

**GIRL SCOUTS OF CENTRAL TEXAS  
POLICIES AND STANDARDS**

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Basic policies and standards are established by Girl Scouts of the USA and published in the *Blue Book of Basic Documents 2012, Revised January 2021* and *Safety Activity Checkpoints*. Each individual council can establish additional policies or standards as needed to help guide their volunteers. Girl Scouts of Central Texas Council's standards and policies are documented in council publications.

**OPEN MEMBERSHIP REQUIREMENTS**

The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet annual membership requirements.

**GIRLS** (kindergarten – 12th grade)

**ADULTS** (18 years of age or older or a high school graduate or equivalent)

**Definition of POLICY, STANDARD & PROCEDURE**

**POLICY** is an established course of action that must be followed and is binding to all members of the organization.

**STANDARD** is a recommended practice, a guide to help insure a high quality of work and uniformity throughout the Council.

**PROCEDURE** is the manner of carrying out a course of action.

Policy #	Policy or Standard
<b>Diversity Equity and Inclusion</b>	
DEI 1	<b>Policy:</b> Every adult must be selected on the basis of qualifications for membership, ability to perform the job and willingness and availability to participate in training. In selection, there shall be no discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity in accordance with applicable federal laws.
DEI 2	<b>Policy:</b> Girl Scouts of Central Texas (GSCTX) is committed to relationships characterized by dignity, courtesy, respect and fairness. GSCTX will not tolerate physical, sexual, emotional or verbal abuse of girl or adult members. Further, volunteers shall comply with all aspects of Texas law applying to child abuse and neglect.
<b>Prohibited Behavior and Activities</b>	
PBA 1	<b>Policy:</b> Possession or consumption of alcohol, illegal drugs or abuse of prescription or over-the-counter drugs is prohibited by anyone accompanying Girl Scouts on a girl or troop event or activity. Girls will not be released to anyone who appears to be under the influence of alcohol, inhalants, narcotics, controlled substances, drugs or intoxicants, possibly affecting or impairing judgment, coordination or other senses.
PBA 2	<b>Policy:</b> No use of tobacco products including cigarettes, e-cigarettes and smokeless tobacco is allowed in the presence of girls while participating in Girl Scout activities or accompanying girls. All GSCTX buildings are tobacco free. Smoking is allowed in outdoor designated smoking areas only.
PBA 3	<b>Policy:</b> GSCTX prohibits anyone from carrying firearms, concealed or otherwise, on GSCTX property without the express written approval of the CEO or Board of Directors except as allowed by law. <i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i> guidelines concerning firearms and/or weapons shall be practiced.

Policy #	Policy or Standard
PBA 4	<p><b>Policy:</b> GSCTX prohibits all persons associated with GSCTX, including but not limited to employees, volunteers, Girl Scouts, and parents of Girl Scouts from carrying firearms, concealed or otherwise, at Girl Scout activities off GSCTX property. This restriction does not apply to public locations where carry is legal, and the individual is not associated with the Girl Scout activity. Any firearms present at a Girl Scout activity must be stored securely and inaccessible to girl members except during activities specifically planned for gun shooting under the supervision and control of a properly trained and designated Girl Scout activity supervisor in accordance with Volunteer Essentials and Safety Activity Checkpoints. The decision to hold a Girl Scout activity at a location where firearms are permitted is left to the discretion of the troop or activity leader. The troop or activity leader may remind individuals associated with the Girl Scout activity as needed of the GSCTX policy that firearms present at a Girl Scout activity be stored securely and inaccessible to girl members.</p>
PBA 5	<p><b>Policy:</b> No fireworks shall be carried or used by anyone acting in a Girl Scout capacity at activities/events where girls are present except with prior written approval by the CEO or Board of Directors.</p>
PBA 6	<p><b>Policy:</b> Hunting is not permitted on GSCTX property except with prior written approval by the CEO or Board of Directors.</p>
<b>Volunteer</b>	
VOL 1	<p><b>Policy:</b> Candidates applying for the troop leader position shall be registered adult members at least 18 years of age.</p>
VOL 2	<p><b>Policy:</b> Volunteers must be given a position description for their position and have appropriate orientation and position training.</p>
VOL 3	<p><b>Policy:</b> Volunteers are encouraged to bring to the attention of those with whom they work (i.e., administrative volunteers, GSCTX staff) any problems or grievances they might have. GSCTX's grievance procedure shall be followed.</p>

Policy #	Policy or Standard
VOL 4	<p><b>Policy:</b> Possible reasons for separation, termination, or non-re-appointment of GSCTX volunteers include but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The inability to perform or satisfy the duties of the position.</li> <li>• Violation of the GSCTX policies, standards, and procedures.</li> <li>• Performance not consistent with principles of the Girl Scout Movement.</li> <li>• Misappropriation of funds.</li> <li>• Theft, damage, or misuse of Girl Scout property.</li> <li>• Engaging in inappropriate conduct.</li> <li>• Unsatisfactory completion of objectives and corrective action.</li> </ul>
<b>Financial</b>	
FIN 1	<p><b>Policy:</b> All Funds collected or received for Girl Scout service units, Girl Scout houses, troops and other organized Girl Scout groups must be deposited into a separate Girl Scout checking or savings account for that entity. All accounts must be in compliance with GSCTX banking procedures. Further, if bank accounts become inactive, actions will be taken to contact the parties on those accounts to determine if accounts should be closed.</p>
FIN 2	<p><b>Policy:</b> An annual financial report is required for service units, Girl Scout houses, troops or other organized Girl Scout groups. This report shall be submitted following guidelines in Volunteer Essentials.</p>
FIN 3	<p><b>Policy:</b> All delinquent accounts must be paid in full for any family member to qualify for financial assistance or participate in future product sales or money-earning activities unless an exception is made by the GSCTX CFO. Any volunteer may not continue to serve in their position if they have debt with GSCTX unless an exception is made by the CEO.</p>
<b>Troops</b>	
TRP 1	<p><b>Policy:</b> At all GSCTX activities/events there must be at least two registered adults present, one of which is a female not related by blood, marriage or living in the same household of the other adult(s).</p>
TRP 2	<p><b>Policy:</b> A leader/advisor must inform parents/guardians and receive written permission to participate in proposed activities that take place away from the regular troop meeting location or involve sensitive or controversial issues.</p>

Policy #	Policy or Standard
TRP 3	<p><b>Policy:</b> GSCTX, service units, or troops may designate certain events or activities as ‘no tagalongs allowed’ if there are safety concerns or space limitations. Tagalongs are defined as any child (sibling, friend, etc.) that does not meet the specific gender and/or grade level requirements for the event or who does not wish to participate, regardless of eligibility.</p> <p>Prior to a tagalong attending a GSCTX, service unit, or troop event, the parent/guardian must:</p> <ul style="list-style-type: none"> <li>• Sign a ‘release of liability’ agreement and provide it to the troop leader/event leader prior to the start of the event.</li> </ul> <p>When a parent/caregiver brings a tagalong(s) to a GSCTX service unit, or troop event, the parent/caregiver must:</p> <ul style="list-style-type: none"> <li>• Request permission in advance from the troop leader/event leader.</li> <li>• Be present at all times at the event.</li> <li>• Provide for supervision of the tagalong.</li> <li>• Not be counted a part of the required ratio of supervisory adults to girls (“safety wise” adult).</li> </ul> <p><i>Note: Non-registered adults and tagalongs (brothers, sisters, friends) attending Girl Scout events or activities are not covered by Girl Scouts’ basic insurance coverage.</i></p>
TRP 4	<p><b>Policy:</b> When transporting troops for Girl Scout activities/events any girl driver who is under age 18 must comply with Texas state law restrictions for drivers under the age of 18. Passengers in the car of any girl driver regardless of the girl driver’s age, with the exception of siblings, must have written permission from parent or guardian allowing them to be driven by a girl driver. A girl driver is any girl who holds a valid Texas driver’s license and is registered as a girl with GSUSA.</p>
TRP 5	<p><b>Policy:</b> In the event disciplinary action is necessary, girls will be sent home immediately at the expense of the parent/guardian/sponsor and any fees paid may be forfeited.</p>
<b>Confidential Information and Media</b>	
CIM 1	<p><b>Policy:</b> Volunteers/girls may contact the media about daily operations and local events but must get prior approval from the Service Unit Director, Service Unit Media Coordinator, or GSCTX Communications team.</p>
CIM 2	<p><b>Policy:</b> Use of Girl Scout personal and confidential information for personal advantage or for the advantage of any group, organization, or business without the express written permission of the individual is prohibited.</p>
<b>Administrative</b>	
ADM 1	<p><b>Policy:</b> The service unit director must approve all service unit events.</p>

Policy #	Policy or Standard
ADM 2	<b>Standard:</b> Girl Scouts are encouraged to wear Girl Scout attire and/or pins when participating in Girl Scout activities.
ADM 3	<b>Policy:</b> The Chief Executive Officer or person he/she designates must make all public statements in emergency situations.