



2021-2022

Volunteer Essentials

& Council Volunteer
Policies and Procedures

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Adventure Ahead!

Girl Scout volunteers are community-builders, champions of fun, and role models for what it means to lead with your heart. And because of your support, Girl Scouts of all ages are emboldened to chase their dreams and make a positive impact in their communities and across the globe. Your mentorship and encouragement are powerful and make a difference—and your girls will carry that support throughout their lives. Thank you for all you do.

This guide is designed to support busy troop volunteers on the go. You can easily find what you need to get started on your Girl Scout journey and search for answers throughout the troop year.

Get started by browsing through these sections:

- All About Girl Scouts
- Engaging Girls and Families
- Troop Management
- Product Program
- Troop Finances
- Safety
- Coming soon: Post-COVID Guidance

New troop leader? We've got you covered. Check out the *New Leader's Guide to Success*, a resource designed especially for you. Plus, council staff and volunteer coaches are ready to help throughout your first year and beyond!

<p>GSH Council Headquarters 410 Atkinson Dr. Suite 2E3, Box 3 Honolulu, HI 96814 808-595-8400</p>	<p>Kauai Service Center 4272-B Rice St Lihue, HI 96766 808-245-4984</p>
<p>Hawai`i Island Service Center PO Box 384877 Waikoloa, HI 96738 808-966-9376</p>	<p>Maui Service Center 200 B Liholiho St. Wailuku, HI 96793 808-244-3744</p>

Please feel free to contact a service center at any time or send an email to customercare@gshawaii.org for any inquiries you may have. We are here to help!

Looking for a specific staff member? Visit gshawaii.org/directory for a complete list of Council staff contact information.

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All About Girl Scouts

Girls' dreams are our dreams, and Girl Scouts is where they'll see the limitless possibilities ahead of them and aim for the stars—and reach them. Whether she's making a new friend on the playground, raising her hand in class, starting her own nonprofit, or advocating for climate justice, a Girl Scout builds a better world—just as Girl Scouts have been doing for over a century. And with programs in every zip code from coast to coast and across the globe, every girl can find her place in Girl Scouts and start creating the world she wants to see.

Who Can Join Girl Scouts—and How?

If you believe in the inherent power of girls to change the world and you're ready to be their champion, you belong with Girl Scouts.

Girl Scout volunteers are a dynamic and diverse group, and there's no one "type" of volunteer. Whether you're a recent college grad, a parent, a retiree, or really, anyone with a sense of curiosity and adventure (of any gender, who is 18 years or older and has passed their council's screening process), your unique skills and experiences and your mentorship can open your Girl Scouts' eyes to all the possibilities ahead of them.

All members are united by the values in the [Girl Scout Promise and Law](#), as well as by our extraordinary strengths as go-getters, innovators, risk-takers, and leaders. Each member also agrees to follow safety guidelines and pay the annual membership dues of \$15. Adults have the option to purchase a [lifetime membership](#) for \$400.

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.

*Girl Scouts of the USA makes no attempt to define or interpret the word "God" in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word "God." Note: This disclaimer appears in the National Leadership Journey adult guides, but not in the girls' books. It is included here as a reminder to you, as a volunteer, that it's your responsibility to be sensitive to the spiritual beliefs of the girls in your group and to make sure that everyone in the group feels comfortable and included in Girl Scouting. Please feel free to share this information with girls' families.

Girl Scout Law

I will do my best to be honest and fair, friendly and helpful,	respect myself and others, respect authority,
considerate and caring, courageous and strong,	use resources wisely,
and responsible for what I say and do,	make the world a better place,
and to	and be a sister to every Girl Scout.

Our Mission and Vision

Girl Scouts builds girls of courage, confidence, and character, who make the world a better place. We strive to be the premier leadership organization for girls, and leading experts on their growth and development.

Girls at Every Grade Level

Girls can join in the fun at any grade level:

Girl Scout Daisy (grades K–1)

Girl Scout Brownie (grades 2–3)

Girl Scout Junior (grades 4–5)

Girl Scout Cadette (grades 6–8)

Girl Scout Senior (grades 9–10)

Girl Scout Ambassador (grades 11–12)

The Girl Scout Leadership Experience

Everything centers around the girl in Girl Scouts: Activities are girl-led, which gives girls the opportunity to take on leadership roles and learn by doing in a cooperative learning environment. [It's what makes Girl Scouts truly unique](#)—our program is designed by, with, and for girls.

Although girls may start building their leadership skills in school and on sports teams, [research shows](#) that the courage, confidence, and character they develop as Girl Scouts stay with them throughout their lives. Our program and outcomes are based in research, and our studies show that Girl Scouting has a measurable impact on girls. [Check out our studies and in-depth research.](#)

What girls *do* in Girl Scouting all fits within three keys: **Discover, Connect, and Take Action.**

- When Girl Scouts do exciting [badge activities](#), [earn a Girl Scout Journey award](#), attend an amazing program or event, or go camping, you are helping them *discover* who they are, what excites them, and what their talents are.
- Girl Scouts *connect* when they collaborate with others—their troop, leaders, or community experts—and expand their horizons. This helps them care about, support, inspire, and team with others locally and globally.
- With your guidance, your Girl Scouts will deepen their relationship with the world around them, and they'll be eager to *take action* to make the world a better place.

As for how they do it? The Girl Scout Leadership Experience draws on three unique processes that help girls unlock their inner leader.

- *Girl-led* means Girl Scouts of every age take an active and age-appropriate role in figuring out the what, where, when, why, and how of all the exciting activities they'll do. The girl-led process is critically important to the Girl Scout Leadership Experience—when girls actively lead and shape their experiences, they know their voices matters, they feel empowered to make decisions, and they stay engaged in their activities.
- Girl Scouts enjoy hands-on activities and *learn by doing*. Then, after reflecting on their activities, girls gain a deeper understanding of the concepts and skills the activities require.
- Through *cooperative learning*, Girl Scouts share knowledge and skills in an atmosphere of respect, teamwork, and collaboration as they work toward a common goal.

As a volunteer, you'll draw on these Girl Scout processes as you lead girls of any age. Girl-led at the Daisy level will look very different from the Ambassador level, of course. What's most important is that your Girl Scouts make decisions about the activities they do *together* and that they also make choices *within* that activity. As they learn from their successes and failures and gain a major confidence boost, all girls have the opportunity to lead within their peer groups. By the time girls are Cadettes, Seniors, and Ambassadors, they'll be using the leadership skills they've developed to take more ownership of their activities, mentor younger Girl Scouts, and take action to make the world a better place.

One last tip about following these processes: Girl Scouting isn't a to-do list, so please don't ever feel that checking activities off a list is more important than tuning in to what interests girls and sparks their imaginations. Projects don't have to come out perfectly—in fact, it's a valuable learning experience when they don't—and Girl Scouts don't have to fill their vests and sashes with badges. What matters most is the fun and learning that happens as they make experiences their own, so don't be afraid to [step back and let your girls take the lead.](#)

Reflection

Was a badge-earning activity a resounding success? Or was it derailed by something the girls hadn't factored in? No matter an activity's outcome, you can amplify its impact by encouraging your girls to reflect on their latest endeavor.

Reflection is the necessary debrief that reinforces what the girls learned. As they explore the “whats” and “whys,” girls make meaningful connections between the activity at hand and future challenges that come their way. In other words, reflection gives girls the confidence boost they need to pick themselves up, try again, and succeed.

Reflection doesn't need to be a formal process, but you can kick-start the conversation with three simple questions: What?, So what?, and Now what?

1. Go over the what of the activity with girls. For example, ask, “What did we do today? What part was your favorite? If we did it again, what would you want to do differently and what would you repeat?”
2. Then move to the so what elements. You might ask, “So what did you learn by doing this activity? So what did you learn about yourself? So what did you learn about your community (or environment, school, or others) that you didn't know before?”
3. Lastly, review the now what with the girls. Say something like, “Now that we've done this, what would you like to do next? Now that you know this about yourselves, what would you like to try next? Now that we did this Take Action project, what do you think we should do next to make sure it continues on?”

What?, So what?, and Now what?—or whatever style of reflection you choose to use with your girls— are powerful elements of the Girl Scout Leadership Experience, and they'll carry these lessons with them for the rest of their lives.

Progression*

Although program elements—like outdoor expeditions or entrepreneurial ventures—align across all grade levels, Girl Scout Brownies and Juniors won't be doing the same activities as seasoned Seniors and Ambassadors. But with your support, they will get there!

Girl Scout programming is designed to be progressive, and it's what makes Girl Scouting fun and effective! By building on the knowledge and skills they gain year after year, your girls' confidence will grow exponentially, and they'll be eager to take the next steps. As a volunteer, you will cultivate a supportive, nonjudgmental space where girls can test their skills and be unafraid to fail.

Keep in mind that good progression drives success for girls. We've outlined some suggestions that will help you determine when your girls are ready for their next outdoor challenge, troop trip, or entrepreneurial venture.



girl scouts

Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.

Adventure Out

Plan and take an outdoor trip for several days.

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Develop first-aid skills and use safety check points.

Budget, schedule, and make arrangements.

Participate in an environmental service project.

Teach and inspire others about the outdoors.

Imagine new experiences to be had outdoors.

Practice all Leave No Trace principles.

Camp Out

Plan and take a 1- to 2-night camping trip.

Take more responsibility for planning.

Learn and practice a new outdoor skill.

Learn a new outdoor cooking skill.

Plan a food budget, then buy and pack food.

Practice camp-site set up.

Plan an agenda that includes fun activities.

Explore/protect the surrounding environment.

Sleep Out

Plan and carry out an overnight in a cabin/backyard.

Discuss what to pack for the sleep out.

Learn to use and care for camping gear.

Learn and practice new outdoor skills.

Plan a menu with a new cooking skill.

Discuss campsite organization.

Plan time for fun activities.

Cook Out

Plan and cook a simple meal outdoors.

Make a list of gear and food supplies needed.

Learn and practice skills needed to cook a meal.

Review outdoor cooking safety.

Practice hand and dish sanitation.

Create a Kaper Chart for the cookout.

Explore Out

Plan and take a short and easy hike.

Discuss what to take in a day pack.

Dress for the weather.

Plan a healthy snack or lunch.

Learn how to stay safe in the outdoors.

Move Out

Plan and take a short walk outside.

Discuss being prepared for the weather.

Do activities to explore nature.

Plan and carry out an indoor sleepover.

Meet Out

Step outside to look, listen, feel, and smell.

Share what was observed.

Learn more about what was discovered.

Look Out

Share past experiences in the outdoors.

Talk about favorite outdoor places and why they're special.

Wonder what else can be seen in the outdoors.

LEAVE NO TRACE PRINCIPLES:

Plan Ahead & Prepare

Leave What You Find

Respect Wildlife

Minimize Campfire Impacts

Travel & Camp on Durable Surfaces

Dispose of Waste Properly

Be Considerate of Other Visitors

Girl Scout Travel Progression

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Because when girls take the lead, the possibilities are endless.

INDEPENDENT TRAVEL

Older girls lead national or international travel experiences on their own, nationally or internationally independently through council-offered travel opportunities or GSUSA Destinations programs. Check with your council, or visit the Girl Scout Destinations website.

INTERNATIONAL TRIPS

Travel the world! These life-changing trips usually take one to three years to prepare.

Consider visiting a UNESCO World Center.

Keep it girl-led: girls download the Global Travel Toolkit and plan their entire trip (including learning about the language).

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project.

(Extended trip insurance required.)

NATIONAL TRIPS

Travel the country! Trips often last a week or more. Girls should think beyond a typical vacation location and consider historical sites, museums, or national parks.

Keep it girl-led: girls lead the entire planning process and might add a community service or Take Action project.

(Extended trip insurance required.)

REGIONAL TRIPS

Spend three to four nights away somewhere a few hours from home.

Keep it girl-led: girls plan key details of the trip, such as the activities, the budget, the route, and lodging.

(Extended trip insurance required.) Insurance required.)

OVERNIGHTS

Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.

Keep it girl-led: girls plan the activity and meals, create travel games, and pack their own overnight bags.

DAY TRIPS

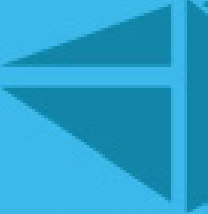
Take an all-day trip!

Keep it girl-led: girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

LOCAL FIELD TRIPS

Get your travel feet wet: walk to a nearby garden, or take a short ride to a bookstore or other local spot.

Keep it girl-led: girls choose the location.



Check with your council about age requirements. Girls should have experience at every level of the progression before moving on to the next level. For regional travel, girls must be Juniors or older. For national and international trips, girls must be Cadettes or older.

When moving up to each level of the progression, consider girls' independence, flexibility, decision-making skills, group skills, and cross-cultural skills.



girl scouts

Entrepreneurship Progression

Progression allows girls to gain new skills, build their confidence, and develop an entrepreneurial mindset over time. As they engage in the Girl Scout Cookie Program and beyond, girls learn five valuable skills that will serve them for the rest of their lives. As you work with girls, acknowledge their skill development and encourage them to challenge themselves further. Eventually, they'll be ready to transition their skills into true entrepreneurship or bring an entrepreneurial mindset to whatever path they choose.

Five skills learned from the cookie program:

- Goal setting
- Decision making
- Money management
- People skills
- Business ethics

Entrepreneur

Take your business idea to the next level.

Conduct research to determine if your idea is a viable business plan for your professional or hobby market. Identify your customer base, competition, and potential obstacles.

Practice offering your business idea with your group.

Research how businesses are financing their start-up costs to see if you could finance yours.

Find partners about your business idea to potentially take on the risk.

Innovator

Take it beyond the front cookies.

Go one step or two beyond the front cookies. Use your skills to improve and transform ways to make it happen.

Come up with social ideas, then relate to the best.

Be prepared to go back to the drawing board—maybe more than once!

Get feedback from potential customers and improve your idea based on what they say.

Research social entrepreneurs in your community and beyond.

Networker

Build your social support system.

Connect with local business leaders to share your Girl Scout Cookie business.

Talk to friends and family about how they can help you expand your network.

Ask your customers to refer you to new customers.

Follow up with past customers and let them know you plan to use their past cookie earnings to expand your business.

Cookie Techie

Use technology to grow the business.

Use a specific goal for your digital sales.

Make a video for your friends and family to watch promoting online cookie sales using your skills. Get your customers to refer you to new customers by offering a reward to boost sales.

Use your support network of friends and family to help promote your digital business.

Consumer Expert

Identify "needs customers."

Talk with group members about why people may or may not choose to buy Girl Scout Cookies, and how others might engage them.

Form an alliance with local businesses to sell your cookies.

Practice explaining how your cookie earnings will be spent.

Engage ways to spend your earnings.

Goal Setter

Set sales goals as a group and individually.

Talk with group members about how you can work together to reach your group goal.

Discuss different ways to sell cookies and set a goal for which you'll try.

Discuss how you will use your cookie earnings to help others in your community.

Decision Maker

Make plans for the coming Girl Scout year and set a budget.

Talk about what areas need.

Talk about how the group can use money through cookie program participants.

Look into your group's progress. Set priorities that help you budget.

Money Manager

Learn money basics.

Talk with your fellow entrepreneurs about different forms of money—cash, coins, bills, checks, and credit—used in your community.

Learn how much you can spend on your business.

How to adopt an entrepreneurial mindset:

- Be curious.
- Embrace change.
- Take initiative.
- Collaborate with others.
- Take creative risks.
- See failure as learning.
- Adapt to change.

Your Council

Girl Scout councils are chartered by the national office to invite and retain members in a geographic area, provide ways for girls to participate in Girl Scouting, create an environment that reflects Girl Scout values and ideals, manage volunteers' experience with Girl Scouting, and keep girls and volunteers as safe as possible. The national office provides support materials to all councils to ensure that the Girl Scout experience is nationally consistent.

Girl Scouts of Hawai'i (GSH) serves more than 2,800 girls statewide. These girls are supported by nearly 25 full-time staff and more than 1,200 adults committed to helping them achieve the Girl Scout mission. We have service centers located on the islands of Kauai, Maui, Oahu, and Hawai'i. For staff contact information, visit gshawaii.org

There are many ways to stay connected with GSH and connect with fellow volunteers for support and ideas:

- Bookmark our website find resources, ideas, Girl Scout news, and important information visit gshawaii.org
- GSH email updates: Check your email inbox for periodic email from GSH with program and event information, helpful reminders, Girl Scout news and more.

Find us on social media at:

www.facebook.com/girlscoutshi

twitter.com/girlscoutshi

instagram.com/girlscoutshi

As a volunteer, you represent the values of GSH and the Girl Scout Movement in your community. To help our council thrive, you play a role in supporting membership outreach and growth. That doesn't mean you have to memorize membership statistics or speak in public if that isn't in your comfort zone. Here are five simple things all GSH volunteers can do to help:

- Lend a hand (you and your girls) when your service unit membership recruiter asks for help at back-to-school tables, community fairs, or other recruitment events. Girls really are the best spokeswomen for the power of Girl Scouting.
- Talk with your colleagues and friends about becoming a Girl Scout volunteer. You know dozens of wonderful potential volunteers through your work, community of faith, neighborhood, etc. Girls are waiting for troop leaders and people willing to share their talents at fun troop and service unit events.
- Welcome new girls in your community to Girl Scouting. If you can, make space for one more new girl in to your troop. If your troop is full, help mentor a new leader. No one wins when girls who are interested in Girl Scouting aren't able to participate.
- We encourage you to wear your Girl Scout gear with pride, but be mindful that not all situations are aligned with the purpose and values of Girl Scouts.

Your Service Unit

GSH is divided into several regional areas called service units. The island of O`ahu is divided into 10 geographic areas: Ewa No Ka Oi, Honolulu East, Honolulu Manoa, Honolulu West, HOPS, Hui Lokahi, K-Bay, Ka`ahumanu, Koko Head, KoleKole, North Shore, Rainbow, Waipahu, and Windward. The counties of Kauai, Maui, and Hawai'i each function as their own service unit.

Service units are each led by a team of dedicated volunteers who provide local support, learning opportunities, and advice. As a volunteer, you will have the most contact with the volunteers in your own service unit. If you have questions about the Girl Scout program, working with girls, resources in the National Program Portfolio (National Leadership Journeys and The Girl's Guide to Girl Scouting), or selling Girl Scout Cookies and other products, you can always go to your team for answers and ongoing support in all things.

Your Support Team

Membership and Program Services: The Membership and Program Services (MAPS) department staff is available to offer additional guidance and support. For a full list of council staff see our [staff directory](#) on our website.

No matter how you volunteer with Girl Scouts, your investment of time and energy will pay backtenfold. With your help, girls will be able to identify issues they care about and work with one another to resolve them. Your interests and life experiences make you the perfect person to be a new kind of partner for girls, someone who creates a safe environment where they can work together and each girl feels free to work toward her highest aspirations. Have no doubt: You, and nearly one million other volunteers like you, are helping girls make a lasting impact on the world.

Reflection

Was a badge-earning activity a resounding success? Or was it derailed by something your troop hadn't factored in? No matter an activity's outcome, you can amplify its impact by encouraging your girls to reflect on their latest endeavor.

Reflection is the necessary debrief that reinforces what the girls learned. As your Girl Scouts explore the "whats" and "whys," they'll make meaningful connections between the activity at hand and future challenges that come their way. In other words, reflection gives girls the confidence boost they need to pick themselves up, try again, and succeed.

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- Lastly, review the now what. Say something like, "Now that we've done this, what would you like to do next? Now that you know this about yourselves, what would you like to try next? Now that we did this Take Action™ project, what do you think we should do next to make sure it continues on?"

What?, So what?, and Now what?—or whatever style of reflection you choose to use with your girls—are powerful elements of the Girl Scout Leadership Experience, and they'll carry these lessons with them for the rest of their lives.

Progression

Although program elements—like outdoor expeditions or entrepreneurial ventures—align across all grade levels, Girl Scout Brownies and Juniors won't be doing the same activities as seasoned Seniors and Ambassadors. But with your support, they will get there!

Girl Scout programming is designed to be progressive, and it's what makes Girl Scouting fun and effective! By building on the knowledge and skills they gain year after year, your girls' confidence will grow exponentially, and they'll be eager to take the next steps. As a volunteer, you will cultivate a [supportive, nonjudgmental space](#) where your Girl Scouts can test their skills and be unafraid to fail.

Keep in mind that good progression drives success for your troop. We've outlined some suggestions that will help you determine when your girls are ready for their next [outdoor challenge](#), [their next troop trip](#), or [their next cookie-selling challenge](#).

Inclusion

Girl Scouts has a strong commitment to inclusion and diversity, and we embrace girls of all abilities and backgrounds into our wonderful sisterhood.

Inclusion is at the core of who we are; it's about being a sister to every Girl Scout and celebrating our unique strengths. Part of the important work you do includes modeling friendship and kindness for your girls and showing them what it means to practice empathy. Here's how you can nurture an inclusive troop environment.

Equal Treatment: Girl Scouts welcomes all members, regardless of race, ethnicity, background, cognitive or physical abilities, family structure, religious beliefs, sexual orientation, gender identity, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

The National Program Pillars

Girl Scouts lead their own adventures and team up with their fellow troop members to choose the hands-on activities that excite them most. Our program focuses on [four areas \(pillars\) that form the foundation](#) of the Girl Scout Leadership Experience:

- **Outdoors:** When Girl Scouts embark on outdoor adventures, they learn to confidently meet challenges while developing a lifelong appreciation of nature.
- **Science, technology, engineering, and math (STEM):** Whether they're building a robot, developing a video game, or studying the stars, Girl Scouts become better problem-solvers and critical thinkers through STEM activities and learn how they can use STEM to help others and learn how they can use STEM to help others.
- **Life skills:** Girl Scouts discover they have what it takes to become outspoken community advocates, make smart decisions about their finances, and form strong, healthy relationships—skills that inspire them to accept challenges and overcome obstacles, now and always.
- **Entrepreneurship:** By participating in the Girl Scout Cookie Program or fall product program or by earning one of the new entrepreneurship badges, girls spark their curiosity, confidence, and innovation as they learn the essentials of running their own businesses and how to think like entrepreneurs.

The Volunteer Toolkit provides inspiring ideas so you can engage your troop in a mix of activities all year long. For example, if you want to take your troop outside when doing a badge activity, look for the evergreen icon, which tells you that activity can be taken outdoors, or the globe icon, which lets you know you can bring a global perspective to the activity.

The Important Difference Between Journeys and Badges

Journeys and badges are designed to give girls different leadership-building experiences, all while having fun!

- **Journeys** are multi-session leadership experiences through which girls explore topics such as bullying, media literacy, design thinking, or environmental stewardship. They'll do hands-on activities, connect with experts, and take the reins on age-appropriate Take Action projects. Because of their leadership focus, Journeys are also a prerequisite for the highest awards in Girl Scouting: the Bronze, Silver, and Gold Awards.
- **Badges** are all about skill building. When a Girl Scout earns a badge, it shows that she's learned a new skill, such as how to make a healthy snack, build and test a toy race car, or take great digital photos. It may even spark an interest at school or plant the seed for a future career. And remember: you'll have fun and learn by doing right alongside your troop!

If they choose, your Girl Scouts can pursue badges and Journey awards in the same year; encourage them to find the connections between the two to magnify their Girl Scout experience! While you're having fun, keep in mind that the quality of a girl's experience and the skills and pride she gains from earning Journey awards and skill-building badges far outweigh the quantity of badges she earns.

As a volunteer, you don't have to be the expert in any badge or Journey work. In fact, when you show that you're not afraid to fail and willing to try something new, you are modeling what it is to be a Girl Scout. Our badge and Journey requirements are structured so your girls can learn new skills without you having to be an expert in all the topics, including STEM.

Getting Started with the National Leadership Program and Journeys

Girl Scouts of the USA provides digital troop tools to help plan Journeys, and the entire Girl Scout year.

Check out the Volunteer Toolkit (VTK), that is available for troop leaders and parents of all troop levels with resources and activity plans for badges and Journeys, as well as troop management tools. To access the VTK, go to gshawaii.org Click on "My GS", and then "Volunteer Toolkit." See the "Volunteer Toolkit and Girl-led Planning" section in Chapter 4.

Service units and troop volunteers may elect to rent Journey Boxes from Girl Scouts of Hawai'i offices. A Journey Box will include supplies (i.e. microscopes, bird feeder kits, puzzles etc...) to assist a troop in earning the journey badges to complete a journey.

Total Cost \$15:** \$10 = 30-day rental fee (refundable if returned within the 30-day time period.)
\$5 = supply fee

** Pricing for the Think Like A Citizen Scientist Journey Boxes

Total Cost \$50: 25 = 30 day rental fee (refundable if returned within the 30-day time period).
\$25 = supply fee

Complete the [Journey Box Request Form](#) to rent one of our kits.

The Difference Between Community Service and Take Action Projects

As your Girl Scouts look for meaningful ways to give back to their community, you can help sharpen their problem-solving skills and expand their definition of doing good by discussing community service and Take Action projects. *Both projects serve essential needs, but at different levels.*

- When a Girl Scout performs **community service**, she's responding to an immediate need in a one-off, "doing for" capacity. In other words? She's making an impact right now!
- Through **Take Action/service learning**, girls explore the root causes of a community need and address it in a lasting way; they truly make the world—or their part of it—a better place.

If your troop members want to pursue their Bronze, Silver, or Gold Award, they'll develop a Take Action project on an issue that's close to their hearts. To make Take Action projects even more impactful for your Girl Scouts set time for them to reflect on their projects. When they make time to internalize the lessons they've learned, they're more likely to find success in their future projects—or anything else they put their minds to.

Traditions, Ceremonies, and Special Girl Scout Days

Time-honored traditions and ceremonies unite Girl Scout sisters—and the millions of Girl Scout alums who came before them—around the country and around the globe and remind girls how far their fellow trailblazers have come and just how far they'll go.

A few of those extra special days, when you'll want to crank up the celebrations, include:

- Juliette Gordon Low's birthday or Founder's Day, October 31, marks the birth in 1860 [of Girl Scouts of the USA founder Juliette Gordon Low](#) in Savannah, Georgia.
- [World Thinking Day](#), February 22, celebrates international friendship. It's an opportunity for Girl Scouts and Girl Guides to connect with each other and explore a common theme around the world.
- Girl Scouts' birthday, March 12, commemorates the day in 1912 when Juliette Gordon Low officially registered the organization's first 18 girl members in Savannah, Georgia.

Whether they're making cool SWAPS to share with new friends or closing meetings with a friendship circle, your troop won't want to miss out on these [traditions, ceremonies, and special Girl Scout days](#).

Highest Awards

As your Girl Scouts discover the power of their voices, they'll want to take on an issue that's close to their hearts and is meaningful to them. Encourage them to turn their vision into reality by taking on the ultimate Take Action projects in order to earn Girl Scouts' highest awards.

The Girl Scout Bronze, Silver, and Gold Awards honor girls who become forces for good and create a lasting impact on their communities, nationally and around the world.

- [The Girl Scout Bronze Award](#) can be earned by Juniors; the prerequisite is one Junior Journey and its associated Take Action project. The Bronze Award is earned by the group.
- [The Girl Scout Silver Award](#) can be earned by Cadettes; the prerequisite is one Cadette Journey and its associated Take Action project. The Silver Award can be earned by an individual girl or by a small group.
- [The Girl Scout Gold Award](#) can be earned by Seniors and Ambassadors who have completed either two Girl Scout Senior/Ambassador level Journeys and the associated Take Action project or earned the Silver Award and completed one Senior/Ambassador level Journey.

Did you know that a Gold Award Girl Scout is entitled to enlist at a higher pay-grade when she joins the U.S. military? A Gold Award Girl Scout's achievements also prime her for the fast track when it comes to college

admissions and make her an outstanding candidate for academic scholarships and other financial awards.

Girl Scouts are eligible to earn any recognition at the grade level in which they are registered. Any Girl Scout is eligible to earn the Gold Award even if she joined Girl Scouts for the first time in high school.

Contact [Customer Care \(customercare@Gshawaii.org\)](mailto:customercare@Gshawaii.org) about the Gold Award Girl Scouts in your community and how they're doing their part to make the world a better place. For some major inspiration, consider inviting a local Gold Award Girl Scout to speak to your troop about how she took the lead and made a difference. You'll be inspired when you see and hear what girls can accomplish as leaders—and by the confidence, grit, problem-solving, time and project management, and team-building expertise they gain while doing so!

Girl Scout Travel and Destinations

Girl Scouts try new things and see the world with new eyes, both inside and outside of their usual troop meetings. As COVID-19-related travel restrictions are lifted across the globe and you and your troop feel safe doing so, you may be excited to explore the world again as a troop.

Traveling as a Girl Scout is a more engaging experience than traveling with family, school, or other groups because [girls take the lead](#). They'll make important decisions about where to go and what to do and take increasing responsibility for the planning of their trips, all while growing their organizational and management skills—skills that will benefit them throughout their lives.

Girl Scout travel is built on a [progression of activities](#), so girls are set up for success. Daisies and Brownies start with field trips and progress to day trips, overnights, and weekend trips. Juniors can take adventures farther with a longer regional trip. And Cadettes, Seniors, and Ambassadors can travel the United States and then the world. There are even opportunities for older girls to travel independently by joining trips their councils organize or participating in our travel program, [Destinations](#), **which resumes in 2022**.

Planning Ahead for Adventure

Get in touch with your council as you start thinking about planning a trip to find out more about their approval process for overnight and extended travel. They will also likely have training programs that will raise your confidence as a chaperone. See the **Travel Information and Trip Application tab** on the forms tab/ [GSH Volunteer Resources](#) for more information.

Not sure where to begin? Check out the Girl Scout [Guide to U.S. Travel](#). This resource is designed for Juniors and older Girl Scouts who want to take extended trips—that is, longer than a weekend—but also features tips and tools for budding explorers who are just getting started with field trips and overnights.

Once girls have mastered planning trips in the United States, they might be ready for a global travel adventure! Global trips usually take a few years to plan, and the Girl Scout [Global Travel Toolkit](#) can walk you through the entire process.

Safety First

If you're planning any kind of trip—from a short field trip to an overseas expedition—the “Trips and Travel” section of *Safety Activity Checkpoints* is your go-to resource for safety. Refer to the [Girl Scouts of Hawai'i Safety & Travel Guide](#) for additional information. Be sure to follow all the basic safety guidelines, like the buddy system and first-aid requirements, in addition to the specific guidelines for travel. You'll also want to refer to the COVID-19 guidelines in [Safety Activity Checkpoints](#) as well as any COVID-19 guidelines for your destination.

Note that extended travel (more than three nights) is not covered under the basic Girl Scout insurance plan and will require additional coverage.

Girl Scout Program Connections

It's easy to tie eye-opening travel opportunities into the leadership training and skill building your girls are doing in Girl Scouts! When it's safe to travel together, girls can use their creativity to connect any leadership [Journey](#) theme into an idea for travel. For example, girls learn where their food comes from in the *Sow What?* Journey. That would connect well with a trip focusing on sustainable agriculture and, naturally, sampling tasty food!

There are abundant opportunities to build real skills through earning badges too. The most obvious example is

the Senior Traveler badge, but there are plenty more, such as Eco Camper, New Cuisines, Coding for Good, and, of course, all the financial badges that help girls budget and earn money for their trips.

Want to include Girl Scout traditions into your trip? Look no farther than [the Juliette Gordon Low Birthplace](#) in Savannah, Georgia! Your girls also have the chance to deepen their connections to Girl Scouts around the world by visiting one of the WAGGGS (World Association of Girl Guides and Girl Scouts) [World Centers](#), which offer low-cost accommodations and special programs in five locations around the world.

And if your troop is looking to stay closer to home this year? Ask your council about council-owned camps and other facilities that can be rented out.

As your Girl Scouts excitedly plan their next trip, remember to limit your role to facilitating the girls' brainstorming and planning, never doing the work for them. Share your ideas and insight, ask tough questions when you have to, and support all their decisions with enthusiasm and encouragement!


Engaging Girls

Creating the kind of environment in which girls are unafraid to try new things and to be who they want to be starts with you! By meeting your girls where they are, you'll help them develop the leadership skills they'll use now and as they grow.

Understanding Healthy Development in Girls

It sounds simple, but just being attentive to what girls are experiencing as they mature is a big help to them—and to you, as you guide and mentor them!

You'll experience different joys and challenges with each Girl Scout level, but here are some guidelines for meeting girls' needs and abilities at different grade levels; you'll also find these listed in the adult guide of each leadership Journey.

 Girl Scout Daisies	
At the Girl Scout Daisy level (kindergarten and first grade), girls . . .	This means . . .
Have loads of energy and need to run, walk, and play outside.	<i>They'll enjoy going on nature walks and outdoor scavenger hunts.</i>
Are great builders and budding artists, though they are still developing their fine motor skills.	<i>Encouraging them to express themselves and their creativity by making things with their hands. Girls may need assistance holding scissors, cutting in a straight line, and so on.</i>
Love to move and dance.	<i>They might especially enjoy marching like a penguin, dancing like a dolphin, or acting out how they might care for animals in the jungle.</i>
Are concrete thinkers and focused on the here and now.	<i>Showing instead of telling, for example, about how animals are cared for. Plan visits to animal shelters, farms, or zoos; meet care providers; or make a creative bird feeder.</i>
Are only beginning to learn about basic number concepts, time, and money.	<i>You'll want to take opportunities to count out supplies together—and, perhaps, the legs on a caterpillar!</i>
Are just beginning to write and spell, and they don't always have the words for what they're thinking or feeling.	<i>That having girls draw a picture of something they are trying to communicate is easier and more meaningful for them.</i>
Know how to follow simple directions and respond well to recognition for doing so.	<i>Being specific and offering only one direction at a time. Acknowledge when girls have followed directions well to increase their motivation to listen and follow again.</i>



Girl Scout Brownies

At the Girl Scout Brownie level (second and third grade), girls . . .	This means . . .
Have lots of energy and need to run, walk, and play outside.	<i>Taking your session activities outside whenever possible.</i>
Are social and enjoy working in groups.	<i>Allowing girls to team up in small or large groups for art projects and performances.</i>
Want to help others and appreciate being given individual responsibilities for a task.	<i>Letting girls lead, direct, and help out in activities whenever possible. Allow girls as a group to make decisions about individual roles and responsibilities.</i>
Are concrete thinkers and focused on the here and now.	<i>Doing more than just reading to girls about the Brownie Elf's adventures. Ask girls questions to gauge their understanding and allow them to role play their own pretend visit to a new country.</i>
Need clear directions and structure and like knowing what to expect.	<i>Offering only one direction at a time. Also, have girls create the schedule and flow of your get-togethers and share those at the start.</i>
Are becoming comfortable with basic number concepts, time, money, and distance.	<i>Offering support only when needed. Allow girls to set schedules for meetings or performances, count out money for a trip, and so on.</i>
Are continuing to develop their fine motor skills and can tie shoes, use basic tools, begin to sew, and the like.	<i>Encouraging girls to express themselves and their creativity by making things with their hands. Girls may need some assistance, however, holding scissors, threading needles, and so on.</i>
Love to act in plays, create music, and dance.	<i>Girls might like to create a play about welcoming a new girl to their school or to tell a story through dance or creative movement.</i>
Know how to follow rules, listen well, and appreciate recognition of a job done well.	<i>Acknowledging when the girls have listened or followed the directions well, which will increase their motivation to listen and follow again!</i>

Girl Scout Juniors

At the Girl Scout Junior level (fourth and fifth grades), girls . . .	This means . . .
Want to make decisions and express their opinions.	<i>Whenever possible, allowing girls to make decisions and express their opinions through guided discussion and active reflection activities. Also, have girls set rules for listening to others' opinions and offering assistance in decision making.</i>
Are social and enjoy doing things in groups.	<i>Allowing girls to team up in small or large groups for art projects, performances, and written activities.</i>
Are aware of expectations and sensitive to the judgments of others.	<i>Although it's okay to have expectations, the expectation is not perfection! Share your own mistakes and what you learned from them, and be sure to create an environment where girls can be comfortable sharing theirs.</i>
Are concerned about equity and fairness.	<i>Not shying away from discussing why rules are in place and having girls develop their own rules for their group.</i>
Are beginning to think abstractly and critically and are capable of flexible thought. Juniors can consider more than one perspective as well as the feelings and attitudes of another.	<i>Asking girls to explain why they made a decision, to share their visions of their roles in the future, and to challenge their own and others' perspectives.</i>
Have strong fine and gross motor skills and coordination.	<i>Engaging girls in moving their minds and their bodies. Allow girls to express themselves through the written word, choreography, and so on.</i>
Love to act in plays, create music, and dance.	<i>Girls might like to tell a story through playwriting, playing an instrument, or choreographing a dance.</i>
May be starting puberty, which means beginning breast development, skin changes, and weight changes. Some may be getting their periods.	<i>Being sensitive to girls' changing bodies, possible discomfort over these changes, and their desire for more information. Create an environment that acknowledges and celebrates this transition as healthy and normal for girls.</i>

Girl Scout Cadettes

At the Girl Scout Cadette level (sixth, seventh, and eighth grades), girls . . .	This means . . .
Are going through puberty, including changes in their skin, body shape, and weight. They're also starting their menstrual cycles and have occasional shifts in mood.	<i>Being sensitive to the many changes Cadettes are undergoing and acknowledging that these changes are as normal as growing taller! Girls need time to adapt to their changing bodies, and their feelings about their bodies may not keep up. Reinforce that, as with everything else, people go through puberty in different ways and at different times.</i>
Are starting to spend more time in peer groups than with their families and are very concerned about friends and relationships with others their age.	<i>That girls will enjoy teaming up in small or large groups for art projects, performances, and written activities as well as tackling relationship issues through both artistic endeavors and Take Action projects.</i>
Can be very self-conscious—wanting to be like everyone else but fearing they are unique in their thoughts and feelings.	<i>Encouraging girls to share, but only when they are ready. At this age, they may be more comfortable sharing a piece of artwork or a fictional story than their own words. Throughout the activities, highlight and discuss differences as positive, interesting, and beautiful.</i>
Are beginning to navigate their increasing independence and expectations from adults at school and at home.	<i>Trusting girls to plan and make key decisions and allowing them to experience "fun failure," which is learning from trying something new and making mistakes.</i>



Girl Scout Seniors

At the Girl Scout Senior level (ninth and tenth grades), girls . . .

This means . . .

Are beginning to clarify their own values, consider alternative points of view on controversial issues, and see multiple aspects of a situation.

Asking girls to explain the reasoning behind their decisions. Engage girls in role-play and performances, where others can watch and offer alternative solutions.

Have strong problem-solving and critical thinking skills and are able to plan and reflect on their own learning experiences.

Girls are more than able to go beyond community service to develop projects that will create sustainable solutions in their communities. Be sure to have girls plan and follow up on these experiences through written and discussion-based reflective activities.

Spend more time in peer groups than with their families and are very concerned about friends and relationships with others their age.

That girls will enjoy teaming up in small or large groups for art projects, performances, and written activities. They'll also want to tackle relationship issues through both artistic endeavors and Take Action projects. Alter the makeup of groups with each activity so that girls interact with those they might not usually pair up with.

Frequently enjoy expressing their individuality.

Encouraging girls to express their individuality in their dress, creative expression, and thinking. Remind girls frequently that there isn't just one way to look, feel, think, or act. Assist girls in coming up with new ways of expressing their individuality.

Feel they have lots of responsibilities and pressures—from home, school, peers, work, and other sources.

Acknowledging girls' pressures and sharing how stress can limit health, creativity, and productivity. Help girls release stress through creative expression, movement, and more traditional stress-reduction techniques.

Are continuing to navigate their increasing independence and expectations from adults at school and at home.

Trusting girls to plan and make key decisions, allowing them to experience "fun failure," which is learning from trying something new and making mistakes.

Girl Scout Ambassadors

At the Girl Scout Ambassador level (eleventh and twelfth grades), girls . . .	This means . . .
Can see the complexity of situations and controversial issues—they understand that problems often have no clear solution and that varying points of view may each have merit.	<i>Inviting girls to develop stories as a group and then individually create endings that they later discuss and share.</i>
Have strong problem-solving and critical thinking skills and can adapt logical thinking to real-life situations. Ambassadors recognize and incorporate practical limitations to solutions.	<i>Girls are more than able to go beyond community service to develop projects that will create sustainable solutions in their communities. Be sure to have girls plan and follow up on these experiences through written and discussion-based reflective activities.</i>
Spend more time with peers than with their families and are very concerned about friends and relationships with others their age.	<i>Girls will enjoy teaming up in small or large groups for art projects, performances, and written activities. They'll also want to tackle relationship issues through artistic endeavors and Take Action projects. Alter the makeup of groups with each activity so that girls interact with those they might not usually pair up with.</i>
Frequently enjoy expressing their individuality.	<i>Encouraging girls to express their individuality in their dress, creative expression, and thinking. Remind girls frequently that there isn't just one way to look, feel, think, or act. Assist girls in coming up with new ways of expressing their individuality.</i>
Feel they have lots of responsibilities and pressures—from home, school, peers, work, and other sources.	<i>Acknowledging girls' pressures and sharing how stress can limit health, creativity, and productivity. Help girls release stress through creative expression, movement, and more traditional stress-reduction techniques.</i>
Are continuing to navigate their increasing independence and expectations from adults—at school and at home—and are looking to their futures.	<i>Trusting girls to plan and make key decisions, allowing them to experience "fun failure," which is learning from trying something new and making mistakes.</i>

Creating a Safe Space for Girls

A safe space is where girls feel they can be themselves, without explanation or judgment. As a volunteer, the environment you create is just as important as the activities girls do; it's the key to developing the sort of group that girls want to be part of! Cultivate a space where confidentiality is respected and girls can express their true selves.

Recognizing and Supporting Each Girl

You're a role model and a mentor to your girls. Since you play an important role in their lives, they need to know that you consider each of them an important person too. They can weather a poor meeting place or an activity that flops, but they cannot endure being ignored or rejected.

- Give a shout-out when you see girls trying their best, not just when they've had a clear success.
- Emphasize the positive qualities that make each girl worthy and unique.
- Be generous with praise and stingy with rebuke.
- Help your girls find ways to show acceptance of and support for one another.

Promoting Fairness

Girls are sensitive to injustice. They forgive mistakes if they are sure you are trying to be fair. They look for fairness in how responsibilities are shared, in handling of disagreements, and in your responses to performance and accomplishment.

- When possible, ask the girls what they think is fair before decisions are made.
- Explain your reasoning and show why you did something.
- Be willing to apologize if needed.
- Try to see that responsibilities as well as the chances for feeling important are equally divided.
- Help girls explore and decide for themselves the fair ways of solving problems, carrying out activities, and responding to behavior and accomplishments.

Building Trust

Girls need your belief in them and your support when they try new things. You'll also need to show them that you won't betray their confidence.

- Show girls you trust them to think for themselves and use their own judgment.
- Encourage them make the important decisions in the group.
- Give them assistance in correcting their own mistakes.
- Support girls in trusting one another—let them see firsthand how trust can be built, lost, regained, and strengthened.

Inspiring Open Communication

Girls want someone who will listen to what they think, feel, and want to do. They like having someone they can talk to about the important things happening in their lives.

- Listen to the girls. Respond with words and actions.
- Speak your mind openly when you are happy or concerned about something, and encourage girls to do this too.
- Leave the door open for girls to seek advice, share ideas and feelings, and propose plans or improvements.
- Help girls see how open communication can result in action, discovery, better understanding of self and others, and a more comfortable climate for fun and accomplishment.

Managing Conflict

Conflicts and disagreements are an inevitable part of life, but if handled constructively, they show girls that they can overcome their differences, exercise diplomacy, and improve their communication and relationships. Respecting others and being a sister to every Girl Scout means that shouting, verbal abuse, or physical confrontations are never warranted and cannot be tolerated in the Girl Scout environment.

When a conflict arises between girls or a girl and a volunteer, get those involved to sit down together and [talk calmly in a nonjudgmental manner](#), keeping in mind that each party may need some time—a few days or a week—to calm down before being able to do this. Talking in this way might feel uncomfortable and difficult now, but it lays the groundwork for working well together in the future. Whatever you do, *do not* spread your complaint around to others—that won't help the situation and causes only embarrassment and anger.

You'll also find conflict resolution activities in some of the Journeys, such as the Amaze Journey for Cadettes or the Mission Sisterhood Journey for Seniors.

If a conflict persists, be sure you explain the matter to your volunteer support team. If the supervisor cannot resolve the issues satisfactorily (or if the problem involves the supervisor), the issue can be taken to the next level of supervision and, ultimately, to your council if you need extra help.

Communicating Effectively with Girls of Any Age

Make sure your words and intentions create connection with the girls. Keep in mind how important the following attitudes are.

Listen

Listening to girls, as opposed to telling them what to think, feel, or do (no “you shoulds”) is the first step in building a trusting relationship and helping them take ownership of their Girl Scout experience.

Be Honest

If you’re not comfortable with a topic or activity, it’s OK to say so! No one expects you to be an expert on every topic. Ask for alternatives or seek out volunteers with the required expertise. Owning up to mistakes—and apologizing for them—goes a long way with girls.

Be Open to Real Issues

Outside of Girl Scouts, girls may be dealing with issues like relationships, peer pressure, school, money, drugs, and other serious topics. When you don’t know, listen. Also seek help from your council if you need assistance or more information than you currently have.

Show Respect

Girls often say that their best experiences were the ones where adults treated them as equal partners. Being spoken to as young adults reinforces that their opinions matter and that they deserve respect.

Offer Options

Girls’ needs and interests change and being flexible shows them that you respect them and their busy lives. Be ready with age-appropriate guidance and parameters no matter what the girls choose to do.

Stay Current

Show your girls that you’re interested in their world by asking them about the TV shows and movies they like; the books, magazines, or blogs they read; the social media influencers they follow; and the music they listen to.

Remember to LUTE: Listen, Understand, Tolerate, and Empathize

Try using the LUTE method to thoughtfully respond when a girl is upset, angry, or confused.

Listen: Hear her out, ask for details, and reflect back what you hear; try “What happened next?” or “What did she say?”

Understand: Show that you understand where she’s coming from with comments such as, “So what I hear you saying is . . .” or “I understand why you’re unhappy,” or “Your feelings are hurt; mine would be, too.”

Tolerate: You can tolerate the feelings that she just can’t handle right now on her own. Let her know that you’re there to listen and accept how she is feeling about the situation. Say something like: “Try talking to me about it. I’ll listen,” or “I know you’re mad—talking it out helps,” or “I can handle it—say whatever you want to.”

Empathize: Let her know you can imagine feeling what she’s feeling with comments such as, “I’m sure that really hurts” or “I can imagine how painful this is for you.”

Addressing the Needs of Older Girls

Let these simple tips guide you in working with teenage girls:

- Think of yourself as a “guide on the side”— a partner, a coach, or a mentor, not a “leader.”
- Ask girls what rules they need for safety and what group agreements they need to be a good team. When girls take the lead in establishing group rules, they’re more likely to stick to them!
- Understand that girls need time to talk, unwind, and have fun together.
- Ask what they think and what they want to do.
- Encourage girls to speak their minds.
- Provide structure, but don’t micromanage.
- Give everyone a voice in the group—understanding that “speaking up” may look different for each girl.

For some girls, it might mean sharing their ideas in front of the entire group; for others that could mean submitting a written response or contributing as part of a group.

- Treat girls like partners.
- Don't repeat what's said in the group to anyone outside of it (unless necessary for a girl's safety). See the "report concerns" section below to understand the guard rails.

When Sensitive Topics Come Up

It's an amazing feeling when your Girl Scouts put their trust in you—and when they do, they may come to you with some of the issues they face, such as bullying, peer pressure, dating, athletic and academic performance, and more. Some of these issues may be considered sensitive by families, and they may have opinions or input about how, and whether, Girl Scouts should cover these topics with their girls.

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents and received guidance from your council.

When Girl Scout activities involve sensitive issues, your role is that of a caring adult volunteer who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position.

Girl Scouts of the USA does not take a position or develop materials on issues relating to human sexuality, birth control, or abortion. We feel our role is to help girls develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and caregivers, along with schools and faith communities, are the primary sources of information on these topics.

We at Girl Scouts of Hawai`i offer a safe and welcoming place for all members. If you have concerns regarding a sensitive issue please contact customercare@gshawaii.org for support and assistance.

Parents/caregivers make all decisions regarding their girl's participation in Girl Scout program that may be of a sensitive nature. As a volunteer leader, you must get written parental permission for any locally planned program offering that could be considered sensitive. Included on the permission form should be the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete. Be sure to have a form for each girl, and keep the forms on hand in case a problem arises. For activities not sponsored by Girl Scouts, find out in advance (from organizers or other volunteers who may be familiar with the content) what will be presented, and follow your council's guidelines for obtaining written permission.

Report Concerns

There may be times when you worry about the health and well-being of girls in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the issues girls may encounter. You are on the front lines of girls' lives, and you are in a unique position to identify a situation in which a girl may need help. If you believe a girl is at risk of hurting herself or others, your role is to promptly bring that information to her parent/caregiver or the council so she can get the expert assistance she needs. Your concern about a girl's well-being and safety is taken seriously, and your council will guide you in addressing these concerns.

All volunteers of GSH will immediately report any incidents or strong suspicions of child abuse or neglect to the appropriate agency and inform GSH. Volunteers are to notify the Senior Manager of Operations or COO within 48 hours of making a report. Definitions of abuse and additional information may be found at: <http://humanservices.hawaii.gov/ssd/home/child-welfare-services/>

Child abuse reporting: Oahu 808-832-5300

Statewide: 800-494-3991

The child abuse and neglect reporting hotline is answered 24 hours a day, seven days a week, 365 days a year.

http://www.hawaii.gov/dhs/protection/social_services/child_welfare/

Mandatory Reporting Hotline: In Hawai`i, call 1-888-380-3088. This toll-free number allows you to report abuse or neglect of any child or adult to the Hawai`i Department of Human Services.

Contact a staff member at your Girl Scout council to find out how to refer the girl and her parent/guardian to experts at school or in the community.

Share your concern with the girl's family, if this is feasible.

Here are a few signs that could indicate a girl needs expert help:

- Marked changes in behavior or personality (for example, unusual moodiness, aggressiveness, or sensitivity)
- Declining academic performance and/or inability to concentrate
- Withdrawal from school, family activities, or friendships
- Fatigue, apathy, or loss of interest in previously enjoyed activities
- Sleep disturbances
- Increased secretiveness
- Deterioration in appearance and personal hygiene
- Eating extremes, unexplained weight loss, distorted body image
- Tendency toward perfectionism
- Giving away prized possessions; preoccupation with the subject of death
- Unexplained injuries such as bruises, burns, or fractures
- Avoidance of eye contact or physical contact
- Excessive fearfulness or distrust of adults
- Abusive behavior toward other children, especially younger ones

Engaging Families

You want your Girl Scouts to have fun, be inspired, take risks, and learn about themselves and the world—that's why you're a Girl Scout troop leader or troop volunteer! Parents and caregivers want the same thing for their girls but getting families to pitch in and play an active role in the troop while also enhancing the experience for their own girl and themselves can be tricky for many volunteers. *It doesn't have to be this way!*

Kick the Year Off Right by Engaging Parents and Other Caregivers

When families step up and play an active part in troop life, your troop can shine its brightest! Plus, girls feel a special sense of pride when their families take part and show interest in the things they are doing.

What Is a Parent and Caregiver Meeting?

It's the first meeting you have to start each troop year—whether you are a new or returning troop. It is valuable for all troops.

Why Hold a Meeting?

[Kicking off each year with a parent and caregiver meeting](#) sets the troop up for success. Outlining clear expectations, building a team, and engaging parents in the Girl Scout experience is a great way to start off on the right foot. When parents are involved, leaders have support, the troop has a plan, and girls benefit! The meeting helps:

- Families understand what Girl Scouting can do for their girl.
- Families and leaders identify ways they will work as a team to support the troop.
- Families and leaders agree about what the troop pays for and what families pay for individually.
- You fill key troop positions—you never know which parent will make an awesome assistant leader or troop cookie manager.
- Families know how the troop will communicate things like upcoming events or schedule changes.
- Families learn about uniforms, books, and other important basics.

Check out our step-by-step guide and “Parents & Caregivers Meeting Outline” on the Volunteer Toolkit. This 60- to 90-minute meeting will make all the difference in the year ahead.

Another meeting you don't want to miss is the **Cookie Program Girl & Family Meeting** in the Volunteer Toolkit. Just like the parent and caregiver meeting at the beginning of the year, this meeting is your chance to share what girls gain through the cookie program, outline expectations, and find the support you need for a successful cookie season. The cookie program is a team effort and you'll want to get families on board!

For even more tips on working with troop families, check out Girl Scouts' [Tips for Troop Leaders hub](#).

How to Keep Parents and Other Caregivers On Board

Make the Ask(s)

The main reason people don't take action is because they were never asked to in the first place. That's why hearing one out of three Girl Scout parents say no one had communicated expectations around involvement with their girl's troop is so troubling. Parents may have many talents, but they're certainly not mind readers! If you're nervous about getting turned down, don't be. Sure, a few parents might be unable to lend a hand, but the helpers you do get will be worth their weight in gold. And just because someone wasn't available a month or two ago doesn't mean they won't be free to help now. Loop back, follow up, and ask again!

Make Sense of “Why”

Explain that not only does the whole troop benefit with extra help from parents and other caregivers, but also that girls feel a special sense of pride in seeing their own family member step up and take a leadership role. Getting involved can strengthen the caregiver/girl bond and is a meaningful way to show daughters that they are a priority in their parents' lives.

Make It Quick and Easy

Everybody's got a full plate these days, so instead of starting conversations with a list of tasks or responsibilities that parents and other caregivers could take on (which can be intimidating!), ask how much time each week they might be able to dedicate to the troop, then go from there. For instance, if a troop mom or dad has 15 minutes each week to spare, they could organize and manage the calendar for troop snacks and carpools. If a grandparent has one to two hours, they could assist with leading the troop through a specific badge on a topic they're already comfortable with. For more ways parents and other caregivers can help out when faced with a tricky schedule, check out the [Family Guide to Girl Scouting](#) tab in the Volunteer Toolkit.

Make Family Part of the Formula

While Girl Scout programming is always focused on the girls themselves, it's important and helpful to open up a few events to their families throughout the year. Inviting the whole crew to celebrate her accomplishments in Girl Scouting—whether at a holiday open house, a bridging ceremony, or a fun “reverse meeting” where girls take the role of leaders and guide the adults, including caregivers, through an activity—will help parents better understand the value of Girl Scouts and they'll be more likely to invest their time and talents to the troop.

That said, there's no need to wait for one of these special events to engage families in their girls' Girl Scout lives! Keep communication lines open throughout the year—whether it's through your troop's social media page, personal emails, or in-person chats—to keep parents in the loop on what the girls are doing and learning during each meeting, and encourage them to let their daughters “be the experts” at home, explaining or teaching the new skills they've learned. You can get everyone in on the fun and keep Girl Scouts strong at home by sharing the family badge guides on the Volunteer Toolkit.

Troop Management

Leadership is more than “being in charge” or having a title; it's recognizing that you're part of a team and understanding that team's needs and interests. Here's how you'll do that with your troop!

Your Role as a Volunteer

The Girl Scout Leadership Experience is based on three keys—discover, connect, and take action—but it's not just for your troop! As a Girl Scout leader, you'll embark on your own leadership journey as you help girls develop the vital leadership skills they'll use to make the world a better place. Here are a few basic concepts that outline what leadership means in Girl Scouting.

Leadership is teaching your Girl Scouts:

- That they can do and be anything!
- That they are decision makers and should own their decisions.
- How to live the Girl Scout Law by modeling it for them.

As a leader, see yourself as a coach who:

- Advises, discusses, and cheers on your troop, not as a teacher with a planned lesson or activity.

- Ensures each member understands and can carry out their responsibilities within the troop.
- Encourages Girl Scouts to build their skills and their ethics.
- Gives more responsibilities to the girls as they grow and develop.

It's important to remember that:

- You cannot know everything that your Girl Scouts might ever want to learn.
- You'll explore and learn alongside your girls and grow your confidence in the process.
- You're not expected to know everything about Girl Scouting, but you should know where to go for information—and to ask for help when you need it.

Your Responsibilities as a Girl Scout Volunteer

Your responsibilities as a Girl Scout volunteer include:

- Accepting the [Girl Scout Promise and Law](#).
- Understanding and coaching the three keys to leadership that are the basis of the Girl Scout Leadership Experience: discover, connect, and take action.
- Sharing your knowledge, experience, and skills with a positive and flexible approach.
- Working in a partnership with your Girl Scouts so that their activities are girl-led and that they learn by doing, individually and as a group. You'll also partner with other volunteers and council staff for support and guidance.
- Organizing fun, interactive, girl-led activities that address relevant issues and match girls' interests and needs.
- Providing guidance and information regarding Girl Scout group meetings with troop families on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters, blogs, other forms of social media, and any other method you choose.
- Processing and completing registration forms and other paperwork, such as permission slips.
- Communicating effectively and delivering clear, organized, and vibrant presentations or information to an individual or the group.
- Overseeing with honesty, integrity, and careful record-keeping the funds that girls raise.
- Maintaining a close connection to your volunteer support team as well as your council.
- Facilitating a safe experience for every Girl Scout.

Planning for Your First Troop Meeting

Depending on the ages of your girls, you might take the lead in guiding the structure and experiences of your troop—from how and when meetings are held to how the troop communicates, from steering girl-led activities to setting financial expectations. You'll make these decisions collaboratively with your volunteer team or co-leader, as well as with input from the girls and their parents and caregivers.

Use these questions to guide your conversation with your troop committee volunteers or co-leader before discussing these topics with parents and caregivers.

- When will we meet and for how long? How frequently should we schedule troop meetings?
- Where will we meet? Your meeting space should be somewhere safe, clean, and secure that allows all girls to participate. Some great meeting space ideas include schools, places of worship, libraries, and community centers. If working with teens, consider meeting at coffee shops, bookstores, or another place they enjoy.
- Which components of the uniform will families need to purchase? Which uniform components will the troop provide for each girl?
- Will our troop be a single-grade level or [facilitated as a multi-level troop](#) with girls of many grade levels combined into one troop? If multi-level, how will we make sure they each get an age-appropriate experience?
- How will we keep troop activities and decisions girl-led? Use the Volunteer Toolkit to help you through this process by exploring options for activities and reviewing the meeting plans and resources lists.
- How often are we going to communicate to troop families? Which channels will we use to keep families in the loop? Effective communication [will help set expectations](#) and clarify parent/ caregiver responsibilities.
- Will our troop charge dues, use product program proceeds, and/or charge per activity? How much money will we need to cover supplies and activities? What should our financial plan look like?

Choosing a Meeting Place

What makes a great meeting space? It depends on your troop, but here are a few considerations as you visit potential spaces:

Cost: The space should be free to use.

Size: Make sure the space is large enough for the whole group and all planned activities.

Availability: Be sure the space is available for the day and the entire length of time you want to meet.

Resources: Ask if tables and chairs come with the room and ensure that the lighting is adequate. A bonus would be a cubby of some sort where you could store supplies or a safe outdoor space for activities.

Safety: Potential spaces must be safe, secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and have at least two exits that are well-marked and fully functional. Also be sure first-aid equipment is on hand.

Facilities: It goes without saying, but make sure that toilets are sanitary and accessible.

Communication-friendly: Check for cell reception in the potential space and whether Wi-Fi is available.

Allergen-free: Ensure that pet dander and other common allergens won't bother susceptible girls during meetings.

Accessibility: Your space should accommodate girls with disabilities as well as parents with disabilities who may come to meetings.

Need a few talking points to get started? Try:

"I'm a Girl Scout volunteer with a group of [number of girls] girls. We're doing lots of great things for girls and for the community, like [something your group is doing] and [something else your troop is doing]. We're all about leadership—the kind that girls use in their daily lives and the kind that makes our community better. We'd love to hold our meetings here because [reason why you'd like to meet there]."

Stuck and need additional support? Contact your council or your service unit support team for help with a troop meeting place.

Virtual Meetings

If your group or troop can't meet in person or hold a traditional meeting, there are so many ways to bring the power of Girl Scouting home! Meeting virtually can be a fun, engaging option for your troop.

[Before setting up a virtual meeting](#), you'll want to:

- Partner with troop families to make sure the girls are safe online.
- Select a meeting platform that allows families who may not have internet access to call in.
- [Think about logistics](#): work with the girls to set up ground rules; consider how you'll incorporate in-person meeting traditions in your virtual space and how you'll keep the meeting on track.
- Talk with families on [how to keep activities girl-led](#) if your girls will be completing them from home.

And don't worry if your girls want to use a web or social platform you're not as familiar with, because you'll learn alongside them! For more tips on successful virtual meetings, check out the [For Troop Leaders section of Girl Scouts at Home](#).

Girl Scout Troop Size

The troop size “sweet spot” is large enough to provide an interactive and cooperative learning environment and small enough to encourage individual development. Though the ideal troop size is 12 girls, we recommend that groups be no fewer and no larger than:

- Girl Scout Daisies: 5–12 girls
- Girl Scout Brownies: 10–20 girls
- Girl Scout Juniors 10–25 girls
- Girl Scout Cadettes: 5–25 girls
- Girl Scout Seniors: 5–30 girls
- Girl Scout Ambassadors: 5–30 girls

A Girl Scout troop/group must have at minimum five girls and two approved adult volunteers. (Double-check the volunteer-to-girl ratio chart to make sure you’ve got the right amount of coverage for your troop!)

Troops with 5 or fewer girls must submit a [Troop Size Exemption Request \(available on our FORMS tab\)](#) to Girl Scouts of Hawai`i.

Adults and girls registering in groups of fewer than five girls and/or two approved, unrelated adult volunteers, at least one of whom is female, will be registered as individual Girl Scouts to more accurately reflect their status and program experience. Individual girls are always welcome to participate in Girl Scout activities and events.

Registering Girls and Adults in Girl Scouting

Every participant (girl or adult) in Girl Scouting must register and become a member of Girl Scouts of the USA (GSUSA). GSUSA membership dues are valid for one year. Membership dues cannot be transferred to another member and are not refundable.

Preregistration for the upcoming membership year occurs in the spring. Girls are encouraged to register early to avoid the fall rush. Early registration allows for uninterrupted receipt of forms and materials from the council, helps girls and councils plan ahead, and gets girls excited about all the great stuff they want to do as Girl Scouts next year. Girl Scout grade level is determined by the current membership year beginning October 1.

[Lifetime membership](#) is available to anyone who accepts the principles and beliefs of the Girl Scout Promise and Law, pays the one-time lifetime membership fee, and is at least 18 years old (or a high school graduate or equivalent). Volunteers with ten or more years of service can become lifetime members at the discounted young alum rate.

Adding New Girls to Your Troop

Growing your troop is a great way to share the power of the Girl Scout experience and [there are many ways to get the word out](#), like hanging posters at your girl’s school, using social media to reach families in your community, or including your troop in your council’s Opportunity Catalog or Troop Catalog.

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Creating an Atmosphere of Acceptance and Inclusion

Girl Scouts is for every girl, and that’s why we embrace girls of all abilities and backgrounds with a specific and positive philosophy of inclusion that benefits everyone. Each girl—regardless of her socioeconomic status, race, ethnicity, physical or cognitive ability, sexual orientation, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

We believe inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, all girls being offered the same opportunities with respect, dignity, and celebration of their unique strengths. It's about being a sister to every Girl Scout! You're accepting and inclusive when you:

- Welcome every girl and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment for girls.
- Teach respect for, understanding of, and dignity toward all girls and their families.
- Actively reach out to girls and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to community as a respected and valued peer.
- Honor the intrinsic value of each person's life.

If you have questions about accommodating an individual girl, please reach out to us at [Customer Care](#).

As you think about where, when, and how often to meet with your group, consider the needs, resources, safety, and beliefs of all members and potential members. Include the special needs of any members who have disabilities or whose parents or caregivers have disabilities. But, please, don't rely on visual cues to inform you of a disability: Approximately 20 percent of the U.S. population has a disability—that's one in five people of every socioeconomic status, race, ethnicity, and religion.

If you want to find out what a girl with a disability needs to make her Girl Scout experience successful, simply ask her or her parent or caregiver. If you are open and honest, they'll likely respond in kind, [creating an atmosphere that enriches everyone](#).

It's important for all girls to be rewarded based on their best efforts—not on the completion of a task. Give any girl the opportunity to do her best and she will! Sometimes that means changing a few rules or approaching an activity in a more creative way. Here are some examples of ways to modify activities:

- Invite a girl to complete an activity after she has observed others doing it.
- If you are visiting a museum to view sculpture, find out if a girl who is blind might be given permission to touch the pieces.
- If an activity requires running, a girl who is unable to run could be asked to walk or do another physical movement.

Focus on a person's abilities—on what she *can* do rather than on what she cannot. In that spirit, use people-first language that puts the person before the disability.

Say . . .	Instead of . . .
She has a learning disability.	She is learning disabled.
She has a developmental delay.	She is mentally retarded; she is slow.
She uses a wheelchair.	She is wheelchair-bound.

When interacting with a girl (or parent/caregiver) with a disability, consider these tips:

- When talking to a girl with a disability, speak directly to her, not through a family member or friend.
- It's okay to offer assistance to a girl with a disability, but wait until your offer is accepted before you begin to help. Listen closely to any instructions the person may have.
- Leaning on a girl's wheelchair is invading her space and is considered annoying and rude.
- When speaking to a girl who is deaf and using an interpreter, speak to the girl, not to the interpreter.
- When speaking for more than a few minutes to a girl who uses a wheelchair, place yourself at eye level.
- When greeting a girl with a visual disability, always identify yourself and others. You might say, "Hi, it's Sheryl. Tara is on my right, and Chris is on my left."
-

Registering Girls with Cognitive Disabilities

Girls with cognitive disabilities can be registered as closely as possible to their chronological ages. They wear the uniform of that grade level. Make any adaptations for the girl to ongoing activities of the grade level to which the group belongs. Young women with cognitive disorders may choose to retain their girl membership through their twenty-first year, and then move into an adult membership category.

Getting Support for Your Troop

Just as your Girl Scouts rally around each other for support, you'll also have a dedicated Girl Scout support team, consisting of council staff and passionate volunteers just like you. Your support team, which may be called a service unit at your council, is ready to offer local learning opportunities and advice as well as [answer your questions](#) about the Girl Scout program, working with girls, product sales, and so much more.

Before you hold your first troop meeting with girls, consider the support and people resources you'll need to cultivate an energizing troop experience. Parents, friends, family, and other members of the community have their own unique strengths and can provide time, experience, and ideas to a troop, so get them involved from the very beginning as part of your volunteer troop team. This team is made up of troop leaders (like you) and troop committee volunteers.

Your [troop committee volunteers](#) *troop committee volunteers* are the extra set of eyes, ears, and hands that help the troop safely explore the world around them. Depending on your troop's needs, they can play a more active role—for instance, someone can step up as a dedicated troop treasurer—or simply provide an occasional helping hand when you need to keep a meeting's activity on track.

If a parent or caregiver isn't sure if they can commit to a committee or co-leader role, encourage them to try [volunteering in a smaller capacity](#) that matches their skill set. Just like your young Girl Scouts, once troop parents and caregivers discover they can succeed in their volunteer role, they'll feel empowered to volunteer again.

Troop Management Tools and Resources

From toolkits and guides to regular contact with experienced people, you'll have all the support you need to be a Girl Scout volunteer. Here's a list of some important resources you'll want to check out.

The Volunteer Toolkit

The Volunteer Toolkit is a customizable digital planning tool for troop leaders and co-leaders to easily manage their troop year-round and deliver easy, fun troop meetings. Accessible via desktop and mobile devices, the Volunteer Toolkit saves you time and energy so that you can focus on having fun with your Girl Scouts.

With the Volunteer Toolkit, girls and leaders can explore meeting topics and program activities together and follow the fun as they plan their Girl Scout year. Through the Volunteer Toolkit, troop leaders can:

- Plan the troop's calendar year and meeting schedule.
- Email parents/caregivers with one click.
- View the troop roster, renew girls' membership, and update girls' contact information.
- View meeting plans for Journeys and badges, including suggested tracks for multi-level groups (K-5 and 6-12).
- Customize meeting agendas to fit your unique troop.
- Explore individual meeting plans that show a breakdown of every step, including a list of materials needed, editable time allotments for each activity within a meeting, and printable meeting aids.
- Record attendance at meetings and their troop's badge and Journey achievements.
- Add council or custom events to the troop's calendar.
- Submit troop's finance reports (depending on the council's process).
- Easily locate both national and local council resources, such as [Safety Activity Checkpoints](#).

Parents and caregivers can:

- View the troop's meeting schedule and individual meeting plans to stay up to date on the badges and Journeys they are working on.
- Renew their memberships and update their contact information.
- View their Girl Scout's attendance and achievements.
- See upcoming events the troop is planning or attending.
- Easily locate both national and local council resources, such as the Family Hub.
- View the troop's finance report (depending on the council's process).

Get started by visiting: www.gshawaii.org

The Girl's Guide to Girl Scouting What does it mean to be a go-getting Girl Scout? It's all in *The Girl's Guide to Girl Scouting*. These grade level-specific binders will help you break it down for your girls. It's part handbook, part badge book, and 100 percent fun! Find it at our [online shop!](#)

[Safety Activity Checkpoints](#)

Safety is paramount in Girl Scouting, and this resource—*Safety Activity Checkpoints*—contains everything you need to know to help keep your girls safe during a variety of exciting activities outside of their regular Girl Scout troop meetings.

Tips for Troop Leaders

When you're looking for real-world advice from fellow troop leaders who've been there, [this volunteer-to-volunteer resource](#) on the Girl Scouts of the USA website has what you need for a successful troop year.

Girl Scout Volunteers in Your Community

Remember that Girl Scout support team we mentioned? You'll find them in your service unit! Troops are organized geographically into service units or communities. You'll find a local network of fellow leaders and administrative volunteers [ready to offer tips and advice](#) to help you succeed in your volunteer role.

Customer Care Contacts

Questions? Need help resolving an issue? We've got you! Reach out anytime by either clicking on the "Contact Us" form at www.gshawaii.org or email [customercare@gshawaii.org]. During business hours 8:00 am to 5:00 pm HST Monday through Friday; you can reach a customer service specialist by calling 808-595-8400.

Newsletters/Communication

Be sure to opt in to our messages, if you're not receiving messages complete this [Opt In Form](#) and mark our [@gshawaii.org](#) address as safe in your email filters to receive messages from Council.

Taking Advantage of Learning Opportunities

We know that when you have the knowledge and skills you need to manage your girls, both you and your troop will thrive. Contact your council to ask about ongoing learning opportunities that will help you grow your skills and confidence.

- Navigate to **gsLearn** from your **myGS** portal to see development opportunities
- Navigate to our [events page](#) for Skill training such as First Aid training.

Knowing How Much You're Appreciated

What begins with Girl Scouts speaking up at a troop meeting can go all the way to speaking in front of their city council for a cause they champion—and they'll have your support to thank for that. Your volunteer role makes a powerful difference. Thank you for all you do.

Just as you'll receive support throughout your volunteering experience, when you reach the end of the term you signed up for, you'll talk with your support team about the positive parts of your experience as well as the challenges you faced, and you'll discuss whether you want to return to this position or try something new. The end of your troop year, camp season, overseas trip, or series/event session is just the beginning of your next adventure with Girl Scouts!

If you're ready for more opportunities, be sure to let your council support team know how you'd like to be a part of girls' lives in the future—whether in the same position or in other, flexible ways. Are you ready to organize a series or event? Take a trip? Work with girls at camp? Work with a troop of girls as a yearlong volunteer? Share your skills at a council office, working behind the scenes? The possibilities are endless and can be tailored to fit your skills and interests.

Appreciation Pin

This pin recognizes a registered adult Girl Scout's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on one geographic area of service, helps reach and surpass the mission-delivery goals of the area.

Honor Pin

An Honor Pin recognizes a registered adult Girl Scout's exemplary service in support of delivering the Girl Scout Leadership Experience which has had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission-delivery goals.

Volunteer of Excellence

Introduced in 2013, the Volunteer of Excellence award recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service in support of the council's mission delivery to girl and adult members.

GSH WOW Award

Peer to peer recognition for all members to recognized Volunteers in all Volunteer positions.



Volunteer Appreciation Month

Without our passionate and dedicated volunteers, there would be no Girl Scouting. That's why we celebrate National Volunteer Month every April! And get ready to crank up the party as we ring in National Girl Scout Leader's Day on April 22.

Girl Scouts also celebrates National Volunteer Week, which falls during the third week of April. What can we say—we love our volunteers!

Girl Scout Participation in Activities with Other Scouting Organizations

The decision by Boy Scouts of America (BSA) to open the Boy Scout program to girls has fundamentally altered the nature of the relationship between BSA and Girl Scouts nationally and locally. Local relationships between BSA and Girl Scout councils that have led to partnerships and joint activities in the past may now create certain risks or challenges for Girl Scouts. For this reason, councils are encouraged to avoid joint recruiting and/or joint participation in community events or activities.

Marketplace Confusion

To protect the integrity of the Girl Scout brand and reinforce our programming as unique, girl-only, and best in class, we must ensure that we take care that the activities in which girls participate are exclusive to the Girl Scout program, are safe and girl-led, and are conducted under the appropriate supervision of Girl Scouts.

Protecting Use of Girl Scout Materials

Girl Scout materials are intended for the exclusive use of Girl Scouts and are protected as the intellectual property of Girl Scouts of the USA. Materials include but are not limited to: Girl Scout logo, tag lines, and/or program and badge requirements.

Girl Scout Cookie Program

Learning to think like an entrepreneur? Developing business smarts? Getting to know customers and building lasting relationships? There's so much more to that box of Thin Mints®.

Whether they participate in the Girl Scout Cookie Program or the Girl Scout Fall Product Program (or both!), everything your Girl Scouts learn prepares them to take on the world. Plus, Girl Scout Cookie proceeds stay local in your community to power amazing year-round experiences—experiences that broaden their worlds and spark their sense of wonder.

Five Essential Skills

Girl Scouts as young as five develop five essential skills through the Girl Scout Cookie Program—skills that will help them be successful today and throughout their lives:

- *Goal setting:* Girls learn to create a plan to reach their goals.
- *Decision making:* Girls learn to make decisions on their own and as a team.
- *Money management:* Girls learn to create a budget and handle money.
- *People skills:* Girls find their voice and up their confidence through customer interactions that build relationships.
- *Business ethics:* Girls learn to act responsibly and honestly, both in business and in life.

But building their business know-how isn't just tied to the cookies themselves! Girl Scouts at any level can continue honing their entrepreneurial skills by earning the [Cookie Business badges, Cookie Entrepreneur Family pin, and the Financial Literacy badges](#) year over year.

Before your cookie bosses open shop, be sure to check out these [helpful troop leader resources](#) that will empower you to:

- Manage your troop's funds.
- Learn how girls participate in money earning.
- Discover how your troop can reach its financial goals.
- Plan activities to help her earn cookie pins and badges
- Understand just how much your girls are capable of by grade level and [how their entrepreneurial skills progress](#).

Girl Scout Cookie History

What started with Girl Scouts selling home-baked cookies to raise money grew into enlisting professional bakers in 1936 to handle the growing demand—and the rest is history. Explore [Girl Scout Cookie History](#) to find out how cookies have helped build generations of female entrepreneurs and leaders who make the world a better place.

Where Cookie Proceeds Go

After paying for the cost of cookies and materials, [Girl Scout Cookie proceeds stay local](#) and help councils provide Girl Scout programs in science, technology, engineering, and math (STEM), the outdoors, life skills, entrepreneurship, and more—in camps, through leadership training, and multiple other ways. A portion of the proceeds is directly managed by girls, and it's up to them to decide how to invest their troop's share of the earnings.

Your council will provide a breakdown of how cookie program proceeds support Girl Scout activities locally. Please share this information with girls and their families so everyone understands that product program sales make it possible for your Girl Scout council to serve girls.

Troop members share in the proceeds from a successful product program; proceeds aren't distributed to individual girl members. Girls, however, may be eligible for rewards and credits that they put toward council-sponsored camps, programs, and Girl Scout swag. The council plan for rewards applies equally to all girls participating in the product program activity. Visit the [cookie section](#) of your council website for more information about individual rewards and troop proceeds locally.

The Girl Scout *Blue Book of Basic Documents* specifies that:

“All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by a Girl Scout council or Girl Scouts of the USA. Such money and other assets must be used for the purposes of Girl Scouting.”

—“Ownership of Assets,” *Blue Book of Basic Documents* (May 2018), page 22

Making s’mores under the stars, creating a lasting impact on your community, or ordering supplies for an eye-opening STEM project—there are limitless ways to put troop proceeds toward dynamic Girl Scout experiences! There are a few things, however, that don’t qualify for “purposes of Girl Scouting,” for instance, using troop proceeds to purchase memberships in or uniforms for another organization. We encourage all councils to remind their volunteers of this policy in order to protect the all-girl environment and to avoid diversion of Girl Scout funds.

Your Council’s Role

When you are set up for success, you are better able to set up your girls for success! That’s why every year, your council provides trainings, guidelines, and procedures for conducting the Girl Scout Cookie Program and fall product program, and determines how the proceeds and product rewards system will be managed. Check the [cookie section](#) of your council’s website to find the answers you need as well as local trainings and resources.

Each council also selects the vendors of its choice to provide the products for their product programs. Two commercial bakers are licensed by Girl Scouts of the USA to produce Girl Scout Cookies: [Little Brownie Bakers](#) and [ABC Bakers](#). You can also [Meet the Cookies](#) and find additional info on cookie varieties, including nutritional details.

Your Role

You play an exciting role in giving your Girl Scouts opportunities to practice the five skills as they learn how to think like entrepreneurs. Some of the things you’ll do include:

- Get girls excited about the opportunities to support the troop (but allowing their participation to be voluntary).
- Support both [competitive and apprehensive cookie bosses](#), helping all your girls set meaningful goals for themselves.
- [Fostering partnerships with each Girl Scout’s family](#) to ensure cookie season success, whatever that may look like for her. The [Creating Cookie Success](#) and [Coaching Your Budding Businesswoman](#) resources will help you build a positive partnership with girls and families, and the [Cookie Entrepreneur Family pin](#) is designed to help families support girls’ growth at home.

Not only can girls sell individually, both in-person and using the online tools provided by each vendor, they can also participate in group booth sales during product programs. Your local council has additional guidance and processes to market and ensure every booth is in a safe and appropriate location.

As your Girl Scouts grow, your role will evolve from a hands-on one to providing oversight and support where needed. No matter their ages, remember that *volunteers and parents/caregivers do not sell the product*. Your role is to encourage your girls and let their entrepreneurial spirit soar. Learning by doing is exactly how your girls develop the business savvy and communication skills that will [empower them to reach any goals they set for themselves](#).

Another critical task for each troop is to establish a clear accounting system for all proceeds and product during the programs. It’s up to you to make sure that money is spent wisely, that excellent records are kept (remember to keep copies of all receipts in a binder or folder), and that all product is tracked. For older girls, your job is to oversee their work as they learn to keep impeccable records. Be sure to attend product program orientation or training so you are aware of the systems and helpful tools available.

The Girl Scout Cookie Program and the fall product program can be exhilarating and busy times during the troop year, but you’re never alone in your efforts! You can reach out to your service unit product program manager when you’re feeling stuck, or you can [build your cookie team](#) to provide the support your troop needs.

Product Program Safety

Safety is the top priority while selling Girl Scout Cookies and other products. Volunteers, families, and girls should be familiar with and practice the safety guidelines outlined in local program resources as well as those available in the [troop leader resources](#) section of girlscoutcookies.org and in *Safety Activity Checkpoints*.

Selling Cookies Online

Will your troop use the [Digital Cookie® platform](#) to manage its cookie business? Check the specific guidelines provided by each cookie vendor before participating. Before girls use their Digital Cookie or Smart Cookie site, they should partner with their families to learn how to safely run their business online.

A few more online safety practices to keep in mind:

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a Girl Scout, with the supervision of her parent or caregiver.
- Girl Scouts engaging in online sales and marketing must review and apply the [Digital Marketing Tips for Cookie Entrepreneurs and Their Families](#).
- Girls, volunteers and parents must review and adhere to the [Girl Scout Internet Safety Pledge](#), the [Digital Cookie Pledge](#), the [Supplemental Safety Tips for Online Marketing](#), and Girl Scouts' [Safety Activity Checkpoints](#) for Computer and Internet Use and Cookie and Product Sales (with the exception that they may share beyond friends and family).
- Girl sales links should never be posted to resale sites (Craigslist, eBay, Facebook Marketplace etc.).
- Girls must adhere to all terms and conditions on Digital Cookie and Smart Cookie platforms. For copies of terms and conditions, please contact GSUSA, ABC, or M2 as needed.
- Girl Scouts of the USA reserves the right to remove or disable the link for any reason including violation of guidance, inventory fulfillment issues, safety issues, or if sales and marketing activity goes viral and otherwise creates unanticipated disruption.

Additionally, families, girls, and volunteers should contact and collaborate with their councils and Girl Scouts of the USA in advance on any national news media opportunities tied to girls online marketing and sales efforts.

The Buddy System

Using the buddy system, the troop is divided into teams of two. Each Girl Scout is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help if needed. Girls are encouraged to stay near the group or buddy with another team of two so that in the event someone is injured, one person cares for the patient while two others seek help.

Preparing for Your Girl Scout Cookie Booth

Cookie booths—that is, cookie pop-up sales in areas with lots of foot traffic—are a fun way for Girl Scouts to connect with their community and practice their sales pitch with new customers. Booth locations must be approved by councils, facilitated within council jurisdiction, and participants must follow all council guidelines with regard to setting up, running, and taking down a booth.

Please check your local COVID-19 guidelines for any restrictions on booth locations and other safety considerations, or [consider a virtual cookie booth](#) or [virtual cookie rally](#) if it makes sense for your troop.

Create a great cookie booth experience for your Girl Scouts by:

- Using your best judgment in setting up cookie booths in locations that will be open, accessible, and safe for all Girl Scouts and potential customers.
- Choosing a high traffic area—this could be your local supermarket, mall, or park—where you'll maximize the number of visitors to your booth.
- Checking out your booth site ahead of the sale. Talk to business owners in the area so they'll know what to expect. Find out what security measures are in place—these may include lights for evening sales and whether a security camera watches the booth area—and where the nearest bathrooms are located.
- Respecting the surrounding businesses by making sure your booth isn't blocking a store entrance or exit.

- Encouraging your Girl Scouts to unleash their creativity—and work on their advertising skills—to make colorful signs and booth decorations that potential customers can't resist! Remind girls to be polite and to have their sales pitch ready for interested customers.

And keep in mind:

- A minimum of two volunteers (at least one of whom is a registered Girl Scout volunteer with the required background check) and one Girl Scout should be present at the booth at all times. With two or more volunteers, you'll have adequate booth coverage if the girls need to be accompanied to the restroom.
- If your Daisies are still learning how to make correct change, help them handle money as needed. But remember that girls make all sales at the booth!
- Changing your cookie booth hours or location? Keep your customers in the loop and update your baker's Digital Cookie or Smart Cookie system with the new details. All scheduled booths are available on the Cookie Finder App ([iOS](#) or [Android](#)).
- Certain locations may be inappropriate for younger Girl Scouts based on the standards of your local community, may negatively impact the cookie program experience for girls, and/or may negatively impact our brand in your community. For additional clarity, girls should not sell in or in front of establishments that they themselves cannot legally patronize.
- Additionally, with respect to marijuana dispensaries, we have been steadfastly combating the unauthorized uses of the Girl Scout trademark by the cannabis community, which has been marketing—without our authorization—certain cannabis products under our youth-appealing brand. We are continuing to aggressively fight these unauthorized uses of the Girl Scout brand and hope that our councils and volunteers will join Girl Scouts of the USA's efforts by discouraging cookie booth locations at such locations.

For more tips to make your booth a success, check out our [Cookie Booth Essentials](#). For additional information about setting up a booth and safety and security suggestions, consult your council guidelines. Always report incidents as soon as possible, within 24 hours using our [Incident Report form](#) (located on the forms page of our website)

Cookie Donation Programs

Cookies also help girls make a big impact in their community! Your council may have an established cookie donation program where customers can purchase cookies that will be donated to an organization by your council. Cookie donations are not only a great talking point for girls to share with their customers—they're also a thoughtful way to show girls how cookies can help them give back.

With cookie donations, remember that:

- All cookie donation programs must be approved by your council.
- Donated cookies must stay within the council jurisdiction unless your council has the approval from other council jurisdictions.
- Donated products cannot be resold and must be used in a responsible and ethical way.
- Donated products are used in a way that does not undermine the work of councils or jeopardize the integrity of the Girl Scout brand.

Handling Product Complaints

Girl Scout Cookies are well loved and for good reason—it has always been the practice of Girl Scout councils and the bakers to guarantee customer satisfaction with their delicious cookies. If a customer is not satisfied with the quality of their cookies for some reason, they can contact the baker via the phone number printed on the side of the cookie package.

Troops should notify their council if they are aware of any customer dissatisfaction.

Recognizing Cookie Sellers in the Media

Focusing on entrepreneurial outcomes has always been the focus of the Girl Scout Cookie Program. The cookie program has never been about and does not focus on individual girls' sales results.

- There are many impressive cookie bosses throughout the United States, and the Girl Scout organization will continue to recognize dynamic cookie entrepreneurs for various achievements tied to the Girl Scout Cookie Program and through their participation in Girl Scouts.
- Girl Scouts of the USA does not currently track the top seller(s) of Girl Scout Cookies on a national level and does not identify a specific Girl Scout as the number one or "record-breaking" national cookie seller.
- Girl Scout councils should not reference such girls as "top sellers" in the media. Doing so detracts from the essence of the Girl Scout Cookie Program, which is based on offering girls important experiences in entrepreneurship, business, and finance from a young age as well as providing girls and local Girl Scout councils with the funds necessary to power amazing experiences and opportunities for Girl Scouts year-round.

Troop Finances

With your guidance, your Girl Scouts will learn money skills that will serve them throughout their lives. Your Girl Scout troop will plan and finance its own activities, and you'll coach your girls as they earn and manage troop funds. Troop activities are powered by proceeds earned through council-sponsored product program activities (such as the Girl Scout Cookie Program), group money-earning activities (council approved, of course!), and any dues your troop may charge.

Remember that all funds collected, raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting belong to the troop and must be used for the purposes of Girl Scouting. Funds are administered through the troop and do not belong to individuals.

Please refer to the [GSH Troop Finance Guide](#) review the group finance section in the [GSH Council Policies and Procedures](#) at the end of this document for additional requirements and processes for opening bank accounts under the bank account section.

Establishing a Troop Account

No matter how much your troop plans on saving or spending, you'll need a safe place to deposit your troop dues, product program proceeds, and other funds. If you've stepped up to lead an existing troop, you may inherit a checking account, but with a new troop, you'll want to open a new bank account.

All Girl Scouts of Hawai'i Troops must bank with American Savings Bank unless written approval is granted due to remote locations.

Here are a few helpful tips you can take to the bank:

- Be sure to find a bank that has free checking and low fees.
- Designate a "troop treasurer," that is, one person who is responsible for troop funds and for keeping a daily account of expenditures.
- Ensure your account comes with a debit card that you can use during activities or trips. These transactions are easier to track at the end of the year.
- No Girl Scouts of Hawai'i Troop or Group Account is permitted to have a debit card connected to the account.
- Keep troop funds in the bank before an activity or trip and pay for as many items as possible in advance of your departure.

Follow your council's financial policies and procedures for setting up an account.

Troop Disbanding and Unused Troop Funds

As a troop, decisions on spending remaining funds of a disbanding or merging troop must always be girl-led. The group may decide to spend any portion of the remaining funds on a final trip, troop activity, a Girl Scout Program such as camp, or to continue their Girl Scout Experience by renewing their membership for the coming year, buying uniforms and Girl Guides to Girl Scouting, and other Girl Scout related expense. As a troop, decisions on spending and/or donating the remaining funds of a disbanding or merging troop must always be girl-led. The group may decide to spend any portion of the remaining funds on a final trip, troop activity, a Girl Scout Program such as camp.

- No funds may be given to another troop, service unit, or donated to another organization.
- All remaining funds not spent as a troop and made eligible for all registered girls are to be returned to council.
- No amount of remaining funds may be given directly to girls, parents, or guardians. This includes any form of cash, check, or cash equivalents such as gift cards.
- All transactions and any use of troop funds must be completed while girls and volunteers have current memberships.

In the event the troop disbands the troop must submit a [Disbanding Troop Report](#), and troop finance records must be surrendered to the Service Unit Treasurer or to Council within 60 days. If the disbanding troop report submission of the last day of the membership year (whichever comes first).

A copy of the [Troop Finance Worksheet and Annual Report](#) form should be kept with your troop files for seven (7) years. This record, or a copy of it, should be transferred from one Leader to another as the leadership of troop changes; from one Treasurer to another as the office changes. Failure to file a Group Finance Report may result in withdrawal of permission to use the Girl Scouts of Hawai'i Taxpayer Identification.

Closing the Troop Account

As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, submit the Troop Disbanding Report to Council and turn in all banking and troop account records to the Service Unit Treasurer or Council.

Money-Earning Basics for Troops

Troops flex their financial muscles in two distinct ways:

- The Girl Scout Cookie Program and other sales of Girl Scout-authorized products (such as calendars, magazines, or nuts and candy) organized by your council. All girl members are eligible to participate in two council-sponsored product program activities each year with volunteer supervision: the cookie program and one other council-authorized product program. Please remember, volunteers and Girl Scout council staff don't sell cookies and other products—girls do.
- Group money-earning activities organized by the troop (not by the council) that are planned and carried out by girls (in partnership with volunteers) and that earn money for the group.

Participation Guidance

Girls' participation in both council-sponsored product program activities and group money-earning projects is based upon the following:

- Voluntary participation
- Written permission of each girl's parent or guardian
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money earning should not exceed what the group needs to support its program activities
- Observance of local ordinances related to involvement of children in money-earning activities as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangements for safeguarding the money

Additional Guidelines

Keep these specific guidelines—some of which are required by the Internal Revenue Service—in mind to ensure that sales are conducted with legal and financial integrity.

- All rewards earned by girls through the product program activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
- Troops are encouraged to participate in council product programs as their primary money-earning activity; any group money earning shouldn't compete with the Girl Scout Cookie Program or other council product programs.
- Obtain written approval from your council before a group money-earning event; most councils ask that you submit a request for approval.
- Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws.
- Girl Scouts' *Blue Book* policy forbids girls from the direct solicitation of cash. Girls can collect partial payment toward the purchase of a package of Girl Scout Cookies and other Girl Scout-authorized products through participation in council-approved product program donation programs.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business, such as in-home product parties. Any business using the Girl Scout trademark or other Girl Scout intellectual property must seek authorization from GSUSA.
- Group money-earning activities need to be suited to the ages and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product programs. Funds acquired through group money-earning projects must be reported and accounted for by the group according to council procedures.

Sample Money-Earning Activities

Collections/Drives

- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas tree recycling

Food/Meal Events

- Lunch box auction (prepared lunch or meal auctioned off)
- Themed meals, like a high tea or a build-your-own-taco bar, related to activities girls are planning (For instance, if girls are earning money for travel, they could tie the meal to their destination).

Service(s)

- Service-a-thon (people sponsor a girl doing service and funds go to support a trip or other activity)
- Babysitting for holiday (New Year's Eve) or council events
- Raking leaves, weeding, cutting grass, shoveling snow, walking pets
- Cooking class or other specialty class

The Girl Scout Cookie Program and other council-sponsored product programs are designed to unleash the entrepreneurial potential in your girls. From there, your troop may decide to earn additional funds on its own.

Help Your Troop Reach Its Financial Goals

We get it—there’s something exciting about opening that first case of Girl Scout Cookies. However, before your girls take part in all the cookie program fun, it’s important they have a clear plan and purpose for their product program activities. As a volunteer, you have the opportunity to facilitate girl-led financial planning, which may include the following steps for the girls:

1. *Set goals for money-earning activities.* What do girls hope to accomplish through this activity? In addition to earning money, what skills do they hope to build? What leadership opportunities present themselves?
2. *Create a budget.* Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group’s account balance, projected cookie proceeds, and so on).
3. *Determine how much the group needs to earn.* Subtract expenses from available income to determine how much money your group needs to earn.
4. *Make a plan.* The group can brainstorm and make decisions about its financial plans. Will cookie and other product programs—if approached proactively and energetically—earn enough money to meet the group’s goals? If not, which group money-earning activities might offset the difference? Will more than one group money-earning activity be necessary to achieve the group’s financial goals? In this planning stage, engage the girls through the Girl Scout processes (girl-led, learning by doing, and cooperative learning) and consider the value of any potential activity. Have them weigh feasibility, implementation, and safety factors.
5. *Write it out.* Once the group has decided on its financial plan, describe it in writing. If the plan involves a group money-earning activity, fill out an application for approval from your council and submit it along with the budget worksheet the girls created.

Remember: It’s great for girls to have opportunities like the Girl Scout Cookie Program to earn funds that help them fulfill their goals. As a volunteer, try to help girls balance the money earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects, for example, may not always require girls to spend a lot of money!

Financial Management and Product Program Abilities by Grade Level

As with other Girl Scout activities, girls build their financial and sales savvy as they get older. Every girl will be different, but here you’ll find some examples of the abilities and opportunities for progression of girls at each grade level.

Girl Scout Daisies

The group volunteer handles money, keeps financial records, and does all group budgeting.

Parents/guardians may decide they will contribute to the cost of activities.

Girls can participate in Girl Scout Cookie activities and other council-sponsored product programs.

Daisies are always paired with a volunteer when selling anything. Girls do the asking and deliver the product, but volunteers handle the money and keep the girls secure.

Girls should be given the opportunity to practice identifying money and counting back change with an adult during each transaction.

Girl Scout Brownies

The group volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities.

Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on) with guidance from their volunteer(s).

Girls set goals for and participate in council-sponsored product programs.

Girls may decide to pay dues to contribute to the cost of activities.

Girl Scout Juniors

The group volunteer retains overall responsibility for long-term budgeting and record keeping, but shares or delegates all other financial responsibilities.

Girls set goals for and participate in council-sponsored product programs.

Girls decide on group dues, if any. Dues are collected by girls and recorded by a group treasurer selected by the girls.

Girls budget for the short-term needs of the group based on their plans and income from the group dues.

Girls budget for more long-term activities, such as overnight trips, group camping, and special events.

Girls budget for Take Action projects, including the Girl Scout Bronze Award, if they are pursuing it.

Girl Scout Cadettes, Seniors, and Ambassadors

Girls estimate costs based on plans.

Girls determine the amount of group dues, if any, and the scope of money-earning projects.

Girls set goals for and participate in council-sponsored product programs.

Girls carry out budgeting, planning, and group money-earning projects.

Girls budget for extended travel, Take Action projects, and leadership projects.

Girls may be involved in seeking donations for Take Action projects with council approval.

Girls keep their own financial records and give reports to parents and group volunteers.

Girls budget for Take Action projects, including the Girl Scout Silver or Gold Awards, if they are pursuing them.

Working with Sponsors and Other Organizations

Local sponsors can help councils power innovative programs for Girl Scouts. Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. Encourage your girls to celebrate a sponsor's contribution to the troop by sending thank-you cards, inviting the sponsor to a meeting or ceremony, or working together on a Take Action project.

For information on working with a sponsor, consult your council, which can give you guidance on the availability of sponsors, recruiting guidelines, and any council policies or practices that must be followed. Your council may already have relationships with certain organizations or may know of some reasons **not** to collaborate with certain organizations.

When collaborating with any other organization, keep these additional guidelines in mind:

Avoid Fundraising for Other Organizations

Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts by wearing a uniform, a sash or vest, official pins, and so on. This includes participating in a walkathon or telethon while in uniform. However, you and your group can support another organization through Take Action projects. Girl Scouts as individuals are able to participate in whatever events they choose as long as they're not wearing anything that officially identifies them as "Girl Scouts."

Steer Clear of Political Fundraisers

When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group may not participate, directly or indirectly, in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.

Be Respectful When Collaborating with Religious Organizations

Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.

Avoid Selling or Endorsing Commercial Products

A commercial product is any product sold at a retail location. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for, or sell such products.

Refer to GSH Council Volunteer Policies and Procedures at the end of this document. When collaborating with any other organization, keep these additional guidelines in mind:

Safety in Girl Scouting

The emotional and physical safety and well-being of Girl Scouts is our top priority. *Safety Activity Checkpoints* outlines the Safety Standards and Guidelines used in Girl Scouting, which apply to *all* Girl Scout activities.

For current COVID-19 guidelines, check your local council's version of [Safety Activity Checkpoints](#).

All volunteers should review the [Safety Activity Checkpoints](#) manual when planning activities with girls in order to manage safety and risk in Girl Scout-sanctioned activities.

In *Safety Activity Checkpoints*, you'll find:

- Girl Scout Activity Safety Standards and Guidelines with requirements for adult supervision, permission slips, preparation, field trips and overnight trips, and other vital information
- Activities that are not permitted by Girl Scouts of the USA and actions that girls and volunteers should not take
- Policies surrounding chartered aircraft trips and aviation
- First-aid and overall health information you'll need from the girls
- Standards for well-being and inclusivity, including working with Girl Scouts with disabilities and ensuring emotional safety
- A breakdown of specific activities—such as camping, internet use, and water sports—and their individual safety checkpoints

Following the Safety Standards and Guidelines is an Activity-at-a-Glance chart which details two critical points to keep in mind:

- Age-appropriate activities and participation by grade level
- Whether prior approval from your council is required before girls participate in a specific activity

Knowing How Many Volunteers You Need

From camping weekends to cookie booths, adult volunteers must always be present to ensure their Girl Scouts have fun and stay safe, no matter their grade level.

Not sure just how many adults you'll need for your activity? The following chart breaks down the minimum number of volunteers needed to supervise a specific number of Girl Scouts; councils may also establish maximums due to size or cost restrictions, so be sure to check with them as you plan your activity.

	Group Meetings	Events, Travel, and Camping		
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Interim COVID-19 Guidance for Leaders

Returning to In-Person Troop Meetings and Activities: Interim COVID-19 Guidance for Volunteers

Edition date: 6/1/2020

This guidance is being provided as of the Edition Date above (when a vaccine has not been made readily available). Girl Scouts of Hawai'i may modify this guidance, from time to time as circumstances change. See the information on our website [Covid Response](#) page for the latest updates.

COVID-19 is an extremely contagious virus that spreads easily in the community. Take all reasonable precautions to limit potential exposure for girls, volunteers, and families.

The COVID-19 pandemic continues to change as infection rates rise and fall in different areas. There may be regional differences or developments since this guidance was published. Continue to follow local and national directives. Discuss plans with families.

Use these questions and reminders to help decide how and when to return to troop activities.

Troop Meeting Space. Outdoor spaces where social distancing can be maintained are strongly recommended for meetings. Get advance permission from the property owner or the jurisdiction that provides the location.

For meetings held at public facilities, contact the facility ahead of time and ask:

- Is the space cleaned, and touch surfaces (i.e., tabletops, light switches, chairs, etc.) sanitized, at least daily?
- Who else uses the space (how often, what size is the group)? Is the space cleaned between groups?
- What type of faucets / soap dispensers are available in the restroom (sensory or manual)?

Then, consider whether you can supplement any practices that are less ideal. For example, if you will arrive after another user group, plan to bring sanitizing wipes to get the space ready for your troop. Another example: if faucets are manual, take some time to show girls how to shut them off with a paper towel. Use paper towels for doorknobs whenever possible.

Meetings may not be held in fitness centers or gyms, where a greater risk for contracting the virus may exist. Schools or churches may not permit outside groups on premises, so always check and confirm ahead of time.

Troop Meetings in the home. GSUSA strongly suggests no meetings in the home out of concern that there would be greater risk of exposure to other family members. The recommendation is to stay away from in-home meetings for the time being.

Troop Meeting Size. The current suggested maximum is ten people (eight girls and two unrelated adult volunteers). However, [check your local restrictions](#) for small gatherings. If more restrictive, follow the local restriction. Restrictions vary greatly from state to state, county to county, and even from town to town--and frequently change. If a state allows more than ten to gather, utilize all social distancing practices and follow all preventative guidance (such as face coverings). Get clearance from your council before planning any gatherings of more than ten people.

If you have a large troop, stay connected while you wait for a safe time for everyone to gather. Large troops are wonderful, so stay together! Some ideas:

- Host virtual troop meetings (see below).
- Gather up in smaller groups—such as age-level groups, patrols, or groups of girls with a particular badge they'd like to work on.

Transportation. Individual parents drop off and pick up their own girls from meetings. Carpooling and public transportation should be avoided, where possible, to maintain social distancing.

Virtual meetings. Meeting options may need to be flexible based on the fluid nature of COVID-19 risk. Troops that are able to run online meetings as needed (or wanted) should do so. GSUSA recommends maintaining a virtual to in-person ratio of at least 20/80, which means to maintain virtual troop meetings at least 20% of the time to keep tech skills and virtual meeting habits fresh. Use the [Safety Activity Checkpoints](#) for Virtual Meetings, to guide your meeting plans: [Virtual Troop Meetings](#).

Other helpful resources can be found on our [Engaging Girls and Families Page](#).

Day trips and activities. In conjunction with Safety Activity Checkpoints, follow the same guidance as Troop Meetings and Hygiene and COVID-19 Risk Mitigation guidance in this document. Call ahead to the facility or vendor to confirm that they are following CDC and state health department guidelines. If activity or sporting equipment is being provided, ask the provider if they wipe down equipment in between uses, similar to equipment at the gym. Make whatever appropriate accommodations that are necessary. For example, bring extra sanitizer if none will be provided for public use at the activity location.

Travel and overnight stays. Overnight trips are not permitted until after the home state is successfully past Phase 3 of its re-opening process. The time-frames will vary from state to state and even from county to county in some cases. As always, contact your council for prior approval before planning any overnight stays and follow guidance in Safety Activity Checkpoints.

Hygiene and COVID-19 Risk Mitigation. Follow the resources developed by [credible public health sources such as CDC](#) or your local public health department. Share these with girls and volunteers and ensure that they are practiced during meetings and activities. Place signs in the meeting or activity space to remind girls and volunteers to engage in [everyday preventive actions](#) to help prevent the spread of COVID-19. Signs should include:

- Stay home if you are sick.
- Cough and sneeze into a tissue, throw the tissue in the trash, and wash or sanitize your hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth. Wash hands if you do touch.
- Volunteers, girls and parents should be reminded to make sure temperatures are taken prior to group interaction to confirm the individual is not running a fever and temperature is a normal 98.6 degrees. Members with fever or temperature higher than 98.6 should skip the in-person gathering until their temperature is normal.

Personal contact. Hugs, handshakes, “high-fives,” and even activities like the friendship circle or squeeze can transmit COVID-19 from person to person. Refrain from these gestures for the time being. Create a safe way for girls and volunteers to greet and end meetings instead (like tapping elbows or using the shaka hand sign).

First Aid Supplies. Troop first aid supplies should include COVID-19 prevention items including hand sanitizer (at least 60% alcohol), tissues, disposable face-masks, and disinfectants. Trash baskets or bags should be supplied for meeting and activity spaces, if not already available. Make sure that the trash baskets (or bags) are easily accessible for girls. Disposable or no-contact thermometers may be added to supplies if available and not cost-prohibitive, however, parents should be checking temperatures and allowing their girl(s) to join group activities only when temperatures are normal.

First Aid / CPR Training. Keep skills up-to-date for any emergency. Talk to your council about alternative methods of training that may be available during this time.

Disinfectants and Disinfecting. [Routinely clean and disinfect surfaces](#) and objects that are frequently touched (i.e., table tops, markers, scissors, etc.). Use a household cleaner, or see the [EPA's list of effective cleaners](#) approved for use against COVID-19. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Household bleach is effective against COVID-19 for up to 24 hours when properly diluted. Check that the bleach is not expired and determine if it can be used on a given surface. Follow the manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

To prepare a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

See the [CDC's website](#) for more on cleaning and disinfecting community facilities.

Face Coverings. Volunteers should remind girls that Girl Scouts wear face coverings (masks) not only to protect themselves but to protect others. Face coverings are a civic responsibility and a sign of caring for the community. Girls can bring their own face coverings. Have disposable masks on hand for those who need them. Volunteers can teach girls [how to handle their face coverings](#) so that the coverings are effective. Some girls or volunteers may not be able to wear masks, due to medical conditions such as asthma. Contact your council for guidance on how best to handle these exceptional circumstances as they arise.

Reporting and communicating a positive COVID 19 test. In the event of a COVID-19 positive test result, do NOT contact the parents or troop members. Promptly contact your council in this situation. A **council staff member** and NOT volunteers, will be responsible for:

- Confirming and tracing the positive tester,
- Contacting the parents of anyone who may have been exposed (or other volunteers),
- Notifying a facility or homeowner where a troop has met, and
- Alerting the state department of health.

Let other volunteers know that council staff, NOT volunteers, will notify parents and others about a positive test result and that **the tester's identity is confidential.** Remember that girl and volunteer health information is private and strictly confidential and should be only shared on a need to know basis with a council staff member. Face Coverings (Masks).

Indoor settings

- Masks must always be worn correctly and consistently by all students and staff when indoors.
- The only exception is for eating and drinking.

Outdoor settings

- Girls and Leaders do not need to wear masks in most outdoor settings.
- Girls and Leaders should wear masks in crowded outdoor settings or during activities that involve sustained close contact with other people.
- Troops may elect to require that masks be worn in outdoor settings to simplify procedures for identification of contacts when a person with COVID19 infection is identified.
- For example, if physical distancing will not be maintained during activities, wearing masks can help mitigate exposure and decrease the number of unvaccinated students and staff who must quarantine.
- Troops should be supportive of girls and leaders who choose to wear a mask outdoors.

Girl Scouts of Hawai`i has aligned our policies with the Hawai`i Department of Education guidance for returning to school. We will continue to monitor the policies implemented at all levels of our government and align to those policies. Masks may not be necessary when you are outside by yourself away from others, or with people from the same household.

See [CDC Cloth Face Cover Guidance](#).

The ease on mask-wearing recently published on April 27, 2021, by the CDC pertains only to fully vaccinated individuals, not all individuals. The vaccine has not been received by all individuals nor is it available for children under 12 years of age, so the guidance for Girl Scouts of Hawai`i is to wear a mask in accordance with the specific parameters as outlined by the CDC and the guidance in your councils' home state or local jurisdiction. For example, some states are permitting no masks for outdoor gatherings where social distancing can be safely practiced. Girl Scouts of Hawai`i will abide by state rules or enforce a stricter stance on mask-wearing. Either is acceptable if the mask-wearing policy is within governmental health authority guidelines for your specific location.

There may be certain situations where masks are not necessary such as where solitary events are taking place outdoors (e.g., water skiing, archery, horseback riding). For snow skiing, wear a mask when on lifts or lift lines or at the lodge but when skiing - the mask can come down if needed.

Some girls or volunteers may not be able to wear masks due to medical conditions, such as asthma. Troops should inform families so they are aware if there is a member who will participate without wearing a mask due to medical exceptions. Volunteers should be instructed to contact Girl Scouts of Hawai`i for guidance on how best to handle these exceptional circumstances.

Reasonable accommodations should be made for people with disabilities that prevent them from safely wearing a mask. When a medical exemption from wearing a mask is on file, the recommendation is that the individual use a face shield.

Face coverings demonstrate civic responsibility and a sign of caring for the community. Girls can bring their own face coverings (or face shields if they cannot wear a mask). Girl Scouts of Hawai`i staff and volunteers should have extra disposable masks and face shields on hand for those who need them. Volunteers can teach girls how to handle their face coverings so that the coverings are effective.

Some further guidance for mask wearing and the effectiveness of double masking can be accessed here:

[Use Masks to Help Slow Spread | CDC](#)

[Improve How Your Mask Protects You | CDC](#)

Refer to the latest [guidelines](#) on our website for additional information. Contact [Customer Care](#) or call us at 808.595.8400 if you have any questions or concerns.



2021-2022

Council Volunteer

Policies and

Procedures

Council Volunteer Policies and Procedures

Council Volunteer Policies and Procedures

Procedures Revised August 2021. All prior iterations are subsequently replaced by this update.

Girl Scouts of Hawai'i (GSH) views Volunteer Essentials and Safety Activity Checkpoints and all their contents as the minimum standards by which Girl Scouting will operate in the council. GSH may choose to develop policies more strict than outlined in Volunteer Essentials and Safety Activity Checkpoints.

Unless otherwise noted, "adult" refers to someone who is at least 18 years of age, not in high school and registered as an adult member of the organization.

Throughout this document, female pronouns are used to represent both female and male genders.

"Groups" is used throughout this document to refer to troops, service units, day camps, program groups (e.g., Afterschool Leadership Program), travel groups, events or any other form of participation pathway within Girl Scouting.

Membership Registration

All girls and adults participating in the Girl Scout Movement will be registered as members of Girl Scouts of the USA (GSUSA) and pay annual membership dues, except those adults who are registered lifetime members. All members agree to abide by the policies and principles of GSUSA and GSH.

Troop funds may be used to pay for girl and adult memberships. Troops are encouraged to budget for their members' renewal membership registrations as part of their annual financial planning.

When a family is in need, GSH may offer financial assistance for annual membership registration to girls and adults. This assistance is limited to available funds and provided solely at GSH's discretion.

Adult Volunteers

Non-Discrimination

There will be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there will be no discrimination on the basis of race, color, ethnicity, gender, creed, national origin, sexual orientation, gender identity, veteran status or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures will be utilized in the recruitment, selection, training, placement and recognition of volunteers. Special emphasis will be placed upon securing representation of under-represented minority populations.

GSH does not discriminate, and does not endorse any particular lifestyle. We have firm standards relating to appropriate conduct. We do not permit sexual display of any sort by our members. We do not permit the advocacy or promotion of a personal lifestyle or sexual orientation. These are private matters for girls and their families to address. Girl Scout volunteers and staff must at all times serve as appropriate role models for girls.

Use of Confidential, Sensitive, and Privileged Information

The release, distribution, or use of any confidential, sensitive, or privileged information that is obtained from one's participation in Girl Scouts is strictly prohibited, unless prior written authorization is obtained.

Girl Scouts of Hawai`i values the privacy of its members and other Girl Scout participants and works to protect any confidential, sensitive, and privileged information received. Confidential, sensitive, and privileged information includes the following:

- girl and adult telephone numbers,
- mailing addresses,
- e-mail addresses,
- personal information,
- photographs and other images,
- information provided as a result of a volunteer background check,
- Girl Scouts of Hawai`i federal tax identification number, and troop or group bank account numbers and statements.

Impact of Policy

These policies or the procedures relating to volunteers will not be construed to constitute a contract of appointment, nor vest any rights of continued appointment to any volunteer.

The volunteer position is an at-will relationship with GSH. A volunteer is free to resign at any time and for any reason with advanced written notice. The council may also terminate the volunteer's appointment at any time and for any reason.

The Council Volunteer Policies and Procedures are subject to change at the discretion of the council.

Conflict of Interest

POLICY

A conflict of interest exists when the interests or concerns of any volunteer, any member of their family, or party, group, or organization in which the volunteer is actively involved may be seen as competing with or actually conflicts with the interests or concerns of GSH.

PROCEDURE

No individual connected with GSH will use her affiliation with the council for personal or family gain, for benefit of another individual or organization of which a member is affiliated or for personal, professional, political, or monetary gain without proper disclosure and council consent.

Harassment

POLICY

Harassment under this policy is any behavior which causes distress, feelings of a lack of safety, or physical harm to another person.

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

Hostility

POLICY

Hostility under this policy is considered to include, but not be limited to, physical violence as well as harassment, intimidation, stalking, coercion, bullying, display of weapons, threats, cyberbullying, and talking or joking about hostility whether in- person or through some other means of communications including but not limited to as writing, telephone, voicemail, email, social media, or other digital communications.

PROCEDURE

GSH strictly prohibits hostility in any form against girl members, adult volunteers, staff members, visitors, or anyone else having some involvement with the council.

Volunteer Selection and Appointment

POLICY

There are several steps prior to an individual becoming an active volunteer with GSH. Upon completion of the steps, the volunteer will receive notification of appointment. These steps include:

- Register as a member of GSUSA for the current membership year.
- Complete a background check (depending on findings, some restrictions in volunteering may apply).

Only adults who have become registered members of GSUSA for the current membership year and have successfully completed a criminal background check will be appointed to volunteer positions. Appointed volunteers must also complete the training appropriate to their position.

The decision to exclude or limit an applicant's participation as a volunteer is solely within the discretion of GSH. An applicant charged with a misdemeanor or felony may be asked to complete a special review process.

Any person who will have direct contact with girls must become a registered member of GSUSA for the current membership year and have successfully completed a criminal background check. Exceptions to this would be an individual who meets all the requirements under either of the below:

An individual who:

- Serves as a onetime advisor or consultant, e.g., a speaker or presenter,
- Is never left alone with girl(s), AND
- Is not counted when considering girl/adult ratio

A parent or guardian who:

- Attends a group family function e.g., court of awards, family picnic, etc., AND
- Is not counted when considering girl/adult ratio.

If the group meeting or activity is being held in a private residence all persons 18 years or older who reside at that residence must successfully complete a criminal background check prior to the first meeting. To be counted in the girl-to-adult ratio at a troop meeting or activity, an adult MUST be a registered member of GSH.

Successful background checks will be valid for five (5) years from the date the background check is completed

Conflict Resolution

DEFINITION

A “conflict” is defined as any kind of disagreement between two or more volunteers and/or parents; and/or a dispute over the interpretation of one or more council volunteer policies..

POLICY

All volunteers will have the opportunity to present their concerns and work to resolve the issues in a timely manner using the council’s conflict resolution procedures.

PROCEDURE

When a conflict arises, volunteers are first expected to discuss concerns with the individuals involved. Problem solving should be the goal of these discussions. If this does not resolve, then bring to the attention of the Service Unit Manager for review.

Rescission of Volunteer Appointment

POLICY

Situations may occur that would require GSH to release or terminate a volunteer from one or all positions before the end of the assignment term. Any action to release or terminate a volunteer from one or all positions before the end of the assignment term. Any action to release a volunteer will receive careful and detailed consideration. A volunteer may have their appointment terminated because of, but not limited to:

- Refusal to comply with GSH or GSUSA policies.
- Conduct inconsistent with the principles of the Girl Scout Movement as indicated by the Girl Scout Promise and Law.
- Inability to perform or fulfill the duties of the position as outlined in the Volunteer Role Description.
- Unsatisfactory completion of objectives and corrective action in regard to her or his role.
- Refusal or failure to adhere to financial guidelines of GSH
- Registered sex offender status or crimes against a child

Contracts

POLICY

No Girl Scout volunteer will enter into any agreement or contract that is binding on the council or includes a hold harmless clause.

“Binding” is defined as imposing or including a monetary cost or payment as part of the agreement or contract.

Any agreement or contract that is binding on the council and/or includes a hold harmless clause is to be forwarded to the volunteer’s staff contact, who will forward it to the appropriate staff member for signing. An example could be a building/facility use contract.

To allow adequate time to review agreements or contracts, documents should be submitted at least two (2) weeks prior to the start date of the agreement

Communications

POLICY

All members who create or interact on Girl Scout-related website and social media platforms are required to follow the procedures outlined below. Procedures are applicable for Girl Scout-related web and social media activities (i.e., planning a Girl Scout event/outing; communicating to service unit/troop members and families) and do not apply to personal use. Social media includes but is not limited to; social networking sites such as Facebook and Twitter, Yahoo! Groups and other forums, message boards, blogs, micro blogging, wikis, etc.

PROCEDURE

Any information that could jeopardize the safety and security of girls and adults should not be disclosed on a website or social media platform. Exceptions are made only if websites or platforms are closed to the public, membership is carefully screened, and the information can only be viewed by members.

- Never post a girl’s last name, email address, physical address, phone number or school.
- Never post the date, time and location of troop/group meetings, events, or trips. Use email to communicate this information

Group Money Earning

Money-Earning Activities

DEFINITION

“Money-earning” refers to activities following a budget that are planned and carried out by girls in partnership with adults to earn money for the group treasury.

Money-earning activities have program value for girls with “earning” being the operative

word. The girls provide products or services (car wash, babysitting, dog walking, etc.) in exchange for payment.

Group money-earning activities organized by the troop (not by the council) that are planned and carried out by girls (in partnership with volunteers) and that earn money for the group.

POLICY

Participation by groups in money-earning activities, other than council-sponsored product sales, must have demonstrated need and prior approval.

Non-council-sponsored money-earning activities will not be approved if group financial reports are not current.

Group money belongs to the group and is not to be attributed to any individual girls.

Money-earning activities will not receive approval if scheduled to be held during any aspect of the Girl Scout Cookie Program,

Girls' participation in both council-sponsored product sale activities and group money-earning projects is based upon the following:

- Voluntary participation
- Written permission of each girl's parent or guardian
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money earning should not exceed what the group needs to support its program activities
- Observance of local ordinances related to involvement of children in money-earning activities as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangements for safeguarding the money

PROCEDURE

A group will complete the Request for Money Earning Activity Form and submit it for approval to the service unit event and travel coordinator at least four (4) weeks prior to the proposed event. If there is no service unit event and travel coordinator, the form is to be submitted to the staff member who manages the travel pathway. Upon approval by the volunteer service team member, the application is to be submitted to the GSH staff member who manages the travel pathway at least two (2) weeks prior to the proposed event.

Girl Scout Daisies do not participate in group money-earning activities other than council-sponsored money-earning activities.

Per Volunteer Essentials, raffles, bingo, and other games of chance cannot be approved.

Commercial products with packaging and/or company logo/name may not be sold by Girl Scouts. To do so would imply endorsements of the products by Girl Scouts, which is not allowed.

How to request for Money Earning Project Approval The Girl Scout Cookie Program and other council-sponsored product sales are designed to unleash the entrepreneurial potential in your girls. From there, your troop may decide to earn additional funds on its own. If a troop wishes to do another money-earning project, the troop has to participate in the cookie program the previous year at 55% participation

(the same for troop proceeds) and also commit to participate in the coming Girl Scout Cookie Program at 55% girl participation. After that, the other activities can be approved by Council. (i.e. Troops can't do another money-earning project instead of the Cookie Program). The Cookie Program however is not mandatory and is optional but this is the way Troops earn money (i.e. badges, supplies, outings, community service, events, etc.). If a Troop wishes to seek approval from Council to earn additional money, there is a "Request for Money Earning Project" (Link to our website form) form and process to get Council approval. There are also 'blackout dates' when no money earning projects can be held a) during the public facing Cookie Program dates i.e. Jan - March annually or b) during another GSH supported fundraiser or c) during local United Way blackout dates. Volunteer Essentials has all the information for troops regarding finances, activities, safety activity checkpoints, etc.

Soliciting Donations

DEFINITION

Donations can be cash or in-kind (materials and services) for which the donor does not receive any goods or services.

Cash from companies that donate to non-profits based on employee volunteer work (e.g., Intel, Wal-Mart) is also considered a donation. These funds can be designated to a specific group or activity and are called "pass-through donations" by GSH.

POLICY

Only registered adult volunteers may solicit donations to support Girl Scout programs or services. Girls will not solicit donations.

All volunteers soliciting donations of any kind must receive approval to request and accept donations on behalf of Girl Scouts.

Any donation, including pass-through donations, for which the donor requests a receipt for a charitable contribution must be made directly to GSH. GSH, as the non-profit organization, will issue a receipt to the donor in accordance with IRS regulations.

Donations may not be designated for the benefit of a specific girl or adult. Door-to-door soliciting will not be permitted except for council product sales.

PROCEDURE

The IRS requires a receipt for all donations over \$250 if claimed as a deduction.

Donation solicitation might not receive approval if scheduled to be conducted during some local United Way campaigns.

Donation solicitation will not receive approval if scheduled to be conducted during all aspects of the Girl Scout Cookie Program.

Adult volunteers will submit the Donation Authorization to the GSH development associate for final approval at least four (4) weeks prior to the solicitation.

Pass-through donations received by GSH for designated groups will be forwarded in a timely manner to the adult in charge of the designated group, once the funds are received by the Finance department of GSH.

Volunteer-hour matches received by GSH may be requested as a pass-through donation for groups by using the Donation Authorization. Funds received will be forwarded in a timely manner to the adult in charge, once the funds are received by the Finance department of GSH.

Volunteer-hour matches received by GSH may be requested as a pass-through donation for groups by using the Donation Authorization. Funds received will be forwarded in a timely manner to the adult in charge, once the funds are received by the Finance department of GSH.

Fundraising/Fund Development

DEFINITION

Fundraising/fund development refers to a relationship between a Girl Scout volunteer and a donor – one in which the donor lends support to the organization and/or group in the form of money, products, or services to benefit the organization's objectives and services to girls or the group's budgeted activities. The donor receives a tax deduction, as allowable by law.

POLICY

Fundraising/fund development is the responsibility of the adult members of the council. Individual girls or groups will not solicit funds.

Prior approval will be obtained for any adult fundraising activity.

PROCEDURE

Adult volunteers will submit the Money Earning Project Request GSH staff at least two (2) weeks prior to the solicitation for final approval, which is required to assure that businesses aren't being over-solicited.

Girl Scouts, in their Girl Scout capacities, cannot solicit money for other organizations or individuals.

Girl Scout troops/groups will not receive approval to participate in crowd source funding campaigns.

When collaborating with any other organization, keep these additional guidelines in mind:

Avoid Fundraising for other organizations. Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts by wearing a uniform, a sash or vest, official pins, and so on. This includes participating in a walkathon or telethon while in uniform. However, you and your group can support another organization through Take Action projects. Girl Scouts as individuals are able to participate in whatever events they choose as long as they're not wearing anything that officially identifies them as "Girl Scouts."

Steer Clear of Political Fundraisers

When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group may not participate, directly or indirectly, in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.

Be Respectful When Collaborating with Religious Organizations

Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.

Avoid Selling or Endorsing Commercial Products

A commercial product is any product sold at a retail location. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for, or sell such products.

Group Finances

Bank Accounts

POLICY

All groups and troops will be required to establish a Girl Scout bank account prior to engaging in any money earning activity or when funds on hand exceed \$100.

All accounts will be held at American Savings Bank* and opened under the council's tax ID number and account information will be kept on file with the Service Unit Treasurer.

*Exceptions to the ASB rule may be allowed for remote locations in Hawai'i but must be requested in writing and are approved on a case-by-case basis.

Troops or Groups holding bank accounts at other financial institutions are at risk of being disbanded if they account has not been approved by Council.

All accounts will be opened under the council's tax ID number and account information will be kept on file with the Service Unit Treasurer.

PROCEDURE

Group bank accounts will:

- Only be used for Girl Scout expenses, be used for all group expenses, and contain only Girl Scout funds.
- Have a minimum of two signatures on a check.
- Have a minimum of two signers on all accounts. All signers must be unrelated by blood, marriage, or household, be a currently registered member of GSUSA and have successfully completed a criminal background check.
- Not have any signer(s) who have been restricted from handling Girl Scout funds.
- Not have an employed staff member as a signer on the account unless it is a staff-led group.
- Service Units may impose additional requirements based on specific needs.

Scout funds will not be commingled with non-Girl Scout funds in any manner.

Groups will not establish credit card accounts or hold credit cards in the name of the group.

Money earned is property of the group and at no time does the girl or her family receive group funds directly.

Girl Scout funds from one group will not be commingled with funds from any other Girl Scout group without the express permission of the treasurer liaison.

For all processes and procedure related to opening a troop bank account, see Troop Finance Guide.

Financial Statements

POLICY

Each group will maintain accurate records of income and expenses and will submit reports as required.

Adult(s) in charge of group funds and/or bank accounts will be currently registered members of GSUSA and have successfully completed a criminal background check and be held accountable for those funds at all times.

PROCEDURE

A completed Troop Finance Worksheet and Annual Report along with a copy of the group's most current bank statement, must be submitted to the service unit treasurer for review no later than June 30 of the current program year. The date of the report should coincide with the most recent bank statement date. The service unit treasurer will submit all forms to Girl Scouts of Hawai'i by July 30 of the current program year. If there is no service unit treasurer, the form is to be submitted directly to council.

Each troop or group must maintain financial records through an organizational system, using any combination of a binder or secure electronic drive containing copies of all up to date transaction logs (Troop Finance Worksheet, or similar financial tracking tool), receipts, bank statements, product sale summaries, Annual Report, and any additional financial paperwork. Records are to be kept with the troop and should be available for review by parents/guardians, the girls in the troop, service team members, and/or GSH staff for no less than three (3) years.

A completed Service Unit Finance Worksheet and Annual Report, along with transaction logs and a copy of the service unit's most current bank statement, must be submitted to the treasurer staff liaison no later than July 15 of the current program year.

The Service Unit Finance Worksheet and Annual Report, all receipts, and a detailed Finance Worksheet (or similar financial tracking tool) are to be kept with the service unit records and available for review by the members of the service unit, service team and/or GSH staff for no less than seven (7) years.

Reimbursement for Expenses

DEFINITION

Reimbursements for expenditures from group and/or council budgets must be approved in advance by the appropriate person.

PROCEDURE

Troops will only reimburse expenses that directly relate to a troop activity, and troop spending should be discussed in advance. In any request for reimbursement, it is important to keep financial records with receipts and by noting what the purchase

was for, the date the reimbursement was completed, and by whom. Reimbursement requests should be submitted promptly after the expense is incurred as a troop or group may elect not to reimburse items submitted past 60 days.

Reimbursements must be made by request to a signer on the troop or group bank account. At no time is anyone permitted to pay for an activity with personal funds and reimburse themselves. Co-mingling of troop and personal funds, even with the intention to pay the troop back is strictly prohibited.

When reimbursing for driving expenses, reimbursements are to be made based on number of miles driven. Reimbursement for gasoline is not allowed by the IRS.

Donating Girl Scout Funds to other organizations

All troops and/or groups are advised to consider donating to their Sister Girl Scouts, Girl Scouts of Hawai`i Camps or Girl Scouts of Hawai`i Programs prior to making a donation request to be approved to an outside organization.

Prior to any troop and/or group making a monetary donation to another organization, a formal proposal must be submitted to council and a decision will be made by the Council Leadership team, submit your request to customercare@gshawaii.org.
Establishing an Account

If your group is earning and spending money, the group needs to set up a bank account. If you're taking over an existing group, you may inherit a checking account, but with a new group, you'll want to open a new account. This usually happens when there is money to deposit, such as group dues or money from product program or group money-earning activities. Consider these tips when working with a group account

- Keep group funds in the bank before an activity or trip, paying for as many items as possible in advance of your departure.
- Make one person responsible for group funds and for keeping a daily account of expenditures.
- Have one or more back-up people who are also authorized to approve troop transactions.
- Follow your council's financial policies and procedure for setting up an account. Most council- sponsored product sale activities have specific banking and tracking procedures.

Unused Girl Scout money left in account when groups disband becomes the property of the council. Girl activities can include purchasing materials to support another organization through take-action projects and higher award projects. When preparing for Girl Scouts of Hawai`i to close the troop account, much like when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize you have to close the account in person. Girl Scouts of Hawai`i will close the troop account, Volunteers should never close a troop account themselves.

Reference the Girl Scouts of Hawai`i [Troop Finance Guide](#)

Here are a few helpful tips you can take to the bank:

- Girl Scouts of Hawai`i has chosen American Savings Bank as the holder for all troop accounts. In certain situations, in highly remote areas Council may authorize usage of another bank. Contact customercare@gshawaii.org for additional information.
- Designate a troop treasurer, that is, one person who is responsible for troop funds and for keeping a daily account of expenditures.

- Girl Scouts of Hawai`i has chosen American Savings Bank as the holder for all troop accounts. In certain situations, in highly remote areas Council may authorize usage of another bank. Contact customercare@gshawaii.org for additional information.
- Keep troop funds in the bank before an activity or trip and pay for as many items as possible in advance of your departure.

Follow your council's financial policies and procedures for setting up an account. Most council- sponsored product program activities have specific banking and tracking procedures. See the Girl Scouts of Hawai`i: Final Troop Checking Account Guide.

Bank Fees and Bank Charges

Girl Scouts of Hawai`i is not responsible for fees and charges assessed by the bank. All troops that do not Opt-Out of Paper Bank Statements will be assessed a month fee for printed statements. Bounced Check fees and any other bank liability are the responsibility of the troop and its bank signatories.

Disbanding Groups

POLICY

Groups will follow the council's disbanded group procedures.

A troop/group is considered disbanding when the following apply:

- The girls have graduated high school.
- The troop has decided too no longer be active.
- Memberships are not renewed by November 30.
- The troop does not meet the membership criteria.

(Exceptions may be approved by GSH volunteer support staff)

PROCEDURE

1. Notify all current members and their parents/guardians that the troop leadership has chosen to disband and will no longer be continuing. Share they ways their girl can still participate, with a different troop, as a member in any council activities, or as an individually registered member.
2. Communicate merging plans with your service unit and complete Troop Interest Form to initiate the disband process. Include the planned timing of the disband.
3. For Merging: If there are remaining troop funds, close the troop/group bank account, and transfer funds to the continuing troop. Combined troop funds will be the property of all the girls in the continuing troop.
4. If there are remaining troop funds, close the troop/group bank account and mail the balance as a cashier's check to Girl Scouts of Hawai`i at 410 Atkinson Drive, Suite 2E1, Box 3, Honolulu, HI 96814,
5. Groups with equipment should contact either their staff liaison (for groups other than troops) or their service unit manager (for troops) to determine the disposition of the equipment.

Girl Transfers and Troop Divisions

DEFINITION

A transfer” is defined as a girl leaving one troop and joining another troop while her original troop remains active.

A “troop division” is when the intention is for one or more groups of girls to leave a troop and form two or more Girl Scout troops as defined by the “group composition” policy.

A “troop merger” is when multiple troops convert to a single troop.

PROCEDURE

Groups shall follow the council’s girl transfer procedures.

Girl Scout group money belongs to the group and is not attributed to any individual girls. For girls who transfer to a new troop, the girl’s original troop, in a gesture of Girl Scout sisterhood, may decide to make a gift to the new troop.

For those troops dividing and forming new troops, the troop funds at the time of the division will be divided equally between each new troop, based on the number of girls in each. For troops that are merging from multiple troops to one troop, all existing bank accounts will be closed, and funds transferred to a newly created bank account. Contact Customercare@gshawaii.org for assistance with this type of request

Lost/Stolen/Misappropriated Girl Scout Funds or Property

POLICY

If any Girl Scout funds and/or property are lost, stolen, or misappropriated at any level of Girl Scouting, an investigation will be conducted, and parties involved may be subject to legal action.

Any volunteer responsible for missing funds may be removed from their volunteer position and may be subject to legal action.

GSH may request a review of any troop, group, or service unit bank account either as a random audit or due to discrepancies in financial report information, missing information, inquiries from girls, volunteers, etc., pertaining to appropriate use of Girl Scout funds.

PROCEDURE

The individual(s) responsible for lost, stolen, or misappropriated Girl Scout funds or property must promptly provide all financial recording information as requested in order to comply with GSH policy. GSH staff will conduct an investigation and notify involved parties, as appropriate, of any legal action, financial restrictions, suspensions, or removal of volunteers from any roles.

Girl Leadership Experience

Travel

DEFINITION

A “day trip” is defined as any activity planned outside of the group’s regular meeting place, time, and date AND does not include an overnight.

“Overnight travel – non-camping” is defined as any activity or event that takes place beyond the normal meeting date and/or time and lasts for at least one (1) night but no more than three (3) nights. NOTE: group travel of three (3) nights or more requires the purchase of additional Girl Scout insurance EXCEPT when the travel is during an official federal holiday.

“Overnight travel – camping established site (including Adirondacks and screened cabins)” is defined as any activity or event that takes place beyond the normal meeting date and/or time and lasts for at least one (1) night but no more than three (3) nights AND camping in an established site that is missing one or more of the amenities listed in “overnight travel – non-camping.” NOTE: group travel of three (3) nights or more requires the purchase of additional Girl Scout insurance EXCEPT when the travel is during an official federal holiday.

POLICY

Any adult traveling with girls must be a currently registered member of GSUSA and have successfully completed a criminal background check.

At least one registered adult accompanying the group must have completed the required training.

A signed parent/guardian permission form is required for each girl for activities that take place beyond the normal group meeting date, place and/or time OR for any activity or event that could be considered sensitive in nature.

Notice must be submitted, and approval received, for any activity that includes an overnight.

PROCEDURE

Safety Activity Checkpoints regarding overnights and travel will be observed for all activities.

The Annual Permission Slip and Health History provides parent/guardian permission to travel to attend and participate in troop and council-sponsored activities that are not more than three (3) nights AND not considered high-risk activities or sensitive issues as defined in the next section and outlined in Safety Activity Checkpoints.

If a parent/guardian chooses not to sign the Annual Permission Slip and Health History she will need to sign the Event Specific Permission for each activity or event that takes place outside of the regular group meeting place, time and date that is not more than three (3) nights.

The Event Specific Permission form is to be used to obtain parent/guardian permission allowing a girl to travel to and from, attend, and participate in activities considered high-risk or sensitive in nature, as defined in the next section and outlined in Safety Activity Checkpoints.

High Risk Activities/Sensitive Topics

DEFINITION

“High risk activities” are defined as any activity that requires specialized skills, training, equipment and/or supervision. Examples of activities that are high risk include, but are not limited to, equine activities, white water activities, open ocean activities, ropes course and rock climbing.

“Sensitive issues” are those topics that are highly personal in nature or rooted in personal beliefs and values, e.g., health issues, child abuse, human sexuality, gender identity, and religion. Examples include, but are not limited to, bullying, peer pressure, dating, eating disorders, suicide, as well as drug and alcohol use. If an adult is in doubt as to whether a topic should be considered sensitive, she should contact her service unit manager or other staff liaison.

POLICY

A signed parent/guardian permission form is required for each girl for activities that take place beyond the normal group meeting date, place and/or time OR for any activity or event that could be considered sensitive in nature or a high-risk activity.

PROCEDURE

The Individual Permission Form & Health History for Troop/Group or High-Risk Activity is to be used to obtain parent/guardian permission allowing a girl to travel to and from, attend, and participate in activities considered high risk or sensitive in nature, as defined above and outlined in Safety Activity Checkpoints.

Transportation

POLICY

Girl Scout groups and their drivers, traveling by car, must adhere to state laws and safe-driving practices at all times.

PROCEDURE

The number of occupants in the car will not exceed the intended capacity of the vehicle and each occupant will have her own seat and is buckled into a seatbelt.

Car seats and booster seats will be used as required by state law.

The use of 15-passenger vans for Girl Scout activities is prohibited. Vans used to drive girls should not exceed an overall length of 224 inches, the standard length of a 12-passenger van. Each driver driving girl and/or adult members must:

- Be a registered member of GSUSA for the current membership year.
- Be at least 21 years of year.
- Have a first aid kit in the vehicle.
- Have in their possession a signed parent/guardian permission form for each girl in vehicle (as permission forms are required under the “Travel” section of these policies).
- Provide proof of a valid driver’s license, proof of liability insurance in compliance with state law; and
- Be in possession of the council after-hours emergency contact information.

One adult driver per vehicle is allowed as long as the adult/girl ratio is met for the group

activity. Girl Scout groups traveling in one or more vehicles must include a minimum of one relief driver per group for trips more than 200 miles one way.

For trip camping (defined as using motorized transportation to move from one site to another over a period of three or more nights), each driver must be at least 21 years of age.

Mileage covered per day should be reasonable for the type of transportation being used, terrain and weather, as well as for the age of girl members being transported. Time should be allowed for eating, sleeping, rest and relaxation, recreation, and personal needs.

The use of public transportation is recommended whenever possible.

All participants should have current identification with them at all times.

In the event an accident occurs in a personal vehicle, the owner's personal automobile insurance is considered the primary insurance.

Any adult (female or male) who is a registered member of GSUSA for the current membership year and has successfully completed a background check may be a driver alone in a vehicle only for the period of time that travel takes place and must have a minimum of two girls in the vehicle. Once the destination is reached, the group is to reassemble and the required girl/adult ratios and adult training requirements for the group must again be met.

An adult driver (female or male) is allowed to be alone in a car with one child only if the adult driver is the parent/legal guardian of that child.

Checklist for Drivers

When driving a car, RV or camper, take the following precautions and ask all other drivers to do the same:

- Ensure all drivers are adults at least 21 years old.
- Girls are not transporting other girls.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper- trailer.
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip, and recheck them periodically on long trips.
- Keep all necessary papers up to date including, but not limited to your driver's license; vehicle registration; any state or local inspections; and insurance coverage.
- Wear your seat belt at all times and insist that all passengers do the same.
- Girls under 12 must ride in the back seats.
- Follow all the established rules of the road in your state, including the speed limit. Some additional guidelines include keeping a two-car-length distance between you and the car ahead of you; not talking or texting on a cell phone or other personal electronic device while driving; not using ear buds or headphones while driving; and turning your lights on when your windshield wipers are on.
- Plan rest stops every few hours and avoid driving for extended periods at night. If traveling with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
- Do NOT drive when you are tired or taking medication that may make you drowsy.

Additional information on transporting girls can be found on our [Driver's Information Form](#) and in these GSH Council Volunteer Policies and Procedures.

Girl Scout Activity Insurance

Every registered Girl Scout and registered adult member in the Girl Scout Movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA, and the basic plan is effective during the regular fiscal year (October 1 to the following September 30). Up to 14 months of insurance coverage is provided for new members who register in the month of August.

This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity. This is one reason why all adults and girls participating in Girl Scouts must be registered members. It is important to remember that non-registered parents, tagalongs (brothers, sisters and friends) and other persons are not covered by the basic plan.

This insurance coverage is not intended to diminish the need for, or replace existing family health insurance. When \$130 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that aren't covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

An Activity Insurance plan is available for Girl Scouts taking extended trips (longer than three days and two nights) and for non-members who participate in Girl Scout activities. These plans are secondary insurance that GSH offers to cover participants taking part in any council-approved, supervised Girl Scout activity. Contact GSH to find out how to apply.

See the GSH Council Volunteer Policies and Procedures for council-specific insurance needs. Review the Girl Scouts insurance plan description.

Homeowners should consider any personal homeowner insurance implications. The Homeowner should ask their Homeowner's insurance carrier if there are any insurance exclusions regarding holding troop meetings at the home, in the event an accident or injury occurs.

Virus and communicable diseases, including transmissible pathogens in all forms are expressly excluded under the council's General Liability insurance also known as Plan 1 Insurance. Plan 1 insurance covers all members in the event of an accident or injury, but do not cover sickness or illness. In the event an exposure or illness that occurs during the course of a Girl Scout meeting at the home, the volunteer's homeowners or renters insurance would be responsible; unless otherwise expressly excluded from their personal homeowners or renters policies; in which cause all liability is the responsibility of the volunteer.

Insurance

POLICY

Girl Scout activities must be covered by the appropriate Girl Scout insurance.

PROCEDURE

Additional Girl Scout insurance will be purchased as outlined on the following page:

To purchase the necessary additional Girl Scout insurance, contact customer care at least two (2) weeks prior to the event with the following information:

- Name of adult in charge
- Adult in charge's email address (or phone number if no email available)
- Troop or group name/number
- Name, date(s) and location of event/activity for which insurance is needed
- Type of coverage needed

Upon consultation with a GSH representative, instructions for submitting payment for the additional insurance will be given.

In case of any accident or injury, a Report of Incident will be filled out and submitted, within 48 hours of the accident/injury, to the Membership Manager. The Report of Incident is located on the Forms page of the GSH website at gshawaii.org

Groups interested in taking part in high risk activities should contact the council's outdoor program manager to determine if the activity will be allowed and will be covered by Girl Scout activity insurance.

	Eligibility Summary*	Coverage Summary
PLAN 1 Basic Coverage included with membership dues (additional purchase of this plan is not required)	Every registered Girl Scout member (girls and adults)	Covers every registered Girl Scout member for any approved, supervised Girl Scout activity, except activities lasting more than two (2) consecutive nights (a third night is covered only for any official federal holiday). Covers travel directly to and from the covered activities.
PLAN 2 Accident Insurance	For members and non-members	Members – covered while attending or participating in any approved and supervised Girl Scout activity lasting three (3) nights or more. Non-members – covered as participants** regardless of the length of the activity/event. Covers travel directly to and from the covered activity/event.
PLAN 3E/3P Accident and Sickness Insurance	For members and non-members	Members – covered for accident and sickness while attending or participating in any approved and supervised Girl Scout activity. Non-members – covered for accident and sickness as participant, regardless of length of the activity. Benefits under Plan 3E are subject to the non-duplication provision. Plan 3P benefits are not subject to the non-duplication provision. Both plans cover travel directly to and from the covered activity.
PLAN 3PI Accidents and Sickness Insurance for International Trips	For members and non-members	Plan 3PI provides accident and sickness insurance, along with travel assistance services for trips or events which take place outside the USA. (Plan 3P provides only accident and sickness insurance, for trips or events that take place in or out of the USA. It does not include travel assistance.) Covers travel directly to and from the covered event/activity.
* For more detailed information on each plan, please contact Customer Care at (808) 595-8400. Purchase must be made two (2) weeks prior to the departure date or the activity date. An approved Trip Application (day trip, simple overnight, extended overnight) must accompany the request for additional insurance.		
** “Participants” refers to those for whom the event is intended. Younger siblings or non-member children who are not the event’s target audience are not covered.		

Group Organization

Adults with Groups

POLICY

At all times groups will follow the girl/adult ratios listed in Volunteer Essentials and Safety Activity Checkpoints.

Each group activity will have at least two adults present, not related by blood, marriage, or household. Any time an adult male is working with girls, an adult female who is a currently registered member of GSUSA and has successfully completed a criminal background check and not related by blood, marriage or household will also be in attendance at all times.

Adults working with and/or transporting girls will not be under the influence of any alcoholic substance, medication or illegal substance that may impair their abilities or judgment and must comply with policies as stated under “Alcohol, Tobacco and Illegal Drugs” in the Health and Safety section.

Group Composition

DEFINITION

A group will be defined as being comprised of a minimum of eight (8) girls and two (2) unrelated adults, one of whom must be female. (“Unrelated” is defined as not related by blood, marriage, or household).

POLICY

Groups with less than eight girls, but at least three girls from more than two families, must be actively recruiting for more girls to meet the group definition as stated in the above policy. Troops will be opened to accepting new girls and remain visible in the My GS Opportunity Catalog until they have at least eight girls.

PROCEDURE

Exceptions to this troop size will be considered provided a Troop Size Exemption form is submitted and all other Troop Parameters are met. Any troops exceeding 35 girls must consult volunteer support staff and demonstrate the ability to meet required ratios and the needs of the girls.

Girls may attend no more than one regular group meeting without completing the Girl Scout membership registration process.

Senior and Ambassador troops with 5 girls or a minimum of 3 non-related girls.

Group Sponsorships

DEFINITION

A group sponsorship is an arrangement between a group and a sponsor (an individual, business, or community group) whose aims and objectives for youth are compatible with Girl Scouting. BOTH the group and the sponsor derive some benefit from the relationship, e.g., a sponsor provides ongoing meeting space to a group and the group provides a form of service to the sponsor.

POLICY

Groups must receive council approval prior to soliciting and/or accepting any sponsorship.

PROCEDURE

A group will fill out the appropriate application for approval, and submit it to the service unit manager for approval.

When a religious group sponsors a Girl Scout group, members of a different faith or religious affiliation or non-affiliated members within the group cannot be required to take part in religious observances of the sponsor nor can the Girl Scout group exclude members who are not members of the sponsoring religious group.

Health and Safety

Alcohol, Tobacco and Illegal Drugs

POLICY

No person will use tobacco products in the presence of a girl member at any time while at a Girl Scout event/meeting.

No person will use, be under the influence of, or display evidence of recent use of any substance including but not limited to prescription drugs, illegal drugs, alcohol, or any other substance that would impair judgment or alter normal behavior in the presence of girls, on Girl Scout properties or at any activity where girls are in their care. Despite changes to Hawai'i law, marijuana, in any form, remains an "illegal drug" for purposes of this policy.

Adult-only Girl Scout events and activities, where adults do not have responsibility for the care and/or supervision of girls, will allow the consumption of alcoholic beverages only with prior approval from the CEO or her designate.

Meeting Location

POLICY

Meeting locations must provide a safe, clean and secure environment that allows for the participation of all girls.

When Girl Scout activities take place in a private home, the adult in charge will ensure that all guns, alcohol, prescription drugs, etc. in the home are inaccessible.

Pets will be kept contained during all Girl Scout meetings and activities.

PROCEDURE

Also see “Adult Volunteers/Volunteer Selection and Appointment” section for additional policies/procedures regarding adults who live in a home where meetings will take place.

In relation to pets, “contained” is defined as away from the girls and not present at any time during the meeting or while an activity takes place.

“Inaccessible” is defined as not accessible; unable to be reached. Methods to make items inaccessible include, but are not limited to, locking in a gun safe or other safe, placing the items in a locked room, car or area of the home that is unavailable to meeting participants, or in a separate locked building.

Health History

POLICY

A health history is required as outlined in Volunteer Essentials and Safety Activity Checkpoints.

Information contained on a health history form will remain confidential and be shared only with those who need to know in order to protect the health and safety of the participants.

Child Abuse

POLICY

All volunteers of GSH will immediately report any incidents or strong suspicions of child abuse or neglect to the appropriate agency and inform GSH.



Volunteers are to notify the director of volunteer support within 48 hours of making a report.

Definitions of abuse and additional information may be found at:

<http://humanservices.hawaii.gov/ssd/home/child-welfare-services/>

Mandatory Reporting Hotline: In Hawai`i, call 1-888-380-3088. This toll-free number allows you to report abuse or neglect of any child or adult to the Hawai`i Department of Human Services.

GSH Emergency Procedures card

 <p>PROCEDURES IN CASE OF FATALITY, SERIOUS ACCIDENT OR EMERGENCY</p> <ul style="list-style-type: none">- Give immediate attention to injured.- Call 911 for Ambulance, Police, or Fire.- Stay at the site.- Do not disturb victim or surroundings until police arrive.- Notify GSH Representative Kim Morris at 808-675-5512 (Office Direct Line) OR 808-225-7390 (Cell).- If you cannot reach Kim, notify Kristy Ryan at 808-675-5524 (Office Direct Line) OR 808-738-6698 (Cell). <p>Council will notify emergency contact per Girl Health History Record</p> <p><i>Do not make statements that could be interpreted as either assuming or denying responsibility.</i></p> <p>05-2020</p>	 <p>PROCEDURES IN CASE OF OBSERVED OR SUSPECTED POSITIVE CASE OF INFECTIOUS DISEASE/VIRUS/ILLNESS</p> <p>Notify GSH Representative Kim Morris at 808-675-5512 (Office Direct Line) OR 808-225-7390 (Cell). If you cannot reach Kim, notify Kristy Ryan at 808-675-5524 (Office Direct Line) OR 808-738-6698 (Cell).</p> <p>Council WILL</p> <ul style="list-style-type: none">- Handle Confirmation and tracing the positive tester- Contacting the parents of anyone who may have been exposed (or other volunteers),- Notifying a facility or homeowner where a troop has met, and- Alerting the state department of health. <p><i>Do not make statements or release any information to anyone outside of the designated contact at GSH.</i></p> <p>05-2020</p>
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