



Policies, Procedures & Standards (PPS) - Updates 2020-2021

CHANGES THROUGHOUT THE DOCUMENT

Dates changed to reflect 2020/2021 edition

Original:	Adult Training	Original:	Financial Aid
Edited:	Adult Learning	Edited:	Scholarship
Original:	Opportunity Catalog	Original:	Chief Financial Officer (CFO)
Edited:	Participation Catalog	Edited:	Senior Director of Finance and Administration

BECOMING A GIRL SCOUT VOLUNTEER (TRAINING)

page 5

Original: In addition to Membership and background screen, all GSSNE Troop co-leaders are required to complete new leader training or a refresher course and follow Girl Scout Troop standards. To ensure systems communicate properly and that training records are updated properly, online training components should be accessed from a desktop or laptop using Google Chrome as the browser.

- Training requirements can be found on the GSSNE website by clicking VOLUNTEER then click GET STARTED.
- 1. “Girl Scouting 101” is the GSUSA orientation video for new troop leaders. Verification of completion will automatically be sent to GSSNE electronically by GSUSA.
- 2. Volunteer Essentials: Quickstart Guide (pages 1-22) is an online review of GSUSA national standards. New leaders must review the opening section and complete an online verification form which is forwarded to GSSNE. The remaining document should be kept for future reference.
- 3. Complete “Troop Leadership” training in-person OR online
 - a. Online training: consists of an online power point presentation with an online verification form at the conclusion
 - b. Face-to-Face training: access the link to the council calendar with training dates for the face-to-face training. New leaders can register for these classes directly from the council calendar.
- Once all training requirements are successfully completed, the volunteer will receive a confirmation email from Council with additional directions and resources.

Edited: GSSNE is committed to setting up our volunteers for success. Therefore, in addition to completing membership and the CBC, all GSSNE Troop co-leaders are required to complete new leader training and follow Girl Scout Troop standards. Once membership is complete and the CBC has cleared, council will assign training to the volunteer through gsLearn, GSSNE’s online learning platform. gsLearn can be accessed by logging into MYGS at the GSSNE.org homepage.

While all training is highly recommended, the following modules are required in order to be granted Troop Leader status and should be completed within 28 days of assignment:

- **GSUSA Foundations 1-4**
(The Girl Scout Way, The Girl Scout Leadership Experience, Well-Being and Development, and Understanding Troop Operations)
- **GSUSA Volunteer Toolkit**
- **Troop Finance Pathway** (Intro to Troop Finances, Opening a Bank Account, Generating Funds)

Once all requirements are successfully completed, the volunteer will receive a confirmation email from council connecting s/he to the local Service Unit Manager (SUM).

ADDITIONAL SOURCES OF INCOME (COUNCIL PRODUCT PROGRAM PARTICIPATION STANDARD)**page 8**

Original: Permission to hold troop meetings in private homes is seldom given (because the standards listed above apply), but occasionally occurs. Obtaining permission to hold meetings in private homes requires approval from the Council staff after a discussion and evaluation of access, security, safety, and acceptable homeowner's liability insurance. If a troop meets in a private home, other adults or siblings residing in the home may encounter the Girl Scouts during meeting time. GSSNE takes seriously its obligation to provide a zone of safety at troop meetings, so permission to hold meetings in private homes is seldom granted.

Edited: Whenever possible, Girl Scout troop meetings should take place in safe, community settings that are accessible to all members e.g. schools, community centers, libraries, churches/synagogues, etc. We recognize that due to the extenuating circumstances presented by the Covid-19 pandemic, your troop's access to public settings may be limited or impossible. To help support troops who wish to meet in person, GSSNE has elected to grant **TEMPORARY** permission for in-home Girl Scout meetings to those who meet the criteria. For the most up-to-date information and guidelines, or to request temporary permission, please visit GSSNE.org > Our Council > Covid-19 Information.

ADDITIONAL SOURCES OF INCOME (COUNCIL PRODUCT PROGRAM PARTICIPATION STANDARD)**page 10**

Original: the per-registered-girl troop average should be 125 packages or more (2019's council average sold was 141+ boxes)

Edited: the per-registered-girl troop average should be 140 packages or more (2020's council average sold was 180+ boxes)

Original: Fall Product Program: September 14, 2019 – October 25, 2019
Cookie Sale: Dec. 21, 2019 – March 29, 2020

Edited: Fall Product Program: September 19, 2020 – October 28, 2020
Cookie Sale: Dec. 14, 2020 – March 28, 2021

ADDITIONAL SOURCES OF INCOME (COUNCIL PRODUCT PROGRAM PARTICIPATION STANDARD)**page 11**

Original: GSSNE troops may apply for a proposed money-earning activity if they meet the following requirements:

Edited: GSSNE troops may apply for a proposed money-earning activity if they meet the following guidelines: ("requirements" has been changed to "guidelines" in this entire section)

RECORDS AND REPORTING FOR TROOP ACCOUNTS**page 11**

Original: If the report and accompanying bank statement are not submitted by June 30, troop leaders are not eligible to be appointed troop leaders the following year.

Edited: If the report and accompanying bank statement are not submitted by June 30, troop leaders may not be eligible to be appointed troop leaders the following year.

TROOP INCOME**page 13**

Original: In instances of bad checks or unpaid debt, GSSNE will make every effort to contact the person involved and develop a payment plan (the CFO must approve payment plans). Where this is unsuccessful, referrals will be made to a collection agency or local police. In these cases:

- No shop purchases are allowed until the debt is paid or a payment plan is in process

Edited: In instances of bad checks or unpaid debt, GSSNE will make every effort to contact the person involved and develop a payment plan (the Senior Director of Finance and Administration must approve payment plans). In these cases:

- Checks will not be accepted as payment in the Girl Scout Shop until the debt is paid or a payment plan is in process

TROOP INCOME**page 14**

Edited to include: Charging TROOP DUES. Guidance on determining troop dues can be found in the Generating Troop Funds module of Troop Leader training.

SOCIAL MEDIA

page 14

- Original: When using social media in conjunction with Girl Scout affairs the following procedures and standards apply:
- Edited: When using social media in conjunction with Girl Scout affairs the following procedures and standards apply: All girls using email or social media for Girl Scouts must read and accept the [Girl Scouts Internet Safety Pledge](#).

SOCIAL MEDIA (PERMISSION TO POST)

page 14

- Original: On any social media site, Girl Scout volunteers should be socially responsible and adhere to the highest standards of good taste and civility. Because volunteers are role models for Girl Scouts, the responsible and friendly use of social media creates a wonderful example for the girls. Make the Girl Scout Law your guide.
- As part of the registration process to become a member of Girl Scouts, parents/guardians may give GSSNE permission to use photos of their child on its website/Facebook page or in its publications. If they do not give permission, that is honored. The same rule applies to Girl Scout camp registrations in the summer.
 - An additional permission slip from parents/guardians is required for girls to have information and/or photos posted on a TROOP or SERVICE UNIT website/Facebook page. A sample Social Media Release form can be found on the FORMS tab at GSSNE.org.
- Edited: On any social media site, Girl Scout volunteers should be socially responsible and adhere to the highest standards of good taste, civility, **and honor**. Because volunteers are role models for Girl Scouts, the responsible and friendly use of social media creates a wonderful example for the girls. **Girl Scouts, whether adults or girls, should always use the Girl Scout Law as her/his guide.**
- As part of the registration process to become a member of Girl Scouts, parents/guardians may give GSSNE permission to use photos of their child on its social media, electronic, or print publications
 - If they do not give permission, that is honored. The same rule applies to Girl Scout camp registrations in the summer.
 - An additional permission slip from parents/guardians is required for girls to have information and/or photos posted on a troop or Service Unit website/Facebook page. A sample [Social Media Release form](#) can be found on the FORMS tab at GSSNE.org.

SOCIAL MEDIA (CREATING A SERVICE UNIT WEBSITE / FACEBOOK PAGE)

page 14

- Original: GSUSA has strict standards and guidelines on computer and social media use. Consult the Safety Activity Checkpoint, "Computer/Online Use" before setting up any site.
- Edited: GSUSA has strict standards and guidelines on computer and social media use. Consult the Safety Activity Checkpoint, "Computer/Online Use" before setting up any site. If you have questions, please reach out to customercare@gssne.org.

SIBLINGS/TAGALONGS

page 16

- Original:
- A designated adult must be assigned to their supervision and care during the meeting time. This adult may NOT be involved in conducting the Girl Scout meeting but must be solely involved with the tagalongs.
 - Both the adult and the tagalong(s) must be covered by GSSNE accident insurance. Apply for this insurance at GSSNE. The request for insurance must be made BEFORE the meetings are held and GSSNE needs at least 10 business days to process the request. The cost for this insurance must be paid for by the troop. The adult must also register as a Girl Scout member and have a current background screening on file with GSSNE.
- Edited:
- A designated, registered adult member must be assigned to their supervision and care during the meeting time. This adult may NOT be involved in conducting the Girl Scout meeting but must be solely involved with the tagalongs.

- The tagalong must be covered by GSSNE accident insurance. The request for insurance must be made to GSSNE BEFORE the meetings are held and GSSNE needs at least 10 business days to process the request. The cost for this insurance must be paid for by the troop.

ADULT LEARNING FOR VOLUNTEERS - FA/CPR**page 21**

Original: First Aid/CPR required for a day trip to a camp site
Edited: First Aid required for a day trip to a campsite; CPR recommended

ADULT LEARNING FOR VOLUNTEERS**page 26**

Original: Once a volunteer completes New Leader Training, s/he will be prepared to have a fun and fulfilling troop experience. However, some positions and activities require further training. Most Times and dates for all trainings are listed on the council website events calendar. Clicking on the name of the training will take you to a registration site. Due to Covid-19, many trainings have been adapted to a live, virtual platform or online training.

Edited: Once a volunteer completes New Leader Training, s/he will be ready to lead their troop. Some troop leadership positions and activities require further training. With the introduction of gsLearn, our on-demand, online training platform, GSSNE volunteers can engage in most required trainings and enrichment opportunities whenever and wherever it works best for them! Currently registered volunteers should login to MYGS to access gsLearn and see what opportunities await. Trainings must be assigned by council staff so Contact Customer Care if you are interested in a specific training but don't see it in gsLearn. Some trainings, like Troop Camp Training, must be conducted in person because they require skills evaluations. Volunteers can register for these types of trainings by visiting the GSSNE Adult Learning calendar at www.GSSNE.org or by Contacting Customer Care to request a training.

ADULT LEARNING FOR VOLUNTEERS - FA/CPR**page 26**

Edited to include: Required for all overnights, hiking / backpacking / Wilderness FA

ADULT LEARNING FOR VOLUNTEERS - ADVANCED TRIPS**page 27**

Original: For Cadette, Senior and Ambassador level leaders who are planning extended trips (3+ nights) or geographically distant trips

Edited: For Cadette, Senior and Ambassador level leaders who are planning extended trips (3+ nights) or geographically distant trips (outside of New England)

ADULT LEARNING FOR VOLUNTEERS - BRONZE AWARD WORKSHOP**page 27**

Original: Prepares Junior Girl Scouts to pursue a Higher Award
Edited: Prepares Junior troop leaders to lead their troop through the Bronze Award