

Volunteer Expectations and Responsibilities

Volunteer Expectations

- It is mandatory that any adult who volunteers to work with girls must consent and voluntarily authorize an independent criminal background report.
- Any volunteer applicant listed on a state or federal Sex Offender Registry is disqualified from volunteer service. Any volunteer applicant who lives in the same household as a person on a state or federal Sex Offender Registry is disqualified from volunteer service.
- There is no smoking, vaping or tobacco use allowed.
- No alcohol, firearms or illegal drugs are allowed.
- Do not use foul language in the presence of girls.
- Dress appropriately for your volunteer position and/or the activity that the girls will be participating in. Hats and t-shirts with political views or adult messages are not permitted during Girl Scout meetings and functions.
- Overnights are never approved on private property like individual's basements, backyards or open fields.

Responsibilities of the Volunteer

- **One lead volunteer in every group must be female.** Troop leaders are never permitted to leave girls alone at a meeting or event. Leaving girls alone is grounds for immediate dismissal. *Staff at community partner events cannot be factored into adult/girl ratios.*
- **Take required training for your position(s).**
- **Emergency Care Personnel.** Girl Scouts requires that an emergency care adult volunteer must be present and currently certified in CPR and First Aid from a nationally recognized provider. You are responsible for providing all first aid supplies. GSKSMO offers training as well as adult scholarships to complete CPR/FA training.
- **Health Information.** It is your responsibility to gather and have on hand the following information for all participants:
 - Name and address
 - Emergency contact names and numbers
 - A list of known allergies or health conditions requiring treatment, restriction, or other accommodation.
 - The annual signed permission to seek emergency treatment or a signed religious waiver for all minors on site without a parent/guardian.
- **Follow all Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints.
- **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers at all times. (Additional adult volunteers are necessary dependent upon the size of the group and the age/ability of the girls.)
- **Follow council procedures** for activity approval, certificates of insurance, permission slips and health forms.

- **Report abuse.** Sexual advances, improper touching and sexual activity of any kind with girl members, as well as physical, verbal and emotional abuse of girls is strictly forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouts.
- **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer, age 21 or over and have a good driving record, a valid license and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
- **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Follow the Safety Activity Checkpoints for sleeping arrangements.
- **Create an emotionally safe space.** Volunteers are responsible for making Girl Scouts a place where girls are as safe emotionally as they are physically. Create a team agreement and coach girls to honor it. Agreements typically encourage behaviors like respecting diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior and discrimination.
- **Promote online safety.** Instruct girls never to put their full names or contact information online, engage in virtual conversations with strangers, or arrange in-person meetings with online contacts.
- **Keep girls safe during money-earning activities.** During Girl Scout product program sales, you are responsible for the safety of girls, money and products. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or other non-profit organizations. All money-earning activities must be approved, per council procedures.

Volunteer Disqualification and Restrictions

On the basis of information found in the background check, a volunteer may be disqualified from volunteer service, or may receive a restriction on volunteer activities.

There are two restrictions that may be placed on a volunteer applicant:

- "Cannot Handle Finances" – volunteers with this restriction are not allowed to handle troop or service unit finances in any way. Although this applicant may serve in a volunteer leadership position, the applicant may not be a signatory for – or have access to – a troop or service unit bank account. Volunteers with this restriction may not serve in the Product Program Manager position or have any contact with product program funds or product.
- "Cannot Drive Girls" – volunteers with this restriction are not allowed to drive any girls other than their own daughter(s) to or from any Girl Scout event.

In the case of disqualification or restriction of an applicant:

- The applicant is informed by email that s/he is not approved or has received a restriction to volunteer for Girl Scouts.
- The troop leader, service unit manager and other staff directly in contact with the applicant are notified of the disqualification or restriction.
- If the applicant is disqualified, they are placed on council-wide do-not-appoint status.
- If a volunteer has been found to violate the terms of their restriction, this is considered grounds for immediate dismissal from all volunteer positions and placement on a council-wide do-not-appoint list.