



Volunteer Policies

Girl Scouts of Southern Alabama (GSSA) is a nonprofit corporation, chartered by Girl Scouts of the USA (GSUSA). Policies are established upon the principle that successful accomplishment of goals and objectives is based upon qualified and trained volunteers.

Volunteers sign a Volunteer Position Agreement, which is a promise to follow these policies as they carry out their responsibilities. Volunteers found to be violating GSSA policies will be dismissed.

Policies apply to all persons accompanying or participating with individual members, Troops, or groups. Individual members, Troops or groups will collectively be referred to herein as "Troops."

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Accident Insurance

All current registered Girl Scout members are protected under [Girl Scout Activity Accident Insurance](#) when participating in approved Girl Scout activities. A person is registered when her/his registration form and membership fee is received. Basic Accident Insurance coverage is effective for the duration of the current membership year. This plan provides coverage for accidental medical expenses to registered members traveling to and from, and participating in approved, supervised Girl Scout activities such as Troop camping, trips of two or fewer nights, not including a federal holiday, and regular Troop meetings. Any trip or activity that is three or more nights (not including a federal holiday) will require purchase of [additional Accident and/or Accident & Sickness insurance](#).

Only registered Girl Scouts and registered Adult Members are covered by the GSSA accidental insurance policy. Any non-member who participates in Girl Scout activities does so without expectation of reimbursement for medical expenses in case of accidental injury and release GSSA of all liability.

Troops are responsible for adhering to the [Safety Activity Checkpoints](#). Any activities that do not adhere to the [Safety Activity Checkpoints](#) will not be covered by the GSUSA accidental insurance policy.

[Optional additional coverage](#) is available for groups of unregistered participants at approved Girl Scout activities at GSSA's discretion (additional cost required). Troops needing to purchase additional Accident and/or Accident & Sickness insurance must submit required forms and payment to GSSA at least four weeks in advance. Customer care will assist in selecting the appropriate policy based on the type of scheduled Troop activity.

Any serious accident or fatality must be reported immediately to the appropriate authorities, as well as to GSSA, as detailed in the [Safety Activity Checkpoints](#). Reference [Volunteer Essentials](#), on the GSSA site, for the [Troop Emergency Action Plan Document](#). All claims must be turned into GSSA customer care for processing within 24 hours of the incident.

Adult Volunteers

Adult (age 19 or older, as defined by Alabama law) volunteers are required to sign agreements, and receive an eligible background check result, provided by GSSA, prior to approval. Adult volunteer approval is based on the ability to perform the volunteer position, volunteer and council need, participation in training, and qualifications for membership in Girl Scouts. There shall be no discrimination against an otherwise qualified adult volunteer based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, or political beliefs, or reprisal or retaliation for prior civil rights activity.

Volunteers who do not comply with the volunteer eligibility process, described above, will be denied.

Background Checks

Parents, guardians, and girls trust that Girl Scouts is a safe place for them, and Girl Scouts of Southern Alabama takes this trust seriously. We are committed to maintaining policies that create a safe environment for girls to discover, connect, and take action.

Criminal background checks are one of the strategies we use to ensure that members are safe. GSSA requires that criminal background checks be completed for all new volunteers, and that they be repeated for all volunteers every three years.

GSSA will not approve an adult who has been convicted of, has pleaded guilty to, has received adjudication for, or has pleaded no contest to the following crimes:

Automatic Disqualification

- Registered Sex Offender
- Crimes against children
- Felony offenses against persons
- Felony offenses against a family member
- Crimes defined as public indecency
- Crimes involving the use of weapons
- Any violent crime
- Any felony drug-related offense
- Any felony conviction within the five (5) year period preceding the background check
- Any offense involving driving under the influence, driving while intoxicated or equivalent within the five (5) year period preceding the background check will be automatically disqualified but may be eligible for reversal upon appeal by prospective volunteer
- Residing on the same premises as a registered sex offender (may only participate as a parent/guardian)

Possible Disqualification

For all other criminal offenses, or felony convictions older than the five-year period, GSSA shall review the applicant's situation on a case-by-case basis. Factors to be considered include, but are not limited to:

- The nature and severity of the criminal conduct
- The position for which the person seeks to volunteer
- The length of time since the criminal conduct occurred
- The circumstances under which the crime was committed
- The degree of rehabilitation
- The likelihood that the person will commit the crime again
- The number of crimes committed by the prospective volunteer

If prosecution regarding one of the above-referenced offenses is pending at the time of the volunteer's application, the individual will not be approved until the situation is resolved.

Camping

Troops going camping must follow [Safety Activity Checkpoints](#), camping requirements, and adhere to GSSA Troop/Group Trip Policies. Reference [Overnight Trip/Camping Application](#).

Requirements for Troop Camping

At least one Basic Troop Camp-certified adult.

At least one First Aid/CPR/AED-certified adult.

At least one Basic Water Rescue-certified adult, if planning to be in or around water.

A lifeguard if swimming.

A kayak/canoe/sailing-certified adult if kayaking, canoeing, or sailing.

An archery-certified adult if arching.

2 zipline-certified adults if ziplining.

A girl health form for each girl and an adult health form for each adult.

Note: The camp-certified adult and the first aid-certified adult should NOT be the same person. This is to facilitate the ability for the first aider to leave camp, if need be, in an emergency and still allow the rest of the Troop to be supervised by a camp-certified person.

Reference [Trip Policy- Day Trips](#) and [Trip Policy- Overnight Trips](#) for details on Day and Overnight Trip policies that apply to all GSSA camping trips.

Child Abuse

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

Child abuse and neglect are unlawful acts, and it is against GSSA's policy for any volunteer, to physically, sexually, mentally, emotionally, or verbally abuse or neglect any girl member. GSSA reserves the right to refuse membership endorsement or reappointment, and to dismiss or to exclude from affiliation with GSSA, any volunteer who is found guilty of child abuse and/or neglect or has been convicted of child abuse and/or neglect.

We require that any person suspected of child abuse or neglect be suspended from all Girl Scout activities until the matter is resolved. GSSA staff and volunteers are required to cooperate fully with investigating authorities and provide all possible support to the affected girls and their families.

Any volunteer who resides with a convicted child sex offender shall not allow the offender to attend any Girl Scout activity or allow any girl members to be alone with the offender. This includes the offender's presence at any residence and in any vehicle being used for a Girl Scout activity.

In Alabama, the Department of Human Resources is mandated by law to receive and investigate reports of suspected child abuse. All Girl Scout staff and volunteers are required to report child abuse or neglect when reasonable grounds exist to suspect it. These concerns should be documented and [reported immediately](#) to the local county Alabama Department of Human Resources office and GSSA's Chief Executive Officer.

Conflict of Interest

Volunteers and members of their families, whether acting individually or in representative capacities, are prohibited from using the volunteer's Girl Scouting position, knowledge, or information to obtain personal, professional, political, or financial gain, or advantage for the

volunteer or others. Volunteers may discuss their situation with a council staff representative if there is a question of conflict of interest.

Conflict Resolution

All parties involved in a dispute are encouraged to find resolution among one another.

If a resolution cannot be reached in this way, any adult member involved in a situation requiring conflict resolution should submit their issue in writing to their direct supervisor (e.g., Troop Coordinator, Service Unit Manager).

If the dispute cannot be resolved at either the Troop or Service Unit level, involved parties must contact GSSA Customer Care.

All information will be reviewed, and next steps will be determined with full notification to GSSA's CEO. A determination will be made within a reasonable time frame of the written submission and is final. All parties involved will be informed of the final determination.

Finance – Girl Transfer or Troop Disbandment

If Troop monies should be divided because of girls moving to different Troops, GSSA staff must be consulted in this matter.

In the case of a girl transferring to a different Troop, all remaining Troop funds shall be divided by the number of girls with active memberships in that Troop. The Financial Coordinator must send a check equal to the girl's prorated share of the remaining Troop funds to the new Troop. A copy of the check(s) being sent to new Troops for the girl(s) portion of the funds available should be kept by the Financial Coordinator of the disbanding Troop.

In the case of a disbanded Troop, all remaining Troop funds shall be divided by the number of girls with active memberships in that Troop. If a girl is transferring to another Troop, the leader must send a check equal to the girl's prorated share of the remaining Troop funds to the new Troop. A copy of the check(s) being sent to new Troops for the girl(s) portion of the funds available should be kept by the Financial Coordinator of the disbanding Troop.

If the remaining girls do not renew their membership with Girl Scouts, the funds will be divided evenly between the Service Unit and GSSA to be used for the administration of the Girl Scout Leadership Experience.

Finance – Monetary Donations

Per the [Blue Book](#), girl members may not engage in any direct solicitation for money.

Per IRS guidelines, any gift of \$250 or more MUST be made payable to "Girl Scouts of Southern Alabama" and receipted by GSSA.

Any donation, regardless of amount, made by an individual or business seeking credit for a tax-deductible donation must be made payable to "Girl Scouts of Southern Alabama" and receipted by GSSA. The funds will then be issued via ACH to the designated Troop or Service Unit.

Companies issuing volunteer grants or donations in exchange for their employees volunteering

their time must be approved by GSSA. Proper verification and documentation are required for GSSA to receipt the donation. Each Troop is limited to a maximum of \$1,000 per membership year in donations and sponsorships. The only exception for this rule is if a girl is working on her Gold Award, and this must be approved by the Awards Manager.

Finance - Troops

Each Troop is responsible for financing its own Troop program and must maintain a checking account at an insured financial institution.

GSSA is a 501(c)(3) organization registered with the Internal Revenue Service of the United States. Troop accounts must be opened by and remain accessible to GSSA.

Within one month of organization or reorganization of a Troop and upon completion of Finance Coordinator Training, a Troop bank account must be established in the name of: Girl Scouts of Southern Alabama, Inc. Troop #. All accounts must have a minimum of 2 signers, one of which must be the Troop Coordinator. Three account signers are strongly encouraged. The third account signer may be a member of the Service Unit Team. All check transactions require two signatures.

To initiate the opening of an account, the Troop Coordinator must complete the [Troop Bank Account Request/Changes in Bank Account Form](#) and receive authorization from GSSA. The [ACH Authorization Form](#) must be submitted to GSSA immediately after opening a bank account. Any Troop whose account has not received ACH authorization may not participate in any product sales programs.

Should this information change during a membership year, the Troop Coordinator must ensure that an updated Troop Financial Report is sent to GSSA immediately.

Troops wishing to receive an exemption to the Troop bank account requirement must contact customer care and request expressed, written consent from GSSA's Chief Executive Officer prior to the start of product sales programs. Troop account exemptions are extremely rare.

A Troop Financial Statement may be requested by GSSA at any time. Failure to submit this statement in a timely manner may result in restriction of Troops.

All Troop funds are to be used for the sole purpose of delivering Girl Scout programs and service to the girls. Misappropriation of Troop funds will result in the release of Troop finance volunteers from their Troop role and may also result in personal civil or criminal liability.

Finance - Service Units

Each Service Unit must maintain a checking account at an insured financial institution.

Within one month of organization or reorganization of a Service Unit and upon completion of Finance Coordinator Training, a Service Unit bank account must be established in the name of: Girl Scouts of Southern Alabama, Inc. Service Unit #. All accounts must have a minimum of 2 signers. Three account signers are strongly encouraged. All check transactions require two signatures.

Should this information change during a membership year, the Service Unit Manager must ensure that an updated Service Unit Financial Report is sent to GSSA immediately.

A Service Unit Financial Statement may be requested by GSSA at any time. Failure to submit this statement in a timely manner may result in restriction of the Service Unit.

Financial Assistance

The Girl Scout Movement is for all girls. Financial assistance may be available to cover fees associated with membership, uniforms, program materials, GSSA events, and activities, including resident camp and Girl Scout Destinations.

Financial assistance for membership fees and GSSA events must be requested during the registration process.

Financial assistance for non-membership or event-related expenses may be requested through girlscoutssa.org.

Harassment

GSSA is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment, as reflected in the Girl Scout Promise and Law. GSSA will provide all members and GSSA staff with an environment free from all forms of unlawful or unwelcome harassment and hostility, including implied or expressed forms of harassment of any form.

Any form of harassment or hostility made on the basis of race, color, religion, sex (including gender, pregnancy, sexual orientation, and gender identity), age, national origin, disability, marital status, citizenship, ancestry, veteran status, or any other characteristic protected by federal, state, or local law is expressly prohibited. This policy includes, but is not limited to physical violence, intimidation, stalking, coercion, display of weapons, threats, and talking or joking about harassment or hostility whether in person or through some other means of communication (e.g., writing, telephone, text messages, voice mail, electronic mail, or social media).

Any member or GSSA staff who perceives that they have been subjected to or witnessed any harassment or hostility of any type (whether by another member or GSSA staff member) should refer to and follow the [Conflict Resolution Policy](#).

Retaliation against any person who has reported a possible or actual violation of this policy is strictly prohibited and, if it occurs, will be grounds for disciplinary action, up to and including dismissal.

If law enforcement becomes involved in a report of harassment, GSSA staff and members are required to cooperate fully with investigating authorities and provide all possible support to the affected parties.

Male Caregivers

Any adult participating in ongoing Troop activities must be a registered member and have received an eligible background check result.

Troops may from time to time designate an activity as an all-female activity (i.e. a mother/daughter event), as long as this arrangement does not exclude any girl from participation, e.g. a daughter whose father has full or shared custody.

Male caregivers attending overnight events must stay in units separated from unrelated girls/females. Female adult volunteers will be available to provide overnight supervision of girls housed in separate units from males.

Male caregivers with full or shared custody of a girl may share sleeping arrangements with their girl in a designated area separate from other girls.

Money-Earning Projects

Permission for Troops and/or Service Units to conduct an approved money-earning activity, other than the GSSA cookie program or the Munchies & Mags sale, must be obtained no later than four weeks prior to the activity.

If a Gold Award project includes any fundraising component, approval must be received from the Awards Manager.

Proceeds from money-earning activities may not exceed the amount of money needed to offset the cost of the planned project.

Monetary donations cannot be made to any non-Girl Scout organizations by Troops or Service Units.

No resale of commercially manufactured products by any Girl Scout Troop is permitted other than the Council Cookie and Fall Product Sale.

Additional guidelines can be found in [Volunteer Essentials](#).

Product Sales

Product Sales Programs teach Girl Scouts lifelong skills and provide funds to support Girl Scout programs and activities.

To participate in the GSSA-sponsored Girl Scout Product Sales Programs, a girl must be registered as a current a member of GSSA.

The Troop Cookie Coordinator and Troop Munchies & Mags Coordinator who sign a Product Program Position Description will be held responsible for (1) the prompt deposit of sales monies in the appropriate account(s), (2) the completion of all paperwork pertaining to the sale and (3) the reporting of delinquent accounts.

All Troop monies owed to GSSA must be paid in full. If monies due to GSSA are not deposited by the deadline, action will be taken to secure outstanding debt. If the debt is not paid in full or arrangements to pay the debt are not made, the debtor may be removed from any adult volunteer role currently held.

[Delinquent Account Forms](#) should be submitted to GSSA for any parent debts that result from product sales programs. The collection of delinquent account forms is the responsibility of the Troop Product Program Coordinator and must be completed to avoid personal financial liability. The Delinquent Account Form must be completed with appropriate required documentation and submitted to GSSA if a Troop has any outstanding debt. Any parent debt not reported to GSSA on the Delinquent Account Form submitted with the Troop's final paperwork will become the financial responsibility of the Troop Product Program Coordinator.

If GSSA has proof that a Troop began their product sale before the published start date, the Troop will face a financial penalty of 20% of their proceeds.

If a girl's family has any outstanding debt from any previous product sales activities, the girl and members of the household where the girl resides may not participate in any handling of the Troop's money, which includes taking orders for products and any delivery and collecting of money. The girl may participate in product sales through Troop-sponsored cookie booths, Troop goal setting, poster making, and product sales training for the Troop.

Property

Each Troop is responsible for the site, structures, and equipment used during their stay on GSSA property and will be held responsible for any loss or damage. GSSA property also includes, but is not limited to, loaned, or rented equipment, such as audio-visuals, library books, flags, program boxes, and Troop camp equipment.

Pets, other than trained service animals, are not permitted on GSSA properties, except as authorized by the CEO.

No hunting is allowed on GSSA-owned or operated properties at any time, unless authorized by the GSSA CEO.

Fishing on GSSA-owned or operated properties is limited to program activities in which Troops may participate. Fishing by individuals is strictly limited and may only be done with permission

issued by the GSSA CEO. An Alabama State Fishing License is required to fish at Lake Martin, adjoining Kamp Kiwanis.

Reservations for individual Troop use of GSSA-owned or operated property will be taken on a first-come, first-served basis. Individual property information, including fees, deposits, facilities, and services, are located on our website, www.girlscoutssa.org.

Public Displays of Affection

Girl Scouts of Southern Alabama prohibits those involved in Girl Scout-related activities of any kind from public displays of affection (including kissing, hugging, fondling, etc.). Any infraction will be subject to prompt review under council disciplinary guidelines.

Public Relations

Any Girl Scout or volunteer, wearing/displaying identifiable GSUSA/GSSA insignia or participating in Girl Scout activities should consider themselves representatives of the Girl Scout Movement.

All press releases and media appearances must be cleared through the GSSA Marketing & Communications Department. If you are approached to make a media appearance of any kind please email communications@girlscoutssa.org immediately.

The purchase of advertising in any media outlet must be approved by the GSSA Marketing & Communications Department.

All promotional materials or items using GSUSA/GSSA logo, service marks and brand assets created must adhere to the GSUSA brand guidelines available in the [Blue Book of Basic Documents](#). “Brand Ambassador 101 for Volunteers” training module is available in gsLearn.

A signed photo release, stating Girl Scouts of Southern Alabama may use any audio and images, moving or still, taken of girls and/or volunteers for publicity purposes, will be required each membership year. This form is completed during the registration or renewal process.

Release of Operational Volunteer

GSSA or an adult volunteer may initiate a release from a volunteer role. A volunteer is requested to provide a minimum of two weeks’ notice when resigning from their role.

GSSA may release a volunteer from a role due to restructuring of roles, elimination of a volunteer role in which the volunteer serves, the volunteer’s inability or failure to complete the requirements of the role, misappropriations of funds, excessive absence or tardiness from required meetings, inappropriate conduct, inappropriate sexual language or conduct, any form of discrimination, any form of harassment, the refusal to comply with GSSA or GSUSA policies, refusal or failure to adhere to financial guidelines of GSSA. This list is not exhaustive.

Information regarding volunteer release and terminations shall be limited to individuals

deemed by GSSA to be necessary to have access such information. If the situation warrants, GSSA will notify and comply with law enforcement.

A record of terminated volunteers will be kept for reference during volunteer selection and appointment.

Specialized Certification

Adult volunteers may be asked to receive specialized certifications for various skills and activities, for example: First Aid/CPR, outdoor trainings, such as Camping, Archery, Zipline, or Lifeguard, as well as any other specialized certifications. GSSA may coordinate this training at a partially subsidized rate. In return, these volunteers will agree to make reasonable attempts to be available to provide the specialized services to GSSA (at the Council, Service Unit, or Troop level).

Substance Use

Possession and use of alcoholic beverages and tobacco (including electronic cigarettes, regardless of nicotine content, and vaping) is strictly prohibited during any activity where girls are present. Possession and use of controlled substances, except legally prescribed medication, is not permitted. Any person who engages in such behavior will be permanently removed from all GSSA activities.

No prescription medication will be given to a girl without written permission from a primary caregiver. Medication for volunteers and girls should be in the original prescription container, clearly labeled with the patient's name, doctor's name, and the name of the medication, as well as the dosage.

Over-the-counter medication may only be given with written permission from the primary caregiver.

Transportation – Private Vehicles

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility.

Qualified drivers are required for Girl Scout trips and activities, in which a group will be transported in privately owned vehicles. Review Checklist for Drivers in [Safety Activity Checkpoints](#).

Every driver must be a registered adult member with an eligible background check, be at least 21 years old, and have a clear driving record, (more specifically, without driving restrictions) a valid license, and a registered/insured vehicle.

Girls never drive other girls during activities or field trips.

If a group is traveling in one vehicle, there must be at least two unrelated, registered, background-checked members (approved adult volunteers) in the vehicle, one of whom is female.

If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, registered, background-checked members (approved adult volunteers), one of whom is female.

Every girl must be in a seat designed for passengers and must use an age-appropriate safety restraint.

Transportation-Rented, Leased, Chartered or Loaned Vehicles

GSSA must give permission for the rental, lease, charter, or loan of a vehicle for the use of Troop transportation.

All rental, lease, charter, or vehicle loan agreements must be submitted to customer care for approval by GSSA.

All rental, lease, charter, or vehicle loan agreements must be accompanied by proof of insurance for a minimum of Liability and Collision as required by Alabama State Law.

- Automobile \$1,000,000
- Van (7 passenger) \$2,000,000
- Chartered Bus \$5,000,000

The use of 15-passenger vans for Troop transportation is strictly prohibited.

Trips - Day Trips

Require adherence to [Safety Activity Checkpoints](#) and the Transportation Policy.

Each registered and approved adult volunteer must have completed, physical copies of the GSSA [Girl Health Form](#) and [Adult Health Form](#) for each person in attendance, in a sealed envelope for the duration of the trip.

Trips - Overnight

Require adherence to [Safety Activity Checkpoints](#) and the Transportation Policy.

Each registered and approved adult volunteer must have completed, physical copies of the GSSA [Girl Health Form](#) and [Adult Health Form](#) for each person in attendance, in a sealed envelope for the duration of the trip.

Any adult must be a registered member with an eligible background check.

All Troops planning an overnight trip must complete an [Overnight Application](#) at least 28 days prior to departure date to avoid late fees.

Trips lasting three or more nights (not including a federal holiday) require the purchase of Additional Insurance.

Male caregivers attending overnight events will stay in units separated from the unrelated girls/females. Female adult volunteers will be available to provide overnight supervision of girls housed in separate units from males.

Permission must be secured from GSSA for any activity not detailed in [Safety Activity Checkpoints](#) that requires special skills, safety precautions, training, or equipment that requires special skills, safety precautions, training, or equipment

Uniforms

A Girl Scout uniform is not required for participation in most Girl Scout events or activities. GSSA will follow all uniform guidelines within [Blue Book of Basic Documents](#), which may be updated annually by GSUSA. The ability to purchase a uniform should not be a barrier to participation. Financial assistance may be available to girls for the purchase of uniforms. Contact customer care for uniform financial assistance.

A uniform is not required for participation as a volunteer in Girl Scouting. Purchase of a uniform is at the volunteer's expense and is encouraged. Volunteers are encouraged to wear the Girl Scout Membership Pin or other Girl Scout garment when they are not in uniform.

Volunteer Role Reappointment

An adult volunteer who has accepted a defined Volunteer Role may be evaluated based on their performance in that role, at any time throughout the year. A volunteer may choose to renew a previously held role each membership year, or volunteer for a new/additional Volunteer Role when the role becomes available. Reappointment to an adult volunteer role is based on current membership status, past role performance, adherence to GSSA and GSUSA policies and standards, support of the Girl Scout purpose, values, and GSSA goals, positive relationships with the community, parents, other volunteers, and employed staff, as well as the volunteer needs of GSSA. These standards and expectations will apply to every volunteer who serves in any position in GSSA, including those outside of the defined Volunteer Roles.

Waiting List

GSSA makes every effort to accommodate girls who want to become active members of Girl Scouts. If there is not an existing Troop in the girl's immediate area, the girl's primary caregiver will be asked to consider helping to form a new Troop.

Each girl will be given the opportunity to register as an individual member while waiting to be placed in a Troop. Girl members who are not immediately placed into a Troop will be added to an active waiting list until an opening becomes available and will be offered the opportunity to register as an Individually Registered Girl (IRG).

Any girl with an active membership (whether as a member of a Troop or an IRG) will be provided with the opportunity to work on Girl Scout programs and is encouraged to attend GSSA and Service Unit events and activities.

GSSA staff will continue to work to find a place for every girl who would like to participate in a Troop, unless she or her caregiver expresses her preference to remain an Individually Registered Girl.

Weapons

GSSA strictly prohibits volunteers from being in possession of weapons while involved in Girl Scout activities, including the transportation of girls. Under this policy, prohibited weapons include all firearms, even if licensed, illegal knives, or other weapons.

Any GSSA employee or volunteer who knows, or reasonably believes, that a volunteer is in possession of a weapon in violation of this policy should immediately notify GSSA. If a volunteer is found to have violated this policy, immediate and appropriate disciplinary action will be taken, up to and including the involvement of appropriate law enforcement authorities, as needed.

Exceptions to this policy may be made only in performance of specific responsibilities for the council. Any such exception will be made in advance and in writing by the CEO.

Statement of Receipt of Girl Scouts of Southern Alabama's Volunteer Policies

I have received, read (or promise to read), understand and agree to the Girl Scouts of the Southern Alabama, Inc.'s Policies. I fully understand the facts regarding any possible question of violation. I will be responsible for adhering to these Policies.

Signed _____ Date _____