

## Girl Scouts of Central Maryland Service Unit Workshop

### GSCM Policies

Total Time: 25 minutes

Larger groups could be divided into teams or have individual participation with small groups.

By the end of the session, participants will be able to: Be more familiar with the GSCM policies and know where to look for answers to questions regarding policies.

<b>Timing</b>	<b>Strategies</b>	<b>Resources</b>
5 minutes	Review what the council policies booklet is and where it can be located – new troop binders and online in the form sections of the website.	Have several copies to show and to use for activity.
15 minutes	Scavenger Hunt – may be done in teams or individually. You may choose to distribute the scavenger hunt sheet and see which group finishes first, or ask individual questions and groups must “buzz” in with correct answer.	Copies of policies, Bell or buzzer
5 minutes	Answer any questions. Also mention Volunteer Essentials is also a good resource for information.	

# GSCM Policies Scavenger Hunt

1. A Girl Scout troop has disbanded and the Service Unit does not have a Service Unit Manager. This group has supplies and money left in their bank account. What should the troop leader do with these?  
----- Pg#-----
2. You have a meddling parent who wants to know everything about everything going on with your troop. She has the nerve to ask to see the troop's financial records. What should you do?  
-----  
----- Pg#-----
3. At your parents' meeting you ask for help. A father comes up to you after the meeting and offers to help by setting up a checking account for the troop and managing it for you. Can he be the only person on the account? ----- And what must he do to handle troop funds? -----  
----- Pg#-----
4. Your troop is doing a money earning activity. What permission must you obtain? -----  
----- Pg#-----
5. Your troop registered in August and did not participate in the annual cookie sale. Are you eligible to do other money earning activities with your troop? ----- Pg#-----
6. How many days do you have to open a troop bank account following the first troop meeting?  
----- Pg#-----
7. By when must you submit an annual troop/group finance report to your Service Unit Manager?  
----- Pg#-----
8. Your Teen Group is planning an international trip and they are going to need more than two money earning activities to pay for the trip. Can they do more than two? -----  
----- Pg#-----
9. Where can you find information on Anti-Bully Policy? Pg#-----.
10. After the girls have gone to bed at a troop camp trip, a couple of the parents have a beer. After all, the girls are asleep. Is this permitted? ----- Pg#-----.
11. What are the guidelines for men as volunteers? -----  
----- Pg#-----
12. True or False A volunteer can be released for malicious gossip or derogatory attacks concerning anyone associated with the council. ----- Pg#-----
13. True or False As a licensed gun holder, it's ok to have a gun when camping with the troop as long as it is locked in your car. ----- Pg#-----
14. What are the guidelines for drivers providing transportation to Girl Scout activities?  
-----  
----- Pg. #-----

# **GSCM Policies Scavenger Hunt**

## **Answer Sheet**

1. A Girl Scout troop has disbanded and the Service Unit does not have a Service Unit Manager. This group has supplies and money left in their bank account. What should the troop leader do with these? **Turn them over to the Membership and Community Development Specialist within 45 days.** Pg. 9
2. You have a meddling parent who wants to know everything about everything going on with your troop. She has the nerve to ask to see the troop's financial records. What should you do? **Share the records. Parents /guardians may request a review of the financial records from the leader.** Pg. 8
3. At your parents' meeting you ask for help. A father comes up to you after the meeting and offers to help by setting up a checking account for the troop and managing it for you. Can he be the only person on the account? **No, you must have 3 signatures.** And what must he do to handle troop funds? **Be a registered member and complete a background check.** Pg. 8
4. Your troop is doing a money earning activity. What permissions must you obtain? **Written approval from your SUM and Membership and Community Development Specialist 30 days prior to the event. Written parent permission.** Pg. 10
5. Your troop registered in August and did not participate in the annual cookie sale. Are you eligible to do other money earning activities with your troop? **No** Pg. 10
6. How many days do you have to open a troop bank account following the first troop meeting? **45 days Policy** Pg. 8
7. By when must you submit an annual troop/group finance report to your Service Unit Manager? **June 15 Policy** Pg. 8
8. Your Teen Group is planning an international trip and they are going to need more than two money earning activities to pay for the trip. Can they do more than two? **Yes. Exceptions may be made by the SUM and Membership and Community Development Specialist.** Pg. 10
9. Where can you find information on Anti-Bully Policy? **Pg. 3**
10. After the girls have gone to bed at a troop camp trip, a couple of the parents have a beer. After all, the girls are asleep. Is this permitted? **No** Pg. 5
11. What are the guidelines for men as volunteers? **They must have a registered adult female volunteer present at all times. Males will have separate, designated sleeping and bathroom facilities, or designated bathroom times.** Pg. 6
12. True or False A volunteer can be released for malicious gossip or derogatory attacks concerning anyone associated with the council. **True** Pg. 7-8
13. True or False As a licensed gun holder, it's ok to have a gun when camping with the troop as long as it is locked in your car. **False** Pg. 4
14. What are the guidelines for drivers providing transportation to Girl Scout activities? **Drivers are required to have a valid driver's license, insurance, a properly registered vehicle, and be at least 21 years of age to transport girls. Personal vehicles used to transport members should be in safe condition and good working order. Drivers must observe all safety, traffic, and criminal laws related to operation of the vehicle, including laws relating to the use of electronic devices while driving. Any illegal, dangerous, or other conduct while driving that would tend to place the lives or property of others at risk is prohibited.** Pg. 5