



# Welcome to Girl Scouting

## New Volunteer

501 S. College Ave.  
Newark, DE 19713-1301  
302-456-7150  
800-341-4007

911 Snow Hill Road  
Salisbury, MD 21804  
410-742-5107  
800-374-9811

100 West 10<sup>th</sup> Street  
Suite 610  
Wilmington, DE 19801  
302-778-0293

[www.GSCB.org](http://www.GSCB.org)





## 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*, 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 and/or 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: \_\_\_\_\_



## 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*.

### **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* 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 GSCB. In instances where this is not possible, the needs of GSCB will take precedence.

### **Appointment**

Volunteers shall be appointed for a term not to exceed one year. In the event that leadership of a Troop is comprised of 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 must complete educational sessions for that position.

### **Benefits**

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

GSCB's volunteer policies/procedures are designed to provide fair and equitable treatment as well as satisfactory working conditions for all volunteers. GSCB 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**

GSCB's formal recognition system will be consistent with *GSUSA's* publication *Adult Recognitions in Girl Scouting*.

## **Termination**

Any volunteer may terminate her/his service upon written notification to their supervisor. GSCB may terminate the services of a volunteer because of, but not limited to, 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 GSCB or *GSUSA* policies, the refusal to support the mission and values of the organization and the GSCB 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 GSCB 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 GSCB expressly prohibits any form of harassment based on 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 designee.

## **Sexual Harassment**

GSCB 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. GSCB reserves the right to refuse membership endorsement or reappointment and to dismiss or suspend from affiliation with GSCB 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**

GSCB 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 GSCB's policy for any volunteer, male or female, to physically, sexually or mentally abuse or neglect any girl member. GSCB reserves the right to refuse membership endorsement or reappointment and to dismiss or exclude from affiliation with GSCB, 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. GSCB will talk to the volunteer in person as soon as possible, preferably within 24 hours. GSCB will contact legal authorities.



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## Volunteer Agreement

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Name

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Telephone number

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Address

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City, State, Zip code

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Position

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Term of appointment/ Troop number

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Email

### GSCB agrees to:

- Provide the volunteer with a position description.
- Provide a volunteer agreement and/or a letter of appointment.
- Provide orientation to the position, GSCB 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.

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Service Unit Manager's signature

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Date

### 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 GSCB 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 GSCB 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.)

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Volunteer's signature

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Date

Please Print

**For First time applicants:** please complete application. If you are a returning volunteer, please update appropriate sections as needed.

**Personal Information**

Name: \_\_\_\_\_  
First Middle Last

Home address: \_\_\_\_\_  
Street City State Zip

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email: \_\_\_\_\_

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

Membership in other organizations: (Please list) \_\_\_\_\_

*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: \_\_\_\_\_

**Education** Select the highest degree acquired:

- High School/GED  Associate's degree  Bachelor's degree  Master's degree  
 PhD  Other

Name of School(s): \_\_\_\_\_

**Girl Scout History** Are you already a Girl Scout member?  Yes  No

How long have you been involved? \_\_\_\_\_

At which Girl Scout Council(s) have you volunteered? \_\_\_\_\_

What volunteer role(s)/positions have you held? \_\_\_\_\_

**Reference(s)** (list up to three, who are not family members nor reside at the same address)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## General Information

Which languages other than English do you speak and understand proficiently?

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Have you worked or volunteered with children?  Yes  No

If yes, in what capacity? \_\_\_\_\_

What distance are you willing to travel to volunteer?

Not at all  Within 10 miles  Within 25 miles  More than 25 miles

Interests, skills, hobbies \_\_\_\_\_

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## Interest Indicators

**What is your volunteer availability?** (Select all that apply)

Day(s):  Mondays  Tuesdays  Wednesdays  Thursdays  Fridays  Saturdays  Sundays

Time of day:  Mornings  Afternoons  Evenings

**Ideal volunteering duration:** (check all that apply)

Occasional (e.g., single events)  One to twelve weeks  Four to Six months  One year

**Preferred volunteer service:** (select all opportunities that you are interested in)

**Direct Service** (working directly with girls)

Which grade levels are you interested in working with?

Grades K-1  Grades 2-3  Grades 4-5

Grades 6-8  Grades 9-10  Grades 11-12

Which program opportunities are you interested in hearing more about?

Camp  Events  Series  Troop  Travel  Virtual (online)

**Indirect Service** (not working directly with girls but supporting adults who work directly with girls)

Trip Planning  Recruiting  Community Cultivation

Event Coordination  Product Sales  Accounting

Customer Service  Interviewing  Learning Facilitation

Volunteer mentoring  Quality assurance  Communications

Other (please specify): \_\_\_\_\_

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**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.*

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 is an equal opportunity employer.* [www.GSCB.org](http://www.GSCB.org)

