

Revised
2008



Girl Scouts®

The *Volunteer Basics* is designed for volunteers within our council and contains training information and course descriptions.

This publication is distributed 2 per troop and is published annually in August.



SHARE
ANNUAL GIVING FUND

Volunteer Basics

Girl Scout Council of the Nation's Capital

Revised 2008

 **Girl Scouts®**
Where Girls Grow StrongSM

Welcome to the Girl Scout Council of the Nation's Capital



Girl Scouts

We appreciate your interest in helping girls grow strong. Girl Scouting provides girls with opportunities to have fun while learning new things, making great friends and figuring out what is important to them. Volunteers are key to our girls' success.

The Girl Scout Council of the Nation's Capital (GSCNC) is one of over 300 member-councils of the Girl Scouts of the USA, headquartered in New York City. GSCNC serves over 70,000 girl and adult members in the entire Greater Washington metropolitan area.

Volunteer Basics provides you with the information you need to volunteer with GSCNC. If you have additional questions, please contact our Adult Volunteer Development (AVD) department or our Information Center at 800-523-7898, 202-237-1670 or visit www.gscnc.org.



Table of Contents

Volunteer Opportunities & Positions.....	2
Training Course Descriptions.....	5
Volunteer Benefits.....	9
Training Registration.....	10
Volunteer Resources.....	13
Training Requirements.....	14
Volunteer Requirements & Placement.....	16
Forms	
Volunteer Application.....	17
Reference for Volunteer Position.....	19
Training Registration.....	21
Request for Financial Assistance	22
Leadership Development Pin Application.....	23

Volunteer Opportunities

We want you to find the position that will meet your interests and availability. We encourage you to review the next several pages to learn more about some of the options. If you are looking to serve the community, enhance your résumé, or simply have fun, there is a volunteer position for you in Girl Scouting.

Do you want to work with...

only girls? Consider becoming a...

- Assistant Leader/Advisor
- Day Camp Staff Member
- Helping Parent
- High Adventure Specialist
- Program Resource Volunteer

girls & adults? Consider becoming a...

- Camp Qualified Adult
- First Aider
- Local Press Representative
- REACH Program Team Member
- Troop Cookie Manager
- Troop Leader/Advisor
- Troop Travel Consultant

only adults? Consider becoming a...

- Adult Recognition Committee Member
- Registrar
- Service Unit Money Manager
- SHARELeader
- Trainer

Do you enjoy...

creating? Consider becoming a...

- Adult Recognition Committee Member
- Program Consultant
- Troop Leader/Advisor

organizing? Consider becoming a ...

- Troop or Service Unit Cookie Manager
- Troop Leader/Advisor
- Troop or Service Unit Money Manager
- Troop Organizer
- Registrar

teaching? Consider becoming a ...

- Camp Qualified Adult
- High Adventure Specialist
- Troop Leader/Advisor
- Trainer

Time Commitment?

Are you available for ...

1 - 3 days a year? Consider becoming a ...

- First Aider
- High Adventure Specialist
- Program Resource Volunteer

1 - 3 month projects? Consider becoming a ...

- Camp Qualified Adult
- Day Camp Staff Member
- REACH Program Team Member
- Troop Cookie Booth Coordinator
- Troop QSP Manager

2 - 4 hours a month? Consider becoming a ...

- Association Program Manager
- Local Press Representative
- Program Aide Instructor
- Trainer
- Troop Travel Consultant

4+ hours a week? Consider becoming a ...

- Troop Leader/Advisor
- Assistant Leader
- Service Unit Manager



Need more details...

Adult Recognition Committee – conducts informal and formal appreciation events; promotes and coordinates the official award process for a service unit or association.

Assistant Leader, Advisor – attends regular troop meetings; helps the girls and the leader/advisor plan and participate in activities and trips; supports meeting all program and safety guidelines.

Association Program Manager – coordinates program events in a specific geographic area; serves as liaison with Program department; consults on program policy issues.

Calendar Depot Manager - manages distribution of calendars for troops in their area. Depots are held in homes and schedule is set by appointment. Mid-October-December commitment.

Camp Qualified Adult – accompanies troop on cookouts and overnight camping trips; teaches girls the skills to have fun, cook, and sleep in the out-of-doors.



Cookie Depot Manager - manages distribution of additional cookies during the cookie sale. Majority of depots are operated out of homes; pick-up by appointments set with Troop Cookie Managers. Computer and strong computer skills are recommended to manage inventory. March commitment.

Day Camp Staff Member – plans and supervises spring and summer day camp programs usually located in community buildings, local parks or camps.

First Aider - accompanies troop on activities, events and trips; provides emergency first aid if needed.

Helping Adult – offers expertise, time or resources to troop leader/advisor, for instance chaperones or drives for a trip, shops for activity supplies, makes telephone calls, or helps at a troop meeting.

High Adventure Specialist - shares expertise or develops an expertise in areas like archery, canoeing, kayaking, biking, climbing and caving; teaches girls skills on outings or trips.



Local Press Representative – gathers “news” from troops and service units and distributes to local media outlets; identifies and uses local opportunities to promote Girl Scouting; serves as a local liaison to GSCNC PR department.

Program Aide Instructor - schedules and presents Program Aide training to girls in cooperation with program department staff.

Program Resource Volunteer – assists at program events for girls; may share an area of expertise with girls at small and large program events.



Registrar – manages the girl, adult and troop annual registration process for a SU.

REACH Program Team Member – brings Council sponsored and enrichment program events to girls in local areas; asked to provide three events a year.

SHARELeader – actively promotes annual giving program to a troop, service unit or association; coordinates distribution of materials and collection of contributions.

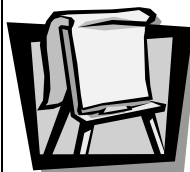
Service Unit (SU) Cookie Booth Coordinator – secures locations for selling cookies within a service unit; coordinates schedule of troops to work booths; December – March commitment.

SU Cookie Manager - coordinates the sale of Girl Scout cookies by all the troops in a service unit; December – June commitment.

SU Manager - helps organize and support troop leaders in a specific area through meetings, by mentoring and overseeing paperwork; liaison for troop leaders with other parts of the council.

SU Money Manager – oversees troop money management and the SU checking account; provides routine updates to SU about the income and expenses; and completes written report annually.

SU QSP Manager - coordinates troops participation in a magazine subscription council fundraiser for a service unit; March – June commitment.



Trainer - presents training classes to adult volunteers using established course designs in basic leadership, working with girls from ages 5-18 and outdoor education; designs and delivers classes in an area of interest or expertise.

Troop Calendar Coordinator – coordinates ordering and payments for calendar sale by troop; money-earning event for the troop; October – December commitment.

Troop Cookie Booth Coordinator – schedules with service unit a troop’s participation in selling cookies in front of local stores; recruits girls and adults to work booths; coordinates set-up & take-down of booth; February – March commitment.

Troop Cookie Manager – coordinates the sale of Girl Scout cookies by a troop including selling, ordering, storage, delivery and payment; money-earning event for the troop; December – May commitment.

Troop Leader, Advisor – schedules regular troop meetings; helps the girls to plan and participate in activities and trips; meets all program and safety guidelines; and serves as the communication link for the troop with parents, the service unit, and council.

Troop Money Manager – oversees the troop checking account; provides routine updates to girls, parents and leaders about the income and expenses and completes written report annually.



Troop Organizer – manages the recruitment of girls and volunteers for a targeted area; identifies troop leadership and assigns girls to troops.

Troop QSP Manager – distributes materials and collects orders from the girls for a magazine subscription fundraiser that supports GSCNC’s seven camp facilities; April - June commitment.

Troop Travel Consultant – assists girls in developing itineraries, planning budgets and money earning activities for extended trips in the United States and internationally; not required to accompany girls on trip.

Council Leadership

There are also volunteer positions that impact local and council-wide policy.

Association Leadership

GSCNC has 23 associations, defined geographically, that serve as the policy-making bodies of the council. The association leadership helps to shape recommendations for the council from the association members. Contact the Membership department to learn more about these elected positions.

Council Committees & Task Forces

The council convenes committees and task forces with clearly defined responsibilities, such as:

- Council Recognition Panel
- Program, Policies & Goals Committee
- Nominating & Referral Committee

Membership terms are typically one to three years with regular meetings at the council’s offices in NW Washington, DC.

Volunteers may nominate themselves or fellow volunteers for a committee by using a “Referral for Girl Scout Positions” form, available from the AVD department and online at www.gscnc.org.

Volunteer Training

Basic Leadership

◆101 Basic Leadership

Credit Hours - 3.5 Hours

Prerequisite – 101 Basic Leadership Training Checklist

Discover what you need to know to manage a troop and take Girl Scouts on field trips. Gain an overview of health and safety standards, GSCNC practices and policies, forms, money management and the concept of girl ownership. Learn how to recruit a troop committee and divide jobs among other adults.

◆101-Online Basic Leadership

Credit Hours - 3.5 Hours

Prerequisite – 101 Basic Leadership Training Checklist

Obtain 101 training by reading and completing assignments on the Internet. Go to http://www.gscnc.org/avd/basic_leadership.html

◆100A-Online Introduction to Girl Scouting for Resource Volunteers

Credit Hours - 1.5 Hours

Prerequisite – none

This online training introduces new volunteers to the basics of Girl Scouts and guides them through the application process. To take the training, go to

http://www.gscnc.org/avd/basic_leadership.html

◆100B Fundamentals for Resource Volunteers

Credit Hours – 2 Hours

Prerequisite – 100A

Gain an overview of health and safety standards, GSCNC practices and policies, forms and the concept of girl ownership. Required for resource volunteers who want to serve as an adult-in-charge for a specific activity, event, trip, overnight or camping.

◆100B–Online Fundamentals for Resource Volunteers

Credit Hours – 2 Hours

Prerequisite – 100A

Obtain 100B training by reading and completing assignments on the Internet. Go to http://www.gscnc.org/avd/basic_leadership.html

Program Level

◆102 Daisy Program Level

Credit Hours - 3 Hours

Prerequisite – 101 or 100 A&B

Discover what makes leading a Daisy Girl Scout troop so much fun! Gain tips and tools for a great year. Learn what makes a Daisy Girl Scout tick. Gather resources and learn to plan meetings. Review how to work with Daisy troop finances and troop government so that Daisy girls begin to learn to make choices and develop team spirit. Find out how to involve adults in the Daisy program.

◆103 Brownie Program Level

Credit Hours - 3 Hours

Prerequisite – 101 or 100 A & B

Learn about the Brownie Girl Scout program, including Try-Its, songs, games, bridging to Juniors and more. Discover the developmental characteristics and how to form an effective partnership with the girls. Plan meetings; explore program activities and resources, service projects, troop government, and finances. Learn to involve other volunteers.

◆104 Junior Program Level

Credit Hours - 3 Hours

Prerequisite – 101 or 100 A&B

Discover the riches of the Junior Girl Scout Program, including badges, signs and bridging activities. Learn about working with the Junior Girl Scout and how to empower girls in the planning process so that the troop is really their own. Learn to use patrols as troop government. Manage the troop finances and involve adults in the Junior program.

◆150 Working with Teen Girls

Credit Hours – 3 Hours

Prerequisite - 101 or 100 A

Learn the basics of advising a troop of Teen Girl Scouts. Gain an overview of the options open to all girls 11-17 so that you can guide girls as they take even more ownership of their program. Learn about the Studio 2B philosophy and how you can be an effective advisor.

◆151 Teen Recognitions for Girls 11-14

Credit Hours – 2 Hours

Prerequisite - 101 or 100 A and 150

Learn about options available to middle school aged girls including Interest Projects, the Silver Award, GSCNC options and bridging to Senior Girl Scouts and Studio 2B Focus books.

◆152 Teen Recognitions for Girls 14-18

Credit Hours – 2 Hours

Prerequisites – 101 or 100 A and 150

Learn about the programs and awards available to high school age Girl Scouts, including Interest Projects, Focus Books, Senior Challenge, Leadership pin, along with GSCNC awards. Develop strategies to help mentor girls as they work on their Gold Award.

Troop Travel

◆110 Domestic Troop Travel

Credit Hours – 3 Hours

Prerequisite - 101 or 100 A&B

This course qualifies participants to assist troops in planning domestic trips more than 200 miles outside of the council borders including the entire U.S. (Hawaii and Alaska), as well as U.S. territories.

◆130 International Troop Travel

Credit Hours – 3 Hours

Prerequisites - 101 or 100 A&B and 110

Trip planning for Teen troops intending to take trips outside the continental U.S.

Outdoor and High Adventure

◆200 Cookout & Campout

Credit Hours – 30 Hours (includes overnight)

Prerequisite – 101 or 100 A&B

Fee – Participants plan menu and budget at planning session; cost divided among participants.

This course qualifies participants to take a troop on both day cookout trips and overnight camping trips to established sites with readily accessible potable water and latrines or bathrooms. Skill building includes using kaper charts; building wood and charcoal fires and using portable cook stoves; selecting appropriate campsites; pitching tents; camping at sites with Adirondack shelters, glen shelters, platform tents, tree-houses, cabins or lodges. This course has one or more planning sessions and an overnight.

◆224 Online Re-qualification for Cookout & Campout

Credit Hours – 1.5 Hours

Prerequisite – 200

The re-qualification process is completed every three years. Re-qualification requires passing a written skills test. Skills test also transfers similar qualification from another council or youth group. Go to <http://www.gscnc.org/avd/outdoor.html>

◆250 Lightweight Camping

Credit Hours – 12 Hours (optional overnight offered)

Prerequisite – 101 or 100 A&B, 200; 250 application

Fee – Participants plan menu and budget at planning session; cost divided among participants.

This course qualifies participants to lead girls on camping trips at established primitive campsites where the base campsite may not be farther than 2 miles from point-of-origin. Skill building will include health and safety; water purification; using lightweight, inexpensive gear; low impact procedures and other skills needed for primitive camping. This class has a planning session and a skills day; optional overnight following the skills day offered. You must let your trainers know if you plan to do this at the planning session.

◆**225 Re-qualification for Lightweight Camping**

Credit Hours – 4 Hours

Prerequisite – 250; 225 application

The re-qualification process is completed every three years. Initial re-qualification requires attending part of a 250 class to renew/review skills from 250 Lightweight Camping. Subsequent re-qualification requires application only. Course also transfers similar qualification from another council or youth group.

◆**260 Backpacking**

Credit Hours – 33 Hours (includes a 6-12 mile hike and an overnight)

Prerequisite – 101 or 100 A&B, 200 and 250

Build on your lightweight camping skills and learn to lead backpacking trips into remote areas using specialized equipment. Review and expand trip planning, safety and emergency procedures. Gain skills to build group trust and a spirit of cooperation.

◆**226 Re-qualification for Backpacking**

Credit Hours – 6 Hours

Prerequisite – 260; 226 application

The re-qualification process is completed every three years. Initial re-qualification requires attending part of a 260 class to renew/review skills from 260 Backpacking. Subsequent re-qualification requires application only. Course also transfers similar qualification from another council or youth group.

Administrative

◆**305 Service Unit Encampment Coordinator**

Credit Hours – 6 Hours

Prerequisite – 101 or 100 A & B

Learn to manage the people and programs to make service unit encampments fun, safe and successful; discover ways to plan exciting programs; create a budget; use tools to develop timelines, plan meals; learn to involve girls and adults; and what to delegate and how to manage the myriad of details. Recommended at least six months or more before an encampment.

◆**320 A & B Service Unit Manager**

Credit Hours – 6 Hours

Prerequisite – 101 or 100 A & B, appointed to position by staff

Learn to effectively direct the work of the service unit (SU). Review the roles of the manager, SU team, and the field director; understand SU expectations in relation to association and council; gain the tools and techniques to appoint and release volunteers; learn how to run efficient, effective meetings; responsibilities related to money management and other necessary paperwork; review insurance guidelines, safety standards and technology; and discover how to organize recognitions and mini-celebrations to unite and motivate volunteers. This class may be offered in two sessions.

◆**330 Troop Organizer**

Credit Hours – 3 Hours

Prerequisite – 101 or 100A

Learn the year-round steps to troop/group recruitment and organization. Obtain 330 training by completing homestudy booklet and attending follow-up meeting with local organizer consultant. Sent via US mail, request a copy by calling 202-237-1670, ext 240 or at www.gscnc.org/avd/administrative.

◆**341 Summer/Spring Day and Evening Program (S/SDEP) Director – Returning**

Credit Hours – 2 Hours

Prerequisite – Appointed to position by staff, served in position previous year

Required annual update for directors managing fee-funded and community-based day and evening programs. Provides council-wide changes to policies, procedures and paperwork related to program operations and sharing new program resources.

◆**342 S/SDEP Director – New**

Credit Hours – 4 Hours

Prerequisite – Appointed to position by staff

Required for first-time directors managing fee-funded and community-based day and evening programs. Provides expectations and resources specific to running a GSCNC day camp. Overview of policies, procedures and

paperwork related to program operations; expectations for hiring, training and supervising staff; managing emergency and crisis situations; and money management.

◆**343 S/SDEP Director – Roundtable**

Credit Hours –1 Hour

Prerequisite – Appointed to position by staff
Facilitated discussion for directors to share ideas and issues with peers.

◆**350 Program Aide Instructor**

Credit Hours – 2 Hours

Prerequisite – none

Program Aide is an earned recognition available to teen girls. Upon completion of this class, an adult can teach Program Aide classes for teen girls scheduled and advertised through the Program department.

◆**370 REACH: New Coordinator Training**

Credit Hours – 7 Hours

Prerequisite – REACH Team Application

The GSCNC REACH Team helps girls reach for their dreams and goals by bringing Council sponsored and enrichment programs to local areas. Volunteers learn the logistics of hosting and coordinating Council sponsored programs, share program resources and ideas, as well as become trained in delivering GSCNC core programs (such as Zink the Zebra, Capital Currency, etc.). Participant earns the REACH pin and the Apprentice bar.

◆**380 Nominating and Referral Committee**

Credit Hours – 3 Hours

Prerequisite – none

Learn ways to find the talented, energetic adults who can inspire and motivate others. Review the processes of developing a slate for association elections, of submitting names for Board-level appointments, and for encouraging growth in adults within the Girl Scout movement.

◆**390 Adult Recognition**

Credit Hours – 3 Hours

Prerequisite – Interest in Recognizing Adults
Discover how to thank and recognize volunteers, both informally and officially. Review the national and council awards; practice determining which awards are appropriate for which activities; and review strategies for writing effective letters of endorsement.

◆**391 Adult Recognition Letter Writing & Ceremonies**

Credit Hours – 3 Hours

Prerequisite – 390

Learn how to write letters that effectively convey the value of your nominee's efforts and how to coach others with proven techniques to write letters that get results. Explore ways to make recognition ceremonies memorable.

Health and Safety

GSCNC offers first aid and CPR classes conducted by:

- American Red Cross
- Emergency Care & Safety Institute (ECSI)

Refer to *Safety-Wise 2000*, pages 36-37, for additional information on approved First Aid & CPR training.

◆**First Aid – Level 1**

Fee – See website, includes textbook

Learn to identify and care for common injuries and sudden illness until advanced medical personnel arrive. Required for the adult acting as the primary First-Aider at a Girl Scout activity, event or trip. Certification is valid for three years.

◆**First Aid – Level 2**

Prerequisite – First Aid, Level 1

Fee – See website, includes textbook

Provides advanced first aid information with additional knowledge and skills on how to respond when emergency medical services are more than 60 minutes away. Required of the adult acting as the First-Aider at the resident camp; core staff and family camping; at day events, overnight, and camping events with more than 200 participants; or otherwise

indicated in *Safety-Wise* ©2000. Certification is valid for three years.

◆**CPR – Adult and Child (Pediatric)**

Fee - See website

Identify and recognize the symptoms of cardiac emergencies in adults and children. Required for the adult acting as the primary First-Aider at a Girl Scout activity, event or trip. Certification is valid for one or two years.

Trainer Education

◆500 Train-the-Trainer

Credit Hours – 12 Hours

Prerequisite – application process

Learn to effectively deliver the standard training modules designed to prepare GSCNC volunteers for their positions. Examine experiential learning techniques appropriate for training adults with diverse learning styles; discover your personal learning and training styles and learn how they relate to team training and reaching all participants; and practice planning, delivering and evaluating a training session. Participant earns GSUSA Trainer Pin with Apprentice Trainer rocker.

◆506 Field Experience Roundtable

Credit Hours – 2.5 Hours

Prerequisite – 500; Field Experience Journal complete

Description – Review field experience as an apprentice trainer; and identify techniques to make training more effective. Participant earns GSUSA Experienced Trainer rocker.

◆511 Trainer Mentors

Credit Hours – 2 Hours

Prerequisite – 500, 506; application process

Description – Define the relationship between mentors and apprentice trainers; learn to identify individual level of needs and guidelines on how to provide constructive support and feedback to apprentices.

Special Events

◆700 series

GSCNC sponsors a number of special training events planned and implemented by volunteer committees. They include:

- Leaderfest – biannual; program enrichment training for troop leaders.
- Continuing Education Conference (CEC) – biannual; professional development training for administrative volunteers.
- Outdoor Odyssey – biannual; outdoor program enrichment training for campers and non-campers.
- Crop Into Weekend – annual, fall; scrapbooking for experts and novices.
- Sing Into Weekend – annual, fall & spring; learning, sharing and singing old and new Girl Scout songs.

Enrichment

◆800 series

Enrichment courses provide specialized information or skill building on a wide range of topics from arts and crafts to outdoor programming.

Any volunteer or community expert is encouraged to develop a class and share his/her knowledge.



Volunteer Benefits

Training & Recognition

Earn the Leadership Development Pin, a visible symbol of your volunteer training and development. Complete the application on page 21 and submit to a service unit for approval.

Résumé Enhancement

The management, organization, event planning and training skills you develop as a Girl Scout volunteer are often those employers are seeking.

Tax Deductions

Volunteers may deduct certain “non-reimbursed out-of-pocket expenses directly related to the services given to a qualified charitable organization,” such as the Girl Scouts, if deductions are itemized on tax returns. Document direct gifts of money, non-cash contributions (fair market value), transportation expenses, phone bills, postage or copying charges throughout the year for possible deduction. Volunteers are urged to consult their personal tax advisor or the IRS.

Training Registration



Online

Use the online registration system at <http://register.gscnc.org> to view and register for courses. Receive e-mail with confirmation and directions from helpdesk@gscnc.org within 48 hours. Courses that require a special application have an online version that you may fill out to register.



Phone

If your course does not require a written application, you may register by phone. Please speak slowly and clearly, and leave all the information requested. You may find it helpful to complete the registration form on page 16 to use as your "script" before calling.

During office hours (M – F, 9 - 5), call (202) 237-1670 or 1-800-523-7898. Ask to be connected to extension 240.

When the office is closed, call (202) 237-1670 or 1-800-523-7898. When the automated attendant answers, dial 455. When connected, press 5. Follow the directions for automated course registration or cancellation, and questions regarding registration.



Mail

Send the registration form found on page 16 or online at www.gscnc.org. Please indicate first and second choices of sessions for each course. If payment is required, you may pay by check or credit card. Send form to GSCNC, attention Training Registration.

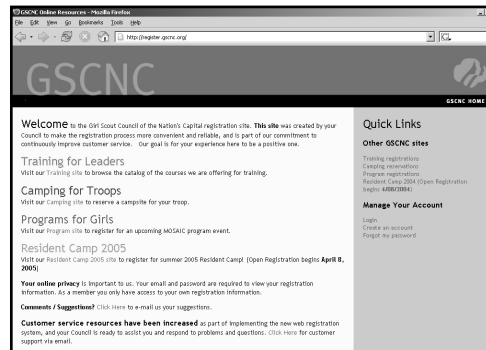


Fax

Send the registration form to Training Registration at (202) 274-2161. Please be sure to include all information requested on the form. You may fax us your credit card numbers when a fee is required.

Online Registration

Volunteers may access training, program and camping opportunities with the GSCNC online registration system. Just set-up one account and all the possibilities are available.



Creating Your Online Account

1. Go to **register.gscnc.org**
2. On the right side under **Manage Your Account**, click on **Create an account**.
3. Complete the electronic form. Click on **Submit**, process is complete

Updating Your Online Account

1. Go to **register.gscnc.org**
2. On the right side under **Manage Your Account**, click on **Login**
3. Login (you will need your username and password)
4. Once logged in, click on **Edit My Account**.
5. Scroll through the form to verify all your information is current. Edit or add information as needed.
6. Click on **Submit**, process is complete.

helpdesk@gscnc.org is ready to assist you and respond to problems and questions.

Local Contacts

Once you have established your Online Account, the names and contact information for your local volunteer (service unit manager) and staff (field director) “experts” is always available on the “My Account” page.

Confirmation and Directions

You will receive a confirmation of registration and directions to the site in an e-mail, which is sent within 48 hours after registration.

If we do not have your e-mail address, a confirmation letter with directions will be mailed. If we are unable to place you in a class of your choice, we will notify you.

When logged into the system, driving directions may be accessed at the online course-offering page by clicking on the location name.

Wait List

If you are placed on the waitlist for a class, you will be notified by e-mail. As cancellations occur, participants are added to a class and again notified by e-mail.

Cancellations

You may cancel your registration through the online registration system or by email, or phone. **Don’t be a NO SHOW!** Classes are very popular often with waiting lists. Cancelling your registration allows a waitlisted participant to attend the class. If you are unable to attend a class, please cancel as soon as the conflict occurs.

Inclement Weather

Occasionally severe weather does force the cancellation of a class. The trainer and staff will attempt to contact participants by e-mail or phone.



Low Enrollment

If a class has not met its required minimum 5 days before the course, the class may be cancelled. Registered volunteers will be notified and every effort will be made to place you in another session.

Registration Fees

All courses that require advance payment state the cost in the Fee section of the online catalogue or calendar. All First Aid courses and some enrichment courses require a fee.



Methods of Payment

You may pay with VISA, Mastercard or a check. Credit card information may be submitted online, by phone, mail or fax. A check payable to GSCNC may be mailed.

Volunteers may apply for financial assistance by completing the request form on page 23.

Space Guarantee

Payment must accompany registration to assure space in a class. To temporarily “hold” a space until payment by check arrives, we recommend that you phone or fax your registration immediately.

Transferring Fee

To change your registration from one session with a fee to another with a fee, please call (202) 237-1670 or 1-800-523-7898, extension 275.

Refunds

Refunds for classes requiring payment will be granted if you cancel before the scheduled class date.

Financial Assistance

A volunteer may apply for financial assistance to support her/his participation in training or events. Submit request form on page 23 to the Adult Volunteer Development department. The form is also available at www.gscnc.org.

First Aid and CPR courses offered in the community may be more expensive. GSCNC will reimburse volunteers up to \$25 for First Aid and CPR classes taken in the community. Submit a receipt and the request form on page 23 to the Adult Volunteer Development department to receive reimbursement.

Special Needs



We want training to be accessible to all our volunteers. Please indicate any special services you may need when you register, so that we have an opportunity to make the needed accommodations.

Arrive On Time



GSCNC values our volunteers' time, so classes start on time. **If you arrive more than 15 minutes after the class has begun, you will not receive credit for the course**, even if you choose to stay for the remaining class time. Give yourself extra time to deal with the notorious Washington area traffic!

Bringing Children



Training events cannot accommodate children, unless childcare is available. If childcare is offered, dates and times will be indicated in the training calendar and online by clicking on "More".

Teen Girl Attendance

If space is available, a teen girl in high school may register for an adult training class. Priority is given to adult participants, which may require the cancellation of a teen's registration. The Program department offers Teen training opportunities.

Request a Class

If you are interested in a specific course that is not available, please talk with your local volunteer or staff contact. They will work with volunteer trainers to fulfill the request.

Securing sites for trainings is frequently a hurdle. Identifying or reserving a local site for training may help a trainer satisfy your request more quickly.

On-line Training Classes

Blackboard.com hosts GSCNC online courses. To take one of our classes, you must create an account with Blackboard.com. This is different from your GSCNC online registration account.

You will find the following directions to help at <http://www.gscnc.org/avd/blackboard/>

Establish a Blackboard account

- Go to the Blackboard website at <http://coursesites.blackboard.com> and complete an account set-up form.
- IMPORTANT - Keep a record of your user name and password. This information cannot be retrieved.
- This is **not** the same account you use for GSCNC online registration.

Enroll in a course

- Once you have logged into your Blackboard account, you will notice three columns of information on the page. Scroll halfway down the page, looking for the last text in the second column.
- Click on "Browse Course Catalog"
- In the "Search Catalog Box," select ID beside "Course" and type **GSCNC002** to find our 101 Basic Leadership online course or type **GSCNC100B** to find our 100B Fundamentals for Resource Volunteers online course.
- Course descriptions will appear for either course.
- Do NOT click on the course name.
- Click on the "Enroll" button to the far right.
- On the "Self Enrollment" page, click "Submit".
- Click "OK" to complete your enrollment.

I'm enrolled but forget how to get to the courses

- Click this link to reach Blackboard <http://coursesites.blackboard.com>
- Move to the right, to the Sign Up section. Type your user name and password.
- The next screen should be the Welcome screen.

Resources for Volunteers

Visit the **GSUSA web site:** www.girlscouts.org/program/gc_central/
 Visit **www.gscnc.org**



Marilynn Carr Information Center

The Marilynn Carr Information Center is located across from the GS Shop at our Main Office in D.C. The staff provides on site, phone and email responses to inquiries of volunteers and the public. Forms and publications are available at the center.

Hours: 9:30 a.m. - 5:30 p.m.
 Monday - Friday
 Phone: 202-237-1670, ext. 297
 Email Address: info@gscnc.org

Staff Contacts: www.gscnc.org/info/contact
Publications: www.gscnc.org/pubs
Forms: www.gscnc.org/forms

Publication	What's in it?	Where do I get it?			
		Service Unit	Information Center	Online Gscnc.org	Other
Safety-Wise	GSUSA safety standards	✓			Field Director (1) Shop (additional)
Green Pages	GSCNC policies, practices & resources	✓	✓	✓	
Capital Notes	Program information and opportunities	✓	✓	✓	
Volunteer Basics	Guide for new volunteers	✓	✓	✓	
Big Book of Program	Catalogue of programs to borrow	✓	✓	✓	
2006 Leader CD-ROM	Electronic forms & resources	✓	✓		
Welcome Packet	Guide for first weeks as a troop leader	✓	✓	✓	
Kaleidoscope	Catalogue of teen programs	✓	✓	✓	
TTG	Magazine for teens	✓	✓	✓	
GSCNC Campsite Directory	Description of council camp properties			✓	
GSCNC Annual Report	Financial and program summary		✓		
Adult Recognition Handbook	Guide for thanking volunteers	✓	✓	✓	

Volunteer Position	Required Training	Recommended Training
Adult Recognition Committee		390 Recognition 392 Letter Writing and Ceremonies
Assistant Leader, Advisor		101 Basic Leadership 102,103, 104, or 150 Program Level
Association Chair and Asst. Chair	Materials and briefing by Second VP & Deputy Executive Director (2 hours)	Continuing Education Conference for Administrative Volunteers (CEC)
Association Program Manager	Briefing with Program department (dept.)	
Association Training Manager	325 Association Training Manager conducted by AVD staff	CEC
Calendar Depot Manager	Materials and training by Product Sales Department	
Camp Qualified Adult	100 A & B for Resource Volunteers 200 Cookout & Campout 224 Re-qualification every 3 years	Enrichment classes Outdoor Odyssey 250 Lightweight Camping 260 Backpacking
Cookie Depot Manager	Council-wide briefing (annual; 4 hours)	
Council Committee	Briefing by committee chair and staff liaison	
Day Camp Staff Member	341 or 342 for Directors Briefing(s) by Director to staff	Enrichment classes Leaderfest Outdoor Odyssey CEC
First Aider	First Aid, Level 1 or 2 (re-certify every 3 years) CPR, Adult & Child (re-certify every 1 to 2 years)	100A Introduction to Girl Scouting
Helping Parent		100 A Intro to Girl Scouting
High Adventure Specialist	100 A & B Certification/qualification training listed in <i>Safety-Wise</i>	
Local Press Representative	Materials from Public Relations dept.	Training by Public Relations dept
Program Aide Instructor	350 Program Aide	150 Teen Program Level
Program Resource Volunteer	Materials & briefing by Program dept. 100 A for Resource Volunteer 100B B Fundamentals (if supervising girls)	Enrichment classes Leaderfest Outdoor Odyssey
Registrar	Briefing by Field Director	CEC
REACH Program Team Member	370 REACH – New Coordinator Training	
Trainer	500 Train-the-Trainer 506 Field Experience Roundtable	511 Trainer Mentor CEC

Volunteer Position	Required Training	Recommended Training
Troop Calendar Manager	Materials & briefing by troop leader	
Troop Cookie Booth Coordinator	Briefing by SU Cookie Booth Coordinator (1 st year in position; 2 hours)	Briefing by SU Cookie Booth Coordinator (2+ years in position; 2 hours)
Troop Cookie Manager	Briefing by SU Cookie Manager (1 st year in position; 2 hours)	Briefing by SU Cookie Manager (2+ years in position; 2 hours)
Troop Leader, Advisor	101 Basic Leadership 102,103, 104, or 150 Program Level	Enrichment classes Leaderfest
Troop Money Manager	Briefing by troop leader or SU Money Manager	
Troop Organizer	330 Troop Organizer Training	CEC
Troop QSP Manager	Briefing by SU Cookie Manager (first year in position, 2 hours)	Briefing by SU QSP Manager (2+ years in position, 2 hours)
Troop Travel Consultant	110 Troop Travel (domestic) 130 International Travel	
Troop SHARE Leader	Briefing by SU SHARE Leader (annual)	
SU Cookie Booth Coordinator	Council-wide briefing (annual; 4 hours)	
SU Cookie Manager	Council-wide briefing (annual; 4 hours)	
SU Manager	101 or 100A & B 320 A & B Service Unit Manager	CEC
SU Money Manager	Briefing by SU Manager or Field Director	CEC
SU QSP Manager	Council-wide briefing (annual; 4 hours)	
SU SHARE Leader	Council-wide briefing (annual; 3 hours)	

When GSCNC updates training courses, they are often re-numbered and/or re-named. The chart below lists the current courses and their previous equivalents.

Current Course Designation	Previous Course Designation
101 Basic Leadership	002 Nuts and Bolts
150 series Teen Level	105 series Cadette & Senior Level
200 Cookout and Campout	214 Campout
250 Light weight Camping	215 Backcountry Camping
260 Backpacking	216 Backpacking

The chart below lists the training course equivalents from Penn Laurel Council that satisfy GSCNC's requirements.

Penn Laurel Course	GSCNC Course
Orientation	101 Basic Leadership Training Checklist
Troop Management	101 Basic Leadership
Age Level	Program Level
Troop Trip	110 Troop Travel
Basic & Advanced Troop Camping	200 Cookout & Campout

Volunteer Requirements

As a volunteer, you will be working with our most valuable asset – our membership – our girls. So, every volunteer is expected to meet three simple requirements:

1. Application

Submit a Volunteer Position Application located on page 17 or complete online at www.gscnc.org/avd/apply_now/

2. References

If you plan to work with girls, GSCNC must receive at least two complete Reference for Volunteer Position forms. We recommend distributing the forms to three people other than family members to complete. Once complete, the reference forms should come directly to GSCNC by mail or e-mail.

The form is located on page 19 or online at www.gscnc.org/avd/apply_now/

Upon receipt of both an application and two references, a staff member will consider the forms for approval. Applicants receive written notification of the review decision.

3. Training

Volunteers are trained for their specific positions. *Volunteer Basics* contains details about both the positions and the available training. Required and recommended training for each volunteer position is listed on page 14-15.

Volunteer Placement

GSCNC places volunteers based on two factors:

Which volunteer position(s) interest you?

The Volunteer Application gives you an opportunity to tell us your interests and availability. This information is shared with staff and volunteers responsible for placing new volunteers.

Where geographically do you want to volunteer?

Near home, work, anywhere or everywhere. GSCNC is organized geographically into associations that are divided into service units. As a new volunteer, indicating your association and service unit numbers will facilitate our ability to serve you.

Learn or confirm your association and service unit numbers by:

- Contacting a Girl Scout volunteer in your neighborhood
- Letting the Online Registration system designate using your home zip code
- Contacting GSCNC Membership or Adult Volunteer Development departments

Girl Scout Membership

Adult volunteers holding many appointed positions are required to join Girl Scouts of the USA, the national organization headquartered in New York City. All other adult volunteers are encouraged to consider membership in an organization dedicated to inspiring girls to become happy and resourceful adults. The annual membership registration fee is \$10.00.

If you want to join, please contact the Membership Department at 800-523-7898; 202-237-1670 to obtain a membership form.



GSCNC Office Only

Dates References Received #1 _____ #2 _____ #3 _____

Approved for Appointment Y___ N ___*

Approved by _____ Date _____

**Girl Scout Council of the Nation's Capital
Volunteer Position Application**

You may complete online at www.gscnc.org/avd/apply_now.

Please return completed form to Girl Scout Council of the Nation's Capital,

Attn: Membership Department, 4301 Connecticut Avenue, NW, Washington, DC 20008

Provide numbers below if known

GSUSA ID #:		Association:		Service Unit:	
Name of School (if known):				Troop # (if known):	
Name:					
Address:					
City:		State:		Zip Code:	
Home Phone:		Work Phone:		E-mail:	
I would like to work with ... <input type="checkbox"/> girls <input type="checkbox"/> adults <input type="checkbox"/> girls and adults					
I am available to volunteer ... <input type="checkbox"/> 4+ hours a week <input type="checkbox"/> 2- 4 hours a month <input type="checkbox"/> 1-3 days a year					
I am interested in the following volunteer opportunities (check all that apply):					
Troop Leader/Co-Leader		First Aider		Fund Raising	
Program Volunteer		Outdoors (e.g. canoeing, climbing)		Public Relations	
Troop Camping		Training Adults		Administrative Support	
Day Camp		Other:			
Volunteer Experience					
Use the space below to describe current or previous volunteer experience including work with the Girl Scouts. List organization name(s), positions held, and dates of service.					
Professional Experience					
Use the space below to describe professional experience related to your volunteer interests.					
OVER					

ALL VOLUNTEERS PLANNING TO WORK WITH GIRLS ARE REQUIRED TO COMPLETE THIS PAGE.

Have you ever been convicted of any criminal offense?	Yes	No
If yes, please provide date(s), offense, court and sentence:		
Has your driver's license ever been suspended or revoked?	Yes	No
If yes, please provide date(s) and circumstances:		
Is there any fact of circumstance involving you that would call into question your being entrusted with the supervision, guidance and/or care of young people?	Yes	No
If yes, please explain:		
Please list below the names and addresses of three persons (other than family members) you have sent reference forms to:		
Name:	Phone:	
Address:	E-mail:	
Name:	Phone:	
Address:	E-mail:	
Name:	Phone:	
Address:	E-mail:	
I understand that:		
<ul style="list-style-type: none"> The information that I have provided may be verified by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information; My failure to complete this information may directly affect completion of the application process; In signing this application, I affirm that the information I have given is true and correct. 		
Signature of Applicant	Date	

GSCNC Office Only

*Please provide the explanation for decision:



Girl Scouts.

Volunteer Applicant: If you are planning to work with girls, complete items in **bold** and distribute a form to each of the three (3) references listed on your application. Please have references returned directly to the GSCNC Membership Department.

**Girl Scout Council of the Nation's Capital
Reference for Volunteer Position**

You may complete online at www.gscnc.org/avd/apply_now.

The person named below is applying for a Girl Scout volunteer position and has given your name as a reference. If appointed, this individual would be working in a leadership position with girls between the ages of 5 and 17 from all segments of the population. Girl Scouting provides an opportunity for girls to have fun, learn new skills, develop leadership abilities, manage their own activities, and become vital members of the community. Girl Scout volunteers also work with parents and other adults who are interested in providing quality program for girls. To help assess the individual's ability to serve in a leadership role within Girl Scouting, please complete this form, fold and mail. Your comments will be confidential and will not be shared with the applicant. Thank you.

Name of Applicant:	Association:	Service Unit:
--------------------	--------------	---------------

Address:

City:	State:	Zip Code:
-------	--------	-----------

Home Phone:	Email:
-------------	--------

How long and in what capacity have you known the applicant?

--

What would you consider the applicant's strongest asset?
--

--

Please rate the following using the number scale below:

1-Excellent 2-Good 3-Average 4-Fair 5-Poor 6-Unknown

Motivation	Teamwork	Sense of Humor	Patience	Speaking Skills	Planning Skills
Leadership	Flexibility	Enthusiasm	Reliability	Interpersonal Skills	Listening Skills

Would you be willing to place your daughter, or a child for whom you are responsible, under the applicant's supervision, guidance or care?
--

Yes	No	Why not?
-----	----	----------

--

Print Name:

Address:

Phone:	E-mail:
--------	---------

Signature:	Date:
------------	-------

Please return completed form to Girl Scout Council of the Nation's Capital
Attn: Membership Department, 4301 Connecticut Avenue, NW, Washington, DC 20008, 800-523-7898

Please fold and secure with tape. Do not staple.



PLACE
STAMP
HERE

4301 Connecticut Avenue, NW Washington, DC 20008

Girl Scout Council of the Nation's Capital
4301 Connecticut Avenue, NW
Washington, DC 20008
Attn: Membership Department

Insert PDF for Training Registration



**Girl Scout Council of the Nation's Capital
Request for Training Financial Assistance**

You may make photocopies of this form as needed or download at www.gscnc.org

Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	
E-mail:		
Troop:	Association:	Service Unit:
I would like reimbursement for a community-based course (check all that apply): First Aid <input type="checkbox"/> Level I <input type="checkbox"/> Level II CPR <input type="checkbox"/> First Aid and CPR classes registered by GSCNC are offered at a reduced rate. GSCNC reimburses up to \$25 for First Aid and CPR classes taken in the community. To receive reimbursement, complete this form and submit with class receipt.		
I would like to request financial assistance to participate in a training class or event.		
Name of Class/Event:		
Location:		Date(s):
Cost of Class/Event:	Registration Fee	\$ _____
	Transportation	\$ _____
	Food	\$ _____
	Lodging	\$ _____
	Other	\$ _____
	Total Cost	\$ _____
Amount Requested:	\$ _____	
Statement of Financial Need Please provide information addressing the financial circumstance that make the request necessary.		
Signature		Date:
GSCNC Office Only	Amount Approved _____ Denied _____	Account _____
	Approved by _____	Date _____

**Please return completed form to Girl Scout Council of the Nation's Capital,
Attn: AVD Department, 4301 Connecticut Avenue, NW, Washington, DC 20008
Fax 202.274.2161**

Girl Scout Council of the Nation's Capital
Leadership Development Pin Application
 To apply for the official GSUSA official adult recognitions,
 please complete this form and submit to service unit.

To receive Leadership Development Pin: 1. Complete Sections I and II. 2. Submit the completed form to your service unit manager (SUM). Retain a copy.	To receive Green, Silver or Gold Leaves: 1. Complete Sections I and III on a new form. 2. Attach the new form to a copy of the original. 3. Submit completed form to your SUM.
Process 1. The SUM reviews the application and if all requirements have been met, signs the application. 2. The SUM or designee purchases the pin and/or leaves from the GSCNC Girl Scout Shop. The form is retained in the service unit. 3. If the troop leader purchases the pin, she/he must bring the signed form to the Girl Scout Shop. The form is retained in the service unit.	

Section I		
Name:		
Address:		
City:	State:	Zip Code:
Home Phone:	Work Phone:	E-mail:
Troop #:	Association:	Service Unit:
Position:		Years in the Position:
Signature:		Are you currently registered?

Section II:			
Applicant has completed the following training (Check one in each column. Additional classes may be counted on the back of the form toward leaves):			
101 Basic Leadership		102 Daisy	
100 A & B Resource Volunteers		103 Brownie	
002 Nuts & Bolts		104 Junior	
		150 Teen	
Applicant has attended the two beyond-the-troop activities stated below. (e.g. service unit, association, or GSCNC events.)			
1.		2.	
Applicant has secured the trained adults below to support a troop. (Applicant may serve as EITHER First Aider or Camp Qualified Person, but not both.)			
First Aider Name:			
Camp Qualified Person:			
Service Unit Use Only		Date:	
Approved by:			

Leadership Development Pin Application

Section III:

The applicant has attended the following additional workshops and other training to qualify for leaves to be added to the Leadership Development Pin. Use course descriptions in Volunteer Basics and the online training catalogue at register/gscnc.org to determine contact hours.

- Green Leaf = 10 contact hours. Five green leaves are replaced by one silver leaf.
- Silver Leaf = 50 contact hours. Five silver leaves are replaced by one gold leaf.
- Gold Leaf = 250 contact hours.

Course Name	Date	# Hours	Accredited Institution or Organization

Total Hours

Service Unit Use Only
Approved by:
Date:
Applicant has completed the requirements for:
Green Leaf (ves)
Silver Leaf (ves)
Gold Leaf (ves)

Girl Scout Council of
the Nation's Capital
4301 Connecticut Ave. NW
Washington, DC 20008
202-237-1670
800-523-7898
www.gscnc.org

