



# COUNCIL POLICIES



## Girl Scouts of Central Maryland

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7/11 revised

# Girl Scouts of Central Maryland

## Financial & Money Earning Policies for Troops/Groups, Service Units/Clusters, Special Events

### 1.) Council Troop/Group Financial Policies and Procedures

**Policy 1A:** All Troops/Groups will have a checking or savings account.

#### Procedures

- ◆ All troops will open a troop bank account within 45 days following the first troop meeting.
- ◆ The bank account information form number 02-1758 will be submitted to the Service Unit Manager when the troop bank account is established, changed or closed.
- ◆ Girl Scout troop funds cannot be co-mingled with personal accounts.
- ◆ Troop checks are not to be imprinted with home addresses or name of troop leader.
- ◆ Any exceptions to this policy must be authorized by both the Service Unit Manager and the Membership & Community Development Specialist.

**Policy 1B:** All bank accounts will be designated "Girl Scouts of Central Maryland (GSCM), Troop/Group #\_\_\_\_." The Council's federal ID number 52-0780207 must be used when opening the troop bank account.

**Policy 1C:** Three signatures are required on the bank account. All volunteers who handle money must be current members of Girl Scouts of the USA and have undergone a background check by GSCM.

#### Procedures

- ◆ At least one signature on the bank account will be a designated Service Team Member or in their absence, a designee of the Membership & Community Development Specialist.
- ◆ Members of the same family may not be signers on the same bank account.
- ◆ Although three signatures are required on a bank account, only one signature is required on a check –Troop/Groups accounts may be issued with a debit card for Girl Scouts related business.

**Policy 1D:** All troop/Groups must deposit all registration and/or family share money into the Girl Scout Troop/Group account. The troop/group will then issue a check to GSCM, along with the designated money usage form (as scheduled or stated in reference materials and/or procedures).

#### Procedures

- ◆ Troop/Groups will submit registration and family share paperwork to the Service Unit Registrar or in his/her absence to the Membership & Community Development Specialist, within two weeks of receipt.
- ◆ Service Unit Registrars will submit membership registration and Family Share paperwork to Girl Scouts of Central Maryland within two weeks of receipt.

## To Assure Health and Safety

**Alcoholic Beverages:** Alcoholic beverages shall not be possessed or consumed by anyone attending a Girl Scout activity or event designed primarily for girls. Adults with Girl Scouts in their care shall not possess or consume alcoholic beverages during the period of care. No one under the age of 21 shall possess or consume alcoholic beverages at any Girl Scout activity or on property owned or leased by Girl Scouts of Central Maryland at any time. Adults participating in events designed primarily for adults are encouraged to refrain from consuming alcoholic beverages while representing Girl Scouting or when girls are present.

**Smoking:** Persons under the age of 18 shall not smoke at any Girl Scout activity or on property owned or leased by Girl Scouts of Central Maryland at any time. Adults are encouraged not to smoke when girls are present. Adult smoking shall be confined to designated areas.

**Controlled Substances:** Possession, use, sale or exchange of illegal drugs shall not be permitted at any Girl Scout activity or on property owned or lease by Girl Scouts of Central Maryland. Prescription drugs shall be administered, as medically directed, in accordance with the GSUSA guidelines in Safety-Wise.

**Weapons:** Girl Scouts of Central Maryland strictly prohibits volunteers from being in the possession of weapons at any time in any facility occupied or vehicle in use by the Girl Scouts of Central Maryland, including personally-owned vehicles that are parked in any area provided by Girl Scouts of Central Maryland, regardless of whether the volunteer is licensed to carry the weapon or not. Volunteers are prohibited from being in the possession of weapons off the Girl Scouts of Central Maryland's premises if involved in any activities for the Girl Scouts of Central Maryland. Under the policy, prohibited weapons include any form of weapon or explosive that is restricted by local, state or federal law. This includes all firearms, even if licensed, illegal knives, or other weapons covered by the law.

**Hostility:** Girl Scouts of Central Maryland strictly prohibits hostility in any form against employees, girl members, volunteers, visitors, and anyone else having some involvement with the Girl Scouts of Central Maryland. 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 communications such as writing, telephone, voice mail, or electronic mail. This policy applies to all volunteers at all facilities occupied by the Girl Scouts of Central Maryland or off premises if involved in activities for the Girl Scouts of Central Maryland.

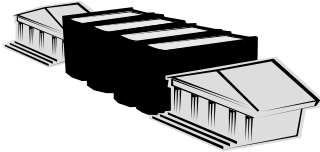


## Sexual and Abusive Conduct Policy

Girl Scouts of Central Maryland is committed to providing an environment in which relationships are characterized by dignity, courtesy, respect and equitable treatment. It is the policy of the Girl Scouts of Central Maryland to provide an environment that is free of child abuse and that safeguards the health and well being of all girl members.

Girl Scouts of Central Maryland will not condone or tolerate any activities which violate this policy. Actions which violate this policy include, but are not limited to, the following:

- ❖ Overt displays of sexual activity;
- ❖ Sexual advances or sexual activity between volunteers and girl members;
- ❖ Use of the Girl Scout name, related activities, publications, and/or facilities as vehicles for public or private promotion of any form of sexual practice;
- ❖ Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism and/or involving of girl members in pornographic materials;
- ❖ 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; or
- ❖ Emotional maltreatment of girl members, including verbal abuse and/or verbal attacks.



## Child Abuse and Neglect

Child abuse and neglect are unlawful acts, and is against the council's policy for any volunteer, male or female, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any girl member. The council supports and maintains an environment free of child abuse and neglect.

Under section 5-705 of the Family Law volume of the Annotated Code of the State of Maryland, any person who has reason to believe that a person has been subjected to abuse or neglect has a duty to report the suspected abuse or neglect. **If you have reason to believe that a child has been abused or neglected you must immediately notify the Chief Executive Officer of GSCM or her designee and complete a GSCM Incident Report.** In complying with the mandate to report, the person making the report or participating in the investigation is given immunity from criminal or civil liability when that person, in good faith, makes a report. All reports will be kept confidential.

The council reserves the right to refuse membership or reappointment, and to exclude from affiliation with the council, any volunteer who is suspected of past or present child abuse or neglect or who has been convicted of child abuse or neglect.

## Policy 1D cont.

- ◆ All funds generated from product sales must be deposited into the Girl Scout Council account as scheduled or stated in reference materials. Large sums of money are not to be accumulated. Separate detailed records are to be maintained for all gross income generated from product sales.

**Policy 1E:** An annual troop/group finance report will be submitted to the Service Unit Manager no later than June 15th each year. This report will include an inventory of items in the troop's/group's possession that are valued individually at \$50.00 or more.

### Procedures

- ◆ Troop leaders will complete annual troop/group finance report form number 02-218A.
- ◆ The Service Unit Manager will review all annual troop/group finance reports with their designated membership & community development specialist who will then forward form 02-218A to the CFO no later than June 30.
- ◆ In the absence of a service team, all annual troop/group finance reports will be forwarded to the Membership & Community Development Specialist.

**Policy 1F:** All bank accounts and inventory from disbanded troops/groups will be turned over to the Service Unit Manager within 45 days from the date the troop/group disbands.

### Procedures

- ◆ In the absence of the Service Unit Manager all bank accounts and inventory from disbanded troops will be turned over to the Membership & Community Development Specialist.
- ◆ All money from disbanded Troops/Groups must be deposited in the Service Unit bank account and must be used in the following ways:
  - (1) Membership dues assistance for girls
  - (2) Start-up funds for new Troops/Groups
  - (3) Service Unit program activities that include girls of the same age level as the disbanded Troop/Group
- ◆ Disbanded troop/groups inventory will be turned into the Council office or to the Service Unit Manager/designee of the Membership & Community Development Specialist until a new troop can be formed.
- ◆ If the troop is reactivated within the membership year, troop funds which were submitted to Girl Scouts of Central Maryland will be returned to the troop

**Policy 1G:** Troop/group financial records are open to inspection by any parent/guardian or person designated by the Council.

### Procedures

- ◆ Parents/guardians may request a review of financial records from the leader.
- ◆ If a review is denied, the parent/guardian may make a request through the Service Unit Manager or in her/his absence, through the Membership & Community Development Specialist.



## 2.) Council Service Unit/ Cluster Financial Policies and Procedures

**Policy 2A:** All Service Units/Clusters or similar groups with funds will have a checking or savings account

### Procedures

- ◆ The Service Unit Manager will submit bank account information form number 02-1758 to the CFO for service unit and cluster bank accounts, within 30 days of the bank account being established, changed or closed.
- ◆ Service Unit/Cluster funds may not be co-mingled with personal or troop funds.

**Policy 2B:** All bank accounts will be designated "Girl Scouts of Central Maryland or GSCM, Service Unit/Cluster \_\_\_\_." The Council's federal ID #52-0780207 must be used when opening the bank account

**Policy 2C:** Three are required on the bank account. All volunteers who handle money must be current members of Girl Scouts of the USA and have undergone a background check by GSCM.

### Procedures

- ◆ At least one signature on the bank account will be a designated Service Team Member or in their absence, a designee of the Membership & Community Development Specialist.
- ◆ Members of the same family may not be signers on the same bank account.
- ◆ Although three are required on a bank account, only one signature is required on a check.

**Policy 2D:** Service Units/Clusters will deposit registration and Family Share funds into the Girl Scout Council account and submit related paperwork to Girl Scouts of Central Maryland within two (2) weeks of receipt.

**Policy 2E:** An annual Service unit/cluster financial report will be submitted to the CFO no later than July 15<sup>th</sup>.

### Procedures

- ◆ Troop/Cluster Coordinator will submit financial report form number 03-1717 to Service Unit Manager by requested time.
- ◆ Service Unit Manager will submit financial report form number 03-220 to the membership & community development specialist who will submit it to the CFO by July 15th.
- ◆ If the Service Unit has an inventory of items valued individually at \$50.00 or greater, the inventory section of the financial report will be completed.
- ◆ Any exceptions to this policy must be authorized by both the Service Unit Manager and the Membership & Community Development Specialist.

**Policy 2F:** The use of the monies in the Service Unit/Cluster accounts must be approved by a quorum of those present at a designated meeting, of which prior notification must be given to the entire Service Unit/Cluster. A quorum is defined as one more than 50% of those present.

**Policy 2G** Service unit/cluster financial records are open to inspection by any person designated by the Council.

### Procedures

- ◆ All troop and cluster/service unit financial records must be kept current and available for review.

## Open Door Policy

Volunteers are encouraged to speak up when they have a concern or complaint about how the application of a Girl Scouts of Central Maryland policy has affected them, or if they have any concerns about any aspect of their volunteer work. Girl Scouts of Central Maryland has an open door policy which provides access to any member of management within a volunteer's area of activity and to whom a volunteer wishes to express a concern.

If you are not satisfied with the way you are treated concerning any aspect of your volunteer work or the administration of a rule, plan, or policy, take the initiative to speak with your supervisor. If you do not feel that the complaint has been adequately addressed, raise the issue with the Director or Human Resources or the Chief Executive Officer.



## Release

Either the council or the volunteer may initiate the conclusion of a volunteer's services. A volunteer is requested to give as much notice as possible when leaving.

Situations may arise that make it necessary to require that an individual no longer provide volunteer services. The council may release an individual at any time, without prior notice, for any reason, including, but not limited to:

- ❖ Restructuring of positions or elimination of the volunteer position in which the individual serves;
- ❖ Discrimination against or harassment of anyone associated with the council in violation of the GSCM's policy;
- ❖ Violation of the abusive conduct policies, including threatening, intimidating, or coercing girls or other adults;
- ❖ Possession of drugs, narcotics, intoxicants, or weapons while serving as a Girl Scout volunteer;
- ❖ Theft, pilfering, fraud or other forms of dishonesty;
- ❖ Gross negligence;
- ❖ Malicious gossip or derogatory attacks concerning anyone associated with the council;
- ❖ Other forms of immoral, unethical, or grossly improper conduct; or
- ❖ a volunteer's inability or failure to perform the tasks requested, or the refusal to comply with council or Girl Scouts of the USA policies.

## Volunteer Expense

Council resources may be used to reimburse occasional out-of-pocket expenses. Prior approval in writing by the appropriate supervisor or a designee is required.

## Anti-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, and disability, marital status, citizenship, ancestry, veteran status, or any other characteristic protected by federal, state, or local law.

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. GSCM will conduct any necessary investigation and, depending on the findings, take appropriate action.

## Placement

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the council. Individuals not placed in a position for which they applied may be recommended for other positions, and may request reassignment.

## Appointment

Operational volunteers shall be appointed for a term not to exceed one year. (See reappointment, for additional information.)

## Training

All volunteers will receive basic training for their position. Troop leaders are required to complete level training within six months of appointment. Other volunteers are required to complete training mandatory for the position within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her or his position.

## Orientation

Each volunteer is provided with an overview of the Girl Scout purpose and organization, local council information, and the support systems available to help them in their volunteer positions. Orientation can be done one-on-one, in a group setting, self-study, or by visiting our web site at [www.gscm.org](http://www.gscm.org).

## Advantages

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



## Reappointment

Prior to the completion of her or his term, each volunteer who is to be reappointed to the same position or rotated to a different position will receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to council goals, as well as positive relationships with the community, parents, other volunteers, and employed staff. There will be mutual acceptance of position accountabilities, expectations, and time commitments.

## Year End Conference

Volunteers should be provided with the opportunity for a yearly conference. The conference may include a review of the volunteer's performance, a discussion of any suggestions by the volunteer to improve his or her experience, and a discussion of the parties' interest in continuing the volunteer's relationship with GSCM.

## 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 Membership Pin when they are not in uniform.

## Recognitions

The council's formal recognition system will be consistent with the GSUSA publication.

## 3.) Special Events Financial Policies & Procedures

**Policy 3A:** All special events that involve more than one service unit will have a checking or savings account, unless a written exception is authorized by the Program Specialist or both the Service Unit Manager and the Membership & Community Development Specialist.

### Procedures

- ♦ The bank information form number 02-1758 will be sent to the council CFO within 10 days of the bank account being established, changed or closed.

**Policy 3B:** All bank accounts will be designated "Girl Scouts of Central Maryland (GSCM), Event Name \_\_\_\_\_." The Council's federal ID number 52-0780207 must be used when opening the bank account

**Policy 3C:** Three signatures are required on the special event bank account. All volunteers who handle money must be current members of the Girl Scouts of the U.S.A. and have undergone a background check by GSCM and have undergone a background check by GSCM.

### Procedures

- ♦ One signature on the account will be a Service Unit Manager, Membership & Community Development specialist or program specialist.
- ♦ Members of the same family may not be signers on the same bank account.
- ♦ Although three signatures are required on a bank account only one signature is required on a check.

**Policy 3D:** A special event financial report will be submitted to the CFO within 30 days after the event.

### Procedures

- ♦ The special event financial report will include an inventory of all items valued individually at \$50.00 or more.
- ♦ The report will go to the membership & community development specialist or program specialist within 20 days.

## 4.) Money Earning Policies and Procedures

**Policy 4A:** Troop/Group money earning activities will be suitable to the ages and abilities of the girls and will be consistent with the goals and principles of the Girl Scout program. Games of chance, direct solicitation for cash or endorsement of a commercial product are not allowed. Games of chance are defined as any activity in which a drawing is involved. Examples include, but are not limited to basket bingo, raffles, drawings, and lotteries.

**Policy 4B:** Written parental/guardian permission is required for all girls participating in money earning activities. Adult/girl ratio must be in accordance with Volunteer Essentials and the Safety Activity Checkpoint.

**Policy 4C:** Under no circumstances, does the income from the troop/group money earning activities become the property of the individual girl members..

**Policy 4D:** In order to comply with the IRS acknowledgement requirements, cash donations to troops/groups from a single individual or business will not exceed \$249.99 (per calendar year).

### Procedures

- ◆ Donations of \$250 or more must be sent to the Council to validate the gift as a charitable deduction, as required by the IRS.

**Policy 4E:** Any troop/group registered at the time of the Council's annual cookie sale must participate in the cookie sale prior to conducting any additional troop/group money earning activities.

**Policy 4F:** Troop/group leaders will obtain written approval from their Membership & Community Development Specialist before starting a troop/group money-earning activity.

### Procedures

- ◆ Requests for money earning activities must be submitted to the service team at least 30 days prior to the money earning activity.
- ◆ In the absence of a service team, or when the leader is the Service Unit Manager, approval is obtained through the Membership & Community Development Specialist.

**Policy 4G:** Troops/Groups should not have more than two money earning activities during the program year. This does not include Council product sales.

### Procedures

- ◆ The Service Unit Manager or the Membership & Community Development Specialist may make exceptions for troops/groups participating in special activities or trips.
- ◆ In cases where the leader is the Service Unit Manager, exceptions will be made by the Membership & Community Development Specialist



**Policy 4H:** Matching gifts of any amount, whether from individuals or corporations, must be forwarded to the Council. Twenty-five percent (25%) of the total gift amount will then be allocated back to the designated troop, if applicable.

## **Girl Scouts of Central Maryland Volunteer Policies**

**“We maintain that the strength of the Girl Scout Movement rests in the voluntary leadership of its adult members.”**

Blue Book of Basic Documents

All Girl Scout volunteers shall agree to abide by the policies and principals of Girl Scouts of the U.S.A. and Girl Scouts of Central Maryland. Volunteers are critical to the success of Girl Scouts of Central Maryland, and are essential for the organization's day-to-day operations. Volunteers and employed staff are considered partners in implementing the mission and programs of the organization, each with complementary roles to play. Designated staff is expected to provide orientation, supervision, and feedback to volunteers.

A volunteer is anyone who, without compensation or the expectation of compensation, performs a task at the direction of and on behalf of the organization.

### Equal Opportunity/Nondiscrimination Policy

In order to provide equal volunteer opportunities to all individuals, there shall be no discrimination based on age, race, color, religion, sex, national origin, physical or mental disability, sexual orientation, marital status, veteran status, or any other category protected by local, state or federal laws. In addition, to ensure full equality of opportunity in all operations and activities of Girl Scouts of Central Maryland, every person who volunteers with Girl Scouts of Central Maryland shall be selected under fair procedures that provide equitable opportunities to all people. 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 by meeting qualifications for membership in the Girl Scout Movement.

If a volunteer has questions or concerns about any type of discrimination, she or he is encouraged to bring these issues to the attention to the Dept. Director. Volunteers can raise concerns without fear of reprisal. Volunteers found to be engaging in any type of discrimination will no longer be permitted to volunteer for the organization.

### Work Standards and Ethics

All volunteers of Girl Scouts of Central Maryland are expected to maintain high standards of cooperation, attendance, efficiency and responsibility in fulfilling their volunteer obligations to Girl Scouts of Central Maryland.

Every volunteer is responsible for both the integrity and the consequences of her or his own actions. The highest standard of honesty, integrity and fairness must be followed by each and every volunteer when engaging in an activity concerning Girl Scouts of Central Maryland.

No volunteer may undertake any activity while on Girl Scouts of Central Maryland premises, or while engaging in Girl Scouts of Central Maryland business that is, or gives the appearance of being improper, illegal, or immoral or that could in any way harm or embarrass Girl Scouts of Central Maryland. Volunteers are expected to comport themselves with the spirit of Girl Scouting, as determined by GSCM in its sole discretion.

### Recruitment

The recruitment process consists of a number of methods to attract qualified volunteers who will be matched to appropriate open or newly created volunteer opportunities. Written position descriptions that define specific responsibilities and clarify expectations will be completed prior to placement and will be used in the search. Each volunteer will also be required to complete a background screening application, provide references and sign an agreement.

### Membership

All volunteers participating in the Girl Scout Movement shall meet GSUSA membership standards, shall be registered through the council as members of the Girl Scout Movement, shall agree to abide by the policies and principles of GSUSA and the Girl Scout council, and shall individually pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.