Volunteer Policies are intended to provide volunteers with the rights and responsibilities of their volunteer engagement with Girl Scouts of Southern Arizona. Volunteer Policies are subject to change, as needed, for the protection of girls, volunteers, assets, partnerships, and the general public and for the betterment of Girl Scouts of Southern Arizona.

**Appointment Procedure**

Every adult volunteer is appointed on the basis of qualifications for membership, acceptable background check results, ability to perform the volunteer position requirements, and willingness and availability to train for it.

Volunteers must agree to a background check. Most volunteer positions require that the individual register as a member to be considered for a volunteer position. Some volunteer positions also require that an interview be conducted to determine ability and willingness to perform the position requirements.

Approved volunteers will sign a receipt of volunteer policies and a code of conduct.

**Background Checks**

All volunteers are required to undergo a background check through the Girl Scouts of Southern Arizona approved vendor and portal. Girl Scouts of Southern Arizona pulls a multi-state criminal background check that includes driving and sex offenses. Volunteers that are unable to provide the necessary information for this check to be completed may be processed through other methods.

Background checks will be re-processed annually.

Girl Scouts of Southern Arizona reserve the right to deny approval to any volunteer based on the results of the background check or other factors in which it is determined that the volunteer is not an appropriate fit. Volunteers may be approved for limited, appropriate functions based on the background check results.

Volunteers may not be required to complete a background check if they are volunteering at an event under constant supervision of staff.

**Membership**

All volunteers participating in the Girl Scout Movement in specified positions shall meet Girl Scouts of the U.S.A. membership standards, be registered through Girl Scouts of Southern Arizona as members of the Girl Scout Movement, and shall agree to abide by the policies and
principles of GSUSA and Girl Scouts of Southern Arizona.

Volunteers supporting a one-time event will be highly encouraged to become members and will be required to sign a release of liability.

**Appointment Letter**
Approved volunteers will receive an electronic or paper appointment letter upon approval. The appointment letter will contain the approved role of the volunteer, list any restrictions, and provide additional information.

Prior to receiving the appointment letter, volunteers may attend trainings but are not approved volunteers and thus are unable to begin service.

**Required Community Service**
Volunteers required to complete community service for academic or court ordered purposes may volunteer at Girl Scouts of Southern Arizona. Girl Scouts of Southern Arizona reserves the right to refuse engagement of community service volunteers based on available service opportunities and/or the offense that was committed.

Adult volunteers with more than eight hours of service are required to follow the same appointment process as other volunteers. Adult volunteers with less than eight hours of service will be required to fulfill the number of hours required in the same day and will sign a liability waiver or be given the option to register as an on-going volunteer with Girl Scouts of Southern Arizona.

Youth volunteers may complete community service requirements with Girl Scouts of Southern Arizona if they above the age of ten. Female youth will be asked to become a member or have a parent signed liability waiver on file. Male youth will be required to have a parent signed liability waiver on file.

**Benefits**
Benefits to volunteers include but are not limited to:
- meaningful volunteer position
- training and other learning opportunities
- support in the volunteer position
- council publications
- tools for recording volunteer experience
- networking
- references upon request, and
- supplementary accident insurance as part of the national membership

Volunteers are not employees of Girl Scouts of Southern Arizona, Inc. As a result, volunteers are not entitled to any of the benefits that Girl Scouts of Southern Arizona, provides to its employees.
Support
1. Support - Girl Scouts of Southern Arizona will provide a support system which includes training, ongoing assistance, supervision, and evaluation to enhance each volunteer’s performance and personal satisfaction.
2. Training - Girl Scout volunteers must have training commensurate with their volunteer responsibilities. Trainings will be provided by Girl Scouts of Southern Arizona or a recommended vendor.
3. Recognition - Girl Scouts of Southern Arizona will provide a system of recognition for contribution of time, talent, and service.

EEO/Affirmative Action/Discrimination
There shall be no discrimination on the basis of race, color, ethnicity, sex, creed, national origin, disability, age, socioeconomic status, or sexual preference/orientation. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized. Furthermore, Girl Scouts of Southern Arizona, shall undertake efforts to attempt to secure representation of persons to reflect the cultural, ethnic, and racial diversity of the community in the recruitment, selection, training, placement, development, and recognition of volunteers.

Sexual Harassment
Sexual harassment is a form of sex discrimination. Sexual harassment of an employee or volunteer (female or male) by anyone (female or male), including any staff liaison, coworker, volunteer, Girl Scout member, or contractor or vendor, will not be tolerated.

Sexual harassment may consist of “unwelcomed” sexual advances, requests for sexual favors, and other verbal or physical acts of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or a condition of an individual’s volunteer appointment; where a volunteer appointment decision is based on an individual’s acceptance or rejection of such conduct; or where such conduct interferes with an individual’s volunteer performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment encompasses actions that create a hostile, offensive, or intimidating environment. Such actions can include, for example, inappropriate or overly familiar touching, sexual innuendoes, obscene gestures, jokes and remarks of a sexual nature, especially where exposure to such conduct has the purpose or effect of substantially interfering with an individual’s volunteer performance or ability to do her/his responsibilities.

Sexual harassment is a form of misconduct that undermines the integrity of the volunteer relationship and is incompatible with the values, traditions, and purposes of Girl Scouting as stated in the Constitution of Girl Scouts of the U.S.A.

All Girl Scouts of Southern Arizona, staff and volunteers are responsible for helping to ensure that all sexual harassment is avoided. Any individual who believes that she or he has been the victim of or a witness to sexual harassment should report the alleged incident to the Chief Executive Officer or designated management staff who will begin a prompt review of the circumstances. Reports of sexual harassment must be made immediately to the Chief Executive
Officer. In the event the Chief Executive Officer is involved in the allegation, the report must be made to the Chair of the Board of Directors. All such reports will be promptly and thoroughly investigated.

Employees and volunteers are assured that discretion will be used in the conduct of the review. If a review indicates that sexual harassment has in fact occurred, immediate and appropriate disciplinary action will be taken, up to and including termination of employment or of the volunteer relationships.

Further, retaliation against anyone who has reported an alleged discriminatory act including that of sexual harassment is expressly prohibited and, if it occurs, will be grounds for disciplinary action up to and including termination.

**Child Abuse and Exploitation**

Girl Scouts of Southern Arizona, supports and maintains environments that are free of child abuse and neglect. Arizona Statute 13-3620.A states the duty to report non-accidental injuries and physical neglect of minors as follows:

**ARS §13-3620.A**

A. Any person who reasonably believes that a minor is or has been the victim of physical injury, abuse, child abuse, a reportable offense or neglect that appears to have been inflicted on the minor by other than accidental means or that is not explained by the available medical history as being accidental in nature or who reasonably believes there has been a denial or deprivation of necessary medical treatment or surgical care or nourishment with the intent to cause or allow the death of an infant who is protected under section 36-2281 shall immediately report or cause reports to be made of this information to a peace officer or to child protective services in the department of economic security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only. A member of the clergy, Christian science practitioner or priest who has received a confidential communication or a confession in that person's role as a member of the clergy, Christian science practitioner or a priest in the course of the discipline enjoined by the church to which the member of the clergy, Christian science practitioner or priest belongs may withhold reporting of the communication or confession if the member of the clergy, Christian science practitioner or priest determines that it is reasonable and necessary within the concepts of the religion. This exemption applies only to the communication or confession and not to personal observations the member of the clergy, Christian Science practitioner or priest may otherwise make of the minor. For the purposes of this subsection, "person" means:

   a) Any physician, physician's assistant, optometrist, dentist, osteopath, chiropractor, podiatrist, behavioral health professional, nurse, psychologist, counselor or social worker who develops the reasonable belief in the course of treating a patient.

   b) Any peace officer, member of the clergy, priest or Christian Science practitioner.

   c) The parent, stepparent or guardian of the minor.
d) School personnel or domestic violence victim advocate who develop the reasonable belief in the course of their employment.

e) Any other person who has responsibility for the care or treatment of the minor.

B. A report is not required under this section for conduct prescribed by sections 13-1404 and 13-1405 if the conduct involves only minors who are fourteen, fifteen, sixteen or seventeen years of age and there is nothing to indicate that the conduct is other than consensual.

C. If a physician, psychologist or behavioral health professional receives a statement from a person other than a parent, stepparent, guardian or custodian of the minor during the course of providing sex offender treatment that is not court ordered or that does not occur while the offender is incarcerated in the state department of corrections or the department of juvenile corrections, the physician, psychologist or behavioral health professional may withhold the reporting of that statement if the physician, psychologist or behavioral health professional determines it is reasonable and necessary to accomplish the purposes of the treatment.

D. Reports shall be made immediately by telephone or in person and shall be followed by a written report within seventy-two hours. The reports shall contain:

   a. The names and addresses of the minor and the minor's parents or the person or persons having custody of the minor, if known.

   b. The minor's age and the nature and extent of the minor's abuse, child abuse, physical injury or neglect, including any evidence of previous abuse, child abuse, physical injury or neglect.

   c. Any other information that the person believes might be helpful in establishing the cause of the abuse, child abuse, physical injury or neglect.

E. A health care professional who is regulated pursuant to title 32 and who, after a routine newborn physical assessment of a newborn infant's health status or following notification of positive toxicology screens of a newborn infant, reasonably believes that the newborn infant may be affected by the presence of alcohol or a drug listed in section 13-3401 shall immediately report this information, or cause a report to be made, to child protective services in the department of economic security. For the purposes of this subsection, "newborn infant" means a newborn infant who is under thirty days of age.

F. Any person other than one required to report or cause reports to be made under subsection A of this section who reasonably believes that a minor is or has been a victim of abuse, child abuse, physical injury, a reportable offense or neglect may report the information to a peace officer or to child protective services in the department of economic security, except if the report concerns a person who does not have care, custody or control of the minor, the report shall be made to a peace officer only.

G. A person who has custody or control of medical records of a minor for whom a report is required or authorized under this section shall make the records, or a copy of the records, available to a peace officer or child protective services worker investigating the minor's neglect, child abuse, physical injury or abuse on written request for the records
signed by the peace officer or child protective services worker. Records disclosed pursuant to this subsection are confidential and may be used only in a judicial or administrative proceeding or investigation resulting from a report required or authorized under this section.

H. When telephone or in-person reports are received by a peace officer, the officer shall immediately notify child protective services in the department of economic security and make the information available to them. Notwithstanding any other statute, when child protective services receives these reports by telephone or in person, it shall immediately notify a peace officer in the appropriate jurisdiction.

I. Any person who is required to receive reports pursuant to subsection A of this section may take or cause to be taken photographs of the minor and the vicinity involved. Medical examinations of the involved minor may be performed.

J. A person who furnishes a report, information or records required or authorized under this section, or a person who participates in a judicial or administrative proceeding or investigation resulting from a report, information or records required or authorized under this section, is immune from any civil or criminal liability by reason of that action unless the person acted with malice or unless the person has been charged with or is suspected of abusing or neglecting the child or children in question.

K. Except for the attorney client privilege or the privilege under subsection L of this section, no privilege applies to any:
   
   a. Civil or criminal litigation or administrative proceeding in which a minor's neglect, dependency, abuse, child abuse, physical injury or abandonment is an issue.
   
   b. Judicial or administrative proceeding resulting from a report, information or records submitted pursuant to this section.
   
   c. Investigation of a minor's child abuse, physical injury, neglect or abuse conducted by a peace officer or child protective services in the department of economic security.

L. In any civil or criminal litigation in which a child's neglect, dependency, physical injury, abuse, child abuse or abandonment is an issue, a member of the clergy, a Christian science practitioner or a priest shall not, without his consent, be examined as a witness concerning any confession made to him in his role as a member of the clergy, a Christian science practitioner or a priest in the course of the discipline enjoined by the church to which he belongs. Nothing in this subsection discharges a member of the clergy, a Christian Science practitioner or a priest from the duty to report pursuant to subsection A of this section.

M. If psychiatric records are requested pursuant to subsection G of this section, the custodian of the records shall notify the attending psychiatrist, who may excise from the records, before they are made available:
   
   a. Personal information about individuals other than the patient.
b. Information regarding specific diagnosis or treatment of a psychiatric condition, if the attending psychiatrist certifies in writing that release of the information would be detrimental to the patient's health or treatment.

N. If any portion of a psychiatric record is excised pursuant to subsection M of this section, a court, upon application of a peace officer or child protective services worker, may order that the entire record or any portion of the record that contains information relevant to the reported abuse, child abuse, physical injury or neglect be made available to the peace officer or child protective services worker investigating the abuse, child abuse, physical injury or neglect.

O. A person who violates this section is guilty of a class 1 misdemeanor, except if the failure to report involves a reportable offense, the person is guilty of a class 6 felony.

It is against Girl Scouts of Southern Arizona, policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any girl member or to fail to report suspected abuse or neglect.

In accordance with this policy, Girl Scouts of Southern Arizona will neither condone nor tolerate:
· infliction of physically abusive behavior or bodily injury upon girl members;
· physical neglect of girl members including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities;
· emotional maltreatment of girl members including verbal abuse and/or verbal attacks;
· any overt display or demonstration of sexual activity between employed staff or volunteers and girl members;
· unwelcome sexual advances or sexual activity of any kind between employed staff or volunteers and girl members;
· infliction of sexually abusive behavior upon girl members, including sexual touching and bodily contact, exhibitionism, voyeurism, and/or involvement of girl members in pornographic and/or sexually explicit materials; and
· any overt display or demonstration of a sexual nature between and/or among employed staff or volunteers as vehicles for promotion of sexual orientation and/or practice will not be tolerated.

Girl Scouts of Southern Arizona reserves the right to refuse membership, to dismiss or to exclude from affiliation with Girl Scouts of Southern Arizona any volunteer or employee who has been determined to have violated this policy.

Volunteers and employees must immediately report suspected child abuse and exploitation involving Girl Scouts at the service center (520) 327-2288 or (800) 331-6782, to the attention of the Chief Executive Officer (CEO). In addition, the volunteer or employee must immediately file a report with the local child protective services or local law enforcement at 888-767-2445. Girl Scouts of Southern Arizona, Inc. can assist the volunteer in filing a report with the Child Protective Services of the Department of Economic Security.

**Substance Use**  
The purpose of this policy is to (i) prohibit all unlawful drug use or possession by volunteers, and
(ii) prohibit alcohol and prescription drug use by volunteers when that use is reasonably likely to impact adversely the volunteer’s performance of duties for the Council.

The Council intends that this policy prohibit all unlawful drug use and specified improper alcohol use by volunteers to the extent legally permitted. In this regard, the Council specifically finds that unlawful drug use or possession of any nature or type by volunteers, whether or not such use occurs during the performance of volunteer duties or on Council property, adversely affects the operations of the Council and is inimical to the Council’s goal of establishing and maintaining a safe, healthy working environment for all volunteers, members and guests.

The Council further intends that this policy be construed to supplement rather than replace all other Council policies regulating the conduct of Council volunteers.

Prohibited Conduct
A volunteer shall not be impaired in any way by the use of alcohol or any drug in the performance of any duties or services for the Council.

A volunteer shall not perform any duties while the volunteer’s body contains (i) any drug in any amounts or levels, or (ii) alcohol if such detected levels of the presence of alcohol indicate that the volunteer is or was reasonably likely to be impaired in performing any of his or her volunteer duties for the Council.

A volunteer shall not perform any duties while under a course of treatment that includes taking any prescription drug or over-the-counter drug when such medication is reasonably likely to impair the volunteer’s ability to perform the essential functions of such duties for the Council.

A volunteer shall not at any time use or possess any unlawful drug.

A volunteer shall not possess or use alcohol while performing any duties for the Council or on Council properties except at a properly authorized Council function where alcohol is permitted.

Nothing in this section of this policy shall be interpreted to prevent the Council from disciplining or taking other actions with respect to any volunteer who, for any reason, fails, refuses or is unable to perform the essential functions of his or her volunteer duties for the Council.

Volunteer Responsibilities Regarding Substance Use
Each volunteer is responsible to read and at all times be familiar with the contents of this policy and to be aware of the type of drugs regulated or prohibited by this policy. Any volunteer who has any uncertainty about any aspect of this policy, its application, or whether a certain substance is alcohol or a regulated or prohibited drug is responsible to make reasonable inquiry to the volunteer’s staff liaison or an appropriate Council official.

Each volunteer is responsible for obtaining medical advice from his or her physician or other health care provider about whether any given prescription or over-the-counter drug the volunteer is taking is reasonably likely to impair his or her ability to perform the essential functions of his or her duties for the Council. A volunteer shall cooperate fully with the staff liaison in assessing the extent of the risk posed by use of any prescription or over-the-counter
drug to determine what action, if any, is required to protect members and volunteers or the public.

Circumstances Permitting Testing
A staff liaison may require, and a volunteer shall submit to, the collection and testing of samples to detect the presence of alcohol and/or drugs in any of the following circumstances:

- When the staff liaison has reasonable suspicion that a volunteer’s use of drugs or alcohol violates the terms of this policy.

- Pursuant to an investigation of an accident in the performance of the volunteer’s duties for the Council, including a motor vehicle accident. A volunteer may be required to undergo drug testing or alcohol impairment testing for an accident if the test is taken as soon as practicable after an accident and the test is administered to a volunteer who the Council or a staff liaison reasonably believes may have contributed to the accident.

- Testing normally shall occur during or immediately before or after the time period that the volunteer performs any duties for the Council.

Reasonable Suspicion Determination
Any staff liaison ordering a volunteer to submit to alcohol or drug testing pursuant to the terms of this policy (i) shall inform the Chief Executive Officer of such decision prior to the testing or as soon thereafter as reasonably possible and (ii) shall within a reasonable time thereafter prepare and sign a written statement stating with specificity the facts warranting the decision to require testing.

Testing Procedure
The Council’s Chief Executive Officer or designee shall select one or more testing labs that meets the criteria stated in the definition of that term in this policy. The Chief Executive Officer or designee shall require each selected testing lab to give the Council assurances that:

- it will adhere strictly to all appropriate chain-of-custody, confidentiality, privacy and testing procedures reasonably necessary to insure (i) the least intrusive infringement on the volunteer’s privacy, (ii) compliance with this policy and A.R.S. § 23-493, et seq., and (iii) the reliability of the test result;
- samples are collected, stored and transported to the place of testing in a manner reasonably designed to preclude the possibility of contamination, adulteration or misidentification; and
- testing is done according to scientifically accepted analytical methods and procedures.

As soon as reasonably possible after a determination is made to require testing, the volunteer to be tested shall be taken by one or more Council employees or volunteers to the testing lab. At the testing lab, the volunteer shall submit a specimen following all proper chain-of-custody procedures and individual notification requirements that might be necessary as outlined by the testing lab. In any case where the volunteer to be tested is physically unable to give a specimen or to go to the testing lab (e.g., when transported to a hospital after being injured in an accident), a staff liaison shall attempt to arrange such testing as may be possible under the
circumstances.

The testing lab shall test the specimen for the presence of alcohol and/or drugs, as specified by the staff liaison.

The Council shall pay all actual costs of the testing required of volunteers.

All drug testing shall include confirmation of any positive drug test results for volunteers. Confirmation of positive drug test results for volunteers shall be by use of a different chemical process than was used in the initial drug screen. The second or confirmatory drug test shall be a chromatographic technique such as gas chromatography-mass spectrometry or another comparably reliable analytic method.

A volunteer who has a positive initial test result will be given an opportunity to disclose whether he or she is using prescription or non-prescription drugs or other substances that might explain the positive results.

The laboratory will provide the test results to Council’s Chief Executive Officer. The tested volunteer may request a written copy of the test results from the Council and may also, on request, explain in a confidential setting, a positive test result.

Samples that yield positive results on confirmation will be retained by the testing lab in properly secured, long-term storage for at least three hundred and sixty-five days. Within this period, the volunteer may request that the testing lab retain the sample for an additional period. If no such request is received by the testing lab within the three hundred and sixty-five day period, the sample may then be discarded.

**Discipline**

A volunteer who fails or refuses to submit to drug or alcohol testing or any other requirement of this policy, or who receives a confirmed positive test result, or who otherwise violates the terms of this policy, shall be subject to termination.

In determining an appropriate discipline for violation of this policy, including whether termination is appropriate, the Chief Executive Officer may take into consideration any factor the Chief Executive Officer considers appropriate, including but not limited to the following: the type and extent of drug or alcohol use; the overall performance of the volunteer; the type of position held by the volunteer; recommendations from the volunteer’s primary care physician and staff liaison, and length of volunteer service.

**Confidentiality**

To the extent permitted by law, the Council will attempt to limit the dissemination of the drug and alcohol test results to those with a need to know the information. The Council also may reveal the test results (i) if the volunteer consents, or (ii) if revealing the information is relevant to a response to any type of claim.
Volunteer Standards

Required Training and Orientation
All volunteers must complete the Volunteer Orientation and Girl Scouts 101 (GSUSA Orientation) upon obtaining approved volunteer status. All Troop Leaders and Co-Leaders must complete a Troop Leader Orientation. Each troop must also have a First Aid/CPR certified adult at some activities per the Safety Activity Checkpoints.

Volunteers may be required to take additional training, as their volunteer position requires.

Training opportunities are listed on Council’s website.

All volunteers will be required to watch Girl Scouts 101 every three years, or as content is updated by GSUSA. Troop Leaders and Co-Leaders are required to attend Troop Leader Orientation, or equivalent training as identified by Girl Scouts of Southern Arizona, every three years.

Additional Training
Girl Scouts of Southern Arizona offers training on a variety of topics that are created to enhance the volunteer experience and provide further leadership development. Volunteers are highly encouraged to take at least one enrichment course per year.

Supervision and Performance Appraisal
Each Girl Scout operational volunteer has a staff liaison that will provide support in accomplishing performance goals and will assist the volunteer in learning the position. Supervision may include periodic verbal and/or written evaluations based upon the expectations outlined in the position description.

Uniforms
A uniform is not required for participation in Girl Scouting. Purchase of a uniform is at the volunteer’s expense and is encouraged. Volunteers are encouraged to wear the Girl Scout pin or Girl Scout clothing (such as a t-shirt) when they are not in uniform.

Council Standards Related to Financial Management

Financial Accountability
Any adult volunteer accepting responsibility for handling money will be held legally accountable for its proper use and safekeeping. Any misuse of funds will result in immediate legal action with appropriate law enforcement and will result in termination of volunteer service.

Contracts
Adult volunteers are not authorized to sign contracts of any sort in the name of Girl Scouts, even if no cost is associated. All signed contracts must be made in the name of the volunteer. If Girl
Scouts must be on a signed contract for tax exemption or any other purpose, such an agreement must instead be signed by the Council CEO.

**Troop Funds**
Troop funds are generated to help support program activities planned by girls. These funds may be obtained through troop dues, product programs, or approved money earning activities. All funds must be maintained in a troop back account. At no time should the troop funds be maintained with the troop leader’s personal account. Troop funds must not be used for any personal use, even if temporary.

**Troop Bank Accounts**
Each Girl Scout troop must deposit and disburse all troop funds through an account into a Wells Fargo Simple Business account or National Bank, if Wells Fargo is not located within the city, in the name of Girl Scouts of Southern Arizona, Troop #___. All accounts need two signators. This provides protection for troop funds and access to them should one of the signators be unavailable. After establishing your bank account, please notify your staff liaison of the bank account number.

**Troop Financial Reports**
All troops shall prepare and submit an annual report of all monies received and disbursed. The *Annual Troop/Group Review* shall be forwarded to the Council each year. Troops that disband must complete an *Annual Troop/Group Review* within two weeks of their last meeting.

Troops are required to conduct proper record keeping of all financial transactions, including cash transactions. Records shall be made available for review at any time by troop girls and parents, as well as Council.

**Disbanded Troop Funds**
Unused troop funds remaining after a troop disbands are to be sent to the Council. The funds will be divided equally and forwarded to the new troops into which the girls are placed. If the girls are not continuing immediately in another troop, their portion will be donated to the Girl Scouts of Southern Arizona Opportunity Fund.

**Product Sales**
All Girl Scouts are encouraged to participate in Council-sponsored product sales. Proceeds may only be allocated to Girl Scout Troops where multiple girls are the beneficiaries. Proceeds fund objectives where girls have made a democratic decision regarding the use of funds.

**Money-Earning Projects**
All troops applying for a money earning project must participate in the Council cookie sales.

To apply for permission to conduct other money earning activities, an *Application for Permission to Conduct a Money Earning Project* must be submitted to the Council at least two weeks prior to the event.
Program Activity Standards
All volunteers are required to follow the guidelines listed in Safety Activity Checkpoints and adhere to Girl Scouts of Southern Arizona policies and procedures regarding travel, events, and programs.

Alcohol, Illegal Substances
The following are not permitted at any Girl Scout function:

- alcoholic beverages when persons under 21 are present
- illegal or controlled substances
- weapons or explosive devices

Illegal or controlled substances, weapons, and explosive devices are not permitted on Girl Scout property.

Tobacco Products
The use of tobacco products, including e-cigarettes, is strictly prohibited at any Girl Scout property or function. We do not provide designated smoking areas, and ask that you do not smoke in your vehicles while they are on Girl Scout properties or while you are in the presence of girls.

Transporting Girls
Everyone (girls and adults) will be transported in vehicles designed by the manufacturer for carrying passengers. Persons will not be transported in a camper attached to a truck. Only the cab of a pickup or driver’s compartment will be used for passengers. All occupants in a private passenger motor vehicle must wear seat belts at all times. The number of passengers in any private passenger motor vehicle must not exceed the number of available seat belts. Girls under of age of 12 are not to ride in the front seat of a vehicle equipped with a passenger side air bag which is not disabled. For safety issues, Girl Scouts are not permitted to be transported in vans designed with a seating capacity of more than 12 passengers. However, this restriction does not apply to the use of buses or mini-buses when driven by a chauffeur licensed driver. Drivers shall not talk on cell phones or text message when driving.

To transport girls that are not related to the driver, all drivers must be registered members and approved volunteers.

Troop Camping
Leaders must attend prerequisite outdoor training courses based on the experience level of the troop and of its leaders.

Home study Troop Camp Certification – Level 1, Parts A and B are required for outdoor experiences including an overnight in a building which does not include outdoor cooking or campfire.
Troop Camp Certification - Level 2 is required for any troop leader planning to take her girls on an overnight, whether in the backyard, at Council properties, or in any other approved location where the troop is planning outdoor cooking and a campfire.

Accidents and Injuries
Volunteers involved in an accident or injury should report the incident to Girl Scouts of Southern Arizona Human Resources. Volunteers with current membership are covered under a supplemental insurance policy with may provide an appropriate benefit.

Volunteer Exit and Grievance Procedure
A conflict exists when differing opinions on matters relating to Council business cannot be resolved by the individuals involved. Informal counseling by volunteer and staff personnel is the first step in resolving a grievance/conflict situation.

If an informal resolution is not possible and a further hearing is desired, the person filing the grievance must do so in writing, citing the issue. The signed and dated document must be specifically referenced as a grievance to the person against whom the grievance is registered, with a copy to the person’s staff liaison. Within ten (10) working days, the staff liaison will call a conference of all parties involved in the grievance citation to attempt to resolve the conflict. A written summary of the conference will be distributed to the parties with copies to the Chief Executive Officer.

If a resolution is not made or if the grievance involves the staff liaison, the volunteer may request in writing a meeting with the Chief Executive Officer citing the issue and previous attempts at resolution.

Within ten (10) working days, the Chief Executive Officer will convene a meeting with an attempt to resolve the issue. The decision of the Chief Executive Officer will be distributed in writing to the parties involved. The decision of the Chief Executive Officer is final.

Termination and Resignation
Termination may be initiated by either the Council or the volunteer at any time with or without cause. Volunteers serve on an at-will basis at the pleasure of the Council.

Notification
A volunteer is requested to give as much notice as possible when resigning. A minimum of two weeks is requested.

Involuntary Termination
Situations may arise that make it necessary to release an individual from an assignment. Volunteers serve on an at-will basis at the pleasure of the Council.

Reasons for separation include, but are not limited to:

1) Discrimination against anyone associated with the Council, because of race, color, creed, sex, national origin, disability, age, socioeconomic status, or sexual
2) Sexual harassment or misconduct or child abuse.
3) Being under the influence of drugs, narcotics, intoxicants while performing
   volunteer responsibilities or engaging in illegal use or unauthorized possession or
   sale of drugs, narcotics, intoxicants or other controlled substance.
4) Unauthorized possession or use of weapons.
5) Theft, pilfering, fraud, or other forms of dishonesty.
6) Neglect of duty.
7) Inability or unwillingness to work harmoniously with the Council or volunteers.
8) Violation of Safety Activity Checkpoint standards.
9) Engaging in any activity, whether or not related to the volunteer's duties, reflecting
   negatively upon the Council, or its mission.

Definitions
Girl Scouts of Southern Arizona. Hereafter “GSSoAz” or “the Council”.

Girl Scouts of the U.S.A. hereafter “GSUSA”.

“Alcohol” means any one of the various forms of the liquid ethanol (C₂H₅OH) including but not
limited to beer, wine and spirituous liquor.

“Drug” or “Drugs” means any substance or substances made the subject of criminal liability by
the Arizona Legislature in Chapter 34, Title 13 of the Arizona Revised Statutes, as amended from
time-to-time. For the purpose of this Policy, the term includes, but is not limited to, any narcotic
or dangerous drug, vapor releasing toxic substance, marijuana or other substance enumerated
in A.R.S. § 13-3401, and any other controlled substance as defined in schedules I through IV of
§ 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation in
21 CFR § 1308.11-1308.15. “Drug” also means steroid. A drug also includes a prescription drug
when not used by the person to whom the prescription was issued or if used in a manner
contrary to that indicated by the prescription. “Drug” also includes an imitation controlled
substance as defined by A.R.S. § 13-3451.

“Prescription Drug or Drugs” means any medication prescribed by a physician or other health
care provider licensed by the State of Arizona to treat a health condition.

“Reasonable Suspicion” means the good faith belief of a staff liaison gained from one or more
reasonably reliable sources of information of any kind, including but not limited to the
observation of the staff liaison or any other person or persons, that a volunteer is or was in
violation of any provision of this policy.

“Staff liaison” means the Council volunteer or employee responsible for the direct oversight of a
volunteer and includes each person in the chain-of-command above the level of that person up
to and including the Chief Executive Officer of the Council.

“Staff liaison’s Designee” means any Council volunteer or employee who has been specifically
authorized by a staff liaison to act on the staff liaison’s behalf to take any action required or
permitted by this policy.

“Testing Lab” means a laboratory that meets the requirements of A.R.S. § 23-493, et seq., is Volunteer Policies licensed to perform drug and alcohol testing by an agency approved or certified by the United States Department of Health and Human Services, the College of American Pathologists or the Arizona Department of Health Services, and has been selected and employed by the Council to test for the presence of alcohol or any drug in the body of a volunteer.

“Volunteer” means any individual who voluntarily and without compensation from the Council performs services requested by the Council and/or within the scope of his or her authority on behalf of the Council.