

**GIRL SCOUTS OF WESTERN OHIO**

**VOLUNTEER  
RESOURCE GUIDE**



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### **ADMINISTRATIVE CENTER GREAT RIVERS GIRL SCOUT CENTER**

4930 Cornell Road  
Cincinnati, Ohio 45242  
513-489-1025 or 800-537-6241  
Fax: 513-489-1417

### **MAUMEE VALLEY GIRL SCOUT CENTER**

2244 Collingwood Boulevard  
Toledo, Ohio 43620  
419-243-8216 or 800-860-4516  
Fax: 419-245-5357

### **BUCKEYE TRAILS GIRL SCOUT CENTER**

450 Shoup Mill Road  
Dayton, Ohio 45415  
937-275-7601 or 800-233-4845  
Fax: 937-275-1147

### **APPLESEED RIDGE GIRL SCOUT CENTER**

1870 West Robb Avenue  
Lima, Ohio 45805  
419-225-4085 or 800-96-APPLE  
Fax: 419-229-7570

**WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS (WAGGGS)**

Girl Scouts of the U.S.A is a member of WAGGGS. This worldwide organization has more than 10 million members in 144 countries.

**GIRL SCOUTS OF THE U.S.A.**

- This nationwide organization has 3.7 million members - 2.7 million girl members and 928,000 adult members working primarily as volunteers.
- It is the largest voluntary organization for girls in the world.
- Membership is open to girls, ages 5 through 17, as well as adults, who subscribe to its ideals as stated in the Girl Scout Promise and Law.
- Juliette Gordon Low, founder, organized the first group of girls on March 12, 1912, in Savannah, Georgia. Girl Scouts of the U.S.A. was incorporated in Washington, D.C. on June 10, 1915. The United States Congress chartered the organization on March 16, 1950.

**National Headquarters**  
 420 Fifth Ave., New York, NY 10018-2702  
 1-800-223-0624

**GIRL SCOUTS OF WESTERN OHIO**

- Serves 1 in 6 girls; approximately 53,000 girls.
- Covers a 13,559 square mile area.
- Serves a 32 county area in western Ohio and southeastern Indiana.
- Welcomes girls from every ethnic, race, religious, and socioeconomic group, as well as those with mental and physical disabilities to participate in Girl Scouting.
- Made up of over 120 service units. The primary method of delivery of the Girl Scout program is the troop.

Council Chair:	Nancy C. Dawes
Council CEO:	Barbara J. Bonifas

**Administrative Headquarters**  
 4930 Cornell Road, Cincinnati, OH 45242-1804  
 1-800-537-6241 513-489-1025 FAX: 513-489-1417  
[www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)  
[council@girlscoutsofwesternohio.org](mailto:council@girlscoutsofwesternohio.org)

**GIRL SCOUT LEADERSHIP EXPERIENCE**

**GIRL SCOUT PROGRAM**

The Girl Scout program meets the developmental, educational, emotional, and social needs and interests of girls, ages 5-17. The goals of the program represent the ways in which each girl will grow as a result of her participation in the program. In Girl Scouting, a key ingredient for girl development is the process in which girls and adults, in partnership, plan and carry out the Girl Scout program. Girls grow and learn through experiences that involve making decisions and discoveries for themselves. Troop interactions, other pathways, and activities support the aim of helping each girl develop to her fullest potential through the small group experience. The Girl Scout Promise and Law form the foundation of the Girl Scout program.

**PREVENTION**

The Girl Scout program is effective as a source of prevention in our crisis-oriented society. Girl Scouting combines activities that are fun, and of interest to girls, with methods that give girls the skills and experiences they need to positively maneuver through the pressures and conflicts of growing up. Girl Scouting provides a great opportunity for both the girls' interests and their developmental needs to be met.

**GIRL SCOUT MISSION**

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

**Girl Scout Promise**

On my honor, I will try:  
 To serve God and my country,  
 To help people at all times,  
 And to live by the Girl Scout Law.

**Girl Scout Law**

I will do my best to be  
 honest and fair,  
 friendly and helpful,  
 considerate and caring,  
 courageous and strong, and  
 responsible for what I say and do,  
 and to  
 respect myself and others,  
 respect authority,  
 use resources wisely,  
 make the world a better place, and  
 be a sister to every Girl Scout.

**Spiritual Force**

The motivating force in Girl Scouting is spiritual. The ways in which members identify and fulfill their spiritual beliefs are personal and private.

**Open Membership**

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

**Inclusion**

Girl Scouts of Western Ohio is inclusive. We respect, value, embrace and celebrate differences.

**Patriotism, Citizenship, & Community Service**

Local, national, and global service and action are core elements of the Girl Scout experience.

**Responsibility for the Movement and the Democratic Process**

The ultimate responsibility for the Girl Scout Movement rests with its members. We govern by an efficient and effective democratic process that demonstrates our leadership in a fast-changing world.

**Program Grade Levels**

There is one Girl Scout program that is adapted to meet the developmental, educational, emotional, and social needs and interests of girls at different grade levels. The levels are as follows:

- Girl Scout Daisy - Grades K-1
- Girl Scout Brownie - Grades 2-3
- Girl Scout Junior - Grades 4-5
- Girl Scout Cadette - Grades 6-8
- Girl Scout Senior - Grades 9-10
- Girl Scout Ambassador - Grades 11-12

**WAGGGS**

The Girl Scout program supports the international sisterhood of the World Association of Girl Guides and Girl Scouts (WAGGGS) through activities that encourage cross-cultural understanding.

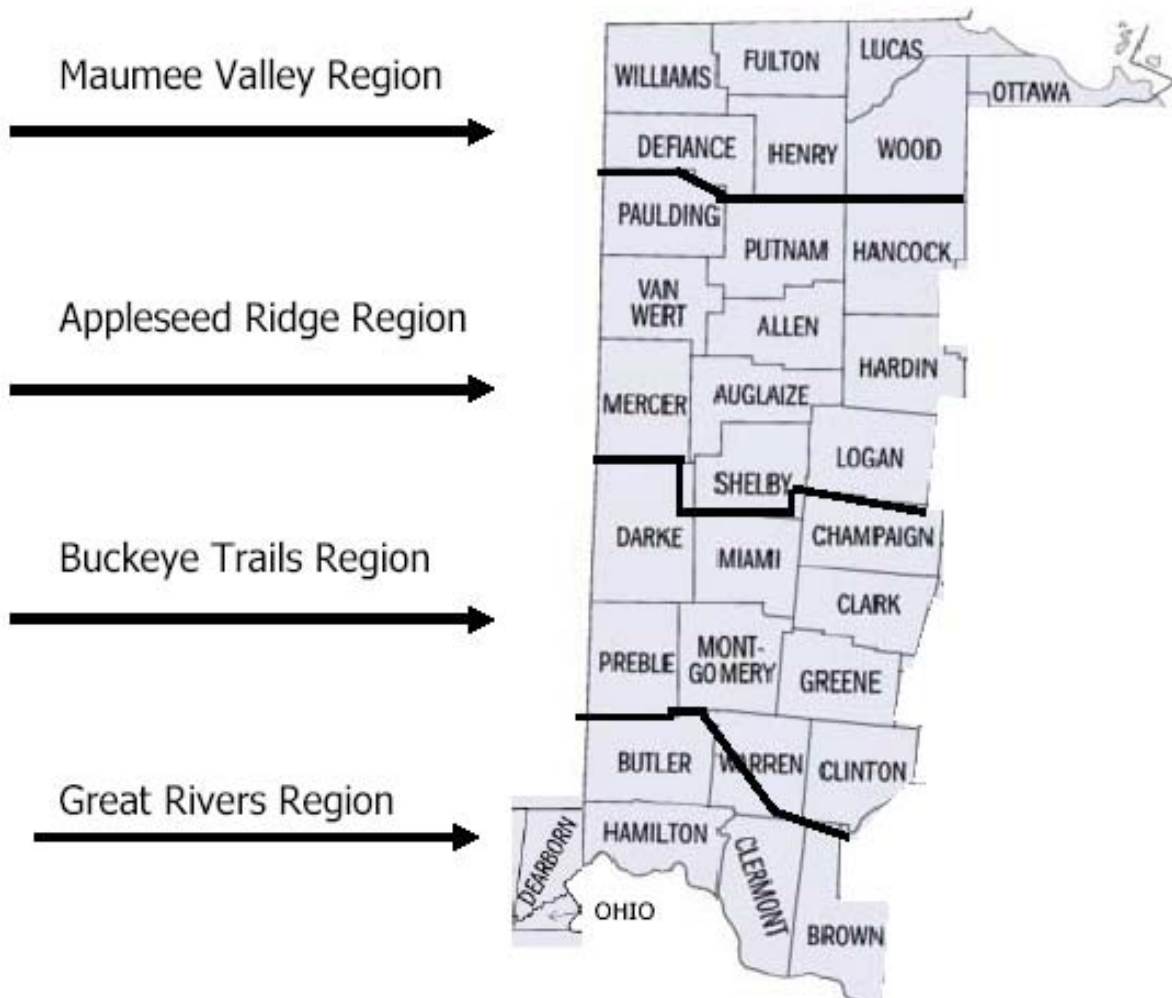
**Girl/Adult Partnership**

Adults partner with girls to guide and inspire growth and achievement. Volunteers are essential to the strength and capacity of our Movement.

**Community Partners**

We take an active leadership role and are collaborative partners in the community.

**SERVICE AREA**



**DEMOCRATIC PROCESS**

The democratic process and the democratic way of life have been part of the basic beliefs characterizing the Girl Scout movement since its inception. While this does not mean that every member of the council can vote on everything or make final decisions about policy, it does mean that each member will be well informed about major issues effecting the council that are discussed. These issues are generally identified by the board through the development or evaluation of the council strategic plan/council goals. The council’s board of directors, which are elected by the voting members makes the final decisions for the organization. Using the democratic process means that members of the organization have both the right and the responsibility to influence decisions affecting the organization.

**COUNCIL**

The “Council” is the corporation known as Girl Scouts of Western Ohio and is comprised of all girls ages 14 and up and all adults affiliated with Girl Scouts of Western Ohio and registered with Girl Scouts of the U.S.A.

The purpose of the council is to further the development of the Girl Scout Movement in the United States; to establish local responsibility for leadership, administration, and supervision of the Girl Scout Movement; and to develop, manage, and maintain Girl Scouting in accordance with the terms of the council’s charter.

**COUNCIL MEMBERSHIP**

The members of the council shall be all active adult volunteers and all active girl members 14 years of age and older who are registered in the Girl Scout Movement through the council. An active adult volunteer is a member of Girl Scouts of the USA who has been appointed or elected, including board members, to serve in a specific volunteer position.

The voting members of the council shall be the members, determined as of the first day of the fiscal year in which a meeting is being held; and delegates to the National Council of Girl Scouts of the United States of America. The members shall comprise the majority of the voting members. A delegate to the National Council shall be a voting member only for the term to which she or he has been elected as a delegate. Each voting member shall be entitled to one vote at meetings of the council, and no voting member may vote in more than one capacity at meetings of the council.

**COUNCIL RESPONSIBILITIES**

In accordance with the procedures set forth in the Bylaws, the voting members of the council shall elect the officers of the council, the board of directors, the board development committee, and the delegates and alternate delegates to the National Council. Each voting member of Girl Scouts of Western Ohio is entitled to one vote.

**NATIONAL COUNCIL DELEGATES**

National delegates whom the council is entitled to elect to the National Council shall be elected for a term of three years or until their successors are elected. Alternates may be asked to fill possible vacancies among the National Delegates to the National Council and are elected at the same time and in the same manner as the National Delegates to the National Council.

National Council Delegates influence policy by holding elections, amending the Constitution, establishing requirements for credentials, and determining the general lines of policy of the Girl Scout Movement. In addition, they consider and act upon proposals directed toward the fostering and improvement of Girl Scouting, receive and act upon reports of the National Board of Directors, and give guidance to the national Board upon general lines of direction of the Movement and program.

**BOARD OF DIRECTORS**

The board of directors is elected to ensure that the council continues to operate effectively over the long term. Specific responsibilities include policy-making, planning, review, funding, community relations and, assuring that the chief executive officer’s performance is effective. The board must ensure that the council is operated in compliance with Girl Scouts of the U.S.A. charter requirements and state and federal laws.

The board governs with an emphasis on outward vision rather than internal preoccupation, encouragement of diversity of viewpoints, strategic leadership more than administrative detail, clear distinction of board and CEO roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. On any issue, the board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

Go to [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org) for a list of current board members.

## GIVING INPUT TO GOVERNANCE AND MANAGEMENT ISSUES

Volunteers have the opportunity and responsibility to provide input within the council’s governance and management system. This is based on our democratic values that hold that members should have a voice in influencing major decisions. However, providing input and influencing decisions is not limited to voting or actually making the final decision. Individuals need to be well informed on the council’s mission, vision, and goals in order to identify and/or discuss issues and needs that exist, then to be able to give sound input to the governance and management of the council.

<p><b>GOVERNANCE IS:</b></p> <ul style="list-style-type: none"> <li>• Ensuring the mission and values of Girl Scouting.</li> <li>• Providing strategic direction and leadership for the council.</li> <li>• The care, custody, and oversight of Girl Scouting within the council’s jurisdiction.</li> </ul> <p>Governance is the responsibility of the board of directors.</p>	<p><b>MANAGEMENT IS:</b></p> <ul style="list-style-type: none"> <li>• The day-to-day management/ operations of the council.</li> <li>• Developing and implementing systems and processes to carry out the strategic direction as set by the board.</li> </ul> <p>Management is the responsibility of the chief executive officer.</p>
<p><b>Girl Scouts of Western Ohio’s governance process:</b></p> <ul style="list-style-type: none"> <li>• Provides a structure for communication between the membership and the board of directors to influence policy regarding the council goals, issues affecting girls, and issues affecting the business of the organization.</li> </ul>	<p><b>Girl Scouts of Western Ohio’s management process:</b></p> <ul style="list-style-type: none"> <li>• Provides a structure for communication between leaders/ volunteer staff, administrative volunteers, and paid staff</li> <li>• Provides a process for volunteer staff to support and give input to the day-to-day management and operations of our council as we work toward providing girls with a program that achieves our mission and goals.</li> <li>• Includes several means by which volunteers can provide input to the management of the council.</li> </ul>

**CRITERIA FOR COMMUNICATION OF ISSUES**

In a continuing effort to improve communication, the following criteria has been developed to be used by the membership in determining how to bring issues forward for discussion and/or action.

GOVERNANCE ISSUES	MANAGEMENT ISSUES
<ol style="list-style-type: none"> <li>1. A governance issue should reflect the following criteria:                             <ul style="list-style-type: none"> <li>• It impacts the Council Strategic Plan/Council Goals (for example, a request to strengthen the wording on the goal that addresses girls’ understanding themselves and their values).</li> <li>• It is a documented trend broadly affecting girls (for example, national and local data about increased bullying among girls).</li> <li>• It can be positive, negative, or neutral.</li> <li>• It significantly affects the business of the organization (for example, merging with another council).</li> </ul> </li> <li>2. The board is the primary group responsible for identification of governance issues to be discussed. Such issues are generally related to the development or evaluation of progress toward the Council Goals/Council Strategic Plan.</li> <li>3. A governance issue may be presented in written form at any time, or oral form through established forums at the Annual Meeting. Governance issues may not be addressed by phone.</li> <li>4. At all times, bylaw requirements will be followed.</li> </ol>	<p>There are times when volunteers wish to give input, make a recommendation, or change an operating policy or procedure. This could include input on areas such as training curriculum, training policies, program opportunities, camp maintenance, or safety standards. Giving input on management issues includes the following considerations:</p> <ol style="list-style-type: none"> <li>1. What is the issue to be addressed? Why does it need to be addressed? What is the desired outcome? Will the issue affect the overall council – all girls? Is this a safety issue? Is it an issue that we have the authority to change?</li> <li>2. What methods are available for providing input? Vehicles for communication may include roundtable meetings, evaluations and surveys, voice mail, e-mail, council web site, letter writing, and phone calls.</li> <li>3. Who can best respond to the issue? For example, a training issue would first be addressed with the adult development manager; input for a camp issue would go to the program services manager; and service unit issues should be discussed with the service unit manager.</li> <li>4. What type of response can I expect? If an issue is addressed by phone, a call back can be expected within 24 hours (excluding office closure dates). If the issue is addressed by written correspondence, you will receive a written response within seven working days.</li> <li>5. If you believe that you have not been given an appropriate response, your issue or recommendation may be directed to the regional director.</li> </ol>

**GIRL SCOUT MEMBERSHIP**

All girls and adult volunteers participating in the Girl Scout movement must be registered as members with Girl Scouts of the United States of America and individually pay the twelve dollar (\$12) annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.

Girl Scouts is a member-based organization. Accurate, on-time registration is extremely important. Only currently registered individuals have insurance coverage, receive publications, and are eligible to participate in Girl Scout activities, including product sales.

Girls and adults are considered a "registered member" once the registration form and payment are received by the Girl Scout Center or designated volunteer. The Girl Scout membership year is from October 1 of one year through September 30 of the following year.

A signed parent/guardian signature, found at the bottom of the membership registration form, is required for a girl to register with the Girl Scout Movement. A copy of this form is to be stapled to the girl's individual record and kept in troop files. Registration is open to new members year-round.

**BELONGING TO A SERVICE UNIT**

Girl Scouts of Western Ohio is divided into geographic sections known as service units. The service unit provides the setting within which the primary services of a council, such as organizing troops and providing direct services to girls and leaders, takes place.

Although not required, members of the service unit generally live within a service unit's boundaries.

The needs of the members of the service unit determine the frequency, purpose, and content of service unit meetings and other communication methods. Typical meeting activities include learning, planning, discussion of successes and challenges with girls, and circulation of information. All troops should strive to be represented at service unit meetings. In addition to service unit meetings, the council website ([www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org)) and E-News provides information on current council resources and program and training opportunities.

**SERVICE TEAM INFORMATION**

The volunteer service unit manager assumes the key administrative responsibility of Girl Scouting within the service unit. She/he works within policies, standards and procedures set by Girl Scouts of the U.S.A. and Girl Scouts of Western Ohio. The service team is a group of administrative volunteer staff appointed by paid staff and the volunteer service unit manager to support the delivery of services in the service unit. All appointments are for a one-year term, however based on the successful completion of the volunteer position those appointed may be eligible for reappointment.

**All service team members are required to attend position training.**

**PURPOSE OF THE SERVICE UNIT**

The service unit is a dynamic support system that through diverse methods and the support of the local community provides the Girl Scout program to girls and adults. It is the embodiment of the Girl Scout movement within the local community. Within this role the service unit has the responsibility to:

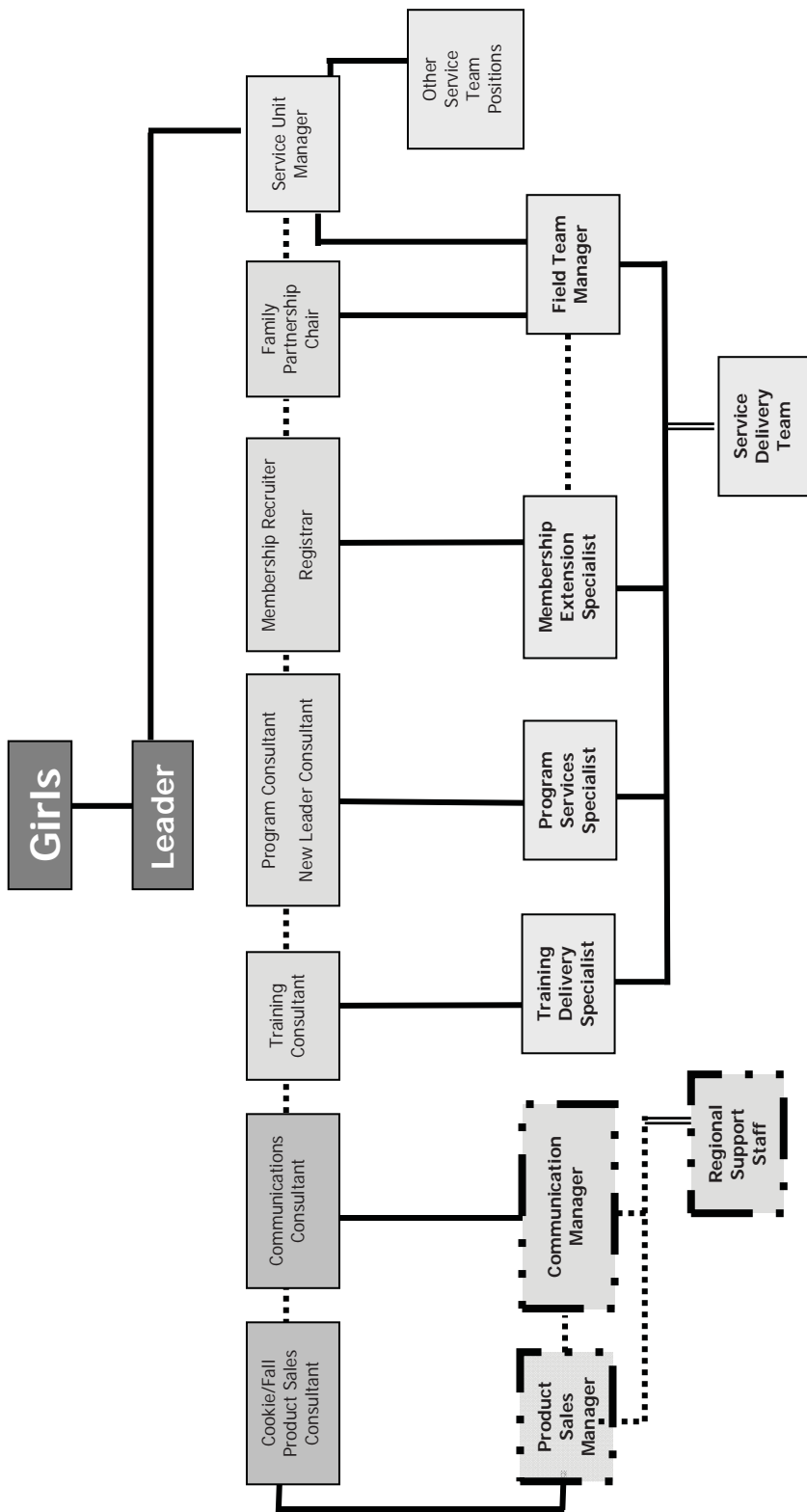
- Extend membership
- Provide direct support to girls and adults
- Educate the community about the benefits of Girl Scouting
- Act as a communication center for Girl Scouts

**THE ESSENTIAL FUNCTIONS OF THE SERVICE UNIT**

The service unit fulfills its role by ensuring that:

- Messages and activities of the service unit reflect the Girl Scout mission and Council Goals.
- The service unit engages volunteers and the community in developing plans that meet their needs and interests through a variety of methods.
- An environment is created that cultivates a volunteer's personal alignment with the Girl Scout mission and goals. Volunteers will receive ongoing coaching and education that equip them to be successful in their role.
- Within each of the functions of the service unit supports will be consistent, flexible, and provide ease of access to the Girl Scout experience.
- Volunteers will receive ongoing coaching and education by designated paid staff that equip them to be successful in their role.

Girl Scouts of Western Ohio  
Volunteer and Paid Staff Team Structure



The girls are at the top of this structure by design because the girls and their troop/group leaders are the focus of all that is done in Girl Scouts. The next row of boxes are administrative volunteer positions that support the troop leader, troop volunteers and girls to ensure that a high quality and safe program is being delivered to each girl in the troop or group setting. The lower two rows are the paid staff positions that support the administrative volunteers and leaders in the service unit.

- - - - - Functional/Communication Relationship
- \_\_\_\_\_ Appointment/Management Relationship

**SERVICE UNIT MANAGER**

The service unit manager provides the leadership and management of the service unit, ensuring delivery of the Girl Scout Leadership Experience to girls. Effective communication, delegation, and teamwork will help each member of the service team to complete their assigned accountabilities, ensuring that services are extended to girl and adult members.

**MEMBERSHIP RECRUITER**

The membership recruiter is responsible for **year-round** recruitment of new girls and adults into the organization. As the first person the potential volunteer meets, the membership recruiter will educate the volunteer about the volunteer position, the application process, facilitate an interview and ensure the volunteer is connected to the service unit. Recruitment of girls and adults should include all pathways and occur in a variety of locations including local business, schools, and other community resources.

**SERVICE UNIT REGISTRAR**

The service unit registrar coordinates the annual membership registration of all girl and adult Girl Scout members registering within a service unit, by performing the technical tasks needed to process and transmit the membership registrations from a specific service unit to the Girl Scout Center.

**PROGRAM CONSULTANT**

The program consultant provides program assistance and support to Girl Scout volunteers, especially troop leaders, in order to ensure the Girl Scout Leadership Experience is effectively delivered to meet the needs and interests of girls and to support girls' growth toward the council goals. This includes being a resource, addressing girl related issues, and facilitating networking and enrichment opportunities.

**NEW LEADER CONSULTANT**

The new leader consultant works closely with the program consultant to ensure new leaders feel supported in the service unit and are prepared to deliver the Girl Scout Leadership Experience. The new leader consultant manages the mentor process by recruiting, matching mentors with new leaders, and ensuring new leaders are oriented to the service unit.

**TRAINING CONSULTANT**

The training consultant assists Girl Scout volunteers by facilitating follow-up discussions to required training, facilitating enrichments opportunities, and assessing training needs of the service unit that will enhance the delivery of the Girl Scout Leadership Experience. The training consultant also reinforces the six month training policy and helps to ensure training compliance of the volunteers within the service unit by reviewing training history and assisting in registering for courses.

**FAMILY PARTNERSHIP CHAIR**

The family partnership chair will collaborate with the fund development specialist, all service team members and troop leaders to create and carry out a comprehensive, year-round family partnership campaign plan for their service unit to ensure all volunteers and parents have the opportunity to contribute to the campaign and ensure the girls have the support and resources they need to actively participate in the program.

**COMMUNICATION CONSULTANT**

The communication consultant will ensure information is shared regarding Girl Scouting with the community including information to local newspapers, and community groups. The communication consultant is also responsible for ensuring information is distributed within the service unit through a variety of methods including e-mail and service unit websites.

**FALL PRODUCT CONSULTANT**

The fall product consultant coordinates the annual fall product sale within the service unit to ensure all girls have the opportunity to grow as a result of participating in the sale. The fall product sale consultant trains fall product sale managers to prepare them for the sale and provides troops with information and program support regarding the sale. Other responsibilities include problem solving with fall product sale managers and leaders, accepting the delivery of awards and distributing awards to troops.

**COOKIE CONSULTANT**

The cookie consultant coordinates the annual cookie sale within the service unit to ensure all girls have the opportunity to grow as a result of participating in the sale. The cookie consultant trains troop cookie managers to prepare them for the sale and provides troops with information and program support regarding the sale. Other responsibilities include problem solving with troop cookie managers and leaders, accepting the delivery of awards and distributing awards to troops.

**OTHER SERVICE TEAM POSITIONS**

Based on the needs of the service unit as determined by service unit assessments and plans, there may be additional volunteer positions established to support troop leaders and girls. These service team positions are managed and supported directly by the service unit manager. Some of the positions that may be included in a service unit are the following:

- **EVENTS CHAIR** - Coordinate service unit events ensuring girls are involved in the planning and implementation.
- **FINANCIAL CONSULTANT** – Maintain financial records of the service unit, including financial reporting, maintain service unit checkbook, and act as co-signer on account. The financial consultant also ensures troop leaders complete and turn in troop financial reports and may provide training on how to maintain troop financial records.
- **RECOGNITIONS CHAIR** – Ensures service unit participates in council sponsored and GSUSA recognitions by educating volunteers on awards, soliciting nominations and completing appropriate paperwork. The recognitions chair also coordinates recognitions at the service unit level on a year round basis for troop leaders, administrative volunteers, and girls.

For the convenience of volunteers, Girl Scouts of Western Ohio maintains four council stores which sell Girl Scout uniforms, equipment, badges, patches, pins, and other official Girl Scout insignia.

Mail, e-mail, fax and online ordering is available throughout the year. Orders will generally be processed and mailed within two working days of receipt; however, please allow up to two weeks during peak periods. Use the store order form available from the service unit manager or online at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org). Make check or money order payable to Girl Scouts of Western Ohio or charge to your Visa or MasterCard. Shipping charges will be applied to all orders.

Our Girl Scout store tries to keep an adequate inventory of catalog items most commonly sold. We are limited in the amount of stock we can maintain. For customer convenience, all catalog items may be special ordered.

**Girl Scout Catalog**

The Girl Scout Catalog is mailed to all registered adults in mid-summer. It lists uniforms, publications, camping equipment, insignia, badges, patches, recognitions, gift ideas, and special items. The catalog is a good reference for placement of official pins and insignias.

REGION	HOURS	PAYMENT METHODS
<b>Appleseed Ridge</b> T: 800-96-APPLE T: 419-229-7570 F: 419-225-4085	Monday - Friday: 9:00 a.m. - 5:30 p.m.  1st and 3rd Saturday of the month: 9:00 a.m. - 1:00 p.m.  <b>NOTE: Not open on Saturdays, June 15th - September 15th.</b>	Visa, MasterCard, cash, check, cookie dough  No mail/phone/email or credit card orders under \$5.  <b>SHIPPING:</b> Charged, based on dollar amount spent.
<b>Buckeye Trails</b> T: 800-233-4845 T: 937-275-7601 F: 937-275-1147		
<b>Great Rivers</b> T: 800-537-6241 T: 513-489-1025 F: 513-489-1417 <a href="mailto:store@girlscoutsofwesternohio.org">store@girlscoutsofwesternohio.org</a>		
<b>Maumee Valley</b> T: 800-860-4516 F: 419-245-5357		

**CALLING THE GIRL SCOUT SERVICE CENTERS**

The Girl Scouts of Western Ohio's paid staff uses a voice mail system to quickly and efficiently handle calls by allowing callers to leave detailed voice messages when it is convenient, any time day or night.

During regular business hours (8:30 a.m. - 5:30 p.m. Monday - Friday), a customer service staff member will answer the phone and ask how they may direct the call. He/She will connect the call with the appropriate extension. However, a partially-automated attendant is utilized in most regional offices to assist with peak calling time overflow.

After regular business hours (8:30 a.m. - 5:30 p.m. Monday - Friday), an automated attendant answers the phone. If the caller knows the mailbox number (phone system extension number) of the person for whom she/he would like to leave a message, she/he may dial that number. If the caller does not know the mailbox number, they have two options in leaving a message:

- The caller may use the company directory prompted by the recording to access a staff member's extension; or
- The caller may leave a message in the general mailbox. Each morning the receptionist forwards these calls to the appropriate staff person.

Because Girl Scouts of Western Ohio strives to give personal service, you can always talk to the receptionist during office hours.

**E-MAILING THE GIRL SCOUT CENTER**

The e-mail system allows electronic messages to be forwarded to council paid staff at any time day or night.

The council's general e-mail address is:  
[council@girlscoutsofwesternohio.org](mailto:council@girlscoutsofwesternohio.org)

Messages received in the general site will be forwarded to appropriate staff member each business day.

The sender may also forward electronic messages directly to council paid staff by using the person's first and last name (no spaces), then the @ symbol and [girlscoutsofwesternohio.org](http://girlscoutsofwesternohio.org). For example, if a person wanted to send an e-mail message to Roni Luckenbill, the address would be [roniluckenbill@girlscoutsofwesternohio.org](mailto:roniluckenbill@girlscoutsofwesternohio.org). A list of staff and their e-mail addresses are available on the website under "Contact Us".

**COUNCIL WEB SITE**

The council website may be viewed at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org). It is designed to provide the most current information about news, events, resources and services. It also contains on-line trainings, training and camping registration and workshops.

The website is intended for use by Girl Scouts as well as the general public.

**ADMINISTRATIVE CENTER  
GREAT RIVERS SERVICE CENTER**

4930 Cornell Road  
Cincinnati, Ohio 45242  
513-489-1025 or 1-800-537-6241  
Fax: 513-489-1417

**Directions (from East or West):** I-275 to Reed Hartman Highway (Exit 47). South on Reed Hartman to Cornell. Left on Cornell. Go through the light at Kenwood. The Girl Scout Center is the first driveway on the left across from Arby's.

**From North:** I-71 South to Pfeiffer Road exit. Turn right on Pfeiffer, then right on Kenwood to Cornell. Turn right on Cornell. The Girl Scout Center is the first driveway on the left across from Arby's.

**From South:** I-71 North to Pfeiffer Road exit. Turn left on to Pfeiffer, then right on Kenwood to Cornell. Turn right on Cornell. The Girl Scout Center is the first driveway on the left across from Arby's.

**BETHEL SERVICE CENTER**

Grant Memorial Building  
Corner of St. Rts. 125 and 133  
Bethel, Ohio 45106

**From East:** Take Route 125 to Bethel. The Service Center is at the corner of Routes 125 and 133.

**All other directions:** Take I-275 to Route 125 (Amelia exit) east to Bethel. The Service Center is at the corner of Routes 125 and 133.

**INDIANA SERVICE CENTER**

209 Mechanic Street  
Aurora, Indiana 47001  
812-926-2999

**Directions:** From Ohio, take I-275 west to exit 16 (Greendale, Lawrenceburg, Aurora), turn left on Route 50. Travel about 6 miles to Aurora; turn left on Route 56 (intersection of Routes 50, 56, and 350. There is a Shell Gas Station on the corner). Turn immediately right on Importing St. Go to first stop sign, turn left on Second St. Turn right on Mechanic Street. The Service Center is on the left.

**APPLESEED RIDGE SERVICE CENTER**

1870 West Robb Avenue  
Lima, Ohio 45805  
419-225-4085 or 1-800-96-APPLE  
Fax: 419-229-7570

**From North:** Take I-75 South to the Bluelick Road Exit #130, at exit go right on Bluelick Road. Take Bluelick Road until it ends at Cole Street. Turn left on Cole Street. Take Cole Street to Robb Avenue. At Robb Avenue go right. Service Center/Woodhaven Program Center is about one half mile down on the right hand side.

**From South:** Take I-75 North to State Route 81 Exit #127 at exit turn right on SR 81. Take this to Sugar Street (at a railroad crossing) turn right on Sugar Street. First light is Robb Avenue, turn left. Stay on Robb Avenue, you will cross Cole Street and about a half mile down on the right hand side is the entrance to Service Center/Woodhaven Program Center.

**From East:** State Route 81 to Sugar Street (at a railroad crossing) turn right on Sugar Street. First light is Robb Avenue turn left. Stay on Robb Avenue, you will cross Cole Street and about one half mile down on the right hand side is the entrance to Service Center/Woodhaven Program Center.

**From West:** State Route 30 to State Route 309 (Elida Road) at exit turn left on SR 309 (this will take you to the Lima Mall) once you pass the Mall you will cross Cable Road at the next light is Robb Avenue turn left onto Robb Avenue. The entrance to the Service Center/Woodhaven Program Center will be a quarter of a mile down on the left hand side.

**FINDLAY SERVICE CENTER**

The Family Center  
1800 North Blanchard Street Suite 101  
Findlay, Ohio 45840  
419-424-3131

**From South:** I-75 North to exit 159 (OH-15/US 224). Turn right at W. Trenton Ave. Follow W. Trenton Ave. Cross over Main Street and continue over the overpass. Turn left on North Blanchard. The Family Center is on the left.

**From North:** I-75 South to exit 159 (OH-15/US 224). Turn left at W. Trenton Ave. Follow W. Trenton Ave. Cross over Main Street and continue over the overpass. Turn left on North Blanchard. The Family Center is on the left.

This office is by appointment only.

**BUCKEYE TRAILS SERVICE CENTER**

450 Shoup Mill Road  
Dayton, Ohio 45415  
937-275-7601 or 1-800-233-4845  
Fax 937-275-1147

**Directions:** Take I-75 to exit 58 (Needmore Road), West on Needmore Road, approximately 2 miles to the Service Center. The entrance is on the left side.

**MAUMEE VALLEY SERVICE CENTER**

2244 Collingwood Boulevard  
Toledo, Ohio 43620  
419-243-8216 or 1-800-860-4516  
Fax: 419-245-5357

**Directions (from the Ohio turnpike):** Take exit 4A to I-75 North. Follow directions below.

**From North:** I-75 South to Collingwood Boulevard exit. Turn left. The Girl Scout Service Center is just north of Bancroft on right.

**From South:** I-75 North to Bancroft exit. Turn left on to Bancroft, then left on Collingwood. The Girl Scout Service Center is just north of Bancroft on right.

**Girl Scout Positioning Statement**

The Girl Scouts is the world’s premier organization dedicated solely to girls, where in an accepting and nurturing environment, girls build character and skills for success in the real world. In partnership with committed adults, girls develop qualities that will serve them all their lives - like strong values, social conscience, and conviction about their own potential and self-worth.

In Girl Scouts, girls discover the fun, friendship, and power of girls together; and through the many enriching experiences provided by the Girl Scouts they can grow courageous and strong.

**Proper Use of the Girl Scout Logo**

The Girl Scout Service Mark is composed of two parts: the symbol (the trefoil with three profiles) and the logotype (the words “Girl Scouts”, along with the registration mark.) Both parts of the service mark must be used together. Figure 1 is the preferred service mark, but when space limitations dictate, the “stacked” version of the service mark can be used (figure 2).



Figure 1



Figure 2

**Color treatment:**

Girl Scout green is preferred; however other bold colors are acceptable. A two-color combination can be used. The logo must appear in Girl Scout Green and the words “Girl Scouts” must appear in Girl Scout blue.

**Configuration:**

The service mark may never be redrawn, repropotioned or modified in any way. The logotype must always be in the same proportion to the symbol. A computer generated or artist’s rendering of the service mark is not acceptable. Pulling the symbol apart from the logotype and using it as a design element is not acceptable.

**Trademark:**

A <sub>SM</sub> aligned with the baseline of the “S” of Girl Scouts should appear on all reproductions of the service mark.

**Proper Color Usage**

The following PANTONE (PMS) colors and process equivalents have been developed for the Girl Scout Green and Blue.

Paper Stock	Girl Scout Green (For preferred one-color service mark)	Girl Scout Blue (For acceptable two-color service mark)
Coated	Pantone 334	Pantone 541
Uncoated	Pantone Green Uncoated	Pantone 294

Official artwork for the logo is available from the communications manager. Contact your regional Girl Scout service center to request camera-ready artwork.

**COPYRIGHT LAWS**

Many program activities include songs and other written materials. It is tempting to duplicate and distribute material from songbooks, library books, or other published documents. As innocent as this may seem, and even though distribution may be limited to one troop or one service unit, this duplication and distribution without written permission from the copyright holder, is very much in violation of federal copyright laws and could subject individuals and our council to possible legal action.

Copyright is the legal right to copy, duplicate, reproduce or otherwise communicate any original work of authorship. Works of authorship, which we as Girl Scouts tend to copy, are songs (both the words and the music are copyrighted), program or activity ideas from copyrighted books, records, and tapes.

**Use of Movies**

The Federal Copyright Act, Public Law 94-553, Title 17 of the United States Code, states that all home videocassette exhibitions outside one’s personal residence are “public performances” and mandates they be licensed. Non-compliance can subject those who infringe to statutory damages starting at \$750 per exhibition. This legal requirement applies equally to profit and non-profit facilities, whether or not an admission is charged.

Girl Scouts of Western Ohio does not have permission to show videos (aside from the Girl Scout videos that we own or receive permission from GSUSA to use). It is expected that all volunteers will comply with this, and all, legal requirements for our organization.

## CODE OF ETHICS

The Girl Scout Promise and Law provide the foundation of the Girl Scout program. The Promise and Law express the enduring ethical values and spiritual force of the Girl Scout Movement. Adults working with girls must become members and ascribe to the Girl Scout Promise and Law.

### The Girl Scout Promise

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

### The Girl Scout Law

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

## DIVERSITY

Girl Scouts of Western Ohio is inclusive. We respect, value, embrace, and celebrate differences.

## RELIGION

Girls are encouraged and helped through the Girl Scout program to become better members of their own religious group, but every Girl Scout group must recognize that religious instruction is the responsibility of parents and religious leaders.

Every Girl Scout group shall respect the varying religious opinions and practices of its membership in planning and conducting activities.

When a Girl Scout troop or group is sponsored by one religious group, members of different faiths or religious affiliations shall not be required to take part in religious observances of the sponsoring group.

## TROOP/GROUP LEADERSHIP

Adult volunteers must be at least 18 years of age.

Each group has at least one adult leader and one or more assistant leaders. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female. During all troop/group meetings and related small-group activities, the leader, assistant leader, or other responsible adult designated by the leader or by Girl Scouts of Western Ohio is present, and at least one of these must be an adult female not related to the other adults.

## CRIMINAL BACKGROUND CHECKS

Girl Scouts of Western Ohio is committed to providing a safe and quality program for girls in the community as they participate in the program. In order to continue safeguarding all girls in our care, our council will conduct criminal background checks for all appointed volunteers.

The criminal background check is a component of Girl Scouts of Western Ohio's volunteer placement procedure. The background check conducted by IntelliCorp Systems, includes social security number verification, criminal record searches of convictions, arrests, court records, inmate records, and sex offenders.

## DONATIONS

Girl Scouts of Western Ohio is classified as the legal 501(c) (3) entity and has primary responsibility for soliciting funds. Girl Scouts of Western Ohio is the only legal entity authorized to accept gifts. Local geographic units, communities or individuals are not.

Any funding request or monetary donation, in-kind donation, or troop sponsorship with a value over \$100, or being made by the donor with specific stipulations, must be approved by the regional director. The regional director shall review the donation to ensure that the donation/gift has program value for girls and that usage is consistent with the program standards and council policies.

## FIRST AIDERS

A Girl Scout First Aider is an adult (18 years of age or older) who has taken Girl Scout council-approved first-aid and CPR training. This person may be a leader or another adult who is willing to assume the role and responsibilities of troop first-aiders. First aiders are needed for all field and camping troops and any other physically demanding activities or other activities involving a potential for injury.

A first-aiders must be currently certified and maintain their certification as required by the sponsoring organization. The following individuals may also serve as first aiders if they are current in their license/certification: physicians, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, dentist, paramedic, military medic, and emergency medical technician.

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## GUIDELINES FOR ADULT/CHILD INTERACTION WITHIN A GIRL SCOUT SETTING

The atmosphere and interactions within a Girl Scout troop or group should be designed to:

- Focus on and develop the talents and skills of each girl
- Encourage girls to learn by experience
- Provide a setting in which girls can safely take risks
- Enable girls to solve their own challenges
- Foster positive feelings in each girl, about herself
- Develop positive, respectful relationships with other girls, including those with disabilities, and from other cultural, ethnic, racial and socio-economic groups

(From the *Guide for Girl Scout Junior Leaders*)

### VERBAL GUIDELINES

Adults may not use abusive or derogatory language with a child.

Adults should exercise good judgment in choosing the topics and language used with children. Under no circumstances, should the romantic/sexual life of an adult be shared with children.

When an activity is planned on a topic of a sensitive or controversial nature, parents and the council paid staff are informed and (written) permission is received before proceeding.

(*Safety-Wise* standard 14)

### PHYSICAL GUIDELINES

When touching a child for any reason, ensure that another adult is in clear view.

Under no circumstances may an adult hit a child.

When touching children, contact should generally be limited to the hand, shoulder, or upper back. Children should never be touched in a place normally covered by a bathing suit, unless for a clear medical necessity, and then only in the presence of another adult.

A hug should be given only in response to a request by a child or after asking permission. (For example, "You look like you could use a hug. Would you like one?")

An adult should never touch a child against her or his will, unless in the case of clear and present danger to the child.

An adult should never touch a child against her or his discomfort, whether expressed verbally or non verbally.

The physical right to privacy of a child should be respected to the greatest extent possible, especially in activities and situations such as sleeping, changing of clothing, showering/bathing, and other bathroom activities.

## BEHAVIOR MANAGEMENT GUIDELINES

The Girl Scout philosophy of behavior management builds on a child's need to develop a sense of self-worth. In order to promote this, the program has been carefully planned to foster positive behavior.

To accomplish this:

- Children are involved in rule setting and help determine the consequences of misbehavior.
- Whenever possible, the site and activities are set up to promote positive interaction among children.
- Volunteers encourage children to learn how to solve problems and settle differences among themselves.
- All disciplinary efforts are based on this philosophy. When a child's behavior creates a risk for the emotional or physical health and safety of another child or a volunteer, the following procedures shall be followed:

- » The child is separated from the problem activity or situation.
- » A volunteer listens to the child and discusses the consequences of further misbehavior.
- » Repeated misbehavior will be handled by a telephone conversation or conference with the child's parents/guardians.
- » The parent, child and a volunteer agree to a plan that will improve behavior or face the possibility of termination from the program.

### CORPORAL PUNISHMENT STATEMENT

Girl Scouting meets the mental health and educational needs of girls.

Under no circumstances may an adult hit a child or cause a child physical discomfort as a form of discipline.

It is completely impermissible to use any form of corporal punishment when acting in one's capacity as a Girl Scout volunteer or paid staff member.

Research indicates that a variety of positive and effective alternatives are available to maintain discipline, and that children can learn appropriate problem-solving behavior when provided with the necessary models.

Girl Scouts of Western Ohio provides training for all Girl Scout volunteer and paid staff members to learn the techniques for providing positive discipline measures for all children in their care.

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## CHILD ABUSE

Girl Scouts of Western Ohio expects all staff (volunteer and paid) to adhere to the following standards regarding reporting suspected child abuse and conduct when in contact with girls.

1. Paid and volunteer staff members are expected to recognize the signs and symptoms of child abuse or neglect and report incidents immediately to the local county children's agency. Once an incident has been reported to the appropriate agency, it is the staff member's responsibility to also inform his/her manager.
2. Paid and volunteer staff members are prohibited from harassing or threatening harm to a child's health or well-being which occurs through sexual abuse or exploitation, non-accidental physical touching, mental harassment, injury or maltreatment in any form.

### Guidelines for Reporting Child Abuse and Neglect

#### DEFINITIONS

##### What is child abuse?

Non-accidental injuries by a parent, caretaker or other adult (often by an adult known to the child) which cause or create substantial risk of harm to the child.

- **Physical abuse:** abuse represents an act against the child; health or safety is at risk.
- **Sexual abuse:** any act of a sexual nature upon or with a child, which may be for the sexual gratification of the perpetrator or a third party.
- **Emotional abuse:** chronic attitude or acts that interfere with psychological or social development of a child.

##### What is neglect?

Failure to provide basic needs (physical care/ supervision, safety, education, love) which places the child in a dangerous situation and which usually occurs over a period of time.

##### Physical Abuse

- **Appearance:** bruises, welts, lacerations and abrasions; clustered marks, burns; skeletal injuries; head injuries. (Consider the number, location and stages of healing, or an explanation not consistent with injury.)
- **Behavior:** fearful of physical contact; poor relationships; reports injury by parents or caretaker.

##### Sexual Abuse

- **Appearance:** usually there is no outward sign; may have torn, stained or bloody underclothing; sexually transmitted diseases; pregnancy.
- **Behavior:** child relates incidents of touching or other behavior that makes the child feel embarrassed, confused or unsafe; behaves in an abnormally seductive manner with friends or adults; fire-setting; abuse to animals; bedwetting; nightmares; poor peer relationships; eating disorders; fear or reluctance towards a caretaker, family member or friend; difficulty walking or sitting.

##### Emotional Abuse

- **Appearance:** few visible clues; obesity or anorexia; hives; rashes.
- **Behavior:** bed-wetting; poor peer relations/withdrawal; cruel behavior; fire setting; substance abuse; excessive risk taking; behavioral extremes.

##### Neglect

- **Appearance:** chronic uncleanliness or poor hygiene (lice, scabies); body odor; squinting; unsuitable clothing or missing key articles of clothing; untreated injury; left alone.
- **Behavior:** excessive sleepiness; begging; stealing or delinquency; chronic hunger; substance abuse; assumes role of parent, reports no caretaker in home; excessive school tardiness or absence.

#### ACTION BY VOLUNTEER LEADER OR PAID STAFF

**You are required to report any suspicion of abuse or neglect of any child under 18 years of age, or any physically or mentally handicapped child under 21.**

Physical proof or other forms of validation are not required. It is the responsibility of the local (county) children's services agency, through its investigation, to determine if abuse or neglect is in fact occurring.

##### What if I am unsure?

If (as a volunteer or paid staff member) you are unsure, contact the local children's services agency to describe the situation.

##### How do I report?

Reports can be made by telephone or in person, and the individual making the report can do so anonymously. Any report is confidential. A report can be made immediately by telephone to the local children's services intake phone numbers for the 32 counties served by Girl Scouts of Western Ohio.

**What information should I give?**

Reports should include:

- The names and addresses of the child and her/his parents/guardians or person(s) having custody of such child, if known.
- The child's age and the nature and extent of the child's injuries, abuse or neglect, including any evidence of previous injuries, abuse or neglect.
- Other information that might help in establishing the cause of the injury, abuse or neglect.
- Record the name of the intake worker who takes the report and note the date that the report is made.

**Is this confidential?**

Yes. Do not share this information with anyone other than the local children's services agency, your manager, or regional director of your region within Girl Scouts of Western Ohio Inc. or her designate.

**What happens next?**

Any volunteer or paid staff member participating in good faith in the making of the report, or any volunteer leader or paid staff participating in a judicial proceeding resulting from the report, by statute is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of such actions. Any report made under this section of the statute is confidential, and any volunteer or paid staff member who permits or encourages the unauthorized dissemination of the report's contents is guilty of a misdemeanor in the fourth degree.

**Does someone at the Girl Scout Center need to know?**

Although reports may be made anonymously, immediately advise Girl Scouts of Western Ohio of any reports of suspected abuse or neglect involving either adults or youth in Girl Scouting made to the local children's services agency intake office by using the following procedure:

- Providing a written report to the regional director of your region or her designate no later than 24 hours after making a report to the local children's services.
- This report should include your name, address and telephone number (as the person who made the report to the local children's services agency), the date of the report, and to whom the report was made at children's services.

**Action by the local children's services agency:**

The local (county) children's services agency will make a decision regarding the need for immediate investigation of each report referred to it and determines the circumstances surrounding the injury, abuse or neglect, the cause thereof and the person or persons responsible.

LEGAL REFERENCE:  
O.R.C. 2151.421 and I.C. 31-6-4-3(a)(1) through 31-6-4-3(a)(5)

**CHILDREN'S SERVICES INTAKE PHONE NUMBERS**

**OHIO COUNTIES**

- Allen County 419-227-8590
- Auglaize County 419-738-4311
- Brown County 937-378-6104
- Butler County 513-868-0888, 1-800-325-2685
- Champaign County 937-484-1500
- Clark County 937-327-1700
- Clermont County 513-732-7173
- Clinton County 937-382-5935
- Darke County 937-548-3840
- Defiance County 419-782-3881
- Fulton County 419-337-0010
- Greene County 937-562-6600
- Hamilton County 513-241-KIDS (5437)
- Hancock County 419-424-7022
- Hardin County 419-673-1101
- Henry County 419-592-0946
- Logan County 937-599-7290
- Lucas County 419-213-3200
- Mercer County 419-586-5106
- Miami County 937-335-4103
- Montgomery County 937-276-1698
- Ottawa County 419-898-3688
- Preble County 937-456-1135
- Paulding County 419-399-3756
- Putnam County 419-523-3893
- Shelby County 937-498-7213
- Van Wert County 419-228-5430
- Warren County 513-925-1600
- Williams County 419-636-6725
- Wood County 419-352-7566

**INDIANA COUNTIES**

- State-wide toll-free number 1-800-800-5556
- Dearborn County 812-537-5131
- Ohio County 1-800-800-5556

Parent Resource Line 1- 800-244-5373

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## PROTECTION FROM SEX OFFENDERS

Girl Scouts of Western Ohio seeks to provide girls with a safe environment in which they can learn and grow. In keeping with this standard, the following guidelines have been established to help protect girls from the threat of sexual predators.

1. Girl Scouts of Western Ohio property (camps and service centers) will be monitored for the presence of registered sexual predators on a regular basis. If a sexual predator (who meets the guidelines described below) is identified within a one mile radius of the property, all campers / facility users will be notified in writing and provided with a "Girl Safety Sheet" and a sample parent notification letter.
2. All Girl Scout volunteers are encouraged to:
  - a. Provide girls with information and activities that will prepare them to "stay safe."
  - b. Use the Sexual Offender Registries to monitor the potential presence of sexual offenders near their troop/group meeting sites and to notify parents should a sexual predator be identified within one mile of the meeting site.

## GUIDELINES FOR MONITORING SEXUAL OFFENDERS

### OHIO LEGAL GUIDELINES

#### Ohio Classifications of Sexually Oriented Offenses:

The state of Ohio has classified sexual offenders into 3 tiers. Each tier includes potentially serious sexual offenses but the Tier II and Tier III offenses increase in seriousness, including reflecting convictions for other sexual offenses and/or violent crimes. Only Tier II and Tier III offenders are subject to community notification, although all three tiers of sex offenders are listed on the sex offender registry.

(Based on Ohio Revised Code 2950.01 <http://codes.ohio.gov/orc/2950.01>)

#### Ohio Notification Guidelines

The Girl Scouts of Western Ohio follow state of Ohio guidelines for the type of information that a youth serving agency may share with parents or the organization's staff and volunteers. This specifically includes notifying parents and volunteers, "that they have received notice that a person subject to community notification is residing, employed, or attending a school or institution of higher education within the specified geographical notification area and that certain information concerning the registrant is a public record and is open to inspection...at the office of the sheriff with whom the registrant has registered, and on the state and local internet databases established by the attorney general..."

(Based on Ohio Administrative Code 109:5-2-04 <http://codes.ohio.gov/oac/109%3A5-2-04>)

### GIRL SCOUTS OF WESTERN OHIO

### MONITORING & NOTIFICATION GUIDELINES

#### Council Properties

1. Monitoring – Girl Scouts of Western Ohio property (camps and service centers) will be monitored for the presence of registered sexual offenders on a regular basis.
2. If a sexual offender is identified within a one mile radius of the property, the following procedure will be implemented:
  - a. The local sheriff's department will be contacted to verify the registration and collect information to better assess the risk to Girl Scouts. Based on the specific crime and the recommendation of the county sheriff, a decision will be made on notification.
  - b. If there is a recommendation to notify volunteers and/or parents, they will be notified in writing and provided with all available information on the registered sexual offender, along with a "Girl Safety Sheet" and sample parent notification letter, which can be found on the council website.
  - c. A copy of the notification letter will be posted at a designated site at affected council properties.

#### Troop/Group Meeting Sites

Troop leaders are encouraged to use the Sexual Offender Registry to monitor the potential presence of sexual offenders near their troop/group meeting sites. Should a sexual offender be identified within one mile of the meeting site, please contact the county sheriff, following steps a and b above.

If a parent letter is sent out, a copy of the letter should also be sent to the Girl Scout of Western Ohio to your regional office, ATTN: Regional Director.

## Prevention

All Girl Scout volunteers are encouraged to provide girls with information and activities that will prepare them to "stay safe." This includes:

- Following *Safety-Wise* guidelines such as maintaining proper adult ratios, ensuring that girls stay with their buddies and monitoring where girls are at all times.
- Review safety lessons with girls such as what girls should do if they are approached by a stranger. (See the *Girl Scout Brownie Handbook*, pg. 62-65 or the *Girl Scout Junior Handbook*, pg. 92-93).
- Distributing and discussing the "Girl Safety Sheet", which can be found on the council website.

## SEX OFFENDER REGISTRY

### To Access the Sexual Offender Registry:

The registry is available on-line. The website information is listed below. If you do not have access to a computer, you can call the county sheriff office for more information.

### Website      E-Mail Alert?

#### OHIO COUNTIES

Allen County [www.acso-oh.us](http://www.acso-oh.us) YES  
Auglaize County [www.auglaizecounty.org](http://www.auglaizecounty.org)  
Brown County <http://www.esorn.ag.state.oh.us> NO  
Butler County <http://butlersheriff.org> NO  
Champaign County [www.countysherif.tripod.com](http://www.countysherif.tripod.com) NO  
Clark County [www.clarkcountysheriff.com](http://www.clarkcountysheriff.com) YES  
Clermont County <http://clermontsheriff.org> YES  
Clinton County [www.clintonsheriff.com](http://www.clintonsheriff.com) YES  
Darke County [www.darkecountysheriff.org](http://www.darkecountysheriff.org) YES  
Defiance County [www.defiance-county.com/dcso](http://www.defiance-county.com/dcso) YES  
Fulton County [www.fultoncountyoh.com/fcso](http://www.fultoncountyoh.com/fcso) YES  
Greene County [www.co.greene.oh.us/sheriff](http://www.co.greene.oh.us/sheriff) YES  
Hancock County [www.hancocksheriff.org](http://www.hancocksheriff.org) YES  
Hardin County [www.hardinsheriff.com](http://www.hardinsheriff.com) YES  
Henry County [www.henrycountysheriff.com](http://www.henrycountysheriff.com) YES  
Hamilton County <http://www.hcso.org> YES  
Logan County [www.login.oh.us/sheriff](http://www.login.oh.us/sheriff) YES  
Lucas County [www.lucascountysheriff.org](http://www.lucascountysheriff.org) YES  
Mercer County [www.mercercountysheriff.com](http://www.mercercountysheriff.com) YES  
Miami County [www.co.miami.oh.us/sheriff](http://www.co.miami.oh.us/sheriff) YES  
Montgomery County [www.montgomery.oh.us/sheriff](http://www.montgomery.oh.us/sheriff) YES  
Paulding County [www.pauldingohsheriff.com](http://www.pauldingohsheriff.com) YES  
Preble County [www.preblecountysheriff.org](http://www.preblecountysheriff.org) YES  
Putnam County [www.sheriffoff.com](http://www.sheriffoff.com) YES  
Ottawa County [www.ottawacountysheriff.org](http://www.ottawacountysheriff.org) YES  
Shelby County [www.shelbycountysheriff.com](http://www.shelbycountysheriff.com) NO  
Van Wert County [www.vanwertcountysheriff.com](http://www.vanwertcountysheriff.com) YES  
Warren County <http://www.wcsooh.org> YES  
Williams County [www.williamscosheriff.com](http://www.williamscosheriff.com) NO  
Wood County [www.woodcountysheriff.com](http://www.woodcountysheriff.com) YES

#### INDIANA COUNTIES

State-wide registry <http://indianasheriffs.org> NO  
(Includes Dearborn County & Ohio County)

## FREQUENTLY ASKED QUESTIONS:

**Q.** What should you tell your children?

**A.** DON'T accept a ride from this person; DON'T go into their home or yard. TELL your parents if this person offers you toys, money or gifts. Avoid scary details. Include general information when speaking to children. You know more than your child needs to know. Use language that is honest and age-appropriate (e.g. "there are people who do bad things to children").

Other safety tips to discuss with your children:

- Teach your children to dial 911 and to use a pay phone without money.
- Teach your children to trust their feelings and say NO and run away from a situation that doesn't feel right.
- Encourage your children to tell you if the sex offender (or anyone who makes them feel uncomfortable) initiates contact with them.
- Review the safety tips with your children.
- DO RUN, SCREAM and GET AWAY if someone is bothering them; DON'T keep secrets; DON'T assist strangers; DON'T go places alone; DO ask questions and DO talk about any uncomfortable feelings or interactions.
- Make it a habit to LISTEN to your children and to believe them. If a child feels listened to and believed about small everyday things, they are more likely to share the big scary things with you. Be sensitive to changes in your child's behavior. Pay attention to your child's feelings.

**Q.** There is a sex offender living next to me, why wasn't I notified?

**A.** Not all offenders are subject to community notification. The State of Ohio mandates that the notification of neighbors be done on selected Tier II and Tier III offenders. Sexual Offender Registry Notifications will inform you of any offender regardless of the classification.

## SEX OFFENDER MYTHS AND FACTS

**Myth:** "Most sexual assaults are committed by strangers."

**Fact:** Most sexual assaults are committed by someone known to the victim or the victim's family, regardless of whether the victim is a child or an adult.

Six out of every 10 sexual assaults occur in the homes of victims, family members, or friends (Greenfeld, 1997)

**Myth:** "The majority of sexual offenders are caught, convicted, and in prison."

**Fact:** Only a fraction of those who commit sexual assault are apprehended and convicted for their crimes. Most convicted sex offenders eventually are released to the community under probation or parole supervision.

**Myth:** "Most sex offenders reoffend."

**Fact:** Reconviction data suggest that this is not the case. Further, re-offense rates vary among different types of sex offenders. Child molesters had a 13% reconviction rate for sexual offenses and a 37% reconviction rate for new, non-sex offenses over a five year period. (Hanson and Bussiere, 1998)

*(From US Justice Department, Center for Sex Offender Management)*

**COMMUNICABLE DISEASES**

Girl Scouts of Western Ohio is committed to providing a safe, secure, environment in which girls and adults can interact. Girl Scouts of Western Ohio is further committed to protecting the girl or adult suffering from chronic illness or communicable disease, as well as protecting the other girls with whom they interact.

Girl Scouts of Western Ohio shall not restrict services to those with communicable diseases unless specifically recommended by the county health department or the individual displays behavior that puts others at risk.

**HEALTH & SAFETY**

Adults working directly with girls carry the responsibility of ensuring the health and safety of the girls under their care. Those adults must:

- Adhere to the standards, guidelines and checkpoints in *Safety-Wise*.
- Be sensitive to the needs of girls, including the special needs of girls with disabilities.
- Be able to maintain confidentiality when dealing with sensitive issues.
- Know the emergency procedures established by Girl Scouts of Western Ohio.

Leaders and girls together should strive to foster safety consciousness in planning and implementing activities. A positive attitude toward accident/incident prevention involves logically anticipating risks and responding appropriately.

**DISPENSING MEDICATION**

The distribution of over-the-counter medications or prescribed medication to girls is prohibited without specific written parent/guardian permission.

**SMOKING**

Girl Scouts of Western Ohio is a smoke-free environment. The use of tobacco products where girls are present is not permitted.

There will be no smoking in any council buildings or vehicles; including all sites and vehicles, owned, leased and/or operated by Girl Scouts of Western Ohio. There will be designated smoking areas at all council properties.

**SLEEPING ARRANGEMENTS AT CAMP**

In order to safeguard the privacy of girls and adults, staff (paid or volunteer) living in units, are provided with sleeping accommodations separate from those of girls. Staff accommodations should be sufficiently close to supervise the girls. Exception: Staff may need to sleep in the same area with girls with special needs.

*-Safety Management at Girl Scout Sites & Facilities*

**MEN IN CAMP OR OVERNIGHT SETTINGS**

Men are welcome to camp overnight at any Girl Scouts of Western Ohio sites or on any overnight with a Girl Scout troop/group. However, the following guidelines must be followed:

- Men do not sleep in the same tent or room with the girls.
- Latrine/restroom arrangements must be made. Separate facilities must be provided for men. Please see ranger at check-in time.
- Men should be introduced to the ranger and people in nearby units when camping at a Girl Scout site.

**ALCOHOL AND DRUG USE**

Girl Scouts of Western Ohio is committed to maintaining an environment free from alcohol and drugs.

The use of alcohol is not permitted on Girl Scout property, or at any Girl Scout function involving girls, except on specific, pre-approved occasions.

Persons under the influence of controlled substances or alcohol, or in possession of same, are prohibited from participation in any Girl Scout program or event.

**FIREARMS/FIREWORKS**

No person will use or possess firearms or fireworks on council-owned or operated properties (including vehicles) or while involved in Girl Scout related activities, except law enforcement officers acting in an official capacity.

Although the Girl Scouts of Western Ohio respects an individual's right to carry a concealed weapon pursuant to Ohio's new Carry and Conceal Law, it is the policy of this council that no member, participant, guest, or any other individual shall have the right to carry, conceal, or possess any gun, knife, or any other kind of weaponry while involved in or present at any Girl Scout activity.

**COUNCIL RIGHT TO SEARCH**

The council reserves the right to:

- Search any person, vehicle or object that enters or leaves council property.
- Search lockers, desks, purses, briefcases, baggage, lunch sacks, clothing, and any other item in which firearms, weapons, illegal drugs, and alcohol have the potential to be hidden.
- Search company vehicles that it owns and that are being used by employees and/or vehicles owned by employees or volunteers that are being used for Girl Scout business.

**GIRL RELEASE TO AUTHORIZED PERSON**

Troop/group leaders, co-leaders and their designees shall release girls only to persons authorized by parent or guardian. The troop/group leaders or co-leaders will maintain the Girl Scout release information and will update information annually.

**RISK MANAGEMENT**

Some activities can carry a greater risk than others which create a greater potential for serious injury to the participant. Therefore, it is important that these activities be conducted with companies or organizations that offer such activities in a safe manner. Horseback riding, hayrides, and canoeing are examples of hazardous activities with the potential for serious injury to the participants.

The council will only do business with those organizations that operate within government and Girl Scout safety guidelines and that carry insurance to protect themselves for the legal liability of their operations. Coverage provided by the program provider must be the primary payer in the event of a loss.

**CONTRACTS & AGREEMENTS**

In order to protect the legal and safety interests of girls, volunteers and the council, written agreements, contracts etc. may only be signed by regional directors/designated paid staff members.

**HOLD HARMLESS AGREEMENTS**

If a program provider or other organization requires the signing of a Hold Harmless Agreement, a copy of it will be requested and reviewed by one or more of the following: program services manager, service delivery manager or regional director.

**TRANSPORTATION**

**Leaders are responsible for reviewing this policy with all troop drivers.**

Girl Scouts of Western Ohio is committed to providing a safe and quality program for girls in the community at all times. While Girl Scouts of the U.S.A. provides the principles and standards for health and safety, Girl Scouts of Western Ohio is responsible for developing local guidelines and procedures. In addition to Safety-Wise standards, the following policy has been established to encourage the safe operation of vehicles and to address insurance issues when personal and/or leased vehicles are used for Girl Scout activities:

1. All drivers must have a valid state driver’s license and be covered by auto insurance, in compliance with state law. Leaders should look at, but do not need to copy, the insurance card and driver’s license for all drivers for each troop trip.
2. Girl Scouts of Western Ohio is authorized to conduct a motor vehicle records check at their discretion. By serving as a volunteer driver, each individual agrees that he/she will fully cooperate in providing all information and sign all documents necessary to conduct such a check.

3. If a driver’s record contains one of the following violations within the past three (3) years, he/she is ineligible to serve as a troop driver:
  - » Driving under the influence of alcohol/ drugs
  - » Failure to stop/report an accident
  - » Reckless driving/speeding contest
  - » Driving while impaired
  - » Making a false accident report
  - » Homicide, manslaughter, or assault arising out of the use of a vehicle
  - » Driving while license is suspended/revoked
  - » Careless driving
  - » Attempting to elude a police officer
4. Girl Scouts of Western Ohio’s insurance carrier has provided the following chart to determine whether an individual is eligible to serve as a troop driver. Should a driver’s record fall outside of the acceptable number of accidents or violations, according to the chart below, that individual is required to personally and privately decline any requests to drive for a Girl Scout activity.

# of violations within past 3 years	# of at-fault accidents within past 3 years			
	0	1	2	3
0	yes	yes	no	no
1	yes	yes	no	no
2	yes	no	no	no
3	no	no	no	no
4	no	no	no	no

**If in an accident:**

- Take necessary steps to protect the lives of everyone involved.
- Report the accident.
- Comply with the instructions of the police and any other emergency personnel.
- Do not assume or admit fault. Liability should only be determined after a thorough investigation.
- The owner’s vehicle insurance is the primary applicable insurance payer.
- The minimum state liability insurance coverage must be in effect and evidence of such provided and carried in the vehicle. NOTE: Minimum requirements may not be adequate under all circumstances; each driver should consult his/her insurance company to be sure that the coverage is sufficient for Girl Scout activities.
- Girl Scouts of Western Ohio is not responsible for the physical damage to a personal vehicle.
- In case of injury or death, please refer to policy on Emergency, Serious Injury or Illness, or Death.

All registered girls and adults are covered by the **Activity and Accident Insurance Plan** of Girl Scouts of the U.S.A. The insurance goes into effect when a member registers as a Girl Scout and pays \$12 membership dues. This insurance is designed to supplement insurance coverage carried by the family of the Girl Scout member.

The purchase of basic activity insurance may be required for non-registered individuals who are participating in Girl Scout activities. To determine if additional insurance is needed consider whether the non-registered individual is actually participating in an activity or is only attending as a spectator. For example, a parent/guardian of a Girl Scout accompanying her for a swimming activity needs to purchase accident insurance only if he/she is actually going to swim. As an observer, no additional insurance is needed.

Other members of a Girl Scout's family – "tag-a-longs" - (brothers, sisters, friends) are parental responsibilities and should not be insured unless actually participating in the activity.

**SUMMARY OF GIRL SCOUT INSURANCE**

A printed brochure from United of Omaha with a complete description of all the features of each insurance option is available from the Girl Scout Center. The information provided below is designed to be a summary of highlights only.

Plan	Description	Pre-mium
Plan 1	Girl Scout Activity Accident Insurance Basic Coverage <ul style="list-style-type: none"> <li>• Provided to every registered girl and adult.</li> <li>• Effective when registration materials are received at the Girl Scout Center.</li> <li>• Covers Girl Scout activities lasting two (2) nights or less or not more than three (3) nights if over an official federal holiday, or three days.</li> <li>• Pays the first \$130 of medical bills related to an accident, then becomes secondary to any other insurance coverage the individual may have.</li> <li>• Pays up to \$15,000 of bills incurred over a 52-week period after the accident that are not covered by any other insurance the individual may have.</li> </ul>	No charge - included as part of your Girl Scouts of the U.S.A. \$12.00

**CERTIFICATE OF INSURANCE**

When obtaining a location for a meeting place, service unit event or troop event, some sites will request a certificate of insurance. This is just a copy of our council insurance coverage and can be provided by the Girl Scout office. A Certificate of Insurance can be requested through the Girl Scout Administrative Office. Please allow two weeks to process this request.

To obtain a certificate, visit [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org) to submit online, email to [insurance@girlscoutsofwesternohio.org](mailto:insurance@girlscoutsofwesternohio.org), or call the Girl Scout Administrative Office with the following information:

- Name of Facility
- Physical and mailing address (if different)
- Date and type of activity
- Facility e-mail address, phone # & fax #
- Contact information of person requesting the certificate.

Certificates of insurance can be mailed out directly to the location within two weeks of your call.

Plan	Description	Pre-mium
Plan 2	<b>Accident Insurance</b> <ul style="list-style-type: none"> <li>• Same features as Plan 1.</li> <li>• Used for registered girls and adults when activity length exceeds two (2) nights (three nights over a federal holiday), or three days.</li> <li>• Used for non-registered participants in a Girl Scout activity.</li> </ul>	\$ .11/ day /
Plan 3E	<b>Accident &amp; Sickness Insurance for Extended Events</b> <ul style="list-style-type: none"> <li>• Adds \$10,000 of Sickness Medical Expense Benefit and \$1,500 of Returned Transportation Benefit to Plan 1.</li> <li>• Will not pay more than 100% of total medical expenses incurred in conjunction with any other insurance the participant may have (Non-Duplication Provision).</li> </ul>	\$ .29/ day/
Plan 3P	<b>Accident &amp; Sickness Insurance for Extended Events</b> <ul style="list-style-type: none"> <li>• Same as Plan 3E without the non-duplication provision.</li> <li>• Therefore, the insurance pays without regard to what other insurance might be paying.</li> </ul>	\$ .67/ day/

**TO REQUEST ADDITIONAL INSURANCE**

A *Request for Additional Insurance Form* must be completed and submitted to the Administrative office in Cincinnati at least 4 weeks prior to the event date. This form must be accompanied by a check payable to United of Omaha for the amount owed for the additional insurance. There is a \$5 minimum. Incomplete forms, forms without checks attached, and checks less than \$5.00 will not be accepted.

## EMERGENCY PAGER

These pagers are for emergency use only. Use these numbers, after-hours and on weekends, to report a serious accident or emergency to a council representative.

Appleseed Ridge Region	419-225-4085*
Buckeye Trails Region	937-330-7017
Great Rivers Region	513-595-7337
Maumee Valley Region	419-221-4541

\*this number forwards to a staff members cell phone

The following action should be taken in the event of an incident, accident or emergency during any Girl Scout activity, not just on council-owned sites.

### VOLUNTEER'S RESPONSIBILITIES

- Secure services of trained medical professional or first-aider on site and give priority to providing all possible care to victim(s).
- Permit no disturbance to victim(s) or surroundings.
- Retain a responsible adult at the scene.
- Secure doctor, ambulance, and/or police. (You are responsible until police assume responsibility.)
- Parent/guardian notification:
  - » report nature of emergency
  - » condition of victim
  - » secure parent/guardian wishes regarding:
    - ◇ medical treatment
    - ◇ hospitalization transportation
    - ◇ personal attendance
- Council notification. After notifying parents/guardians and emergency authorities, council staff must be notified of any serious accident or injury. Please use the emergency pager to contact your regional director. If no response is received, please contact the regional director of an adjacent region using the pager numbers listed above.
- Exercise care that any statement made orally or in writing reflects only the facts of the incident.
- Statements should only be made to the family, the authorities, medical personnel and the appropriate paid staff members. (The communication manager handles all media releases.)
- Only designated paid staff or council representatives may speak for the council.

### FILE AN INCIDENT/ACCIDENT REPORT FORM WITHIN 24 HOURS OF AN INJURY.

Please send copies of all reports and records to Girl Scouts of Western Ohio in care of the regional director.

APPLESEED RIDGE - 1870 West Robb Ave., Lima, OH 45805

BUCKEYE TRAILS - 450 Shoup Mill Rd., Dayton, OH 45415

GREAT RIVERS - 4930 Cornell Rd., Cincinnati, OH 45242

MAUMEE VALLEY - 2244 Collingwood Blvd., Toledo, OH 43620

### COUNCIL REPRESENTATIVE RESPONSIBILITIES AFTER EMERGENCY NOTIFICATION

After emergency notification, a council representative will provide a written, detailed description of the circumstances of the emergency, including names and contact information of persons involved and personal insurance information if applicable.

Information for report and follow-up (exact descriptions and records):

- Insurance representative
- Attorney or other appropriate officials
- Girl Scouts of the U.S.A.

Records need to be retained seven (7) years or until person involved has reached legal age.

## VOLUNTEER PROGRAM MANAGEMENT

Volunteer program management is a system designed to create a welcoming and inclusive environment for diverse adults in which their needs and interests can be matched to specific Girl Scout volunteer positions. In addition, a volunteer development system values the contributions of each individual volunteer while helping her/him to realize the extent of her/his interests, skills, competencies, and knowledge. We recognize that by enriching our volunteers' experience in Girl Scouting, we enrich girls experience. A consistent, efficient volunteer development system will strengthen our continuing efforts in making this happen.

### Components of Volunteer Management

1. **Volunteer Work Design and Job Descriptions**  
Girl Scout volunteers have widely varying schedules, interests and backgrounds. The volunteer work design must have clearly-defined options for positions that enable volunteers to use their time effectively to contribute to the Girl Scout mission.
2. **Recruitment and Welcome Packet**  
Recruitment is the process of educating the public about the benefits of the Girl Scout Leadership Experience and encouraging people to give their time and energy to the organization as volunteers. The volunteer "welcome/application packet" should include basic information about Girl Scouting, and a volunteer application.
3. **Placement: Screening, Interviewing, and Appointment Notification**  
Effective screening of prospective volunteers allows candidates to be matched with the position that best meets their skills, interests, and schedule. The screening process begins with the submission of a completed application, and includes an interview, reference check, criminal background check, application assessment, volunteer placement decision and volunteer appointment notification. Position appointments are generally for one year or less.
4. **Orientation and Training**  
Orientation is the overview of the organization necessary for every volunteer. It places work in a context and ensures consistent introduction of the Girl Scout Leadership Experience, policies, procedures, and organizational structure. Adult learning options should provide all adult volunteers with consistent information about the Girl Scout program design and support along with training for her/his specific volunteer position, using flexible and convenient adult learning opportunities including online learning.
5. **Volunteer Support, Management, and Coaching**  
It is the responsibility of the council to ensure that volunteers have access to a network of support and learning experiences that enable them to deliver the Girl Scout program with girls. This support is provided using a variety of methods including through administrative volunteers and paid staff, volunteer mentors and/or trainers, service unit activities, council electronic and written communication, and program or customer service tools.
6. **Recognition**  
Recognition is a form of appreciation for volunteer efforts. It includes providing annual formal recognition through council and service unit awards and annual recognition events, but equally important are daily support and informal expressions of appreciation.

7. **Volunteer Input**  
Volunteer feedback is solicited through input on plans, supports, and services provided within the service unit and throughout the council. Having the opportunity to participate in planning encourages greater ownership and ensures that the services provided are the most meaningful. Volunteers, parents, and girls also have the opportunity to "have voice" within the council through participation in service delivery and program evaluation.
8. **Evaluation and Re-Appointment**  
Volunteers have the opportunity to evaluate their performance through various troop or self assessment tools or through evaluation discussions with their manager. The decision to reappoint a volunteer is made after reviewing the volunteer's interests, skills, training, and performance. The decision is provided in writing and documented in volunteers file. Reappointments are generally for a one year period.

### MANAGEMENT PHILOSOPHY

Girl Scouts of Western Ohio is committed to a philosophy of participative management. We are interested in input from all of the council's volunteer and paid staff. Whether the contribution is in the form of a suggestion to improve productivity, to provide improved quality services, or to assist in the resolution of a conflict, it is valued.

One important role shared by the council is active participation in making our organization the best it can possibly be. We encourage you to become involved...to contribute ideas for improving the quality of our services and creating a better volunteer and work environment.

Input and participation should not be confused with a consensus (group decision-making) style of management. Final decision-making responsibility lies with management. The management of the organization is ultimately the responsibility of the chief executive officer.

### SELECTION & PLACEMENT

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 qualifications for membership in the Girl Scout Movement. There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability, age, race, color, ethnicity, sex, creed, national origin, religion, citizenship, ancestry, marital status, veteran status, socioeconomic status, or other characteristics protected by federal, state, or local law. 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 judgment of the council will take precedence. Individuals not placed in a position for which they applied may be recommended for other positions, and they may request reassignment.

Adults who want to serve in appointed positions must:

1. Complete a Volunteer Staff Application that is approved, with at least three positive, non-related references and successfully complete a criminal records check.
2. Participate in a phone or face-to-face interview in which relevant skills and interests will be discussed.

Upon placement, volunteers will be provided with volunteer policies, a job description and appropriate council and Girl Scouts of the U.S.A. policies, standards and guidelines. Every effort will be made to find a rewarding position that will suit the individual's interests, skills and knowledge. Anyone not placed will be given the reason why.

## APPOINTMENT & RE-APPOINTMENT CRITERIA

Effective screening of prospective volunteers allows candidates to be matched with the position that best meets their skills, interests, and schedule. The screening process begins with the submission of a completed application, and includes an interview, reference check, criminal background check, application assessment, volunteer placement decision and volunteer appointment notification. Operational volunteers are appointed for a term not to exceed one year. Volunteers will receive a letter notifying them of their appointment.

Girl Scouts of Western Ohio may reappoint a volunteer based on the successful completion of position accountabilities, established goals and meeting the overall criteria for appointment/ reappointment.

### Appointment/Re-appointment Criteria

- Girl Scout Membership Registration
- Volunteer Application
- Two Positive References
- Approved Criminal Background Check
- Submission of a Finance Report for the previous troop year

### Required Trainings:

- Girl Scouts FUNdamentals
- Appropriate Grade-Level Leadership Essentials

## REAPPOINTMENT PROCESS

- Volunteers will participate in ongoing feedback with her/his manager throughout the appointment period based on agreed upon accountabilities and goals.
- At the end of the appointment period, the volunteer and manager will evaluate together job performance, expectations and suggested changes to the job position.
- Should the volunteer meet the criteria for reappointment and desire to continue in her volunteer position she will receive written documentation of her reappointment.
- Paid staff will evaluate job performance and reappoint administrative volunteers. Service Unit managers will ensure evaluation of the troop leader. Once confirmation has been received from the field team manager, that the troop leader meets the criteria for reappointment, the volunteer will receive a letter notifying them of their reappointment.

## APPOINTMENT CRITERIA DEFINITIONS

Girl Scouts of Western Ohio requests the following information from volunteers because of our dedication and commitment to the girls that we serve. The safety of the girls is of the utmost importance to our organization so we must take reasonable precautions when appointing adults who work directly with children. This information is confidential and for internal use only.

### *Register as a Girl Scout Member:*

All appointed volunteers must become Girl Scout members and agree to accept the Girl Scout Promise and Law. The registration fee for national dues is currently \$12 per participant. The \$12 registration fee covers membership in Girl Scouts of the USA for the year of October 1 through September 30. All membership fees received locally are transferred to Girl Scouts of the U.S.A. The Membership fee provides national level program information, various mailings and secondary insurance coverage for the program year. Membership dues are not refundable or transferable to another person.

### *Volunteer Application:*

Additional details and forms can be found on the Girl Scouts of Western Ohio website; including an application for a volunteer position in Girl Scouting for which there is no monetary compensation. The Volunteer Application is part of the screening process to help match the volunteer with the position that best meets their skills, interests, and schedule.

### *Reference:*

On the volunteer application, individuals are asked to provide the names and addresses of four non-related individuals who can verify qualifications for becoming a Girl Scout volunteer. At least two positive references must be received before a volunteer is appointed to their position.

### *Criminal Background Check Form:*

In order to safeguard the girls in our care, Girl Scouts of Western Ohio has joined with Girl Scouts of the USA to develop a system for conducting criminal background checks on volunteers and all paid staff. The background check, conducted by Intellicorp Systems, includes criminal records searches of convictions, arrests, court records, inmate records, and sex offender registries. There are two ways to complete your background check: online (best option) or by mail. Visit our website for more details.

### *Required Training Courses:*

**GIRL SCOUT FUNDAMENTALS:** This course provides an overview of the Girl Scout organization including its mission, goals, the Girl Scout Leadership Experience, an introduction to its history, and the principles of the Girl Scout program. Although this course is for all volunteers, it also provides basic information to troop leaders on how to get started with their troop, information about support from the service unit and organization and knowledge of terms used in Girl Scouting.

### **GRADE LEVEL/POSITION TRAINING:**

Position training is part of the 2-course training requirement for all volunteers and must be taken within six months of appointment. For troop leaders this consists of the appropriate grade level training, and for service team personnel this consists of the appropriate service team position training. Returning leaders advancing a level should take their Grade Level Leadership Essentials prior to the start of the new membership year.

## AFFIRMATIVE ACTION

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.

## CRIMINAL BACKGROUND CHECKS

Girl Scouts of Western Ohio is committed to providing a safe and quality program for girls in the community as they participate in the program. In order to continue safeguarding all girls in our care, our council will conduct criminal background checks for all appointed volunteers.

The criminal background check is a component of Girl Scouts of Western Ohio's volunteer placement procedure. The background check conducted by Intellicorp Systems, includes social security number verification, criminal record searches of convictions, arrests, court records, inmate records, and sex offenders.

## POSITION DESCRIPTIONS

Each appointed volunteer position will have a written position description that defines the specific responsibilities, states period of appointment, and clarifies expectations. Go to the website to see a brief summary of all appointed volunteer position descriptions.

## APPOINTMENT & RE-APPOINTMENT

Operational volunteers shall be appointed for a term not to exceed one year. Troop leaders are appointed and managed by the service unit manager. Council-wide and administrative volunteers are appointed by the paid staff manager.

Girl Scouts of Western Ohio may reappoint a volunteer based on the successful completion of position accountabilities, established goals and meeting the overall criteria for appointment/reappointment.

Volunteers will receive a letter notifying them of their appointment or reappointment.

## Reappointment Process

- Volunteers will participate in ongoing feedback with her/his manager throughout the appointment period based on agreed upon accountabilities and goals.
- At the end of the appointment period, the volunteer and manager will evaluate together job performance, expectations and suggested changes to the job position.
- Should the volunteer meet the criteria for reappointment and desire to continue in her volunteer position she will receive written documentation of her reappointment.
- Paid staff will evaluate job performance and reappoint administrative volunteers.

Service unit managers will ensure re-appointment of qualified troop leaders in part through discussion and self-evaluation by troop leaders. Once confirmation has been received from the field team manager, that the troop leader meets the criteria for reappointment, written documentation of reappointment will be sent from the regional office in the name of the service unit manager.

The council reserves the right to decline to re-appoint a volunteer if in the judgement of the regional director the volunteer is not suitable for the position.

## TRAINING

Adult education is offered in Girl Scouting to support and enable adults to respond effectively to the needs of today's girls. It also supports the achievement of the Girl Scout Mission and Council Goals.

All volunteers in Girl Scouts of Western Ohio are required to complete two required trainings for the position accepted within six months of appointment.

1. Girl Scout FUNDamentals
2. Job Training for the appropriate volunteer position (Grade level Leadership Essentials for leaders, job training for service team volunteers, etc...)

The council will assume financial obligations as budgeted for the event, when a volunteer(s) is selected to represent the council at training seminars, conferences, or conventions beyond those routinely required.

## Outdoor Training:

Any time a troop goes camping, the troop must be accompanied by an adult who is certified in Camping Certification (for lodge or tent camping) or Lodge Camping (for lodge camping only). The troop camp planning process must also be guided by the camp-certified adult.

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## ADULT RECOGNITION & APPRECIATION

Girl Scouts of Western Ohio recognizes its volunteers as its most valuable asset. The purpose of recognition is to facilitate, acknowledge, credit or celebrate the achievements of volunteers. Awards are available to recognize an individual's contributions to Girl Scouts both from Girl Scouts of the U.S.A. and Girl Scouts of Western Ohio.

Although each region has its own formal recognition event and nominations process, all regions follow the Girl Scouts of the U.S.A. adult recognition awards procedures.

## PROBLEM SOLVING & CONFLICT RESOLUTION

It is Girl Scouts of Western Ohio's policy to resolve volunteer conflicts in an equitable manner consistent with the council policies and practices. It is further the policy to encourage problem-solving by the parties most directly involved in a situation whenever possible.

When a disagreement arises, the volunteer is responsible for meeting with the parent, volunteer or staff member involved in the situation to resolve the problem.

1. Start with a focus on how the situation affects the volunteers' work with girls.
2. Each person states their concern and asks the other person if she/he understands the concern or has a different perspective.
3. Both parties will try to reach an understanding of the other's perspective. Identify options for a middle ground.
4. Discuss ideas for resolving the situation, so that both parties needs are met.
5. Agree on a solution.
6. Set a time period for testing the solution and touch base at the end of that time to discuss effectiveness of solution.

If the volunteers are not able to reach a satisfactory solution, the following steps should be taken:

1. Meet with the next level manager, often the service unit manager or program consultant to resolve the problem.
2. If the problem is still not resolved, the service unit manager will involve the field team manager or service delivery manager.
3. If the problem still remains, it will be discussed with the regional director.
4. Issues that cannot be resolved at the regional level may be forwarded to the CEO or her designee for additional guidance. The decision of the CEO is final.

For problem-solving involving girls, please review policies on page 16.

## 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 and paid staff with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, or paid staff, or Girl Scout member of the same or opposite sex.

Any volunteer, who feels that she/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 the staff member responsible for the volunteer's position appointment. Upon receiving such a complaint, this staff member must report the matter to the regional director of the appropriate region. The regional director will take appropriate measures to resolve or correct the situation in an expeditious manner.

## PERFORMANCE APPRAISAL/EVALUATION

Volunteers have the opportunity to evaluate their performance through self-assessment tools and/or discussions with their manager. The decision to re-appoint is based on this assessment, volunteer interest, and a joint assessment of suitability for the position in the future. The paid staff will provide coaching, tools, and resources as support for volunteer assessment. Utilizing these various support methods is also considered part of the agreement for volunteer appointment/re-appointment.

## VOLUNTEER RESIGNATION & RELEASE

Girl Scouts of Western Ohio or the volunteer may initiate the release of a volunteer.

A volunteer may be released from an appointed position because of the inability or failure to complete the requirements of the position, including training and background check, failure to abide by GSUSA or Girl Scouts of Western Ohio policies or standards, or failure to accept and foster the mission and goals of the organization.

Volunteers may still be a registered member of Girl Scout of the United States of America regardless of voluntary resignation or council termination.

No individual who owes the council or troop/group money may serve in any appointed position.

Volunteers must provide written or verbal notification of her/his resignation to a paid staff member.

To carry out its jurisdictional responsibility for providing and administering the Girl Scout program, Girl Scouts of Western Ohio shall adhere to Girl Scouts of the U.S.A.'s policies, criteria, and standards for an effective Girl Scout council as found in the *Blue Book of Basic Documents or Leaders' Digest*. The mission of Girl Scouts of Western Ohio is to build girls of courage, confidence, and character, who make the world a better place. The council's responsibilities in carrying out the mission fall into three main categories:

1. An effective Girl Scout council provides an educationally sound program consistent with the principles of non-formal education, cooperative learning, and experiential learning, based on the Girl Scout Promise and Law, the interest and needs of girls and the council goals for girls.
2. An effective Girl Scout council maintains a volunteer program management system that supports delivery of the Girl Scout program to all populations throughout its jurisdiction.
3. An effective Girl Scout council manages its operations in a sound and responsible manner.

One area of sound planning and management is responsible financial procedures and practices. The Girl Scout program helps girls learn money management skills as they plan, implement, and evaluate troop program activities. Adults working in partnership with girls are role models in all aspects of planning and management, including the development and practice of money management skills.

**What Does It Cost to Support a Girl in Girl Scouting?**

The cost of supporting a girl in Girl Scouting is the shared responsibility of the troop, parents, and the council<sup>1</sup>. While the troop is at the center in delivering the Girl Scout program to girls, the Girl Scout council has the responsibility for providing program opportunities and other supports that strengthen the troop experience. Girl Scouts of Western Ohio also provides many core services needed to support girls in achieving the program goals.

Some examples of the expenses that each group might incur are:

Parents	Troops
Parents often pay for items such as: <ul style="list-style-type: none"> <li>• Membership dues*</li> <li>• Troop dues</li> <li>• A uniform (optional)</li> <li>• Individual activities, such as resident camp (optional)</li> </ul> * can be paid from troop funds	Troops generally pay for troop program-related items, such as: <ul style="list-style-type: none"> <li>• Recognition items</li> <li>• Troop meeting activities, field trips, events, and troop trips</li> </ul>

<sup>1</sup> The Girl Scout council includes all members, including troops and service units that are involved in delivering Girl Scouting to our geographic region.

**Council Budget**

The council budget includes:

- A significant subsidy of council-sponsored program activities, such as troop camping, resident camp, older girl opportunities, and high & low ropes challenge courses
- Financial assistance to girls for membership dues, program activities and troop resources
- Leader recruitment, placement and training, including increasing costs in areas such as background checks and specialized training for issues such as behavior management and conflict resolution
- Communication resources like the council website, *Volunteer Resource Guide*, *Girl Scouts of Western Ohio News*, monthly leader packets, and the cost of service unit printing and postage
- Maintenance of council camps, and regional Girl Scout centers

FINANCIAL PROCEDURES

## TROOP FINANCES

### PLANNING AND BUDGETING

The Girl Scout program should not be expensive for girls. As girls participate in Girl Scouting, they can learn to manage money wisely. One of the unique components of Girl Scouting is the importance placed on girl/adult planning. Girl Scout leaders guide girls in deciding, carrying out, and evaluating program activities. Helping girls estimate costs and talking with them about costs in relation to plans will help them develop good money management skills.

### TROOP/SERVICE UNIT CHECKING ACCOUNT PROCEDURES

Girl Scouts of Western Ohio has established a process with several area banks, to provide troops and service units with non-profit checking accounts having no monthly service charges and to simplify the document requirements resulting from the Patriot Act. Outlined below are the procedures to open, change and close a troop or service unit checking account.

**Please note: Girl Scout Troops are prohibited from obtaining and using ATM cards.**

### OPENING A NEW CHECKING ACCOUNT

When a new troop is established, the leader and at least one other approved adult volunteer, must complete the two forms required to open a new checking account – one signer will hold the check book, while the other receives the statements (this procedure safeguards girls' monies). Both signers must be approved, actively registered members of Girl Scouts of Western Ohio. (This includes a completed volunteer application, background check and three positive references.)

The forms are available from the regional offices or can be printed from the website. The originals of these forms are submitted to the bank you have chosen for your account – refer to list. Banks require original signatures.

### TROOP BANK ACCOUNT REQUEST FORM

- Indicate that you are opening a new account – the bank will furnish the account number.
- Select the bank you will be using from the list on this page.
- Supply your troop or service unit number – the name on all accounts must be "**Girl Scouts WO Troop # \_\_\_\_**".
- Each of the signers must complete the area under "Signers on This Account." Please print clearly.
- Indicate where the bank statements are to be mailed. This must be the signer not controlling the checks (this procedure safeguards the girls' monies).

### SIGNATURE CARD FORM

- Indicate the bank you plan to use.
- Complete the troop or service unit number and mailing information – the bank will furnish the account number.
- Include the name and signature of the two signers and they must check the boxes behind the signature line, and initial the lines at the bottom of the page. **NOTE: BANK MAY REQUEST TO SEE VALID DRIVER'S LICENSE.**

Copies of the completed forms including account number are to be mailed to:

GIRL SCOUTS OF WESTERN OHIO, FINANCE DEPARTMENT,  
4930 CORNELL ROAD, CINCINNATI, OH 45242.

### CHANGING AN EXISTING CHECKING ACCOUNT

When changes need to be made to existing accounts the procedure is much the same – both forms must be completed including the account number and any changed information, i.e., address, signer information, etc. Changes can be made directly with your bank.

### CLOSING A CHECKING ACCOUNT (see Disbanding A Troop Information)

### BANKS WITH ESTABLISHED PROCEDURES FOR OPENING A GIRL SCOUT CHECKING ACCOUNT

(Branches opening new accounts should use contact information below for information.)

**Charter One Bank** – Contact Denise Fitch, 419-242-6131 with questions.

**Fifth Third Bank** – Contact Tim Aug, 513-534-8693 with questions.

**National City Bank** – Contact Johnda Keuffer, 513-563-0395, ext. 21773 with questions.

If your bank is not listed above, please use the procedures outlined to open the troop account. If the bank manager has questions, refer him/her to the regional office.

### TROOP RECORD KEEPING

#### Maintained by the Troop Leader

- Parent/Guardian Permission Form
- Troop Girl Health Information Form
- Troop Finance Report
- Individual Girl Record
- Attendance Record
- Records of badges, try-its, interest patches and activities
- Dues Records

#### Other Resources

- *Safety-Wise*
- *Leaders' Digest*
- *Blue Book of Basic Documents*
- *Volunteer Resource Guide*

**During Leadership Changes**

Since records and troop property belong to the troop, not an individual, they should be passed along to the next leader within 30 days. If disbanding troop's girls are placed in multiple troops, the disbanding troop's treasury may be pro-rated to each new troop based on the number of transferring girls and the financial decisions made by troop members.

**Disbanding A Troop**

Troops that are not reregistering for the following membership year must complete the [Disbanding Troop Report Form](#) and follow the procedures below:

If a troop is disbanded and the girls are not placed in one or more new troops:

- Complete a [Disbanding Troop Report Form](#).
- Give supplies to service team personnel.
- Give the bank account checkbook and records to the service unit manager. The service team will work with paid staff to ensure that troop funds are handled appropriately.
- Money may not be given to the individual girls or adults.\*\*
- Disbanding troop funds contribute to financial assistance, which are available to assist girls with financial need to participate in Girl Scout activities.

The individual girl's record should be given to the girl for her future reference and use.

If a troop makes the decision to disband, the troop's treasury should follow the girls that remain Girl Scouts to their new troops. The funds should be distributed appropriately if the girls do not move to the same troop. If none of the girls chose to remain active in the Girl Scout program, the remaining funds must be returned to the Girl Scout council for use in the Financial Assistance Fund. A final [Troop Finance Report](#) must be completed along with a [Troop Bank Account Request](#) marked "closed account" with the top portion of the form completed. (Be sure to include account number.)

\*\*"The income from group money-earning activities never becomes the property of individual members – girls or adults."

Safety-Wise Standard #29 - Group Money-Earning Activities

**Troop Money-Earning**

Girls planning a trip or other special program activity may require funds in addition to those earned through the council product sales. As girls decide on activities that they want to accomplish during the year, they should create a troop budget. Using the budget, the girls should then set goals for their participation in the fall product sale, cookie sale and/or other money earning activities.

Troop money earning provides girls with a valuable opportunity to learn about all aspects of goal setting, money management, and entrepreneurship. The service unit manager must approve any money-earning activity other than the council sponsored product sales. You may request a copy of the *Troop Money-Earning Guide* from your service unit manager or download from the website. Complete the [Approval for Additional Money Earning Project Form](#) and submit it to the service unit manager for approval.

Please remember that parents have the right to inspect financial statements at anytime and troop leaders have the responsibility to keep them informed.

All leaders should be reminded that all Girl Scouts of Western Ohio standards and those *Safety-Wise* standards pertaining to health, safety and finance must be followed, including "The income from group money-earning activities never becomes the property of individual members - girls or adults."

Safety-Wise Standard \$29 - Group Money-Earning Activities

**TROOP MONEY-EARNING GUIDELINES**

Troops must submit [Approval for Additional Money Earning Project Form](#) in order to conduct a money-earning activity outside of the council sponsored product sales.

Written permission from a parent/guardian is mandatory before a girl may participate in a money-earning activity.

Troop money earning activities must comply with *Safety-Wise* standards.

# TROOP MONEY-EARNING GUIDELINES

## MAKING DECISIONS ABOUT MONEY WITH GIRLS IN THE TROOP

Troops can choose to set up troop funds in a variety of ways. Some examples include:

- All earned money goes into a “common pot” to be drawn from equally. This method works particularly well with younger Girl Scouts. This is where every troop should start and is the most common approach.
- A portion of money earned goes into a “common pot” to be used equally to cover common expenses or activities in which the majority of girls plan to participate. An additional portion of the money is tracked individually to save towards a long term, bigger troop activity or to be used for individual council sponsored activities like resident camp.
- Girls track all troop money earning individually and agree to subtract equal amounts for all troop activities. The troop as a body still makes decisions about how the money should be spent. This accounting method does not imply that the money is the property of an individual girl.

To determine which method is right for the girls in your troop and the specifics of how it will be managed, the leader and girls should ask themselves the following kinds of questions:

- 1. What is meaningful to the girls right now? How actively involved are they in managing their troop funds?** If they are just learning about setting financial goals and managing their money as a group, they are probably not ready to make decisions about individual accounts.
- 2. What is our philosophy about the way that we run our troop?**  
Do we believe that everyone should do everything equally or do we believe that different girls contribute in different ways? (E.g., one girl may sell a lot of cookies, but another may show up for every troop service project.) How do we recognize that girls often have different “access” to money earning opportunities?
- 3. What are we trying to learn from the way we manage our money?**  
To work better as a group? To cooperate in achieving troop goals? To develop individual interests that can strengthen the troop in the long run? To develop individual accountability towards the troop goals?
- 4. What will we do with our money if one or more girls join the troop with no money or a different amount of money?**  
What will we do if one or more girls leave the troop? What if she/they go to another troop?

## The Bottom Line

“The income from group money-earning activities never becomes the property of individual members - girls or adults.”

*(Safety-Wise, Standard #29, page 75)*

- Decisions about how troop money will be accounted for and spent should be made by the girls in the troop and communicated in writing by the girls to parents to ensure clarity.
- No account may be set up in a girl’s name that is replenished through troop funding efforts or donations. No matter what accounting method is used, money earned by girls in Girl Scouting is the property of the troop.
- Money donated to the troop may not personally benefit one member of the troop.
- When a girl moves from one troop to another, her portion of the funds may follow her to another troop based on the decisions previously made by the troop members about how money will be handled. When a girl leaves Girl Scouting, the funds remain property of the troop.
- Funds from disbanding troops remain the property of Girl Scouting, and may be collected by the service unit manager or mailed directly to the Girl Scout office. Money received from disbanding troops is used to provide financial assistance to Girl Scouts.

## TROOP SPONSORSHIP/GRANT/DONATION GUIDELINES

Girls may not directly solicit funds (i.e. donations, sponsorships, or grants) and should follow all *Safety-Wise* standards pertaining to money-earning. Girl Scout troops are an extension of the Girl Scout council, including the council IRS not-for-profit status. All grants and donations must be carefully monitored to ensure that the council complies with all IRS guidelines.

### Grants

Girl Scout troops may not in most situations, solicit grants or financial donations from foundations or corporations. An exception to this guideline is made if Girl Scout volunteers work for companies offering small grants (up to \$1000) for special projects and not-for-profit groups supported by their employees. These grants may be requested for special service projects conducted by the service unit, day camp, or troop (such as a large service project), **with prior permission** of the Girl Scout council. Please submit a [\*Project Funding Approval Form\*](#) to your regional director if you are considering submission of a grant to your company.

## Donations

**Prior permission** must be obtained from your regional director before adults are allowed to solicit donations on the behalf of a Girl Scout troop or group. Such donations may only be solicited for community service projects or to address significant financial need for troop members participating in Girl Scout activities. The Girl Scout group must submit a [Project Funding Approval Form](#) along with a budget plan for the proposed project.

Written acknowledgement of donated money and in-kind donations must come from the Girl Scout Center. In order to ensure compliance with IRS guidelines for donations and donor recognition, all donors requesting a letter of acknowledgement must submit the contribution to the Girl Scout Center using a [Girl Scout Donor Form](#) attached to the check. The Girl Scout Center will then send the donor a letter and reissue the money to the troop or group.

- If a donation is received without a [Girl Scout Donor Form](#) attached it is assumed that this donation is to the Girl Scout general operational budget.
- If the donation amount is \$250 or above, the donation must be turned into the Girl Scout Center along with a project budget and plan for its use. Once the project has been approved by the regional director, a check will be re-issued to the Girl Scout troop/group.
- Troops receiving sponsorships or donations from businesses, organizations, or individuals should report monetary gifts on their annual financial report.

## Sponsorships

Community organizations, businesses, or individuals can be sponsors and may provide group meeting places, volunteer time, activity materials, equipment, or financial support for Girl Scout groups.

Volunteers must obtain permission from their program services specialist before seeking sponsorship to prevent duplicate solicitations. See donation section for more information.

If your group has a sponsor, the sponsor's contribution can be recognized by sending thank-you cards composed by the girls, inviting the sponsor to a meeting or court of awards, or working together on a service project. The contribution should also be reflected in the troop/group's financial records and report.

## Troop Dues

Troop dues are an option for activities the girls plan to participate in and for costs of snacks, supplies, and other materials used by the girls at regular meetings. Troop dues are meant to supplement cookie and fall product activities NO girl shall be denied membership in a troop, or have her participation restricted based on her lack of ability to pay troop dues. When setting the amount of troop dues, the fees should be decided on by all members and take into consideration the income levels of all of the girls in the group.

### Financial Assistance

Financial assistance is provided to individual applicants, based on specific financial need and the applicant's compliance with the financial assistance philosophy.

### Philosophy:

Girl Scout events and activities will result from realistic girl-adult planning that allows Girl Scouts adequate time to prepare troop or group money-earning projects that will support the girls' choice of activities.

Financial assistance is granted to individual applicants who have a specific and distinct financial need.

All applicants are to contribute some portion to the activity cost.

### Financial Assistance Guidelines:

- Applicant must be currently registered with Girl Scouts of the U.S.A.
- Requests are to be on current forms.
- Financial assistance is available on an individual basis. Troops are not eligible for financial assistance.
- Individual girls may request financial assistance for the following program opportunities: council-sponsored opportunities, summer camp opportunities, *Destinations/getaways*, troop trips.
- Adults are eligible to apply for financial assistance for troop activities and council sponsored adult education opportunities only when the participation of that adult is required to ensure that *Safety-Wise* guidelines are fulfilled.
- If most or all members of a troop must request financial assistance to participate in a troop activity, it may be an indication that further troop planning is needed. If a troop does not meet its financial goals, adjustments should be made to the activities themselves or the projected timetable.
- Forms must have complete information in order to be reviewed. Incomplete forms will be returned.
- Leaders must review financial assistance philosophy and guidelines with parents/guardians. Leaders should encourage parents/guardians to submit the request form directly to the Girl Scout Regional Office.
- Requests should indicate that the applicant has participated in realistic event planning and money-earning with other troop/group members over a period of time based on the guidelines found in the Girl Scout age level handbooks.
- Financial assistance applications should indicate that the request is based on the financial need of the individual applicant.

## FINANCIAL ASSISTANCE PROCEDURES

### Leader Instructions:

If individual girls within a troop wish to apply for financial assistance for a program opportunity, the troop leader will:

- Ensure that the financial assistance philosophy and guidelines are followed.
- Ensure that parent/guardian and troop sections are filled out entirely, including parent/guardian signature.
- Turn in form to the appropriate regional office. Forms must be received one month prior to the date of the event/activity except for activities with a budget over \$200/person which must be turned in three months prior to the event. Applications also must have complete information in order to be reviewed.

### Parent/Guardian Instructions:

Review financial assistance philosophy and guidelines.

For a troop/group activity, complete the required sections and return to the troop leader; the troop/group leader must complete the troop leader section of the Financial Assistance Request Form.

For girls who are either registered as individual members or requesting assistance for a non-troop activity, the parent/guardian must complete the parent/guardian sections of the form including a parent signature and mail the form directly to the regional office.

### Notification of Financial Assistance Status:

Leaders and/or parent/guardians will be notified of the financial assistance amount received or any questions or concerns within three weeks of their receipt at the regional office.

Notification letters will indicate:

- Problems/concerns that must be addressed before further action can be taken.
- Action taken regarding financial assistance.
- Other individuals receiving a copy of the letter.

Checks will be mailed as follows:

- To the leader for all troop activities.
- Directly to the appropriate department for all Girl Scouts of the U.S.A., *Destinations*, or Girl Scouts of Western Ohio activities.
- To the parent/guardian for specifically arranged, individual Girl Scout opportunities.

**FAMILY PARTNERSHIP CAMPAIGN**

The Family Partnership Campaign ensures that all girls have access to the Girl Scout program for all girls and provide girl and adult resources and support services.

Not only does your financial investment ensure our program activities are discounted and membership subsidies are available, but it also provides adults with the necessary training and support they need to be great troop leaders and volunteers.

When you make a donation to The Family Partnership Campaign, you join other parents, volunteers, corporations and businesses in helping build girls of courage, confidence, and character, who make the world a better place.

**Why should I contribute to the Family Partnership Campaign?**

The estimated cost of keeping a girl in Girl Scouts for one year is between \$300 and \$400. Your contribution is vital to provide the core services needed to support girls in achieving the council goals.

**How Troop Leaders, Administrative Volunteers and all others can participate in the Family Partnership Campaign**

Because the Family Partnership Campaign is run by volunteers at the service unit level, service units create and carry out their own fund raising plan that best suites their needs, what the community will respond to and their own fund raising goal. Planning for each Service Unit Family Partnership Campaign can begin as early as the service unit prefers, keeping in mind local United Way requirements. Please keep in mind the Family Partnership Campaign is a year round campaign.

**Girl Scout Leaders and other volunteers can be an example for others to follow by:**

- Making their gift to the campaign first
- Becoming a positive voice for their service unit's Family Partnership Campaign
- Ensuring all campaign information is passed on to the Girl Scout families and the community

**Giving Options for the Family Partnership Campaign**

For your convenience there are several ways to make a financial contribution to the Family Partnership Campaign:

- Donate on your registration form
- Donate at a Girl Scout event
- Contact the Development Department at your local Girl Scout Center

**ANNUAL CAMPAIGN**

Girl Scouts of Western Ohio relies on the generosity of the community to provide the support and opportunities that will help girls develop the skills they need to make healthy life choices, take on challenges and make ethical decisions. It takes many strong adult partners, like you, to provide the financial resources that ensure the Girl Scout program will continue to serve girls now and in the future.

The Annual Campaign consists of the following partnerships:

- Family Partnership
- Community Partnership
- Corporate Partnership
- Leadership Partnership – staff and board donations

Gifts to the Annual Campaign are unrestricted and used as needed to support Girl Scouts of Western Ohio.

**PLANNED GIFTS**

Planned gifts include deferred gifts, bequests, life insurance, charitable trusts, pooled income funds, charitable gift annuities. Planned gifts ensure that the values of the Girl Scout program, as identified in the Promise and Law, are available to future generations of girls, so that they may develop the skills they need to reach their full potential. In addition to extending the donor's own values to future generations, a planned gift can offer significant tax benefits to the donor. The Juliette Gordon Low Society of Girl Scouts of Western Ohio recognizes donors who have identified themselves as planned givers.

**MEMORIAL & TRIBUTE FUND**

*Memorial Remembrances* are monetary gifts in memory of a friend or relative.

*Tribute Gifts* honor an important event or person in your life. They are appropriate for a birthday, anniversary, graduation, the Girl Scout Gold Award, recognition of a troop leader, holiday gift, or other special occasion.

Please include a note to the development manager specifying the type of gift you wish to make and the name and address of the recipient or family. An attractive card, that does not mention the amount of the contribution, will be sent in your name.

Questions regarding charitable support for Girl Scouts of Western Ohio should be directed to the council's fund development department.

FINANCIAL PROCEDURES



Girl Scouts.

## Program Delivery Outcomes & Service Delivery Support

Girl Scouts of Western Ohio

### Making Progress Towards Goals for Girls

What is needed to achieve outcomes?

#### Resources (Inputs)

- People
- Information
- Money or property

What happens with resources to achieve outcomes?

#### Activities

Define what is to be done.  
Ex: teach, organize, and plan.



How many resources were used or affected?

#### Products (Outputs)

Amount of work produced.  
Reflects activity method.

How will girls grow?

#### Goals for Girls (Outcomes)

#### Indicators of progress

Changes in knowledge, skills, attitudes and behaviors.

Girls understand themselves & their values

- Discover: develop a strong sense of self.**
- confident in themselves & abilities;
  - feel they are able to achieve goals;
  - positive gender, social, cultural identity.
- Discover: develop positive values.**
- beliefs & values based on Promise & Law
  - learn to consider ethics of situations;
  - commit to social justice, community service & action.

Girls use knowledge & skills to explore world

- Discover: gain practical life skills.**
- gain skills that prepare them for a positive, healthy & independent future.
- Discover: seek challenges in the world.**
- develop positive attitudes to learning;
  - seek opportunities for expanding their knowledge & skills;
  - set challenging goals for themselves;
  - take appropriate risks.
- Discover: develop critical thinking.**
- examine ideas from variety of viewpoints;
  - explore implications of gender issues.

Girls will act to make the world a better place.

**Act: can identify community needs.**

- identify issues in local & global communities;
  - come up with realistic possibilities for action.
- Act: be resourceful problem-solvers.**
- use knowledge & skill to implement action plans;
  - can locate tools & resources they need;
  - know when & how to enlist help from others.
- Act: advocate for themselves & others.**
- able to speak out on their own behalf;
  - seek to act & speak on others' behalf.

Girls care about, inspire & team with others locally & globally

- Connect: develop healthy relationships.**
- meaningful & caring relationships;
  - communicate effectively;
  - protect their rights in relationships;
  - know when to seek help from others.
- Connect: promote cooperation & teambuilding.**
- recognize the value of working together ;
  - make decisions that benefit entire group;
  - can build effective teams;
  - be accountable for shared goals;
  - show recognition for others' accomplishments & contributions.
- Connect: can resolve conflicts.**
- recognize & analyze conflict situations;
  - develop skills for constructive conflict resolution & prevention.
- Connect: advance diversity in a multi-cultural world.**
- think & act to promote inclusion;
  - think & act to respect & value diverse backgrounds, viewpoints & experiences.
- Connect: feel connected locally & globally.**
- feel they are part of larger community;
  - importance of diverse social networks.

#### Service Delivery

- # of applications
- # of interviews
- # of trained adults
- # of newsletters
- # of troops registered
- # of workshops

#### Program Delivery

- # of girls attending
- # of snacks
- # of crafts
- # of recognitions
- # of girls retained

#### Service Delivery

- Select & prepare adults
- Recognize adults
- Educate community
- Form troops /groups
- Support troops /groups

#### Program Delivery

- Troop /group Activities
- Beyond-the-troop /group activities
- Girls with adults: plan, implement and evaluate.

- **Community**
- **Adult skills**
- **Funds**
- **Standards**
- **Laws**
- **Surveys**

- **Girls' interests**
- **Facilities**
- **Promise & Law**
- **Handbooks**
- **Program Design**
- **Pathways**

A service delivery system is the way in which a Girl Scout council organizes and manages its resources to provide the Girl Scout program to girls.

# Girl Scout Leadership Experience

## Foundation

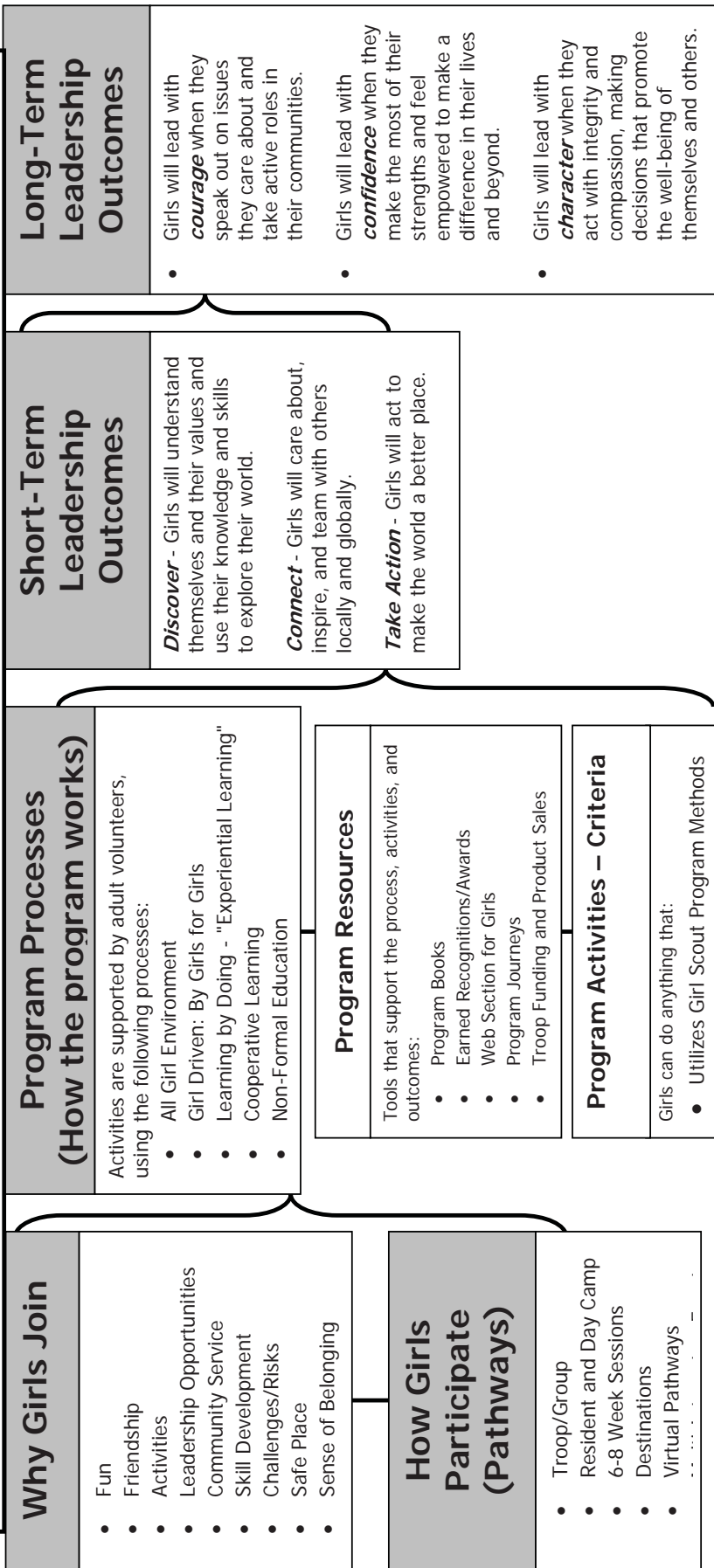
*Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.*

**Girl Scout Mission:**

**Council Goals:**

1. Girls will understand themselves and their values
2. Girls will use their knowledge and skills to explore the world
3. Girls will care about, inspire, and team with others locally and globally
4. Girls will act to make the world a better place

**Girl Scout Promise and Law**



### Why Girls Join

- Fun
- Friendship
- Activities
- Leadership Opportunities
- Community Service
- Skill Development
- Challenges/Risks
- Safe Place
- Sense of Belonging

### How Girls Participate (Pathways)

- Troop/Group
- Resident and Day Camp
- 6-8 Week Sessions
- Destinations
- Virtual Pathways

### Program Processes (How the program works)

Activities are supported by adult volunteers, using the following processes:

- All Girl Environment
- Girl Driven: By Girls for Girls
- Learning by Doing - "Experiential Learning"
- Cooperative Learning
- Non-Formal Education

### Program Resources

Tools that support the process, activities, and outcomes:

- Program Books
- Earned Recognitions/Awards
- Web Section for Girls
- Program Journeys
- Troop Funding and Product Sales

### Program Activities – Criteria

Girls can do anything that:

- Utilizes Girl Scout Program Methods
- Produces Measurable Outcomes
- Is Accessible to All Girls
- Is Age Level Appropriate and abides by *Safety-Use* Standards

### Short-Term Leadership Outcomes

**Discover** - Girls will understand themselves and their values and use their knowledge and skills to explore their world.

**Connect** - Girls will care about, inspire, and team with others locally and globally.

**Take Action** - Girls will act to make the world a better place.

### Long-Term Leadership Outcomes

- Girls will lead with **courage** when they speak out on issues they care about and take active roles in their communities.
- Girls will lead with **confidence** when they make the most of their strengths and feel empowered to make a difference in their lives and beyond.
- Girls will lead with **character** when they act with integrity and compassion, making decisions that promote the well-being of themselves and others.

## PROGRAM

"Grounded in the Girl Scout Promise and Law, Girl Scouting is a non-formal, experiential, and cooperative education program that promotes girls' personal growth and leadership development. Partnering with caring, adults, girls design fun and challenging activities that empower them, and raise their voices within a local, national, and global sisterhood."

--Girl Scouts of the USA Constitution - Article III

## Short-Term and Intermediate Outcomes

### How do I know I am achieving the outcomes with girls?

**Discover** - Girls will understand themselves and their values and use their knowledge and skills to explore their world.

- Girls develop a strong sense of self
- Girls develop positive values
- Girls gain practical and healthy life skills
- Girls seek challenges in the world
- Girls develop critical thinking

**Connect** - Girls will care about, inspire, and team with others locally and globally.

- Girls develop healthy relationships
- Girls promote cooperation and team building
- Girls can resolve conflicts
- Girls advance diversity in a multicultural world
- Girls feel connected to their communities, locally, and globally

**Take Action** - Girls will act to make the world a better place.

- Girls can identify community needs
- Girls are resourceful problem solvers
- Girls advocate for themselves and others, locally, and globally
- Girls educate and inspire others to act
- Girls feel empowered to make a difference in the world

The Girl Scout experience is based on sound educational methodology and theory. Important definitions include:

**Non-formal Education.** Non-formal education uses intentional learning activities that enable the learner to actively participate in directing her own learning. As such, non-formal educating is well suited to the development of life skills and guiding character. Non-formal education complements formal education (schools) and informal education (media/family).

**Experiential Learning.** Experiential learning occurs when a person engages in some activity, looks back at the activity critically, abstracts some useful insight from the evaluation, and puts the results to work through a change of behavior. Though the experiential learning process, participants share ideas and gain a fuller meaning from each experience, and then they apply that learning to future experiences. The opportunity for reflection, evaluation, and sharing observations is equally important to the participants' growth as the planning and experiencing of an activity.

**Cooperative Learning.** Cooperative learning involves learners working in groups to discuss, debate, discover, practice, and teach. The educational process provides a wide range of activities developed around the interests and needs of participants. Cooperative learning is designed to promote the sharing of knowledge, skills and learning in an atmosphere of respect and cooperation. In Girl Scouting, cooperative learning has facilitated the use of the democratic process of planning and decision-making within a group to ensure that every girl can participate fully.



Girl Scouts.

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**GIRL SCOUT LEADERSHIP EXPERIENCE**

The Girl Scout Leadership Experience defines the elements that must be in place to positively impact girls’ lives. The following explains some of the key principles found in the Girl Scout Leadership Experience.

**The Foundational Pieces of Girl Scouts**

**Girl Scout Mission:**

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

**Girl Scout Promise**

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

**Girl Scout Law**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

**Council Goals:**

Success in Girl Scouting is based on the achievement of the Council Goals. The greatest measure of success in Girl Scouting is the degree to which individual members benefit or demonstrate personal and social development toward the four Council Goals.

The Council Goals are:

**Discover**

- Girls will understand themselves and their values
- Girls will use their knowledge and skill to explore the world

**Connect**

- Girls will care about, inspire, and team with others locally and globally

**Take Action**

- Girls will act to make the world a better place

**Council Goals and Outcomes**

An outcome in Girl Scouting is the benefit for participants during or after their involvement in the Girl Scout Program or activity related to the program. There are three different levels of outcomes in Girl Scouting:

**Short-Term/Intermediate Outcomes:**

These outcomes are linked to the council goals, the changes in behavior that result from the participant’s new knowledge, attitude, or skill.

**Long-Term Outcomes:** these outcomes are the ultimate desire for participants...

***Girl Scouting builds girls of courage, confidence, and, character who make the world a better place.*** These are the changes that occur in a girl and often carry over into adult life.

**KEY ELEMENTS OF THE GIRL SCOUT LEADERSHIP EXPERIENCE**

One of the most important parts of the Girl Scout Leadership Development Experience is the box that presents the program processes. The program processes are the activities supported by the adult leader and how girls are engaged that lead to the accomplishment of the short-term/intermediate outcomes and ultimately the long-term outcomes. The program processes include:

- All Girl-Environment
- Girl Led: By the Girls for the Girls
- Learning by Doing “Experiential Learning
- Cooperative Education
- Non-Formal Education

**NON-FORMAL EDUCATION**

Non-formal education is directed by the learner. In Girl Scouts it uses intentional learning activities that enable the girl to direct her own learning and participation. It helps in the development of life-skills and character.

# GIRL SCOUT LEADERSHIP EXPERIENCE

## COOPERATIVE LEARNING

Cooperative learning is just how it sounds... girls working in small groups and teams. Girls work together to accomplish goals, discover and try new things, share ideas, and learn from one another. In a troop setting this often happens when girls participate in troop government/the democratic process. It's when a girl works in a patrol to make decisions, discuss ideas or to complete a kaper.

Non-formal education and cooperative learning work in partnership. In non-formal education, the adult leader is deliberate about how she works with the girls, the environment that is established, and encourages the building of relationships. Cooperative learning allows relationships to be built through the small group discussion, decision-making, and planning. Cooperative learning allows each girl to have a voice and discover new things about her self and others.

## LEARNING BY DOING - EXPERIENTIAL LEARNING

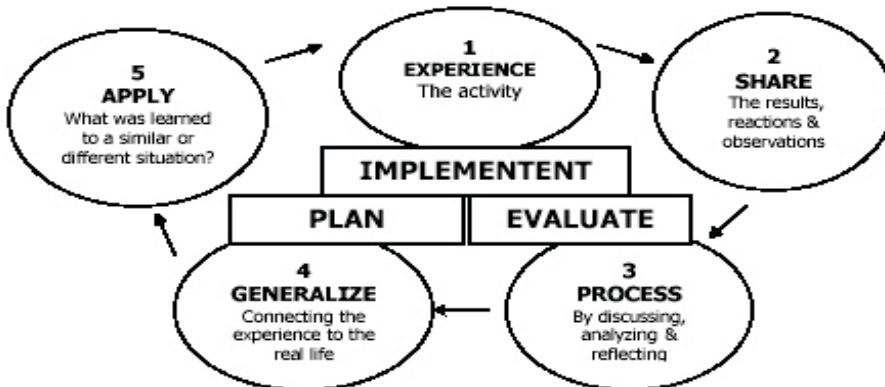
Experiential learning encourages learning by doing. It happens when girls participate in an activity, reflect back on the activity and make a change in behavior based on what was learned by the experience. The key to experiential learning is asking good questions after an activity or an event. It teaches girls to be inquisitive and question their own experiences. This helps girls make meaning and apply it to future experiences.

### The Experiential Learning Cycle

The Experiential Learning Cycle (ELC) is a model that shows how you can work with a group to take something they experience, ask the right questions, and make meaning of that experience for future use and application. The ELC has five steps and can be applied to any group experience.

Asking good questions and discussing shared experiences and data is like painting a picture of what happened in an experience. By getting everyone to talk about it the picture grows in color, texture, and depth. Once the picture is clear, you are able to change how things are done in the future.

Asking good questions is also part of the progressive process. The purpose is to take girls or leaders from what they saw and heard to discovering what can be done to change behavior or actions in the future. This is done by asking questions, in a specific order.



## LEARNING BY DOING - EXPERIENTIAL LEARNING

### It Seems So Complicated...

Believe it or not, it is really quite easy to implement these ideas with a group or troop. Here are a few things that will help make it easier:

- **Don't make it a formal process.** When in the car on the way home from an activity, turn the radio off and listen to what the girls are saying about the experience. At a meeting, have the girls sit in a circle and just begin the discussion. Be sure it is casual and fun.
- **Don't worry about the order of the questions,** with practice you will improve on the progressive order. The most important thing is to ask questions and get the group talking about the experience.
- **Build the questions based on what is being said.** There is no perfect plan for asking questions because with each question the answers change. Listen to what is being said and build questions on the answers. Keep in mind your final outcome...identifying and applying learning in the future. Even if the questions aren't in the right order, you will get there.
- **Just try it out.** The more you do it, the more comfortable you will become. Practice does not make perfect, it makes permanent. The more you do, the better you become. It's okay if it's not perfect.

## GIRL/ADULT PARTNERSHIP AND PROGRESSION ARE KEY

**Girl Led** - When girls are actively involved in making troop decisions, encouraged to develop leadership skills and accept responsibility, they are more likely to enjoy their Girl Scout activities and to stay with them longer.

**Girl/Adult Partnership**- Girls are able to direct their Girl Scout experience with the support of adults. In partnership, girls and adults work together to plan and carry out the Girl Scout Leadership Experience. Girls are involved and have more opportunities to increase their self-reliance and gain important life skills. Adults assist girls through the experiential process and ensure there are opportunities for reflection.

**Progression**- Girl Scouts is built on progression. As girls grow in the Girl Scouts so do their experiences. It is the responsibility of the adult working with the girls to ensure that progression takes place allowing girls to fully achieve the council goals.

**How can I help the girls in our Girl Scout troop to grow?**

When a Girl Scout is asked why she joined Girl Scouting, the answer is often “to have fun!” Girl Scouting is, indeed, a place to have fun, to meet other girls, to share and learn new skills. But as adults, we want more than just fun for our girls. We want to know that girls will gain the developmental skills needed to make healthy life choices.

**Do girls have opportunities to understand themselves and others?**

As an adult – do I help girls to...

- Develop a strong sense of self?
- Feel confident in themselves and their abilities?
- Feel they are able to achieve goals?
- Have a positive gender, social and cultural identity?
- Develop positive values?
- Develop beliefs and values based on the Promise and Law?
- Learn to consider ethics of situations?
- Commit to social justice and community service & action?

**Do girls have opportunities to use their knowledge & skills to explore the world?**

As an adult – do I help girls to...

- Gain practical life skills?
- Gain skills that prepare them for a positive, healthy & independent future?
- Seek challenges in the world?
- Develop positive attitudes to learning?
- Seek opportunities for expanding their knowledge and skills?
- Take appropriate risks?
- Develop critical thinking?
- Examine ideas from a variety of viewpoints?
- Explore implications of gender issues?

**Do girls have opportunities to care about, inspire & team with others locally and globally?**

As an adult – do I help girls to...

- Develop healthy relationships?
- Develop meaningful & caring relationships?
- Communicate effectively?
- Protect their rights in a relationship?
- Know when to seek help from others?
- Promote cooperation & teambuilding?
- Recognize the value of working together?
- Build effective teams?
- Be accountable for shared goals?
- Show recognition for others’ accomplishments and contributions?
- Resolve conflict?
- Think and act to promote inclusion?
- Think and act to respect and value diverse backgrounds, viewpoints and experiences?

**Do girls have the opportunity to act to make the world a better place?**

As an adult – do I help girls to...

- Identify issues in local and global communities?
- Identify realistic possibilities for action?
- Use knowledge and skill to implement action plans?
- Locate tools & resources they need?
- Know when and how to enlist help from others?
- Advocate for themselves and others?
- Effectively explain their ideas to others?
- Motivate others toward service & action?
- Feel empowered to use leadership skills to effect change?
- Feel their contributions are valued in the community?

PROGRESSION IN GIRL SCOUTING			
Age Level	Self-Government	Troop Financing	Program Opportunities Field Trips
Girl Scout Daisy Grades K-1	Girl Scout Daisy Circle	Adults handle money	<ul style="list-style-type: none"> <li>Community visits, events and service</li> <li>Inter-troop activities such as observation activities</li> <li>Council-sponsored activities</li> </ul>
Girl Scout Brownie Grades 2-3	Girl Scout Brownie Ring  Girls begin choosing activities with leaders' assistance	Girls pay dues, discuss money needs/costs  Leader handles budgeting and record keeping	<ul style="list-style-type: none"> <li>Community visits, events and service</li> <li>Inter-troop activities</li> <li>Council-sponsored activities</li> <li>Troop camping overnights</li> </ul>
Girl Scout Junior Grades 4-5	Patrol system, executive board, town meeting or other form developed by girls  Girls choose and plan activities	Girls and leaders decide on dues  Girls determine budget based on plans with assistance from leader  Girls and leaders do record keeping	<ul style="list-style-type: none"> <li>Community visits, events and service</li> <li>Inter-troop activities</li> <li>Council sponsored activities</li> <li>National Center visit (age 10)</li> <li>Day trips, overnight and longer trips with stays in hotels and motels</li> <li>Troop camping</li> </ul>
Girl Scout Cadette Grades 6-8		Girls determine budget based on plans  Girls keep records with guidance from leader	<ul style="list-style-type: none"> <li>Community visits, events and service</li> <li>Inter-troop activities</li> <li>Council-sponsored activities</li> <li>National Center visits/events</li> <li>Inter-council activities</li> <li>Regional/national events (age 14+)</li> <li>Trips of two days or longer and trip camping</li> <li>Individual opportunities</li> </ul>
Girl Scout Senior Grades 9-10		Girls handle short and long term budgeting, funds and record keeping	<ul style="list-style-type: none"> <li>Community visits, events and service</li> <li>Inter-troop activities</li> <li>Council-sponsored activities</li> <li>National Center visits/events</li> </ul>
Girl Scout Ambassador Grades 11-12		Consult advisor as needed	<ul style="list-style-type: none"> <li>Inter-council activities</li> <li>Regional/national events</li> <li>International travel</li> <li>Individual opportunities</li> </ul>

PROGRAM

## Troop Trips

Troop trips provide an opportunity to establish and accomplish both long-term goals and short-term objectives for the members of the troop. Depending on the interests of the girls, the trip may be planned over a period of months or years. It is the responsibility of adult partners to guide girls in choosing and organizing a trip that reflects the experience and planning ability of the girls.

### Purpose of Troop Trips

Trips should have a purpose. The purpose should be compatible with the elements of the Girl Scout program:

1. Should lead to the accomplishment of one or more of the council goals.
2. Should be age level appropriate.
3. Should be planned and researched by BOTH girls and adults.
4. Should be within the ability of the girls to plan and stay within the troop budget.

### Progression

Girls should have progressive learning experiences away from home prior to the date of the planned trip. (See Progression of Trips in *Safety-Wise*)

Those traveling to destinations outside of the United States and to some Girl Scouts of the U.S.A. program centers (i.e. Savannah, Georgia) must secure local council program department endorsement on inquiry and application forms. Contact your Girl Scout Center program services specialist for additional information.

### Planning

The trip should be planned over a period of time that allows GIRLS to adequately prepare for the trip. When the trip destination is identified, careful consideration should be given to developing a feasible timeline to provide opportunities for troop money earning. Adequate planning time will allow the troop to incorporate activities addressing each of the program goals while preparing for the anticipated trip.

Review safety and security guidelines (including those regarding insurance), activity checkpoints, program standards (including those on money-earning) and camping standards in *Safety-Wise*.

### Budgeting

Trip plans may include one – four years of money earning, depending on the trip costs. Troops should plan money-earning activities to cover most of the trip cost. Parents should not be expected to cover a large portion of the trip cost. Financial Assistance is available to INDIVIDUAL troop members demonstrating a specific financial need that cannot be offset by the parents or the troop treasury.

## Leased Vehicles Policy

1. When renting, leasing or borrowing vehicles (including buses) the council should enter into a written agreement with the leasing company, which sets forth their respective obligations. The vehicle agreement must indicate that the vehicle is leased on behalf of Girl Scouts of Western Ohio.
2. The regional director or her designee must sign this contract/agreement. The insurance coverage on the vehicle, (liability and physical damage) should be provided by the leasing company.
3. When leasing a bus:
  - a. The driver must be an employee of the bus company.
  - b. The bus company must provide a certificate of insurance. The minimum limits of liability on any leased bus/ van must be at least \$1,000,000 per occurrence for bodily injury and property damage. If interstate highway travel is planned, there must be \$5,000,000 per occurrence for bodily injury and property damage.
  - c. The certificate of insurance and leasing agreement must be submitted to the regional director or her designee for review and approval.

## Troop Trip Procedures

1. Review *Safety-Wise*, Ch. 5 – Planning Trips with Girl Scouts. An additional resource is the “*Trip Planning Guide*,” available from the Girl Scout Center.
2. Girl Scouts of Western Ohio has instituted a Volunteer Driver Policy (refer to the Policies Section) that must be followed by all drivers that will be driving children on troop trips. The troop leader is the person responsible for making sure all drivers are in accordance with this policy.
3. Your troop must have completed and turned in a *Troop/Group Financial Report* form for the previous year to be approved to go on a troop trip. If you have any questions whether or not you have turned one in please call your service delivery manager at the Girl Scout Center.
4. Complete a “*Troop Activity/ Trip Notification Form*” for all activities (over 60 miles from your meeting location) and trips. Note: A “*Troop Activity/ Trip Notification Form*” must be completed for ALL high-risk activities regardless of the distance traveled.

## TROOP TRIPS

Type/Length of Activity/Trip	Turn in form no later than	Complete additional sections
High Risk Activity (Horse back riding, water activities other than swimming)	1 month prior to date of activity	Section 2, 3
Day activity – over 60 miles-100miles (outside of normal meeting space)	1 month prior to date of activity	Section 2, 3
Overnight trips- less than 100 miles	1 month prior to date of activity	Section 2,3,4,5,6
Day/Overnight over 100 miles	3 month prior to date of activity	Section 2, 3,4,5,6
Trip budget per person exceeds \$200	6 month prior to date of activity	Section 2,3,4,5,6
Trips three nights or more	3 months prior to date of activity	Sections 2, 3, 4, 5, 6
International Trip	Contact your program services specialist	

5. Mail to your program services specialist at the regional office. Forms are available on the council website.
6. Troop do not need to submit forms when the troop trip is to a council property.
7. Check the chart (taken from the "*Troop Activity/ Trip Notification Form*") to see which sections you must complete based on the type of activity you will be participating in.
8. File a "*Request for Purchase of Additional Insurance Form*" to purchase activity accident insurance for trips longer than two nights, or for non-Girl Scout members. Minimum purchase amount of \$5.00.

## TRAINING OVERVIEW

Girl Scouts of Western Ohio offers a variety of adult development opportunities to support volunteers as they work with girls and other adult volunteers.

- required trainings
- enrichment workshops
- camp certification training
- First Aid & CPR

These opportunities are offered in a variety of methods so that today's volunteers can choose the method that best meets their needs:

- classroom training
- online workshops
- home studies

## RECOMMENDED TRAINING SEQUENCE

Girl Scouts of Western Ohio recommends the following training sequence to help our volunteers best prepare themselves for their work with girls.

1. Girl Scout FUNdamentals (required)
2. Position Training – either age level, or specific position training for the appropriate volunteer position (required)

New Girl Scout volunteers have six months to complete trainings, but completing training within the first six weeks is highly recommended.

## TRAINING REQUIRED FOR PROGRAM ACTIVITIES

### First Aid & CPR Training

Troops are required to be accompanied by someone currently certified in First Aid and CPR for any activity that is physically demanding and other activities involving a potential for injury. A Girl Scout First Aider is an adult (18 years of age or older) who has taken Girl Scout Council-sponsored First Aid and CPR training.

A first-aider must be currently certified and maintain their certification as required by the sponsoring organization. The following individuals may serve as first aiders if they are current in their license/certification; physicians, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, emergency medical technician and dentists.

### Camping Certification

Any time a troop goes camping, the troop must be accompanied by an adult who has completed the Camping Certification course (for lodge or tent camping) or Lodge Camp/Indoor Living Skills Training (for lodge camping only). The troop camp planning process should also be guided by a camp-certified adult.

## TYPES OF TRAINING

### CLASSROOM

This traditional style of training is led by volunteer council trainers at various locations throughout the council's geographic area. The benefits to this type of training include being able to discuss the content with other leaders and get expert feedback from the trainers.

### HOME STUDY COURSES

Home study courses are written training manuals that are in .pdf format. You will need to have Adobe Reader installed on your computer in order to download these documents. Once you have completed reading through the material you may complete the home study exam and registration form and the course evaluation on-line, or submit them via the mail to the regional Girl Scout Center.

## REGISTRATION INFORMATION

Pre-registration for training is essential so that volunteer trainers can best prepare for the course and have the necessary supplies available.

- The registration form must be received at least 14 days prior to the date of the course.
- Late registrations may be accepted by up to 5 days in advance of the course if space is still available.
- You MUST be a registered Girl Scout adult to attend Girl Scout trainings.
- If a class is cancelled due to low registration, or if a class is full, you will be notified before the class date.
- Course enrollment/registration is NOT complete until payment for any course fees are received.

*To confirm details of your class, confirm your registration, or cancel your registration, please contact your Girl Scouts of Western Ohio regional office.*

## HOW TO REGISTER

Register by using one of the following methods:

### ONLINE

Submit your registration online at [www.girlscoutsofwesternohio.org](http://www.girlscoutsofwesternohio.org).

### MAIL/WALK-IN

Completely fill out a *Adult Training Registration Form*. Mail or walk your form into the appropriate Girl Scout Center.

### FAX

You may fax your *Adult Training Registration Form* to the appropriate Girl Scout Center.

## CONFIRMATION

Participants will receive email or written confirmation of enrollment at least three days prior to the class.

## CANCELLATIONS

Notice of your cancellation may allow other volunteers to attend a class. Please contact your regional Girl Scout Center to cancel your registration.

## FEES

Checks should be made payable to Girl Scouts of Western Ohio, or your credit card information can be entered on the online course registration for via our secure site. In special circumstances financial assistance is available upon request.

## REFUNDS/CREDITS

- Refunds can only be issued once a written request is received.
- Prepaid course fees will be applied to another course within the same membership year. Course fees are transferable; another volunteer may take your place if you are unable to attend a class.

**WALLET SIZE GIRL SCOUT  
EMERGENCY INFORMATION  
CARD**

**Cut this card out and carry with  
you in your wallet.**

**EMERGENCY PAGER**

These pagers are for emergency use only. Use these numbers, after hours and on weekends, to report a serious accident or emergency to a council representative.

Appleseed Ridge Region	419-225-4085*
Buckeye Trails Region	937-330-7017
Great Rivers Region	513-595-7337
Maumee Valley Region	419-221-4541

\*this number forwards to a staff members cell phone