

Girl Scouts of Nassau County, Inc.

Volunteer Policies

Effective June 18, 2019



The Girl Scout Promise, Law, and Mission

The 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.

The Girl Scout Law

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

Girl Scout Mission

Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.

*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 and adults 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.

Volunteer Policies

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VOLUNTEER POLICIES

INTRODUCTION

The Volunteer Policies of Girl Scouts of Nassau County, Inc., (GSNC) are established upon the principle that the direction and success of Girl Scouting rests in the voluntary participation of its adult members. To ensure the satisfaction of volunteers, the Board of Directors has adopted these policies and procedures on June 18, 2019 to be effective on that date, and supersede previous policies. These policies and procedures will be reviewed every three (3) years to assure they reflect the volunteer management goals of the Council, the current policies and trends in Girl Scouts, as well as current legislative requirements. These policies are intended to provide the basis for reasonable and consistent guidance for our volunteers. Volunteers are not employees of Girl Scouts of Nassau County, Inc., and the policies contained herein do not constitute an employment contract and are subject to change at the discretion of the Board of Directors of Girl Scouts of Nassau County, Inc.

Mission Statement

*Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.*

Equal Opportunity

Girl Scouts of Nassau County, Inc., in recognition of its responsibility to its volunteers, its staff, and the girls it serves, reaffirms its policy to ensure fair and equal treatment in all its practices, to all persons regardless of race, color, ethnicity, religion, creed, lineage or citizenship, age, gender, national origin, source of income, disability, marital status, familial status, genetic information, predisposing genetic characteristics, carrier status, sexual orientation, marital status, sex, domestic violence victim status, or any other characteristic protected by law. In addition, to ensure that the membership and staff of GSNC are reflective of the diversity of population groups within its jurisdiction, GSNC is committed to affirmative action in the following:

- the recruitment, selection, placement, development, and recognition of volunteers,
- the recruitment, hiring, training, and promotion of employed staff, and
- the extension of Girl Scouting to girls and adults in all communities within our jurisdiction.

There shall be special efforts to secure individuals of underrepresented racial and ethnic populations and persons with disabilities, particularly at managerial and professional staff levels and on the Board of Directors. There shall also be special efforts to make reasonable accommodations for physical and mental limitations of employees, volunteers, and applicants consistent with performance of essential job functions and the effective operations of the organization.

A copy of GSNC's Affirmative Action Plan is available from the Chief Employee Experience & Strategy Officer.

Commitment to Pluralism

Girl Scouts of Nassau County, Inc., is committed to achieve pluralism through respect for and appreciation of the religious, racial, ethnic, social and economic diversity of this County by reflecting that diversity in its membership, leadership, and programming.

*We believe this commitment is an integral part of all that we do as an organization. Only individuals willing to accept the basic tenet that Girl Scouting is for **all** girls may serve in volunteer leadership or staff positions.*

Who Are Volunteers?

A volunteer can be any person, female or male, who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Council. A volunteer is a responsible and reliable individual concerned with the well being of others who enjoys providing service to the Girl Scout community. A volunteer must be elected or appointed prior to the performance of a task.

▪ Operational Volunteers

Operational volunteers are adult members who provide the direct/indirect services to girls and adults. They are ultimately accountable to the CEO. Operational volunteers are appointed for terms of up to one year, depending on the position held.

- Episodic volunteers are also operational volunteers who serve on a one-time or limited basis. These volunteers may not go through the same appointment process as detailed in this policy, based on responsibilities/tasks of their assignment.

▪ Governance Volunteers

Governance volunteers are members who communicate ideas and feelings, influence proposals, and make decisions that govern the Council and its members. They are accountable to the voting members of GSNC. Governance volunteers are elected or appointed. Volunteers are primarily 18 years of age or older, although girls age 14 and above may serve as members of the Board of Directors, Delegates or Alternates.

UNLESS OTHERWISE SPECIFIED, VOLUNTEER POLICIES APPLY TO ALL VOLUNTEERS.

VOLUNTEER REQUIREMENTS & BENEFITS

Benefits

Benefits to registered volunteers include:

- Council newsletter and publications
- Learning opportunities and support from Council staff
- Supplementary accident insurance as part of GSUSA membership
- Volunteer experience that may be useful for career development
- Limited financial assistance available for adults participating in Girl Scout activities

Basic Requirements

- Membership Registration - Adult volunteers participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the USA and individually pay the annual membership dues, except those adults who are lifetime members or who are volunteering in a temporary or advisory capacity.
- Belief in the Girl Scout Mission.
- Acceptance of the Girl Scout Promise and Law.
- Time to perform the duties and responsibilities of the position.
- Completion of required training.
- An understanding that services are given without payment.
- Accept supervision, and to provide feedback, suggestions and recommendations.

Volunteer Rights and Responsibilities

Volunteers are a valuable resource to GSNC, its staff, and members. Volunteers shall be extended the right to be given meaningful assignments, the right to be treated respectfully, the right to effective supervision, the right to full involvement and participation, and the right to appropriate recognition for work done.

In return, volunteers shall agree to perform their duties to the best of their abilities, to support the goals and policies and procedures of the Council and to ask for assistance and/or guidance from the service team or Council staff if they find themselves in a situation that they are unsure of or may conflict with those goals and policies of the Council, as detailed in the Conflict/Problem Resolution Procedures section of this booklet.

Further, volunteers shall agree that they will not use the Girl Scout name, related activities, publications and/or facilities for public or private promotion of their own views and opinions on topics unrelated to Girl Scouting (including, but not limited to, views on sexual orientation, religion, family situations, politics, etc.)

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all proprietary, privileged, or sensitive information to which they are exposed while serving as a volunteer, whether this information involves a staff member, volunteer, member, or other person, or overall GSNC or personal business. Confidential information includes but is not limited to, non-public technical, business and financial information and plans, as well as private information about councils, members, volunteers, customers, suppliers and employees. Information may include names, addresses, phone numbers, email addresses, and information that might relate to family health, circumstances, living arrangements, or financial matters. Failure to maintain confidentiality may result in termination of the volunteer's relationship with the Council. Volunteers in certain key positions may be asked to sign GSNC's Confidential Non-Disclosure Agreement or other similar documents.

Any volunteer who belongs to multiple youth serving organizations is expected to protect the confidential information, brand, program pieces and reputation of Girl Scouts. Using or sharing our information with competing organizations is strictly prohibited and may be a basis for release, suspension, or cause for not being reappointed to a position.

GSNC's confidentiality policy is contained in our Code of Ethics and applies to all employees, volunteers and members of the Board of Directors.

Other Youth Serving Organizations *NEW*

To ensure the integrity of our brand and safety of our members, all volunteers are charged with ensuring that girl members participate in activities that are safe, girl-led and conducted under the supervision of registered and trained adult Girl Scout volunteers. Activities may not be conducted jointly with other youth serving organizations who do not have existing partnership agreements or MOU's (Memorandum of Understanding) with GSNC. Girls may be eligible to participate in events and activities with other youth-serving organizations, where current year partnership agreements or are in place. If you are not sure on the status of a partnership agreement, GSNC staff is available to provide clarification.

Girl Scouts will continue doing what is best for girls and Girl Scouts – that means strong girl-led, all girl, girl-focused program. All Girl Scout members should:

1. Use the full name of Girl Scouts whenever possible. Do not refer to Girl Scouts as "Scouts" or "Scouting."
2. Understand that GSNC prohibits events co-sponsored or co-branded with other scouting organizations including, but not limited to Cub Scouts, Boy Scouts or American Heritage Girls.
3. Wear uniforms proudly and publicly whenever you are representing Girl Scouts. Do not mix uniform pieces with those of other youth-serving organizations.

4. Use Girl Scouts' name, logos, and likenesses according to guidelines provided by Girl Scouts of the USA. If you wish to use the Girl Scout logo, please contact GSNC's marketing department at marketing@gsnc.org for assistance and approval.
5. When participating in community events such as parades, flag ceremonies, or festivals, request a distinct Girl Scout booth or marching space if possible.
6. If girls are members of multiple youth-serving organizations, ensure that funds earned by Girl Scouts are spent on Girl Scout expenses and Girl Scout Troop experiences only.
7. Sharing of membership information including, but not limited to, name, phone number, email addresses, program level and membership status is strictly prohibited.

VOLUNTEER LEADERSHIP PROCESS

Position Descriptions

Each volunteer position will have a position description that defines specific responsibilities, clarifies expectations, and forms the basis for assessment of volunteer performance, reappointment, rotation to another position, and/or termination.

Appointment of Volunteers

Girl Scout operational volunteers must be appointed to their position, using the procedures below. It is the responsibility of the prospective volunteer to complete all the required steps. GSNC reserves the right to limit volunteer involvement until all steps have been completed.

1. Prospective volunteer joins by registering online, selecting the appropriate volunteer role, and paying the membership dues.
2. Prospective volunteer successfully completes required background screening. See additional details in next section. Criminal background checks will be conducted every 3 years for current/active volunteers.
3. Prospective volunteer receives notification that her/his volunteer background screening has been approved. If the position is mutually agreed upon after reviewing the appropriate volunteer position description, the new volunteer accepts the position by accepting the GSNC Volunteer Agreement and Code of Conduct.
4. The new volunteer appointment is conditional based on successful completion of required training.

Terms -

- Operational volunteers shall be appointed for a term of up to one year.
- Terms for governance volunteers (including delegates, members and Officers of Board of Directors and its committees, etc), vary, and are detailed in the Girl Scouts of Nassau County, Inc. Bylaws (latest edition)
- Volunteers may be re-appointed or re-elected, upon satisfactory completion of their responsibilities.

Background Screening

Appointment to a volunteer position with GSNC is contingent upon completion and review of a criminal background check. GSNC reserves the right to conduct a multi-state search, statewide search, county search, sex offender registry search, and any other necessary search. All background checks will be conducted in accordance with all applicable federal, state and local laws.

In order to ensure the safety and well-being of our members, GSNC reserves the right to disqualify or restrict the duties of any person who has been charged with, convicted of, pled guilty to, pled no contest to, or received a deferred adjudication on certain crimes, or who GSNC, in its sole discretion, based upon the information before it, otherwise deems as not qualified or fit to hold a volunteer position.

The decision whether to exclude or limit a prospective volunteer's participation remains at all times within the discretion of GSNC. Factors that may be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, length of time since the criminal conduct occurred, and the tasks associated with the desired volunteer position. GSNC's primary concern is always to safeguard the best interests of its members.

If the prospective volunteer feels that the information received by GSNC in the background check report is not correct, it is the prospective volunteers responsibility to challenge the information with the reporting agency and arrange for any corrections.

Training and Support

Training for adults and on-going support broadens understanding of the philosophy, aims, and program of the Girl Scout movement. All volunteers with primary responsibility for working with girls must be adequately prepared for the position they will assume in accordance with guidelines established by the Council. Mandatory training must be completed by all new Girl Scout Leaders prior to meeting with their Girl Scout Troop. Other training may be offered to be completed within specified timeframes during the Girl Scout Leadership experience. Additionally, there may be mandatory training or refresher workshops for all Leaders that coincides with their background check renewal process.

Volunteer/Staff Partnerships

Staff is employed to provide full-time managerial and specialist expertise, research capability, and continuity to support the delivery of program to girls through volunteers. Volunteers and staff are considered to be partners in implementing the Mission, the Girl Scout Leadership Experiences and the goals of the Council. It is essential that each partner understands and respects the needs and abilities of the other.

Supervision, Evaluation and Reappointment

Volunteers are essential in providing support, guidance and supervision to other volunteers. In addition, Council staff shall be available to all volunteers for consultation and assistance. To have the best experience, volunteers are encouraged to utilize this support system to help navigate new roles or challenges.

Supervision of operational volunteers may include periodic verbal and/or written evaluations based upon expectations outlined in the *volunteer position description*. At any time, a volunteer may be reappointed for the position currently held, appointed to another Girl Scout position, removed from a position or may resign from a position. Details on terms, vacancies and election/re-election/removal of Policy volunteers are detailed in Girl Scouts of Nassau County, Inc., Bylaws (latest edition).

Troop volunteers, other volunteers who work directly with girls, service unit volunteers, training facilitators, camp and other Council volunteers, must demonstrate inclusiveness, willingness to complete assigned duties and responsibilities as described in the position description, adherence to policies and procedures including those set forth in this document, knowledge of and commitment to safety issues, in addition to financial responsibility, in order to continue in a volunteer role.

Volunteers with financial responsibility to local troops/groups or to the Council will not be reappointed to a position if required financial responsibilities have not been met.

Volunteer Release/Termination/Resignation

Either the Council or the volunteer may initiate a release from a position prior to the end of the term of appointment for any reason. A volunteer unable to complete her/his term should give written notice to the person to whom the volunteer is accountable as far in advance as possible.

Situations may arise in which the council may initiate a release, separation, or termination of a volunteer from a position prior to the end of the term of appointment. Any action to release a volunteer will receive careful and detailed consideration.

Girl Scouts of Nassau County may release an individual because of, but not limited to:

- Restructuring of positions or elimination of the volunteer position in which the individual serves

- The volunteer's inability or failure to complete the requirements of the position
- Not demonstrating the core values of the Girl Scout mission. This may include but is not limited to: speaking poorly of girls, parents, volunteers & council staff; posting negative comments on Facebook or other social media websites, etc.
- Conduct not consistent with the principles of the Girl Scout Movement
- Refusal to comply with Council or Girl Scouts of the USA policies. Examples include but are not limited to:
 - Unauthorized possession of dangerous weapons on Girl Scout property or while conducting volunteer activities, as stated in the policy prohibiting weapons.
 - Willful violation of security or safety rules; negligence or any careless action, which endangers the life or safety of a girl or another adult.
 - Failure to ask permission for additional money-earning events or submit annual financial reports
 - Failure to submit trip applications and or follow safety activity checkpoints
- Failure to support the Council's policies, activities and/or goals.
- Being intoxicated or under the influence of controlled substance drugs while volunteering; use, possession or sale of controlled substance drugs in any quantity while on Girl Scout premises and/or while conducting volunteer activities except medications prescribed by a physician which do not impair volunteer performance.
- Engaging in criminal conduct, acts of violence, or making threats of violence towards anyone.
- Breach of confidentiality of personal or health information
- Refusal to participate in conflict resolution procedures with GSNC staff and other volunteers or parents.
- Misappropriation of funds or debt incurred to the Council or service area

Release from the position does not cancel membership with Girl Scouts of the USA unless it is determined that she or he is unable to meet the membership requirement.

Exit Interview

Upon leaving a position, a volunteer may be asked to participate in an *exit interview* conducted by someone in a supervisory position or through a survey tool.

Reinstatement of Released Volunteers *NEW*

Girl Scout volunteers who have been dismissed may be considered for reinstatement to their position. A former/prospective volunteer who wishes to be reinstated as a volunteer

with GSNC may submit a request in writing after a period of 18 months from the date of the Council's decision to restrict or remove the individual from her or his position. A staff member from GSNC's volunteerism department can provide a detailed list of what needs to be included in this request, and additional details.

Volunteers who were removed due to the results of the Criminal Background Check must wait seven years from the time of the infraction to request reinstatement. Fulfillment of the waiting period does not guarantee that an applicant will be appointed as a volunteer.

It is the responsibility of the prospective volunteer to complete all the required steps to apply for reinstatement as a volunteer. GSNC reserves the right to limit or deny volunteer involvement as deemed appropriate.

Recognition

GSNC appreciates the services provided by our volunteers and promotes ongoing efforts to recognize those services. There are many ways in which adult volunteers may be recognized, such as personal notes of thanks, words of commendation in the presence of others, presentations made by a special person, opportunities to report on a successful venture or move to a more responsible position. Presentations may be made at any appropriate occasion. Volunteers can also be nominated or nominate other volunteers for more formal council and national recognition consistent with the GSUSA guidelines, *Adult Recognitions in Girl Scouting*.

VOLUNTEER RESPONSIBILITIES

Uniform

Girl Scouts of the USA is a uniformed organization in which the uniform is a symbol of pride and respect and a mark of distinction. Although wearing a uniform is encouraged, it is not required for participation in most Girl Scout activities.

The official emblem of the Girl Scout Movement in the United States is the trefoil. The badges, insignia, and uniforms of Girl Scouts of the United States of America shall be protected to the fullest extent possible and shall be made available to and used only by members registered with Girl Scouts of the United States of America, or persons authorized by the National Board of Directors.

For adult members, the unifying look of the uniform is an official Girl Scout scarf or tie, worn with official membership pins and combined with their own navy blue business attire. Volunteers are encouraged to wear the Girl Scout pin when they are not in uniform and participating in Girl Scout activities.

Financial Responsibility

A person owing a debt to Girl Scouts of Nassau County, Inc. for more than 90 days may be removed immediately from their volunteer position and will not be eligible to be reappointed or serve in an appointed volunteer position until such time as that debt is paid in full. When the debt is paid, the volunteer may serve only in a volunteer role that does not have financial responsibilities. It is the responsibility of the volunteer to contact the Council office and request a review of her/his volunteer eligibility status.

Additional restrictions or actions may be applied for specific circumstances; the volunteer will be notified in writing of any restrictions or actions taken.

Volunteers, both at troop and service unit levels, must follow the policies and procedures as related to Finances and Money-Earning Activities as detailed in both GSNC's Policies, Standards and Guidelines and Volunteer Essentials (latest editions). This includes but is not limited to:

- Opening and maintaining bank accounts when troop has funds in excess of \$25.00
- Adhering to requirements for submitting annual finance reports by the established deadlines
- Following requirements and guidelines for appropriate money earning activities

Troop and service unit treasuries that are used for activities and projects must always further the mission of Girl Scouting and may not be co-mingled with or used to fund participation in events sponsored by competing youth-serving organizations. Troop and service unit treasuries must be spent on Girl Scout and troop experiences only.

Contracts and Agreements *NEW*

No volunteer may waive liability of a third party on behalf of GSNC.

A volunteer may enter into an agreement on behalf of or between a troop and/or a service unit only under the guidelines under 'Collaborating with Sponsors and Other Organizations' found in Volunteer Essentials.

Volunteers may not enter into any contract or agreement without GSNC approval that:

- Involves an expenditure of more than \$500
- Involves transportation services for girls
- Involves girls in high risk activities as defined in Safety Activity Checkpoints

Volunteers must ensure a trip application has been completed and approved prior to entering into any contract or agreements.

POLICIES

Conflict/Problem Resolution Procedures

For purposes of these Policies, a conflict is defined as any kind of disagreement between two or more people.

GSNC is committed to providing individuals the right to a safe and neutral process to resolve conflicts. Recognizing that each individual has both a personal interest in and a share of the responsibility for resolving conflicts in which she or he is involved, the Council uses a progressive conflict resolution process for volunteers.

The most effective way of resolving complaints and concerns is usually by calm, open discussion between the persons involved by telephone or in person. For this reason, prior to any kind of escalation, the involved parties are encouraged to try to resolve the matter informally among themselves. E-mail exchanges and social media communication are generally not conducive to a prompt and efficient resolution and, therefore, should be avoided.

Potential scenarios and steps to follow before escalating a conflict or concern:

A. Girls in a Troop: Has the troop leader addressed this situation? Has the troop leader worked with the girls, parents and other troop volunteers to resolve this matter? If it cannot be resolved at the troop level, has the service unit manager been asked to assist as a mediator for the troop?

B. Adults within a Troop: Has the troop leader addressed the situation? Has the troop leader mediated with the parties involved? If it cannot be resolved at the troop level, has the service unit manager been asked to assist as a mediator for the troop?

C. Volunteers: Has the troop leader/ SU team member/ volunteer worked to address the situation? If it cannot be resolved between the volunteers, has the service unit manager been asked to assist as a mediator for the troop?

If all steps have been taken to resolve the situation informally but the matter has not been resolved, then the appropriate GSNC staff member should be informed. The GSNC staff member will then provide the appropriate form to the interested party for completion.

Once the form has been completed and returned to the appropriate GSNC staff member, we will begin the information gathering process. This process can include: phone calls, emails, and/or in person meetings with all parties involved. **Please note that this information gathering can take a minimum of 10 business days.**

Once all information has been gathered, GSNC staff will provide a resolution to all affected parties.

If deemed necessary by council staff, a mediator from outside GSNC may be brought in to assist in resolving any situation.

Policy Against Harassment

GSNC is committed to an environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment. It is the policy of the Council to provide all volunteers, staff and girl members with an environment that is free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

Harassment on the basis of race, color, ethnicity, religion, creed, lineage or citizenship, age, gender, national origin, source of income, disability, marital status, familial status, genetic information, predisposing genetic characteristics, carrier status, sexual orientation, marital status, sex, domestic violence victim status, or any other characteristic protected by law will not be tolerated, and is grounds for termination.

Policy Against Sexual Harassment

GSNC prohibits sexual harassment and retaliation against its applicants, interns, contractors, volunteers or employees by another individual. Sexual harassment is a form of sex discrimination and is unlawful under federal, New York State, and local law. Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individuals' sex or gender, gender identity or gender expression (including , but not limited to, transgender status), and/or sexual orientation. Sexual harassment can be verbal, visual, or physical conduct that denigrates or shows hostility or aversion towards an individual based on sex or gender, gender identity or gender expression and/or sexual orientation. This includes but is not limited to sexual advances or flirtations, requests for sexual favors, obscene or vulgar comments or gestures, sexual jokes or comments about a person's body, and propositions or suggestive or insulting comments of a sexual nature. It is unlawful and against this policy for males to sexually harass females or other males, and for females to sexually harass males or other females.

In accordance with this policy, GSNC will not condone or tolerate the following:

- Any display or demonstration of sexual activity between volunteers or between volunteers and girl members.
- Sexual advances or sexual activity of any kind between volunteers and girl members.
- Infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism and/or involvement of girl members in pornographic materials.
- Unwelcome sexual conduct/harassment of any Girl Scout member, volunteer, or employee of the same or opposite sex.
- Any other similar inappropriate behavior in accordance with federal, state and local law.

The Council maintains an environment that encourages any volunteer who believes that she/he has been the subject of any unlawful or unwelcome harassment as defined in the Council's policy, to report the incident to either Chief Employee Experience & Strategy

Officer or to the CEO. Similarly, a volunteer who believes that a girl member is the victim of any form of harassment must immediately report the fact to the CEO of the Council. The CEO will initiate an investigation and, depending on the findings, take appropriate corrective action.

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department or, in an emergency, dial 911.

GSNC reserves the right to refuse appointment/reappointment to any position and to dismiss or suspend from any position or affiliation with Girl Scouts of Nassau County, Inc., any volunteer who, participating in Girl Scout activities, violates the aforementioned policy.

GSNC's complete Policy Against Harassment and Policy Against Sexual Harassment are available by contacting GSNC's Human Resources department.

Policy Against Child Abuse

GSNC supports and maintains environments that are free of child abuse and neglect. Child abuse and neglect are unlawful acts and it is against the Council's policy for volunteers or employed staff, male or female, to physically, sexually or mentally abuse or neglect any girl member.

Girl Scout volunteers have a moral responsibility to report known or suspected cases of child abuse to Child Protective Services. If a volunteer is told or suspects that a child has been abused she/he may report this information to the Council staff member assigned to her/his area for assistance with the report to Child Protective Services. Girl Scouts of Nassau County staff members are mandated reporters and must ensure that a report is filed. New York State law defines an abused child as one who is any one or more of the following:

- Physically abused
- Sexually molested
- Emotionally neglected or abused
- Under constant verbal attack or torment
- Without proper food, clothing, shelter
- Left alone for long periods of time

GSNC supports and maintains an environment that encourages any girl member who believes that she has been a victim of abuse or neglect to report the incident immediately to either her leader, some other adult or to the Chief Executive Officer (CEO) of the Council. Similarly, a volunteer who believes that a girl member is the victim or at risk of abuse or neglect must immediately report the fact to the CEO of the Council. GSNC is a "mandated reporter." Under New York State law, the Council must report known or suspected abuse or maltreatment. The Council has a responsibility to care for all children in its care. Any report of child abuse will be forwarded to an appropriate governmental authority. In addition, all citizens are empowered to report to the New York State Child Abuse hotline (1-800-342-3720) and may remain anonymous.

Sex Offenders and Other Criminal Acts *NEW*

A Registered Sex Offender may not serve as a volunteer with GSNC in any capacity and they may not participate in any way, either in troop, service unit, or in GSNC activities where girl members may be present. Troop meetings and activities may not be held or conducted at any residence where a member of the household is a Registered Sex Offender.

Troop co-leaders, other troop volunteers, and parents or guardians of girl members are required to immediately notify GSNC if she or he is, or has an immediate family or household member who is, learn or become aware that any troop co-leader or other troop volunteer, or troop family member is a Registered Sex Offender or has pending charges, or has pled guilty or no contest, or has been placed on probation or deferred adjudication, regarding sexual offenses.

In addition, the individuals identified above are also required to immediately notify GSNC if they have been convicted, have pending charges, or placed on probation for a crime, or become aware of another person in their household or other adult associated with a troop has been convicted, has pending charges or placed on probation.

When GSNC in its discretion determines that it is reasonably necessary to safeguard girl members, GSNC may notify the parents or guardians of all girl members of a troop regarding: (a) the status of a troop co-leader or volunteer or family member as a Registered Sex Offender; (b) the requirements of this Policy; and (c) the steps taken by GSNC to comply with the policy (for instance, the dismissal of, or written notice as described above to, the Registered Sex Offender.) For instance, if a family member of a Registered Sex Offender withdraws his or her girl member from the troop, or if a troop co-leader or other troop volunteer has been dismissed, GSNC may determine it is not necessary to give notice to the parents or guardians of the other girl members of his or her status as a Registered Sex Offender.

Alcohol and Drug Use

No volunteer may use, possess, transfer, distribute, manufacture, or sell alcohol or any illegal drug while on the Council's property, while responsible for the health and safety of girls, while operating a vehicle or potentially dangerous equipment or used at any Council, Association, Camp or Troop girl event. In addition, no volunteer may undertake a role as a Girl Scout volunteer while under the influence or impaired by any drug or alcohol, including prescription and over-the-counter drugs.

Violators of the alcohol and drug policy may be asked to leave the Council property or activity site and future participation in Girl Scouts may be jeopardized.

Smoking

Volunteers function as role models at all times, and are therefore not permitted to smoke in front of girls during Girl Scout sponsored meetings, events or trips. Volunteers are expected to observe the law and GSNC guidelines with regard to where and when smoking is permitted/prohibited. This policy applies to all types of smoking/vaping and similar apparatus and the use of tobacco in any form.

Weapons *NEW*

No volunteer of Girl Scouts of Nassau County may carry a dangerous weapon while on Girl Scouts of Nassau County property, driving a Girl Scouts of Nassau County-owned, rented or leased vehicle, or at meetings, events or trips. Weapons include guns, knives, explosives and other items with the potential to inflict harm. Any violation of this policy will be grounds for appropriate disciplinary action, up to and dismissal. Excluded from this provision, would be any equipment that a volunteer would use in a typical camping environment while engaged in camping activities, and must be used according to the guidelines for such in Safety Activity Checkpoints.

Electronic Communication Guidelines

Girl Scouts of Nassau County recognizes that the internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media such as Facebook, Twitter, blogs, and the GSNC Online Community. However, use of social media also presents certain risks and carries with it certain responsibilities. Ultimately, volunteers are personally responsible for what they post online.

Girl Scouts of Nassau County electronic guidelines are as follows:

- Be respectful in all communications and blogs related to or referencing the organization, its members and/or other staff and volunteers.
- Always be fair and courteous when speaking about Girl Scouts of Nassau County, its employees, volunteers, and members, whether by name or implication.
- Making representations on behalf of Girl Scouts of Nassau County without prior permission is prohibited. If volunteers identify themselves as a volunteer of Girl Scouts of Nassau County, they should make clear that the views are their own and do not necessarily reflect Girl Scouts of Nassau County's views.

Although volunteers develop trusting relationships with girls and adults as part of their volunteer role, Girl Scouts of Nassau County does not allow the exchange of electronic communication between volunteers and girls, except related to official Girl Scout activities or business.

Troop & Service Unit Social Media *NEW*

Girl Scout troops/groups and service units may create a Web site or use social media to promote, or communicate with members regarding, Girl Scout activities. When creating a troop/service unit Facebook, Twitter account, Web site or other form of social media at least one registered adult GSNC member must be an “owner” of the accounts and/or website.

Girl Scout troops/groups and service units using social media must meet the age requirement established by social media channels, and all minor Girl Scouts must have a photo release form on file at their troop and/or service unit. We also recommend all troops/service units obtain parental permission for girls to participate.

Girl family members/guardians must be invited to become members of all troop/group and service unit social media accounts and given links to any troop/group websites. When creating a new website or social media account, troops/groups and service units should take care to follow the guidelines in Computer and Internet Use: Safety Activity Checkpoints as well as consult the GSNC Social Media Best Practices (available on the OLC) for guidance. All volunteer and/or girl created social media accounts should be clearly identified as belonging to a particular troop/group or service unit and state they are maintained by volunteer(s) and/or girl(s) and are not the official site of GSNC. Practice diligence to ensure that groups joined or linked have standards consistent with Girl Scouts and ensure the messages posted do not conflict with Girl Scout positions.

Whistleblower Policy

Volunteers who believe there has been a violation of the Girl Scouts of Nassau County Code of Ethics are encouraged to report it to the Chief Employee Experience & Strategy Officer or Chief Executive Officer. No Volunteer making a good faith report shall be subjected to any retaliation from GSNC.

GSNC’s full whistleblower policy is contained in the Code of Ethics and applies to all staff, volunteers and members of Board of Directors.

Conflict of Interest Statement for Volunteers

A conflict of interest exists when the interests or concerns of any Girl Scouts of Nassau County volunteer or any member of his/her immediate family, or any party, group or organization in which said volunteer is actively involved, may be seen as adverse to, or in competition with the interests or concerns of the Council.

A volunteer or any member of his/her immediate family shall not engage in conduct or activities which constitute a conflict of interest. The following transactions constitute examples of conflicts of interest prohibited by this policy:

- Financial gain of \$150.00 or greater from a troop, service unit, or Council decision or transaction. This may be presented in the way of a *gift, entertainment, service, loan or promise of future benefits.*
- Utilizing her/his position as a volunteer for personal, professional, political or monetary gain (acting individually on behalf of any group, organization, or business to which she/he has allegiance).
- Using for personal advantage or for the advantage of any other person or organization the confidential information or material of the Council (such as rosters, mailing lists, donor lists, etc.)

The purpose of the conflict of interest policy is to protect GSNC's constituents when volunteers are contemplating entering into a transaction or arrangement that might benefit the private interest of a volunteer or family member holding a leadership position over Girl Scout members or other volunteers.

Volunteers are prohibited from soliciting directly or indirectly any Girl Scout member or their families for any business relationship, charitable organization, or vendor relationship that may be perceived as a conflict of interest.

Duty to Disclose: Volunteers shall disclose in writing a full description of any activity, interest or relationship that might create or appear to create a conflict of interest as soon as practicable, prior to the inception of the activity, interest, or relationship.

In connection with any actual or possible conflict of interest where a volunteer or family member is expected to gain financially, the volunteer must disclose the existence of the financial interest and be given the opportunity to disclose all facts to their service unit leadership and GSNC staff representative to consider the proposed transaction or arrangement.

If a volunteer has brought legal action against GSNC or has caused GSNC to initiate legal action, GSNC has the right, at its discretion, to decline to appoint that person to a volunteer position within GSNC, or to remove that volunteer from her or his position if currently in place. Legal action includes any or all remedies of existing federal and state law.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the President for decision and/or for referral to the Board of Directors for decision, where appropriate.

All volunteers are expected to observe the Conflict of Interest Statement.

All members of the Board of Directors will be required to sign an appropriate Conflict of Interest Disclosure.

This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

GSNC's full conflict of interest policy is contained in the Code of Ethics and applies to all staff, volunteers and members of Board of Directors.

Volunteer Agreement

GSNC is committed to the highest ethical standards and we expect all volunteers to act in the best interest of the organization and its mission. This mission demands that we, as stewards, act in an ethical manner to uphold the public trust and the values of responsibility, integrity, openness, honesty, accountability, and respect in all that we do in the name of Girl Scouts.

I agree to uphold these values and I will:

1. Affirm the Girl Scout Promise and Law.
2. Take all required trainings and comply with GSNC policies, procedures and safety guidelines.
3. Welcome girls and adults from a variety of backgrounds and include them in activities. Make an intentional effort to learn about, experience, and appreciate cultures other than my own.
4. Honor the leadership role of the girls and support their decisions.
5. Act responsibly when overseeing Girl Scout funds, maintain accurate records and file required reports. Girl Scout funds are only to be used in direct support of Girl Scout programs and to pay for appropriate Girl Scout expenses.
6. Model the behavior that shows respect for local, state, and federal laws and ordinances, as well as follow the procedures and standards of GSNC found in *Volunteer Essentials* and *Policies, Standards and Guidelines* and in GSUSA's *Blue Book of Basic Documents*, all located on the GSNC website.

Approved by Board of Directors 6/18/2019

Girl Scouts of Nassau County

CERTIFICATION

By my signature below or via electronic signature, I hereby certify that:

- I have received a copy of the Volunteer Policies for Girl Scouts of Nassau County, Inc. (as revised and effective June 2019).
- I agree to familiarize myself with the contents of this manual.
- I agree to comply with all policies and procedures as set forth therein.
- I understand this manual is not intended to cover every situation that may arise during my service as a volunteer.

I understand that the policies and procedures contained in this revision supersede those found in former versions, and that in case of any difference between the current and former versions, the current policy or procedure shall in all instances apply. The Policies are subject to change at the discretion of the Board of Directors. I further understand that neither this manual nor any other council document constitutes or implies a contract of any kind, and I am free to resign from my volunteer position at any time.

Signature _____

Name _____
(Please print)

Date _____