

## Travel Security and Safety Tips

Share these safety tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:

- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm.
- Don't mention or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station).
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take the flashlight and bag with you if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don't stop to pack your suitcase.
- Before leaving your room, feel the door: If it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Contact the front desk to make sure girls' rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn't provide access to inappropriate movies on TVs and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel, and ask them to contact you if any girls are seen out of their rooms after bedtime.

# GSCI Standards and Practices

Volunteers should familiarize themselves with those GSUSA and Council standards and practices that support their status as Girl Scout volunteers. The standards and practices listed below pertain to all volunteers regardless of position or role. Girl Scouts of Central Indiana adheres to all Blue Book of Basic Documents standards, Safety-Wise Standards, GSUSA policies and practice, and local, state and federal laws.

## **Affirmative Action for Volunteers**

There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability or on the basis of age. Furthermore, there shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, sexual orientation, or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement and recognition of volunteers. Special emphasis shall be upon securing representation of underrepresented population groups. – *Blue Book of Basic Documents*

## **Membership Registration**

All girls and adults participating in the Girl Scout Movement shall be registered as members with Girl Scouts of the United States of America and shall individually pay annual membership dues as set by the Girl Scouts of the USA, except those adults who are lifetime members or who are working in temporary advisory or consultative capacity. – *Blue Book of Basic Documents*

## **Recruitment**

The recruitment process consists of a number of methods to attract qualified volunteers who will be matched to appropriate open or newly created positions. Written position descriptions that define specific responsibilities and clarify expectations will be completed prior to recruitment and used in the search. Each volunteer will also be expected to consent to a criminal background screening process, run regularly prior to selection, and sign an annual volunteer agreement. All volunteers who work directly with girls, handle troop finances, product sales, drive, camp, and travel with girls other than their own, and serve in a service unit position must have a background check on file. Confidentiality of the volunteers' information will be maintained according to Council's best practices.

## **Selection**

Each volunteer is selected on the basis of ability to perform the volunteer position, volunteer and council need, ability and willingness to attend training, and qualifications for membership in the Girl Scout Movement.

## **Volunteers**

All volunteers participating in the Girl Scout Movement shall meet GSUSA membership standards, be registered through Girl Scouts of Central Indiana as members of the Girl Scout Movement, and shall agree to abide by standards and practices of GSUSA and Girl Scouts of Central Indiana.

## **APPROVAL**

Safety of the girls is our number one priority. Any adult volunteering directly with girls, including driving girls, handling money or product sales, camping/traveling or supporting the service team must complete a criminal background check on a regular basis and agree to and sign an Annual Volunteer Agreement.

## **Placement and Appointment**

Girl Scouts of Central Indiana makes every attempt to place volunteers in positions that meet both volunteers and Council's needs with the council's needs taking priority. Placement is at the discretion of the council. Volunteers are notified in writing if the application is accepted or disqualified. There may be instances where a volunteer is restricted in the volunteer scope and a qualification may be a condition of volunteering; for example not handling finances or not driving girls. All leadership volunteer positions such as troop leader, service team positions and facilitators are appointed for a one-year term. At the end of the term, and upon mutual agreement of the volunteer and council, reassignment may be made to the same volunteer role or another volunteer role, and volunteers should reaffirm agreement by signing the annual agreement.

## **Orientation and Adult Education**

To ensure the safety of both girls and adults in Girl Scouts, it is important that volunteers are well trained. Girl Scouts of Central Indiana offers a blend of learning methods for adults to understand and use national approved Girl Scout materials. All volunteers should complete Council orientation, and basic education for their position in addition to any other required trainings designated as mandatory for the position within 6 weeks of appointment. This will ensure that each volunteer has the knowledge and skills needed to be successful and girls will have positive, safe experiences.

## **Performance Appraisal**

Each volunteer shall be provided with the opportunity for a periodic performance appraisal and evaluation. The performance appraisal should include both a review of the volunteer's performance of position responsibilities and a discussion of any suggestions that the volunteer may have concerning the position or project with which the volunteer is connected. The performance appraisal session should be utilized as an opportunity to ascertain the mutual interest of Girl Scouts of Central Indiana and volunteers in the volunteer's continued service in one's position.

## **Conflict Resolution/Dispute**

All parties involved in a dispute are encouraged to find resolution amongst each other. If that is not possible, any volunteer involved in a situation requiring conflict resolution should submit their issue in writing to their direct staff contact. If the dispute involves that staff contact, written submission should be directed to the staff supervisor. If the staff contact or supervisor cannot resolve the situation, the written description of the issue and initial resolution is to be submitted to the staff Conflict Manager. The Conflict Manager will pull together all parties involved and lead an investigation. All information from involved parties will be reviewed and discussed with the Conflict Management committee who will determine what steps should be taken with full notification to the COO and CEO. A determination will be made within a reasonable time frame of the written submission and is final.

If the dispute involves members of the Board of Directors or other Policy Influencing Volunteers ( Finance committee, etc.) submission is to be submitted to the Board Chair.

## **Release**

Either Girl Scouts of Central Indiana or the volunteer may initiate a release from a position. A volunteer is request to give as much notice as possible when resigning in order to ensure continuity of the troop or committee. Situations may arise that make it necessary to release an individual from a position. Girl Scouts of Central Indiana may release an individual because of, among other things, restructuring of positions, elimination of the volunteer position in which the individual serves, the volunteer's inability or failure to complete the requirements of the position, or the refusal to comply with Council or GSUSA policies including but not limited to Girl Scouts of Central Indiana's Code of Conduct. Release from the position does not cancel membership with Girl Scouts of the USA unless it is determined that s/he is unable to meet membership requirements.

## **Child Abuse**

Girl Scouts of Central Indiana, Inc. supports and maintains environments that are free from child abuse and neglect. The Child Abuse Prevention and Treatment Act (“the Act”) defines child abuse and neglect as:

The physical or mental injury, sexual abuse as exploitation, negligent treatment or maltreatment:

- A child under the age of 18 or the age specified by the child protection law of the state in question
- By a person who is responsible for the child’s welfare
- Which indicate, under circumstances, the child’s health or welfare is harmed or threatened

The Act defines sexual abuse as the use of persuasion or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct or rape, molestation, prostitution, or incest with children.

Child abuse and neglect are unlawful acts. It is against Girl Scouts of Central Indiana’s policy for any volunteer or employed staff, male or female, to physically, sexually or mentally abuse or neglect any girl member.

In accordance with this policy, the Girl Scouts of Central Indiana, Inc. will neither condone nor tolerate:

- Infliction of physically abusive behavior or bodily injury upon girl members;
- Physical neglect of girl members, including but not limited to, failure to provide adequate safety measures, care and supervision in relation to Girl Scout activities;
- Emotional mistreatment of girl members, including, but not limited to, verbal abuse and/or verbal attacks.

Girl Scouts of Central Indiana will comply with all laws regarding reporting suspected child abuse. Employed staff and volunteers should immediately report suspected child abuse to the Child Abuse Hotline 800-800-5556, and must also immediately inform the Director of Program Services or Volunteer Services of any abuse or suspected abuse involving girls. The Chief executive Officer must be informed of any abuse involving Girl Scouts staff or volunteers.

The Girl Scouts of Central Indiana reserves the right to refuse membership, to dismiss or to exclude from affiliation with Girl Scouts of Central Indiana any volunteer or employee who is either suspected of child abuse, neglect or any related crime.

Girl Scouts of Central Indiana will consider any of the above-mentioned prohibitions as the basis for progressive disciplinary action that can include dismissal or termination from Girl Scouts of Central Indiana.

## **Harassment**

Girl Scouts of Central Indiana prohibits any form of harassment in the workplace, including sexual harassment or harassment based on an individual’s age, color, disability, gender, national or ethnic origin, race, religion, sexual orientation or veteran status or any other legally-protected category, or based on protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process).

Sexual harassment is defined as:

Unwelcome sexual advances, request for sexual favors or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the individual’s employment or volunteer status;

- Submission to or rejection of such conduct by an individual is used as the basis for employment or volunteer decisions affect such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a wide variety of behaviors and occurs on various levels, including, but not limited to, the following:

- Unwelcome physical contact of a sexual nature such as patting, pinching or unnecessary touching.
- Overt or implied threats against an individual to induce him/her to perform sexual favors or to engage in an unwelcome sexual relationship.
- Verbal harassment or abuse of a sexual nature including hints of a desire for sexual relations or making jokes or remarks of a sexual nature to or in front of a person who finds them offensive
- Use of sexually suggestive terms or gestures to describe a person's body, clothing or sexual activity
- Displaying, viewing, forwarding or posting offensive, sexually suggestive pictures, jokes or materials (including emails and social media) in the workplace.

### **Individuals and Conduct Covered**

These policies apply to all staff members, visitors, volunteers and other individuals involved with Council programs. Girl Scouts of Central Indiana prohibits harassment, discrimination, and retaliation whether engaged in by fellow employees, by a supervisor or manager, or by someone not directly connected to Girl Scouts of Central Indiana (e.g., an outside vendor, volunteer, consultant or patron).

Conduct prohibited by these policies is unacceptable at the workplace and outside the workplace, such as during Council-related trips, meetings, activities, and other Council-related events.

## **FILING A COMPLAINT**

Any individual who believes that s/he has been harassed in violation of this policy should discuss it immediately with her/his immediate supervisor, the Chief Executive Officer, or a Human Resources representative in accordance with the formal complaint resolution procedures. Staff members should not feel obligated to file their complaints with their immediate supervisor first before bringing the matter to the attention of one of the other designated individuals identified above.

The availability of this complaint procedure does not preclude individuals who believe they are being subjected to harassing conduct from promptly advising the offender that her/his behavior is unwelcome and requesting that it be discontinued.

## **THE INVESTIGATION**

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individuals interviews with the parties involved and, where necessary, with individuals who have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

## **RESPONSIVE ACTION**

Misconduct constituting harassment, discrimination, or retaliation will be dealt with appropriately. Responsive action may include, for example: training, referral to counseling, and /or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination as Girl Scouts of Central Indiana believe appropriate under the circumstances.

## **MISUSE OF FUNDS**

Misuse of funds is considered if:

- An individual owes an outstanding debt to Girl Scouts of Central Indiana or any of its sub-units, including but not limited to troops, service unit, camp etc. for any reason.
- An individual writes a check with insufficient funds to Girl Scouts of Central Indiana.
- An individual has misused troop funds, or has failed to remit all funds due to Girl Scouts of Central Indiana or any of its sub-units, including but not limited to troop, service unit, camp etc.
- An individual fails to provide financial records, as requested by Girl Scouts of Central Indiana.

## **APPEAL PROCESS**

Reinstatement to any volunteer position for release of misuse of funds may be considered through an appeal process. The appeal process begins by the released individual making a formal request, in writing, to the chief executive officer. An appeal can be made only in the event full restitution, including any collection fees, has been made and said individual has not had habitual debt. The individual may be requested to provide appropriate documentation to support payment of debt.

## **HABITUAL DEBT**

Debt is considered habitual if any debt is owed Girl Scouts of Central Indiana or any of its sub-units, including but not limited to troop, service unit, camp etc. more than one time for any circumstance considered to be misuse of funds.

# GSCI Guide to Forms

Form Name	When do I use it?	Turned in to?	Who can help me?	Filled out by:	Timing for completion
Troop Program Assistance Grant application	Financial assistance for troops to participate in programs	Girl Scouts of Central Indiana Council	Program Department, Community Engagement Manager	Leader	At least 3 months prior to the event
Blanket Permission/ Health History	Permission for activities around the troop meeting place and health history	Troop leader; form is kept in troop records	Service team and Community Engagement Manager	Parents	Form completed at start of every membership year
Special Permission	Every time activity is not at set meeting space	Troop leader	Community Engagement Manger	Parents	Depends on event
Intent to Travel	Permission for more than 2 nights away activity	Program department, copy to service team	Program department Community Engagement Manager	Troop leader or travel coordinator	4 weeks before travel
Additional Activity Insurance	For troop travel over 3 days and non GS participating in GS activity	Program department	Program department Community Engagement Manager	Troop leader or Event Coordinator	6 weeks before event
Mutual of Omaha incident report	When an accident occurs during a GS activity	Program department	Community Engagement Manager	Parent and leader/event director	
Troop/SU donation form	When a business or individual request	Fund development	Service team or Community Engagement Manager	Troop leader	When donation is given