



Girl Scouts®

Girl Scouts of the Chesapeake Bay Council, Inc.

Welcome to Girl Scouting

New Volunteer

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Revised 5/06, 6/07, 7/08,
12/08, 5/09





Girl Scouts of the Chesapeake Bay Council, Inc.

Girl Scout Principles of Inclusiveness

Girl Scouting provides opportunities and resources to prepare girls to seek and meet the challenges of an ever-changing society. As I participate in the Girl Scout program by following the Promise and the Law, I will welcome, embrace, appreciate, and share our values with others.

I recognize the importance of having relationships within Girl Scouting and in the community – relationships that are the best that they can be. As a member of the *Girl Scouts of the Chesapeake Bay Council, Inc.*, I am committed to the following principles and will practice them at all times. ***I will:***

Welcome

1. Seek out girls and adults from a variety of backgrounds* and welcome them into my troop/activity.
2. Honor both similarities and differences by including girls and adults in Girl Scouting who bring with them a variety of backgrounds.
3. Strive to get to know, beyond a surface level, girls and adults from a variety of backgrounds, interests, talents, and skills.

Embrace

4. Encourage and participate in dialogue with fellow Girl Scouts that embraces a variety of ideas and opinions, making Girl Scouting a great place to prepare to meet the challenges of an ever-changing society.
5. Seek out and include opinions and information from as many sources and perspectives as possible when planning and making decisions that affect my Troop.
6. Make sure that Girl Scouting is welcoming for girls by including a variety of options in planning and implementing programs and activities.

Appreciate

7. Take advantage of opportunities to step outside of my own culture to experience, learn about, and appreciate the world around me.
8. As a result of stepping outside of my own culture, identify and practice behaviors that are respectful of all people.

Live Our Values

9. Think about how I use my personal resources (*time, money, talents*) and seek to share my resources in situations and places where the values of including and respecting others are welcomed.
10. Make sure that our Troop communications (*newsletter, announcements, and other written materials*) reflect the diversity of our Troop and are respectful of all people.

** Each of our backgrounds is a unique combination of: race, ethnicity, sexual orientation, gender, socio-economic status, age, geographic origin, size, physical and mental ability, religion, family structure, opinions, talents, skills, experiences, education, profession, interests, personality and hobbies.*

I sign my name to show my commitment to these principles.

Signature _____

Date _____

Return to: _____

SU: _____



Girl Scouts of the Chesapeake Bay Council, Inc.

Volunteer Policies and Guidelines

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, or socioeconomic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers.

Membership Registration

All girls and adults participating in the *Girl Scout Movement* shall be registered as members with *GSUSA* and individually pay the annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity. All volunteers shall meet *GSUSA* standards and shall agree to abide by the policies and principles of *GSUSA* and the *Girl Scouts of the Chesapeake Bay Council, Inc.*

Recruitment

Each volunteer position will have a written position description that defines specific responsibilities, clarifies expectations, and forms the basis for assessment of volunteer performance, reappointment, rotation to another position, and termination.

Background Checks

The safety of the girl is the most important consideration in the appointment of a volunteer. In order to safeguard the girls in our care, *Girl Scouts of the Chesapeake Bay Council, Inc.*, has joined with *GSUSA* to develop a system for conducting criminal background checks on volunteers and all paid staff. There is no charge to the individual for the background check.

Selection

Every adult volunteer is selected on the basis of qualifications for membership, the ability to perform the volunteer position, and the willingness and availability to participate in educational opportunities for the position.

Placement

Every attempt will be made to place volunteers in the positions that meet their needs and the needs of the Council. In instances where this is not possible, the needs of the Council will take precedence.

Appointment

Volunteers shall be appointed for a term not to exceed one year. In the event that leadership of a Troop comprises a husband/wife, sisters, mother/daughter, aunt/uncle, etc., a third non-family member adult must be present during all Troop activities. The appointed volunteers will agree to maintain confidentiality at all times.

Training

Within six months of appointment to a position, all volunteers will complete educational sessions for that position.

Benefits

Benefits to volunteers include educational and other learning opportunities, support in the position, Council publications, tools for recording volunteer experience, references upon request, liability insurance, and supplementary accident insurance, as part of national and/or Council membership.

Performance Appraisal

Each volunteer will be provided with the opportunity for regular review and evaluation.

Reappointment

One month prior to completion of her/his one-year term, each volunteer will receive confirmation of reappointment to her/his position. Reappointment takes place only after completion of a satisfactory review and mutual acceptance of the position accountabilities, expectations, and a time commitment.

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 when they are not in uniform.

Volunteer/Parental Counseling/Resolution and Communication Procedures

Council's volunteer policies/procedures are designed to provide fair and equitable treatment as well as satisfactory working conditions for all volunteers. The Council hopes that clarification of current positions descriptions, work and performance expectations, personnel/EEO policies and procedures, and communication on a regular basis will prevent situations from becoming problems. Every volunteer may expect a fair resolution of her/his concern without fear of jeopardizing her/his volunteer status.

Recognition

The Council's formal recognition system will be consistent with *GSUSA's* publication *Adult Recognitions in Girl Scouting* (Cat. No. 26-458).

Termination

Any volunteer may terminate her/his service upon written notification to their supervisor. The Council may terminate the services of a volunteer because of, among other things, restructuring of volunteer positions, the elimination of the volunteer position, the inability or failure to complete the requirements of the position, the refusal to comply with Council or *GSUSA* policies, the refusal to support the mission and values of the organization and the Council goals, or membership in an organization whose goals are not compatible with those of *GSUSA*. An adult volunteer who is terminated from her/his position may continue her/his membership with *GSUSA* unless it is determined that she/he is not able to meet the membership requirement related to accepting the principles and beliefs of the Movement or to support the mission and values of the organization. When this is the case, her/his Girl Scout membership will not be renewed.

Harassment

An environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment is what the Council is committed to. It is the policy of the organization to provide all volunteers with an environment free from all forms of unwelcome harassment, including implied or expressed forms of sexual harassment. The Council expressly prohibits any form of harassment of race, color, religion, sex, age, national origin, or disability. Any volunteer who feels that she/he has been subjected to harassment of any type should promptly report the incident to the CEO or her/his designate.

Sexual Harassment

The Council policy guarantees volunteers an environment free of sexual harassment. Sexual harassment has been defined as *"unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."* It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer or Girl Scout member of the same or opposite sex. The Council reserves the right to refuse membership endorsement or reappointment, and to dismiss or suspend from affiliation with the Council any volunteer who, in conducting a Girl Scout program, advocates, solicits, or promotes a personal lifestyle or sexual orientation so as to create a substantial risk that such conduct will be detrimental to the proper role model for girl members.

Child Abuse

The Council supports and maintains environments that are free of child abuse and neglect as defined by the *Child Abuse Prevention and Treatment Act*. Child abuse and neglect are unlawful acts and it is against the Council's policy for any volunteer, male or female, to physically, sexually, or mentally abuse or neglect any girl member. The Council reserves the right to refuse membership endorsement or reappointment, and to dismiss or exclude from affiliation with the Council, any volunteer implementing a Girl Scout program that is found guilty of child abuse or neglect or who has been convicted of child abuse or neglect. If child abuse or neglect is suspected, the volunteer should contact the CEO or her/his designee to state that child abuse or neglect is suspected. Council will talk to the volunteer in person as soon as possible, preferably within 24 hours. The Council will contact legal authorities.



Girl Scouts of the Chesapeake Bay Council, Inc.

Volunteer Agreement

Name

Telephone number

Address

City, State, Zip code

Position

Term of appointment/ Troop number

Email

The Council agrees to:

- Provide the volunteer with a position description.
Provide a volunteer agreement and/or a letter of appointment.
Provide orientation to the position, the Council, and the organization.
Offer relevant educational sessions for the position.
Provide an adult record form for recording volunteer service and educational sessions.
Give recognition for time and energy devoted to the position.
Implement ongoing affirmative action for volunteers.
Carry liability insurance and supplementary accident insurance as part of the national and/or council membership.
Provide ongoing support, guidance, and performance review.

The Volunteer agrees to:

- Register as a member of the Girl Scout Movement.
Devote sufficient time and energy to fulfill outlined position requirements.
Support the mission and values of the Girl Scout Movement.
Comply with Council and GSUSA policies standards, and guidelines.
Attend or send a representative to meet with appropriate groups on a regular basis for ongoing support and evaluation.
Be supportive of the Council and its activities and goals.
Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
Recognize that she is providing a voluntary service and not expect or solicit monetary compensation.
Complete position-related educational sessions within six months of appointment (i.e., orientation, leadership essentials, etc.)

Volunteer's signature

Service Unit Manager's signature

Date

Date



Girl Scouts of the Chesapeake Bay Council, Inc.

Volunteer Application

Name: _____
First Middle Last Maiden

Home address: _____
Street City State Zip

Home phone: _____ Cell phone: _____ Best time to call: _____

E-mail: _____

Place of employment: _____

Address: _____
Street City State Zip

Occupation/Job title: _____

Business phone: _____ Can you receive Girl Scout calls at work? [] Yes [] No

Do you have a valid driver's license? [] Yes [] No Car available: [] Yes [] No

Driver's license number: _____ State: _____ Expiration date: _____

Is car insured according to applicable state law? [] Yes [] No

Volunteer Experience:

Table with 2 columns: Years, Description of service. Multiple rows for data entry.

Work Experience:

Table with 2 columns: Years, Description of service. Multiple rows for data entry.

Interests, skills, hobbies: _____

Membership (*Social, service, religious*): _____

Type of volunteer service preferred: _____

Times available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Special training: _____

References: Please do not include more than one relative, if possible use: (1) an adult active in Girl Scouting or other service, religious or community groups; and (2) a business or professional person.

(1) Name: _____ Occupation: _____

Address: _____ Phone: h _____ c _____

(2) Name: _____ Occupation: _____

Address: _____ Phone: h _____ c _____

Summary statement (*Reasons I want to be involved in Girl Scouting*):

History of Legal Involvement: *(A conviction record will not necessarily be cause for disqualification)*

a. Have you ever been convicted of a criminal offense? Yes No

If yes, please explain: _____

b. Have you ever been arrested or convicted for the use or sale of drugs? Yes No

c. Have you even been substantiated by a child services agency? Yes No

d. Has your driver's license ever been suspended or revoked? Yes No

If yes, please explain: _____

Other than the above matters, are there any facts or circumstances involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

Yes No

If yes, please explain: _____

Carefully read the following statement before signing:

I, the undersigned, understand that:

The information that I have provided may be verified by contacting persons or organizations named in this application and I hereby release and agree to hold harmless from liability any person or organization that provides information concerning me to the Girl Scouts of the Chesapeake Bay Council, Inc.

In signing this application, I swear or affirm that the information that I have given herein is true and correct.

Signature of applicant: _____ Date: _____



Girl Scouts of the Chesapeake Bay Council, Inc. is an equal opportunity employer.

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