



Girl Scout Council of the Nation's Capital  
 4301 Connecticut Avenue, N.W.  
 Washington, D.C. 20008  
 PHONE (703) 560-5072  
 FAX (703) 208-1415  
 EMAIL membershipdept@gscnc.org

**C314**

## 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, 2711E. Dorr Avenue, Merrifield, VA 22031 or faxed to (703) 208-1415. Flag requests can also be emailed to [DorrAvenue@gscnc.org](mailto:DorrAvenue@gscnc.org).

Name: \_\_\_\_\_ Troop: \_\_\_\_\_ Association: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Email Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Pick-Up Date:  Event Date:  Return Date:

Flag(s) will be used for (choose one):

- Troop/SU/Assoc Meeting
- Special Ceremony (Bridging, Award, etc.)
- Other

Pick-Up Locations (see Volunteer Essentials for Addresses)

- Washington DC - Main Office
- Frederick, MD - Satellite Office
- Waldorf, MD - Satellite Office
- Leesburg, VA - Satellite Office
- Lorton, VA - Satellite Office
- Manassas, VA - Satellite Office
- Martinsburg, WV - Satellite Office
- Dorr Avenue, VA - Equipment Center

As a registered member of GSUSA, I am aware of all the rules and regulations regarding use of GSCNC equipment. The troop/group further agrees to be financially responsible for said rules whether listed in *Safety Wise*. All materials must be returned in the same condition on which they were received or the troop/group will be billed appropriately.

Troop Leader Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Flags (with poles)	
<input type="checkbox"/>	American (USA)
<input type="checkbox"/>	Maryland State
<input type="checkbox"/>	Virginia State
<input type="checkbox"/>	West Virginia State
<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	# Requested
<input type="checkbox"/>	Flag Stand
<input type="checkbox"/>	Flag Belt/Harness

### OFFICE USE ONLY

Notified	Called	Shipped	Returned	Checked In

Flags: \_\_\_\_\_