

Council 101

Thank you for volunteering with Girl Scouts of the Northwestern Great Lakes (GSNWGL)! The following information will help you familiarize yourself with our Council. Council 101 is required of all troop leaders and assistant leaders. We ask that you read through this information within one month of your volunteer appointment.

About our Council

Girl Scouts of the Northwestern Great Lakes, Inc. is the girl-centered organization of choice. Our strong community support and presence enable us to provide innovative, adaptive, and fun leadership experiences through exceptional programming.

Girl Scouts of the Northwestern Great Lakes proudly serves over 16,000 girl members! Our Council is strengthened by approximately 5,000 caring and committed volunteers.

History

Girl Scouts of the Northwestern Great Lakes, Inc. was formed in May 2008 with the realignment of six legacy Councils in Wisconsin and Upper Michigan. This realignment was completed as part of the Girl Scouts of the USA national Core Business Strategy, designed to maximize resources and support the new Girl Scout Leadership Experience.

Legacy Councils

- Birch Trails (Schofield, WI)
- Fox River Area (Appleton, WI)
- Indian Waters (Eau Claire, WI)
- Lac Baie (Green Bay, WI)
- Peninsula Waters (Marquette, MI)
- Woodland (Wisconsin Rapids, WI)

Girl Scouts of the USA Core Business Strategy

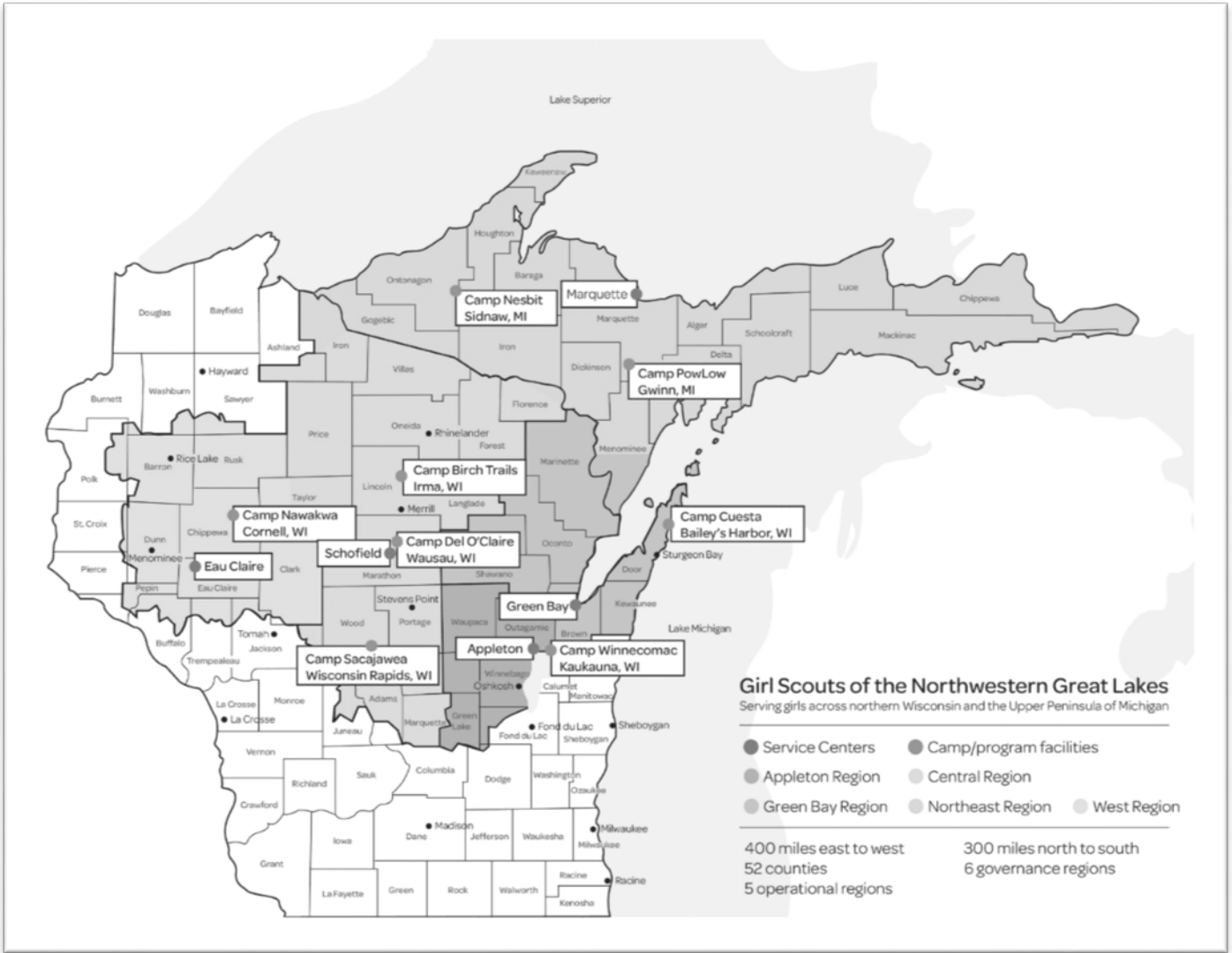
The core business strategy was designed in an effort to:

- Design the world's best leadership experience for girls
- Develop a flexible, state of the art volunteer management system
- Establish a thriving culture of philanthropy
- Create an efficient and effective organizational structure
- Reestablish the Girl Scout brand as compelling and contemporary

Staff

Girl Scouts of the Northwestern Great Lakes, Inc. employs over 75 full and part-time staff members, as well as over 100 seasonal employees. Our staff members are committed to providing the best possible service to all girl and adult members, families, and the communities we serve.

Map of Girl Scouts of the Northwestern Great Lakes, Inc. Jurisdiction



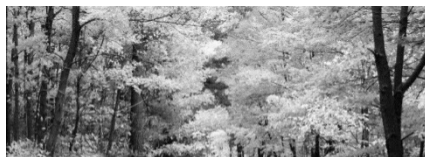
🍀 Council Properties

The Council is served by five Service Centers and Business Offices

<p>Appleton Service Center 4693 North Lynndale Drive, Appleton, WI 54913 P: 888.747.6945 F: 920.734.1304</p>	<p>Green Bay Service Center 112 North Adams Street, Suite 101, Green Bay, WI 54301 P: 888.747.6945 F: 920.734.1304</p>
<p>Eau Claire Service Center 4222 Oakwood Hills Parkway, Eau Claire, WI 54901 P: 888.747.6945 F: 920.734.1304</p>	<p>Schofield Service Center 3511 Camp Phillips Road, Schofield, WI 54476 P: 888.747.6945 F: 920.734.1304</p>
<p>Marquette Business Office Westwood Mall 3020 West Highway 41, Suite 321, Marquette, MI 49855 P: 888.747.6945 F: 920.734.1304</p>	

Camp Facilities

Our Council operates seven beautiful camp facilities throughout Wisconsin and Upper Michigan.



Camp Birch Trails – Irma, WI



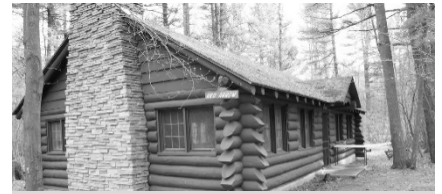
Camp Nawakwa – Cornell, WI

Camp Cuesta – Bailey’s Harbor, WI



Camp PowLow – Gwinn, MI

Camp Del O’Claire – Schofield, WI



Camp Sacajawea – WI Rapids, WI



Camp Winnecomac – Kaukauna, WI

All Council properties and facilities are available for troop or group rental, as well as Council-sponsored events.

* Check out www.gsnwgl.org for complete information on camp facilities and usage policies.

If a troop or group decides to rent a Council property, they are required to fill out a property reservation form. Once the reservation request has been approved a confirmation email will be sent with the following information:

- Details about your reservation
- Links to important property/facility information on our website (map and directions, general information, Property Manager contact information, cleaning checklist, equipment inventory, and an evaluation form)
- Entrance code or instructions on where/how to pick up keys for reserved property
- An iCalendar link that will allow you to save the reservation to your own calendar

🍀 Programs

Girl Programs

Girl Scouts of the Northwestern Great Lakes, Inc. Program Department provides a wide variety of quality programs for girls. These include Council-sponsored events, Council-wide events, Camps, Community Outreach, Award Opportunities and useful resources for troop activities.

* Visit www.gsnwgl.org to register for programs near you.

Product Programs

Girl Scouts of the Northwestern Great Lakes, Inc. offers two annual Product Programs to give girls the opportunity to develop valuable leadership skills like goal setting, decision making, money management, people skills, and business ethics. These programs are also a critical source of funding for troops and our Council.

The Fall Product Program offers girls the opportunity to sell nuts, chocolates, and magazines to friends and family, while gaining skills and earning money to fund troop activities.

The winter/spring Girl Scout Cookie Program is world famous, and is the major money-earning activity for most troops every year. Through this program, girls learn money management, budgeting, and teamwork!

* For detailed information on Girl Scouts of the Northwestern Great Lakes, Inc. Product Programs, please visit www.gsnwgl.org.

Council Publications

Have a question? Go right to www.gsnwgl.org for the most necessary forms, applications, policies, and procedures.

Other Council Publications

- **Discover:** This electronic publication provides Council information specifically for Girl Scouts and their families.
- **Connect:** This monthly e-newsletter keeps all registered volunteers up-to-date!
- **Take Action:** This bi-annual newsletter keeps our donors and community partners informed.
- **Summer Camp Book:** This annual booklet lists upcoming summer program opportunities.

General Policies

What is a policy?

1. A definite course or method of action to guide and determine present and future decisions.
2. An established binding course of action to be followed.

Standard: An established model for example, which acts as a criterion for a given purpose.

Guideline: An established way of work, an indication or outline of conduct.

* All Council policies are approved by the GSNWGL Board of Directors.

General Policies

1. GSUSA safety standards and all applicable state and federal laws/codes shall be followed at all times by all members of Girl Scouts of the Northwestern Great Lakes, Inc. in all phases of operations.
2. Troop/Group Leaders/Advisors must obtain the written consent of a parent/guardian from every girl wishing to participate in an activity or outing that is held at a different place or time from the regularly scheduled troop meeting. Similar permission must be obtained prior to participating in any program focusing on subjects that may be considered sensitive or controversial in nature.
3. Troops/Groups and Service Areas cannot legally enter into contracts. All contracts require a signature authorized by the board of directors (includes contracts with and without fees). For complete instructions on obtaining Council contract approval/signatures, call 888.747.6945.
4. GSNWGL recognizes that members with life threatening and/or communicable illnesses may wish to continue to engage in as many of their normal pursuits as their condition allows, including Girl Scout activities. As long as medical evidence indicates that their condition will not be a threat to themselves or others, they will be treated consistently with their peers. The Council will adhere to State statutes dealing with medical records and confidentiality and the current GSUSA safety standards. GSNWGL is committed to

providing a safe environment for Girl Scout activities. Every precaution will be taken to ensure that the health and/or safety of members of GSNWGL is not threatened.

Finance Policies

For further information on Troop Finances, visit www.gsnwgl.org to view the Managing Troop Finances packet.

Troop Bank Accounts

All troops/groups must have a checking account in the name of GSNWGL, Troop # XXXX. Each account must have two signers, both of whom are non-related registered adult members of the troop /group. Each account must have our Council's current Corporate Resolution on file with the bank or financial institution.

Troop Financial Reporting

Upon registering each fall, each troop must file annually a Troop/Service Area Bank Account Information and ACH Authorization form. In addition, at the end of the year, each troop must file an Annual Troop/Group Financial Report with our Council.

Troop Funds

Funds earned from troop activities, projects, product programs, and troop dues must be deposited in the troop bank account. Troop funds are not the property of individual girl or adult members. Troop money belongs to the entire troop and decisions on its use and spending are made through the troop's system of troop government. Individual "accounts" within troop funds are not permitted.

The loss of troop/group funds through mismanagement or theft is the troop/group's responsibility, but Council assistance will be provided as appropriate.

Funds and equipment of disbanded troops will be held for 18 months. If reorganization does not take place within that time, the troop will be considered officially disbanded, and the resources will be used by our Council in the interest of Girl Scouting, as designated by the board of directors.

✳ For further information on disbanding or merging troops, call our Customer Care team at 888.747.6945.

Outstanding Debt

A person owing a debt to GSNWGL for more than 45 days will be removed immediately from any adult volunteer position held. Only if the debt is repaid within six months from the date it was incurred may the individual be reinstated in a volunteer position.

Financial Assistance

Parents/Guardians may apply for financial assistance on behalf of a registered girl.

✳ For detailed information on Financial Assistance, call our Customer Care team at 888.747.6945.

Refund of Registration Fees

The adult and girl annual national membership dues are not refundable or transferable.

Service Area Funds

A Service Area may open and operate checking accounts utilizing the GSNWGL taxpayer identification number following the Service Area Treasury Guidelines and ensuring the quarterly and year-end reports are filed on time.

Troop Travel/Trip Policies

For advice on Troop Travel and copies of forms required, see the Troop Trip Planning Guide packet at www.gsnwgl.org.

Troops/Groups planning or taking field trips must follow all policies and procedures as outlined in GSUSA Safety Activity Checkpoints, Safety Guidelines, and Volunteer Essentials.

Trip Categories

Category 1: Trips to Council-owned properties or to Council-sponsored events
Leaders must follow directions on the site or Event Registration Form.

Category 2: Trips within our Council jurisdiction AND not involving an overnight stay
Leaders must carry with them a Parent Permission Form and a Health History Form for each girl. Council approval is not required.

Category 3: Trips inside or outside our Council jurisdiction AND one or two nights in length
Leaders must send in a Troop/Group Travel and High Risk Form to the Service Center at least two weeks in advance. {Additional insurance is required only if non-registered individuals are traveling with the troop/group.}
Council approval is required.

Category 4: Trips {inside or} outside our Council jurisdiction AND three or more nights in length
Leaders must send in the Troop/Group Travel and High Risk Form at least three months prior to the departure date. Council approval and additional insurance is required.

Category 5: International trips
Leaders must send in the Intent to Travel Form at least one year in advance of the departure date, and Troop/Group Travel and High Risk Form at least two weeks prior to the departure date. Council approval and additional insurance is required.

Rationale

The Council needs to know of all troops/groups who are traveling in the name of Girl Scouts. The forms a leader fills out will provide the critical contact information needed in case of an emergency. If an emergency should occur, the Council spokesperson will have the information necessary to deal with questions from parents and the media. Sending the forms in to the Council in the required time frame ensures adequate preparation time for the troop and allows time for the proper insurance coverage to be obtained. Council approval may be withheld if the trip is too difficult or advanced for the age level of the girls involved, or if it feels there has not been adequate preparation.

Transporting Girls

All adults transporting Girl Scouts (for the purpose of a troop, Service Area and/or Council event) must be registered Girl Scout members and have completed a volunteer application. They must also ensure that all passengers are legally restrained. If booster seats are required by state law, parents of Girl Scouts carpooling or attending an event that includes transportation will be required to supply a booster seat for their child, unless the driver provides sufficient seats. The driver of each vehicle is responsible for ensuring that all of their passengers are properly and legally restrained.

Cell Phones

The use of a cell phone by the driver of a vehicle carrying Girl Scouts is not permitted. When a driver must use a communication device, she/he must first bring the vehicle to a complete stop out of traffic.

Troop Operation Policies

Supervision

During all troop/group meetings and related small group activities, a Leader, Co-Leader, or other responsible adult designated by the Leader or by the Council must be present. At least one of these must be an adult female, not residing in the same household with, or related to the other adult(s).

- * Check the girl to adult ratio chart in the Troop Trip Planning Guide at www.gsnwgl.org.

Donation Policies

Troop Money Earning

Girl Scout troops who participate in the annual Girl Scout Cookie Program are eligible to take part in money earning activities, provided that:

- All fund raising guidelines are followed.
 - Activities requiring approval are submitted within defined timelines.
 - Money-earning activities are not scheduled during the order-taking or direct sales phases of our Council's Girl Scout Cookie Program, during our Council's Fall Product Program, or during local United Way drives.
- * For further information on Troop/Group Money-Earning and to request approval for a Money-Earning Activity submit the Money-Earning Activity Request Form found on our website.

GSNWGL is chartered by GSUSA and has non-profit status through the Internal Revenue Service. From a legal perspective, troops, groups, and Service Areas are a subdivision of the Council and councils are the only distinct legal entity and the only entity with tax exemption. The Council, and not any individual troop/group, is the 501(c)(3) charitable organization with the ability to receive tax deductible gifts.

It is part of our fiduciary responsibilities to our members to maintain our non-profit status by recording and accounting for donations given to the organization and its troops, groups, and Service Areas. All donors who make gifts of \$250 or more, in cash or property, must be provided with an appropriate letter from the Council substantiating such gifts in order to claim a tax deduction.

Monetary donations to Troops/Groups or Service Area

Any monetary donations **greater** than \$50 from a foundation, corporation, organization, government entity, or individual (including recognition of volunteer service hours) received on behalf of a GSNWGL troop/group, Service Area or individual must be accepted and recognized by GSNWGL. The Council will return 50 percent of the donation, not to exceed \$250, to the designated troop/ group or Service Area. The balance of the donation will remain at the Council to support program development, property maintenance, volunteer support, and development.

Unsolicited monetary donations of \$50 or less may be accepted directly by a troop/group or Service Area. No troop/group or Service Area may solicit for donations. Special considerations may be granted for Girl Scout Gold Award projects.

Rationale

GSNWGL policies were written specifically to be in line with Girl Scouts of the USA policies and standards, by which every council is required to abide. The GSUSA Blue Book of Basic Documents includes sections related to fundraising that help you better understand the thought behind our policies (excerpts below):

Control of Funds: All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council or Girl Scouts of the USA and used for the purposes of Girl Scouting. Such moneys and other assets become the property of and administered by the Girl Scout council or Girl Scouts of the USA. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout Council.

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 authorized 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.

Council Owned/Leased Property Policies

Firearms/Hunting

Hunting and the use of any firearms is prohibited on Council-owned properties.

Alcoholic Beverages

The use of alcohol is not permitted on Girl Scout property, or at any Girl Scout function involving girls, except on specific, pre-approved occasions. Persons under the influence of controlled substances or alcohol, or in possession of same, are prohibited from participation in any Girl Scout program or event.

Drugs

The use or possession of any drugs at Council owned or leased properties, other than prescribed by a physician, is strictly prohibited. The use or possession of any drugs is not permitted at any girl event.

Smoking

Smoking is not permitted in any Council-owned or leased building, vehicle, or on Council property. Smoking or use of tobacco products is prohibited at any girl event.

Outside Group Usage

The facilities of GSNWGL may be used by outside groups if the group and the planned activity are not in conflict with Council activities. Sponsoring groups agree to follow all guidelines and pay all fees and deposits as currently established and can provide proof of sufficient liability insurance coverage. The CEO has the right to approve or refuse a request by any outside group or establish additional restrictions for use at any time if she/he feels it is in the best interest of our Council.

Pets

Bringing cats and dogs to Council owned or leased property is prohibited, with the exception of service pets. In certain, unusual cases, permission may be granted for those living on site for extended periods provided they meet Council-defined conditions.

Volunteer Philosophy

We maintain that the strength of the Girl Scout Movement rests in the voluntary leadership of its adult members. It is through this voluntary leadership that the Movement serves girls. To ensure job satisfaction, to effectively employ the talents of volunteers, and to foster a climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment, the following policies and procedures have been established and shall be maintained. An adult member is a registered adult Girl Scout not assigned a volunteer position. A volunteer is a registered adult Girl Scout who has completed an application process and been assigned a volunteer position.

Operational Volunteer Policies, part 1

Introduction

These policies and practices, approved by the Board of Directors, are for all volunteers. They are ongoing and subject to review by the board of directors.

Affirmative Action

There shall be no discrimination against an otherwise qualified 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 socio-economic status.

In addition, to ensure full equality of opportunity in all operations of the organization and activities, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing involvement of under-represented groups.

Application and Selection

Volunteers are selected on the basis of their willingness to accept the Girl Scout Promise and Law, to perform the volunteer position and to participate in training for it.

Each candidate will register as a Girl Scout and complete a background check. Appointment to a volunteer position with Girl Scouts of the Northwestern Great Lakes, Inc. may be denied/revoked based on results of a background check. The decision whether to exclude, limit or discontinue a prospective or current volunteer's participation remains at all times within the discretion of our Council. A volunteer will be provided with Operational Volunteer Policies and Practices.

All candidates will be given a timely response regarding placement status. Volunteers not placed in the position for which they applied, or for which they were nominated, may be referred to other positions appropriate to their interest, skills and/or the needs of the Girl Scouts of the Northwestern Great Lakes, Inc.

Membership

All volunteers participating in the Movement shall be registered as members of GSUSA and shall individually pay the applicable membership dues. Exceptions may be made for volunteers who are working in a temporary advisory capacity. Financial aid may be available.

Volunteer Appointment Letter

A volunteer appointment letter will be provided for all positions at the time of appointment, along with Operational Volunteer Policies and Practices. Volunteers will be reappointed by their assigned Council staff person.

Orientation/Training

The Council shall provide orientation and training to enable volunteers to fulfill their commitment to the best of their ability. New leaders must take leader training within two (2) months of appointment. All volunteers should continue their education with at least one position-related training event a year.

- ★ Watch the online council calendar for additional adult learning opportunities, including grade level training, Outdoor Education Training, First Aider training, Highest Awards training, and other topics or sessions hosted locally.
- ★ Service Area Meetings hosted throughout the year provide training and information to volunteers.

Supervision/Guidance/Evaluation

Ongoing supervision and guidance are provided to volunteers as they carry out their responsibilities. Supervision and guidance should include verbal and/or written feedback based on performance. All volunteers will have the opportunity to complete a year-end evaluation of their performance, the performance of their Council staff person and our Council.

Recognition

The Council provides recognition to adults who give outstanding service to Girl Scouting.

* For detailed information on GSNWGL Adult Recognitions, visit www.gsnwgl.org

Reimbursement/Financial Assistance

The concept of volunteer service, of time and talent given without remuneration, is the strength of the Girl Scout Movement. Within this concept, it is recognized that special situations may warrant our Council meeting some expenses of volunteers so their services and skills will be available.

Uniforms

All Girl Scout members should wear the membership pin when participating in Girl Scout activities. Although Girl Scouts of the USA is a uniformed organization, wearing uniform pieces is encouraged but not required. Purchase of Girl Scout uniform pieces is at the volunteer's expense.

🌿 Operational Volunteer Policies, part 2

Insurance

All registered members have limited protection under Girl Scout Activity Accident Insurance up to \$15,000. This provides coverage for accident medical expenses to members traveling to and from and participating in approved, supervised Girl Scout activities.

Drivers of motor vehicles that transport Girl Scouts must be registered Girl Scout adults and have completed a volunteer application with valid driver's licenses and only transport girls in licensed vehicles that have insurance that meets minimum requirements of state financial responsibility law.

Our Council does not assume responsibility for insuring a volunteer's personal effects. Our Council lists Troop Leaders and all other volunteers as insured's in its General Liability and Business Auto policies.

* For complete information on Girl Scout Insurance, including adding additional coverage for girls, special events and non-registered event participants, visit www.gsnwgl.org.

Volunteer Records

Only authorized individuals may access materials specifically designated by our Council as confidential.

Conflict Resolution

Volunteers who believe that Council policies and procedures are not being properly administered as related to their position should discuss their conflict with their immediate supervisor.

If open discussion does not resolve the problem, a signed and dated statement citing the policy or practice that is in question should be sent to the volunteer's immediate supervisor.

Within five (5) working days after receiving the written statement, the volunteer's immediate supervisor will call a meeting of all involved parties to discuss the conflict. A written summary of the meeting and the resolution shall be distributed within three (3) working days to the involved parties with a copy sent to our Council CEO.

If the conflict is not resolved, the volunteer shall make a written request for review to the next level of supervision, within five (5) working days of receiving the written summary. That supervisor will then review the findings and determine if additional action is warranted and have a written response to the parties involved within (10) working days of receiving the request.

If these procedures do not resolve the conflict, the volunteer may request a review by the CEO, whose findings shall be final and binding.

Suspension

A volunteer may be suspended for the following reasons:

- Results of initial or routine (every three years) background check.
- Information received that would put in question the volunteer's appropriateness for position.
- Conduct inconsistent with the policies and practices of our Council or GSUSA.

The suspension would continue until the situation is resolved.

Separation

A volunteer who is unable to fulfill their position responsibilities must submit a written resignation to their supervisor as soon as possible. Separation of a volunteer is the responsibility of the volunteer's immediate supervisor and/or supervising employed staff member with supporting documentation. Separation is initiated only after steps involving corrective action and/or conflict resolution are not successful. Reasons for release may include, but are not limited to:

- Conduct inconsistent with the policies and practices of our Council or GSUSA.
- Unwillingness or inability to perform the job.
- Excessive absence or tardiness.
- Inappropriate use of funds.
- Outstanding debt to Girl Scouts of the Northwestern Great Lakes, Inc.
- Unacceptable background check.

Harassment

Girl Scouts of the Northwestern Great Lakes, Inc. is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and equitable treatment. It is the policy of the organization to provide all volunteers with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature."

Our Council expressly prohibits any form of harassment on the basis of race, color, religion, sex, age, national origin, or disability, or any other protected class.

It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, employee, 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 any volunteer who, in conducting Girl Scout program, advocates, solicits or promotes a personal lifestyle that creates a substantial risk detrimental to the girls.

Any volunteer who feels that she or he has been subjected to harassment of any type, whether by another volunteer, Council staff member, or any agent of the organization, should promptly report the incident to a supervisor or to the CEO. The CEO will take appropriate measures to resolve or correct the situation.

Retaliation against anyone who has reported an allegation of harassment or sexual harassment is expressly prohibited.

Child Abuse

Our 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 our Council's policy for any volunteer to physically, sexually, verbally, or mentally abuse or to neglect any girl member. Our Council reserves the right to refuse membership endorsement or reappointment and to dismiss or to exclude from affiliation with our Council any volunteer who threatens the health and welfare of girls.

Drug Use

There shall be no consumption of alcoholic beverages, abuse of legal drugs, or use of illegal drugs or smoking on Girl Scout property or at any organized Girl Scout function for girls.

References:

Blue Book of Basic Documents

Safety Guidelines and Safety Activity Checkpoints

Council Policies

Troops

Troop Leadership

Troop Leadership consists of two (2) non-related registered adults, serving as Leaders, and a Troop Committee who provides support. GSNWGL staff provide information and ongoing support, and can connect troops with a wide variety of resources in the community.

Registering Your Troop

All girl and adult members must be registered with GSUSA. To be considered “On Time” registration, membership materials should be received at a Service Center by September 30 of each year. However, registrations are always welcome throughout the year. Annual membership dues is \$30 per girl, \$25 of which is forwarded directly to GSUSA and \$5 stays with GSNWGL. Adult annual membership dues are \$25 which is forwarded directly to GSUSA. Members are not covered under Girl Scout Insurance until membership materials are received at a Service Center.

* Financial assistance is available.

Family Partnership

To help ensure that high-quality programs are available to their daughters, parents and guardians are asked to make a financial contribution to the annual Family Partnership Campaign. This tax deductible contribution is usually made at the time of registration, but can be made at any time during the membership year.

Troop Leaders ensure a successful Family Partnership Campaign when they:

- Lead by example and make their gift first
- Ensure that information and material are distributed to each Girl Scout family
- Encourage parents to inquire about matching gifts from their employer
- Thank those who make a contribution

* For further information on Family Partnership and other Fund Development activities, visit www.gsnwgl.org.

Confidentiality

Troop Leaders are responsible for maintaining strictly confidential records and respecting the privacy of the girls and families we serve.

Confidential Materials held by Troop Leaders:

- Parent/Guardian Permission Forms
- Health History Forms
- Girl Records
- Troop roster
- Troop Attendance and Dues Record

- Financial assistance information

Service Areas

In an effort to provide effective, consistent services and resources to all areas of our Council, and provide support for the operations of troops, groups, and individually registered members, GSNWGL is divided by community or other designated regions into 63 Service Areas.

- * Service Areas are organized by school district.

Service Team

Service Areas are directed by a group of volunteers known as the Service Team. All Service Teams are led by a Service Area Manager. Other Service Team members are appointed for specialized roles and duties.

Service Area Leader Meetings

Service Area Leader Meetings are held monthly at convenient community sites. Contact your GSNWGL staff person for meeting schedules and locations. Typical meeting agendas include:

- Informational updates on Service Area events, projects, opportunities for troops, and Council news
- Training and enrichment mini-sessions
- Networking, support, and idea sharing

Important Resources

Girl Scout Leaders should become familiar with the following resources:

- www.gsnwgl.org (Your best up-to-date resources for news and detailed information)
- Girl Scout Safety Guidelines
- GSUSA Safety Activity Checkpoints
- Volunteer Essentials
- Troop Leader welcome packet
- GSNWGL grade level resource guides
- The Girl's Guide to Girl Scouting for each grade level
- Leadership Journeys for each grade level
- Volunteer Tool Kit

Contact Information

If you have questions about Council policies or practices, or need further resources to assist you in your volunteer position, do not hesitate to contact Council Staff. We are here to serve you! Call 888.747.6945 or email info@gsnwgl.org.

Thank You!