



GIRL SCOUTS OF UTAH VOLUNTEER POLICIES

Girl Scout Policies and Standards

Why do Policies and Standards exist?

To protect the girls and assure legal protection for the Movement.

How are they established, and where to find them?

They are found in this document, Volunteer Essentials, and Safety-Activity Checkpoints. Many policies and standards have been set by the National Board of Girl Scouts of the USA. All Girl Scout council in the country must follow them.

Local policies are set by the board and management of the Girl Scouts of Utah and they supplement national policies and standards.

Inclusion

Girl Scouts has a strong commitment to inclusion and diversity, and we embrace girls of all abilities and backgrounds in our wonderful sisterhood.

Inclusion is at the core of who we are; it's about being a sister to every Girl Scout and celebrating our unique strengths. Part of the important work you do includes modeling friendship and kindness for your girls and showing them what it means to practice empathy. Here's how you can nurture an inclusive troop environment.

Equal Treatment

Girl Scouts welcomes all members, regardless of age, race, ethnicity, background, cognitive or physical abilities, family structure, religious beliefs, sexual orientation, gender identity, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

Religious Organizations

Girl Scouts need to be respectful when collaborating with religious organizations. Girl Scouts groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.

Volunteer Philosophy

All volunteers are expected to support and promote the Promise, the Law, the ideals and principles of Girl Scouting, and the policies and standards of Girl Scouts of the USA and Girl Scouts of Utah (GSU).

We maintain that the strength of the Girl Scout Movement rests in the voluntary leadership of its adult members who strive to build girls of courage, confidence, and character, who make the world a better place. It is through voluntary leadership that the Movement serves girls. To ensure the satisfaction of volunteers and to utilize the skills and talents of volunteers effectively, it is essential that the following policies be established and maintained for all volunteers. Volunteers are defined as any person who willingly gives one's service without concern for monetary compensation; therefore, volunteers are not considered employees.

No policy or provision in this resource is intended to create an employment relationship.

Girl Scouts of Utah board members holding troop or Service Unit Leadership Team responsibilities at the time of election will relinquish operational responsibilities within 30 days of election.

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VOLUNTEER POLICIES

It is important that all Girl Scout Volunteers follow the requirements for conduct, not only to ensure girl safety, but to ensure the safety of the volunteer. Every adult in Girl Scouting is responsible for the physical and emotional safety of girls.

Volunteer Responsibilities

All volunteers must subscribe to the Girl Scout Promise and Law; be registered members of Girl Scouts of the USA; and support and work within the framework of the council charter, articles of incorporation, bylaws, policies, and goals and objectives.

Position Descriptions and Policies

Volunteers are provided with a written description for the position accepted, along with council policies. National policies, standards and guidelines are also provided via the Blue Book of Basic Documents, Volunteer Essentials, and Safety Activity Checkpoints.

Volunteer Training

Volunteers have the opportunity to develop new skills and enhance existing skills through a variety of trainings. Courses are offered in classroom and online formats. At least one co-volunteer must complete the New Troop Leader Training within 60 days of troop start-up. Some troop/group and service unit activities require additional training, including but not limited to camping, traveling, and events. Visit gsutah.org for details on required and optional trainings.

Role Models

The female role model is essential to fulfilling the purpose of Girl Scouts. Because Girl Scouts believes that female role models are especially important to young girls during their developing years, when men serve as adult troop volunteers, they do so as one of several volunteers in collaboration with female volunteers. Throughout these policies, unless otherwise noted, an adult is defined as a person at least 18 years of age.

Selection of Volunteers

In order to ensure the safety and well-being of the girl and adult members of Girl Scouts of Utah, all prospective and current GSU volunteers must pass a criminal background check through GSU's agents who will conduct the search, including sex offender registries, for volunteers working directly with girls and a repeated screening is required every three years. The council may request a criminal background check on any volunteer already appointed at any time during their appointment. This includes, but is not limited to, the following volunteer positions:

- Volunteers fulfilling the adult requirement of the adult-to-girl ratio by grade level as detailed in Volunteer Essentials and Safety Activity Checkpoints.
- Volunteers attending overnight trips with troops, groups, or sponsored events. This is applicable whether sleeping is involved or not.
- Drivers of planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles. Drivers must also maintain a good driving record, a valid license, and a registered and insured vehicle.
- First-aiders serving in troop or council capacity.
- Administrative volunteers who handle large amounts of money and/or product. Including, but not limited to, the troop or service unit Product Program Manager, the troop or service unit treasurer, and any signers on the troop or service unit bank accounts. This does not mandate that all parents handling money for their daughter during product program activities need to be screened.

NOTE: Not every adult needs to be approved, for example: your troop emergency contact, a parent/caregiver attending a troop meeting or daytime event as long as they are not counted as part of the adult/girl ratio, a special guest, or field trip guide would not be required to complete a background screen.

Criminal Background Search Policy for Volunteers

We require all volunteers to submit and recertify a background check every three years.

- New or renewing volunteers will receive an emailed invitation to complete a background check from a GSU agent. This email will contain a link specific to the individual who will be required to fill out and submit the background according to the instructions received.
- All adults who will have a consistent series of involvement with girls, will drive girl members on a regular basis, or will volunteer on a troop or Service Unit level with the product program, must undergo the GSU background check process.
- Without a completed criminal background check, a person cannot serve in or be appointed to a volunteer position with GSU.
- IF a volunteer is charged or convicted of a criminal offense, other than minor motor vehicle violations, during any term of service with GSU, the offense must be communicated to the Volunteer Support Manager within five business days.

As a general matter, the decision whether to exclude or limit a prospective or current volunteer's participation is exclusively within the discretion of GSU. Factors to be considered by GSU in making such determinations include, but are not limited to, the type of volunteer duties for which the applicant is applying and the job relatedness of each conviction to such volunteer duties; the nature and severity of the criminal conduct; the length of time since the criminal conduct occurred; and the applicant's efforts at rehabilitation. GSU's primary concern is always to safeguard the safety and best interests of its girl members.

GSU does not appoint any volunteer who is a registered sex offender. Nor do we appoint anyone who has a record of any offense against children. GS also reserves the right to dismiss or exclude from affiliation with the organization any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. GSU will comply with all applicable regulations governing child abuse and reporting standards. This means that GSU would cooperate with criminal prosecution.

Volunteer Performance

Evaluation of Volunteer Position Performance

An evaluation review should be conducted annually with the volunteer by the appropriate team leader, for example, troop volunteers are reviewed by a member of the Service Unit Leadership Team or GSU Staff.

Volunteer Conduct

Role-model the right behavior. Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls, unless given special permission by your council for group marksmanship activities.

Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior and discrimination.

Ensure that no girl is treated differently. Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs and socioeconomic status. When scheduling, planning and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays and the accessibility of appropriate transportation and meeting places.

Dress appropriately. Girl Scouts of Utah volunteers are expected to present a clean and professional appearance when representing the organization. Dress, grooming, and personal cleanliness standards contribute to the professional attitude and morale of all volunteers and affect the image presented to girls and other volunteers.

Volunteers are expected to dress in casual attire that is appropriate for meeting with girls. What volunteers wear should not offend anyone or make any of the other volunteers, or girls uncomfortable. In general clothing and appearance should be neat, clean, and modest. Clothing should fit properly, not be provocative or revealing. Clothing should not be offensive, suggestive, lewd, drug, gang, or alcohol related, and should not endorse political parties, commercial products or sensitive issues. This list is not intended to address all types of clothing available or be all-inclusive.

If a tattoo is considered offensive (including nudity, inappropriate language, images, or symbols, or is violent in nature) it must be covered at all times.

Volunteers who do not project proper grooming and dress standards will be directed to conform to proper standards and may be asked to change their clothing to more appropriate attire.

Separation

Voluntary Resignation: Reason(s) for resignation should be discussed with, and proper notification given to, the immediate GSU staff liaison as far in advance as possible to ensure recruitment of a replacement.

Involuntary Termination: Situations may arise that make it necessary to release an individual from an assignment. A written report will be made of interviews and action taken, and the appropriate council staff member(s) informed along with the appropriate Service Unit Leaders. The operational volunteer being terminated will be informed of the reasons for termination by the appropriate staff liaison. Release from the position does not cancel membership with GSUSA. Once granted, membership cannot be canceled until it expires. GSUSA membership payments are non-refundable.

Note: Most volunteer appointments are made on an annual basis. In some cases, reappointment may not be granted when it is in the best interests of the girls and the organization.

Volunteer Safety and Conduct

While engaged in GSU business, volunteers are expected to act in a professional manner. Volunteers should refrain from swearing, gossip, and/or talking negatively about girls, parents, other volunteers, council staff, or council.

Accidents

Any serious accident or fatality including girls or adult Girl Scout volunteers must be reported immediately. All volunteers must carry the wallet-sized council emergency card with procedures and the emergency answering service phone number to use when the council office is closed. Girl Scouts of Utah's emergency phone number is (801) 483-3413.

Alcohol and Tobacco

The use of alcohol is strictly prohibited at Troop or Service Unit functions at which someone under 21 is present. At any Girl Scout activity, tobacco use by adults must be limited to designated areas where girls are not present. Tobacco use by minors (under 21 in the state of Utah) is illegal and prohibited in all instances.

Child Abuse

Child abuse is a crime. Utah law requires the reporting of suspected child abuse. If you suspect that a girl member has been or is the subject of child abuse, call the statewide Child Abuse, Neglect, and Protective Services hotline at (800) 678-9399.

- Abuse, sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. All states, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands have statues identifying persons who are **required** to report suspected child abuse to an appropriate agency. Therefore, if you witness or suspect child abuse or neglect, whether inside or outside of Girl Scouting, follow your council's guidelines for reporting your concerns to the proper agency within your state.
- For additional information please check the following resources:
 - U.S. Department of Health & Human Services, Child Welfare Information Gateway: <https://www.childwelfare.gov/can/>
 - How to Report Suspected Child Maltreatment: <https://www.childwelfare.gov/responding/how.cfm>
 - Mandatory Reporters of Child Abuse and Neglect: https://www.childwelfare.gov/systemwide/laws_policies/statutes/manda.cfm

Conflict Resolution and Grievance Policy

Most potential conflicts and grievances can be anticipated and prevented by merely being sensitive and respectful to others. Many complaints and concerns can be resolved if they are brought to the direct attention of the appropriate individual with a genuine intention to discover a resolution satisfactory to all parties involved. Girl Scouts of Utah (GSU) hopes that most, if not all, grievance situations can be resolved informally. Girl Scout volunteers, parents/guardians, and staff are expected to practice self-control, confidentiality, and diplomacy so that conflicts do not erupt into regrettable incidents.

Every individual should expect prompt attention to his/her concerns and volunteers should expect a fair resolution of the complaint without fear of jeopardizing his/her volunteer status. **The conflict resolution procedure, however, will not restrict GSU from taking action to protect the safety and health of the girls. GSU reserves the right to refuse reappointment, dismiss, or exclude affiliation with any volunteer who does not conduct herself/himself in a manner that is consistent with the principles of the Girl Scout Movement, or who violates any policies or procedures of Girl Scouts of the USA or GSU. Decisions made by GSU are deemed final.**

Use of GSU's Grievance Procedure Report form is required for the Council to formally take action. The form is a helpful resource to ensure complete information is properly documented.

The form is found at www.gsutah.org under *Forms and Resources*. You can find more about this procedure by referring to the GSU Grievance Procedure Report.

Harassment and Discrimination

There shall be no discrimination on the basis of age, race, religion, color, sex (including marital status, family status, pregnancy, gender identity, and sexual orientation, gender expression, or any other subcategory of sex recognized by applicable law), parental status, national origin, (including ancestry or any other sub category of national origin recognized by applicable law), disability, family medical history or genetic information, political affiliation, military service, or any other classification protected by federal, state or local laws.

Girl Scouts of Utah is committed to maintaining an environment that is free of harassment and discrimination. In keeping with this commitment, Girl Scouts of Utah is committed to an environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment. It is the policy of the council to provide all volunteers with an environment free from all forms of discrimination, and harassment including sexual harassment. All GSU volunteers are responsible for helping to ensure that harassment or discrimination is avoided.

Sexual harassment may include anything from overt to subtle behavior. Prohibited behavior includes, but is not limited to: offensive sexual flirtations, sexual innuendo, advances, propositions, verbal abuse of a sexual nature, graphic remarks about an individual's body, sexually degrading words used to cause discomfort or humiliate an individual, obscene gestures, physical touching of a sexual nature, or display of sexually suggestive objects or pictures. GSU maintains an environment that encourages any volunteer who believes that she/he has been the subject of harassment or discrimination to report the incident(s) to either her/his immediate staff liaison or the CEO.

GSU staff may refuse appointment to a volunteer position or suspend from affiliation with the council any volunteer who, in conducting Girl Scout Program, advocates, solicits, or promotes discrimination or sexuality so as to create substantial risk that such conduct will be detrimental to the proper role model for girl members or otherwise violates the terms of this policy.

TROOP / GROUP POLICIES

Troop Size

In an effort to make the Troop Pathway to Girl Scouts fun for girls, easier for leaders, and still meet the goals set by Girl Scouts of the USA, GSU has established a minimum troop size for troops, by program level. Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. The following group sizes are recommended:

- Girl Scout Daisy (grades K-1): 5-12 girls
- Girl Scout Brownie (grades 2-3): 10-20 girls
- Girl Scout Junior (grades 4-5): 10-25 girls
- Girl Scout Cadette (grades 6-8): 5-25 girls
- Girl Scout Senior (grades 9-10): 5-30 girls
- Girl Scout Ambassador (grades 11-12): 5-30 girls

Troops may start with less than the minimum while working in conjunction with the service unit team and GSU staff to meet the minimum standards. We recognize that as girls age out, move, or leave for personal reasons, a troop may fall under the minimum. In these circumstances, the troop simply needs to remain open to new placement as needed, but may still meet and function as a troop.

Troops must have:

- A minimum of 5 registered girls.
- A minimum of two adult leaders, of which at least one is female, who are not related to each other (by blood, partnership or marriage) and do not live in the same household.
 - If two volunteers are related, (by marriage, partnership, or blood) they must always have another unrelated volunteer present.
- Any adults serving in a ratio or volunteer capacity for a troop must be an approved volunteer*, e.g., troop leaders, co-leaders, drivers, chaperones, product programs volunteers, treasurers, first-aiders, camp advisors, etc.

To Go on an Activity:

- All adults serving in a ratio or volunteer capacity for a troop must be approved volunteers*.

***Approved volunteers are registered adult members who have successfully cleared GSU's background screening process within the last three years and have completed position training.**

Required Girl to Adult Ratios

Girl Scouts' adult-to-girl ratios show the minimum number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

	Troop/Group Meetings	
	<i>Two</i> unrelated adults (at least one of whom is female) for every:	<i>One</i> additional adult to each additional:
Girl Scout Daisies (grades K-1)	12 girls	1-6 girls
Girl Scout Brownies (grades 2-3)	20 girls	1-8 girls
Girl Scout Juniors (grades 4-5)	25 girls	1-10 girls
Girl Scout Cadettes (grades 6-8)	25 girls	1-12 girls
Girl Scout Seniors (grades 9-10)	30 girls	1-15 girls
Girl Scout Ambassador (grades 11-12)	30 girls	1-15 girls

NOTE: If you are a multi-level troop, consisting of two or more levels (e.g. Brownie and Junior), the ratio should be based on the youngest member of the troop. You are welcome to separate your girls by age group; in which case, each group requires the ratio for their specific age.

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old and must be approved volunteers*.

Girls are never to be left alone with any adult who is not a screened and cleared GSU volunteer. (Example: a taxi cab driver or ski instructor.) Adult supervision for all girls also extends to any online activity. For additional information on online safety, please consult;

- The "Computer/Online Use" Safety Activity Checkpoint
- Girl Scout Internet Safety Pledge

*See the chart for ratios required for events, trips, and outings further in the Troop Policies section.

First-Aid Kit

- You must have a general first-aid kit available at your group/troop meeting place and it must accompany girls on any activity (including transportation to and from the activity).

First Aider Requirements

A first-aider is an adult volunteer who holds a valid Girl Scout-approved first-aid/CPR/AED certificate as specified below.

- **GSU requires that a Girl Scout-approved First Aider is present at any activity outside of the normal meeting place and time.** It's recommended that a First Aider is available at every troop meeting.
- The presence of a first-aider is required at resident camp.
- For large events, there should be one first-aider for every 200 participants.
- Additionally, specific activities found in Safety Activity Checkpoints will also specify when a First Aider is required.
- **For more remote activities (activities taking place more than 30 minutes travel from Emergency Medical Services), the Girl Scout First Aider is required to have the Wilderness First Aid qualification.**
- See the chart below.

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)*

It is important to understand the differences between a first-aid course and a wilderness-rated course. Although standard first-aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as emergency first-aid response, including evacuation techniques, to use when EMS is not readily available.

Approved First-aid/CPR/AED Certification

- Girl Scouts of Utah offers American Red Cross first-aid/CPR/AED certification.
- Girl Scouts of Utah also accepts first-aid/CPR/AED certificates from the American Red Cross, National Safety Council, MEDIC First Aid, American Heart Association, and other sponsoring organizations with approval.
- First-aid/CPR/AED training that is available entirely online does NOT satisfy Girl Scouts' requirements.
- Girl Scouts of Utah will accept the following occupational licensing/certification for meeting the minimum first-aider requirement: physician, registered nurse, nurse practitioner, physician's assistant, paramedic, emergency medical technician, dentist, or military medic. These qualifications can NOT replace Wilderness First Aid certification.

Traveling with Girls

Volunteers must follow age level requirements.

- **Short trips - Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors:** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Day trips - Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors:** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal) — younger girls can select locations and do much of the trip-planning, while never being too far from home.
- **Overnight trips - Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors:** One to two nights (with the exception of Daisies as explained below) away to a state or national park, historic city, or nearby city for sightseeing, staying in a hotel, motel, or campground. For Brownies, these short trips are just long enough to whet their appetites, but not so long as to generate homesickness.
- **Extended overnight trips - Juniors, Cadettes, Seniors, and Ambassadors:** Three or four nights camping or a stay in a hotel, motel, or hostel within Mountain West Region (Arizona, Colorado, Idaho, Nevada, Utah, and Wyoming). Planning a trip to a large museum — many offer unique opportunities for girls to actually spend the night on museum grounds — makes for an exciting experience for girls. **GSU Activity Credits may not be redeemed by Juniors for an extended overnight trip.**
- **National trips - Cadettes, Seniors, and Ambassadors:** Travel anywhere in the country, three nights or more (often lasting a week or more). Try to steer clear of trips girls might take with their families and consider those that offer some educational and/or community service/Take Action component—this can incorporate some incredible cities, historic sites, and museums around the country. **GSU Activity Credits can be redeemed by Cadettes, Seniors, and Ambassadors for national trips of three nights or more.**
- **International trips - Cadettes, Seniors, and Ambassadors:** Travel around the world, requiring 1.5-2 years of preparation. **GSU Activity Credits can be redeemed by Cadettes, Seniors, and Ambassadors for trips of three nights or more.**

Requirements for Daisy Overnight trips

At Girl Scouts of Utah, Daisies **may** participate in travel and camping experiences of **one night or less* when all** of the following conditions are met:

- Girl has completed Kindergarten
- Location for overnight experience is within 60 miles of home and is within GSU boundaries
- Adult volunteer to girl ratios are followed
- Girl has followed a travel and camping progression by successfully completing a field trip and day trip prior to participating in an overnight experience
- Girl demonstrates emotional and physical maturity consistent with the activity

** Daisies may participate in Council-sponsored camping events, as determined by our Camp Staff and in accordance with GSUSA policies, for a maximum of four nights.*

Travel Progression

Everything in Girl Scouts is about progression. The opportunity to travel is made available to girls as they get older and progress through Girl Scouts. **Girl Scouts of Utah requires that Extended Overnight Trips, National Trips, and International Trips are taken in sequential order to ensure adequate travel experience.** This means that when a group/troop decides to take an International Trip, they must have prior experience traveling as a group within the United States before their travel application will be approved by Council.

For more information, please refer to the GSU Travel Progression Checklist provided during all travel trainings.

Medication Log, Health Exams, and Forms

- The group/troop first-aider is responsible for making sure any over-the-counter and prescription drugs are dispensed correctly. Any time medications are dispensed to girls traveling with the group/troop, they need to be recorded on the girl's Medication Log. Parents/guardians need to complete a Girl Scouts of Utah [Medication Log](#) and include all prescription and non-prescription medications which must be in their original containers. The labels on all prescription medication must be prescribed for the girl. No exceptions!!
- A recent health exam for girls and adults (within 24 months) is required for any activity lasting three (3) consecutive nights or more.
- *** A [health history form](#) is required for trips of 3 nights or more (forms stay with group; GSU does not need copies of this form)

Girl Scouts of Utah Trip/Travel Approval and Application

- Notification of all trips of **1 night** must be submitted to council **at least 2 weeks before the departure date**, using the online [troop trip application](#).
- All trips of **two (2) nights or more** must be **approved by council** and require the submission of a completed [troop trip application](#) to GSU a **minimum of six (6) weeks prior to departure**. GSU will notify the Girl Scout volunteer who signed the travel application of the status of their application. This application also involves a [driver form](#). Please contact the program department at programs@gsutah.org for more information about this application.
- **Parent/Guardian Permission** must be obtained from all participating girls (Forms stay with group; GSU does not need copies of this form).
- **Consult and comply with Safety Activity Checkpoints for EACH PLANNED ACTIVITY.** It is possible that some of the activities you plan to do during your trip could be considered "High Adventure Activities" and will require pre-approval or additional insurance coverage from Girl Scouts of Utah. Examples of High Adventure Activities are horseback riding, swimming, and skiing.
- **Not Permitted Activities** are activities for which GSUSA does not approve, endorse, or provide safety checkpoints. The following activities are in the not permitted category: Bungee jumping, flying in privately owned planes, helicopters, or blimps, hang gliding, untethered hot-air ballooning, hunting, snowmobiling, riding a motorbike, riding electric

scooters, using outdoor trampolines, parachuting or skydiving, parasailing, paintball tagging, riding all-terrain vehicles (ATVs), stunt skiing, and zorbing.

Sleeping Arrangements for All Overnight Trips

- Separate sleeping and bathroom facilities must be provided for adult males.
- In public venue overnights, such as museums or at malls, ask if there is a separate sleeping area and bathrooms for men. If no such area exists, designate an area out of the way or off the side so that men are not sleeping alongside the girls.
- Each participant has her own bed. Parent/guardian permission must be obtained if girls are to share a bed.
- There may be a maximum of only two (2) people in a double, queen, or king size bed. Only one (1) person in a single, twin-size bed.
- Adults and girls **never** share a bed. The only exception is for mothers and daughters.
- It is not mandatory that an adult sleep in a tent, cabin, hotel room, or designated area with the girls.
- If an adult female does share a tent, cabin, hotel room, or designated area, there should always be two unrelated adult females present.

Transporting Girls

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility. For planned Girl Scout field trips and other activities (outside the normal meeting time and place) in which a group will be transported in private vehicles, meet the following requirements:

- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- **Every driver must:**
 - be an approved Girl Scout volunteer (registered adult member of GSUSA who has passed a criminal background check),
 - be 21 years of age or older,
 - have a good driving record,
 - hold a valid license, appropriate to the vehicle,
 - use a registered/insured vehicle and
 - follow all state laws.
- **Girls never drive other girls.**
- **If a group is traveling in one vehicle**, there must be at least two unrelated, approved adult volunteers in the vehicle, one of whom is female. In addition, the required girl-volunteer ratios (listed in this document) must be followed.
- **If a group is traveling in more than one vehicle**, the **entire group** must consist of at least two unrelated, approved adult volunteers, one of whom is female, and the girl-volunteer ratios (listed in this document) must be followed. Care should be taken so that a single car is not separated from the group for an extended length of time.

- Girl Scouts of Utah (GSU) policy prohibits the use of 15 passenger vans for any Girl Scout activity. However, 12 or fewer passenger vans are acceptable forms of transportation.
- Any adult drives **no more** than six hours in one day, with rest breaks every two hours. There is a relief driver for trips of more than six hours. The relief driver holds a valid operator's license for the vehicle operated, and her or his driving record is checked.
- Plan to drive only in daylight hours; this includes relief drivers.
- If a trailer is used, it is in compliance with all state, local, and federal regulations for the areas of travel. The assigned driver is experienced in pulling a trailer. No girls or adults ride in the trailer.
- No caravanning is allowed. Each driver must have information about route and destination in addition to cell-phone numbers of other drivers.
- Any motor vehicle used to transport Girl Scouts must be duly licensed, insured, safety-tested, and operated by an adult with a valid driver license. Vehicles must also carry appropriate insurance as required by Utah state law.
- Each passenger must have her/his own seat and use a seat belt and adhere to all state laws regarding booster seats and requirements for children in rear seats.
- According to Utah law, children must ride in **booster seats** until age 8. It's even safer to keep them in boosters until they're 4 feet 9 inches tall, no matter their age. After age 8, children should always wear a seat belt. Children 12 years of age and younger should **continue to ride in the back seat**.

Renting, Chartering, and Rideshare

- Even though written agreements are always required when renting or chartering, you are *not* authorized to sign an agreement or contract, except for rental car agreements, even if there is no cost associated with the rental. Such agreements must instead be signed by the council-designated staff person.
- If renting a car, read all rental agreements to be sure you comply with their terms and avoid surprises. For example, in many cases the minimum age of drivers is 25, and the maximum age is often under 70. In addition, make sure the car is adequately insured and you know who is responsible for damage to, or loss of, the vehicle. Finally, ensure you have a good paper trail that shows the vehicle rental is Girl Scout-related.
- For chartered buses or rented vehicles, always ensure the possession of safety credentials and commercial driving licenses, and the use of seatbelts. Make certain proper insurance is in place by requesting a certificate of insurance with a minimum of \$1 million in auto liability coverage.

Adult Volunteer to Girl Ratios for Events, Trips, Outings, Travel, and Camping

	Events, Trips, Outings, Travel and Camping	
	<i>Two</i> unrelated adults (at least one of whom is female) for every:	<i>One</i> additional adult to each additional:
Girl Scout Daisies (grades K-1)	6 girls	1-4 girls
Girl Scout Brownies (grades 2-3)	12 girls	1-6 girls
Girl Scout Juniors (grades 4-5)	16 girls	1-8 girls
Girl Scout Cadettes (grades 6-8)	20 girls	1-10 girls
Girl Scout Seniors (grades 9-10)	24 girls	1-12 girls
Girl Scout Ambassador (grades 11-12)	24 girls	1-12 girls

**Troops must have a minimum of five girl membership to participate in any troop trip.*

Insurance Requirements

Groups/troops must purchase extra accident insurance:

1. For non-registered members to participate in a Girl Scout event.
2. When traveling three or more consecutive nights.
3. When traveling outside the United States.
4. When Safety Activity Checkpoints requires it of a specified activity.

Application for this insurance must be made with GSU at least four (4) weeks in advance of departure date. The Girl Scout Activity Accident Insurance, Basic Coverage, provides secondary coverage for accident medical expenses for members registered with GSUSA traveling to and from and participating in approved, supervised activities, including trips of two (2) nights or less and other approved activities found in Safety Activity Checkpoints. It does not duplicate medical-expense benefits collected under other programs, so after approximately \$100 in benefits have been paid under this plan, the family's medical insurance takes over. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available. Neither GSU and/or GSUSA assume responsibility for insuring members' personal effects, including vehicles.

Girl Scouts of Utah Emergency Procedures

Girl Scouts of Utah (GSU) provides all volunteers an Emergency Information Card (see below), which provides a list of the basic procedures to follow in an emergency. **The council's 24-hour emergency number is (801) 483-3413.** Please carry this card with you at all times. An emergency is defined as an incident that involves:

- A fatality
- A near-fatality
- Potential media attention
- An incident that brings a Girl Scouts of Utah policy into question

Should a Girl Scout member have an accident (i.e., sprain), it is not necessary to call the emergency number. Use the "Accident Report" form and mail it to GSU as soon as possible (within 24-48). This form can be obtained from gsutah.org or by contacting info@gsutah.org.

Please remember that the CEO, Board Chair, and the V.P. of Marketing and Communications are the only GSU council representatives who speak with the media regarding Girl Scout issue.

Preparing for Emergency Care

Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. You can help girls by keeping in mind the following:

- **Know what to report.** See the "Girl Scouts of Utah Emergency Procedures".
- **Establish and practice procedures for weather emergencies.** Know the type of extreme weather to expect in your area (e.g., tornadoes, hurricanes and lightning). Please consult with your council for the most relevant information for you to share with girls.
- **Establish and practice procedures for such circumstances as fire evacuation, lost persons and building-security issues.** Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
- **Assemble a well-stocked first-aid kit that is always accessible.** First-aid administered in the first few minutes can make a significant difference in the severity of an injury.

Camping

In addition to the requirements listed for trips and travel, camping and camping related events must also follow these policies:

- At least one adult volunteer who is traveling with the group/troop **must have completed required trip/travel trainings within the last two years including CPR/First Aid.**
- **Group/troop camping on your own** may take place at a National Forest Service campground, Girl Scout camp, state campground, or primitive site.

- In addition to meeting the Progression requirements for Travel, Trips, Outings and Field Trips, girls are required to experience Outdoor Programs through progressive experiences.

FINANCE POLICIES

Troop Finances

Setting Up and Managing a Troop Bank Account

Any volunteer accepting responsibility for handling group/troop money must:

- Be a GSUSA [registered adult](#),
- Pass a Girl Scouts of Utah criminal background check (CBC),
- Accept legal accountability up to and including prosecution for the proper use and safekeeping of group/troop money,
- Not be of the same family (related) or household of other signatures on the account,
- Submit a completed annual financial report each year via the Volunteer Toolkit (please see below).
- Group/troop monies exceeding \$50.00 must be placed in a checking or savings account in the name of Girl Scouts of Utah Troop #_. The bank account must have at least two, unrelated signatures.
- When opening a group/troop checking account, the following steps need to be completed:
 - Submit a [Troop Bank Account Set-up Form](#) to the finance department at Girl Scouts of Utah.
 - Check and respond to correspondence received from the council to complete account setup.
 - When a troop account is opened, the council identification number must be used.
 - Please contact Volunteer Support at info@gsutah.org with any questions.
- Credit cards may not be used on troop or Service Unit accounts. Debit cards may be used on troop or Service Unit accounts.
- Information on Girl Scouts of Utah Banking:
 - Troops must establish the bank account through Girl Scouts of Utah (GSU) office.
 - Accounts set up through GSU will be held at Wells Fargo Bank. No monthly fees are associated with the account.
 - Each of the two signers will receive a debit card for the account.
- Troop finance reports will be made annually or within 30 days if there is a change in leadership.
 - Reports are due from Troop Leaders by June 30th of each year to info@gsutah.org with a copy to the Service Unit Finance Representative.
 - The troop finance report recaps all expenses and income during the membership year. Expenses consist of the cost of events, supplies, service projects, trips, camping outings, etc. Income consists of money obtained from sponsors, troop dues, Cookie Program, money-earning, donations, etc.

- For stewardship purposes, GSU may preform representative audits of troop and Service Unit financials. If requested, troop adult volunteers must provide monthly bank statements for the given audit period, cancelled checks, and/or receipts for expenses.
- No current Girl Scouts of Utah staff member, board member, or board committee member may be signer on troop bank accounts.
- Volunteers must never sign blank checks.
- If a volunteer is being reimbursed, someone else should sign her/his reimbursement check.

Troop Funds

- Troop Leaders and Co-Leaders (direct primary volunteers) are financially responsible to the organization for any products they order or accept on consignment from GSU.
 - Troop funds are not the property of any individual girl.
 - If a girl chooses to transfer to another troop, funds within the troop account remain with the original troop, including any monies raised by fundraisers for troop specific activities such as travel and trips.
 - Exception: if a girl is transferred by the troop leader and then joins another troop, a percentage of the troop funds may be transferred to the new troop.
- Disbanding Troops:
 - Disbanded troop funds will be held by Girl Scouts of Utah in the name of the troop for a period of one year. If the troop is reactivated during that time period, the funds will be returned to the troop.
 - If a troop divides, forming two troops, the treasury will be prorated according to the number of currently registered girls in the original troop and disbursed to the troops involved in the division.
 - If the troop does not reform, all unused funds default to Girl Scouts of Utah and are diverted to the Girl Scout Outreach Program.
 - If one troop merges with another troop, funds will be combined in the existing troop bank account and is considered troop funds and utilized for all girls within the troop.
- Any adult with an outstanding debt to Girl Scouts will not be eligible for appointment or able to continue in a volunteer position. Volunteers with debts that are not paid in full will be released from the volunteer position at the time that debt is given to a collection agency. Future consideration for any volunteer position will be possible only after the debt is paid in full.

Girl Scouts of Utah Tax-Exempt Status

The 501(c) (3) IRS determination letter classifies Girl Scouts of Utah as a “charitable institution.” Service Unit/troops/groups are NOT classified in this category and are not permitted to use the council’s 501 (c) (3) letter as generated by the IRS, except for council-sponsored events/day camps.

Money-Earning Requirements

There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity:

- Individual girl participation in money-earning activities/projects is voluntary.
- Adult Troop volunteers must receive written permission from a girl's parent or guardian before she participates in any money-earning project. This includes the Girl Scout Product Program.
- The Girl Scout Product Programs are considered troop money-earning projects. Girl Scout Daisy and Brownie troops may not participate in additional money-earning projects beyond the council-sponsored Product Programs.
- Girl Scout Juniors, Cadettes, Seniors, and Ambassadors may have a maximum of two annual money-earning projects in addition to the Product Programs. To request permission for additional money-earning projects troops must have participated in both the Fall Product Program and the Cookie Program. Submit your requests to: development@gsutah.org.
- Specialty troops, identified as Travel, Mariner, Trailblazer, and STEM are eligible for money-earning projects. The specialty troop must participate in the council Product Programs to be eligible for additional money-earning projects. Girls must designate the specialty troop as their primary troop in order to participate in the Product Program.
- Money raised, earned, or received by a Girl Scout troop becomes the property of the troop and is not the property of any individual troop member. None of these proceeds follow a girl if she leaves a troop.
- Troop money-earning projects **may not** be conducted solely for the benefit of individual girls or individual adults, and money earned may not be directly donated to individual girls or individual adults.
- All rewards earned by girls through the product programs activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
- Groups/Troops are encouraged to participate in council Product Programs as their primary money-earning activity; any group money-earning shouldn't compete with the Girl Scout Product Programs or other council product sales.
- Obtain written approval from your Service Unit Finance Representative before a group money-earning event.
 - *This form should be submitted to the Service Unit Finance Representative for approval **at least four weeks before the project occurs for the approval process.***
 - A description and explanation of the troop money-earning project needs to be submitted for approval to GSU Development Dept., development@gsutah.org, before conducting any group/troop money-earning project.

- *Money-earning projects many not be conducted during the council Girl Scout Product Programs* (from scheduled order taking through delivery time).
- Money-earning activities/projects must meet Utah state laws. Games of chance (e.g., raffles, bingo, card games, etc.), direct solicitation for cash, or endorsement/sale of a non-Girl Scout commercial product are not permitted.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (For example: In home product parties).
- Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Troop members must have a clear understanding of how the money-earning projects also benefit their growth and development as defined by the Girl Scout mission statement and must define these benefits during the approval process with their Service Unit.
- Money-earning activities/projects may be conducted only when there is need for additional income for a specific program activity. It should not exceed what the troop needs to support its activities/projects.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product programs.
- Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures.
- Sponsors:
 - Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer time, activity materials, equipment, or financial support for troop/groups. A signed GSU [Sponsorship Agreement](#) is highly recommended. This form lists the details of the sponsorship. It can be found on GSU's web site, www.gsutah.org.
 - If a sponsorship involves financial support, the donation **must be used for troop program** and be entered on the troop annual financial report. If a signed agreement is requested by a sponsor, it must be approved by Girl Scouts of Utah Council.
 - Girl Scouts of Utah is a non-profit organization and receives tax-deductible donations according to this designation. Troops and Service Unit Leadership Teams operate under the Girl Scouts umbrella but **cannot receive donations directly into their checking account if the donor would like to use the contribution as a tax-deduction.**
 - In accordance with IRS regulations, **any donation to a troop or Service Unit Leadership Team of \$250 or greater must be received by Girl Scouts of Utah, regardless of whether the donor request a tax-deduction.** Girl Scouts of Utah may ask for an explanation outlining how the troop will spend the funds.
 - GSU will acknowledge the tax-deductible contribution to the donor for tax purposes and forward the full donation to the troop [IRS Section 170(f) (8)].
 - When submitting this donation, please **include a notation of the troop/group that should receive the funds.** To ensure compliance with IRS regulations, GSUSA

- strongly discourages accepting donations where the gift appears to be primarily for the benefit of a single individual.
- Donations from corporations generated by matching cookie sales may only be distributed at the Service Unit level. These funds must be used only for girl program at the Service Unit level.
 - The companies, foundations, and individuals found on the *Community Partners* page on our [website](#) provide support for Girl Scouting on a statewide level. Their support and impact covers the council's jurisdiction. Almost all of the foundations and corporations on this list require a complex proposal process, as well as reports on the use of their donations. Therefore, it has been determined that the Council is the best entity for making contact and requesting support from the current list featured on our [website](#). If you have an interest in any of the organizations or individuals on this list, please discuss this with the Council before making contact.
 - Girl Scouts **may not** earn money for other organizations. This includes participating in a walkathon or telethon while in uniform. **All money raised in the name of Girl Scouts must be used in the Girl Scout organization.** Girl members may support other organizations through take action/service projects or a donation from their troop/group money.
 - Since 1939, girls and volunteers have not been allowed to sell, endorse, and/or provide a testimonial for commercial products (any product that is sold at retail).
 - If troop adults hold a money-earning project for the benefit of the Girl Scout troop, the project will be considered a troop money-earning project and must follow all council money-earning policies.

Solicitation of Contributions

Adult members, in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting. Adults may engage in combined fundraising efforts by the Girl Scout council and in which the local council is a beneficiary. Girl Members may not engage in any direct solicitation for money except for Girl Scout Seniors and Ambassadors, who may solicit philanthropic donations of cash or in-kind goods to their councils for Girl Scout Gold Award projects, provided they have secured prior written permission from their council's Chief Executive Officer, VP of Development, or Chief Operations Officer.

Other Collaboration with Outside Organizations

In-Kind Donations: An in-kind contribution is when a corporation, foundation, or individual contributes a good or service in lieu of providing cash. In-kind contributions support the programs or daily operations of Girl Scouts of Utah (GSU). Such contributions include products, supplies and equipment, the use of corporate services or facilities, and professional services or expertise. If your troop/group would like to solicit an entity for an in-kind gift that is valued at more than \$100, please contact Girl Scouts of Utah Council.

In-kind donations build relationships within an organization as the donor can support the mission and programs without investing cash. Keeping a donor informed of what is done with their donation encourages them to take on a greater role in programs. In-kind gifts reduce budget expenditures and help sustain nonprofit organizations. We welcome partnerships and outside support.

Political Fundraisers: When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in political rally, circulating a petition, or carrying a political banner.

Service Unit Finances

Annual Giving Campaign: Service Unit adults are encouraged to raise funds during each membership year to benefit Girl Scouts across the state of Utah's Annual Giving Campaign. This investment in our girls keeps the cost of camp affordable, subsidizes communication strategies such as the web site, helps in operation of satellite offices, supports community outreach programs, etc. Each Service Unit is asked to set a goal at the beginning of the membership year to support the council-wide Annual Giving Campaign.

Service Unit's that raise funds for this campaign, must follow these guidelines:

- Prior to asking a corporation or individual for a donation, Service Units must first check the "[Community Partners](#)" list generated by the Development Department. This list is available from the Development Department. If an entity is listed on the "[Community Partners](#)" List, a Service Unit may not ask that person or organization for any type of donation for any reason.
- Service Unit fundraising projects must meet Utah state laws. Games of chance (e.g., raffles, bingo, card games) or endorsement/sale of a non-Girl Scout commercial product is not permitted.
- Service Units may have annual special events to obtain contributions for the Girl Scouts of Utah Annual Giving Campaign. The funds received from these events must be adult generated. Fundraising or fund development to support the Girl Scout Program is the responsibility of adults, and this responsibility may not be placed with girls.
- Direct cash solicitation is permitted only for GSU Annual Giving. The "Request for Approval" form for annual fundraising events or direct solicitations must be:
 - The form should be completed and submitted by Service Unit Manager.
 - In compliance with the fundraising guidelines established by the Fund Development Committee.
 - Sent to the Development Team at GSU for approval 60 days (2 months) in advance of the special fundraising event/direct solicitation.
 - Approval or denial with rationale will be emailed to the Service Unit Manager of the funding request.

- Donations to the Service Unit of \$250 or greater must be received by GSU on behalf of the Service Unit. Girl Scouts of Utah may ask for an explanation outlining how the Service Unit will spend the funds. GSU will acknowledge the tax-deductible contribution to the donor for tax purposes and forward the full donation to the Service Unit [IRS Section 170(f)(8)].

Service Unit Funds

- Service Unit funds in excess of \$50.00 must be placed in a bank account. The Service Unit account is in the name of Girl Scouts of Utah _____ Service Unit. When a Service Unit bank account is opened, the Girl Scouts of Utah identification number must be used. A minimum of two persons need to be authorized to sign on each Service Unit account. These individuals must be registered members of GSUSA who have passed their criminal background checks and cannot be of the same family or household.
 - Service Units must establish the bank accounts through the Girl Scouts of Utah office.
 - Accounts set up through GSU will be held at Wells Fargo Bank. Service Units with Wells Fargo accounts enjoy free checking and a dedicated Girl Scout customer support team.
 - Establishing a bank account at a bank other than Wells Fargo requires prior approval from the GSU CEO.
- Nominal requests to cover refreshments or baby-sitting services at meetings may be requested of volunteers by the Service Units.
- An Annual Service Unit Financial Report must be filed with GSU with a copy of the most recent bank statement by July 31 of each year to finance@gsutah.org.
 - This report must be signed by the Service Unit Finance Representative and Service Unit Manager.
 - The Service Unit finance report recaps all expenses and income during the membership year. Expenses consist of the cost of events, supplies, service projects, trips, camping outings, etc. Income consists of money obtained from sponsors, troop dues, Cookie Program, money-earning, donations, etc.
 - Service Unit Finance Representatives should use the same reporting tool as Troop Leaders, simply omitting the troop number.
 - Service Unit and Troop Product Program proceeds may be withheld if troops within a Service Unit and/or the Service Unit have not submitted an annual financial report in to the council by August 15 of each year. **Failure to file annual financial reports may also impact eligibility to participate in Product Programs.**
 - For stewardship purposes, GSU may preform representative audits of troop and Service Unit financials. If requested, adult volunteers must provide monthly bank statements for the given audit period, cancelled checks and/or receipts for expenses.
- Direct donations from corporations generated by matching product program funds may only be distributed at the Service Unit level. These funds must be used only for girl program at the Service Unit level.

Volunteer Scholarships

Scholarship recipients for GSUSA adult opportunities must: be registered members of GSUSA for one (1) year; have a working knowledge of Girl Scout program and policies; and agree in advance of the training or other opportunity to the desired outcomes and expectations for sharing the experience.

Volunteers provided with a cash advance by GSU for conference/training event expenses must submit the expense report, receipts, and remainder of funds within 30 days following the event. Volunteers may be reimbursed for travel over 100 miles within the council jurisdiction in accordance with current IRS guidelines. Carpooling is always encouraged and required for some mileage reimbursements.

Volunteers, recognizing the Girl Scout Movement as providing opportunity for voluntary service, do not expect, solicit, or receive monetary reimbursement for services.

Product Program Requirements and Responsibilities

The Girl Scout Product Programs are council-sponsored programs. Girls' participation in both council-sponsored product program activities and group money-earning projects is based upon the following:

- Voluntary participation
- Written permission of each girl's parent or guardian
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money-earning should not exceed what the troop/group needs to support its activities
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangement for safeguarding the money

Please make sure to carefully read and comply with the Money-Earning requirements explained in the *Money* chapter of this document, in addition to the Product Program specific requirements explained below:

- Girls wishing to participate in product programs must be registered members of GSUSA prior to taking any orders.
- Adults serving as Product Managers for troops/groups or communities must have a current criminal background check completed by GSU that does not expire before the end of the product season and be registered members of GSUSA at least two weeks prior to the beginning date of the Product Program.

- Troops/Groups wishing to participate in the Product Programs must be a complete troop/group and registered as a troop/group a minimum of four weeks prior to the beginning date of the product program.
- New troops/groups that register late may participate at the Service Unit Product Programs Representative's discretion based upon experience and training of adult volunteers.
- Parent/guardian permission must be obtained in writing before a girl participates in the council Product Program.
- Safety Activity Checkpoints: Special checkpoints are provided for the Girl Scout Product Program and must be followed.
- Buddy System: Girls must be accompanied by a buddy. Adults accompany Girl Scout Daisies, Brownies, and Juniors when selling door-to-door. Girl Scout Cadettes, Seniors, and Ambassadors are supervised by adults when selling door-to-door, but adults need not stay by the girls' sides.
- Outstanding Debt: If a girl and/or her family has an outstanding debt to Girl Scouts of Utah, they will not be eligible to participate in the annual Product Programs (including booths) or receive activity credits and/or activity scholarships until the debt is paid in full.
- Cookie Booths:
 - Troops/groups may participate in optional Cookie Booths.
 - All troops/groups must have booth location(s), time(s), and date(s) approved by the council Product Programs Department. To begin the approval process, groups/troops need to submit a completed [Girl Scout Cookie Booth Agreement](#) form to Girl Scouts of Utah Product Programs Department.
 - All participating girls, and adults handling money, must be registered Girl Scouts.
 - At least two (2) unrelated adults, one of whom is registered and one who is female, must be present and supervise the booth at all times.
- No Combined Cookie Orders:
 - Cookie orders may **not** be shared or combined in any manner in order to qualify for recognitions or awards. Only cookies ordered for booth Programs may be distributed among girls within the same troop/group who participated in the booth sale activities.
- Adult Training:
 - Adults serving as Product Managers must attend a GSU Product Program training given by an authorized council representative a minimum of one week prior to the beginning date of the Product Program (please see below under "Product Manager Responsibility").
- Group money-earning refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the troop/group treasury. Participation in the Product Program is considered a Group Money-Earning activity and must therefore comply with the requirements listed and explained in the *Money* chapter of this document.
- "Council sponsored product Programs" are council-wide sales of authorized products, such as Girl Scout Cookies, nuts, and chocolate in which members participate. Anyone participating in these programs must adhere to the requirements explained under the

Money-Earning section of the *Money* chapter of this document, specifically those pertaining to “Council sponsored product Programs.”

- Product Program Income: The income from Product Program does not become the property of individual girl members. Individual girls are eligible for rewards and activity credits, if applicable.
- Other (non-Product Program) money-earning projects may not be conducted during the council Girl Scout Product Programs (from scheduled order taking through booth sales).
- Any adult with an outstanding debt to Girl Scouts will not be eligible for appointment or able to continue in a volunteer position. Volunteers with debts that are not paid in full will be released from the volunteer position at the time that debt is given to a collection agency. Future consideration for any volunteer position will be possible only after the debt is paid in full.

Activity Credits

A girl who is a currently registered member of GSUSA and is supervised by a council trained adult can participate in the Girl Scouts of Utah (GSU) Cookie Program and may earn activity credits based upon the number of packages she sells. GSU activity credits are an incentive to participate in the Cookie Program. Activity credits give girls and their parents/guardians the freedom to choose how to reward girls for their hard work. A girl and her parents/guardians, **not the adult leaders/advisors**, decide how their activity credits will be utilized.

- Activity credits are **not** earned for participating in the Fall Product Program.
- Girls participating in the Cookie Program may earn activity credits based upon the number of packages they sell.
- Activity Credits expire approximately one year after issuance, refer to the actual activity credits for the expiration date. The CEO may adjust the expiration date as necessary due to specific circumstances.
- Activity credits will not be re-issued if lost or stolen.

Activity Credits for Travel

Girls who are registered as Girl Scout Cadettes, Seniors, or Ambassadors (grades 6–12) at the time of the Cookie Program may use activity credits toward trip expenses for a GSUSA, council, or troop-sponsored national or international trip. Girls may participate in the trip as an individual or as a member of the troop/group. The Activity Credit Redemption form must be submitted to GSU with the activity credits to be applied toward travel expenses before the activity credits expire (expiration date is printed on the activity credits). Please see the chapter on *Travel, Trips, Outings, and Field Trips*.

Activity Credits can:

- Pay for council-sponsored program activities, minicamps, resident and troop/group camping, and GSUSA-sponsored destinations.
- Pay for shop merchandise at the Utah Girl Scout Shops and Girl Scouts of Southern Nevada.

- Pay for special order items at Girl Scouts of Utah's shop.
- Pay for merchandise at resident camp trading posts.
- Pay for girl membership registration fees and for new non-Girl Scout registration fees.
- Be transferred between girls who are currently registered members of Girl Scouts of Utah.
- Pay for program, camp, and/or events prior to any activity scholarships being awarded.
- **Note:** Activity credits can be used to pay for program, camp, and/or events that take place after the activity credits have expired; however, payment must be submitted to GSU **prior to** the expiration date printed on the activity credits.

Activity Credits cannot:

- Be used at other Girl Scout councils (except Girl Scouts of Southern Nevada).
- Be used to purchase council sponsored product programs items or products.
- Be used to order directly from GSUSA Girl Scout merchandise catalog.
- Be replaced or reissued if lost or stolen.
- Be exchanged for cash.
- Be transferred to adults and/or used to pay for adult membership registration fees, adult program fees, and any other adult expenses.
- Be used to pay for individual scholarships.
- Be used to make on-line payments.

The policies contained in this document have been reviewed and approved by the Girl Scouts of Utah Audit & Compliance Committee and Board of Directors.

Policy changes and updates can be submitted by members, volunteers, or council staff for consideration and should contain rationale as to why the change is being recommended.

Submissions should be received no later than June 30 in order to prepare for review and consideration by Girl Scouts of Utah Audit & Compliance Committee and the Board of Directors.

Send policy change submissions to Girl Scouts of Utah, 445 E. 4500 S., #125, Salt Lake City, UT 84107 or info@gsutah.org, attn.: Volunteer Support Manager