

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

Approved May 12, 2018
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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 2014* and *Safety Activity Checkpoint*. 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
1	<p>Policy: At all Girl Scout of Central Texas ("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>
2	<p>Policy: No tagalongs will be allowed to attend GSCTX and/or service unit-sponsored events and camps unless there is a specially-planned program/unit for them. This policy does not apply to family events. Tagalongs are defined as any child (sibling, friend, etc.) that does not meet the specific gender and/or grade level requirements for the event.</p> <p>No tagalongs will be allowed to attend troop activities. When there is no alternative other than the adult participant must bring along tagalong(s), the following conditions must be satisfied in order for the tagalongs to be present</p> <p>The parent/guardian must:</p> <ul style="list-style-type: none"> • Have an active, necessary role in the meeting, activity or event. • Provide advanced notice to the troop leader/event leader, who must, in turn, explicitly agree to the presence of the tagalong(s). • Sign a "release of liability" agreement if non-member insurance is not applicable or not obtained. • Be present at all times at the site. • Tagalong(s) must be cared for by another person who is not involved in the Girl Scout activity. • Child care must take place far enough from the Girl Scout activity so as to not distract but close enough to get help if needed.
3	<p>Policy: Volunteers must be given a position description for their position and have appropriate orientation and position training.</p>
4	<p>Policy: Candidates applying for the troop leader position shall be registered adult members at least 18 years of age.</p>
5	<p>Policy: Volunteers in operational positions report to the CEO or his/her designee. The primary responsibilities of supervision of volunteers in the GSCTX jurisdiction shall be to recruit and appoint qualified individuals, to provide support and information that individuals need to manage their responsibilities and to assist them in complying with GSUSA and GSCTX guidelines, policies and standards. Volunteers reporting to employed staff will receive periodic verbal feedback on their performance. Written performance evaluations may be requested at the end of a volunteer's term in a position as defined in their position description. Volunteers reporting to other volunteers may request a verbal or written performance evaluation. The CEO or his/her designee shall make a Volunteer Year End Review Form available.</p>

6	<p>Policy: 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"> • The inability to perform or satisfy the duties of the position. • Violation of the GSCTX policies, standards and procedures. • Excessive absence or tardiness from required meetings. • Performance not consistent with principles of the Girl Scout Movement. • Misappropriation of funds. • Theft, damage or misuse of Girl Scout property. • Engaging in inappropriate conduct. • Unsatisfactory completion of objectives and corrective action.
7	<p>Policy: 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>
8	<p>Policy: 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>
9	<p>Policy: 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>
10	<p>Policy: An annual financial report is required for service units, Girl Scout houses, troops or other organized Girl Scout groups. This report with a copy of the most current bank statement shall be submitted according to GSCTX deadlines.</p>
11	<p>Policy: Each troop/group is responsible for planning and financing their troop/group program.</p>
12	<p>Policy: Money earned/raised, dues, donations and equipment/property that are acquired in the name of Girl Scouts are the property of that troop/group/service unit and GSCTX.</p>
13	<p>Policy: Permission to conduct a troop approved money-earning project other than GSCTX product sales must be obtained from the service unit director and reported on an annual financial report.</p>
14	<p>Policy: 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.</p>

15	Policy: The Council will strive for membership reflective of the pluralistic nature of the population and that membership is extended to all girls in all population segments and geographic areas within its jurisdiction. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout programs because of race, color, religion, national origin, disability, sexual orientation, or genetic information, or any other classification protected by federal or state law. Reasonable accommodations shall be made for girls with disabilities to ensure girls have access to activities.
16	Policy: 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 genetic information in accordance with applicable federal laws.
17	Policy: Adult volunteers must adhere to GSCTX’s troop travel and overnight procedures as covered in training, <i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i> .
18	Policy: When transporting troops for Girl Scout activities/events there must be at least two registered adult chaperones, preferably not related, with at least one being female. 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 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.
19	Policy: On overnight or camping events, men shall not share sleeping facilities or restrooms with any girl other than his family member.
20	Policy: Candidates for volunteer positions that will be working directly with girls, handling money or GSCTX product sales shall participate in a pre-screening process that will consist of a criminal history background check. Any appointments and re-appointments are contingent on satisfactory completion of the criminal history background check. A conviction will not automatically disqualify an otherwise qualified person from volunteering or result in termination as a volunteer. Certain factors, including the nature and date of the offense and its relationship to your position, will be considered. Any volunteer handling GSCTX product sales or troop/group/service unit bank accounts shall not have any debt with GSCTX.
21	Policy: Use of Girl Scout confidential information (i.e., name/address) for personal advantage or for the advantage of any group, organization, or business without the express written permission of the individual is prohibited.
22	Policy: Vehicles used for transportation must be properly registered and inspected, insured, and the driver must have a valid license for the type and size of vehicle used. Each passenger must wear a seat belt.

23	Policy: In the event of a troop emergency, the CEO or her designee, leader or other registered adult volunteer(s) should be the only one(s) communicating with parents. It is expected that the leader will regulate girls' use of communication devices during an emergency in order to minimize confusion and panic, and to prevent the spread of misinformation.
24	Policy: The Chief Executive Officer or person he/she designates must make all public statements in emergency situations.
25	Policy: Troops participating in any high risk activities as defined in <i>Safety Activity Checkpoints</i> or requiring a troop travel application must be accompanied by an adult with the appropriate license or certification or equivalent, i.e. First Aid/CPR, Outdoor Skills Course as required by <i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i> .
26	Policy: 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.
27	Policy: 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.
28	Policy: 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 other weapons shall be practiced.
29	Policy: 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 <i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i> . 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.
30	Policy: 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.

31	Policy: Hunting is not permitted on GSCTX property except with prior written approval by the CEO or Board of Directors.
32	Policy: 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.
33	Policy: The service unit director must approve all service unit events.
34	Policy: 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 will be forfeited.
35	Policy: A leader/advisor must inform parents/guardians about proposed activities and receive written permission to participate whenever activities involve sensitive or controversial issues, field trips and overnight activities.
36	Standard: Girl Scouts are encouraged to wear Girl Scout attire and/or pins when participating in Girl Scout activities.
37	Policy: All resident campers must be vaccinated in accordance with Texas Department of State Health Services minimum state requirements for public school. In the event that a family chooses not to immunize their resident camper for reasons of conscience, a copy of a notarized vaccine exemption affidavit may be presented in lieu of a vaccination history. Resident campers coming from out-of-state will be required to provide their home state's equivalent documentation. A vaccine exemption affidavit can be found at: https://corequest.dshs.texas.gov/ , as referred to in https://www.dshs.state.tx.us/immunize/school/ .
38	Policy: 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.