

<b>Girl Scout Council of the Nation's Capital</b>  <h1 style="text-align: center;">Service Unit Supply Request Form</h1>	<b>For Office Use Only</b>  Date Received: <input style="width: 100%; height: 20px;" type="text"/>  Date Mailed/Packed: <input style="width: 100%; height: 20px;" type="text"/>
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**To request materials for your Service Unit, please contact the Field Director (or Membership AA) who oversees your Service Unit.**

**Items can be picked up from any of our offices (listed below) or mailed to you.**

***Please allow 5 business days to receive and process your request.***

OFFICE	ADDRESS	PHONE	FAX
DC (Main Office)	4301 Connecticut Ave NW, #M-2 Washington, DC 20008	(202) 237-1670 <i>(800) 523-7898</i>	(202) 274-2161
Frederick	3 Hillcrest Dr, #A-103 Frederick, MD 21703	(301) 662-5106	(301) 695-0631
Leesburg	801 Sycolin Rd, #202 Leesburg, VA 20175	(703) 777-5644	(703) 777-5489
Lorton	7764 Armistead Rd, #210 Lorton, VA 22079	(571) 642-0253	(571) 642-0294
Manassas	8421 Dorsey Cir, #101 Manassas, VA 20110	(703) 365-9600 <i>(800) 332-7230</i>	(703) 365-9404
Martinsburg	153 McMillan Ct Martinsburg, WV 25404	(304) 263-8833 <i>(888) 263-8834</i>	(304) 263-8836
Waldorf	2670 Crain Hwy, #101 Waldorf, MD 20601	(301) 638-5373 <i>(800) 834-1702</i>	(301) 638-7016

For directions to offices, visit: <http://www.gscnc.org/Offices.html>

<input type="checkbox"/> <b>PICK UP AT (list office)</b>	<b>PICK UP DATE</b>
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

<input type="checkbox"/> <b>MAIL TO ADDRESS (below)</b>
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Association*	<input style="width: 100%; height: 20px;" type="text"/>	Service Unit*	<input style="width: 100%; height: 20px;" type="text"/>
Name*	<input style="width: 100%; height: 20px;" type="text"/>		
Street	<input style="width: 100%; height: 20px;" type="text"/>		
City, State, Zip	<input style="width: 40%; height: 20px;" type="text"/>	<input style="width: 20%; height: 20px;" type="text"/>	<input style="width: 40%; height: 20px;" type="text"/>
Email*	<input style="width: 100%; height: 20px;" type="text"/>		
Phone*	<input style="width: 100%; height: 20px;" type="text"/>		

*Required information – your request will not be processed if the above \* fields are blank*  
**Please print clearly**

# Service Unit Supply Request Form

Please fill in the quantity of each item you wish to receive. Items will be selected from the most current items in stock. Note: the starred (\*\*) items below are on the web in PDF and/or Formatta at: [www.gscnc.org](http://www.gscnc.org).

	<u>Parent Permission Slips/ Health History Forms</u>	<u>Publications/Recognitions</u>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;"><b><u>New Leader Pack (NLP)</u></b>, includes:</p> <ul style="list-style-type: none"> <li>*Safety-Wise+updates</li> <li>*Green Pages(**)</li> <li>*Volunteer Basics(**)</li> </ul> </div> <ul style="list-style-type: none"> <li>*Volunteer Welcome Book</li> <li>*Blue Book 2006 Flyer</li> <li>*Program Yellow Pages(**)</li> <li>*Program Kits 411(**)</li> <li>*Program Department Flyer</li> <li>*GS Shop Catalog</li> <li>*B251 Troop Membership Financial Assistance Request(**)</li> <li>*GSUSA Insurance Brochure(**) and Claim Form(**)</li> <li>*SHARE Brochure</li> </ul>	<ul style="list-style-type: none"> <li>**A130 – Girl Health History/Emergency Medical Authorization</li> <li>**B221 – Parental Permission Form</li> <li>**B230 – Adult Health History Form</li> <li>**B242 – Troop Transportation Form</li> <li>**C321 – Readiness and Behavioral Contract</li> </ul>	<ul style="list-style-type: none"> <li>**Adult Recognitions Handbook</li> <li>**Going for the Gold</li> <li>**Green Pages</li> <li>**Kaleidoscope (Girl Scout Teens and Teen Advisors)</li> <li>Letter of Thanks</li> <li>**Program Kits 411</li> <li>**Program Partner Yellow Pages</li> <li>Safety-Wise</li> <li>**Safety-Wise Updates 2009</li> <li>**Volunteer Basics</li> </ul>
<p style="text-align: center;"><b><u>Volunteer Process</u></b></p> <ul style="list-style-type: none"> <li>**Volunteer Application and Reference Forms</li> <li>**Volunteer Appointment Form</li> <li>Volunteer ID Card with Tax Exemption Info</li> </ul>	<p style="text-align: center;"><b><u>Activity/Camping Forms</u></b></p> <ul style="list-style-type: none"> <li>**B220 – Troop Activity/Camping Eligibility</li> <li>**B240 – Troop Activity Notification</li> <li>**B241 – Special Notification (extended B240)</li> <li>**B290 – Camping Equipment Rental Request</li> <li>**B291 – Canoe and Kayak Rental Request</li> </ul>	<p style="text-align: center;"><b><u>Other (Not Listed)</u></b></p> <hr style="border: 0.5px solid black;"/> <hr style="border: 0.5px solid black;"/>
<p style="text-align: center;"><b><u>Financial Forms</u></b></p> <ul style="list-style-type: none"> <li>**150 – Report of the Troop Money Manager</li> <li>**B250 – Request Approval for Troop Money-Earning Event</li> <li>**B251 – Troop Membership Financial Assistance</li> <li>**B252 – Request for Program Grant or Troop Loan</li> <li>**S750 – SU Annual Troop Financial Report Summary</li> <li>**S751 – SU Annual Troop Financial Form</li> </ul>	<p style="text-align: center;"><b><u>Miscellaneous</u></b></p> <ul style="list-style-type: none"> <li>**A110 – Site Safety Checklist</li> <li>**C360 – Program Kit Request</li> </ul>	<p style="text-align: center;"><i>Note: Other items can be found on the Publications page or in the Forms pages. Visit <a href="http://www.gscnc.org">www.gscnc.org</a> for more items</i></p>

**NOTE: Forms/Publications in Spanish should be requested directly from the Linguistic Outreach Specialist at 202-237-1670 ext. 586**