

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 our club. Please understand that, although we do not anticipate any major problems, we want everyone (children, 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 children are present.
- * Anyone acting in an unsafe manner (in the judgment of the club leaders) during club 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).
- * Parents/Guardians will be asked to complete and sign a Permission form for each activity away from the normal meeting place that the member participates in.
- * All adults (must be 21) who drive for field trips must be Volunteer Approved, 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. Members 13 and over may self medicate ONLY with written parental permission. Leaders will keep all medications in their possession and members must notify the leader before self medicating.

2. The club 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. Members must be dropped off and picked up according to the stated timetable.
- * If a member 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 members.
- * 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 club, to compensate. Such service time will be redeemed at the discretion of, and at a time set by, the club 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 child may be asked to leave the club.

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

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

4. Parents/Guardians have certain financial responsibilities.

- * Per meeting dues are \$_____. Dues are required whether you attend a meeting or not as supplies are purchased with the assumption that all members will be present. Dues may be paid in a lump sum or on a per meeting basis.

5. Group Size, Meeting Duration and Timeframe

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

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