



AMERICAN
HERITAGE GIRLS[®]
FAITH | SERVICE | FUN

Troop Policy & Guidelines Handbook

**American Heritage Girls
Troop GA3106
Oconee Heights Baptist Church**

Table of Contents

About American Heritage Girls	4
Mission Statement	4
Vision Statement	4
Oath	4
Creed	4
Inclusion Policy	4
Statement of Faith	5
Living a Life of Virtue	5
Code of Conduct	7
Troop Structure	8
Charter Organization	8
Troop Board	8
Ministry Team	8
Charter Representative	8
Troop Coordinator	8
Vice Coordinator	8
Troop Treasurer	8
Troop Shepherd	9
Unit Leaders & Assistants	9
Unit Levels	9
Girl:Leader Ratios	9
Program Emphases	10
Faith	10
Leadership	10
Social & Emotional	10
Outdoors	10
Citizenship	11
Life Skills	11
Program In Action	12
Outdoor & Overnight Experiences	12
Community Service Projects	12
Social Development	13
AHG Awards & Ceremonies	14
Earning Badges	14
Awards and Recognition	14
Faith Awards	15
Joining Award	15
Level Awards	15
Board of Review	15
Award Ceremonies	16
AHG Uniforms	17
Class A Uniform	17
Class B Uniform	19
Finances & Budget	20
Member Costs	20
Troop Dues	20
Benevolence Funds	21
Fundraising	21

Troop Communication	22
Text Message	22
Email	22
Calendar	22
Website	22
Communication with Girl Members	22
Emergency Communication Plan	22
Parent Responsibilities	23
Registering Girls and Adults	23
Required Training Courses	23
Volunteer Position Recruitment and Selection	24
Health and Safety	25
Permission Slips	25
Troop Trips & Transportation	25
Pick-Up and Drop Off	25
Troop Event, Meeting or Activity Cancellation	26
Camping & Overnight Events	26
Bullying and Conflict	26
Girl Visitors	26
Sibling Policy	27
Administration of Medication	27
Cell Phone & Electronics Policy	27
Photograph Policy	28
Sick Policy	28
Swim Test	29
Knife Safety	29
Firearm Policy	29
Alcohol, Drug and Tobacco Policy	29

About American Heritage Girls

From its founding in 1995, American Heritage Girls has been clear about the essential values that drive the ministry. The vision for a fun-filled, Christ-centered, service-oriented, character development organization for girls that would contribute to the betterment of each girl's community and strengthen her walk with Christ was born. The AHG Ministry now serves girls in all 50 states and in 14 countries including Germany, Singapore, Romania, China, and more!

Mission Statement

Building women of integrity through service to God, family, community, and country.

Vision Statement

American Heritage Girls is the premier national character development organization for young women that embraces Christian values and encourages family involvement.

Oath

"I promise to love God,
Cherish my family,
Honor my country,
And Serve in my community."

Creed

As an American Heritage Girl, I promise to be:

Compassionate - Understanding others in fellowship, empathy, kindness, and caring. Respect others' opinions and emotions.

Helpful - Willingly serve others.

Honest - Always tell the truth and keep my promises.

Loyal - True to God, family, friends, community, and country.

Perseverant - Continuing to strive toward a goal despite obstacles.

Pure - Keep my mind and body pure.

Resourceful - Wisely use my time, materials, and talents.

Respectful - Honor my country, be obedient to those in authority, and courteous to all.

Responsible - Accountable for my own actions. Reliable in all situations.

Reverent - Faithful and honoring to God. Respectful to the beliefs of others.

Inclusion Policy

All biological girls of any color, race, national origin and socioeconomic status who agree to live according to the standards of the Bible, the AHG Oath, and the AHG Creed are invited to be members of American Heritage Girls.

AHG believes that welcoming all girls to join AHG is in alignment with the Great Commission from Mathew 28:16-20. Many girls have learned about Christ and experienced faith first-hand as it is lived out by their peers and Unit Leaders in AHG.

Statement of Faith

American Heritage Girls is a Christ-centered leadership and character development ministry. Within the local AHG Troop, the primary statement/profession of Christian beliefs, faith, and/or doctrine is that belonging to the chartering Church/Organization. As with any of its ministries, the Church/Organization should take steps to ensure the Troop appropriately reflects these beliefs.

The Oconee Heights Baptist Church Statement of Faith is:

- We believe the Bible is the inspired, infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that salvation is a free gift for all who follow Jesus as Lord and Savior made possible by His purchase of us on the cross that results in the transformation of the whole person through the Holy Spirit.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a godly life.
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and the lost unto the resurrection of judgment.
- We believe in the Christian church and the spiritual unity of believers in Jesus Christ.

Furthermore, all American Heritage Girls' Charter Organizations, Adult Members and Adult Leaders, must concurrently adhere to the Christian principles stated in AHG's Statement of Faith:

We believe that there is one Triune God – Father; Jesus Christ, His one and only Son; and the Holy Spirit – Creator of the universe and eternally existent. We believe the Holy Scriptures (Old and New Testaments) to be the inspired and authoritative Word of God. We believe each person is created in His image for the purpose of communing with and worshipping God. We believe in the ministry of the Holy Spirit, Who enables us to live Godly lives. We believe that each individual is called to love the Lord our God with all our heart, mind, soul and strength; and to love our neighbors as ourselves. We believe God calls us to lives of purity, service, stewardship and integrity.

Clarity is further provided to the following terms:

Purity – God calls us to lives of holiness, being pure of heart, mind, word, and deed. We are to reserve sexual activity to the sanctity of marriage; a lifelong commitment before God between a man and a woman.

Service – God calls us to become responsible members of our community and the world through selfless acts that contribute to the welfare of others.

Stewardship – God calls to use our God-given time, talents, and money wisely.

Integrity – God calls us to live moral lives that demonstrate an inward motivation to do what is right, regardless of the cost.

Living a Life of Virtue

AHG unashamedly believes, teaches, and practices Biblical principles throughout its program and is committed to developing girls' character and to teaching girls how to apply the truths of God's Word to every aspect of life.

It is the expectation of AHG, Inc. that Girl Members not only subscribe to, but strive to live according to the values represented in the AHG Oath and Creed, to which they agreed when they became a member. With this expectation, it is understood that, just like adults, girls face temptation and are not without sin. Because we all fall short from time to time, it is important that the AHG Troop remain a place of grace and truth. Girls, especially during their adolescent years, are trying to determine who they are and how their faith and the culture play into that identity. AHG can serve a critical role in guiding girls toward their identity in Christ. AHG is meant to be a ministry of transformation—a ministry which surrounds girls with godly adults that will offer them sound Biblical advice, encouragement, grace, and truth. AHG should be a safe place for girls to navigate the confusion that is today's moral landscape.

When a girl falls short of living up to the AHG Oath and Creed, it is not a time for her immediate dismissal from the Troop. It is a time when a girl needs the Christ-centered program of AHG, her parents, her church and the faith-filled adults of her Troop the most. When a girl engages in behavior which contradicts the Oath or Creed, it is important that she understands her error and is given an opportunity to change. These behaviors might include, but are not limited to: gossip, bullying, stealing, sexual activity outside the context of marriage (opposite-sex or same-sex*), illegal use of drugs or alcohol, etc. When Troop Leadership becomes aware that a girl is engaging in such behavior, there are a number of steps that must precede dismissal from the program.

1. Depending on the level of severity of the behavior, the parents of the girl should be notified and included in the process. If the Charter Organization has policies regarding the behaviors being addressed, please refer to the Charter Organization for input, if agreeable to the parent. With parent approval, the trusted Unit Leader and/or Troop Shepherd plus one other adult (maintaining two-deep-leadership) should discuss their concerns with the girl in a loving manner. "Here is why we are concerned. Here is why this behavior contradicts the Oath/Creed." Share the Scriptural references regarding these behaviors. Girls should be given an opportunity to show remorse, repent, and determine a plan for changed behavior. Accountability should be established in a manner which preserves confidentiality and promotes youth safety as described in AHG's KEYS to Child Safety Training.
2. If the Girl Member does *not* show remorse, does *not* agree to a plan of action, or repeats the behavior of concern, Troop Leadership should meet with the girl's parents/guardians as soon as possible, no matter how small the infraction. Troop Leadership should explain in a loving manner why the behavior is of concern, why it contradicts the AHG Oath/Creed, and what steps have been taken to assist the girl in addressing the issue. Following this meeting, girls should be given another opportunity to show remorse, repent and determine a plan for changed behavior. Accountability should be established in a manner which preserves confidentiality and promotes youth safety as described in AHG's KEYS to Child Safety Training.
3. If the Girl Member denies the behavior while the evidence is overwhelming, Troop Leadership must stand for truth and challenge the Girl Member to be truthful. Troop Leadership should explain that grace is available to all, but where truth cannot be found, grace will not be applied. If the Girl Member refuses to be truthful, then Troop Leadership should meet with her parents/guardians to explain the evidence, to describe the consequences that are available dependent upon the Girl Member's

willingness/unwillingness to be truthful, and to request that the parents/guardians counsel their Girl Member. Troop Leadership should offer the parents/guardian and the Girl Member 24 to 48 hours to respond to the evidence and the possible consequences.

4. If the Girl Member continues to not accept responsibility for the behavior, does not show remorse, does not agree to a plan of action, or repeats the behavior of concern, Troop Leadership should again meet with the girl and her parents/guardians. At this meeting, discussions should be had around engaging a pastor, priest, or other church leader within the girl's preferred denomination. Outside ministries that specialize in the issue at hand may be engaged at this time. The object of this meeting is to again work on a plan of action in order to assist the girl in understanding her behavior, its consequences, and work to overcome it. If the parents and girl understand the concern around the behavior and are willing to implement a plan for change, then the girl should be allowed to remain in the Troop. The Troop volunteers are not expected to provide counsel. Providing counsel is the job of the parents, but Troop volunteers should show support and acknowledgement of the worth of the girl.
5. If the above avenues have all been exhausted and the girl continues her behavior, refuses to recognize the behavior as contradictory to the Oath/Creed, and/or poses a threat to other girls in the Troop, she may be asked to terminate her membership in her American Heritage Girls Troop. The goal for every Troop should be to keep the girl in the Troop. The decision to ask a girl to leave a Troop should be one covered in prayer and discernment and in which counsel of the Charter Representative and Charter Organization is sought. The Troop's AHG Troop Coach should be notified if a girl is asked to leave the Troop.

*Scripture addresses the issues of sin: homosexuality, adultery, fornication, lust, pornography, lying, stealing, etc. Sin is contrary to God's design and purposes (Romans 1:1, 1 Corinthians 6:1, 1 Timothy 1, and Leviticus 18). While AHG is well aware that the culture may promote various sins as natural and people are "born that way," AHG defers to the truth of Scripture that states that these behaviors are "sin" and an "abomination." AHG Leaders should communicate that God's grace extends to every form of sin when there is confession, repentance, and dependence on Jesus Christ (1 Corinthians 6:9-11). As girls are maturing, there will be natural questions about same-gender attraction and the development of healthy relationships. Parents should engage these matters with grace, truth, courage, and understanding.

Code of Conduct

All AHG girl members are expected to conduct themselves properly at all AHG functions. Proper behavior includes respect for themselves and others and adherence to AHG standards as outlined in AHG Creed. A girl who is out of line with our 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. This meeting will be followed by an email to the girl's parents to keep them informed. A third violation will result in parental notification and the requirement that a parent attends all AHG activities with their daughter until behavior is no longer an issue. Termination of membership is possible if deemed necessary. The Troop Board has the right to terminate membership if the violation is deemed severe or persistent.

Troop Structure

Charter Organization

Each AHG Troop is chartered by an organization who is willing to host the Troop on their premises and typically contribute to the growth of the troop (spiritually, financially, etc.) The relationship between a Charter Organization and its Troop is designed to be a partnership. As a ministry partner, the AHG Troop serves as an extension of the Charter Organization. AHG GA3106 is chartered by Ocone Heights Baptist Church.

Troop Board

The governing and organizational body of American Heritage Girls is the Troop Board. The Troop Board is composed of the Troop Coordinator, Vice Coordinator, Troop Shepherd, Troop Treasurer, and the Charter Representative.

Ministry Team

The Troop Ministry Team includes the Troop Board, Unit Leaders, Unit Assistants, and all Chair volunteers (Registrar, Advancement, Service Project, Camping, etc.) The Ministry Team will meet no less than twice a year to plan our program year. The Ministry Team will also meet regularly to stay abreast of Troop happenings and event planning.

Charter Representative

The Charter Representative supports the mission of AHG of building women of integrity by representing the Charter Organization of the local AHG Troop and promoting the health and well-being of the Troop and its implementation of the AHG Program. Our CR is Andrea Weaver (andreahirsch20@gmail.com).

Troop Coordinator

The Troop Coordinator supports the mission of AHG of building women of integrity by working closely with the Vice Coordinator, Troop Board and Ministry Team to promote the health and well-being of the Troop and its implementation of the AHG Program. The Troop Coordinator reports to the Troop Coach and Charter Representative. Our Troop Coordinator is Sara Brooks (mycrookedcreek@gmail.com or 706-540-1086).

Vice Coordinator

The Vice Coordinator supports the mission of AHG of building women of integrity by working closely with the Troop Coordinator, Troop Board and Ministry Team to promote the health and well-being of the Troop and its implementation of the AHG Program. The Vice Coordinator reports to the Troop Coordinator and Charter Representative. Our Vice Coordinator is Nariman Crouch (nariman.crouch@gmail.com).

Troop Treasurer

The Troop Treasurer supports the mission of AHG of building women of integrity by stewarding the Troop Budget and financial health of the local AHG Troop. The Troop Treasurer collects all dues and is responsible for all money coming in and out of the Troop Budget. The Troop Treasurer reports to the Troop Coordinator. Our Troop Treasurer is April Sabo (aprilasabo@gmail.com).

Troop Shepherd

The Troop Shepherd supports the mission of AHG of building women of integrity by bringing spiritual leadership and encouragement to the local AHG Troop, coordinating efforts with the Troop Board and Troop Ministry Team, laying a foundation of prayer, and providing spiritual growth opportunities to Troop Members. The Troop Shepherd reports to the Troop Coordinator. Our Troop Shepherd is Gina Lipscomb (glipscomb@protonmail.com).

Unit Leaders & Assistants

The Unit Leaders and Assistants support the mission of AHG of building women of integrity in many ways. Unit Leaders and Unit Assistants work closely with AHG Adult and Girl Members, inspiring and encouraging them to implement the AHG Program based on their interest. Unit Leaders reports to the Troop Coordinator. Unit Leaders and Assistants champion the AHG Program by collaborating with the Troop Ministry Team in program planning and implementation while adhering to AHG Health and Safety Guidelines.

Unit Levels

Traditionally AHG sets forth five Unit Levels: Pathfinders, Tenderhearts, Explorers, Pioneers, and Patriots. For various reasons, our troop has combined Pathfinders into the Tenderhearts.

- Tenderhearts: 5, 6, 7, and 8 year old girls
- Explorers: 9, 10, and 11 year old girls
- Pioneers: 12, 13, and 14 year old girls
- Patriots: 15, 16, 17, and 18 year old girls

AHG separates girls by age instead of grade in school because of the typical correlation between age and maturity, versus academic progress. Students are placed according to their age as of October 31 of the program year.

- Example 1: Jane, who turns 9 in November would be placed in Tenderhearts.
- Example 2: Molly, who turned 15 in June would be a Patriot.
- Exception: Girls may not register with AHG until after they turn 5, and they may do so anytime during the program year. They will be placed in Tenderhearts Unit upon joining.

Girl:Leader Ratios

- Tenderhearts: 6 girls per 1 registered leader; Max for 2 leaders/assistants = 12
- Explorers: 8 girls per 1 registered leader; Max for 2 leaders/assistants = 16
- Pioneers: 10 girls per 1 registered leader; Max for 2 leaders/assistants = 20
- Patriots: 12 girls per 1 registered leader; Max for 2 leaders/assistants = 24

Levels will be split into Squads as long as additional Leadership is available and two-deep leadership can be maintained in all Units and Squads. If additional leadership is unavailable, Units and Squads must be closed to new members.

Program Emphases

The AHG Program is built around six Program Emphases to achieve the mission of building women of integrity. These six key components create a Christ-centered, progressive, and balanced structure, providing girls with a holistic experience. AHG's goal for a girl who completes the AHG Program is that she has learned to be a Christ-following servant leader who is honoring, relational, anchored in Christ, and competent: a woman of integrity.

Faith

Girls are encouraged to grow in their faith and relationship with God through the AHG Faith Award Program, prayer, fellowship, and service, which are woven throughout each aspect of the AHG Program.

Outcome: A Christ-follower who submits to Christ and seeks God's will for her life.

Leadership

The AHG Program is rich in leadership opportunities for girls of all ages. Girls discover their passions, acquire project management skills, hold leadership positions, and participate in leadership training.

Outcome: A servant leader who follows Jesus' model of leadership by putting others first.

Social & Emotional

Girls will gain a better understanding of their identity in Christ through the AHG Program. AHG's multi-level Troop structure encourages girls to create friendships with girls of all ages. This unique Troop structure allows for mentorships and learning opportunities to occur naturally among girls. Girls learn to anchor their emotions in Christ in a caring and loving environment.

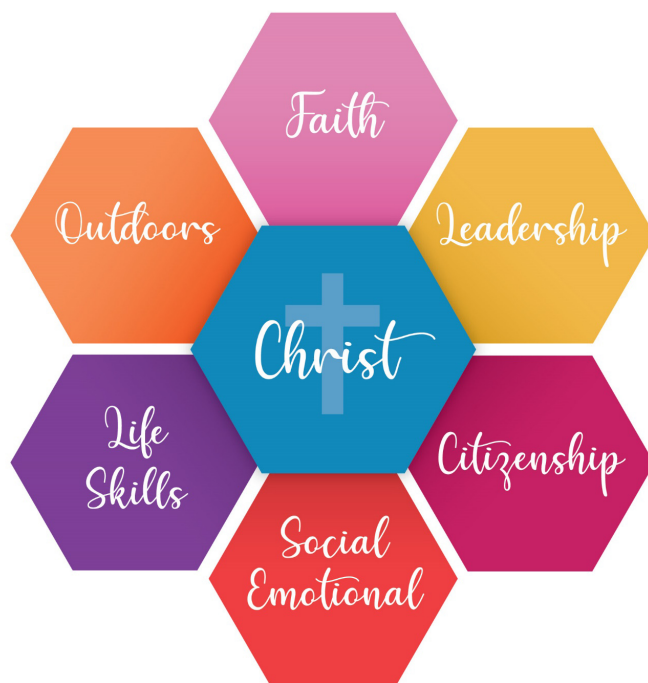
Outcome: A relational girl who invests in positive and loving relationships with others and clings to Christ when navigating emotions.

Outdoors

Nature reveals to us God's beauty, glory, power, wisdom, presence, creativity, and, most of all, his loving care. Through the AHG Program, girls are encouraged to participate in outdoor activities such as hiking or camping several times a year. High Adventure activities are great times for team building, leadership, physical activity, and strengthening relationships with friends. The outdoors will educate girls about their natural world and the beauty God has bestowed upon them.

Outcome: A girl who values creation through outdoor experiences that display the glory of God's creation.

Women of Integrity



Citizenship

The AHG Program provides girls with a deeper understanding of their country and heritage. Girls cultivate honor for their country by participating in patriotic events, flag ceremonies, serving in their community, and through badge work. Serving others and being active citizens with their Troop, fosters a lifelong love for their country.

Outcome: An honoring girl who cares for her community as an active citizen through service and patriotism.

Life Skills

In the AHG Program, girls can step out of their comfort zone and try new experiences in a safe environment. Earning badges provides girls the opportunity to learn a wide array of life skills, inspiring them to become lifelong learners and doers. AHG's six Badge Frontiers include: Heritage, Family Living, Arts, Outdoor Skills, Personal Well-Being, and Science Technology.

Outcome: A competent girl who enjoys mastering new skills and applies them to her life.

Program In Action

Outdoor & Overnight Experiences

Providing outdoor experiences to our troop members is very important. Our Troop will sponsor or provide opportunities annually for the girls. Please see the Troop Activities Calendar for specific information. From time to time, the troop or individual units will also make available overnight activities. **Parental involvement is encouraged at all levels, but is required for girls who are under 7 years old.** All girls who are 6 and under must have a registered parent or guardian present during an overnight activity. Other Unit Leaders may request parental involvement for overnight activities as well. Please note that all adults on overnight activities are required to be a Registered Adult through AHG which requires approval of the Charter Representative.

Community Service Projects

Service is a key part of the AHG programming. Each troop is asked to participate in at least three service projects per year. Units may complete additional projects if there is an interest from the girls. In order to earn her level award, each girl must earn at least one service star per year of membership. Service stars are based on the number of service hours completed. All service hours completed at the troop level will be logged by the Service Project Chair and communicated to the families.

Tracking Service Hours

Girls will need to earn additional service hours outside of the troop setting if they wish to complete their Level Award. A Service Hour Tally Sheet on which to log her personal hours can be found in the Girl Handbook (we recommend photocopying this blank in the event your daughter fills the one in her book). Service hours should be documented in detail on this tally sheet in her handbook. Hours must be turned in to and signed off by their Unit Leader for proper documentation.

What Constitutes Community Service?

Service is freely giving of time, talents, and hard work for someone else's benefit without expecting anything in return. Service is where a humble servant's heart motivates an outward focus to follow Christ's example while filling a need in the community. Through service, girls will learn more about themselves, their talents, skills, and abilities, and in turn, understand the importance of giving themselves and loving others where they are.

- To put it simply, service has these expectations:
 - Service comes from a girl's heart.
 - Service is outwardly focused (If the work directly benefits you, your family, or the troop, it cannot count as service hours).
 - No compensation is given for service (monetary or gift).
 - Service fills a need in the community in which she lives.

A service star is not compensation, but recognition for a girl's heart for service.

The Advancement Chair will review all service hours and has the right to question service hours that do not fit

within these guidelines. Any disputes on service will first be addressed by the Unit Leader. If not resolved, the dispute may be taken to the Troop Board for a final decision.

For 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 see 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 the girls and their families. All financial obligations to the troop (dues, registration, other expenses owed) must be up to date in order for a girl to participate in any Troop sponsored special events.

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 an Activities Calendar at the beginning of the year (that will be continually updated throughout the program year) to help you with setting your calendar.

AHG Awards & Ceremonies

Earning Badges

AHG's six Badge Frontiers include: Heritage, Family Living, Arts, Outdoor Skills, Personal Well-Being, and Science Technology. The Troop will provide opportunities for girls to work on and potentially earn 3 badges during Troop meetings and special activities. Unit Leaders sometimes will work with the girls to plan Unit Time activities to revolve around their AHG Badge Requirements.

Girls are welcome to work on badges outside of Troop activities with the following understanding: **The Troop will cover the cost of 6 badges per girl, per program year (3 during Troop activities and up to an additional 3 badges earned independently at home). The individual will pay for any more badges they earn beyond this allotted amount.** Individuals will be invoiced for any additional badges at the current rate as charged by the AHG store. Individuals may not purchase badges or insignia through the AHG store.

When a girl completes a badge at home she should have a parent initial next to each requirement in her handbook. Unit Leaders will give the girls ample opportunity on scheduled evenings during Unit Time to present badge work completed at home. Girls should bring displays, projects, pictures, or other items specific to the badge they worked on outside of the Troop meeting. Girls will be questioned about their completed activities and experiences to ensure she put forth the necessary effort to earn the badge. If there is a dispute regarding requirements, it will be brought to the attention of the Advancement Chair and, if necessary, the Troop Board for rectification.

Girls may work on badge requirements throughout their entire tenure in their Unit, not just during a single program year.

Example: Lisa started her Cooking Badge as a first-year Tenderheart, but she lost interest. She is welcome to complete the remaining badge requirements during her second or third year as a Tenderheart.

Badge requirements must be met during the girls time as a member of that unit level*. She may not count activities completed before joining that particular level of AHG.

Example: Cindy went camping before becoming an Explorer; so she may not count this activity toward a badge requirement or Level Award step.

* Tenderheart and Explorer badge requirements do not carry over to the next level once a girl has leveled up. She must begin fulfilling the new requirements. Patriots may finish badges they started as a Pioneer because badges may not be repeated as a Patriot and these two levels have the same badge requirements.

Awards and Recognition

AHG provides numerous opportunities for girls to grow by earning awards and recognitions. Although not the focus of the Program, they serve as a tool to recognize girls as they grow into women of integrity. Some of the insignia AHG offers are:

- Joining Award
- Sports Pins
- Level Awards
- Stars & Stripes Award
- Service Stars
- Event Patches

- Faith Awards

AHG also recognizes the immense value of volunteers by offering tenure pins and other recognitions for their investment in girls and the AHG ministry.

Faith Awards

Girls at all levels are encouraged to earn their Faith Award. AHG offers several options for Faith Awards. Information booklets may be obtained through your Troop Board, Unit Leader, or AHG. This award may be earned by the individual or in Unit meetings.

Joining Award

All new members are expected to earn the Joining Award within the first few months of attending meetings. However, if the unit has already completed their joining award and new members join mid-year or the following year, it is up to the parents to make sure that all requirements are met. Requirements can be found in the Girl Handbook. Parents should work alongside their Unit Leader to make sure all requirements are complete.

Level Awards

Level Awards are available at all levels of AHG. It is highly recommended that each girl earn her level award. By fulfilling her level award, she will have accomplished the full AHG program. This award is earned by the end of their Level (i.e. Tenderheart—3rd grade, Explorer—6th grade, Pioneer—8th grade and Patriot—after 10th grade.) If a girl joins at the end of a Level and would like to earn her Award, it will require parental help to accomplish.

Girls should consult with their Unit Leader and/or the Advancement Chair before beginning a Level Award. All girls earning their Level Awards must participate in a Board of Review once all requirements have been met. The Board of Review will be provided by the Troop in the last year of a girl's level. Once a girl has participated in her Board of Review and has been approved to receive her Level Award she will receive this recognition at the End of Year Court of Awards Ceremony. The level award is then placed on her new uniform to begin her first flower of badges.

Board of Review

Each girl member who wishes to complete her Level Award must participate in a Board of Review prior to the final Award Ceremony of the program year. The Board of Review is an opportunity to review each girl's acceptance of AHG ideals and accomplishments within the troop before they move onto the next level. This Board is formed by the Advancement Chair from parent and adult volunteers. Typically the Board of Review will meet in early spring before the final Award Ceremony.

Girls must announce their candidacy for their level award to their Unit Leader by September 30th of the year in which they are eligible in order for the Unit Leader and Board to properly plan and assist the girl in her completion of the Level Award. The only exception will be for girls that join later in the year.

The Board of Review will be offered outside a regular troop meeting and girls will be notified prior to the meeting to choose a time. Girls must be dressed in full uniform (including neckerchief) with badges and

insignia, complete for inspection. Each girl should wear the official AHG uniform appropriate to her level.

Award Ceremonies

The Troop plans Award Ceremonies twice each year (December and May) so girls and adults may receive their Awards and Recognitions. Award Ceremonies are open to parents and families to attend. It is important to the girls that family attend the ceremony to celebrate their accomplishments. If a girl is unable to attend the ceremony, her recognition will be given to her at the next available Troop meeting.

A complete Class A Uniform (as outlined in the [Uniform section](#)) is required to receive earned awards and to participate in Award Ceremonies.

AHG Uniforms

AHG is a uniformed organization. Wearing The AHG Official Uniform, either Class A or Class B, signifies belonging to a group that shares common beliefs and goals. Adult Members in uniform indicate to families, that you are registered and appropriately trained; for girls, it lets them know you are a safe adult. Uniforms are an equalizer for Girl Members—instead of worrying about wearing the latest trends, girls can attend AHG meetings and activities knowing they will fit right in! Visitors may not wear Class A or Class B uniform items.

Seeing the uniforms of older girls gives younger girls motivation to continue in their AHG journey. Logistically, AHG Uniforms are useful when a Troop is participating in a community activity like marching in a parade or serving at a local food pantry. Community members are able to identify the Troop and learn about AHG's values. It is also easier for Troop leadership to keep track of girls in matching uniforms while out in the community.

Uniforms, handbooks, and other AHG merchandise can be purchased through the AHGstore: americanheritagegirls.org/store/

Class A Uniform

The full Class A uniform is recommended by AHG for meetings, ceremonies and special formal events. The AHG Class A Uniform for our Troop includes the following:

Unit	Shirt	Accessories	Bottoms	Not allowed
Tenderhearts	White AHG Polo	Red vest, Navy neckerchief, Flag Patch, Membership Pin, Troop Numbers	Navy Slacks Navy Skort*	Skirts Shorts Jeans Leggings Jeggings Capris Cargo Pants
Explorers		Navy vest, Red neckerchief, Flag Patch, Membership Pin, Troop Numbers		
Pioneers		Navy Sash, Flag Patch, Membership Pin, Troop Numbers		
Patriots	Red AHG Polo	Membership Pin, Lanyard & Name Tag	Navy Slacks Navy Skirt**	
Leaders				

• Girl Class A Uniform

○ AHG Official Short-Sleeved Girl Uniform Polo

- Girls are required to wear the AHG Official Short-Sleeved Girl Uniform Polo in white or red, depending on Program Level. Troops look uniform and best represent the program when all girls are wearing the embroidered AHG Official Short-Sleeved Girl Uniform Polos.
- Girls may choose to tuck or untuck their shirts as a personal choice, as long as the overall look is neat and tidy.

- Girl Members may wear a matching (white or red) plain solid long-sleeved shirt under the AHG Official Polo in colder weather.
- **Vest & Neckerchief or Sash**
 - Vests and sashes are an integral and necessary part of the AHG Class A Uniform. Awards, pins and patches, are displayed with pride on the vest or sash.
 - Vest or sash must include AHG Flag Patch, AHG Membership Pin and Troop Numbers. Troop number patches are provided by the Troop.
 - For placement of the badges and insignia on vests and sashes, please refer to the American Heritage Girls Girl Handbook (TH & EX pg 16-17; PI & PA pg 22-23)
 - The neckerchief should be rolled tightly and worn under the collar. Neckerchiefs can be secured with a standard knot or the AHG Neckerchief Slide. No other embellishments or add-ons are allowed.
- **Navy Bottoms**
 - Girls may choose to wear navy pants or skorts with their AHG Official Class A Uniform.
 - *Skorts must be modest and should be no shorter than 2" above the center of the knee.
 - Long pants are recommended for colder weather and skorts are recommended for warm weather.
 - Girl Members may wear tights or hosiery under skorts in colder weather. Navy opaque tights or skin-tone hosiery may be worn and should complement the uniform.
 - Skirts, shorts, jeans, leggings, jeggings, or cargo pants are not allowed as part of the AHG Official Class A Uniform.
- **Close-toed shoes**
 - Closed-toe shoes are required for the AHG Official Class A Uniform. Shoes should be consistent with other uniform pieces in color, style and functionality. Shoes must be modest and not be worn to attract attention to an individual member.
- It is highly recommended that new members purchase the Uniform Start Up Package for their level which includes AHG Official Short-Sleeved Polo, vest and necktie or sash, Flag Patch, and AHG Membership Pin.
- **Adult Class A Uniform**
 - **AHG Official Uniform Shirt**
 - AHG Official Short-Sleeved Uniform Polo (Red), Dry Wicking Polo (Red), or AHG Official Adult Uniform Regular Dress Blouse (Light Blue)
 - Adult Members may choose to tuck or untuck their shirts as a personal choice, as long as the overall look is neat and tidy.
 - Adult Members may wear a matching solid long-sleeved shirt under the AHG Official Polo in colder weather.
 - **Navy Bottoms**
 - Adults may choose to wear navy pants, capris, or long skirts with their Class A Uniform.
 - **Skirts must be thick material, not thin "maxi" type skirts, and they must be at least mid-calf length to set an example of modesty.

- Short skirts, shorts, jeans, leggings, jeggings, or cargo pants are not allowed as part of the Adult AHG Official Class A Uniform.
- **Close-toed shoes**
 - Closed-toe shoes are required for the AHG Official Class A Uniform. Shoes should be consistent with other uniform pieces in color, style and functionality. They must be modest and not be worn to attract attention to an individual member.
- **AHG Member ID Badge and Lanyard**
 - All Registered Adults must wear their member ID badge and lanyard at all Troop events so they are easily identifiable as Adult Members.

Class B Uniform

The Class B uniform is recommended by AHG for media appearances, service projects, parades, and during the flag ceremony at camp. The AHG Class B Uniform for our Troop includes the following:

Unit	Shirt	Bottoms
Tenderhearts	Blue AHG Classic T-Shirt	Knee-Length or longer bottoms
Explorers		
Pioneers	Red AHG Classic T-Shirt	
Patriots		
Leaders	AHG Classic T-Shirt (color according to Unit)	

• Class B Uniform

- **AHG Official Class B Classic T-Shirt**
 - Tenderhearts, Explorers and their Leaders wear blue t-shirts.
 - Pioneers & Patriots and their Leaders wear red t-shirts.
- **Navy or Jean Bottoms**
 - Choose from any of the approved bottoms for their Class A uniform or other knee-length or longer bottoms.
- **Appropriate Footwear**
 - Members are encouraged to wear appropriate footwear for the activity while in the Class B uniform.

Finances & Budget

Member Costs

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

Girl Member Registration	<p>\$40 (annual) – Annual membership registration with AHG \$90 Sister cap (Families with 3+ Girls Registering at the Same Time)</p> <p>Paid to AHG by Members upon online registration</p>
Adult Member Registration	<p>\$40 (annual) – Annual membership registration with AHG</p> <p>Paid to AHG by Members upon registration</p>
Program Support Fee	<p>\$20.00 (annual) per Girl Member, to be covered with fundraising; \$50 Sister cap (families with 3+ Girls Registering at Same Time)</p> <p>Paid to AHG by Troop in January</p>
Troop Dues	<p>\$16 (monthly) per child – Dues are paid at the first meeting of each month (Paypal, check, or cash). A \$1.00 discount applies to cash or check payments. <u>Dues are non-refundable.</u> Covers all standard Troop activities, including meetings, camping trips, most special events, and 6 badges/year. See Troop Dues.</p> <p>Paid to Troop by Members monthly</p>
Fundraising Obligation	<p>All girls are required to participate in all troop-wide fundraisers as well as applicable event- or unit-specific fundraisers. If participation wanes, the Troop Board may designate a minimum fundraising obligation for each girl – See Fundraising Policy.</p>
Girl Handbook	<p>Tenderheart & Explorer: \$19.99</p> <p>Pioneer & Patriot: \$19.99</p>
Girl Uniform	<p>\$42+ (cost dependent on girl level) See Uniform section.</p>
Adult Uniform	<p>\$24+ (cost dependent on total items purchased) See Uniform section.</p>
Special Events (optional)	<p>Information will be shared through the Troop for special event opportunities for girls and what charges may apply.</p>

Troop Dues

The Troop Board annually determines the amount of dues to be assessed for each Girl Member to operate a Troop Budget. The budget includes badges, unit supplies, camping supplies, refreshments for ceremonies, crafts and meeting supplies, girl and leader recognitions, general office supplies/copies, etc. The Troop's source of income is from dues and fundraising by all its members. If you should have questions regarding the Troop Budget, please contact the Troop Board.

Our troop dues are \$16 per month. Dues are paid at the first meeting of each month (Paypal, check, or cash). A \$1.00 discount applies to cash or check payments. We recommend paying dues monthly or once per semester. Dues are non-refundable. If dues are paid ahead of time, please be aware that we cannot issue refunds should the member(s) decide to leave the troop. Once money is collected, it is used as part of our budget to pay for badges, special events, outings, and more. We are not financially able to give refunds once dues have been paid.

Benevolence Funds

Our troop maintains a Benevolence Fund to assist members when a singular need arises. Please contact the Troop Coordinator or Vice Coordinator for more information.

Fundraising

Fundraising is an essential activity for the success of a Troop. Funds earned support the Troop Budget, provide for the AHG Program Support Fee obligation, and enable girls and their families to lessen the out of pocket costs of the Program. Therefore, each American Heritage Girl Member is expected to participate in this effort. Participation in fundraising provides an intrinsic value to each Girl Member. She will develop her leadership skills and marketing experience as well as life skill development.

Each year, the Troop Board reviews the Troop Budget and sets the fundraising goals for the coming year. The Troop may fundraise as a whole for the operational budget and/or Units may raise funds for a particular project or trip. AHG's fundraising guidelines allow for a Troop to fundraise up to three times per year. It is the goal of the Troop Board to keep fundraising to a minimum. If goals are met with the first fundraiser of the year, additional fundraisers may not be needed. All families will be notified of the financial status of the Troop on a regular basis.

From time to time, the Troop Board will provide fundraising incentive levels that may assist girls with out-of-pocket expenses for activity fees, outdoor experiences, or uniform items. American Heritage Girls has been granted a 501(c)3 - public charity status. Fundraising using a girl account system is considered a private benefit (inurement) and not acceptable for a public charity. Private benefit (Girl Accounts) creates a risk for both American Heritage Girls and the Charter Organization. The IRS could decide that either group is in violation of its public charity status and that all fundraising is taxable.

Troop Communication

Text Message

Our Troop utilizes “Remind” to send out text messages regarding meetings, events, and other important information. Parents and students over 13 years old (with parents permission) are encouraged to subscribe. Students under 13 cannot receive messages via their own account. To sign up text @ga3106 to 81010 using your cell phone. Message threads are restricted to members and their families only to maintain security and safety of our meeting times and information, so each person must be approved before joining the message list. There is a separate text thread set up for registered volunteers. Please see volunteer documentation for more information.

Email

Email will be our primary method of communication between the Troop Board and Unit Leaders to parents. All Troop communications are sent via email, including event invites, RSVP requests, and details about the Troop. Communications will come primarily from AHGfamily. Event details are sent from TroopTrack.

Calendar

Our troop also uses TroopTrack to schedule events and track RSVP. Once your daughter is registered, you will have an opportunity to create an account with TroopTrack where you can see our Troop Calendar and RSVP to events. Link to calendar: <https://ga3106.com/ahg/calendar/>

Website

Our public website is <https://ga3106.com/ahg/> where members can find answers to our most frequently asked questions. This website is where current members should send interested persons for more information about our troop. The website also has a Forms & Downloads page where members can find various forms and documents they will need throughout the program year. Ministry Team members have a special page to access documents and downloads pertaining to their positions and duties in the troop.

Communication with Girl Members

Emails and phone calls should always include two-deep leadership for the safety and protection of both girls and adults. A parent is automatically copied (cc'd) on emails sent through AHGfamily. All participants in such emails should use the “Reply All” feature to ensure cc'd emails are maintained.

Emergency Communication Plan

In the event of an emergency, parents will be notified by either a member of the Troop Board or their daughter’s Unit Leader.

If anyone has an emergency during a meeting, please call Sara Brooks, Troop Coordinator, at 706-540-1086 or Nariman Crouch, Vice Coordinator, at 706-461-0749.

Parent Responsibilities

Parents/guardians demonstrate commitment to the girls by encouraging them and supporting them throughout their years in AHG. Girls should arrive at meetings and events on time, in the appropriate uniform and with the necessary handbooks or supplies. Parents can obtain information at check-in for upcoming activities and should monitor Troop text messages and e-mail communication regularly.

Providing a quality program for Girl Members requires a commitment from all families involved. Each family should actively participate in the Troop to ensure the success of the Troop as a whole. At times, some families may be asked to serve outside of regular meeting times, some may serve during Troop meetings, and others may experience a blend of both.

Registering Girls and Adults

New families can register adults and girls at any time during the year. You will receive an invitation via text from the Troop to register in AHGfamily.

Required Training Courses

All Registered Adult Members of our troop must complete the following courses in AHGequip:

- KEYS to Child Safety
- AHG Foundations
- BEST Practices: Health and Safety Quick Guide

Unit Leaders & Assistants must complete the above plus the following:

- Unit Leader Training (specific to the level you will be leading)
- Running Troop Meetings Full of Faith Service and Fun
- Establishing an Outdoor Program
- Troop Camping Basics

Troop Board members are required to complete all of the above courses plus:

- Troop Board Training
- Position-specific training course(s)

Volunteer Position Recruitment and Selection

Providing a quality Christ-centered program involves a commitment from all families and carefully selecting volunteers based on their walk with Christ and their gifts. While each family is encouraged to actively participate in the Troop to ensure success, our top priority is seeking candidates who have a deep commitment to Jesus Christ and to the AHG mission.

All AHG volunteers will walk through a selection process by the Charter Representative and Troop Coordinator to discern if and where someone might best fit within the Troop. Volunteers will complete a background check and training pertinent to their role. The chart below provides information about some of the opportunities to serve within the Troop.

Role Type	Roles	Kingdom Impact
Administrative Roles: Establishing integrity in the ministry by demonstrating an inward motivation to do what is right regardless of the cost.	Troop Coordinator Vice Coordinator Unit Leader / Unit Assistant Advancement Chair Troop Secretary Health & Safety Lead Special Events Chair Service Project Chair Level Award Coordinator Theme Patch Coordinator	Bringing Girls and volunteers closer to God in their spiritual walk, taking a stand for biblical principles, and making their responsibility for the body of believers known.
Shepherding Roles: Serving the Members of the Troop by contributing to the welfare of others in order to show God's love and the value of each individual involved in the Troop.	Charter Representative Troop Shepherd Joining Award Coordinator Stars & Stripes Mentor Adult Hostess	
Stewardship Roles: Instilling good stewardship practices of wisely using time, talent and money within the Troop in order to biblically model stewardship of the resources we are given.	Troop Treasurer Event Planning Volunteers Camping Planning Volunteers	

Health and Safety

As volunteers of a youth-serving organization, it is our responsibility to be properly trained and equipped to provide a safe environment for the girls we serve. AHG Adult Members are the gatekeeper and play the most important safety role by holding the sacred keys to the hearts and minds of the children of God. Therefore, AHG volunteers are registered Adult Members, which includes a criminal background check (CBC) and are required to complete AHG's KEYS to Child Safety Training.

AHG volunteers wear a Member ID badge and lanyard so they are easily identifiable as Adult Members. In addition, two-deep leadership and appropriate girl/adult ratios are always maintained when girls and adults are present together at a Troop/Unit activity, meeting or event.

For more information about AHG's Health & Safety Policy Manual surrounding the following topics, please go to <http://bit.ly/AHGHealthANDSafety>

Permission Slips

If a girl's parent/guardian is bringing her to a Special Event, the parent will sign them in (and out) of the event, effectively giving their permission for her participation in that event.

If some person other than a parent/guardian is bringing the girl to the event (sibling, grandparent, friend, etc.) the parent MUST sign an event permission slip for the event and send it with their child or fill it out and turn it in before the event. If a permission slip is not sent (or submitted prior to the event) the girl cannot be allowed to participate in the event. Due to AHG, inc. rules, permission cannot be given via phone or email.

Troop Trips & Transportation

A Troop Trip Notification is to be completed and submitted in AHGfamily for all overnight Troop/Unit trips, trips that include a High Adventure activity, and/or any day trips that are farther than 75 miles from the Charter Organization. All trips require approval by the Charter Representative prior to the activity. The Troop will submit a roster of all girls and adults that will be attending an activity. Appropriate numbers of certified First Aid/CPR adults must be present at all activities of the Troop.

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. 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, 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 Troop Coordinator/Vice Coordinator for the necessary forms. High Adventure Health and Medical Forms are good for one year.

Pick-Up and Drop Off

Meetings begin and end at the Charter Organization, Oconee Heights Baptist Church, unless otherwise specified. AHG Volunteers will not depart the parking lot until all girls have been picked up. Parents must sign daughters in upon arrival and sign out upon departure.

To ensure the safety of Girl Members, if a parent/guardian is unable to provide transportation to/from a Troop meeting or activity, a written note is expected to be given to the Troop Coordinator prior to the beginning of the meeting. No verbal approval is accepted.

Troop Event, Meeting or Activity Cancellation

A Troop meeting may be canceled by the Troop Coordinator if there is inclement weather. The Troop will follow Athens-Clarke County Schools closing schedule. However, the final determination will be determined by the Troop Coordinator and Unit Leaders. If a Troop meeting is canceled, Unit Leaders will notify by telephone all Troop members of the cancellation. A Troop meeting or unit meeting may also be canceled if 50% of its members are absent due to illness. If enough Unit Leaders are unable to attend a meeting and no adult volunteers are able to assist, Units may be combined provided girl:adult ratios are maintained. This is up to the Troop Coordinator as to how the unit will function under an emergency situation.

Camping & Overnight Events

According to AHG Health and Safety policies, all persons attending any overnight troop experiences or campouts must be registered AHG members. If you, as a parent, plan to attend a campout or overnight trip, please speak with your Troop Coordinator to register with AHG as an adult member. AHG Adult Members must be approved by the Charter Representative and submit to a full background check. When we have campouts, i.e. overnight trips, there will be permission forms, packing lists and lots of FUN to be had by all! So grab your flashlight and come along!

Parental involvement is encouraged at all levels but is required for girls who are under 7 years old. All girls in Tenderheart Squad #1 must have parent or appointed guardian present during an overnight activity. Other Unit Leaders may request parental involvement for overnight activities. Please note that all adults on overnight activities are required to be a Registered Adult through AHG.

Bullying and Conflict

As an American Heritage Girls Member, girls and adults promise to be compassionate, loyal, and respectful. Bullying between girls or adults will not be tolerated.

Those involved in the Troop or families of Troop Members are expected to reflect Christ's love and the principles of Biblical Conflict Resolution when conflict does arise. Please refer to the [Living a Life of Virtue](#) section above to familiarize yourself with the way conflicts will be handled in our troop.

Girl Visitors

From time to time, girls may like to invite a friend to visit a Troop meeting. The following procedure is to 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 visitor.
2. Parents K, 1st and 2nd grade Tenderheart aged girls should accompany the girl and remain with the girl 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 Girl Member.
5. All non-member girl "visitors" attending a "Bring a Friend" activity sponsored by the Troop will provide a completed permission slip with emergency contact information.
6. All other visitation situations can be communicated with the Troop Coordinator in advance.

Sibling Policy

We recognize that parents may sometimes need to bring children who are not AHG participants to Troop meetings and events. Bringing children who are not AHG participants is permissible provided the parents strictly adhere to following rules:

1. Children 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 are never to be unattended or unsupervised.
2. Siblings may not participate in AHG activities if it causes a distraction or a logistical problem.
3. Parents are to remove disruptive children.
4. Any Volunteer taking an active role in a meeting is to make arrangements with another adult to supervise her non-AHG children or place in the nursery, if provided.

Administration of Medication

AHG Girl Members and Volunteers are discouraged from taking medication at AHG events unless absolutely necessary. No AHG Girl Member is allowed to self-medicate while participating in an AHG meeting or activity. Exceptions include inhalers and Epi-Pens, which may be kept on hand for emergency use. Parents will indicate in writing that the girl is in possession of the medication and possesses the knowledge and ability to administer.

On overnight trips, administration of all medication will be done per the instructions provided on the Request for Medication Administration Form by the AHG Volunteer fulfilling the Troop Health and Safety Lead role. AHG policy does not mandate nor encourage the Unit Leader to dispense medication.

Cell Phone & Electronics Policy

Parents are responsible for explaining this policy to their daughters.

Cell phones or any other related electronic communication devices are not to be turned on or visible during meetings or AHG activities. During overnight events, all cell phones will be collected and secured by the senior most Board member or Unit Leader present. Girls will only be allowed to use their cell phone in the event of an emergency. Please consult with the Unit Leader or Troop Coordinator for permission to call out to a parent or guardian when needed. Other electronic devices, tablets, music players, gaming systems, etc. are not to be brought to Troop meetings or activities. **Parents and Volunteers must set an example for girls of proper cell phone use.**

Photograph Policy

Girls may not take photos of any troop mate without that girl's permission for each instance. Photos taken during Troop activities may not be posted online or passed along in emails/texts/social media without the direct consent (including a signed media release) of parents of all girls included. This is not intended to prohibit the taking of group photos, simply the public posting of said photos. Any internet postings of photos are considered public domain and accessible to the public regardless of how private one may think their internet site or account is. Our troop will have a designated private way for parents and leaders to share photos of Troop activities.

Sick Policy

Children will get sick. This is just a fact of life. Some illnesses are very minor (common cold, etc.) but most illnesses spread very quickly through groups of children (stomach bug, COVID-19, flu, etc.). Some of our families have children (and adults) who suffer from compromised immune systems. While we hate for your daughter to miss meetings or events, for the health and safety of all, please keep your child at home according to the following guidelines if she has been sick.

We have a 48-hour policy: Girls should be healthy for 48 hours before meetings and events.

This means you haven't had any of the following in the last 48 hours:

•Fever

- A fever is considered any body temperature over 100.4°F.
- A child must be fever-free for a minimum of 48 hours before coming to an AHG meeting or event (that means the child is fever-free without the aid of Tylenol®, Motrin®, or any other fever-reducing substance.)

•Diarrhea

- If your child has had any diarrhea (runny, watery, bloody stools, or 2 or more loose stools) within the last 48 hours she should remain at home.

•Vomiting

- If your child has vomited (even once) in the last 48 hours, they may not attend any AHG function.

•Pink Eye

- Girls suffering from Pink Eye (viral or bacterial) with red, itchy, crusty, or weeping eyes or similar symptoms, should not attend AHG meetings or events.

•Rash

- A child with any rash, ringworm, or other contagious skin condition should be kept home.

•Other Contagious Symptoms

- Girls who have difficulty breathing, sore throat, swollen glands, loss of voice, hacking, or continuous coughing should not attend meetings.

•Lice or Nits

- Anyone experiencing frequent scratching of the scalp, or a confirmed case of lice or nits should not attend meetings or activities.

When in doubt, keep your child at home. No reimbursement or credit of troop dues will be provided to families for meetings due to absences. We encourage frequent hand-washing during meetings as needed, and we highly recommend children wash their hands prior to leaving every meeting or event to help prevent the spread of germs. Please sign below that you and your daughter understand and agree to abide by this sick policy.

Swim Test

Prior to participating in some activities, such as boating and swimming, each girl must complete a swim test. This test will classify the girl into one of three categories: Swimmer, Beginner, or Non-swimmer. Classification as a Beginner or a Non-Swimmer may prohibit participation in certain water related activities and is not meant as a punishment, merely as a health and safety concern. The test must be repeated each year.

Knife Safety

Knives can be an important and exciting piece of equipment for outdoor adventures, though they bring with them an inherent increased risk. Knives may only be brought to an AHG activity when the girl has been properly trained on its use. As each girl is trained, she will receive a card that signifies she has undergone, and passed, this training. This card must be carried on her whenever she is at an AHG activity with her knife. If she is observed mishandling her knife, she will lose her knife privileges and have to earn them back. Very rarely, if ever, will girls be asked to not carry their knife to an activity; however, they will be notified in advance if an occasion should arise.

Firearm Policy

No person under the age of 21 may possess or use a firearm during an AHG activity. Adult persons using or possessing firearms must comply with all local, state and federal laws during all AHG activities.

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. Since AHG Adult Volunteers serve as examples for 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 Girl Member should be reported to the girl's parents. Use of alcohol, drugs or tobacco by an AHG Volunteer during an AHG event should be referred to the Charter Organization Representative.