

# POLICIES AND OPERATIONAL PROCEDURES

## *GIRL SCOUTS OF SAN JACINTO COUNCIL*

Girl Scouts of San Jacinto Council (GSSJC) adheres to all policies of Girl Scouts of the USA and to the national standards and guidelines except those deviations approved by the Council board of directors.

**Policy** – A policy states what **must** be done. A policy is an established course of action to be followed in recurring situations. It may be broad, such as decisions affecting Council objectives—or in the nature of a rule governing conduct of day-to-day operations. Only the board of directors of Girl Scouts of San Jacinto Council may establish Council policy. *Policies of GSUSA are found in the Blue Book of Basic Documents.*

**Standards/Guidelines** – A standard states what **should** be done. Program standards describe the essential components of a quality Girl Scout experience. A guideline is established criteria for prudent planning and smooth implementation of most Girl Scout functions. Standards are found in *Safety Activity Checkpoints* and *Volunteer Essentials*. Guidelines are found in many GSUSA and GSSJC publications.

**Operational Procedure** – An operational procedure states what **should** be done in specific situations. It is initiated by various departments within the Council and established by the Operating Committee.

### POLICIES

- I. **GSSJC adheres to all policies of Girl Scouts of the USA except deviations approved by the GSSJC board of directors. GSSJC adheres to all federal, state, and local laws.**
- II. **Only the president of the Council and chair of the board and the chief executive officer (CEO) and/or their designee are authorized spokespersons for GSSJC.**
- III. **All persons accompanying girls on or participating in Girl Scout activities are prohibited from illegal possession or use of drugs or other controlled substances.**

**The consumption of alcohol is not permitted when girls or anyone under 21 years of age is attending the function. The consumption of alcohol in the absence of girls is covered in F-433, General Section.**

**Firearms may not be carried (except by certified law enforcement officers who are required to do so by departmental policy).**
- IV. **All GSSJC buildings, scout houses (owned and non-owned), and camp properties are smoke-free and tobacco-free environments. This restriction also includes, but is not limited to, all current alternative smoking devices (e.g. e-cigarettes). Limited areas are designated for smoking at service centers, scout houses, and the central campus.**

**Smoking and use of tobacco are discouraged when girls are present.**
- V. **Any serious accident, life-threatening injury, or fatality occurring during a Girl Scout activity must be reported to the Girl Scout Center, in accordance with published guidelines, as soon as practical.**
- VI. **GSSJC requires that, for the protection and safety of girls, an appropriate number of adults be present at all activities.**
- VII. **GSSJC will maintain policies and procedures to assure that each girl's parent/guardian is informed of all Girl Scout activities and that appropriate consent for participation is obtained.**
- VIII. **Fundraising and money earning shall conform to the guidelines/procedures provided by GSSJC.**

- IX. Sound financial management procedures shall be adhered to by GSSJC and all entities operating under its auspices.**
- X. Computer users accessing the GSSJC computer network must sign and adhere to the GSSJC Information Security Procedures as approved by the Technology Committee.**

## OPERATIONAL PROCEDURES

### GENERAL

1. The purchase of advertising in any media for a troop/group, Community, Region or entire Council must be approved by the Marketing and Communications department.
2. GSSJC deviates from national standards (*Safety Activity Checkpoints* and *Volunteer Essentials*) to allow implied parent/guardian permission for membership in Girl Scouts of the USA for girls involved in special community outreach or collaborative programs where written parental permission is difficult to obtain.
3. Hold harmless agreements must be signed by the chief financial officer or designee.
4. Outside groups using Council properties are expected to follow Council guidelines when applicable. Prior to signing a contract, the group will be informed of guidelines.
5. The consumption of alcohol by adults in Girl Scout owned camps and satellite Girl Scout Service Centers is prohibited.

The consumption of alcohol by adults 21 or older at Girl Scout-sponsored functions at the Program Place for Girls, Girl Scout Center or a private residence requires written approval from the GSSJC CEO or President of the Council/Chair of the Board.

The consumption of alcohol by adults 21 or older at Girl Scout functions in commercial facilities (e.g. restaurant, Dave & Busters, Painting with a Twist) is approved as long as girls or anyone under 21 years of age is not present at the function and a TABC bartender is present and serving the alcohol.

Girl Scout monies (e.g. troop, group, community, region) cannot be used to purchase alcohol without prior approval of the GSSJC CEO or President of the Council/Chair of the Board.

6. Signed written permission must be obtained from a parent/legal guardian for a girl member, regardless of age, to participate in any activity that differs from the troop or group meeting.
7. Contracts must be reviewed by the chief financial officer and signed by the chief executive officer (CEO) of the Council.
8. Raffle prizes, auction prizes or door prizes cannot contain alcohol or alcohol-related items unless any potential recipient is age 21 or older.  
Raffles may only be conducted at the Council level.
9. Violations of Council policies and procedures should be reported according to relevant department processes or to a volunteer supervisor or Council staff partner.

### CAMPING

1. Troops/groups, Communities and Regions must provide any additional facilities necessary (i.e., port-o-cans) to accommodate all campers attending a troop/group, Community or Region event or weekend. Any expense will be the responsibility of the group sponsoring the event.
2. Men are to be accommodated at all camps whenever possible. Men must stay in separate facilities from the girls and female adults. This area is to be designated by ranger/reserve ranger at each camp, and tents may be used, if needed. Restrooms and showers must be made available.
3. When an entire camp is reserved for adult events, Troop, group, Community, or Region weekends, units not being used must be released six weeks prior to camp date for use by others.
4. Girl Scouts (girl or adult) camping on or off Council property must be accompanied by one or more GSSJC outdoor-certified adults per unit who have helped prepare the group to camp.

5. Under the leadership of an adult, a Girl Scout Daisy may participate in an occasional overnight camping experience as part of her troop (*Safety Activity Checkpoints* and *Volunteer Essentials*).
6. Girl Scout Daisies who have completed kindergarten may independently participate in traditional day/twilight camp.
7. Girl Scout Daisies who have completed first grade may independently participate in resident camp experiences of four or more nights.
8. At least one camp kitchen certified adult must be present when using lodge kitchen facilities.
9. If using charcoal, instant lighting charcoal products are not recommended on Council property. Using standard quality charcoal briquettes with fire starters as trained in GSSJC camp training is preferred. Although a variety of cooking methods are taught in GSSJC camp training, if standard charcoal is not available, instant lighting products are permitted. Liquid fuels are prohibited on Council property.
10. No fires of any kind will be allowed in tents, (i.e., heaters, lanterns, incense, candles, cigarettes, or matches).
11. Pets are not allowed on camp property during troop or group camping season. Staff members living year-round on the property are allowed to own pets. Resident camp administrative staff may request an exception. All pets must have current vaccinations and be free of parasites. All pets are kept away from the meeting area when girls are present. Service animals are not considered pets and therefore are allowed.
12. Priorities for camp usage are established by the Operating Committee and are available in printed form (GSSJC F-89).
13. All volunteers and staff participating in day and/or twilight camps must complete a course in Child Protection Training including achievement of 70% or greater score. Course must be taken every two years.

## **FINANCE**

### **Debts**

1. GSSJC will vigorously pursue collection of all outstanding debts and NSF checks. The Finance Committee will review collection procedures annually.
2. Any adult who has an outstanding debt or NSF check to the Council cannot be certified as a member “in good standing” \* of GSSJC and may not officially represent Girl Scouts in any way. She/he cannot participate in Council money-earning activities or product sales or any other money-earning activities until such debt is resolved. In addition, she/he may neither receive nor be a signer for Council recognitions and she/he may not manage Girl Scout monies (troop/group, Community, Region, or Council funds), and may not receive financial assistance. \*In good standing may include but is not limited to having a clear criminal background check (CBC) under the GSSJC CBC Procedure, not having an outstanding debt to the Council, and not having been separated or dismissed for misconduct as a Girl Scout volunteer.
3. Repeated debt-related issues may result in permanent suspension as a volunteer.

### **Fees and Events**

1. The resident camp fee will not be refunded after placement in resident camp except as listed below: (Note: The registration fee and camp fee are two different fees.)
  - A. No refund of camp fee will be made for medical reasons without a written statement from a doctor or camp nurse stating that camp attendance is medically inadvisable.

- B. If a cancellation is necessary for other than medical reasons before a girl enters camp, refund of the camp fee will be made only if the place is filled from the waiting list. Exception to this statement is a national or international *destination* alternate whose status has been changed to active participant.
  - C. The placement or termination of placement of an individual resident camper will be determined by the outdoor experience director in light of the health and safety of the individual as well as other campers or in other extenuating circumstances. A portion or the entire camp fee and/or registration fee may be refunded at the discretion of the outdoor experience director.
2. Employed resident camp staff members' children are eligible to attend resident camp at a reduced rate.
  3. The day-only camp fee is waived for troops/groups holding regularly scheduled troop or group meetings on all Council-owned camp property, Monday through Thursday during camp hours. The following procedures are followed:
    - A. Troop/groups participating in this program will be placed on a first-come, first-placed basis.
    - B. Service projects appropriate for the age groups are required. Troop/groups may contact the property manager for suggestions and project approval.
    - C. Use of any camp facility, swimming pool, etc., other than the assigned troop or group meeting place must be reserved in advance and paid for in the normal procedure.
  4. No refund of the troop's/group's camping fee will be made after a group is placed and camp fee paid.
  5. Groups responsible for defacing camp property, sites, or facilities will be charged for any damages.
  6. Groups whose fees are not paid for a previous camping trip are not eligible to camp on Council property.
  7. Troop/group, Community and Region events are budgeted to be self-supporting. Any excess money goes to the troop/group, Community or Region sponsoring the event.
  8. Council-originated programs are budgeted to be self-supporting and, since the Council is obligated to pay deficits, which may occur, any deficit or excess of funds for an event is a part of the Council operating fund.
  9. The event deposit is non-refundable for all national or international Council-planned events. All monies paid with the exception of the event deposit will be refunded if an application is withdrawn for emergency reason (serious illness, accident, or death in the immediate family) six to eight weeks prior to the event. After that date, refunds will be considered on an individual basis dependent upon whether an alternate participant can be placed.
  10. Refunds, less deposit, for Council-planned trips will be evaluated and handled on an individual basis.

### **Money Earning**

1. Selling/fundraising activities should not be the predominant Girl Scout image. They must be scheduled at times when local communities are not involved in fundraising activities benefiting the Council, i.e. United Way, Girl Scout product sales, etc. They should not appear to be a request for money without true value having been received.
2. Any form of lottery fundraising by individuals, troops, groups, Communities, or Regions is not allowed. Raffles and 50/50s, as well as other types of games of chance, are not appropriate fundraising or money-earning activities.
3. Community outreach programs/groups must obtain written permission from the Finance department and financial management coordinator to conduct money-earning activities other than the Council product sale(s).

4. Girl Scout troops/groups are financed by dues, money earning activities, and a share of money earned through Council sponsored product sale activities. Girl Scout Daisies and Brownies are not allowed to participate in any money-earning activities outside of the Council-sponsored product sales.
5. If planned activities for Girl Scout Junior, Cadette, Senior or Ambassador level troops/ groups require additional funds beyond those earned after participation in both Council product sales for which they were eligible, then outside money earning may be held with proper approval by the community leadership team or Girl Experience Department depending on the money earning form directions. Troop/group, Community and Region money-earning procedures are available in *Volunteer Essentials*, Chapter 5.
6. Girls who are engaged in money-earning activities to supplement their Bronze, Silver, or Gold Award projects and *destinations* are required to follow the same procedures as troops/groups, Communities and Regions. Since these are Girl Scout programs monitored by the Council, all approvals must go through the Girl Experience Department. If the girl(s) is requesting to sell a commercially produced item, then approval is needed by the Community Engagement and Member Experience Department.
7. Cash and non-cash contributions to individuals, troops/groups, Communities and Regions require certain procedures to be followed. These procedures have been put into place to ensure that GSSJC and the donors are in compliance with the current Internal Revenue Service tax code. Refer to *GSSJC Volunteer Essentials*, Chapter 5.
8. All decisions regarding troop/group, Region or Community money earning may be appealed through the Council Finance Department.
9. Products or discounts on products may be accepted by any Girl Scout group, only if this type of "contribution" is offered as a normal store procedure, i.e. as a non-profit discount.

### **Product Sales**

1. "Council sponsored product sales" are Council-wide sales of authorized products, such as Girl Scout Cookies, magazines, nuts and candy in which Girl Scouts participate. The funds are for Girl Scout activities and are not to be retained by individuals. Girls can, however, be awarded sales incentives and/or credits to apply to Girl Scout projects and/or activities (*Safety Activities Checkpoints* and/or *Volunteer Essentials*).
2. Troops/groups retain proceed money only for products that are paid-in-full. The troop/group proceed portion of any money collected after the due date but before June 1 will be remitted to the troop/group through the leadership team.
3. The contents of the Council-produced Product Sale Guides and references to product sale guidelines in *Safety Activity Checkpoints* and/or *Volunteer Essentials* are operational procedure.
4. If a volunteer does not follow Council designated guidelines for payment verification, inventory management, and product allocation for two consecutive years, the volunteer may be suspended from participation in subsequent Product Sales program not to exceed one year. This may not prevent the volunteer from participating in other volunteer roles.
5. Proceeds generated in a community outreach program shall be placed in a designated cost center to be used by the girls in that program.
6. The GSSJC Accounting Department will withhold from the Community, Region or Council troop/group proceeds, the membership dues for any girl who participated in Council product sales and who is not registered by May 31. The money retained will be used to register the unregistered girls.

### **Bank Accounts/Record Keeping**

1. Troop/group, Community, and Region monies should be kept in a Girl Scout bank account.

2. Registration of Bank Account and ACH Debit/Credit Acknowledgement (GSSJC F-36) must be completed upon opening a bank account or changing signatories on a bank account. This form is to be forwarded to the community financial specialist and finance department as indicated on the form no later than five days after opening a bank account or changing signatories.
3. All Girl Scout monies are for the purpose of delivering the Girl Scout program. Unused Girl Scout money left in accounts when groups disband becomes the property of the Council. Prior to disbanding, the group may decide to donate any unused funds to a worthwhile organization, to another group, or for girl activities. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person. Turn remaining funds over to a Council staff member (*Volunteer Essentials*, Chapter 5).
4. The leader does not personally absorb troop or other troop/group expenses. Budgets should cover all supplies and activities.
5. Detailed financial records must be maintained and reported by troops/groups, Communities and Regions. Detailed financial records are defined as cancelled checks, invoices, receipts for cash and/or credit card purchases or other supporting documentation, as appropriate.
6. A troop/group leader must submit a Troop/Group Financial Report (GSSJC F-31) and a copy of the most recent bank account statement by May 31 through the volunteer toolkit finances tab or to the community financial specialist (troop) or finance department (all others). All expenses on the Troop/Group Financial Report should be supported by detailed financial records (see #5 above).
7. A special interest group leader must submit a Troop/Group Financial Report (GSSJC F-31) and a copy of the most recent special interest group bank account statement by May 31 through the volunteer toolkit finances tab and their staff partner.
8. The Community treasurer and Region treasurer must file an annual financial report (GSSJC F-450) with the finance department by May 31 of each year. All expenses on the annual financial report should be supported by detailed financial records (see #5 above).
9. The Community treasurer and Region treasurer submits a proposed budget (GSSJC F-450) for approval by the respective service teams. The approved budget is due to the financial management coordinator by August 1 of each year.
10. All monies held in the Community or Region treasury belong to the Girl Scout Community or Region. If a Community or Region divides or dissolves, the council-wide community coordinator or council-wide region coordinator oversees the dispersing of all monies and property in any of the following ways:
  - A. Divided proportionately between new Communities or Regions.
  - B. Applied to a project approved by the council-wide community coordinator or council-wide region coordinator in consultation with the community leadership team or region leadership coordinator.
  - C. Deposited into one of the Council funds.

## **HEALTH AND SAFETY**

1. A girl alone with an adult should be in view of another adult.
2. An adult male should never be alone with girls without a female adult present.
3. Girls may not meet in the presence of a registered sex offender or on the premises where a registered sex offender resides.
4. Medication will be given to girls only with written parental/guardian permission (Forms F-204, F-204M, or Resident Camp History Health Form). All medications must be in the original container.

5. A current first aider (trained in Standard First Aid/CPR or if the location is more than 30 minutes from Emergency Medical System [EMS] trained in Wilderness First Aid or Wilderness First Responder), LVN, LPN, registered nurse, licensed physician assistant, emergency medical technician (EMT), EMT-special skills, EMT-paramedic, or medical doctor must accompany any troop/group when camping.
6. Trained first aiders are required for extended troop or group trips and for all “physically demanding activities and other activities involving a potential for injury...indicated in the activity checkpoints.” The person acting as first aider must hold a current certification in CPR for the age group for whom they are acting as the primary first aider.
7. During hunting season, girls and adult volunteers should not be on property where hunting is allowed.
8. For health and safety reasons:
  - GSSJC may require that a girl/adult with disabilities be accompanied by an adult caregiver in order to participate in Girl Scout activities (e.g. troop meetings, day-camps, etc.).
  - GSSJC may require additional medical information and/or certification from a health care professional to determine in which activities a girl/adult with disabilities may participate.

Decisions may be appealed to the Operating Committee.

## **MEMBERSHIP**

1. To be eligible for Girl Scout membership, a girl must be at least five years old as of September 1<sup>st</sup> and currently enrolled in Kindergarten through 12<sup>th</sup> grade.
2. New members added to existing troops/groups must be registered within two weeks of attending the first meeting.
3. All girls should be placed in a troop/group or registered as an individual member within three weeks of the recruitment event or her request.
4. Troop/group membership is not to be decided by a vote of approval by girl members.
5. When necessary, a girl may be moved from one troop/group to another to improve all girls’ experiences. In some cases, a girl may be limited to participation as an individually registered Girl Scout. A girl can be removed from a troop/group only after proven documentation for cause.
6. GSSJC defines troop as consisting of at least five girls from more than one family (*Volunteer Essentials*).
  - Troop members may renew for the Early Bird and On-time campaigns for the upcoming membership year before meeting this requirement but each troop must have a minimum of five girls and two adults before the start of the new membership year on October 1st.

## **PROGRAM**

1. Gold Awards should be presented by current or past members of the board of directors. In their absence, a high-ranking staff member or Council-wide volunteer (director/department coordinator level or above) should make the presentation. Gold Awards may also be presented by current members of the Gold Award Advisory Committee (GAAC).
2. For consistency and quality in delivery of girl program, Community and Region events based on Council-administered programs (LIT, Gold Award, religious awards, etc.) must be coordinated and approved by the Girl Experience Department. In the case of programs that cross service delivery areas, the Girl Experience Department is to work with the area(s) involved.
3. The Council-wide, Community, Region, and troops/groups should strive to serve and incorporate girls and adults with special needs in all programs.



4. Troop/group program should be supported by Product Sales proceeds and planned with consideration given to each family's income.
5. Written parental/guardian approval is needed when presenting programs containing sensitive or controversial information.
6. GSSJC deviates from *Safety Activity Checkpoints* in that: A minimum of one facilitator and one trained aide is required on low elements, and a minimum of two facilitators are required on high elements and tower at a challenge or ROPES course.

Low elements – one facilitator to 12 participants

High elements including tower – two facilitators to 12 participants

## **TRIPS, TRAVEL, AND TRANSPORTATION**

1. All drivers must show proof to the adult(s) in charge of Girl Scout activities that any motor vehicle used to transport Girl Scouts is duly licensed, has a current state inspection sticker, is properly insured, and that the driver has a valid driver's license. (*Use Driver Checklist, GSSJC F-477, and keep on file in troop or group.*)
2. Girls never drive other girls. Every driver must be an approved adult\* volunteer and have a good driving record, a valid driver's license, and a registered/insured vehicle. \*Age of majority in Texas is 18 (*Volunteer Essentials*).
3. Buses transporting 30 or more girls must have, excluding the driver, a minimum of two adults, one of whom is a current first aider. The first aider must be on the bus at the first bus stop. The bus cannot depart until the designated adult supervisor(s) is on board.
4. When riding in any vehicle, each girl must be seated in a seat designed for passengers. Girls should not ride in cargo areas or on the floor.
5. Any members of a Girl Scout troop/group making an unauthorized trip or outing are acting individually at the direction and under the responsibility of their parents/legal guardians, and GSSJC assumes no responsibility of any kind or character for a Girl Scout making such a trip. All persons are forbidden by this resolution to advertise or represent that such a trip is an official Girl Scout trip or outing, or that such a trip is sponsored by GSSJC.
6. Liability insurance and travel/medical insurance is required of all troop/groups traveling outside the USA.
7. Troop/group trips, which involve a stay of one or more nights off Council property, must submit application to the Girl Experience Department prior to the trip. (*Short Troop/Group Trip Application, GSSJC F-413, or Extended Troop/Group Trips intent to plan, GSSJC F-453*) All adults accompanying girls must be a registered member, have completed the GSSJC's volunteer screening and submitted to a criminal background check and have an approved criminal background check on file.

## **VOLUNTEERS**

1. Volunteers are representatives of Girl Scouts and role models for girls. Their personal appearance, public conduct, and attitude should exemplify the best in Girl Scouting and must support all GSUSA and GSSJC policies, standards, guidelines and operational procedures.
2. All volunteers are expected to be neat, clean, and appropriately dressed when participating in Girl Scout activities. Girl Scout uniform is appropriate for meetings and official functions. When conducting Girl Scout business, volunteers should refrain from wearing items that advertise or endorse products, businesses, or other organizations that do not reflect the mission of Girl Scouting.

3. A volunteer who is an employee of GSSJC for more than 150 hours per year may not hold administrative volunteer positions within the Council during that calendar year without CEO approval. An administrative volunteer is one who fills a position on the Community, Region or Council-wide level, including event and committee chairs and committee members, excluding resident camp, day camp, and pre-approved temporary positions. Volunteer positions at the troop level may be held by employed staff.
4. Council/National Adult Recognitions should be presented by current or past members of the board of directors. In their absence, a high-ranking staff member or Council volunteer (director/departments coordinator level or above) should make the presentation.
5. Every troop/group leadership team must have at least one lead adult and one or more co-volunteers. At least one volunteer must be an adult female, and to keep girls safe, the adult female must not be related (by marriage, partnership, or blood) to the other volunteers. Adults must be at least 18 years old or the age of majority\* as defined by your state. \* Texas defines age of majority as 18.
6. All adult volunteers appointed to a Council-wide, Community, Region or troop/group leadership role, or who work directly with girls or are responsible for managing Council product sale income must be a registered member, have completed the GSSJC's volunteer screening and submitted to a criminal background check and have an approved criminal background check on file. This includes but is not limited to the following volunteer positions: Members of the troop or group leadership team, treasurer, camp-certified volunteers, adults who accompany girls overnight or on extended trips, cookie managers, Fall Product Sales managers, first aiders, friends and family volunteers, day/twilight camp volunteers, Reserve Rangers, Special Interest Group volunteers, instructors, council learning facilitators, volunteers who drive Council vehicles (leased or owned), community leadership team members, community service team members, region leadership coordinators, region service team members and all signers on troop Community and Region bank accounts. The GSSJC Criminal Background Check Procedure, approved by the board of directors, is available in printed form as GSSJC F-118.
7. Registered sex offenders may not participate in any capacity with Girl Scouts of San Jacinto Council. Any adult living on the premises with a registered sex offender may participate only as a parent and may not host any Girl Scout activities on the premises.
8. At least one member of the troop/group leadership team must have completed the following before a troop or group can begin meeting:
  - A. Membership registration
  - B. Completed volunteer screening
  - C. Criminal background check is approved.
9. Volunteer Basics Series is viewed and the knowledge check is submitted. All members of the troop leadership team must be a registered member, have completed volunteer screening and an approved criminal background check on file, and must have completed the Volunteer Basics Series within one month of selecting the troop leader role.
10. GSSJC reserves the right to conduct volunteer reference checks as needed, randomly, or for cause, and to keep references on file with GSSJC Volunteer Management Services.
  - Receipt of a negative reference will be communicated immediately to the appropriate supervising volunteer and staff.
11. A Conflict of Interest Statement must be signed and on file for all board/Board Development Committee members, Council-level committee/task group members, and administrative volunteers.
12. All volunteers appointed to positions of responsibility must receive training for their respective positions.
13. Appropriate training is required for all members of the troop/group leadership team:
  - A. Volunteer Basics Series– To ensure safety and quality of program, this training must be taken by at least one leader before a troop or group can begin meeting. All members of the leadership

team must complete the Volunteer Basics Series and submit the knowledge check within one month of role selection.

- B. Program level training (Daisy/ Brownie, Junior and Cadette/Senior/Ambassador) is strongly advised.

## **GUIDELINES**

Guidelines are printed in many GSUSA and GSSJC publications. This is a partial list of guidelines that are located on the GSSJC website [www.gssjc.org](http://www.gssjc.org):

- Camp Use and Camp Priorities (F-89)
- Email Guidelines for Volunteers When Conducting Girl Scout Business (*Volunteer Essentials*)
- Financial Assistance Guidelines (GSSJC F-132) (*Volunteer Essentials*)
- GSSJC Accounting Procedures Manual, as approved by the Finance Committee, contains information about accounting and finance procedures such as purchase orders, check signatory approvals, disbursements, bids, investments, sale and disposition of assets, multi-year commitments, etc.
- *GSSJC Stylebook*
- Guidelines for Disbursal of Donor-Restricted Funds Designated for Girls and Adults. (GSSJC C-20)
- Guidelines for Girl Planning Boards (*Volunteer Essentials*)
- Money-Earning Activity Guidelines (*Volunteer Essentials*)
- Outside Groups Using Council Properties (Available through Council registrars)
- Sensitive Issues (GSSJC F-610)
- Service Mark Use Guidelines (*Volunteer Essentials*)

## **COUNCIL-WIDE WAYS OF WORK**

(Established by the Operating Committee)

The Operating Committee approves operational procedures and establishes Council-wide operational ways of work, including the following:

Operating Committee General Way of Work

1. Recommendation/Appointment Process for Council-wide Volunteers
2. Approval/Appointment Process for New Direct Service Volunteers Working With Girls
3. Distribution of Official GSSJC Announcements and Minutes
4. Approval/Appointment Process for Community Leadership Teams
5. Amending Council Policies and Operational Procedures, GSSJC F-433, including Deviations from Safety-Wise (*Volunteer Essentials, Chapter 4*) and *Safety Activity Checkpoints*
6. Guidelines for Council-wide Operational Committees/Task Groups
7. Solicitations and Donations
8. Guidelines for Council Collaborations/Partnerships
9. Guidelines for Volunteer Termination
10. Financial Guidelines for Graduating Girl Scout Ambassador Troops
11. 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
12. Approval/Appointment Process for Annual Meeting Delegates

## SOURCE DOCUMENTS

In addition to the procedures outlined in this document, Girl Scouts of San Jacinto Council (GSSJC) adheres to procedures in the following GSUSA and GSSJC publications and/or CD/electronic postings:

GSUSA	<i>Blue Book of Basic Documents</i> <i>What We Stand For</i> <i>Volunteer Essentials</i> <i>Safety Activity Checkpoints</i> <i>Risk Management at Girl Scout Councils</i> <i>Managing Girl Scout Volunteers</i>
GSSJC -	<i>Accounting Procedures Manual</i> <i>Employee Handbook</i> <i>Employed Personnel Manual for Part-time Staff</i> <i>Information Security Procedures</i> <i>Stylebook</i>