

COUNCIL-WIDE WAY OF WORK #1
Approved by the Operating Committee
Girl Scouts of San Jacinto Council

Recommendation/Appointment Process for Council-wide Volunteers

Volunteers appoint volunteers with staff consultation.

- Recommendations from throughout the Council structure are needed for Council-wide committees and task groups that depend on wide representation of GSSJC's membership.
- When a department or committee needs recommendations, the appointing volunteer should make every effort to reach out to volunteers and staff members for recommendations.
- Departments may determine an appropriate volunteer/staff partnership structure to support the committees and groups within the department. In some cases, this may be a single volunteer coordinator partnering with the department director. In other cases, this may be co-coordinators, a steering committee, or other general committee structure. Another option is for multiple volunteer coordinators to partner with the senior-most staff person(s), each assuming specific responsibilities. The department structure should be agreed upon by the senior-most volunteers and staff in the department as meeting the needs of the department and should be reviewed with the Volunteer Relations Committee volunteer chair, the Operating Committee volunteer chair, the chief program officer (CPO) and the chief membership officer (CMO) as they prepare to make council-wide coordinator appointments.

It is important to discuss potential appointments with all appropriate supervising volunteers and staff members. The appointing volunteer and staff partner should ensure volunteer candidates are fully vetted by verifying current GSUSA membership and consulting with the Volunteer Records manager or other customer service staff to verify clear volunteer screening (including debt list) and volunteer eligibility of all recommended appointees prior to approval and appointment of the recommended volunteer. Completion of Youth Protection Training Level 1 or GSUSA Child Abuse and Neglect Prevention training is recommended for all council-wide volunteers and is required for those who work directly with girls. Candidates who do not have current membership and screening must have these in place before appointment is finalized. At times (e.g., for some task forces), volunteers may be asked to participate without expectation of completing membership and/or screening. These instances must be reviewed and approved by the co-chairs of the Operating Committee.

- Although recommendations are welcome, the appointing volunteer makes the ultimate decisions/appointments in consultation with her/his supervisor and is under no obligation to appoint a volunteer who has been recommended.
- The appointment should result in a volunteer who can work effectively, both on the committee/task group and in the field, for the best interests of the entire Council.
- Once appointments are made, the appointing volunteer should notify all appropriate supervising volunteers and staff members. It is important that current committee and department rosters (telephone, mail and email) are submitted to the Volunteer Records manager or other customer service staff to be maintained centrally and that they are updated by departments when necessary.

COUNCIL-WIDE WAY OF WORK #2
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Approval/Appointment Process for New Direct Service Volunteers Working With Girls

Members of troop leadership team:

All members of the troop leadership team* are required to register as members of GSUSA, submit to volunteer screening and a criminal background check, be in good standing with the Girl Scouts of San Jacinto Council (GSSJC), and complete the required training, including Youth Protection training or GSUSA Child Abuse and Neglect Prevention training, within 30 days of selecting a troop leader role.

1. Each volunteer applicant should select a role from the GSSJC volunteer opportunities displayed online and purchase (or have) a current Girl Scout membership. Community volunteers or mission delivery team staff who are recruiting should provide assistance in directing potential volunteers to the volunteer opportunities displayed online. If online access is not available, volunteers should contact the GSSJC customer service department.
2. The Volunteer Records manager or other customer service staff is responsible for obtaining criminal background checks (CBC) or other screenings as required prior to volunteer appointments. After the criminal background check and screening is completed, Volunteer Records will update the new volunteer's record in the council's membership database. The expiration date of the background check will be visible to the volunteer when they log into their online account. Troop leaders and other direct service volunteers may view the CBC expiration date for current volunteers associated with their troop.
3. Appointment letters for all members of troop leadership teams will be mailed or emailed directly from the Volunteer Records manager or other customer service staff to the applicant. Note, banks may use this as authorization for the volunteer to open a troop bank account. Prior to mailing or emailing letters, the following must happen:
 - Membership in Girl Scouts of the USA is verified
 - Satisfactory report received from Criminal Background Check,
 - Volunteer completes required general training. There are two options available:
 - Volunteer Basics online video series and knowledge check or
 - Pasaporte a Girl Scouting en Espanol
 - Volunteer completes Youth Protection training Level 1 or GSUSA Child Abuse and Neglect Prevention training
 - Council bad debt list is checked for in good standing status, and
 - The volunteer records are reviewed for previous documentation.
4. If a volunteer has been identified as unsuitable to serve in a leadership role, the Volunteer Records manager or other customer service staff will generate a notification letter and alert

the appropriate community leadership team and volunteer experience manager that appointment is not possible.

5. The Volunteer Records manager or other customer service staff conducts random reference checks.
6. The Volunteer Records manager or other customer service staff will provide the mission delivery teams, administrative volunteers, and other appropriate parties with status on volunteers, as requested.
7. The volunteer experience department is responsible for the separation of adult volunteers after initial appointment. Refer to Volunteer Termination Guidelines, Council-wide Way of Work #9.
8. Leadership team members requiring a subsequent copy of their volunteer appointment letter should contact volunteer management services. Prior to sending a copy to the volunteer, it is confirmed the volunteer has maintained membership, a current criminal background check, and remains in good standing with the Council.

Other volunteers who work directly with girls and/or are specified in procedures for required screening must maintain current membership with GSUSA, be in good standing with the Council, maintain current required trainings and/or certifications and submit to volunteer screening and a criminal background check process overseen by volunteer management services (including but not limited to, volunteers serving as camp trained adults, first aiders, friends and family volunteers, product sales volunteers, signers on troop bank accounts, special interest group volunteers, adults supporting extended troop trips, treasurers, financial specialists, region program volunteers, community and region leadership, etc.). All volunteers who work directly with girls are required to complete Youth Protection Training or GSUSA Child Abuse and Neglect Prevention training.

Criminal background checks are conducted on all volunteer applicants, regardless of position in the council. After criminal background screening, the applicant's record will be updated to reflect an approved background record and eligibility for appointment. Volunteers are instructed to notify the Volunteer Record manager if their status or volunteer role changes so their record may be updated to reflect the new position status. Appointment letters are generated by GSSJC departments and copies should be forwarded to the Volunteer Records manager to be placed in the volunteer's file. In a situation when the background check is not deemed satisfactory or the applicant is not a member in good standing with GSSJC, the appropriate department will be notified prior to communication with prospective volunteer.

* Troop Leadership Team is defined as the troop leaders of the troop and does not include other volunteer roles associated with the troop.

COUNCIL-WIDE WAY OF WORK #3
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Distribution of Official GSSJC Announcements and Minutes

With emphasis on the importance of the volunteer-staff partnership, the following way of work should apply for all GSSJC departments, committees, task forces, and special interest groups. This way of work mirrors that of the board of directors, board committees, and Council task groups.

- All official correspondence of Council-wide departments, committees, task forces, etc., including calls to meetings and minutes, should be sent from the Girl Scout office and include both the volunteer(s) and staff partner(s). This includes email and regular mail.
- The volunteer-staff partnership should develop and maintain an agreed-upon mailing list. Current rosters should be sent to Volunteer Records for recording in the Council's database.
- Minutes, calls to meetings, and other official notices should also be sent to the most senior volunteer and staff members in the corresponding department(s) or to the Operating Committee when appropriate.
- For all other committees (for example, special interest groups, Regions, Communities, etc.): The volunteer-staff partnership should agree first on the actual material to be sent; for example, both parties should read and agree to written minutes before they are distributed. The partnership should also agree on how to send their material to committee members (email or regular mail) and who will distribute it.
- Confidentiality is important when dealing with official business. Use discretion when sharing information.
- Questions regarding calls to meetings, meeting minutes, or official correspondence should be directed to the supervising volunteer and staff member in the corresponding department(s).

COUNCIL-WIDE WAY OF WORK #4
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Approval/Appointment Process for Community Leadership Teams

- The community decides on a process and makes recommendations for community leadership team positions. The community may recommend one to three members for the community leadership team.
- Recommendations for community leadership team positions go to the council-wide community coordinator for consideration.
- The council-wide community coordinator consults with the volunteer experience manager, and with the volunteer experience coordinator and volunteer experience director.
- The council-wide community coordinator appoints and supervises all community leadership team volunteers and is also responsible for accepting resignations from or dismissing appointees in accordance with GSSJC Council guidelines.
- The volunteer experience manager should verify membership and consult with volunteer records to verify volunteer eligibility of all recommended appointees prior to submitting paperwork.
- If a community has a nominating committee and that committee declines to meet, is unable to meet, is unable to agree on recommendations to make, or is unable to achieve quorum, the council-wide community coordinator may appoint a community leadership team after consultation with the member experience team, volunteer experience coordinator, member experience director, and chief membership office. If volunteers are not available to serve as the community leadership team from within the community, the council-wide community coordinator may appoint other appropriate volunteers to provide interim leadership until a community leadership team can be recruited, trained and appointed.
- Each member of the community leadership team may serve up to two consecutive two-year terms.
- Any member of the community leadership team is required to complete Youth Protection Training Level 1 or GSUSA Child Abuse and Neglect Prevention training.

Approval/Appointment Process for Region Leadership Coordinator

1. In the last year of the current region leadership coordinator's term, the region leadership coordinator (RLC) and region service team will meet in March to nominate an individual as the RLC for the upcoming Girl Scout year.
2. Nominees may or may not be current members of the region service team.

3. Nominations for RLC will be submitted to the girl experience coordinator for approval. The girl experience coordinator consults with the GSLE manager or volunteer experience manager and girl experience assistant director.
4. The GSLE manager or volunteer experience manager should verify membership and consult with the Volunteer Records manager to verify volunteer eligibility status of all nominees prior to submitting paperwork.
5. The girl experience coordinator appoints and supervises all region leadership coordinators and is also responsible for accepting resignations from or dismissing appointees in accordance with GSSJC Council guidelines.
6. In the event a region service team and region leadership coordinator are unable to nominate an individual for a new term, the girl experience coordinator may appoint a region leadership coordinator after consultation with the GSLE manager or volunteer experience manager and girl experience assistance director and. If a volunteer is not available to serve as the region leadership coordinator from within the region, the girl experience coordinator may appoint an appropriate volunteer to provide interim leadership until a region leadership coordinator can be recruited, trained and appointed.
7. An RLC may serve two consecutive two-year terms.
8. Anyone serving on a region service team must complete Youth Protection Training Levels 1 and 2 or GSUSA Child Abuse and Neglect Prevention training, unless only serving in a treasurer role that does not work with girls.

COUNCIL-WIDE WAY OF WORK #5

Approved by the Operating Committee

Girl Scouts of San Jacinto Council

Amending Council Policies and Operational Procedures, GSSJC F-433, including Deviations from *Volunteer Essentials* and *Safety Activity Checkpoints*

- Amending policies requires approval from the board of directors.
- Deviations from *Volunteer Essentials* and *Safety Activity Checkpoints* require approval from the Operating Committee and the board of directors.
- Changes to operational procedures require approval from the Operating Committee or the appropriate board committee.

Initiating Changes:

Any department or committee may initiate changes to Council Policies and Operational Procedures, GSSJC F-433, by submitting a written recommendation and rationale to the Operating Committee.

The Operating Committee will approve and/or forward recommendations to the board of directors for approval, as appropriate.

The Operating Committee will make changes or additions to operational procedures when necessary or may contact departments or committees to initiate this process.

The Volunteer Experience Department will be responsible for maintaining and distributing the revisions to these documents and other volunteer resources.

Communicating Changes:

The Operating Committee will distribute information about changes to Council Policies and Operational Procedures, GSSJC F-433, through established channels.

Departments and committees should forward information received from the Operating Committee to appropriate staff and volunteers. Refer to GSSJC OCWW-3, Distribution of official GSSJC announcements and minutes.

COUNCIL-WIDE WAY OF WORK #6
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Guidelines for Council-wide Operational Committees/Task Groups

Charge	Each committee* should have a written charge from the supervising volunteer and staff partner who appoints the committee chair. Both committee and chair are ultimately accountable to the appropriate supervising volunteer and staff member.
Composition	The ultimate decision about composition of a committee resides with the appropriate supervising volunteer and staff partner as directed by the president of the Council/chair of the board, CEO or designee.
Authority	Committee authority is limited to the scope outlined in its charge. That is, a committee has the authority to determine the processes by which it carries out its charge and responsibilities; however, it may not change operating practices outside of the charge (see Recommendations).
Way of Work	Each committee should have a written way of work, including procedures for conducting business, communicating with others, and making decisions within the framework of its charge.
Recordkeeping	Committees should have written meeting agendas, minutes, rosters, and documentation of accomplishments, procedures, and decisions. Copies of all documentation should be forwarded to the supervising volunteer and staff partner of the corresponding department. Rosters should be forwarded to volunteer records. Rosters, summaries, and samples of activities and accomplishments may be forwarded to the Council History Committee.
Recommendations	A committee is responsible for forwarding recommendations to the appropriate person/group for approval. If a committee wants to make changes beyond the scope of its charge, it should forward a written recommendation to the Operating Committee and the appropriate supervising volunteer and staff partner for consideration. The supervising volunteer and staff partner will discuss the recommendation and determine the steps necessary to respond to the recommendation.
Information Distribution	Decisions, progress, accomplishments, and other appropriate information should be disseminated Council-wide or to the appropriate department (see OCWW-3).

* committee applies to both committees and task groups throughout this document.

COUNCIL-WIDE WAY OF WORK #7
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Solicitations, Donations, and Money Earning Activities

- Information about solicitations and donations may be found in:
 - GSSJC Policies and Operational Procedures (GSSJC F-433)
 - *Volunteer Essentials*, Troop Finances
 - F-30A Contribution and Solicitation Request and Report,
 - F-30B Contribution/Solicitation Request Process, and
 - F-30C FAQs
 - F-32 Money Earning Activity Guidelines and Application
- Troops, groups, and individual members within GSSJC jurisdiction are considered part of the Council, not independent entities.
- Troops, groups and individual members may participate in money-earning activities and may accept donations ONLY within the guidelines established by GSSJC. Donations/ contributions are monetary, or non-monetary (“in-kind”) support given to a troop, group, community or region from a community organization, business, or individual. Only Senior and Ambassador Girl Scouts working on their Gold Award projects may solicit financial donations (with proper approval). In-kind donations are acceptable and must be in accordance with guidelines. Money earning activities are approved by the community leadership team or volunteer experience manager.
- No troop or group may receive more than \$1000 per membership year for volunteer involvement grants.
- Solicited and/or donated funds are to be used for the specific purpose for which they were intended. Any deviation or revision in use of funds must first be cleared with the donor. If the donor does not approve of the deviation or revision, funds should be returned to the donor.
- Within the auspices of each department, volunteer supervisors and their staff partners should monitor solicitations made by any individual or group within their supervision.

COUNCIL-WIDE WAY OF WORK #8
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Guidelines for Council Collaborations/Partnerships

In light of the GSUSA position that Girl Scouts *does not take a position* on certain issues, it is important to screen and carefully select community partners before establishing new collaborations.

A *collaboration/partnership* is defined as any formal or informal interaction, agreement, or coalition between Girl Scouts of San Jacinto Council (GSSJC), whether Council-wide, Region, or Community level, and another entity (agency, organization, corporation, business, faith-based institution, school, etc.) that results in a mutual effort to produce a desired outcome, such as a publication, program, project, activity, event, member participation, etc., or to take a common action on a specific issue or agenda.

Criteria/standards to ensure that such relationships are not perceived as a conflict:

1. Review GSUSA *Blue Book of Basic Documents*.
2. Review GSSJC *Volunteer Essentials-and Safety Activity Checkpoints*.
3. Review GSSJC Policies and Operational Procedures (GSSJC F-433).
4. Determine if collaboration is a good mission match for GSSJC.
5. Consider community perception/reaction when collaboration is announced.
6. Consider monetary and in-kind donations to/from collaborating partner.
7. Consider resources needed, including staff and volunteer time commitment.
8. Obtain written approval for the collaboration from the appropriate senior volunteer and staff partner in consultation with the president of the Council/chair of the board, CEO and/or CPO.
9. If required, hold-harmless agreements must be signed by the chief financial officer or designee (GSSJC F-433, General #3).

In addition, if the collaboration will involve girls in any way:

1. Consider health, safety, and risk management issues.
2. Review *Volunteer Essentials* and *Safety Activity Checkpoints*.
3. Consider any training needed for girls or for any adults working with girls.
4. Determine if special parental/legal guardian consent is needed.
 - a. Remember that parental/legal guardian consent should be obtained for sensitive issues before such information is disseminated or discussed. Refer to *Volunteer Essentials*-and GSSJC F-610 Sensitive Issues Guidelines and GSSJC F-611 Parental Consent for Sensitive Issues Activities. If there is uncertainty, parental/legal guardian consent must be obtained.
 - b. Inform customers who may be purchasing related materials about the need for parental/legal guardian consent for specific items.

COUNCIL-WIDE WAY OF WORK #9
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Guidelines for Volunteer Removal

Holding any volunteer position in GSSJC is a privilege, not a right. While it is the goal of GSSJC to support and retain all volunteers, volunteers are subject to dismissal or termination as a result of their actions or inactions.

These guidelines should be followed in consultation with the appropriate supervising volunteer and staff partner and the volunteer experience coordinator and director. Situations that involve serious personal, financial or brand risk should be reported to a staff member. In these situations, GSSJC reserves the right to take immediate action independent of these procedures if appropriate.

1. Volunteer supervisors should make every attempt to establish ongoing communication with volunteers and to hold conferences, as needed, to encourage volunteer education, participation, and compliance with the Girl Scout Promise and Law, and with GSUSA and GSSJC policies, operational procedures, volunteer code of conduct and guidelines.
2. When a situation involves conflict among volunteers or between volunteers and staff, volunteer/staff supervisors should utilize the conflict resolution protocols developed by the Volunteer Relations Committee and available in forms GSSJC F-905-1 thru F-905-7 and GSSJC F-479.
3. A letter or email may be sent from GSSJC to request volunteer compliance with policies and/or procedures, or to request a conference. It is important to follow up to make sure the volunteer receives this letter.
4. The volunteer termination letter is intended to be the last notification effort and is not intended to replace supervisor communication responsibilities. To request a volunteer removal letter for a specific volunteer situation, contact the volunteer experience coordinator and member experience director after consultation with the appropriate volunteer supervisor and staff partner.
5. Volunteer removal letters should be emailed and sent via U.S. mail or another certified delivery provider such as FedEx. When using U.S. mail or another provider, send the letter by registered mail with return receipt and U.S. mail tracking.
6. Share copies per carbon copy (cc:) list. Carbon copy list should include at least the volunteer supervisor and staff partner, community leadership team members, and volunteer records manager. The blind carbon copy list should include the appropriate senior leadership team member and leadership team members for the specified volunteer.
7. In some circumstances, volunteers who are suspended may be eligible to apply for reinstatement after completing certain requirements. These should be decided upon and communicated in the termination letter. The Volunteer Reinstatement Requirements and Intent form F906-1 is used to outline the requirements under which a volunteer may be considered for reinstatement and provides the earliest date for potential reinstatement consideration. When

provided with this opportunity, the removed volunteer should sign and return form F906-1 acknowledging the requirements and their intent to pursue reinstatement. Once they have confirmed and completed all requirements, and the earliest reinstatement date has passed, the volunteer should sign F906-1 again and submit it requesting review of the conditions of their removal and consideration for reinstatement. Form 906-2 Volunteer Reinstatement Review should be completed by appropriate staff and reviewed with an appropriate supervising volunteer to determine whether reinstatement will be granted, and the completed form should be maintained in internal volunteer records. This form is not for external use. After the review is completed, a letter should be sent to the volunteer being reviewed, copying the same people who were originally included in the removal, to communicate the outcome of the review and reassessment. The letter should be delivered by U.S. mail or FedEx or similar provider with delivery confirmation.

8. If a troop leader is removed, it is the responsibility of the Community to find new leadership for the troop and to notify troop parents with the assistance of the staff member experience team. If leadership is not forthcoming, troop parents should be notified so that girls may be placed in other troops or given the option to participate as individual members.

COUNCIL-WIDE WAY OF WORK #10
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Financial Guidelines for Graduating Girl Scout Ambassador Troops

When all girl members of a Girl Scout Ambassador troop graduate, care must be taken with the final expenditure of troop funds. All troop money is the property of the troop, not individual girls, and the troop should decide how to spend troop money prior to dissolving the troop and closing the troop bank account. All decisions concerning the disposition of troop funds should be made by the troop, not by the leaders to “surprise” the girls.

Depending on the amount of remaining troop funds after all outstanding charges are cleared, following are several options:

- Purchase a Lifetime Girl Scout Membership for each graduating Girl Scout Ambassador. If purchased for a currently registered girl member following high school graduation the cost of a lifetime membership is discounted.
- Donate a portion of troop funds to a nonprofit organization or an important cause that the troop wishes to support. Consider leaving a legacy to Girl Scouts by donating to a Council fund or program, such as a Council capital campaign, Gold Award scholarships, campership fund, Leadership for a Lifetime Annual Giving Campaign, etc. Donations may be made in honor of the troop or individual troop members. Check for donation information on the Council website at www.gssjc.org or complete the Leadership for a Lifetime form online or at any Girl Scout service center to make a donation or provide an honorarium. For further information or questions concerning donations, contact the GSSJC chief external affairs officer.
- Provide scholarships for troop members to continue their education beyond high school, e.g. college, trade school, certification courses, etc. This money should be sent directly to the selected institute of higher learning, not to the graduate. *However, due to IRS regulations, any proceeds from additional troop money-earning activities (covered by F-32 Request for Permission to Undertake Money Earning Activity) may NOT be used for troop member scholarships.*
- Take advantage of the last year of girl membership to participate in Council-planned activities and/or events.
- Hold a troop “graduation” party and invite family and friends to celebrate. Purchase inexpensive individual gifts for the troop graduates and for others that the troop wishes to thank or make a donation in honor of the troop or individual troop members.

COUNCIL-WIDE WAY OF WORK #11
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Guidelines for Girl Scout Permission Slips (F-204 or F-204M), Girl Scout Medical Information (F-185), and Adult Emergency Slip (F-22) forms / Activities beyond Troop Participation

Official GSSJC permission slips (either single use-F-204, or multiple use-F-204M) and health forms (Girl-F-185 and Adult-F-22) must be used for all Girl Scouts activities. The Council does not accept or retain electronic permission and health forms; therefore, each activity must maintain paper copies for all participants. In addition, all girl and adult members must complete the GSSJC F-1157 GSSJC Assumption of Risk, Release of Liability and Indemnity Agreement annually. The form should be kept on file by troop leaders and/or special interest group leadership.

Check-in

- Girl participants aged 15 and under need to check in to the event/series/activity with their responsible adult (parent/guardian or troop leader/s). Girl participants aged 16 and older may check themselves into the activity as long as they have all required paper forms signed by parents or legal guardian.
 - The adults must be aware that girls aged 15 and under may not check themselves in and that they (adults) are responsible for turning in (at check-in) health and permission forms and any other registration forms required.
 - Event coordinators or assigned volunteers are responsible for verifying appropriate signatures on all forms.
 - Any missing forms or signatures must be obtained prior to participation in the event or activity.

Maintaining forms during series/activity with multiple dates

- Multiple use permission slips for multi-date activities should have wording that covers all planned/scheduled dates within the current membership year.
- Event coordinators or assigned volunteers are responsible for collecting and maintaining all health (girl and adult) and permission forms during the event/series/activity.
- Health forms may be collected at the first meeting with permission slips. Updates to health forms must be verified at each subsequent check-in.
- Event coordinators or assigned volunteers are responsible for bringing permission and health forms to each session, meeting, etc. until the series/activity ends.
- Forms should be returned to participants at the end of the series/activity.
- Forms not picked up must be shredded.

Record keeping for incidents

Current GSSJC guidelines (*Safety Activity Checkpoints*) require that Incident Reports (Form O-73C) with permission and health forms attached be forwarded within 72 hours to GSSJC at incident@sjgs.org.

GSSJC OCWW-11 is included (referenced and/or total content) in:

- F-433 Policies and Operational Procedures
- Volunteer Essentials
- Region Handbook

COUNCIL-WIDE WAY OF WORK #12
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Approval/Appointment Process for Annual Meeting Delegates

Appointment Process for Community Delegates

1. Community delegates should be selected in February.
2. All community delegates must be in good standing with GSSJC and meet the following requirements:
 - a. Membership in Girl Scouts of the USA is verified and current,
 - b. Satisfactory report received from criminal background check (for adult delegates),
 - c. Volunteer is in good standing,
 - d. The volunteer records are reviewed for previous documentation, and including but not limited to no prohibitions from volunteering,
 - e. Must be in good standing with the community, and
 - f. Must be over 14 years of age (for girl delegates).
3. The volunteer experience manager and the community leadership team work together to identify potential community delegates who meet the above requirements.
4. The community delegate receives a delegate packet once they are chosen which includes their credentials and their position description.
5. The volunteer experience manager reports back the name and contact information to council of the delegates selected in the community.
6. The community delegate signs the position description and brings it to the council meeting.
7. All delegates are governed by the Bylaws of Girls Scouts of San Jacinto Council. Refer to GSSJC Bylaws for additional guidance.

Appointment Process for Regional Delegates

1. Region delegates should be selected in February.
2. All region delegates must be in good standing with GSSJC and meet the following requirements:
 - a. Membership in Girl Scouts of the USA is verified and current,
 - b. Satisfactory report received from criminal background check (for adult delegates),
 - c. Volunteer is in good standing,
 - d. The volunteer records are reviewed for previous documentation, and including but not limited to no prohibitions from volunteering,
 - e. Must be in good standing with the region, and
 - f. Must be over 14 years of age (for girl delegates).
3. The volunteer experience manager, GSLE manager and the region level coordinator work together to identify potential region delegates who meet the above requirements.
4. The region delegate receives a delegate packet once they are chosen which includes their credentials and their position description.
5. The GSLE experience manager reports back the name and contact information to council of the delegates selected in the region.
6. The region delegate signs the position description and brings it to the council meeting.
7. All delegates are governed by the Bylaws of Girls Scouts of San Jacinto Council. Refer to GSSJC Bylaws for additional guidance.

Appointment Process for Delegates at Large

1. The board development committee appoints delegates at large based on nominations by the Volunteer Relations Committee.
2. All delegates at large must be in good standing with GSSJC and meet the following requirements:
 - a. Membership in Girl Scouts of the USA is verified and current,
 - b. Satisfactory report received from criminal background check (for adult delegates),
 - c. Volunteer is in good standing,
 - d. The volunteer records are reviewed for previous documentation including, but not limited to, no prohibitions from volunteering, and
 - e. Girl delegates must be at least 14 years old.
3. The Volunteer Relations Committee works together to identify delegate and alternate nominees who meet the above criteria as well as being diverse in age, race, geographic location, gender and volunteerism including, but not limited to:
 - a. Girls
 - i. National delegates/ national alternates
 - ii. Girl planning board members
 - iii. Cross section of Council interest groups
 - b. Adults
 - i. Former Council presidents, board emeritus
 - ii. National delegates/ national alternates
 - iii. Department level volunteers
 - iv. Key Council wide volunteers
 - v. Cross section of varied interest groups, Council committees, and event leadership
4. The Board Development Committee reviews the list of delegates and alternates suggested by the Volunteer Relations Committee and appoints selected delegates at large and alternates.
5. The delegates at large and the alternates receive a delegate packet once they are chosen which includes their credentials and their position description. If the delegate at large accepts the position, then they sign and send back the position description to council by the directed deadline.
6. All delegates are governed by the Bylaws of Girls Scouts of San Jacinto Council. Refer to GSSJC Bylaws for additional guidance.