



VOLUNTEER POLICIES

www.girlscoutsgcnwi.org

Adopted by the Board of Directors of
Girl Scouts Greater Chicago and Northwest Indiana
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Volunteer Policies

Welcome to Girl Scouts of Greater Chicago and Northwest Indiana! We are excited to have you as a Girl Scout volunteer. Volunteers across the council share a commitment to the Girl Scout Mission ~ *The Girl Scout Mission is to build girls of courage, confidence, and character, who make the world a better place.*

This document contains the Girl Scouts of Greater Chicago and Northwest Indiana volunteer policies you will need to know as part of our team. Volunteers should familiarize themselves with the council policies, which guide and protect their status as Girl Scout volunteers.

Welcome. We look forward to your contributions!

HUMAN RELATIONS STATEMENT

The Girl Scouts of Greater Chicago and Northwest Indiana is committed to engaging girls in a lifelong leadership development journey that empowers them to take action in making the world a better place. Volunteers are essential to the strength and capacity of the Girl Scout Movement, and are essential partners in achieving the goals of the council. The council will strive to promote an atmosphere in which relationships are characterized by dignity, honesty, courtesy, respect, and equitable treatment.

MEMBERSHIP

Girl Scouts of the USA is a membership organization. All adults participating in the Girl Scout Movement should be registered members of Girl Scouts of the USA and pay the annual membership dues, except those who are lifetime members or who are working in a temporary advisory or consultative capacity. Financial aid is available.

NONDISCRIMINATION

It is the policy of Girl Scouts of Greater Chicago and Northwest Indiana not to discriminate on the basis of race, color, religion, gender, sexual orientation, age (over 40), disability unrelated to the individual's ability to perform designated volunteer duties, national origin, citizenship, marital status, or economic status.

ASSIGNMENT

Each volunteer is assigned on the basis of ability to perform in the volunteer position, volunteer and council need, ability and willingness to attend training, and qualifications for membership in the Girl Scout Movement. Volunteers shall complete and submit the appropriate application, references, and background check form. Background checks are performed to maintain a safe environment for girls and adults.

POSITION DESIGN

Each volunteer position will have a written position description that defines specific responsibilities, clarifies expectations, and, in conjunction with performance goals, forms the basis for assessment of volunteer performance, reappointment, rotation to another position, or release.

PLACEMENT

Every effort will be made to place volunteers in positions that meet both their needs and interests and the needs of the council. Individuals not placed in a position for which they applied may be recommended for other positions, and they may request reassignment. Operational volunteers will be appointed for a term not to exceed one year. Reappointment will be based on past performance, adherence to council and Girl Scouts of the USA policies, standards, and procedures, support of the Girl Scout Mission, and council goals.

TRAINING

The Girl Scouts of Greater Chicago and Northwest Indiana strives to develop each person's ability to effectively perform her or his assignment(s) in the Girl Scouts. In pursuit of this endeavor, orientation and/or training for all volunteer assignments is provided.

A volunteer is expected to participate in any training necessary for her or his position. Failure to complete training programs may be a basis for release or cause for non-reappointment to the current position.

At least one registered adult in a leadership role must complete Girl Scout orientation before the first assignment. At least one registered adult in a troop/group leadership role must complete appropriate training before or within twelve weeks of the first meeting.

PERFORMANCE APPRAISAL

Volunteers will be provided with the opportunity for a regular review and feedback. Standards of performance shall be established for each volunteer position, in accordance with council goals.

RECOGNITION

The council's recognition system will be consistent with Girl Scouts of the USA practices.

CONFIDENTIALITY

Girl Scouts of Greater Chicago and Northwest Indiana respects the right to individual privacy of each registered Girl Scout member. Information obtained by Girl Scouts, its staff, and/or volunteers may only be used by and for Girl Scouts for the purpose of Girl Scout activity and should not be used for any other organization or solicitation.

CHILD ABUSE REPORTING

Anytime volunteers have reasonable cause to believe that a Girl Scout minor may have been abused or neglected, they may file a report with the appropriate state's department of children and family services. Girl Scout volunteers are considered permissive reporters, and although not required by law to file such reports, are encouraged to do so. Volunteers are required to report to the corporate office any time a report has been sent to the department, or anytime there is reasonable cause to suspect that child abuse or neglect of a Girl Scout minor has occurred.

FINANCE

Girl Scouts of Greater Chicago and Northwest Indiana is responsible for ensuring that all money earned or received in the name of Girl Scouting within its jurisdiction is used for Girl Scout purposes. All money received becomes the property of Girl Scouts of Greater Chicago and Northwest Indiana and not of individuals. Custodianship of such funds is the responsibility of designated registered adult members, in conformity with council-established policies, standards, and procedures. Girl Scout volunteers must abide by mandatory policies, standards, and

procedures set forth by GSUSA publications, as well as those found in Girl Scouts of Greater Chicago and Northwest Indiana's volunteer policies.

GUIDELINES FOR CONDUCT

- Girl Scout volunteers may not consume or use alcoholic beverages or illegal drugs, or be under the influence of same at any council-owned property or at any function where girls are in attendance. In addition, performing volunteer duties while under the influence of illegal drugs and/or alcohol is prohibited. The use of alcohol may be permitted at council-approved functions with the prior approval of the Executive Committee and/or CEO.
- Adults who accompany troops or groups must not smoke in the presence of minors at Girl Scout activities. Smoking is not permitted at council-owned sites except in designated areas.
- Possession of firearms by adults in any Girl Scout activity or in any way affiliated with a Girl Scout program activity where children are present, shall not be permitted, unless otherwise dictated by law and/or a council-approved activity.

PROGRAM AND SAFETY

Leaders/Advisors must obtain written parent/guardian consent for every girl that may want to participate in any activity that is held at a different place or time from the regularly scheduled meeting. The regularly scheduled meeting place by definition includes the outside property where the troop meets. Parent/Guardian consent to participate shall also be obtained if an activity involves unusual risk and/or sensitive issues as defined in *Safety-Wise/Safety Activity Checkpoints*, even if conducted at the regularly scheduled meeting time and place.

- A certified first aider must be present during an overnight or camping trip and as specified by *Safety-Wise/Safety Activity Checkpoints*. A registered adult must be present who has appropriate council approved training or skill competency, as determined by the council, for the specific event or trip.

CONFLICT RESOLUTION

The conflict resolution process is based on the fundamental values of respect for the individual and fairness. The policy exists so members of the organization can air their grievances and have avenues to resolving them. All volunteers may use the conflict resolution procedure. Every volunteer may expect a fair resolution of her/his dispute without fear of jeopardizing her/his volunteer status. The initiation of the conflict resolution procedure will not restrict the council from taking immediate and appropriate action with respect to the volunteer.

TRANSPORTATION

Volunteers operating motor vehicles transporting Girl Scouts must be at least 21 years of age and hold a valid driver's license.

- Girl Scouts of Greater Chicago and Northwest Indiana requires that buses used to carry Girl Scouts must have insurance in accordance with current minimum amounts as determined by the council. A copy of the current insurance certificate must be on file at the corporate office confirming this information.
- Volunteers transporting Girl Scouts must carry appropriate insurance in accordance with state laws. All activity insurance regulations, as stated in policies carried by the council or GSUSA, must be followed.

- Companies used for renting or leasing cars, buses, vans, or other vehicles to transport Girl Scouts must provide a certificate of insurance listing the Girl Scouts as an additional insured entity. This certificate must be approved by the Girl Scout's insurance carrier prior to transporting any Girl Scouts.
- In passenger cars, vans, and trucks used during Girl Scout activities, each passenger must have her or his own seat belt. The State laws of Illinois and Indiana regarding passenger restraint systems, including booster seats, must be followed at all times.

RESIGNATION

In order to maintain professionalism and support an effective transition of responsibilities, volunteers are encouraged to give at least two (2) week's notice when they are resigning from their assignment. Written notification of resignation is to be provided to the volunteer's immediate supervisor.

TERMINATION

Although it is anticipated that a volunteer's activities with the council shall be mutually rewarding, situations may arise that make it necessary to release an individual from a volunteer position.

Reasons for termination may include, but are not limited to:

- Abuse, neglect, mishandling, or mistreatment of girls or adults
- Inability to perform the assignment
- Excessive absence or tardiness
- Misappropriation of funds or outstanding debt
- Unsatisfactory completion of objectives or failure to take corrective action
- Conviction of a felony
- Discrimination regarding race, color, ethnicity, sex, sexual orientation, national origin, age (over 40), disability unrelated to the individual's ability to perform designated volunteer duties, religion, or economic status
- Failure to maintain strict confidentiality when handling sensitive or privileged information
- Violation of Girl Scouts of Greater Chicago and Northwest Indiana and/or Girl Scouts of the USA policies
- Actions not consistent with the Girl Scout Movement

