

Volunteer Policies and Procedures Change Memo

July 26, 2020

Front Cover

- Effective date on front cover changed from August 28, 2019 to June 24, 2020

Introduction

- Removed the following sentence, “To ensure the satisfaction of volunteers, the Board of Directors has adopted these policies on August 28, 2019 to be effective on that date, and supersede previous policies”.
 - Page 3

Sexual Harassment

- Change in who reporting to designee, from Director of Volunteer Engagement to Manager of Human Resources & Governance or her/his designee
 - (changes on page 14, 1st paragraph)
GSMISTS maintains an environment that encourages any volunteer who believes that she/he has been the subject of any unlawful or unwelcome harassment as defined in GSMISTS policy, to report the incident to the ~~Director of Volunteer Engagement & Girl Experience~~ **Manager of Human Resources & Governance or her/his designee**. Similarly, a volunteer who believes that a girl member is the victim of any form of harassment must immediately report the fact to the ~~Director of Volunteer Engagement & Girl Experience~~ **Manager of Human Resources & Governance or her/his designee**. The ~~Director of Volunteer Engagement & Girl Experience~~ **Manager of Human Resources & Governance or her/his designee** will initiate an investigation and, depending on the findings, take appropriate corrective action.

Delinquent Funds

- Change in past due days and months of outstanding debt ramifications
 - (changes on page 17, 1st paragraph)
Members with amounts due to GSMISTS more than ~~30~~ **45** days past due are not permitted to handle money, product, or merchandise for GSMISTS until the amount owed is paid in full. GSMISTS reserves the right to restrict or remove from GSMISTS any person who owes money to GSMISTS.
 - (changes on page 18, 1st paragraph)
Restriction, redirection, or dismissal may occur as a result of delinquent and/or mismanagement of funds. Reappointment to a volunteer position is at the discretion of GSMISTS. GSMISTS will make a good faith attempt to collect any monies owed and reserves the right to use outside collection agencies. If restitution is not paid within ~~30~~ **45** days, GSMISTS retains the right to file criminal and/or civil charges.
 - (changes on page 18, 4th paragraph)
A volunteer owing a debt to GSMISTS for more than ~~6~~ **4** months will be removed from their volunteer position. She/he will not be eligible to be reappointed or serve in an appointed volunteer position until such time as that

debt is paid in full. When the debt is paid in full, the volunteer may serve only in a volunteer role that does not have financial responsibilities for one full Girl Scout year or upon reevaluation. It is the responsibility of the volunteer to contact GSMISTS and request a review of her/his volunteer eligibility status.

Contracts and Agreements

- Change to allow volunteers to sign rental car agreements
 - (changes on page 18, only paragraph)
 - No volunteer may waive liability of a third party on behalf of GSMISTS. Volunteers may not enter into any contract or agreement other than those designated in this policy. ~~GSMISTS must complete contract or agreement paperwork as they apply to troop travel (i.e. car rental, bus rental, etc.) prior to volunteers submitting an Activity and Trip Application Form.~~ **Volunteers may sign rental car contracts or agreement paperwork after trip approval forms have been approved. A copy of this paperwork must be turned into GSMISTS prior to trip. Bus rentals must be approved and contracts signed by GSMISTS designee.**

Throughout Procedures Section

- Title change – changed Service Unit/Troop Support Coordinators to Community Membership Managers
 - Throughout Procedures section of document pages 21-44

Financial Assistance Guidelines

- Updated the link to the 2020-2021 National School Lunch Program
 - Updated throughout section pages 28-30

Money Earning and Fund Raising Guidelines

- Changed point of contact to GSMISTS Director of Fund Development from GSMISTS Director of Volunteer Engagement and Girl Experience
 - Updated throughout section pages 31-38

Coronavirus Safety in Girl Scouts

- Added this section into document
 - Page 41

Emergencies

- Changed who to direct media inquires to GSMISTS Manager of Marketing & Communications or Chief Executive Officer from GSMISTS Senior Director of Fund Development & Communications or Chief Executive Officer
 - Page 42

Meeting Places/Camps/Sites

- Updated to reflect allowing troop meetings to occur in the home of a volunteer
 - Pages 43-44

Certification

- Removed “(as revised and effective August 28, 2019)”
 - Page 45