

## **POLICIES AND PROCEDURES**

**POLICIES** – are an official course of action that must be adhered to. Policies are approved by the board of directors.

**PROCEDURES**- are guidelines or practices to ensure basic levels of health and safety for girls. Procedures do not require board approval.

Policies and procedures are designed to help leaders carry out the Girl Scout program in a safe and secure environment. They are designed to protect girls and enhance the principles of Girl Scouting.

Each leader is provided with a copy of the Volunteer Resource Guide, *Leader's Digest and Safety-Wise* in order to familiarize themselves with the policies, standards and procedures of Girl Scouts of Eastern Iowa & Western Illinois and GSUSA.

Girl Scouts of Eastern Iowa & Western Illinois have policies set by the Council's Board of Directors that supplement the national policies and standards.

Both GSUSA and Girl Scouts of Eastern Iowa & Western Illinois review their policies and procedures at regular intervals. They are changed when appropriate.

### **COUNCIL POLICIES & PROCEDURES**

**September 2007**

#### **1. Adherence to GSUSA Policy and State and Federal Law**

Girl Scouts of Eastern Iowa and Western Illinois accepts and supports GSUSA policies, standards, guidelines, and issue statements, as well as, adheres to state and federal laws.

#### **2. Site Use**

Council property may be used in accordance with council procedures by groups who have compatible philosophies with the Girl Scout movement.

#### **PROCEDURE:**

- A) Girl Scout camps are available for use by non-Girl Scouts and Girl Scouts. Reservations will be taken in advance no more than:
- 12 months for Girl Scout Council Sponsored Events
  - 9 months for Girl Scout Groups
  - 5 months for Non-Girl Scout Groups

#### **3. Tobacco-Free Environment**

Girl Scouts of Eastern Iowa and Western Illinois is a completely tobacco-free facility. Any use of tobacco is prohibited on Girl Scout premises. This includes all sites owned, leased and/or operated by the Council.

#### **4. Troop Trips**

Any troop planning a trip overnight or longer must obtain specified training and approval from the Council using current procedures.

#### **5. Troop Camping**

Any troop going camping must be accompanied by an adult who has completed troop camp training.

#### **6. Troop Treasuries**

Girl Scouts of Eastern Iowa & Western Illinois is ultimately responsible for safeguarding all Girl Scout money in its jurisdiction, including money belonging to troops/groups. Therefore, all checking and savings accounts must be opened and deposited in accounts in the name of:

*Girl Scouts of Eastern Iowa & Western Illinois, Inc., \_\_\_\_\_ Service Area/Troop/Group #*

#### **7. Disbanded Troop Treasuries**

Troop treasuries of inactive or disbanded troops must be returned to the Council following procedures.

#### **8. Troop Money-Earning Activity**

Troops planning a money-earning activity other than council sponsored, must obtain approval in accordance with council procedures. Troops requesting money-earning activities must participate in the cookie program held during the current membership year.

#### **9. Delinquent Accounts**

All delinquent accounts must be paid in full for any family member to qualify for financial aid and participation in future product sales or money-earning activities.

#### **10. Tax-Exempt Status**

Girl Scouts of Eastern Iowa and Western Illinois is incorporated as 501(c) 3 by the IRS. The Council is the only tax-exempt entity. All charitable contributions and other assets received, in an amount to be established by procedure must be received by the Council and used for purposes of Girl Scouting. Such assets are not the property of individuals, troops, or communities within the Council.

#### **11. Contracts**

All contracts entered into the name of Girl Scouts of Eastern Iowa and Western Illinois must be signed by the CEO, Board Chair, or their designee.

#### **PROCEDURE:**

- A) This covers all contracts regardless of whether a fee is involved.

#### **12. Gifts/Contributions**

The Board of Directors has the right to refuse gifts or contributions that do not enhance and promote the Girl Scout mission or ensure the long-range financial viability of the Council.

