

## ELECTRONIC CHANGES ONLY

GIRL SCOUT SAFETY-WISE UPDATE:

# Girl Scout Program Standards and Activity Checkpoints Related To Girl Scout Product Sales, Money-Earning, and Internet Use

Standard 28 (Changes in effect 7/2008)

## 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 a girl/adult partnership, for the purpose of earning money for the group treasury. **“Council-sponsored product sales”** are councilwide sales of authorized products, such as Girl Scout Cookies, calendars, magazines, nuts, and candy.

The funds collected are for Girl Scout activities and are not to be retained by individuals as their personal property. Girls can, however, be awarded sales incentives and/or credits to apply to Girl Scout **merchandise** and/or activities.

Girls’ 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 (acting 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 (for example, local or international community service)

organizations or environmental projects) if they have funds that are not needed for activities during the year.

Encourage girls to designate a portion of their group treasury for the annual membership dues of members. This is a sound and efficient practice that both enables girls to meet membership dues and lessens the potential burden to individual members.

See **Activity checkpoints for Girl Scout Cookie/Council-Sponsored Product Sale Activities**, as well as *Safety-Wise* Standard 29 (Group Money-Earning Activities), 30 (Council-Sponsored Product Sale Activities), 31(Council-Sponsored Product Sale Awards), 32 (Council Fund-Raising), 33 (Fund-Raising for Other Organizations), 34 (Collaborations with Other Organizations), and 35 (Political Activity).

**Standards 29, 32, 33, 34, and 35 have no revisions.**

Standard 30 (Revised 7/2008, 7/2009)

## 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 allocated to participating groups is determined by the council and is 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 part of the 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 also learn to set goals, budget, plan, market to others, work as a team, and develop 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 "Girl Scout Cookie/Council-Sponsored Product Sale Activities."

All girl members may participate in council-sponsored product sales activities, under volunteer supervision. Councils set guidelines and establish procedures for conducting the sale and determining how the proceeds and recognition system will be managed. Councils also provide training on the procedures to follow, through a cascading staff and volunteer effort. 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. All girls use the buddy system at all times.

Adult volunteers, girls, and their families should understand how cookie proceeds are used, so that they can explain this to the public. Parents and guardians grant permission for girls to participate and are informed about the girls' whereabouts when they are engaged in product sale activities.

The council retains some of the proceeds resulting from product sales to support program activities and participation of all registered Girl Scouts. Income from product sales does not become the property of individual girl members. Girls are, however, eligible for incentives and cookie credits if their council offers them.

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

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. In particular, **customer credit-card information obtained at booth sales or other events should not be held or collected on paper by girls.**

### **Basic Online Guidance for Product Sales**

Girls can use e-mail and age-appropriate Internet functions as online **marketing tools** to let family, friends, and former customers know about the sale and collect indications of interest.

Any use of the Internet as an online marketing tool by councils and girls must adhere to current GSUSA and Internet provider guidelines related to:

- Safety

- Internet etiquette
  - Age requirements
  - Parent/guardian permission
  - Adult oversight
  - Council jurisdiction (by Zip codes of the council)

Guidelines for online product sales include use of parentally supervised e-mail and texting as a marketing tool, and/or use of a customer commitment tool (such as an e-card or blind e-mail provided by product vendors) to communicate with family, friends, and former customers.

- 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 directories.
- Girls or their parents or a third party may not accept payment for Girl Scout product to be sold by girls online, with the exception of Girl Scout magazine vendors.
- Customer e-mail addresses from current and past years should be treated with respect, and girls should be instructed on privacy issues.

As a Girl Scout, girls must never:

- Use or post a personal e-mail, personal street address, or phone number on a site. Instead, use a blind e-mail provided by GSUSA-approved vendors, a group e-mail address, or an e-mail address shared by an adult)
- Take orders from prospective customers outside of the council's Zip code. Refer an online prospect from outside the council's Zip code to [www.girlscoutcookies.org](http://www.girlscoutcookies.org) to find a local council that can deliver cookie orders.

The Girl Scout council should have a system in place that instructs girls how to follow-up and be involved when GSUSA referrals are sent to the council from [girlscoutcookies.org](http://girlscoutcookies.org). Any referrals via [girlscoutcookies.org](http://girlscoutcookies.org) or other cookie finders related to Zip codes should be fulfilled by and credited to girls. Remember that Girl Scout councils do not sell cookies; girls sell cookies.

Girls must stick to council Zip codes as sales territory unless their council makes specific arrangements that are agreed to with adjacent councils (such as a regional mall shared by council customers). Even within a council's Zip code, however, girls and their parents or guardians must be willing to make delivery arrangements. Girls may also sell to relatives outside of a council Zip code.

### **Online Social Networking Sites**

Any use of a social networking site (such as Facebook, Twitter, MySpace, YouTube, Flickr) for Girl Scout program activities, including marketing and/or collecting customer commitments must:

- Meet age limits and terms of use requirements set by the provider and laws governing Internet usage (age 13 and above).
- Have parental permission for use of the tools and for posting of any photos.
- Reference the [www.lmk.girlscouts.org](http://www.lmk.girlscouts.org) for guidance around social network safety.

Troops and groups whose girls meet age criteria may set up a troop or group social networking site with parental permission. Girls can market product on this site, but cannot collect money. This site should be approved by the council.

A girl or group over 13 may work in partnership with an adult to market online using the social networking site of the adult. Any follow-up should be done following safety guidelines for Girl Scout product sales.

Any use of online video sharing sites where the video is representing Girl Scouts or Girl Scout product must follow specific age and requirements for that site, as well as have council approval and Girl Scout photo release forms signed by parents/guardians and any adults pictured. It is recommended that forms be scanned and stored electronically by the adult in charge and/or the council.

Standard 31 (changes in July 2008)

## 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 participants items such as participation patches, sales awards, and council credit for camperships, event fees, day camp fees, grants for travel and Take Action 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).

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

## Girl Scout Cookie/Council-Sponsored Product Sale Activities

### Activity Checkpoints (Revised for 2009)

- ✓ Written permission is obtained from a girl's parent or guardian before the girl participates in a council product sale. **Specific permission must be given for a girl's use of the Internet for product marketing.** A parent, guardian, or other adult must know each girl's whereabouts when she is engaged in product sales, **and if and when she is involved on the Internet.**
- ✓ Girls may use phones and e-mail messages to alert friends and relatives to product sales and accept customer commitments as mail or call backs for the Girl Scout Cookie sale. **Girl Scout cookie product partners are providing secure sites for girl use.** Girls who are 13 or over may use social networking sites to market product; however, they must follow their council's and GSUSA guidelines.
- ✓ Girls writing notes for recipients of product e-mails or announcements online should sign with their first name only, their troop/group number or name, and their council name. Personal e-mails or street addresses of girls should never be used. **Instead, use one of the following:**
  - **A blind return address account where the girls' name or personal e-mail is not revealed to the customer and is instead hosted on a secure site (such as provided by our product sale partners)**
  - **A troop/group account monitored by an adult**
  - **An adult e-mail account supervised by an adult**

### ***Order Taking and Selling***

- ✓ The Girl Scout Cookie and other product sale activities are girl-led. 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 Web site, [www.girlscouts.org](http://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, taking orders for, or delivering cookies. **Supervision extends to any online activity.**
- ✓ Girl Scouts should observe council jurisdiction (by Zip codes) when marketing product **in person or online.** **Prospects that come from outside council jurisdiction should be referred to the council finder at [www.girlscoutcookies.org](http://www.girlscoutcookies.org).** Girl Scouts should observe council jurisdictions when selling cookies in a parent's or guardian's place of work, unless arrangements are made to accommodate all Girl Scout families connected to that workplace.
- ✓ Girl Scout Cadettes through Ambassadors must sell in the buddy system and have adult oversight.
- ✓ Girls learn and practice personal protection skills as outlined in GSUSA- and vendor-provided activity materials. For example:

- 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.
  - 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](mailto:trademarks@girlscouts.org).
- ✓ The Girl Scout name, Girl Scout Cookies® and Girl Scout marks, as well as pictures of Girl Scout Cookie boxes or cookies themselves can be used only by Girl Scout councils and by girls in conjunction with Girl Scout cookie program. These rights are not transferable to customers or businesses purchasing cookies for use with gifting or promotional activities.

### ***In Addition, Specifically for Girl Scout Daisies***

- ✓ Materials provided by GSUSA for Girl Scout 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 and ensuring that goals are appropriate for the group or individuals
  - 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 her understanding of 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.
- ✓ It is not appropriate for Girl Scout Daisies to be marketing online through their troop or group, parent or guardian Web sites, or social networking sites. Girl Scout Daisies may send out e-mails only if working with an adult, and should use blind e-mails or the online marketing tools provided by GSUSA product vendors on their Web sites.

## Computer and Online Safety

### Activity Checkpoints (Revised for 2009)

Electronic access to the Internet is a rich resource for programmatic activities. A group working with an adult volunteer may wish to do such things as:

- Earn a technology award or other award found online
- Send an e-mail to market Girl Scout Cookies using the online marketing tools offered on Girl Scout product vendor Web sites
- Search for other Girl Scout council or group Web sites
- Research a badge or community resource
- Visit the World Association of Girl Scouts and Girl Guides' (WAGGGS) website ([www.wagggsworld.org](http://www.wagggsworld.org)) or member countries' Web sites
- Create a static Web page on the Internet (a static Web page is one that looks the same each time users view it; they are not allowed any input on the page)
- Set up a secure, password-protected Web site with a calendar and information for girls and families
- Use Girl Scout vendor Web sites to learn more about product activities
- Set up a social networking page (ages 13 and above)

### Girl Scout Resources

GSUSA maintains an extensive Web site with many topics of interest for its members and the general public at [www.girlscouts.org](http://www.girlscouts.org), with specific sections, such as **Girl Scout Central**, which is designed to answer your Girl Scout-related questions, and the **GSUSA Council Finder**.

Additional Web site addresses include:

- **Go Girls Only** ([www.gogirlsonly.org/](http://www.gogirlsonly.org/)), for girls grades 1–6
- **STUDIO 2B** ([www.studio2b.org](http://www.studio2b.org)), for teens
- **LMK** ([www.lmk.girlscouts.org](http://www.lmk.girlscouts.org)), a site on Internet safety for teens
- **Let Me Know** ([www.letmeknow.girlscouts.org](http://www.letmeknow.girlscouts.org)), a site on Internet Safety for adult volunteers and parents/guardians
- **The Juliette Gordon Low Birthplace** ([www.juliettegordonlowbirthplace.org](http://www.juliettegordonlowbirthplace.org)) in Savannah, Georgia,
- **Girl Scout Cookies** ([www.girlscoutcookies.org](http://www.girlscoutcookies.org)), for information on Girl Scout Cookies

Each Girl Scout council also has its own Web site address. These can be found by using the **GSUSA Council Finder** at [www.girlscouts.org](http://www.girlscouts.org). Some parts of councils Web sites may be password protected, which means volunteers and girls will need to check with their council for levels of access.

## Planning and Supervision

- ✓ Recruit a consultant with knowledge of computers if **adult volunteers or girls** need assistance with activities related to computers or the Internet.
- ✓ **Identify** a location that provides group members with opportunities to use computers **and access the Internet**. Look for computers available for group use at a library, Girl Scout program center, school or college computer lab, computer rental store with training facility, or science museum. Make sure that there are enough computers for each girl to learn by doing, **even if there is some sharing (cooperative learning) is involved**.
- ✓ **Before girls use the Internet**, copy and distribute the Girl Scout Internet Safety Pledge. **(This is available online through a link from the footer of all GSUSA Web pages, as well as part of this document.)** Discuss online safety issues with the girls, so they know how to conduct themselves safely on the Internet. **Have all girls read, agree to, and sign the Girl Scout Internet Safety Pledge; a parent or guardian also needs to sign.**
- ✓ **For girls in fifth grade and above, we suggest visiting Let Me Know (lmk.girlscouts.org), a site addressing Internet safety for teens and tweens. Girls can earn an online award for completing activities on this site.**
- ✓ Monitor the Web sites that girls view, ensuring that they are both safe and actively controlled. Discuss the kinds of information girls should not disclose to strangers.
- ✓ Ask each girl to discuss Internet safety with a parent, guardian, or adult volunteer who is doing computer activities with her.

## Online and Product Sales

- ✓ Refer to the activity checkpoint on Girl Scout Cookie/Council-Sponsored Product Sale Activities for online product activities.
- ✓ No girl or adult acting on the behalf of girl members can collect money online for Girl Scout product or a money-earning activities online.<sup>1</sup>

## Troop or Group Web Sites

- ✓ A group that wants to design a Web site must understand **that the Web is an open medium for anyone**. An open site will attract more than the intended users. **Documented instances of cyberstalkers make it imperative that any information that could jeopardize the safety and security of girls and adults is not disclosed on a Web site.**
- ✓ To ensure the girls' safety:
  - Use girls' first names only.
  - Never post girls' addresses, phone numbers, or e-mail addresses.
  - **Always have a parent's or guardian's permission when using pictures of girls on a Web site.**
  - **Do not post** addresses of group meeting places or dates and times of meetings, events,

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<sup>1</sup> The only exception to this is GSUSA approved magazine vendor programs.

or trips.

- Do not allow automatic posting of messages to a Web site. All postings (such as message boards or guest books) should have adult oversight and be screened prior to posting live.
  - Ensure that the site does not show personal e-mail addresses. Use a troop or group e-mail, or use an adult's e-mail.
- ✓ An adult volunteer who wishes to communicate upcoming events with families of girls should use e-mail instead of posting details on a Web site, unless that site is password protected.

### **Web Site Links**

- ✓ Be careful when selecting links to other Web sites that show on your site. The contents of potential links should be in keeping with Girl Scout principles and activities. Avoid linking to commercial sites selling merchandise to avoid implied Girl Scout endorsement of the products they offer.
- ✓ Seek out sites that:
- Enhance girls' participation in Girl Scouting
  - Are tasteful
  - Are grade-level-appropriate
  - Show diversity
  - Are beneficial for girls, volunteers, and families.
  - Are in keeping with the Girl Scout organization's purpose.
- ✓ Fully explore each Web site link to determine that its content is appropriate to a Girl Scout audience. As a courtesy, e-mail the site's Webmaster, requesting permission to link to the site. Use similar criteria to determine what sites link to your group's Web site.

### **Use of Copyrighted Material**

- ✓ A group Web site may not use copyrighted designs, text, graphics, or trademarked symbols without specific permission from the copyright or trademark holder. The basic principle is that if it is not yours, don't use it. Trademarks owned by GSUSA include:
- The trefoil shape
  - Daisy Girl Scout Pin and Brownie Girl Scout Pin
  - Girl Scout pins, both contemporary and traditional
  - The words Girl Scout Daisy, Girl Scout Brownie, Girl Scout Junior, Girl Scout Cadette, Girl Scout Senior, Girl Scout Ambassador, Girl Scouting, Girl Scouts, and Girl Scout Cookies
  - Girl Scout Brownie Try-its, Girl Scout Junior Badges, and all Girl Scout Cadette-Ambassador Interest Project awards, their names and symbols, as well as all Girl Scout Journey insignia
- ✓ Information on use of GSUSA graphics and trademarks can be found at [www.girlscouts.org](http://www.girlscouts.org)

under **Girl Scout Central: Graphics Gallery**, and under the link for **Terms and Conditions** on each GSUSA web page footer.

- ✓ Girl Scout trademarks can be used only in accordance with guidelines for their use. The Girl Scout trefoil, for example, may not be animated or used as wallpaper for a Web site. **Check with your council's Web site for complete graphics guidelines and approvals.**
- ✓ Some names (such as commercial products and cartoon characters) are also trademarked and cannot be incorporated into Web site addresses.
- ✓ Permission is also required from the author or publisher for Web use of **videos and music**. Do not post words to copyrighted songs, poems, or book content, as permission must be granted from the record label, publisher, artist, poet, or author and is nearly impossible to obtain.

### **Social Networking Sites and Other Online Tools**

- ✓ Groups whose girls meet age criteria and parental permission may set up a troop or group social networking site. This site must be approved by the council.
- ✓ Any Girl Scout use of a social networking site (such as Facebook, Twitter, and MySpace) for communication must:
  - Have parental permission.
  - Meet age limits set by the provider, which is 13 and above in most cases, as per the United States Child Online Privacy and Protection Act (COPPA) and the Child Online Protection Act (COPA).
  - Reference the [www.lmk.girlscouts.org](http://www.lmk.girlscouts.org) for guidance around social network safety.
- ✓ Any online marketing using social networking tools must follow those guidelines outlined under Standard 30.
- ✓ Any appearance in a Girl Scout–related video or picture posted online must have permission from each girl's parent or guardian, using the GSUSA girl/adult permission form. These should be held by the adult volunteer and/or council.

## Girl Scout Internet Safety Pledge<sup>2</sup> for All Girl Scouts (Revised for 2009)

- I will not give out personal information such as my address, telephone number(s), parent's or guardians' work address/telephone number(s), and the name and location of my school without the permission of my parent or guardian.
- I will tell an adult right away if I come across **or receive** any information that makes me feel uncomfortable.
- I will always follow the rules of Internet sites, including those rules that are based on age of use, parental approval and knowledge, and public laws.**
- I will never agree to get together with someone I "meet" online without first checking with my parents or guardians. If my parents or guardian agree to a meeting, I will arrange it in a public place and bring a parent or guardian along.
- I will never send a person my picture or anything else without first checking with my parent or guardian.
- I will talk with my parent or guardian so that we can set up rules for going online. We will decide on the time of day that I can be online, the length of time that I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
- I will not use the Internet to collect money for Girl Scout products, and I will follow all safety guidelines related to Girl Scout product sales.**
- I will practice online "netiquette" (good manners) at all times when online.**
  - I won't spam others.**
  - I will not bully nor will I tolerate bullying (and I will always tell a trusted adult if this is a problem).**
  - I won't use bad language.**
- I will be guided by the Girl Scout Promise and Law in all that I do online.**

Signed,

Girl Scout \_\_\_\_\_ Date \_\_\_\_\_

Parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

<sup>2</sup> **The GSUSA Online Safety Pledge is based upon the Online Safety Pledge developed by the National Center for Missing and Exploited Children ([www.missingkids.com](http://www.missingkids.com)).**