

Confidentiality of Information

Information relating to Girl Scout members, including addresses, telephone numbers, social security numbers and other personal information shall not be shared with other Girl Scouts volunteers or staff without permission, or with organizations or individuals outside of Girl Scouts. This information is to be stored in a secure location and used only for the purposes for which it is provided.

Volunteers are not permitted to use for personal advantage or for the advantage of any private business or other business organizations, confidential information or material acquired during the course of her or his assignment. This prohibition includes rosters, mailing lists, e-mail lists, telephone directories, and any other personal information related to members.

Code of Conduct

The Council expects and requires honesty and integrity in all volunteer interactions. Girl Scouts is an organization founded on trust and confidence and holds all volunteers to high standards in personal and professional conduct. The Council's Code of Conduct includes:

- ◆ Complying with the letter and spirit of all applicable laws.
- ◆ Faithful adherence to policies, rules and regulations.
- ◆ Dealing honestly, fairly, courteously and respectfully with girls, staff, other volunteers and the general public.
- ◆ Respecting the Council's ownership of all property, equipment, supplies, records and proprietary information.
- ◆ Preserving the confidentiality of all proprietary information, plans, decisions, member information and any other information that is not designated for knowledge outside of the intended parties.
- ◆ Complying with all Council policies and procedures, including those set forth herein.

SECTION II: VOLUNTEER ASSIGNMENTS

Recruitment

Girl Scouts of Eastern Pennsylvania recruits volunteers for the purposes of promoting, directing and coordinating Girl Scouting throughout the Council. Volunteers are encouraged to recruit others to assist in this process.

Selection

Every volunteer is selected on the basis of qualifications for membership, ability to perform in a volunteer assignment, and willingness and availability to participate in training for that assignment. Every volunteer is required to complete an application, provide references, sign a volunteer agreement, and may be required to undergo background checks established by GSEP prior to receiving an assignment.

GSEP is committed to a safe environment for all of our girl members. Adult volunteers have an impact on the development of girls. The completion of criminal and child abuse background checks is one additional step to ensure their safety. Criminal background checks/child abuse clearances are required for adult volunteers who work directly with girls or troop funds. This includes leaders, co-leaders, assistant leaders, cookie and product sales managers, and adults who accompany girls on overnight trips. Prior to assuming a volunteer assignment, each candidate must complete a background check application and consent form, and submit the required processing fee. Volunteer candidates whose verified record indicates a history of child abuse, violent crime or sexual crime will be denied an assignment. At the discretion of the Council, volunteer candidates may be denied an assignment for drug and/or alcohol related offenses or offenses related to fraud, theft or misappropriation. The response to any other reports will be at the discretion and judgment of Council management.

Volunteer candidates who have completed a criminal background check/child abuse clearance within the preceding twelve months may submit a copy of these certifications with their application. Volunteers will be required to update their volunteer records every three years by submitting a new consent form and processing fee at that time.

Membership

All volunteers participating in the Girl Scout movement shall meet GSUSA membership standards, which include committing to the Girl Scout promise, accepting the Girl Scout law, registering annually through the Council as members of the Girl Scout movement (except for those adults who are lifetime members or who are working in a temporary advisory or consultative capacity), and agreeing to abide by the policies and principles of GSUSA and the Girl Scouts of Eastern Pennsylvania.

Assignment Description/Performance Appraisal

Each volunteer assignment will have a written assignment description that defines specific responsibilities, minimum age requirement and expectations. The assignment description, in conjunction with performance goals, forms the basis for periodic assessment of performance and determines reappointment, rotation to another assignment, or release.

Placement

Every attempt will be made to place volunteers in assignments that meet both their needs and the needs of the Council. Individuals not placed in an assignment for which they applied may be recommended for other assignments, and may request reassignment.

Appointment

Operational volunteers are appointed for a specific time period as specified in the volunteer assignment description. Volunteers shall be appointed and released at the sole discretion of the Council. **No volunteer assignment shall constitute employment with or by the Council.**

Reappointment

Prior to the completion of her or his term, each volunteer who is to be reappointed to the same assignment or rotated to a different assignment should receive confirmation of such reappointment or rotation. Reappointment is based on past performance, adherence to Council and GSUSA policies and standards, support of the Girl Scout purpose, values and Council goals, as well as positive relationships with the community, parents, girls, other volunteers, and employed staff and subject to the needs of the Council. There must be mutual acceptance of assignment accountabilities, expectations, and time commitments.

Training

Within the Council's specified timeline for an assignment, unless exempted by the appropriate supervisor, all operational volunteers will complete training designated by the Council as mandatory for their assignments.

Support for Volunteers

GSEP is committed to maintaining a professional and enriching environment for its volunteers and providing the following support: training and other learning opportunities; support with assignments; Council publications; and liability insurance and supplementary accident insurance as a part of national and/or Council membership. Volunteers are encouraged to enhance and develop their skills while serving with the Council.