

Volunteer Management Policies and Procedures

Introduction

The following policies and procedures apply to all volunteers and council staff of the Girl Scout Council of the Southern Appalachians, Inc., (referred to as GSCSA in remainder of this document). The GSCSA policies and procedures were developed to assist the volunteer in areas that are important to fulfill the GSCSA vision. The GSCSA policies and procedures are subject to an annual review. Policies provide consistency of action and direction, and they form the basis for an effective volunteer development system. Procedures define recommended ways for handling certain situations.

Volunteer Personnel Philosophy

"We maintain that the strength of the Girl Scout Movement rests with its members."¹ The adult members will help to build girls of courage, confidence and character who make the world a better place. To ensure a professional approach to volunteerism and to employ the talents of volunteers effectively, it is essential that the following policies and procedures be established and maintained.

Embracing Our Culture

GSCSA has defined five cultural attributes to describe the way we expect staff and volunteers within our organization to behave. The ideal culture for GSCSA is/has:

- **Girl-Centric**
We commit resources wisely in order to give every girl the opportunity to experience Girl Scouting. We stay relevant by analyzing facts, creating a girl-friendly environment, and by making sure that girls are at the center of everything we do.
- **Contagious Fun**
We have a fun-loving attitude. We celebrate successes and are positive team players.
- **Diversity**
We are open to all people and ideas. We intentionally work to serve underserved populations, attract staff and volunteers that reflect our population, and create programs to increase accessibility to all populations.
- **Intentional**
We make fact-based decisions and deliver a consistent message internally and externally, building an innovative, forward-thinking environment that empowers girls.
- **Integrity**
We treat others with respect, maintain personal responsibility, and model professional behavior. We coach our peers, and maintain an atmosphere of trust.

Affirmative Action

The concept of inclusion is fundamental to Girl Scouting. GSCSA does not discriminate against otherwise qualified adult volunteer, on the basis of disability, age, race, color, ethnicity, sex, creed, national origin, genetic information(GINA of 2009), socioeconomic status or other prohibited class. To ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures are utilized in the recruitment, selection, training, placement, and recognition of volunteers. GSCSA places special emphasis on increasing representation of underserved population groups.²

Open Membership

The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet Girl Scouts of the United States of America membership requirements.³

¹ (Preamble Blue Book of Basic Documents Revised 2010, pg 5)

² (Blue Book of Basic Documents Revised 2010, pg 19)

³ (Blue Book of Basic Documents Revised 2010, pg 4)

Membership Dues

Every person who accepts the principles of the Girl Scout Movement and desires to be a member shall pay annual membership dues to Girl Scouts of the United States of America (GSUSA), (referred to as GSUSA in remainder of this document)⁴, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.⁵

Recruitment

A variety of methods are used to attract diverse and qualified adults who will be matched to their interests and the needs of GSCSA. Written position descriptions that define specific responsibilities and clarify expectations will be used in the recruitment process.

Volunteer Applications

All prospective volunteers are required to complete the GSCSA volunteer application. Prospective volunteers may be asked to submit fingerprint samples, and/or additional character, employment, and education references.

All volunteers working directly with girls or handling troop monies will be asked to release to GSCSA personal information for a criminal records check using one or more third party vendors. Those persons transporting passengers in excess of seven (7) in their personal vehicle will provide a driving record from the state in which they are licensed and should have the proper driver license endorsement.

Criminal Background Check

1. Each applicant who seeks to act as a volunteer for GSCSA will be required to disclose in writing the details on any crimes for which the applicant has been convicted or to which the applicant has pleaded guilty or no contest.
2. Each applicant will give written authorization for GSCSA to obtain a criminal background check. Without such authorization, no applicant will be considered for any volunteer position with GSCSA.
3. *Criminal Offenses.* If GSCSA learns that an applicant or volunteer has been convicted of, has pleaded guilty to, or has pleaded no contest to a misdemeanor or felony, the following shall apply:
 - A. For crimes against children, offenses against persons, offenses against the family, crimes involving weapons, arson, any violent crime or drug-related offense other than as provided in Section 3C, the person will not be allowed to serve in any capacity.
 - B. Registered Sex Offender Policy – Status as a registered sex offender is cause for automatic disqualification for any volunteer position at GSCSA. Additionally, a registered sex offender residing in the household is cause for automatic disqualification for any volunteer position. Volunteers working directly with girls are required to attend training on the recognition, disclosure, reporting and prevention of child abuse and are accountable for protecting the health and safety of program participants. This accountability includes protecting girls and their membership data from exposure to known criminal offenders who may frequently visit the household and/or meeting place of the group.
 - C. A first offense DWI, DUI or possession of marijuana under two ounces will not alone preclude volunteer service, if it has been five years or more since the date of disposition. Other than a first offense occurring five or more years earlier, the person will not be allowed to serve in any capacity.

⁴ (Blue Book of Basic Documents Revised 2010, pg 8)

⁵ (Blue Book of Basic Documents Revised 2010, pg 19)

- D. Any person convicted of shoplifting, fraud, false pretense, embezzlement, worthless checks or related offenses will not be allowed to serve in any capacity.
- E. A person with any other criminal convictions, regardless of whether classified as a felony or misdemeanor, will not be able to serve in any capacity.
- F. A prospective volunteer who has been convicted of a crime classified as a misdemeanor may appeal the decision of GSCSA and have his or her case reviewed. The decision whether to allow service will be the absolute and exclusive discretion of the CEO and/or designated staff.

4. If charges are pending related to any criminal offense other than minor traffic violations, involvement with GSCSA as a volunteer will be temporarily suspended pending disposition of the case.

5. *Contest of Criminal History Transcript.* Any applicant who disputes and desires to contest any information that appears on the criminal history record transcript must file with GSCSA written notice challenging the accuracy of the transcript within ten days following the submission of each notice. The individual must take all steps necessary to challenge the report and provide GSCSA with sufficient documentation that the transcript is in error and that steps are being taken to correct the transcript. Upon resolution of the discrepancy with the agency providing the report, the individual may submit a certified copy of the corrected criminal history record transcript to GSCSA. All costs associated with an appeal for the criminal history report provided to GSCSA are the responsibility of the individual. Further, it is the responsibility of the individual contesting the report, not GSCSA, to take all action necessary to contest or correct the criminal history report. GSCSA is entitled to rely upon the information contained in the criminal history report until such time as a corrected criminal history transcript has been provided. GSCSA does not control the information that is contained in criminal history reports. GSCSA has no liability to any person for the information contained in such reports or for its actions taken in reliance upon such reports.

6. *Continued Service.* As a condition of continued service, each volunteer consents to a periodic review of his or her criminal background. Upon request of GSCSA, volunteers will give written authorization for a criminal background check every three years.

Selection

Every adult volunteer and executive staff member in Girl Scouting must be selected on the basis of qualifications for membership, ability to perform the duties, and willingness and availability to participate in training for his or her assigned responsibilities. Members of Girl Scout Council Board of Directors shall be selected so that they represent diverse population groups and can bring to their deliberations a variety of points of view, life experiences, as well as access to cultural, religious, educational, civic, and economic resources. Executive staff shall be selected as needed to provide managerial and specialist expertise, research capability, and continuity to support the delivery of program to girls through volunteers.

Placement

The volunteer or employed staff person responsible for volunteer appointments shall conduct an interview with the applicant, a record of which will be maintained with the application and the agreement to serve. The applicant will be given a written position description, which will include the qualifications, skills and experience needed for the position, the principal duties, the position's accountability, and the term of the appointment. Once this description is reviewed and signed by the volunteer, other volunteer(s) as appropriate, and staff member, a copy will be returned to the volunteer's application file and will serve as the volunteer's agreement to abide by policies and procedures.

Placement of volunteers is the responsibility of the appropriate accountable staff member or volunteer. 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 needs of the council will take precedence over the needs of the individual. Individuals not placed in a position for which they applied may be

recommended for other positions. Further, the volunteer may decline an assignment or may request reassignment.

Appointment

Volunteers will be appointed for a term not to exceed one year. (See "Reappointment" for additional information.)

Upon appointment, an individual will be provided with the GSUSA and GSCSA volunteer policies and procedures, standards and guidelines. GSCSA will provide written position descriptions for volunteer positions. These position descriptions are reviewed periodically and revised if necessary.

At the time of appointment to a volunteer position, the volunteer will also receive a letter of appointment. The appropriate accountable staff member or volunteer will meet with the volunteer to review the written position description and volunteer agreement. This will include any specific expectations for position performance.

Volunteer Orientation

Upon appointment, each volunteer is provided with an overview of the Girl Scout purpose and organization, local GSCSA information, and the support systems available to help them in their work. Orientation may be done online, one-on-one or in a group setting.

Adult Learning Opportunities

GSCSA will provide appropriate adult learning sessions for all volunteers and provide opportunities to attend adult learning sessions offered by GSUSA. All volunteers will be able to participate in adult learning opportunities for their position and may be required to complete additional training that is mandatory for some positions. These opportunities will ensure that each volunteer has the knowledge and skills needed to be successful in her or his work.

Financial Assistance for Educational Opportunities

Scholarship assistance may be available through GSUSA and GSCSA to help selected adults defray the cost of attendance at Girl Scout courses or special events held outside GSCSA jurisdiction, including travel to Girl Scout educational opportunities at Edith Macy Conference Center, New York. National Council Session delegates elected by GSCSA may be provided all or part of the expenses entailed in attending the National Council Session Meetings. Applications for assistance may be obtained at one of the locations for GSCSA. Consideration will be given to requests according to the type and cost of the event, the amount budgeted for the fiscal year, and the number of eligible applicants.

Volunteers recognize the Girl Scout Movement as a voluntary service and generally do not accept, receive, or solicit any monetary reimbursement for their service.

Performance Appraisal

Standards of performance will be established for each volunteer position. GSCSA is currently developing a process to ensure that all volunteers receive an appraisal of or feedback on their performance.

Reappointment

Prior to the completion of her or his term, each volunteer will receive confirmation of reappointment or appointment to a new position by letter. Reappointment is based on past performance, adherence to the GSUSA and GSCSA's Policies and Procedures, support of the Girl Scout purpose, values, and GSCSA's goals, as well as positive relationships with the community, parents, other volunteers, and employed staff. There will be mutual acceptance of position accountabilities, expectations, and time commitments. Some positions have term limits which prevent volunteers from reappointment to the same position.

Records

GSCSA will retain adult registration forms for a period of two (2) years.

GSCSA is currently working to create a comprehensive database to include application, training and award records on each volunteer.

Girl Scout Uniforms

An adult volunteer is not required to wear a uniform for participation in Girl Scouting. Purchase of a uniform is at the volunteer's expense and is encouraged. Volunteers are encouraged to wear the Girl Scout Membership Pin when they are not in uniform.

Recognition

GSCSA's formal recognition system is consistent with GSUSA's publication of adult recognitions. These recognitions will be approved by the Adult Recognition task group and the Board of Directors. GSCSA may choose to honor additional volunteers with local adult recognitions. Complete information about recognitions may be found in the [GSCSA Adult Recognitions Nomination Guide](#).

Release

Any action to release an adult volunteer will receive careful and detailed consideration.

Either GSCSA or the volunteer may initiate a release from a position. A volunteer is requested to give as much notice as possible when resigning. Release or resignation from the position does not cancel membership with GSUSA unless it is determined that she or he is unable to meet the membership requirements. Reasons for release from a volunteer position may include but are not limited to:

- Restructuring of positions or elimination of the volunteer position in which the individual serves
- Violation of GSUSA and/or GSCSA's policies or procedures
- Inappropriate conduct (see *Safety-Wise* for details), failure to adhere to the principles of the Girl Scout Promise and Law, or any action inconsistent with a position of trust or positive role modeling or influence among girls, parents, other volunteers or the community at large.
- Illegal substance use/abuse
- Inability or failure to perform or satisfy the requirements of the position
- Misappropriation or lack of accountability for funds
- Unsatisfactory completion of objectives and/or any corrective action
- Membership, performance or activities in organizations whose goals are not compatible with GSUSA

Procedure to Release Volunteer

1. GSCSA will gather and evaluate facts as quickly as possible. When release possibilities are indicated, no action will be taken on the basis of unsubstantiated information. There will be as few people as possible involved in the fact-gathering and decision-making process.

2. In the case of misappropriation or lack of accountability of funds, proceed to step 5.

3. In situations not involving the misappropriation of funds, the volunteer will have the opportunity to meet in-person with assigned staff and to present contravening facts as appropriate. In the event the volunteer is deemed no longer eligible to serve in the assigned position, an explanation of why the volunteer is not considered eligible to continue in the assigned position will be given. GSCSA will have two staff members present during an explanation.

4. Failure to respond to staff requests for information or refusal to meet with staff upon request (after reasonable accommodations have been made by staff) may result in immediate release from any volunteer position with GSCSA.
5. When the facts indicate that release is necessary, the volunteer will be given a written letter of release from the position. The letter will be the written by the Director of Volunteer Development or other staff as appropriate.
6. In some cases, the volunteer may be placed in another position, or allowed to continue in other positions, if multiple positions are held at the time of release.
7. A copy of the release letter and any related documents will be placed in the volunteer's file.

Standards in Release of Volunteers

The volunteer being released from a position shall be fully informed of the reasons for release. Staff will take reasonable measures to preserve the confidentiality of the parties through the release process but shall have the right to share information with appropriate staff, advisors, and affected volunteers and parents on a need to know basis.

Decisions about the quality of performance will be reached after a thorough review of the work and after consulting with the volunteer. Every effort will be made to either assist the volunteer to improve her/his performance or place the volunteer in another position suited to her/his qualifications.

Procedure for Resignation

Upon notice of a volunteer's resignation or intent to resign:

1. The resignation submitted will be acknowledged by a member of Volunteer Development.
2. Any necessary staff members, volunteers and parents will be notified, as appropriate.
3. The volunteer's files will be updated to include the resignation.
4. GSCSA's volunteer database will be updated.

Conflict Resolution/Dispute

GSCSA does not aim to intervene in or take responsibility for conflicts or disagreements between its members. In a situation, where conflict between two volunteers creates an unsafe or inappropriate environment for any girl members or one that is inconsistent with the Girl Scout Promise or Law, GSCSA is prepared to take the following action:

1. The staff member who is aware of the situation notifies Volunteer Development staff.
2. Volunteer Development staff will call a conference of involved parties and will review the facts of the situation as presented.
3. Conference Action Steps
 - a. Clarify Focus of the Discussion: Provide a means of a successful conversation with the persons in conflict.
 - b. Confront with Safety: Use facts to describe what was expected and what was observed. Discover if the problem is due to motivation, ability or both.
 - c. Agree on a Plan: Determine or clarify the course of action with a deadline.
 - d. Schedule an appointment to follow-up: Provide support and ensure accountability.
 - e. Documentation: Document if needed in the volunteer(s) file.
4. The following may result in immediate release of one or more involved parties from any volunteer position with GSCSA:
 - a. Failure to respond to staff requests for information or refusal to meet with staff (after reasonable accommodations have been made).

- b. Inability to resolve a conflict which affects girl members.
5. Volunteer Development staff will prepare a written report, including recommendations to the Vice President of Service Delivery for a final decision prior to a volunteer's release due to conflict.

Harassment

GSCSA is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment. It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

GSCSA expressly prohibits any form of harassment on the basis of race, color, religion, sex, age, national origin, disability, marital status, citizenship, ancestry, veterans' status, or any other characteristic protected by federal, state, or local law.

Any volunteer who feels that she or he has been subjected to harassment of any type: whether by another volunteer, GSCSA staff member, or any agent of the organization, should promptly report the incident to a member of the GSCSA Leadership Team. The GSCSA staff member, upon receiving such a complaint, must report the matter to Human Resources, who will conduct an investigation and, depending on the findings, take appropriate corrective actions.

Sexual Harassment

It is the policy of the organization to provide an environment that is free of sexual harassment and that safeguards the health and well being of all girl and adult members. In accordance with this policy, GSCSA, does not condone nor tolerate:

1. Overt displays of sexual activity between and/or among volunteers.
2. Any display or demonstration of sexual activity between volunteers and girl members.
3. Sexual advances or sexual activity of any kind between volunteers and girl members.
4. Use of the Girl Scout name, related activities, publications and/or facilities as vehicles for public or private promotion of sexual orientation and/or practice.
5. Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism, and/or involvement of girl members in pornographic activities or materials.

Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that create an intimidating, hostile, or offensive working environment.

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

Sexual harassment is a form of misconduct that undermines the integrity of the working relationship and represents behavior incompatible with the values, traditions, and purpose of Girl Scouting as stated in the Constitution of Girl Scouts of the U.S.A.

All allegations will be investigated promptly. GSCSA reserves the right to refuse appointment, reappointments, or dismiss any volunteer who in conducting the Girl Scout Program, is found in violation of this section.

State mandated reporting guidelines will be followed. All volunteers regardless of position are mandated to immediately report any alleged or suspected incidences of child abuse to the appropriate state

Department of Human Services and concurrently report it to the Chief Executive Officer and Council Board Chair.

Retaliation against anyone who has reported an allegation of sexual harassment or activity in good faith is expressly prohibited, and, if it occurs, will be grounds for disciplinary action, up to and including release from volunteer activities and criminal sanctions.

Anti-Child Abuse Policy

Because some positions within Girl Scout Council of the Southern Appalachians have direct contact with children, GSCSA supports and maintains environments that are free of child abuse and neglect. All 50 states have passed some form of mandatory child abuse and neglect reporting law in order to qualify for funding under the Child Abuse Prevention and Treatment Act (CAPTA). CAPTA mandates "minimum definitions" for child abuse and sexual abuse.

Child abuse or neglect is any recent act or failure to act resulting in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child by a parent or caretaker who is responsible for the child's welfare (the definition of 'child' may vary from state to state, but is usually a person under the age of 18).

Sexual abuse is defined as employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

Sexual abuse may also include sexual touching and bodily contact, exhibitionism, voyeurism, and/or involvement of children in pornographic material.

All states require certain professionals and institutions to report suspected child abuse. Failure to report suspected child abuse can result in criminal and/or civil liability. All states require the report to be made to some type of law enforcement authority or child protection agency. Reporting to a parent or relative will not satisfy the reporter's legal duty under the statutes. A report should also be made to the CEO or her designee.

In accordance with these statutes, GSCSA will neither condone nor tolerate:

- infliction of physically abusive behavior or bodily injury upon girl members;
- physical neglect of girl members, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities;
- emotional maltreatment of girl members, including verbal abuse and/or verbal attacks.

GSCSA reserves the right to refuse membership, and to dismiss or to exclude from affiliation with the organization any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. Local (more stringent) prevailing statutes may supersede Girl Scout policies.

Accident and Liability Insurance

All registered members are protected under Girl Scout Activity Accident Insurance, basic coverage. This plan provides coverage for:

- Accident medical expenses to members traveling to and from and participating in approved, supervised Girl Scout activities.

- Liability and sickness insurance is required of all troops traveling outside the U.S.A., and is available through GSCSA.
- Upon appointment, volunteers receive an emergency procedures card. The procedures will be followed in the event of a serious accident or fatality.
- Any motor vehicle used to transport Girl Scouts must be duly licensed, insured, safety tested, and operated by a responsible adult (age 18 or older) with a valid driver's license.
- Georgia, Tennessee and Virginia law require bodily injury and property liability; as well as, personal injury protection or its equivalent to be provided on privately owned or rented vehicles.
- The organization does not assume responsibility for insuring a volunteer's personal property.

Funding

GSCSA is a nonprofit organization and must rely on individual and community support for funding its programs and services. Support received from Council fundraising remains within the local area to pay for the operations of the Council.

GSUSA membership dues paid by each girl and adult members are collected locally, but paid to GSUSA for services provided. GSUSA services include activity accident insurance for *approved* activities including troop meetings.

1. Council Fundraising

GSCSA has Resource Development staff that coordinates a comprehensive fundraising plan for the council. A variety of methods are used including direct mail and special events. GSCSA fundraising efforts are scheduled at times that will not conflict with the United Way campaigns and blackout dates.

2. United Ways and Community Chest GSCSA is supported by 24 areas United Ways and Community Chests. Each has different policies related to blackout (non-fundraising) periods which are recognized by GSCSA. Troops planning fundraising activities must seek approval with the Resource Development Director to ensure that the activity they are planning does not fall in a specific United Way blackout period. The fundraising activity will be grade level appropriate for the girls.

3. Product Sales

A. Cookie Sales Program

Proceeds from the annual Girl Scout Cookie Sale Program provide more than half of the funds needed to operate the Council. Individual girls should be given the opportunity in their troop to learn the important skills of planning and carrying out their own activities, including planning budgets and earning their own way. *Cookie Dough* is an incentive that supports girl planning. Girls earn cookie dough that can be used for resident camp fees, program event fees, and items from the Girl Scout shop and trading posts. The largest portion of income to a Girl Scout troop comes from the cookie program. Often troops provide service projects for the community using funds earned through participation in the cookie program.

GSCSA's share of cookie proceeds are used to pay the baker, provide programs for girls and adults, training and program support to troop leaders and other Girl Scout volunteers, maintenance and development of Council properties and scholarship assistance to girls who otherwise would not be able to afford to participate in Girl Scouting. Other than the cost paid to the baker, all proceeds remain with the Council to provide local services.

B. Fall Product Sales

GSCSA conducts an annual Fall Product Sale of nuts and candies. The Fall Sale provides an opportunity for troops to earn funds early in the year to support troop activities. The sale should not be conducted door-to-door or as a booth sale in order to maintain

compliance with United Way and/or Community Chest blackout periods. It is promoted through families and friends.

4. *Troop/Service Unit Sponsorship*

Sponsorship is a voluntary association between the Girl Scout Council, a troop, a service unit and a community organization or business whose aims and objectives for youth are compatible with Girl Scouting. Sponsorship implies a commitment to ensure the opportunities of Girl Scouting are open to *ALL GIRLS* in a community, regardless of race, creed, religion, nationality or socioeconomic factors.

Sponsors may offer to provide meeting places, help in recruiting volunteers, career exploration opportunities, goods and services for the benefit of the entire troop/group such as books, transportation, flags, craft materials, financial assistance and positive public relations for Girl Scouting.

Troops may not solicit sponsorships from foundations, granting organizations, government entities or any corporations with 50 or more employees. Troops/Groups may receive no more than \$250.00 in troop sponsorships annually. All gifts of \$250.00 *MUST* come through GSCSA so that the Council can provide an IRS letter for tax deduction. For smaller gifts, if the donors want to claim a tax deduction, the gift must come through GSCSA and will be forwarded to the troop or service unit as requested. United Way blackout periods must be observed.

1. Complete the troop/service unit sponsor agreement form and submit it to the Resource Development Director if the troop/group receives financial assistance from the sponsor. Sponsors will receive the documents needed to count the gift as a charitable donation as allowed by law. The money will be forwarded to the troop in approximately three weeks.
2. All Gifts-In-Kind valued at \$100 or more, i.e., materials, supplies, or services, must be accounted for on the Annual Troop Financial Report.
3. The Internal Revenue Service could challenge the tax deductibility of a gift made by an individual donor on the basis of private increment or private benefit when a charitable contribution directly benefits someone who is related to the donor.

5. *Financial Assistance*

Financial assistance, funded through contributions, is available for individuals who otherwise would not be able to participate. This assistance will be awarded based upon need and the availability of funds. Request for membership dues will be credited to the troop's registration. Requests for direct assistance to girl members must be submitted on the appropriate form signed by the parent/guardian. Specific items from the retail shop may be available through requested direct assistance. Troops/Groups receiving direct assistance for membership dues and who participate in Council sponsored product sales are strongly encouraged to budget the following year's registration fees from troop proceeds received through the product sale. For more information see Financial Assistance Section on page four (4).

6. *Fundraising for Other Organizations*

All monies raised in the name of Girl Scouting must be used for that purpose. Activities by girl members should be in support of such organizations and should be limited to service projects. Girls may not raise funds for contribution to other organizations without the prior written approval of GSUSA.

7. *Product Endorsements*

All policies, standards and procedures set forth in the Girl Scouts of the U.S.A. (GSUSA) *Blue Book of Basic Documents revised 2010 pg 17* are adopted policies of the Girl Scout Council of the Southern Appalachians, Inc.

Charter

Girl Scouting is a membership organization. Adults take part in the movement in order to make programs possible and available to girls. The Girl Scout Council of the Southern Appalachians, Inc. is chartered by Girl Scouts of the U.S.A. All volunteer personnel accept the principles and beliefs as stated in the

Preamble of the Constitution. These principles will be the primary ethic to govern all actions with respect to the treatment of girls, adult volunteers and staff. All volunteers will support and work within the framework of the Council charter, articles of incorporation, bylaws, policies, standards, procedures, vision, mission, and strategies of the Girl Scout Council of the Southern Appalachians, Inc.