

Online Volunteer Agreement (2017-2018)

Valid: October 1, 2017 - September 30, 2018

All Girl Scouts of Eastern Massachusetts (GSEMA) volunteers are required to accept and sign the Online Volunteer Agreement annually. After registering as a member, and prior to meeting with girls, handling funds and/or starting your volunteer role, please read and accept this Online Volunteer Agreement indicating you will abide by the terms set forth. This electronic agreement will become a permanent part of your GSEMA electronic membership record.

Girl Scouts of Eastern Massachusetts agrees to:

- Make a copy of GSEMA [Volunteer Policies and Procedures](#), [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) available on our website.
- Provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of his/her position.
- Provide a volunteer position description.
- Give recognition for the time devoted to the position.
- Carry liability insurance and supplementary accident insurance as part of Girl Scouts of the USA (GSUSA) national and/or GSEMA membership.
- Provide ongoing support, guidance and supervision for the position.

The Volunteer agrees to:

- Be a positive role model to girls and adults while acting with integrity and adhering to the Girl Scout Promise and Law.
- Maintain a positive attitude that reflects the acceptance of the mission and goals of GSUSA and GSEMA.
- Become a registered member of Girl Scouts.
- Complete the [GSUSA Adult Membership Registration Form](#), the [Volunteer Application Form](#) (once upon recruitment) and the [CORI/SORI Acknowledgement Form](#) (criminal background check) every three years. See GSEMA [Volunteer Policies and Procedures](#), pages 11–12 for further details. *Note:* If you have not lived in Massachusetts for seven years, GSEMA requires you to complete a national criminal background screening. All criminal background screenings expire on October 1 of the third year and must be renewed prior to October 1 of the third year.
- Operate and conduct troop/groups activities safely, in accordance to the guidelines and standards detailed in [Volunteer Essentials](#) and [Safety Activity Checkpoints](#).
- Accept the Girl Scout commitment to work with all without regard to race, ethnicity/culture, religion, socio-economic status, gender, gender identity and expression, sexual orientation or differing abilities.
- Work cooperatively with girls and adults, including staff, volunteers, and families.
- Complete adult learning and training requirements for the volunteer position he/she holds. See the [CORE Learning Plan for Troop Volunteer](#) and the [Camping Learning Plan for Volunteers](#) for additional information.
- Maintain confidentiality on behalf of the Girl Scout organization and in accordance with the GSEMA Comprehensive Information Security Program (CISP). Details below.
- Perform all volunteer duties specific to his/her volunteer position to the best of his/her ability.

Money Management:

The Volunteer agrees to abide by the following money management guidelines:

- Maintain all monies earned by girls in accordance with [GSEMA Volunteer Policies and Procedures](#), pages 13 – 16.
- Open and maintain a checking account to hold all Girl Scouts funds with two non-related registered adult members as signers on the checking account.
- Keep accurate records of incomes and expenses for Girl Scout troops, series and groups and periodically provide financial updates to the girls and families.
- Abide by the financial procedures and timelines established by GSEMA Product Sales Department.
- Complete and submit an [Annual Troop Financial Report](#) by June 15 annually.
- Adhere to any additional specific financial responsibilities indicated in his/her volunteer position description.

Confidentiality:

The Volunteer agrees to:

Acknowledge receipt of, and thereby adhere to, the GSEMA Comprehensive Information Security Program (CISP) which was developed, adopted and implemented by GSEMA to create effective administrative, technical and physical safeguards for the protection of personal information regarding residents of The Commonwealth of Massachusetts that is collected, used, maintained, stored or transmitted by our organization and to comply with our organization's obligations under the Massachusetts Data Security Laws and Regulations and the Federal Trade Commission's Red Flags Rules.

Specifically the Volunteer understands their responsibilities under CISP include but are not limited to:

1. May only use, access, disclose or retain personal information collected, used, maintained, stored and/or transmitted by GSEMA for the purpose of fulfillment of their assigned responsibility or as necessary to comply with applicable state or federal laws or regulations.
2. May only access GSEMA computer systems/services/devices containing or storing electronic records containing personal information (e.g., laptops, portable hard drives, thumb drives, flash drives, CD's, DVD's or other electronic storage devices or media) to fulfill their job responsibilities and shall be restricted by the issuance of individualized user ID names and passwords.
3. Any member of our workforce/volunteer base in possession of hard-copy records containing personal information, shall maintain such records in a secure fashion (i.e., locked brief case, placed in a locked car trunk, etc.) and shall be responsible for ensuring that no third party (including family members or friends) has an opportunity to view or copy such records. Such hard copy records shall not be copied and shall be returned to a GSEMA office as soon as it is practical.
4. Any member of our workforce/volunteer base who has been terminated or their contract or agreement has expired, voluntarily or involuntarily, shall no longer have physical/computer access to any records maintained by GSEMA containing any personal information effective immediately upon such termination.
5. Any member of our workforce/volunteer base who violates any part of the GSEMA CISP or fails to fully comply with any Data Security Policy or Procedure contained in the CISP shall be subject to appropriate action, up to and including termination of employment or contractual termination, all in accordance with our personnel policies and procedures as in effect from time to time.

Read a [summary CISP](#).

The Girl Scouts of Eastern Mass (hereafter GSEMA) Comprehensive Information Security Program (hereafter "The CISP") was approved by the GSEMA Board of Directors on November 29, 2011, and ensures that GSEMA is compliant with data security policies and procedures. The CISP was developed, adopted and will be implemented to create effective administrative, technical and physical safeguards for the protection of personal information regarding residents of The Commonwealth of Massachusetts that is collected, used, maintained, stored or transmitted by our organization and to comply with our organization's obligations under the Massachusetts Data Security Laws and Regulations and the Federal Trade Commission's Red Flags Rules.

It is my responsibility to familiarize myself with the contents of The CISP. I acknowledge, understand, accept and agree to comply with the information contained in The CISP provided to me by GSEMA. I understand that The CISP is not intended to cover every situation that may arise during my tenure, and that GSEMA reserves the right to modify The CISP in accordance with legal requirements at any time and without notice based upon business needs and conditions.

Volunteer Agreement Acknowledgement Statement:

I acknowledge that I have read the Volunteer Agreement for the 2017-2018 membership year and by registering for this agreement through CES, agree to abide by the terms of this agreement. This registration indicates that I have read and understand that failure to fulfill these responsibilities may result in personal liability and/or release of volunteer appointment and/or non-reappointment to a volunteer position with GSEMA.