



**Girl Scouts®**  
Where Girls Grow Strong<sup>SM</sup>

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# Girl Scouts of Silver Sage Council, Inc. Board Approved Council Policies

Revision dates noted on each policy

**Board Approved Council Policies**

**Table of Contents**

<b>Section SsM</b>	<b>Membership</b>	
	SsM.02	Troop Finances
	SsM.03	No Alcohol/Tobacco Use
<b>Section SsP</b>	<b>Program</b>	
	SsP.01	Troop Camping
	SsP.02	Special Event Approval
	SsP.03	Troop Travel
<b>Section SsHR</b>	<b>Human Resources</b>	
	SsHR.01	Affirmative Action
	SsHR.02	Discipline
	SsHR.03	Personal Integrity in Girl Scouting
	SsHR.04	Background Screening
<b>Section SsC</b>	<b>Communication</b>	
	SsC.01	Emergency Procedures
<b>Section SsFD</b>	<b>Fund Development</b>	
	SsFD.01	Fund Raising
	SsFD.02	Tribute Fund
<b>Section SsRM</b>	<b>Risk Management</b>	
	SsRM.01	Health and Safety
	SsRM.02	Transportation
	SsRM.03	Council Owned Vehicles
<b>Section SsA</b>	<b>Administration</b>	
<b>Section SsF</b>	<b>Finance</b>	
	SsF.01	Investment

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Troop Finance
		Troop/Service Unit
	<u>Date Adopted:</u>	Prior 10 September 1987
	<u>Revised:</u>	June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsM.02

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### POLICY

Money earned, raised or received in the name of Girl Scouting is for the purpose of Girl Scouting and shall not be divided among the girls and given to them in cash.

Any contributions, cash or gifts to a troop, group of troops or service unit should be acknowledged in writing and reported to the membership representative . Gifts of cash or equipment valued over \$500 must have Board approval; gifts of land or buildings must have Board approval. The Chief Operations Officer can approve amounts up to \$500.

All monies shall be safeguarded in bank accounts under the name of Girl Scouts of Silver Sage Council; Girl Scouts of Silver Sage Council, Troop #xyz; Girl Scouts of Silver Sage Council, xyz Day Camp/Special Event.

Monies remaining in a disbanded troop are held in a Council holding account for one year from the time the troop lapses before being transferred to the Tribute Fund. If the troop reorganizes during that first year after disbandment, the troop may request the funds from the Council.

### STANDARDS

Two signatures are needed on each check written on troop accounts. There should be three signers on the account. It is suggested that the signers include the troop leader, co-leader and a service unit team member.

Adults handling money for the troops shall be approved volunteers with successful background checks and registered members of Girl Scouting.

The service unit director is responsible for keeping track of troop bank accounts within her jurisdiction. The service unit director shall keep a list of troop bank accounts and their signatures for the troops in the service unit.

A percentage of a troop's money may be transferred to another troop for girls changing from one troop to another or changing to a different level.

Service units, which are the administrative level of the Council, are financed by the Council and do not raise or solicit funds except for Council approved fund raising - i.e., campership, annual giving. A small fund of not more than \$25 may be formed to cover minor expenses of the service unit. Troop assessments or adult member contributions may be used to form the fund. Troop assessments should be approved by the troop

GIRL SCOUTS OF SILVER SAGE COUNCIL

Policy Name: No Alcohol/ Tobacco Use

Date Adopted: February 21, 2004

Revised: January 23, 2008

Authorized by: Board of Directors

Policy Number: SsM.03

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POLICY

No Tobacco Use

Girl Scouts of Silver Sage Council is committed to providing strong role models for youth, who support the values of our organization. All facilities, properties and vehicles owned, leased, or operated by the Girl Scouts of Silver Sage Council and all program sites are completely tobacco free. No tobacco use is allowed in the presence of youth.

No Alcohol Use

Girl Scouts of Silver Sage Council is committed to providing strong role models for youth, who support the values of our organization. All facilities, properties and vehicles owned, leased, or operated by the Girl Scouts of Silver Sage Council and all program sites are operated alcohol free. No alcohol use is allowed in the presence of youth.

There may be adult-only functions when alcohol is available at a Girl Scout facility. This must be approved prior to the event by the board executive committee using form # MTMNG-016.

PROCEDURE

No Tobacco Use

There are no exceptions, any form of tobacco use is prohibited on all GSSSC properties.

Signed contract (form # MTMNG-016 *Permit Request for Alcohol Use At a Girl Scouts of Silver Sage Council Adult Event*) must be submitted prior to any Silver Sage Council adult event during which alcohol will be available. Acceptance of the form and approval of the proposed event will rest with the chief executive officer and the board executive committee.



**Girl Scouts**  
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**Permit Request for Alcohol Use at a Girl Scouts of Silver Sage Council Adult Event**

Girl Scouts of Silver Sage Council  
1410 Etheridge Lane  
Boise, ID 83704  
(208) 377-2011 or (800) 846-0079  
[www.girlscouts-ssc.org](http://www.girlscouts-ssc.org)

Girl Scouts of Silver Sage Council (GSSSC) policy allows the use of alcoholic beverages during Girl Scout group events under conditions that:

1. Reasonably protect the interests of GSSSC
2. Reduce the liability of GSSSC
3. Indicate that alcohol is incidental to the program being presented
4. Prevent over-indulgence, and
5. Support the laws related to alcohol use.
6. Designated drivers are available

Decisions to approve or deny alcohol use on property owned or leased by GSSSC are made by the board executive committee and are reached after an examination of specific event characteristics. Permits are not issued when either a single or a combination of characteristics creates adverse conditions for GSSSC. In some cases special requirements may be imposed on an event to create an acceptable situation, refer to GSSSC policy #SsM.03, *Alcohol at Girl Scouts of Silver Sage Council Events*. The issuance of an alcohol permit will be largely dependent on the purpose and program of this proposed event.

**Name, location and purpose of event**

Name	Location*	Time & Duration of Event
Purpose of event		
Describe program or activity that is consistent with the stated purpose		
Anticipated attendance		
Staff person in charge of the event and requesting this permit**	Position	

\* Approval for use of alcohol at events will normally be limited to events on GSSSC property or surrounding vicinity.

\*\*Must be 21 years of age or older. Is responsible for compliance with applicable State laws and GSSSC policies and procedures. Is required to attend the event during the entire period alcohol is served.

**Explain why alcohol is incidental to this event**

Describe in words and with a diagram the location of alcohol service at the event.

List nonalcoholic beverages and food that will be available during the entire time alcohol is being served.

An alcohol permit may be issued only for closed events (not open to the public and not publicly advertised).

Specify how this condition will be met and monitored

A fourteen-day minimum processing time is required for the issuance of a GSSSC Alcohol Permit Form\*.

Produce evidence that sufficient planning has occurred to avoid potential problems associated with the event and the use of alcohol. *Attach documents if needed*

\* A request to serve alcohol at an event scheduled fewer than five days from the time of the request may be approved only when the sponsor can show that suitable planning has occurred despite the fact the request for an alcohol permit is being sought so close to the date of the event.

The type of beverage, event, service, and time must be coordinated to discourage the excessive use of alcohol, prevent over-indulgence, and meet legal requirements. If a small amount (4 ounces or less) is required for a recipe and is used for cooking, skip to the “Staff Member in Charge” section below.

Explain details of appropriate controls that will be imposed to guarantee such coordination.
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The event sponsor must post a sign at the event location requiring proof of identification prior to serving any person over the age of 21 and stating that GSSSC reserves the right to refuse service of alcohol to any individual.

Checking identification for proof of age is over 21. Acceptable identification consists of a valid driver’s license with photo or other ID issued to non-drivers by the Department of Motor Vehicles.

No open bottles or remaining beverages may be removed from the event. The location of the point of service of the alcoholic beverages cannot be moved during the event. Other than individual servings, alcoholic beverages may not be moved to a different location during the event.

In the review of an application to serve alcohol, the history of a group or event will be considered. A history may be available through facility reports, which are completed by the staff member in charge following events and other activities. A report of prior event problems may be cause for denial of permit or additional special condition.

**Staff member in charge:**

I am over 21 years of age. I have completed this form accurately and have read the GSSSC Policy, *Alcohol at Girl Scout of Silver Sage Council Events*, # \_\_\_\_\_ and the procedure # \_\_\_\_\_ *Permit Request for Alcohol Use at a Girl Scouts of Silver Sage Council Adult Event*. I understand that I must attend this event during the entire time alcohol is being served and am responsible for enforcing the terms of the policy. I further understand that I am responsible for submitting a final *Event and Facilities Report*, # \_\_\_\_\_, to the Council’s chief executive officer within 3 days following the event.

Typed or Printed Name	Date
Signature	Email address
Address	Phone number(s)

APPROVED:

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Signature/Title/Date

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Troop Camping
	<u>Date Adopted:</u>	1974, 1975, 1979, 1981, 1982, 1986
	<u>Revised:</u>	June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsP.01

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### POLICY

All adults attending and supervising girls must be registered members of Girl Scouting and have successfully passed background screening. At least one adult formally trained in Girl Scout group camp programming must accompany any troop that goes troop camping. Guidelines for Council-Approved Program Events shall be followed for troop camping events.

Two copies of Troop Overnight Event Form must be filled out when troops are planning a trip away from their normal meeting place when it involves an overnight stay. These must be given to the service unit director and membership representative for approval at least four (4) weeks prior to the trip or three (3) months prior to an extended trip. Failure to follow these timelines will result in the trip being denied.

Girl Scouts of Silver Sage Council shall provide camperships to girls who apply and can show that they are unable to pay full amount.

### STANDARDS

See Camping standards covered on page 87 in Safety-Wise.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Special Events Needing Council Approval
	<u>Date Adopted:</u>	Prior to September 1987
	<u>Revised:</u>	Jan. 1983, June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsP.02

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### POLICY

Special events are understood to include day camp, non-camping events in which the program operates during the day with the girls returning home each evening, troop camping with a core staff, resident or established camping, travel camp, and trip camp. Program events not specifically mentioned should fall into one of the above types. Example: career exploration program for Cadettes of 4 nights and 5 days should be treated as troop camp, core staff even though outdoor program or a natural site is not part of the program.

### PROCEDURE

Program events shall be approved by Council staff based on the following criteria: 1) The event contributes to the program needs of the girls and is appropriate to their readiness to participate, 2) the event contributes to the Council's goals, objectives and plan of work, 3) the sponsor files a complete intent to operate an event, a tentative budget which is sufficient to cover expenses and with no more than 20% income over expenses, a promotional flier for reproducing and a standards checklist indicating compliance. Tentative approval can be given if standards compliance can be met prior to the operation of the event.

Membership Representatives should approve day camp and program event bank accounts in writing and it is the membership specialist's responsibility to keep track of the temporary bank accounts in her jurisdiction.

### STANDARDS

Fees for program events and camps should be based on budgeted expenses of the event. Direct administrative costs may be included as a part of the expenses. If a part of the direct costs are to be paid by the Council, approval of this amount must be budgeted in advance and a part of the Council plan of work.

Funds remaining from day camps or program events are to be deposited with the Council. They are held and are available on request for the next day camp or program event held by the service unit or a group of service units. Funds should not exceed \$100 unless this is a specially approved plan by either the CEO, COO, or CFO. Funds should be used for girl event/camps within three years or be transferred to the Tribute Fund.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Troop Travel
	<u>Date Adopted:</u>	March 1974, June 1981, March 1988, September 1989
	<u>Revised:</u>	June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsP.03

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### POLICY

All trips for Girl Scouts in the Girl Scouts of Silver Sage Council shall follow the policy and procedures for Silver Sage Special Events as well as related trip information found in Safety-Wise (beginning on page 48).

The Troop Overnight Event form must be filled out when troops are planning a trip away from their normal meeting place that involves an overnight stay. For trips lasting three or more consecutive nights, an itinerary must accompany the form. The form must be filled out in duplicate and given to the service unit director and membership representative for approval at least four (4) weeks prior to the trip OR three (3) months prior to an extended trip. Failure to follow these timelines will result in the trip being denied.

If additional insurance is required for the event, insurance forms should be sent to Council at least four (4) weeks prior to the event.

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GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Affirmative Action
	<u>Date Adopted:</u>	June 13, 1989
	<u>Revised:</u>	June 17, 1992 January 23, 2008
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsHR.01

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#### POLICY

Girl Scouts of Silver Sage Council shall strive to ensure fair and equal treatment in all its practices to all persons, regardless of race, color, religion, gender or national origin. There shall be no discrimination against an individual by reason of disability, age or socioeconomic status.

#### PROCEDURE

To ensure that the membership and staff of the Girl Scouts of Silver Sage Council reflect the diversity of the population within its jurisdiction, the Girl Scouts of Silver Sage Council is committed to affirmative action in the following: 1) the recruitment, selection, placement, development and recognition of adult members; 2) the recruitment, hiring, training and promotion of employed staff; and 3) the extension of Girl Scouting to girls and adults in all communities within its jurisdiction.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Discipline
	<u>Date Adopted:</u>	November 1986
	<u>Revised:</u>	August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsHR.02

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### POLICY

The purpose of discipline is to provide an atmosphere in which all Girl Scouts can comfortably and efficiently carry out their planned activities. It is the responsibility of the leader of the group to maintain positive leadership for the safety and general well-being of the participants. The goal of Girl Scouting is to present positive programs for girls and any disciplinary action should result in a cooperative relationship between girls and adults.

Physical or corporal punishment shall not be permitted in Girl Scout troops, camps, or events. At no time is discipline to include depriving a girl of sleep or food, placing a girl alone without supervision, or subjecting her to ridicule, threat of corporal punishment or excessive physical exercise. Girls shall not be sent home alone or left alone for any reason. The policy applies to a leader's own children also.

All matters are confidential and any written documentation will be destroyed when no longer active.

### PROCEDURE

When a leader recognizes a persistent or serious behavior problem with a girl, a documentation procedure must be initiated. The leader needs to record the girl's name, the behavior problem, any action taken, and the result of that action. If the girl's behavior improves and no further action is necessary, the leader is to destroy the written documentation. If, however, the leader takes the additional step of calling a meeting with another person, then a complete written report of the circumstances must be prepared. All materials will be sent to the membership representative .

GIRL SCOUTS OF SILVER SAGE COUNCIL

Policy Name: Personal Integrity in  
Girl Scouting  
Date Adopted: February 11, 2000  
Revised:  
Authorized by: Board of Directors  
Policy Number: SsHR.03

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#### POLICY

Girl Scouts of Silver Sage Council shall strive to provide an environment in which all persons regardless of gender, may feel comfortable with the Girl Scout experience.

#### STANDARD

1. The Standards in "Safety Wise" shall be adhered to;
2. No adult should ever be in a one-on-one interface with an individual girl outside the immediate presence of others; with the exception being when an adult is driving more than one girl to a Girl Scout activity. If at all possible, there are two or more girls in the vehicle to insure there are no misunderstandings or inappropriate situations.
3. Parents shall be made aware, as early as possible, of the identity of every adult to be involved in transporting, supervising, or counseling their children at an official Girl Scout function; and,
4. When making sleeping arrangements, maximum privacy for girls and adults shall be maintained.

GIRL SCOUTS OF SILVER SAGE COUNCIL

Policy Name: Background Screening

Date Adopted: November 14, 2003

Revised: January 23, 2008  
August 19, 2009

Authorized by: Board of Directors

Policy Number: SsHR.04

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## POLICY

Girl Scouts of Silver Sage Council seeks to ensure the safety of the girls it serves and the adult members who carry out the program. To do so, all adult members and staff will comply with the application and background screening process.

- Persons convicted of a felony **will not be considered** for any volunteer or staff position with Girl Scouts of Silver Sage Council.
- A review process will be conducted for misdemeanor cases only. Any convictions or guilty pleas in matters involving moral turpitude will disqualify any adult member or staff.

### PROCEDURE regarding Who is to be Screened

- All adult members and staff will follow the application and screening procedure with the following exceptions:
  - Those who volunteer for a limited activity, event, or program (one or two supervised contacts with girls where at least one previously screened volunteer will be present at all times) may or may not be screened. Examples include special event or activity coordinators, presenters, or facilitators. Usually these persons have not completed the volunteer application form and/or are not registered members of Girl Scouts of the USA (GSUSA).
  - Members of committees or task forces who serve in a temporary advisory position and who are registered members of GSUSA.
- Any member who has been inactive for more than one year must reapply and be re-screened.
- An individual who has been screened by another youth organization must complete the GSSSC screening process as well.
- Families desiring to become a host family for traveling Girl Scouts must complete the screening process.

Re-screening of volunteers will occur every five years for as long as that volunteer is active in a position that requires screening.

Upon the receipt of a successful back ground check, the applicant will become eligible for appointment.

### **Negative Background Reports**

**The following action will be taken when the Council is notified of a negative background screening** of a prospective adult member or staff member:

- The Council will at its expense secure additional background information if necessary for the applicant(s) in question.
- A committee will review negative background report(s) on a case-by-case basis.

- The following persons may serve on the committee:
  - Chief Executive Officer
  - Chief Operating Officer
  - Board member
  - 
  - Membership Representative, and/or
  - Anyone else deemed appropriate by the Chief Executive Officer
  - Legal counsel
- Items to be considered\*
  - Nature of the offense
  - Case settlement (incarceration, probation, etc.)
  - Date of conviction
  - Rehabilitation
  - Interview with the applicant
  - References
  - Available/suitable positions in Girl Scouts of Silver Sage Council
  - Previous, pertinent cases
- The committee will seek legal counsel as the need arises.
- The applicant will be notified by the committee regarding his/her appointment status.

#### Process

When a record of criminal history is received on an adult member or staff applicant, the review committee will make a determination to place the applicant or to deny the application. If application is denied, a rejection letter will be sent to the applicant. If the applicant wishes to see the background information, a letter explaining how they can obtain a copy will be sent. A copy of the rejection letter is mailed to the staff/volunteer to whom they would be accountable.

Records and information concerning negative background checks will be handled confidentially. Records will be kept in a locked cabinet and accessed by the chief executive officer and her/his executive assistant and/or designated representative. In the event that the chief executive officer position is vacant, the acting chief executive officer or board chair will be responsible.

Routine background screenings that do not indicate a problem will not be printed in hard copy. Staff and volunteer applications will provide for authorization of background screening which includes:

- Social Security Screen
- National Criminal File
- Sex Offender Search
- County Criminal Search
- Motor Vehicle Record

And a statement that informs the potential adult member or staff that applications will not be accepted from any individual who does not give permission for a background screening.

#### **\*Criteria guidelines to follow in determining eligibility for service after a negative screening has occurred:**

- Any person ever convicted of crimes against children, offenses against persons, offenses against the family, felonies involving weapons, arson, any violent crime or drug-related offense will not be allowed to serve in any capacity.
- For a first offense DWI or DUI, if it has been five years or more since the date of disposition, then the decision whether to allow service shall be within the exclusive

discretion of the chief executive officer. Other than a first offense, that person shall not be allowed to serve in any capacity.

- Any person convicted during the previous 7 years for theft, fraud and forgery offenses will be restricted from the management of Girl Scout money.
- For any other criminal offenses, that person shall have his or her case reviewed on a case by case basis. The decision whether to allow service shall be within the absolute and exclusive discretion of the chief executive officer.
- If charges are pending related to any criminal offense other than traffic violation, involvement with the Council as an adult member or staff will be temporarily suspended pending disposition of the case.

**Definitions:**

**Moral turpitude** indicates a base act.

**A felony** is a criminal offense for which a sentence to death or to term of imprisonment in a penitentiary for one year or more is provided.

**Examples of felonies** include murder, criminal sexual assault, robbery, arson, kidnapping, and aggravated battery.

**A misdemeanor** is any criminal offense for which a sentence to a term of imprisonment in other than a penitentiary for less than one year may be imposed.

**Examples of misdemeanors** include unlawful possession of fire arms, unlawful possession of cannabis, child abuse or neglect, mistreatment of animals, domestic violence, ticket scalping, and petty theft.

This policy adheres to applicable, related State laws in which we have adult members currently holding position appointments.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Emergency
	<u>Date Adopted:</u>	May 1988
	<u>Revised:</u>	June 17, 1992
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsC.01

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#### POLICY

Priority shall be given to providing all possible care for the injured person or persons. The adult in charge shall secure a doctor, ambulance, clergy and police as appropriate.

In the event of a fatality, police shall be notified while retaining a responsible adult at the scene of the incident. Victim and surroundings shall not be disturbed until police have assumed authority.

Parent or guardian of Girl Scout will be contacted by a Council authorized person.

#### PROCEDURES

The following information may be provided to the police, fire and medical personnel: the specific nature of what happened including date, time, exact place of incident; names, ages, addresses, phone numbers, membership of people involved; names and addresses of witnesses, and general comments.

The person in charge at the scene will telephone, collect, the chief executive officer or a designated person as soon as possible, even if the above facts have not been gathered.

Care should be exercised that no statements are made orally or in writing that could be interpreted either as an assumption or rejection of responsibility for the incident.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Fund Raising
	<u>Date Adopted:</u>	Prior to September 1987
	<u>Revised:</u>	June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u> <u>Policy Number:</u>	Board of Directors SsFD.01

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## POLICY

All money raised or earned and other assets received in the name of and for the benefit of Girl Scouting must be authorized by Girl Scouts of Silver Sage Council or Girl Scouts of the United States of America and used for the purposes of Girl Scouting. Such monies and other assets become the property of and are administered by the Girl Scout Council. Such assets are not the property of individuals, geographic units or communities within the Girl Scout Council.

Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fund raising authorized by the Council and in which the Council is a beneficiary. Girl members may not engage in any direct solicitation for money.

Two Council sponsored product sales may be conducted during a 12 month period. The Board has the sole responsibility to manage the product sales and to determine the use of proceeds. Any additional product sale will require Board approval. All troops are encouraged to participate in the Council cookie sale.

The Council will hold an annual fund raising effort to solicit financial support from parents, friends and the community. The Council will make every effort to collect monies due from members, troops and the general public.

## STANDARDS

A system for accounting for pledges and money collected during fund raising activities shall be adopted by the board fund development committee.

Safety-Wise standards are to be followed when having or participating in a Council sponsored product sale or any money-earning activity. Troops must request approval to hold money-earning activities from the Council through the service unit director in consultation with the membership representative. Troop money earning shall not take place at the time of United Way Fund drives.

Girl Scouts of Silver Sage Council shall make a written application with the local United Way Fund organizations. These agreements shall be reviewed at least once every three years by the Board Finance Committee for approval by the full Board.

Established procedures shall be used in collecting monies due to the Council including bank collection, telephone contact, registered letters, and if necessary, collection agency services for checks in large amounts.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Tribute Fund
	<u>Date Adopted:</u>	Prior to September 1987
	<u>Revised:</u>	June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsFD.02

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## POLICY

The Tribute Fund, is a financial aid fund established through contributions of gifts in memorials, gifts in celebration of monies remaining in disbanded troop accounts, and direct gifts to the fund. Funds are issued to give financial aid to individual girls in Girl Scouting who have not participated in the Cookie Sale Program.

### STANDARD PROCEDURE

Funds can be used to pay annual membership dues or troop dues, to buy handbooks or support a girl in the troop program.

### TROOP PROCEDURES

The troop leader shall complete a financial aid form , available from the Council registrar, membership representative , or at the Boise Service Center. Send the form to the Boise Service Center. The Council may approve funds for annual membership, troop dues, or handbooks. Requests for funds other than the annual membership dues will be submitted to the Financial Aid Committee for action.

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Health & Safety Infectious & Blood-Borne Diseases
	<u>Date Adopted:</u>	March 15, 1994
	<u>Revised:</u>	
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsRM.01

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## POLICY

Girl Scouts of Silver Sage Council welcomes all girls between the ages of 5 to 17 who make the Girl Scout Promise and accept the Girl Scout Law. Adult members, women and men who are 18 years of age or older and who accept the principles and beliefs stated in the Preamble of the Constitution, are also welcome to serve in a variety of volunteer positions. There is no discrimination on the basis of disability or catastrophic illness.

- \* To reduce the risks of becoming infected, universal precautions should be taken in all first aid situations involving blood and other body fluids such as vomit, feces, or urine.
- \* An activity permission form signed by the parent is obtained before a girl participates in a physically demanding activity.
- \* A health history signed by the parent or guardian is obtained and updated annually. Information in a health history is confidential.
- \* A record of health examination...given within the preceding 24 months is required before a girl participates in resident camping, in a trip of more than three days or in contact sports on an organized competitive basis. Information from a health examination is confidential and should only be shared with persons who have a need to know in order to protect the health and safety of the participant and other participants...  
"Need to Know" pursuant to Idaho State Law is defined as the persons immediately responsible for the child's health care such as the camp first aider. Others shall not be informed without expressed written consent.
- \* Anyone who has a known complicating medical problem, or who has had a serious illness or injury or an operation since her last health examination, submits a written statement from her physician...giving permission to participate in any activity that normally requires a current health history or health examination.

## PROCEDURE

If an incident occurs that exposes volunteers or staff to blood-borne diseases, those persons must file within 72 hours (3 days) a full written report with the chief executive officer for review with the appropriate regulatory authorities.

Training about this policy including "universal precautions" will be provided for volunteers and staff.

As medical information and current law applies to infectious diseases, and as confidentiality are in a constant state of change, this policy of the Girl Scouts of Silver Sage Council shall be reviewed for change and approval by the Board of Directors on at least an annual basis.

- \* Also found in Safety-Wise

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Transportation
	<u>Date Adopted:</u>	May 1973
	<u>Revised:</u>	May 1998; June 17, 1992 January 23, 2008 August 19, 2009
	<u>Authorized by:</u>	Board of Directors
	<u>Policy Number:</u>	SsRM.02

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### POLICY

An adult, 18 years of age or older, must be at the steering wheel of any private, rental or leased vehicle that is used to transport Girl Scouts to and from a Girl Scout activity. She/he must meet federal and state statutes in regard to licensing, registration, insurance and safety regulations, and have experience necessary for anticipated weather, traffic, and highway conditions. He/she must be a registered Girl Scout and have successfully completed a background check which includes traffic infractions. All volunteers transporting girls must maintain a safe driving record.

Individual girl permission slips, with signed parental (or guardian) permission, and health consent forms must accompany the girl in the vehicle in which she is riding. Truck beds, fifteen passenger vans, and trailers may not be used for transporting passengers to and from Girl Scout activities. Girls are permitted to ride on flat bed trucks or trailers during parades or hayrides only. *Safety-Wise* standards must be strictly adhered to (*Safety-Wise 2000*, pgs 131 & 132 also refer to pg. 73 Standard 25). Notice will be given to the appropriate membership representative or chief operating officer and each situation will be explored to be certain that these activities are done in a safe manner.

Permission to lease, borrow or rent a vehicle MUST be obtained from the chief operating officer (COO) of the Council at least four (4) weeks prior to use. An individual CANNOT sign a contract.

### STANDARD

Current state law shall be the operable standard.

### PROCEDURES

To lease, borrow or rent a vehicle the following information must be sent to the chief operating officer at least four (4) weeks prior to use: name of company from which vehicle is being secured, purpose of the use of vehicle, dates of use, and certificate of current insurance on driver, passengers and vehicle from the owner of the vehicle. If a local Girl Scout is driving a leased bus, the individual MUST comply with federal and state statutes concerning this mode of transportation. The individual driver is not protected from liability and must rely on their own automobile insurance or ask to be added to the owner's company policy. A signed contract for services must be completed.

Guidelines found in *Safety-Wise* pgs. 73, 131,132

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Council Owned Vehicles
	<u>Date Adopted:</u>	May 13, 2003
	<u>Revised:</u>	January 23, 2008
	<u>Authorized by:</u>	Executive Committee
	<u>Policy Number:</u>	SsRM.03

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## POLICY

Vehicles owned by the Council are to be used to conduct Girl Scout business only and to be used only by qualified and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care and cost-efficient use.

## PROCEDURE

### **Driver Licensing**

GSSSC drivers and anyone authorized to drive a GSSSC vehicles must have a valid driver's licenses issued in the State of Idaho. Obtaining a driver's license is a personal expense.

### **Driver Qualifications**

Driver qualifications are as follows:

1. Authorized employee of Girl Scouts of the Silver Sage Council.
2. Must be at least 21 years of age. (*Insurance may require 25 years of age.*)
3. Have at least one year of experience in the class of vehicle operated.
4. Must meet licensing requirements.
5. Will not qualify to drive a Council owned vehicle if during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling or use of drugs.
  - Has automobile insurance canceled, declined or not renewed by a company.
  - Had driver's license suspended or revoked.
  - Been convicted of three or more speeding violations or one or more other serious violations.
  - Been involved in two or more chargeable accidents.
  - Been convicted of DWI or DUI.

### **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. MVRs will be obtained and reviewed at least annually. Driving privileges may be withdrawn or suspended and/or the company vehicles removed for any authorized driver not meeting the above requirements. In addition, appropriate disciplinary action may be taken.

## **Maintenance**

Director of Properties is required to properly maintain vehicles at all times. Preventive maintenance will be completed on the vehicles as required in the owner's manual. Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather conditions.

An accident kit, which includes a disposable camera and road warning triangles, will be kept in the vehicle at all times.

## **Traffic Violations**

Fines and court costs for parking or moving violations are the personal responsibility of the employee.

Each driver is required to report all moving violations to the chief executive officer within 24 hours. Failure to report violations will result in appropriate disciplinary action. Traffic violations incurred during non-business hours will affect your driver record as well and are subject to review. If such violations are deemed serious enough, they may result in revocation of driving privileges. If driving privileges are revoked from an employee whose position requires driving a vehicle, the employee may be terminated from employment with the Council.

## **Accidents Involving Company Vehicles**

In the event of an accident:

1. Do not admit negligence or liability.
2. Do not attempt settlement, regardless of how minor.
3. Make every reasonable attempt to get name, address and phone number of injured person and witnesses.
4. Exchange vehicle identification, insurance company name and policy numbers with the other driver. Do not discuss facts of the accident with anyone but the police.
5. Take a photograph of the scene of accident, if possible.
6. Call the police.
7. Complete the accident report in the vehicle. Involved parties should write down their ideas of the accident.
8. Turn information of all accidents over to the director of finance and the chief executive officer.

## **Thefts**

In the event of theft of a GSSSC vehicle, notify local police immediately.

Employee is responsible for all GSSSC property in their possession. *The employee may be required to reimburse the Council for any items stolen from vehicles.*

## **Driver Responsibilities**

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, driver's responsibilities include but are not limited to the following:

1. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
2. Obey all traffic laws.
3. The use of seat belts and shoulder harness is mandatory for driver and passengers.
4. Adhering to manufacturer's recommendations regarding service, maintenance and inspection. Vehicles should not be operated with any defect that would prevent safe operation.
5. Attention to and practice of safe driving techniques and adherence to current safety requirements.
6. Restricting the use of vehicles to authorized driver only.
7. Reporting the occurrence of moving violations.

8. Accurate, comprehensive and timely reporting all accidents by an authorized driver and thefts of a GSSSC vehicle to the chief executive officer.
9. Restricting cell phone use when the vehicle is in motion or in traffic. To make or accept cell phone calls, the driver must pull over and out of traffic in a safe place and keep the vehicle completely immobile until the cell phone call is completed.
10. Form # PROP-\_\_\_ is signed and filed in personnel file with the business services director.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination.

### **Preventable Accidents**

A preventable accident is defined as any accident involving a GSSSC vehicle that results in property damage and/or personal injury, and in which the driver in question failed to exercise very **reasonable precaution** to prevent the accident.

#### 1. Classification of preventable accidents

- Following too close
- Driving too fast for conditions
- Failure to observe clearances
- Failure to obey signs
- Improper turns
- Failure to observe signals from other drivers
- Failure to reduce speed
- Improper parking
- Improper passing
- Failure to yield
- Improper backing
- Failure to obey traffic signals or directions
- Exceeding the posted speed limit
- Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) or similar charges.

#### 2. Preventable accidents to Council-owned vehicles

Progressive disciplinary action will be taken with drivers for each preventable accident that results in damage to a Council vehicle.

Employees are responsible for all GSSSC property in their possession.



**Agreement to Adhere to Council  
Owned Vehicle Policy**

Girl Scouts of Silver Sage Council  
1410 Etheridge Lane  
Boise, ID 83704  
(208) 377-2011 or (800) 846-0079  
[www.girlscouts-ssc.org](http://www.girlscouts-ssc.org)

I have read and I agree to adhere to the Council Owned Vehicles Policy, SsRM03.

I have paid particular attention to the section, "Driver Responsibilities," and understand and accept those responsibilities.

I attest to being a qualified driver as defined in the section, "Driver Qualification."

Name		Address		
City	State	Zip	Telephone	
Signature				

GIRL SCOUTS OF SILVER SAGE COUNCIL	<u>Policy Name:</u>	Investment Policy
	<u>Date Adopted:</u>	September 13, 2003
	<u>Revised:</u>	January, 2007
	<u>Authorized by:</u>	Executive Committee
	<u>Policy Number:</u>	SsF.01

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## PURPOSE

The purpose of this plan is to provide a clear understanding of the investment policy, guidelines and objectives for the total portfolio of the Girl Scouts of Silver Sage Council, Inc., for the board of directors, investment advisors and others.

This document provides a governing basis for the management and disposition of liquid assets (including cash and non-cash items) held as investments by Silver Sage Council, Inc.

The following guidelines have been set forth to give the investment advisor(s) an overview of the general investment philosophy and orientation of the directors responsible for the fund, and to provide prospective donors information about the investment of funds in the Council's care. The intent is to give broad direction while allowing for the flexibility necessary for the investment advisor(s) to successfully implement their investment strategies.

The board of directors has charged the investment committee with the responsibility for implementing these guidelines.

### Organization

The primary function of the Girl Scouts of Silver Sage Council, Inc. is to serve all girls in all geographic areas of our Council.

The Girl Scouts of Silver Sage Council, Inc. is organized in accordance with section 501 © (3) of the Internal Revenue Service code and is, therefore, exempt from income taxes.

### Investment Objectives

The principle objectives of the Council's investment program shall be:

1. Working Capital
  - Preservation of capital: cash and cash equivalents

Individual short-term investments with a one year maturity or less shall consist of obligations of the U.S. Government, U.S. Government Agencies and corporate issues rated A or better and the two highest grades of commercial paper. Additionally, a money market fund or comparable investment vehicle, with like investments may be used, e.g. certificates of deposit.

2. Endowment and Investment Funds
  - Generation of income to fulfill charitable purposes of the Council
  - Growth of asset value at a rate greater than inflation (as measured by the Consumer Price Index)

Achieving these objectives will require assuming a moderate level of risk, a long-term investment horizon and diversification among assets. Funds will be invested to maximize total return (e.g. capital appreciation, interest and dividend income) consistent with a prudent level of risk.

### **Funding of Withdrawals/Distributions**

The Council has requirements and expectations for periodic withdrawals for programs and expenses. Resultant periodic cash needs will fluctuate. The investment advisor(s) will be made aware of these requirements and will be responsible for employing a strategy to meet these needs. The Council would anticipate that the funds needed could most often be provided from cash and cash equivalents, fund contributions and investment income.

### **Asset Allocation**

The following asset allocation guidelines have been established by the board. Any deviation of 15 percentage points or more of the total portfolio beyond these limits in any asset category requires approval from the board of direction.

- A. Cash and Equivalents – (0-20%)  
Short-term investments shall consist of obligations of the U.S. Government, U.S. Government Agencies and corporate issues rated “Investment Grade” of one year maturity of less, and the two highest grades of commercial paper. Additionally, a money market fund or comparable investment vehicle with the investments may be used.
- B. Fixed Income – (10% - 50%)  
Fixed income securities rated below “Investment Grade” quality may be held within a diversified holding (such as a mutual fund) provided the securities are professionally managed for total return and the total market value of the securities is less than 5% of the total investment portfolio.
- C. Equities – (50% to 80%)  
The portfolio may hold common stocks publicly traded on U.S. Exchanges, listed stocks and securities convertible into such stocks. Equity investments in any major sector classification shall not exceed 25% of the market value of the total equity portfolio. Equity investments in any single issue shall not exceed 7% of the total investment portfolio at market value. International investments shall not exceed 20% of total investment portfolio.

The fund will be monitored quarterly by the Investment and Finance Committees to ensure compliance with these guidelines. The Investment Committee will notify the Finance Committee of any non-compliant issues and their expected date of remedy or request for Board approval of the non-compliant status.

### **Return Objectives**

The Council's compound average annual total return objective for the total portfolio is an absolute return, net after all expenses, of the consumer price index (CPI), plus at least 4% of the beginning of year assets value. Return will be measured over a rolling 10 year period.

Although investment objectives are long term, performance and activities of the advisor(s) will be evaluated at least semi-annually.

### **Evaluation and Performance Criteria**

Investment managers can expect to be evaluated using both absolute and relative criteria. Two or more of the following relative performance benchmarks will be used to evaluate overall performance in each area of portfolio allocation. Manager comments on which is the most appropriate index to use in measuring the manager's performance are welcome. Comparisons will be made at least annually.

Equities:

- S&P 500 composite index – largest 500 companies, weighted by capitalization
- Wilshire 5000 index – 5,000 companies, weighted by capitalization
- Other managers with a similar investment style
- Any other equity performance index with component issues similar to those of the equity portfolio
- MSCI EAFE Index for International Assets

Fixed Income:

- Lehman Brothers intermediate government/corporate bond index – average maturity 4-5 years
- Other managers with similar investment styles
- Any other fixed income performance index of issues with maturity and quality similar to the fixed income portfolio.

Inflation:

- Consumer Price Index (CPI)

The board of directors or investment committee may employ a professional investment advisor or consultant to perform ongoing investment performance analysis.

**Prohibited Transactions**

Investment activities in the following are prohibited:

- Margin purchases
- Private placements or other restricted securities
- Commodities

**Communication and Review**

**Monthly:** monthly statements of activity are to be forwarded to the Council, Investment Committee Chair, and Investment Advisor.

**Semi-annually:** Investment managers should expect to provide semi-annual portfolio presentations to the investment committee, which will include reports of portfolio status, time-weighted returns in accordance with this policy for investment management and research performance measurement standards, performance comparisons to appropriate benchmarks, economic outlook, investment strategy and other related matters which would be of interest to the board.

**Ongoing:** Ongoing communication by phone, letter or personal consultation will be required as deemed necessary by the investment advisor and/or the investment committee.

**Plan Review**

The investment advisor(s) shall be responsible for reviewing these guidelines with the investment committee at least semi-annually to assure that they remain valid and relevant. Any recommendations as to changes should be submitted to the investment committee in writing.

The statement set forth herein shall be effective as of September 13, 2003, until otherwise amended in writing by the board of Girl Scouts of Silver Sage Council, Inc.

**Authorization for Check Signers on Investment Accounts**

Authorized check signers on investment account(s) will be the chief executive officer, the board president, the board treasurer, and the board secretary.