

MY24 - Member Policies and Procedures

Girl Scouts – Diamonds Member Policies and Procedures

Girl Scouts – Diamonds of Arkansas, Oklahoma, and Texas (Girl Scouts – Diamonds) policies and procedures are adopted by and subject to modification by the Girl Scouts - Diamonds Board of Directors every three years or more often as deemed necessary.

Girl Scouts - Diamonds is a chartered Girl Scouts - Diamonds under the Girl Scouts of the United States of America (GSUSA) and abides by the policies, principles and beliefs set forth by GSUSA as outlined in the *Blue Book of Basic Documents*.

A policy is an established course of action that must be followed. All members of Girl Scouts – Diamonds, including adults and girls, must accept and adhere to these policies.

Unless otherwise noted, “adult” is someone who is at least 18 years of age AND is no longer in high school.

Policy **Equal Opportunity – Affirmative Action**

There shall be no discrimination against an otherwise qualified adult volunteer due to disability or based on age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin or ancestry, religion, citizenship, marital status, veteran status, sexual orientation, socioeconomic status, gender and gender expression or other characteristics protected by federal, state, or local law. In addition, to ensure full equality of opportunity in all operations and activities of the organization, equal opportunity 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 underutilized racial minorities.

Policy **Nepotism**

Individuals will not be barred from volunteer appointment because of kinship to an employee or other volunteer. However, there will be no direct supervisory relationship between members of the same family. Every volunteer is expected to follow guidelines found in Volunteer Essentials, Safety Activity Checkpoints, and Girl Scouts – Diamonds policies and procedures.

Policy **Membership Registration**

All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and individually pay the annual, or other applicable membership dues, except those adults who are lifetime

members or who are working in a temporary advisory or consultative capacity. Adult members shall be eighteen years of age or older and meet the membership requirements stated in the Blue Book of Basic documents.

Standard *All members shall agree to abide by the policies and principles of GSUSA and the Girl Scouts – Diamonds Council while participating in the Girl Scout environment. Girl Scouts – Diamonds will not sanction inappropriate conduct, which includes, but is not limited to the following:*

Standards of conduct:

- Abusive or disruptive behavior including failure to provide adequate care, supervision, health and safety measures, as well as engaging in physical, sexual, verbal and emotional abuse or maltreatment of Girl Scouts
- Consumption of alcohol, tobacco products and illegal substances by volunteers while in the Girl Scout environment. This includes any Girl Scout activity.
- Possession, sale, or use of illegal drugs or the misuse of over-the-counter and/or prescribed drugs.
- Discrimination or harassment against any volunteer, non-member family member or caregiver, or Girl Scout by reason of physical or mental disability, age, medical condition including genetic characteristics, race, color, ethnicity, sex, creed, national origin or ancestry, religion, citizenship, marital status, veteran status, sexual orientation, socioeconomic status, gender or gender expression, or any other consideration made unlawful by federal, state or local laws.
- Failing to maintain confidentiality of designated information.
- Failing to observe and follow all applicable federal, state and local laws.
- Failing to observe Girl Scouts - Diamonds financial and money-earning policies
- Misappropriation of Girl Scouts - Diamonds, Service Unit and/or troop monies.
- Profane/abusive language in the presence of Girl Scouts or toward any Girl Scout member while conducting Girl Scout business, including exchanges via social media, telephone (including text messages), email or online forums.
- Promoting religious, political, or personal lifestyle while serving in a Girl Scout capacity (such as a troop leader, troop support, troop family & friends, or service unit team member).
- Verbal and/or physical sexual harassment, sexual advances or sexual activity of any kind between volunteers and Girl Scouts, sexually abusive behavior toward members including indecent contact, exhibitionism, voyeurism, or involvement of members in pornographic activities or materials, any display of sexual activity or romantic behavior by volunteers in front of Girl Scouts or any other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for other volunteers, staff, members
- Willfully or maliciously engaging in disruptive behavior including damaging the reputation of the Girl Scouts - Diamonds or any volunteer, employed staff,

or Girl Scout including exchanges via social media, telephone (including text messages), email, or online forums.

- Willfully or maliciously damaging Girl Scouts – Diamonds’ property.
- Refusal to comply with Girl Scouts - Diamonds or GSUSA national policy and/or procedures.

Girl Scouts - Diamonds will take the corrective action necessary, up to and including removal from participation in the organization, for non-compliance with GSUSA and Girl Scouts - Diamonds policies and standards of conduct. Girl Scouts - Diamonds will take legal action when necessary if laws have been broken (i.e., theft of Girl Scout funds, writing bad checks on current or past Girl Scout accounts, crimes against children, etc.)

Standard *All visitors, including adult or youth tagalongs, shall agree to abide by the principles and standards of GSUSA and the Girl Scouts – Diamonds Council while participating in the Girl Scout environment. Girl Scouts – Diamonds staff members and volunteers reserve the right to request the removal of a visitor who is found to be in violation of these standards.*

Policy **Recruitment and Placement of a Volunteer**
Qualified volunteers are matched to appropriate positions. Volunteer position descriptions define specific responsibilities and clarify expectations. Prior to selection and placement, each volunteer is required to:

- Complete the membership registration process
- Submit to and complete a background check through Girl Scouts – Diamonds’ third-party vendor
- Complete training courses required for the volunteer position

Policy **Appointment**
Operational volunteers serve for a one-year term, after which volunteers can annually renew their roles. Volunteer eligibility will be assessed by Girl Scouts – Diamonds staff in the case that GSUSA and/or Girl Scouts – Diamonds policies and procedures are broken.

Each volunteer is selected based on the volunteer’s ability to: perform the volunteer position; willingness to attend training/learning opportunities; and qualifications for membership in the Girl Scout Movement.

Every attempt shall be made to place volunteers in positions that meet both their needs and the needs of Girl Scouts - Diamonds. In instances where this is not possible, the needs of Girl Scouts - Diamonds will take precedence over the needs of the individual. An Individual not placed in a position for which they registered may be recommended for other positions or may request reassignment.

Policy **Background Checks**

To ensure the safety and well-being of its members, Girl Scouts - Diamonds reserves the right to disqualify or restrict the duties of any person who has been accused or convicted of certain crimes; who has pled guilty or no contest to certain

crimes; and/or who has been placed on probation or deferred adjudication for certain crimes. All prospective direct service volunteers must complete a membership registration, indicating membership in the organization and authorizing Girl Scouts – Diamonds or its agents to conduct a criminal background check. Without an active membership and an eligible background check, a person cannot serve in or be appointed to a volunteer position that works directly with girls.

Girl Scouts - Diamonds conducts a criminal background check on any or all prospective troop/group leaders, caregivers, or other adult volunteers who may work directly with girls, travel with a group or troop, attend overnight events, handle Girl Scout funds, or participate in the product program including product program rewards. This criminal background check is one component of Girl Scouts – Diamonds' volunteer clearance process, the goal of which is to screen prospective volunteers and place capable and qualified adults in all direct services positions.

Girl Scouts - Diamonds requires current volunteers to complete a background check every three years. Current volunteers are notified, beginning 90 days from the expiration of their current background check.

As a general matter, the decision whether to exclude altogether or limit a prospective volunteer's participation in Girl Scouts - Diamonds is exclusively within the discretion of the Girl Scouts – Diamonds Council. Factors to be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and the length of time since the criminal conduct occurred. Criminal offenses that disqualify a person from volunteer participation in the Girl Scouts - Diamonds, as well as the process used to determine disqualification of a person from current or future volunteer participation, are outlined in the following section.

The following rules shall apply if the Girl Scouts - Diamonds learns (via a criminal background check or otherwise) that a prospective volunteer or current volunteer has been accused or convicted of, has pled guilty to, has received deferred adjudication for, or has pled no contest to one of the following crimes under the law:

A. Automatic Disqualifications

- Crimes against children (including maltreatment, violent or sexual crimes)
- Felony offenses against persons (including violent or sexual crimes)
- Felony offenses against the family (including violent or sexual crimes)
- Crimes defined as public indecency
- Crimes involving the use of weapons
- Arson
- Second or more offense of DWI, DUI, or possession of marijuana over 4 ounces
- Any violent crime or felony drug-related offense, other than those drug offenses specifically identified below:

B. Possible Disqualifications

- For first offense DWI, DUI, or possession of marijuana under 4 ounces, if it has been five years or more since the date of disposition, the decision of whether to allow participation shall be within the absolute and exclusive discretion of Girl Scouts – Diamonds

C. Limitation on Handling Money

- For crimes involving theft, fraud, hot checks, and forgery, if it has been less than 10 years since the disposition, that person will be restricted from the management of Girl Scout funds

D. Other

- Traffic violations classified as Class C misdemeanors do not typically prevent an individual from filling a volunteer role; however, frequent traffic violations within the past 5 years may result in a driving restriction on the individual's driving eligibility.
- For all other criminal offenses, Girl Scouts – Diamonds shall review the applicant's situation on a case-by-case basis. The decision whether to allow service shall be within the absolute discretion of the CEO, or designated office.
- If a prospective or current volunteer is charged with any criminal offense, other than traffic violations classified as Class C misdemeanors, involvement with the Girl Scouts – Diamonds as a volunteer will be suspended pending disposition of the case.

Girl Scouts - Diamonds will maintain the confidentiality of all criminal background check information, including information regarding disqualification decisions. If while processing a criminal background check the name and social security number that an individual provides returns information that would prevent placement as a volunteer, the individual is able to submit supporting documentation, such as expungement documentation, for further consideration.

Volunteers who live with registered sex offenders are required to inform the Chief Operations Officer upon registration. Girl Scouts - Diamonds prohibits sex offenders who live with registered members of Girl Scouts from participating and/or attending Girl Scout events, ceremonies, meetings, and activities.

Policy

Volunteer Reappointment

Prior to the completion of the volunteer term, each volunteer who is to be reappointed to the same position or rotated to a different position may receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to Girl Scouts - Diamonds and GSUSA policies and standards, support of the Girl Scout purpose, values, and Girl Scouts - Diamonds goals, as well as positive relationships with the community, caregivers, other volunteers, and employed staff. There will be mutual acceptance of position accountabilities, expectations, and time commitments.

Standard *Periodic assessment enhances a volunteer’s overall performance. Girl Scouts - Diamonds works alongside all volunteers including, but not limited to, troop leadership and service unit team members, to effectively evaluate and assess volunteer performance. Assessments and evaluations may include the following: informal coaching, verbal or written discussions, and/or letters of concern and expectations. In addition, council staff members may regularly conduct compliance audits to ensure adherence with GSUSA and Girl Scouts – Diamonds policies. Girl Scouts - Diamonds may initiate this process at any time. This communication provides valuable reinforcement and recognition of behavior that meets volunteer requirements and implements corrective actions when volunteers do not meet expectations or volunteer requirements.*

Policy **Volunteer Release**

Girl Scouts – Diamonds or the volunteer may initiate a release from a volunteer position, troop/group participation and/or participation in the Girl Scouts – Diamonds Council. Resigning troop leaders or service unit team members should complete a step-down letter and other required paperwork, such as a final financial report and/or disbanding troop forms. Step-down letters and forms will be kept on file with Girl Scouts – Diamonds according to guidelines set by GSUSA concerning document retention. Failure to complete required paperwork may affect future volunteer eligibility.

Release from the position or participation pathway does not cancel membership with Girl Scouts of the USA. Girl Scout memberships are active until September 30 of the purchased membership year.

Standard *Girl Scouts - Diamonds may release an individual because of, among other things, restructuring of positions, elimination of the volunteer position in which the individual serves, the volunteer’s inability or failure to meet the requirements or expectations of the position, or the refusal to comply with Girl Scouts - Diamonds or GSUSA policies and standards.*

Policy **Harassment**

Girl Scouts - Diamonds 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 members, employees, non-member families and/or caregivers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

Policy **Sexual Harassment**

It is against Girl Scouts – Diamonds’ policies for any individual, Girl Scout or adult, to sexually harass a volunteer, employee, or Girl Scout. Girl Scouts - Diamonds reserves the right to refuse membership endorsement or

reappointment, and to dismiss or suspend from affiliation with the Girl Scouts - Diamonds any individual who, in conducting or participating in the Girl Scout program, sexually harasses another volunteer, employee, or Girl Scout member.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, request for sexual acts or favors, abusing the dignity of another through insulting degrading sexual remarks or conduct, and threats or suggestions that a person's status is conditioned upon toleration of or acquiescence to sexual advances. Some examples of sexual harassment that could create a hostile environment include telling sexual jokes or stories; exhibiting sexually explicit photographs or other materials; touching inappropriately another person's clothing, hair or body; making sexual comments about another person's body; making sexual comments or innuendoes; asking questions about another person's social or sexual life; staring; leering; and making sexual gestures.

Policy

Hostility

Girl Scouts - Diamonds prohibits hostility in any form against Girl Scouts, adult volunteers, staff members, non-member Girl Scout family or caregivers, visitors, or anyone else having involvement with Girl Scouts - Diamonds. Hostility under this policy is considered to include physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, and talking or joking about hostility whether in person or through some other means of communication including but not limited to writing, telephone, voicemail, text message, electronic mail, social media, and other communications platforms.

Standard

Any Girl Scout, staff member, or volunteer who feels they have been subjected to harassment of any type, sexual harassment, or hostility whether by another volunteer, Girl Scouts - Diamonds staff member, Girl Scout member, or any agent of the organization should promptly report such behavior to a director or executive team member. Upon receiving a complaint, the matter will be reported to the CEO. The CEO or designated officer will conduct an investigation and, depending on the findings, take appropriate corrective action.

Policy

Conflict Resolution

Girl Scouts - Diamonds has a conflict resolution procedure. The procedure exists so members of the organization can air their grievances and have avenues for solving them. Every member may expect a fair resolution of the dispute without fear of jeopardizing one's membership status. Informal counseling by volunteer and staff personnel is the first step in resolving a situation involving a conflict or dispute. The initiation of the conflict resolution procedure, however, will not restrict the Girl Scouts - Diamonds from taking immediate and appropriate action with respect to the volunteer or girl member.

Standard

In the event that conflict arises, parties involved are encouraged to sit down together and talk in a calm, nonjudgmental manner to resolve the disagreement.

Although talking in this way can be uncomfortable and difficult, it does lay the groundwork for working well together in the future.

If an attempt at resolution fails, an individual may choose a formal method such as the Girl Scouts - Diamonds Member Conflict Resolution procedure. The person filing the complaint must do so in writing, citing the issue. The procedure is outlined below:

Step 1. Complainant completes and submits Girl Scout Member Conflict Resolution Request Form. *The signed and dated document must identify the person with whom the conflict is and cite the policy or procedure that has allegedly been misapplied. Complainants may also provide applicable documentation and share their preferred resolution to the matter. Upon submission of the Girl Scout Member Conflict Resolution Request Form to council staff, a Girl Scouts - Diamonds Volunteer Experience Specialist begins the information-gathering process and contacts the member or volunteer who submitted the form within forty-eight(48) hours of receipt.*

Step 2. Volunteer Experience Specialist initiates investigation. *Girl Scouts - Diamonds staff work to gather information and speak with necessary parties to aid in the resolution process. This process may include:*

- Reaching out to involved parties by phone or email*
- Hosting meetings with parties involved*
- Interviewing witnessing parties*
- Soliciting the involvement of other Girl Scouts - Diamonds departments, such as Finance and Product Program, as needed*

The Volunteer Specialist will act as an impartial mediator that supports all parties in creating a mutually agreed-upon plan of action that outlines expectations for each party's future behavior with regard to the source of conflict. In the absence of mutual agreement, the Volunteer Specialist will work to establish a fair and balanced course of action. Should resolution fail after council staff mediation, other actions may be considered including the release from volunteer appointment of one or both parties involved.

Step 3. Meet with Volunteer Director. *If the complainant or volunteer in question is not satisfied with the disposition of the conflict resolution, the matter will be escalated to the Volunteer Experience Director. The Volunteer Director will meet with the complainant or member within ten (10) working days following the initial resolution. The Volunteer Director will work to establish a fair and balanced course of action. Should resolution fail after council staff mediation, other actions may be considered including the release from volunteer appointment of one or both parties involved.*

Step 4: Concern is Escalated to CEO or CEO's Designee. If the recommended resolution is not acceptable to the parties involved, a request to submit the recommended resolution to the CEO for a final and binding decision will be made. The CEO or CEO's Designee may exercise the following:

1. Accept the Director's recommended solution.
2. Provide an alternative final and binding decision. This is Girl Scouts – Diamonds' final decision.

Policy **Concealed Weapons**

The possession (or use) of any concealed weapon is strictly prohibited:

- On Girl Scouts - Diamonds owned or leased properties
- During any Girl Scout activity
- In the presence of Girl Scouts

Policy **Substance Abuse**

Possession, sale, or use of illegal drugs or intoxicants or the misuse of prescribed drugs or over-the-counter drugs is prohibited while in the Girl Scout environment or in the presence of Girl Scouts. The consumption of alcohol on or off Girl Scouts – Diamonds properties is limited to adults-only events planned and organized by Girl Scouts – Diamonds staff or volunteers. Written parental permission is required for girls to participate in events hosted by Girl Scouts – Diamonds when alcohol is served. Non-member reservations of an entire property may include the use of alcohol on property per the rental agreement, but smoking/vaping is not permitted. In addition, the medications should not prevent the volunteer from performing necessary duties in a safe and effective manner. Individuals should check with their physician or pharmacist to determine whether the medication could inhibit effective performance, including driving.

Policy **Smoking and Smokeless Products**

Smoking (including e-cigarettes), vaping, and the use of smokeless products such as chewing tobacco are prohibited on Girl Scouts - Diamonds properties. According to Safety Activity Checkpoints, smoking is identified as a behavior that may threaten the health and welfare of members and is prohibited when acting in an official Girl Scout capacity.

Policy **Child Abuse**

Girl Scouts - Diamonds supports and maintains environments that are free of child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act.

Child abuse and neglect are unlawful acts, and it is against the Girl Scouts – Diamonds' policy for any volunteer, adult member, or non-member adult in the Girl

Scout environment, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any Girl Scout or non-member youth tagalong.

Girl Scouts - Diamonds reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with the Girl Scouts - Diamonds, any volunteer implementing Girl Scout programming who is found guilty of child abuse and neglect or has been convicted of child abuse and neglect. Accusations and/or charges of child abuse may result in a volunteer/member being suspended pending the outcome of the investigation.

All volunteers of Girl Scouts – Diamonds shall immediately report any incidents or strong suspicions of child abuse or neglect to the following hotlines based on each state:

- Arkansas – Arkansas Child Abuse Hotline: 1-800-482-5964
- Oklahoma – Oklahoma Child Protective Services Child Abuse and Neglect Hotline: 1-800-522-3511
- Texas – Texas Department of Family and Protective Services Texas Abuse Hotline: 1-800-252-5400

Inform Girl Scouts – Diamonds through the completion of an incident report form. Incident forms should be submitted to the Risk Management Department.

Volunteer Training

Girl Scouts - Diamonds values volunteer training to ensure the safety of members and to provide high-quality programs for Girl Scouts while providing opportunities for personal development for adults. Each volunteer is provided with an overview of the Girl Scout purpose and organization, the Girl Scouts – Diamonds Council, and the support systems available to help them in their position.

Policy

Training

All volunteers receive basic training/learning opportunities for their position within a specified period and are required to complete additional training/learning opportunities that are designated as mandatory for their volunteer position. Training/learning opportunities ensure that each volunteer has the knowledge and skills needed to be successful in the position.

Policy

Recognitions

Girl Scouts – Diamonds follows a system of recognitions that is outlined on the Girl Scouts - Diamonds website, which includes GSUSA and council-specific adult recognitions.

Girl Membership

Policy **Membership Registration**

All Girl Scouts participating in the Girl Scout Movement shall be registered as members of Girl Scouts of the United States of America and pay the individual annual membership dues. Any girl – from kindergarten through 12th grade – can join Girl Scouts.

Policy **Girl Scout Membership Levels**

Membership as a Girl Scout is granted to any girl who:

- Has made the Girl Scout Promise and accepted the Girl Scout Law;
- Has paid the annual, or other applicable membership dues;
- Meets applicable membership standards

Girl Scout membership levels are as follows:

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

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.

**Members may substitute for the word God in accordance with their own spiritual beliefs.*

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.

Policy

Girl Membership Financial Assistance

Financial aid is available to assist with the cost of membership dues only. Financial aid must be requested by the parent/guardian and may be requested online or by phone during the registration process. Financial aid is limited and awarded on a first-come, first-served basis until available funds are expended. If Girl Scouts – Diamonds acquires grant funds or donations, financial assistance may be offered to adult members.

Standard

Girl Member Conduct

Girl Scouts is about sharing the fun, friendship, and inherent power of girls and women together in an inclusive, supportive, girl-led environment. It requires a safe and orderly environment that is conducive to learning, growing, and exploring. All Girl Scouts shall agree to abide by the policies and principles of GSUSA and Girl Scouts - Diamonds.

Standards of Conduct:

Girl Scouts - Diamonds of Arkansas, Oklahoma, and Texas will neither condone nor tolerate:

- Disruptive behavior including physical, sexual, verbal and/or emotional abuse
- Willfully and intentionally assaulting, threatening to assault, or physically abusing any Girl Scout member including girls, volunteers, caregivers or staff
- Discrimination or harassment against girl, volunteer, parent, or member by reason of physical or mental disability, age, medical condition including genetic characteristics, race, color, ethnicity, sex, creed, national origin or ancestry, religion, citizenship, marital status, veteran status, sexual orientation, socioeconomic status, gender identity or any other consideration made unlawful by federal, state or local laws.
- Use of vulgar, profane, or obscene language or gestures toward any Girl Scout member including girls, parents, volunteers, or staff including exchanges via social media, telephone (including text messages), or online forums.
- Sexual advances or any display of overt sexual or romantic activity of any kind towards girls, parents, volunteers, or staff including indecent contact, exhibitionism, voyeurism, or involvement in pornographic activities or materials
- Sexual harassment including, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for other girls, volunteers, staff, or members.
- Willfully or maliciously damaging the Girl Scouts – Diamonds' property.
- Willfully or maliciously engaging in disruptive behavior including damaging the reputation of Girl Scouts - Diamonds or any youth member, volunteer, or employed staff member including exchanges via social media, telephone (including text messages), or other online forums.

- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
- Possession or use of tobacco, e-cigarettes or vaping in any form while acting in the capacity of a Girl Scout member
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over-the-counter drugs, or other intoxicants, or anything represented to be a drug
- Bullying

In addition, a Girl Scouts shall:

- Be responsible for her personal belongings and equipment and will not hold the event/trip sponsor responsible for her loss or damage.
- Use any safety equipment furnished by the event/trip sponsor or leader for her safety.
- Observe safety precautions for all activities including meetings, trips or other activities. Such observation will include staying with her buddy at all times, being supervised by an adult volunteer or staff at all times, and utilizing all other safety precautions discussed prior to the meeting, event or trip.
- Understand that if she is sent home early due to any serious misconduct, it is at her parent or guardian's expense. She should further understand that her parents or guardian is responsible for reimbursement of any fees that were paid on her behalf to take part in the event/trip.

Girl Scouts - Diamonds will take the corrective action necessary, up to dismissal from the Girl Scouts- Diamonds Council, for non-compliance with GSUSA and Girl Scouts - Diamonds policies and standards of conduct. Girl Scouts - Diamonds will take legal action when necessary if laws have been broken (i.e. theft, violent crimes, sexual misconduct, etc.). Complaints or reports of youth member noncompliance can be submitted via the Girl Scout Member Conflict Resolution request form.

Troop/Group/Service Unit Policies

Girl Scouts – Diamonds views Safety Activity Checkpoints and Volunteer Essentials as the minimum safety and program standards by which Girl Scouting will operate in the Girl Scouts - Diamonds.

Policy

Girl Scout Membership Pathways

Girl Scouts – Diamonds provides Girl Scout membership opportunities based on the Girl Scout Leadership Experience (GSLE), utilizing a variety of pathways while always adhering to GSUSA policies and program standards

A troop/group shall be defined as comprising a minimum of five girls and two unrelated adult volunteers, one of whom must be female. (Unrelated is defined as not related by blood, marriage, or household.)

Standard *Troops/groups with less than five girls, but at least three girls (from more than one family), must be actively recruiting for more girls or be open to accepting more girls.*

Standard Exception: Senior or Ambassador level troops/groups with less than five girls, but at least three girls (from more than one family) may choose to keep the troop closed, as the troop pursues highest awards and travel.

Standard Exception: Ambassador troops/groups with at least two girls (from more than one family) may remain a troop and may choose to keep the troop closed, as the troop pursues highest awards and travel.

Standard *At any sanctioned Girl Scout activity, Girl to Adult Ratios as described in Volunteer Essentials and/ or Safety Activity Checkpoints must be maintained.*

Policy **Service Unit**

A Service Unit is a group of volunteers representing a minimum of five troops within a defined geographic area, a minimum of three service team members who are non-related and not registered or sharing in the responsibilities of the same troop and the resources needed to provide opportunities for Girl Scouts based on the Girl Scout Leadership Experience (GSLE).

Standard *Service Units are integral parts of the development, facilitation, and implementation of the Girl Scout Leadership Experience. Service Units provide resources for groups and troops at a local level and are accessible to volunteers in their own communities. It is for this reason that Girl Scouts - Diamonds assesses the status of each Service Unit every membership year.*

The Girl Scouts – Diamonds’ Service Unit Evaluation is an annual assessment of the overall performance of the Service Unit. It offers volunteers and Girl Scouts - Diamonds staff members an opportunity to review the Service Unit’s performance. The evaluation includes service unit self-reports gathered through Service Unit Partnership Review surveys and an internal audit. Analysis of the results provides Service Team volunteers and staff members the opportunity to determine how to support existing volunteer services, expand programming offered to Girl Scouts, and increase community engagement efforts.

At the completion of the evaluation, each service unit is provided a service unit evaluation letter indicating its status. The status goes into effect from July 1 of the current calendar year to June 30 of the next calendar year. A service unit’s status cannot be changed during the year. The change will take place after the evaluation of the current membership year has been completed.

Service Units are expected to meet all items listed below:

- *Fully trained and oriented service unit team consisting of at minimum a Director, Treasurer, and Product Manager*

- *All service unit team members have a signed position description, active background check, and up-to-date membership.*
- *Holds regular service unit Meetings (at least 4 times per year)*
- *Attends Girl Scouts – Diamonds service unit summits and position training*
- *Participates in each service unit partnership review surveys*
- *Communicates regularly with Girl Scouts – Diamonds staff, service unit volunteers, troop leaders and families*
- *Hosts service unit training, networking, and recognition opportunities*
- *Submits troop and service unit financial reports on time*
- *Financial accounts are in good standing*
- *Hosts local events, programs or activities based on the Girl Scout Leadership Experience and approved Girl Scout curriculum*
- *Participates in the council-offered product program*
- *Contributes to the advancement of the Girl Scout mission through ne*
- *membership growth retention efforts*
- *Complies with member policies and procedures*

Each Service Unit will be categorized using the Status Indicators: Red, Yellow, or Green.

- *Indicated Status – Green*
 - *Standing: High functioning; Excellent*
- *Indicated Status – Yellow*
 - *Standing: Needs Some Improvement; Good*
- *Indicated Status – Red*
 - *Standing: Non-functioning; Poor*

Service Units classified as red will be given one provisional year to improve their status. At the conclusion of the provisional year, the service unit will be reevaluated. If the status does not improve during the provisional year, it may result in the council taking the following actions:

- *Dismissal of service team volunteers*
- *Disbanding of service unit (Including the closing of bank accounts)*
- *Merging of service unit with neighboring service unit*

All service units will receive a service unit evaluation letter. A staff member of Girl Scouts – Diamonds will work with each service unit to review its letter prior to the next membership year. Special attention will be given to service units with a red or yellow status to discuss ways to improve in the new membership year.

Policy

Disbanding Troop or Service Unit

A disbanding troop is a troop that has decided to discontinue meeting. Disbanding troops may choose to discontinue for a number of reasons including, but not limited to:

- *Girls aging out of the Girl Scout program*

- Troop leader and/or co-leader is stepping down and there is no identified replacement
- Troop does not have the required number of girls or leaders (troops must have at least 5 registered members and 2 registered leaders)
- Involuntary disbandment (initiated by Girl Scouts - Diamonds) due to a violation of policy, volunteer dismissal, non-renewal, or troop conflict

If a troop disbands, the Girl Scouts - Diamonds staff will:

- Connect with the troop leader(s) of the disbanding troop to complete final troop financial report, complete disbanding paperwork, complete volunteer step-down letter, and return all troop supplies, including remaining troop funds, to the service unit.
- Connect with the registered parents, Girl Scouts and volunteers of the troop and provide them with the necessary information for membership registration, product sales, troop finances, transfers, and registration as an individually registered girl member

Standard *Troops/groups that do not renew their Girl Scout memberships and/or volunteer roles by October 31 of the new membership year will be disbanded by Girl Scouts – Diamonds staff in November. Girl Scouts – Diamonds staff will begin troop renewal contact attempts beginning with early renewal in the Spring, on-time renewal attempts in the summer and early fall, and ending with volunteer and caregiver phone and/or email contact attempts in October. Volunteers must be registered Girl Scout members with an active background check to remain on troop bank accounts.*

A disbanding service unit is a service unit that has decided to discontinue meeting as a unit. Disbanding service units may disband for a number of reasons including:

- No longer meets the criteria for a functioning service unit
- Missing volunteer(s) on the service team (director, treasurer, or product manager) and there is no identified replacement
- Service unit does not meet regularly
- Non-compliant troop and/or service unit status (must have at least 5 troops; each troop must have at least 5 girls and two volunteers)
- Service Unit financials are not in good standing
- Voluntary disbandment
- Involuntary disbandment (at the recommendation of the Girl Scouts – Diamonds)

If a service unit disbands, Girl Scouts - Diamonds staff will:

- Connect with troop leaders and service team members to discuss the next steps in the disbandment process
- Share information with troop leaders to give to parents, Girl Scouts and troop volunteers in the remaining troops regarding membership registration, transfers, service unit finances, product program, and information on alternative Girl Scout pathways

Policy

Girl Scout Travel

Trips and travel plans in a group setting will be executed according to national Girl Scout program standards, Safety Activity Checkpoints, and Girl Scouts - Diamonds policies and procedures. Day travel that is more than 120 miles from the troop/group's meeting place and/or an overnight trip must be pre-approved by council staff through a completed travel application.

Policy

Adults Traveling with Girl Scouts (Personal Vehicles/Rentals)

Any adult traveling with girls must be a registered Girl Scout member and consent to a criminal background check. At least one registered volunteer accompanying the troop/group must have completed the required Girl Scouts - Diamonds training.

Girl Scout troops/groups traveling by car must adhere to state laws and safe driving practices at all times.

Standard

A driver shall:

- *Be a registered adult Girl Scout with an active background check on file.*
- *Have a first aid kit in the vehicle, including appropriate accident insurance forms*
- *Have in possession a signed parent/guardian permission form for each girl in the vehicle*
- *Not use a cell phone while driving*
- *Provide proof of a valid driver's license, proof of liability insurance in compliance with state law; and sign the appropriate paperwork.*
- *Be in possession of the Girl Scouts - Diamonds after-hours emergency contact information and be knowledgeable of risk management procedures*

Standard

Girl Scouts – Diamonds maintains processes and procedures related to Girl Scouts traveling. Based on type of travel, appropriate training and support will be provided to volunteers. Girl Scout troops/groups traveling by other means of transportation, i.e., bus, train, airplane, must adhere to all state/national laws. Volunteer Essentials, Safety Activity Checkpoints, and the Girl Scouts – Diamonds website houses additional travel procedures for drivers, groups, and troops.

Policy

Insurance

All Girl Scout activities must be covered by the appropriate insurance. Appropriate insurance forms must be kept on file at all Girl Scout-sanctioned activities.

Policy

Contracts

No Girl Scout volunteer and/or member shall enter into any agreements (including rental agreements) or contracts that are binding on Girl Scouts - Diamonds or include a hold harmless clause.

Service Unit, Troop, and Group Funds

Policy

Establishing a Girl Scout Bank Account

The Council requires all troops/groups/service units to establish a bank account. The bank account must be used solely to support the Girl Scout program. In addition, each troop/group/service unit shall maintain accurate income and expense records. They will submit financial reports as required by council procedures or whenever a council employee requests.

Standard

Troops/groups work and communicate with the Service Unit Treasurer (SUT) to coordinate all bank changes. If a troop/group does not have a SUT, they work and communicate with the Senior Troop Finance Liaison (STFL).

Opening a Troop/Group Bank Account

- *Contact SUT or STFL to set up a troop/group account with the bank. They will have the most current letter signed by the CEO authorizing the opening of the bank account.*
- *All accounts require a minimum of two (2) unrelated signers associated with the specific troop/group.*
- *All accounts require the SUT or Service Unit Director (SUD) as a signer with online view access.*
- *Council employees cannot be signers on a troop/group account but may have certain rights due to using the council's tax identification number. These activities include suspending an account, closing an account, and viewing transactions.*
- *The signers must be unrelated, registered members with current background checks.*
- *Only one signature is required on checks.*
- *Troop/group debit cards are allowed, two per troop/group.*
- *Bank statements must be sent to one of the signers on the account and not the Council's corporate address.*
- *Once the bank account is established, all signers must present identification and complete the signature cards.*
- *Within 30 days of opening an account, the Troop/Group Treasurer must submit a Service Unit/Troop/Group Bank Information Agreement form to the STFL.*
- *Troop/Group Treasurers must complete a Troop/Group Treasurer Position Description form and turn it into the STFL.*

Opening a Service Unit Bank Account

Most service units already have established, active checking accounts. However, there may be a need to open a new account or close an existing account.

- *Contact STFL to set up a service unit account with the bank. The STFL will have the most current letter signed by the CEO authorizing the opening of a bank account.*
- *All accounts require a minimum of two (2) signers, including but not limited to two of the following: Service Unit Director, Service Unit Treasurer, Service Unit Product Manager, or other service unit positions.*
- *Council employees cannot be signers on a service unit account but may have certain rights due to using the council's tax identification number. These activities include suspending an account, closing an account, and viewing transactions.*
- *The signers must be unrelated, registered members with current background checks.*
- *Only one signature is required on checks.*
- *Service unit debit cards are allowed; two per service unit.*
- *Bank statements must be sent to one of the signers on the account and not the Council's corporate address.*
- *Once the account is established, all signers must present identification and complete the signature card.*
- *Within 30 days of opening an account, the Service Unit Treasurer must submit a Service Unit/Troop/Group Bank Information Agreement form to the STFL.*
- *Service Unit Treasurers must complete a Service Unit Treasurer Position Description form and turn it into the STFL or Volunteer Experience Specialist.*

Policy

Maintaining a Girl Scout Bank Account

Troop funds are for all Girl Scouts's benefit and should be spent in the year the funds are earned unless the troop has long-term plans. The Troop Treasurer coordinates deposits, expenditures, and financial reporting to the Girl Scouts, caregivers, volunteers, and council employees. The management of funds must be transparent for the Girl Scouts, caregivers, volunteers, and council employees. The Service Unit Treasurer provides local training and ongoing support to troop volunteers.

Standard

Purchases

- *Use a debit card, or troop/group/service unit check for troop/group/service unit expenses whenever possible to provide a detailed accounting of monies spent.*
- *Keep receipts for all expenditures. Use the Lost/Missing Receipt form when there is a lost or missing receipt. Contact SUT or STFL for this form.*
- *All purchases must be Girl Scout-related. Any other type of expense is considered misuse of Girl Scout funds and could result in an audit of troop/group/service unit financials and forfeiture of account privileges.*
- *Use the tax-exempt form for all purchases. Contact SUT or STFL for this form.*
- *Purchases should not include any personal items and are within the troop/group/service unit budget.*
- *Troop funds should be spent on GSUSA membership dues, Girl Scout recognitions, trips, appropriate volunteer training, troop supplies, etc.*

Debit Cards

- Troops/groups/service units are allowed two debit cards per bank account. The cardholder must be an authorized troop/group or service unit signer.
- Volunteers who have been issued a debit card for a troop/group or service unit bank account are responsible for all purchases made using the card.
- If the debit card is lost or stolen, please contact your banking institution immediately for specific instructions on how to report lost or stolen debit cards. Also, please inform the SUT or STFL of this situation.

Cash

- The use of cash should be avoided by the troop when possible.
- An ATM withdrawal receipt or any other form of cash withdrawal from the bank account does not qualify as a receipt for reimbursement.
- All purchases made with cash require detailed documentation and receipts of expenditures.

Reimbursements

- No reimbursements are to be given to a volunteer or caregiver without a detailed receipt.
- If a signer on the account or a family member receives reimbursement for purchases, one of the alternate signers must review the receipt and make the reimbursement.

Policy

Annual Reporting

Troops/groups/service units must submit an annual financial report. The STFL will designate the due date each membership year.

Standard

Annual financial reports are submitted to your Service Unit Treasurer. Service units will submit their annual financial report to the STFL. Troops/groups/service units not submitting reports will be subject to a review of volunteer status and/or financial audit. The council will also hold any pass-through contributions until the financials have been submitted.

- *To complete the report, you will need the following supporting documentation: 12 months of previous bank statements from the date designated by the council employees, receipts supporting expenditures, and a sales summary for fall product and cookie sales. In addition, service units will need a disbanded troop funds report (if applicable).*
- *Ending balances should reflect the balance on the most recent bank statement.*
- *Please submit a copy of the annual financial report and supporting documentation to your Service Unit Treasurer or complete it through the volunteer toolkit finance tab.*
- *If no Service Unit Treasurer is assigned, submit the troop financial report and supporting documentation to the Senior Troop Finance Liaison.*
- *Once the Service Unit Treasurer reviews and signs off on the troop financial report, they will send a copy and supporting documentation to the Senior Troop Finance Liaison.*

- Troop Treasurer should retain a copy of their troop financial report and supporting documentation.
- The Service Unit/Troop Treasurer must keep accurate, legible, and complete records of the troop's finances in case of an audit of troop records.
- Please fill out a Lost/Missing Receipt form in case of a lost or missing receipt.
- Service units are also required to hold, and report disbanded troop funds.

Failure to submit the annual troop/group/service unit financial report may result in the volunteer being released from their volunteer role, removal from the troop/group/service unit account, and troop/group/service unit finances may be subject to an audit. Troops with outstanding troop financials will be marked in the Girl Scouts – Diamonds database as 'at-risk'. This status will prevent the troop from being imported into Product Program systems and may temporarily place troop activities on pause.

Financial Audit

An audit of the financial records of the troop/group/service unit may be requested by a caregiver, troop leadership, service unit leadership, or council employees. The Senior Troop Finance Liaison will follow up on any requests and determine if an audit will be done. If an audit is deemed appropriate, the volunteer will be removed as a signer on the troop/group/service unit account and the no-sell list until the audit is completed.

Policy

Closing and Distribution of Troop/Group/Service Unit Funds

If a troop/group/service unit is no longer continuing with Girl Scouts, the troop/group/service unit bank account needs to be closed.

Standard

Closing a Troop/Group Service Unit Bank Account

Girl Scout funds do not become the property of any individual Girl Scout or adult. Funds will never be refunded directly to Girl Scouts or their families. Instead, the troop/group/service unit may donate the remaining funds to a nonprofit organization, another troop/group/service unit, financial assistance, or Girl Scout activities. When closing a troop, group or service unit account:

- Contact the Service Unit Treasurer or Senior Troop Finance Liaison to help close the troop/group/service unit bank account according to council procedures.
- Be sure all checks and other debits have cleared the account before closing.
- The treasurer should submit a final financial report to the Service Unit Treasurer or Senior Troop Finance Liaison detailing how the troop/group/service unit used all the funds.
- The troop/group leader or service unit director must return all remaining money, property, and equipment to the service unit or a council employee within 30 days of disbanding.
- Debit cards and checks should be canceled and destroyed.
- Troop/Group/Service Unit accounts that have been dormant for over one year will be closed, and the remaining funds will be reverted to the council.

Standard Distribution of Troop/Group/Service Unit Funds

Below are the various distribution methods for troop/group/service unit funds:

A **disbanded troop/group** is a troop/group that decides not to reregister, ages out of the Girl Scout program, or is non-compliant with the council.

- *If a Girl Scout joins other troops/groups, the remaining troop/group funds are divided by the number of Girl Scouts in the troop when the troop/group disbands. A proportionate amount will follow the Girl Scouts to their new troops. The Service Unit account will hold the remaining troop funds as restricted through the end of the active membership year before being absorbed into the Service Unit general fund. Example: A troop of 10 Girl Scouts has \$1,000 and disbands. Six Girl Scouts move to different troops, and four Girl Scouts do not go to new troops. The new troops will get \$100 per Girl Scout, and the service unit will receive \$400 to hold as restricted.*
- *If a Girl Scout becomes an Individual Registered Member (IRM), a proportionate amount will be held in the service unit account for this Girl Scout.*
- *Without a functioning Service Unit, the Council will hold the remaining troop/group funds as restricted through the end of the active membership year before being absorbed in the Council general fund.*

A **merged troop/group** is when the Girl Scouts from one troop/group merge with another troop/group.

- *The funds from both troops/groups are combined into one account.*
- *The troop/group treasurer must submit a final financial report for the no longer active troop/group within 30 days of the merger.*

A **merged service unit** results from one of the service units no longer meeting the criteria for a functioning service unit per Council procedures.

- *The funds from both service units are combined into one account.*
- *The service unit treasurer must submit a final financial report for the no longer active service unit within 30 days of the merger.*

A **split troop/group** is a troop that splits into two or more troops/groups. Splits are most common when a troop/group wants to split by level or decrease troop/group size.

- *Suppose most of the troop/group decides to split into multiple troops/groups. In that case, it is appropriate for the troop/group to divide the funds proportionately based on the number of Girl Scouts in the troop/group. Example: A troop of 10 Girl Scouts has funds of \$1,000. The troop splits into two troops of six and four. The troop of six will receive \$600, and the troop of four will receive \$400.*

Girl Scout(s) leave an active troop/group when one or more Girl Scouts move from one troop/group to another troop/group or become an IRM. If a troop/group is no longer convenient for a Girl Scout and her family, the Girl Scout may request a transfer to another troop/group.

- *No funds are transferred unless the troop/group votes to transfer a proportionate amount to the Girl Scout(s) new troop/service unit for IRMs, but it is not mandatory.*

Policy

Money-Earning Activities

Girl Scout Service Units and Troops may participate in additional money-earning activities based on the following guidelines and approval from the Girl Scouts – Diamonds Finance Liaison.

Standard

Girl Scout troops are financed by dues, money-earning activities, community support, and a portion of the proceeds earned through council product sales. “Council product sales” are council-wide sales of authorized products, such as Girl Scout Cookies, magazines, nuts or candy in which membership pathways participate. A “money-earning activity” refers to any activity that generates revenue for the troop treasury that is not dues, council product sales, and/or donations; “fundraisers” are included as a form of money-earning activity and are covered in the following guidelines and application. Money-earning activities should always follow a planned budget and be carried out by girls and adults, in partnership. Girl Scout funds are for Girl Scout activities and are not to be retained by any individual or individuals as their own.

Before holding the troop’s money-earning activity, troops should submit the Money-Earning Application. Applications will be reviewed, and the troop contact will be notified by email or phone of the status of the application within five (5) business days of receipt of the request.

- *Troops must submit the Troop Money-Earning Activity Application for approval to the Senior Troop Finance Liaison at least three (3) weeks prior to the activity. This form should be submitted to troopfinance@girlscoutsdiamonds.org or mailed to: Girl Scouts – Diamonds | Attn: Senior Troop Finance Liaison | 3434 One Place | Jonesboro, AR 72404.*
- *Troops must submit the activity budget with the completed form.*
- *Troops must submit a copy of their latest bank statement with the completed form.*
- *Troops must be active participants in the council product sales and be in financial and membership good standing (no debt, actively registered troop meeting adult volunteer minimal).*

Girls’ participation in troop money-earning projects or council product sales activities is based upon the following:

- *Voluntary participation*
- *Council guidelines and policies*
- *An understanding of, and ability to interpret to others, why the funds are needed*
- *The ability to follow correct business procedures*
- *Observance of local ordinances related to involvement of children in money-earning activities, as well as, meeting health and safety laws.*
- *Adherence to policies and procedures found in Volunteer Essentials and Safety Activity Checkpoints.*

- *Planned arrangements for safeguarding the money. Money-earning activities, like all Girl Scout activities, should include the 3 Girl Scout Processes: Girl-Led, Learning-by-Doing, and Cooperative Learning. Allow girls to take the lead with the planning by brainstorming and developing their own ideas, help girls to understand their troop finances better through their hands-on budgeting and implementation, and encourage lively participation by all Girl Scouts.*

Troops should focus on activities that promote learning and/or service opportunities for girls and that complement the Girl Scout Leadership Experience. Some examples of approved money-earning activities include, but are not limited to:

- *Providing a service: babysitting, dog walking, gift wrapping, recycling projects, etc.*
- *Making and selling items (not resale): crafts, artwork, (garage sales are allowed)*
- *Hosting an event: providing meals or dances for families*

Girl Scouts, in their Girl Scout capacity, may not sell commercial products outside of the council product sales. Anything sold at retail is a commercial product. Girls may not sell commercial products as money-earning activities. This includes but is not limited to, items such as candles, soaps, and fireworks. Product in-home “parties” where items (i.e., jewelry, clothing, makeup, purses, etc.) are sold directly to consumers are not approved money-earning activities – even if a portion of proceeds are donated to Girl Scouts. Troops may not engage in crowdfunding.

A completed budget must be submitted with all additional money-earning applications that show an understanding of what money is being raised for and a thorough identification of all revenue and expense items (even if items are donated or provided by other sources, like troop families).

Additional money-earning activities should be used to raise money to support Girl Scout activities, not take the place of Girl Scout activities and must be age- and programmatically appropriate. Girl Scout troops may participate in a certain number of additional money-earning activities by level:

Daisies	Brownies	Juniors	Cadettes, Senior and Ambassadors	Multi-Level Troops
Daisies may NOT participate in additional money-earning activities	AFTER participation in both product sales, Brownies may participate in 1 additional money-earning activity with approval	AFTER participation in both product sales, Juniors may participate in 2 additional money-earning activities with approval	AFTER participation in both product sales, Cadette, Senior and Ambassador troops may participate in 2 additional money-earning activities with approval; if troop is planning a trip, 1 additional money-earning activity can be held; troops earning their Silver and Gold Awards can also apply for 1 additional money-earning activity PER PROJECT	Mixed level troops may conduct a maximum number of money-earning activities in accordance with the highest level registered in the troop, and the girls in the troop may only participate to their appropriate level.

Troops should review and complete the [Additional Money-Earning Application for Troops](#) and Service Units should review and complete the [Additional Money-Earning Application for Service Units](#) when wanting to raise funds outside of the council-sponsored product sales.

Policy

Grants

Girl Scout service units and troops may not solicit or apply for grants from foundations, corporations or United Way organizations.

Standard

Girl Scout service units and troops may receive sponsorships or donations. Service units and troops must submit a Troop or Service Unit Donation/Sponsorship form when:

- *A troop/group/service unit is seeking approval for a donation/sponsorship solicitation or ask of \$75 or more*
- *A troop/group/service unit receives a donation/sponsorship of \$75 or more*
- *A donor requests a gift acknowledgment letter for the donation. **

**Sponsorships/Donations of any amount requiring a letter of acknowledgment must be submitted to Girl Scouts - Diamonds for processing. The sponsorship/donation will be processed, and a check will be issued to the troop/group/service unit for the sponsorship/donation amount. Girl Scouts – Diamonds may assess administrative and processing fees for troop-directed donations.*

Policy

Mismanagement of Girl Scout Resources

Council employees reserve the right to immediately restrict or suspend a volunteer if there is reason to suspect mismanagement of Girl Scout funds or property. Evidence of mismanagement will result in loss of volunteer status and may be subject to legal action.

Standard

Examples of mismanagement of Girl Scout resources include, but are not limited to:

- *Using troop/group/service unit funds or property for personal use or non-Girl-Scout-related purchases.*
- *Funds spent without troop/group/service unit approval. Funds should be for the benefit of the whole troop/group/service unit.*
- *Commingling troop/group/service unit funds with personal funds.*
- *Owing a debt to the Council.*