



AMERICAN
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FAITH | SERVICE | FUN

American Heritage Girls

Troop FL-1811

North Naples Baptist Church

Handbook and Policy Packet

2026-2027

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Welcome to AHG!

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

About American Heritage Girls

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

AHG Mission Statement

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

AHG Oath

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

AHG Creed

As an American Heritage Girl, I promise to be:

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

Inclusion Policy

All biological girls of any color, race, national origin and socioeconomic status who agree to live according to the standards of the Bible, the AHG Oath, and the AHG Creed are invited to be members of American Heritage Girls. AHG believes that welcoming all girls to join AHG is in alignment with the Great Commission from Mathew 28:16-20. Many girls have learned about Christ and experienced faith first-hand as it is lived out by their peers and Unit Leaders in AHG.

Core Beliefs

The following are the core beliefs of North Naples Baptist Church based on the foundational truths taught in the Bible. All of our teaching and ministry is rooted in and flows from these biblical doctrines.

What we believe about God: God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. The three are co-equal and are one God.

What we believe about Jesus Christ: Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

What we believe about the Holy Spirit: The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians we seek to live under his control daily.

What we believe about the Bible: The Bible is God's Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

What we believe about human beings: People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has tremendous potential for good, all of us are marred by an attitude that separates people from God and causes many problems in life.

What we believe about salvation: Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith.

What we believe about eternal security: Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If you have been genuinely saved, you cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

What we believe about eternity: People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence.

AHG Statement of Faith

American Heritage Girls is a Christ-centered leadership and character development ministry. Within the local AHG Troop, the primary statement/profession of Christian beliefs, faith, and/or doctrine is that belonging to the chartering Church/Organization. As with any of its ministries, the Church/Organization should take steps to ensure the Troop appropriately reflects these beliefs. Furthermore, all American Heritage Girls' Charter Organizations, Adult Members and Adult Leaders, must concurrently adhere to the Christian principles stated in AHG's Statement of Faith:

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

Clarity is further provided to the following terms:

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

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

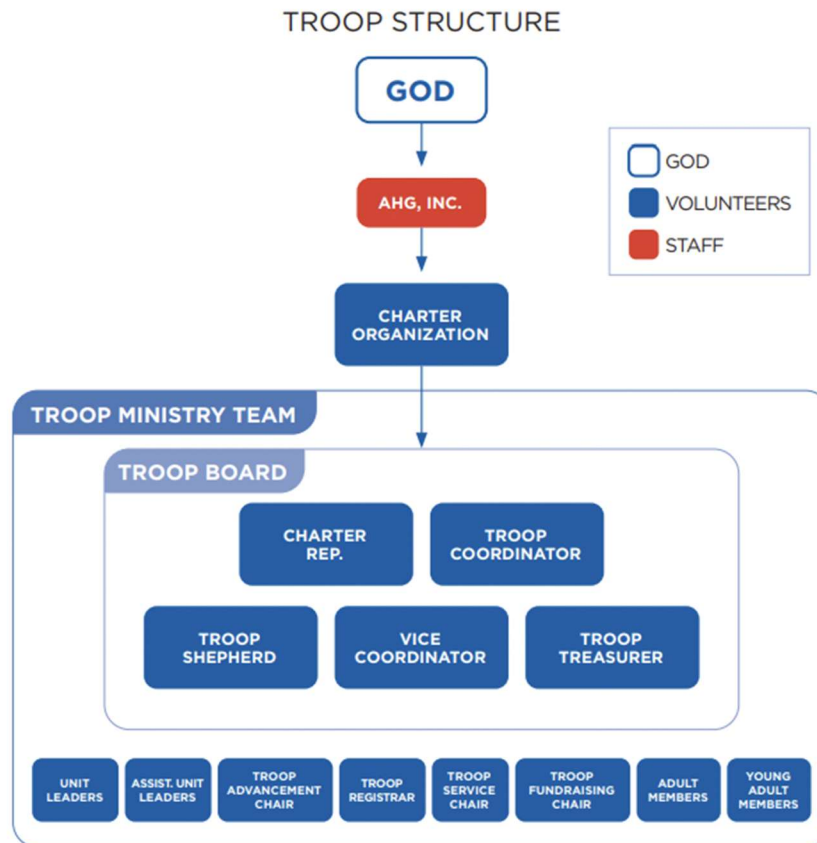
Stewardship – God calls to use our God-given time, talents and money wisely.

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

Role of the Charter Organization

An AHG Charter Organization is typically a church or Christian non-profit. They are the vehicle by which AHG is brought to a local community. Troop FL-1811 is chartered by North Naples Baptist Church. Though the Charter Organization owns the Troop, the relationship between a Charter Organization and its Troop is designed to be mutually beneficial. By linking arms, the AHG Troop serves as an extension of the Charter Organization's mission while providing a unique ministry opportunity. The Charter Organization Ministry Agreement (COMA) is signed each year by the Charter Organization and provides guidance in maintaining a healthy Charter-Troop relationship. The Charter Organization plays a vital role in the success of its AHG Ministry and invests in the following ways:

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



Troop Ministry Team

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

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

The Charter Organization is responsible for selecting the Troop Board to effectively implement the AHG Program. The Troop Board works together as a team to provide vision, make decisions, and prayerfully lead the Troop. The Troop Board of our Troop is:

Board Members

- Charter Representative – Lynna Scofield lynna.scofield@gmail.com 239-253-5266
- Troop Coordinator – Katelyn Collier katelyncollier@gmail.com 703-434-0764
- Vice Coordinator – TBD
- Troop Shepherd – Jamie Torres jkc.torres@yahoo.com 661-645-1101
- Troop Treasurer – Gayle Hahe gaylehahe@gmail.com 239-564-6018

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

Volunteer Positions

- Unit Leader
- Advancement Chair
- Service Project Chair
- Social Events Chair
- Fundraising Chair
- Outdoor Lead
- Setup and Takedown Lead

AHG Program and Girl Experience

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



Faith

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

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

Leadership

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

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

Citizenship

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

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

Social-Emotional Health

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

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

Life Skills

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

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

Outdoors

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

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

Program In Action

Outdoor & Overnight Experiences

Providing outdoor experiences to our troop members is very important. Our Troop will sponsor or provide opportunities annually for the girls. Please see the Troop Activities Calendar for specific information. From time to time, the troop or individual units will also make available overnight activities. **Parental involvement is required for all overnight**

activities, regardless of the girl's age. Please note that all adults on overnight activities are required to be a Registered Adult through AHG which requires approval of the Charter Representative.

Community Service Projects

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

Tracking Service Hours

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

What Constitutes Community Service?

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

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

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

Board Members and/or the Advancement Chair will review all service hours and have the right to question service hours that do not fit within these guidelines.

Social Development

Social activities for girls are an integral and important part of AHG. The Troop offers many activities for the girls and their families. All financial obligations to the troop (dues, registration, other expenses owed) must be up to date in order for a girl to participate in any Troop sponsored special events.

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

AHG Awards & Ceremonies

Earning Badges

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

Girls are encouraged to work on badges outside of troop activities. Badge costs are covered through troop fundraising.

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

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

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

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

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

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

Awards and Recognition

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

Awards and insignia that AHG offers are listed below:

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

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

Joining Award

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

Faith Awards

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

Level Awards

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

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

Level Award Board of Review

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

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

The Board of Review will be offered outside a regular troop meeting and girls will be notified prior to the meeting to choose a time. Girls must be dressed in full uniform (including neckerchief) with badges and AHG FL-1811 Troop Handbook 26-27 complete for inspection. Each girl should wear the official AHG uniform appropriate to her level.

Award Ceremonies

The Troop plans Award Ceremonies throughout the year so Girl and Adult Members may receive their Awards and Recognitions. Award Ceremonies are open to parents/legal guardians and families to attend. It is important to the girls that families attend the ceremony to celebrate their accomplishments. If a girl is unable to attend the ceremony, her recognition will be given to her at the next Troop meeting.

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

AHG Uniforms

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

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

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

Class A Uniform

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

Program Level	Top	Bottom	Accessories
PathFinder	AHG Official Pathfinder T	Navy blue or khaki skort, bermuda-style shorts or pants (no logos)	Pathfinder Necklace Kit, and Pathfinder Necklace Troop Number Beads (1811)
TenderHeart	AHG Official Short-Sleeved Girl Uniform Polo in white	Khaki or navy blue skort, bermuda-style shorts or pants (no logos)	Tenderheart Vest (red), Tenderheart Neckerchief (navy), AHG Neckerchief Slide, AHG Flag Patch, AHG Membership Pin, Blue Troop Number Patches (1811)
Explorer	AHG Official Short-Sleeved Girl Uniform Polo in white	Navy blue or khaki skort, bermuda-style shorts or pants (no logos)	Explorer Vest (navy), Explorer Neckerchief (red), AHG Neckerchief Slide, AHG Flag Patch, AHG Membership Pin, Red Troop Number Patches (1811)
Pioneer	AHG Official Short-Sleeved Girl Uniform Polo in white	Khaki or navy blue skort, bermuda-style shorts or pants (no logos)	Pioneer Uniform Sash (blue), AHG Flag Patch, Membership Pin, Red Troop Number Patches (1811)
Patriot	AHG Official Short-Sleeved Girl Uniform Polo in red	Khaki or navy blue skort, bermuda-style shorts or pants (no logos)	Patriot Uniform Sash (blue), AHG Flag Patch, Membership Pin, and Red Troop Number Patches (1811)
Adult Volunteer Position	AHG Official Short-Sleeved Women's	Khaki or navy blue skort, bermuda-style shorts or	AHG Membership Pin, and AHG Membership Lanyard

	Uniform Polo in your choice of Red or Navy <u>or</u> Red or Navy polo	pants (no logos)	
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Girl Class A Uniform

- **AHG Official Short-Sleeved Girl Uniform Polo**

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

- **Vest & Neckerchief or Sash**

- Vests and sashes are an integral and necessary part of the AHG Class A Uniform. Awards, pins and patches, are displayed with pride on the vest or sash.
- Vest or sash must include AHG Flag Patch, AHG Membership Pin and Troop Numbers.
- For placement of the badges and insignia on vests and sashes, please refer to the American Heritage Girls Girl Handbook (TH & EX pg 16-17; PI & PA pg 22-23)
- The neckerchief should be rolled tightly and worn under the collar. Neckerchiefs can be secured with a standard knot or the AHG Neckerchief Slide. No other embellishments or add-ons are allowed.

- **Khaki or Navy Bottoms**

- Girls may choose to wear khaki or navy pants or skorts with their AHG Official Class A Uniform depending on Program Level.
- *Skorts must be modest and should be no shorter than 2" above the center of the knee.
- Long pants are recommended for colder weather and skorts are recommended for warm weather.
- Girl Members may wear opaque tights or hosiery under skorts in colder weather and should complement the uniform.
- Skirts, jeans, leggings, jeggings, or cargo pants are not allowed as part of the AHG Official Class A Uniform.

- **Close-toed shoes**

- Closed-toe shoes are required for the AHG Official Class A Uniform. Shoes should be consistent with other uniform pieces in color, style and functionality. Shoes must be modest and not be worn to attract attention to an individual member (i.e. no bright colors, etc.)

It is highly recommended that new members purchase the [Uniform Start Up Package](#) for their level which includes AHG Official Short-Sleeved Polo, vest and necktie or sash, Flag Patch, and AHG Membership Pin.

*Adults that are Board Members are required to wear an AHG polo shirt. If you are interested in serving on the Board and unable to do so due to this requirement, please let us know.

Class B Uniform

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

Unit	Shirt	Bottoms
Pathfinders	Blue or Red AHG Classic T-Shirt	Knee-Length or longer bottoms for Class A uniform or jeans
Tenderhearts		
Explorers		
Pioneers		
Patriots		
Leaders		

- **Appropriate Footwear**

- Members are encouraged to wear appropriate footwear for the activity while in the Class B uniform.

Family Responsibilities

Parents/legal guardians demonstrate commitment to the girls by encouraging them and supporting them throughout their years in AHG. Girls should arrive at meetings and events on time, in the appropriate uniform, and with the necessary handbooks and supplies. Regular attendance of Troop meetings and events is the basis for a full AHG program year. Parents/legal guardians can obtain information at check-in for upcoming activities and should monitor Troop communication regularly, including regularly checking e-mails and the AHG web site. This includes completing an rsvp and permission slip for each event so the event organizers can plan accordingly.

Providing a quality program for Girl Members requires a commitment from all families. Each family should actively participate in the Troop to ensure the success of the Troop as a whole. At times, some families may be asked to serve outside of regular Troop meeting times, some may serve during Troop meetings, and others may experience a blend of both. This could include leading the girls in badgework completion or coordinating special events. Prayerfully consider how you might partner with the Troop Ministry Team to build women of integrity.

One parent from each family is required to register with AHG and complete the KEYS training. This will ensure that our Troop is able to meet AHG's two-deep leadership requirements at all times.

Volunteer Position Recruitment and Selection

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

- Serve in the Troop impacting the lives of girls for Christ
- Connect with other like-minded volunteers
- Receive AHG's Heritage Headlines magazine and QuickTakes bi-weekly email that includes program information and opportunities for girls
- Attend AHG Leadership Conferences, Conventions, and other leadership trainings
- Access RightNow Media
- Gain access to:

- Member-only resources in AHGresource
- Special member-only discounts such as American Red Cross, Family Life/Passport to products, HSLDA, and many others

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

Role Type	Roles	Kingdom Impact
Administrative Roles: Establishing integrity in the ministry by demonstrating an inward motivation to do what is right regardless of the cost.	Troop Coordinator Vice Coordinator Registrar Advancement Chair AHGstore Troop Purchaser Troop Secretary	Bringing Girls and volunteers closer to God in their spiritual walk, taking a stand for biblical principles, and making their responsibility for the body of believers known.
Shepherding Roles: Serving the Members of the Troop by contributing to the welfare of others in order to show God's love and the value of each individual involved in the Troop.	Charter Representative Troop Shepherd Unit Leader Assistant Unit Leader Recruitment Coordinator Events Coordinator	
Stewardship Roles: Instilling good stewardship practices of wisely using time, talent and money within the Troop in order to biblically model stewardship of the resources we are given.	Troop Treasurer Troop Fundraising Chair	

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

Finances

Member Costs

The following is an overview of annual costs payable to Troop 1811 upon joining. These costs are subject to change.

\$43 (annual) girl membership fee, \$114 Sister cap for a minimum of 3 or more girls in a family

\$43 annual membership fee for each adult membership

(one adult membership is required for each family)

*Special Events may be held throughout the year and there may be an additional fee associated with the events.

***Please note that Girl Handbooks and Uniforms, as well as Adult Uniforms are to be purchased directly through the AHG web site by parents. ***

Troop Fundraisers

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

Troop fundraisers are the primary way to offset Troop expenses and keep costs to a minimum. Our Troop will be participating in one fall fundraiser this year- a jump rope-a-thon. The family goal will be \$75. The fundraiser will occur during a scheduled troop meeting prior to Thanksgiving. Please encourage your girl(s) to practice jumping rope to prepare. The success of this fundraiser will determine the need for other fundraisers throughout the year.

Please note all girls are required to participate in all troop-wide fundraisers as well as applicable event- or unit-specific fundraisers. If participation wanes, the Troop Board may designate a minimum fundraising obligation for each girl.

Troop Communication

Email

Email will be our primary method of communication between the Troop Board and Unit Leaders to parents. All Troop communications are sent via email, including event invites, RSVP requests, and details about the Troop. Communications will come primarily from [AHGfamily.org](https://nnbc.life/ahg).

Calendar

Our troop also uses [AHGFamily.org](https://nnbc.life/ahg) and to schedule events and track RSVPs.

Website

Our public website is <https://nnbc.life/ahg> where members can find answers to our most frequently asked questions. This website is where current members should send interested persons for more information about our troop.

Communication with Girl Members

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

Emergency Communication Plan

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

Health and Safety

American Heritage Girls values the health and safety of its members and is fully committed to providing a safe and healthy environment. Physical, emotional, mental, and spiritual health are integrated into everything a Troop does to ensure as safe a program as possible. The goal is always to provide opportunities for faith, service, and fun in a manner that no injuries occur beyond those that are readily treatable by simple first aid. Volunteers in American Heritage Girls are responsible for the health and safety of others when participating in Troop meetings, trips, events, and activities. AHG Adult Members are accountable for administering the AHG Program in a safe and responsible way by adhering to AHG policies. AHG seeks to equip Charter Organizations, Troops, and members with policies and guidelines which are designed to prevent incidents, reduce risk, protect members and the Charter Organization, and create boundaries. These policies and guidelines have been established because of the real need to protect members from known hazards which have been identified through knowledge, expertise and experience. Any restrictions or limitations on certain activities should not be viewed as being overly protective; rather, they should be viewed as facilitating safe and enjoyable experiences for the AHG Members of your Troop. Health and safety knowledge can be enhanced when this resource is paired with AHG Foundations training, the BEST Practices: Health and Safety Quick Guide, and AHG's Health and Safety Policies and Guidelines.

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

Upon completion of the registration process including the application, criminal background check, and KEYS to Child Safety Training, and membership fee payment, volunteers will receive a Member ID badge. AHG volunteers must wear their Member ID badge and lanyard so they are easily identifiable as Adult Members. In addition, two-deep leadership and appropriate girl/adult ratios are always maintained when girls and adults are present together at a Troop/Unit activity, meeting, or event.

For more information about AHG's Health and Safety Policies and Guidelines surrounding the following topics, please go to <https://www.ahgfamily.org/help/health-and-safety-guide>.

Permission Slips

When a parent sends their daughter's rsvp for an event, the AHG web site will prompt the parent to sign online giving permission for their daughter to attend the event. Please make it a habit to complete this simple form online for each event.

If a girl's parent/guardian is bringing her to a Special Event, the parent can give permission when signing their daughter(s) in (and out) of the event, effectively giving their permission for her/them to participate in that event.

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

Troop Trips & Transportation

A Troop Trip Notification is to be completed and submitted in AHGfamily for all overnight Troop/Unit trips, trips that include a High Adventure activity, and/or any day trips that are farther than 75 miles from the Charter Organization. All

trips require approval by the Charter Representative prior to the activity. The Troop will submit a roster of all girls and adults that will be attending an activity.

Appropriate numbers of certified First Aid/CPR adults must be present at all activities of the Troop. Appropriate girls/leader ratios and two-deep leadership should be present during transportation. All drivers must be licensed and at least 21 years of age. The AHG Troop Board/Leadership reserves the right to deny a driver based on automobile safety or driving record. Any activity that involves a high risk activity (horseback riding, rappelling, canoeing, etc) must have Charter Representative approval prior to the activity and a High Adventure Notification Form must be completed, which includes a doctor's signature. These must be provided before leaving for the activity. It is the responsibility of the parent to make sure that this information is provided. See your Troop Coordinator/Vice Coordinator for the necessary forms. High Adventure Health and Medical Forms are good for one year.

Pick-Up and Drop Off

Meetings begin and end at the Charter Organization, North Naples Baptist Church, unless otherwise specified. AHG Volunteers will not depart the parking lot until all girls have been picked up. Parents must sign daughters in upon arrival and sign out upon departure. Please be respectful of volunteers' time and plan to arrive by 7:55p.m. if you dropped your child off for the meeting.

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

Troop Event, Meeting or Activity Cancellation

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

Camping & Overnight Events

According to AHG Health and Safety policies, all persons attending any overnight troop experiences or campouts must be registered AHG members. **Parental involvement is required for all overnight activities, regardless of the girl's age.** Campouts may be troop-wide or unit specific. When we have campouts, i.e. overnight trips, there will be permission forms, packing lists and lots of FUN to be had by all! So grab your flashlight and come along!

Bullying and Conflict

As an American Heritage Girls Member, girls and adults promise to be compassionate, loyal, and respectful. Bullying between girls or adults will not be tolerated. Those involved in the Troop or families of Troop Members are expected to reflect Christ's love and the principles of Biblical Conflict Resolution when conflict does arise. Please refer to the [Living a Life of Virtue](#) section above to familiarize yourself with the way conflicts will be handled in our troop.

Girl Visitors

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

1. The Troop Coordinator and Unit Leader should be notified at least one week in advance of a girl visitor.
2. Pathfinders and Tenderheart aged girls (5-8) must have a parent with them during the visit.
3. Explorers and older (9 and up) may attend with a permission slip submitted with vital parent information.
4. A new girl and their parent(s) may visit one time before registering as a Girl Member.
5. All non-member girl "visitors" attending a "Bring a Friend" activity sponsored by the Troop will provide a completed permission slip with emergency contact information.
6. All other visitation situations can be communicated with the Troop Coordinator in advance.

Sibling Policy

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

1. Children Under 2 may remain with their parent(s) while in a stroller or carrier. Children are never to be unattended or unsupervised.
2. Young Siblings may not participate in AHG activities if it causes a distraction or a logistical problem.
3. Parents are to remove disruptive children.
4. Any Volunteer taking an active role in a meeting is to make arrangements with another adult to supervise her non-AHG children.
5. *Parents with non-AHG children are encouraged to meet in the Nursery Room to allow the children to play and parents to socialize. Please ensure that the room is cleaned up after use.*

Administration of Medication

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

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

Cell Phone & Electronics Policy

Parents are responsible for explaining this policy to their daughters.

Cell phones or any other related electronic communication devices are not to be turned on or visible during meetings or AHG activities. During overnight events, all cell phones will be collected and secured by the senior most Board Member or Unit Leader present. Girls will only be allowed to use their cell phone in the event of an emergency. Please

consult with the Unit Leader or Troop Coordinator for permission to call out to a parent or guardian when needed. Other electronic devices, tablets, music players, gaming systems, smart watches, etc. are not to be brought to Troop meetings or activities. **Parents and Volunteers must set an example for girls of proper cell phone use.**

Photograph Policy

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

Sick Policy

Children will get sick. This is just a fact of life. Some illnesses are very minor (common cold, etc.) but most illnesses spread very quickly through groups of children (stomach bug, COVID-19, flu, etc.). Some of our families have children (and adults) who suffer from compromised immune systems. While we do not want your daughter(s) to miss meetings or events, for the health and safety of all, please keep your child at home according to the following guidelines if she has been sick.

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

This means you have NOT had any of the following in the last 48 hours:

- **Fever**
 - A fever is considered any body temperature over 100.4°F.
 - A child must be fever-free for a minimum of 48 hours before coming to an AHG meeting or event (that means the child is fever-free without the aid of Tylenol®, Motrin®, or any other fever-reducing substance.)
- **Diarrhea**
 - If your child has had any diarrhea (runny, watery, bloody stools, or 2 or more loose stools) within the last 48 hours she should remain at home.
- **Vomiting**
 - If your child has vomited (even once) in the last 48 hours, they may not attend any AHG function.
- **Pink Eye**
 - Girls suffering from Pink Eye (viral or bacterial) with red, itchy, crusty, or weeping eyes or similar symptoms, should not attend AHG meetings or events.
- **Rash**
 - A child with any rash, ringworm, or other contagious skin condition should be kept home.
- **Other Contagious Symptoms**
 - Girls who have difficulty breathing, sore throat, swollen glands, loss of voice, hacking, or continuous coughing should not attend meetings.
- **Lice or Nits**
 - Anyone experiencing frequent scratching of the scalp, or a confirmed case of lice or nits should not attend meetings or activities.

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

Swim Test

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

Knife Safety

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

Firearm Policy

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

Alcohol, Drug and Tobacco Policy

As the use of alcohol and drugs has been proven to be a significant health hazard, they are not permitted at any AHG function or activity. Since AHG Adult Volunteers serve as examples for Girl Members, smoking is not allowed in the presence of girls at AHG activities or events. Use of alcohol, drugs, or tobacco by an AHG Girl Member should be reported to the girl's parents. Use of alcohol, drugs or tobacco by an AHG Volunteer during an AHG event should be referred to the Charter Organization Representative.

Addressing Inappropriate Behavior

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

Living a Life of Virtue

It is the expectation of AHG, Inc. that Girl Members not only subscribe to but strive to live according to the values represented in the AHG Oath and Creed, as they have agreed to when becoming a Girl Member. With this expectation, it is also understood that, just like adults, girls face temptation and are not without sin. Because we all fall short from time to time it is important the AHG Troop remain a place of grace and truth. Girls, especially during their adolescent years, are trying to determine who they are

and how their faith and the culture play into their identity. AHG can serve a critical role in guiding girls toward their identity in Christ. AHG is meant to be a ministry of transformation—a ministry which surrounds girls with Godly adults who will offer them sound Biblical advice, encouragement, grace, and truth. AHG should be a safe place for girls to navigate the confusion of today's moral landscape.

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

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

Step 1:

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

Step 2:

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

Meets with the girl's parents/legal guardians as soon as possible, no matter how small the infraction. The Troop explains in a loving manner why the behavior is of concern, why it contradicts the AHG Oath/Creed, and what steps have been taken to assist the girl in addressing the issue. Following this meeting, girls are given another opportunity to show remorse, repent, and determine a plan for changed behavior. Accountability is established in a manner which preserves confidentiality and promotes youth safety as described in AHG's KEYS to Child Safety Training.

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

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

Step 3:

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

Step 4:

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

AHG Whistleblower and Grievance Policy

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

AHG Grievance Procedure

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

1. Troop Support Specialist Manager
2. Director of Volunteer Services
3. Chief Strategy Officer
4. Executive Director
5. Board of Trustees

Troop Feedback

The Troop Board desires your feedback! So that the Troop can best serve your family, please share your feedback about your girl's experience and suggestions on how we can continue to grow. The Troop will provide an end of year survey

annually and filling this out will help guide the direction of the troop for the following year. If you have ideas for the current year, contact the Troop Coordinator.

Conflict

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

Handbook Acceptance

I have read and understand these policies. I will follow the guidelines and expectations of AHG Troop FL 1811.

Parent's Name _____

Parent's Signature _____

Date _____

Girl's Name _____

Girl's Signature _____

Date _____

Girl's Name _____

Girl's Signature _____

Date _____

Girl's Name _____

Girl's Signature _____

Date _____