

 <b>Girl Scouts.</b>	<b>GIRL SCOUT COUNCIL OF THE NATION'S CAPITAL</b> 4301 Connecticut Avenue NW #M-2 Washington DC 20008 PHONE (703) 560-5072 FAX (202) 274-2161	<h1>C314</h1>
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## FLAG RESERVATION REQUEST FORM

 Date Received 

 Request Number 

Requests must be received no later than **three weeks** prior to the date needed. Flags are lent on a first-come, first-served basis, so the materials you request may not be available. **Completed request forms should be mailed to:** Dorr Avenue Equipment Center, 2711 E. Dorr Avenue, Merrifield, VA 22031 or faxed to (703)208-1415. Flag requests can also be e-mailed to [DorrAvenue@gscnc.org](mailto:DorrAvenue@gscnc.org).

<b>Name</b>	<b>Troop #</b>	<b>Association</b>	<b>Service Unit</b>
<b>Email</b>	<b>Phone (day)</b> <b>Phone (eve)</b>		

Pick-up Date	Event Date	Return Date

Flag(s) will be used for (check one):	<input type="checkbox"/>	Troop/SU/Association Meeting
	<input type="checkbox"/>	Special Ceremony (bridging/award, etc.)
	<input type="checkbox"/>	Other:

Select ONE location	Pick-up locations (see Volunteer Essentials for address and hours of operation)
<input type="checkbox"/>	Washington, DC – Main office
<input type="checkbox"/>	Frederick, MD – Satellite office
<input type="checkbox"/>	Waldorf, MD – Satellite office
<input type="checkbox"/>	Leesburg, VA – Satellite office
<input type="checkbox"/>	Lorton, VA – Satellite office
<input type="checkbox"/>	Manassas, VA – Satellite office
<input type="checkbox"/> <b>*send form directly to WV office</b>	<b>*Martinsburg, WV – Regional office</b>
<input type="checkbox"/>	Dorr Avenue, VA – Equipment center

As a registered member of GSUSA I am aware of all of the rules and regulations regarding use of GSCNC equipment. Furthermore I agree to abide by said rules whether listed in *Safety Wise*, *Green Pages*, or in GSCNC literature. The troop further agrees to be financially responsible for any and all damage done or loss of supplies to or from the equipment during our scheduled time. All materials must be returned in the same condition in which they were received or the troop will be billed appropriately.

<b>Troop Leader Signature</b>	<b>Date</b>
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	Flags (with poles)
<input type="checkbox"/>	American (USA)
<input type="checkbox"/>	Maryland State
<input type="checkbox"/>	Virginia State
<input type="checkbox"/>	West Virginia
<input type="checkbox"/>	District of Columbia
<input type="checkbox"/>	GSUSA
<input type="checkbox"/>	GSCNC
<input type="checkbox"/>	WAGGGS

	Parade Banner (with poles)
<input type="checkbox"/>	GSCNC (requires 2 bearers)
Other items	
<input type="checkbox"/>	Flag Stand - # requested:
<input type="checkbox"/>	Flag Belt/Harness - # requested:

### OFFICE USE ONLY

Notified	Called	Shipped	Returned	Checked-in
<b>Flag #s:</b>				