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American Heritage Girls
Troop TX0147 in Dallas, Texas
Watermark Community Church

Troop Policies & Orientation Packet 2026-2027

Train yourself for Godliness - 1 Timothy 4:7b

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Welcome to AHG!

We are grateful that your family has chosen to participate in AHG this Program Year! As a Ministry Team, we are praying that the Lord would use AHG to help your girl grow into a woman of integrity. This handbook is a resource for your family as we begin this Program Year together. If you have any questions throughout the year, please connect with one of the Troop Board Members (listed on pages 5 & 6).

About AHG

Troop Vision Statement

We'd like to cast a vision for our troop that both girls and adults would be encouraged to take the learning, growth, and leadership they experience in AHG out into the world to intentionally impact other aspects of their life: Share your faith. Serve in many other ways/places. Use your gifts and skills to worship God and point other people back to Jesus. Weave this thread of AHG and your faith in ways that touch *new* areas in your day-to-day routine.

AHG Mission Statement

Building 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 in my community."

AHG 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.

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. 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.

American Heritage Girls' Membership Policy:

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

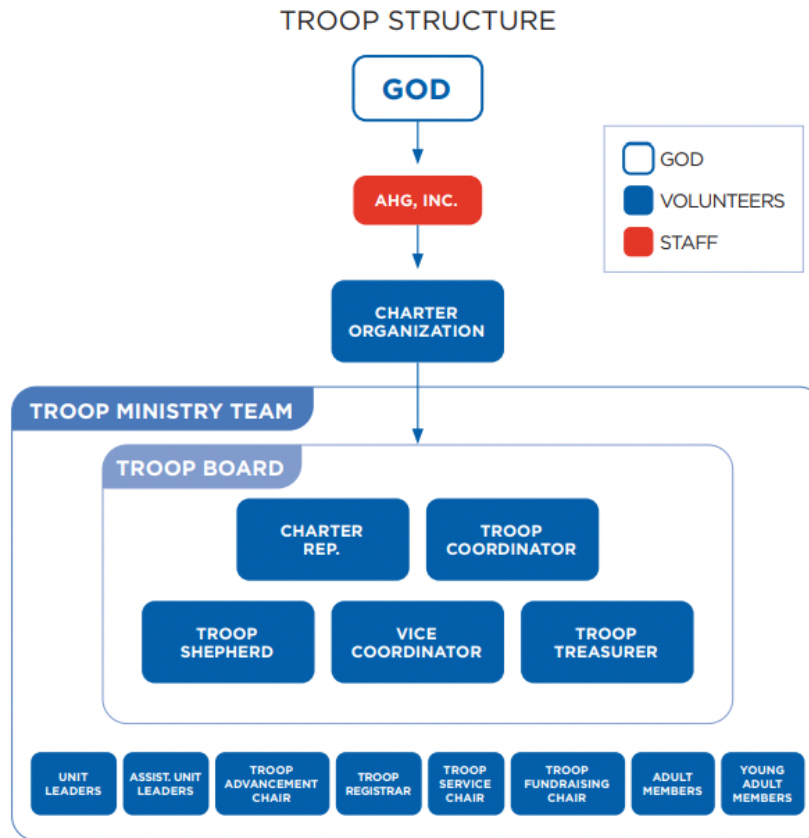
Girl Membership

Girl Membership is defined as a girl aged five (5) through eighteen (18) who is registered and meets all qualifications prescribed in the policies of American Heritage Girls.

Role of the Charter Organization

An AHG Charter Organization is typically a church or Christian non-profit. They are the vehicle by which AHG is brought to a local community. Troop TX0147 is Chartered by Watermark Community Church in Dallas, TX. Though the Charter Organization owns the Troop, the relationship between a Charter Organization and its Troop is designed to be mutually beneficial. By linking arms, the AHG Troop serves as an extension of the Charter Organization's mission while providing a unique ministry opportunity. The Charter Organization Ministry Agreement (COMA) is signed each year by the Charter Organization and provides guidance in maintaining a healthy Charter-Troop relationship. The Charter Organization plays a vital role in the success of its AHG Ministry and invests in the following ways:

- The Head Decision Maker appoints a Charter Representative who is trusted and authorized to act on behalf of the Charter Organization, approving all Troop volunteers and signing necessary documents.
- Works alongside the Troop in planning and implementing the AHG Program and spiritual development for their members. The Charter Organization is the final decision maker regarding any Troop decision.
- Owns and stewards Troop budget and finances alongside the Troop Treasurer.
- Provides a meeting place.
- Serves as a voting member for AHG Board of Trustees business including electing National Board of Trustees of AHG, Inc.



Troop Ministry Team

“Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ.” 1 Corinthians 12:12, NIV

Just as the scripture above demonstrates, the body of Christ requires each one to come together in the Kingdom of God, the same is true in the Troop structure. Volunteers are critical to the success of both the AHG Ministry and the local Troop. The Troop Ministry Team is comprised of the Troop Board and other key Troop positions.

The Charter Organization is responsible for selecting the Troop Board to effectively implement the AHG Program. The Troop Board works together as a team to provide vision, make decisions, and prayerfully lead the Troop. Troop Board Members shouldn't be related to one another. This helps to prevent bias and alliances from interfering with making difficult decisions.

Additional volunteers serve alongside the Troop Board to implement the program with the girls which make up the Troop Ministry Team. These volunteer roles are based on Troop-specific needs and may vary year to year based upon the needs of the Troop. These positions are crucial to implementing the AHG Program and ministering to girls in the Troop.

The Troop Board of our Troop is:

- Charter Representative – Crystal Stringer
- Troop Coordinator – Katherine Roberts
- Vice Coordinator – Kate Lindsey
- Troop Shepherd – Stephanie Edgar
- Troop Treasurer – Reva Schneider

Commonly utilized positions include:

- Unit Leaders
- Assistant Unit Leaders
- Advancement Chair
- Service Chair
- Registrar
- Fundraising Chair

Troop Communication

Emergency Numbers – If you have an emergency and need to contact your daughter during a meeting or event/activity, call:

- Troop Coordinator: Katherine Roberts 214-287-9866 (call or text)
- Charter Representative: Crystal Stringer 214-564-9189 (call or text)
- Troop Shepherd: Stephanie Edgar 817-458-1900 (call or text)

AHGfamily.org – This is the official AHG site for registration and advancement tracking. It also has the troop calendar with events/RSVPs, all training, and troop/home office resources. New families will be added by the Troop Board. Returning families should already have a login from last year. All parents will be able to see advancement tracking for their own daughter(s) here. Other leadership positions have additional permissions and access based on their needs to complete that role.

Band App – The parent Band thread is the Troop's primary form of communication. It is easiest to use this form of communication via the Band app; however, you can log in on the web as well.

E-mail – You may receive updates from your Unit Leader, Troop Coordinator and other Board Members as appropriate. The Troop roster of girl and adult names with contact information is for communicating Troop information only. It is not to be used for solicitation; all communication should reflect the AHG Oath and Creed.

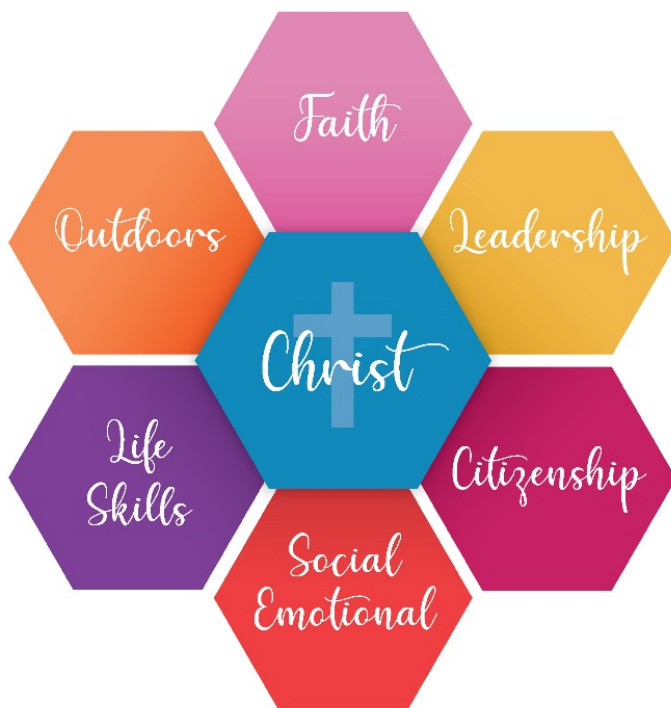
Communication on meeting nights – Troop meetings are a busy time for girls and the Troop Coordinator. If you wish to speak to the Troop Coordinator or another Board member at length, please arrange a time to come early, remain late, or speak on a different day.

Communication with Girl Members – Text messages, emails and phone calls including Girl Members should always include two-deep leadership for the safety and protection of both Girl and Adult Members. Adult Members can be included or copied on an email, text, or present on a phone call to ensure two-deep leadership.

Troop Event, Meeting or Activity Cancellation – If a Troop meeting, event or activity is cancelled, Unit Leaders will notify all Troop members of the cancellation via BAND and/or text message. We will follow DISD and other area school closures when appropriate. The Troop Board will make the final determination for appropriate cancellations.

AHG Program & Girl Experience

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.

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.

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.

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.

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.

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. ***Note:*** If a girl is absent from an activity where badge requirements are being met, it is up to the member and/or parents to fulfill those requirements on her own time to receive the badge along with other girls in her unit. Awards and insignia that AHG offers are listed below:

- Joining Award
- Faith Awards
- Sports Pins
- Frontier Badges
- Stars & Stripes Award
- Participation Patches
- Level Awards
- Service Stars

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

Quarterly Advancement Conferences

The Troop Ministry Team wants to make sure that girls and parents have time to review independent or make-up badgework with their Unit Leader(s), check their progress towards any other applicable advancements such as Level Awards or Sports Pins, and have the opportunity to correct any errors in their record. We have scheduled dates on the troop calendar where one leader from each Unit will take 5-10 minutes with each girl during a regular meeting night to complete this process.

Board of Review

Each Girl Member completing her Level Award or Stars & Stripes Award will participate in a Board of Review at the end of their Level and prior to the End of Year Recognition Ceremony. The purpose of a Board of Review is to ensure the girl has completed all 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, or another assigned adult member, will assist girls with preparing for their Board of Review. Typically the Board of Review will take place in late spring. The Board of Review will be offered during a regular Troop meeting and girls will be notified prior to the meeting of their required attendance. Girls are to wear the Official AHG Uniform for their Level with badges and insignia.

Award Ceremonies

The Troop plans Award Ceremonies throughout the year so Girl and Adult Members may receive their Awards and Recognitions. Award Ceremonies are open to parents/legal guardians 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 Troop meeting.

Family Responsibilities

Parents/legal 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/legal guardians can obtain information at check-in for upcoming activities and should monitor Troop communication regularly.

Providing a quality program for Girl Members requires a commitment from all families. Each family should actively participate in the Troop to ensure the success of the Troop as a whole.

- We require one parent to teach and/or assist the Unit Leaders during at least 6 meetings during the year, in order to keep girl to leader ratios.
- Parents may also be asked to plan/run events or volunteer for shifts at fundraising or service events.

- At times, some families may be asked to serve outside of regular Troop meeting times, some may serve during Troop meetings, and others may experience a blend of both.

Prayerfully consider how you might partner with the Troop Ministry Team to build women of integrity.

Volunteer Position Recruitment and Selection

AHG is a family-supported program that encourages both Girl and Adult Members involvement. The Troop will benefit most when utilizing the gifts and strengths from all families. An AHG Troop Board Member would like to connect with you to learn more about your gifts and strengths, and how you might use them within the Troop to grow God's Kingdom.

As an Adult Member of AHG you can:

- Serve in the Troop impacting the lives of girls for Christ and connect with other like-minded volunteers
- Receive AHG's Heritage Headlines magazine and QuickTakes bi-weekly email that includes program information and opportunities for girls
- Attend AHG Leadership Conferences, Conventions, and other leadership trainings
- Access RightNow Media
- Gain access to:
 - Member-only Resources in AHGresource
 - Special Member-only discounts such as American Red Cross, Family Life/Passport to products, HSLDA, and many others

All AHG registered adults will walk through a selection process by the Troop to discern if and where someone might best fit within the Troop. If selected, the adult will complete registration including a completion of an application, registration fee, background check, and KEYS to Child Safety Training. Registered adults will complete training pertinent to their specific role. The chart below provides information about some of the opportunities to serve within the Troop and the Kingdom impact they have:

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 Registrar Advancement Chair AHGstore Troop Purchaser Troop Secretary	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 Unit Leader Assistant Unit Leader Recruitment Coordinator Events Coordinator	
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 Troop Fundraising Chair	

To learn more about becoming a volunteer in the Troop, please contact a Troop Board Member.

Registering Girls and Adults

New families can register girls at any time during the year. You will receive an invitation via email from the Troop to register yourself and your daughter in [AHGfamily](#).

Finances

Member Costs – The following is a breakdown of initial and annual costs. These costs are subject to change annually.

Troop Dues	\$100.00 (annual) – detailed below
Program Support Fee	\$20.00 (annual) per Girl Member, to be covered with fundraising \$50.00 Sister cap (families with 3+ Girls Registering at Same Time)
Fundraising Obligation	All girls are expected to participate in the fundraising activities of the Troop.
Girl Membership Fee	\$43.00 (annual), \$114.00 Sister cap (minimum of 3 or more girls in a family)
Adult Membership Fee	\$43.00 (annual)
Girl Handbook	Pathfinder: \$10.99 Tenderheart through Explorer: \$19.99 Pioneer through Patriot: \$19.99
Girl Uniform	Cost dependent on Girl Level and total items purchased - \$35.00-95.00 range
Adult Uniform	\$35.00+ (cost dependent on total items purchased)
Volunteer Handbook	\$15.99 – one time purchase
Special Events (optional)	Information will be shared through the Troop for special event opportunities for families and what charges may apply.

Troop Dues

The Troop Board annually determines the amount of dues to be assessed each Girl Member to operate a Troop Budget. The budget includes fees, badges, unit supplies, refreshments for ceremonies, craft supplies, girl and leader recognitions, general office supplies/copies, subsidized event fees, etc. A Troop Budget is reviewed by the Board and approved prior to the beginning of the Program Year. 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.

Program Support Fee

AHG spends far more than \$43 per member registration fee annually to provide the AHG Program. The \$43 annual registration fee covers the processing of member registrations, background checks for Volunteers, and group liability coverage provided for both AHG Girl and Adult Members. The remaining cost to provide the AHG Program comes from the assessment of the Program Support Fee which is \$20 per registered girl paid to AHG annually by the Troop. The Program Support Fee covers the development of new Badges and Program relationships; the maintenance of AHG's website and [AHGfamily](#) (online registration and advancement tracking system); as well as the member services provided to each Troop through the AHG Office. The recommended way to raise the money for this fee is through fundraising.

Fundraising Policy

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 develop life skills.

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.

Reimbursement Policy

Unit Leaders may spend up to \$10 per registered girl in their unit during the year on badgework supplies without pre-approval. All special events will have individual recommended budgets, which will be communicated to Event Planners 6-8 weeks in advance, and each Event Planner will have the opportunity to review/alter their budget with a Board member if the specific activity requires additional funds. All other purchases require review and approval by the full Troop Board. Unit Leaders, Event Planners, and other Volunteers can send supply or purchase requests, cart links, etc. 2-4 weeks in advance to the Treasurer and Troop Coordinator to be purchased with the troop card, OR you may purchase items yourself and then request reimbursement at the link below. Since checks must be written by Watermark, reimbursement checks may take 4-8 weeks to be delivered. <https://troopdallas.com/ahg/reimbursement/>

Girl and Adult Member Uniforms

The AHG Uniform is a valuable piece of the AHG Program. It signifies belonging to a group that shares common beliefs and goals. A Girl Member or Adult Member in AHG Official Uniform symbolizes being a part of an organization dedicated to building women of integrity through service to God, family, community, and country. As representatives of Christ in the local community, the AHG Official Uniform identifies the Troop as a single group uplifting the Mission and values of AHG.

Girl and Adult Members will wear the AHG Official Class A Uniform to the majority of AHG activities. The AHG Official Class B Uniform is utilized for more casual activities. Uniforms, handbooks, and other AHG merchandise can be purchased through the AHGstore: store.americanheritagegirls.org

- Pathfinder – AHG Official Pathfinder T-shirt, AHG Necklace Kit, & navy modest bottoms
- Tenderheart – AHG Tenderheart Vest (red), navy neckerchief & slide, white polo, & navy modest bottoms
- Explorer – AHG Explorer Vest (navy), red neckerchief & slide, white polo, & navy or khaki modest bottoms
- Pioneer – AHG Pioneer/Patriot Sash, white polo, & navy or khaki modest bottoms
- Patriot – AHG Pioneer/Patriot Sash, red polo, & navy or khaki modest bottoms

Uniforms are required to receive the Joining Award and all other advancements. Contact the Troop Board for more information about uniforms, or review the AHG Uniform Guides found on AHGresource.

Benevolence Funds

Benevolence funds are available for Program related costs on a case by case basis. Please submit your request in writing to the Troop Coordinator for Troop Board approval. Benevolence Funds are typically not available until after the fall fundraiser is complete. The granting of funds from the Benevolence Fund is not a total coverage benefit, rather an assist to aid in the specified need. If a family is granted funds, a portion of the event expense is expected to be paid by the individual. ***Note:*** A Girl Member who registers in the fall must participate in the fall fundraiser to request support from the Benevolence Fund. 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 official uniform for your daughter is difficult, please speak with a member of the AHG Troop Board about your need.

Health and Safety

American Heritage Girls values the health and safety of its members and is fully committed to providing a safe and healthy environment. Physical, emotional, mental, and spiritual health are integrated into everything a Troop does to ensure as safe a program as possible. The goal is always to provide opportunities for faith, service, and fun in a manner that no injuries occur beyond those that are readily treatable by simple first aid. Volunteers in American Heritage Girls are responsible for the health and safety of others when participating in Troop meetings, trips, events, and activities. AHG Adult Members are accountable for administering the AHG Program in a safe and responsible way by adhering to AHG policies.

AHG seeks to equip Charter Organizations, Troops, and members with policies and guidelines which are designed to prevent incidents, reduce risk, protect members and the Charter Organization, and create boundaries. These policies and guidelines have been established because of the real need to protect members from known hazards which have been identified through knowledge, expertise and experience. Any restrictions or limitations on certain activities should not be viewed as being overly protective; rather, they should be viewed as facilitating safe and enjoyable experiences for the AHG Members of your Troop. Health and safety knowledge can be enhanced when this resource is paired with AHG Foundations training, the BEST Practices: Health and Safety Quick Guide, and AHG's Health and Safety Policies and Guidelines.

Two-Deep Leadership Policy: For the safety and protection of both girls and adults, there will be at least two Adult Members during all AHG Troop meetings, trips, activities and events. Note: A pair of Adult Members who are husband and wife is not adequate to establish two-deep leadership.

Adult-to-Girl Ratio Policy: In addition to two-deep leadership, for the supervision and safety of girls, the following adult-to-girl ratios are to be followed during all AHG Troop meetings, trips, activities, and events.

Level	Adult-to-Girl Ratios
Pathfinder	1 to 6
Tenderheart	1 to 6
Explorer	1 to 8
Pioneer	1 to 10
Patriot	1 to 12

Upon completion of the registration process including the application, criminal background check, KEYS to Child Safety Training, and membership fee payment, volunteers will receive a Member ID badge. AHG volunteers must wear their 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 and Safety Policies and Guidelines surrounding the following topics, please go to <http://bit.ly/AHGHealthANDSafety>.

Sign-in and Sign-out process

All Adult and Girl Members, as well as visitors must sign in and sign out during AHG meetings, trips, activities and events. The process may be a little bit different depending on event and location, but typically this will be either an electronic sign-in via laptop/tablet OR if that is unavailable, we will have a printed sign-in sheet.

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. 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 or permission slip allowing

an additional approved pickup person is expected to be given to the Troop Coordinator prior to the beginning of the meeting. No verbal approval is accepted. If a girl forgets the permission slip, she will not be able to attend. Troop Volunteers are not authorized to take girls without a permission slip. Permission slips are published at least one meeting prior to the activity, and extra paper/digital copies will be available at each event.

High Adventure Forms

Girl or Adult Members participating in a High Adventure activity must complete and submit the High Adventure Health and Medical Form which includes a doctor's signature. It is the responsibility of the family to make sure that this information is provided. See your Unit Leader for the necessary forms. High Adventure Health and Medical Forms are good for one year.

Transportation for Troop Activities

All potential drivers for Troop activities complete a Troop Transport Form, verifying auto insurance, seatbelts and driver's license. The form is filed with the Troop Coordinator and the Unit Leader in charge of the activity. Typically these forms are available for completion at the Parent/Girl Registration Night. Parents choosing not to complete the form may not transport girls other than their own daughter(s) on a Troop-related activity. The form is updated annually. Appropriate Girl/Leader ratios and two-deep leadership should be present during transportation. All drivers are licensed and at least 21 years of age. The AHG Troop Board 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 of the Troop travels for an activity of the Troop, each car will be provided with a Troop Trip packet, directions, maps, and contact information. Vehicles traveling more than 75 miles should each have a first-aid kit available.

Troop Event, Meeting or Activity Cancellation

If a Troop meeting, event or activity is cancelled, Unit Leaders will notify all Troop members of the cancellation via BAND and/or text message. We will follow DISD and other area school closures when appropriate. The Troop Board will make the final determination for appropriate cancellations.

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):

- Parents of Pathfinder and Tenderheart aged girls should accompany the girl and remain with the girl during the Troop meeting or activity.
- If the parent of an Explorer, Pioneer, or Patriot aged visitor is unable to attend, a permission slip should be submitted with vital parent information provided as well as an approved pickup person.

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 and understand that unregistered guests (including siblings) are not included in any insurance coverage for the troop:

- Children remain at their parent's side at all times during the meeting or activity. Children are never to be unattended or unsupervised. Parents are to remove disruptive children.
- Siblings may only participate in AHG activities with the approval of the Unit Leader, as this may create logistical problems for those organizing the meetings and it may cause distractions.

Administration of Medication Policy

1. AHG Girl Members and Volunteers 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 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.
3. The AHG Volunteer fulfilling the Troop Health and Safety Lead role can accept the responsibility of medicating or making sure an AHG Girl Member takes the necessary medication at the appropriate time. The Health and Safety Lead must first receive a completed medical form and Request for Medication Administration Form.
4. AHG policy does not mandate, nor encourage, the Health and Safety Lead to dispense medication. If a Volunteer 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 AHG Member Services Troop Coach 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-needed basis. Parents must provide these over-the-counter medications to the Health and Safety Lead at the start of an event and include them 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

An AHG Girl Member should be at least 24hrs without fever or other symptoms in order to attend any AHG meeting or activity. Any girl who is exhibiting any sign of illness will be unable to stay for a meeting. If medication is to be given, the request for Administration of Medication should be provided to the Health and Safety Lead before the meeting or activity. A First-Aid and CPR certified Volunteer 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 be readily available at all meetings/activities.

Knife Safety Policy

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 deemed appropriate by chaperoning AHG Adult Volunteers and included on a pack list for the AHG activity. For activities when knives are not appropriate, they should be included on the activity pack list under a "do not bring/leave at home" category. If pocket knives are permitted at a Troop activity, Troop Volunteers will train girls about safe and appropriate use of a pocket knife.

Camping/Overnight Policies

The following policies apply to all overnight trips, activities, and events.

- **Girl attendance** – Visitors are not allowed to attend overnight events. Only currently registered Girl Members are permitted.
- **Adult attendance** – Only fully registered, female adult AHG Members are permitted to stay overnight on premises with the troop. If other parents/volunteers would like to participate, they can attend the daytime activities and/or find their own overnight accommodations nearby.
- **Specific level rules** – Pathfinders and Tenderhearts must be accompanied by a fully registered, female AHG parent/guardian on all overnight events. Explorers, Pioneers, and Patriots may attend without a parent/guardian if they have a signed permission slip, Unit Leader approval, and there are sufficient volunteers to maintain two-deep leadership ratios at all times.

- **Sleeping accommodations** – Girls are not permitted to sleep alone with an adult other than their parent/guardian; rather two-deep leadership ratios must be maintained during sleeping as well. Girls are permitted to sleep in a tent/room/area with other girls of their same level in groups of three or more. If there will be less than three girls from a certain level attending, they may sleep in the same tent as their parent/guardian OR sleep in their own separate tent with parent/guardian approval. If the accommodations available are “bunkroom” style with the whole troop occupying the same space (ex. summer camp), areas will be designated for girls in the same level to sleep near each other, and care will be taken to ensure that two-deep leadership ratios are maintained at all times.

AHG Alcohol, Drug and Tobacco and Firearm 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.

Persons using or possessing firearms must comply with all local, state and federal laws during all AHG activities.

Electronics Policy

Cell phones or any other related electronic communication devices are not to be used by Girl Members during AHG meetings and activities. Parents are encouraged to minimize device usage during AHG activities.

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.

Addressing Inappropriate Behavior

Should a need to address inappropriate behavior arise, the Troop will utilize *Living a Life of Virtue*. This resource will walk the Troop through specific steps to address the behavior with the girl and the parent/legal. AHG strives to be a place of grace and truth for girls. Below are the steps of *Living a Life of Virtue*.

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, as they have agreed to when becoming a Girl Member. With this expectation, it is also 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 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 their 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 who will offer them sound Biblical advice, encouragement, grace, and truth. AHG should be a safe place for girls to navigate the confusion of today's moral landscape.

The relationship between a Charter Organization and its Troop is designed to be a partnership. AHG values the role of the Charter Organization and Charter Representative as ministry partners and Troops are encouraged to collaborate with them in supporting the Troop and its members in both joyous and challenging seasons. As part of the partnership between the Charter Organization and Troop, the Charter Organization will provide direction in walking through the following steps and addressing a Girl Member's behavioral concerns.

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 family, her church and the faith-filled adults of her Troop the most. When a girl engages in behavior which contradicts the AHG Oath or Creed, it is important 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 a Troop becomes aware that a girl is engaging in such behavior, there are a number of steps which must precede dismissal from the program.

Step 1:

Depending on the level of severity of the behavior, the parents/legal guardians of the girl are 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 parents/legal guardians. With parent/legal guardian approval, the trusted Unit Leader and/or Troop Shepherd plus one other AHG Adult Member (maintaining two-deep-leadership) discuss their concerns with the girl in a loving manner. "Here is why we are concerned. Here is why this behavior contradicts the AHG Oath/Creed." Share Scriptural references regarding these behaviors. Girls are given an opportunity to show remorse, repent, and determine a plan for changed behavior. Accountability for the plan is established in a manner which preserves confidentiality and promotes youth safety as described in AHG's KEYS to Child Safety Training through measures such as, but not limited to, two-deep leadership in all types of communication (written, verbal, in person, electronic). In addition, AHG offers the Girl Behavior Agreement available on AHGresource to set healthy behavior expectations for girls.

Step 2:

If the Girl Member does *not* show remorse, does *not* agree to a plan of action, or repeats the behavior of concern, the Troop:

Meets with the girl's parents/legal guardians as soon as possible, no matter how small the infraction. The Troop explains 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 are given another opportunity to show remorse, repent, and determine a plan for changed behavior. Accountability is established in a manner which preserves confidentiality and promotes youth safety as described in AHG's KEYS to Child Safety Training.

If the Girl Member denies the behavior while the evidence of the behavior is overwhelming, the Troop:

Stands for truth and encourages the girl to be truthful. The Troop explains that grace is available to all, however, where truth cannot be found, grace will not be applied. If the girl refuses to be truthful, then the Troop meets with her parents/legal guardians to explain their observations and concerns, to describe the potential consequences of a girl's willingness/unwillingness to be truthful, and to request the parents/legal guardians counsel the girl. The Troop offers the parents/legal guardians and the girl 2-3 days to respond and commit to behavior change.

Step 3:

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, the Troop again meets with the girl and her parents/legal guardians. At this meeting, discussions are had around engaging a pastor, priest, or other church leader within the girl's preferred denomination. Outside ministries who specialize in the issue at hand may also be engaged at this time. The objective of this meeting is to again work on a plan of action in order to assist the girl in understanding her behavior, the consequences or impact of her behavior, and work to overcome it. If the parents/legal guardians and girl understand the concern around the behavior and are willing to implement a plan for change, then the girl will be allowed to remain in the Troop. The Troop volunteers are not expected to provide counsel, which is the role of the parents/legal guardians, but rather show support and acknowledgement of the worth of the girl.

Step 4:

If the above avenues have all been exhausted and the girl continues her behavior, refuses to recognize the behavior as contradictory to the AHG Oath/Creed, and/or poses a threat to other Girl or Adult Members in the Troop, she may be asked to terminate her membership in American Heritage Girls by the Charter Organization. The goal for every Troop should be to keep the girl in the Troop. The decision to ask a Girl Member to leave a Troop is one made with prayer and discernment and in which counsel of the Charter Representative and the Hometown Mentor or AHG Troop Coach is sought.

AHG Whistleblower and Grievance Policy

American Heritage Girls is committed to the highest standards of ethical, moral, and legal conduct. Therefore, AHG has a codified grievance and whistle blower policies to address concerns. These policies provide an avenue to raise concerns. To view AHG's complete Whistle Blower Policy, please login to AHGfamily and search keyword *Whistleblower Policy* on AHGresource.

AHG Grievance Procedure

If a volunteer has a grievance issue or disagrees with an AHG policy, they are to put the issue in writing and discuss the issue with the Troop Coordinator or Charter Representative for resolution. If not resolved, they can follow the list below in order until resolution is attained.

- | | |
|---|-----------------------|
| 1. Director of Volunteer Services | 4. Executive Director |
| 2. Senior Director of Member Experience | 5. Board of Trustees |
| 3. Chief Strategy Officer | |

Troop Feedback

The Troop Board desires your feedback! So that the Troop can best serve your family, please share your feedback about your girl's experience and suggestions on how we can continue to grow. The Troop will provide an end of year survey annually. Feedback should be submitted to the Troop Board or Unit Leader by email or mail. Thinking through the problem and coming up with a possible solution allows criticism to be constructive. If you are upset about something, it is advisable to take time to pray and weigh options before addressing the concern with the Troop Board or Unit Leader. If you're unable to find a solution, it may be that the Troop is handling the situation in the best way possible. The Troop Board will consider your feedback and implement the changes if deemed beneficial to the entire Troop.

Conflict

Conflict is a normal and common part of working with one another, and ministry is no exception. If you find yourself in a conflict or struggling with how to begin a difficult conversation, consider utilizing AHG's conflict resolution resources found on AHGfamily, keyword search *conflict* under the AHGresource tab. The resources provided will guide you as you work to resolve challenges with one another while honoring one another and God through the process.