

Appendix: GSAK Volunteer Policies adopted December 1, 2012

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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 Alaska (GSAK) could not fulfill its commitment to girls and the community without the dedication and excellent performance of its volunteers. Volunteer policies are developed, approved and implemented for the protection and support of volunteers. These policies ensure that GSAK 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 GSAK’s mission. Volunteers receive training, support and resources to perform their volunteer position in a successful and productive manner.

I. DEFINITION OF A VOLUNTEER

GSAK defines a volunteer as an adult who is at least 18 years of age, not in high school and not registered as a girl member of the organization; who gives her/his time to extend the Girl Scout Leadership Experience to girls, either directly or indirectly.

- **Direct** volunteers provide “*direct service to girls*” as individuals who facilitate the delivery of the Girl Scout Leadership Experience from a variety of volunteer positions (e.g., leaders, advisors, counselors, event chaperones, drivers)
- **Indirect** volunteers are volunteers who support girls “behind the scenes” as strategic thinkers, administrators or project-based volunteers (e.g., board members, school organizers, treasures, trainers)
- A volunteer could fill a formal role that includes an appointment process (troop leader, trainer, board members, service team member) or an informal role that relies on a verbal agreement to serve in a direct or indirect role with girls (parent helper in a group, driver, troop cookie manger, event helper).

	Formal	Informal
Direct	<p>Volunteer management pieces:</p> <p>Must be registered, background check; and sign a volunteer agreement;</p>	<p>Volunteer management pieces:</p> <p>Must be registered and background check;</p>
	<p>Examples of volunteer positions:</p> <p>Troop Leader (01) Assistant Troop Leader (02) Council trip advisor/chaperone</p>	<p>Examples of volunteer positions:</p> <p>Driver Parent Helper Troop product sales manager Event helper/facilitator Overnight chaperone</p>

	Formal	Informal
Indirect	Volunteer management pieces: Must be registered; background check; and sign a volunteer agreement;	Volunteer management pieces: Must be registered and background check
	Examples of volunteer positions: Trainer Service Team Member Service Unit Product Sale Manager Volunteer Team Chair	

II. OVERVIEW OF VOLUNTEER POLICIES

A. Nature of the Volunteer Relationship

Anyone who donates her/his services under the direction and on behalf of GSAK without compensation is considered to be a volunteer. Volunteers are not employees of GSAK. Before performing any tasks as a volunteer, you may be required to apply for and be accepted and appointed to a volunteer position by GSAK.

B. Purpose of Volunteer Policies

Volunteers are expected to work within the framework of the policies, standards, procedures, and goals of Girl Scouts of Alaska and Girl Scouts of the USA (GSUSA). Volunteer policies provide overall guidance and direction to GSAK volunteers as they perform their duties. They are not in any way a personnel agreement nor do they create any binding obligation on GSAK. Further, these volunteer policies do not create an employment relationship of any kind between the volunteer and GSAK. Girl Scouts of Alaska 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 designee, has discretion to resolve situations involving volunteers that appear to be outside the scope of these policies.

C. Girl Scouts of Alaska's Commitment to Volunteers

GSAK volunteers -- supported, directed and assisted by GSAK staff -- make Girl Scouting available to girls throughout much of Alaska. GSAK 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.

GSAK encourages and supports your open and respectful communication with other volunteers, your volunteer supervisor, Girl Scout members, GSAK 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, sexual orientation, marital status, or the presence of any physical, sensory, or mental disability.

E. Safety

Safety is a prime consideration in all activities. The standards and programs criteria in GSUSA's publication *Volunteer Essentials* must be followed. GSAK may also have additional procedures or standards 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.

III. VOLUNTEER SELECTION AND PLACEMENT

A. Inclusion & Non-Discrimination Policy

Volunteers at all levels of Girl Scouts of Alaska shall be selected regardless of race, ethnicity, religion, age, national origin, gender, veteran status, sexual orientation, marital status, or the presence of any physical, sensory, or mental disability.

Girl Scouts of Alaska's inclusion policy extends to all areas of volunteer activities including recruitment, selection, placement training, working together, recognition, suspension, and termination.

Girl Scouts of Alaska selects volunteers on the basis of 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, 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 your volunteer supervisor.

C. Check for Criminal History Background

Girl Scouts of Alaska requires a criminal history background check for all volunteers working directly with girls. Exceptions to this would be an individual who meets all criteria the under either of the below headings:

- An individual who:
 - Serves as a onetime advisor or consultant, i.e. a speaker or presenter,
 - Is never left alone with girl(s), **AND**
 - Is not counted when considering girl/adult ratio
- A parent or guardian who:
 - Attends a group family function i.e. court of awards, family picnic, etc.
 - Is never left alone with girl(s)

AND

- Is not counted when considering girl/adult ratio.

Please Note: If a group meeting or activity is being held in a private residence all person 18 years or older who reside at that residences must successfully complete a criminal background check prior to the first meeting.

Successful background checks will be valid for three (3) years from the date the background check is completed. You may request a copy of your criminal background check report.

Although GSAK reserves the right to refuse to place a prospective volunteer for any reason, GSAK 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 necessarily 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 GSAK staff or volunteer supervisors. 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 GSAK, 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 GSAK 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, any registered sex offenders residing, staying or visiting in the household of a volunteer applicant or current volunteer must be disclosed and identified in the volunteer's application. In addition, GSAK must be notified immediately of such situations, should they arise at any point during the volunteer's tenure with GSAK.

D. Placement

GSAK makes every attempt to place volunteers in positions that match the skills of the volunteer and the needs of both GSAK and the volunteer. However, final placement decisions will be made by GSAK in its sole discretion. Placement in a volunteer position can be terminated at any time by either party for any reason.

IV. VOLUNTEER TRAINING AND MANAGEMENT

A. Training

Training is provided for most volunteer positions and will be discussed with you upon placement. Training should 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. GSAK 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.

B. Expenses and Financial Assistance

Volunteers must obtain approval from their volunteer supervisor 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.

GSAK recognizes there may be people qualified and eager to volunteer in Girl Scouting 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 volunteer supervisor to determine whether GSAK is able to assist you with some or all of the incidental expenses necessary to fulfill your volunteer role.

C. Feedback and Evaluation

A volunteer supervisor may evaluate a volunteer's performance. The purposes of such evaluations are to:

- 1) Review the volunteer's performance in her/his volunteer role.
- 2) Give the volunteer an opportunity to provide feedback to GSAK.
- 3) Determine the volunteer's interest in continuing as a volunteer in either the current or another position.

Reappointment to a volunteer position may be dependent on the completion of a satisfactory review. We look at this as an opportunity to strengthen the relationship between you and GSAK and recognize the important work you are doing.

Adult Awards

In Girl Scouting we feel it is very important to recognize the work of our volunteers. GSAK follows a system of recognition that is outlined in GSUSA's publication, *Volunteer Essentials*, chapter 1

E. 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, GSAK requests that you notify your supervisor 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.

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 the Office of Children's Services (OCS). However, even if you choose not to make a report directly to OCS, you *must* report any suspected incidents to GSAK staff. (Volunteers who make a report directly to OCS should also notify GSAK staff that they have done so.)

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

- Emotional mistreatment of children, including verbal abuse or verbal attacks.
- Physical neglect of children, 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 with pornographic materials.
- Physical abuse of children, including all types of corporal (physical) punishment, e.g. spanking, slapping or shaking.

Although GSAK may terminate a volunteer at any time for any reason, abuse and neglect is unlawful and will not be tolerated. As a result, GSAK 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 volunteer and did not report it to staff 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 GSAK any volunteer who has been accused of, arrested for, or convicted of child abuse or neglect or is a registered sex offender.

B. Behavior Management (of Girls)

GSAK 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 GSAK training and/or from your volunteer supervisor as necessary.

C. Discriminatory Harassment

Girl Scouts of Alaska 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 GSAK activities an environment free of discrimination and discriminatory harassment. We do not condone and will not tolerate any harassment on the basis of race, ethnicity, religion, age, sex, national origin, sexual orientation, marital status, status regarding public assistance, or the presence of any physical, sensory, or mental disability.

Discriminatory harassment is any action based on the above criteria by any employee or volunteer toward another that has the effect of unreasonable interfering with an individual's volunteer performance and creates an intimidating, hostile or offensive environment. It could include, for example:

- The display of written materials or pictures which are offensive to gender or to racial, ethnic or religious groups, or to person who have another sexual orientation.
- Verbal abuse, jokes or insults directed at members of the opposite sex, members of particular racial, ethnic or religious groups, or persons who have a different sexual orientation.

One particular category of discriminatory harassment is sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication that is sexual in nature when: submission to, or rejection of, that conduct is used as a factor in decisions affecting volunteer service; or when the conduct has the effect of substantially interfering with an individual's volunteer service, or creating an intimidating, hostile, or offensive environment.

If you feel you have been subjected to harassment of any type, whether by another volunteer, GSAK staff member or any agent of GSAK, promptly report the incident to your supervisor, the next level supervisor, or the Chief Executive Officer. GSAK will investigate the report promptly. GSAK will not tolerate any retaliation as a result of making a good faith complaint.

D. Alcohol and Drugs

Volunteers may not interact with, or deliver programs to, girl members or other children participating in GSAK activities while under the influence of alcohol or 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 GSAK staff or volunteer control, or which is being used by them to deliver a particular 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 GSAK properties is limited to adults-only fund raising events planned and organized by GSAK. No girl members will be permitted anywhere on the site at any GSAK fund-raising event at which alcohol is served.

E. Smoking

Volunteers may not smoke in the presence of children while in their capacity as Girl Scout volunteers. In all cases, Alaska laws regarding smoking must be observed, whether or not children are present. (No girl member or other children participating in GSAK activities or events are allowed to smoke at any Girl Scout event.)

F. Firearms

Possession of any firearm is prohibited, whether carried on the person, or stored in an unlocked vehicle, by volunteers or non- members attending any Girl Scout activity or event, regardless of whether the volunteer has a license to carry a concealed weapon. 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 GSAK-approved rifle and/or gun-safety programs subject to program rules. At troop meetings or event sites not owned by GSAK, all firearms must be secured to ensure that children cannot access them.

G. 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 GSAK 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 GSAK representative from any Girl Scout position and/or activity. GSAK must be contacted and a review is conducted by GSAK staff, which could result in the adult being removed from the premises, activity or event or in the volunteer's termination.

H. Non-Solicitation/Conflict of Interest:

No volunteer or any member of her/his family shall utilize her/his 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 form of communication.

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

I. Representation of Girl Scouts

Prior to taking any action or making any statement which might affect or obligate GSAK or GSUSA, volunteers must seek approval from appropriate staff. 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.

J. Confidentiality

As a volunteer you may be exposed to proprietary or privileged information about GSAK, 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.

K. Transportation

Drivers for Girl Scout activities must be adults, 19 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.

L. Agreements/Contracts

Volunteers may not enter into or sign any agreements or contracts that contain a hold harmless agreement or obligate GSAK to assume any liability or financial responsibilities.

M. Uniforms

A uniform is not required for participation in Girl Scout activities. Volunteers who are representing Girl Scouts are encouraged to wear the Girl Scout pin.

VI. Criminal Background Check Screening Procedures

Girl Scouts of the USA (GSUSA) and Girl Scouts of Alaska (and its predecessors) are organizations with solid reputations and records for youth safety. Our highest priority is the safeguarding of the girls in our charge. Our volunteers make up 99 percent of the Girl Scouting “workforce,” with 80 percent of them providing direct service to girls. They are, without a doubt, on the frontlines of Girl Scouting. Therefore, our first line of defense for girls is to effectively screen our volunteers and place the right adults in volunteer positions. This document provides recommendations on how to conduct and interpret background screening.

In order to ensure the safety and well-being of the all members of Girl Scouts of Alaska

Council (the "Council"), the Council reserves the right to disqualify or restrict the duties of any person who has been convicted of certain crimes; who has pled guilty or no contest to certain crimes; who has been placed on probation or deferred adjudication for certain crimes and/or who resides on the same premises as a person subject to the Alaska Sex Offender Registration Act.

The criminal background search is one component of the Council's volunteer placement procedure, the goal of which is to screen prospective volunteers in order to place capable and qualified adults in all operational positions. Prospective Council volunteers must complete and sign a form authorizing the Council or its agents to conduct a criminal background search. Without a completed and signed authorization form, a person cannot serve in or be appointed to a volunteer position with direct contact with girls.

Simply put, *volunteer screening* is the process of authenticating the information supplied to an organization by a volunteer applicant. *Criminal background checking*, one type of volunteer screening, is the process of looking into the history of an individual to determine whether she or he has a criminal record.

Girl Scouts of Alaska will conduct criminal background screening, including a check of sex-offender registries, for volunteers working directly with girls. Volunteers fulfilling the adult requirement of the adult/girl ratio by grade level as detailed in *Volunteer Essentials* and the Safety Activity Checkpoints should be the volunteers screened.

Girl Scouts of Alaska will conduct criminal background screening for administrative volunteers who handle large amounts of money (for example, the Service Unit Cookie Manager).

Girl Scouts of Alaska will repeat the screening process at least every three years.

The Council will conduct a criminal background search on all, but not limited to:

- prospective troop/group leaders, and/or any other adult volunteers who work directly with Girl Scouts (including overnight and trip chaperones)
- day camp volunteers
- service unit and troop/group product sale managers
- adults working with special interest groups (program), except as noted in section III-C
- day camp volunteer instructors
- volunteers driving Girl Scouts
- service unit team members
- community managers
- all signers on troop and service unit bank accounts
- adults residing in a private residence where group meetings are held

The Council's primary concern is always to safeguard the safety and best interests of its all members. The criminal offenses that will disqualify a person from volunteer participation in the Council, as well as the process used to determine disqualification of a person from volunteer participation, are set out in greater detail below. As a general matter, the decision whether to exclude altogether or limit a prospective volunteer's participation in the Council is exclusively within the discretion of the Council. Factors to be considered by the Council in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and the length of time since the criminal conduct occurred.

Criminal Background Check Procedure

- 1. Self Directed Background Check:** Volunteers are strongly encouraged to use the online portal to complete their background check. The link and instructions will be emailed out to volunteers by their Council contact. Volunteers need to email their Council contact when they have completed the process.
- 2. Background Check Authorization Form:** This form is only used if volunteers do not have access to the internet. Volunteers must sign the authorization form for the Council or its agents to conduct a criminal background check.

Criminal Background Checks

Sterling provides criminal background checks in all 50 states, the District of Columbia, all U.S. territories, and Canada. We've coupled superior search logic with the industry's leading criminal background searches database to offer the most comprehensive coverage available.

Criminal SuperSearch

The criminal background searches an instant multi-state search of criminal records, including the District of Columbia. Each Criminal SuperSearch report contains a wealth of information, including felony and misdemeanor records, sex-offender record, inmate records, and arrest information.

- 3. Accuracy of Information Submitted Online or by Authorization Form.** Providing false information on the application, including driver's license number, social security number and date of birth, is grounds for automatic exclusion from participation in the Council, regardless of the result of the criminal background search.

4. Challenging the Accuracy of the Criminal Background Record.

It is the applicant's responsibility to challenge the report on the applicant's background history and to arrange for any corrections, if necessary. The Council has no control over the information maintained by the reporting agencies. The Council cannot be liable to any person or entity for the information provided by reporting agencies to the Council or its agents, or for any actions taken by the Council in reliance on such information. The Council is entitled to and shall rely upon the information contained in the criminal history report until such time as a verified corrected criminal history transcript has been provided. Even if an applicant submits verified corrected criminal background information, the Council retains exclusive discretion to exclude or limit an applicant's participation.

Background reports are prepared for the Girl Scouts of Alaska by: Sterling, 113 South College Avenue, Fort Collins, Colorado, 80524; 1-855-326-1860.

Candidates are permitted to dispute the information in Verified Volunteer's report and request reinvestigation by Sterling.

Disqualification From Volunteer Participation or Activities

The following rules shall apply if the Council learns (via a criminal background search or otherwise) that a prospective volunteer has been convicted of, has pled guilty to, has received deferred adjudication for, or has pled no contest to one of the following crimes under the laws of the State of Alaska, another state or the United States:

1. Automatic disqualification:

- Crimes against children
- Violent felony offenses against persons
- Crimes defined as public indecency
- Crimes involving the use of weapons
- Arson
- Residing on same premises as a person subject to the Alaska Sex Offender Registration Act, *

* Registered sex offenders are not eligible for membership in Girl Scouts of the USA and may not participate in any capacity with Girl Scouts of Alaska.

Any adult living on the premises with a registered sex offender may participate only as a parent or in a role that has no direct contact with girls.

2. Possible Disqualifications:

- For a first offense DWI, DUI or possession of a controlled substance under two ounces, the decision whether to allow participation shall be within the absolute and exclusive discretion of the Council. The date of disposition, nature of the controlled substance, and frequency of use will be the determining factors. For other than a first offense, that person shall not be allowed to serve in any driving capacity.
- Crimes involving theft, fraud, and forgery will be reviewed on a case-by-case basis. The date of disposition, amount and frequency will be the determining factors.

3. Motor Vehicle Record:

The following is a sample grid the Council uses to determine the acceptability of a driver. Regarding violations, any major violation such as those listed below the chart should be viewed as rendering the candidate a “poor” candidate even though that offense may be the driver’s only violation. See chart at the bottom for descriptions of major and minor violations.

Number of Minor Violations	Number of At-Fault Minor Accidents (In the past 5 years)			
	0	1	2	3
0	Yes	Yes	No	No
1	Yes	Yes	No	No
2	Yes	No	No	No
3	No	No	No	No
4	No	No	No	No

Major motor vehicle violation descriptions: Driving under influence of alcohol/drugs/ Refusal to submit to breath test upon arrest for same (this is added because this is an equal crime, and often the often the only crime that can be proved if the person refuses the test)

- Failure to stop/report an accident where damages were greater than \$2,000 or personal injury was involved
- Reckless driving/speeding contest
- Driving while impaired
- Making a false accident report
- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended/revoked
- Any 7 point or greater traffic violation
- Attempting to elude a police officer

4. Other: For all other criminal offenses the Council shall review the applicant's situation on a case-by-case basis. The decision whether to allow service shall be within the absolute discretion of the Council. If a person is charged with any criminal offense, other than traffic violations classified as Class C misdemeanors, involvement with the Council as a volunteer will be temporarily suspended pending disposition of the case.

Confidentiality. The Council will maintain the confidentiality of all criminal background search information, including information regarding disqualification decisions disclosing solely on a need-to-know basis.

Privacy Statement. Upon receipt at Council office, volunteer applications containing privileged information, including social security and driver’s license numbers are kept in locked files in volunteer records. To protect privacy of volunteers, information is not placed in electronic storage with general access nor made available to volunteers or staff outside of GSAK.

Forms

When is it due?	Forms and descriptions
Before or during the first troop meeting.	Girl/Adult Membership Registration – Completing membership registration for Girl Scouts is mandatory for participation. Registration can be completed online at http://www.girlscoutsalaska.org/en/about-girl-scouts/join.html or through hard copy forms (found at http://www.girlscoutsalaska.org/content/dam/girlscouts-girlscoutsalaska/documents/Membership-Form_18_Girl.pdf Registration is mandatory for the leaders and any adults who will be helping with the troop on a regular basis in any capacity.
Every time you submit paper registrations to GSAK.	Membership Registration Summary – This form is filled out by the leader and accompanies the girl and adult registration forms. Please complete form with all necessary information.
BEFORE the first meeting in your home.	Home Meeting Safety and Health Form – This form is completed annually by the volunteer and turned in to the council office if the troop is meeting in a private home. A current background check must be on file for any adults who may be in the home during Girl Scout activities.
BEFORE every field trip or event.	Permission Slip or Multi-Use Permission Slip – Used when girls will participate in any Girl Scout activity at a different time or different place than regularly scheduled meetings. It is signed by the parent and returned to the volunteer to have on hand during these times.
BEFORE the first field trip or event.	Health History Form – This form is updated annually by the parent and kept on file by the leader for all girls. The leader should have this form at all Girl Scout activities and bring it on all field trips.
Before adults can work with girls.	Background Check –May be completed online and is current for 3 years. Your Member Services Specialist will make the link available to you.
BEFORE the adult is scheduled to drive.	Palmer and Cay – This form is completed annually by anyone driving children other than their own. It must be turned in to the council office before the event. Driver must complete GS registration and background
See deadlines within description	Travel Checklist -- This checklist is intended to help organize forms that will need to be completed prior to departure. Please use this form as a planning checklist as the group plans their trip.
3 weeks before a money earning project	Money Earning Form —Complete form if troop will participate in money earning activities planned and carried out by the girls (in partnership with adults) that earn money for the group. Council sponsored activities do not need prior approval.

<p>At the time of or immediately after an accident or injury.</p>	<p>Accident/Incident Report – This form should be kept with the troop first aid kit that accompanies the troop on all trips away from the meeting place. In case of an accident or injury that requires professional medical attention, this form should be filled out and returned to the council office with 48 hours of the occurrence. This form may also be used to document significant incidents (non-accidents) that may take place during troop meetings.</p>
<p>As soon as possible after starting your troop. Troops must have a bank account to participate in all Council Product Sales.</p>	<p>Request to Open/Update Bank Account – Before opening a bank account, fill out this form and return the original to the council office. At least two unrelated, background checked, and registered adults are required as signers on the account. Most troops use First National because there are no service charges. You’re free to use another bank; however, all accounts must be pre-approved by the council office.</p>
<p>June 30th</p>	<p>Troop Annual Report—This report should be filled out and turned in to your Membership Specialist by June 30th.</p>

Additional Resources

Raising Awesome Girls

From the time she came into your life, you've only wanted the best for your daughter. You want to see her feel happy and loved, be confident, make new friends, stay healthy, excel in school, and eventually rise up the ranks in a career she finds fulfilling. But you also want your girl to be independent, grow into her own person with her own unique strengths and beliefs, and to learn to use her voice. And all of that? Well, it can be overwhelming at times to say the least.

That's why we're happy to share straightforward, realistic, and proven parenting advice on everything and anything you might deal with when raising girls. From when to get a family pet and how to help her make new friends to more serious issues like bullying, discussions about current events, and school struggles, we've got you covered. Hand-in-hand, we can take the guesswork out of parenting and bring the fun back in.

For the full list of articles, visit: <http://www.girlscouts.org/en/raising-girls.html>