

Hardesty Leadership Center Visitor Procedures

To ensure the safety and security of our staff and customers, all visitors (including volunteers) must check in with the Customer Care desk before proceeding to any other part of the building. (Excluding the Girl Scout Store and Museum.)

- **All visitors will be asked to sign the visitor log.**
- The visitor will be issued an identification badge, which must be displayed at all times while in the building. (Volunteers will be issued a volunteer badge.)
- If the visitor has an appointment with a staff member, Customer Care will notify the staff member and they will meet the visitor in the lobby area.
- The downstairs Huddle Room, Training Rooms, Volunteer Workroom, and the Girl Gathering Room are visitor-approved areas.
- **Visitors must remain in these approved areas,** unless accompanied by a staff member.
- Upon conclusion of the visit, the visitor must check out with the Customer Care desk, sign out on the visitor log, and return the identification badge.