# GIRL SCOUTS OF SILVER SAGE COUNCIL
## BOARD-APPROVED COUNCIL POLICIES

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Policy Name: Membership and Background Screening for Approved Volunteers

Date Adopted: November 14, 2003

Revised: January 23, 2008
         September 26, 2012
         January 27, 2016
         March 28, 2018

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 Girl Scout program.

Staff and volunteer applicants will give authorization for background screening which includes:

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

POLICY IMPLEMENTATION

Membership in GSUSA and Background Screening

The following persons shall be current registered Members in GSUSA and complete a background check:

- Members of the Board of Directors
- GSSSC Staff
- An Approved Volunteer who:
  - Participates in Girl Scout Activities;
  - Carries girls in a motorized vehicle of any type;
  - Participates in overnight activities
  - Handles money;
  - Has access to girl data
- Any person over the age of 18 years who is in the presence of Girl Scouts engaged in their activities more than two (2) times per year.
- 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 organization, council or governmental entity must complete the GSSSC screening process as well unless they have been Verified Volunteers at the same level required by GSSSC
- Rescreening 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 background check and completion of the volunteer application process, the applicant will become eligible for appointment.

Exceptions to the above are members of Board committees or Board Appointed task forces who serve in a temporary, advisory position.

PROCEDURE FOR SCREENING APPLICANTS WITH A NEGATIVE BACKGROUND REPORT

Definitions (Idaho Code, Title 18)

- “A Felony is a crime which is punishable with death or by imprisonment in the state prison.
- An infraction is a civil public offense, not constituting a crime, which is punishable only by a penalty not exceeding three hundred dollars ($300) and for which no period of incarceration may be imposed. [Minor traffic offenses in Idaho are called infractions.]
- Every other crime is a misdemeanor.”

Criteria guidelines to follow in determining eligibility for service when a negative screening has been received

For purposes of this section, “Conviction” includes charges to which a person, pled guilty or no contest.

- Any person convicted of any Felony offense will be denied appointment as a GSSSC Volunteer.
- All Misdemeanor convictions, including DUI, will be reviewed by the review committee and a decision made regarding volunteer appointment or a staff position with Girl Scouts of Silver Sage Council.
- The review committee reserves the right to restrict the driving of girls if the applicant shows a history of driving-related infractions.
- If charges are pending related to any criminal offense other than traffic violation, appointment to GSSSC as an adult volunteer or staff will be temporarily suspended pending disposition of the case.

Registered sex offenders will not be considered for volunteer positions in which they are involved, or could be involved, with girls. Additionally, any registered sex offenders residing, staying or visiting the household of a volunteer applicant or current volunteer must be disclosed. Please be advised that GSSSC must be notified immediately of such situations should they arise at any point during the volunteer's service with GSSSC.
A review committee of at least two people will review negative background report(s) on a case-by-case basis. The following persons may serve on the committee:

- Chief Executive Officer
- Anyone else deemed appropriate by the Chief Executive Officer
- Legal counsel (as the need arises)

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

When a record of criminal history is received on an adult member or staff applicant, the review committee will decide to place the applicant, place the applicant with restrictions (such as no driving of girls, no handling of money, etc.), or to deny the application. If application is denied or if a/some restriction(s) is/are placed on participation, a rejection/clarifying letter will be sent to the applicant. A copy of the rejection letter is also sent to the staff/volunteer to whom they would be accountable.

All criminal background checks will be conducted in accordance with the Federal Fair Credit Reporting Act (FCRA) which promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. If the applicant wishes to see the background information, the applicant may request the information through GSSSC. A rejected applicant can request a review of his/her appointment through the GSSSC Board of Directors.

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 or identified members of her/his designee(s). Upon request, the Chief Executive Officer will conduct a high-level review with the Board of Directors concerning the number of volunteers accepted with restrictions and the nature of those restrictions, as well as the number and nature of those disqualified. Such review will not contain identifying information concerning the restricted or disqualified applicant(s).

Background screenings that do not indicate a problem will not be printed in hard copy.
Right of Appeal:

In the event of a denied application, the applicant may appeal the decision to the Executive Committee of the Board of Directors. Such appeals must be in writing and include (1) an explanation of the circumstances surrounding the conviction, (2) current personal situation, and (3) letters from character references. Ultimately, the decision whether to allow volunteer participation or staff placement shall be within the absolute and exclusive discretion of Girl Scouts of Silver Sage Council, Inc.
POLICY

1. Purpose
The purpose of this policy is specifically for the Girl Scouts of Silver Sage Council Board of Directors and has been established to ensure that all Board committee and member decisions of the Council are impartial and do not compete, or give the appearance of competing, with the interests or concerns of Silver Sage Council.\(^1\) Further, this policy is intended to assist in protecting the tax-exempt status and interest of Silver Sage Council regarding new or existing arrangements (see below) that might benefit the private interest of a Board member or Board appointed committee member of Silver Sage Council or that might result in a possible excess benefit transaction (within the meaning of the Internal Revenue Code and the regulations there under). This conflict-of-interest policy is intended to supplement but not replace any applicable law.

2. Duty of Loyalty
Board committee members and officers owe a duty of loyalty to Silver Sage Council, which requires all Board committee members and officers to act solely in the interest of Silver Sage Council rather than in their own personal interest, the interest of other Board members, or the interest of others. Board committee members and officers must have an undivided allegiance to the Girl Scout mission and may not use their position as Board committee members or officers or information they have about Silver Sage Council or Silver Sage Council assets, in a manner that allows them to secure a financial or any other benefit for themselves, their relatives,\(^2\) or another Board committee member (family or business). Accordingly, no Director or Officer may use her or his position at Silver Sage Council for personal gain or to benefit another at the expense of Silver Sage Council, its mission, or its reputation.

3. Conflict of Interest
A conflict of interest is defined by the Silver Sage Council as:

   i. When a person has an existing or potential financial interest

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\(^1\) This policy also applies to the key employees identified in Number 9.

\(^2\) For the purpose of this policy, relative or family member means spouse or significant other living in the same household (“life partner”), brothers or sisters (by whole or half blood), life partners of brothers or sisters (by whole or half blood), ancestors, children, grandchildren, great-grandchildren, and life partners of children, grandchildren, and great-grandchildren.
ii. Or any other interest that impairs, or might appear to impair, her or his independence or objectivity in the discharge of responsibilities and duties to Silver Sage Council.

This policy is intended to aid Board committee members and officers of Silver Sage Council in performing the duties imposed upon them by the Idaho Statutes, Title 30 Corporation, Chapter 3 Idaho Non-profit Corporation Act with respect to their oversight responsibilities and fiduciary obligations to Silver Sage Council. Silver Sage Council is committed to transparency and openness in its operations.

4. **Duty of Care**
   Every Board committee member and officer must discharge her or his duties in good faith with the degree of care that an ordinarily prudent person in a like position would exercise under similar circumstances. This requires using common sense, being diligent and attentive to Silver Sage Council’s needs, and making thoughtful decisions in the best interest of the organization. No director or officer may take personal advantage of a business opportunity that is offered to Silver Sage Council unless the Board of Directors of Silver Sage Council first determines not to pursue such opportunity. Under the duty of care, the Board provides oversight and decision following the disclosure of a conflict of interest.

5. **Confidentiality**
   Each Board committee member and officer must protect the confidential and proprietary information of Silver Sage Council and must not use confidential information for her or his personal benefit, or use such confidential information or her or his position as a Board committee member or an officer to the detriment of the organization. Confidential information is defined as information obtained through the Board committee member’s or officer’s position that has not become public information.

6. **Interested Person**
   Any Board member or Board appointed committee member with authority delegated by the governing board who has a direct or indirect financial interest, as set out below, is an interested person.

   A direct or indirect financial interest or other interest is not necessarily a conflict of interest. A person who has a financial interest or any other interest has a conflict of interest only if the Silver Sage Council Board decides that a conflict exists.

   A. Contracts, transactions, or arrangements of Silver Sage Council in which a Board member or Board appointed committee member has a direct or indirect financial or other material interest shall not be prohibited, but they shall be subject to scrutiny by the Silver Sage Council Board of Directors. Any such proposed contract, transaction, or arrangement (collectively, “arrangement”) is to be reviewed to determine that it is in the best interests of Silver Sage Council.
B. For the purpose of this policy, a Board member or Board appointed committee member has a direct or indirect financial or other material interest in a proposed or existing arrangement if she or he, or one of her or his relatives: ³

i. Has a substantial financial interest directly in the proposed or existing arrangement; or

ii. Has a substantial financial interest in any other organization that i) is a party to the proposed or existing Arrangement; or ii) is in any way involved in the proposed or existing Arrangement, including through the provision of services in connection therewith (an “involved organization”); or

iii. Holds a position as a trustee, director, officer, member, partner, employee, or family member in any such party or involved organization.

C. A Board committee members’ or officers’ financial interest will be considered substantial if it involves:

i. An ownership or investment interest representing more than one percent of the outstanding shares of a publicly traded company or five percent of the outstanding shares or comparable interest of a privately owned company or other business with which Silver Sage Council has or is negotiating an arrangement or which is an involved organization with respect to the arrangement; or

ii. An ownership or investment interest that produces a significant amount of income for or constitutes a significant part of the net worth of the Board committee member, or a relative of the board committee member, in any entity with which Silver Sage Council has or is negotiating an arrangement or which is an involved organization with respect to the arrangement; or

iii. A compensation arrangement of any kind with any entity or individual with which Silver Sage Council has or is negotiating an arrangement or with any involved organization with respect to the arrangement.

7. Gifts, Other Relationships, and Benefits

Board committee members or officers or any of their relatives⁴ shall not directly or indirectly

³ Ibid
⁴ Ibid
A. Accept any gift, entertainment, services, loans, or promises of future benefits from any person who might personally benefit, or whose company, organization, or employees might benefit or appear to benefit because of the Board committee members’ or officers’ connection with the council, unless the facts of such gifts, entertainment, services, or loans are disclosed in writing to the Board Chair. This does not apply to gifts or similar entertainment of nominal value.

B. Utilize their positions for personal, professional, political, or monetary gain by acting individually on behalf of any group, organization, or business to which they have allegiance.

8. Disclosure of Interest
Each Board committee member and officer of Silver Sage Council shall promptly disclose any direct or indirect financial or other interest that she or he has or reasonably expects to have in any proposed or existing arrangement with Silver Sage Council prior to the start of any negotiations with respect to such matter. A direct or indirect financial interest or any other interest required to be disclosed under this policy shall be disclosed in writing to the chair of the board; such disclosure shall include all material facts and supply any reason why the arrangement might be or not be in the best interest of Silver Sage Council. The Chair of the Board shall refer the issue to the full Board, the Executive Committee, or other Board committee having decision-making authority over the substantive matter in question. For each interest disclosed, the Board will determine whether to:

A. Take no action;
B. Ensure full enclosure to the Board of Directors and other individuals covered by this policy;
C. Ask the person to excuse herself or himself from participation in related discussions or decisions within the organization;
D. Ask the person to resign from her or his position; or, if the person refuses to resign, become subject to possible removal in accordance with the Board’s removal procedures.

9. Participation in Meeting
The Board member or Board appointed committee member who discloses a direct or indirect financial or other material interest in a proposed or existing arrangement may make a presentation and respond to questions by the Board or committee, but after such presentation she or he shall leave the meeting during the discussion of, and vote on, the arrangement that results in the conflict of interest. The Board or committee, after exercising due diligence, shall determine by majority vote of the disinterested members of the Board or committee whether the arrangement is in Silver Sage Council’s best interest and whether it is fair and reasonable to Silver Sage Council and
shall make its decision as to whether to enter into an arrangement in conformity with such determination.

10. Meeting Minutes
The names of the Board committee members and officers who disclosed or otherwise were found to have a direct or indirect financial or other material interest in a proposed or existing arrangement of Silver Sage Council, the nature of the interest, and the extent of the director's or officer's participation in the relevant Board or committee meeting on matters related to the financial or other material interest shall be recorded in the minutes for that meeting. A conflicted Board member or Board appointed committee member may not be counted in determining a quorum for the meeting in connection with the arrangement. The minutes shall include the Board's decision as to whether a conflict of interest in fact existed.

11. Co-Investment Interest
Each Board committee member and officer of Silver Sage Council also shall disclose whether she or he, or one of her or his relatives, has personal funds invested with an investment manager providing, or expected to provide, investment management services to Silver Sage Council or in a professionally managed investment fund in which Silver Sage Council is invested or is considering investing (a “co-investment interest”). For the purposes of this conflict-of-interest policy, a “professionally managed investment fund” shall not include mutual funds or other similar investment vehicles generally available to the investing public on essentially the same terms.

12. Failure to Disclose
If the Board or committee has reasonable cause to believe that a Board member or Board appointed committee member has failed to disclose a direct or indirect financial interest or any other interest or co-investment interest subject to this policy, it shall inform the Board member or Board appointed committee member of the basis for such belief and afford the Board member or Board appointed committee member an opportunity to explain the alleged failure to disclose. If, after hearing the response of such individual and making such further investigation as may be warranted by the circumstances, the board committee determines that the Board member or Board appointed committee member has in fact failed to disclose a direct or indirect financial or other material interest or co-investment interest subject to this policy, it shall take appropriate disciplinary and corrective action.

13. Employees Covered by This Policy
This policy shall apply to the Chief Executive Officer, Chief Fund Development Officer, Controller, Director of Customer Experience, and all Directors of Silver Sage Council.

14. Annual Disclosure Statement
Each Board committee member and officer has a duty to place the interest of Silver Sage Council foremost in any dealing with Silver Sage Council and has a continuing responsibility to comply with the requirement of this policy. Promptly following the adoption of this policy, and thereafter not later than the first day of October of each year, each Board committee member and officer shall acknowledge her or his
familiarity with this policy and shall disclose in writing to the Chair of the Board any existing financial or other material interests or co-investment interests subject to this policy by completing a Conflict-of-Interest Disclosure Statement. The Conflict-of-Interest Disclosure Statement shall also be reviewed by the Chair of the Board. Any issues not previously disclosed shall be referred by her or him to the Board or appropriate committee. The Conflict-of-Interest Disclosure Statements shall be retained in the confidential files of Silver Sage Council.
1. **Purpose**
   The Silver Sage Council’s Code of Ethical Conduct policy requires directors, officers, committee members, employees and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities as identified in the Girl Scout Law. Employees and representatives of the Council must conduct business in accordance with the Girl Scout Law and comply with all applicable laws, regulations, and Council policies.

The objectives of the Silver Sage Council Whistleblower Policy are to establish policies and procedures for the following:

A. The submission of concerns regarding questionable accounting or audit matters by employees, directors, officers, committee members, volunteers, and other stakeholders of the council, on a confidential and anonymous basis;

B. The receipt, retention, and treatment of complaints received by the council regarding accounting, internal controls, or auditing matters; and

C. The protection of directors, committee members, volunteers, and employees reporting concerns from retaliatory actions.

2. **Board Member Responsibility**
   Each director, committee member, volunteer, and employee of the council has an obligation to report in accordance with this whistleblower policy:

A. Questionable or improper accounting or auditing matters,

B. Violations and suspected violations of the “Code of Ethical Conduct”, and

C. Illegal activity.

3. **Acting in Good Faith**
   Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Code of Ethical Conduct. The act of making allegations that
prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, and/or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense. It may also result in corrective actions, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including legal proceedings.

4. **Confidentiality**

Reports of concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline up to and including termination of employment or dismissal from the volunteer position. Such conduct may also give rise to other actions, including legal proceedings.

5. **Authority of Audit Committee**

All reported concerns will be forwarded to the Audit Committee in accordance with the procedures set forth herein. The audit committee shall be responsible for investigating and making appropriate recommendations to the board of directors, with respect to all reported concerns pertaining to financial issues.

6. **Prevention of Retaliation**

This whistleblower policy is intended to encourage and enable directors, committee members, volunteers, and employees to raise concerns within the council for investigation and appropriate action. With this goal in mind, no Board member, committee member, volunteer, or employee who, in good faith, reports a concern shall be subject to retaliation or, in the case of an employee, adverse employment consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith may be subject to discipline up to and including dismissal from the volunteer position or termination of employment.

7. **Reporting**

The council encourages complaints, reports, or inquiries about illegal practices or violations based on the Code of Ethical Conduct, including illegal or improper conduct by the council itself, by its leadership, or by others on its behalf. Appropriate subjects to elevate under this policy would include financial improprieties such as, accounting or auditing matters, ethical violations, or other similar illegal or improper practices or policies, including, without limitation, the following:

A. Fraud or deliberate error in the preparation, evaluation, review or audit of any financial statement of the Council (examples include falsifying membership registrations, grant reports, financial reports, etc.);

B. Fraud or deliberate error in the recording and maintaining of financial records of the Council (examples include recording time that was not worked, recorded expenses that were not incurred, overstatement mileage or expenses, etc.);
C. Deficiencies in or noncompliance with the Council’s internal audit controls (examples include theft of money, supplies, equipment; utilization of vehicles, equipment, credit cards, cookies, postage for personal use, etc.);

D. Misrepresentation or false statement to or by a senior officer or accountant regarding a matter contained in the financial records, financial reports or audit reports of the Council; or

E. Deviation from full and fair reporting of the Council’s financial condition.

8. Process for Financial Claims

Fraud is defined by the Silver Sage Council as someone gaining something of value (usually money or property) by intentionally making a misrepresentation of a matter of fact or failure to disclose information. In the event of fraud, there are two options of reporting:

Option A: Report to the Chair of the Audit Committee
Option B: In the event that there is no access to the Chair of the Audit Committee or no one currently in that position, a financial fraud claim can be reviewed by an appropriate Board appointed designee.

No actions will be taken on verbal concerns. All concerns shall be put in writing. Concerns may be submitted anonymously. However, such anonymous concerns should be in writing with sufficient information to allow for an investigation.

9. Handling of Reported Financial Violations

The Audit Committee shall address all reported financial concerns that come through the [Chair of the Audit Committee, or Board appointed designee]. The Chair of the Audit Committee shall immediately notify the Audit Committee, the Board Chair, and the CEO, of any such report. The Chair of the Audit Committee will notify the sender and acknowledge receipt of the concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the Audit Committee, and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation. In addition, action taken must include a conclusion or follow-up, or both, with the complainant for complete closure of the concern. The Audit Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations. All employees are required to cooperate with any investigation by providing any requested information and by truthfully answering questions. Failure to cooperate with an investigation is itself grounds for disciplinary action.
A log of all complaints will be maintained by Council, which includes tracking their receipt, investigation and resolution. The Audit Committee Chair, or Board Appointed designee shall prepare a periodic [at least annually] summary report thereof for the [Audit Committee and/or Board of Directors], including those reports that were dismissed or sent to staff member for action that are not within the scope of the policy. These records, logs and reports, will be retained permanently [or according to the council’s record retention and destruction policy] by the current chair of the audit committee or other board appointed designee.

Reported suspected violations of “Code of Ethical Conduct” or violations of the law will be reported directly to the Chair of the Board of Directors who shall work with the Council CEO to determine a course of action to document and investigate the claim. In the event that claim is against the CEO, the Chair shall work directly with another member of Council senior-leadership. In the event that the claim is against the Chair of the Board, the complaint charge will be handled by the First Vice-Chair in conjunction with the CEO.
Policy Name: Gift Acceptance Policy

Date Adopted: March 28, 2018

Revised:

Purpose

The Board of Directors ("Board") has fiduciary responsibility to ensure the sustainability and financial viability of Girl Scouts of Silver Sage Council, Inc. ("GSSSC"). GSSSC is a 501(c)(3) corporation and, as such, accepts gifts from the greater community. This policy outlines the gifts eligible for the acceptance and the requirement to acknowledge gifts received. This policy reflects the duty of care which requires that GSSSC must exhibit the judgment of a reasonable and prudent person in the process of making informed decisions.

This policy will be reviewed annually and amended as needed.

1. Gifts

   a. Acceptance of any contribution, gift or grant is at the discretion of the GSSSC. GSSSC will not accept any gift unless it can be used or expended consistently with the purpose and mission of the GSSSC.
   b. No irrevocable gift, whether outright or life-income in character, will be accepted if under any reasonable set of circumstances the gift would jeopardize the donor’s financial security.
   c. GSSSC will accept donations of cash or publicly traded securities.
   d. Gifts of in-kind services will be accepted at the discretion of the GSSSC.
   e. Certain other gifts, real property, personal property, in-kind gifts, non-liquid securities, and contributions whose sources are not transparent or whose use is restricted in some manner, must be reviewed by the Chief Development Officer and the Chief Executive Officer prior to acceptance by GSSSC due to the special obligations raised or liabilities they may pose.

2. Donor Acknowledgement

   a. GSSSC will not provide advice about the tax or other treatment of gifts and will encourage donors to seek guidance from their own professional advisors to assist them in the donation process including an estimate of the value of the donation.
b. GSSSC will provide acknowledgments to donors meeting IRS substantiation requirements for property received by the charity as a gift.

c. GSSSC will respect the intent of the donor relating to gifts for restricted purposes and those desiring to remain anonymous. With respect to anonymous gifts, GSSSC will restrict information about the donor to only those staff members with a need to know.

d. GSSSC will not compensate, whether through commissions, finders' fees, or other means, any third party for directing a gift or a donor to GSSSC.

e. GSSSC will abide by the Donor Bill of Rights. (See attached document)
The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

Adopted 1964, Association of Fundraising Professionals (AFP), Copyright AFP, all rights reserved.

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations.
Policy Name: Fund Raising

Date Adopted: Prior to September 1987

Revised: June 17, 1992
January 23, 2008
January 27, 2016

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. Any additional product sale will require Board approval. All troops are encouraged to participate in the Council cookie sale.

PROCEDURE

The Board will ensure that a Council maintains:

1. A system for accounting for pledges and money collected during fund raising activities shall be adopted by the Council’s Fund Development Team;

2. 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.

*Girls who are working on their Gold Award Project may raise money from the community. Gold Award projects do not financially benefit Council in any way.

See also, Volunteer Essentials Handbook, pp. 67-73.
Policy Name: Troop Finance

Date Adopted: Prior to September 1987

Revised: June 17, 1992
January 23, 2008
May 21, 2011
November 28, 2012
January 27, 2016
March 28, 2018

POLICY

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

Service Unit, Troop, Day Camp and Special Event Checking Accounts

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

- Council requires two approved volunteers signatures in each account.
- Authorized approved signers may not be related by blood or marriage.
- Authorized approved signers may be issued a debit card.

Failure to comply with this policy may result in the closure of the checking account, restrictions on handling money, and/or volunteer termination.

Disbanded Troops

Definition: A troop is considered disbanded if no longer meets or has not registered as a troop for four (4) months from the expiration of its last registration.

If a troop disbands, any monies remaining in the troop account shall be divided equally by the number of girls in the disbanded troop and distributed as follows:

- If any girl or girls transfer to another troop within GSSSC, her proportional share will be distributed to her new troop.
- For girls who do not continue or transfer out of GSSSC’s service area, their proportional share shall be held for one (1) year in a GSSSC holding account. After one (1) year, the remaining funds shall be distributed to their former Service Unit to be used for financial aid for girls.

See also, Volunteer Essentials
Policy Name: Purchase Authorization

Date Adopted: January 23, 2008

Revised: February 11, 2009
August 24, 2009
November 28, 2012
January 26, 2016
March 28, 2018

POLICY

All purchases for good and/or services over $500 must be accompanied by a Purchase Requisition and approved as follows:

Operational Purchases

1. Purchase Requisitions between $500 - $1,000 shall be signed by the Department Director or Officer.
2. Purchase Requisitions between $1,000 - $3,000 shall be signed by the Department Director and either the CFO or CEO.
3. Purchase Requisitions over $3,000 must be accompanied by 3 bids (if appropriate) for review/approval by the Department Director and either the CFO or CEO.
4. Any check or electronic transfer over $5,000 requires signature by two Board-Authorized signers.*

Retail Purchases

1. Retail Purchase Requisitions over $3,000 shall be signed by the Department Director.
2. Retail Purchase Requisitions over $5,000 shall be signed by the Department Director and either the CFO or the CEO.

[moved to new budget policy]

*Authorized signers are the Board Chair, Treasurer, designated Board Representative, Chief Executive Officer and Chief Financial Officer/Controller. In the event of emergency and/or unusual circumstances the Corporation's HR/Business Services Director is an authorized signer.
GIRL SCOUTS OF SILVER SAGE COUNCIL, INC. BOARD APPROVED POLICIES

Policy Name: Authorized Signatures

Date Adopted: January 23, 2008

Revised: August 24, 2009
November 28, 2012
January 27, 2016
July 27, 2016
March 28, 2018

POLICY

The designation of authorized signers on accounts held at financial institutions for the purpose of conducting daily operations consists of: the Board Chair, Treasurer, one Board representative as designated by the Board Chair, Chief Executive Officer and Chief Financial Officer/Controller. In the event of emergency and/or unusual circumstances the Corporation’s HR/Business Services Director is an authorized signer.

The Chief Executive Officer or the Chief Financial Officer/Controller is authorized to enter into any and all contractual operational obligations on behalf of Girl Scouts of Silver Sage within the budget guidelines as approved annually by the Board of Directors. In addition, the Chief Executive Officer or the Chief Financial Officer/Controller is authorized to sign all government, corporate, foundation and other proposals, applications and agreements for funding and program purposes.

This policy excludes accounts held at financial institutions for the purpose of investment.
Board Approved Council Policy

Policy Name: Budget Policy
Date Adopted: June 27, 2018
Revised: Revised Mar 27, 2019

POLICY
GSSSC shall maintain an overall balanced or surplus budget as approved by the Board of Directors.

IMPLEMENTATION
• GSSSC will present to the Finance Committee an annual operating budget draft no less than forty-five (45) days prior to the end of the fiscal year. The budget shall include revenues and expenses forecasted by month as well as estimated monthly cash flows with capital expenditures.

• GSSSC will provide monthly cash flow forecast estimates to the Finance Committee and Board of Directors.

• GSSSC shall provide quarterly financial reports to the Finance Committee and to the Board of Directors explaining budget vs. actual variances of operating revenues and expenses.

• For unanticipated expenditures over the approved total annual budget, GSSSC shall submit an estimated budget to the Finance Committee for approval prior to commencement of the expenditure. This does not apply when gifts or grants have been received for specific purposes.

• GSSSC shall recommend a proposal for allocation of excess funds to the Finance Committee based on the projected net revenue at year-end.

Capital Expenditures
• The Chief Executive Officer may authorize capital budget variances from the approved capital budget not to exceed a total aggregate of $10,000 for the fiscal year. Variances in excess of $10,000 will be reviewed by the Finance Committee and presented to the Board for approval.

• Girl Scouts of Silver Sage will consider any asset with a life expectancy longer than three years and a cost or donated value equal to or greater than $5,000 as a Capital Asset. Capital Assets will be recorded at the time of purchase and depreciated when placed in service. Donated goods shall be listed at their fair market value as of the date of the donation.

• The cost of a Capital Asset will be fully depreciated utilizing the straight-line method over its estimated useful life and estimated salvage value.
Policy Name: Record Retention Policy

Date Adopted: September 25, 2014

Revised:

POLICY

1. Purpose
This Policy represents the procedures for the retention and destruction of documents and other records for the Silver Sage Council, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, Board of Directors for the Silver Sage Council reserves the right to revise or revoke this Policy at anytime.

2. Retention Schedule
The information listed in the retention schedule below is intended as a guideline and may not contain all the records Silver Sage Council may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the Chief Executive Officer.

Note: Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this schedule should be retained for the same period as the document to which they relate.

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<td>Property Studies, Pertinent Codes, Inventories, Inspection Certificates and Maintenance Records</td>
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<td>Correspondence with Legal Counsel or accountant</td>
<td>7 Years after return filed</td>
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<tr>
<td>Whistleblower</td>
<td>All documents pertaining to receipt, investigation and resolution of Whistleblower claims</td>
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Policy Name: Approved Signatures Investment Funds

Date Adopted: November 28, 2012

Revised: January 27, 2016

POLICY

The designation of authorized signers on accounts held at financial institutions for the purpose of investment funds are the Chief Executive Officer, Board Chair, and Board Treasurer.

Any changes to or withdrawal from the investment accounts will be in accordance with the investment policy established by the Board of Directors and executed by the Investment Committee.
Girl Scouts of Silver Sage Council, Inc. (GSSSC)

Investment Policy Statement

February 2017

Draft Update
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GSSSC INVESTMENT POLICY STATEMENT

SCOPE OF THIS INVESTMENT POLICY

The Board of Directors of the Girl Scouts of Silver Sage Council, Inc. (GSSSC) has established this investment policy statement for the purpose of providing general guidelines for the prudent investment management of its assets. We recognize that changing economic and market conditions may make it impossible to precisely mirror all aspects of this investment policy at any point in time and, as such, we agree and understand that this policy is to serve primarily as a general framework within which the assets are to be managed.

The scope of this Investment Policy Statement reflects the investment policy, objectives and constraints of the portion of the Girl Scouts of Silver Sage Council, Inc., assets of the three investment accounts — reserve account, long term fund, and endowment fund.

PURPOSE OF INVESTMENT POLICY STATEMENT

This statement of investment policy is set forth by the Board of Directors in order to:

1. Establish a clear understanding for all parties involved of the investment goals and objectives for the assets.
2. Establish the relevant investment horizon for which the assets are to be managed.
3. Define and assign the responsibilities of all involved parties.
4. Offer guidance and limitations to all Investment Managers regarding the investment of the assets.
5. Establish the basis for evaluating investment results.
6. Manage assets according to prudent standards as established in the Uniform Prudent Investor Act (UPIA) and the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

In general, the purpose of this statement is to outline a philosophy and attitude which will guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.

DELEGATION OF AUTHORITY

Although the ultimate responsibility for the three investment accounts lies with the Board of Directors of the Girl Scouts of Silver Sage Council, Inc., the Board of Directors can elect to delegate the investment management of the assets to various professional experts. These experts include, but are not limited to:

1. GSSSC Investment Committee. The investment committee may assist in: establishing investment policy, objectives, and guidelines; selecting investment managers including evaluation of investment firms during the RFP process; reviewing such managers over time; measuring and evaluating investment performance; and other tasks as deemed appropriate.
2. Investment Manager. The investment manager may choose the specific securities that will be used to meet the account’s investment objectives. Such services also include economic analysis, and deciding when to purchase, sell, or hold individual securities.
3. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the accounts, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased or sold, as well as movement of assets into and out of the accounts.

February 2017 Update
4 Additional specialists such as attorneys and auditors may be employed by the Board of Directors to assist in meeting its responsibilities and obligations to administer the accounts’ assets prudently.

The Board of Directors of the Girl Scouts of Silver Sage Council, Inc. will not reserve any control over investment decisions, with the exception of specific limitations described in these statements. Investment Managers will be held responsible and accountable to achieve the objectives herein stated. While it is not believed that the limitations will hamper investment managers, each manager should request modifications, which they deem appropriate. In addition, the Board of Directors has delegated to the Finance Committee Chair all regular oversight responsibility for the operations of the three accounts. If such experts employed are also deemed to be fiduciaries, they must acknowledge such in writing. All expenses for such experts must be customary and reasonable, and will be borne by the account as deemed appropriate and necessary.

GENERAL INVESTMENT PRINCIPLES

1 The assets shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the investment of assets of like character and with like aims.
2 Investment of the assets shall be so diversified as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.
3 The Board of Directors may employ one or more investment managers of varying styles and philosophies to attain the investment objectives.
4 Every investment will be assessed according to the GSSSC mission and values. In the event there is uncertainty whether an investment complies with the intent of the GSSSC mission and values, the Investment Committee will assess it’s use as an allowed investment.

INVESTMENT MANAGEMENT POLICY

The Board of Directors’ selection of Investment Manager(s) must be based on prudent due diligence procedures. A qualifying investment manager must be a registered investment advisor under the Investment Advisors Act of 1940.

Investment managers are expected to adhere to the investment management styles for which they are hired, and will be evaluated regularly for adherence to their investment discipline.

Understanding that risk, including the possible loss of principal invested, is present in all types of securities and investment styles, the Board of Directors recognize that some risk is necessary to produce long term investment results that are sufficient to meet the plan’s objectives. However, the investment managers are to make reasonable efforts to control risk, and will be evaluated regularly to ensure that the risk assumed is commensurate with the given investment styles and objectives.

Investment Managers selected shall be responsible for voting proxies and having established policies, guidelines and records of all votes cast when possible. In the event the investment manager cannot vote proxies, the investment committee will advise the GSSSC on how to vote.

INVESTMENT OBJECTIVES AND GOALS

The investment assets of GSSSC include three main accounts as defined below:

1) Reserve Account
   The purpose of the reserve account is to provide immediate liquidity to the Council to supplement operating funds in the event of a budget deficit. The Council has set a minimum
reserves goal of $100,000 to be held in cash or cash equivalents.

2) Long Term Account
The purpose of the long term growth account is to supplement the Council’s operating budget as required and will be assessed by the finance committee on a yearly basis. In addition, the funds will be used for GSSSG capital expenditures upon board approval. A 3 year estimate of future capital expenditures will be used to determine how much of the fund should be set aside in conservative investments for future withdrawal. The investment time horizon for this account is long-term/indefinite. The fund is tasked to operate in perpetuity under the above constraints. The long term account target investment objective established by the Board of Directors is to seek an average total annual real return which exceeds the rate of inflation by Four Percent (4%), which is accordingly stated to be the Consumer Price Index - Urban plus Four Percent (4%), presently a return target of 5.4%. The target investment objective shall be measured annually by using a rolling average over a five-year period. The account will be re-balanced at a minimum once per year on March 31st or more often if any mutual fund exceeds 10% of each funds target.

3) Endowment Fund Account
The purpose of the endowment fund account is to supplement the Council’s operating budget. If the account value exceeds $82,000 at the end of the fiscal year (September 30th), those funds will be withdrawn and used by the council to supplement the following fiscal years operating budget. Should the account value drop below $72,000 at the end of the fiscal year, the Council will deposit the shortfall amount so the account value equals $72,000 on October 1st of the new fiscal year. The long term account target investment objective established by the Board of Directors is to seek an average total annual real return which exceeds the rate of inflation by Four Percent (4%), which is accordingly stated to be the Consumer Price Index - Urban plus Four Percent (4%), presently a return target of 5.4%. The target investment objective shall be measured annually using a rolling average over a five-year period. The investment time horizon for this account is long-term/indefinite. The fund is tasked to operate in perpetuity under the above constraints. The account will be re-balanced at a minimum once per year on March 31st or more often if any mutual fund exceeds 10% of each funds target.

INVESTMENT GUIDELINES

Allowable Assets
1. Cash Equivalents
   • Treasury Bills
   • Money Market Funds
   • Commercial Paper
   • Bank Certificates of Deposit

2. Fixed Income Securities
   • Obligations of Non-U.S. governments and their subdivisions, agencies and government sponsored enterprises
   • Obligations of international agencies
   • Obligations issues by the U. S. Government, its agencies and instrumentalities
   • Mortgage-related and other asset-backed securities.
   • Corporate Debt Securities, including convertible securities and corporate commercial paper
   • Inflation-index bonds issued by corporations
   • Brokerage certificates of deposit, fixed time deposits and bankers acceptances

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- Debt securities, issued by states of local governments and their agencies, authorities and other instrumentalities
- Mutual funds or exchange traded funds that invest in any of the above

3. Equity Securities
- Common Stocks of U.S. Companies
- Convertible Notes and Bonds
- Convertible Preferred Stocks
- American Depositary Receipts (ADRs) of Non-U.S. Companies
- Mutual funds and exchange traded funds that invest in any of the above

4. Alternative Securities
- Exchange Traded Real Estate Investment Trusts (REITs)
- Exchange Traded Commodities
- Exchange Traded Managed Futures
- Exchange Traded Master Limited Partnerships
- Mutual funds or exchange traded funds that invest in any of the above

Prohibited Assets
Prohibited investments include, but are not limited to the following:

1. Private Placements
2. Limited Partnerships
3. Venture-Capital Investments
4. Direct Investment in Real Estate Properties
5. Derivative Investments
6. Options

Prohibited Transactions
Prohibited Transactions include, but are not limited to the following:

1. Short Selling

ASSET ALLOCATION

The Board of Directors (based on recommendation by the Finance and Investment Committees) has set a general asset allocation guideline for the investment of the long term and endowment accounts as follows:

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Equities</td>
<td>65%</td>
</tr>
<tr>
<td>International Equities</td>
<td>25%</td>
</tr>
<tr>
<td>Fixed Income</td>
<td>50%</td>
</tr>
<tr>
<td>Alternatives</td>
<td>30%</td>
</tr>
<tr>
<td>Cash &amp; Equivalents</td>
<td>15%</td>
</tr>
</tbody>
</table>

The Investment Manager shall have discretion to adjust allocations within these guidelines.

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**DIVERSIFICATION**

In order to achieve a prudent level of diversification of the fund’s assets, the securities of any one company should not exceed 5% of the total market value of the fund. In addition, no more than 25% of the total fund should be invested in any one industry or sub-asset class, other than securities of the U. S. Government or Agencies thereof.

**FIXED INCOME.**

1. Individual bonds shall be of generally high quality, and have a rating of “B+” or better by Moody’s, Standard & Poor’s, or other recognized agencies. Additionally, the total fixed income portfolio shall not have an S&P quality rating of less than BBB. If an issue is not rated by one of these rating agencies, then the Manager will determine a rating.

2. Fixed income maturity restrictions are as follows:
   a. Maximum maturity for any single security is 30 years.
   b. Weighted average portfolio maturity may not exceed 10 years.

3. Investments in cash equivalents shall be FDIC insured.

Should an issue be downgraded below these minimums, the Manager will determine the appropriate action (sell or hold) based on the perceived risk and expected return.

**PERFORMANCE MEASUREMENT REVIEW AND EVALUATION.**

Performance reports generated by the Investment Managers shall be compiled at least quarterly. The investment performance of total portfolios, as well as asset class components, will be measured against commonly accepted performance benchmarks. In addition to performance information, the Investment Managers shall compile standard deviation (a measure of risk) of the overall portfolios and each asset class component and compare to the commonly accepted performance benchmarks. Consideration shall be given to the extent to which the investment results are consistent with the investment risk, objectives, goals, and guidelines as set forth in this statement. The Finance and Investment Committees intend to evaluate the portfolio(s) over 1, 3, 5 and if possible, 10 years.

The GSSSC Board of Directors reserves the right to terminate a manager for any reason including the following:

- Investment performance which is significantly less than anticipated given the discipline employed and the risk parameters established, or unacceptable justification of poor results.
- Failure to adhere to any aspect of this statement of investment policy, including communication and reporting requirements.
- Significant qualitative changes to the investment management organization.

Investment managers shall be reviewed regularly regarding performance, personnel, strategy, research capabilities, organizational and business matters, and other qualitative factors that may impact their ability to achieve the desired investment results.
REPORTING AND COMMUNICATION

Monthly statements of activity will be sent to the Council, Finance Committee Chair, and Investment Committee Chair.

Quarterly performance reports will be sent to the Council, Finance Committee Chair, and Investment Committee. All performance reports will be reported net of the advisory fee (if applicable).

The investment advisor should be available to report on the investments on an as-needed basis, but no less than semi-annually.

INVESTMENT POLICY REVIEW

This statement of investment policy shall be reviewed by the Finance Committee and reported to the Board of Directors at least annually and is adopted by the Board, whose signatures appear below:

Established this 26th day of July 2017 by unanimous consent of the Board of Directors.

FOR THE BOARD OF DIRECTORS

Holli High Woodings, Board Chair

Leatha J. Thayer, Secretary
GIRL SCOUTS OF SILVER SAGE
VOLUNTEER POLICIES

March 2018
Girl Scouts Mission, Promise & Law

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

**Girl Scout Promise**
On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

**Girl 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

* The word “God” can be interpreted in a number of ways, depending on one’s spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word “God” with whatever word your spiritual beliefs dictate.
VOLUNTEER POLICIES

I. INTRODUCTION:
Volunteers have been the support of the Girl Scout Movement since its founding in 1912. The contributions of volunteers at all levels of the organization have been, and continue to be, extraordinary. Girl Scouts of Silver Sage (GSSSC) could not fulfill its commitment to girls and the community without the dedication and excellent performance of its volunteers. Volunteer policies are developed, approved by the Board of Directors and implemented for the protection and support of volunteers. These policies ensure that GSSSC reaches its organizational goals through meaningful and satisfying adult volunteer involvement in serving girls.

Volunteer management is more than a series of forms and procedures. It is a systematic and strategic way to create a welcoming and inclusive environment for all adults in which their needs and interests can be matched to volunteer positions. A volunteer management system values the contributions of volunteers. Volunteers can use their skills, time and talents to further GSSSC’s mission. Volunteers receive training, support and resources to perform their volunteer position in a successful and productive manner.

II. OVERVIEW OF VOLUNTEER POLICIES

A. Nature of the Volunteer Relationship
Anyone who donates his or her services under the direction and on behalf of GSSSC without compensation is considered a volunteer. Volunteers are not employees of GSSSC. Before performing any tasks as a volunteer, you may be required to apply for and be accepted and appointed to a volunteer position by GSSSC. Either the volunteer or GSSSC may end the volunteer relationship at any time and for any reason.

B. Purpose of Volunteer Policies
Volunteers are expected to work within the framework of the charter, bylaws, policies, standards, procedures, corporate goals and annual objectives of GSSSC and/or Girl Scouts of the USA (GSUSA). Volunteer policies provide overall guidance and direction to GSSSC volunteers as they perform their duties. They are not in any way a personnel agreement nor do they create any binding obligation on GSSSC. Further, these volunteer policies do not create an employment relationship of any kind between the volunteer and GSSSC. GSSSC may change the policies at any time and expects that volunteers will respect and implement any such changes.

The Chief Executive Officer (CEO), or her/his delegate, has discretion to resolve situations involving volunteers that appear to be outside the scope of these policies.

C. Girl Scouts of Silver Sage’s Commitment to Volunteers
GSSSC volunteers -- supported, directed and assisted by GSSSC staff -- make Girl Scouting available to girls within its 72,000 square miles’ jurisdiction. GSSSC is firm in its commitment to create an organization that values diversity among its volunteers. We cherish the rich traditions of Girl Scouting while challenging ourselves to be innovative in approaching programs and services to meet the current needs of our girls and volunteers. GSSSC encourages and supports your open and respectful communication...
with other volunteers, your volunteer supervisor, Girl Scout members, GSSSC staff and community members.

D. Volunteer as Role Model
As an adult volunteer, you are a role model for adults and girls involved in Girl Scout programs as you work in partnership planning and implementing these programs. You are expected to honor the diversity of all people in all areas including race, ethnicity, religion, age, national origin, gender, veteran status, marital status, physical, sensory, or mental disability, and any other legally protected status.

E. Safety
Safety is a prime consideration in all activities. The standards and programs criteria in GSUSA and/or GSSSC’s Volunteer Essentials and Safety Activity checkpoints must be followed. GSSSC also has additional policies and standards, including training and certifications, required for some higher risk activities and will provide volunteers with any additional materials that may apply to their specific activities. In addition, all volunteers are required to comply with all relevant federal, state or local laws regarding safety, including laws regarding seat belt use and use of cell phones while driving.

III. Volunteer Selection and Placement

A. Inclusion & Non-Discrimination Policy
Volunteers at all levels of GSSSC shall be selected regardless of race, ethnicity, religion, age, national origin, gender, veteran status, marital status, physical, sensory or mental disability, or any other legally protected status.

GSSSC’s inclusion policy extends to all areas of volunteer activities including recruitment, selection, placement, training, working together, recognition, suspension, and termination.

GSSSC selects volunteers based on their qualifications for membership, their ability to perform necessary duties, and their availability and willingness to participate in required training. To ensure that all volunteers and prospective volunteers have equal access to the activities and opportunities of the organization, we affirm our commitment to diversity in recruiting, selecting, placing, training and recognizing volunteers.

B. Membership with the Girl Scouts of the USA
GSUSA requires that Girl Scout volunteers become registered members of GSUSA, unless they are very short-term, temporary advisors or consultants. If you have questions about whether you are required to become a registered member of GSUSA, please contact the Director of Membership.

C. Check for Criminal Background History
Idaho law requires a criminal background history for all volunteers working with youth. GSSSC conducts such histories before placing a volunteer and then periodically thereafter. You may request a copy of your criminal history report.
Although GSSSC reserves the right to refuse to place a prospective volunteer for any reason, GSSSC also reserves the right to refuse placement of any prospective volunteer with a criminal history, regardless of the nature of crime or date of offense. Factors that may be taken into consideration include, but are not limited to: what the conviction was for, the volunteer’s age at the time of the conviction, and how long ago the crime was committed. Information about any criminal history will be shared only with relevant GSSSC staff. Failure to disclose any criminal conviction at the time of application may bar an applicant from volunteering.

If, during the time period that you are a volunteer with GSSSC, you are arrested and/or convicted of a crime (including any criminal driving infractions such as a single DUI), or if you receive two or more moving violations within a two-year period, you must notify GSSSC staff immediately. This includes all such convictions or violations, whether or not they occurred while on Girl Scout business.

Registered sex offenders will not be considered for volunteer positions in which they are involved, or could be involved, with girls. Additionally, a volunteer will be automatically discharged if a registered sex offender becomes part of their household.

D. Placement
GSSSC makes every attempt to place volunteers in positions that match the skills of the volunteer and the needs of both GSSSC and the volunteer. However, final placement decisions will be made by GSSSC in its sole discretion. Volunteers involved in Program delivery (“Operational Volunteers”) will be provided with a written position description. Placement in a volunteer position can be terminated at any time by either party for any reason.

Note: All volunteers who are the primary Leader/Co-Leader or advisor for their girl group must be at least 18 years old (or graduated high school). Limited exceptions may be made on a case by case basis, e.g., Ambassador girls who lead a Daisy troop under close supervision of their Ambassador troop Leader/Co-Leader.

IV. VOLUNTEER PREPARATION, TRAINING AND MANAGEMENT
In your role as a volunteer there is certain information regarding your training and the oversight of your work that is important for you to know. If you have any questions regarding anything described in this section, please consult with your Membership Coordinator for more detailed information.

A. Preparation and Training
Preparation or training is required for most volunteer positions and will be discussed with you upon placement. Required classes or training must be completed within the time frame specific to a position. Volunteers may also be asked to take additional training to update or improve skills in certain areas.

GSSSC values training not only as a method of maintaining the high-quality programs and experience we strive to provide girls, but also as an opportunity for adult volunteers...
to continue their own personal development. The GSUSA and/or GSSSC’s Volunteer Essentials and Safety Activity Checkpoints outline minimum standards regarding what specialized training is required before undertaking certain activities. GSSSC has additional standards, including additional training and certifications, required for some higher risk activities.

B. Expenses and Financial Assistance
Volunteers must obtain approval from the Membership Coordinator before incurring any expenses to be reimbursed. We also suggest that you keep accurate records of your expenditures because some non-reimbursed expenses associated with your volunteer activities may be tax deductible.

GSSSC recognizes there may be people qualified and eager to volunteer in Girl Scouting but whose economic situations do not allow them to cover expenses directly related to their volunteer activities. If this describes your situation, we encourage you to consult privately and in confidence with your Membership Coordinator to determine whether GSSSC may assist you with some or all of the incidental expenses necessary to fulfill your volunteer role.

C. Feedback and Evaluation
The Membership Support Team works with volunteers throughout the year to mentor, support and provide feedback.

D. Reappointment
Upon completion and review of the Troop Annual Report, current registration and current background check, a Membership Coordinator will send a letter of reappointment to Leaders/Co-Leaders.

E. Recognition
In Girl Scouting we feel it is very important to recognize the work of our volunteers. GSSSC follows a system of recognition that is guided by GSUSA’s publication, Adult Recognition in Girl Scouting. GSUSA awards include all adult members, including volunteers and staff.

F. Resigning from Volunteer Position/Role
Volunteers may occasionally need or want to resign their positions prior to the end of their terms. If you elect to leave your volunteer position, GSSSC requests that you notify your Membership Coordinator with as much lead time as possible to assure a smooth transition.

V. VOLUNTEER PERFORMANCE EXPECTATIONS AND CONDUCT

A. Child Abuse and Neglect
Child abuse and neglect are unlawful acts. Idaho laws require staff to report incidents of suspected abuse or neglect to the Idaho Child Protective Services (CPS) or to local law
enforcement agencies. GSSSC staff who become aware of a suspected case of child abuse involving any child participating in GSSSC activities or events, are guided by GSSSC staff policies, procedures and Idaho State Law. For volunteers’ responsibilities in this regard, see Volunteer Reporting of Child Abuse and Neglect, p. 13, below.

**Abuse and neglect include, but are not limited to the following:**

- Emotional mistreatment of girl members or other children participating in GSSSC activities or events, including verbal abuse or verbal attacks.
- Physical neglect of girl members or other children participating in GSSSC activities or events, including failure to provide adequate safety measures, care or appropriate supervision of activities.
- Any form of sexual abuse of a child, including sexual touching, inappropriate bodily contact, exhibitionism, voyeurism, or any involvement of girl members or other children participating in GSSSC activities or events, with pornographic materials.
- Physical abuse of girl members or other children participating in GSSSC activities or events, including all types of corporal (physical) punishment, e.g. spanking, slapping or shaking.

Although GSSSC may terminate a volunteer at any time for any reason, abuse and neglect is unlawful and will not be tolerated. As a result, GSSSC reserves the right to:

- Suspend from her/his volunteer position any volunteer during investigation of allegations of abuse or neglect. This includes instances where the volunteer was aware of potential abuse or neglect by another and did not report it to staff, CPS or local law enforcement officials.
- Refuse membership endorsement or re-appointment to any volunteer accused of, arrested for, or convicted of child abuse or child neglect, or is a registered sex offender.
- Dismiss or exclude from affiliation with GSSSC any volunteer who has been accused of, arrested for, or convicted of child abuse or neglect or is a registered sex offender.

**B. Volunteer Reporting of Child Abuse and Neglect**

As a volunteer you are strongly encouraged to report any suspected incident of child neglect or abuse directly to Child Protective Services (CPS). However, even if you choose not to make a report directly to CPS, you must report any suspected incidents to GSSSC staff. (Volunteers who make a report directly to CPS should also notify their local GSSSC Membership Coordinator, or other GSSSC staff person overseeing their volunteer program area, that they have done so.) For information about how to report suspected child abuse or neglect, and relevant phone numbers, refer to p. 13 below.
C. Discipline
GSSSC will not tolerate, permit or condone any form of physical discipline or verbal abuse, such as sarcasm or name calling, at any time. Assistance with motivation and coaching techniques is available through GSSSC training and/or from your volunteer supervisor as necessary.

C. Sexual Conduct
During Girl Scout activities, we do not condone or allow sexual displays of any sort, nor do we allow volunteers to publicly advocate for sexual practices or activities. Discussion of sexual issues is a private matter between girls and their families. If information on sexuality is part of a Girl Scout program, it is to be presented in an informational, objective and nonbiased manner with prior written consent of a parent or guardian.

D. Anti-Harassment
GSSSC is committed to and supports an environment in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the express policy to provide all volunteers, employees and girl members or other participants at GSSSC events and activities an environment free from all forms of unlawful or unwelcome harassment, including implied or express forms of sexual harassment. We do not condone and will not tolerate any harassment based on race, ethnicity, religion, age, national origin, gender, veteran status, marital status, or presence of any physical, sensory, or mental disability, or any other legally protected status.

With specific regard to sexual harassment, GSSSC strives to provide volunteers with an environment free of sexual harassment, which is a form of sex discrimination. It is expressly forbidden for any volunteer, male or female, to sexually harass another volunteer, employee, Girl Scout member or other participants at GSSSC events and activities, of the same or opposite sex.

If you feel you have been subjected to harassment of any type, whether by another volunteer, GSSSC staff member or any agent of GSSSC, promptly report the incident to your Membership Coordinator, the Director of Membership or the Chief Executive Officer. GSSSC will investigate the report promptly. GSSSC will not tolerate any retaliation resulting from a good faith complaint.

E. Alcohol and Drugs
Volunteers may not interact with, or deliver programs to, girl members or other children participating in GSSSC activities or events while under the influence of alcohol or illegal drugs.

The use of prescription or over-the-counter drugs in a manner not prescribed by a medical professional or the drug manufacturer is also prohibited. However, over-the-counter drugs or prescribed medication may be used for their stated purposes if the recommended dosage is not exceeded. In addition, the medication should not prevent you from performing necessary duties in a safe and effective manner. Check with your physician or pharmacist to determine whether the medication could inhibit your effective performance, including driving.
Alcohol shall not be available or consumed during any Girl Scout activity or program where girls are present on the site.

(Note: a “site” includes the entire physical space under GSSSC staff or volunteer control, or which is being used by them to deliver a program or event. E.g., if a Service Unit (SU) is renting part of a state park, the “site” includes the sites the SU has rented and any camp space rented by adults providing Girl Scout programming or accompanying girls, even if they are in a private RV away from the girls.)

The consumption of alcohol on GSSSC properties is limited to adults-only fund-raising events planned and organized by GSSSC. All other adult events desiring alcohol usage requires prior written approval from the CEO. No girl members will be permitted anywhere on the site at any GSSSC event at which alcohol is served.

F. Smoking
Volunteers may not smoke in the presence of children while in their capacity as Girl Scout volunteers. In all cases, Idaho State laws regarding smoking must be observed, whether or not children are present. (No girl member or other children participating in GSSSC activities or events may smoke at any Girl Scout event or while conducting any Girl Scout business, even if the participant is of legal age to smoke.) “Smoking” includes tobacco products, e-cigarettes, and vaping.

G. Firearms and Other Deadly Weapons
Possession of any firearm is prohibited, whether carried on the person, or stored in a vehicle, by volunteers or non-members attending any Girl Scout activity or event. However, this policy does not apply to law enforcement officers who are acting in an official capacity or are required to carry weapons even when off-duty, or to any GSSSC approved rifle and/or gun-safety programs subject to program rules. At troop meetings or event sites not owned by GSSSC, all firearms must be secured to ensure that children cannot access them.

Subject to exceptions noted above, use or possession of a deadly weapon or firearm, as defined below, by girls or adults is prohibited at any Girl Scout activities.

Idaho Statutes, Section 18-3302 defines deadly weapons and firearms.

- **Deadly weapon** is "any dirk, dirk knife, bowie knife, dagger or firearm" and “any other weapon, device, instrument, material or substance that is designed and manufactured to be readily capable of causing death or serious bodily injury."
- "Firearm" means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive."

NOTE: Pocket knives, archery equipment and firearms, when used for their intended purposes and under trained adult supervision for program activities, are allowed under this policy.
H. Aggressive Behavior
Aggressive behavior, by girls or adults, which may result in bodily, emotional or mental harm, is unacceptable.

When the aggressive behavior is displayed by a child toward another child or adult, the leader will discuss the behavior with the child and notify the child’s parent or guardian. If the behavior continues or results in injury, a GSSSC staff member must be contacted and the child may be removed from the premises, activity or event.

When the aggressive behavior is displayed by an adult (“aggressive adult”) toward another adult or a child, the aggressive adult will be temporarily removed or suspended by a GSSSC representative from any Girl Scout position and/or activity. GSSSC must be contacted and a review conducted by GSSSC staff, which could result in the adult being removed from the premises, activity or event or in the volunteer’s termination.

I. Non-Solicitation/Conflict of Interest
No volunteer or any member of his/her family shall utilize his/her position or contact information acquired as part of that position for monetary gain, to advocate for positions and causes not directly related to Girl Scout business, or to solicit for fund-raising for other organizations, including their children’s schools, sports programs, etc. This includes, but is not necessarily limited to, the use of in-person requests, regular mail, telephone, email, text messaging, or any other electronic or other form of communication.

A volunteer who has a conflict of interest with any GSSSC activity or program-- whether personal, philosophical or financial-- will not serve nor be accepted as a volunteer with GSSSC or will be limited in their participation to volunteer positions which are clearly outside the area of conflict.

J. Representation of Girl Scouts
Prior to taking any action or making any statement which might affect or obligate GSSSC or GSUSA, volunteers must seek approval from the Chief Development Officer of GSSSC. These actions and statements may include, but are not limited to, a public statement to the press, accepting or soliciting donations (other than from troop sponsors), a coalition or lobbying effort with another organization, or an agreement involving contractual or other financial obligations. As a volunteer, you are only authorized to act as a representative of Girl Scouts as specifically outlined in your written position description.

K. Confidentiality
As a volunteer you may be exposed to proprietary or privileged information about GSSSC, its business, its staff, its volunteers, other Girl Scout members (including girls), or their families. It is your responsibility to maintain the confidentiality of this sensitive information.

Failure to do so may result in termination of your volunteer position or other corrective action.
L. Transportation
Drivers for Girl Scout activities, business, etc. must be adults, 20 years or older, have been licensed drivers for at least three years, and be licensed and insured to drive the vehicle they are using. Note: the three years' experience requirement begins at the time the driver becomes licensed. It does not include the period during which s/he had an instruction (learner’s) permit.

M. Agreements/Contracts
Volunteers may not enter into or sign any agreements or contracts that contain a hold harmless agreement or obligate GSSSC to assume any liability or financial responsibilities.

N. Uniforms
An adult uniform is not required for participation in Girl Scout activities. Volunteers who are conducting Girl Scout business or representing Girl Scouts are encouraged to wear the Girl Scout pin or logo-wear when not otherwise in uniform.

VI. PROCEDURES FOR REPORTING SUSPECTED CASES OF CHILD NEGLECT OR ABUSE

- Contact the nearest law enforcement agency or Child Protective Services* (CPS) within 24 hours to report the information. You can contact CPS by calling 1-866.343.4276. This toll-free, 24-hour number, will give you the local CPS number in your area.

- If you are a Leader/Co-Leader or other troop program volunteer, please contact your Service Unit Manager to provide the information. The SU Manager or other GSSSC staff will contact CPS within 24 hours. (See next page for phone numbers of GSSSC offices.)

If you are a volunteer working with girls in settings other than troop program-- such as community overnight or day camps, or other events-- please contact law enforcement or CPS directly, or the staff person working with the specific event or activity.

All information is to be kept confidential. Information is to be discussed only with appropriate council staff. Any person making a good faith report concerning suspected child abuse or neglect is provided civil and criminal immunity by the Idaho Code Section 15-1606.
Girl Scouts of Silver Sage
Office Contact Information

1-800-377-2011
See www.girlscouts-ssc.org for a Directory
Or email
membershipsupport@girlscouts-ssc.org

After Hours
In the event of a true emergency, such as a serious injury or accident
to a girl or adult participating in Girl Scout activities, please call

1-208-850-9176