointed to the present position, referred to a different position or released.

## **FINANCIAL ASSISTANCE**

National Council Session delegates elected by the Girl Scout Council of Tropical Florida, Inc. may be provided all or part of the expenses entailed in attending the National Council Session. Travel scholarships may be available to help selected adults defray the cost of travel to attend Girl Scout educational opportunities at Edith Macy Conference Center, Briarcliff Manor, New York.

An adult receiving financial assistance from G.S.U.S.A must have been a registered member for at least one year and must have a working knowledge of the Girl Scout program and policies. Grantees for G.S.U.S.A. adult opportunities must submit a written report upon return from the event and share experiences with no less than five troops or Girl Scout groups.

## **SEPARATION**

In order to maintain professionalism in an operational volunteer organization, it is necessary to provide appropriate channels to follow in the event of a resignation or release of a volunteer.

Either the Council or the volunteer may initiate a release from a position.

### 1. Resignation

A volunteer is requested to provide as much notice as possible when resigning. A minimum of two weeks is requested. The reason for the resignation should be discussed with the immediate supervisor prior to a final decision. After reaching a decision, written notice must be given to the supervisor as far in advance as possible. The resignation will be acknowledged by the supervisor.

### 2. Release

Situations may arise, that make it necessary to consider releasing an individual from a position or an assignment. The Council may release an individual because of, among other things, 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 refusal to comply with Girl Scouts of the USA policies. Release from the position does not cancel membership with the Girl Scouts of the USA unless it is determined that she or he is unable to meet the membership requirement. Any action to release an individual should receive careful and detailed consideration because of possible implications and consequences for both the individual and the Council.

Reasons for Release are:

- Failure to pass the required background check through the appropriate law enforcement agencies, to include offenses listed in the statement of good moral character.
- Inability to perform position based on evaluation of job performance.
- Excessive absence or tardiness from required meetings.
- Performance not consistent with the principles of the Girl Scout movement.
- Failure to satisfy conditions of the position.
- Misappropriation of funds.
- Unsatisfactory completion of objectives and corrective action.
- Membership in an organization that practices and/or advocates racism, or anything inconsistent with the purpose of Girl Scouting.

Involuntary termination shall occur only after careful consideration has been given.

### **Procedures to be taken in the Release of a Volunteer:**

1. The facts are gathered and evaluated quickly by the supervisor. When separation possibilities are indicated, no action should be taken without written documentation, however, the volunteer may be suspended while the investigation is conducted. Interviews, actions recommended, and results should be completed within one month.
2. Decisions with regards to the quality of performance should be based on a thorough evaluation of the work, after consultation with the individual. Every effort should be made either to assist the individual in improving her/his performance or, if possible, to place her/him in another position better suited to her/his qualifications.
3. The appropriate administrative volunteer and/or council executive staff member is informed of intentions to release volunteer with reasons noted.
4. The situation should be discussed with the individual concerned. It should be explained to the volunteer why she/he is no longer considered qualified for the assigned job. It is desirable to have one other responsible person present during the discussion to help avoid the possibility of misunderstanding or misquoting. The discussion should be handled objectively, tactfully, honestly, clearly and concisely.
5. Further action to be taken, if any should be indicated. The individual should be given the opportunity to resign or withdraw voluntarily and with dignity by submitting a written resignation when the facts indicate that separation is necessary. If feasible, she/he may be referred to another position--one that is more suited to her/his qualifications and which will offer job satisfaction. Unless otherwise indicated, the discussion should be followed up with a written summary of the actions taken, with copies sent to the individual, the appropriate executive staff member, and to the council personnel files. During this period, the individual should be offered supplementary help or relieved of responsibility immediately, depending on the situation. The volunteer should be assured that the release from the position does not cancel membership in the movement. Any questions raised in the community about the situation must be referred to the Executive Director. Absolute confidentiality must be observed at all times.

### **Procedures to be taken in the Release of a Volunteer.**

1. A letter from the Girl Scout Council of Tropical Florida, Inc. is to be sent to the volunteer, certified letter regarding release.
2. A meeting is scheduled with the volunteer, if necessary, including the appropriate assigned membership specialist and management staff.
3. A letter from the Girl Scout Council of Tropical Florida, Inc. is to be sent to the parents' involved, certified letter regarding release.
4. Additionally, letter is sent to the Service Unit Manager informing them of the situation. Full details may be withheld, however, the fact that the volunteer has been released.
5. Appointment of new leader for troop/group. Examine co-leadership potential or other parents.
6. Offer to place the daughter of the volunteer in another troop/group if appropriate.
7. Said volunteer and/or family member/person in household is prohibited from attending any Girl Scout event or activity if said person has not pass the background check and/or the offense is listed in the statement of the Good Moral Character.

## **CONFLICT RESOLUTION/DISPUTE**

The conflict resolution process is based on the fundamental values of respect for the individual and fairness. The policy exists so that member of the organization can air grievances and have avenues to solving them. All volunteers may use the conflict resolution procedure. Every volunteer may expect a fair resolution of her or his dispute without fear of jeopardizing her or his volunteer status. Informal counseling by volunteer and staff personnel is the first step in resolving a situation involving a conflict or dispute. The initiation of the conflict resolution procedure, however, will not restrict the Council from taking immediate and appropriate action with respect to the volunteer

If an informal resolution is not possible, and a further hearing is desired, the person filing the complaint must do so in writing, citing the issue. The signed, dated document must be specifically titled "Conflict Resolution/Dispute Request", identify the person with whom the conflict is registered, and cite the policy or procedure that has allegedly been misapplied. A copy should be sent to the identified person's supervisor. Within ten (10) working days, the supervisor will call a conference of all parties involved in the dispute and attempt to resolve the conflict. A written summary of the conference will be distributed to all parties.

1. If the volunteer is not satisfied with the disposition of the conflict resolution, the Council staff member or the Council staff member's supervisor will meet with the volunteer within ten (10) working days following her/his initial conference.
2. In the event that the dispute is not resolved in step 2 the staff member prepares a written report on the situation, including recommendations, and sends a copy to the Chief Executive Officer/ Executive Director.
3. The Chief Executive Officer/Executive Director will appoint a dispute/conflict resolution review team, to be comprised of a management representative, an employee not involved in the conflict resolution process and a Council volunteer selected by the complainant. The dispute review team will review any documentation on file and meet with the individuals involved. The review team may seek additional information, if necessary, to aid it in making a final decision. The team will provide the Chief Executive Officer/Executive Director with a written report of its findings and recommendations within ten (10) working days of the review hearing. Copies will also be issued to the volunteer and immediate supervisor. If the recommended resolution is not acceptable to the volunteer or any of the supervisors involved, a request to submit the recommended resolution to the Chief Executive Officer/Executive Director for a final and binding decision will be made. The Chief Executive Officer/Executive Director may exercise the following options:
  - a) Accept the Dispute Resolution Team's recommended solution.
  - b) Provide an alternative final and binding decision

This is the Council's final decision. It is the responsibility of the Chief Executive Officer/Executive Director to implement the decision.

## **RECOGNITION AND APPRECIATION**

The Council's formal recognition system will be consistent with GSUSA publication Adult Recognitions in Girl Scouting. (Cat. No. 26-458 or as updated).

Operational volunteers serve Girl Scouting because they believe in the philosophy of the Movement, receive satisfaction from giving service to others, and achieve personal growth and development. There are, however, times and circumstances that call for a special expression of appreciation. The supervisor has a key role in initiating special recognition for exceptional performance. Tokens of appreciation may range from a brief note of thanks to a lasting memento. Giving should be motivated by a sincere desire to express thanks rather than tradition or custom. Special expressions of appreciation should be given on the basis of performance.

## **ACCIDENT AND LIABILITY INSURANCE**

Any serious accident or fatality must be reported immediately (after calling the emergency team by dialing 911) to the Executive Director by calling the council office at (305) 253-4841, or as indicated in the Emergency Procedures form Pers. # 72. Any motor vehicle used to transport Girl Scouts must be licensed, insured, safety tested, and operated by a responsible person, over 18, with a valid driver's license. Florida State Law requires personal injury protection insurance be provided on privately owned or rented vehicles.

All persons transporting Girl Scouts or using vehicles in Girl Scout activities must carry automobile liability insurance. Registered members are protected under Girl Scout Activity Insurance, Basic Coverage. This plan provides coverage for accident medical expenses to members traveling to and from and participating in approved, supervised Girl Scout activities of two nights or less. Additional insurance must be purchased for events of three nights or longer. Liability and sickness insurance is required of all troops traveling outside the USA. The Girl Scout Council of Tropical Florida, Inc. does not assume responsibility for insuring a volunteer's personal effects.

## **RECORDS**

Records will be held in keeping with accepted organizational standards, GSUSA and legal requirements. Organizational judgment and limited storage space prohibit maintenance of lengthy records for operational volunteers. Adult registration forms are kept for two years plus current year. Records of training course attendance are kept for four years plus current year. Individuals are urged to keep their own records of years of membership and service. Operational volunteers have a right to review their records upon request at a mutually convenient time for the volunteer and council staff.

## **POSITION RELATED EXPENSES**

Operational volunteers are encouraged to keep a record of expenses incurred while doing Girl Scout work for uniforms, gasoline or some supplies. Many expenses can be applied as income tax deductions. Volunteers should check with Internal Revenue Service or their own tax consultant.

## **HARASSMENT**

The Council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the policy of the organization to 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, stability, marital status, citizenship, ancestry, veteran's status, or any other characteristic protected by federal, state or local law.

Any volunteer who feels that he or she 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 the Chief Executive Officer/executive director. The supervisor, upon receiving such a complaint, must report the matter to the Chief Executive Officer/Executive Director, who will conduct an investigation and, depending on the findings, take the appropriate corrective actions

### **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 harass another volunteer, employee or Girl Scout members 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.

## **HOSTILITY POLICY**

The Council strictly prohibits hostility in any form against staff members, girl members and adult volunteers, visitors, and anyone else having involvement with the council. Hostility under this policy is considered to include 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 policy applies to all levels of the organization.

### **CHILD ABUSE [1-800-96-ABUSE]**

The Girl Scout Council of Tropical Florida, Inc. supports and maintains environments that are free of child abuse and neglect. The Child Abuse Prevention and Treatment Act ("The Act") defines child abuse and neglect as the physical or mental injury, sexual abuse as exploitation, negligent treatment or maltreatment:

-of a child under the age of 18, or the age specified by the child protection law of the state in question  
-by a person who is responsible for the child's welfare  
-under circumstances which indicate that the child's health or welfare is harmed or threatened."

The Act defines sexual abuse as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

Child abuse and neglect are unlawful acts. It is against the council's policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any girl member.

In accordance with this policy, the Girl Scout Council of Tropical Florida, Inc. will neither condone nor tolerate:

- infliction of physically abusive behavior or bodily injury upon girl members;
- physical neglect of girl members, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities; emotional maltreatment of girl members, including verbal abuse and/or verbal attacks. The Girl Scout Council of Tropical Florida, Inc. reserves the right to refuse membership, to dismiss or to exclude from affiliation with the Council any volunteer or employee implementing Girl Scout program that is found guilty of child abuse or neglect or has been convicted of child abuse or neglect.

The Girl Scout Council will consider violation of any the above-mentioned prohibitions as the basis for immediate termination and shall report all such conduct to the appropriate authorities.

### **ELECTRONIC MAIL/INTERNET ACCESS**

Electronic mail and Internet access are intended to assist in the conduct of the business of Girl Scouting. Specific information that could jeopardize the safety and security of girls and adults must not be disclosed. Disclosures of confidential information about the organization, or its members are strictly forbidden.

Transmission of messages and information that are, or may reasonably be perceived as offensive, disruptive or discriminatory on the basis covered under the organization's EEO/Affirmative Action Policy, are strictly forbidden. This restriction includes, but is not limited to, messages that contain sexually suggestive, explicit or harassing language, racial or ethnic slurs, or any comment that inappropriately addresses someone's age, sex, marital status, sexual orientation, religious beliefs, national origin, disability an often protected characteristic.

Adopted by the Board of Directors, January 15, 1985. Reviewed or Revised: March 21, 1989; May 22, 1990; September 21, 1994; September 18, 1996, March 26, 2002, September 23, 2003 September 23, 2008.

Pers. #158 – Policies & Practices for Operational Volunteers

## **CONTROL OF FUNDS AND SOLICITATION OF FUNDS**

### **GIRL SCOUTS OF THE USA POLICIES:**

Reference: Blue Book of Basic Documents, Leaders' Digest, Safety-Wise

It is the policy of the Girl Scout of the USA that:

- All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council or Girl Scouts of the United States of America and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout Council or Girl Scouts U.S.A. Such assets are not the property of individuals, geographic units or communities within a Girl Scout council.
- Adult members, in their Girl Scout capacities, may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fund-raising efforts authorized by the Girl Scout council and in which the local council is a beneficiary. Girl members may support other organizations through service projects or a donation from their troop treasury.

### **GIRL SCOUT COUNCIL POLICIES AND PROCEDURES:**

#### **I. TROOP FUNDS, FINANCIAL REPORTS**

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

1. All troop/group funds will be held in a bank account, the number of which should be on file with the Girl Scout Council. Withdrawal of funds should be possible only with two authorized signatures. (Three persons should be authorized to sign.)
2. Each Girl Scout troop shall complete and submit a year-end Troop Financial Report Finance #16 (See appendix) to the Service Unit Manager or designee according with the established deadline with a copy of the latest bank statement(preferably May); each troop/group shall submit the annual Detailed Cash Record and supporting receipts to the Field Finance Audit Committee upon request. Troops must seek and receive Council pre-approval for any and all sponsorship or cash gifts that exceed \$250.00. (Reference GSUSA guidelines for sponsorship and money earning)
3. Troop records and receipts are to be retained by the troop for 3 years.
4. If the troop disbands, all monies remaining in the troop treasury and all troop assets, together with report, records, and inventory, must be turned over to Council Service Center, to be held for up to one year pending formation of another troop.
5. When a troop/group has been inoperable for over one year and girls have not been placed in other troops, the checking account should be closed and all remaining monies forwarded to the service center of the Girl Scout Council and placed in the Campership Fund.

#### **II. SERVICE UNIT HELD EQUIPMENT AND FUNDS**

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

1. Service Unit /geographic unit equipment remain the responsibility of the Service Unit, subject to the oversight of the Council and will be held by its designee.
2. The Board of Directors of the Girl Scout Council of Tropical Florida, Inc. grant permission for Service Units/geographic units to have bank accounts under the following conditions:
  - a. Each account will bear the "Service Unit Name" and the name of Girl Scout Council of Tropical Florida, Inc.
    - Three authorized check signers on the account with double signature required.

- b. Each Service Unit Manager is required to submit to the Membership Specialist an annual budget by October 31 based on activities planned for the year.
- c. Each Service Unit Manager is required to submit to the Membership Specialist a year-end financial report as of according to established deadline and must include:
  - The name and address of bank
  - Account number
  - Three authorized check signers
  - The balance in the account
  - A detailed cash record showing sources and uses of funds
- d. A copy of the report will be retained by the Service Unit for three years.
- e. The Chief Mission to Marketing Officer will summarize and submit the summary annually to the Troop/Group Finance Audit Committee.
- f. When a Service Unit account has been inoperable for over a year, the account will be closed and all remaining monies forwarded to the Service Center of the Girl Scout Council of Tropical Florida, Inc. and placed in the Campership fund.

Approved by the Board of Directors, September 21, 1994, Revised March 2001, September 21, 1994, May 22, 1990, March 26, 2002, and September 23, 2003, September 23, 2008.

Fin #34 – Control of Funds and Solicitation of Funds

## Money - Earning & Council Sponsored Product Sale Activities

### Girl Scouts of the USA Policies

Reference *Safety-Wise*, Program Standards 28 – 33: Money earning definition Reference: *Blue Book of Basic Documents, Leader's Digest, Safety –Wise*, Program Standard 32. Fund Raising Definition Reference: *Blue Book of Basic Documents, Leader's Digest, Safety-Wise*, Program Standard 29.

It is the policy of the Girl Scouts of the U.S.A that:

- Girl Scout groups are financed by dues, money-earning activities and a share of the money earned through Council-sponsored product sale activities.
- Girl Scouts ages 5-17 will do no direct solicitation of funds of any type.
- Girl members may support other organizations only through service projects.
- Girl Scout Daisies may be involved in Council-sponsored product sale activities only, and not collect money in any other way, except through group dues or parental contributions.
- Money earning activities may not be conducted over the Internet.

### Girl Scout Council of Tropical Florida, Inc. Policies

Reference: *Safety-Wise*, Program Standards 13, 30, 31.

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

#### All Girl Scout Grade Levels must obtain:

1. Written parent permission for any money earning, Council sponsored or approved product sale activity must be obtained prior to the activity or event.
2. Girls must be appropriately trained by troop leadership and/or program consultant for each proposed sale activity or money-earning project. The need for troop money earning should be determined in accordance with a projected troop/group budget based on plans for program activities and subject to standards of *Safety-Wise* and Council approval.
3. Participation in any money earning, Council sponsored or approved product sale activity is voluntary and optional and limited to those girls who are old enough to be businesslike in manner and to handle money accurately.
4. There shall be no product sales by Girl Scout Daisies, Brownies, Juniors and their troops other than the council Girl Scout Cookies Sale, and Fall Product Sales. Girl Scouts Cadettes, Seniors and Ambassadors and their troops may participate in other approved product sales provided they participate in the Council Girl Scout Cookie Sales and the Council Fall Product Sales.
5. No other money-earning projects of any type shall take place during the United Way Campaign or the Girl Scout Cookie Sale and the Council Fall Products Sales
6. Troop/group money-earning projects and all product sales activities may be conducted only when the proposed project meets standards set forth in *Safety-Wise* and application procedures have been completed.
7. Requests for permission to conduct money-earning projects must be submitted on the appropriate form, with the SU Manager's or designee's signature and recommendation for Council approval, 30 days prior to any proposed sale or money-earning project. Notification of approval or non-approval by the Council representative will be submitted to the SU Manager and troop leader within 10 days of receipt.

8. A complete report and evaluation of each money-earning project must be prepared and submitted to the Service Unit Manager within 30 days after the event. Troops must report all donations in a manner prescribed by the Council's Board of Directors.
9. All Troop/Group grant applications, awards or gifts of over \$250.00 require prior Council approval. Any contributions of more than \$250.00 must be submitted to the Council office in order to provide proper acknowledgments as per IRS regulations and Council gift acceptance policies and procedures. All significant Girl Scout property and equipment shall have proper title in the name of the Council and is insured, regardless of who purchased it or has custody.

Approved by the Board of Directors, September 21, 1994. Revised March 26, 2002, September 23, 2003, September 23, 2008.

Fin. #20 Money-Earning & Council Sponsored Product Sale Activities

## Policies & Procedures for Product Sales

### GIRL SCOUTS OF THE USA POLICIES

Reference: *Blue Book of Basic Documents, Leaders' Digest, Safety-Wise*

It shall be the policy of the Girl Scout Council of Tropical Florida, *Inc.* that all troops and groups shall adhere to Program Standards 28, 30, 31 and reference *Safety-Wise* (2000) pp. 28, 29. and reference Safety-wise updates and amendments as issued by GSUSA.

GSUSA Safety-Wise standards 28, 30, and 31, approved by the GSUSA Board of Directors on June 15, 2008, reflect updates and revised Activity Checkpoints, replacing anything in print prior to July 15, 2009.

#### **Standard 30 (Revised) - Council-Sponsored Girl Scout Product Sale Activities**

Girls can participate in no more than two council-sponsored product sale activities each year and only one of these may be a cookie sale. The percentage of money to be allocated to participating groups is determined by the council and explained to girls and adults as part of the product sale activity orientation. Girl Scout Daisies may participate in council-sponsored product sales in girl/adult partnership as a Girl Scout Leadership Experience. (Amended by GSUSA Board 6/15/2008)

The selling of Girl Scout Cookies or other council-sponsored products is an integral part of the Girl Scout Leadership Experience focusing on financial literacy. Girls learn to set goals, budget, plan, market to others, work as a team, and many other skills necessary to a successful sale activity. Adults serve in a supporting role but should never assume sole responsibility for sales. Refer to the activity checkpoints for "Cookie/Council-Sponsored Product Sale Activities".

All girl members may participate in council-sponsored product sales activities under volunteer supervision. The council provides training on the procedures to follow during the sale to all participants through a cascading staff and volunteer effort.

The council sets the guidelines and procedures for conducting the sale and determines how the proceeds and recognition system will be managed. The council retains some of the proceeds resulting from product sales to support program activities and participation of all registered Girl Scouts. Adult volunteers, girls, and their families should understand how cookie proceeds are used, so that they can explain this to the public.

The income from product sales does not become the property of individual girl members. Individual girl members may participate in council product sales if supervised by a council trained adult. Girls are eligible for incentives and "cookie credits" but "money earned" that normally would go to a group is administered by the council.

Parents and guardians grant permission for girls to participate and are informed about the girls' whereabouts when they are engaged in product sale activities.

Girl should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, uniform component, or Girl Scout clothing.

Adults must monitor, supervise, and guide the sale activities of all age levels. Girl Scout Daisies, Brownies and Juniors must be accompanied by an adult at all times. Girl Scout Cadettes, Seniors and Ambassadors who participate in door-to-door sales must be supervised by an adult. Girls always use the buddy system. Money due for sold products should be collected when the products are delivered to the customer or as directed by the Girl Scout council.

Personal customer information should remain private. Customer credit-card information should not be collected by girls. No credit-card information should be asked for on any form collected by girls.

#### **Online Guidance**

Girls or their families may not engage in selling Girl Scout Cookies or other products approved for council-sponsored product sales on the Internet. Girls can use e-mail as a marketing tool to let family, friends and former customers know about the sale.

Product related e-mail is not intended to be SPAM (unwanted e-mail). Girls or their parents should not broadcast e-mails to parental membership lists or place of employment e-mail list-serves.

Girls or their parents cannot set up online ordering or payment on private Web pages.

Lists of customers and their e-mails should be treated with respect and girls should be instructed on privacy issues

Girl Scout councils do not sell cookies, girls sell cookies. Any referrals via [www.girlscoutcookies.org](http://www.girlscoutcookies.org) to councils should be fulfilled by and credited to girl sales. It is up to a Girl Scout council to have a system in place which will allow for girl involvement.

### **Standard 31 (minimal changes) - *Council-Sponsored Product Sale Awards***

Groups and individuals may choose to earn council product sale awards. Awards are program-related and of a type that will provide opportunities for girls to participate in Girl Scout activities.

Girls may earn official Girl Scout age-appropriate awards related to product sale activities as a part of the Girl Scout Leadership Experience. In addition, each council may choose to provide items such as participation patches, sales awards, and council credit for camperships, event fees, day camp fees, grants for destinations (girl travel) and action/service projects, and materials and supplies for program activities to participants.

The council plan for recognition applies equally to all girls participating in the product sale activity. Where at all possible, councils should involve girls in the selection of awards and administration of money given to girls from product sales (such as an application process for grants for leadership projects or travel ships for destinations). (Standards 29, 32, 33, 34 and 35 remain the same.)

### **Girl Scout Cookie/Council-Sponsored Product Sale Activity Checkpoints**

When Girl Scout Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors participate in Girl Scout Cookie or other product activities, review and follow the following activity checkpoints. Individually registered Girl Scouts cannot participate in a Girl Scout product activity unless supervised by a trained adult appointed by the council or service unit.

#### **Planning and Supervision**

- Local ordinances related to involvement of children in money-earning projects are observed.
- Girls are involved in planning and setting goals for the product sale activity.
- Each girl's participation is voluntary.  
Written permission is obtained from a girl's parent or guardian before the girl participates in a council product sale. A parent, guardian, or other adult must know each girl's whereabouts when she is engaged in product sales.
- Girls may use telephones and e-mail to alert friends and relatives to product sales. Girls may not sell Girl Scout product by posting information and making transactions on the Internet.
- Guidelines for corporate sales (quantity sales to businesses) by girls 11-17 should be coordinated through the Girl Scout council.
- Any participation in "gifting" sales of product proposed by girls to benefit a community or organization should be overseen by the Girl Scout council.
- Any gifts in quantity to military overseas should be coordinated through military or related personnel at the place of origin and the place of receipt. Large shipments should have a council agreement with the third party to assure that the cookies arrive where intended. Gifts should not be sent to U.S. bases or bases overseas where there are Girl Scouts involved in product activity sales. Girl Scouts should observe council jurisdiction when selling or marketing product for a gifting program.
- Girls writing notes for recipients of product gifts should sign with their first name only, troop/group number and council name. Personal e-mails or addresses of girls should never be used.
- Adults should exercise caution in holding large quantities of money at the point of sale. If need be, make arrangements for additional adults to bank money frequently, particularly from high traffic booth sales.

#### **Clothing**

- Girls wear a Girl Scout Membership Pin, official uniform, uniform component, or informal Girl Scout clothing to identify themselves as Girl Scouts.
- Girls dress and prepare appropriately for the weather at all times.

## Order Taking and Selling

The Girl Scout Cookie and other product sale activities are girl driven. Parents and guardians should receive information as to their role in helping girls in the sale from the adult in charge and the council. Adults may assist, but cannot sell Girl Scout products. (The role of the Girl Scout Daisy adult is fully explained in online materials on the GSUSA website, [www.girlscouts.org](http://www.girlscouts.org), under Girl Scout Central:

- Adults must provide supervision and guidance for all age levels. Adults must accompany Girl Scout Daisies, Brownies and Juniors when they are selling, order taking or delivering cookies.
- If product sale is allowed at an adult's workplace, the girl should be personally involved in the customer interface and/or delivery in some way.
- Girl Scouts should observe council jurisdiction when selling or marketing product or engaged in collecting for a gifting program. Girl Scouts should observe council jurisdictions when selling cookies in parent/guardians place of work, unless arrangements are made to accommodate all Girl Scout families connected to that workplace.
- Girls and adults should be familiar with the areas and neighborhoods in which they will sell.
- Girl Scout Cadettes through Ambassadors must sell in the buddy system and have adult oversight.
- Girls participate in door-to-door sales only during daylight hours, unless accompanied by an adult.
- When Girl Scouts operate a booth in a store, mall, or other public place, adults must be present at all times. However, at no time should adults be the only individuals at the booth.

**Girls learn and practice personal protection skills as outlined in GSUSA and vendor provided activity materials. For example:**

- Use safe pedestrian practices, especially when crossing at busy intersections, crossing an alley, or walking in a parking lot.
- Never enter someone's home (house or apartment) when selling or delivering cookies.
- Do not carry large amounts of money. Provision for safeguarding the money is made in advance.
- Adult support ensures that girls do not carry large sums of money.
- Never approach a vehicle to sell to someone.
- Avoid accepting bills larger than \$20; ask customers to change money at a business or bank if they have larger denominations.
- A designated adult's telephone number and/or group e-mail overseen by an adult is given for reorders or complaints; a girl does not give out her telephone number or personal email.
- When planning sales booths, contact local authorities for permission and for additional safety and security suggestions and assistance. Councils should have a plan in place for approving all booth locations and assure that they are scheduled in a fair and equitable manner.
- Girl Scout Cookies® and Girl Scouts® are trademarked by Girl Scouts of the USA and cannot be used to endorse products or services. Any questions regarding the use of Girl Scout Cookies or the name Girl Scouts must be addressed to the Girl Scout council or [trademarks@girlscouts.org](mailto:trademarks@girlscouts.org).

### **In Addition, Specifically for Girl Scout Daisies**

- Materials provided by GSUSA for Daisies focus on engaging girls in selling to friends (including neighbors) and family. This approach is based upon:
  - The attention span and physical abilities of the girls;
  - The need for one-on-one supervision when handling money (the adult should hold all money);
  - The involvement of parents or trusted adults in goal setting, ensuring that goals are appropriate for the group or individuals; and
  - The importance of providing girls with a foundation in the basics of product related activities.
- Adults supervising girls should understand the product sale activity objectives and how to support the girl in the Girl Scout Leadership Experience. It is important that girls achieve success in selling their product with adult partnership, focusing on the Girl Scout processes of Girl Led, Learning by Doing, and Cooperative Learning.

**Participation in Council sponsored product sales activity is optional and limited to those girls who are old enough to be business-like in manner and to handle money accurately.**

## **I. Council-sponsored Cookie Program and Fall Product Sales**

1. Girl Scouts **MUST** be registered as a current Girl Scout and Parent Permission must be obtained in writing from a girl's parents or guardian prior to a girl's participation in the Cookie Program.
2. Girls should be identifiable as Girl Scouts by wearing a membership pin, official uniform or uniform component or Girl Scout clothing.
3. Trained Girl Scout Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassador may sell cookies door-to-door providing the following criteria are observed:
  - ❑ Girls may sell only in familiar surroundings and only during daylight hours.
  - ❑ Girls should sell in pairs under adult supervision and guidance. They must be identifiable as Girl Scouts by wearing the uniform or the pin, or they should carry a membership card.
  - ❑ Adults must monitor, supervise and guide the sale activities of all age levels. Girl Scout Daisies, Brownies and Juniors must be accompanied by an adult at ALL times. Girl Scout Cadettes, Senior and Ambassador who participate in door-to-door sales must be supervised by an adult. Girls always use the buddy system.
4. All girl participants will be eligible for individual cookie sales awards.
5. Booth Cookie sales operated by Girl Scout Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors require the presence and supervision of a responsible adult at all times.
6. Parents are encouraged to assist their daughter(s) in sales by taking orders at their places of employment and escorting their daughters in door-to-door sales or deliveries.
7. Due for sold products should be collected when the products are delivered to the customer or as directed by the Girl Scout Council of Tropical Florida, Inc.
8. Girl or their families may not engage in selling Girl Scout Cookies or other Products approved for the council-sponsored product sales on the internet. Girls can use e-mail as marketing tool to let family, friends and former customers know about the sale.
  - Product related e-mail is not intended to be a SPAM (unwanted e-mail). Girls or their parents should not broadcast e-mails to parental membership lists or place of employment e-mail list-serves.
  - Girls or their parents can not set up online ordering or payment on private Web page.
  - List of costumers and their e-mails should be treated with respect and girls should be instructed on privacy issues
9. "Group money earning" refers to activities following a planned budget and carried out by girls and adults, in partnership to earn money for the group treasury. "Council sponsored product sales" are council-wide sales of authorized products, such as Girl Scout Cookies, calendars, magazines or nuts and candy in which membership pathways participate. The funds are for Girl Scout activities and are not to be retained by individuals as their properties.
10. Girl Scouts should observe council jurisdiction when selling or marketing product or engaged in collecting for a gifting program. Girl Scouts should observe council jurisdiction when selling cookies in parents/guardians place of work, unless arrangements are made to accommodate all Girl Scout Families connected to the workplace.
11. Each Girl Scout troop shall complete and submit a year-end Troop Financial Report Finance #16 (See appendix) to the Service Unit Manager or designee between May 30 and June 15; each troop/group shall submit the annual Detailed Cash Record and supporting receipts to the Field Finance Audit Committee upon request. Troops must report any and all sponsorship or cash gifts that exceed \$250.00.
12. On September 24, 2002 the Board of Directors approved the acceptance of personal checks for the payment of Girl Scout Cookies.
  - MINIMUM AMOUNT OF \$10.50 PER CHECK ACCEPTED (3 packages/boxes).
  - MAXIMUM AMOUNT OF \$42.00 PER CHECK ACCEPTED (12 packages/boxes).
  - ALL checks must have name, address and phone printed on the check. Please write Driver's License on the top of each check and the troop/group number of troop accepting check on the bottom left side of the check.
  - ALL checks must be payable to Girl Scout Council of Tropical Florida, Inc.
  - These checks must be deposited into the Girl Scout Council of Tropical Florida, Inc. Cookie Account **ONLY**.

- Girls registered in Girl Scout Pathways will participate in Product Sales as directed by the Girl Scout Council of Tropical and its designees, in keeping with established requirements.

Approved by the Board of Directors, June 2, 1987, September 21, 1994, March 26, 2002, September 23, 2003, September 23, 2008.

Fin #1 – Policies & Procedures for Product Sales

## Board Action to Collect Outstanding Debts

### **Girl Scouts of the USA Policies and Procedures: Control of Funds**

References: *Blue Book of Basic Documents, Leaders' Digest*, and *Safety –Wise*.

#### **It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:**

- All monies raised and earned in the name of Girl Scouts belong to the Council, and not individuals or geographic units.
- The Girl Scout Council remains responsible for subordinate units (service units/associations/districts) and oversees the establishment and review of guidelines with regard to the opening, tracking and closing of bank accounts, record keeping, and collection of monies owed.
- The Council provides information and training for volunteers and staff regarding the policies and procedures that impact their service on an ongoing basis.
- The Council provides active oversight to all bank accounts, and maintains an update inventory list of accounts opened under the Council's tax identification number.

#### **The Council may:**

- Limit the number of banks used by the council and its subordinate units, and may suggest where accounts may be opened.
- The Council will require that volunteers provide social security numbers to be signers on accounts (ref: Patriot Act)
- All resident and day camp accounts be opened by the Council and be reflected as material to the Council's financial statements.
- All bank accounts have a minimum of two registered adult signers. This may include a signed from the geographic unit, depending on the jurisdiction and volunteer structure
- Subordinate Bank Accounts
- Troop/group members may not use the Council's state sales /use tax exemption in the purchase of materials and supplies.
- Troop/ group bank accounts should not remain open unnecessarily.
- All volunteers should be trained to his/her responsibility for opening or closing bank accounts when the troop/group disbands.
- Absent any girl determination on use of the money, such money should be turned over to the geographic area for activities, or to the Council for operating funds.

Any action taken by the Board of Directors of the Girl Scout Council of Tropical Florida, Inc. will be determined on a case-by-case basis, dependent on the circumstances involved.

### **I. FOR MONIES OWED THE GIRL SCOUT COUNCIL:**

1. In the event of bad debt, the Council will pursue collection from the signer on the account. If the debt is not collected in a timely manner, the volunteer in question will be removed from his/her position.
2. The President of the Girl Scout Council of Tropical Florida, Inc. and the Council Treasurer will write a letter to the individual involved requesting payment and advising the individual of legal action that may be taken against them.
3. If the procedure outlined in #2 does not result in payment from the individual within two weeks, then that individual will be referred to a collection agency and shall be dismissed from all Girl Scout positions without reappointment. Indebted troops/groups will not be granted permission to travel until balances are paid.

4. If the procedure outlined in #3 does not result in payment, then the Council's attorney will issue a letter to the individual involved, advising him/her of possible legal action that may be taken. The Council's attorney will pursue the matter in small claims court (for amounts owed of up to \$2,500), or in civil court, (for amounts owed between \$2,501 and \$5,000) and in circuit court, (for amounts owed over \$5,001). The Council's Attorney may refer the matter to the State Attorney's office for criminal prosecution.

**II. FOR MONIES OWED TO TROOP/GROUP OR SERVICE UNIT:**

The troop is responsible for collecting the moneys owed from parents and girls. If the troop has been unable to collect the funds from parents or girls, or an adult responsible for collecting these funds absconds with troop cookie profits and/or moneys owed the council, the Board of Directors will proceed as follows:

1. The President and the Treasurer of the Council will write a letter to the individual involved requesting payment and advising the person of legal action that may be taken against them.
2. If the procedure in # 1 does not result in payment from the individual within two weeks, the Board of Directors of the Girl Scout Council of Tropical Florida, Inc. will authorize the Chief Executive Officer/Executive Director to instruct the Council's attorney to issue a letter to the individual involved advising him/her of possible legal action that may be taken (on the attorney's letterhead).
3. If necessary, the Council will pursue the individual in small claims court (up to -\$1,500 owed), civil court (\$1,501-\$5,000 owed), circuit court (\$5,001 and higher owed) or turn the matter over to the State Attorney's office for criminal prosecution.

**II. UTILIZATION OF COLLECTION AGENCY FOR OUTSTANDING DEBTS**

On a case-by-case basis, persons owing **Council**, Service Units or Troops will be referred to a collection agency. In assisting Service Units or Troops in collecting moneys owed, the following conditions must be met:

1. Moneys owed are \$35 and above.
2. The Service Unit Manager and Troop Leader have furnished written documentation of their efforts to collect the moneys owed, proof of balance owed.
3. In all cases, appropriate documentation evidencing debt is furnished: receipts, signed acceptance of products or signed transfers, permission forms.
4. The Service Unit or Troop is willing to prepay a fee to cover part of the collection agency's fee per individual contacted.

**Girl Scout Council of Tropical Florida, Inc.**

**Board Of Directors**

**Resolution to authorize subordinate unit bank accounts:**

RESOLVED, THAT the Board of Directors of the Girl Scout Council of Tropical Florida authorizes designated volunteers to open and maintain deposit accounts on behalf of specific subordinate unit (troop/group/geographic area/Pathway) following the policy in place.

The designated signers are not authorized to conduct any other business on behalf of the Council or to access any of the accounts the Council may maintain at the bank except for those specific to their subordinate unit.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by the Board of Directors, September 21, 1994. Revised March 26, 2002, September 23, 2003, September 23, 2008. July 2009

Fin. #9 – Board Action to Collect Outstanding Debts

**POLICIES PROCEDURES AND STANDARDS FOR  
DAY TRIPS, CAMPING/TRAVEL AND RELATED ACTIVITIES**

Girl Scouts of the USA Policies and Procedures and Program Standards

Reference: *Blue Book of Basic Documents, Leaders' Digest, Safety-Wise, Age level resources, American Camping Association Standards, GSUSA-Safety Management for Destinations.*

**Future Safety-Wise Checkpoint Additions**

In responding to girls' current interests, GSUSA anticipates that guidelines for several activities will be added in future safety and risk management publications. Below is a list of potential topics created in March 2008. We will continue to review potential additions to best meet the needs of our membership. Please note: Zip Lines, Tree Climbing, and Canopy Cruising guidelines are the same as the Challenge Courses, Climbing, and Rappelling checkpoints on pp. 99–101 of Safety-Wise.

**Land Sports, p. 94**

Fencing

Geocaching

Segway (transportation using EPAMDS—electric personal assistive mobility devices)

Skateboarding

Sail Skateboarding, Skate Sailing (Wind Skating or Street Surfing) and Kite Skateboarding

**Passenger Vans**

If your council uses 15 passenger vans, Girl Scouts of the USA recommends consulting your insurance carrier and reviewing state and local laws as some states and counties have issued warnings on these vehicles.

**Girl Scout Council of Tropical Florida, Inc. Policies, Procedures, Standards and Requirements for Adult Training and Certification**

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that

1. All Safety-Wise (2000) program standards, activity checkpoints and guidelines for safety, security, supervision, equipment, certification and money earning **MUST** be met. Reference-Chapter 5, Chapter 2, Chapter 6, Standard 22.
  - Exception: - The Council **DOES NOT ALLOW** the use of gasoline cook stoves or the handling of gasoline where Girl Scouts are present. When the policies of GSUSA and the Girl Scout Council differ, the stricter policy will apply.
  - The responsibility for ensuring adult compliance with all Council Policies for Camping/Day Trip/Travel and Related Activities requirements rests with the service unit/geographic unit Manager and/or Council representative.
2. Responsibility and authority for granting permission for all day trips, events, overnight events, camping and travel, rests with the Service Unit Manager/designee or a Council staff representative. Such events **MUST** be documented on the appropriate forms (Program #58) within established deadlines with copies forwarded to the Council Service Center for approval prior to the activity.
  - a. A Council Membership/Marketing staff member assumes the responsibility and authority of the Service Unit Manager for granting permission in the absence of a Service Unit Manager.
  - b. A Service Unit Manager who is also a leader **MAY NOT** grant permission for camping/travel or related activities to her own Troop. A Council representative assumes the responsibilities of the Service Unit Manager in such cases.

3. Risk Management:

\*\* Refer to FEMA/USFA/NFA-ERT:SS (June 1999) Emergency Response to Terrorism; Refer to written plan for dealing with natural hazards, potential natural disasters , American Red Cross resources.

Any activity presenting greater risk than usual MUST be approved by a Council representative and discussed in advance with parents/guardians of the participants.

4. Prohibitions:

No firearms, illicit drugs or alcohol are permitted on Girl Scout property or outings. No one under the influence of drugs or alcoholic beverages is allowed to be in the presence of girls or at events and activities.

5. **First-Aid Training**

First-aid offerings listed in the chart on p. 37 of Safety-Wise are provided online by the sponsoring organization and include a face-to-face participant skills assessment. The course may be accepted as meeting the recommendation.

National first-aid programs may be submitted for review throughout the year. Girl Scouts of the USA routinely reviews such programs so as to expand the courses available to our membership. Councils may review local offerings, compare the content to the national recommendations, and make decisions concerning their area's resources.

For more information regarding what level of training is needed for different activities, and when it is needed, please consult Safety-Wise (pg 36).

**National First-Aid Programs**

Organization	Courses for First-Aider, Level 1	Courses for First-Aider, Level 2
<b>American Red Cross</b>	<ul style="list-style-type: none"> <li>• Community First Aid and Safety including CPR</li> <li><i>or</i></li> <li>• Standard First Aid including CPR</li> <li>Child Care (for Girl Scout Daisy leaders) including CPR</li> </ul>	<ul style="list-style-type: none"> <li>• Sport Safety Training</li> <li><i>or</i></li> <li>• Standard First Aid including CPR, plus First Aid, When Help Is Delayed,</li> <li><i>or</i></li> <li>• First Aid Responding to Emergencies</li> <li><i>or</i></li> <li>• Emergency Response*</li> </ul>
<b>American Safety and Health Institute</b>	<ul style="list-style-type: none"> <li>• Basic First Aid plus CPR for School and Community or the Workplace</li> <li><i>or</i></li> <li>• Basic Wilderness First Aid plus CPR for the School and Community or Workplace</li> </ul>	CPR Training and one of the following: <ul style="list-style-type: none"> <li>• Wilderness First Aid</li> <li>• Wilderness First Responder</li> <li>• Wilderness EMT Upgrade*</li> </ul>
<b>Emergency First Response</b>		<ul style="list-style-type: none"> <li>• Primary Care (CPR) plus Secondary Care (First Aid)</li> </ul>
<b>Medic First Aid International, Inc.</b> (Formally EMP America)	<ul style="list-style-type: none"> <li>• Basic Plus CPR, AED, and First Aid for Adults</li> <li>• Basic CPR and First Aid for Adults</li> <li>• Pediatric Plus CPR, AED, and First Aid for Children, Infants, and Adults</li> <li>• Pediatric CPR and First Aid for Children</li> <li>• Care Plus CPR and Automated External Defibrillator (AED) for Adults, Children, and Infants</li> </ul>	<ul style="list-style-type: none"> <li>• Basic Life Support for Professionals (BLSPRO)</li> </ul>

	• Emergency Care First Aid	
<b>National Safety Council</b>	• Standard First, CPR and AED <i>or</i> • Pediatric First Aid, CPR and AED	
<b>Stonehearth Open Learning Opportunity (SOLO)</b>	Any standard CPR with one of the following: • Wilderness First Aid (WFA) • Wilderness First Responder (WFR) • Wilderness Emergency Medical Technician (WEMT)	
<b>American Heart Association</b>	• Heartsaver First Aid and CPR	For CPR Training
<b>American Academy of Orthopedic Surgeons</b>	• CPR and First Aid Training	• Wilderness First Responder
<b>EMS Safety Services</b>	• CPR and First Aid Training <i>or</i> • Pediatric First Aid and CPR	

5. Direct Service Volunteer and Adult Learning Requirements:  
Contact a Council Representative to clarify conditions under which equivalent certifications are accepted, or instances when certain training or professional standing can be substituted for certifications listed below. The troop/group or pathway volunteer **MUST** be trained as in (a) below and **MUST** be present at camping/travel events. However, other training requirements may be met and delegated to other registered adults. Any adult meeting a training requirement listed **MUST** be present at all times at the activity.
- A. Leadership/Adult Learning Facilitation**  
REQUIRED for direct service volunteers (with or without travel plans):
- Volunteer Orientation as provided by Council.
  - Leadership Essentials and Girl Scout Pathways Module orientation as provided by Council.
  - Gradelevel training and/or transition training as appropriate and as provided by Council.
  - Renew grade level training when new Journey handbooks are introduced by Girl Scouts of the U.S.A. and are utilized by the Troop.
- B. Certification required for day travel:**
- Planning Trips/Travel Etiquette as provided by Council.
  - Note -- When day travel includes physically demanding activities or activities with a potential for injuries, a First Aid person trained as specified below **MUST** be present.
  - Current American Red Cross Community First Aid and Safety or Standard First Aid including CPR (Level I) certification or equivalent, if you plan to remain within 15 minutes of Emergency Medical Services.
  - OR Current American Red Cross Responding to Emergencies (Level II) certification or equivalent, if more than 15 minutes from Emergency Medical Services.
- C. Certification required for non-camping overnight travel:**
- Planning Trips/Travel Etiquette as provided by Council.
  - Current American Red Cross 'Community First Aid and Safety or Standard First Aid including CPR (Level I) certification or equivalent, if you plan to remain within 15 minutes of Emergency Medical Services.
  - OR Current American Red Cross Responding to Emergencies (Level II) certification or equivalent, if more than 15 minutes from Emergency Medical Services.
- D. Certification required for troop/group camping of less than three nights except for backcountry travel or other specialized camping:**
- Planning Trips/Travel Etiquette as provided by Council.
  - Basic Troop Camping as provided by Council.

- Current American Red Cross Community First Aid and or Standard First Aid including CPR (Level I) certification or equivalent, if you plan to remain within 15 minutes of Emergency Medical Services.
  - OR Current American Red Cross 'Responding to Emergencies (Level II) certification or equivalent, if more than 15 minutes from Emergency Medical Services.
- E. Certification required for backcountry camping or backcountry day activities:**
- Planning Trips/Travel Etiquette
  - Basic Troop Camping
  - Specialized Training as required for the activity (Examples of Specialized Training (not necessarily all inclusive)
    - Backpacking
    - Canoe Camping
    - Boat Camping
    - Whitewater Rafting
  - Responding to Emergencies (Level II) first aid certification or equivalent.
- F. Certification required for troop/group camping of three or more nights**
- Training requirements are the same as those for outings of less than three nights (see section D). There are, however, additional insurance requirements. Insurance is available from the Council through the Program/Camp Registrar. Responding to Emergencies (Level II) first aid certification or equivalent required if you plan to remain more than 15 minutes from emergency medical services.
- G. Certification required for trip /travel camping at different sites of three or more nights:**
- Planning Trips/Travel Etiquette' as provided by Council.
  - Basic Troop Camping as provided by Council.
  - Trip/Travel Camping as provided by Council.
  - Current American Red Cross Community First Aid & Safety (Level II)' certification or equivalent.
  - Responding to Emergencies (Level II) first aid certification or equivalent required if you plan to remain more than 15 minutes from emergency medical services.
- H. Certification required for international travel:**
- Planning Trips/Travel Etiquette as provided by Council.
  - Current American Red Cross Community First Aid & Safety Responding to Emergencies (Level II) certification or equivalent.
  - Planning International (Extended) Trips as provided by Council.
- I. Certification required for any Aquatics related activity**
- Current certification in a Council approved Lifeguard program.
  - American Red Cross Emergency Water Safety certification or equivalent is acceptable for wading.
    - Refer to *Safety-Wise* regarding backyard pools.
    - Public pools and controlled waterfronts may be used when lifeguards are on duty in ratios designed by the facility operator as long as Lifeguard-Watcher Rates Chart is followed (*Safety-Wise* p.120 )
    - See specific policies for Small Craft (e.g. Canoeing /Sailing/Kayaking, other specific activities as outlined in *Safety-wise* (see Prog. #53)
6. It shall be the practice of adults in the Girl Scout Council of Tropical Florida, Inc. to observe and adhere to the following (Reference *Safety-Wise* (2000), Program Standard. 3, 22)( or as noted in the updated *Safety Wise*)

**GENERAL RESPONSIBILITIES:**

- The dignity of each participant MUST be respected.
- Weather conditions MUST be monitored.
- Minimal impact guidelines SHOULD be followed.
- Each participant MUST wear an ID bracelet and carry identification.
- All Participants SHOULD refrain from SMOKING on Girl Scout outings. Adults SHOULD NOT smoke in the presence of girls or in Girl Scout buildings.
- All Site rules MUST be followed.

## A. Direct Service Volunteer RESPONSIBILITIES:

The Direct Service Volunteer keeps the Council, parents and guardians informed about the activities of the girls, obtains Council approval for any activity that involves overnight travel, covers sensitive or controversial subjects, involves special equipment or involves money earning projects; seeks Council approval for certain types of service projects and collaborations with other organizations; ensures that program standards and checkpoints regarding health, supervision, planning, equipment/clothing, transportation, site and emergency procedures and First Aid are followed. Leaders must observe legal and ethical responsibilities, exercising due care in providing direct services to girls.

- Direct Service Volunteers must obtain parental approval for participation by girls in all program events and activities, and must obtain parent permission for the dispensation of any medication-prescribed or non-prescribed to any girl.
- Direct Service Volunteers MUST leave a detailed itinerary with the emergency contact person and Council office.
- Direct Service Volunteers must establish and distribute a plan for late pick-up of girls from meetings and events and activities.
- In the absence of a site manager, Director Service Volunteers MUST request a local police watch order for the site.
- Establish security and emergency plans for the site and planned activities. Prepare participants to follow the plan for health, safety, supervision, sites, environmental conditions, encountering wildlife, etc.
- Direct Service Volunteers MUST complete and submit documentation of training/preparation steps for each planned activity.
- Direct Service Volunteers MUST conduct a head count during activities and bed check at bedtime.
- Direct Service Volunteers and adults in charge of a girl activity MUST maintain increased vigilance and use the best judgment of the adults present as to contacting local law enforcement agencies when alerted to suspicious noises/activities, autos or strangers.
- Purchase insurance for non-Girl Scout participants through Girl Scout Council of Tropical Florida, Inc. in advance.
- Direct Service Volunteers and/or adults in charge MUST report accidents to the Service Center at (305) 253-4841 IMMEDIATELY. (see Pers. #71)
- Direct Service Volunteers and adults in charge MUST be familiar with and follow for Emergency Procedures for Serious Accidents, Major Emergencies or Fatalities. (see Pers. #72)
- Direct Service Volunteers and adults in charge must observe legal and ethical guidelines for reporting suspected abuse and/or neglect, by calling Florida Abuse Hotline, 1-800-96-ABUSE; according to Florida Law. Leaders MAY contact a Council Representative for further support or information.
- Leaders SHOULD observe the buddy system.
- Leaders must consult the Council if proposed activities demand more physical prowess, emotional stamina and greater skills than those listed in Safety-Wise (2000). Activities listed below may not be attempted without written permission of the Council:
  - Activities involving operating motorized vehicles such as go-carts and personal water craft; activities with uncontrollable and highly changeable environmental conditions such as watercraft trips on unclassified rivers.
  - Activities that involve the use of firearms; flight on non-commercial aircraft such as small private planes, helicopters, sailplanes, untethered hot air balloons and blimps.
  - Activities that are not permitted: activities that involved shooting a projectile at another person, such as paintball; that involve uncontrolled free fall such as bungee jumping, hang gliding, parachuting, parasailing, trampolining; extreme variations of sports activities such as high altitude climbing, serial tricks on bicycles, skis, snowboards, skateboards and water skis; hunting; riding all terrain vehicles and motor bikes; watercraft trips in Class V and above whitewater.

## B. ADULT/PARENT (OTHER THAN TROOP LEADERSHIP) RESPONSIBILITIES

- Adults MUST ensure that structured childcare for non-Girl Scout children in attendance are provided by adults other than those in troop leadership.

- Names and phone numbers of hospitals, local fire and law enforcement stations must be posted by the phone at Girl Scout sites where there is no resident ranger. Each adult **MUST** have appropriate change for use of pay phones.
- Adults should be alert to suspicious noises/activities, autos or strangers and **MUST** report any such concerns to the leader.
- Reasonable accommodations must be made for participants with special needs.

C. GIRL REPONSIBILITIES (within the limits of their maturity and training)

- Girl Scouts **MUST** participate in training/preparation provided for the activity by the troop leadership.
- Girl Scouts **MUST** not leave designated camping areas without informing leader.
- If an intruder appears, Girl Scouts **MUST** make noise and run toward people and/or lights.
- Girl Scouts **MUST** stay with their group in public places and avoid strangers.
- Girl Scouts **SHOULD** know how and when to call the local EMS system - (often 9-1-1.)
- Girl Scouts **MUST** observe the buddy system at all times.
- **Grade level Ratios with current Safety-Wise (2000) Edition**
- The New Girl Scout Leadership Experience provides direction for Girl Scout program adapted to meet the developmental, educational, emotional, and social needs and interests of girls at the six Girl Scout grade levels.

National Standard Adult-to-Girl Ratios – Girl Scout Grade Levels						
Girl Scout Grade Level	Grade	Troop/Group Size: Number Of Girls	General Meetings Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls	Events, Trips, And Camping: Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls
Girl Scout Daisy	K–grade 1	5–15	12	6	6	4
Girl Scout Brownie	Grades 2–3	5–25	20	8	12	6
Girl Scout Junior	Grades 4–5	5–30	25	10	16	8
Girl Scout Cadette	Grades 6–8	5–30	25	12	20	10
Girl Scout Senior	Grades 9–10	5–30	30	15	24	12
Girl Scout Ambassador	Grades 11–12	5–30	30	15	24	12

7. **Grade Level Policies/Standards/Principles for Trip and Travel Progression and Planning**

- a) Direct Service Volunteers **SHOULD** be aware of the emotional, physical and social abilities of the individual girls in their troops/groups. Refer to Safety-Wise and Volunteer Essentials when planning activities.
- b) Troop leadership **SHOULD** train/prepare their girls for each activity using progression in knowledge, skill and discipline.

1. **GIRL SCOUT DAISY:**

May take trips to Counties between **Monroe to Citrus**. (Like: Miami-Dade, Monroe, Collier, Broward, Palm Beach, Osceola, Hillsborough, and Citrus Counties and any in between.) If you are unsure whether your site falls with in this jurisdiction contact Council. May participate in and up to three family camping overnights. Each child **MUST** be accompanied by a registered Girl Scout parent, legal guardian or adult family member. Under the leadership of an adult, a Girl Scout Daisy troop may participate in an occasional overnight camping experience.

- Girl Scout Daisies who have completed kindergarten may independently participate in day camp and resident camp experiences lasting up to three nights.

- Girl Scout Daisies who have completed kindergarten may travel as far as Citrus County, based on readiness for such travel and activity.
- Girl Scout Daisies who have completed first grade may independently participate in resident camp experiences lasting four or more nights.

**2. GIRL SCOUT BROWNIE:**

May take trips to Counties between **Monroe to Citrus**. (Like: Miami-Dade, Monroe, Collier, Broward, Palm Beach, Osceola, Hillsborough, and Citrus Counties and any in between.) If you are unsure whether your site falls within this jurisdiction contact Council and may participate in events lasting up to four nights.

**3. GIRL SCOUT JUNIOR:**

May travel within the State of Florida, to Juliette Gordon Low's Birthplace and to the Nation's capitol and may participate in events lasting up to six nights. Boat outings are limited to day trips, and require specific Council approval. Refer to the Aquatics Policies for small craft related activities

**4. GIRL SCOUT CADETTE, SENIOR AND AMBASSADOR:**

May travel by plane or by boat to the Bahamas and nearby islands, may travel within the U.S.A. or Canada and may travel to Our Cabana in Mexico. If traveling on a cruise ship, all adults accompanying the girls must refrain from drinking alcohol, gambling, and/or participating in any activities that are not appropriate for the girls. Their behavior as role models **MUST** be maintained at all times. Girls **MUST** have adult supervision at all times when on ship and in foreign ports. Girl Scouts may participate in as many nights as determined by the nature of the event, with appropriate supervision, certified training and readiness for the event. Individual Girl Scout Cadette, Senior and Ambassador, selected for official Destinations may travel worldwide, as determined by the nature of the event, and adequate precautions for risk management.

**5. GIRL SCOUT SENIOR AND AMBASSADOR:**

May travel worldwide and participate in events of as many nights as determined by the nature of the event, with appropriate supervision, certified training and readiness for the event.

## **Trips, Travel, and Transportation with Girl Scouts**

### **Procedures for International Travel**

The following information replaces the *Safety-Wise* (2000 edition) "Procedures for International Travel" section on page 143 and updates the "Trips to Other Countries" section on page 59.

### **Global Travel Toolkit**

Girl Scout troops/groups planning an international trip are encouraged to use the Global Travel Toolkit. The toolkit is a nuts and bolts resource for international travel, including planning advice, procedures for international travel, budgeting suggestions, cultural recommendations, and resources on Girl Guiding and Girl Scouting around the world.

The Global Travel Toolkit will be available in April 2009 for download your at [www.girlscouts.org/global](http://www.girlscouts.org/global). In the meantime, if you seek resources or travel advice, please contact [globalgirlscouting@girlscouts.org](mailto:globalgirlscouting@girlscouts.org)

### **Age Requirements for International Travel**

International trips are available to Girl Scout Cadettes and older Girl Scouts who have successfully participated in a progression of overnight trips in their troop or council. Adult advisors should ensure that girls are mature enough to participate in the trip. Factors to consider are adaptability, good decision-making, previous cross-cultural experience, group dynamics, team capability, language skills (where applicable) and specific skills and interests. Girl Scout councils and WAGGS World Centers may have additional guidelines regarding age requirements.

Monitor the United States State Department Web site for travel advisories at [www.state.gov/travel/](http://www.state.gov/travel/) for all international travel.

### Letter of Introduction

The WAGGGS Card of Introduction (blue card) is no longer required for international travel. However, if your troop/group is staying in a community for at least **THREE** days and willing to collaborate on a **TAKE ACTION PROJECT** with local Girl Guides or Girl Scouts is interested in connecting with Girl Guides or Girl Scouts abroad, a letter of introduction can be sent on your behalf. Please submit an Intent to Travel form indicating that you would like a letter of introduction.

### Intent to Travel

All troop/groups traveling internationally must notify their council and submit an Intent to Travel form to GSUSA three to six months before departure: [www.girlscouts.org/program/gscentral/forms/](http://www.girlscouts.org/program/gscentral/forms/). This form replaces completely the Intent to Travel Forms A and B from the Safety-Wise 2000 edition, pages 144-145.

### Visiting World Centers

Contact the world centers directly to make reservations:

Our Cabaña, México: [www.ourcabana.org/](http://www.ourcabana.org/)

Pax Lodge, England: [paxlodge.org/](http://paxlodge.org/)

Our Chalet, Switzerland: [www.ourchalet.ch/en/home](http://www.ourchalet.ch/en/home)

Sangam, India: [sangam.waggsworld.org/](http://sangam.waggsworld.org/)

## TRIP AND TRAVEL NOTIFICATION

Activity	Notification Timeline
Day trips	min. of 3 days prior to a trip
Overnight trips less than 3 nights	6 weeks
Juniors - Seniors including Trip/Travel Camping for 3-6 nights	6 weeks
Cadettes - Ambassador in Florida and U.S. 7 or more nights	3-6 months
International travel	8 months-1 year
Boat Trips	6 weeks

### Best Practices (Suggestions for leaders):

Carry the forms listed below on all camping/day trip/travel activities.

Have copies of current driver's license and auto insurance for all drivers.

Leave detailed itinerary with emergency contact.

Have notarized permission form for trips of extensive distance and duration.

### FORMS REQUIRED FOR DAY TRIPS AND TRIPS OF UP TO TWO NIGHTS:

- Signed Parent Permission form, including emergency contact
- Health History Form.
- Accident/Activity Insurance forms.
- Emergency Procedures.
- Approved, signed Permission for Troop Travel/Camping Application for overnight trips (Program #58).

### FORMS REQUIRED FOR TRIPS OF THREE NIGHTS OR MORE:

- Signed (notarized) Parent Permission form, including emergency contact.
- Health History or Health examination card with certification by a U.S. licensed physician (recommended photograph of girl on health card).
- Extended Insurance.
- Emergency Procedures.
- Accident/Activity Insurance forms.
- Approved, signed Permission for Troop Travel/Camping Application (Program #58).

Approved by the Board of Directors May 17, 1988, Revisions approved September 18, 1990, September 21, 1994, September 18, 1996, and March 26, 2002, September 23, 2003, September 23, 2008. Program #51 – Policies Procedures and Standards for Day Trips, Camping/Travel and Related Activities

**Procedure for Camping/Travel and Related Activities**

Service Unit Managers and/or Council representatives are charged with the responsibility to ensure that adult volunteers comply with Council Policies for camping/travel and related activities.

- Forms to be completed by leaders, chaperones and girls help them document plans and agree to abide by procedures and rules of conduct, follow *Safety-Wise* standards and adhere to policies and procedures for health and safety. (See Leader Packet)
- All Adults seeking to travel must secure approval from the Service Unit Manager/designee and authorization from the Council office.
- Common carriers are preferred to charters because they are subject to set standards for equipment, personnel and insurance.
- Chartering should not be assumed by inexperienced or unauthorized individuals. The Council must be involved in the selection and approval for bus companies to be used for group trips. The Program Registrar will review information regarding carriers, with respect to insurance, reputation, and vehicle size.
- The Council through the Service Unit Manager and the Program Services operating unit identifies responsible transportation providers. Authorized operational volunteers and employed staff are responsible for checking that vehicles have current registration, comply with state mandated inspections, and are free from noticeable defects.
- All rental agreements should be read carefully in order to comply with their terms and avoid surprises. Only Service Unit Managers and/or council representative may enter into agreements for group travel and for special activities.
- All troops/groups, when traveling, must submit an application to the Service Unit Manager/designee for approval, indicating pertinent details as well as the method of transportation used on the Permission for Troop/Group Overnight of Day/Trip and Travel Form (Program #58). The Council Camp Registrar will process and affirm the application, subject to verification or information provided.
- Note the type and amounts of insurance carried by the rental agency, and secure stipulation regarding the replacement of the vehicle or driver in the event problems develop.
- The Council keeps current certificates of insurance on file, indicating insurance limits.
- Rental agreements often specify the minimum age of the driver, usually 21-25 years.
- Note who is responsible for loss or damage to the vehicle.
- Inquire as to the maintenance and safety check schedule.
- Provide information regarding Driver's Licenses, Insurance Company and policy numbers, along with expiration dates.
- When all procedures, forms and policies have been complied with, the Service Unit Manager and/or Council representative may authorize the signing of camping/travel and related activity contracts.
- Any motor vehicle used to transport Girl Scouts must be licensed, insured, safety tested, and operated by a responsible person, over 18 years, with a valid driver's license. Florida State law requires personal injury protection insurance be provided on privately owned or rented vehicles. All persons transporting Girl Scouts or using vehicles in Girl Scout activities must carry automobile liability insurance.
- Only vehicles designed to carry passengers can be used to transport Girl Scouts.
- Transporting people in any other way is dangerous and may void insurance coverage.
- Vehicles are loaded only within the passenger limits established by the manufacturer.
- All persons wear seatbelts and all passengers must remain seated while vehicle is moving.
- First aid kit, flashlight, and cellular phone on board.
- Discuss the trip thoroughly with the girls and agree on the ground rules.
- Prearrange meeting places for multiple vehicles on a trip. Do not drive in "caravans", convoy-type travel
- The Council provides training modules to familiarize leaders with the Planning Trips with Girl Scout chapter of *Safety-Wise*.

Reference: *Safety-Wise, Safety & Risk Management in Girl Scouting*, Palmer & Cay, St. Paul Fire and Marine Insurance Company

Prog. #50

## Policies and Procedures Aquatics and Small craft Activities

### GIRL SCOUTS OF THE USA

Reference *Safety-Wise* (2000), *Safety and Risk Management in Girl Scouting*, and *Safety Management at Girl Scout Sites and Facilities*. For AQUATICS ACTIVITY STANDARDS: See *Safety-Wise* (

### GIRL SCOUT COUNCIL OF TROPICAL, INC. POLICIES

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

- A. Aquatic sites include all swimming pools, designated areas in lake, river or other shoreline, and areas for small craft (watercraft under 26') operation.
- B. Leaders and adults supervising aquatic activities must monitor weather conditions and forecasts.
- C. Each person must wear a US Coast Guard approved personal flotation device at all times when boating, regardless of swimming ability.  
Supervising adults must possess current certification or documented experience in specialty area (Canoeing, Fishing, Kayaking, Rafting, Rowboating, Sailing, Swimming, Tubing, Water Skiing, Windsurfing).
- D. Swimming ability must be evaluated and must be appropriate to the activity.
- E. Adults supervising aquatic activities must know the different types of open water environments and their potential hazards. Local weather conditions must be monitored.
- F. Adults supervising aquatic and small craft must know the regular schedule of maintenance of small craft in use and be knowledgeable in procedures of use and minor maintenance.
- G. Safety equipment and first aid supplies must be present on board all small craft or vessels.
- H. An audible and a visual system for recalling craft and a float plan for all small craft and boating activities must be filed with the Council and an emergency contact.
- I. Submit Permission for Troop/Group Overnight or Day Trip/Travel (Program. #58) to the Service Center a minimum of 6 weeks prior to the event.
- J. Parent permission forms must be signed and health histories made available.

### CANOEING POLICIES

Refer to *Safety-Wise* Program Standards and aquatic and small craft related activity checkpoints.

#### **I. Basic Canoeing - Calm or flat water (lakes, slow rivers, bay) Reference: Safety-Wise, page 115.**

- 1. All canoeing activities (day trips and overnight) must have written council approval.
- 2. There must be one adult present possessing current American Red Cross Lifeguard certification or with approval by a Council Representative on all canoeing activities) Certification and CPR for the Professional Rescuer (Canoeing Certification: Flat water, Moving, Paddling or River paddling instructor or equivalent certification or documented experience including First Aid (Level I).
- 3. All troops using canoes must be accompanied by a certified instructor in one of the following: American Canoe Association Paddling Course, American Red Cross Small Craft Safety Instructor or American Red Cross Basic River Canoeing, ACA River Paddling Course or equivalent. Instructor certification must be approved by a Council Representative and a copy on file at the Council office.
- 4. All girl and adult participants must be evaluated for possession of the skills appropriate to the activity.
- 5. Each person participating in a canoeing activity must properly wear a buckled/tied USCG approved personal flotation device (life vest).
- 6. All *Safety-Wise* Standards regarding water safety be reviewed and followed for use on any small craft.
- 7. Local weather conditions must be closely monitored and preparations are made for changes.

Note: Canoes 15' or shorter hold no more than two persons

## II. Whitewater or Tripping Flat water and Whitewater River Canoeing - Swift Backcountry Tripping.

1. Follow procedures in items 1-7 above.
2. Follow criteria for required camping trainings.
3. In addition, participants must provide documentation of river canoe training or equivalent leadership experience. Documentation must be approved by a Council Representative. (Small Craft Safety-Moving Water.)
4. American Red Cross Responding to Emergencies (Level II) Certification or equivalent is required.

## III Day Trips - (with Council's approval & 80% of troop participants trained in basic canoeing prior to trip)

1. Participants may take day trips with approved park ranger, currently certified lifeguard, and instructor with current certification in moving water if activity involves whitewater, river canoeing or swift backcountry tripping.
2. Participants may canoe on enclosed lakes and rivers and waterways in Florida.

## SAILING POLICIES

Reference: *Safety-Wise* Chapter 10

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

- ❑ These policies outlined below apply to mono-hull sailboats under 26' in length such as sunfish, prams, lasers, etc. Girl Scouts may not participate in any activity on any small multi-hull boats such as hobie cats.
  - ❑ Daisy Girl Scouts may not participate in activities involving boats under 20 feet.
  - ❑ All aquatic activities are supervised by adults who have current certification in lifeguarding, water safety instruction, or certification and /or documented experience in a small craft specialty.
  - ❑ All boating activities should have watchers assigned who are trained to help the lifeguard with rescues and group management, as well as with observing changes in water and wind conditions, weather and in the number of boats in the area. The Council may establish its own lifeguarding and watcher ratios for boating on program delivery sites, based on the particular circumstances at the site.
1. For activities involving sailboats under 26', written approval must be obtained from a Council Representative on the appropriate form for all sailing activities.
  2. There must be one adult present who is currently certified as a sailing instructor by US Sailing or has Small Craft Safety Instructor certification from the America Red Cross or equivalent certification or documented experience and skill in teaching and/or supervising sailing. At least two adults supervise any sailing activity. One lifeguard over the age of 18 or an adult trained in water rescue skills must be present. Documentation of experience must be provided to a Council Representative and approved prior to the sailing activity.
  3. There must be a chase boat\* in the water ready to be used in case of emergency. There must be an additional trained adult watcher who has been instructed in the use of the chase boat. In open water situations, the chase boat should be powered by motor.
  4. All participants must wear personal floatation devices at all times.
  5. ALL girl and adult participants must be evaluated for possession of the skills appropriate to the activity.
  6. For girls up to age 10 - a qualified (certified and documented experience) adult must be in the boat.
  7. Girls over age 10 with sailing experience may sail with a buddy if each girl demonstrates the following skills (no solo sailing permitted): Start and stop the boat, Come about (change direction through the wind), Jibe (change direction away from the wind), flip the boat over and right it in the water.
  8. All *Safety-Wise* standards (reference pages 116-119) regarding water safety must be reviewed and followed for use on any small craft.

\*Chase boat: Auxiliary boat (rowboat, skiff, inflatable, etc.) used to assist sailors in emergency situations.

## Canoeing and Kayaking National Organization

American Whitewater has changed their Web address to [www.americanwhitewater.org](http://www.americanwhitewater.org)

**Rafting**

Under Rafting, Site, the line should read "No trip is taken on whitewater more difficult than Class IV, as defined" Previously noted under; Water Activities, Rafting, Site.

**Pool Diving Boards and Slides**

Pool diving boards and slide installation should meet local and state guidelines with regard to bounce, water entry angle, maintenance, and water depths. A reputable pool contractor or inspector could be of help in assessing existing diving/sliding areas. The area should be properly marked and separate from other swimming areas. Please see Safety-Wise under Swimming, Diving Areas for specific recommendations

**References: Water Activities, p. 112**

Ice Fishing

Scuba Diving

Snorkeling

Surfing

Approved by the Board of Directors, May 15, 1984. Revisions approved September 21, 1994, September 18, 1996, March 26, 2002, and September 23, 2003, September 23, 2008.

Prog. #53 – Policies and Procedures Aquatics and Smallcraft Activities

## Policies for Sensitive Issues Programs and Activities

### GIRL SCOUTS OF THE USA

Reference: What We Stand For, Safety-Wise, Issues for Girls, *Blue Book of Basic Documents*

### GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC.

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that:

1. Existing Policies and Practices for Operational Volunteers (adopted by the Board 1/15/85, Pers. #158) will be implemented for all volunteers.
2. Volunteers planning to conduct contemporary or sensitive issues program activities must take specialized training offered by the Council or an approved community agency, unless leaders possess technical competence and the ability to share specialized skills in related topics.
3. Prior to conducting a contemporary/sensitive issues program or activity, leaders must inform the Service Unit Director of the topic, date, duration, location, purpose and audience and consultant (if applicable).
4. Volunteers planning to deal with a contemporary or sensitive issue beyond the content of the GSUSA materials must first seek approval and support of the council's staff member assigned to Program management in order to locate approved resources and experts in specific content areas.
5. Volunteers must obtain parental approval and/or disapproval for every girl wishing to participate in one or more contemporary or sensitive issues program activities. Leaders must give parent/guardian the right to decide whether a girl will participate.
6. Volunteers must comply with Girl Scout Council reporting procedures for all incidents or conflict situations arising out of contemporary or sensitive issues programs, using appropriate forms.
7. All adults in Girl Scouting must be aware of their roles as health and safety models for girls and must comply with the program standards and activity checkpoints listed in Safety-Wise.

Prohibitive behaviors include:

- a. Any disregard for local, state and federal laws and ordinances.
  - b. Smoking cigarettes in non-smoking areas or in the presence of girls.
  - c. Abuse of prescription or over-the-counter drugs.
  - d. Use of alcohol, other intoxicants or illegal drugs.
  - e. Possession and/or use of firearms during Girl Scout activities or at sites.
8. Direct Service Volunteers must obtain parental permission prior to dispensing any medication - prescribed or non-prescribed - to a girl.
  9. Direct Service Volunteers must observe legal and ethical responsibilities in reporting any suspected case of child abuse or neglect.

Approved by the Board of Directors, May 16, 1989, Revised September 21, 1994, March 26, 2002, and September 23, 2003, September 23, 2008 June 2009

## Parade Policies and Standards

### GIRL SCOUTS OF THE USA

Reference: *Safety-Wise*

### GIRL SCOUT COUNCIL OF TROPICAL FLORIDA, INC

It shall be the policy of the Girl Scout Council of Tropical Florida, Inc. that the following policies and standards govern participation in parades and events requiring floats.

#### A. APPROVAL

- a. The ultimate authority for granting approval for parade participation rests with the Service Unit Manager or Council designee.
- b. Girl Scouts wishing to participate in parades must follow all standards, principles and procedures in *Safety-Wise*, and follow guidelines governing day trips. Parent permission is required. Adult supervision must be according to *Safety-Wise* with at least 2 adults marching. Emergency services must be available: Ambulance, Red Cross emergency.
- c. Check to make certain that security is provided.

#### B. PURPOSE

Participation by Girl Scouts in a parade should be related to organizational goals and be of a non-political nature. Purposes may include Ethnic, Holiday or Civic Celebrations, or be affiliated with school functions.

#### C. PARADE PLACEMENT

Leaders should consider parade route, total time involvement (waiting, setup & marching), drop-off and pick-up locations and the girls' stamina before participating in any parade.

1. Length:
  - Maximum distance is limited to 1 mile for Daisy Girl Scouts, walking only and pre-hike
  - Maximum distance 1 ½ miles for Brownies.
  - Maximum distance five miles for Juniors.
  - Maximum distance for Cadettes and Seniors must be based on ability and stamina.
2. Leaders should evaluate placement of Girl Scouts in parade line-up for safety purposes.

#### D. PACE:

The parade pace should not exceed 5 miles per hour.

#### E. HEALTH AND SAFETY

Refer to current *Safety-Wise*, updates and appropriate page reference.

Follow policies, procedures and standards for day trips and travel.

#### F. FLOATS

1. Policy
  - a. A Council designated Public Relations specialist is responsible for approval of the context and appearance of floats of Girl Scout troops or Service Units for use in parades.
2. Standards
  - a. Speed should not exceed 5 miles per hour
  - b. Construction must be sturdy, with solid hand-holds for any Girl Scout who is standing
  - c. An adult should accompany children on any moving float.

Approved by the Board of Directors March 23, 1982; Revisions approved by the Board of Directors September 18, 1990, March 26, 2002, September 23, 2003, September 23, 2008.

**Driver Qualifications**

Registered girl members of the current year are not recommended to act as drivers for Girl Scout activities. It may be assumed that Girl Scout activities begin when custody of the participant takes place. To be specific, if travel is part of the activity, travel should be regulated by the Safety-Wise recommendations. Girl Scouts of the USA recommends consulting the state government for the legal definition of "adult" when considering any experienced driver for Girl Scout activities.

**Permission Slips**

Registered girl members of the current year, regardless of age, are required to have parental/guardian permission slips when required by the council.

**Name-Tag Safety**

When girl members are traveling alone, in public places, it is not recommended that they wear name badges/tags that are visible to a casual passerby.

Girl Scout Council of Tropical Florida, Inc  
Additional Policies and Procedures

**Product Consideration****Old Propane Products in Tents and Enclosed Areas**

United States Consumer Product Safety Commission advises that all old propane portable heaters, lanterns, and stoves not be used inside enclosed areas due to the high risk of oxygen depletion. A new generation of heaters is currently being manufactured with an oxygen depletion system (ODS). Products with ODS are recommended for use in enclosed areas. For further information, please contact the United States Consumer Product Safety Commission Office of Information and Public Affairs through their Web site [www.cpsc.gov/CPSCPUB/PREREL/prhtml02/02179.html](http://www.cpsc.gov/CPSCPUB/PREREL/prhtml02/02179.html)