

GIRL SCOUT *SAFETY-WISE* UPDATE

GIRL SCOUT PROGRAM STANDARDS

Related to Girl Scout Product Sale Activities

The following changes in *Safety-Wise* Standards 28, 30, and 31 were adopted by the GSUSA Board of Directors June 15, 2008. Changes in guidelines made by GSUSA have been added to reflect needed updates as well, including revised Activity Checkpoints. This document replaces anything in print prior to July 15, 2009, including those Standards and Activity Points in the published *Safety-Wise*. Changes are highlighted at council request.

Standard 28 (Revised)

Activities Involving Money

Girl Scout Groups are financed by dues, money earning-activities, and a share of money earned through council-sponsored product sale activities. ***Girl Scout Daisies may be involved in council-sponsored product sale activities only, and not collect money in any other way except through group dues or parental contributions.*** (Amended by GSUSA Board 6/15/2008)

“Group money earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. “Council sponsored product sales” are council-wide sales of authorized products, such as Girl Scout Cookies, calendars, ***magazines or nuts and candy in which membership pathways participate.*** The funds are for Girl Scout activities and are not to be retained by individuals as their properties. ***Girls can, however, be awarded sales incentives and/or credits to apply to Girl Scout product and/or activities.***

Girl’s participation in group money-earning projects or council-sponsored product sale activities is based upon the following:

- Voluntary participation
- Written permission of a parent or guardian
- Council guidelines
- An understanding of, and ability to interpret to others, why the money is needed
- Correct business procedures
- Observance of local ordinances related to involvement of children in money earning activities, as well as meeting health and safety laws
- Adherence to guidelines for personal protection
- Planned arrangements for safeguarding the money

Girl Scouts, in their role as Girl Scouts, may not raise or solicit money for other organizations. However, girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile if they have funds that are not needed for activities during the year (for example, local or international community service organizations, or environmental projects.)

Encourage girls to designate a portion of their group treasury for the annual membership dues

of the members. This is a sound and efficient practice that enables girls to meet membership dues and lessens the potential burden to individual members.

See activity Checkpoints for Girl Scout Cookie/Council Sponsored Product Sales, as well as Safety-Wise Standards 29, 30, 31, 32 and 33. (Standards 29, 32, 33, 34 and 35 have no revisions)

Standard 30 (Revised)

Council-Sponsored Girl Scout Product Sale Activities

Girls can participate in no more than two council-sponsored product sale activities each year and only one of these may be a cookie sale. The percentage of money to be allocated to participating groups is determined by the council and explained to girls and adults as part of the product sale activity orientation. Girl Scout Daisies may participate in council-sponsored product sales in girl/adult partnership as a Girl Scout Leadership Experience. (Amended by GSUSA Board 6/15/2008)

The selling of Girl Scout Cookies or other council-sponsored products is an integral part of the Girl Scout Leadership Experience focusing on financial literacy. Girls learn to set goals, budget, plan, market to others, work as a team, and many other skills necessary to a successful sale activity. Adults serve in a supporting role but should never assume sole responsibility for sales. Refer to the activity checkpoints for "Cookie/Council-Sponsored Product Sale Activities".

All girl members may participate in council-sponsored product sales activities under volunteer supervision. The council provides training on the procedures to follow during the sale to all participants through a cascading staff and volunteer effort.

The council sets the guidelines and procedures for conducting the sale and determines how the proceeds and recognition system will be managed. The council retains some of the proceeds resulting from product sales to support program activities and participation of all registered Girl Scouts. Adult volunteers, girls, and their families should understand how cookie proceeds are used, so that they can explain this to the public.

The income from product sales does not become the property of individual girl members. Individual girl members may participate in council product sales if supervised by a council trained adult. Girls are eligible for incentives and "cookie credits" but "money earned" that normally would go to a group is administered by the council.

Parents and guardians grant permission for girls to participate and are informed about the girls' whereabouts when they are engaged in product sale activities.

Girl should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, uniform component, or Girl Scout clothing.

Adults must monitor, supervise, and guide the sale activities of all age levels. Girl Scout Daisies, Brownies and Juniors must be accompanied by an adult at all times. Girl Scout Cadettes, Seniors and Ambassadors who participate in door-to-door sales must be supervised by an adult. Girls always use the buddy system.

Money due for sold products should be collected when the products are delivered to the customer or as directed by the Girl Scout council.

Personal customer information should remain private. Customer credit-card information should not be collected by girls. No credit-card information should be asked for on any form collected by girls.

Online Guidance

Girls or their families may not engage in selling Girl Scout Cookies or other products approved for council-sponsored product sales on the Internet. Girls can use e-mail as a **marketing tool** to let family, friends and former customers know about the sale.

- Product related e-mail is not intended to be SPAM (unwanted e-mail). Girls or their parents should not broadcast e-mails to parental membership lists or place of employment e-mail list-serves.
- Girls or their parents cannot set up online ordering or payment on private Web pages.
- Lists of customers and their e-mails should be treated with respect and girls should be instructed on privacy issues

Girl Scout councils do not sell cookies, girls sell cookies. Any referrals via girlscoutcookies.org to councils should be fulfilled by and credited to girl sales. It is up to a Girl Scout council to have a system in place which will allow for girl involvement.

Standard 31 (minimal changes)

Council-Sponsored Product Sale Awards

Groups and individuals may choose to earn council product sale awards. Awards are program-related and of a type that will provide opportunities for girls to participate in Girl Scout activities.

Girls may earn official Girl Scout age-appropriate awards related to product sale activities as a part of the Girl Scout Leadership Experience. In addition, each council may choose to provide items such as participation patches, sales awards, and council credit for camperships, event fees, day camp fees, grants for *destinations* (girl travel) and action/service projects, and materials and supplies for program activities to participants.

The council plan for recognition applies equally to all girls participating in the product sale activity.

Where at all possible, councils should involve girls in the selection of awards and administration of money given to girls from product sales (such as an application process for grants for leadership projects or travelships for *destinations*).

(Standards 29, 32, 33, 34 and 35 remain the same.)

Girl Scout Cookie/Council-Sponsored Product Sale Activity Checkpoints

When Girl Scout Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors participate in Girl Scout Cookie or other product activities, review and follow the following activity checkpoints.

Individually registered Girl Scouts cannot participate in a Girl Scout product activity unless supervised by a trained adult appointed by the council or service unit.

Planning and Supervision

- ✓ Local ordinances related to involvement of children in money-earning projects are observed.
- ✓ Girls are involved in planning and setting goals for the product sale activity.
- ✓ Each girl's participation is voluntary.
- ✓ Written permission is obtained from a girl's parent or guardian before the girl participates in a council product sale. A parent, guardian, or other adult must know each girl's whereabouts when she is engaged in product sales.
- ✓ Girls may use telephones and e-mail to alert friends and relatives to product sales. Girls may not sell Girl Scout product by posting information and making transactions on the Internet.
- ✓ Guidelines for corporate sales (quantity sales to businesses) by girls 11-17 should be coordinated through the Girl Scout council.
- ✓ Any participation in "gifting" sales of product proposed by girls to benefit a community or organization should be overseen by the Girl Scout council.
- ✓ Any gifts in quantity to military overseas should be coordinated through military or related personnel at the place of origin and the place of receipt. Large shipments should have a council agreement with the third party to assure that the cookies arrive where intended. Gifts should not be sent to U.S. bases or bases overseas where there are Girl Scouts involved in product activity sales. Girl Scouts should observe council jurisdiction when selling or marketing product for a gifting program.
- ✓ Girls writing notes for recipients of product gifts should sign with their first name only, troop/group number and council name. Personal e-mails or addresses of girls should never be used.
- ✓ Adults should exercise caution in holding large quantities of money at the point of sale. If need be, make arrangements for additional adults to bank money frequently, particularly from high traffic booth sales.

Clothing

- ✓ Girls wear a Girl Scout Membership Pin, official uniform, uniform component, or informal Girl Scout clothing to identify themselves as Girl Scouts.
- ✓ Girls dress and prepare appropriately for the weather at all times.

Order Taking and Selling

- ✓ The Girl Scout Cookie and other product sale activities are girl driven. Parents and guardians should receive information as to their role in helping girls in the sale from the adult in charge and the council. Adults may assist, but cannot sell Girl Scout products. (The role of the Girl Scout Daisy adult is fully explained in online materials on the GSUSA website, www.girlscouts.org, under Girl Scout Central: Cookies.)
- ✓ Adults must provide supervision and guidance for all age levels. Adults must accompany Girl Scout Daisies, Brownies and Juniors when they are selling, order taking or delivering cookies.
- ✓ If product sale is allowed at an adult's workplace, the girl should be personally involved in the customer interface and/or delivery in some way.
- ✓ Girl Scouts should observe council jurisdiction when selling or marketing product or engaged in collecting for a gifting program. Girl Scouts should observe council jurisdictions when selling cookies in parent/guardians place of work, unless arrangements are made to accommodate all Girl Scout families connected to that workplace.
- ✓ Girls and adults should be familiar with the areas and neighborhoods in which they will sell.
- ✓ Girl Scout Cadettes through Ambassadors must sell in the buddy system and have adult oversight.
- ✓ Girls participate in door-to-door sales only during daylight hours, unless accompanied by an adult.
- ✓ When Girl Scouts operate a booth in a store, mall, or other public place, adults must be present at all times. However, at no time should adults be the only individuals at the booth.
- ✓ Girls learn and practice personal protection skills as outlined in GSUSA- and vendor-provided activity materials. For example:
 - Use safe pedestrian practices, especially when crossing at busy intersections, crossing an alley, or walking in a parking lot.
 - Never enter someone's home (house or apartment) when selling or delivering cookies.

- Do not carry large amounts of money. Provision for safeguarding the money is made in advance. Adult support ensures that girls do not carry large sums of money.
 - Never approach a vehicle to sell to someone.
 - Avoid accepting bills larger than \$20; ask customers to change money at a business or bank if they have larger denominations.
- ✓ A designated adult's telephone number and/or group e-mail overseen by an adult is given for reorders or complaints; a girl does not give out her telephone number or personal e-mail.
 - ✓ When planning sales booths, contact local authorities for permission and for additional safety and security suggestions and assistance. Councils should have a plan in place for approving all booth locations and assure that they are scheduled in a fair and equitable manner.
 - ✓ Girl Scout Cookies® and Girl Scouts® are trademarked by Girl Scouts of the USA and cannot be used to endorse products or services. Any questions regarding the use of Girl Scout Cookies or the name Girl Scouts must be addressed to the Girl Scout council or trademarks@girlscouts.org).

In Addition, Specifically for Girl Scout Daisies

- ✓ Materials provided by GSUSA for Daisies focus on engaging girls in selling to friends (including neighbors) and family. This approach is based upon:
 - The attention span and physical abilities of the girls;
 - The need for one-on-one supervision when handling money (the adult should hold all money);
 - The involvement of parents or trusted adults in goal setting, ensuring that goals are appropriate for the group or individuals; and
 - The importance of providing girls with a foundation in the basics of product-related activities.
- ✓ Adults supervising girls should understand the product sale activity objectives and how to support the girl in the Girl Scout Leadership Experience. It is important that girls achieve success in selling their product with adult partnership, focusing on the Girl Scout processes of **Girl Led**, **Learning by Doing**, and **Cooperative Learning**.