

Section III

Volunteer Personnel Policies, Procedures and Standards

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Section III Revisions Completed

Date	Revision	Page

This document is an adjunct to the **Blue Book of Basic Documents**, a publication of the Girl Scouts of the United States of America, stating the accepted rules of action which are binding on those whom they affect, **Safety-Wise**, a publication of Girl Scouts of the United States of America, which offers safety principles and standards for Girl Scouts, and **Girl Scouts of Citrus Council Volunteer Policies, Standards, and Procedures**.

DEFINITIONS:

Policy – A course of action which, when adopted, is binding upon all members.

Standard – An established model or example intended to serve as a guideline for action.

Procedure – An accepted/recommended manner of conducting business.

Affirmative Action for Volunteers¹

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 socio-economic 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 underrepresented population groups.

Membership Registration²

All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and individually pay the current annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.

VOLUNTEER SERVICES

All volunteers will abide by **Girl Scouts of Citrus Council Volunteer Policies, Standards, and Procedures**.

Policy 1: All potential staff, board members, and operational volunteers, except those acting in an advisory, or consultative capacity, are required to sign a release for a background search in order to be considered as a candidate for a paid staff or volunteer position. *GSCC Board approved November 2003.*

Policy 2: All adults that are working directly with or chaperoning girls to and from a location outside of the troop meeting place must complete a Volunteer Application/Consent Form and have a favorable background search prior to the event. *GSCC Board approved January 2007*

Standard 1: Background Search

A background search is one component of the Council's Volunteer Placement Procedure, the goal of which is to screen prospective volunteers and place capable and qualified adults in all operational positions. Prospective Council volunteers must complete and sign a form authorizing the Council or its agent to conduct a complete background search. Without a complete and signed authorization form, a person cannot serve in or be appointed to a volunteer position with the Council. The Council will conduct a criminal background search for all prospective troop/group leaders, assistant leaders, and any other adult volunteers who work directly with girls and/or handle Girl Scout funds.

Procedure - Background Search for Volunteers

Application and Authorization Form:

Volunteers must complete and sign a Volunteer Application which provides reference information and authorization for the Council or its agents to obtain a background search.

Accuracy of Application and Authorization Form:

Providing false information or omitting relevant information on the application or authorization form is grounds for exclusion from participation in the Council, regardless of the result of the background search.

¹Blue Book of Basic Documents, Girl Scouts of U.S.A., page 21

²Blue Book of Basic Documents, Girl Scouts of U.S.A., page 21

Challenging the Accuracy of the Background Record: Any applicant who disputes or desires to contest the information must file a written notice with the Council within 10 days of being notified that her or his application for volunteer participation has been denied. The volunteer will have an opportunity to review the background report.

If the applicant feels the information obtained is incorrect, it is the applicant's responsibility to challenge the report received and to arrange for any corrections, if necessary. The Council has no control over the information maintained by the reporting agencies. The Council cannot be liable to any person or entity for the information provided by the reporting agencies, to the Council or its agents, or for any actions taken by the Council in reliance on such information. The Council is entitled to and shall rely upon the information contained in the criminal history report until such time as a corrected criminal history transcript has been provided. Even if an applicant submits corrected background information, the Council retains exclusive discretion to exclude or limit an applicant's participation.

Disqualification from Volunteer Participation: The following guidelines will apply if the Council learns (via criminal background search or otherwise) that a prospective or current volunteer has been convicted of one of the following crimes under the laws of the state of Florida, another state, or the United States. At all times, the Council has the discretion to exclude or limit a prospective volunteer's participation as a result of other information.

1. Grounds for Disqualification:

- Any felony offense, regardless of type
- Crimes against a child
- Crimes involving the use of weapons
- Crimes involving violence
- Crimes involving arson
- Crimes of public indecency
- Residing on the same premises as a Registered Sex Offender*

* Registered sex offenders are not eligible for membership in Girl Scouts of the USA and may not participate in any capacity with Girl Scouts of Citrus

Council. Any adult living on the premises with a registered sex offender may participate only as a parent.

- Misdemeanor DUI, DWI, or possession of any controlled substance within last five years
 - Other misdemeanors, as this Council may determine, including but not limited to theft, fraud, forgery or traffic violations.
2. **Limitations on Handling Money:** For misdemeanor crimes involving theft, fraud, forgery, or dishonesty of any kind in the event that the applicant is accepted as a volunteer, that person will be restricted from management of Girl Scout money.
 3. **Unresolved Situations:** If there is an open warrant for the arrest of the applicant, or if there is a pending charge with no disposition, the application can-not be approved and the volunteer cannot be placed until the situation has been satisfactorily re-solved and the criminal background search report updated. If the applicant has already begun to serve in a volunteer capacity, his or her participation will be suspended pending disposition of the case or resolution of the open warrant.
 4. **Other Circumstances and General Principles:** For all other criminal offenses, including traffic violations classified as misdemeanors, the Council shall review the applicant's situation on a case-by-case basis.

Jessica Lunsford Act - The Jessica Lunsford Act was passed by the 2005 Florida Legislature and signed into law by Governor Jeb Bush following the assault and murder of Jessica Lunsford in Homosassa Springs, Florida. This crime was committed by an individual who had at one time worked as a sub-contracted mason at Jessica Lunsford's school. The Act focused primarily on increasing the measures used to monitor sexual offenders or predators. However, part of the Act specifically related to individuals with access to school district campuses.

It has been determined that our employed staff and volunteers meet the counties' required criteria, therefore we must ensure that those personnel complete

and pass a Level 2 Background Screening. Level 2 screening standards include finger-printing, a state-wide criminal and juvenile justice records check through the Florida Department of Law Enforcement (FDLE), Federal criminal records check through the Federal Bureau of Investigation (FBI), and possible local law enforcement agencies.

Standard 1: Recruitment

Each volunteer position will have a written position description that defines specific responsibilities and schedules, clarifies expectations and, in conjunction with performance goals, forms the basis for assessment of volunteer performance, reappointment, rotation to another position and termination.

Standard 2: Selection

Every adult volunteer is selected on the basis of qualifications for membership, ability to perform the volunteer position and the willingness and availability to participate in training for the position.

Standard 3: Membership

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

Standard 4: Placement

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

Standard 5: Appointment

Operational volunteers shall be appointed and sign a position agreement for a specific term. See page 7 for positions and terms.

Standard 6: Uniforms

A uniform is not required for participation in Girl Scouting. Purchase of a uniform is at the volunteer's expense and is encouraged. Volunteers are encouraged to wear the Girl Scout pin when they are not in uniform.

Standard 7: Benefits

Benefits to volunteers include training and other learning opportunities, support in the position, council publications, tools for recording volunteer experience, references upon request, liability insurance and supplementary accident insurance, as part of national and/or council membership.

Procedure - Performance Assessment

Each operational volunteer shall be provided with the opportunity for regular assessment of the volunteer position.

Standard 8: Reappointment

Prior to completion of her or his term, each operational volunteer shall receive a performance assessment of position expectations, position accountabilities and time commitment. After this assessment a decision will be made regarding reappointment.

Standard 9: Termination

Any volunteer may terminate her or his services upon written notification to the supervisor. The council may terminate the services of a volunteer because of, among other things, restructuring of volunteer positions, the elimination of the volunteer position in which a person serves, the inability or failure to complete the requirements of the position, the refusal to comply with council or Girl Scouts of the U.S.A. policies, procedures and/or standards, the refusal to support the mission and values of the organization and the council goals or membership in an organization whose goals are not compatible with those of GSUSA. An adult volunteer who is terminated from her or his Girl Scout position may continue her or his adult membership with GSUSA unless it is determined that she or he is not able to meet the membership requirement related to accepting the principles and beliefs of the Movement or to support the mission and values of the organization. When this is the case, her or his Girl Scout membership will not be renewed.

Standard 10: Grievance

A grievance is a complaint that policies and/or procedures related to a volunteer's position are not being administered properly as applied to her or him. The grievance procedure is a systematic process to ensure the objective hearing and orderly handling of volunteer grievances.

The grievance procedure may be used by all operational volunteers. Every volunteer may expect a fair resolution of her or his grievance

without fear of jeopardizing her or his volunteer status. The council also maintains an open door policy regarding volunteer concerns.

Many possible grievances can be anticipated and prevented by volunteer managers who understand the council's volunteer management system and who are sensitive to human relations. Likewise, many grievances can be avoided when volunteers are informed at the time of placement of the council's structure, and their place in it, who carries decision-making responsibilities and how decisions are made.

Most complaints and concerns can be resolved when they are brought to the attention of the volunteer's immediate supervisor. It is hoped that most, if not all, grievance situations will be resolved through informal conferences and communications, the goals of which are to eliminate the cause for the grievance.

When a volunteer and her or his immediate supervisor are unable to resolve a complaint through informal efforts, the volunteer may request a copy of the council's grievance procedures for operational volunteers. The initiation of the grievance procedure, however, will not restrict the council from taking appropriate action with respect to the volunteer.

Procedure - Grievance

Step 1: The volunteer requests a conference with her or his supervisor to take place within ten working days. The volunteer cites the policy or procedure that has allegedly been misapplied, misinterpreted or violated.

If the supervisor is not a council staff member, the appropriate staff member is informed of the complaint and the date of the conference meeting.

The council staff member informs her or his supervisor of the complaint and conference date.

Step 2: If the volunteer is not satisfied with the disposition of the grievance, the council staff member's supervisor will meet with the volunteer within ten working days following her or his initial conference.

Step 3: In the event that the grievance is not resolved in Step 2, the staff member prepares a written report on the situation, including recommendations for her or his supervisor, and sends a copy to the Chief Executive Officer.

Step 4: This supervisor and the Chief Executive Officer decide on what additional action to take, using one or more of the following options:

- Accept the staff member's report and recommendations.
- Meet with the volunteer and hear the grievance.
- Appoint a review team to meet with the volunteer.

Policy 3: 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 or disability. *GSCC Board approved September 1996*

Standard 1: Harassment

The council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment.

Policy 4: The council expressly prohibits any form of harassment on the basis of race, color, religion, sex, age, national origin or disability. It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, employee or Girl Scout member of the same or opposite sex. *GSCC Board Approved September 1996*

Standard 1: Sexual Harassment

Sexual harassment is a form of sex discrimination that violates [Title VII of the Civil Rights Act of 1964](#). Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's performance, unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive environment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be of the opposite sex.
- The harasser can be the victim's supervisor, an agent of the employer, a supervisor in

another area, a co-worker, or a non-employee.

- The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- The harasser's conduct must be unwelcome.

Sexual harassment is a form of sex discrimination. Sexual harassment of an employee (female or male) by anyone (female or male), including any manager, co-worker, volunteer, or Girl Scout member, will not be tolerated.

GSCC has a firm commitment to providing an environment where all girl and adult members are treated with dignity and respect. All staff and volunteers share the responsibility and ownership for creating and maintaining a respectful and positive environment.

GSCC will neither condone nor tolerate:

- Any overt display or demonstration of sexual activity between and/or among employed staff or volunteers
- Any overt display or demonstration of sexual activity between employed staff or volunteers and girl members
- Sexual advances or sexual activity of any kind between employed staff or volunteers and girl members
- Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism, and/or involvement of girl members in pornographic materials

Sexual harassment also encompasses other actions that create a hostile, offensive, or intimidating environment. Such actions can include, for example, inappropriate or overtly familiar touching, sexual innuendoes, obscene gestures, jokes and remarks of a sexual nature, especially where exposure to such conduct has the purpose or effect of substantially interfering with an individual's performance.

Sexual harassment is a form of misconduct that undermines the integrity of the organization and is incompatible with the values, traditions, and purposes of Girl Scouting as stated in the Constitution of Girl Scouts of the USA.

Procedure – Harassment

Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, council staff member or any agent of the organization, should promptly report the incident to a supervisor or to the Chief Executive Officer (CEO). The supervisor, upon receiving such a complaint, must report the matter to the CEO. The CEO will take appropriate measures to resolve or correct the situation in an expeditious manner.

Standard 2: Child Abuse

The council supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Standard 3: Volunteer Term Limits

Volunteer Term Limits are in place for most volunteer positions. Each term limit is included in the Volunteer Position Agreement. (Based on best practices and conversations with GSUSA and GSCC Leadership Team)

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

The council reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the council, any volunteer implementing Girl Scout program who is found guilty of child abuse and neglect or who has been convicted of child abuse and neglect.

Standard 3:

Volunteer Term Limits Volunteer Term Limits are in place for most volunteer positions. Each term limit is included in the Volunteer Position Agreement. (Based on best practices and conversations with GSUSA and GSCC Leadership Team.)

Membership

Service Unit Manager (SUM)	3 yr. min 5 yr. max	With Annual Performance Review
Service Team Member	2 yr. min 4 yr. max	With Annual Performance Review
Troop Committee Member	2 yr. min 4 yr. max	With Annual Performance Review
Troop Leaders / Co-Leaders	1 yr. min No max	With Annual Performance Review

Adult Development

Area Training Manager (ATM)	2 yr. min 5 yr. max	With Annual Performance Review
Area Training Registrar (ATR)	1 yr. min 4 yr. max	With Annual Performance Review
Area Training Coordinator (ATC)	1 yr. min 4 yr. max	With Annual Performance Review
Trainers	1 yr. min No max	With Annual Performance Review
RSVP Committee Member	* 1 yr. min No max	With Annual Performance Review
RSVP Committee Member – Chair	* 1 yr. min 2 yr. max	With Annual Performance Review
Area Recognition Coordinator (ARC)	2 yr. min 4 yr. max	With Annual Performance Review

* The Committee will stagger sub-committee and chair position rotations to ensure continuity. A committee member may not remain on the same sub-committee for more than 2 years.

Program

Gold Award Mentor	* 2 yr. min 2 yr. max NO prior exp. necessary	With Annual Performance Review
Gold Award Mentor - Chair	* 2 yr. min 2 yr. max Prior exp. required	With Annual Performance Review
Program Team Member	1 yr. min No max	With Annual Performance Review

Community Relations

Resource Coordinator	1 yr. min 2 yr. max	With Annual Performance Review
Committee Member	1 yr. min 2 yr. max	With Annual Performance Review

A volunteer holding a major position **may not** hold any other major volunteer position simultaneously. Use the following chart to determine the “major” positions.

Major Position

Service Unit Manager.....
 Area Training Manager
 Gold Award Chair.....
 Program Coordinator.....
 Service Team Committees....

AWARDS AND RECOGNITION

Standard 1: Girl Scouts of Citrus Council will make available awards, recognitions and nomination forms to its membership as stated in the ***Adult Awards and Recognition Manual***.

Procedure – Nomination Process

Nomination forms for council awards and recognitions may be received at anytime. Nomination packets for awards and recognitions to be presented at the Council's Awards and Recognition event must be received by the deadline determined by the council.

TRAINING

Standard 1: Every adult in Girl Scouting must have the training required for her/his position description and a fully trained leader should be with a troop at all times.

Standard 2: All new volunteers must have a completed application on file with a favorable background search before taking the online orientation.

Standard 3: It is suggested that the Girl Scout online orientation is completed prior to the required Leadership Essentials course which must be taken within two months of signing the position agreement.

Standard 4: It is required that the appropriate age level training is taken by all volunteers appointed to the volunteer position of Leader/Co-Leader within four months of signing the position agreement.

Standard 5: If a volunteer received training in another council; A volunteer may or may not be required to complete all trainings; however some training will be necessary. Each individual's situation will be handled on a case by case basis.

Standard 6: Every adult in Girl Scouting must re-qualify for certain trainings after the designated time frame.

Standard 7: At least one qualified adult troop camper is required to accompany the troop on all overnight camping or be present if the troop takes part in activities in the out-of-doors (e.g. cooking over open fire, outdoor dishwashing and participating in other camp craft skills.)

Standard 8: The Troop Camper can be responsible for no more than 40 participants (including adults) at one time.

Standard 9: The following standards for re-qualification are as follows:

- Outdoor Training – complete the re-qualification assessment every 5 years
- Train The Trainer - participate once every 5 years
- CPR/First Aid – Renew as stated on each individual's Certification Card

DEBT

Policy 1: Accuracy of reporting is the responsibility of the volunteer. Any outstanding verifiable debt owed to Girl Scouts of Citrus Council, Inc. beyond 30 days will be pursued to the full extent of the law. A person owing a debt to GSCC for more than 30 days will be removed immediately from any adult volunteer position currently held. Only if the debt is paid in full, may the individual be reconsidered for a volunteer position. A debt is any money owed to GSCC. Examples may include monies for registration, Girl Scout cookie or fall product sales, camp registration, shop purchases, or any returned checks. *GSCC Board approved revision November 2003*

Standard 1: Troop Money-Earning

Girl Scout troops do not engage in money earning projects during the council's fall product sale. During this time troops may collect and sell recyclable items or take part in similar money-earning activities that do not compete for public contributions. In addition, Girl Scout troops do not engage in money-earning projects during the order-taking or direct sale phases of the cookie sale program. Troops must take part in the annual cookie sale program to be eligible to take part in any other money-earning activity. *Source: Safety-Wise, Standard 29 and 30*

Standard 2: Troop Funds

All monies received by the troop become the property of the troop, not of individual members of the troop. All troop money is for the use of the entire troop. Individual girl accounts are not to be kept. If a girl transfers to another troop, the troop funds remain with the original troop. *Source: Safety-Wise, Standard 28*

Standard 3: Troop Bank Account

Each troop is encouraged to have its own bank account, either savings or checking. Each troop with a minimum of \$100.00 in its treasury is encouraged to have a bank account: savings or checking. The account should be opened in the

name of "Girl Scouts of Citrus Council, Inc., Troop #_____." Three authorized signers are suggested for each bank account (two from the troop level and one from the service unit level). Bank account information should be submitted, at a minimum, annually to the service unit manager.

Standard 4: Troop Finance Report

A complete Troop/Group Finance Report, FN 2, and a copy of the most recent troop bank account statement should be filed with the Service Unit Manager as required by the *Money Management Guide*. Finance reports should be on file with the Service Unit Manager for troops to receive approval for money-earning activities.

Standard 5: Disbanded Troop Funds

Monies held by the council from disbanded troop treasuries will be kept in a holding account for one year. After one year unclaimed monies will be transferred to the Girl Scouts of Citrus Council financial assistance fund.

Standard 6: Service Unit Finance Report

A complete Service Unit Finance Report should be filed with the Girl Scouts of Citrus Council by June 30 of each year and an interim report by December 31. These reports should include a copy of the most recent bank statement. This report should include a summary of any money received in and/or spent for unit business, (i.e., camporee, International Festival, Outdoor Skills Day, unit-wide bridging events, etc.) including Citrus Council reimbursements.

Standard 7: Service Unit Bank Account

Service Units with a minimum of \$100.00 in its treasury are encouraged to have a bank account (saving or checking). The account should be opened in the name of "Girl Scouts of Citrus Council, Inc., Service Unit _____". The mailing address should be the service unit manager's home address. Three authorized signers are suggested for each bank account. The signers should be the service unit manager and two members of the service team. Bank account information should be submitted, at a minimum, annually to the Membership Marketing Manager.

COUNCIL SPONSORED PRODUCT SALE

Standard: Citrus Council's fall product sale program (QSP/Nut/Candy) and cookie sale program are the only commercial product sales in which Citrus Council permits girls to participate. *Source: Safety-Wise, Standard 29 and 30*

COMMUNITY RELATIONS

Standard: In all emergency or crisis situations, non-catastrophic and catastrophic, all communications with the media are handled strictly by Citrus Council's official spokesperson. Only these individuals or someone they have designated are considered an official spokesperson. Based on the Council's Crisis Communication Plan derived from the "Crisis Communication/Sensitive Issues" section in Communications in Girl Scouting.

Procedure – Media Response

Be prepared to receive any media people until a council spokesperson arrives or makes contact with the media. Do not issue any statements. Do not attempt to prevent the press from obtaining information. Simply indicate that you are not authorized to speak for the council and that a spokesperson will be on hand to provide accurate information as soon as possible. Be courteous and helpful, but indicate that your main responsibility is to those associated with the emergency situation.

Volunteer Donor Designated Money

Policy 1: Any designated donation monies received from a foundation, corporation, government entity, or individual (including recognition of volunteer service hours) received on behalf of a Citrus Council troop, service unit, or individual member will be accepted and recognized by Girl Scouts of Citrus Council, Inc. The Council will return 50%, not to exceed \$250, of the donation to the designated troop, service unit, or individual member. The balance of the donation will be deposited into Council's financial assistance fund to benefit other Girl Scouts within Citrus Council. GSCC Board approved June 22, 2006

ELECTRONIC COMMUNICATIONS SYSTEM

Use of Council-Owned or Sponsored Systems

Standard 1: The use of Girl Scouts of Citrus Council's electronic communications systems, including but not limited to its computers, are to be used solely for Council purposes and the users understand that there is no privacy in the use of such electronic communications systems.

Procedure - In using any electronic communication system, such as email, voicemail, faxes, and telephones, the following principles must be observed:

The use of Council-owned or sponsored communications systems should be limited solely to the purposes of the Girl Scouts organization, and is subject to Council oversight and restriction.

Users of email and voicemail must remember that the use of Council-owned or sponsored systems is not private. Messages may be read by the system operator in the performance of his or her duties or by the Council in its sole discretion. A record of transmissions may be made by the Council and may be retained in its regular course of business. These records remain subject to legal process of third parties and review by the Council in its sole discretion. The Council reserves the right to monitor, review, and, if desired, screen or filter, copy, replicate and store all communications which take place through its electronic communications systems, without notice to system users.

The content of all electronic communication messages should reflect the same sensitivity to issues of libel, defamation, and appropriateness applicable to other forms of communication used by the Council. All communications should be factually accurate. Disparaging comments must be avoided.

Specifically, use of a Council-owned or sponsored computer or other electronic communications device is limited to use that:

- is not illegal;
- does not in any way burden a system's capacity, such as by bulk mail;
- does not result in a recipient receiving unwanted unsolicited communications, such as chain letters;

- conforms to all Council policies and expectations of decency and good taste.

Mobile telephones (including cellular and cordless telephones) broadcast radio signals over public air waves; therefore, conversations may be susceptible to interception. Confidential matters should not be discussed over such devices.

Standard 2: Use of Non Council-Owned or Sponsored Systems

Use of electronic communications systems that are not Council-owned, but that are used for purposes contemplated by the Girl Scouts organization, shall follow the same principles as stated above. Information posted to the Internet on a web page can be read by people all over the world. Therefore, safety and how you represent yourselves as Girl Scouts should be the guiding principles of any Web-based endeavor, even if your information is password-protected. Issues to be considered include privacy, language use, sponsorship, links, and any kind of copyright, trademark, or service-mark infringement.

Standard 3:

In addition, to web sites and any other electronically created communications, the guidelines set forth in Girl Scouts of the USA "Guidelines for Creating Your Own Troop or Group Web Page" and the GSUSA "Internet Safety Pledge" should be followed, with special emphasis on the following:

Group E-mail addresses are okay, but individual email addresses are not. Street addresses, mailing addresses and telephone numbers of girls OR adults should not be placed on a web site. Group pictures of girls in group activities are okay, ONLY after receiving parental permission. IF names are to be used to describe the group pictures, only first names are allowed. You should also obtain permission to use pictures of adults.

If the web site is password-protected, each girl may have her own page and/or file ONLY after receiving parental permission. Consider the advantage of having individual pages versus a computer hacker's ability to access these pages.

Never post "live" messages from other people on your web site, in a guest book, or on a bulletin board. Every message should be read by an adult and edited where necessary before posting.

Electronic communications systems allow for faster, effective, and creative opportunities for Girl Scouts and other volunteers. But concerns about privacy, viruses, unauthorized users, improper links, language that may make others feel uncomfortable, and legal infringement of others' rights should be seriously evaluated before and while using such systems.

PROGRAM ACTIVITIES

Policy 1: Volunteers must adhere to current Girl Scouts of the USA (GSUSA) safety guidelines (such as in *Safety-Wise*) and follow Council procedures at all times. *GSUSA policy – Blue Book of Basic Documents*

Standard 1: Guidelines

In the event that a GSUSA guideline is in conflict with a Council procedure, the Girl Scouts of Citrus Council procedure supersedes that of GSUSA's. *Safety Wise*

Standard 2: High Risk Activities

Prior to engaging in high risk activities, volunteers must consult the Council for permission and guidance on activity checkpoints. For high risk activities such as rock climbing and horseback riding, volunteers must refer to the Council's official list of approved sites and vendors. Refer to current GSUSA safety guidelines for more information about high risk program activities. *Safety Wise 2000 pg 79-80*

Procedure: Small Craft Safety

In addition to following GSUSA safety guidelines regarding Small Craft Safety, a lifeguard with a current certification appropriate to the activity must be present to supervise that activity. Certification documentation must be on file and approved by the GSCC Outdoor Education Manager.

Procedure: Volunteer Lifeguards and Instructors/Program Facilitators

If a troop/group wishes to provide a volunteer instructor, lifeguard, or program facilitator to supervise an activity that requires current certification or documented experience according to GSUSA safety guidelines, the troop/group must consult the Outdoor Educa-

tion Manager and provide the required documentation at least three weeks in advance of the planned activity.

Standard 3: Troop Travel

Troops must contact the Council regarding procedures to follow when traveling out of Council jurisdiction and/or when taking a trip lasting three nights or longer. *Safety Wise and St Paul's Travelers Insurance liability requirement.*

Procedure: Traveling to Savannah Birthplace requires approval from council prior to the trip. *Birthplace Bound Material, Savannah, GA*

Procedure: For out-of-council trips and trips lasting two nights or more, required forms are available online at www.citrus-gs.org.

Policy 2: Contracts: Council policy dictates that only the Chief Executive Officer can sign contracts on behalf of the Council, such as site agreements or lease agreements. *GSCC By Law*

Procedure: Hold Harmless Agreements and Waivers of Liability

Only a parent or legal guardian can sign a Hold Harmless Agreement or Waiver of Liability that addresses his/her own child's participation in an activity. Any contracts or permission forms of this type should be reviewed by the Chief Executive Officer (CEO) and legal counsel prior to being executed.