



VOLUNTEER RESOURCE GUIDE

Volunteering is the heart of the Girl Scouts of the Chesapeake Bay

With more than 13,000 girl members in our Council, the support of adult volunteers is crucial. The commitment and dedication of thousands of local volunteers helps make Girl Scouting a meaningful, positive experience.

As an adult volunteer for Girl Scouts of the Chesapeake Bay (GSCB), you are part of the world's preeminent leadership development organization for girls and young women. You are part of a worldwide Movement with local, national and global components.

The professional staff members at the GSCB Resource Centers in Newark and Salisbury provide support to volunteers and members in multiple areas, including program development, adult education, camping services, fund development, marketing and communications, membership development, product activities, registration, human resources, retail sales, accounting and administration.

On the national level, Girl Scouts of the USA (GSUSA) develops the Girl Scout Program based on the Girl Scout Promise and Law via the resources used to directly implement the program for girls. GSUSA provides overall support to the operation of GSCB.

WAGGGS, the World Association of Girl Guides and Girl Scouts, provides cohesiveness among the national organizations which provide Girl Scout and Girl Guide programs worldwide.

This publication, the *Volunteer Resource Guide*, serves as an essential resource for all GSCB volunteers. You'll find policies, procedures, guidelines, definitions and other information to help you make the most of your volunteer role.

The Volunteer Resource Guide along with Volunteer Essentials and Safety Activity Checkpoints, complete the portfolio of resources necessary for a successful Girl Scout experience for you and the girls that you serve. The most current and update version of Volunteer Essentials and Safety Activity Checkpoints can be found in the Troop Toolkit found on our website (www.gscb.org).

Thank you for all that you do to help build girls of courage, confidence and character. We all benefit when our girl members take the lead and make the world a better place.

Table of Contents

Girl Scouts of the Chesapeake Bay Overview	5
Office/Bay Shop Hours	6
Foundation of Girl Scouting	7-9
Democratic Process	11-12
Membership	13-28
Volunteer Management	29-35
Education	37-42
Financial Matters	43-55
The Girl Scout Leadership Experience	57-69
Program Resources	71-85

Appendix Items

Product Sales
Bay Shop
100 th Anniversary
Community Partners
Forms

World Association of Girl Guides and Girl Scouts (WAGGGS)

Girl Scouts of the U.S.A is a member of WAGGGS. This worldwide organization has more than 10 million members in 144 countries.

Girl Scouts of the U.S.A. (GSUSA)

This nationwide organization has 3.7 million members - 2.7 million girl members and 1 million adult members working primarily as volunteers. GSUSA is the largest voluntary organization for girls in the world. Membership is open to girls, in grades K-12, as well as adults, who subscribe to its ideals as stated in the Girl Scout Promise and Law.

The founder of Girl Scouts, Juliette Gordon Low, organized the first group of girls on March 12, 1912, in Savannah, Georgia. Girl Scouts of the U.S.A. was incorporated in Washington, D.C. on June 10, 1915. The United States Congress chartered the organization on March 16, 1950.

National Headquarters
420 Fifth Ave., New York, NY 10018-2702
1-800-223-0624

Girl Scouts of the Chesapeake Bay (GSCB)

- Our Council serves approximately 13,000 girls in grades K-12 across the Delmarva Peninsula.
- Approximately 5,100 adult volunteers support our Council in various mentoring and leadership positions.
- Consists of the three counties of Delaware, the nine eastern shore counties of Maryland and the two eastern shore counties of Virginia (commonly referred to as the Delmarva Peninsula).
- Welcomes girls and adults from every ethnicity, race, religious, and socioeconomic group, as well as those with mental and physical disabilities to participate in Girl Scouting.
- Made up of 27 service units. The primary method of delivery of the Girl Scout program to girls is the Troop.

Council Chair: Lynne S. Shand
Council CEO: Anne T. Hogan

Headquarters-Newark Resource Center (NRC)
501 S. College Ave., Newark, DE 19713
1-800-341-4007/ 302-456-7150 FAX: 302-456-7188
www.gscb.org

Community Service Building (CSB)
100 West Tenth Street, Suite 610
Wilmington, DE 19801
302-778-0293
888-778-0321
302-778-0297 (Fax)

Peninsula Resource Center (PRC)
911 Snow Hill Road
Salisbury, MD 21804
410-742-5107
800-374-9811
410-742-9506 (Fax)

GSCB Office Hours:

Newark Resource Center

Monday through Friday
8:30 a.m. - 5:00 p.m.

Peninsula Resource Center (Salisbury)

Monday through Friday
9:30 a.m. - 4:30 p.m.



Welcome to the Bay Shop! The one-stop shop for all your Girl Scout needs. In addition to a complete inventory of uniforms, badges, insignia and program materials, we provide a wide selection of gifts, recognitions, scrapbooking items, apparel and much more for girls and adults.

We offer an enjoyable, full-service, customer-friendly shopping experience complete with knowledgeable staff standing by to assist you. Visit us online or in person at both our shop locations. Also, look for our traveling store, The Bay Shop Express at many GSCB and Service Unit sponsored events.

All Bay Shop proceeds support leadership development programs and services for girls and adults in GSCB.

The Newark Bay Shop

501 S. College Ave. Newark, DE 19713
Ph: 302-456-7176 Fax: 302-456-7188

Mon.- Fri. 9:30 a.m.- 5 p.m.
Wed. Nights (9/10/11 - 5/30/11) until 7:30 p.m.
Saturdays (9/10/11 - 6/2/12) 9 a.m.-1 p.m.
Fri. (Memorial Day - Labor Day 9 a.m.-12 p.m.
Closed 11/12/11

The Salisbury Bay Shop

911 Snow Hill Drive Salisbury, MD 21804
Ph: 410-742-5107 ext. 22 Fax: 410-742-9506

Mon.- Fri. 10 a.m.- 4:30 p.m.
Wed. Nights (9/10/11 - 5/30/12) until 7 p.m.
Saturdays (9/10/11 - 5/30/12) 9 a.m. - 1 p.m.
Fri. (Memorial Day - Labor Day) 9 a.m.- 12 p.m.

Closed for Inventory 1/3/12-1/7/12
Closed on GSCB observed holidays.
Hours subject to change.

Check out all the Bay Shop merchandise and shop online at: www.girlscoutbayshop.org

Phone orders: 302-456-7176
800-341-4007 ext. 7176

Fax orders: 302-456-7188

Mail orders (with payment) to:
The Bay Shop
501 S. College Ave.
Newark, DE 19713

Foundation of Girl Scouting

The Girl Scout program meets the developmental, educational, emotional, social needs and interests of girls, in grades K-12. The goals of the program represent the ways in which each girl will grow as a result of her participation in the program. In Girl Scouting, a key ingredient for girl development is the process in which girls and adults, in partnership, plan and carry out the Girl Scout program. Girls grow and learn through experiences that involve making decisions and discoveries for themselves. Troop interactions, other pathways, and activities support the aim of helping each girl develop to her fullest potential through the small group experience. The Girl Scout Promise and Law form the foundation of the Girl Scout program.

Prevention

The Girl Scout program is effective as a source of prevention in our crisis-oriented society. Girl Scouting combines activities that are fun and of interest to girls, with methods that give girls the skills and experiences they need to positively maneuver through the pressures and conflicts of growing up. Girl Scouting provides a great opportunity for both the girls' interests and their developmental needs to be met.

Girl Scout Beliefs and Principles

- Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- The motivating force in Girl Scouting is spiritual. The ways in which members identify and fulfill their spiritual beliefs are personal and private.
- The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet membership requirements.
- Local, national and global service and action are core elements of the Girl Scout experience.
- Girl Scouts advances diversity and pluralism in our Movement and in the communities in which we live.
- The ultimate responsibility for the Girl Scout Movement rests with its members. We govern by an efficient and effective democratic process that demonstrates our leadership in a fast-changing world.
- Adults partner with girls to guide and inspire growth and achievement. Volunteers are essential to the strength and capacity of our Movement.
- We are active partners in a worldwide sisterhood through our affiliation with the World Association of Girl Guides and Girl Scouts (WAGGGS).
- We work with WAGGGS to address the needs of girls and to build a network of global citizens.
- We take an active leadership role and are collaborative partners in the community.
- We are a premier voice for girls and an expert on their growth and development.

*Excerpted from the Constitution of Girl Scouts of the United States of America,
Blue Book of Documents, 2010*

Girl Scout Mission

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Open Membership

The Girl Scout Movement is open to all girls and adults who accept the Girl Scout Promise and Law and meet membership requirements.

Inclusion

Girl Scouts of the Chesapeake Bay is inclusive. We respect, value, embrace and celebrate differences.

Patriotism, Citizenship and Community Service

Local, national and global service and action are core elements of the Girl Scout experience.

Responsibility for the Movement and the Democratic Process

The ultimate responsibility for the Girl Scout Movement rests with its members. We govern by an efficient and effective democratic process that demonstrates our leadership in a fast-changing world.

Program Grade Levels

There is one Girl Scout program that is adapted to meet the developmental, educational, emotional, and social needs and interests of girls at different grade levels. The levels are as follows:

Girl Scout Daisy - Grades K-1

Girl Scout Brownie - Grades 2-3

Girl Scout Junior - Grades 4-5

Girl Scout Cadette - Grades 6-8

Girl Scout Senior - Grades 9-10

Girl Scout Ambassador - Grades 11-12

Community Partners

We take an active leadership role and are collaborative partners in the community.

DEMOCRATIC PROCESS

The democratic process and the democratic way of life have been part of the basic beliefs characterizing the Girl Scout Movement since its inception. While this does not mean that every member of the Council can vote on everything or make final decisions about policy, it does mean that each member will be well informed about major issues affecting the Council that are discussed. These issues are generally identified by the Board through the development or evaluation of the Council strategic plan/council goals. The Council's Board of Directors, which are elected by the voting members, makes the final decisions for the organization. Using the democratic process means that members of the organization have both the right and the responsibility to influence decisions affecting the organization.

Council

The "Council" is the corporation known as the Girl Scouts of the Chesapeake Bay and is comprised of all girls ages 14 and up and all adults affiliated with the Girl Scouts of the Chesapeake Bay and registered with Girl Scouts of the U.S.A.

The purpose of the Council is to further the development of the Girl Scout Movement in the United States; to establish local responsibility for leadership, administration and supervision of the Girl Scout Movement; and to develop, manage and maintain Girl Scouting in accordance with the terms of the Council's charter.

Council Membership

The members of the Council shall be all active adult volunteers and all active girl members 14 years of age and older who are registered in the Girl Scout Movement through the Council. An active adult volunteer is a member of GSUSA who has been appointed or elected, including Board members, to serve in a specific volunteer position.

Council Responsibilities

In accordance with the procedures set forth in the Bylaws, the voting members of the Council shall elect the Officers of the Council, the Board of Directors, the Board Development Committee, and the Delegates and Alternate Delegates to the National Council Session. Each voting member of the Girl Scouts of the Chesapeake Bay is entitled to one vote and no voting member may vote in more than one capacity at meetings of the Council.

National Council Session Delegates

National Delegates whom the Council is entitled to elect to the National Council Session shall be elected for a term of three years or until their successors are elected. Alternates may be asked to fill possible vacancies among the National Delegates to the National Council Session and are elected at the same time and in the same manner as the National Delegates to the National Council Session.

National Council Delegates influence policy by holding elections, amending the Constitution, establishing requirements for credentials and determining the general lines of policy of the Girl Scout Movement. In addition, they consider and act upon proposals directed toward the fostering and improvement of Girl Scouting, receive and act upon reports of the National Board of Directors, and give guidance to the National Board upon general lines of direction of the movement and program.

Board of Directors

The Board of Directors is elected to ensure that the Council continues to operate effectively over the long term. Specific responsibilities include policy-making, planning, review, funding, community relations and assuring that the Chief Executive Officer's performance is effective. The Board must ensure that the Council is operated in compliance with GSUSA charter requirements, as well as state and federal laws.

The Board governs with an emphasis on outward vision rather than internal preoccupation, encourages of diversity of viewpoints, strategic leadership more than administrative detail, clear distinction of Board and CEO roles, collective rather than individual decisions, future rather than past or present, and proactivity rather than reactivity. On any issue, the Board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.

Membership

All girls and adult volunteers participating in the Girl Scout movement must be registered as members with GSUSA and individually pay the twelve dollar (\$12) annual membership dues, except those adults who are lifetime members or who are working in a temporary advisory or consultative capacity.

Girl Scouts is a member-based organization. Accurate, on-time registration is extremely important. Only currently registered individuals have insurance coverage, receive Council and GSUSA publications, and are eligible to participate in Girl Scout activities, including product sales.

Girls and adults are considered a "registered member" once the registration form and payment are received by the Girl Scout Council Office or a designated volunteer. The Girl Scout membership year is from October 1 through September 30 of the following year.

A signed parent/guardian signature, found at the bottom of the membership registration form, is required for a girl to register with the Girl Scout movement. A copy of this form is to be stapled to the girl's individual record and kept in the Troop files. Registration is open to new members year-round.

Belonging to a Service Unit

The Girl Scouts of the Chesapeake Bay is divided into geographic sections known as Service Units. The Service Unit provides the setting in which the primary services of a Council, such as organizing Troops and providing direct services to girls and leaders, take place.

Although not required, members of the Service Unit generally live within a Service Unit's boundaries.

The needs of the members of the Service Unit determine the frequency, purpose, and content of Service Unit meetings and other communication methods. Typical meeting activities include learning, planning, discussion of successes and challenges with girls, and circulation of information. All Troops should strive to be represented at Service Unit meetings. In addition to Service Unit meetings, the Council website (www.gscb.org) provides information on current Council resources as well as program and training opportunities.

Service Team Information

The Service Unit Manager assumes the key administrative responsibility of Girl Scouting within the Service Unit. She/he works within policies, standards and procedures set by GSUSA and GSCB. The Service Unit Manager is appointed by Council staff and the Service Team is a group of administrative volunteers appointed by the volunteer Service Unit Manager to support the delivery of services in the Service Unit.

All appointments are for a one-year term, however based on the successful completion of the volunteer position those appointed may be eligible for reappointment. **All service team members are required to attend education sessions for their position or role.**

Purpose of the Service Unit

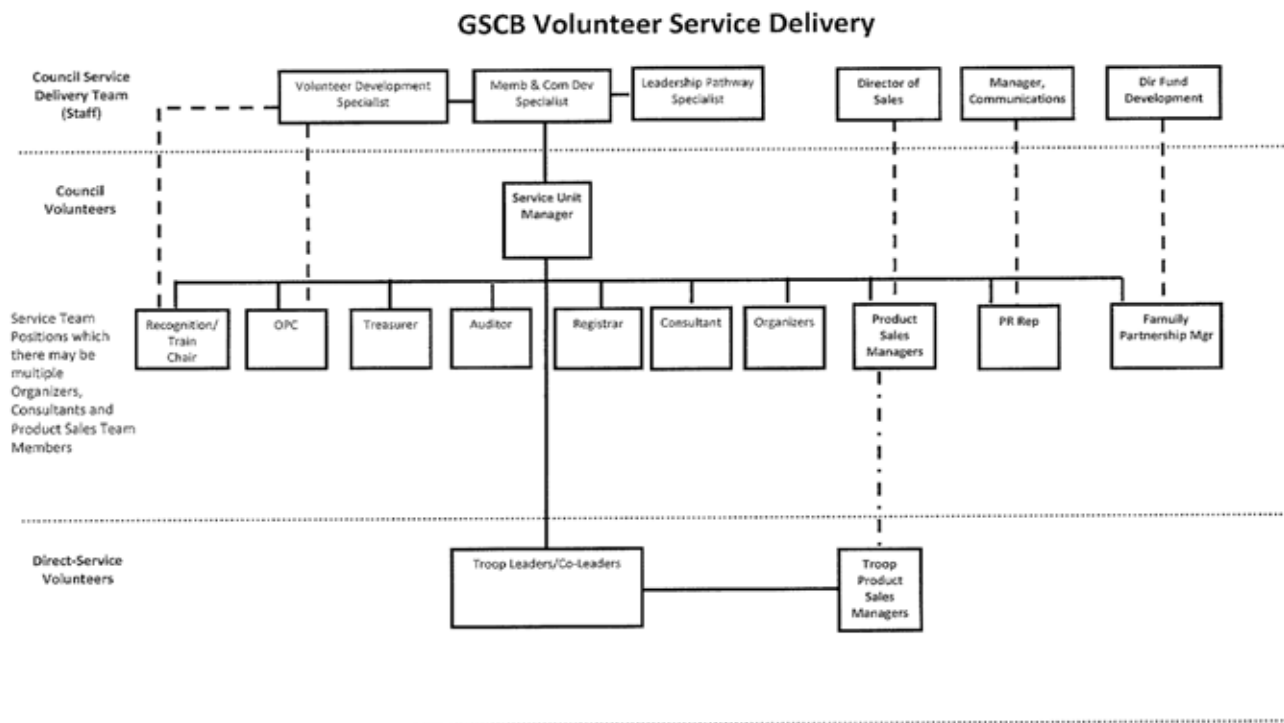
The Service Unit is a dynamic support system that through diverse methods and the support of the local community provides the Girl Scout program to girls and adults. It is the embodiment of the Girl Scout movement within the local community. Within this role the Service Unit has the responsibility to:

- Extend membership
- Provide direct support to girls and adults
- Educate the community about the benefits of Girl Scouting
- Act as a communication center for Girl Scouts

The Essential Functions of a Service Unit

The Service Unit fulfills its role by ensuring that:

- Messages and activities of the Service Unit reflect the Girl Scout Mission and Council Goals.
- The Service Unit engages volunteers and the community in developing plans that meet their needs and interests through a variety of methods.
- An environment is created that cultivates a volunteer's personal alignment with the Girl Scout mission and goals.
- Volunteers will receive ongoing coaching and education that equip them to be successful in their role.
- Within each of the functions of the Service Unit supports will be consistent, flexible and provide ease of access to the Girl Scout experience.
- Volunteers will receive ongoing coaching and education by designated Council staff that equip them to be successful in their role.



Our 27 Service Units are divided into three regions: North, Central, and South with each region having 9 Service Units. Each region have three staff dedicated to providing services to the specific region: Membership & Community Development Specialist, Volunteer Development Specialist, and Leadership Pathway Specialist.

Service Team Positions

Service Unit Manager (SUM)

The Service Unit Manager provides the leadership and management of the Service Unit, ensuring delivery of the Girl Scout Leadership Experience to girls. Effective communication, delegation, and teamwork will help each member of the Service Team to complete their assigned accountabilities, ensuring that services are extended to girl and adult members.

Service Unit Recruiter/Organizer

The membership Recruiter/Organizer is responsible for **year-round** recruitment of new girls and adults into the organization. As the first person the potential volunteer meets, the Recruiter/Organizer will educate the volunteer about the volunteer position, the application process, facilitate an interview and ensure the volunteer is connected to the Service Unit. Recruitment of girls and adults should include all pathways and occur in a variety of locations including local businesses, schools and other community resources.

Service Unit Registrar

The Service Unit Registrar coordinates the annual membership registration of all girl and adult Girl Scout members registering within a Service Unit, by performing the technical tasks needed to process and transmit the membership registrations from a specific Service Unit to the Girl Scout office.

Service Unit Consultant/Coach

The Program Consultant/Coach provides program assistance and support to Girl Scout volunteers, especially Troop Leaders, in order to ensure the Girl Scout Leadership Experience is effectively delivered to meet the needs and interests of girls and to support girls' growth toward the Council goals. This includes being a resource, addressing girl related issues and facilitating networking and enrichment opportunities.

Service Unit Training Coordinator

The Training Coordinator assists Girl Scout volunteers by facilitating follow-up discussions to required training, facilitating enrichment opportunities, and assessing training needs of the Service Unit that will enhance the delivery of the Girl Scout Leadership Experience. The Training Coordinator also reinforces the six month training policy and helps to ensure training compliance of the volunteers within the Service Unit by reviewing training history and assisting in registering for courses.

Service Unit Family Partnership Manager

The Family Partnership Chair will collaborate with the fund development staff, all Service Team members and Troop Leaders to create and carry out a comprehensive, year-round family partnership campaign. They create a plan for their Service Unit to ensure all volunteers and parents have the opportunity to contribute to the campaign and ensure the girls have the support and resources they need to actively participate in the program.

Public Relations Representative

The Public Relations Representative will ensure information is shared regarding Girl Scouting with the community including information to local newspapers and community groups. The Public Relations Representative is also responsible for ensuring information is distributed within the Service Unit through a variety of methods including e-mail and Service Unit websites.

Fall Product Sales Manager

The Fall Product Sales Manager coordinates the annual Fall Product Sale Program within the Service Unit to ensure all girls have the opportunity to grow as a result of participating in the sale. The Fall Product Sales Manager trains Troop Fall Product Sale Managers to prepare them for the sale and provides Troops with information and program support regarding the sale. Other responsibilities include problem solving with Troop Fall Product Sale Managers and Leaders, accepting the delivery and distribution of products and incentives to the Troops.

Cookie Program Manager

The Cookie Program Manager coordinates the annual Cookie Program within the Service Unit to ensure all girls have the opportunity to grow as a result of participating in the sale. The Cookie Program Manager trains Troop Cookie Managers to prepare them for the sale and provides Troops with information and program support regarding the sale. Other responsibilities include problem solving with Troop Cookie Managers and Leaders, accepting the delivery of product and incentives and distributing product and incentives to troops.

Other Service Team Positions

Based on the needs of the Service Unit as determined by Service Unit assessments and plans, there may be additional volunteer positions established to support Troop Leaders and girls. These Service Team positions are managed and supported directly by the Service Unit Manager. Some of the positions that may be included in a Service Unit are the following:

- **Events Chair** - Coordinate Service Unit events ensuring girls are involved in the planning and implementation.
- **Treasurer** – Maintain financial records of the Service Unit, including financial reporting, maintain Service Unit checkbook and act as co-signer on account. The Treasurer provides training on how to maintain Troop financial records.
- **Recognitions Chair** – Ensures Service Unit participates in Council-sponsored and GSUSA recognitions by educating volunteers on awards, soliciting nominations and completing appropriate paperwork. The Recognitions Chair also coordinates recognitions at the Service Unit level on a year round basis for Troop Leaders, administrative volunteers and girls.

Diversity

Girl Scouts of the Chesapeake Bay is inclusive. We respect, value, embrace and celebrate differences.

Religion

Girls are encouraged and helped through the Girl Scout program to become better members of their own religious group, with every Girl Scout group recognizing that religious instruction is the responsibility of parents and religious leaders.

Every Girl Scout group shall respect the varying religious opinions and practices of its membership in planning and conducting activities.

When a Girl Scout Troop or group is sponsored by one religious group, members of different faiths or religious affiliations shall not be required to take part in religious observances of the sponsoring group.

Troop/Group Leadership

Adult volunteers must be at least 18 years of age. Each group must have at least one adult Leader and one or more assistant Leaders. Because the female role model is essential to fulfilling the purpose of Girl Scouting, at least one member of the leadership team must be an adult female. During all Troop/group meetings and related small-group activities, the Leader, Assistant Leader or other responsible adult designated by the Leader or by Girl Scouts of the Chesapeake Bay is present and at least one of these must be an adult female not related to the other adults.

Criminal Background Checks

Girl Scouts of the Chesapeake Bay is committed to providing a safe and quality program for girls in the community as they participate in the program. In order to continue safeguarding all girls in our care, our Council will conduct criminal background checks for all volunteers who interact with girls on a regular basis and/or handle monies.

The criminal background check is a component of the Girl Scouts of the Chesapeake Bay volunteer placement procedure. The background check conducted by IntelliCorp Records, includes social security number verification, criminal record searches of convictions, arrests, court records, inmate records and national sex offender registries.

Donations

Girl Scouts of the Chesapeake Bay is classified as a legal 501(c) (3) entity and has primary responsibility for soliciting funds. Girl Scouts of the Chesapeake Bay is the only legal entity authorized to accept gifts. Service units, communities or individuals are not.

Any funding request or monetary donation, in-kind donation, or Troop sponsorship with a value over \$250, or being made by the donor with specific stipulations, must be forwarded to the Chief Financial Officer who will coordinate with the Vice President of Council Advancement to insure that the donation is consistent with the program standards and Council policies.

First Aiders

A Girl Scout First Aider is an adult (18 years of age or older) who has taken Girl Scout Council-approved First-Aid and CPR training. This person may be a Leader or another adult who is willing to assume the role and responsibilities of Troop First-Aider. First Aiders are needed for all field and camping trips and any other physically demanding activities or other activities involving a potential for injury.

A First-Aider must be currently certified and maintain their certification as required by the sponsoring organization. The following individuals may also serve as First Aiders if they are current in their license/certification: physicians, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, dentist, paramedic, military medic and emergency medical technician.

Guidelines for Adult/Child Interactions within a Girl Scout setting

The atmosphere and interactions within a Girl Scout Troop or group should be designed to:

- Focus on and develop the talents and skills of each girl.
- Encourage girls to learn by experience.
- Provide a setting in which girls can safely take risks.
- Enable girls to solve their own challenges.
- Foster positive feelings in each girl, about herself.
- Develop positive, respectful relationships with other girls, including those with disabilities, and from other cultural, ethnic, racial and socio-economic groups.

Verbal Guidelines

- Adults may not use abusive or derogatory language with a child.
- Adults should exercise good judgment in choosing the topics and language used in front of children. Under no circumstances, should the romantic/sexual life of an adult be shared with children.
- When an activity is planned on a topic of a sensitive or controversial nature, parents and the Council staff are informed and (written) permission is received before proceeding.

Physical Guidelines

- When touching a child for any reason, ensure that another adult is in clear view.
- Under no circumstances may an adult hit a child.
- When touching children, contact should generally be limited to the hand, shoulder or upper back. Children should never be touched in a place normally covered by a bathing suit, unless for a clear medical necessity, and then only in the presence of another adult.
- A hug should be given only in response to a request by a child or after asking permission. (For example, "You look like you could use a hug. Would you like one?").
- An adult should never touch a child against her or his will, unless in the case of clear and present danger to the child.
- An adult should never touch a child against her or his discomfort, whether expressed verbally or non- verbally.

- The physical right to privacy of a child should be respected to the greatest extent possible, especially in activities and situations such as sleeping, changing of clothing, showering/bathing and other bathroom activities.

Behavior Management Guidelines

The Girl Scout philosophy of behavior management builds on a child's need to develop a sense of self-worth. In order to promote this, the program has been carefully planned to foster positive behavior.

To accomplish this:

- Children are involved in rule setting and help determine the consequences of misbehavior.
- Whenever possible, the site and activities are set up to promote positive interaction among children.
- Volunteers encourage children to learn how to solve problems and settle differences among themselves.
- All disciplinary efforts are based on this philosophy. When a child's behavior creates a risk for the emotional or physical health and safety of another child or a volunteer, the following procedures shall be followed:
 - The child is separated from the problem activity or situation.
 - A volunteer listens to the child and discusses the consequences of further misbehavior.
 - Repeated misbehavior will be handled by a telephone conversation or conference with the child's parents/guardians.
 - The parent, child and a volunteer agree to a plan that will improve behavior or face the possibility of termination from the program.

Girl Scouts of the Chesapeake Bay will assist in the proper handling of behavior management if it can not be resolved through the actions taken above. It is our goal to ensure all girls have the opportunity to participate in the Girl Scout Leadership Experience.

Corporal Punishment Statement

- Girl Scouting meets the mental health and educational needs of girls.
- Under no circumstances may an adult hit a child or cause a child physical discomfort as a form of discipline.
- It is completely impermissible to use any form of corporal punishment when acting in one's capacity as a Girl Scout volunteer or paid staff member.
- Council staff and volunteers are expected to recognize the signs and symptoms of child abuse or neglect and report incidents immediately to the local county children's agency. Once an incident has been reported to the appropriate agency, it is the staff member's responsibility to also inform his/her manager.

Research indicates that a variety of positive and effective alternatives are available to maintain discipline, and that children can learn appropriate problem-solving behavior when provided with the necessary models.

Girl Scouts of the Chesapeake Bay provides training for all Girl Scout volunteer and paid staff members to learn the techniques for providing positive discipline measures for all children in their care.

Girl Scouts of the Chesapeake Bay expects all adult members to adhere to the following standards regarding reporting suspected child abuse and conduct when in contact with girls.

Volunteer and Council staff members are prohibited from harassing or threatening harm to a child's health or well-being which occurs through sexual abuse or exploitation, non-accidental physical touching, mental harassment, injury or maltreatment in any form.

Guidelines for Reporting Child Abuse and Neglect

Definitions

What is child abuse?

Non-accidental injuries by a parent, caretaker or other adult (often by an adult known to the child) which cause or create substantial risk of harm to the child.

Physical abuse: abuse represents an act against the child where their health or safety is at risk.

Sexual abuse: any act of a sexual nature upon or with a child, which may be for the sexual gratification of the perpetrator or a third party.

Emotional abuse: chronic attitude or acts that interfere with psychological or social development of a child.

What is neglect?

Failure to provide basic needs (physical care/supervision, safety, education, love) which places the child in a dangerous situation and which usually occurs over a period of time.

Physical Abuse

Appearance: bruises, welts, lacerations and abrasions; clustered marks, burns; skeletal injuries; head injuries. (Consider the number, location and stages of healing or an explanation not consistent with injury.)

Behavior: fearful of physical contact; poor relationships; reports injury by parents or caretaker.

Sexual Abuse

Appearance: usually there is no outward sign; may have torn, stained or bloody underclothing; sexually transmitted diseases; pregnancy.

Behavior: child relates incidents of touching or other behavior that makes the child feel embarrassed, confused or unsafe; behaves in an abnormally seductive manner with friends or adults; fire-setting; abuse to animals; bedwetting; nightmares; poor peer relationships; eating disorders; fear or reluctance towards a caretaker, family member or friend; difficulty walking or sitting.

Emotional Abuse

Appearance: few visible clues; obesity or anorexia; hives; rashes.

Behavior: poor peer relations/withdrawal; cruel behavior; fire setting; substance abuse; excessive risk taking; behavioral extremes.

Neglect

Appearance: chronic uncleanliness or poor hygiene (lice, scabies); body odor; squinting; unsuitable clothing or missing key articles of clothing; untreated injury; left alone.

Behavior: excessive sleepiness; begging; stealing or delinquency; chronic hunger; substance abuse; assumes role of parent, reports no caretaker in home; excessive school tardiness or absence.

Action by Volunteer Leader or Council Staff

You are required to report any suspicion of abuse or neglect of any child under 18 years of age, or any physically or mentally handicapped child under 21.

Physical proof or other forms of validation are not required. It is the responsibility of the local (county) children's services agency, through its investigation, to determine if abuse or neglect is in fact occurring.

What if I am unsure?

If you are unsure, contact the local children's services agency to describe the situation.

How do I report?

Reports can be made by telephone or in person, and the individual making the report can do so anonymously. Any report is confidential. A report can be made immediately by telephone to the local children's services intake phone numbers for the 14 counties served by Girl Scouts of the Chesapeake Bay.

What information should I give?

Reports should include:

- The names and addresses of the child and her/his parents/guardians or person(s) having custody of such child, if known.
- The child's age and the nature and extent of the child's injuries, abuse or neglect, including any evidence of previous injuries, abuse or neglect.

Other information that might help in establishing the cause of the injury, abuse or neglect.

Record the name of the intake worker who takes the report and note the date that the report is made.

Is this confidential?

Yes. Do not share this information with anyone other than the local children's services agency, your manager or staff member assigned to your region within Girl Scouts of the Chesapeake Bay or designate.

What happens next?

Any volunteer or paid staff member participating in good faith in the making of the report, or any volunteer leader or paid staff participating in a judicial proceeding resulting from the report, by statute is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of such actions. Any report made under this section of the statute is confidential, and any volunteer or Council

staff member who permits or encourages the unauthorized dissemination of the report's contents is guilty of a misdemeanor in the fourth degree.

Does someone at the Girl Scout Office need to know?

Although reports may be made anonymously, immediately advise Girl Scouts of the Chesapeake Bay of any reports of suspected abuse or neglect involving either adults or youth in Girl Scouting made to the local children's services agency intake office by using the following procedure:

- Providing a written report to the Director of Membership, Volunteerism & Program no later than 24 hours after making a report to the local children's services.
- This report should include your name, address and telephone number (as the person who made the report to the local children's services agency), the date of the report, and to whom the report was made at children's services.

Action by the local children's services agency:

The local (county) children's services agency will make a decision regarding the need for immediate investigation of each report referred to it and determines the circumstances surrounding the injury or abuse.

Health & Safety

Adults working directly with girls carry the responsibility of ensuring the health and safety of the girls under their care. Those adults must:

- Adhere to the standards, guidelines and checkpoints in *Volunteer Essentials and Safety Activity Checkpoints*.
- Be sensitive to the needs of girls, including the special needs of girls with disabilities.
- Be able to maintain confidentiality when dealing with sensitive issues.
- Know the emergency procedures established by Girl Scouts of the Chesapeake Bay.

Leaders and girls together should strive to foster safety consciousness in planning and implementing activities. A positive attitude toward accident/incident prevention involves logically anticipating risks and responding appropriately.

Dispensing Medication

The distribution of over-the-counter medications or prescribed medication to girls is prohibited without specific written parent/guardian permission. Medication must be in the original bottle/dispensary container.

Sleeping Arrangements at Camp

In order to safeguard the privacy of girls and adults, there are sufficient sleeping accommodations which allow the adults to sleep separate from the girls. Adult accommodations should be sufficiently close to supervise the girls. Exception: Adults may need to sleep in the same area with girls with special needs.

Smoking Policy

Girl Scouts of the Chesapeake Bay is a smoke-free environment. The use of tobacco products where girls are present is not permitted.

There will be no smoking in any Council buildings or vehicles; including all sites and vehicles, owned, leased and/or operated by Girl Scouts of the Chesapeake Bay. There will be designated smoking areas at all Council properties.

Alcohol & Drug Policy

Girl Scouts of the Chesapeake Bay is committed to maintaining an environment free from alcohol and drugs.

The use of alcohol is not permitted on Girl Scout property, or at any Girl Scout function involving girls, except on specific, pre-approved occasions.

Persons under the influence of controlled substances or alcohol, or in possession of same, are prohibited from participation in any Girl Scout program or event.

Firearms/Fireworks Policy

No person will use or possess firearms or fireworks on Council-owned or operated properties (including vehicles) or while involved in Girl Scout related activities, except law enforcement officers acting in an official capacity.

Although the Girl Scouts of the Chesapeake Bay respects an individual's right to carry a concealed weapon, it is the policy of this Council that no member, participant, guest, or any other individual shall have the right to carry, conceal, or possess any gun, knife, or any other kind of weaponry while involved in or present at any Girl Scout activity.

Girl Release

Troop/group Leaders, Co-Leaders and their designees shall release girls only to persons authorized by parent or guardian. The Troop/group Leaders or Co-Leaders will maintain the Girl Scout release information and will update information annually or as needed.

Risk Management

Some activities can carry a greater risk than others which create a greater potential for serious injury to the participant. Therefore, it is important that these activities be conducted with companies or organizations that offer such activities in a safe manner; Horseback riding, hayrides and canoeing are examples of hazardous activities with the potential for serious injury to the participants.

The Council will only do business with those organizations that operate within government and Girl Scout safety guidelines and that carry insurance to protect themselves for the legal liability of their operations. Coverage provided by the program provider must be the primary payer in the event of a loss.

Contracts & Agreements

In order to protect the legal and safety interests of girls, volunteers and the Council, written agreements, contracts etc. may only be signed by directors/designated paid staff members.

Hold Harmless Agreements

If a program provider or other organization requires the signing of a Hold Harmless Agreement, a copy of it will be requested and reviewed by one or more of the following: Director, COO and/or CEO.

Transportation

Leaders are responsible for reviewing this policy with all Troop drivers.

Girl Scouts of the Chesapeake Bay is committed to providing a safe and quality program for girls in the community at all times. While Girl Scouts of the U.S.A. provides the principles and standards for health and safety, Girl Scouts of the Chesapeake Bay is responsible for developing local guidelines and procedures. In addition to Safety Activity Checkpoints, the following policy has been established to encourage the safe operation of vehicles and to address insurance issues when personal and/or leased vehicles are used for Girl Scout activities:

1. All drivers must have a valid state driver's license and be covered by auto insurance, in compliance with state law. Leaders should look at, but do not need to copy, the insurance card and driver's license for all drivers for each Troop trip.
2. If a driver's record contains one of the following violations within the past three (3) years, he/she is ineligible to serve as a Troop driver:
 - *Driving under the influence of alcohol/drugs*
 - Failure to stop/report an accident
 - Reckless driving/speeding contest
 - Driving while impaired
 - Medical conditions that impair ability to drive
 - Making a false accident report
 - Homicide, manslaughter or assault arising out of the use of a vehicle
 - Driving while license is suspended/revoked
 - Careless driving
 - Attempting to elude a police officer

If in an accident:

- Take necessary steps to protect the lives of everyone involved.
- Report the accident.
- Comply with the instructions of the police and any other emergency personnel.
- Do not assume or admit fault. Liability should only be determined after a thorough investigation.
- The owner's vehicle insurance is the primary applicable insurance payer.

- The minimum state liability insurance coverage must be in effect and evidence of such provided and carried in the vehicle. NOTE: Minimum requirements may not be adequate under all circumstances; each driver should consult his/her insurance company to be sure that the coverage is sufficient for Girl Scout activities.
- Girl Scouts of the Chesapeake Bay is not responsible for the physical damage to a personal vehicle.

Insurance

All registered girls and adults are covered by the **Activity and Accident Insurance Plan** of Girl Scouts of the U.S.A. The insurance goes into effect when a member registers as a Girl Scout and pays the membership dues. This insurance is designed to supplement insurance coverage carried by the family of the Girl Scout member.

The purchase of basic activity insurance may be required for non-registered individuals who are participating in Girl Scout activities. To determine if additional insurance is needed consider whether the non-registered individual is actually participating in an activity or is only attending as a spectator. For example, a parent/guardian of a Girl Scout accompanying her for a swimming activity needs to purchase accident insurance only if he/she is actually going to swim. As an observer, no additional insurance is needed.

Other members of a Girl Scout's family – "tag-a-longs" - (brothers, sisters, friends) are parental responsibilities and should not be insured unless actually participating in the activity.

Certificate of Insurance

When obtaining a location for a meeting place, Service Unit event or Troop event, some sites will request a Certificate of Insurance. A Certificate of Insurance can be requested through the Newark Office. Please allow two weeks to process this request. Please provide the following information:

Name of Facility

Physical and mailing address (if different)

Date and type of activity

Facility email address, phone and fax numbers

Contact information of person requesting the certificate.

Certificates of insurance will either be mailed out directly to the location within two weeks of your call or sent by e-mail to the facilities e-mail address. The Certificate of Insurance will be sent by the Council's Insurance Company.

To request additional insurance

A Request for the Additional Insurance Form must be completed and submitted to the Newark office at least 4 weeks prior to the event date. This form must be accompanied by a check payable to United of Omaha for the amount owed for the additional insurance. There is a \$5 minimum. Incomplete forms, forms without checks attached and checks less than \$5.00 will not be accepted.

Summary of Girl Scout Insurance

A printed brochure from United of Omaha with a complete description of all the features of each insurance option is available from the Girl Scouts of the Chesapeake Bay. The information provided below is designed to be a summary of highlights only.

Plan	Description	Premium
Plan 1	<p>Girl Scout Activity Accident Insurance Basic Coverage</p> <p>Provided to every registered girl and adult.</p> <p>Effective when registration materials are received at the Girl Scout Center.</p> <p>Covers Girl Scout activities lasting two (2) nights or less or not more than three (3) nights if over an official federal holiday, or three days.</p> <p>Pays the first \$130 of medical bills related to an accident, then becomes secondary to any other insurance coverage the individual may have.</p> <p>Pays up to \$15,000 of bills incurred over a 52-week period after the accident that are not covered by any other insurance the individual may have.</p>	No charge - included as part of your Girl Scouts of the U.S.A. \$12.00 registration fee
Plan 2	<p>Accident Insurance</p> <p>Same features as Plan 1.</p> <p>Used for registered girls and adults when activity length exceeds two (2) nights (three nights over a federal holiday), or three days.</p> <ul style="list-style-type: none"> •Used for non-registered participants in a Girl Scout activity. 	\$.11/day /participant
Plan 3E	<p>Accident & Sickness Insurance for Extended Events</p> <p>Adds \$10,000 of Sickness Medical Expense Benefit and \$1,500 of Returned Transportation Benefit to Plan 1.</p> <p>Will not pay more than 100% of total medical expenses incurred in conjunction with any other insurance the participant may have (Non-Duplication Provision).</p>	\$.29/day/participant
Plan 3P	<p>Accident & Sickness Insurance for Extended Events</p> <p>Same as Plan 3E without the non-duplication provision.</p> <p>Therefore, the insurance pays without regard to what other insurance might be paying.</p>	\$.70/day/participant

Emergency Process

This phone number is to be used only for an **emergency**. Use this number, after-hours and on weekends, to report a serious accident or emergency to a Council representative.

1-800-244-2261

The following action should be taken in the event of an incident, accident or emergency during any Girl Scout activity, not just on Council-owned sites.

Volunteer's Responsibilities

- Secure services of trained medical professional or first-aider on site and give priority to providing all possible care to victim(s).
- Permit no disturbance to victim(s) or surroundings.
- Retain a responsible adult at the scene.
- Secure doctor, ambulance and/or police. (You are responsible until police assume responsibility.)
- Parent/guardian notification:
 - Report nature of emergency
 - Condition of victim
 - Secure parent/guardian wishes regarding:
 - Medical treatment
 - Hospitalization transportation
 - Personal attendance
- Council notification. After notifying parents/guardians and emergency authorities, Council staff must be notified of any serious accident or injury. Please use the emergency contact number to contact the appropriate staff person.
- Exercise care that any statement made orally or in writing reflects only the facts of the incident.
- Statements should only be made to the family, the authorities, medical personnel and the appropriate paid staff members. (The Communication Manager handles all media releases.)
- Only designated paid staff or Council representatives may speak for the Council.

File an Incident/Accident Report within 24 Hours of an Injury

Please send copies of all reports and records to Girl Scouts of the Chesapeake Bay in care of Director of Membership, Volunteerism & Program.

501 S. College Ave., Newark, DE 19713 or dsmith@cbgsc.org

911 Snow Hill Rd., Salisbury, MD 21804

Council Representative Responsibilities After Emergency Notification

After emergency notification, a Council representative will provide a written, detailed description of the circumstances of the emergency, including names and contact information of persons involved and personal insurance information if applicable.

Information for report and follow-up (exact descriptions and records):

Insurance representative

Attorney or other appropriate officials

Girl Scouts of the U.S.A.

Records need to be retained seven (7) years or until person involved has reached legal age.

Volunteer Management

Volunteer Program Management is a system designed to create a welcoming and inclusive environment for diverse adults in which their needs and interests can be matched to specific Girl Scout volunteer positions. In addition, a volunteer development system values the contributions of each individual volunteer while helping her/him to realize the extent of her/his interests, skills, competencies and knowledge. We recognize that by enriching our volunteers' experience in Girl Scouting, we enrich girls experience. A consistent, efficient volunteer development system will strengthen our continuing efforts in making this happen.

Management Philosophy

Girl Scouts of the Chesapeake Bay is committed to a philosophy of participative management. We are interested in input from all of the Council's volunteer and staff. Whether the contribution is in the form of a suggestion to improve productivity, to provide improved quality services or to assist in the resolution of a conflict, it is valued.

One important role shared by the Council is active participation in making our organization the best it can possibly be. We encourage you to become involved, to contribute ideas for improving the quality of our services and creating a better volunteer and work environment.

Input and participation should not be confused with a consensus (group decision-making) style of management. Final decision-making responsibility lies with management. The management of the organization is ultimately the responsibility of the Chief Executive Officer.

Components of Volunteer Management

1. **Volunteer Work Design and Position Descriptions** Girl Scout volunteers have widely varying schedules, interests and backgrounds. The volunteer work design must have clearly-defined options for positions that enable volunteers to use their time effectively to contribute to the Girl Scout mission.
2. **Recruitment and Welcome Packet** Recruitment is the process of educating the public about the benefits of the Girl Scout Leadership Experience and encouraging people to give their time and energy to the organization as volunteers. The volunteer "welcome/application packet" should include basic information about Girl Scouting, and a volunteer application.
3. **Placement: Screening, Interviewing and Appointment Notification** Effective screening of prospective volunteers allows candidates to be matched with the position that best meets their skills, interests and schedule. The screening process begins with the submission of a completed application and includes an interview, reference check, criminal background check, application assessment, volunteer placement decision and volunteer appointment notification. Position appointments are generally for one year or less.
4. **Orientation and Training** Orientation is the overview of the organization necessary for every volunteer. It places work in a context and ensures consistent introduction of the Girl Scout Leadership Experience, policies, procedures and organizational structure. Adult learning options should provide all adult volunteers with consistent information about the Girl Scout program design and support along with training for her/his specific volunteer position, using flexible and convenient adult learning opportunities including online learning.
5. **Volunteer Support, Management and Coaching** It is the responsibility of the Council to ensure that volunteers have access to a network of support and learning experiences that enable them to deliver the Girl Scout program with girls. This support is provided using a variety of methods including through administrative volunteers and paid staff, volunteer mentors and/or trainers,

Service Unit activities, Council electronic and written communication and program or customer service tools.

6. **Recognition** Is a form of appreciation for volunteer efforts. It includes providing annual formal recognition through Council and Service Unit awards and annual recognition events, but equally important are daily support and informal expressions of appreciation.
7. **Volunteer Input** Volunteer feedback is solicited through input on plans, supports and services provided within the Service Unit and throughout the Council. Having the opportunity to participate in planning encourages greater ownership and ensures that the services provided are the most meaningful. Volunteers, parents and girls also have the opportunity to "have voice" within the Council through participation in service delivery and program evaluation.
8. **Evaluation and Re-Appointment** Volunteers have the opportunity to evaluate their performance through various Troop or self assessment tools or through evaluation discussions with their manager. The decision to reappoint a volunteer is made after reviewing the volunteer's interests, skills, training, and performance. The decision is provided in writing and documented in volunteers file. Reappointments are generally for a one-year period.

Selection & Placement

Each volunteer is selected on the basis of ability to perform the volunteer position, volunteer and Council need, ability and willingness to attend training, and qualifications for membership in the Girl Scout Movement. There shall be no discrimination against an otherwise qualified adult volunteer by reason of disability, age, race, color, ethnicity, sex, creed, national origin, religion, citizenship, ancestry, marital status, veteran status, socioeconomic status or other characteristics protected by federal, state, or local law. Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the Council. In instances where this is not possible, the judgment of the Council will take precedence. Individuals not placed in a position for which they applied may be recommended for other positions, and they may request reassignment.

Adults who want to serve in appointed positions must:

- Complete a Volunteer Application that is approved, with at least two positive, non-related references and successfully complete a criminal background check.
- Participate in a phone or face-to-face interview in which relevant skills and interests will be discussed.
- Upon placement, volunteers will be provided with volunteer policies, a position description and appropriate council and Girl Scouts of the U.S.A. policies, standards and guidelines. Every effort will be made to find a rewarding position that will suit the individual's interests, skills and knowledge. Anyone not placed will be given the reason why.

Appointment & Re-Appointment Criteria

Effective screening of prospective volunteers allows candidates to be matched with the position that best meets their skills, interests and schedule. The screening process begins with the submission of a completed application, and includes an interview, reference check, criminal background check, application assessment, volunteer placement decision and volunteer appointment notification. Operational volunteers are appointed for a term not to exceed one year. Volunteers will receive a letter notifying them of their appointment. The Council reserves the right to decline appointment approval if information received through the screening process indicates qualifications are not suitable for the position.

Girl Scouts of the Chesapeake Bay may reappoint a volunteer based on the successful completion of position accountabilities, established goals and meeting the overall criteria for appointment/reappointment.

Appointment/Re-Appointment Criteria

- Girl Scout Membership Registration
- Volunteer Application
- Two Positive References
- Approved Criminal Background Check
- Submission of a Finance Report for the previous troop year

Required Education:

- Service Unit Basics
- Girl Scouts of the Chesapeake Bay Volunteer Essentials

Re-Appointment Process

Volunteers will participate in ongoing feedback with her/his manager throughout the appointment period based on agreed upon accountabilities and goals.

At the end of the appointment period, the volunteer and manager will evaluate together job performance, expectations and suggested changes to the position.

Should the volunteer meet the criteria for reappointment and desire to continue in her/his volunteer position she/he will receive written documentation of her reappointment.

Council staff will evaluate position performance and reappoint Service Unit Managers. Service Unit Managers will ensure evaluation of the Troop Leader. Once confirmation has been received that the Troop Leader meets the criteria for reappointment, the volunteer will receive a letter notifying them of their reappointment.

Criteria Definitions for Appointment

Girl Scouts of the Chesapeake Bay requests the following information from volunteers because of our dedication and commitment to the girls that we serve. The safety of the girls is of the utmost importance to our organization so we must take reasonable precautions when appointing adults who work directly with children. This information is confidential and for internal use only.

Register as a Girl Scout Member

All appointed volunteers must become Girl Scout members and agree to accept the Girl Scout Promise and Law. The registration fee for National dues is currently \$12 per participant. The registration fee covers membership in GSUSA for one year beginning October 1 through September 30 of the following year.. All membership fees received locally are transferred to GSUSA. The membership fee provides

National level program information, various mailings and secondary insurance coverage for the program year. Membership dues are not refundable or transferable to another person.

Volunteer Application

Additional details and forms can be found on the GSCB website (www.gscb.org), including an application for a volunteer position in Girl Scouting for which there is no monetary compensation. The Volunteer Application is part of the screening process to help match the volunteer with the position that best meets their skills, interests and schedule.

Reference

On the Volunteer Application, individuals are asked to provide the names and addresses of three non-related individuals who can verify qualifications for becoming a Girl Scout volunteer. At least two positive references must be received before a volunteer is appointed to their position.

Position Descriptions

Each appointed volunteer position will have a written position description that defines the specific responsibilities, states period of appointment and clarifies expectations. The position description is also used as a support and evaluation tool for volunteers. Go to the website to see a brief summary of all appointed volunteer position descriptions.

Criminal Background Check

GSCB is committed to providing a safe and quality program for girls in the community as they participate in the program. In order to continue safeguarding all girls in our care, our Council will conduct criminal background checks for all appointed volunteers.

The criminal background check is a component of GSCB volunteer placement procedure. The background check conducted by IntelliCorp Systems, includes social security number verification, criminal record searches of convictions, arrests, court records, inmate records and sex offender registries

Education

Adult education is offered in Girl Scouting to support and enable adults to respond effectively to the needs of today's girls. It also supports the achievement of the Girl Scout Mission and Council Goals.

All appointed volunteers in GSCB are required to complete the required trainings for the position accepted within six months of appointment to meet eligibility requirements. It is highly recommended to complete training within the first three months of appointment.

Required Training Courses

Service Unit Basics

Girl Scouts of the Chesapeake Bay Service Unit Basics is available through your Service Unit—contact your Service Unit Manager (SUM) or a Membership Team Member. Service Unit Basics provides new

adult volunteers with their personal toolkit to have fun and start the adventure of Girl Scouting! New volunteers will discover both the traditions and the new trends in Girl Scouting, as well as forms, policies and procedures that support the Girl Scout Leadership Experience. Service Unit Basics is one of the first steps in education and is followed by further learning in Girl Scout Leadership Essentials and Grade-level education.

Volunteer Essentials

Volunteer Essentials is the National Module that will help prepare volunteers to effectively facilitate the Girl Scout Leadership Experience. This course offers flexibility, so it can be used with a group of volunteers who are partnering with girls of the same grade level, and Pathway, or it can be used with mixed groups, and different grade levels and Pathways. As the name suggests, the focus is on the essentials—what every volunteer needs to effectively facilitate the Girl Scout Leadership Experience.

Learning Objectives:

- Explain the meaning of the three keys of the Girl Scout Leadership Experience.
- Demonstrate how to use the resources to support the delivery of the Girl Scout Leadership Experience, including the Journeys with accompanying Adult Guides
- Describe how to facilitate activities so they are girl-led, cooperative and learning-by-doing.
- Convey the value of being purposeful in one's leadership

Outdoor Education

Any time a Troop goes camping, the Troop must be accompanied by an adult who has completed the Camping Basics course or Cabin Camping Home Study (for year-round heated units). The Troop camp planning process should also be guided by a camp-trained adult.

Camping Basics cover all of the skills you will need to take your girls on an outdoor trip including: planning, packing, cooking, fire building, care of camp site and equipment and outdoor program ideas. You must attend all of the hours scheduled in a particular course or you will not receive credit for taking the course. Directions to the sites will be sent with your confirmation.

Adult Recognitions

GSCB recognizes its volunteers as its most valuable asset. The purpose of recognition is to facilitate, acknowledge, credit and celebrate the achievements of volunteers. Awards are available to recognize an individual's contributions to Girl Scouts both from GSUSA and GSCB.

Although each Service Unit has its own formal recognition event and nominations process, all Service Units follow the GSUSA Adult Recognition Awards procedures.

Conflict Resolution

It is GSCB's policy to resolve volunteer conflicts in an equitable manner consistent with the Council policies and practices. It is further the policy to encourage problem-solving by the parties most directly involved in a situation whenever possible.

When a disagreement arises, the volunteer is responsible for meeting with the parent, volunteer or staff member involved in the situation to resolve the problem.

1. Start with a focus on how the situation affects the volunteer's work with girls.
2. Each person states their concern and asks the other person if she/he understands the concern or has a different perspective.
3. Both parties will try to reach an understanding of the other's perspective. Identify options for a middle ground.
4. Discuss ideas for resolving the situation, so that both parties needs are met.
5. Agree on a solution.
6. Set a time period for testing the solution and touch base at the end of that time to discuss effectiveness of solution.

If the volunteers are not able to reach a satisfactory solution, the following steps should be taken:

1. Meet with the next level manager, often the Service Unit Manager or Service Unit Consultant/Coach to resolve the problem.
2. If the problem is still not resolved, the Service Unit Manager will involve the Membership staff person
3. If the problem still remains, it will be discussed with the Human Resources Manager.
4. Issues that cannot be resolved at the regional level may be forwarded to the CEO or her designee for additional guidance. The decision of the CEO is final.

Harassment

The Council is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy and equitable treatment. It is the policy of the organization to provide all volunteers and Council staff with an environment free from all forms of unlawful or unwelcome harassment, including implied or expressed forms of sexual harassment.

It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, Council staff or Girl Scout member of the same or opposite sex.

Any volunteer, who feels that she/he has been subjected to harassment of any type, whether by another volunteer, Council staff member or any agent of the organization, should promptly report the incident to the staff member responsible for the volunteer's position appointment. Upon receiving such a complaint, this staff member must report the matter to the Director of Membership, Volunteerism & Program. The Director of Membership, Volunteerism & Program will take appropriate measures to resolve or correct the situation in an expeditious manner.

Performance Review

Volunteers have the opportunity to evaluate their performance through self-assessment tools and/or discussions with their manager. The decision to re-appoint is based on this assessment, volunteer interest, and a joint assessment of suitability for the position in the future. The paid staff will provide

coaching, tools and resources as support for volunteer assessment. Utilizing these various support methods is also considered part of the agreement for volunteer appointment/re-appointment.

Resignation/Release

GSCB or the volunteer may initiate the termination of appointment.

A volunteer may be released from an appointed position because of the inability or failure to complete the requirements of the position, including training and background check, failure to abide by GSUSA or GSCB policies or standards, misuse or mismanagement of Girl Scout funds or failure to accept and foster the mission and goals of the organization.

Volunteers may still be a registered member of GSUSA regardless of voluntary resignation or Council termination.

No individual who owes the Council or Troop/group money may serve in any appointed position.

Volunteers must provide written or verbal notification of her/his resignation to a paid staff member. If a volunteer has been released by the Council, the volunteer will be notified in writing.

Education

Girl Scouts of the Chesapeake Bay offers a variety of adult development opportunities to support volunteers as they work with girls and other adult volunteers.

- Required trainings
- Enrichment workshops
- Camp certification training
- First Aid & CPR

These opportunities are offered in a variety of methods so that today's volunteers can choose the method that best meets their needs:

- Classroom training
- Home studies
- Webinars
- Phone Conferences

Recommended Training Sequence

Girl Scouts of the Chesapeake Bay recommends the following training sequence to help our volunteers best prepare themselves for their work with girls.

- Service Unit Basics
- Volunteer Essentials

New Girl Scout volunteers have six months to complete trainings. However completing training within the first three months is highly recommended.

Registration Information

- Pre-registration for training is essential so that volunteer trainers can best prepare for the course and have the necessary supplies available.
- The registration form must be received at least 14 days prior to the date of the course.
- Late registrations may be accepted up to 5 days in advance of the course if space is still available.
- You **MUST** be a registered Girl Scout adult to attend Girl Scout trainings.
- If a class is cancelled due to low registration, or if a class is full, you will be notified before the class date.
- Course enrollment/registration is **NOT** complete until payment for any course fees are received.

How to Register

Register by using one of the following methods:

Mail/Walk-In

Completely fill out the *Adult Education Registration Form (212-PM)*. Mail or bring your form directly to the appropriate Girl Scout Council Office.

FAX

You may fax your *Adult Education Registration Form* to the Newark office (800-341-7188).

Confirmation

Participants will receive email or written confirmation of enrollment at least three days prior to the class.

Fees

Checks should be made payable to GSCB.

Refunds/Credits

Refunds can only be issued once a written request is received.

If you are unable to attend an educational session, the prepaid session fees will be applied to another session within the same membership year. Session fees are transferable to another volunteer if you are unable to attend the session.

To confirm details of your class, confirm your registration, or cancel your registration, please contact the Volunteer Services Registrar at the Newark office (800-341-4007/302-456-7174 or bchandler@cbgsc.org).

Service Unit Basics

Service Unit Basics provides new adult volunteers with their personal toolkit to have fun and start the adventure of Girl Scouting! New volunteers will discover the traditions and new trends in Girl Scouting, as well as learn about forms, policies and procedures that support the Girl Scout Leadership Experience.

Service Unit Basics is one of the first steps in education and is followed by further learning in *Volunteer Essentials*.

GSCB's *Service Unit Basics* is available through your Service Unit. Please contact your Service Unit Manager (SUM) or a GSCB Membership Team Member.

Volunteer Essentials

Volunteer Essentials is the National Module that will help prepare volunteers to effectively facilitate the Girl Scout Leadership Experience. This course offers flexibility, so it can be used with a group of volunteers who are partnering with girls of the same grade level and Pathway or it can be used with mixed groups and different grade levels and Pathways. As the name suggests, the focus is on the essentials—what every volunteer needs to effectively facilitate the Girl Scout Leadership Experience.

LEARNING OBJECTIVES:

- Explain the meaning of the three keys of the Girl Scout Leadership Experience.
- Demonstrate how to use the resources to support the delivery of the Girl Scout Leadership Experience, including the Journeys with accompanying Adult Guides.
- Describe how to facilitate activities so they are girl-led, cooperative and learning-by-doing.
- Convey the value of being purposeful in one's leadership.

Attendance for the entire session is important! Register online at www.gscb.org or by filling out the *Adult Education Registration* form found in the back of the *Volunteer Resource Guide*.

COST: \$3 per person. Cost includes training materials.

NOTE: Please bring a pen, pencil, highlighter and paper.

Optional materials that can be purchased at The Bay Shop: Grade Level Journeys and *The Girls Guide to Girl Scouting*.

DATE	LOCATION	TIME	COURSE
8/23/2011	N. Wilmington	6-9 p.m.	Volunteer Essentials
8/27/2011	Peninsula Resource Center	9 a.m.- 12 noon	Volunteer Essentials
9/21/2011	Newark Resource Center	6-9 p.m.	Volunteer Essentials
9/21/2011	Peninsula Resource Center	6-9- p.m.	Volunteer Essentials
9/28/2011	Wyoming UMC	6-9 p.m.	Volunteer Essentials
10/04/2011	N. Wilmington	6-9 p.m.	Volunteer Essentials
10/26/2011	Newark Resource Center	9 a.m.-12 noon	Volunteer Essentials
11/05/2011	Newark Resource Center	9 a.m.-12 noon	Volunteer Essentials
11/05/2011	Peninsula Resource Center	9 a.m.-12noon	Volunteer Essentials
1/21/2012	Newark Resource Center	9 a.m.-12 noon	Volunteer Essentials
1/21/2012	Peninsula Resource Center	9 a.m.-12 noon	Volunteer Essentials

Education Required for Program Activities

Camping Certification

Any time a Troop goes camping, the Troop must be accompanied by an adult who has completed Camping Basics or Cabin Camping (for cabin camping only). The Troop camp planning process should also be guided by a camp-certified adult.

Camping Basics

Camping Basics covers all the skills you will need to take your girls on an outdoor trip including: planning, packing, cooking, fire building, care of camp site and equipment and outdoor program ideas. You must attend all hours scheduled in a particular course or you will not receive credit for taking the course. Directions to the sites will be sent with your confirmation.

COST: \$10 per adult. Cost includes training materials. Participants will need to provide all equipment and food (pre-sessions will cover this in more detail). All activities take place rain, snow or shine. Please come prepared for outdoor activities. You will need ponchos for rain, and heavy coats, gloves and boots for winter courses. Courses in winter will have heated indoor accommodations for sleeping and some activities.

NOTE: There are two mandatory pre-sessions for *Camping Basics*. Specific education method, locations and dates to be announced.

To become Adult Camping Certified, adults must attend both mandatory pre-sessions and the overnight session.

Adults, who have previously taken Outdoor Education with a Girl Scout Council, Boy Scout, or another youth serving organization, may submit a camp exemption form in lieu of taking Camping Basics.

Saturday 8:45 a.m. – Sunday 3:00 p.m.

Oct. 22-23	Camp Country Center, STEM Lodge
Jan. 14-15	Camp Country Center, STEM Lodge
Feb 18-19	Camp Todd, Choptank Lodge
March 17-18	Camp Country Center, STEM Lodge
April 21-22	Camp Todd, Canvasback & Program Center
April 28-29	Camp Grove Point, Woodland
May 5-6	Camp Sandy Pines, Cabins

First Aid & CPR Training

Volunteer Essentials defines a first-aider as an adult volunteer who has taken Girl Scout Council approved First-Aid and CPR training that includes specific instructions for child CPR. If, through the American Red Cross, National Safety Council, EMP America, or American Heart Association, you have a chance to be fully trained in First-Aid and CPR, doing so may make your activity-planning go a little more smoothly. The *Safety Activity Checkpoints* always tell you when a first-aider needs to be present.

Troops are required to be accompanied by someone currently certified in First Aid & CPR for any activity that is away from their meeting place. A Girl Scout First Aider is an adult (18 years of age or older and registered as an adult) who has taken Girl Scout sponsored First Aid & CPR training.

A first aider must be currently certified and maintain their certification as required by the sponsoring organization. The following individuals may serve as first aiders if they are current in their license/certification; physicians, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, emergency medical technician and dentists.

Providers can be reached at the following addresses:

<p>The American Red Cross P.O. Box 3714 Salisbury, MD 21802 Phone: (410) 749-5331 Fax: (410) 219 - 3270 E-mail: redcross@ezy.net</p>	<p>The American Red Cross 207 Blue Ball Ave. Elkton, MD 21921 Phone: (410) 398-2470 Fax: (410) 398-5396 Toll Free: (800) 777-6620</p>	<p>American Red Cross 706 Idlewild Avenue Easton, MD 21601-4050 Phone: (410) 822-2313 Fax: (410) 822-2320 Toll Free: (800) 777-6620</p>
<p>American Red Cross 100 West 10th Street, Wilmington, DE 19801 Phone: (302) 656-6620 Fax: (302) 656-8797 Toll Free: (800) 777-6620</p>	<p>American Red Cross 1973 Bay Road Milford, DE 19963 Phone: (302) 335-5031 Fax: (302) 335-5077 Toll Free: (800) 777-6620</p>	<p>American Heart Association 1151 Walker Road Suite 202 Dover, DE 19904 Phone: (302) 734-9321 Fax: (302) 734-5571</p>
<p>American Heart Association 1096 Old Churchmans Rd Newark, DE 19713 Phone: (302) 633-0200 Fax: (302) 633-3964</p>	<p>American Heart Association Georgetown Professional Park Georgetown, DE 19947 Phone: (302) 856-7386 Fax: (302) 856-2828</p>	<p>Safety Council of Maryland Rutherford Business Center 17 Governor's Court Baltimore, Maryland 21244 Phone: (410) 298-4770 Toll Free: (800) 875-4770</p>
<p><i>You can also contact your local hospital or fire company to see if they offer training.</i></p>		

(**Note:** Online First Aid and CPR courses without hands-on demonstration of skills are not acceptable.)

Financial Matters

Financial Procedures

To carry out its jurisdictional responsibility for providing and administering the Girl Scout program, GSCB shall adhere to GSUSA policies, criteria and standards for an effective Girl Scout Council as found in the *Blue Book of Basic Documents* or *Leaders' Digest*. The mission of Girl Scouts of the Chesapeake Bay is to build girls of courage, confidence, and character, who make the world a better place. The Council's responsibilities in carrying out the mission fall into three main categories:

1. An effective Girl Scout Council provides an educationally sound program consistent with the principles of non-formal education, cooperative learning and experiential learning, based on the Girl Scout Promise and Law, the interest and needs of girls and the Council goals for girls.
2. An effective Girl Scout Council maintains a volunteer program management system that supports delivery of the Girl Scout program to all populations throughout its jurisdiction.
3. An effective Girl Scout Council manages its operations in a sound and responsible manner.

One area of sound planning and management is responsible financial procedures and practices. The Girl Scout program helps girls learn money management skills as they plan, implement and evaluate Troop program activities. Adults working in partnership with girls are role models in all aspects of planning and management, including the development and practice of money management skills.

What Does It Cost to Support a Girl in Girl Scouting?

The cost of supporting a girl in Girl Scouting is the shared responsibility of the Troop, parents, and the Council. While the Troop is at the center in delivering the Girl Scout program to girls, the Girl Scout Council has the responsibility for providing program opportunities and other supports that strengthen the Troop experience. GSCB also provides many core services needed to support girls in achieving the program goals.

Some examples of the expenses that each group might incur are:

Parents	Troops
Parents often pay for items such as: Membership dues* Troop dues A uniform (optional) Individual activities, such as resident camp (optional) * can be paid from troop funds	Troops generally pay for Troop program-related items, such as: Recognition items Troop meeting activities, field trips, events and Troop trips

Council Budget

The Council budget includes:

- A significant subsidy of Council-sponsored program activities, such as Troop camping, resident camp, older girl opportunities.
- Financial assistance to girls for membership dues, program activities and Troop resources

- Leader recruitment, placement and training, including increasing costs in areas such as background checks and specialized training for issues such as behavior management and conflict resolution
- Communication resources like the Council website, *Volunteer Resource Guide* and the Council Program Guide
- Maintenance of Council camps, and Girl Scout offices.

Financial Guidelines for Troops and Service Unit

General Information:

- All checks **MUST** be signed by authorized signers on the account
- Avoid having your co-signer sign multiple checks in advance. That's why we recommend having at least 3 signers on each account. You should always be able to find someone to co-sign a check.
- Don't keep petty cash. Leave a paper trail by using checks to make purchases. If a certain store or merchant refuses to accept a Girl Scout check, use your own, keep the receipt, document the purchase and reimburse yourself later with a Troop check.
- When collecting money from girls for dues, trips or cookies make deposits promptly. Avoid having cash or checks sitting around.
- Check your statements carefully. If you see an error or a service charge show up, contact the bank immediately. Errors can only be fixed if they are brought to the attention of the bank within the first month or two.
- Remember that the money in the account belongs to the girls and should be used for the girls. The girls must have input into how the money is spent. Use the progression in Girl Scouting chart to determine how much input the girls should have. Younger scouts can make choices between several options, older girls should have much more input in creating ideas of how to use the money and what kind of activities they want to participate in.
- Keep your parents informed about Troop money matters. Your bank statements and check register should be made available to any parent who requests to see it.

Account Audits:

- Every account, including the Service Unit account, will be audited at least twice a year, December and May.
- Troops must submit Detailed Cash Reports to the Auditor with original receipts. Please make a copy for Troop records. Once the audit is completed, original receipts will be returned to Troop.
- Fall Product Sales and Cookie deposits must be reported separately on the DCR.
- All columns must be totaled at the bottom of each page and again at the end of the DCR. Columns must balance.
- Money must be spent on the girls who earned it. Large balances, especially for younger girls are discouraged. Older girl Troops who are saving for a big trip should inform the Auditor of their plans for the money. If you are closing the year with a large balance, but have plans to spend it during the summer, let the Auditor know.

- DCRs must be detailed. Explain where the deposits come from. If you list the reimbursements to yourself or other parents, indicate what the reimbursement is for.
- If you need cash for a trip or event, make the check out to yourself, not to cash. Provide details on your DCR explaining what the money was used for and attach the original receipts.
- The Auditor must turn in an Annual Summary Report to the Council's Chief Financial Officer by the end of June.

Opening Troop Bank Account:

- A checking account (not a savings account as it would jeopardize nonprofit status) should be opened in the name of Girl Scouts of the Chesapeake Bay Troop #____ (fill in your Troop #). The GSCB tax ID number is used to open the account. The Treasurer will have this number. All signers are financially liable for account activity which is the reason to have two signers on every check written.
- The Leader and at least one other adult Troop member must be a signer on the account. We recommend having at least three authorized signers on each account to make it easier to obtain two signatures on each check. The signers on the account cannot be related to each other or live in the same household. All the signers on the account must be registered Girl Scouts, be at least 18 years old, file a Volunteer Application with the Service Unit and successfully complete a criminal background check. All the signers need to meet at the bank with driver's licenses to open the account.
- When ordering checks, it is recommended to use companies such as Current, Designer Checks, Checks by Mail or some other similar company since they offer checks for much cheaper than the bank and will save you a lot of money. At the top of the check, on the first line, put Girl Scouts of the Chesapeake Bay. Put Troop number on the second line. Do not put program level. You can put your address on the 3rd and 4th lines, if you wish (though it is not required nor recommended).

Closing Bank Account:

- **Scenario 1-Leader retires and finds a new Leader:**
 - The outgoing Leader gives the Auditor all of the DCRs, bank statements, checks and check register.
 - Auditor will audit the account.
 - The new Leader registers, completes a Volunteer Application, successfully complete a criminal background check and then calls the Auditor to get the checking account.
 - All the signers (which may include the outgoing Leader or current signer) must arrange a time to meet at the bank in order to complete the transfer.
 - A new signature card is completed and a change of address form is filled out.
 - If there are problems with the account that cannot be resolved, the account will be closed (by the outgoing Leader/signer or Council) and a new account will be opened. All monies from the old account will be transferred to the new account.
- **Scenario 2- Leader leaves and no new Leader is identified:**
 - The outgoing Leader must contact the Service Unit Treasurer to arrange a time to meet at the bank with the required signers to transfer the Troop account over to the Service Unit.

- The outgoing Leader then turns over the checkbook, DCR, bank statements and list of names and addresses of the girls in the Troop to the Auditor.
 - The account is then audited.
 - If everything is in order and a new Leader is appointed to that Troop, then the Auditor turns over the bank account to new Leader and a member of the Service Team will assist the new Leader in changing the signature cards and mailing address.
 - If there are questions on the account, the money is deposited into the Service Unit account and tracked separately. The money remains available to the girls who earned it for the rest of the program year, providing they register. The money will be divided evenly among the girls who registered with other Troops before the end of the program year. If none of the girls register in new Troops by the end of the program year, the money becomes Service Unit money and will be used for programming as well as start up funds for new Troops.
- **Scenario 3- Leader Leaves Without Communication:**
 - Leader has not turned in the DCR, the checkbook or bank statements, a certified letter will be sent to the Leader asking for the bank material to be turned in.
 - Ten (10) days will be given to respond. If there is no response to that letter after 10 days, the Service Unit Manager or Auditor will ask Council to close the account and transfer funds to the Service Unit.
 - The money remains available to the girls who earned it for the rest of the program year, providing they register with a new Troop. See Scenario 2 for more details.
- **Scenario 4- Leaders is Not Re-Appointed:**
 - The Service Unit Manager will send a certified letter to the Leader asking for the Troop materials, including all checks, statements, checkbook and DCRs to be turned in.
 - If there is no response by the deadline, the Service Unit Manager or Auditor will ask Council to close the account and transfer funds to the Service Unit.
 - The money remains available to the girls who earned it for the rest of the program year, providing they register with a new Troop. See Scenario 2 for more details.
- ** For all of the above scenarios, once an account is closed, the Troop is officially disbanded. If that Troop number is re-used, even if some or all of the girls were in the original Troop, it is still considered a new Troop.
- ** If an account is closed and the Leader does not provide the Auditor with a list of the girls who were in the Troop, the Registrar will provide that information and will assist in tracking the girls to ensure that the money follows them into new Troops.

During Leadership Changes

Since records and Troop property belong to the Troop, not an individual, they should be passed along to the next Leader within 30 days. If disbanding Troop girls are placed in multiple Troops, the disbanding Troop's treasury may be pro-rated to each new Troop based on the number of transferring girls.

Disbanding A Troop

Troops that are not reregistering for the upcoming membership year must do the following:

- Give supplies to Service Team personnel.
- Give the bank account checkbook and records to the Service Unit Manager. The Service Team will work with Council staff to ensure that Troop funds are handled appropriately.
- Money may not be given to the individual girls or adults.
- The *Individual Girl Record Form* should be given to the girl for her future reference and use.

If a Troop makes the decision to disband, the Troop's treasury should follow the girls that remain Girl Scouts to their new Troops. The funds should be distributed appropriately. If none of the girls choose to remain active in the Girl Scout program, the remaining funds must be forwarded to the Service Unit. A final *Detailed Cash Report* must be completed.

Troop Money-Earning

Girls planning a trip or other special program activity may require funds in addition to those earned through the Council's Product Sales Programs. As girls decide on activities that they want to accomplish during the year, they should create a Troop budget. Using the budget, the girls should then set goals for their participation in the Fall Product Sales Program, Cookie Program and/or other money earning activities.

Troop money earning provides girls with a valuable opportunity to learn about all aspects of goal setting, money management, and entrepreneurship. The Service Unit Manager must approve any money-earning activity other than the Council sponsored product sales.

Please remember that parents have the right to inspect financial statements at anytime and Troop Leaders have the responsibility to keep them informed.

All Leaders should be reminded that all GSCB standards and those in Volunteer Essentials pertaining to Money Earning Basics must be followed. "The income from group money-earning activities never becomes the property of individual members - girls or adults."

Troop Money Earning Guidelines

Troops must submit Troop Money-Earning Activity Application Packet in order to conduct a money-earning activity outside of the Council sponsored product sales.

Written permission from a parent/guardian is mandatory before a girl may participate in a money-earning activity.

Troop money earning activities must comply with *Volunteer Essentials* standards and *Safety Activity Checkpoints*.

The Bottom Line

"The income from group money-earning activities never becomes the property of individual members - girls or adults."

- Decisions about how Troop money will be accounted for and spent should be made by the girls in the Troop and communicated in writing by the girls to parents to ensure clarity.
- No account may be set up in a girl's name that is replenished through Troop funding efforts or donations. No matter what, money earned by girls in Girl Scouting is the property of the Troop.
- Money donated to the Troop may not personally benefit one member of the Troop.
- When a girl moves from one Troop to another, her portion of the funds may follow her to another Troop. When a girl leaves Girl Scouting, the funds remain property of the Troop.
- Funds from disbanding Troops remain the property of Girl Scouting, and may be collected by the Service Unit Manager or mailed directly to the Girl Scout office. Money received from disbanding Troops may be used to provide financial assistance to Girl Scouts.

Troop Sponsorship/Grant/Donation Guidelines

Girls may not directly solicit funds (i.e. donations, sponsorships, or grants) and should follow all *Volunteer Essentials* standards pertaining to money-earning and *Safety Activity Checkpoints*. Girl Scout Troops are an extension of the Girl Scout Council, including the Council IRS not-for-profit status. All grants and donations must be carefully monitored to ensure that the Council complies with all IRS guidelines.

Grants

Girl Scout Troops may not in most situations, solicit grants or financial donations from foundations or corporations. Grants may be requested for special service projects conducted by the Service Unit, day camp, or Troop (such as a large service project), **with prior permission** of the Girl Scout Council.

Donations

Prior permission must be obtained from the Director of Fund Development before adults are allowed to solicit donations on the behalf of a Girl Scout Troop or group. Such donations may only be solicited for community service projects.

Written acknowledgement of donated money and in-kind donations must come from the Girl Scout Council Office. In order to ensure compliance with IRS guidelines for donations and donor recognition, all donors requesting a letter of acknowledgement must submit the contribution to the Girl Scout Council Office using a *Report of Club Organization Donation Form (305-FM)* attached to the check. The Girl Scout Council Office will then send the donor a letter and reissue the money to the Troop or group.

If a donation is received without a *Report of Club Organization Donation Form (305-FM)* attached it is assumed that this donation is to the Girl Scout general operational budget.

Troops receiving sponsorships or donations from businesses, organizations or individuals should report monetary gifts on their annual *Detailed Cash Report*.

Sponsorships

Community organizations, businesses or individuals can be sponsors and may provide group meeting places, volunteer time, activity materials, equipment or financial support for Girl Scout groups.

Volunteers must obtain permission from the Director of Fund Development before seeking sponsorship to prevent duplicate solicitations. See donation section for more information.

If your group has a sponsor, the sponsor's contribution can be recognized by sending thank-you cards composed by the girls, inviting the sponsor to a meeting or court of awards, or working together on a service project. The contribution should also be reflected in the Troop/group's financial records and Detailed Cash report.

Troop Dues

Troop dues are an option for activities the girls plan to participate in and for costs of snacks, supplies and other materials used by the girls at regular meetings. Troop dues are meant to supplement Cookie and Fall Product Sales activities. **NO** girl shall be denied membership in a Troop, or have her participation restricted based on her lack of ability to pay Troop dues. When setting the amount of Troop dues, the fees should be decided on by all members and take into consideration the income levels of all of the girls in the group.

Financial Assistance

Financial assistance is provided to individual applicants, based on specific financial need and the applicant's compliance with the financial assistance philosophy.

Philosophy:

- Girl Scout events and activities will result from realistic girl-adult planning that allows Girl Scouts adequate time to prepare Troop or group money-earning projects that will support the girls' choice of activities.
- Financial assistance is granted to individual applicants who have a specific and distinct financial need.
- All applicants are to contribute a reasonable portion to the activity cost.

Financial Assistance Guidelines:

- Applicant must be currently registered with Girl Scouts of the U.S.A.
- Requests are to be on current form; *Loan or Financial Assistance Application (Form 306-FM)*.
- Financial assistance is available on an individual basis. Troops are not eligible for financial assistance; they may request a grant which is expected to be repaid to the Council.
- Individual girls may request financial assistance for the following program opportunities: Council-sponsored opportunities, summer camp opportunities, *Destinations/getaways*, Troop trips.
- Adults are eligible to apply for financial assistance for Troop activities and Council sponsored adult educational opportunities only when the participation of that adult is required to ensure that *Safety Activity Guidelines* are fulfilled.

- If most or all members of a Troop must request financial assistance to participate in a Troop activity, it may be an indication that further Troop planning is needed. If a Troop does not meet its financial goals, adjustments should be made to the activities themselves or the projected timetable.
- Forms must have complete information in order to be reviewed. Incomplete forms will be returned.
- Leaders must review financial assistance philosophy and guidelines with parents/guardians. Leaders should encourage parents/guardians to submit the request form directly to the Girl Scout Council Office.
- Requests should indicate that the applicant has participated in realistic event planning and money-earning with other Troop/group members over a period of time.
- Financial assistance applications should indicate that the request is based on the financial need of the individual applicant.

Financial Assistance Procedures

Leader Instructions:

If individual girls within a Troop wish to apply for financial assistance for a program opportunity, the Troop Leader will:

- Ensure that the financial assistance philosophy and guidelines are followed.
- Ensure that parent/guardian and troop sections are filled out entirely, including parent/guardian signature.

Completed forms received by 5:00 p.m. on the first business day of the month will be processed and amount awarded will be sent to the Troop within 25 business days. Forms received after the deadline will be reviewed the following month.

Notification of Financial Assistance Status:

Leaders and/or parent/guardians will be notified of the financial assistance amount received or any questions or concerns within three weeks of their receipt at the office.

Notification letters will indicate:

- Problems/concerns that must be addressed before further action can be taken.
- Action taken regarding financial assistance.
- Other individuals receiving a copy of the letter.

Checks will be mailed as follows:

- To the leader for all Troop activities.
- Directly to the appropriate vendor, organization or Girl Scouts of the Chesapeake Bay activities.
- To the parent/guardian for specifically arranged, individual Girl Scout opportunities.

BUDGET WORKSHEET

INCOME	
Beginning Balance	
Registration \$12 per girl x ___ of girls	
Registration \$12 per adults x ___ of adults	
Dues \$ ___ per girl x ___ of girls	
Sponsor Contribution	
Fall Product Sales Program	
Cookie Program	
TOTAL INCOME	
EXPENSES	
Registration @ \$12 x ___ girls	
Registration @ \$12 x ___ adults	
Membership pins for Investiture ___ x ___	
World Trefoil Pins ___ x ___	
Badges ___ x ___	
Event Patches ___ x ___	
Fly-Up Wings (Br) ___ x ___	
Journey Awards ___ x ___	
Junior Aide (Jr) ___ x ___	
Membership Stars and Discs ___ x ___	
Bridging Patches ___ x ___	
Membership Pins for Bridging ___ x ___	
Summit Awards ___ x ___	
My Promise, My Faith ___ x ___	
Bronze Award (Jr) ___ x ___	
Mentoring Awards (Cad-Amb) ___ x ___	
Refreshments \$ ___ x ___ Meeting	
Banking Charges	
Photocopying	
Postage	
First Aid Kit	
Craft Supplies	
Thank You Notes	
Transportation	
Admission	
Food/Meals	
Camping Site Fee	
Food for Camping	
Gear Rental	
Service Project Supplies	
Miscellaneous Expenses	
TOTAL EXPENSES	

Note: The above Budget Worksheet was developed as a means of getting an overview of expenses. Your needs may be different as well as your decisions as to what each girl and the troop is responsible for.

Family Partnership Campaign 2012

Who knows better than Girl Scout families the difference that Girl Scouts makes in the lives of girls? Girl Scouting opens doors, creates new opportunities and helps girls develop confidence, character and life – skills. Family involvement in Girl Scouting, both personal and financial, is essential to support both the Troop and the Council. A financial contribution to the Family Partnership Campaign is over and above your generous gifts of time and talent. It is monetary support for continued growth of a quality program, which we all believe helps make our girls courageous and strong.

The Family Partnership Campaign ensures that all girls have access to the Girl Scout program for all girls and provide girl and adult resources and support services.

Not only does your financial investment ensure our program activities are discounted and membership subsidies are available, but it also provides adults with the necessary training and support they need to be great Troop Leaders and volunteers.

When you make a donation to The Family Partnership Campaign, you join other parents, volunteers, corporations and businesses in helping build girls of courage, confidence and character, who make the world a better place.

As the Girl Scouts celebrate their 100th Anniversary and Girl Scouts of the Chesapeake Bay celebrates their 50th Anniversary, please consider investing in the future of Girl Scouts. Every donation makes a difference in the lives of girls today and tomorrow as we pave the way for future generations of female leaders. All funds received through the Family Partnership Campaign 2012 will be designated to the Capital Campaign to create new service centers that will better serve our girls and volunteers. With your generous support, Girl Scouting is preparing the next generation to face the world with courage, confidence and character.

Contributions may be made online at www.gscb.org or mailed to Girl Scouts of the Chesapeake Bay, 911 Snow Hill Road, Salisbury, MD 21804.

For additional information, please contact Denise Eberspeaker at 410-742-5107/800-374-9811 or email deberspeaker@cbgsc.org.

Family Partnership FAQ's

Why should I contribute to the Family Partnership Campaign?

The estimated cost of keeping a girl in Girl Scouts for one year is between \$300 and \$400. Your contribution is vital to provide the core services needed to support girls in achieving the Council goals.

How Troop Leaders, Volunteers and all others can participate in the Family Partnership Campaign

Because the Family Partnership Campaign is run by volunteers at the Service Unit level, Service Units create and carry out their own fund-raising plan that best suits their needs and what the community will respond to. Planning for each Service Unit Family Partnership Campaign can begin as early as the Service Unit prefers. Please keep in mind the Family Partnership Campaign is a year round campaign.

Girl Scout Leaders and other volunteers can be an example for others to follow by:

- Making their gift to the campaign first
- Becoming a positive voice for their Service Unit's Family Partnership Campaign
- Ensuring all campaign information is passed on to the Girl Scout families and the community

Giving Options for the Family Partnership Campaign

For your convenience, there are several ways to make a financial contribution to the Family Partnership Campaign:

- Donate on your membership registration form
- Donate at a Family Partnership event

Contact the Director of Fund Development at the Salisbury office (800-374-9811) for more information.

Planned Gifts

Planned gifts include deferred gifts, bequests, life insurance, charitable trusts, pooled income funds, charitable gift annuities. Planned gifts ensure that the values of the Girl Scout program, as identified in the Promise and Law, are available to future generations of girls, so that they may develop the skills they need to reach their full potential. In addition to extending the donor's own values to future generations, a planned gift can offer significant tax benefits to the donor. For more information, please contact the Fund Development Department.

Memorial & Tribute Fund

Memorial Remembrances are monetary gifts in memory of a friend or relative.

Tribute Gifts honor an important event or person in your life. They are appropriate for a birthday, anniversary, graduation, the Girl Scout Gold Award, recognition of a Troop Leader, holiday gift or other special occasion.

Please include a note to the Director of Fund Development specifying the type of gift you wish to make and the name and address of the recipient or family. An attractive card, that does not mention the amount of the contribution, will be sent in your name.

Questions regarding charitable support for GSCB should be directed to the Council's Fund Development department.

The Girl Scout Leadership Experience

Girls join Girl Scouts seeking fun, friendship and belonging.

Through the Girl Scout Leadership Experience, girls discover, connect and take action through activities which are girl-led and feature learning by doing and cooperative learning supported by adult volunteers.

Girl Scouting's Three Keys to Leadership

Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world.

Connect: Girls care about, inspire and team with others locally and globally.

Take Action: Girls act to make the world a better place.

Leadership Experience Program Processes

The program processes describe how the Girl Scout program really works. It's not just what girls do, but how adults engage them that creates a high-quality experience. All Girl Scout activities are built on three processes that make Girl Scouting unique. These three program processes ensure the quality and promote the fun and friendship that is so integral to Girl Scouting and results in the achievement of short and long term outcomes. Below you'll find more information about the three key-program processes: Girl-Led, Cooperative Learning and Learning by Doing.

Girl Led: play an active part in figuring out the what, where, when, how and why of their activities. Girls lead the planning and decision-making as much as possible. This ensures girls are engaged in their learning and experience leadership opportunities as they prepare to become active participants in their local and global communities.

Learning by Doing: A hands-on learning process that engages girls in continuous cycles of action and reflection that result in deeper understanding of concepts and mastery of practical skills. As they participate in meaningful activities and then reflect on them, girls can explore their own questions, discover answers, gain new skills and share ideas and observations with others. Throughout the process, it's important for girls to be able to connect their experiences to their lives and apply what they have learned to their future experiences

Learning By Doing in Action

Believe it or not, it is really quite easy to implement these ideas with a group. Here are a few things that will help make it easier:

Don't make it a formal process. When in the car on the way home from an activity, turn the radio off and listen to what the girls are saying about the experience. At a meeting, have the girls sit in a circle and just begin the discussion. Be sure it is casual and fun.

Don't worry about the order of the questions, with practice you will improve on the progressive order. The most important thing is to ask questions and get the group talking about the experience.

Build the questions based on what is being said. There is no perfect plan for asking questions because with each question the answers change. Listen to what is being said and build questions on the answers. Keep in mind your final outcome...identifying and applying learning in the future. Even if the questions aren't in the right order, you will get there!

Just try it out. The more you do it, the more comfortable you will become. Practice does not make perfect, it makes permanent. The more you do, the better you become!

Cooperative Learning: Through cooperative learning, girls work together toward shared goals in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge and learning. Working together in all-girl environments also encourages girls to feel powerful and emotionally and physically safe, and it allows them to experience a sense of belonging even in the most diverse groups.

Cooperative Learning in Action

Cooperative learning is just how it sounds... girls working in small groups and teams. Girls work together to accomplish goals, discover and try new things, share ideas and learn from one another. In a Troop setting this often happens when girls participate in troop government/the democratic process. It's when a girl works in a patrol to make decisions, discuss ideas or to complete a kaper.

Non-formal education and cooperative learning work in partnership. In non-formal education, the adult leader is deliberate about how she works with the girls, the environment that is established, and encourages the building of relationships. Cooperative learning allows relationships to be built through the small group discussion, decision making, and planning. Cooperative learning allows each girl to have a voice and discover new things about her self and others.

Short-term and Intermediate outcomes:

DISCOVER

Girls develop a strong sense of self
Girls develop positive values
Girls gain practical life skills
Girls seek challenges in the world
Girls develop critical thinking skills

CONNECT

Girls develop healthy relationships
Girls promote cooperation and team building
Girls can resolve conflicts
Girls advance diversity in a multicultural world
Girls feel connected to their communities, locally and globally

TAKE ACTION

Girls can identify community needs
Girls educate and inspire others to act
Girls feel empowered to make a difference in the world
Girls advocate for themselves and others, locally and globally

Girls are resourceful problem solvers

Long-term outcomes:

Girls lead with courage
Girls lead with confidence

Girls lead with character

Overall impact: Girls make the world a better place.

Pathways



Girl Scout pathways are how we deliver the Girl Scout Leadership Experience to all girls and how we match volunteers to girl preferences for participation—it is our delivery system and our internal way of organizing our offerings.

Girl Scout pathways are nationally consistent yet flexible ways that girls and adults can participate in Girl Scouting.

Girl Scout pathways are holistic, with each acting as a flexible option for participation for both girls and adults.

Girls and adults can participate in as many pathways that meet their needs and interests.

Definition of Girl Pathways:

- **Camp:** The camp pathway features day, weekend and resident experiences that introduce and explore the out-of-doors. A defining characteristic of this pathway is that it is an outdoor, condensed experience.
- **Events:** Events are stand alone offerings; examples include a career event for Senior and Ambassador Girl Scouts or a leadership conference for teenage Girl Scouts. The primary difference between events and all other pathways is that different girls participate in each event, as opposed to one group of girls coming together regularly.
- **Series:** Series offerings are a sequence of linked program sessions—offered by Councils or community partners—that relates to a specific theme or purpose and feature cumulative, sequential experiential learning. Each girl chooses to participate in the entire series as a complete program package; series offerings may be short-term (for example, six days of two-hour daily meetings) or longer-term (such as meeting every two weeks for twelve weeks). The intent is to engage the same group of girls throughout the entire series of program opportunities.
- **Travel:** The travel pathway offers girls leadership opportunities and cross-cultural understanding through local, regional, national and international travel. Girls prepare, plan, money-earn and participate through group travel, Council-sponsored trips or nationally sponsored excursions.
- **Troop:** The Troop pathway offers the same group of girls the opportunity to participate in a variety of activities, usually over a span of nine to twelve months. Girls may join at any time during the troop year.
- **Virtual:** The virtual pathway is an online Girl Scout community that provides girls with the opportunity to participate in Girl Scouting without regard to geographic location. Participation is through a web-based platform developed by GSUSA and includes interactive and high-quality program activities in a safe, secure online environment.

Definition of Adult Pathways

Girl Scout Pathways allow volunteers to participate in Girl Scouting in multiple ways. Some adults (such as alumnae and parents) register because they want to belong to the organization. The majority of adults, however, register with the intent to volunteer.

A sample list of volunteer positions and opportunities for adults:

Work directly with girls:

- Camp counselor
- Camp director
- Camp program director
- Event and series program coordinator
- Trip Advisor
- Troop Leader/Troop helper

Work indirectly with girls by providing support to adults who work directly with girls:

- Events and series program liaison
- Travel pathway committee member
- Administrative/clerical work
- Board or committee member
- Product Sales Manager

Keys to Creating a Successful Girl Scout Leadership Experience

Girl/Adult Partnership - Girls are able to direct their Girl Scout experience with the support of adults. In partnership, girls and adults work together to plan and carry out the Girl Scout Leadership Experience. Girls are involved and have more opportunities to increase their self-reliance and gain important life skills. Adults assist girls through the experiential process and ensure there are opportunities for reflection.

Progression - Girl Scouts is built on progression. As girls grow in Girl Scouting so do their experiences. It is the responsibility of the adult working with the girls to ensure that progression takes place allowing girls to fully achieve their potential.

Non-Formal Education - Girl Scouting is considered "non-formal education" because girls (i.e. the learners) direct the learning. Non-formal education supports development of life skills and character.

What is the distinction between formal, non-formal and informal education?

Formal Education - this is what happens in school...a prescribed curriculum, well planned, sequential and usually comes from the top down.

Non-Formal Education - this is education that has outcomes, builds relationships, is less structured than school and usually requires volunteers to deliver. It is intentional and develops skills, relationships, and is value based.

Informal Education - is unintentional and often happens by "accident." It comes from family, friends, or the media. It's everywhere.

Girl/Adult Partnership

How can I help the girls in our Girl Scout Troop to grow?

When a Girl Scout is asked why she joined Girl Scouting, the answer is often "to have fun!" Girl Scouting is, indeed, a place to have fun, to meet other girls, to share and learn new skills. But as adults, we want more than just fun for our girls. We want to know that girls will gain the developmental skills needed to make healthy life choices.

Do girls have opportunities to understand themselves and others?

As an adult – do I help girls to...

- Develop a strong sense of self?
- Feel confident in themselves and their abilities?
- Feel they are able to achieve goals?
- Have a positive gender, social and cultural identity?
- Develop positive values?
- Develop beliefs and values based on the Promise and Law?
- Learn to consider ethics of situations?
- Commit to social justice and community service & action?

Do girls have opportunities to use their knowledge and skills to explore the world?

As an adult – do I help girls to...

- Gain practical life skills?
- Gain skills that prepare them for a positive, healthy and independent future?
- Seek challenges in the world?
- Develop positive attitudes to learning?
- Seek opportunities for expanding their knowledge and skills?
- Take appropriate risks?
- Develop critical thinking?
- Examine ideas from a variety of viewpoints?
- Explore implications of gender issues?

Do girls have opportunities to care about, inspire and team with others locally and globally?

As an adult – do I help girls to...

- Develop healthy relationships?
- Develop meaningful and caring relationships?
- Communicate effectively?
- Protect their rights in a relationship?
- Know when to seek help from others?
- Promote cooperation and teambuilding?
- Recognize the value of working together?
- Build effective teams?
- Be accountable for shared goals?
- Show recognition for others' accomplishments and contributions?
- Resolve conflict?
- Think and act to promote inclusion?
- Think and act to respect and value diverse backgrounds, viewpoints and experiences?

Do girls have the opportunity to act to make the world a better place?

As an adult – do I help girls to...

- Identify issues in local and global communities?
- Identify realistic possibilities for action?
- Use knowledge and skill to implement action plans?
- Locate tools and resources they need?
- Know when and how to enlist help from others?
- Advocate for themselves and others?
- Effectively explain their ideas to others?
- Motivate others toward service and action?
- Feel empowered to use leadership skills to effect change?
- Feel their contributions are valued in the community?

Girl Planning

GS Daisy	GS Brownie	GS Junior	GS Cadette	GS Senior & Ambassador
<p>Ask girls at initial Troop meeting what they like to do</p> <p>Give the girls 2-3 options and let them choose</p> <p>Note dates of Fall Product Sales Program and Cookie Program; plan to participate</p> <p>Girls plan a Service Project and make a difference in the world around them</p>	<p>Ask girls at initial Troop meeting what they like to do</p> <p>Give the girls 2-3 options and let them choose</p> <p>Ask the girls to select 3-4 badges to work on during the year</p> <p>Note dates of Fall Product Sales Program and Cookie Program; plan to participate</p> <p>Girls determine if they want to apply for a Cookie Booth</p> <p>Ask the girls to select 2-3 Journeys to work on during the year</p> <p>Girls plan a Service Project and make a difference in the world around them</p>	<p>Ask girls at initial Troop meeting what they like to do</p> <p>Give the girls 2-3 options and let them choose</p> <p>Ask the girls to select 3-4 badges to work on during the year</p> <p>Note dates of Fall Product Sales Program and Cookie Program; plan to participate</p> <p>Girls determine if they want to apply for a Cookie Booth</p> <p>Girls determine if they want to apply for a Cookie Booth</p> <p>Girls plan activities based on Troop financial resources</p> <p>Girls plan a Service Project and make a difference in the world around them</p>	<p>At initial Troop meeting, girls decide what type of things they like to do</p> <p>Girls choose from 2-3 options</p> <p>Girls select 3-4 badges to work on during the year</p> <p>Note dates of Fall Product Sales Program and Cookie Program; plan to participate</p> <p>Girls determine if they want to apply for a Cookie Booth</p> <p>Girls plan activities based on Troop financial resources</p> <p>Girls plan Troop trip</p> <p>Girls recommend resource people</p> <p>Girls plan a Service Project and make a difference in the world around them</p>	<p>At initial Troop meeting, girls decide what type of things they like to do</p> <p>Girls choose from 2-3 options</p> <p>Girls select 3-4 badges to work on during the year</p> <p>Note dates of Fall Product Sales Program and Cookie Program; plan to participate</p> <p>Girls determine if they want to apply for a Cookie Booth</p> <p>Girls plan activities based on Troop financial resources</p> <p>Girls plan Troop trip</p> <p>Girls recommend resource people</p> <p>Girls plan extended trip</p> <p>Girls plan Service Unit event</p> <p>Girls plan activities for younger Girl Scouts</p> <p>Girls plan a Service Project and make a difference in the world around them</p>

PROGRESSION IN GIRL SCOUTING			
Program Level	Self-Government	Troop Financing	Program Opportunities/Field Trips
Daisy (Grades K-1)	Daisy Circle	Adults handle money	<ul style="list-style-type: none"> • Community visits, events and service • Inter-Troop activities such as observation activities • Council sponsored activities
Brownie (Grades 2-3)	Brownie Ring Girls begin choosing activities with Leaders' assistance	Girls pay dues, discuss money needs/costs Leaders handles budgeting and record keeping	<ul style="list-style-type: none"> • Community visits, events and service • Inter-Troop activities such as observation activities • Council sponsored activities • Troop camping overnights
Junior (Grades 4-5)	Patrol System, Executive Board, Town Meeting, or other form developed by girls Girls choose and plan activities	Girls and Leaders decide on dues Girls determine budget based on plans with assistance from Leader Girls and Leaders do record keeping	<ul style="list-style-type: none"> • Community visits, events and service • Inter-Troop activities such as observation activities • Council sponsored activities • National Center visit • Day trips, overnight and longer trips with stays in hotels and motels • Troop camping
Cadette (Grades 6-8)		Girls determine budget based on plans Girls keep records with guidance from Leader	<ul style="list-style-type: none"> • Community visits, events and service • Inter-Troop activities such as observation activities • Council sponsored activities • National Center visits/events • Inter-council activities • Regional/national events (age 14+) • Trips of two days or longer and trip camping • Individual opportunities
Senior (Grades 9-10) Ambassador (Grades 11-12)		Girls handle short and long term budgeting, funds and record keeping Consult Leader/adviser as needed	<ul style="list-style-type: none"> • Community visits, events and service • Inter-Troop activities such as observation activities • Council sponsored activities • National Center visits/events • Inter-council activities • Regional/national events • International travel • Individual opportunities

Troop Trips

Troop trips provide an opportunity to establish and accomplish both long-term goals and short-term objectives for the members of the Troop. Depending on the interests of the girls, the trip may be planned over a period of months or years. It is the responsibility of adult partners to guide girls in choosing and organizing a trip that reflects the experience and planning ability of the girls.

Purpose of Troop Trips

Trips should have a purpose. The purpose should be compatible with the elements of the Girl Scout program:

- Should lead to the accomplishment of one or more of the Council goals.
- Should be age level appropriate.
- Should be planned and researched by BOTH girls and adults.
- Should be within the ability of the girls to plan and stay within the Troop budget.

Progression

Girls should have progressive learning experiences away from home prior to the date of the planned trip.

Those traveling to destinations outside of the United States and to some Girl Scouts of the U.S.A. program centers (i.e. Savannah, Georgia) must secure their local council endorsement on application forms. Contact a Pathway Specialist for additional information.

Planning

The trip should be planned over a period of time that allows **GIRLS** to adequately prepare for the trip. When the trip destination is identified, careful consideration should be given to developing a feasible timeline to provide opportunities for Troop money earning. Adequate planning time will allow the Troop to incorporate activities addressing each of the program goals while preparing for the anticipated trip.

Review safety and security guidelines (including those regarding insurance), activity checkpoints, program standards (including those on money-earning) and camping standards.

Budgeting

Trip plans may include one to four years of money earning, depending on the trip costs. Troops should plan money-earning activities to cover most of the trip cost. Parents should not be expected to cover a large portion of the trip cost. Financial Assistance is available to **INDIVIDUAL** Troop members demonstrating a specific financial need that cannot be offset by the parents or the Troop treasury.

Leased Vehicles Policy

When renting, leasing or borrowing vehicles (including buses) the Council should enter into a written agreement with the leasing company, which sets forth their respective obligations. The vehicle agreement must indicate that the vehicle is leased on behalf of Girl Scouts of the Chesapeake Bay.

The CEO/COO or her designee must sign this contract/agreement. The insurance coverage on the vehicle, (liability and physical damage) should be provided by the leasing company.

When leasing a bus:

The driver must be an employee of the bus company.

The bus company must provide a certificate of insurance. The minimum limits of liability on any leased bus/van must be at least \$1,000,000 per occurrence for bodily injury and property damage. If interstate highway travel is planned, there must be \$5,000,000 per occurrence for bodily injury and property damage.

The certificate of insurance and leasing agreement must be submitted to the CEO/COO or designee for review and approval.

Troop Trip Procedures

Complete a *Field Trip Application (Form 203-PM)* for all activities

Type/Length of Activity/Trip	Turn in form no later than
High Risk Activity (Horse back riding, water activities other than swimming)	1 month prior to date of activity
Day activity – (outside of normal meeting space)	1 month prior to date of activity
Overnight trips, or trips three nights or more- less than 100 miles	1 – 3 months prior to date of activity
International Trip	Contact your Membership Staff person

Mail form to your Service Unit Outdoor Program Consultant. Forms are available on the Council website.

To purchase additional insurance for trips longer than two nights, or for non-Girl Scout members please check the council website (www.gscb.org) to obtain this form. Minimum purchase amount is \$5.00. The *Request for Additional Insurance Form* and payment must accompany the Trip Application Form.

GETTING PARENTS INVOLVED

A supportive group of parents is a great asset to the Troop Leader. Not only does this help to lighten her responsibilities, but it helps the Troop run smoothly. However, sometimes parents need a “boost” to become involved. Listed below are some suggestions for doing, just that.

- **Parents Meeting:** This is held at the beginning of the Troop year and all parents are strongly urged to attend. This is your opportunity to get to know your parents and pool them for resources. (Suggestion: use a get acquainted game to find out what their interests and hobbies are).

- Let parents know your needs for the Troop Committee (TC) members, resource people, etc. and before the meeting is over try to have most of your parents committed to help in some way. Suggestion: As parents agree to various commitments, write their names beside their jobs as a way of recognition as well as commitment. Getting parents involved makes them more knowledgeable about the Girl Scout program and ensures their support.
- Troop Committee Members: Listed below are some positions to be considered for, add to or take from the list as needed. Don't overlook Dads!

Troop Cookie Manager	First Aider
Family Partnership Coordinator	Emergency Contact (rotate)
Telephone Contact	Transportation Organizer
Troop Camp Trained Adult	Song Leader
Craft Whiz	Troop Newsletter

- ✓ Perhaps one parent could volunteer to keep Leader's young children while the Leader takes training.
- Make Girl Scouting accessible to family members. Hold family outings such as a Games Day, Sports Day, 1920's Day, etc. Invite family members to special ceremonies like Investiture, Awards and/or Ceremonies.
- Invite parents with special skills or expertise to come to the Troop as a "guest speaker". Perhaps you could start with the child who needs a boost in self-esteem or with the child who needs a bit more understanding.
- Parents are a good resource when it comes to ideas for service projects. Once a suggestion is agreed upon, call on parents to help or suggest ways to carry it out.
- Helping with Recognitions: A suggestion for early in the year is to have parents look through their daughter's handbook and let you know which of the recognitions (or which parts) they feel comfortable in presenting to the girls. It will give you a break, help the parents appreciate what the leader does, and most importantly, get them involved with the girls.

Children Without Parents

Not all Troop members will have two parents. If you have Troop members without parents involved, don't avoid scheduling parent-participation activities. Plans can be made to include all members comfortably in an activity; for example, a sibling, other relative or friend may participate with a girl whose mother or father is not present. Sensitivity to the situation of each girl is the key.

The spirit of parental involvement is simply the involvement of all adults who care about the members of your Troop.

PLANNING A GIRL SCOUT MEETING

A Girl Scout meeting has a general form, but it is flexible and can be varied to meet the needs of your troop. For example, if you meet less frequently for longer periods of time, you may want to do two or more activities at each meeting.

Start-Up Activities (approx. 10 min.)

The supplies for the start-up activity should be set up and ready for the girls when they arrive. The activity is usually something the girls can do to prepare for the meeting. This activity gives you time to greet people as they arrive and keeps the girls busy with something structured.

Opening (approx. 5 min.)

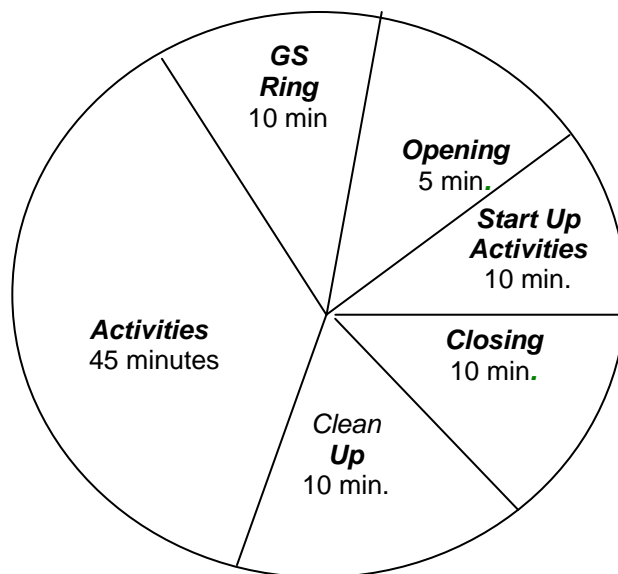
The girls gather as a Troop/group in a circle or horseshoe formation. The meeting may begin with a flag ceremony, song or game. The opening may also be used to share ideas or feelings. The opening helps the girls become focused on their meeting.

Business: Girl Scout Ring (approx. 10 min.)

The girls sit in a circle or horseshoe formation to have their share ideas and plan their program. The Girl Scout Ring is the traditional form of Troop/group government and helps with planning, decision-making, and carrying out the “business” of the Troop/group.

Activities (approx. 45 min.)

The major portion of the meeting involves working on badge activities and projects, sharing ideas, and playing active games. This is when you’ll accomplish the primary Program Goal(s) of the meeting.



Cleanup (approx. 10 min.)

Use a Kaper Chart to assign jobs to girls. A Kaper Chart shows the delegation of jobs and rotation of responsibility day by day, meal by meal, or meeting by meeting. Everyone helps out, because a Girl Scout leaves a place cleaner than they found it! Cleanup is important because it teaches girls how to take and share responsibility in the Troop/group.

Closing (approx. 10 min.)

The girls gather in a circle or horseshoe formation and briefly discuss the meeting. What was learned? What was accomplished? What was fun? Give the girls final reminders. Close with a song or special poem/saying. It is important to emphasize what the girls have accomplished and what they can look forward to, and bring closure to the meeting.

Planning a Girl Scout Year

At the beginning of your Troop's year, you will schedule all the meetings and do some tentative pre-planning. This way, you can ensure continuity and balance in your program throughout the year. This Leader's planning calendar below indicates special Girl Scout dates as well as standard holidays. Fill in this year's dates for holidays that change every year, and meeting dates for each month.

By doing some pre-planning, your meetings will proceed more smoothly. Choose a general theme for each month or two-month period.

- Pencil in some tentative themes for the coming year.
- Be prepared to make program changes after receiving your girls' input.

<p>SEPTEMBER</p> <p>__ School Begins __ Rosh Hashanah __ Yom Kipper</p>	<p>OCTOBER</p> <p>__ Columbus Day __ Daylight Savings Ends <u>31</u> Juliet Low's Birthday</p>	<p>NOVEMBER</p> <p>__ Veteran's Day __ Ramadan __ Thanksgiving</p>
<p>DECEMBER</p> <p>__ School Winter Break __ Christmas __ Hanukkah __ Kwanzaa</p>	<p>JANUARY</p> <p>__ Martin Luther King Jr. Birthday</p>	<p>FEBRUARY</p> <p>__ President's Day <u>14</u> Valentine's Day <u>22</u> Girl Scout Thinking Day</p>
<p>MARCH</p> <p>__ Girl Scout Week __ Girl Scout Sabbath __ Girl Scout Sunday <u>12</u> Girl Scout Birthday __ St. Patrick's Day __ Daylight Savings Begins</p>	<p>APRIL</p> <p>__ Passover __ Easter <u>22</u> Girl Scout Leader Day __ Spring Registration</p>	<p>MAY</p> <p><u>5</u> Cinco de Mayo __ Mother's Day __ Memorial Day</p>
<p>JUNE</p> <p>__ Last Day of School __ Father's Day</p>	<p>JULY</p> <p><u>4</u> Independence Day</p>	<p>AUGUST</p> <p>__ School Begins</p>

PROGRAM RESOURCES

Ceremonies and Celebrations for Girl Scouts

Ceremonies in Girl Scouting are used to celebrate special occasions, to recognize accomplishments or simply to begin or end a meeting. Ceremonies also provide a means of expressing feelings and the values of friendship, patriotism, service, beliefs and so forth.

A ceremony may be informal, taking only a few minutes to prepare or it may be of a more formal nature, requiring advance preparation.

Girls may decide to have ceremonies for a number of occasions throughout the year. In addition to those listed here, ceremonies are often used for a tree planting, making a presentation to a sponsor, thanking Troop Committee members or recognizing a special day like United Nations Day, etc.

Celebrating important events together helps bind girls of different backgrounds together into a feeling of sisterhood. It becomes a special time in their lives for reflection on the "oneness" of being a Girl Scout and a member of the largest girls' organization in the world.

Planning Ceremonies

Girl-planning is one of the principle ways in which Leaders work with girls. Leaders need to recognize this method and solicit ideas from the girls to incorporate in the program. Even the smallest Daisy Girl Scout can contribute if given options from which to choose.

As the Leader, you will have to give many suggestions and much help in planning at the beginning. After girls have experienced a few ceremonies and see what can be included, they will begin to have ideas of their own.

Explain the purpose of the ceremony and have the girls talk about appropriate behavior during an activity. Discuss the form of the ceremony using questions to help make a plan.

There is no one way to plan a ceremony or celebration. However, you should recognize the difference between the two.

A ceremony can be an observance of tradition with a symbolic meaning, an expression of deep feeling or conviction and a way of stressing beauty and instilling ideas. It should be simple and dignified, appropriate to the occasion and easily understood by the girls who take part in it. It should never be too sentimental or solemn.

A celebration is a time for sharing such things as sisterhood, fun, food, dances, songs, talents over a longer period of time than that given to a ceremony. An example would be an international celebration in observance of World Thinking Day. It could include customs, food, songs and dances from other countries. A ceremony can be part of a celebration.

Girl Scout ceremonies are not required to follow a set procedure but may open, carry out the purpose, and close in a number of ways. The ages of the girls, the season, location, and the purpose of the ceremony will help determine what goes into the ceremony. A group may build up a repertoire of songs and collect a file of poems, readings and quotations to be used in ceremonies.

Following are some ideas that might be part of a ceremony:

- Girl Scout Promise and Law
- Reading original words written by girls for the occasion
- Poems - done as choral reading or read by individuals
- Songs - sung by the entire group, by a special chorus or hummed in the background
- Quotations and readings
- Candle lighting
- Flag ceremony

Some ceremonies, such as an opening or closing of a meeting, require preparation only by the persons leading them. The leader of the ceremony can give the Girl Scout quiet sign to get the attention of the Troop then give any direction necessary, asking the Troop to sing or take part in other ways.

Other ceremonies require preparation by the Troop. The entire Troop may need to learn a particular song. Groups and individuals such as a choral reading group, readers and the color guard must practice their parts. The ceremony may lose its effectiveness, however, if it is rehearsed "word for word".

You can help the girls gain confidence by having them walk through the mechanics once or twice.

Each girl should know the order of events and exactly what she is to do all the way through. For example:

- Will everyone walk together?
- Does she stand or sit during ceremony?
- What movement occurs during ceremony?
- Does she come up front for her part of the ceremony?
- What is the order of events and what part does she follow?
- How does the group disperse at the end?
- What songs, poems, and quotations should we include?
- How will we end the ceremony?
- Who will do each part? An individual? A group?
- What do we need? Candles? Decorations?
- Who will bring them?
- Who will start the songs?

Parts of the ceremony may be announced as it goes along, or the Troop may prefer to have one part follow another with no announcements. If a girl forgets her cue, or does her part out of order, you can cue in the next part with a few simple words such as, "Jane will now read a poem on friendship."

Make a final check just before the ceremony to be sure everything is in place and ready to use: pins ready to present, lists of names for insignia presentation, candles and matches ready, campfire laid with a pail of water nearby, etc. Check girls (and yourself) to see that everyone is as neat as possible.

Preparing for Guests

Occasionally the Troop invites guests to a ceremony or celebration. These may be family, Troop committee, another Troop, program consultants, or members of sponsoring groups.

When possible, have girls arrive at least a half hour before guests so that they can arrange the room and

make preparations. Be sure some girls are assigned as hostesses.

You, or one of the girls, may begin with a short greeting and an explanation of the purpose of the ceremony. Give guests directions at the appropriate time if they are to participate in a flag ceremony. If you use a horseshoe formation, have the opening toward the audience.

Hints for Ceremonies:

1. **Devote sufficient time to planning the ceremony.** Good ceremonies have a clear purpose and enrich the meaning and mood of the ceremony.
2. **Take safety precautions** when using candles or fires, or when constructing bridges or platforms. Refer to *Volunteer Essentials* and the *Safety Activity Checkpoints* for specific advice.
3. **Add personal elements to traditional ceremonies.** Use favorite poems, songs, stories and sayings, or write something of your own.
4. **Consider the role of colors and symbols** that you might use in your ceremony.
5. **Observe flag etiquette** when doing flag ceremonies.

Suggested Dates and Occasions

Note: Many ceremonies and celebrations suggest the lighting of candles. For our younger Girl Scouts, lighting candles can be dangerous. Make paper candles, by mounting them on a poster. To "light" the candle, have the girls tape a paper flame in place. Flashlights work well, too. If older girls are going to be holding candles, be sure there are collars of foil or heavy paper around them to catch the wax drips. Hot wax burns.

Investiture - A ceremony to welcome new girls and adults into the Girl Scouting program. It is held anytime a person joins the movement as a new member. Note: A person is invested only once in their lifetime.

Rededication - A ceremony for girls and adults who have already been invested at some time in their life. It is a time for them to reaffirm their belief in the Promise and Law and to reflect upon the meaning of Girl Scouting in their lives. It is usually held at the beginning of each Girl Scout year.

Note: If a person rejoins Girl Scouts after a period of absence, they are welcomed back at a rededication ceremony.

Founders Day (Juliette Low's Birthday) - A ceremony and/or celebration held on or about October 31st of each year. It is a program to recognize the important role that Juliette Gordon Low played in the development of the Girl Scouting program in the U.S.

Troop Birthday Party - A ceremony and/or celebration recognizing the anniversary date of the beginning of the troop.

World Thinking Day - A ceremony and/or celebration held on or about February 22nd of each year. New members can receive the World Trefoil Pin and all Girl Scouts observe the international aspects of the Movement.

Girl Scout's Birthday - A ceremony and/or celebration to mark the beginning of Girl Scouting in the United States - March 12, 1912.

Girl Scout Sunday/Sabbath - A ceremony held each year during the week of March 12th. It is a time for Girl Scouts to reflect upon the importance of the words, "to serve God", in the Girl Scout Promise. Some religions observe Girl Scout Sunday on the Sunday before March 12 while other religions observe the Girl Scout Sabbath on the Saturday after March 12. People of the Jewish faith also call it Shabbat.

Girl Scout Week - Ceremonies and celebrations are held throughout the week of March 12th each year.

Court of Awards - A ceremony to recognize the achievements of the girls in the Troop. It is on this occasion that girls receive the insignia they have earned. This ceremony can be held any time during the Girl Scouting year. At the last Court of Awards of the year, members can receive their membership stars.

Fly-Up - A ceremony held at the end of the Girl Scouting year for Brownie Girl Scouts bridging into Junior Girl Scouts. It is at this time the girls receive their Brownie Girl Scout wings.

Bridging - A ceremony held for any Girl Scout moving up to a new level in the program.

Campfire - A ceremony and/or celebration held around a fire. The meaning of a campfire lies in the spirit of the program. It can unlock the spirit of mystery, romance, sisterhood, humor and magic within the heart of each participant.

Adult Recognition - An occasion at any time of the year when adults are recognized for their service to Girl Scouting.

Girl Scout's Own - Not a ceremony in the strict sense of the word but a time for Girl Scouts to reflect upon their feelings about Girl Scouting and the world around them. It is a solemn time given over to the girls themselves to create a moment of their very own. A Girl Scouts' Own can be held at any time and can take place at a Troop meeting, an inter-Troop gathering or at camp.

OPENING - A ceremony to begin a meeting or event.

CLOSING - A ceremony to end a meeting or event.

Flag Ceremony - A ceremony to recognize our allegiance to our nation or discard a worn flag. A flag ceremony can be held as part of a celebration. It can also be used to open a troop meeting as well as on a separate occasion.

Ceremony Aids:

Color Symbols-Meaning of colors:

Yellow or gold – honor and loyalty

Red - bravery and courage

Green - youth and hope

Black - grief and sorrow

Red – sacrifice

Silver or white - faith and purity

Blue - piety and sincerity

Purple - high rank and loyalty

Orange – strength and endurance

White - purity

Colors of the Seasons and Months

Summer - yellow and green

Fall - orange and brown

Winter - red and black

Spring - pink and green

January - black and white

February - dark blue

March - gray or silver

April – yellow

May - lavender or lilac

June - pink or rose

July - sky blue

August - dark green

September - orange or gold

October - brown

November - purple

December - red

Flag Etiquette

Flying the Flag - We show respect for our country's flag in many ways. A public law, passed by Congress, describes how everyone should treat the flag. The most important thing to remember is that when you fly the American flag in the United States, you always give it the position of honor. You put it either in front of other flags, higher than other flags or to the right of other flags. (If you were to hold the flag while facing the people who will see it, your right side would be the flag's own right and the audience's left). In the United States, when a group of flags are together, no flag is ever larger or flown higher than the American flag.

Saluting the Flag - You stand at attention and salute by placing your right hand over your heart when:

1. The flag is being raised or lowered
2. The flag passes you in a parade
3. You say the Pledge of Allegiance
4. "The Star-Spangles Banner," the American National Anthem, is played

NOTE: Members of the color guard stand SILENTLY throughout the ceremony because their job is to carry and guard the flag. Everyone else salutes the flag.

People salute only the flag of their own country. If you are ever in a situation where people from another country are saluting their flag, just stand at attention.

Tips for handling the Flag

The following will help you and your girls when they do flag ceremonies:

- Fly the flag only from sunrise until sunset. However, it can be flown at night if a spotlight is on it.
- Do not fly it in bad weather unless it is an all-weather flag.
- When you hang the flag on a wall or in a window where people will see it from the street, make sure the blue part is at the top and on the flag's own right.
- Never use the flag as a cover or place anything on top of it. Make sure the flag never touches the floor or ground.
- Keep the flag clean.

When a flag gets old and is too worn to use, do not throw it in the trash. Instead, it should be destroyed. The best way is to have an adult burn it. Organizations such as VFW or American Legion can help.

Community Service Projects

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.” Margaret Meade

Our founder, Juliette Low, believed that girls could and should provide service wherever it was needed, within the abilities of the girls. Girl Scouts have always been dedicated to service to their country. They served in hospitals, Red Cross sewing rooms, rolled fabric strips for bandages, raised vegetables for the war effort and sent packages to troops overseas. They taught the American way to young immigrant girls. Their service to mankind had a profound effect on the people it touched and the entire country.

Service remains an integral part of the Girl Scout way of life and every troop should do a service project with their girls yearly or more often. Service is inherent in the Girl Scout program.

It is stated as part of our Promise and Law. When we promise to "help people at all times", we need to realize that there is much need within our communities. Making girls aware of what is needed in our community is one way to build responsible future members of that community. Encourage your girls to select age-appropriate but fun service projects throughout the year.

Developing a Service Project:

All Program levels should do service.

Identify a problem or need in your community that your girls care about and one that has components girls their age can do.

Brainstorm ways you can help. Consider:

- a. Resources needed-supplies, money, people, meeting space
- b. What will it cost to implement your plan?
- c. Who else can help you?
- d. What permissions do you need?
- e. What are the Girl Scout policies and *Volunteer Essentials/Safety Activity Checkpoint* guidelines?

Make a decision on what you will do.

- a. Develop a timeline and a budget.
- b. Ask for the help you need.
- c. Gather permissions, supplies, people and materials.

Make it happen!

Evaluate your project

- a. Did you solve a problem?
- b. What did you learn?
- c. Was it worth doing?
- d. Did it give you an idea for your next service project?

Things to avoid:

Some options are limited by GSUSA policies

- As a Girl Scout, you cannot raise funds for another organization.
- You cannot endorse commercial projects or services unless you have received permission from GSUSA, and it is in keeping with Girl Scouts principles and activities.
- You cannot work on or support a political campaign.

Service Projects for Daisy Girl Scouts

Projects should be meaningful to the girls, short in duration, part of Troop activities, or in partnership with older girls.

- Recycle newspapers
- Assist in a community clean-up day
- Make holiday cards for retirement home residents
- Collect mittens for a shelter
- Recycle cans
- Collect and clean clothing or toys for a community shelter for homeless families

Service Projects for Brownie Girl Scouts

Plan the project as a group.

- Plant trees and flowers
- Adopt a Grandma
- Pet visitation for Senior Citizens
- Food Drive
- Make ornaments and sing carols at nursing home
- Donate teddy bears to children at shelters
- Clean-up school playground
- Make holiday table decorations for retirement home
- Donate cleaning supplies to Family Services
- Send Valentines to Veterans
- Assist with household chores for those who aren't able to do them
- Collect pet food for the Animal Shelter in your community
- Purchase gifts for a community agency that helps families at the holidays
- Use some Cookie proceeds to purchase toys for the Ronald McDonald house.

Service Projects for Junior, Cadette, Senior and Ambassador Girl Scouts

- Childcare on election day
- Literacy project
- Pet Licensing/Neutering campaign posters
- Exercise class for senior citizens
- Help in community library
- Tutoring
- Community clean-up
- Help at a fingerprint clinic
- Flag ceremony for sporting event

More great ideas for Service Projects

Making Things

- Making decorations for a party at a nursing home
- Making baby boxes for new mothers
- Assembling care packages for victims of a disaster
- Assembling a mailing for a non-profit agency
- Making posters for a special event
- Making a toy box for the hospital waiting room
- Silk-screening T-shirts for a youth group

Helping the Earth

- Planting trees in your neighborhood for Arbor Day
- Collecting seeds for a seed bank
- Educating others about different ways to conserve energy and water
- Taking part in a stream survey
- Participating in an Audubon Christmas Bird Count
- Stenciling stream protection symbols on street drains
- Helping at an environmental fair for the community
- Making birdhouses or bat houses for a camp or park

Helping Others

- Providing child care at a women's conference
- Reading to kids at your local library
- Volunteering at a community health fair
- Helping with registration at a breast cancer walk-a-thon
- Showing seniors how to use a computer for e-mail
- Shopping for someone who is ill
- Serving at a soup kitchen
- Helping at the Special Olympic

What is the difference between Service Projects and Take Action Projects?

Service Project

- ❖ Being of service means being helpful
- ❖ Service makes the world better for some people “Right Now”

Take Action Project

- ❖ Understanding the cause of the problem
- ❖ Team up with others in an effort to solve the problem
- ❖ Taking Action makes the world better for more people for a much longer time.

Together, through service and action, you live the Girl Scout Law and “make the world a better place.”

Song Leading

A Skill That Can Be Learned

Love to sing, but not sure how to start teaching others? Here are some great guidelines for the emerging song leader—no matter what age you are.

Choosing Songs

- **Know the group that you will be working with.** How old are they? How many girls are there? What are their singing abilities? What are their song interests? How long is their attention span?
- **Begin with simple songs or songs that the girls know.** Choose songs that are simple, like short rounds, songs with tra-la-la choruses, repeat songs, or those that include repetition.
- **Know what you are doing.** Know the song words and the melody. Practice. Use note cards if you need them. Make a list of the songs you will sing, and know the order you will sing them in. Know something of the history of the song so you can share it with the girls.
- **If you are choosing songs for an evening program,** start out with the rowdy songs and end up with the quiet songs to set the tone for bedtime.

Leading Songs

- **Be enthusiastic.**
- **Sing the song through for the group.** Introduce the song by telling where it is from. Sing the first verse and the chorus, so group members know how it sounds. Have those who know it sing with you.
- **Teach the song phrase by phrase.** Sing a phrase, and have the group sing back to you. Then join phrases and sing the verse and chorus. If long, teach a few verses, then repeat. Repeat once or twice.
- **Sing the song all together.** If singing a round, a song with parts, or a descant, make sure each group knows its part well before putting the parts together. If you are singing a song with parts, have a leader who knows each part. Use simple hand motions to keep the tempo.
- **You give the starting note.** Hum the melody or use a musical instrument. If you get it wrong, stop and start over. Avoid pitching too high or too low for girls.
- **Make sure that girls follow your hand motions.** Let them know that hand motions are used to keep the group together in the right tempo, and the motions will help them know where you are in the song.
- **Choose a variety of songs.** Perform songs that are fast and slow, songs that include hand motions, and songs that lend themselves to simple harmony, as well as funny songs. Avoid songs that might be offensive to religious or ethnic groups.

Games

Make Learning Fun

Games can be used many different ways in Girl Scouting—breaking the ice, developing teamwork, learning or reinforcing skills, building stamina or just blowing off steam after sitting for too long. Here are some tips for game leaders:

Choosing Games

- Be sure the games you select are appropriate for the age, experience and physical condition of the girls.
- Start with familiar games that are quickly learned, and then move on to more complex games.
- Avoid games that offend other people's beliefs or customs. Also avoid games that waste food or other resources.
- Provide opportunities for girls to participate in a variety of games—such as get-acquainted games, nature games, action games, international games, relay games, singing games and wide games (games where groups complete activities as they rotate between stations).
- Use Girl Scout resource books for additional ideas on creating, teaching and organizing games.

Getting Ready

- Be interested and enthusiastic about the game yourself.
- Know the game well before attempting to teach it. Identify the safety hazards, anticipate the difficulties and adapt the game to the group and situation.
- Devise a method(s) for organizing teams or formations quickly.
- Know your playing area. Make sure to have a safe area and easily recognized boundaries.
- Have the equipment together beforehand.

Get Set, Go!

- Give the name of the game and some interesting facts about it to help motivate interest.
- Explain the game briefly, giving the basic rules. If needed, demonstrate the game with a small group of girls.
- After explanations, allow the group to get into the desired formation or team positions to start the activity.
- Ask if there are questions before you start to play.
- If you decide to change the rules during the game, try only one change at a time. Allow the group to help suggest rules as well. You might say to the group, "Let's try playing the game this way."
- Stop the game when the enthusiasm is still high. Don't let it drag on.

- Arrange for total participation. Devise a plan for rotation. Minimize waiting and maximize playing time.

Stay Safe Online! Before you begin Get Ready, Get Set, Get Connected! activities, girls should read and discuss the Girl Scout Internet Safety Pledge. Print out the pledge and ask girls and their parents (or guardians), to read and sign the pledge together. Also, check out letmeknow.girlscouts.org (for adults) and lmk.girlscouts.org (for girls). These sites are for general help on staying safe online.

Eight Pointers for Game Leaders

1. Establish a warm, positive atmosphere that's fun for everyone.
2. Encourage everyone to participate and do her best.
3. Be patient.
4. Be fair in your judgments.
5. Show respect for each girl.
6. Encourage fair play and safety at all times.
7. Be flexible and prepared to vary or change the game.
8. Emphasize cooperation and playing for fun rather than winning.

Icebreakers

Here are some great games for early meetings, first day of camp or special events to get individuals to come together as a group and to help girls and adults learn everyone's name.

Name Games

My Name Is

How to play: Girls sit in a circle or a number of small circles, depending upon the size of the group. One girl is asked to tell the group her name. She says, "My name is Kelly Green." The girl on her left then says, "Her name is Kelly Green and my name is Maria Lopez." The next girl then says, "Her name is Kelly Green, her name is Maria Lopez, and my name is Shanna Smith." This continues until the last girl in the circle tries to name all the girls in the group. If a girl cannot recall a name, others in the circle may help her.

Linda Lemon



How to play: Girls make a circle. Tell the girls they are going to the market to purchase something they like, but it must begin with the same letter as their first name. The first girl might say, "My name is Linda, and I am going to the store to buy a lemon." The next girl might say, "My name is Malia, and I am going to the store to get a mango *and* a lemon." Player three might say, "My name is Naomi, and I am going to the store to buy a nightshirt *and* a mango *and* a lemon." The last girl gets to name everything!

Variation: Play shopping bag upset. Have the girls change places and repeat the process from any place in the circle.

Toss the String



You need: A ball of string or yarn. Groups of 15 or less.

How to play: Have the group form one or more circles. The girl with the ball of yarn starts by calling out a girl's name and tossing the yarn to her, being sure to hold onto the end of the string. The girl who catches the ball must call out another girl's name and toss the ball to her. The object is to include everyone and create a spider web with the string. The leader can then ask one girl to pull on her string while everyone else holds on. How many girls can feel the string being pulled? Use this as a starting point for a discussion on the importance of group cooperation and an individual's contribution to the group.

Warm-Up Games and Mixers

Birthday Lineup



You need: An area where girls can line up.

How to play: Explain to the group that you want them to line up in chronological order, according to birthdays, without talking. After the girls have lined up, discuss how they arrived at their formation and note if there are any double birthdays.

Human Knots

How to play: Five to ten girls stand in a circle. Each places her hands in the center and takes hold of the hands of two people other than those standing next to her. The group must work together to untie the knot without releasing hands.

Dividing-Up-the-Group Games

Number Call Out

How to play: Assemble the group. Call out a number such as "three" and the girls must scramble to get in groups of three. Try for numbers that divide evenly into your total group, or have those left out be the next callers.

Leg Extension

How to play: Have everyone stand in a circle. On the count of three each girl must extend one leg into the circle. All right-legged girls become a group and all left-legged girls become another group.

