



AMERICAN  
HERITAGE  
GIRLS™  
FAITH | SERVICE | FUN

*American Heritage Girls  
Troop KY2521*

*Highlands Latin School*

*Troop Policies and Guidelines Handbook  
2018-2019  
(Current Program Year)*

**AHG's Theme Verse for 2018-2019:**

*“Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.” -Ecclesiastes 4:12 NIV*

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# **FOUNDATION OF AMERICAN HERITAGE GIRLS**

## **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	<i>Understanding others in fellowship, empathy, kindness, and caring.</i>
Helpful	<i>Willingly serve others.</i>
Honest	<i>Always tell the truth and keep my promise.</i>
Loyal	<i>True to God, family, friends, community and country.</i>
Perseverant	<i>Continuing to strive toward a goal despite obstacles.</i>
Pure	<i>Keep my mind and body pure.</i>
Resourceful	<i>Wisely use my time, materials and talents.</i>
Respectful	<i>Honor my country, be obedient to those in authority and courteous to all.</i>
Responsible	<i>Accountable for my own actions. Reliable in all situations.</i>
Reverent	<i>Faithful and honoring to God. Respectful to the beliefs of others.</i>

## **Statement of Faith**

AHG 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 charter organization. As with any of its ministries, the charter 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 of us as an individual is called to love the Lord our God with all our heart, mind, soul and strength; and collectively to love our neighbor as ourselves. We believe God calls us to lives of purity, service, stewardship and integrity."

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 us 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' Inclusion Policy**

All biological girls of any color, creed, 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 AHG.

## **TROOP STRUCTURE**

Troop KY2521 is a closed troop, meaning membership is only available to HLS families and HLS cottage school families.

### **Troop Ministry Team**

The troop ministry team, comprised of the charter representative, registered adult volunteers and troop board members, guides the troop with their commitment of time, action and prayer. The troop board members vote on and implement troop policies and procedures, a troop budget, all fundraising efforts, and handle conflict resolution and other administrative aspects of the troop. The troop board also works alongside the chartering organization to approve and recruit adult volunteers. If there is ever a conflict that cannot be resolved in a win-win situation, the charter organization will be asked to mediate the conflict and bring it to a conclusion.

The troop board consists of the following positions: coordinator, vice-coordinator, treasurer and shepherd. Registered adult volunteers include unit/squad leaders and advancement managers. In addition, parent volunteers enable the troop to function best with support positions including events coordinator, community service coordinator and fundraising chairperson.

The troop ministry team meets three times a year or as needed.

All candidates for troop board & leadership must be approved by the charter organization and the troop board. All candidates must be 21 years old and submit a volunteer application and three references. All troop volunteers must have a background check performed by AHG, Inc. The troop board and unit/squad leader positions are a one-year commitment and may continue in the position with troop board and charter organization approval. All adult volunteers are expected to model the AHG Oath and Creed. Troop board members and other volunteers may be removed from duty by the troop board and/or the charter organization, if deemed necessary.

### **Unit Structure**

#### Pathfinder Level: Kindergarten

Badge work: Earns necklace beads for attendance, participation and verse memorization.

Learn about the four parts of the AHG Oath.

Receive the Fanny Crosby Award for completion of the level.

Leadership: 6 girls per 1 registered leader\*

#### Other Levels:

	Tenderheart (Gr 1-3)	Explorer (Gr 4-6)	Pioneer (Gr 7-8)	Patriot (Gr 9-12)
Earn Badges	X	X	X	X
Earn Activity Patches	X	X	X	X
Service Stars	1 for every 5 hours	1 for every 10 hours	1 for every 15 hours	1 for every 20 hours
Level Award	Sacagawea	Lewis & Clark	Harriet Tubman	Dolly Madison; Stars & Stripes
Family Spiritual Development Goal	X	X	X	X
Earn Denomination's Religious Award	X	X	X	X
Earn Presidential Service Award	X	X	X	X
Participate in troop's Girl Leadership Program		X	X	X
Number of Girls Per Registered Leader*	6	8	10	12

\*2 deep leadership required at all times

# Woman of Integrity



The American Heritage Girls Ministry develops Christ-following servant leaders who are honoring, relational, anchored, and competent.



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## AMERICAN HERITAGE GIRLS PROGRAM EMPHASES

The founders of American Heritage Girls, Inc. (AHG) developed a program that emphasized **six key components** to achieve the mission of building **women of integrity** through service to God, family, community, and country. These six key components, the AHG Program Emphases, bring a balanced structure to the Program and are reassessed to determine if they remain in alignment with the AHG Mission and the current needs of girls. The decision was made to refresh the Program Emphases to further align with the AHG Mission and challenges faced by girls today. The following are the six Program Emphases, the expected outcomes, the key reasons why they bring balance to the Program, and resource examples currently available to Troops. A girl who completes the AHG Program will be a Christ-following servant leader who is honoring, relational, anchored in Christ, and competent: a **woman of integrity**.

*Christ-Follower*

# FAITH

**OUTCOME:** An American Heritage Girl is a **Christ-Follower**.

**DESCRIPTION:** Submits to Christ and seeks God's will for her life.

**PROGRAM:** AHG offers Faith and Religious Award programs for different denominations so that girls can grow stronger in their faith. Several AHG Badges incorporate the Faith Emphasis such as Bible Basics, Daughter of the King, and Mission Minded. Girls also naturally grow in their faith by participating in prayers and devotionals with their Troop.

**PATCH PROGRAMS:** Respect Life Patch Program, National Catholic Committee Programs, and Shock and Awe

**RESOURCES:** Tween Gospel Alliance, Family Life, Back2Back Ministries, and Bible Belles

*Servant Leader*

# LEADERSHIP

**OUTCOME:** An American Heritage Girl is a **Servant Leader**.

**DESCRIPTION:** Follows Jesus' model of leadership by putting others first

**PROGRAM:** The AHG Program is rich in leadership opportunities! Girls acquire project management skills during their pursuit to earn Level Awards. They have opportunities to hold Girl Leadership Positions in their Troop or Unit. Many Badges also require older girls to lead younger girls.

**PATCH PROGRAMS:** Free to B. a Leader

**RESOURCES:** Habitudes by Growing Leaders and the Lead Like Jesus' Ignite Program

*Relational*

# SOCIAL

**OUTCOME:** An American Heritage Girl is **Relational**.

**DESCRIPTION:** Invests in positive and loving relationships with others

**PROGRAM:** AHG's Multi-Level Troops encourage girls to create friendships with girls of all ages. Multi-Level Troops allow mentorships to occur naturally among the girls. Girls also learn social skills and self-care through different AHG Badges and Patch Programs.

**PATCH PROGRAMS:** Free to B. True Patch Program, True Friendship Patch Program, and the AHG Pen Pal Program

**RESOURCES:** Axis-Culture Translator

*Anchored*

# EMOTIONAL

**OUTCOME:** An American Heritage Girl is **Anchored**.

**DESCRIPTION:** Clings to Christ even when emotions try to take control

**PROGRAM:** Girls will gain a better understanding of their identity in Christ through the AHG Program. Building confidence will come through outdoor experiences and trying new things in a safe environment. Girls learn to anchor their emotions in Christ in a caring and loving environment. Emotional purity will be encouraged and displayed in the Troop.

**PATCH PROGRAMS:** Beauty Mentor Patch Program and Inner Beauty Patch Program

**RESOURCES:** Passport2Purity and Passport2Identity from Family Life

*Honoring*

# CITIZENSHIP

**OUTCOME:** An American Heritage Girl is **Honoring**.

**DESCRIPTION:** Cares for her community as an active citizen through service and patriotism

**PROGRAM:** Girls learn about their country through Badge work that falls within the Heritage Frontier. Girls grow a deeper understanding of their country by participating in Flag Ceremonies and Patriotic events such as Honor Flights and parades. Serving in their community and being active citizens with their Troop fosters a lifelong love for their country.

**PATCH PROGRAMS:** Free to B. a Blessing Patch Program and Free to B. a Kindness Ambassador Patch Program

**RESOURCES:** Constituting America, iGovern, and Generation Joshua

*Competent*

# LIFE SKILLS

**OUTCOME:** An American Heritage Girl is **Competent**.

**DESCRIPTION:** Enjoys mastering new skills and applies them in her life

**PROGRAM:** Earning Badges provides girls the opportunity to learn a wide array of life skills, encouraging them to become lifelong learners and doers. Girls love to practice these life skills during activities such as camping, horseback riding, cooking, and sewing. They step out of their comfort zone to try new experiences.

**PATCH PROGRAMS:** Lewis and Clark Trail Patch Program, Heimlich Heroes Patch Program, Raddish Kitchen Traditions Patch Program, and HomeGrown HomeSewn Patch Program

**RESOURCES:** American Red Cross, Camping Maxx, eKnowledge, and Lumerit Education



## **Service Guidelines**

Definition of AHG service: any service project or activity where an AHG girl is helping others (a) outside of her immediate household and (b) without compensation of either money, grades, credit hours or bartering for services (i.e. free lessons, prizes, merchandise, etc). For example, if an AHG girl volunteers somewhere and in exchange, receives free lessons or other services, that volunteering does not count as AHG service time.

Transportation time to and from a service project or activity is excluded from service time.

If an AHG girl performs in a program (drama, musical, etc) that has free admittance, the time spent performing for the audience counts as service time. Practice/rehearsals are excluded from service time. For example, if an AHG girl spent 3 hours total performing in a church musical program, those 3 hours count as service time. HLS program performances do not count as service since they are required for a grade.

Service hours must be documented on the Service Hour Tally Sheet in the AHG Handbook. Additional Service Hour Tally Sheets are available once the sheet in the AHG Handbook is full. Service hours earned during meeting times or as a squad activity should be recorded by the squad's advancement manager. Service hours earned outside of these times should be recorded by a parent.

To qualify for a level award, an AHG girl must meet the minimum service hour requirement each year she is in AHG.

The Explorer and Pioneer level awards require a project with a minimum amount of time spent. Any time spent over this minimum will count as service time. For example, the Explorer level award project requires a minimum of 2 hours. If an AHG girl spends 3 hours on the project, 1 hour will count as service.

AHG is a certifying organization for the Presidential Volunteer Service Award (PVSA), and therefore, AHG girls who achieve the required number of hours of service over a 12-month time period are eligible to receive the PVSA. The troop uses our troop year (roughly mid-April – mid-April) as the 12-month time period. The troop coordinator or vice-coordinator will submit the necessary forms for eligible girls and present the PVSA at a troop ceremony once received.

## **Badges**

The troop budgets for 3 badges per girl to be completed during troop meetings. Squad leaders help the girls plan their activities to revolve around their AHG badge requirements. If girls are absent from a troop meeting where AHG badge requirements are being met, it is up to the girl and/or parent to make sure she fulfills those requirements on her own time if she wants to receive the badge along with girls in her unit.

Girls may earn badges outside of the troop setting. Summer months are a great opportunity for girls to earn badges in the Outdoor Skills Frontier, as well as the other frontiers. AHG badge requirements earned outside of troop meetings should be recorded and approved by the unit leader. Squad leaders have the right to question AHG badge requirements fulfilled outside of the troop meeting. Girls might bring a display, pictures or videos specific to the badge they earned outside of the troop meeting or make a short presentation to the troop or squad at a scheduled time. If there is a dispute regarding requirements, it will be brought to the attention of the squad leader and advancement chair and, if necessary, the troop board for rectification. All badges are ordered bi-annually through your squad

leader. Individuals may not purchase badges or insignia through the AHGstore.

## UNIFORM CODE

The AHG official uniform is to be worn to all meetings and ceremonies. It can be worn to service projects, fundraising activities and troop activities that do not require more casual dress. While the girls are in uniform they are to be conscious of the fact that they are representing AHG and the charter organization and making lasting impressions on those around them. AHG Class B T-shirts and spirit wear can be purchased through the AHG online store at [americanheritagegirls.org/store/](http://americanheritagegirls.org/store/). AHG Class B T-shirts or troop spirit wear can be worn, when appropriate, to AHG activities that are more casual in nature or an outdoor type event.

For placement of the badges and insignia on vests and sashes, please refer to the AHG Girl Handbook.

"Full uniform for troop meetings" includes the HLS uniform shirt, skirt, socks and shoes for girls attending school on Fridays (grades 3+). The AHG vest and neckerchief or sash are to be worn over the school uniform shirt. The school sweater vest should be removed.

"Full uniform for troop events" is detailed below and is to be worn for community service projects, ceremonies and other events when it is communicated as such. Full uniform code also means socks and closed-toe school shoes or dress shoes must be worn.

*NOTE: Troop meetings immediately following your daughter's school day will require her to bring the uniform vest and neckerchief, along with her AHG handbooks, to school.*

### Pathfinder Uniform

Official Pathfinder t-shirt  
Official Pathfinder necklace  
Navy shorts, skort or slacks

### Tenderheart Uniform

AHG red vest and blue neckerchief  
Navy shorts, skort, skirt or pants  
HLS uniform shirt or white short sleeve polo shirt

### Explorer Uniform

AHG blue vest and red neckerchief  
Khaki or navy shorts, skort, skirt or pants  
HLS uniform shirt or white short-sleeve polo shirt

### Pioneer Uniform

AHG navy sash  
Khaki or navy shorts, skirt or slacks\*  
HLS uniform shirt or white short-sleeve polo shirt

### Patriot Uniform

AHG navy sash  
Khaki or navy shorts, skirt or slacks\*  
Red polo shirt

\*For troop meetings, Pioneer and Patriot girls may wear their HLS uniform shirt and skirt.

### Adult Leader Uniform

Navy or red AHG polo shirt or ladies' AHG dress blouse

Navy, black, or khaki pants, skirts, shorts or capris, all of modest length.

AHG ID cards with lanyard must be worn to all troop events. Please see the coordinator if you need a lanyard or ID card.

## **AWARDS & RECOGNITIONS**

### **Joining Award**

All girls joining AHG for the first time will learn about the values and foundation of AHG by earning their Joining Award with the help of their leaders and parents. Criteria for this award are listed in the AHG Girl Handbook. We will hold a Joining/Rededication Ceremony in October each year where the Joining Awards are presented to the girls.

### **Sports Pins**

AHG hopes that the program will encourage life-long health through exercise. Sports pins are designed to introduce girls to both group and individual sports and to encourage teamwork, respect for authority, goal setting and good sportsmanship. Girls can work together on these pins or can participate individually through community and church teams or clubs. Parents can find sports pin requirements in the AHG Girl Handbook and the Girl Handbook Supplement.

### **Level Awards**

Level awards are available for girls to earn at the end of each level (i.e. Pathfinder, Tenderheart 3<sup>rd</sup> grade, Explorer 6<sup>th</sup> grade, Pioneer 8<sup>th</sup> grade, and Patriot 10<sup>th</sup> grade & 15 years of age). We highly recommended that each girl earns her level award because by fulfilling the various components of it, she will have received the full AHG program. However, she is not required to earn it in order to continue in the AHG program. To complete all the requirements of a level award, certain criteria must be met **EACH** year that the girl is in AHG. If a girl joins our troop at the end of a level and would like to earn her Level Award, she will need parental help to accomplish it. Please consult with your unit leader before beginning a Level Award. All girls earning their Level Awards must participate in a Board of Review once all requirements have been met.

### **Stars & Stripes**

Patriot girls who have earned the Dolley Madison Level Award may go above and beyond and earn AHG's highest recognition, the Stars & Stripes Award. The award honors girls who epitomize the Oath, Creed, and mission of AHG. Stars & Stripes incorporates badges, service, and leadership. The award takes a great deal of hard work and may take a few years to achieve. Patriot girls interested in earning the Stars & Stripes Award should ask their squad leader to go to AHGsource and locate more information about the Stars & Stripes process.

### **Award Ceremonies**

The Troop plans two award ceremonies per year so girls may receive their badges, Joining Awards, level awards, service and religious recognitions.

- Joining/Rededication Ceremony in October when girls are ready to receive their Joining Awards.
- Court of Awards Ceremony in May where the badges, service stars, level awards, and other achievements may be recognized.

Award ceremonies are open to parents, family and relatives to attend. It is important to the girls that they have at least one parent/family member in attendance for these award ceremonies. If a girl is unable to

attend the ceremony, her recognition will be given to her during an opening ceremony at the next available troop meeting. When scheduling your family calendar, please make these ceremonies a priority.

## **TROOP DUES & OTHER COSTS**

### All girls:

Annual AHG registration fee	\$26
Troop dues for Pathfinders	\$35
Troop dues for Tenderhearts, Explorers & PiPas	\$45

### New to AHG or rising to a new level:

AHG Girl Handbook and Handbook Supplement (Tenderheart, Explorers & PiPas) (one-time charge)	\$28
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#### Uniforms:

- Pathfinder: official shirt, necklace and handbook	\$28
- Grades 1-3: Tenderheart red vest w/ troop #s, blue neckerchief	\$26
- Grades 4-6: Explorer blue vest w/ troop #s, red neckerchief	\$26
- Grades 7-12: Sash packages w/ troop #s	\$14

Joining Award for girls new to AHG	\$3.25
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Troop #s for girls transferring from other troop	\$2
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### **AHG Annual Registration Fee**

This \$26 fee goes to the American Heritage Girls national organization to support its services to troops like ours. There is a “sister cap” which limits the total fees to no more than \$60 per family if 3 daughters are enrolled in one troop, and the sisters enroll at the same time. This applies to girls only, not their parents.

### **Troop Dues**

The troop board annually determines the amount of dues each girl is charged to fund a troop budget. The troop dues help fund unit leader supplies, leader registration and training, activity and crafts supplies, girl and leader recognitions and general office supplies. The troop dues also include 3 merit badges, 4 activity patches and 1 service star for each girl. If you have any questions regarding the troop budget, please contact the treasurer or coordinator.

### **Program Support Fee**

AHG spends far more than \$26 per member annually to provide the AHG program. The 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 AHGconnect (online registration

system); as well as the member services provided to each troop through the AHG Office. The recommended way to raise the money 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 girl is expected to participate in this effort. Participation in fundraising provides an intrinsic value to each girl. She will develop her leadership skills and marketing experience as well as life skill development.

Please practice with your daughter to help her articulate in her own words the meaning and personal benefits of AHG, as well as appropriate responses to questions/comments she may encounter. It is an opportunity to coach her in social skills and the virtues of the AHG Creed. All girls must be accompanied by an adult and in full uniform while fundraising. Also, fundraising efforts are prohibited during school hours at HLS.

Each year, the troop board reviews the troop budget and sets the fundraising goals for the coming year. Of the troop's total budgeted expenses (about \$\_\_\_), about \$\_\_\_ are not covered by troop dues. These costs include the \$20/girl AHG program support fee (\$\_\_\_), camp volunteers (\$\_\_\_), service project (\$\_\_\_), outdoor activities (\$\_\_\_), special events (\$\_\_\_), and supplies/ training/postage/leader appreciation/software, etc (\$\_\_\_). These costs need to be covered by fundraising.

Our troop will have 2 mandatory fundraisers this year – one in the fall and one in the spring. The profit from the fall fundraiser will first cover the troop costs not covered by troop dues (about \$\_\_\_). The approximate minimum profit needed per girl member to cover these troop costs is \$\_\_\_. The actual amount will be calculated once we have final registration numbers and will be communicated to the troop.

Once troop costs are met, any additional profit from the fall fundraiser and all of the profit from the spring fundraiser will be divided evenly among all of the girl members and is to be used for AHG costs such as summer camp, the end of the year balance due or may be saved to pay registration and uniform costs for next year.

Our goal is for each girl member to have \$\_\_\_ from the additional fundraiser profit to assist her with AHG expenses. Once we have a final number of girls registered for the year, we'll communicate the per girl fundraising goal to the troop. After the fundraisers are completed, we'll communicate the results to the troop and the amount that will be allocated to each girl member.

If a girl member is unable or chooses not to participate in the mandatory fundraisers, or, if she does not meet the minimum goal of \$\_\_\_ profit in the fall fundraiser, it is expected that her family will, of their own means, meet this requirement.

If a family has multiple girl members and has difficulties with the fundraising goals, please talk to the troop coordinator.

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. AHG 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 AHG 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.

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

The Annual Family Stewardship Campaign is an annual family donation drive for AHG at the national level. Each registered family receives information about this stewardship campaign and how to participate. Each troop is asked to promote and encourage troop family participation, as this campaign is crucial to the health and growth of AHG.

### **Returned Check Fee**

If your payment by check gets returned for any reason and AHG is assessed a fee, the writer of the check will be responsible for compensating the troop for the actual fee charged.

### **Benevolence Fund**

Anyone struggling to meet financial obligations to participate in AHG should speak with a troop board member. Decisions will be made on a case by case basis.

## **MEETINGS AND EVENTS PROCEDURES**

### **Permission Slips**

An AHG girl must have a signed permission slip to attend any AHG activity, even when a parent is present. 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 given out at least one meeting prior to the activity.

### **Release of Troop Members**

All parents are expected to sign girls out at their AHG meeting room. Girls will remain with their unit leaders until a parent signs them out on the sign-out sheet, which must be within 10 minutes of meeting conclusion. If you are carpooling, please send a note or email to one of the squad's leaders prior to the meeting day.

### **Code of Conduct/Discipline**

All AHG girls are expected to properly conduct themselves at all AHG functions. Proper behavior includes respect for themselves and others and adherence to AHG standards as outlined in the AHG Creed. A girl who is out of line with these guidelines will first be counseled by her unit leader in any change that must take place. Recurrences will result in a discussion with the troop coordinator and parental notification. The troop board may terminate membership if the violation is determined to be severe.

### **Meeting Cancellations**

A troop meeting will be canceled any time HLS has canceled school or dismissed early on a meeting day. The troop coordinator may also cancel a meeting if there is inclement weather expected or if a large number of members are ill. If a troop meeting is canceled within 48 hours of a scheduled meeting, parents will be notified by email and telephone. Cancellations made more than 48 hours in advance will be emailed to parents.

### **Sick Policy/Health and Safety**

Your daughter should be 24 hours fever-free to attend any AHG event. Any girl who has an unknown rash will be unable to stay for a meeting. If any medication must be given during an event, the "Request for Medication Administration Form" must be completed and provided to the unit leader or coordinator before the event. A First-Aid and CPR certified adult will be present at all troop meetings. Each squad leader has a first-aid kit at all meetings and activities. Each girl's health and medical information and emergency contact information will be readily available at all meetings.

### **Administration of Medication Policy**

Girls are discouraged from taking medication at AHG events unless absolutely necessary.

Girls are not allowed to self-medicate while participating in an AHG event. Exceptions include inhalers and epi-pens, which may be kept on a girl's person for emergency use, only if she understands its proper use. Parents must indicate in writing that the girl is in possession of this medication and possesses the knowledge and ability to administer.

Girls may not bring over-the-counter medications for self-administration. Over-the-counter medications may be administered by the health & safety lead on an as-needed basis. Parents must complete a "Request for Medication Administration Form" for all medications. Medications should be in original packaging, placed in a Ziploc baggie, marked with the girl's name and kept in the possession of the health and safety lead for the duration of the event.

Administration of all medication will be done per the instructions provided on the "Request for Medication Administration Form."

### **Girl Visitors**

During Bring a Friend Day in September and April, girls may like to invite an HLS or HLS Cottage School friend to visit a troop meeting. The troop coordinator or squad leader should be notified in advance of a girl visit, and her parent should accompany her throughout the troop meeting or activity. If a parent is unable to attend, a permission slip must be submitted with vital parent information and the troop coordinator should be notified. A new girl and her parent(s) may visit twice before registering as a troop member.

### **Transportation for Troop Activities**

All potential drivers for troop activities must complete a "Troop Transport Form" annually, verifying auto insurance, seat belts and driver's license. This form must be on file with the troop coordinator and the unit leader in charge of the activity before girls are transported. Parents choosing not to complete this form may not transport girls other than their own daughter on a troop-related activity.

AHG requires drivers to adhere to the following requirements for public liability insurance on vehicles used to transport members for troop/unit/squad related activities or on long distance trips. Drivers must maintain the following coverage unless your state requires a higher standard:

Passenger Cars, Station Wagons: \$100,000/\$300,000 public liability per accident; \$50,000 property damage

Passenger Bus: \$100,000/\$300,000 public liability per accident; \$50,000 property damage

Per AHG's policy, if an adult driver has any of the following violations in the last three years, they may not transport girl or adult members on any troop activity: driving under the influence, reckless operation, leaving the scene of an accident, two or more moving violations within the last 12 months, or three or more moving violations within the last 3 years, more than two accidents in the past three years, more than one accident in any one year, speeding over 80 miles per hour or 21 miles per hour over the posted speed limit, operating a motor vehicle during a time of suspension or revocation, operating a motor vehicle without a license, negligent homicide arising out of the use of a motor vehicle or aggravated assault with a motor vehicle.

Appropriate girl/leader ratios and "two-deep leadership" should be present during transportation. Supervision during transport should include at least one registered adult volunteer and one other adult. All drivers must be 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/squad of the troop travels for an activity of the Troop, each car will have directions/ maps and contact information. Vehicles traveling more than 75 miles will have a first-aid kit and medical forms for girls

being transported.

### **Troop Trips**

An on-line “Troop Trip Verification Form” must be completed for all troop/unit/squad camping trips (regardless of distance) and other trips exceeding 400 miles. This on-line form is completed on the AHG web site least four weeks prior to the activity. A First Aid/CPR certified adult must be present on all activities of the troop.

Girls doing any activity involving a high-risk activity (horseback riding, rappelling, canoeing, etc.) must have a “High Adventure Activity Medical Form” completed by a physician on file before the activity. The “High Adventure Activity Form” must be completed and approved by the charter representative and sent to the national office for approval at least four weeks prior to the activity.

### **Alcohol, Drug and Tobacco Policy**

The use of alcohol, drugs or tobacco is not permitted at any AHG function. The use of these by a parent in the presence of the girl at an AHG function will be reported to the charter organization or national office. The use of these by any girl at an AHG function will be reported to their parents.

## **TROOP COMMUNICATION**

**Emergency Numbers** - If you have an emergency and need to contact your daughter during meeting, call your squad leader or troop coordinator listed in this manual.

**E-Mail** - Please see the Ministry Team Leader List for email addresses of those in Leadership positions. *If you do not use e-mail, let your squad leader know as most of our communication is done in this way.*

**Website** - The AHG national website is [www.AmericanHeritageGirls.org](http://www.AmericanHeritageGirls.org). It has many resources for girls and registered adult members/leaders, as well as AHG merchandise for sale.

**Newsletter** - You and your daughters are encouraged to write about AHG experiences and have them published in the national newsletter.

**Suggestion Policy** - Your suggestions are welcome, and we encourage you to contact the appropriate person in leadership or the coordinator. Please include your ideas for solutions to the problem. Thinking through the problem and coming up with a possible solution allows criticism to be constructive. The troop ministry team will appreciate your input and consider your suggestions, implementing changes deemed beneficial to the entire program.

### **Conflict Resolution**

#### ***Steps to Conflict Resolution***

**1) Seek Biblical guidance - humble yourself:** The Bible addresses conflict consistently.

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

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

**2) Understand the uniqueness of each volunteer:** Identify personality traits, spiritual gifts and preferred management styles, will help the coordinator understand the motivators each volunteer possesses. Most conflict is a result of a lack of understanding. The conflict may arise from a lack of understanding of the personality of the



volunteer, a lack of understanding of a process or a lack of understanding of the “why” behind the “what.”

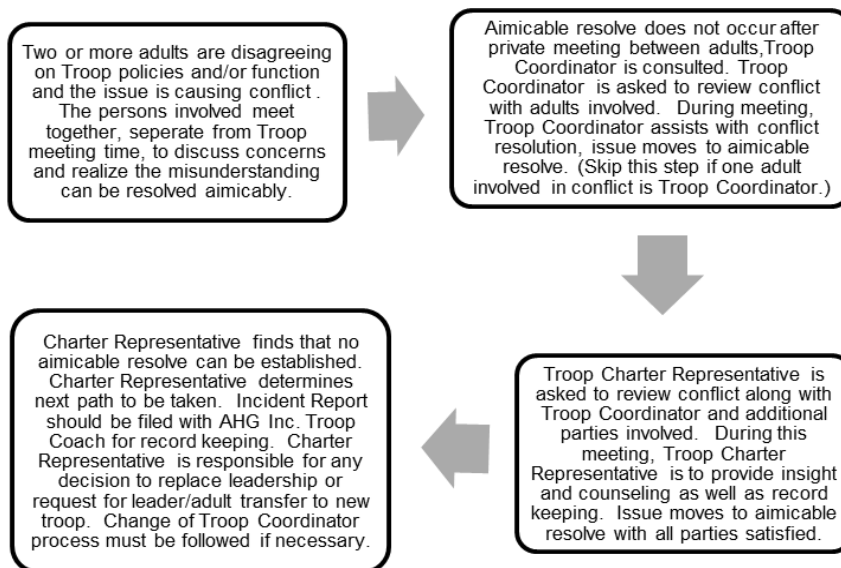
**3) Honor the feeling of each volunteer:** Their concerns are real to them, whether you feel they were right or not. Seeking to truly understand their reasons and perspective is key to successful conflict resolution. Helping each other understand perspective but reiterating the concerns of another honor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

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

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

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

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



## **PARENT RESPONSIBILITIES**

### **Parent Involvement and Responsibilities**

Providing a quality Christian program for our girls requires a commitment from all families involved. Each family should actively participate in the troop to ensure the success of the group as a whole. At times, some families may need to complete their service outside of regular meeting times, while other families can better complete their service during meetings and others will do a blend of both.

The troop will only offer programming if the required number of adult volunteers to mentor them. In the event a squad cannot be staffed with adequate leadership, refunds will be made in full.

Parents are asked to read all emails and attend parent meetings, both designed to keep all informed. And because a goal of AHG is to provide opportunities to bring the family together, parents are always welcome to attend meetings with their daughter. AHG *strongly* encourages the involvement of fathers in troop meetings, events and volunteer positions. They play an important role in the development of godly young women.

Parents may need to help their daughter with Joining Award and other badge requirements, especially if she misses a meeting. Parents can and should document badges done at home in the AHG Handbook on the appropriate page for the completion of the badge at her current level and tell the squad's advancement manager. Parents may also enter service hours for service done outside the squad on the Service Hour Tracking Sheet in the AHG Handbook. Parents are also expected to pay for all dues, fees, etc., including independently earned badges before the Court of Awards Ceremony in May. Please remember to sign girls out of meetings or provide a note ahead of time and provide permission slips as required for various activities.

***Please be sure the girls remember to bring their AHG uniforms (see p. 5) and handbooks to school on troop meeting days.***

### **Ways You Can Serve Your Troop**

AHG is a family-supported program that encourages both girl and adult involvement. Our troop will benefit most when we can utilize the gifts and strengths from all members. We recognize everyone has different gifts and talents. There are many different ways to serve the troop, and each is appreciated. Please see the last page of this document for volunteer opportunities, in addition to the following to prayerfully consider:

#### Coordinate a fundraiser or ceremony

These have been scheduled, and we have parents willing to serve. We just need someone to coordinate their efforts.

#### Be a parent helper in your daughter's squad for some troop meetings

You, your spouse, or another family member may be equipped through a career, hobby or simply a passion to help teach a badge, outdoor event or community service project.

#### Bring snacks or supplies to a troop meeting or event

We often need craft supplies, refreshments, decorations and the like for troop functions.

Future leaders are needed for every position. Will you consider leading in the troop next year? Please contact our troop coordinator to get more information and shadow/assist that person to see if it could be a good fit for you.

## Glossary of AHG Terms

**Charter Organization:** The local organization that provides leadership and oversight for the troop by providing meeting location, direction and accountability for troop board. Our charter organization is Highlands Latin School, and our charter representative is Mr. Shawn Wheatley.

**Troop:** A local chapter of AHG that consists of girls in all unit levels, members, the troop board and charter organization, working under the oversight of the AHG national organization.

**Unit:** Girls are divided into units according to their grade levels. Badge requirements increase in difficulty with each unit level. The units are classified in the following levels:

**Pathfinder:** Kindergarten

**Tenderheart:** Grades 1-3

**Explorer:** Grades 4-6

**Pioneer:** Grades 7-8

**Patriot:** Grades 9-12

**Squad:** A sub-divided group of girls within a unit.

**Frontiers:** A set of related activities and skills necessary to achieve badges (detailed in the AHG Girl Handbook). There are six frontiers: Heritage, Family Living, The Arts, Outdoor Skills, Personal Well-Being and Science and Technology.

**Badge:** Skills and knowledge mastered by the girl in a topic within one of the frontiers. Once criteria are met, the girl earns a badge for her uniform.

**Level Award:** This award, which demonstrates a well-rounded experience in AHG, may be earned when a girl completes all of the requirements listed for her level (pp. 64-67 in the Handbook) during her Pathfinder year, 3<sup>rd</sup> grade year, 6<sup>th</sup> grade year, 8<sup>th</sup> grade year, 10<sup>th</sup> grade year and 11<sup>th</sup>/12<sup>th</sup> grade year.

**Board of Review:** Level Award (see above) criteria are reviewed on paper and through this informal interview format with adult volunteers. This is an opportunity to review the girl's acceptance of AHG ideals, her accomplishments and her attitudes. This review also gives the girls the opportunity to develop and practice skills needed in an interview situation.

**Court of Awards:** A ceremony where girls and their families celebrate the experiences and accomplishments of the year, including the presentation of badges and service stars.

**Service Hour:** One clock hour in which the girl participates in a service project either individually or with the troop. The girl must be participating in an activity for individuals outside her household for which she receives no other compensation. Tenderheart girls earn one star for each 5 hours of service, Explorer girls earn one for each 10 hours of service, Pioneer girls earn one star for each 15 hours of service, and Patriot girls earn one star for each 20 hours of service.

## Parent/Guardian Signature Page

*Parents/Guardians, please review our Troop Policies and Guidelines Handbook. Indicate below your review and commitment to the policies and guidelines and sign/date this form. Once completed, tear off the back page and return to either the troop coordinator or a troop board member by the first troop meeting.*

*I have reviewed and approved the AHG KY2521 Troop Policy and Guidelines Handbook for the 2017-2018 program year and agree to adhere to these policies and guidelines.*

*I agree to actively participate in the troop to ensure the success of the troop as a whole by volunteering at least once during the year with one of the opportunities listed at the end of this document.*

### **Preferred Communication Method (check all that apply):**

Outside of information provided in family folders at troop meetings, please indicate below the way in which you would like the troop to communicate information to you. Overall, we prefer email.

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mail: \_\_\_\_\_

### **SIGNATURE:**

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

[insert volunteer opportunities document]