



**American Heritage Girls  
Troop OH3712  
St Ignatius of Loyola, Cincinnati  
Troop Policy and Guidelines  
2026/2027**

Welcome to American Heritage Girls: a Christ-centered scouting program! AHG was founded in 1995 in West Chester, OH and the program's mission is to BUILD WOMEN OF INTEGRITY THROUGH SERVICE TO GOD, FAMILY, COMMUNITY AND COUNTRY.

**AHG Oath:** *I promise to love God, cherish my family, honor my country and serve my community.*

**AHG Creed:** *An American Heritage Girl promises to be*

*Compassionate: understanding others in fellowship, empathy, kindness & caring. Respecting others' opinions & emotions.*

*Helpful: willingly serve others*

*Honest: always tell the truth & keep her promises*

*Loyal: true to God, family, friends, community & country*

*Perseverant: continue to strive toward a goal despite obstacles*

*Pure: keep my mind, word, and body pure*

*Resourceful: wisely use my time, materials and talents*

*Respectful: honor my country, be obedient to those in authority & courteous to all*

*Responsible: accountable for my own actions, reliable in all situations*

*Reverent: faithful and honoring God, respectful of the beliefs of others*

## OH3712 Troop Basics

### Girl Meetings

Place: St. Ignatius Loyola Hall or other meeting room at St. Ignatius (leaders will update parents on location changes, etc.)

Day: 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month, except we meet on 2 Mondays in January due to after school program

Time: 3:30 PM – 5:15 PM

Dress: Girls should wear their uniform vest or sash to every meeting. They may wear the vest or sash over their school uniform.

Handbooks: Girls should bring their handbook and folders to every meeting. Newsletters and other information are sent home in the handbooks and folders. Parents should check them after meetings.

Pick up procedure: Parents should arrive at 5:15 for Troop announcements & are required to come into Loyola Hall to pick up their daughter(s) after the meeting and sign her out with the unit leader. Any changes to the pickup must be cleared w/ the Leader prior to the meeting.

### Troop Board Positions

|                        |               |                     |
|------------------------|---------------|---------------------|
| Troop Coordinator      | Elena McSwane | 513-225-5779        |
| Vice-Coordinator       | Sarah Deman   | 513-484-6109        |
| Troop Shepherd         | Mary Bengel   | 513-376-1833        |
| Treasurer              | Ellie Aud     | 513-205-9536        |
| Charter Representative | Beth Scholl   | 513-661-6565 x27256 |

### Additional Chair Positions

|                         |                |              |
|-------------------------|----------------|--------------|
| Advancement Chair       | Theresa Gerken | 513-545-6471 |
| Service Chair           | Emma Taphorn   | 513-207-0622 |
| Fundraising Coordinator | Debbie Morris  | 513-473-1684 |
| Registrar               | Sarah Denman   | 513-484-6109 |
| Events Coordinator      | OPEN           |              |
| Camping Coordinators    | Ellie Aud      | 513-205-9536 |

### Unit Leaders

|                                 |                   |              |
|---------------------------------|-------------------|--------------|
| Pathfinders/Tenderhearts Gr K-1 | Jonathan Aud      | 513-205-9762 |
| Tenderhearts Grades 2-3         | Evelyn Gibfried   | 513-484-3309 |
| Explorers Grades 4-6            | Elena McSwane     | 513-225-5779 |
| Pioneers/Patriots Gr 7-12       | Christine Coleman | 513-693-8449 |

# Troop Policy & Guidelines

## **Troop Structure**

### **Troop Board**

AHG Troop OH3712 will have a Troop Board that will create and implement all Troop policy and guidelines. The Troop Policy and Guidelines handbook will be submitted to Unit Leaders and parents for review and approval at the first parents' meeting prior to the first Troop meeting. The Troop Policy and Guidelines will be updated on an annual basis by the Troop Board. A budget and fundraising goals will also be presented for approval by all parents.

The Troop Board will consist of a minimum of five adult member positions: Charter Representative, Coordinator, Vice-Coordinator, Treasurer and Shepherd. Other positions on the Board may include: Secretary, Fundraising Manager, Service Project Coordinator, Advancement Manager, Special Events Coordinator and Registrar. The Troop Board should meet at least once per quarter, bi-monthly is preferred. The Board's responsibility will be to create and implement the Troop Policy and Guidelines to develop, create and manage a Troop budget, to oversee all fundraising efforts of the Troop, to handle conflict resolution and other administrative aspects of the Troop. The Troop Board will also work alongside the chartering organization to approve and recruit adult leaders. When conflict cannot be resolved in a win-win situation, the chartering organization will be asked to mediate the conflict and bring it to a conclusion.

### **Troop Leaders**

The Troop Leadership is comprised of Unit Leaders and Assistance Unit Leaders. These leaders will implement the AHG program at the Unit Level while incorporating the interests of the girls and encouraging girl leadership. They will uphold AHG's Health and Safety Standards as to ensure a safe environment for each Troop meeting.

### **Troop Board & Unit Leader Qualifications**

All candidates for Troop Board and Leadership must be approved by the Charter Organization and the Troop Board. All candidates must be 21 years old and be chosen through a selection process that includes a personal interview, volunteer application, background check and three references that are verified. Troop Board and Unit Leaders positions are a one year commitment and may continue in the position with Troop Board and Charter Organization approval. All Adult Volunteers are expected to model the AHG Creed at all times. Troop Board Members and Unit Leaders may be removed from duty by the Troop Board and/or the Chartering organization, if deemed necessary.

### **Units**

The Troop will be divided into age appropriate units according to the guidelines set forth by American Heritage Girls. This Troop will operate all five levels, if there is interest and leadership in all levels. Those levels are: Pathfinder (K), Tenderheart (1-3), Explorer (4-6), Pioneer (7-8) and Patriot (9-12). It is vital for the protection of the girls and Leaders, that "two-deep leadership" is maintained at all times. It is also important the girl/Leaders ratios be maintained.

### **Appropriate girl/Leader ratios are:**

|             |                                  |
|-------------|----------------------------------|
| Pathfinder  | 6 girls per 1 registered leader  |
| Tenderheart | 6 girls per 1 registered leader  |
| Explorers   | 8 girls per 1 registered leader  |
| Pioneers    | 10 girls per 1 registered leader |
| Patriots    | 12 girls per 1 registered leader |

Levels may be broken into squads according to size and the development stages of the girl members. It is very typical that the Tenderheart Level may be sub-divided into squads based on grade level (i.e. 1st grade, 2nd and 3rd grade.) Pioneer and Patriot Levels may join together while the girls work on their age appropriate program work, depending on the number of girls in each unit.

## **AHG Program**

**Our Troop provides a well-balanced program that includes activities based on all six parts of the AHG program.**

### **Program Emphases**

- Life Skill enhancement through multi-level badge program.
- Girl leadership opportunities at all levels of programming.
- Developing teamwork and building confidence through varied outdoor experiences.
- Character development through community service and citizenship programs.
- Social development through organized Special Events.
- Spiritual development through religious awards program.

**Life Skill Enhancement-** These experiences range in topic through AHG's six frontiers of skill: Heritage, Family Living, Arts, Outdoor Skills, Personal Well-Being and Science and Technology. The badges are progressive so the girls will learn new skills at each level.

**Badge Program-** The Troop will pay for all badges a girl earns in their unit or at troop events. Additional badges a girl earns outside of unit or troop events, will be paid by the unit (if funds available) or parents. Unit Leaders help the girls plan their activities to revolve around their badge requirements. If girls are absent from a Troop meeting where badge requirements are being met, it is up to the girl member and/or parent to make sure she fulfills those requirements on her own time if she wants to receive the badge along her with girls in her unit. Girls may earn badges outside of the Troop setting. Summer months are a great opportunity for girls to earn badges in the outdoor skill frontier as well as the other frontiers. The individual must pay for all badges earned outside of the Troop meeting (\$3.50 each). Badge requirements earned outside of Troop meetings must be recorded and approved by the Unit Leader or Advancement Manager. Unit Leaders have the right to question any badge requirements fulfilled outside of the Troop meeting. Girls will be required to bring a display specific to the badge they earned outside of the Troop meeting or make a short presentation to the large group or their unit at a scheduled time. Please set up this time with your Unit Leader. If there is a dispute regarding requirements, it will be brought to the attention of the Troop Board for rectification, after the Unit Leader and Advancement Managers have reviewed the situation and seek advice for a decision. All badges are ordered bi-annually through your Unit Leader. Families will be invoiced for any badges earned outside of troop or unit meetings and events.

### **Girl Leadership**

Girl leadership skills are encouraged at all levels of AHG. AHG Troop OH3712 will offer many leadership opportunities throughout the year. Through many successful experiences, leadership becomes a lifestyle to the AHG members. Some of these opportunities may include Leader in Training, Chaplain, Historian, Game Leader, Song Leader and Discussion Leader.

**Development Teamwork and building confidence-**it is our Troop's hope that the girls will take part in exciting outdoor opportunities.

**Outdoor Experiences-** Providing outdoor experiences to our Troop members is very important. Our Troop will sponsor or provide several opportunities annually for the girls. Please see the Special Event Calendar for specific information. From time to time, the Troop or units will also make available overnight activities. Parent involvement is encouraged at all levels but is most essential for Kindergarten and 1st grade girls. Girl members that are in Kindergarten may not stay overnight, but may participate in unit/Troop day programs. Unit Leaders may request parent involvement for overnight activities.

## **Character Development**

Community Service- HUGS (Heritage Girls United Giving Service) is the service arm of American Heritage Girls. Community service is a key component of the AHG program. Each Troop is asked to participate in at least three service projects a year. Each troop is asked to help their girls fulfill each AHG levels' service hours requirement. Units may do additional projects if there is interest from the girls. Girls earn service stars based on the number of service hours they log. All service projects completed at the Troop level will be logged by the Advancement Manager of their unit. Girls may earn additional service hours outside of the Troop setting. Parents and girls will be notified through the Troop newsletter stating when to turn in those hours. Each girl will be supplied a *Service Hour Tally Sheet* at the beginning of the year to log personal hours of service. Unused service hours may be carried over from year to year until used. Each Advancement Chair will review all service hours and has the right to question service hours that do not fit within the service guidelines of American Heritage Girls. Any disputes on service will first be addressed by the Unit Leader and Advancement Manager. If not resolved, it may be taken to the Troop Board for a final decision. In order for an act to be considered service in AHG, girls must not be reimbursed in any way. As we are called to love our neighbor, *AHG does not count family service as service hours*. For those older girls participating in long hour mission trips, please consult with your Unit Leader as to what can be counted on a mission trip prior to submitting those hours. Only hours "serving" may be counted. Preparation time and planning time may not be counted. Please refer to page 41 of the Girl Handbook for more information.

## **Social Development**

Social activities for girls are an integral and important part of AHG. The Troop offers many activities for girls and their families. These events have a separate charge and are not included in the Troop budget. It is important that girls try to attend 2-3 events per year in order to earn their Level Award at the end of their Level. The Troop will provide a Special Event Activities Calendar at the beginning of the year to help with setting your calendar.

## **Spiritual Development**

Each girl is encouraged through the AHG program to grow her faith and relationship with God. Whether through meeting prayer, unit Bible studies, or modeling Christ-like behavior, AHG Volunteers can have an eternal impact on the lives of girls. Each AHG Troop has a special Troop Shepherd who seeks to get to know each girl and pray for each girl. Girls at all levels are encouraged to participate in the AHG Religious Award Program. Our Troop also emphasizes the value of the AHG Catholic Faith Awards. AHG Catholic Faith Award Books may be purchased from AHG online or at the Cincinnati store.

## **Uniforms**

The AHG vest or sash are to be worn to all meetings and ceremonies. They can also be worn to service projects, fundraising activities and Troop activities that do not require more casual dress. While the girls are in uniform they are to be conscious of the fact that they are representing AHG and the charter organization and making a lasting impression on those around them. Uniforms and spirit wear can be purchased at the online store: <https://store.americanheritagegirls.org>. Spirit wear is worn, when appropriate, to AHG events. However, we encourage our girls to show off their Troop and spirit wear at anytime outside of uniformed events.

The girl uniforms consist of the following items:

### **Pathfinder**

AHG Pathfinder T-shirt  
Navy skirt, skort or slacks

### **Tenderheart**

AHG Red Vest  
Blue Neckerchief  
AHG Polo Shirt, White  
Navy skirt, skort or slacks

### **Explorer**

AHG Polo Shirt, white  
Khaki skirt, skort or slacks  
AHG Blue Vest  
Red Neckerchief

### **Pioneer**

AHG Blue Sash  
AHG Polo Shirt, white  
Khaki skirt, skort or slacks

### **Patriot**

AHG Blue Sash  
AHG Polo Shirt, red  
Khaki skirt, skort or slacks

***It is our desire that requiring a girl to wear a uniform should in no way hinder her from joining the organization. If obtaining an AHG uniform for your daughter is difficult, please speak with the Uniform Manager or Troop Coordinator about your need.***

### **Purchasing Girl Uniforms**

The AHG Uniform packages are to be purchased online at <https://store.americanheritagegirls.org>. The AHG store also carries the “official” polos for girls and leaders. Girls can wear a plain white polo. They do NOT have to have one with the AHG logo. For placement of the badges and insignia please refer to the American Heritage Girl Handbooks (pages 16 and 17 of the Tenderhearts and Explorers Pink Handbook) and (pages 22 and 23 for the Pioneers and Patriots White Handbook).

### **Leader’s Uniforms/Adult Recognition**

Pathfinder Leaders may wear the Pathfinder “official” Leader T-shirt and Navy Blue or Khaki bottoms. Tenderheart through Patriot Leaders wear the AHG “official” Red or Navy Polo Shirt. New Unit Leaders will receive the AHG Membership Pin at the Fall Joining Award ceremony. The AHG membership pin is to be worn on the right lapel. Unit Leaders also may earn the Gem of a Leader Pin (at the 2, 4, 6, or 8 years of service) and the Religious Award Mentor Pin which may be placed on the AHG official polo as well. See the Leader Handbook for placement. Leaders will wear ANG name badges

## **Awards and Recognition**

### **Joining Award**

This is the first award an American Heritage Girl (except for a Pathfinder, whose first award is the Eliza Shirley) earns, despite her age. The Joining Award can be earned within a Troop/Unit or independently. If a girl joins, and the majority of her Troop has already earned their Joining Award, her Unit Leader along with the parent, can assist the girl in completing the Joining Award requirements within the first quarter of her membership. New members will need to complete the Joining Award section in the Girl Handbook and have the Unit Leader sign off on the requirements before the Joining Award may be presented. All girls must wear their "official" uniform to receive the Joining Award. Girls can be recognized at the mid-year, end of year ceremony or can be recognized during a Troop meeting flag ceremony

### **Sports Pins**

We hope that this program will encourage life long health through exercise. This program is designed to introduce AHG members to both group and individual sports and to encourage teamwork, respect for authority, goal setting and good sportsmanship. Girls may work together on these pins or may participate individually through community and church teams or clubs. Parents can find Sports Pin Requirements on pages 341-356 of the AHG Girl Handbook.

### **Level Awards**

Level Awards are available at all levels of AHG. It is highly recommended that each girl earn her level award however they are not required in order to continue in the AHG program. The steps towards the Level Award include badge work, leadership opportunities, special event participation and community service hours. This award is earned at the end of each Level (i.e. Pathfinder, Tenderheart 3<sup>rd</sup> grade, Explorer 6<sup>th</sup> grade, Pioneer 8<sup>th</sup> grade and Patriot 10<sup>th</sup> grade). Because earning Level Awards usually takes work over a couple of years, girls joining AHG in the 3<sup>rd</sup> or 6<sup>th</sup> grade may choose to earn their level award, however parent involvement outside of regular Troop Meetings may be needed to complete necessary work. Girls (all except the Fanny Crosby Award) receiving their Level Award will need to participate in a Board of Review. Once the girl has participated in her Board of Review and she has been approved to receive her Level Award, she will receive this recognition at the End of Year Recognition Ceremony. The Level Award Tracking Sheets can be found in the Girl Handbook on pages 64-67.

### **Board of Review**

Each girl member completing her Level Award (except for the Fanny Crosby Award) must participate in a Board of Review, at the end of their level year, prior to the End of Year Recognition Ceremony. The purpose of a Board of Review is to make sure the American Heritage Girl has completed all of her requirements for her level award. The Board of Review provides the girls with the opportunity to develop and practice skills needed in an interview situation and is an opportunity for the girl to review her accomplishments. Unit Leaders will assist girls with preparing for their BOR. Typically the Board of Review will take place in late spring. The Board of Review is typically scheduled outside of regular meeting time and girls will be notified prior to the meeting of their required attendance. Girls must be dressed in full uniform (including neckerchief) with badges and insignia, complete for inspection. Girls should wear the official AHG uniform appropriate to their level. No short shorts or un-tucked shirts are allowed.

### **Award Ceremonies**

The Troop plans three Award ceremonies per year so those girls may receive their badges, joining awards, level awards, service recognition and religious recognitions. You will receive a calendar in the fall for all of these important dates. Most ceremonies typically occur in November (Joining Award), late January (religious awards) and the end of May. These award ceremonies are open to parents, family and relatives to attend. It is important to the girls that they have at least one parent in attendance for these award ceremonies. If a girl is unable to attend the ceremony, her recognition will be given to her during an opening ceremony at the next available Troop meeting. When scheduling your family calendar, please make these ceremonies a priority.

## **Additional Award Opportunities**

### **Youth Patriotism Award**

This legacy has afforded every person in the United States abounding freedoms that are often taken for granted. These awards present the youth an opportunity to receive recognition for learning, working with family, working with people of varied race, creed, and gender, and experiencing the Heritage, Freedom, Citizenship, and Service of the United States of America. By completing each segment of the Patriot Awards, the youth earns a medal signifying their accomplishment and encouraging others to do the same. All requirements can be done with a unit, group, family, or individually. The awards can be earned at three levels: Silver (ages 6-10), Gold (ages 11-18) and Adult.

### **Presidential Service Award**

The Presidential Service Award was put in place to honor Americans that use their time, energy, talents, and compassion for others to make a difference in the world through volunteering. To earn an award, individuals, families and groups must keep a record of volunteer activities and hours served. This Record of Service may be kept as a diary, or calendar, in your Service Hour Tally Sheet, or tracked online using the USA Freedom Corps Record of Service. Individuals must submit their records along with the [Presidential Volunteer Service Award Order Form](#) to “certifying organizations” that will review and verify their records and order and distribute the award. The American Heritage Girls is a “certifying organization” registered with the President’s Volunteer Service Awards. To be recognized, service activities should meet national or community needs in the areas of youth achievement, parks and open spaces, healthy communities, and public safety and emergency response.

## **Finances**

### **Member Costs**

The following is a breakdown of initial and annual costs. Please note, these costs are subject to change annually.

### **Girl National Registration Program Fee**

\$30.00 (annual) AHG Inc. Membership Registration; \$60 “sister cap”  
\$20.00 (Annual) AHG Inc. Fee

### **Troop Dues**

\$95.00 (annual) – Covers up to 4 badges & most unit level expenses; AHG fees and Snacks

### **Fundraising Obligation**

See Fundraising Policy and guidelines below. All girls are expected to participate in the Fundraising Activities of the Troop.

### **Adult Member Registration**

\$35.00 (annual) – Annual membership registration with AHG, Inc.  
(Board & Leaders are paid out of Troop budget)

### **Girl Handbook**

\$19.99 each (pink book for grades 1-6, white book grades 7-12)

### **Special Events (optional)**

Additional charges vary. Registration forms and information delivered through the Troop and sent via email. See troop calendar for more information.

### **Troop Dues**

The Troop Board annually determines the amount of “dues” to be assessed each girl member to operate a Troop budget. This budget includes 4 badges, service stars, unit supplies, crafts and school supplies girl and leader recognitions, general office supplies (copies etc.), items needed for service projects, and charter fee. A Troop budget is given annually to parents at the beginning of the program year for approval. The Troop’s source of income is from dues and fundraising by all its members. If you should have any questions regarding the Troop budget, please contact the Troop Coordinator.

### **Annual Family Stewardship Campaign (AFSC)**

The Annual family Stewardship Campaign is an annual family donation drive. Each registered family receives information about this stewardship campaign and how to participate. Each Troop is asked to promote and encourage Troop family participation, as this campaign is crucial to the health and growth of the American Heritage Girls.

### **Program Support Fee**

American Heritage Girls spends far more than \$55 per girl annually to provide the AHG program. The remaining cost to provide the program comes from the assessment of the Program Support Fee which is \$20 per registered girl paid to AHG, Inc. annually by the Troop. (This troop fee is assessed annually during the Troop's year 2 and after).

### **Fundraising Policy**

Fundraising is a necessary activity on behalf of the Troop. Funds earned support the Troop budget, provide for the AHG program support obligation and enables girls and their families to lessen the out of pocket costs of the program. Therefore, each American Heritage Girl is expected to participate in this effort for the vitality of the Troop and her experience in AHG. Each girl member is expected to sell enough product to earn \$35 in profit. Girls not meeting the troop minimum goal will need to make up the difference in a cash donation. If your daughter(s) cannot participate in the fundraising event, we ask that you make a \$35.00 cash donation to cover the troop budget and the annual national program support obligation owed by the troop. The family cap buyout is \$60.

Each year, The Troop Board reviews the Troop budget and determines the fundraising goals for the upcoming year. The Troop may fundraise as a whole for a particular project or trip, and/or units may do so as well. AHG's fundraising guidelines allow for a Troop to conduct up to three fundraisers per year. It is the goal of the Troop Board to keep fundraising to a minimum. If girl goals are met in the fall additional fundraisers will not be needed. All families will be notified of the financial standing of the Troop once the fall fundraiser and dues have been collected.

### **Benevolent Funds**

Benevolent funds are available from time to time for badge related special event activities. Please submit your request in writing to Troop Coordinator for Troop Board approval. Benevolent funds are typically not available until after the fall fundraiser is complete. If a family is granted funds a portion of the event expense is expected to be paid by the individual. A Troop member who registers in the fall must participate in the fall fundraiser to seek money for a special event activity.

### **Troop Excess Funds**

It is always important to use all funds collected for an event on that event. However, if a Troop does have excess funds, or show a profit after an event, the funds must be donated to the Charter Organization or AHG, Inc.

## **Meeting Procedures**

### **Permission Slips**

When girls will be participating in a field trip or activity that requires transportation outside of the Troop meeting, they must have a permission slip. If the parent is attending and driving, they do not need to have a permission slip with them. If a child forgets the permission slip, she will not be able to attend. Troop leaders are not authorized to take children without a permission slip. Permission slips are given out at least one meeting prior to the activity.

### **Release of Troop Members**

If a parent is unable to attend the meeting and the child will be riding with someone else, a written note is expected to be given to the Troop Coordinator at the beginning of the meeting. No verbal approval will be accepted. All parents/guardians must sign their daughters out before leaving.

## **Code of Conduct**

All AHG girl members are expected to properly conduct themselves at all AHG functions. Proper behavior includes respect for themselves and others and adherence to AHG standards as outlined in the AHG Creed. A girl who is out of line with her unit Code of Conduct will first be counseled by her Unit Leader in any change that must take place. A second violation will result in an interview with the Troop Coordinator concerning how the incident does not live up to the AHG Creed. A third violation will result in parental notification and possible termination of membership if deemed necessary. The Troop Board has the right to terminate membership if the violation is determined to be severe.

## **Knife Policy**

Knives can be an important and exciting piece of equipment for outdoor adventures, but they also bring with them an inherent increased risk. Knives may only be brought to an AHG activity when deemed appropriate by chaperoning AHG adult Leaders and included on a pack list for the AHG activity. For activities when knives (or other equipment, such as cell phones, electronic devices, etc.) are not appropriate, they should be included on the activity pack list under a "do not bring/leave at home" category. If pocket knives will be permitted at a Troop activity, Troop leadership must train girls about safe and appropriate use of a pocket knife.

## **Cell Phone Policy**

Cellular telephones (including but not limited to camera phones), beepers, pagers, or any other related electronic communication devices are not to be turned on or visible during meeting or activity time. Please consult with your Unit Leader or Troop Coordinator for permission to call out to a parent or guardian when needed. Any photos taken during Troop activities may not be posted on-line or passed along in emails without the direct consent of all families included.

## **Inclement Weather Cancellation**

A Troop meeting may be cancelled by the Troop Coordinator if there is inclement weather. The Troop will follow the Northwest Local Schools closing schedule. However, the final determination will be determined by the Troop Coordinator and Unit Leaders. If a Troop meeting is cancelled, Unit Leaders will notify by an e-mail to all Troop members of the cancellation. A Troop meeting or unit meeting may also be cancelled if 50% of its members are absent due to illness. Again, if there is a unit meeting cancellation, the Unit Leader will notify the Troop Coordinator and unit members of such cancellation. If both Unit Leaders are unable to attend a meeting and no adult volunteers are able to assist, that unit may also be cancelled or rescheduled for another date and time. This is up to the Unit Leader as to how the unit will function under an emergency situation.

## **Girl Visitors**

From time to time, girls may like to invite a friend to visit a Troop meeting. The following procedure must be followed when inviting a guest(s):

1. The Troop Coordinator and Unit Leader should be notified at least one week in advance of a girl visit.
2. Pathfinder and 1<sup>st</sup> and 2<sup>nd</sup> grade Tenderheart parents must accompany the child and remain with the child during the Troop meeting or activity.
3. If a parent is unable to attend, a permission slip should be submitted with vital parent information provided. The Troop Coordinator should be notified if a parent is not attending, explaining the lack of parental attendance.
4. A new girl and their parent may visit **one** time before registering as a Troop member.
5. All non-member "visitors" attending a "Bring a Friend" Activity sponsored by the Troop must provide a completed permission slip with emergency contact information.
6. All other visitation situations must be communicated with the Troop Coordinator in advance.

## **Transportation for Troop Activities**

All potential drivers for Troop activities must complete a "Troop Transport Form," verifying auto insurance, seatbelts and driver's license. This form must be on file with the Troop Coordinator and the Unit Leader, in charge of the activity. Typically these forms are available for completion at the Parents Registration Night or in

your Girl Registration packet. Parents choosing not to complete this form may not transport girls other than their own daughter on a Troop related activity. This form must be updated annually.

Appropriate girls/leader ratios and two-deep leadership should be present during transportation. All drivers must be licensed and at least 21 years of age. The AHG Troop Board/Leadership reserves the right to deny a driver based on automobile safety or driving record. The driver's motor vehicle record may be randomly checked.

When a unit/squad of the Troop travels for an activity of the Troop, each car will be provided with a Troop Trip packet, directions, maps, contact information. Vehicles traveling more than 75 miles should each have a first-aid kit available.

### **Troop Trips**

A *Troop Trip Notification Form* must be completed for all Troop/Unit/Squad trips that are planning a camping trip or a trip that exceed 75 miles away from the Charter Organization. All trips must be approved by the Charter Representative and the Troop's Support Services Coordinator at the AHG, Inc. office at least four weeks prior to the activity. A certified First Aid/CPR adult must be present at all activities of the Troop. Along with this form Troops must also submit a roster of all girls and adults that will be attending this activity. Any activity that involves a high-risk activity (horseback riding, rappelling, canoeing, etc) must have Charter Representative approval prior to the activity and a *High Adventure Notification Form* must be completed and sent to the Troop's Support Services Department for approval at least four weeks prior to the activity.

Girls attending an overnight activity that includes a high adventure activity (see health and safety section of Troop Coordinator & Unit Leader Handbooks), must complete *the High Adventure Health and Medical Form* which includes a doctor's signature. These must be provided before leaving for the activity. It is the responsibility of the parent to make sure that this information is provided. See your Unit Leader for the necessary forms or download them from the parent section of the AHG website [www.ahgonline.org](http://www.ahgonline.org). High Adventure Health and Medical Forms are good for one year.

### **Administration of Medication Policy**

1. AHG members are discouraged from taking medication at AHG events unless absolutely necessary.
2. No AHG girl member is allowed to self-medicate while participating in an AHG event. Exceptions include inhalers and EpiPens, which may be kept on a girl's person for emergency use. Parents must indicate in writing that the girl is in possession of this medication and possesses the knowledge and ability to administer.
3. The AHG Unit Leader fulfilling the Troop Health and Safety Lead role can accept the responsibility of medicating or making sure an AHG member takes the necessary medication at the appropriate time. The Lead must first receive a completed medical form and *Request for Medication Administration Form*.
4. AHG policy does not mandate nor encourage the Unit Leader to dispense medication. If a leader is uncomfortable administering medications, efforts should be made to make it possible for the girl to still attend the function. If all ideas are exhausted with no resolve, in an effort to keep the AHG program available to all girls, please contact your Support Services Coordinator to further problem solve.
5. No AHG girls may bring over the counter medications for self administration. Over the counter medications may be administered by the Health and Safety Lead on an as need basis. Parents must include these over the counter medications on the *Request for Medication Administration Form*. These are kept in the possession of the Health and Safety Lead for the duration of the event.
6. Administration of all medication will be done per the instructions provided on *the Request for Medication Administration Form*.

### **Sick Policy**

Your daughter should be 24 hours fever free in order to attend any AHG event. Any girl who has an unknown rash will be unable to stay for a meeting. If any medication must be given during an event, the request for Administration of Medication must be provided to the Unit Leader before the event. A First-Aid and CPR certified adult will be present at all activities. The Troop has a first-aid kit at all meetings and activities. Each girl's health and medical information will always be readily available at all meetings.

## **Sibling Policy**

AHG Troop leadership recognizes the fact that parents may sometimes need to bring children who are not AHG participants to Troop meetings and events. This is permissible provided the following rules are strictly adhered to:

1. Children must remain at their parent's side, or at the side of an adult designated by the child's parent, at all times during the meeting or activity. Children must never be unattended.
2. Children may not be unsupervised in the hallways at any time.
3. Siblings may not participate in AHG activities, as this may create logistical problems for those organizing the meetings and it may cause distractions.
4. Parents are to remove disruptive children.
5. Any leader taking an active role in a meeting is to make arrangements with another adult to supervise her non-AHG children.

## **Alcohol, Drug and Tobacco policy**

As the use of alcohol and drugs has been proven to be a significant health hazard, they are not permitted at any AHG function or activity. Tobacco has also been proven to pose serious health risks. Since the adult leaders serve as examples for the girl members, smoking is not allowed in the presence of girls at AHG activities or events. Use of alcohol, drugs, or tobacco by an AHG member should be reported to the girl's parents. Use of alcohol, drugs or tobacco by an AHG adult member during an AHG event should be referred to the Charter Organization Representative or your Support Services Coordinator.

## **Troop Communication**

**Emergency Numbers** – if you have an emergency and need to contact your daughter during a meeting, call the Coordinator's cell phone at 508-1627 (Michelle Korte) or Vice Coordinator's cell phone at 608.5630 (Rachel Smyth)

**E-Mail** – this is our PRIMARY form of communication. Troop e-mails will typically be sent out the week prior to a meeting. You may receive updates from your Unit Leader or Troop Coordinator.

**Shutterfly Website**– As a registered family of our AHG Troop, you will be invited to join the Shutterfly website we have. Pictures are posted, the calendar is updated and comments about upcoming events will also be posted. If you would like to be invited, please e-mail Michelle Korte at mkorte0731@gmail.com with that request.

**Special Event Announcement Flyers** – These will be emailed or handed out at Troop meetings to keep parents informed of current activities. Most special events have deadlines. Payment and reservation form will be due on a particular due date.

## **Parent Responsibilities**

Parents are encouraged to attend meetings with their daughters. AHG encourages opportunities to bring families together. The girls should be at the meetings and events in the required uniform and arrive before the starting time and after a visit to the bathroom. Parents are also required to obtain information at check-in for upcoming events, monitor e-mails and make sure the girls remember to bring their Handbooks, folders and other necessary information to each meeting.

## **Parent Participation Pledge**

Providing a quality program for girl members requires a commitment from all families involved. Each family must agree to actively participate in the Troop to ensure the success of the group as a whole. Due to various circumstances, some families may need to complete their service outside of regular meeting times; some families can better complete their service during meetings, while others will do a blend of both. It is an

important priority to fill position vacancies and delegate work appropriately to insure a fulfilling experience for all.

### **Volunteer Position Selection Based on Gifts**

American Heritage Girls is a family supported program that encourages both girl and adult involvement. Our Troop will benefit most when we can utilize gifts from all our members. We, the Board Members of AHG Troop OH3712, recognize that each of you have been given different gifts by God and are called to use these gifts for His glory. Although we have been very blessed with many wonderful volunteers who have given of their time and talent, we are in need of more. Our Troop cannot exist without those who give themselves for others. Volunteering for a position should be done with discernment. Prayer and ones' circumstance in life should be weighed when considering a position within the Troop. Please do not think that if you are unable to volunteer that your daughter will not be able to participate with our Troop but we do ask that you pray for guidance in helping our Troop in any way possible. The following Spiritual Gift list may help you determine what position you may be called to volunteer for:

| Spiritual Gifts | AHG Leadership Roles                                                                                                                                               |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apostleship     | Service Project Coordinator                                                                                                                                        |
| Evangelism      | Membership Coordinator (Recruitment & Retention)<br>Service Project Coordinator                                                                                    |
| Shepherding     | Troop Coordinator<br>Troop Shepherd<br>Membership Coordinator (Recruitment & Retention)                                                                            |
| Teaching        | Troop Coordinator<br>Unit Leader<br>Assistant Leader                                                                                                               |
| Helping         | Assistant Coordinator<br>Registrar<br>Secretary/Newsletter<br>Song Leader<br>Historian<br>Nursery/Sibling Care<br>Transportation Coordinator<br>Supply Coordinator |
| Hospitality     | Refreshment Coordinator for Ceremonies<br>Social Events Coordinator                                                                                                |
| Giving          | Troop Treasurer<br>Providing for the Promise Coordinator<br>Fundraising Manager                                                                                    |
| Administration  | Troop Coordinator<br>Assistant Coordinator<br>Uniform Manager<br>Advancement Manager<br>Fundraising Manager<br>Special Event Coordinator                           |
| Leadership      | Troop Coordinator<br>Unit Leader                                                                                                                                   |

Your participation is vital to our success. An AHG Troop Board member will be in contact with you as to the position you were selected for and provide to you a job description and time table for the selected position. AHG Troop thanks you for helping enhance the lives of these young girls through your participation in the Parent Participation Pledge.

## Conflict Resolution

### Steps to Conflict Resolution

**1) Seek Biblical guidance- humble yourself-** The bible addresses conflict consistently. Some verses that you may reflect upon include:

*Galatians 6:1* "Brethren even if a man is caught in any trespass, you who are spiritual, restore such a one in a spirit of gentleness, each one looking to yourself, lest you too be tempted."

*Colossians 3:12* "And so, as those who have been chosen of God, holy and beloved, put on a heart of compassion, kindness, humility, gentleness and patience bearing with one another and forgiving each other, whoever has a complaint against anyone, just as the Lord forgave you, so also should you."

**2) Understand the uniqueness of each volunteer-** Identify personality traits, spiritual gifts and preferred management styles, will help the Coordinator understand the motivators each volunteer possesses. Most conflict is a result of a lack of understanding. The conflict may arise from a lack of understanding of the personality of the volunteer, a lack of understanding of a process or a lack of understanding of the "why" behind the "what."

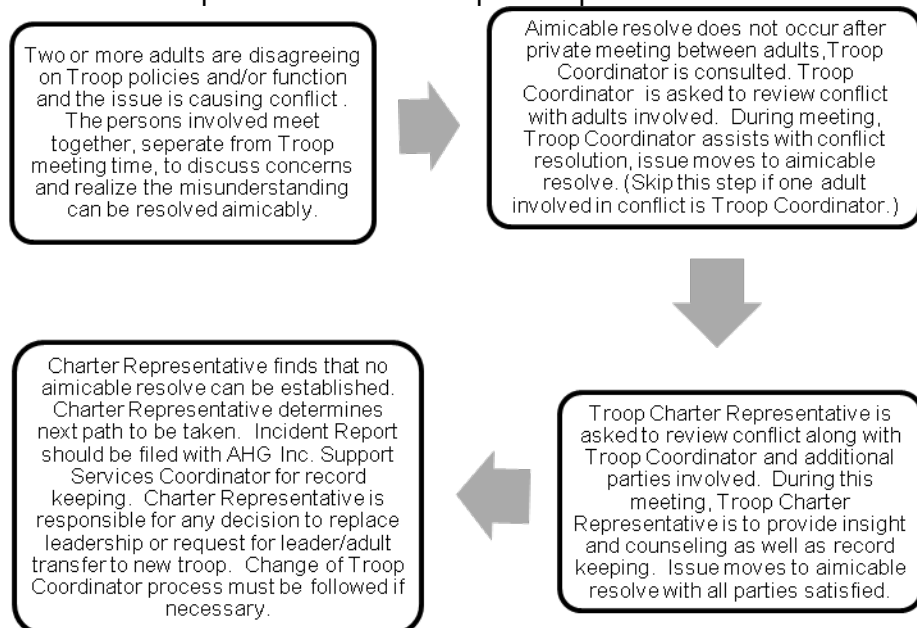
**3) Honor the feeling of each volunteer-** Their concerns are real to them, whether you feel they were right or not. Seeking to truly understand their reasons and perspective is key to successful conflict resolution. Helping each other understand perspective but reiterating the concerns of another honor the volunteer and helps you know that you have an understanding of their feelings. Start your conversation with, "Help me understand...." And remember not to be so busy trying to be understood than to understand.

**4) Retrace the Loop-** As mentioned earlier most conflict comes from a lack of understanding. Determine how this lack of understanding came to be.

**5) Deal with the conflict in a timely manner-** Allowing conflict to fester only makes it worse. Using the Biblical approach found in Matthew 18, meet with the person who has the conflict with you as soon as possible.

**6) Do not let the conflict steal your joy of serving-** Nothing will burn out a volunteer quicker than unresolved or continued conflict. Pray for the armor of God to surround you and take control of the situation. Remember you cannot make others do what you want them to do; you can only make choices to which others respond and create an environment where others can make choices too.

Below is a successful model for resolving conflict within a Troop. This process can be used for conflict with a parent, or adult volunteer. It is important that these steps take place in the order recommended.



**Suggestion Policy**

Your suggestions should be hand-written or typed with the situation described, the problem and your idea for a solution. Suggestions are to be submitted to your squad or Unit Leader by mail or email.

All complaints are to be signed and accompanied by suggested solutions. Thinking through the problem and coming up with a possible solution allows criticism to be constructive. Also, if you're unable to find a solution, the process may lead you to the realization that the Troop is handling the situation in the best way possible--there may not be a better way to do it. The Troop Board will consider your suggestion and implement the changes if deemed beneficial to the entire program.