

**Troop #FL3130**

**Troop Policy and Guidelines 2022-2023** www.ahgfl3130.yolasite.com

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**Table of Contents**

[**TROOP STRUCTURE 1**](#_heading=h.gjdgxs)

[**Troop Board 1**](#_heading=h.30j0zll)

[**Troop Board & Unit Leader Qualifications 1**](#_heading=h.1fob9te)

[**Units 1**](#_heading=h.3znysh7)

[**PROGRAM EMPHASES 2**](#_heading=h.2et92p0)

[**Life-Skills: Badge Program 3**](#_heading=h.tyjcwt)

[**Girl Leadership 3**](#_heading=h.3dy6vkm)

[**Camping/Overnight Policy 3**](#_heading=h.1t3h5sf)

[**Community Service Projects 4**](#_heading=h.4d34og8)

[**Tracking Service Hours 4**](#_heading=h.2s8eyo1)

[**What Constitutes Community Service? 5**](#_heading=h.17dp8vu)

[**Social Development 5**](#_heading=h.3rdcrjn)

[**Religious Awards 5**](#_heading=h.26in1rg)

[**Joining Award 5**](#_heading=h.lnxbz9)

[**Level Awards 6**](#_heading=h.35nkun2)

[**Board of Review 7**](#_heading=h.1ksv4uv)

[**Uniform Code 7**](#_heading=h.44sinio)

[**Leader’s Uniforms 8**](#_heading=h.2jxsxqh)

[**Purchasing Uniforms 9**](#_heading=h.z337ya)

[**Award Ceremonies 9**](#_heading=h.3j2qqm3)

[**Member Costs 9**](#_heading=h.1y810tw)

[**Troop Dues 9**](#_heading=h.4i7ojhp)

[**Fundraising Policy 10**](#_heading=h.2xcytpi)

[**Scholarship Money 10**](#_heading=h.1ci93xb)

[**Annual Stewardship Campaign 10**](#_heading=h.3whwml4)

[**MEETING PROCEDURES 10**](#_heading=h.2bn6wsx)

[**Permission Slips 10**](#_heading=h.qsh70q)

[**Release of Troop Members 11**](#_heading=h.3as4poj)

[**Drop-off Policy 11**](#_heading=h.1pxezwc)

[**Inclement Weather/Emergency Cancellation 11**](#_heading=h.49x2ik5)

[**Girl Visitors 11**](#_heading=h.2p2csry)

[**Transportation for Troop Activities 11**](#_heading=h.147n2zr)

[**Troop Trips 12**](#_heading=h.3o7alnk)

[**Alcohol, Drug and Tobacco policy 12**](#_heading=h.23ckvvd)

[**RECRUITMENT POLICY 13**](#_heading=h.ihv636)

[**TROOP COMMUNICATION 14**](#_heading=h.32hioqz)

[**HEALTH, SAFETY AND MISC 14**](#_heading=h.1hmsyys)

[**Administration of Medication Policy 14**](#_heading=h.41mghml)

[**Sick Policy 15**](#_heading=h.2grqrue)

[**Sibling Policy 15**](#_heading=h.vx1227)

[**Suggestion Policy 15**](#_heading=h.3fwokq0)

[**Cell Phone/Electronic Device Policy 16**](#_heading=h.1v1yuxt)

[**Knife Policy 16**](#_heading=h.4f1mdlm)

[**Swim Test 16**](#_heading=h.2u6wntf)

[**Trailer and Equipment Policy 16**](#_heading=h.19c6y18)

[**Conflict Management 17**](#_heading=h.3tbugp1)

[**Resources for Resolving Conflict 17**](#_heading=h.28h4qwu)

[**Code of Conduct 17**](#_heading=h.nmf14n)

[**Discipline Policy 17**](#_heading=h.37m2jsg)

[**PARENT RESPONSIBILITIES 18**](#_heading=h.1mrcu09)

[**Parent Participation Pledge 18**](#_heading=h.46r0co2)

[**Volunteer Position Selection Based on Gifts 18**](#_heading=h.2lwamvv)

[**PARENT/GUARDIAN SIGNATURE PAGE 19**](#_heading=h.111kx3o)

# TROOP STRUCTURE

## Troop Board

AHG Troop FL3130 will have a Troop Board that will create and implement all troop policies and guidelines. The Troop Policy and Guidelines book will be submitted to leaders for review and approval prior to each re-charter. The Troop Policy and Guidelines will be updated on an annual basis by the Troop Board. All parents can view a copy of the current year's Policy Handbook on the troop website ([http://ahgfl3130.yolasite.com](http://ahgfl3130.yolasite.com/)) prior to registering their daughter(s) and will be required to review it and sign their agreement to adhere to the standards set forth within it. A budget and fundraising goals sheet will also be presented for approval by all leaders and will be made available for all parents at the time of registration.

The Troop Board includes a minimum of four voting adult member positions: Coordinator, Vice Coordinator, Troop Shepherd and Treasurer. Other positions on the board may include:

Fundraising Manager, Secretary, Events Director, Advancement Manager (AM) Chairman (Board of Review) and Training Coordinator. The Board also consists of a Charter Representative who is a nonvoting member.

The Troop Board will meet bi-monthly or as needed. The Board's responsibility will be to create and implement the troop policy and guidelines, develop, create and manage a troop budget, oversee all fund-raising efforts of the troop or units, and handle conflict resolution and other administrative aspects of the Troop. When conflict cannot be resolved in a win-win situation, the chartering organization will be asked to mediate the conflict and bring it to a conclusion. The Troop Board will also work alongside the chartering organization to approve and recruit adult leaders.

## Troop Board & Unit Leader Qualifications

All candidates for Troop Board & Leadership must be approved by the Charter Organization and the Troop Board. **As per December 2010 Board Meeting, all candidates for Board positions and Unit/Assistant Leader positions must be approved unanimously by the board?** In order to be a voting member of the board, the member must have served in a recognized position for one year and have completed all required training. This training consists of KEYS to Child Safety (requirement of *all* adult AHG members and is renewable every two years), AHG Foundations, Best Practices Health & Safety Quick Guide, Board Training and Unit Leader Training. All trainings can be done through the AHGfamily website. The five main positions on the board: Charter Representative, Coordinator, Vice-Coordinator, Treasurer and Shepherd are exempt from the one year requirement.

In addition, applicants must be 21 years old and submit a volunteer application and three references. All volunteers must have a background check performed by AHG, Inc. and the charter organization, from a reputable company. Troop Board and Unit Leader positions are a one year commitment. Each leader may continue in his/her position with board and charter organization approval. All Volunteers are expected to model the AHG Creed at all times and maintain a high level of conduct and self-discipline. Troop Board Members and Unit Leaders may be removed from duty by the Troop Board and/or the Chartering organization, if deemed necessary.

## Units

The troop will be divided into age appropriate units according to the guidelines set forth by American Heritage Girls. This troop will operate all five levels if there is interest and leadership in all levels. Those levels and grade ranges are: Pathfinder (K/ 5yo), Tenderheart (1-3/ 6-9 yo), Explorer (4-6/ 9-12 yo), Pioneer (7-8/ 12-14 yo) and Patriot (9-12/ 14-18 yo). Each level will have *two deep leadership* at all times and adhere to the AHG guidelines for Leader to Girl ratio:

|  |  |
| --- | --- |
| Pathfinder | 1 registered leader per 6 girls |
| Tenderheart | 1 registered leader per 6 girls |
| Explorer | 1 registered leader per 8 girls |
| Pioneer | 1 registered leader per 10 girls |
| Patriot | 1 registered leader per 12 girls. |

# PROGRAM EMPHASES

(Changed/Updated: Summer 2020)

***Learning 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.***

1. **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.
2. **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.
3. **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.
4. **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.
5. **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 cere-

monies, 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.

1. **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.

## Badge Program

Each unit will make plans to complete three badges per year as a group. Unit leaders will help the girls plan their activities to revolve around their badge requirements. If a girl is absent from a troop meeting where badge requirements are being met, *it is up to the girl member and/or parent to make sure she fulfills those requirements on her own time* if she wants to receive the badge along with the other girls in her unit.

Girls are encouraged to 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 others.

Badges earned outside of troop meetings must be recorded and approved by the Unit Leader or Advancement Manager. Unit Leaders may ask girls to share with them any badge requirements fulfilled outside of the troop meeting. *Girls may be requested to bring a display specific to the badge they earned outside of the troop meeting* or make a short presentation to the large group or their unit at a scheduled time. Please set up this time with your Unit Leader. If there is a dispute regarding requirements, it will be brought to the attention of the Troop Board for rectification after the unit leader and advancement managers have had a chance to review the situation and seek advice for a decision.

## Girl Leadership

Girl leadership skills are encouraged at all levels of AHG. The development of leadership skills is supported in all levels of AHG in Troop FL3130. AHG Troop FL3130 will offer many leadership opportunities throughout the year.

## Camping/Overnight Policy

Our troop recognizes that camping and outdoor experiences are an integral part of meeting the emphases of American Heritage Girls, including faith, leadership, citizenship, social/emotional, life skills, and outdoors. Throughout the year we will offer a variety of activities to this end. All such activities will be announced well in advance of their implementation and will be included on our yearly calendar.

AHG, Inc. believes in “progressive programming.” This means that the Pathfinders or Tenderhearts may not be able to participate in activities that the Explorers or Pioneer/Patriots are doing, but that is OK! For example, Tenderhearts can participate in TROOP campouts only, with a registered parent/guardian, Explorers may have 1-2 additional Unit-level campouts, while Pioneers and Patriots may have monthly events scheduled and campouts further away or for longer periods of time. By implementing progressive programming, we are able to offer the girls something to look forward to and strive for as they advance through the troop levels. For more information on progressive programming, please refer to the Girl or Unit Leader Handbooks, or ask your Unit Leader.

We recognize the importance of camping with family, so we encourage families to take the skills they are learning through AHG and “go out on their own.” We believe that you will find that camping as a family unit offers growth activities that will last you a lifetime. We also recognize that some of the camping activities that AHG members are to accomplish have been designed at the National level to be completed in unit or as a troop. This not only includes requirements directly related to earning the Camping Badge, but to all other Outdoor Badges as well. During camp outs we offer activities that are specifically designed to teach the girls skills such as Outdoor Cooking, Fire Safety, and Outdoor Skills, as well as various other Outdoor Badges.

In order to meet the requirements necessary to earn the Camping Badge progressively, we have set the following policy regarding camping for each level (which pertain to troop-camping; family camping is of course, at your discretion):

Pathfinders: not eligible for overnight camping, but may participate in indoor overnight activities.

Tenderhearts: 2 Camping Nights are required to earn the Camping Badge. These do not need to be consecutive.

1. In 1st grade - May Troop Camp ONLY. A Parent or Guardian who is a registered member of AHG must be present for the duration of the activity.
2. In 2nd and 3rd grade – May Troop Camp ONLY with or without a guardian
3. Units may hold indoor overnight activities.

Explorers: 4 Camping Nights are required to earn the Camping Badge. These do not need to be consecutive (barring some alternate badge requirements). Camping may be with the Troop or at the Unit level.

Pioneers and Patriots: 10 Camping Nights are required to earn the Camping Badge. For the level award for Pioneers (2 consecutive nights). For the Abigail Adams Level Award (3 consecutive nights) are required.

## Community Service Projects

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

## Tracking Service Hours

Girls may earn additional service hours outside of the troop setting. Each girl will be supplied a Service Hour Tally Sheet on which to log her personal hours. These sheets may also be found in the Girl Handbooks (we recommend photocopying this) and on the troop website at www.ahgfl3130.yolasite.com. Service hours will be logged on a tri•monthly basis based on the turn in date for service hours/badge tally sheets. Each service hour period will end on this date and the next one will begin on the following day. A notice will be sent out through the troop newsletter or general announcements as to when to turn in these logs. These dates will also be on the Troop Activities Calendar. Unused service hours may be carried over from year to year until used.

## What Constitutes Community Service?

Our troop's goal is for all service hours to be for non•profit/not•for•profit organizations, however, it may be difficult for our youngest girls to accomplish this. Girls may provide service to their church, community or school. In order for an act to be considered service in AHG, the girl member must not be reimbursed in any tangible way. As we are called to love our neighbors, AHG differentiates between community service and family service. Family housework, yard work or babysitting is not considered community service.

Pioneer and Patriot volunteer hours are strongly encouraged to be served benefiting true nonprofit/not•for•profit organizations. Explorers should serve most of their hours under this category. For Tenderhearts, our hours earned in the Troop setting will complete most, if not all, of their required hours.

The Advancement/Service Chair will review all service hours and has the right to ask for clarification concerning service hours that do not appear to fit within these guidelines. Any disputes on service will first be addressed by the unit leader and advancement/service chair. If not resolved, the dispute may be taken to the Troop Board for a final decision.

For those older girls participating in long hour mission trips, please consult with your Unit Leader as to what can be counted on a mission trip prior to submitting those hours. Only hours “serving” may be counted. Preparation time and planning time may not be counted. Please see the Girl Handbook on guidelines for service.

It is up to the parent to encourage service and to foster the desire to serve in the community.

## Social Development

Social activities for girls are an integral and important part of AHG. The Troop offers many activities for the girls and their families. These events may have a separate charge which is not included in the troop budget. Should there be a charge for a special event, families will be notified well in advance. The Troop Board makes every effort to keep these extra costs to a minimum. *All financial obligations to the troop (dues, registration, other expenses owed) must be up to date in order for a girl to participate in any Troop sponsored special events.* Please speak with your unit leader or a troop board member if this is a concern for you. We do not desire to leave any girl out of activities.

It is important that girls try to attend 2-3 events per year in order to earn their Level Award at the end of their Level. The Troop will provide an Activities Calendar at the beginning of the year to help you with setting your calendar.

## Religious Awards

Girls at all levels are encouraged to earn their religious award. AHG offers the PRAY program for Protestant denominations and the Catholic Awards program as well as a plethora of other awards that are designed to meet the religious award requirement for each level. Information may be obtained through your troop leader or AHG, inc. as well as in the Girl Handbook (2020). Please request more detailed information through your unit leader. The expense of the awards and booklets will be incurred by the individual, not the troop; however, the faith award arrow once earned, will be paid for by the troop. The cost of the awards can be obtained from your Unit Leader or Troop Board. This award may be completed individually or in Unit.

## Joining Award

All new members are expected to earn the Joining Award within the first few months of attending meetings. However, if the unit has already completed their joining award and new members join mid-year or the following year, it is up to the parents to make sure that all requirements are met. Requirements can be found on page 56 of the Girl Handbook. Troop Leadership will do all that they can to assist with this.

Parents should work alongside the unit leader to make sure all requirements are complete. It is strongly encouraged that all new members should earn their Joining Award within three months of joining. Girls who join after the first ceremony are recognized either at the mid-year or end of year ceremony or can be recognized during a troop meeting flag ceremony.

New members will need to complete the Joining Award section in the Girl Handbook and have the Unit Leader sign off on the requirements before the Joining Award may be presented. Please consult with your Unit Leader as to the procedure for this first award. All girls must present themselves in the “official” uniform to receive the Joining Award. For more information about the AHG girl uniform please review the Girl Uniform section on page 8.

## Level Awards

Level Awards are available at all levels of AHG. It is highly recommended that each girl earns her level award. By fulfillingher level award, she will have accomplished the full AHGprogram. This award is earned at the end of their Level. If a girl joins at the end of a Level and would like to earn her Award, it will require extra parental help to accomplish. ***All girls moving up will need to attend a regular meeting with the next level. If your daughter is unable to attend during the scheduled meeting for this, an alternate date may be scheduled with your unit leader.***

Please consult with your Unit Leader before beginning a Level Award. Parents and girls are responsible for knowing what must be done and for seeking opportunities to complete theLevel Award. Unit Leaders are happy to assist. All girls earning their Level Awards must participate in a Board of Review once all requirements have been met. The Board of Review will be provided by the Troop in the last year of a girl’s level. Once a girl has participated in her Board of Review and has been approved to receive her Level Award she will receive this recognition at the End of Year Recognition Ceremony. The level award is then placed on her new uniform to begin her first flower of badges.

## Board of Review

Each girl member who wishes to complete her Level Award must participate in a Board of Review prior to the final Court of Awards. Girls must announce their candidacy for their level award to their Unit Leader by September 30th of the year in which they are eligible in order for the Unit Leader and Board to properly plan and assist the girl in her completion of the Level Award. The only exception for level award candidacy announcements will be for girls that join later in the year. The Board of Review is an opportunity to review each girl’s acceptance of AHG ideals and accomplishments within the troop before she moves onto the next level. This Board is formed by the Advancement Manager from parent and adult volunteers. Typically, the Board of Review will meet in early spring before the final Court of Awards.

A girl should initiate scheduling her Board of Review with her Unit Leader once she has completed the necessary requirements. Girls must be dressed in full uniform (including neckerchief) with badges and insignia, complete for inspection.

## Uniform Code

American Heritage Girls is a uniformed organization. Shorts, skorts and skirts should be modest and reach past mid-thigh towards the knee.For most girls, this is around two inches above the knee. jeggings, leggings, and cargo pants are not allowed.

The AHG uniform (commonly referred to as Class A) is to be worn to all meetings and ceremonies, with the exception of Birthday night in which case, AHG Class-B t-shirts or Spirit wear are permitted. If a girl does not own an AHG T-shirt, then she must wear her uniform or an unadorned or plain, solid colored t-shirt. Birthday night attire must still adhere to other uniform requirements regarding shorts. Jeans are acceptable for Birthday Night.

The uniform (Class A) should 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 very conscious of the fact that they are representing AHG and the charter organization and making lasting impressions on those around them.

**Closed-toed shoes must be worn during the entire meeting (Crocs and other shoes with holes do not count)**.

When participating in water activities, Adult Members who are male are not bare-chested but instead wear t-shirts, and wear swimming trunks or shorts that are at least mid-thigh in length and surround the waist. Female members (girl and adult) wear modest swimming suits, with no midriff visible and minimal exposure of cleavage or buttocks. No girl or adult shall wear bikinis, thongs, Speedos or similarly revealing swimwear. Headgear and hair accessories should be tasteful and appropriate.

Spiritwear can be purchased at the AHG Store. Spiritwear is worn, when appropriate, to AHG events. However, we encourage our girls to show off their troop and spiritwear at any time outside of uniformed events. We will also work to provide a low-cost t-shirt for our own troop most years.

For placement of badges and insignia please refer to the American Heritage Girl Handbook.

## Leader’s Uniforms

Registered adult members wear the AHG Polo shirt in navy blue or red. Dress button-down shirts are also available and are optional. Adults may wear khaki, navy blue, or black pants, skirt, capris, or bermuda shorts as bottoms. Shorts, skorts and skirts should be modest and reach past midthigh towards the knee. All Leaders must wear the official AHG lanyard with ID. Replacement lanyards are $2 each. New Adult Members who complete training will receive the AHG Membership Pin at the Fall Joining Award ceremony. The AHG membership pin is to be worn on the right lapel. Unit Leaders also may earn the Gem of a Leader Pin (at the 2, 4, 6, or 8 years of service) and the Religious Award Mentor Pin which may be placed on the AHG official polo as well. See the Leader Handbook for placement.

**Uniform Code**

|  |  |
| --- | --- |
| **Pathfinder** | **Leaders** |
| AHG Pathfinder T-shirt, Necklace Kit | AHG official red or navy Polo or Opt. Dress shirt |
| Navy skirt, skort, pants, capris, or modest shorts | Black/Navy/Khaki skirt/skort, pants/capris/modest shorts |
| **Tenderheart** | **Explorer** |
| AHG Red Vest, Blue neckerchief/slide | AHG Blue Vest, Red Neckerchief/slide |
| AHG official white Polo Shirt | AHG official white Polo Shirt |
| Navy skirt, skort, pants, capris, or modest shorts | Navy/Khaki skirt, skort, pants, capris, or modest shorts |
| **Pioneer** | **Patriot** |
| AHG Blue Sash | AHG Blue Sash |
| AHG official white Polo Shirt | AHG official red Polo Shirt |
| Navy/Khaki skirt, skort, pants, capris, or modest shorts | Navy/Khaki skirt, skort, pants, capris, or modest shorts |

**Parents, leaders, and Girls:**

**Please be mindful of the fact that whenever you are in your official uniform or your Class B Uniform, that you are representing both American Heritage Girls, Inc. as well as our Charter, Friendship Bible Church, and behave accordingly.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Uniform Costs** | | |  |
| **Girls** |  |  | **Leaders** |  |
| Pathfinder Pkg (T-shirt, Handbook, necklace) | $ 39.00 |  | Polo or Dry-wicking shirts (Navy/Red) X sizes are add’l | $33 - $35 |
| Official AHG Polo (Red or White) | $ 33.00 |  | Class B (Red, Blue or Gray) | $ 13.00 |
| TH/EX Uniform Pkgs (Vest, neckerchief/ slide, polo, handbook, patches, member pin) | $ 85.00 |  | Skirt, Skort, Pants, capris or shorts | on own |
| Vest & Neckerchief/slide only | $41.00 |  |  |  |
| PiPa Sash/patches/member pin | $ 19.05 |  |  |  |
| PiPa Optional: Sash pin | $ 3.25 |  |  |  |
| Class B (Red, blue or unit specific color) | $ 13.00 |  |  |  |

## Purchasing Uniforms

Each girl must purchase her uniform prior to receiving her Joining Award. Uniforms may be purchased through the Troop at time of registration. If a girl registers later than this, her uniform may be purchased online individually through the AHG Store, once the girl has been registered with the National Organization. The AHG Store carries the “official” polo for girls and leaders. *Uniforms must stay clean*!

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

## Award Ceremonies

The Troop plans three Award ceremonies per year so girls may receive their badges, joining awards, level awards, service recognition and religious awards. Parents will receive a calendar in the fall for all dates for the year. Most ceremonies typically fall in October (Joining Award), February and May. These award ceremonies are open to parents, family and relatives to attend.

It is important to the girls that they have at least one parent in attendance for these award ceremonies. If a girl is unable to attend the ceremony, her recognition will be given to her during an opening ceremony at the next available troop meeting. *When scheduling your family calendar, please make these ceremonies a priority.*

## Member Costs

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

Girl/Adult National Registration (annual) $40.00

Sister Cap for Registration $105.00

Troop Dues- Balance after fundraising

Girl Handbook -TH/EX & PIPA $20.00

Special Events (optional/minimal)

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

## Fundraising Policy

Fundraising is a necessary activity on behalf of the Troop. Funds earned support the troop budget, provide for the AHG Program Support Fee and enable girls and their families to lessen the out of pocket costs. Therefore, each American Heritage Girl is expected to participate in this effort for the vitality of the troop and her experience. There are a variety of ways to assist!

Girls will need to raise $200 per girl through fundraising for the current year’s requirement. Three fundraisers will be held throughout the year, as well as direct sales of sausage sticks and candy bars over the year. Families will be expected to pay the balance if girls were unable to fundraise for the full $200 as dues; it is expected that this should be cheaper for most families than the monthly dues system formerly employed. All money owed to the troop (including fundraising balance, camping fees, badge fees, etc) is due by April 13, 2023. Same families have chosen to personally set aside $20 per month to offset any balance at the end of the year, to reduce financial strain, as a suggestion. Additional money due dates occur throughout the year for various events, so check email often to keep up to date.

Each year the Troop Board reviews the troop budget and determines the fundraising goals for the upcoming year. AHG’s fundraising guidelines allow for a troop to fundraise up to three times per year. All families will be notified of the financial standing of the troop on a monthly basis. However, financial statements are made available at each meeting.

Please follow these general guidelines when engaging in fundraising activities for the Troop:

1. Girls should be in uniform and follow all AHG safety guidelines.
2. No one wearing an AHG uniform may solicit funds for any other organization.
3. Donations help the troop, too, and are encouraged. While donations given directly to AHG FL3130 are not tax deductible; donations written to the charter organization, with a memo to FL3130, are tax deductible and the donor will receive the appropriate tax form at the end of the calendar year.

## Scholarship Money

Scholarship money may be available for uniforms, registration, handbooks, activities or dues. If your family is in need of assistance, please do not hesitate to speak with a board member. It is our desire that AHG costs not be a hindrance to a girl participating. It is also our desire to maintain our financial responsibility and integrity while still ensuring that everyone is able to participate.

## Annual Stewardship Campaign

The Annual Stewardship Campaign is an annual family donation campaign to help the ministry of American Heritage Girls. The *Annual Stewardship Campaign* officially kicks-off January 1st and runs through March 30th. Each family will receive a letter with information regarding the donation campaign. AHG is a member-supported ministry. The goal of this campaign is to provide donations to support the development of local areas and to cover the development costs of uniforms, insignia, handbooks and program support fee. Troops are provided Support Services that include a support team, resource materials, program helps, and troop administrative tips such as charter or insurance questions, fundraising development support, conflict resolution and monthly mailings. Your annual contributions greatly benefit the mission of the organization. Each Troop is asked to provide an ASC Coordinator to help in communicating the needs of the campaign and encouragement to support the AHG ministry. In order to receive the status of Honor Troop, each troop must have a percentage of families participating in this program. We will be kicking off a Troop drive in January, and respectfully request a minimum donation of $5 per family; thank you for praying about supporting this financially.

# MEETING PROCEDURES

## Cell Phones

Cell phones or electronic devices will not be allowed to be utilized during any AHG activity, unless specifically approved by the Unit Leader for work being completed during that event. Devices are best left at home, but if girls bring devices to an event, they are to be checked in with a leader upon arrival to the activity, and may be checked out upon leaving the event. Phones will be placed in a large ziplock bag with the girls name on it and stored in a secure location. This policy ensures that families that tightly control media exposure to their children can be confident that time spent with AHG does not undermine their parenting and family values. More importantly, AHG is meant to develop girls of integrity, and teach them how to live a full life, outside of the pressure and subterfuge of the electronic world. Putting phones down and learning how to have direct conversations, show empathy for others and compassion, and learning to enjoy the beautiful world God has given us is a true gift that we should nurture and cherish.

Certainly, life situations arise where you may need to contact your daughter while she is participating in an AHG event. Phone numbers to leaders will be provided when you register, and should an emergency arise, you may contact your daughters leader to reach your child, if needed. Please help us encourage your daughter to explore her personality and those of the people around her by showing your understanding of this policy.

*Parents also need to set an example of when to and not to use such devices.*  Please note that any photos taken during Troop activities may not be posted on-line, on social media or passed along in emails without the direct consent of all families included. Some parents may not sign the release for photographs. Please keep this in mind if you desire to post photos of other children online. This is not intended to prohibit the taking of group photos, simply the public posting of said photos. Any internet postings of photos are considered public domain and accessible to the public regardless of how private one may think their internet site is.

TroopTrack has a way to share photos. Please let us know if you need help accessing this.

## Permission Slips

Permission slips are required for all AHG meetings and events. There will be a single permission slip to cover all meetings for the year when you register, and additional permission slips will be required for non-meeting events. If a child forgets their permission slip, she will not be able to attend the event. Troop leaders are not authorized to take children without a permission slip. Permission slips are given out at least one meeting prior to the activity.

## Release of Troop Members

Parents will need to sign out their child when picking up their daughter after a troop meeting. If arrangements have been made for your child to leave with a different adult, *a written note is expected to be given to the troop coordinator at the beginning of the meeting or an e-mailed one ahead of time*. No verbal approval will be accepted. The meetings end around 8:15 p.m. Thank you for being on time.

## Drop-off Policy

For the protection of both girls and leaders, we girls are not to be dropped-off at meeting places or camp-outs unless there are two registered leaders on the premises.

## Inclement Weather/Emergency Cancellation

A troop meeting may be canceled by the Troop Coordinator in consultation with the Troop

Board for inclement weather or other emergency situations. If a troop meeting is canceled, Board Members will contact Unit Leaders who will contact the members of their Unit.

A troop meeting or unit meeting may also be canceled if 50% of its members are absent due to illness. Again, if there is a unit meeting cancellation, the Unit Leader will notify the Troop Coordinator and unit members of such cancellation. If both Unit Leaders are unable to attend a meeting and no registered adult volunteers are able to assist, that unit may also be canceled or rescheduled for another date and time.

## Girl Visitors

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

The Troop Coordinator and Unit Leader should be notified at least *one week in advance of a girl visit if at all possible*, unless it is a scheduled visitation night*.*

1. A parent *must* accompany the child and remain with the child during the troop meeting or activity.
2. If a parent is unable to attend, a permission slip should be submitted with vital parent information provided. The Troop Coordinator should be notified if a parent is not attending, explaining the lack of parental attendance.
3. A new girl and her parents may visit **one** time before registering as a troop member.
4. All non-member “visitors” attending a “Bring A Friend” Activity sponsored by the Troop, must provide a completed permission slip with emergency contact information.
5. All other visitation situations must be communicated with the Troop Coordinator in advance.

## Transportation for Troop Activities

All potential drivers for troop activities must complete a “Troop Transport Form,’ verifying auto insurance, 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. Typically these forms are available for completion at the Parent Registration Night or in your Girl Registration packet. Parents choosing not to complete this form may not transport girls other than their own daughter on a troop related activity. This form must be updated annually.

American Heritage Girls 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

It is American Heritage Girls policy that 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 ~Three or more moving violations within the last 3 years.

Appropriate girls/leader ratios and two-deep leadership should be present during transportation (two-deep leadership may be split between vehicles as long as vehicles travel together at all times). All drivers must be licensed and at least 21 years of age. The AHG Troop Board/Leadership reserves the right to deny a driver based on automobile safety or driving record. The driver’s motor vehicle record may be randomly checked.

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

## Troop Trips

A Troop Trip Verification Form must be completed on AHGfamily for all Troop/Unit/Squad trips that exceed 400 or more miles, involve overnight stays, or high adventure activities. All Trips must be approved by the charter organization and the National/Council office prior to the activity. All camping trips require the Troop Trip Verification Form regardless of distance. A First Aid/CPR certificated trained adult must be present on all activities of the Troop.

Any activity that involves a high-risk activity (horseback riding, rappelling, canoeing, etc) must have Charter Representative approval prior to the activity and an AHG High Risk Activity Form must be submitted online to the National/Council Office for approval prior to the activity.

Girls and adults who are attending an overnight activity for three or more nights OR participating in any high-risk activity as defined by AHG, Inc. must complete the High Risk Health and Medical Form which includes a doctor’s signature. These must be provided before leaving for the activity. It is the responsibility of the parent to make sure that this information is provided. See your Unit Leader for the necessary forms if you did not receive a form. The necessary form can also be located on our troop website at www.ahgfl3130.yolasite.com.

## Alcohol, Drug and Tobacco policy

As the use of alcohol and drugs has been proven to be a significant health hazard, they are not permitted at any AHG function or activity. Tobacco has also been proven to pose serious health risks. Since the adult leaders serve as examples for the girl members, smoking is not allowed in the presence of girls at AHG activities or by girls at any time. Use of alcohol, drugs or tobacco by a girl member at a troop event, meeting, or activity, will be reported to the girl’s parents. Use of alcohol, drugs or tobacco by an AHG adult member during an AHG event will be referred first to the Troop Coordinator who will then defer it to the charter organization representative or the local AHG council. Smoking on church property is not permitted.

# RECRUITMENT POLICY

AHG FL3130 shall be in a continuous effort to spread the word about American Heritage Girls. We shall speak about it with our friends and with those whom we come into contact with and always be on the lookout for ways in which we can share this wonderful ministry opportunity with other families.

In addition to “word of mouth” advertising, the Troop Board, in conjunction with the Troop Leadership Team, parents and the girls, will seek more formal ways to share about our Troop and American Heritage Girls in general.

These more formal avenues include, but are not limited to:

|  |  |  |
| --- | --- | --- |
| 1. Churches | 5. Website | 9. Conventions |
| 2. Schools | 6. Facebook | 10. fliers |
| 3. Newspapers | 7. Public Speaking | 11. Informational Booths |
| 4. Radio | 8. Community Events |  |

Churches and Schools will be contacted first by formal letter and/or a visit by a Ministry Team Member explaining the ministry of American Heritage Girls and seeking to first advertise by flier and then to set up an information time for interested families. At the informational meeting, several ministry team members and girls, with parental permission, will be present to share information, answer questions and extend an invitation to a registration/visit at a troop meeting.

Newspaper recruitment will be done in several ways:

1. Articles written by girls, leaders and parents
2. Community Advertisements

All articles and advertisements must be approved by the Board of AHG FL3130 prior to publication.

Each potential advertisement recruiting for our troop on Radio, Website, Facebook, fliers and Community Events must be approved by the Board of AHG FL3130 prior to publication.

Recruitment efforts at conventions may include, but are not limited to fliers, informational booths, and speaking engagements.

From time to time, we may be invited to share information about American Heritage Girls through various speaking engagements. These engagements will be presented before the Board for approval prior to the speaker’s agreement to participate.

Informational Booths displayed at events such as “Our Country Day” Festival, and at Troop Fundraising Events, will have approved fliers and invitations available for handing out to all interested parties.

Note: Registrations will not happen at informational meetings. Families must attend an AHG event/meeting to register their daughter(s).

**Emergency Numbers** – if you have an emergency and need to contact your daughter during a meeting, call the Coordinator’s cell phone: Katie at 352-283-9474

or Lori at 352-256-0064

# *TROOP COMMUNICATION*

**Email** – E-mail is our PRIMARY form of communication via TroopTrack e-mails which will typically be sent out three days prior to a meeting. You may receive updates from your Unit Leader, Coordinator and as appropriate from your Treasurer. If you do not check email often, please be sure to let your daughter’s Unit Leader know this so she can be sure to

keep you informed. Troop e-mail is americanheritagegirlsfl3130@gmail.com

**Texting** – Personal and group texts are used as reminders.

**Website** – We would love for someone to keep our website current. If you are interested, please inform the Coordinator. (Our current website is simple to work with.) ahgfl3130.yolasite.com

**Special Event Announcement fliers** - will be handed out at troop meetings to keep parents informed of current activities. Most special events have deadlines. Payment and reservation forms will be due on a particular due date, if applicable.

# HEALTH, SAFETY AND MISC.

## Administration of Medication Policy

1. AHG members are discouraged from taking medication at AHG events unless absolutely necessary.
2. No AHG girl member is allowed to self-medicate while participating in an AHG event. Exceptions include inhalers and Epi-pens, which may be kept on a girl’s person for emergency use. Parents must indicate in writing that the girl is in possession of this medication and possesses the knowledge and ability to administer.
3. No AHG girl member may bring over the counter medications for self-administration. Over the counter medications may be administered by the Health and Safety Leader on an as-need basis. Parents must include these over-the-counter medications on the “Request for Medication Administration Form.” These 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.
4. Administration of all medication will be done per the instructions provided on the *Parent Permission Form.*
5. AHG requires a completed *“Request for Medication Administration”* form from the parent(s) that provides the name of the drug, the dose, the times when the medication is to be taken, and the diagnosis or reason the medicine is needed.

## Sick Policy

Your daughter should be 24 hours fever, cold, cough, sneeze and vomit free (unmedicated) in order to attend any AHG event. Please be mindful of your daughter’s health and keep her home if she is not feeling well. Any girl who has an unknown rash will be unable to stay for a meeting. If any medication must be given during an event, the request for Administration of Medication must be provided to the Unit Leader or Health and Safety lead before the event. A First-Aid and CPR certified adult will be present at all activities. The Troop has a first-aid kit at all meetings and activities. Each girl’s health and medical information will always be readily available at all meetings.

**Sanitation Guidelines**

It is the policy of AHG FL3130 that while together, members employ common-sense sanitation practices. If girls or adults are feeling ill, they should stay home. Hand-washing and other practices that encourage healthy habits should be followed by everyone. Food will be served by adults, and direct handling of food with hands is discouraged. Folks are welcome to wear masks if they choose, and hand sanitizer will also be available. Please remember to use proper restroom hygiene, which includes washing hands and utilizing paper towels to turn off the faucet (and then discard the paper towel in the trash).

## Sibling Policy

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

1. Children must remain at their parent’s side, or at the side of an adult designated by the child’s parent, at all times during the meeting or activity.
2. Children must never be unattended.
3. Children may not be unsupervised in the hallways at any time.
4. Parents are to remove disruptive children.
5. Any leader taking an active role in a meeting is to make arrangements with another adult to supervise her non-AHG children, if at all possible.
6. The parent is responsible for cleaning up any areas used by non-participating AHG siblings at the end of the night or event.
7. ***Per AHG National policy:* unregistered siblings *and* parents will not be permitted to participate in troop campouts.**

## Suggestion Policy

We welcome your suggestions in any and all areas. In order that your suggestions can be given the best attention, please have them hand-written or typed then given to a Leader or placed in the designated Suggestion Box.

All complaints are to be signed and accompanied, if possible, by suggested solutions. Thinking through the problem and coming up with a possible solution allows criticism to be constructive.

The Troop Board will consider your suggestion and implement the changes if deemed beneficial to the entire program.

**KnifePolicy**

Knives can be an important and exciting tool for outdoor adventures, but they also bring with them an inherent increased risk. We live in an area where many adults and children (both boys and girls) carry knives on a daily basis. With the safety of our troop as well as an awareness of the area in which we live in mind, we will put forth every effort to make sure that our girls are trained as quickly as possible in our knife safety policies so that they may carry their knives with them at all activities. We ask that until girls are trained by FL3130 in this area, that they leave their knife at home.

Very rarely, if ever, will girls be asked to not carry their knife to an activity; however they will be notified well in advance if an occasion should arise.

As each girl is trained, she will receive a card that signifies she has undergone, and passed, this training. This card must be carried on her whenever she is at an AHG activity with her knife. If she is observed mishandling her knife she will lose her knife privileges and have to earn them back.

## Swim Test

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

## Trailer and Equipment Policy

The trailer and any equipment owned by AHG FL3130 have been procured for the express use of the troop, for troop authorized activities only. Items are not for personal use by troop members nor by members of the chartering organization. Items may be used by individual units for troop authorized events. Items may be reserved through the troop quartermaster by units on a first come, first served basis.

When troop trailer and/or equipment are used, they are to be returned in clean and orderly condition. Any maintenance needs, issues, damages or needed repairs should be reported to the quartermaster or Troop Coordinator.

## Conflict Management

It is extremely important that when conflict happens that the following occurs:

1. Those involved have an opportunity to resolve the conflict on their own. If apologies are accepted, forgiveness should occur and the matter should be dropped, just as God does not accuse us again of the sins He has forgiven us. (Proverbs 25: 8-9; Matthew

8:15; Mark 11:25; Ephesians 4:32; Colossians 3:13)

1. If they are not able to come to a peaceful resolution, they may request mediation. For the girls, this could be with the help of an adult or peer mediator. (Matthew 8:16-17) 3. Any intentional bodily injury or threat made at an AHG function should be reported to an adult leader immediately and receive an appropriate consequence. If any parent becomes aware of any type of bodily injury or threat that was not reported, they should report it immediately so that the leaders may address the issue right away.

## Resources for Resolving Conflict

L - Look for the GOOD. It takes a special effort to look for the GOOD and not the Bad.

Assume good intentions. Love is KIND. Love HOPES.

O - Only talk to people who are related to the problem and will be able to help solve the problem. Otherwise, it is gossip and destructive! Love ALWAYS PROTECTS.

V - Value one another. Christ did! He gave His life for each of us. Surely, we can hold our tongues and communicate in love with each other. Love leads to TRUST.

E - Enjoy the differences. God made each of us unique. We all have different talents, gifts and abilities. None of us do things the same way. Love is PATIENT.

## Code of Conduct

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

## Discipline Policy

God's Word explains consequences for those who break His rules, therefore we follow this wisdom doing the same with discipline policy.

Discipline is important in following rules and ensuring a safe environment. Behavior of the girls should reflect the values set forth in the creed of the American Heritage Girls. Discipline is to be administered according to these values as well. All verbal comments are to remain constructive and positive. Discipline will occur in the presence of an adult witness. While parents have the authority to administer physical punishment, under NO circumstances will it be used by AHG leadership on children not their own. For concerns regarding discipline, please contact the unit or squad leader first and then contact the chairperson if the issue is not resolved.

1. A girl will first receive a warning for deliberately exhibiting behavior that is inappropriate. Both leaders present will agree on whether or not her behavior is in compliance with the standards of an American Heritage Girl. She will be reminded of our discipline policy and encouraged to be obedient and respectful.
2. If a girl displays inappropriate behavior a second time at the same meeting, she will receive a “time out” of at least 5 minutes and not be allowed to continue in the activity. If the activity missed is a badge requirement, the girl must make up the work on her own to satisfy the badge requirement. Parents will be notified when any “time out” is given.
3. If the behavior continues, she must sit with or go home with her parents. In the event she does not have a parent at the meeting, the parent will be called and the girl will sit away from her unit in the presence of leadership until the parent arrives. A discussion will be had with the parent as to how we can help to remedy the situation.
4. If a child is physically harmed by another child, her parents will be notified immediately and the girl(s) who did the harming will be removed from the troop for the rest of that event. Also, a more severe consequence, appropriate for both the level of offense and the maturity of the girl, will be directed at the discretion of at least three leaders, who are not her parents. Violence will never be tolerated.

# PARENT RESPONSIBILITIES

Your responsibility: parents are encouraged to attend meetings with their daughters (Pathfinder and Tenderheart Levels). The purpose of AHG is to provide opportunities to bring the family together. The girls should be at the meetings and events in the required uniform and arrive before the starting time and after a visit to the bathroom. Parents are also required to obtain information at check-in for upcoming events, monitor e-mails and make sure the girls remember to bring their Handbooks or other necessary information to each meeting.

## Parent Participation Pledge

**Providing a quality program for girl members requires a commitment from all families involved.** **Each family must agree to actively participate in the Troop to ensure the success of the group as a whole.** Due to various circumstances, some families may need to complete most of their service outside of regular meeting times. Some families can better complete their service during meetings, while others will do a blend of both. It is an important priority to fill position vacancies and delegate work appropriately to insure a fulfilling experience for all. A list of opportunities will be available at registration for you to prayerfully consider. It is also available by contacting the Troop coordinator.

## Volunteer Position Selection Based on Gifts

American Heritage Girls is a family supported program that encourages both girl and adult involvement. Our troop will benefit most when we can utilize gifts from all our members. We, the Board Members of AHG Troop FL3130, recognize that each of you has been given different gifts by God and is called to use these gifts for His glory. Although we have been very blessed with many wonderful volunteers who have given of their time and talent, we are in need of others to lighten their load. Our troop cannot exist without those who give of themselves for others. Volunteering for a position should be done with discernment. Prayer and circumstances should be weighed when considering a position within the troop. Please do not think that if you are unable to volunteer that your daughter will not be able to participate with our troop but we do ask that you pray for guidance in helping our troop in any way possible. A Spiritual Gift list has been included and may help you determine for which position you are best suited.

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# PARENT/GUARDIAN SIGNATURE PAGE

Parents please review and approve our Troop’s Policy Handbook and Guidelines. Indicate below your review and approval of the following documents, then sign and date this form. Once completed, tear off this back page and return to either the Troop Coordinator or a Troop Ministry Team member by the first Troop meeting.

□ I have read the AHG Troop FL3130 Discipline Policy and Troop Policy Handbook for the

2022-2023 program year, and agree to adhere to the Troop Policies and guidelines contained. □ I agree to actively participate in the Troop to ensure the success of the Troop as a whole. □ I have reviewed the Troop Budget *and understand my daughter’s responsibilities as being part of the Troop.*

**Troop Communication Practices**

Troop information will be provided at meetings, so please be sure to check in with the Front table for timely information. In addition, the calendar is maintained in TroopTrack, and emails will be sent out regularly. ***Please make it a point to check your email at least weekly – you will be responsible for staying informed and held to all notifications, whether you saw the emails or not****.* We make every effort to provide timely information so families can plan accordingly, but must also keep to deadlines set forth by the troop. We will send out a test email by the end of August; please reply to confirm receipt.

Finally, we will send out texts for brief communications. Please indicate your cell number and carrier below.

Mobile number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Carrier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***While participating in any and all AHG activities, girls and adults are to be conscious of the fact that they are representing AHG, Inc. and their charter organization, Friendship Bible Church, at all times.***