

Troop # _____ Policies, Procedures, and Standards (please retain this sheet)

It will be our ongoing custom to publish yearly the group policies, procedures and standards by which we plan to run Frontier Girls Troop # _____. Please understand that, although we do not anticipate any major problems, we want everyone (girls, parents/guardians, and leaders) to be aware of our policies to minimize any misunderstandings as the year progresses. Please direct any questions or comments concerning this notice to: Leader: _____ PH: (_____) _____ - _____

1. Safety is our #1 concern at all times.

- * Weapons, alcohol or other harmful substances are never permitted at meetings or at any function where girls are present.
- * Anyone acting in an unsafe manner (in the judgment of the troop leaders) during troop activities will be asked only once to stop. If the unsafe activity or behavior continues, that person will be asked to leave (if adult) or will be sent home in the care of an adult (either parent/guardian or leader).
- * Every adult or child attending meetings must have a completed Health History form filed with the troop leaders. This form accompanies the girls/adult to all Frontier Girl activities.
- * Parents/Guardians will be asked to complete and sign a Permission form for each Frontier Girl activity away from the normal meeting place that the girl participates in.
- * All adults (must be 21) who drive for field trips must be approved by the leader and provide a copy of their drivers license and insurance to the leader.
- * During field trips or meetings, no child under 13 may self-administer medications (whether prescription or over the counter). One of the leaders must keep medications in her possession and administer such medications based upon written instructions from the child's parent/guardian. There are NO exceptions to this rule. Girls 13 and over may self medicate ONLY with written parental permission. Leaders must keep all medications in their possession and girls must notify the leader before self medicating.
- * There must be a minimum of two adults present at every meeting and activity or the event must be canceled.

2. The troop leaders are not running a babysitting service.

- * We are volunteers and expect to be treated with the courtesy and respect due us as such.
- * Meetings will begin and end promptly. Girls must be dropped off and picked up according to the stated timetable.
- * If a girl is to be late for, or must leave early from, a meeting, please inform the leaders in advance so that they may plan accordingly. This will cause the least amount of disruption for the other girls.
- * Parents/guardians not picking up their child promptly at the stated meeting termination time, will be asked to donate equivalent service time, for the benefit of the troop, to compensate. Such service time will be redeemed at the discretion of, and at a time set by, the troop leaders, not the parent/guardian. (PLEASE be prompt!) A phone call informing the leaders of the parent's (or guardian's) delay and estimated time of arrival would be much appreciated. If a parent/guardian is perpetually tardy, their daughter may be asked to leave the troop.
- * Siblings may only attend meetings/activities if the leader has granted permission beforehand and they may be subject to extra dues if allowed to participate with troop.

3. A reasonable code of behavior will be enforced at all times.

- * Gross misbehavior (as judged by the troop leadership) will not be tolerated. Our leadership will enforce a "three strikes" code of behavior. For any girl continuing to misbehave after two warnings, her parents (or guardian) will be contacted for IMMEDIATE retrieval of that girl. If such disruptive behavior continues, it will be grounds for dismissal from the troop.
- * At no time may a girl, or adult, abuse another girl, or adult, either verbally or physically. This is grounds for IMMEDIATE dismissal from the troop.

4. Parents/Guardians have certain financial responsibilities.

- * The yearly girl registration fee of \$25.00 and dues of \$____.____ per meeting is the responsibility of the parent/guardian. The registration money is paid directly to Frontier Girls Clubs to fund the operational costs of running the program,. Proof of registration must be provided before a girl may participate in troop activities. Dues are deposited directly into the troop account to cover basic expenses for activities, badges and crafts. Dues may be paid in a lump sum or on a per meeting basis.
- * All girls must have a complete uniform, which must be worn to all meetings and activities unless otherwise stated by the leader. Parents/guardians are responsible for making/purchasing a uniform for their child.

5. Group Size, Meeting Duration and Timeframe

- * Our maximum troop size has been set at _____ girls. As spots open up, membership will be added on a first-come, first served basis. Siblings of existing girls are allowed immediate entrance to the troop at anytime regardless of the troop size.
- * Troop meetings will take place weekly/biweekly/monthly from _____:_____ to _____:_____ at:

If you need to reach us during a meeting, the phone number is: _____