

Girl Scouts of Western Washington Theft and Mismanagement of Volunteer-Led Bank Account Funds Policy

Introduction

Girl Scouts of Western Washington (GSWW) is committed to fostering a culture of accountability and integrity within our organization. Our theft and mismanagement policy safeguards our assets and upholds principles of honesty and integrity.

Definition of Theft

Theft refers to the unauthorized use or misappropriation of GSWW's property or assets by any volunteer. This includes, but is not limited to, stealing cash, merchandise, supplies, or equipment and can involve fraudulent activities or using GSWW resources for personal gain.

Definition of Money Mismanagement

Money mismanagement includes but is not limited to the following:

1. Negligence in recordkeeping, such as not retaining all financial information for four years including all payment processing information.
2. Failing to separate volunteer-led bank accounts from personal accounts.
3. Over-drafting a volunteer-led bank account.
4. Sharing or failing to protect any financial banking information related to the volunteer-led bank account potentially leading to fraud or theft.
5. Neglecting to deposit funds into your volunteer-led bank account within 5 days.
6. Reimbursing oneself from the volunteer-led bank account for any personal expenses instead of having a cosigner issue reimbursement.
7. Exploiting volunteer-led bank account funds by denying its members equitable access to opportunity.
8. Making any non-Girl Scout related purchases with Girl Scout funds for any reason and/or for anyone.
9. Retaining or not reporting funds received for youth members through any means including cash transactions and/or payment processing systems.
10. Failing to review your volunteer-led bank account monthly for any fees, fraud, mismanagement, or overdrafts and reporting any issues within 45 days.

Reporting Suspicious Activity

If you suspect an instance of theft or money mismanagement by a volunteer, please report it immediately to auditcommittee@girlscoutsww.org. All reports will be investigated and, wherever possible, treated confidentially.

Disciplinary Action

Girl Scouts of Western Washington has a zero-tolerance stance on volunteer-led bank account theft and money mismanagement. Volunteers violating this policy risk exclusion from all GSWW activities. Penalties will be determined by the severity of the offense and the volunteer's service history. Misappropriation of funds may result in legal prosecution with GSWW's full cooperation.

Washington state theft charges are classified into three levels based on the value of the stolen property or services.

- **Theft in the 1st Degree** is a Class B Felony (RCW 9A.56.030). This crime is punishable by a maximum of 10 years in jail and a \$20,000 fine (RCW 9A.20.021).
- **Theft in the 2nd Degree** is a Class C Felony (RCW 9A. 56.040). This crime is punishable by a maximum of 5 years in jail and a \$10,000 fine (RCW 9A.20.021).
- **Theft in the 3rd Degree** is a Gross misdemeanor (RCW 9A. 56.050). This crime is punishable by a maximum of 364 days in jail and a \$5,000 fine (RCW 9.92.020).