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*Published 08/2022*
Welcome to the great adventure of Girl Scouting. Thanks to volunteers like you, generations of Girl Scouts have learned to be leaders in their own lives and in the world.

Volunteer Essentials is a reference for you to use as needed. When you have a question, simply look up the topic in the Table of Contents or Index, and you’ll find your answer. Think of Volunteer Essentials as your encyclopedia to Girl Scout volunteering; it’s here when you need it, but there’s no need to read it all today.

Council Offices
You may find that you have questions for which you need more clarification or assistance. Girl Scouts Nation’s Capital, of which you are a part, has a staff eager and ready to assist you in your volunteering endeavors. Please feel free to call or email staff members. We have six offices for your convenience.

**Main office**
4301 Connecticut Ave., NW, Suite M-2 Washington, DC 20008
Website: www.gscnc.org
Phone: 202-237-1670
Toll-Free: 800-523-7898

**Satellite Offices:**
**Germantown, MD**
20201 Century Boulevard Suite 100
Germantown, Maryland 20874
Phone: 301-978-3865

**Kingstowne, VA**
5680 King Center Dr., Suite 110
Kingstowne, VA 22315
Phone: 571-642-0253

**Manassas, VA**
10432 Balls Ford Road Suite 140
Manassas, VA 20109
Phone: 703-777-5644

**Martinsburg, WV**
153 McMillan Court
Martinsburg, WV 25404
Phone: 304-263-8833; 888-263-8834 (toll-free)

**Brandywine, MD**
7704 Matapeake Business Drive,
Suite 220
Brandywine, MD 20613
Phone: 301-861-5860; 800-834-1702 (toll-free)
We Are Girl Scouts

Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-led leadership development organization for girls in the world and a member of the World Association of Girl Guides and Girl Scouts (WAGGGS)– a sisterhood of close to 10 million youth and adults in 150 countries.

**Our Mission and Vision**
Girl Scouts builds girls of courage, confidence, and character, who make the world a better place. We strive to be the premier leadership organization for girls and experts on their growth and development.

**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 Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs.

**Note:** As a volunteer, it’s your responsibility to be sensitive to the spiritual beliefs of your troop members and their families and to make sure they feel comfortable and included in Girl Scouting.
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.

More than 2 Million Strong
We are urban, rural, and suburban. We are in schools, churches, temples, mosques, public housing, foster homes, and detention centers. We are in virtually every zip code and in 92 countries around the world.

Who Can Join Girl Scouts?
Girl Scouts is about sharing the fun, friendship, and the inherent power of girls and women in an inclusive, supportive, girl-led environment. Girl Scouts make the world a better place! What all members share are the Girl Scout Promise and Law, as well as our extraordinary strengths as go-getters, innovators, risk-takers, and leaders.

Any girl—from kindergarten through 12th grade—can join Girl Scouts. Additionally, if a family with a child of any other gender identity and expression (other than cisgender males*) feels that Girl Scouting is the right community for them, they are welcome.

*Cisgender: A person whose gender identity corresponds to their sex assigned at birth.

Girl Scout volunteers are a dynamic and diverse group, and there’s no one “type” of volunteer. Whether you’re a recent college grad, a parent, a retiree, or really, anyone with a sense of curiosity and adventure (all genders, who have passed the necessary background screening process), your unique skills and experiences help make Girl Scouting a powerful leadership experience for our youth.

Each member also agrees to follow safety guidelines and pay the annual membership dues of $25. GSUSA membership dues are valid for one year from October 1 – September 30; adults may also choose to purchase a lifetime membership when registering. One hundred percent of GSUSA membership dues are used to support the national organization and further the Girl Scout movement.

Chapter 1: Welcome
Girl Scouts’ Organizational Structure
Girl Scouts is the world’s largest organization of and for girls, currently encompassing 1.7 million youth members and approximately 750,000 volunteers. For information and resources you can use to help your Girl Scouts, there are three tiers you can turn to – the worldwide sisterhood, the national organization, and our Council, Girl Scouts Nations Capital.

National Organization and Worldwide Sisterhood
The national office of Girl Scouts of the USA (GSUSA), located in New York City, employs roughly 300 employees. GSUSA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS). On the GSUSA website, www.girlscouts.org, you can find a wealth of resources for both youth and volunteers.

Global Girl Scouting ensures that Girl Scouts have increased awareness about the world, cross-cultural learning opportunities, and education on relevant global issues that may inspire them to take action to make the world a better place. For additional information visit Global Girl Scouting: https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts.html

Since 1925, USA Girl Scouts Overseas (USAGSO), a division of Global Girl Scouting, has helped ease the transition for American families relocating overseas by offering the familiar traditions and exciting opportunities of Girl Scouting to girls abroad. USAGSO now serves thousands of American Girl Scouts living overseas, as well as Girl Scouts attending American or international schools.

Our Council – Nation’s Capital
The Girl Scout Council of the Nation’s Capital, chartered by the national organization, was formed in 1963 through the merger of five local councils. The Council is a not-for-profit corporation and is incorporated under the laws of the Commonwealth of Virginia.

Today, our Council, also referred to as Girl Scouts Nation’s Capital serves approximately 75,000 Girl Scout members in the District of Columbia, Maryland, Virginia, and West Virginia. See page 7 for a map of our Council.

Board of Directors
Our Council is directed by a volunteer board of directors, which is composed of Girl Scout volunteers and community leaders from a cross-section of the Council. An active Council Nominating Committee presents a slate of candidates at each Council Annual Meeting that ensures that the total board reflects a balance representing all facets of the Council. The Board of Directors includes an officer team consisting of the President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Assistant Treasurer, and 21 members-at-large, two of whom are Girl Scout youth themselves.

Service Unit Delegates
Service units select delegates and alternate delegates—members 14 years of age and older—who serve in an advisory capacity to the Board. Each service unit is allotted one delegate for every 200 Girl Scout youth members based on the previous year’s membership. Delegates represent the service unit at our Council Forums and the Council Annual Meeting in April and suggest ways to enrich Girl Scouting in the community, within our Council, and within the national organization.

Chapter 1: Welcome
Associations

The Council is divided into 25 regional areas called associations. An association’s purpose is to oversee the health of Girl Scouting in its region and is made up of multiple Service Units. Each association has a volunteer team that works with the service units in its area to set goals to achieve or maintain Girl Scout recruitment, program, visibility, and more. Each association is led by a chair and assistant chair selected from association members by the area membership manager. They serve a three-year annually appointed term with an option of an additional three-year annually appointed term. The chair and assistant chair appoint Association Team Chairs in specific roles outlined in Volunteer Systems. The Association Team Chairs for each position such as SHARE, Cookies, Recognitions, Educators, Fall Product and more do the following for their subject matter:

- Convene SU Team Member on a regular basis
- Train and support the SU Team Member
- Help to find a replacement and fill in vacancies of SU Team Member when possible.

The association teams are responsible for annually evaluating the overall health of the association as it relates to membership, program opportunities, volunteer participation, product programs, annual giving, volunteer recognitions, identifying priorities, and implementing action plans to meet the association’s priorities.

10 – St. Mary’s County
11 – Calvert County
12 – Charles County
14 – Shenandoah Region Southwest
15 – Shenandoah Region Northeast
21 – Southern Prince George’s
22/23 – Central & Northern Prince George’s County
31 – Georgia Crossing
32 – Northern Montgomery
33 – Heart of Montgomery
34 – Montgomery Crescent
37 – Frederick County
40 – DC East
42 – Central City – Friendship
50 – Ashgrove East 51 – Ashgrove West
52 – South Central Fairfax
53 – Mount Vernon
54 – Central Fairfax County
55 – Little River
56 – Difficult Run
60 – Arlington/Alexandria
70 – Goose Creek
80 – Ports of Prince William
90 – Piedmont

Chapter 1: Welcome
Offices/ Satellite Offices:
1. Main Office
2. Brandywine Office
3. Germantown Office
4. Girl Scout Archives & History Program Center
5. Martinsburg Office
6. Girl Scout Archive Center, Winchester VA
7. Manassas Office
8. Kingstowne Office
9. Equipment Center

GSCNC Campsites:
1. Camp Aquasco
2. Camp Brighton Woods
3. Camp Coles Trip
4. Camp Crowell
5. Camp Camp May Flather
6. Camp Potomac Woods
7. Camp White Rock
8. Camp Winona

Chapter 1: Welcome
In order to better support members, each association is further divided into service units. A service unit is composed of all troops that meet within its geographical jurisdiction.

There are approximately 130 service units in our Council. Service unit manager teams appoint, train, and provide retention programming and conflict management for troops and troop volunteers. They hold required monthly support meetings for troop leaders or their representatives called service unit meetings.

Service Unit VOLUNTEER Teams help support troops, and volunteers in their area. Here’s a short description of the responsibilities of the service unit team members:

**Service Unit Manager:**
- Holds a monthly service unit meeting (troop leader support meeting) that troop representatives must attend
- Appoints and oversees troop leaders and other volunteers in the service unit
- Approves outside money-earning activities
- Approves trips lasting longer than 3 nights and international trips
- Can help with parent problems and provide conflict resolution mediation

**Service Unit Troop Organizer:**
- Recruits parents and perspective Girl Scouts from their assigned school, community, or place of worship
- Helps connect each perspective Girl Scout, family, and volunteer with a troop
- Can suggest or help arrange a meeting location
- Can assist with a parent meeting

**Service Unit Registrar:**
- Serves as the “local expert” or consultant for troops on how to register using online system
- Receives and distributes the weekly Registrar Report and Abbreviated Registrar for Troop Leaders
- Supports Spring Renewal (Early Bird) of troops in the service unit

**Service Unit Money Manager:**
- Helps the troop money manager and leaders open and change troop checking accounts and is a signer on every troop account in the service unit
- Collects bank statements and receipts from troop leaders and does a troop account “audit”
- Trains troop money managers annually on specific SU procedures

**Service Unit Welcome Specialist:**
- Conducts welcome sessions, connects volunteers with service unit team, and provides support for new volunteers
- Provides a roster of service unit team members who will support your troop
- May appoint new troop leaders

**Service Unit Cookie Manager:**
- Holds Troop Cookie Manager trainings and distributes materials
- Encourages and supports troop participation in the program

**Chapter 1: Welcome**
Service Unit Cookie Booth Coordinator:
- Finds cookie booth locations within the geographic area of the service unit

Service Unit Fall Product Chair:
- Plans and communicates dates for training and distribution of program materials
- Encourages and supports troop participation in the program

Service Unit SHARE Chair:
- Holds Troop SHARE Chair trainings
- Encourages and support participation in the SHARE program

Service Unit Encampment Coordinator:
- Leads a committee of volunteers (including youth members) to plan and carry out service unit encampments

Service Unit Adult Educators:
- Works with Adult Volunteer Development department and Association Training Managers to offer and deliver Girl Scout training courses to meet the training needs of volunteers throughout the Council

Service Unit Communication Chair:
- Takes and publishes notes of service unit meetings
- Manages the service unit rally
- Reviews flyers that troops want to distribute to service unit events to ensure they comply with Girl Scout and service unit guidelines, trademark policies, etc.

Service Unit Recognition Chair:
- Encourages service unit members and parents to nominate volunteers for recognition
- Serves on the association recognition committee which promotes and reviews awards

Service Unit Delegate, Alternate Delegate:
- Obtains input from service unit members in January regarding topics to be discussed at February forums
- Attend February forum sharing viewpoints of the service unit membership
- Shares information from the forum
- Attends the Annual Meeting as a voting member
- Alternates participate in all activities and is prepared to step in as a voting member at the Annual Meeting if the Delegate is unable to attend

Service Unit Event Chairs:
- Will vary depending on the events the SU sponsors
- Thinking Day, Independence Day Parade, Sock-Hop, etc.
- A special member of your service unit team is your Membership Specialist. A Membership Specialist is a staff member that is part of a Service Unit Team, helps to build stronger teams, and helps with support and understanding of volunteer roles.
Nation’s Capital Staff
The Council has a staff committed to our volunteers’ success. There is a membership specialist assigned to each service unit. They are responsible for supporting members in a specific geographic area, usually comprising four service units. To learn who your membership specialist is, contact the Council office near you (see page 7).

Please call or email your membership specialist if you:
- do not have a service unit manager
- need to better understand service unit team roles
- need help solving problems in the service unit

For general questions and inquiries, you can contact our Customer Care department at 202-237-1670, or customercare@gscnc.org.

If you have questions related to a specific topic or department, you may call:

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camping Services</td>
<td>202-534-3793</td>
</tr>
<tr>
<td>Product Program</td>
<td>202-274-3333</td>
</tr>
<tr>
<td>Program</td>
<td>202-274-2170</td>
</tr>
<tr>
<td>Marketing and Communications</td>
<td>202-274-3307</td>
</tr>
<tr>
<td>SHARE</td>
<td>202-534-3785</td>
</tr>
<tr>
<td>Shop</td>
<td>202-274-3312</td>
</tr>
<tr>
<td>Registration</td>
<td>202-237-1670</td>
</tr>
<tr>
<td>Training and Adult Recognition</td>
<td>202-534-3776</td>
</tr>
</tbody>
</table>

Girl Scouts Nations Capital Emergency Phone Number:
Emergency Contact Number: 1-888-288-1784
CoRetail Operations
All of our Council shops contain Girl Scout merchandise and a large variety of our Council-specific items. Parents, youth, and volunteers may purchase uniforms and accessories, earned awards, resource publications, recognitions, gifts, and many other items. To view current catalogs, shop locations and hours of operations visit the shop webpage:
www.gscnc.org/en/council/shop.html

Main Girl Scout Shop
Located at our main office at
4301 Connecticut Ave., NW, Suite M2 Washington, DC 20008
202-274-3312

Hours (Labor Day to Mid-June):
Monday-Wednesday and Friday: 10:00 AM - 5:00 PM Thursday: 10:00 AM - 7:00 PM
Saturday: 10:00 AM - 4:00 PM

Summer Hours (Mid-June to Labor Day): Monday – Friday: 10:00 AM - 5:00 PM Closed on Saturday

Seasonal Satellite Girl Scout Shops
The schedule for the seasonal shops can be found at www.gscnc.org/en/council/shop.html

Martinsburg Girl Scout Shop
Located at our Martinsburg office: 153 McMillan Court, Martinsburg, WV 25404
Phone: 304-263-8833

Centreville Girl Scout Shop
Located at 5946 Centreville Crest Lane, Centreville, VA 20121
Phone: 703-266-4437

Germantown Girl Scout Shop
Located at our Germantown office: 20201 Century Blvd., Suite 100, Germantown, MD 20874
Phone: 301-987-8718

Online Girl Scout Shop
For your convenience, we have an online shop. The full Girl Scout assortment, plus a collection of our own Council merchandise can be found at: www.girlscoutshop.com/NATIONS-CAPITAL-COUNCIL
Alternative options to place your order
• Phone: call 202-274-3312 to place an order.
• Email: gsshop@gscnc.org
• Mail: Girl Scout Shop, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008

Additional Shop Information
Purchases of troop items are not taxable. Tax is charged for personal items, such as uniforms and gifts unless payment is made from troop funds. Refunds will be made only when accompanied by a receipt. Without a receipt, only exchanges can be made. No refunds or exchanges are available on clearance, discounted, or discontinued items.
Girl Scout Logo and Council Lock-up Usage

- Girl Scouts Nation’s Capital grants permission for use of the Girl Scout Nation’s Capital lock-up (logo) on printed materials distributed for the purposes of membership recruitment, troop websites, flyers and publications, service unit, and association business, and Girl Scout and adult volunteer recognition and training.
- Use of the Girl Scout council lock-up or trademark elements on merchandise is not permitted.
- Use of the Girl Scouts logo on banners and other signage must be approved by the Marketing and Communications Manager.
- Unauthorized usage of the Girl Scout name and logo may result in diminished value of the Girl Scout brand. To ensure optimum brand identity, we need to be clear and consistent about the messages our products and designs convey to Girl Scouts, non-Girl Scouts, and potential Girl Scouts. Therefore, everyone in Girl Scouting has a role in protecting the Girl Scout name and trademarks (name, images, and profiles) against unauthorized, inconsistent, and unlicensed use.
- If you have any questions about print publications, please contact the Marketing and Communications Manager.

Working with the Media

Local Press Representatives
Our Council has a dedicated Local Press Representative team of volunteers who work to promote positive. Girl Scout Stories from their service unit to local media. If you are interested in filling this role, please contact your service unit. Local media includes weekly and monthly community newspapers, geographically focused social media (i.e. NoVA Moms, NextDoor), cable access channels, and hyper-local news websites like the Patch.

Regional Media
The Council maintains relationships with region-wide media, often daily. This includes all Washington DC television and radio stations, and daily and monthly publications such as: The Washington Post, the Washington Times, Examiner, Washingtonian; and the Washington Business Journal. Volunteers may not contact these outlets directly and should work with the Council’s Marketing and Communications department to pitch Girl Scout stories. If you are contacted by a daily, region-wide media outlet, (see above), please notify the Council’s Marketing and Communications department (202-274-3307).

National Media
Girl Scouts of the USA maintains relationships with national media outlets, such as NY Times, Wall Street Journal, network TV, and news. Inquiries from these outlets should be forwarded to the Marketing and Communications department.

Crisis Communications
We respectively ask, if dealing with a crisis situation involving Girl Scouts, refer media to the Council Marketing and Communications department (202-274-3304).

Sudden Service
The Council keeps an ongoing repository of Girl Scout contacts for various events. Please contact the Marketing and Communications Manager (202-274-3304) to be added to the database.

Chapter 1: Welcome
Register for Your Volunteer Role
All volunteers in all roles are expected to join the Girl Scout movement, uphold the Girl Scout Promise and Law and register as members! Registration for any role other than Friends and Family volunteer will trigger a Background Screening from Sterling Volunteers, see “Volunteer Background Screening” for more information:

Adding a NEW MEMBERSHIP & a NEW VOLUNTEER ROLE:
1. Go to gscnc.org, Click "Join"
2. Click "Volunteer"
3. Troop Zip Code
4. In the “troop box” enter your Girl Scout troop number "Troop *****", (the word "troop" needs to be typed here to populate the troop), and apply filters for search.
5. All available Roles will appear - click on the Volunteer Role or read through the descriptions to find what is right and click on your desired role.
6. Select the "Log In" button at the bottom.
7. Use "Don't have an account? Sign up now" to create an account
8. Add Member Details
9. Review Cart
10. Make a $25 Payment or request financial assistance
11. Check the box on the bottom right to accept the Girl Scout Promise and Law
12. Click Submit and receive a confirmation page for membership
13. Look for an email (SENT TO EMAIL YOU USED FOR LOGIN) from theadvocates@sterlingvolunteers.com prompting them to complete a background check with Sterling Volunteers, our background screening vendor.
14. Click on email and pay $8.25 or select Financial aid to complete Background screening using the exact same name and birthdate and address in volunteer essential.
15. Eligibility will automatically populate on your Membership Profile when completed.

Adding a NEW VOLUNTEER ROLE or RENEWING a role for current members:
MY GS Sign in, My Account & ADULTS ADDING A NEW ROLE
The Girl Scout virtual community gives members the ability to manage their account information, access troop training, and use troop planning resources. Volunteers will be prompted via email to create a login for this portal. Volunteers may log in to their Member Profile, Volunteer Toolkit, and gsLearn on www.gscnc.org by clicking on “MY GS SIGN IN” on the top menu bar.

Volunteer Background Screening
Background screenings are initiated when you select a role in MYGS. You MUST select and register for your role in MYGS to activate the background check. After registering and selecting a qualifying role, volunteers will receive an email invitation from theadvocates@sterlingvolunteers.com prompting them to complete a background check with Sterling Volunteers, our background screening vendor.
Background screenings:
- Cost $8.25, financial assistance is available and typically takes 2-3 business days
- Must be completed before meeting with youth in any capacity
- Must utilize the same information (name, birth date, and email address) as member registration
- Does not require a Social Security number

Screening requirements:
Providing false information on the application, including social security number and/or date of birth, is grounds for automatic exclusion from participation regardless of the results of the search. Girl Scouts Nation’s Capital has no control over the information maintained by the reporting agencies and cannot be liable to any person or entity for the information provided by a reporting agency or its agents, and cannot be liable for any actions taken in reliance on such information.

Any applicant who desires to contest the information provided by Sterling Volunteers may contact The Advocates at 1-855-326-1860 or theadvocates@sterlingvolunteers.com.

What Does Screening Cover?
The screening completed by our vendor, Sterling Volunteers, includes the following services:
- Social Security Trace
- The 50 State DOJ Registered Sex Offender Registry
- The Government Watch List Search, conducted using documentation provided by the US Treasury’s Office of Foreign Assets Control (“OFAC”)
- The Advanced Criminal Record Locator Search (local and national)
- Driving Record Check

Rescreening
The Council reserves the right to rescreen for the duration of your volunteer service with Girl Scouts Nation’s Capital. Each year, 10% of volunteers that hold a position that requires a background check will be randomly selected to be rescreened. Those selected for rescreening will be prompted to complete the background check for the upcoming year.

High-Level Security Clearance
If you already hold a current high-level security clearance you are still required to complete the background screening through Sterling Volunteers. We are not able to obtain or access clearance statuses from other organizations or agencies.

Eligibility for Volunteer Participation
The decision whether to exclude altogether or limit a prospective volunteer’s participation is exclusively within the discretion of Council staff. Regardless of the background screening results, Council management retains exclusive discretion to exclude or limit an applicant’s participation. Any Girl Scout volunteer who is formally accused of, charged with, or under investigation by authorities for any automatically disqualifying offense (or offenses that might result in disqualification) will not be allowed to volunteer until the disposition of the charge.
The following guidelines shall apply if Girl Scouts Nation’s Capital learns through the screening process or other means that a prospective volunteer has at any time been convicted of, pled guilty to, has received deferred adjudication for, or has pled “no contest” to one of the following crimes under the laws of any state or the federal government:

1. Automatic Disqualification for any felony offense, regardless of the type and/or if the applicant is a registered sex offender.
2. Possible Disqualification for all misdemeanors and infractions which will be handled on a case-by-case basis and may result in disqualification or conditional approval. Factors, including threatening behavior, or other factors while a member, that is to be considered in making such determinations include, but are not limited to:
   - Nature and severity of the conduct
   - Frequency of the conduct
   - Length of time since the conduct occurred
   - Relationship between the incident and the type of service the individual will provide
   - Likelihood that the incident would prevent the individual from performing their responsibilities in a manner consistent with the safety and welfare of our youth members.
   - Age of the individual at the time of the incident
3. Threatening behavior - verbal or via social media
   - Individual’s employment and or volunteer history
   - Mishandling of troop bank accounts and/or misappropriation of troop funds
   - Debt to Council including but not limited to product programs, default on Council loans, bounced checks or payments

**Confidentiality**
Girl Scouts Nation’s Capital will maintain the confidentiality of all criminal background search information contained in reports from Sterling Volunteers. The volunteer’s clearance status will be shared with staff or volunteers only as needed. The reasons for disqualification will always remain confidential.

**Child Abuse Accusations**
In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse after becoming approved as a volunteer, the volunteer so accused is required to suspend all Girl Scout activities and turn over all monies, materials, and records to a designated representative of the Council until the matter is resolved.

**Registered Sex Offenders**
Registered sex offenders are expressly prohibited from serving as Girl Scout volunteers in any capacity. Those living in households with registered sex offenders may not host youth members or Girl Scout-related activities in their household and must uphold restrictions barring sex offenders from locations where children may gather.

1. All volunteers must be adequately prepared for their position. Before training select and register for your volunteer role in MYGS, after registering for your role you can begin training! You do not have to have a complete background check to register for or begin training. Training will help you feel more comfortable and empowered to try new things with your troop. Adult education in Girl Scouts is typically free, but Training Grant Applications are available for any fee-based courses.

Chapter 2: Getting Started
2. The chart below indicates the required training for specific positions but other training may be required for other programs or activities (e.g., International Travel). Please see Safety Activity checkpoints for other activity-based training.

<table>
<thead>
<tr>
<th>Troop Position</th>
<th>Required Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troop Leader</td>
<td>Start in gsLearn: Complete BOTH Program Level Training &amp; Annual Troop Money Management Training</td>
</tr>
<tr>
<td>Troop First Aider</td>
<td>See First Aid Training Options on page 97* (see the 'First Aider Information go to: <a href="https://tinyurl.com/5t4z7zxf">https://tinyurl.com/5t4z7zxf</a>)</td>
</tr>
<tr>
<td>Campout/Cookout Certified Volunteer</td>
<td>See “Required Camping Training” page * and see the camping, starter guide: <a href="https://www.gscnc.org/en/camp/explore-our-camps.html">https://www.gscnc.org/en/camp/explore-our-camps.html</a></td>
</tr>
<tr>
<td>Troop Money Manager</td>
<td>Annual training in gsLearn: Troop Money Management &amp; contact your Service Unit Money Manager for further support</td>
</tr>
<tr>
<td>Troop Fall Product Chair</td>
<td>Start in gsLearn: Annual Fall Product training in gsLearn &amp; in-person meeting with SU Fall Product Chair</td>
</tr>
<tr>
<td>Troop Cookie Manager</td>
<td>Start in gsLearn: Annual training in gsLearn (search word &quot;cookie&quot;) &amp; in-person meeting with SUSU Cookie Manager</td>
</tr>
<tr>
<td>Troop SHARE Leader</td>
<td>Start in gsLearn: SHARE training in gsLearn and an Annual training by SU SHARE Chair, more resources will be available shortly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service Unit Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SU Manager</td>
<td>Register for a live session in gsLearn: Service Unit Manager Training (re-take every 3 years)</td>
</tr>
<tr>
<td>SU Encampment Coordinator</td>
<td>Register for a live session in gsLearn: SU Encampment Coordinator Training</td>
</tr>
<tr>
<td>SU Cookie Manager &amp; Booth Coordinator</td>
<td>Annual training by Association Cookie Leadership Team</td>
</tr>
<tr>
<td>SU Money Manager</td>
<td>Annual Council-wide webinar</td>
</tr>
<tr>
<td>SU SHARE Chair</td>
<td>Service Unit SHARE Chair Training in gsLearn</td>
</tr>
<tr>
<td>Adult Educator / Training Administrator</td>
<td>Start in gsLearn: Adult Educator Pathway - Contact your Association Training Manager for up-to-date training information</td>
</tr>
<tr>
<td>SU Welcome Specialist</td>
<td>Annual Council-wide webinar or in person event</td>
</tr>
<tr>
<td>SU Fall Product Chair</td>
<td>Annual training by Association Fall Product Chair</td>
</tr>
<tr>
<td>SU Registrar</td>
<td>Annual Council-wide webinar</td>
</tr>
<tr>
<td>Troop Organizer</td>
<td>Annual training by Membership Specialist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Association or Council Position</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Association Chair and Assistant Chair</td>
<td>Materials and briefing by Second VP &amp; Chief Operating Officer</td>
</tr>
<tr>
<td>Association Cookie Manager</td>
<td>Annual training by the Product Program Staff</td>
</tr>
<tr>
<td>Cookie Cupboard Manager</td>
<td>Annual training by the Product Program staff</td>
</tr>
<tr>
<td>Volunteer-led Day and Twilight Camp Directors</td>
<td>Annual roundtable with Camping Department</td>
</tr>
</tbody>
</table>
Camping Training:
Camping training just like troop Girl Scouting activities is built on progression. The first courses are meant to introduce you and your troop to outdoor activities with the intention of building skills and taking strides toward bigger adventures.

- **To have an open campfire with s’mores ONLY (no cooking or overnight camping):**
  Girl-led Fire & S’more Safety - Course entirely online in gsLearn, this course prepares adults to teach their Girl Scouts how to safely build a small fire and cook s’mores. This course is great for additional camping chaperones too.

- **Required for just outdoor cooking (no overnight camping):**
  Basic Cookout - Registration for this course is $10. The course takes about 5 hours and covers all outdoor cooking methods.

- **Required for Campout/Cookout Certified Adult role:**
  Cookout & Campout Hybrid OR Traditional - Both courses cover the same content just in a slightly different format. Trainees can expect about a 30-hour commitment.
    - Hybrid: Start in gsLearn. Course content: about 5 hours of online content, a 2-hour planning session with Adult Educators, and a 23-hour overnight camping trip.
    - Traditional: Course content is taught entirely as a 30-hour overnight camping trip.
    
    OR

If you have a prior camping certification from another Girl Scout council or another youth organization like Scouts BSA you may be eligible to take Transfer of Camping Certifications. This course is entirely online in gsLearn and responses are monitored by GSCNC staff. Questions?
Contact: customercare@gscnc.org

- **Interested in Lightweight Camping OR Backpacking?**
  Start in gsLearn. These two courses are both considered advanced camping, training is required prior to planning or participating in these advanced camping activities. Cookout & Campout training is a prerequisite for these courses.

**gsLearn**
gsLearn is an online learning resource for volunteers! This is where you can find all troop-level volunteer required training, register for live courses that do not have a fee, and track all of your accomplishments.

Volunteers can learn at their own pace, access additional resources, and reinforce information when needed. It is the centralized repository for training and the best place to find the information and resources you are looking for.

If you are a registered member with a background check and a valid email, you can access gsLearn at [www.gscnc.org](http://www.gscnc.org) by clicking on “MY GS SIGN IN” and selecting gsLearn.

**gsEvents**
Select the EVENTS tab on the GSCNC homepage gscnc.org to get to gsEvents. This is a registration portal where you can register for any training that requires a fee. And you can register for other fun events for you and your Girl Scout troop.
New troops are formed with 6 Girl Scouts and a minimum of 4 unrelated (by birth, marriage, co-parenting or address) adults volunteering and completing a background screening in the roles of Troop leaders, money managers, and a fourth background screened role. New troops also have the opportunity for one adult to only hold one role to ensure that all families play a part and strengthen the troop for all Girl Scouts.

Troops in a Service Unit:
Troops are program-level-based groups of Girl Scouts and adult volunteers. All families of Girl Scouts registered in a troop are expected to have a registered adult who volunteers in some capacity with the troop or Service Unit. All volunteers must be 18 years of age or older.

Your Troop Committee
Every family volunteers in Girl Scouting, so be sure that all families are asked to get involved in the troop committee. Here is a list of volunteer positions to ensure the Girl Scouts and adult volunteers have the best experience possible. Learn more about these roles in the New Leader Passport and through training.

Troop Volunteer Roles
Troops must have 4 unrelated (by blood, marriage, or address) adults willing to volunteer within a troop including 2 troop leaders, a troop money manager, and another role that requires a background screening. Refer to page 18 for a description of each role.

- Troop Leaders (2)
- Troop Money Manager
- Troop Cookie Manager
- Troop Fall Product Chair
- Troop First Aider
- Troop Cookout & Campout Qualified Volunteer
- Troop SHARE Chair
- Troop Driver/Chaperone

AND “Friends and Family” role - does not require a background screening - can not chaperone field trips, encampments, campouts, etc.

Troop committee member qualifications:
- Register for your role with your troop in MYGS ANNUALLY.
- Register as a member of the Girl Scouts of the USA (GSUSA) & pay the annual membership dues of $25 or purchase a Lifetime Membership.
- Complete an eligible background screening (unless selecting a Friends and Family role).

Troop committee member duties and responsibilities:
- Complete required training within three months of joining for their role
- Participate in their Service Unit
- Ensure safety and foster girl-led activities
- Hold only one role in a troop that was formed after August 2021
- Renew membership during Spring Renewal

Update Volunteer Catalog during Spring Renewal and ensure accuracy throughout the year.

Chapter 2: Getting Started
Troop Committee Roles

Troop Leaders:
- Encourage Girl Scouts to build confidence while trying new things.
- Coordinate a team of volunteers and facilitate everyone’s contributions.
- Require membership registration, background screening, and Program Level training for safety.

*PLEASE NOTE: BOTH TROOP LEADERS HOLD EQUAL RESPONSIBILITY. There should not be a “Main” leader and Assistant leader.*

Troop Money Manager:
- Opens and manages the troop checking account (required) and maintains financial integrity.
- Engages the Girl Scouts in goal setting and budgeting.
- Requires membership registration, background screening, and training.

Troop Cookie Manager:
- Seasonal position; assists Girl Scouts with setting and achieving goals through the Cookie Program.
- Must register as a member and complete background screening and training.

Troop Fall Product Chair:
- Seasonal position; organizes and facilitates the Fall Product Program
- Requires membership registration, background screening, and training.

Troop First Aider:
- Maintains current certification in first aid, AED, and CPR (see page 97 for training requirements).
- Requires membership registration, current certification, and background screening (see page 98-99 for healthcare occupations that qualify as first aiders).

Troop Cookout or Cookout & Campout Qualified Volunteer:
- Supports the troop in outdoor cooking and/or overnight camping.
- Assists Girl Scouts with planning and preparation of enjoyable, age-appropriate outdoor experiences.
- Requires membership registration, background screening, and one-time role-specific training.

Troop SHARE Leader:
- Ensures all family members have the opportunity to donate through the annual giving campaign.
- Achieves a service unit fundraising goal.
- Requires membership registration, background screening, and training.

Troop Driver and Chaperone:
- Supports the troop by managing logistics for girl-identified field trips and service projects.
- Requires membership registration and background screening.

Additional “Friends and Family” roles with no background screening:

*Snack Parent/Guardian:*
- Especially with younger troops, volunteers bring nutritious snacks to troop meetings.
- Volunteers could even offer to schedule (and delegate) all the snacks for the year.

*Service Unit Meeting Representative:*
- Attends monthly service unit meetings and reports back on upcoming events and opportunities.

*Troop Celebration Coordinator:*
- Works with your Girl Scout troop to plan ceremonies and celebrations
Holding Troop Meetings
Troops meet regularly, generally at least twice a month. The frequency is up to you and your troop. Troops can meet just about anywhere, as long as the location is safe, easily accessible to youth and volunteers, and within a reasonable commute. The location of where a troop meets determines the service unit assignment including the volunteer service unit support team by whom the troop leaders are appointed. A Site Safety Checklist is required by the service unit manager when troops meet in a non-public place to ensure the safety of the troop.

Troop Volunteer Resources
Volunteer Toolkit
The Volunteer Toolkit (VTK) is an innovative web application that helps leaders run and facilitate engaging troop meetings. VTK can help you create a year plan; set your meeting calendar to include locations, dates and times; email families; and explore the new badges and Journeys. Leaders can customize meetings, view material lists, plan according to Girl Scout milestones, reference meeting aids, and choose engaging activities as a girl-led troop.

To access the Volunteer Toolkit and make changes to the VTK functions, a volunteer must be a currently registered adult and an approved troop leader for the troop. Go to www.gscnc.org, and click on the “MY GS Sign In” tab to enter your login information. If you need assistance accessing VTK, please contact Customer Care at customercare@gscnc.org. For more information on VTK, watch the Volunteer Toolkit tutorials on gsLearn.

With the use of an online communication tool called “Rallyhood,” Girl Scouts Nation’s Capital hosts real-time conversations on a number of topics. Rallyhood is a resource to connect with and receive mentoring from leaders and volunteers throughout the Council. For an introduction to Rallyhood, watch the Rallyhood tutorials on gsLearn. See our website for more information at www.gscnc.org/rallyhood, or contact the Adult Volunteer Development Department at avdaa@gscnc.org.

Join conversations on Rallyhood by sending a request to a rally to learn about specific topics of interest. Some popular rallies are listed below.

- Daisy, Brownie & Junior Events - This forum is for parents/guardians and volunteers at any level interested in Girl Scout Daisy, Brownie, or Junior information, events, and education opportunities.
- Teen Program & Earned Awards - This is for parents/guardians, volunteers, and youth who are interested in discussing the teen programs and earning awards. Share tips, new information, and education opportunities.
- Product Program - Keep up to date on entrepreneurial programming for youth, which will help build a lifetime of skills and confidence. Join this community to ask questions, make suggestions, and contribute to the discussion.
- Outdoor & High Adventure - Share and learn ways to get Girl Scouts outdoors.

Chapter 2: Getting Started
Online Troop Catalog
The online troop catalog is the troop’s “profile.” Part of the information is public and is used by caregivers and youth to decide if the troop is right for them. This information includes the grades accepted into the troop, the number of spaces available in the troop, the interests/focus of the troop, the day of troop meetings, and the frequency of the meetings. Some of the information is private and available ONLY to members of the troop and their caregivers, such as the troop’s exact meeting location.

A troop catalog update should be submitted to make changes to the troop’s online profile:
• An update MUST be submitted once per year for every troop during spring renewal (April-June) to prepare for the upcoming school year.
• The spring renewal updates are held until late July when MyGS is “turned over” for the new school year.
• An update may also be submitted as needed between August and March for the current school year.
• These optional/as-needed updates are processed within a week of receipt.
• Submissions are made online ONLY by a troop leader at:
  https://form.jotform.com/GSCNCMembership/troop-catalog-update-request

Keep it Girl-Led
Girl Scout troops use democratic systems of governance so all members can express their interests and share in the planning of activities. Kindergarteners through seniors in high school gain confidence and leadership skills when given the opportunity to lead their activities, cooperate with others, and learn by doing instead of by observing.

Progression
Although program elements, like outdoor expeditions or entrepreneurial ventures, align across all grade levels, Girl Scout Daisies and Brownies won’t be doing the same activities as Girl Scout Seniors and Ambassadors. With your support, they will get there!

Girl Scout programming is designed to be progressive and it’s what makes Girl Scouting fun and effective! By building on the knowledge and skills they gain year after year, your Girl Scouts’ confidence will grow exponentially, and they’ll be eager to try new things and take on new challenges. As a volunteer, you will cultivate a supportive, non-judgmental space where your Girl Scouts can test their skills and be unafraid to fail.

Keep in mind that progression drives success for your troop. It is important that as your Girl Scout troop progresses your role as troop leader will shift from leader to advisor. The chart below depicts the balance of Girl Scout progression and your role.
Examples of girl-led governance

Circle or “Ring”:
While sitting in a circle, Girl Scouts create a formal decision-making body to express their ideas. You play an active role in facilitating discussion and helping them plan. Girl Scouts often vote to finalize decisions.

Patrol or Team System:
Large troops may divide into small groups, with every member playing a role. Teams of four to six Girl Scouts are recommended so that each gets a chance to express their opinions.

Executive Board:
(Also called a steering committee) One leadership team makes decisions for the entire troop, usually with a president, vice president, secretary, and treasurer that hold their own meetings. Girl Scouts rotate roles throughout the year.

Town Meeting:
Business is discussed and decisions are made at meetings attended by all the Girl Scouts in the troop. Your role is to act as a moderator and ensure everyone gets a chance to talk and that all ideas are considered.

"Scouting rises within you and inspires you to put forth your best."

- Juliette Gordon Low
<table>
<thead>
<tr>
<th>Girl Scouts Youth-to-Adult</th>
<th>Troop Meetings</th>
<th>Events, Travel &amp; Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl Scout Daisies (Grades K-1)</td>
<td>Two unrelated Troop Leaders (at least one of whom is female) for this number of youth: 12</td>
<td>Plus one additional background checked volunteer IN ATTENDANCE for each additional number of youth: 1-6</td>
</tr>
<tr>
<td>Girl Scout Brownies (Grades 2-3)</td>
<td>20</td>
<td>1-8</td>
</tr>
<tr>
<td>Girl Scout Juniors (Grades 4-5)</td>
<td>25</td>
<td>1-10</td>
</tr>
<tr>
<td>Girl Scout Cadettes (Grades 6-8)</td>
<td>25</td>
<td>1-12</td>
</tr>
<tr>
<td>Girl Scout Seniors (Grades 9-10)</td>
<td>30</td>
<td>1-15</td>
</tr>
<tr>
<td>Girl Scout Ambassadors (Grades 11-12)</td>
<td>30</td>
<td>1-15</td>
</tr>
</tbody>
</table>

**Youth-to-Adult Ratios**

Girl Scouts’ youth-to-adult ratios show the minimum number of adult volunteers needed to supervise a specific number of Girl Scouts. These supervision ratios were devised to ensure the safety and health of Girl Scouts—for example, if one volunteer must respond to an emergency, a second volunteer is always on hand for the rest of the troop. In addition to the youth-to-adult ratios, please remember that adult volunteers must be at least 18 years old, have an active membership, and hold a role that requires background screening.

**Multi-Level Troops**

A multi-level troop that meets in one room must have a youth-to-leader ratio appropriate for the youngest program level, including at least one trained troop leader for each program level.

- Multi-level troops that meet in multiple rooms must provide the minimum youth-to-leader ratio in each room because no adult can be alone with a troop at any time.
- Multi-Level troops should NOT be more than two program levels with the exception of teens (Cadettes, Seniors, and Ambassadors).
Girl Scout volunteers are responsible for the physical and emotional safety of Girl Scout youth. We demonstrate that by agreeing to follow these guidelines at all times.

- Be registered, approved, appointed, and appropriately trained for the position(s) that you hold.
- Follow the Safety Activity Checkpoints. Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, which can be found under “Resources” on the Volunteer Toolkit. Read them, follow them, and share them with other volunteers, caregivers, and Girl Scouts before engaging in activities.
- Arrange for proper adult supervision of Girl Scouts. Your troop must have at least two trained, background screened, unrelated adult volunteers, one of whom is female, present at all times. Additional adult volunteers or specifically skilled adults may be necessary depending on the size of the group, the ages and abilities of Girl Scouts, and the particular activity (see page 22). Volunteers must be at least 18 years of age and a registered adult member.
- Acquire parent/guardian permission. When an activity takes place outside of the normal troop meeting time and/or place, or includes high adventure or discussion of a topic that could be considered sensitive, advise each guardian of the details of the activity and obtain permission for Girl Scouts to participate (see “Caregiver Permission” on page 25).
- Report abuse. Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of youth is also forbidden. Guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting are listed later in this chapter (see page 27).
- Be prepared for emergencies. Work with youth and other volunteers to establish and practice procedures for emergencies related to weather, fire, lost child/adult, and site security. Always keep handy a well-stocked first aid kit, Girl Scout health histories (including food allergies), and contact information for families.
- Travel safely. When transporting Girl Scouts to planned field trips and other activities that are outside the normal time and place, every driver must be a background screened adult volunteer over the age of 21, and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears their seat belt at all times, adhering to state laws regarding booster seats and children in rear seats. When using chartered transportation, you must use a Council-approved vendor (see pages 106-107).
- Ensure safe overnight outings. Prepare Girl Scouts to be away from home by involving them in planning, so they know what to expect. Men require a separate male-specific sleeping space. Gender-diverse Girl Scouts or adults may also request alternative sleeping accommodations. During family or caregiver-youth overnights, one family unit may sleep in the same sleeping quarters in event areas. When caregivers are supporting events, youth will ideally remain in quarters with other Girl Scout youth rather than with adults.
- Role-model the correct behavior. Never use illegal drugs. Don’t consume alcohol, smoke, vape, or use foul language in the presence of youth. Do not carry ammunition or firearms at any Girl Scout event or activity unless required as a law enforcement official.
• **Create an emotionally safe space.** Volunteers are responsible for making Girl Scouting a place where Girl Scouts are as safe, emotionally, as they are physically. Protect the emotional safety of youth by creating a team agreement and coaching the troop to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.

• **Ensure no Girl Scout is treated differently.** Girl Scouts welcomes all members, regardless of race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socio-economic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs. When scheduling, planning, and carrying out activities, carefully consider the needs of all Girl Scouts involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

• **Promote online safety.** Instruct Girl Scouts to never provide their full names or contact information online, engage in virtual conversation with strangers or arrange in-person meetings with online contacts. For group websites, publish Girl Scouts’ first names only and never divulge their contact information. Review the Girl Scout Online Safety Pledge, [www.girlscouts.org/en/help/help/internet-safety-pledge.html](http://www.girlscouts.org/en/help/help/internet-safety-pledge.html), and ensure Girl Scouts commit to it.

• **Be fiscally responsible.** All finances for troops and groups must be managed through a Girl Scout checking account set up by the Service Unit Money Manager. Troops will not mix troop funds with personal funds and will submit bank statements and receipts to the SU Money Manager monthly. Troops must have a debit card. Troop money-earning activities must be program-based and must not involve the sale of a commercial product or games of chance or lottery. Restaurant nights or other commercial partnerships are not permitted. When representing Girl Scouts, youth members cannot participate in money-earning activities representing partisan politics or events that are not Girl Scout–approved product program activities and efforts (see Chapter 3: “Finances”).

Chapter 2: Getting Started
**Caregiver Permission**
When an activity takes place outside of the normal troop meeting time and/or place, leaders or drivers/chaperones are responsible for providing detailed information about activities in advance and gaining caregiver permission. For most activities, this can include verbal permission, a written form or email, or the guardian bringing the Girl Scout to the event. However, in the case of product program activities (see page 72), high adventure activities (see page 83), or sensitive issues (see below), caregivers are required to give written permission, either through an email, form, or release statement.

**Diversity, Equity, Inclusion, and Accessibility (DEIA) Commitment**
*Revised by the Nation’s Capital Board of Directors, July 2022*
- Girl Scouts Nation’s Capital is committed to building and maintaining an inclusive community that respects and supports all our members. We value the diverse backgrounds and qualities of each youth and adult member—including race; ethnicity; national origin; culture; gender; sexual orientation; socioeconomic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs—so that all members feel they belong. We strive to provide everyone with the opportunity to fully participate in the Girl Scout program and contribute to the Girl Scout community.
- We do not have all the answers but pledge to work toward these goals as allies and advocates. We seek to address barriers that impede our members from reaching their highest potential.
- Our mission is to help Girl Scouts become leaders with the courage, compassion, and confidence needed to build a more just community. We continue to commit ourselves to the values put forth in the Girl Scout Promise and Law. This is who we are, and this is our promise to you.

**Sensitive Issues Guidelines**
It’s an amazing feeling when your Girl Scouts put their trust in you—and when they do, they may come to you with some of the issues they face, such as bullying, peer pressure, dating, athletic and academic performance, and more.

Some of these issues may be considered sensitive by families, and they may have opinions or input about how, and whether, Girl Scouts should cover these topics with their youth members. You should know, that GSUSA does not take a position or develop materials on issues relating to human sexuality, birth control, or abortion. We feel our role is to help Girl Scouts develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and guardians, along with schools and faith communities, are the primary sources of information on these topics.

The Nation’s Capital Board of Directors adopted these guidelines in June 2005, and they are designed to complement leadership training to assist volunteers in meeting the needs of Girl Scouts while recognizing the role of caregiver rights and responsibilities in setting family values. Ongoing communication between troop leaders and parents/guardians is a key element in establishing a comfortable environment for a discussion of sensitive issues. Using these tools will help a leader make decisions that best meet the needs of Girl Scouts and families.

Chapter 2: Getting Started
**Guideline 1**
All troop activities addressing sensitive issues topics must be under the direct supervision of either a Nation’s Capital volunteer who has completed all appropriate program level training or by a Nation’s Capital staff member.

Explanation: Adult volunteers who conduct sensitive issues programs with Girl Scouts are responsible for determining the subject matter. Criteria that should be considered include age and maturity of the Girl Scouts, permission received from parents/guardians, and the appropriateness of the topic based on circumstances and community needs. The volunteer in charge is expected to select consultants as needed and oversee discussions following all of the sensitive issues guidelines and to determine when additional assistance or follow-up is needed.

**Guideline 2**
Parental/guardian permission is required when sensitive issues are discussed as part of a formal program. Leaders should seek guidance from caregivers on how they would like sensitive topics addressed when they arise in informal settings.

Explanation: For all planned programs, written parental/guardian permission will be obtained. Prior to the event or activity, parents/guardians will be provided with details regarding the program content, the names and qualifications of consultants being used, and the organizations they represent. To the extent possible, permission should also indicate related topics that may come up in the form of questions posed by Girl Scouts as part of the program.

Leaders may answer questions and facilitate conversations as they arise informally without specific parental permission if the leader has had prior communication with a parent or guardian to establish a comfort level for such discussions. This honors the wishes of parents/guardians and encourages healthy behavior in the Girl Scouts. To the extent possible, we recommend that these leaders talk with parents/guardians about the potential for these informal discussions once a year. These conversations with parents/guardians will help establish the boundaries for informal discussions with Girl Scouts.

**Guideline 3**
Individuals trained to deal with sensitive issues with youth should be consulted when developing programs that go beyond information and material that is presented in GSUSA or Nation’s Capital program resources. Consultants should also be used when providing large group programs that address sensitive issues.

Explanation: It is recommended that these consultants represent public agencies such as city and county social services, public health agencies, educational institutions, or county crisis hotlines. When consultants representing private/nonprofit organizations are used, the Area Membership Manager or other appropriate Nation’s Capital staff must be informed prior to finalizing the agreement to ensure that appropriate approvals and permissions are in place.

**Guideline 4**
In all cases, the leader or consultant facilitating the program or discussion agrees to follow GSUSA and Nation’s Capital guidelines, policies, and standards including a commitment to: 

Chapter 2: Getting Started
Present factual information rather than advocate a specific position
- Present accurate and up-to-date information
- Present age-appropriate information in a manner suitable to the troop/group
- Be sensitive to emotions and attitudes related to the issues discussed
- Be supportive and non-judgmental to all participants

**Explanation:**
This guideline affirms the responsibility of all volunteers to foster an environment of trust, be sensitive to differing attitudes, ensure age-appropriateness of material, and be non-judgmental while maintaining and respecting the needs of all Girl Scouts.

**Guideline 5**
The volunteer in charge of an activity should be prepared to accommodate any girl who is uncomfortable with any part of a discussion or presentation. This should be done in a manner that acknowledges the Girl Scout’s right to opt-out of the activity and is sensitive to their feelings.

**Explanation:**
If a Girl Scout opts out during the course of an activity or discussion, the leader will respond in a sensitive manner to accommodate them. If a sensitive issues program is part of a larger event, such as a service unit encampment, Girl Scouts and parents/guardians should be told what provisions will be made for Girl Scouts who might opt out during the time of the activity. If the activity is being done to fulfill a recognition requirement, the leader and Girl Scout should discuss alternate activities that can be done to allow the completion of the requirement.

**Arrange for education**
If you observe that Girl Scouts need or want more information on a topic that concerns them, check with the Council about opportunities for arranging topical discussions. Don’t feel that you have to solve everything. Your role is to help Girl Scouts get information from trained people who provide it. And if you’re unsure who to ask to fill this role, count on the Council, which has built up relationships with community experts who can help.

**Guidelines for Reporting Child Abuse and Neglect**
Child abuse is a term that encompasses the mental, physical, and sexual victimization of children. Most Girl Scout leaders are not trained to make judgments about whether a child is a victim of child abuse. However, it is important to know that Maryland, Virginia, West Virginia, and the District of Columbia have agencies that are required to examine reports of suspected abuse and to use their expertise in handling such cases.

Girl Scouts Nation’s Capital believes that adult volunteers, irrespective of any obligation imposed by law, have a moral responsibility to report suspected abuse of any child with whom they are in contact through Girl Scouting. The following suggestions and guidelines have been developed using the recommendation of several professional sources:
What Is Child Abuse or Neglect?
An “abused or neglected child” is any child under 18 years of age whose parent or any person responsible for her or his care (such as a baby-sitter, teacher, foster care parent, relative, etc.):

- Causes or threatens to cause a non-accidental physical or mental injury and/or infliction of punishment to the point of causing bodily injury
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care
- Abandons the child
- Neglects or refuses to provide adequate supervision in relation to a child’s age and level of development
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allowing a child to be used in any sexually explicit visual material

The judicial system recognizes a parent’s (or guardian’s) “propriety” interest in the child. However, child abuse and neglect are against the law and should be reported by all persons who have knowledge of or reason to believe abuse or neglect has occurred.

What Are the Signs and Symptoms of Child Abuse and Neglect?
Some signs of child abuse or neglect are:
- Repeated injuries such as bruises, welts, or burns
- Withdrawn, angry, depressed, aggressive, or afraid to go home
- Inadequately dressed for the weather, malnourished, physically dirty, tired, left alone frequently, or not receiving necessary medical treatment
- Begging for or stealing food

Some signs of sexual abuse are:
- Changes in behavior, extreme mood swings, withdrawal, fearfulness, and excessive crying
- Acting out inappropriate sexual activity or showing an unusual interest in sexual matters
- Sudden acting out of feelings or aggressive or rebellious behavior
- Regression to infantile behavior
- Fear of certain places, or activities, especially being alone with certain people
- Pain, itching, bleeding, fluid, or rawness in the private areas
- Pregnancy or venereal disease at an early age (12 and under)

Children should not be forced to give affection to an adult or teenager if they do not want to. A desire to avoid a display of affection may indicate a problem or may indicate that parents have cautioned the child against such behavior.
You should note that some of these behaviors may have other explanations; however, you should not just simply discount your concerns because the child “comes from a good family,” “has parents who are prominent in the community,” etc. There are many myths about child abuse and neglect. The facts and statistics have proven, however, that abuse and neglect occur in all communities regardless of economic, racial, or religious background. Don’t overreact to signs or symptoms of abuse or neglect, but don’t be guilty of dismissing your suspicions because you want to believe it’s not true.

**What to Do if You Have Knowledge of Abuse**

If you have knowledge of or reason to believe that child abuse or neglect has occurred, you are required to report it to your local social service agency or police authority. If you are unsure of the agency to contact, call the Council office for guidance. Ask to speak with the Chief Operating Officer (COO). Persons making “good faith” or “reasonable cause” reports can be anonymous and are protected from legal liability based on the report.

To report child abuse or neglect, call the social service agency in your area or the area where the child lives. It is helpful to provide the following pertinent information:

- Name and address of the child and the parent or other person responsible for her care
- Child’s age and gender
- Description of the alleged abuse or neglect and how long it may have been happening
- Names of other people, especially children, in the home
- Directions to the home and your relationship to the child

**What to Do if a Child Tells You of Abuse**

If a child approaches you directly and indicates she or he has been the victim of abuse or neglect, follow these guidelines:

- Don’t panic or overreact to the information disclosed by the child.
- Don’t criticize the child or claim that the child misunderstood what happened.
- Do respect the child’s privacy. Take the child to a place where you cannot be overheard. It is important you discuss the child’s situation only with the child protective service agency for your (or the child’s) community. You should also contact your Membership Specialist at a Council office to inform her you have made a report to the local social service agency.
- Do encourage the child to speak openly with the professional from the protective service agency.
- Make sure the child feels that she or he is not to blame for what happened. Tell the child that no one should ask her or him to keep a special secret and that it is okay to talk with appropriate adults about what happened.

**Listen and Ask**

As the preceding sections suggest, you can help most just by being an empathetic listener. That’s right; just by listening, you’re helping. Sometimes, you may also find that by asking questions, you can help Girl Scouts figure out how to get more information and guidance at school or at home. You don’t have to solve their issues, but you can put them on the trail toward solving them.
Report Concerns
There may be times when you worry about the health and well-being of Girl Scouts in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the issues youth may encounter. You are at the frontlines of Girl Scouts’ lives, and you are in a unique position to identify a situation in which a Girl Scout may need help. If you believe a youth member is at risk of hurting themselves or others, your role is to promptly bring that information to their parent/caregiver or the council so they can get the expert assistance they need. Your concern about a Girl Scout’s well-being and safety is taken seriously, and Girl Scouts Nation’s Capital will guide you in addressing these concerns.

Here are a few signs that could indicate a Girl Scout needs expert help:
- Marked changes in behavior or personality (i.e. unusual moodiness, aggressiveness, or sensitivity)
- Declining academic performance and/or inability to concentrate
- Withdrawal from school, family activities, or friendships
- Fatigue, apathy, or loss of interest in previously enjoyed activities
- Sleep disturbances
- Increased secretiveness
- Deterioration in appearance and personal hygiene
- Tendency toward perfectionism
- Giving away prized possessions; preoccupation with the subject of death
- Unexplained injuries, such as bruises, burns, or fractures
- Avoidance of eye contact or physical contact
- Excessive fearfulness or distrust of adults
- Abusive behavior toward other children, especially younger ones
- Eating extremes, unexplained weight loss, distorted body image

Conflict Resolution, and Grievance Process
Conflicts and disagreements are an inevitable part of life, and when handled constructively can actually enhance communication and relationships. At the very least, Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents. Shouting, profanity, verbal abuse, physical confrontations, or cyberbullying are never warranted and cannot be tolerated in the Girl Scout environment.

Reasons for Conflict
Conflicts can occur between Girl Scouts, volunteers, youth members and volunteers, volunteers and paid staff, or volunteers and the parents/guardians of youth members. Conflicts can arise from:
- personality conflicts
- disciplinary issues
- opinions on how to incorporate programming and activities
- concerns regarding Council policies and procedures
- lack of training and/or updated training
- use of funds
- differences in ideology
- inappropriate behavior and
- miscommunication (including email communication)
Troop Conflict
When a conflict arises between Girl Scouts or a youth member and a volunteer, get those involved to sit down together and talk calmly and in a nonjudgmental manner. Each party may need some time—a few days or a week—to calm down before being able to do this. Although talking in this way can be uncomfortable and difficult, it does lay the groundwork for working well together in the future. Whatever you do, do not spread the complaint around to others (including through email)—that won’t help the situation and causes only embarrassment and anger. Girl Scouts in the troop should never be made aware of issues between adults.

If a conflict persists, be sure you explain the matter to your service unit manager and support team. If the service unit manager cannot resolve the issues satisfactorily (or if the problem involves the service unit manager), the issue can be taken to the membership specialist and, ultimately, if the problem continues, contact your area membership manager for extra help.

Volunteer Conflict
Volunteers donate their time and efforts to our mission and are diverse, passionate, and caring. However, all may not agree on how to fulfill the Girl Scout mission or adhere to our principles. Everyone has the right to express their concerns, be respected, and to be treated in a professional, efficient and fair manner.

All volunteers should seek resolution to problems through open communications and informal discussions. If a volunteer has a concern or conflict, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution. If informal communications fail, those involved should meet with their volunteer supervisor, specifically the service unit manager. With their service unit manager, they will attempt to resolve the conflict and review the necessary steps.

Preventing Issues in Troops
There are steps that can be taken to prevent issues from arising. One important step is for girls to determine with leader guidance the behavior expected. The Girl Readiness and Behavioral Agreement Form on the next page can help establish expectations. Communicating this code of conduct to parents with the expectations and consequences is an important step so that all understand.

<table>
<thead>
<tr>
<th>Level</th>
<th>Conflict With</th>
<th>Meet With</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parent(s) in troop</td>
<td>Troop Leader</td>
</tr>
<tr>
<td>2</td>
<td>Troop Leader/Volunteer</td>
<td>Unit Team Member/Lead Volunteer/Camp Director</td>
</tr>
<tr>
<td>3</td>
<td>Service Unit Team Member</td>
<td>Service Unit Manager/Membership Specialist</td>
</tr>
<tr>
<td>4</td>
<td>Council Staff</td>
<td>Manager/Director of Membership</td>
</tr>
</tbody>
</table>

Chapter 2: Getting Started
**Behavioral Consequences**

When Girl Scouts display concerning behavior, the leader’s first step is to reach out to the caregivers to discuss issues and solutions. If problematic behaviors continue, caregivers may be asked to attend each meeting and outing to monitor and correct their child's behavior so that troop leaders can focus on the troop as a whole.

**Steps in Conflict Resolution**

- Don’t ignore the issue. The Council encourages volunteers, staff, and caregivers to take positive actions to promptly and efficiently resolve concerns.
- If an individual has a concern, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution.
- If it can’t be handled informally between the individuals, those involved should meet in person.
  - Start at the lowest level before escalation.
- All decisions should be documented, and each party should sign the agreement and keep a copy.

**Tips for Conflict Resolution**

- When upset or frustrated, step away and cool down.
- Address the issue, not the individual. Find something positive to say about the person.
- Express feelings honestly but not aggressively. Avoid placing blame.
- Address the problem, not how you personally feel about it.
- Recognize that everyone has their own opinions, and you can’t force people to think like you. Focus on coming to a mutually acceptable agreement.
- Don’t think of it as competition—you are not enemies. Compromise so everyone has a part in the solution. A conflict is never truly resolved if only one person’s needs are met.
- Focus on common ground instead of disagreement.
- Don’t assume you know what someone is feeling or thinking.
- Actively listen without interrupting and ask clarifying questions to ensure understanding.
- Focus on the present instead of bringing up past issues.
- Try to work with others rather than exert control over them.
- Thank the person for listening.

**Removal:**

After the resolution has been reached and documented, if the behavior or conflict continues, volunteers may be removed from that volunteer position after due process has been followed. Due process is defined as the opportunity for an in-person meeting that includes the area (or appropriate) manager and gives all sides the chance to be heard.

An individual who is unwilling to participate in a sit-down conflict management meeting can be immediately removed from volunteer roles. Please note: Girl Scouts are not removed from troops without due process.

Chapter 2: Getting Started
As a Girl Scout, I realize that behaving appropriately and having a positive attitude is necessary for me to have a good experience in Girl Scouting. I also recognize that behaving appropriately and having a positive attitude helps the people I interact with to have a good experience in Girl Scouting. Consequently, I agree to abide by the following:

- I will be sensitive to the needs of everyone in my group/group.
- I will respect the people I interact with and the places I visit.
- I will not use abusive or profane language
- I understand that using alcohol, tobacco, or drugs during a Girl Scout meeting or activity will not be tolerated and that I will be expelled from the activity or meeting if I do so.
- I will be responsible for my personal belongings and equipment. I will not hold my troop/group or the Girl Scouts Nation's Capital responsible for any losses or damages due to my negligence or neglect.
- I will treat all equipment provided for my use with care. I understand that I will be assessed for damages to any equipment if my use of such equipment is negligent or abusive.
- I will use all necessary safety equipment and follow safety rules and procedures.
- I will fulfill my daily responsibilities such as food preparation, camp setting, cleaning up, and shopping.
- I will let the adults responsible for me know where I am at all times and follow the buddy system.
- I understand that if I am sent home early due to misconduct, it will be at my parent or guardian's expense. The adults responsible for me will make the travel arrangements and notify my guardian of these plans.

**Girl Scout Signature:** ___________________________  **Date:** _____

**Care Giver Signature:** ___________________________  **Date:** _____

As the caregiver, I am aware of and agree to the experiences listed above for how my child is expected to behave in Girl Scouting.
Chapter 3: Finances

This chapter gives you the ins and outs of establishing a troop account, helping Girl Scouts manage troop finances, participating in money-earning activities, staying safe around money-earning activities, and understanding how to collaborate with sponsors and causes.

Troop Funding
Helping Girl Scouts decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout troop plans and finances its own activities, with your guidance. At the same time, the Girl Scouts learn many valuable skills that serve them throughout their lives. Girl Scout troops are funded by a share of money earned through Council-sponsored entrepreneurial programs, group money-earning activities, and any dues your troop may charge. The troop treasury belongs to the entire group. The troop should keep enough money in their bank account to cover activities planned during the year. Generally, the troop should spend earned money each year to ensure that the Girl Scouts that earn the money benefit from it.

Dues
Regular troop dues can be used for a variety of ongoing expenses, such as site rental fees, supplies, badges, and patches. A $25 maximum is recommended for dues. Girl Scouts should plan to earn money beyond dues to make their troop dreams come true. Troops may decide to collect dues weekly, monthly, or at regular intervals that work for them. Ideally, Girl Scouts are both involved in money-earning and remember to bring their dues to meetings. These dues are in addition to the annual membership dues that go solely to GSUSA, the national organization. Financial assistance for troop dues is also available from the Council (see page 45).

Product Programs
The Girl Scout Cookie and the Fall Product (magazines, nuts, and candy) programs are offered by our Council and open to all Girl Scouts. Girl Scouts are encouraged to participate in both Council-sponsored product program offerings each year. These programs not only provide troop funding but are also a foundation of the Girl Scout Leadership Experience, allowing Girl Scout youth to self-determine their troop’s plans and building the skills to pursue those plans on their own. Specific details about these programs are found in Chapter 6.

Money-Earning Events
If a troop needs to supplement its product program earnings for a special trip or program, they can seek approval and plan a money-earning event to help with the costs. The event is organized by the troop (not by Council staff), approved by the service unit, and planned and carried out by Girl Scouts (in partnership with adult volunteers) (see page 39).

Troop Money Manager
The troop money manager is the volunteer responsible for the troop’s bank account which includes coordinating deposits, expenditures, and financial reporting to the troop. This is a wonderful troop committee position for a detail-oriented parent/guardian with an interest and/or skill in finance.
Since the money belongs to the troop, it is important that the management of funds is transparent for youth and parents/guardians, and volunteers as well as Council staff. The troop money managers will be trained and will receive ongoing support from their service unit money managers. Volunteers who serve in this role must complete the required background screening process and be registered volunteers. Any volunteer with outstanding debt to Council may not be appointed to a troop money manager position.

Establishing an Account
Each troop/group sets up a new bank account through their service unit money manager. If you’re taking over an existing troop, you may inherit a checking account, but with a new troop, you must open a new account. This happens as the troop is formed so there is a place to make deposits, such as group dues or money from product programs or group money-earning activities. Troop money may never be deposited in a personal account.

Girl Scout troops at every level should keep troop funds in a troop checking account established using these guidelines:

1. Name – Open the bank account in the name of “GSCNC Troop #”
2. Federal Tax Identification – The account should use the Council’s number 54-0732966 when opening the account to ensure that funds held in the account are tax-exempt.
3. Signatures – There should be at least three authorized signatories, one being a service unit money manager, to assure access to the account in case of an emergency. All signers must be over the age of 18, unrelated, registered, and hold an official troop committee position.
4. Debit Card & Checks – Troops must request a debit card and checks for their troop account. No name, address, social security number, or phone number should be printed on any checks. Checks should only read: “GSCNC Troop ####.”
5. ACH Electronic Debit/Credit Authorization Form – Troops must sign an ACH Electronic Debit/Credit Authorization Form for new troop accounts and accounts with changes. The ACH is produced as part of the bank letter process. This must be turned into the service unit money manager.

Requesting a Bank Letter
You will require a letter authorizing the troop to use the Council’s tax identification number to open a bank account. Your service unit money manager will submit the request form for a letter of authorization to open or change a troop bank account on behalf of your troop. Your service unit money manager will also help you identify an appropriate bank.

Managing Your Account
The following guidelines should be used in managing the troop bank account:
Deposits: All troop funds should be promptly deposited in the troop checking account. Note the source of funds if appropriate on the deposit slip.

Tax Exempt Number:
Expenditures made with Girl Scout money and for a Girl Scout purpose are also sales tax exempt. Tax-exempt numbers for each jurisdiction are printed on your troop identification card which can be obtained from your service unit money manager.

Chapter 3: Finances
Cash: An ATM withdrawal receipt does not qualify as a receipt for reimbursement or justification for troop purchases. Troop checks may not be made out to cash. All purchases made with cash require detailed receipts of the transaction(s).

**Purchases:**
When possible, purchase supplies, equipment, goods, and services with the troop check card or check; and use the sales tax exempt card. It is also important to only use the troop bank account for appropriate troop expenses. If a troop leader or troop money manager has a question about appropriate purchases, the service unit money manager should be contacted. See below for a partial list.

- Supplies, equipment (which become troop property), goods, and services purchased for troop
- Service unit dues
- Troop events and field trips
- Donations to SHARE or Juliette Low World Friendship Fund
- Any required volunteer training for outdoor or high adventure
- First aid training for a volunteer
- Background screening for required troop committee members
- Leader books and resources
- Babysitting while troop leader attends training or meeting – must be determined in advance at a parents’ meeting and all parents must be aware of the situation and need
- Recognitions for Girl Scouts (such as earned badges and pins)
- Recognition for adult volunteers (i.e. token of appreciation for cookie manager, troop money manager, etc.)

**Reimbursements:**
- If a volunteer requires reimbursement, requests will be submitted to the troop/service unit within two weeks of purchase and must be accompanied by a receipt.
- Reimbursements should be made by check with a memo note justifying payment.
- If a signer on the account or a member of their family is receiving reimbursement, one of the alternate signers must review the receipts and sign the check.

**Reporting and Compliance:**
- Troop leaders or troop money managers must submit bank statements with receipts every month to their service unit.
- Service units have the option of participating in an online bank statements and receipts system where troop money managers securely upload bank statements and receipts each month.
- Troop leaders and money managers need to be aware that service unit managers or service unit money managers will be reviewing and may request additional documentation for selected bank transactions.
- If inconsistencies are identified with the use of troop funds, the service unit manager or service unit money manager will report them to their membership specialist. If it is determined that there is a possible misuse of troop funds, the issue will be moved to the Council debt collections.

Chapter 3: Finances
Bridging and Transfer to New Troop:
Ideally, the troop should spend earned money each year to ensure that the Girl Scouts who earned it benefit from it. But flexible guidelines are needed since every situation is different. Discussions and decisions should involve the troop leaders and a service unit money manager or service unit manager not directly associated with the troop involved.

The following criteria should be considered:
- The timing of the move in relation to money-earning and planned activities
- The financial situation of both troops

If money is transferred to the new troop, follow these guidelines:
Youth members register in a new troop and money goes to that troop, never the individual Girl Scout (or parent/guardian).
- Money must be transferred to a troop account within the Council.
- Money is transferred as an equal portion of the troop treasury in relation to the active number of Girl Scout youth members.
- For Teens Only: Money may be handled as indicated in the individual teen's (see Teen Troop Decisions on Troop Proceeds page 38).
- Money is NEVER transferred outside our Council.

Disbanding Troops
Remaining funds in a troop that is disbanding might be used for a final Girl Scout activity, to buy lifetime memberships for the troop members, or to donate to the Council’s SHARE campaign or another worthwhile organization. Unused Girl Scout money left in accounts when troops disband and when youth memberships lapse must be transferred to the service unit. The service unit money manager will request a “close bank account” letter. As when closing any bank account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person. Bank accounts must be closed within 3 weeks of the troop disbanding or by September 1st of the disbanding year, whichever is sooner.
Accepting Money Transfers and Payments for Money-Earning:
At this time, Square and Stripe are the only online payment platforms that are permitted for troop money transfers and payments (including accepting money transfers from parents/guardians for troop dues or activity fees and accepting payment for money-earning events). Square and Stripe accounts must be associated with the GSCNC Tax ID, the troop account must be separate from all personal accounts.

Peer-to-peer (P2P) money transfer applications are NOT PERMITTED (e.g. Venmo, PayPal, Zelle, Cash App, and others not listed). Troop bank accounts are business accounts and they cannot be connected to personal P2P accounts. In order to avoid issues with the IRS, please do not use P2P money transfer applications.

Using Square or Stripe
Be aware that Square and Stripe payment platforms charge to access and transaction fees for their services and all payment platform fees are the sole responsibility of the troop. Girl Scouts and families should be made aware of the true cost of their troop business transactions and give written permission for any fees associated with the payment platform. GSCNC is not responsible for any fees charged by these payment platforms and will not hold any investigation into issues related to payment platforms. Cash and check are always acceptable payment options.

Helping Girl Scouts Reach Their Financial Goals
It’s important that Girl Scouts have a clear plan and purpose for their money-earning activities. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps:

1. Set a budget for the troop year. Itemize membership registration, space rental, supplies, and activity costs.
2. Make a plan to earn money for Fall with the Fall Product Program. Set dues for the start of the year to cover expenses until the money from Fall Product comes in.
3. Make a plan to earn money for the remainder of the year with the Cookie Program.
4. If your plans require additional money, see below for guidelines around additional troop money earning (not appropriate for Daisies and Brownies).

Remember: As a volunteer, try to help your Girl Scout troop balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money.

Additional Group Money-Earning Activities
If income from product programs isn’t enough, Girl Scouts have more options available to them. Be sure to submit a Troop Money Earning Event Approval form to the service unit manager before planning the activity. Although you cannot resell products, you can offer services, such as the following:
**Collections/Drives:**
- Cell phones for refurbishment
- Used ink cartridges turned in for money
- Christmas tree recycling

**Food/Meal Events:**
- Lunch box auction (prepared lunch or meal auctioned off)
- Themed meals, like a high tea or a build-your-own-taco bar, relate these to the activities Girl Scouts are planning (if youth are earning money for travel, tie the meal to their destination)

**Service(s):**
- Plan a Girl Scout program for a service unit or association
- Service-a-thon (people sponsor a Girl Scout doing service; funds go to support trip)
- Babysit for holiday or Council events
- Rake leaves, weeding, cutting grass, shoveling snow, walking pets
- Cooking class or other specialty class

**Money-Earning Guidelines**
Girl Scouts’ participation in both Council-sponsored product program activities and group money-earning projects is based upon the following -- some required by the Internal Revenue Service:
- Groups are encouraged to participate in Council product programs as their primary money-earning activity, and any group money-earning activity should not be conducted during the Fall Product or Cookie Program.
- Service unit approval is required for any additional troop money-earning event; (other than product programs). Troops should submit the Troop Money Earning Event Approval form at least two weeks prior to the event. For information about approved usage of the Council and Girl Scout logos, see page 11.
- Participation in both Council-sponsored money-earning programs is a prerequisite for approval of other troop money-earning activities.
- Each Girl Scout must voluntarily agree to participate and have parent or guardian permission.
- An established understanding of (and ability to explain clearly to others) why the money is needed.
- An understanding that money-earning should not exceed what the group needs to support its activities is clearly explained.
- Vigilance in protecting the personal safety of each Girl Scout. Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws.
- Troops come up with arrangements for safeguarding the money.
Money-Earning Restrictions

- Girl Scouts forbids the use of games of chance, solicitation of cash, and product-demonstration parties.
- Group money-earning activities need to be suited to the age and abilities of the Girl Scouts.
- It is rare that a Daisy, Brownie, or Junior troop would receive approval for an additional money-earning activity. The troops should maximize earnings through Fall Product and Cookie programs.
- Money earned is for Girl Scout activities and is not to be retained by individuals or used for activities associated with other organizations.
- All crowdfunding is limited to approved Gold Award Girl Scouts who have received permission to use the Council’s designated online tool. This money-earning activity is exclusive to approved Gold Award projects.
- Restaurant nights where you receive a percentage of sales are not permitted as a money-earning activity for troops or as a way for associations, service units, or troops to raise SHARE funds.
- Daisy, Brownie, and Junior troops earn and spend their money during the same year.

Note: Money-earning is not fundraising. Money-earning is program-based activities conducted by Girl Scouts through troops; fundraising is raising money for SHARE.

Collaborating with Sponsors and Other Organizations

Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. To recognize the sponsor’s contribution, Girl Scouts can send thank-you cards, invite the sponsor to a meeting or ceremony, or work together on a Take Action project. The troop is required to have a bank account independent of the sponsor. See page 35 for details on establishing and managing a bank account.

- Be respectful when collaborating with religious organizations: Girl Scout groups must respect the opinions and practices of religious partners, but no Girl Scout should be required to take part in any religious observance or practice of the sponsoring group.
- Fundraising for other organizations is prohibited: Girl Scouts and adult volunteers are not allowed, when identifying themselves as Girl Scouts, to solicit money on behalf of other organizations. This includes participation in a walkathon or telethon in uniform. You and your troop can, however, support other organizations through service projects or a donation from your troops’ account. Girl Scouts as individuals can participate in whatever events they choose, as long as they’re not identified as “Girl Scouts.”

Political fundraising prohibited: When in an official Girl Scout capacity or identified as Girl Scouts, your group may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner. We encourage Girl Scouts’ civic participation; however, implied endorsements of candidates are prohibited. Girl Scouts is and always will be nonpartisan.

Chapter 3: Finances
Girl-Led Finances
Involvement by Program Level
As with other activities, Girl Scouts progress in their financial and sales abilities as they get older. This section gives you some examples of the abilities of Girl Scouts at each grade level.

Girl Scout Daisies

- The group volunteer handles money, keeps financial records, and does all group budgeting.
- Parents/guardians may decide they will contribute to the cost of activities.
- Girl Scouts participate in GSCNC Fall Product and Cookie programs.
- Daisies are always paired with an adult volunteer when selling anything. Girl Scouts do the asking and deliver the product, but volunteers handle the money and keep youth safe.

Girl Scout Brownies

- Brownies set goals for and participate in Council-sponsored Product Programs.
- Girl Scouts discuss the cost of activities (supplies, fees, transportation, rentals, and so on).
- The troop volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities with Girl Scout youth.
- Girl Scouts may decide to pay dues when discussing the troop budget with volunteer guidance.

Chapter 3: Finances
Girl Scout Junior

The group volunteer retains overall responsibility for long-term budgeting and record-keeping, but shares or delegates all other financial responsibilities to Juniors.

Girl Scouts set goals for and participate in Council-sponsored Product Programs based on funding needs.

Juniors decide on troop dues, if any. Dues are collected by Girl Scouts and recorded by the troop-elected treasurer.

Juniors can budget for the short-term needs of the group, on the basis of plans and income from the group dues.

Girl Scouts budget for more long-term activities, such as overnight trips, group camping, and special events.

Juniors budget for Take Action projects, including the Girl Scout Bronze Award, if they are pursuing it.

Girl Scout Cadettes, Seniors, and Ambassadors

Girl Scout teens estimate costs based on plans.

Girl Scout teens estimate costs based on plans.

Girl Scouts determine the amount of group dues (if any) and the scope of money-earning projects.

Teens carry out budgeting, planning, and group money-earning projects.

Girl Scouts budget for extended travel, Take Action projects, and leadership projects.

Teens keep their own financial records and give reports to parents and group volunteers.

Girl Scouts budget for Take Action projects, including the Girl Scout Silver or Gold awards (if pursuing).
Teen Troop Decisions on Troop Proceeds
All funds in a Girl Scout troop bank account are for troop activities; however, teen Girl Scout
troops may decide to allow individual Girl Scouts to determine how a portion of troop proceeds
may be spent (formerly known as individual teen troop accounts). Such a system allows for
individual record keeping within the troop bank account. This form of record-keeping does not
allow for individual bank accounts for each Girl Scout. Troops with Daisy, Brownie, or Junior
level Girl Scouts may not use this form of accounting. This includes multi-level troops with
youth in these age groups.
Teen Girl Scout troops that elect to use an individual financial record system must determine
how money from dues, Product Programs, and money-earning activities will be recorded. Any
money donated to support a Girl Scout’s participation must be deposited into the troop bank
account and remains the property of the troop; the troop will determine its use in the event the
Girl Scout does not continue in Girl Scouting. Funds are never presented to individual teen Girl
Scouts or their families. The records of expenses and revenue of Girl Scouts must be available
to the teens and their parents at all times. Girl Scouts must factor in adult costs for activities as
adults do not participate in money-earning.

Highest Awards
Troops and teens who are earning the Highest Awards (Bronze, Silver, and Gold Awards)
should review the following guidelines regarding the appropriate use of troop funds and
money-earning. The following guidelines apply to all
individual Girl Scouts and troops. Additional guidelines specific to individual awards are below.
• Girl Scouts may not raise money for another organization.
• Girl Scouts at the Junior to Ambassador levels may solicit donations of in-kind goods and
supplies for specific Girl Scout Take Action projects, including the Bronze, Silver, and Gold
Awards.

Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may
accept, however, a volunteer must sign any related paperwork. Direct solicitation of gift
cards or money is not permitted

• Girl Scouts whose troops use the individual financial record system for troop finances may
use money in their Girl Scout revenue record to fund individual Silver or Gold Award
projects.
• Online fundraising/crowdfunding is exclusive to approved Gold Award projects and is only
permitted via the Council’s designated online tool.
• Girl Scout Juniors and Cadettes may not apply for grants through outside organizations.
• All monies earned or donated should be submitted directly to the troop money manager for
receipt and record keeping.

Chapter 3: Finances
Girl Scout Cadettes may use money from the individual financial record system to fund individual or group Silver Award projects. Girl Scout Cadettes may request donations of in-kind goods and supplies. However, direct solicitation of gift cards or money is prohibited.

Girl Scouts may earn the Silver Award individually or as a group of 4 or fewer. Girl Scouts earning the Silver Award may not apply for grants through outside organizations. Troop money-earning hours, such as Council-sponsored product programs, cannot be counted toward a Girl Scout’s Silver Award project hours. Troop money-earning hours are intended to support the troop’s goals.

Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.

Junior troops may use troop money to fund Bronze Award projects. Funds earned from Council-sponsored Product Programs (i.e. cookies and fall products) can be applied to Bronze Award projects and are considered sufficient funding sources for Junior Girl Scouts.

Girl Scout Juniors may request in-kind donations of goods and supplies. However, direct solicitation of gift cards or money is prohibited. Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.

Girl Scout Seniors and Ambassadors may use money from their individual financial record system to fund their Gold Award projects. Gold Award Girl Scouts may request donations of in-kind goods and supplies or monetary requests in direct support of their approved Gold Award project. All monetary requests for approved projects are required to go through the Council’s designated online tool. This money earning opportunity is exclusive to the support of approved Gold Award projects. Direct solicitation of gift cards or money in any other format is prohibited. Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.

Girl Scout Seniors and Ambassadors working on the Gold Award may apply for grants through outside organizations. Grant amounts should not exceed $1,000. Girl Scouts should be completing the grant application information under the supervision of a Girl Scout adult volunteer or their project advisor. Troop money-earning hours, such as Council-sponsored Product Programs, cannot be counted toward a Girl Scout’s Gold Award project hours. Troop money-earning hours are intended to support the troop’s goals, whereas the Gold Award is an individual project.
Additional Information
If a Girl Scout Cadette, Senior, or Ambassador has exhausted their existing money-earning opportunities and is still in need of funds to enable the completion of their project, the individual teens may complete additional money-earning opportunities independently to fund their Silver or Gold Award project.

Financial Assistance
Financial assistance is designed to help registered Girl Scout youth and adult members participate in Girl Scout activities where financial considerations might otherwise hinder such participation. A chart on page 47 summarizes the types of financial assistance available from the Council. Funding for much of this assistance comes from the generous support of Girl Scout families through SHARE, our annual giving campaign. For more information on SHARE, see page 48.

1. Troop and Member Financial Assistance
   - Assistance for the annual GSUSA membership dues is available for Girl Scouts and adult volunteers. To request this type of assistance, log on to your account at www.gscnc.org and request financial assistance during the membership purchase checkout.
   - Assistance for uniforms, books, and troop dues is available to registered Girl Scouts and registered troop leaders. The online form can be filled out by the parent or the troop leader. To begin this process, go to the “Forms” page of our website and select “Financial Assistance for Uniforms, Books & Troop Dues”.

2. Background Screening Assistance
   - Assistance is available for the background screening fee. After you register as an adult volunteer for a role that requires a background screening you’ll receive an email “invitation” from theadvocates@sterlingvolunteers.com to begin the process. The email will contain two links. One link is to be used if you’d like to pay the fee. The other link is to be used if you’d like to request financial assistance to cover the fee.

3. Program Grants
   Program Grants help individuals participate in an approved Girl Scout activity:
   - Troop activity, event, or trip
   - Nation’s Capital sponsored event
   - An individual activity such as a Girl Scout Destination or similar trip
   - To submit a program grant, search Program Grant Application under “Forms” on www.gscnc.org and send to programaa@gscnc.org. Detailed budgets and/or itineraries are required to be attached to this form.

**Program grants are not designed to replace responsible financial planning and are not designed to underwrite event costs for an entire troop/group.** If additional adults are needed to meet Safety Activity Checkpoint requirements, they are also eligible for program grants.

In planning activities, troops should consider the following:
- Has the troop made realistic plans to pay for all girls and required volunteers?
- Has the troop allowed enough time to raise the needed funds?
- Has the troop made alternate plans, if needed, to accommodate unexpected circumstances such as change in troop size, increased cost, and unrealized money-earning goals?
- Have all Girl Scout youth and volunteers been given the opportunity to participate in troop money-earning activities?
- Has the troop participated in Council product programs activities?
Setting Realistic Goals
Girl Scouting gives Girl Scouts opportunities to plan activities they might not have considered on their own. Troop leaders should encourage youth to develop a realistic plan to achieve those goals.
If troops are asking families to pay a portion of an activity cost, they should consider what is realistic for the majority of their families. Program grants are designed to ensure that current family financial circumstances do not prevent one or two Girl Scouts from participating in an activity that other youth in their troop can afford, not to subsidize activity costs for an entire troop.

Training Grants
Training grants are available for adult volunteers to request financial assistance for fees associated with adult education opportunities to support youth programming sponsored by Girl Scouts Nation’s Capital. This grant applies to the following courses:
- First Aid - High Adventure courses - Cookout & Campout courses
This assistance is available to one volunteer per troop per year for each of these roles. The Training Grant Application can be found on our website under “Forms” see https://www.gscnc.org/en/for-volunteers/forms.html. For more information contact the Adult Volunteer Development coordinator at avdaa@gscnc.org.

Troop Loans
Troop loans help groups participate in approved Girl Scout activities when funds are not available at the time payment is due. Troop loans could be considered in the following situations:
- To make a deposit for activities prior to receipt of product program proceeds
- If money-earning activities have fallen short of expectations and plans cannot be changed
- If a special opportunity comes up and Girl Scouts need more time to raise money
- If several Girl Scouts in the troop need financial assistance
- The Troop, Group, and Individual Program Loan Application form can be found under “Forms” on gscnc.org and submitted to programaa@gscnc.org.
- Loans must be repaid within six months to one year from the date of loan disbursement through a scheduled payment plan. Unpaid troop loans are considered a Council debt. Troops defaulting on a troop loan may not participate in our Council programs or use our Council campsites and will be subject to debt collection.

Camp Financial Assistance
Girl Scouts Nation’s Capital strives to make camp available to all Girl Scouts regardless of their family’s economic situation. Requests for assistance must be submitted prior to camp registration. Links to assistance for summer sleep-away camp and day and evening camp can be found under the “Camp” tab on www.gscnc.org.
<table>
<thead>
<tr>
<th>Need/Type of assistance</th>
<th>Form</th>
<th>Where to Find</th>
<th>Submitted by</th>
<th>Submitted to</th>
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</thead>
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<tr>
<td>GSUSA annual registration dues for youth &amp; adults</td>
<td>Online Volunteer Systems Registration</td>
<td><a href="http://www.gscnc.org/join">www.gscnc.org/join</a></td>
<td>Parent/Guardian or adult requesting assistance</td>
<td>Online Volunteer Systems Registration</td>
</tr>
<tr>
<td>Background screening</td>
<td>Email link</td>
<td>Email from: <a href="mailto:theadvocates@sterlingvolunteers.com">theadvocates@sterlingvolunteers.com</a></td>
<td>Sterling Volunteers Online System</td>
<td></td>
</tr>
<tr>
<td>Program grant for Girl Scout youth participation in approved troop event</td>
<td>Program Grant Application</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
<td>Troop leader, advisor or parent/guardian</td>
<td>Program Department</td>
</tr>
<tr>
<td>Program grant for volunteer participation in approved event</td>
<td>Program Grant Application</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
<td>Troop leader, advisor or volunteer receiving grant</td>
<td>Program Department</td>
</tr>
<tr>
<td>Troop loan for approved troop event</td>
<td>Troop, Group, and Individual Program Loan Application</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
<td>Troop leader or advisor</td>
<td>Program Department</td>
</tr>
<tr>
<td>Training grant for First Aid, high adventure or other necessary training</td>
<td>Training Grant Application</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
<td>Adult volunteer receiving grant</td>
<td>Adult Volunteer Development</td>
</tr>
<tr>
<td>Sleep-away camp</td>
<td>Online Request Form</td>
<td><a href="http://www.gscnc.org/camp">www.gscnc.org/camp</a></td>
<td>Parent/Guardian</td>
<td>Customer Care Department</td>
</tr>
<tr>
<td>Summer day/evening camp</td>
<td>Online Request Form</td>
<td><a href="http://www.gscnc.org/camp">www.gscnc.org/camp</a></td>
<td>Parent/Guardian</td>
<td>Membership Department</td>
</tr>
</tbody>
</table>
SHARE: Annual Family Giving Campaign
SHARE Your Love of Girl Scouting raises critical funding for Girl Scouts and volunteers in our Council. This funding provides financial aid; helps maintain our eight outdoor camps; delivers Girl Scout programming; and supports volunteer training. Every single youth & adult member in our Council is touched by SHARE. 100% of your donation stays within our Council to support our Girl Scouts and volunteers. SHARE is the way Girl Scout families and friends help make Girl Scouting possible for all Girl Scouts. Remember: 100% of every youth and adult membership fee goes to the national headquarters of Girl Scouts.

SHARE volunteers at the Association, Service Unit, and Troop levels are the lifeblood of this critical fund-raising effort. They help educate other volunteers, parents, and guardians about the importance of SHARE and how it impacts their Girl Scouts’ experience. Additionally, we have SHARE Regional Co-Chairs and our top SHARE volunteer serves on the Board of Directors. All SHARE volunteers are supported by the Council’s Development team. If you are interested in helping to make Girl Scouting possible for all Girl Scouts as a SHARE volunteer, please reach out to your Troop Leader or Service Unit Manager.

Individual Donations
Every family is asked to support SHARE through a personal contribution. This can easily be done by joining the Friendship Circle with a recurring donation of a minimum of $5 a month. Donations are credited to adults, not youth Girl Scouts; therefore, the full name and address of an adult must accompany the donation in order for the donor to receive a tax receipt letter.

To ensure your Association, Service Unit or Troops gets credit for your donation, please always fill in that information when asked. All Associations and Service Units have SHARE fundraising goals so this is important to do.

Donations can be made through your service unit’s crowdfunding page. Search for your service unit at www.bit.ly/GCSHARE. Donations can also be made online at www.gscnc.org/donate, mailing a SHARE envelope, or by phone 202-534-3785. Please speak to your Service Unit SHARE Chair for more information. Volunteers are not to use Girl Scout adult contact information for personal or professional purposes. Do NOT send cash through the mail.

SHARE Activities and Events
Each Service Unit strives to reach their SHARE goal through personal contributions and SHARE events. All SHARE fundraising events should be planned and run by adults. When planning events, adults should be aware that our Council has guidelines specific to fundraising partnerships with other organizations. External organizations should not participate in any SHARE fundraising events (i.e. other organizations having promotional exhibits or tables at SHARE events). When hosting a SHARE fundraising event, do not leverage the event to raise money for another organization. Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting.

- Special Promotions – The Council partners with organizations whose policies and operations are compatible with values of Girl Scouting on a Council-wide level. Proceeds from sales benefit SHARE.

Chapter 3: Finances
• Car Donations – Is a great way to raise money for SHARE and if the donation would like to do so, they can credit their Service Unit or Association. More information can be found on GSCNC.org

• Games of chance – These events are allowed only if they are solely run and attended by adults to benefit SHARE.

• Restaurant nights, business partnerships, fundraising with other organizations, party demonstrations – Events where a percentage of sales are received are NOT permitted.

How can Girl Scout youth be involved?
Girls Scouts are encouraged to tell their stories, write thank you notes, make thank you calls to donors, or help make a poster about SHARE, but they may not directly solicit contributions. Fundraising asks must only be made by adult volunteers and/or staff. Girl Scouts can help make videos and post updates on the service unit’s crowdfunding page, through the Council-managed fundraising platform. Great ways to earn Council hours!

• SHARE is not a money-earning activity. Money-earning is conducted by Girl Scouts through troops and includes specific guidelines and restrictions. For more information on money-earning guidelines, see page 39.

• SHARE reports and resources (i.e. the SHARE handbook) can be located on the SHARE Volunteer Rally page.

Pass-through Donation Guidelines
Many individuals see the impact of Girl Scouting in their communities, and sometimes we receive requests for individuals to donate directly to a Girl Scout troop, service unit, association, and/or group. The Council has established guidelines to properly acknowledge the donor's gift and track money supporting our organization.

For donations up to $250, the donation should be payable to GSCNC Troop # and deposited into the troop’s bank account. The Council will not provide a tax receipt for these donations.

For donations over $250, below are the steps used for processing these donations:
• The donation check must be made payable to Girl Scouts Nation’s Capital and sent to the Council’s DC office at the address below.

• Important: The donation must come with a note that says it is a pass-through donation and the Troop#, SU#, Association# that it will support.

• The Council will deposit the donation and issue a tax receipt for the donor, using the address listed on the check.

• The Council will provide payment to the troop via check made payable to the troop or ACH transfer to the troop account. This process usually takes 7-10 business days.

• A troop may receive a donation of up to $1,000 from any funder/donor once per fiscal year. Any amount over $1,000 will go to SHARE, our annual giving campaign to benefit all Girl Scouts.

• The same procedures apply to service units, associations, and/or groups.

Please send the check to: Controller, Girl Scouts Nation’s Capital, 4301 Connecticut Avenue NW, M-2, Washington, DC 20008. Contact Droldan@gscnc.org with any questions.
Planned Gifts
All families who understand the impact of Girl Scouting and want to ensure the legacy of Girl Scouting in our region forever should consider a planned gift through the Juliette Low Legacy Society (JLLS).

If you would like more information about SHARE, making the ask, making a major gift or JLLS, please contact our Development staff at 202-274-3317.
As you listen and learn along with the Girl Scouts, remember that each child is an individual with their own needs, feelings, and interests. Girl Scouts is an inclusive, girl-led community in which everyone belongs. When you put the youth first, you’re nurturing a collaborative dynamic, making space for the development of leadership skills, and allowing children to benefit from the guidance, mentoring, and coaching of caring adults.

Creating a Safe Space for Girl Scouts
A safe space is where Girl Scouts feel they can be themselves, without explanation or judgment. As a volunteer, the environment you create is just as important as the activities Girl Scouts do; it’s the key to developing the sort of group that youth want to be a part of! Cultivate a space where confidentiality is respected and Girl Scouts can express their true selves.

Recognizing and Supporting Each Girl Scout
You’re a role model and a mentor to your troop. You are an important person in their lives and they need to know that you consider each of them an important person. They can weather a poor meeting place or an activity that flops, but they cannot endure being ignored or rejected.
- Give a shout-out when you see Girl Scouts trying their best, not just when they’ve had a clear success.
- Emphasize the positive qualities that make each Girl Scout valuable and unique.
- Be generous with praise and stingy with rebuke.
- Help Girl Scouts find ways to show acceptance of and support for one another.

Promoting Fairness
Girl Scouts are sensitive to injustice. They forgive mistakes if they are sure you are trying to be fair. They look for fairness in the ways responsibilities are shared, in the handling of disagreements and in responses to performance and accomplishment.
- When possible, consult youth members as to what they think is fair before decisions are made.
- Explain your reasoning and demonstrate why you did something.
- Be willing to apologize if needed.
- Try to see that the responsibilities, as well as the chances for feeling important, are equally divided.
- Help Girl Scouts explore and decide for themselves the fair ways of solving problems, carrying out activities, and responding to behavior.

Building Trust
Girl Scouts need your belief in them and your support when they try new things. You’ll also need to show them that you will not betray their confidence.
- Show Girl Scouts that you trust them to think for themselves and use their own judgment.
- Encourage them to make the important decisions in the group.
- Provide them assistance with correcting their own mistakes.
- Support Girl Scouts in trusting one another. Let them see firsthand how trust can be built, lost, regained, and strengthened.
Inspire Open Communication
Girl Scouts want someone who will listen to what they think, feel, and want to do. They like having someone to whom they can talk about the important things happening in their lives.

- Listen to the Girl Scouts. Respond with words and actions.
- Speak your mind openly when you are happy or concerned about something, and encourage Girl Scouts to do this, too.
- Leave the door open for Girl Scouts to seek advice, share ideas and feelings, and propose plans or improvements.
- Help Girl Scouts see how open communication can result in action, discovery, better understanding of self and others, and a more comfortable climate for fun and accomplishment.

Managing Conflict
Conflicts and disagreements are an inevitable part of life, but if handled constructively, they show Girl Scouts that they can overcome their differences, exercise diplomacy, and improve their communication and relationships. Respecting others and being a “sister” to every Girl Scout means that shouting, verbal abuse, or physical confrontations are never warranted and cannot be tolerated in the Girl Scout environment.

When a conflict arises between Girl Scouts or with an adult volunteer, those individuals involved should sit down together and talk calmly in a nonjudgmental manner, keeping in mind that each party may need some time—a few days or a week—to calm down before being able to have a productive conversation. Talking in this way might feel uncomfortable and difficult now, but it lays the groundwork for working well together in the future. Whatever you do, do not spread your complaint around to others—that won’t help the situation and causes only embarrassment and anger.

You’ll also find conflict resolution activities in some of the Journeys, such as the aMaze Journey for Cadettes or the Mission Sisterhood Journey for Seniors.
If a conflict persists, be sure you explain the matter to your volunteer support team. If the supervisor cannot resolve the issues satisfactorily (or if the problem involves the supervisor), the issue can be taken to the next level of supervision and, ultimately, to your council if you need extra help.
Communicating Effectively with Girl Scouts of Any Age

Make sure your words and intentions create a connection with the girls. Keep in mind how important the following attitudes are:

- **Listen**: Listening to youth girls, as opposed to telling them what to think, feel, or do (no “you should”) is the first step in helping them take ownership of their Girl Scout experience.
- **Be honest**: If you’re not comfortable with a topic or activity, it’s OK to say so. No one expects you to be an expert on every topic. Ask for alternatives or seek out volunteers with the required expertise. Owning up to mistakes—and apologizing for them—goes a long way with kids.
- **Be open to real issues**: For youth, important topics are things like relationships, peer pressure, school, money, drugs, and other serious issues. Follow the sensitive issues guidelines found on page 25.
- **Show respect**: Girl Scouts often say that their best experiences were the ones when adults treated them as equal partners. Being spoken to as young adults reinforces that their opinions matter and that they deserve respect.
- **Offer options**: Girls Scouts’ needs and interests change and being flexible shows them that you respect them and their busy lives. But whatever option is chosen, Girl Scouts at every program level also want guidance and parameters.
- **Stay current**: Show your Girl Scouts that you’re interested in their world by asking them about the TV shows and movies they like; the books, magazines, or blogs they read; the social media influencers they follow; and the music they listen to.
One way to navigate emotional or contentious moments is through the LUTE method—Listen, Understand, Tolerate, and Empathize.

L = Listen
Hear them out, ask for details, and reflect back what you hear, such as, “What happened next?” or “What did they say?”

U = Understand
Try to be understanding of their feelings with comments such as, “So what I hear you saying is . . .” “I’m sure that upset you,” or “I understand why you’re unhappy,” or “Your feelings are hurt; mine would be, too.”

T = Tolerate
Let them know you can tolerate the feelings they just can’t handle right now on their own. Let them know that you’re there to listen and accept how they are feeling about the situation. Say something like: “Try talking to me about it. I’ll listen,” “I know you’re mad—talking it out helps,” and “I can handle it—say whatever you want to.”

E = Empathize
Let them know you can imagine feeling what they’re feeling with comments such as, “I’m sure that really hurts” or “I can imagine how painful this is for you.”

Addressing the Needs of Older Girl Scouts
Consider the following tips when working with teens:

- Establish parameters for informal sensitive issue conversations with parents annually. (page 25)
- Think of yourself as a “guide on the side”—a partner, a coach, or a mentor, not a “leader.”
- Ask teens what rules they need for safety and what group agreements they need to be a good team. When teens take the lead in establishing group rules, they’re more likely to stick to them.
- Understand that teens need time to talk, unwind, and have fun together.
- Ask what they think and what they want to do.
- Encourage teens to speak their minds.
- Provide structure, but don’t micromanage.
- Give everyone a voice in the group—understanding that “speaking up” may look different for each Girl Scout. For some teens, it might mean sharing their ideas in front of the entire group; for others, it could mean submitting a written response or contributing as part of a group.
- Treat teens like partners.
- Don’t repeat what’s said in the group to anyone outside of it - unless necessary for a Girl Scout’s safety. (see Report Concerns on page 30)

Creating an Atmosphere of Acceptance and Inclusion
Girl Scouts Nation’s Capital is committed to building and maintaining an inclusive community that respects and supports all our members. We value the diverse backgrounds and qualities of each youth and adult member—including race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socioeconomic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs—so that all members feel they belong. We strive to provide everyone with the opportunity to participate fully in the Girl Scout program and contribute to the Girl Scout community.

Chapter 4: Including All Girl Scouts
Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all Girl Scout girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all. It’s about being a “sister” to every Girl Scout. You’re accepting and inclusive when you:

- Welcome every Girl Scout and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment for youth.
- Teach respect for, understanding of, and dignity toward all Girl Scouts and their families.
- Foster awareness and respect for the spectrum of gender identities and personal pronouns.
- Actively reach out to youth and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to the community as a respected and valued peer.
- Honor the intrinsic value of each person’s life.
- We do not have all the answers but pledge to work toward these goals as advocates and allies. We seek to address barriers that impede our members from reaching their highest potential.

**Resources and Activities for Creating an Inclusive Community:**
**GSUSA Multicultural Community Celebrations Patch Program**

Girl Scouts of all levels, your friends, and your leaders have plenty of activities to choose from to earn each segment of this fun patch. Whether they choose to do one or all of them, you’ll discover interesting new things about your neighbors—and yourself.

- PBS’s five-episode series “Asian Americans” - https://www.pbs.org/show/asian-americans/
- Smithsonian National Museum of African American History and Culture Teaching & Learning resources - https://nmaahc.si.edu/learn/educators/teaching-and-learning
- National Museum of the American Indians -https://americanindian.si.edu/nk360/lessons-resources/search-resources
- Virtually visit the National Museum of the American Latino - https://latino.si.edu/

**gsLearn DEIA Training:**
- GSUSA Creating Your Inclusive Troop
- GSUSA Delivering Inclusive Program
- Inclusive Language Training
- Appreciation vs Appropriation one-pager
- Additional links to recommended online resources

**Supporting Girl Scouts with Diverse Intellectual and Physical Abilities**
As a volunteer, your interactions with Girl Scouts girls present an opportunity to improve the way society views youth with diverse abilities. Historically, differently-abled individuals have been looked at from a deficit viewpoint with a focus on how people with diverse abilities could be fixed. Today, the focus is on a person’s abilities—on what they can do rather than on what they cannot.
Please respect the privacy of the medical diagnosis of the child unless the parent has given permission to discuss/inform others. Initially, communicating with the parents is important to discuss any necessary accommodations the individual may require. In some cases, it will be advisable to ask the parent to be present for the meetings initially. The eventual goal is for every Girl Scout to be independent. The gradual process towards independence can involve the parent being in the back of the room, then in the room next door, and then in their car.

If necessary, please develop a plan with the Girl Scout’s parents about how to support them. When talking to an individual with a disability, please speak directly to them, not through a parent/caregiver, and treat them as you would any other member of the troop to the extent it is possible. There may be an exception, however, with individuals with Autism Spectrum Disorder (ASD). Speaking directly to someone with ASD might be uncomfortable for them when delegating duties, especially in front of others.

It may be helpful to email the parents ahead of time to let them know what will be taking place at the meeting. Children with ASD prefer structure so it’s a good idea to structure every meeting and activity. They prefer to know what they're going to be doing and what is expected of them. They don't like last-minute changes and might get upset with changes that couldn't be helped e.g. a co-leader not being there because they are sick. It’s helpful to announce shifts e.g. ‘in five minutes, we’ll be switching to another activity’.

Please contact your service unit manager with any other inclusion issues or concerns.

**Inclusion Resources for Engaging Girl Scouts with Diverse Abilities:**
- gs Learn Training: 204 Including Girls with Disabilities
- Kids Included Together – [www.kit.org](http://www.kit.org)
- Partners for Youth with Disabilities – [www.pyd.org](http://www.pyd.org)

Additional resources for engaging individuals with disabilities can be found on our website under: About us/Diversity, Equity & Inclusion

To request a disability-related accommodation, such as an ASL interpreter, Braille document, or adaptive camping equipment, please contact Customer Care: [customercare@gscnc.org](mailto:customercare@gscnc.org)

Contact Customer Care at 202-274-3327 with questions about how to ensure the inclusion of girls with disabilities within the Girl Scout community.

**People-First Language**
When talking about people with disabilities, it is important to keep two concepts in mind: people-first language and identity-first language. Many people prefer People-First Language, which emphasizes the person, not the disability. Disability is no longer the primary, defining characteristic of an individual, but one of several aspects of the whole person. However, some people prefer Identity-First Language, which places the disability-related word first in a phrase. It emphasizes the disability as a significant aspect of a disabled person’s identity. When in doubt, just ask!
### People-First Language - Put the person before the disability

**SAY...**
- They have a learning difference.
- They have an intellectual difference.
- They use a wheelchair.

**Instead of ...**
- They are learning disabled.
- They are intellectually disabled; they are slow.
- They are wheelchair-bound.

### Identity-First Language - See disability as a part of the person’s identity

**SAY...**
- They are differently abled.
- They are Autistic.
- They are Deaf.

**Instead of ...**
- They are a person with a disability.
- They are a person with autism.
- They are a person with hearing loss.

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**When interacting with a girl (or parent/guardian) with diverse abilities, consider these final tips:**

- It’s okay to offer assistance to someone who is differently abled, but wait until your offer is accepted before you begin to help. Listen closely to any instructions the person may have.
- Leaning on someone’s wheelchair is invading their space and is considered annoying and rude.
- When speaking to someone who is deaf and using an interpreter, speak to the individual, not to the interpreter.
- When speaking for more than a few minutes to someone who uses a wheelchair, place yourself at eye level.
- When greeting someone with low vision, always identify yourself and others. You might say, “Hi, it’s Sheryl. Tara is on my right, and Chris is on my left.”

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*Chapter 4: Including All Girl Scouts*
Registering Girl Scouts with Cognitive Diversity

Girl Scouts with cognitive diverse intellectual abilities can be registered as closely as possible to their chronological ages. They wear the uniform of that program level. Make any adaptations for the Girl Scout to participate in ongoing activities of the program level to which the group belongs. Girl Scouts with diverse intellectual abilities may choose to retain their youth membership through their 21st year, and then move into an adult membership category.

Including ALL Girls Patch

This patch program is designed to heighten Girl Scouts’ awareness, understanding, and acceptance of people’s diverse abilities. Girl Scouts will learn what inclusion of individuals who are differently abled in Girl Scouting really means and how to ensure its growth in every environment.

There are fun and educational activities designed for all levels of Girl Scouts to use in troops, individually, or in other Girl Scout settings. A PDF of the patch program is available on the website at www.gscnc.org/patches
Chapter 5: Girl Scout Program

The Girl Scout Leadership Experience (GSLE)
The Girl Scout Leadership Experience provides the foundation for all we do. It is the core of our program and encompasses everything from our Promise and Law to our badges, activities, and Journeys. And at the center of it all are the girls. At Girl Scouts, everything centers around the youth member, it’s what makes Girl Scouts truly unique. Our program is designed by, with, and for girls. With a focus on girl-led programming and activities, Girl Scouts have the opportunity to take on leadership roles and learn-by-doing in a safe, fun, and cooperative environment.

Although Girl Scouts may start building their leadership skills in school and on sports teams, research shows that the courage, confidence, and character youth members develop as Girl Scouts stay with them throughout their lives. Our program and outcomes are based in research and our studies show that Girl Scouting has a measurable positive impact on Girl Scouts. In fact, we can proudly say Girl Scouts are almost 10% more likely than non-Girl Scouts, to have positive expectations about their future based on our studies. We encourage you to learn more about our program and outcomes as you check out our studies and in-depth research for insights and information.

The Girl Scout Leadership Experience has been purposefully designed to include a variety of fun and challenging activities to help Girl Scouts learn, grow, and thrive. And at the base of it all are three keys and three processes.

The three keys of Girl Scouting:

**Discover.**
When Girl Scouts take part in fun and exciting badge activities, earn a Girl Scout Journey award, go camping, or attend an amazing Girl Scout program or event, you are helping them discover who they are, what they care about, and where their talents lie.

**Connect.**
When Girl Scouts collaborate with others—including the members and leaders of their troop, Girl Scouts from their local community, or community partners and experts they connect and expand their horizons. This helps them care about, support, inspire, and team up with others both locally and globally.

**Take Action.**
When Girl Scouts deepen their relationship with the world around them, they’re eager to take action to improve the local community and the greater global community and make the world a better place.

So how do we do it? The Girl Scout Leadership Experience draws on three unique processes—Girl-led, Learning-by-Doing, and Cooperative Learning—that encourage Girl Scouts to try new things, write their own stories, and develop the skills and confidence to say, “I know I can do this!”
The Girl Scout Leadership Experience Process

1. Girl-led. Girl Scouts take the lead, no matter their age. From selecting the badges they'll pursue to how they'll organize an activity; Girl Scouts have the chance to follow their dreams and grow their skills—and gain the confidence that comes with that.
2. Learning-by-Doing. Hands-on activities are fun for Girl Scouts of any age, but they also help them feel empowered to shape their own experience. Girl Scouts unlock their “I got this” attitude as they discover they can always dust themselves off and try again when things don’t go according to plan.
3. Cooperative Learning. There’s power in having a tight-knit group of friends who will learn with you, grow with you, and always cheer you on. Girl Scouts see firsthand that teamwork, respect, and collaboration can fuel them through any challenge that comes their way.

As a volunteer, you’ll draw on these three processes as you lead Girl Scouts of any age. And naturally, girl-led at the Daisy level will look very different from girl-led at the Ambassador level. What is most important is that your Girl Scouts make decisions about the activities they will do together and make choices as they’re doing the activities together. As Girl Scouts learn from their successful, and not-so-successful tries, they gain confidence. All troop members should have the opportunity to lead within their peer group. By the time Girl Scouts are Cadettes, Seniors, and Ambassadors, they will be using the leadership skills they’ve developed to take on more ownership of their activities, mentor younger Girl Scouts, and take action to make the world a better place.

One last tip about following these processes. Girl Scouting isn’t a to-do list, so please don’t feel that checking activities off a list is more important than tuning in to what interests the troop and sparks their imaginations. Projects don’t have to come out perfectly—in fact, it’s a valuable learning experience when they don’t—Girl Scouts don’t have to fill their vests and sashes with badges. What matters most is the fun and learning that takes place as they make experiences their own, so don’t be afraid to step back and let your Girl Scouts take the lead.

Girl Scouts En Español

Girl Scouts Nations Capital está trabajando para desarrollar más recursos y crear contenido nuevo para involucrar a las comunidades de habla hispana dentro de nuestro consejo. Para mas información contacta a la especialista de membresía un su área.

Girl Scouts Nations Capital is working on building more resources and creating new content to engage Spanish-speaking communities within our council. For more information contact the membership specialist in your area.

Recursos Disponibles | Available Resources:

- Girl Scouts En Español - Página Web Oficial https://www.girlscouts.org/es.html

Chapter 5: Girl Scout Program
Getting Started with Journeys
At the core of the Girl Scout Leadership Experience (GSLE) are National Leadership Journeys, which are fun and challenging experiences grouped around a theme and spread over a series of sessions. To dive in, use these five simple steps:

1. Check out the Journeys at www.gscnc.org/journeys There, you can find information about the topics that each Journey covers, which you can share with your troop. You’ll find fun and meaningful traditions of Girl Scouting to complement your Journey in the Girl’s Guide to Girl Scouting.

2. Choose a Journey. Because Girl Scouting is girl-led, it’s important to give the troop the chance to pick the Journey they want to do. Talk to them about what each Journey for their program level is about and let them choose one. Build off the ideas shared, but be sure to include opinions from all the girls.

3. Log in to the Volunteer Toolkit (VTK) to access Year Plans. The Year Plan Library provides ideas on how to bring the Journey to life with Girl Scouts while leaving room for creativity and customization. The VTK is a crucial tool in helping guide Girl Scouts through their chosen Journey with ease.

4. Invite Girl Scouts (and their parents/guardians) to use their imaginations to make the Journey come to life in ways that excite them. Remember that you and the Girl Scouts don’t have to do everything exactly as laid out in the sample sessions. Some things to get your Girl Scouts to consider:
   - Can Girl Scouts organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular Journey topic or theme?
   - Can they communicate with an expert or guest speaker to answer questions or demonstrate particular skills?
   - Which badges can the group choose to work on that will deepen their skills in this particular area?

5. Step back and watch how your troop, with your knowledge, support, and guidance, has enormous fun and a rewarding experience. Celebrate with them as they earn their National Leadership Journey awards—and perhaps some Girl Scout badges, too!

Nation’s Capital Journey Planners
The Nation’s Capital Journey Planners show leaders how you may choose to use the Journeys as a Nation’s Capital Girl Scout. By linking together badge work, Girl Scout traditions, program partners, and local resources this tool is a must-have! Copies are available by PDF online (www.gscnc.org/journeys).

Emblems and Patches
In addition to the leadership awards tied to the Journeys and the National Proficiency badges, Girl Scouts can show they belong by adding emblems to the front of their vests or sashes and participation patches on the back.
• Emblems show membership in Girl Scouts, a particular Council, a particular troop, or in some other Girl Scout group. These can be worn on the front of a sash or vest (see the diagram in the handbook section of The Girl's Guide to Girl Scouting to see where these are placed, or at www.gscnc.org/shop).

• Participation patches represent activities Girl Scouts have tried and are fun ways for Girl Scouts to remember special events they’ve attended. As these patches and pins aren’t tied to skill-building activities, they are worn on the back of a Girl Scout’s sash or vest.

The Important Difference Between Journeys and Badges
• Journeys and badges are designed to give Girl Scouts different leadership-building experiences, all while having fun!
• Journeys are multi-session leadership experiences for Girl Scouts to explore topics such as bullying, media literacy, design thinking, or environmental stewardship. Girl Scouts do hands-on activities, connect with experts, and take the reins on age-appropriate Take Action projects. Because of their leadership focus, Journeys are also a prerequisite for the highly regarded Bronze, Silver, and Gold Awards
• Badges are all about skill building. When a Girl Scout earns a badge, it shows that they’ve learned a new skill, such as making a healthy snack, building and testing a toy race car, or taking great digital photos. It may even spark an interest at school or plant the seed for a future career. And remember: you’ll have fun and learn by doing right alongside your Girl Scouts!

Additional notes on badges:
• Girl Scout Daisies earn Petals and Leaves (which form a flower) in addition to badges
• Badges and other earned awards are worn on the front of a sash or vest
• The knowledge and pride a Girl Scout gains from earning skill-building badges is more important than the number of badges earned

Journey Series en Español
• Two of the Journey series—It’s Your World—Change It! and It’s Your Planet—Love It!—are available in Spanish, as are two new supporting books for Spanish-speaking volunteers to use with Spanish-speaking and bilingual Girl Scout Brownies and Juniors: ¡Las Girl Scouts Brownies Cambian el Mundo! (Girl Scout Brownies Change the World!) and ¡Las Girl Scouts Juniors Apuntan a las Estrellas! (Girl Scout Juniors Reach for the Stars!). The books, which introduce the Girl Scout movement to these youth members and their families, provide everything you need for a fun-filled year in Girl Scouting. For more information on these resources, contact customercare@gscnc.org.

The Difference Between Community Service and Take Action Projects
• As your Girl Scouts look for meaningful ways to give back to their community, you can help sharpen their problem-solving skills and expand their definition of doing good by discussing community service and Take Action projects.
• Community service projects are all about making an impact right now and filling an immediate need in the community.
Through their Take Action projects, Girl Scouts change the world—or their part of it—and make it better, going forward. Take Action Projects focus on creating a lasting, sustainable impact.

Both projects serve important needs but at different levels. If your troop members want to pursue their Bronze, Silver, or Gold Award, they’ll need to understand the kinds of projects that qualify. To make Take Action projects even more impactful for your Girl Scouts, set time for them to reflect on their projects. When Girl Scouts make time to internalize the lessons they’ve learned, they’re more likely to find success in their future projects—or anything else they put their minds to.

**Girl Scout Highest Awards**

As your Girl Scouts discover their passions and the power of their voices, they’ll want to take on an issue that’s captured their interest and is meaningful to them. Encourage them to turn their vision into reality by taking on the ultimate Take Action projects in order to earn Girl Scouts’ highest awards.

The Girl Scout Bronze, Silver, and Gold Awards honor Girl Scouts who become forces for good and create a lasting impact on their communities, nationally and around the world. Information on the awards and guidelines can be found on our website at [www.gscnc.org/awards](http://www.gscnc.org/awards).

See page 39 for information about money-earning and using troop funds for the highest awards. The Girl Scout Gold Award is the standout achievement of Girl Scouts who develop meaningful, sustainable solutions to challenges in their communities and the world. Seniors and Ambassadors who have completed either two Girl Scout Senior/Ambassador level Journeys or earned the Silver Award and completed one Senior/Ambassador level Journey can pursue their Gold Award.

The Girl Scout Silver Award can be earned by Cadettes; the prerequisite is one Cadette Journey and its associated Take Action project. The Silver Award can be earned by an individual Girl Scout or by a small group.

The Girl Scout Bronze Award can be earned by Juniors; the prerequisite is one Junior Journey and its associated Take Action project. The Bronze Award is earned by the group.

The Silver Trefoil Award is a Nation’s Capital award that focuses on community service. A Girl Scout may receive this award by providing 100 hours of service to the Girl Scout community, local and national organizations (including government), and global efforts.

Did you know that a Gold Award Girl Scout is entitled to enlist at a higher pay grade when she joins the U.S. military? A Gold Award Girl Scout’s achievements also prime them for the fast track when it comes to college admissions and make them an outstanding candidate for scholarships and other financial awards. Their future has never looked brighter! Girl Scouts are eligible to earn any recognition for their current program level. Any Girl Scout is eligible to earn the Gold Award even if they joined Girl Scouts for the first time in high school. You’ll be inspired when you see and hear what Girl Scouts can accomplish as leaders, and by the confidence, grit, problem-solving skills, time and project management experience, and team-building expertise they gain while doing so.
From the beginning of Girl Scouts, one prestigious award has recognized the Girl Scouts who make a difference in their communities and in their own lives. The first of these awards, in 1916, was the Golden Eagle of Merit. In 1919, the name changed to The Golden Eaglet, and in 1920, the requirements for The Golden Eaglet were updated. The First Class Award existed for only two years, from 1938–1940, and was replaced in 1940 with The Curved Bar Award, the requirements for which were updated in 1947. In 1963, GSUSA re-introduced the First Class Award, for a Girl Scout who was an “all-around” person, with skills in many fields and proficiency in one. Today’s highest award, the Girl Scout Gold Award, was introduced in 1980.

Nation’s Capital Programs and Events
Participation in Council-Registered Programs
Only Nation’s Capital registered individuals and troops may register for programs. Many Council-registered programs have limited capacity; check with the Customer Care department for availability. Troop leaders must, on their honor, adhere to these limits to ensure maximum Girl Scout participation. Some programs allow only the Girl Scout youth members to participate in the actual activities. Most programs are designed for troop participation. Troops seeking activities open to family and friends are encouraged to coordinate with program vendors.

Program Partners
Program Partners are programs and events advertised as a service to aid in troop planning. Program Partners range from museums to commercial establishments to individual entrepreneurs. Some programs are designed specifically for Girl Scouts, while others are open to the public as well. Registration and information are handled by the vendor. Vendors have provided our Council with a certificate of insurance where necessary, but there is no Nation’s Capital staff at or directly associated with the program. Troop leaders must ensure Safety Activity Checkpoints and Volunteer Essentials standards are adhered to.

Premier Program Partners are program partners that offer high-quality programs aligned with the Girl Scout Leadership Experience and have a proven track record of success working with Girl Scouts. Look for the Premier Program Partner designation on listings in the Girl Scout Insider publication or at www.gscnc.org/programpartners

Online Registration for In-Person Girl Scout Programs
In-person program event registrants receive all communications via email at the email address that they provided in gsEvents, the Council in-person event registration database. The person registering should watch for notices and updates and edit their account if their email address changes. Please be aware of the registration type. Some are done by an individual Girl Scout and
some by troops. Guidelines may vary depending on the type. First come, first served programs accept registrations until the program is filled. Full payment is required at the time of registration. The Council host a number of virtual program activities. The registration for these activities varies based on the platform being used. The email used to register will be used to communicate with registrants.

**Fees and Payment Options**
The online registration system accepts troop check card, personal credit, or debit cards only. Nation’s Capital requires full payment for programs at the time of registration. Registration fees may include a non-refundable reservation fee for each individual registered. Troop leaders can help avoid the loss of these fees by:
- Discussing the program with your troop and parents/guardians prior to registering
- Registering only those Girl Scouts who have made a commitment to attend

**Refund Policy**
Refunds vary depending on the specific program. See the specific listing for details or contact Customer Care at registration@gscnc.org.

**Council Patch Programs**
Nation’s Capital has developed additional recognitions which supplement those offered by GSUSA. These patch programs offer Girl Scouts the opportunity to learn about subjects as an extension of badges, subjects of local interest, or those that support Council goals. These recognitions were created by Nation’s Capital, but Girl Scouts from any Council can earn them. We have more than a dozen patch programs; read more at www.gscnc.org/patches.

**Council Program Kits**
Nation’s Capital program kits contain activity directions along with resources and the non-consumable items needed to complete the activities. Kits are available on a wide variety of subjects. Some kits are specifically designed to help Girl Scouts earn badges or patches, while others are more general in nature.

Any troop may check out a kit. Reserving a kit is easy, just go to www.gscnc.org/kits. You’ll need to plan in advance though; kit requests should be submitted at least three weeks before your desired pick-up date. Most kits are free of charge and can be kept for up to four weeks at a time. Some specialty kits have a rental fee and specific time limits for use. See page 82 for more details on reserving kits.

Don't live near the Connecticut Avenue office? No problem. Kits can be picked up and dropped off at any of the satellite offices or the Equipment Center in Chantilly, VA (see page 7). When you return your kits, you’ll receive an evaluation email. We look forward to your feedback.

**Publications and Information**
Nation’s Capital has many resources promoting the vast program opportunities for Girl Scouts in the Council. Most of the publications described below are available on the website. If you do not have computer access, please contact the Program department for assistance.
• Girl Scout Insider: A print publication containing information on Council-registered and Program Partner events. It is published in August and January and can be found at www.gscnc.org/publications.

• Program Kits 411: A publication summarizing the kit topics the Council offers, and the age levels for which they are recommended. To reserve a kit, visit www.gscnc.org/kits.

The Gold Standard: An online publication that details the pathway to earn the Gold Award.

• Award Yearbook: This annually printed publication honors and recognizes the achievements of Girl Scouts who have earned the Gold Award, Silver Award, and Silver Trefoil; also available on the website at www.gscnc.org/awards.

• Posts on “Daisy, Brownie & Junior Program - GS Nation’s Cap” Rally: Frequent notifications regarding younger Girl Scout opportunities will be posted through Rallyhood.

• Posts on “Teen Program & Earned Awards - GS Nation’s Cap”

Rally: Similar to information formerly shared in Teen Edition, frequent notifications will be posted for opportunities and upcoming deadlines and events for Girl Scout Cadettes, Seniors, and Ambassadors.

• Troop Edition: Weekly email newsletter distributed to service unit managers and troop leaders. Also available at www.gscnc.org/programpartners.

• Annual Report: An overview of Girl Scouting, showcasing the accomplishments of youth members alongside Council statistics and data. Distributed online.

Archives and History Program Centers
Visit our archive centers to see Girl Scout artifacts and learn about the history of Girl Scouts Nation’s Capital. Register online at www.gscnc.org/events.

Frederick, MD – Archives & History Program Center in Honor of Diane Tipton
3 Hillcrest Drive, Suite A103 Frederick, MD 21703

Winchester, VA – Girl Scout Archives 110 Youth Development Court Winchester, VA 22602

Traditions, Ceremonies, and Special Girl Scout Days
Time-honored traditions and ceremonies unite Girl Scout sisters, and the millions of Girl Scout alums who came before them—around the country and around the globe—and remind Girl Scouts how far their fellow trailblazers have come and just how far they’ll go.

A few of those extra special days, when you will want to turn up the celebrations, include:

• Juliette Gordon Low’s birthday or Founder’s Day, October 31, marks the birth in 1860 of Girl Scouts of the USA founder Juliette Gordon Low in Savannah, Georgia. For more information go to: https://www.girlscouts.org/en/discover/about-us/history/juliette-gordon-low.html

• World Thinking Day, February 22, celebrates international friendship. It is an opportunity for Girl Scouts and Girl Guides to connect with each other and explore a common theme around the world. For more information take the World Thinking Day training in gsLearn or go to: https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts/world-thinking-day.html

Chapter 5: Girl Scout Program
Girl Scouts’ birthday, March 12, commemorates the day in 1912 when Juliette Gordon Low officially registered the organization's first eighteen members in Savannah, Georgia. So, whether they’re working on a new badge, making new friends, or closing meetings with a friendship circle, your troop won’t want to miss out on Girl Scouts’ treasured traditions, ceremonies, and special Girl Scout days. For more information go to: https://www.girlscouts.org/en/members/for-volunteers/traditions-and-ceremonies.html

Time-Honored Ceremonies
Ceremonies play an important part in Girl Scouts. They are used to celebrate accomplishments, experience time-honored traditions, and reinforce the values of the Girl Scout Promise and Law. They encourage Girl Scouts to take a pause in their busy lives and connect in meaningful ways. Here’s a brief list, in alphabetical order, so that you can become familiar with the most common Girl Scout ceremonies:
- Bridging ceremonies mark a Girl Scout’s move from one program level of Girl Scouting to another, such as from Junior to Cadette. (Fly-Up is a special bridging ceremony for Girl Scout Brownies who are bridging to Junior Girl Scouts.)
- Closing ceremonies finalize the meeting, with expectations for the next. A closing ceremony may be as simple as a hand squeeze while standing in a circle.
- Court of Awards is a time to recognize Girl Scouts for the awards and honors they have achieved during the Girl Scout year.
- Flag ceremonies can be part of any activity and honor the American flag; may be used as an opening.
- Girl Scout Bronze, Silver, or Gold Award ceremonies honor Girl Scouts who have earned the
- Girl Scout Bronze, Silver, or Gold awards, and are usually held for a group and combined with Silver Trefoil Awards.
- Girl Scouts’ Own is a girl-led program that allows Girl Scouts to explore their feelings and beliefs around a topic (such as the importance of friendship or the personal meaning they get from the Girl Scout Promise and Law) using spoken word, favorite songs, poetry or other methods of expression. It is never a religious ceremony.
- Investiture welcomes new members, youth or adults, into the Girl Scout family for the first time.
- Opening ceremonies start troop meetings and can also begin other group meetings.
- Pinning ceremonies help celebrate when Girl Scouts receive program-level Girl Scout pins.
- Rededication ceremonies are opportunities for Girl Scouts and adults to renew their commitment to the Girl Scout Promise and Law.

Bridging and Continued Participation
The end of the troop year doesn’t have to be the end of a Girl Scout’s time with Girl Scouting or the end of your time with your troop. Some Girl Scouts may no longer have time for a full-year commitment and will be unsure what’s next for them. Others won’t be able to imagine their lives without their troop. Here’s how you can best reengage your troop:
- Some Girl Scouts will be excited to bridge to the next program level in Girl Scouting and will look to you for guidance on how to hold a bridging ceremony. Even if you’re not sure of your

Chapter 5: Girl Scout Program
continued participation with Girl Scouts (and we hope you will find lots of exciting ways to be involved, even if leading a troop no longer fits your life), be sure to capture their excitement and work with them to plan a meaningful bridging ceremony.

- If you plan to stay with this troop, but some Girl Scouts are bridging to the next program level, talk to your troop organizer or service unit manager about their placement in another troop.
- Talk to your troop about earning their Girl Scout Bronze, Silver, or Gold awards, which are opportunities for them to make a dramatic difference in their communities—and to have plenty to brag about with college admissions officers too.
- Some Girl Scouts may want other options besides troops. That’s okay—Girl Scouts offers many ways to participate. Talk to Girl Scouts about day and sleep-away camps, travel opportunities, series offerings, and events the Council may offer. Older Girl Scouts especially enjoy these shorter-term, flexible ways to be Girl Scouts as well as what their troop offers.
- And what about you? If you want to stay with your troop, start planning activities for next year. Register yourself for the next program-level training if your Girl Scouts are bridging. If you prefer to step back and let someone else take the lead, but would like to stay involved, let your troop parents and service unit volunteers know how you’d like to help moving forward.
The Five Skills

The Girl Scout Cookie Program is the leading entrepreneurial program for youth members; no university has produced as many female business owners. The Girl Scout Cookie Program is the largest youth member-led business in the country, with sales of more than $800 million per year for Girl Scouts and their communities nationwide.

On [www.gsusa.org](http://www.gsusa.org), you will find the latest Girl Scout Cookie videos for an inspiring look into just how powerful those treats—and the Girl Scouts who sell them—can be. Girl Scouts gain a tremendous amount of confidence. It’s not easy to ask people to buy something. You have to speak up, look them in the eye, and believe in what you’re doing. These are all skills that help a Girl Scout succeed now and throughout the rest of their life.

Council-sponsored product programs are the best way for Girl Scouts to earn money and pursue their goals. The programs are much-loved by the community, and Council provides marketing materials and support that helps members run a great business.

Product Programs are an integral part of the Girl Scout Leadership Experience. With every season of cookies, another generation of Girl Scouts learns five important skills, as seen in this chart.

1. **Goal Setting**
2. **Decision Making**
3. **Money Management**
4. **People Skills**
5. **Business Ethics**

**Selling Girl Scout Cookies Locally**

The Girl Scout Cookie Program happens locally where thousands of Girl Scout volunteers like you come together to support the program.

This chapter gives you a brief overview of the program, but your local support team (see Cookie Organization Chart), will give you all the tools and information you need to be successful. Be sure to attend your local service unit meetings to stay connected and learn necessary cookie information.
It has been more than 100 years since Girl Scouts began selling home-baked cookies to raise money. The idea was so popular that, in 1936, Girl Scouts enlisted bakers to handle the growing demand.

Two commercial bakers are currently licensed by Girl Scouts of the USA to produce Girl Scout Cookies: Little Brownie Bakers and ABC Bakers. Each Council contracts with the baker of its choice. In the past, each baker named its own cookies, which is why some cookies have two names. The baker, with GSUSA approval, decides which varieties are offered in a given year in addition to the three mandatory cookies (Thin Mints, Do-Si-Dos®/Peanut Butter Sandwich, and Trefoils/Shortbread). Our Council has been a proud Little Brownie Bakers Council since 1974.
How the Cookie Crumbles
Share the information below with Girl Scouts and their parents/guardians so everyone knows how revenue raised through the Girl Scout Cookie Program makes it possible for our Girl Scout Council to serve its youth members.

### Sale Price: $5.00-$6.00 per box

<table>
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<th>$1.00 Troop Proceeds</th>
<th>Average based on various opportunities</th>
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<td>Camping sites &amp; services</td>
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<tr>
<td></td>
<td>Council-wide programs</td>
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<tr>
<td>$2.75 Direct Services to Girl Scouts &amp; volunteers</td>
<td>Broad menu of training opportunities for adult volunteers</td>
</tr>
<tr>
<td></td>
<td>Technological &amp; web support</td>
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<tr>
<td></td>
<td>Staff support for associations, service units, and troops</td>
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<tr>
<td></td>
<td>Financial assistance for girls and adult volunteers</td>
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<table>
<thead>
<tr>
<th>$1.25 Program Costs</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>Cost of product</td>
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<tr>
<td></td>
<td>Transportation</td>
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<tr>
<td></td>
<td>Promotion</td>
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<tr>
<td></td>
<td>Service unit proceeds</td>
</tr>
<tr>
<td></td>
<td>Individual Girl Scout and troop rewards</td>
</tr>
<tr>
<td></td>
<td>Administrative costs and debt</td>
</tr>
</tbody>
</table>

Please note: The above breakdown is based on packages selling for $5.00. The program costs on a $6.00 package are $2.25.

Recognizing Cookie Sellers in the Media
The Girl Scout Cookie Program has always been about and focused on the program outcomes, through which Girl Scouts learn important entrepreneurial and life skills and invest their earnings to positively affect their local communities. The cookie program has never been about and does not focus on individual members’ sales results.

- There are many impressive cookie sellers throughout the United States, and the Girl Scout Movement will continue to recognize dynamic cookie sellers for various achievements tied to the Girl Scout Cookie Program.
- Girl Scouts of the USA does not currently track the top seller(s) of Girl Scout Cookies on a national level and does not identify a specific Girl Scout as the number one or “record-breaking” national cookie seller.
- You should not reference such Girl Scouts as “top sellers” in the media. Doing so detracts from the essence of the Girl Scout Cookie Program.

The Girl-Volunteer Partnership
Underlying all the lessons that Girl Scouts can learn from their participation in the Girl Scout Cookie Program is the youth member/volunteer partnership. Ideally, this is a partnership between the Girl Scout and their leader and between the Girl Scout and their parents or guardian. Volunteers do not sell cookies; they participate only in supporting the direct involvement of youth members.
During the Girl Scout Cookie Program, the youth member/volunteer partnership may look like this:

- A volunteer and youth member working together to make plans and set goals.
- A volunteer assisting a youth member by giving them access to the information and training they need but letting the youth member do the selling and delivering of cookies.
- A volunteer guiding a youth member in understanding the finances and letting them practice their skills.
- A volunteer advising a youth member on how to market their cookies but allowing them to make their own decisions.
- A volunteer helping a youth member understand their responsibility to support their local council but ensuring that their participation is voluntary.

Safely Selling in Product Program Activities
Girl Scouts’ safety is the top priority while selling Girl Scout Cookies and other products. Volunteers, parents, and Girl Scouts should practice and adhere to the important safety tips outlined in Volunteer Essentials, Chapter 9- “Safety-Wise” and on GSUSA’s website at www.girlscouts.org/en/cookies/troop-leader-resources.html.

A few other considerations to help keep Girl Scouts safe:
Permission: Parents or guardians must grant permission for Girl Scouts to participate and must be informed about the Girl Scouts’ whereabouts when they are engaged in product program activities (including if and when they are online). Parental support and approval must be present when a Girl Scout intends to access the online selling portals for Fall Product or Cookie Program.
Uniforms: Girl Scouts should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, tunic, sash, vest, or other Girl Scout clothing.

Supervision: Adult volunteers must monitor, supervise, and guide the sale activities of all Girl Scouts at all program levels.
- Girl Scout Daisies, Brownies, and Juniors must be accompanied by a volunteer at all times.
- Girl Scout Cadettes, Seniors, and Ambassadors who participate in door-to-door sales must be supervised by (but do not need to be directly accompanied by) an adult. Girl Scouts of all program levels must always use the buddy system.

Payment:
Money due for sold products is collected when the products are delivered to the customer (or as directed by Nation’s Capital). Girl Scouts will need to know whether their troop is accepting checks. If so, they should be made out to: Girl Scouts Nation’s Capital and their troop number. Square and Stripe are the only permitted payment processing systems (see Chapter 3, Accepting Money Transfers and Payments for Money-Earning, page 38)
Privacy of Girl and Customer: Personal customer information should remain private.
- Customer credit card information is never collected by Girl Scouts and should not be asked for on any form collected by them.
- A Girl Scout’s physical address, social media identifier, email address, or phone number should never be revealed to anyone outside their immediate circle of family and friends.
Selling at Girl Scout Cookie Booths
Cookie booths, in areas with lots of foot traffic, are a popular way for Girl Scouts to sell cookies as a team. At each booth, there must be two unrelated adult volunteers. Both adults must be registered members with completed background checks. The Council has an established process for developing and offering cookie booth locations; you will learn more about this process during the selling season.

Here are some notes about locations for a cookie booth
- In Nation’s Capital, the booth offerings are developed by the service unit booth coordinators.
- Troops should not approach businesses to set up individual booths. If you have a contact that may allow booths, please share that with the service unit cookie booth coordinator.
- For additional clarity, booths will not be established or approved at locations that Girl Scouts cannot legally patronize.
- With respect to marijuana dispensaries, we have been steadfastly combating the unauthorized uses of the Girl Scout trademark by the cannabis community, which has been marketing—without our authorization—certain cannabis products under our youth-appealing brand. We are continuing to aggressively fight these unauthorized uses of the Girl Scout brand and hope that our volunteers will join Girl Scouts of the USA’s efforts by discouraging cookie booths at such locations.

On the day of the sale, these tips will help make booth sales enjoyable for everyone:
- Ensure that you have adequate space at the booth (table, products, and girls) to allow safe passage by pedestrians, bikes, and cars.
- Girl Scouts make all sales, except in cases where volunteers are helping Daisies handle money.
- Respect the surrounding businesses by making sure your booth isn’t blocking a store entrance or exit.
- Attract customers with colorful signs. Remind Girl Scouts to be polite and to have their sales pitch ready for interested shoppers.
- Report any suspicious people in the area to local security.

Marketing with Online Resources & Social Media
Using Online Resources and Social Media to Market Cookies and Other Products
Girl Scouts are only to use the internet to market the Girl Scout Cookie Program and Fall Product Program to friends and family (for clarity, “friends and family” are people whom the Girl Scout or their family personally know).

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a Girl Scout while also being supervised by their parents or caretakers.
- Friends and family of a Girl Scout participating in the cookie program must not market or share a Girl Scout’s contact information, sales links, or sales information on public-facing online sites. They also should not share their sales links with any news outlets (this includes online and traditional news media, such as radio, television, or magazines).
- For safety purposes and other reasons, online marketing activities, especially those conducted through social media platforms, should only be done through the parent’s or a Girl Scout’s page/account and set to “private.” Posting to any private, public, and marketplace pages such as Yard Sale and Next-door are not allowed.
• Should any online marketing activities be identified as in violation of guidelines, GSUSA or the Council reserves the right to intervene and request removal or remove of the post.
• Parents or guardians, Girl Scouts, and volunteers should contact and collaborate with the Council and GSUSA in advance on any national news media opportunities.

Girl Scouts may use Facebook, Twitter, Instagram, text messages, and emails as online marketing tools to let family, friends, and former customers know about the sale and collect indications of interest. All are effective ways that Girl Scouts 13 and older can promote cookies and other product programs. Girl Scouts under 13 cannot independently set up online marketing sites. Girl Scouts under 13 can use their parents or guardians online sites with their approval and supervision.

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### Cookie Donation Programs

Girl Scouts Nation’s Capital has a virtual Gift of Caring program called Troop2Troops. This program allows supporters of the Girl Scout Cookie Program to make “virtual” donations to the USO Metropolitan Washington, our virtual Gift of Caring program partner. Council delivers donated cookies at the end of the season.

Troops can also choose an organization as their Hometown Heroes, which Girl Scouts promote throughout the selling period as an option for customers to support. Troops will deliver cookies to their Hometown Heroes and document the donation with a Notice of Donation signed by the recipient.

Here are some things to remember about cookie donations:
• Donated cookies must stay within the Council jurisdiction unless Council has the approval from other council jurisdictions.
• Donated products cannot be resold and must be used in a responsible and ethical way.
• Donated products are used in a way that does not undermine the work of councils or jeopardizes the integrity of the Girl Scout Brand.

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### Fall Product Program

Like the Cookie Program, the Fall Product Program combines educational activities with money earning opportunities. The Fall Product Program is directed toward family, friends, and community connections - those closest to Girl Scouting. It enables troops to earn startup money by selling magazine subscriptions as well as nuts and candy. Find more information at [www.gscnc.org/en/cookies/fall-product-sales.html](http://www.gscnc.org/en/cookies/fall-product-sales.html).

Those Girl Scouts who create their digital storefront during the Fall Product Program find a quick and easy transition to their Cookie Program digital storefront. They will use the same login and their email contacts will already be established, so they are able to send emails right away.

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Chapter 6: Girl Scout Entrepreneurial Programs
Progression in the Outdoors

The Girl Scout outdoor program is designed to provide Girl Scouts with a progression of activities. Individuals are encouraged to select age-appropriate outdoor activities as part of their broad Girl Scout program. Leaders may work with other trained volunteers to assist them in the delivery of the outdoor program. An outdoor meeting, a hike around a meeting site, and backpacking are equally appropriate outdoor activities depending on the age, readiness, and skills of the youth members.

Leaders must refer to the Safety Activity Checkpoints (found at www.gscnc.org/forms) when planning activities for the out-of-doors. Go to Chapter 2: Getting Started, Camping Training page 16 to learn more about training requirements. Troops who plan to camp or cook out-of-doors over an open fire must have an appropriately trained and certified volunteer as well as a currently certified first aider.

Use our Troop Camping Starter Guide to learn the basics of getting started in the outdoors with your troop! Found on www.gscnc.org/camp.
Camping Opportunities and Program

Nation’s Capital Camps

An overnight camping experience is planned and carried out by a troop and its leaders. Troops may camp on Nation’s Capital camp properties by reserving a campsite through our online system at www.gscnc.org/camp. Camping on non-Council camps is also a great opportunity to explore our local parks and campsites.

If a troop includes families in an overnight camping trip, at least one parent/guardian per Girl Scout, and all eligible youth over the age of five must be registered. Additional insurance must be purchased for anyone who is not a registered member. Information about additional insurance can be found in Chapter 9: Safety Wise, Girl Scout Activity Insurance page 104.

Encampments

Service units, associations, or teen groups sometimes sponsor large group camping experiences. Encampments are planned by service unit volunteers, and youth provide program opportunities as designed by the sponsoring group.

Encampments are typically held in the fall, spring, and summer. Encampment sites may be on our camp properties or non-Council campsites. Information and applications for service unit encampments on Council sites are posted on the “SU Encampment Coordinators - GS Nation’s Capital” rally on Rallyhood. Service Unit Managers and Service Unit Encampment Coordinators are allowed access to this rally. Information about spring encampments is shared in the fall, information about summer encampments is shared in the winter, and information about fall encampments is shared in the spring.

Core Camps

Core camps are weekend camping events in which the programming and meals are provided by a teen troop. Activities are designed to acquaint leaders and Girl Scouts with program resources and the opportunity to explore the out-of-doors in a more structured setting. Various events are held in the fall and spring for all grade levels. Core camp information is published on our website. Generally, troops must still provide their own cookout/campout and first aid certified adults for core camps (unless specified).

Summer Sleep-Away Camp

Summer sleep-away camp is a camping experience ranging from three days to two weeks, based on the age of the Girl Scouts. Participation is by individuals. Girl Scouts from all parts of the Council camp under the guidance of skillfully trained counselors. Girl Scouts form units based on their selected program themes and participate in activities related to that theme as well as “traditional” Girl Scout camp activities. Sleep-away camp information is distributed in January.

Summer Day and Evening Programs

Summer Day and Evening Programs are 100% run by GSCNC adult volunteers at various locations across the region. Participation is by individuals Programs are designed to introduce or better establish outdoor leadership skills for all ages. Information on these programs is available on the council website beginning in January of every year.
Explore Camp Patch Program
A great way to introduce your troop to the outdoors is by completing the Girl Scouts Nation’s Capital Explore Camp Patch Program. The Explore Camp Patch Program encourages troops to explore the outdoors and take part in Girl Scout traditions. Girl Scouts first earn the main patch of the program, which is focused on the eight basic outdoor skills. Then, they take their skills to the next level by earning an individual camp patch during their visit to a Nation’s Capital camp. Each individual camp patch is focused on specific camp property and a specific basic outdoor skill. For more information, visit www.gscnc.org/camp.

Reserving Campsites Online
Our Council owns eight camp properties that are available for rental by troops, groups, service units, and associations. Reservations for these sites can be made online anytime at www.gscnc.org/campproperties.
To reserve campsites for troop camping no more than three calendar months before your trip, all you need are:
- Access to the internet and an email address
- Name and training date of your troop’s Camp Qualified Volunteer and First Aider
- 10 minutes of time

When you make a reservation, you will receive a confirmation email from noreply@doubleknot.com. Please review and print out this confirmation email – it contains very important information about your campsite reservation, including a link to the camp fact sheet. Contact the Customer Care department at customercare@gscnc.org or 202-274-3327 if you need more assistance.

How to Reserve a Campsite
A detailed tutorial for how to make a reservation can be found on www.gscnc.org/campproperties.


Follow the steps below to easily reserve your campsite for overnight, day use, and/or high adventure location.

**A: Select Your Camp**
1. Go to www.gscnc.org/campproperties
2. Click on the camp you would like to make a reservation for..
3. Click ‘Reservations’.
4. Choose ‘Calendar Search’ or ‘Facility Search’.

Chapter 7: Camp and Outdoor Programs
B: Select Reservation Details
2. Choose your dates and/or times. You will need to select when the reservation begins AND when the reservation ends.
3. Click ‘Reserve’, and then ‘Checkout’.

C: Complete Reservation
1. At this point, the system will prompt you to log in or create a new user account if you have never made a reservation in our Council.
2. Continue to follow the prompts to complete your reservation.

Fees for Nation’s Capital Campsites
The fees below for overnight use apply to our members only. The fees are based on a per-night fee structure. Re-serving sites for day use is always free. Visit www.gscnc.org/troopcamping to reserve a campsite. For information, contact the Customer Care department at customercare@gscnc.org or 202-274-3327.

For all other requests:
For all other requests including, association events, large-scale events, out-of-council requests, and adult educator requests, please fill out the following survey.
https://form.jotform.com/220685724944060
The camping services department will review these requests every two weeks to ensure that they can be accommodated on our very busy camp properties!
Please remember that SU Encampments are scheduled through the SU Encampment Application which is posted seasonally on the Outdoor and High Adventure and SU Encampment Rallyhoods.

<table>
<thead>
<tr>
<th>Type Of Unit</th>
<th>Price per Night</th>
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<tbody>
<tr>
<td>Super Lodge*</td>
<td>$45.00</td>
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<tr>
<td>Troop Lodge</td>
<td>$35.00</td>
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<tr>
<td>Glen Shelter with Lodge</td>
<td>$35.00</td>
</tr>
<tr>
<td>Glen Shelters and Platform Tents</td>
<td>$25.00</td>
</tr>
<tr>
<td>Treehouses and Covered Wagons</td>
<td>$25.00</td>
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<tr>
<td>Hammocks</td>
<td>$15.00</td>
</tr>
<tr>
<td>Primitive and Teepee</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

*Super Lodges include Kresge Dining Hall at Potomac Woods, Cafritz Lodge at Winona, Firefly Lodge at Crowell, Dudley Dining Hall at White Rock, Ross Lodge at Coles Trip, and Brighton Lodge at Brighton Woods.

*Use of the commercial kitchens at Potomac Woods, Winona, May Flather, and White Rock is limited to large group use. Council approval must be obtained and users must go through an orientation with the Camp Caretaker. A ServSafe certification is required for Camp White Rock. For more information, contact the Camping department.
Additional Information

Day use is only available from Sunday through Thursday. Day use is FREE!

See our Camp Availability Spreadsheet for more information on when camps are available for reservation: http://bit.ly/CampAvailability

Chapter 7: Camp and Outdoor Programs
Council Properties

Camp Aquasco
17100 Aquasco Farm Road Aquasco, MD 20608
Lodge Phone: 301-579-2216
Primitive Side: 301-579-2636

172 Acres
Capacity: 204
Nestled in the woods in scenic Aquasco, Maryland, the camp features an open field for primitive camping on the primitive side, and a lodge and glen shelter unit on the north side. Girls can get moving by hiking the trails, performing at the amphitheater, or making s’mores over an open fire pit.

Camp Brighton Woods
120 Brighton Dam Road Brookeville, MD 20833
Lodge and outside box: 301-774-4044

60 acres
Capacity: 225
The camp features heated lodges, a kitchen, and glen shelters. Camp Brighton Woods has an archery range, a large field for games, and an amphitheater. Nearby Brighton Dam offers kayaking.

Camp Coles Trip
134 Paynes Lane (Aquia side)
2421 Courthouse Road (Arrowhead side) Stafford, VA 22554
Arrowhead Lodge: 540-659-6743
Whitehouse Lodge: 540-659-6274

225 acres
Capacity: 372
Located on the shores of the Aquia Creek, this camp features lodges, glen shelters, platform tents, covered wagons, and a primitive unit. Camp Coles Trip has beach access, allowing for water sports like kayaking and canoeing. There is an archery range for troops to use.

Camp Crowell
10900 Vale Road
10899 Justin Knoll Road
Oakton, VA 22124
Firefly Lodge: 703-648-0914

68 acres
Capacity: 135
Located in Oakton, this camp provides an oasis in the suburbs for girls to enjoy every possible camping experience including a tipi and hammocks as well as a low and high ropes course with a zip-line.

Chapter 7: Camp and Outdoor Programs
Chapter 7: Camp and Outdoor Programs

Council Properties

**Camp May Flather**
23 Camp May Flather Lane Mt. Solon, VA 22843
Porch of the Infirmary: 540-350-2113

45 acres
Capacity: 288
Located in the George Washington National Forest and named after May Flather, a friend of First Lady Lou Henry Hoover, Camp May Flather has been enjoyed by Girl Scouts since it was built in the 1930s. Known for its high adventure programs, this camp gives girls the opportunity to go backpacking, caving, canoeing, and rock climbing.

**Camp Potomac Woods**
13932 Potomac Woods Lane Leesburg, VA 20176
Health Center: 703-771-8231

101 acres
Capacity: 485 (largest capacity)
Located on the banks of the Potomac River, girls can fish from the dock, learn about nature hiking the River Walk, and visit the famous Pooh Tree. The property features glen shelters, lodges and hammocks.

**Camp White Rock**
484 Pumphouse Road
Capon Bridge, WV 26711
Cooper Lodge: 304-856-2854

140 Acres
Capacity: 251
Located in the mountains of West Virginia, this camp features lodges, glen shelters, platform tents, covered wagons, hammocks and primitive sites as well as hiking trails. White Rock features high adventure activities including canoeing, kayaking, archery and low and high element challenge courses (including a zip-line).

**Camp Winona**
6885 Winona Place
Hughesville, MD 20637
Porch of Sassafras: 301-274-2413

128 acres
Capacity: 335
Camp Winona features an archery field and Trefoil Pond for canoeing and kayaking. There are many trails for girls to explore the geological history of the camp.
Each camp has an emergency phone (location and number listed above) for year-round contact. Contact phone numbers for summer sleep-away camp can be found at www.gscnc.org/camp. Our campsites have many wonderful amenities for girls to enjoy thanks to generous donors. The Appendix at the end of Volunteer Essentials contains eight detailed charts about our camp properties. Contact the Customer Care department at 202-274-3327 if you have any questions.

**Equipment Center – Rentals**
Troops may rent outdoor equipment, flags, outdoor games, or program kits from our Equipment Center located in Chantilly, VA. All equipment is loaned on a first-come, first-served basis via the reservation system. Our Equipment Center operates for Nation’s Capital Girl Scout members only. Equipment cannot be rented by non-Nation’s Capital Girl Scout groups or individuals, even if they are accompanying your troop.

**How to Reserve a Program Kit or Equipment**
Follow the steps listed below to easily reserve your program kit and equipment for a troop meeting, camping trip, or service unit gathering.

**A: Select Your Kit or Equipment**
1. Go to www.gscnc.org/kits
2. Scroll down and click on ‘Reserve a kit online’; or, to reserve equipment, click on “Reserve Equipment”.
3. Select the category the kit or equipment is in, the date you are picking it up, and how many days you plan on keeping it (Duration).
4. Choose your kit or equipment from the list that appears and click ‘Reserve’. For kits, click on the ‘More’ button for a description and to download the Leader Guide, if available.

**B: Select Reservation Details**
1. To continue your reservation you will need to log into the system. If you have never checked out a kit or reserved a campsite or camping equipment before, you will need to ‘Create a New User Profile’. Your login information for other Girl Scout accounts will not work.
2. After logging in, follow the prompts to complete your reservation.

**C: Complete Reservation**
1. Follow the steps to complete your reservation. Be sure to click ‘Done’ at the very end.
2. Check your email for confirmation. If you do not receive an electronic confirmation then log back in and make sure you completed each step. The ‘Done’ button is very important.
   - Available equipment includes: cooking and backpacking equipment, tents, ground covers, shelters, tarps, lanterns, outdoor games, and more.
   - Available flags include: Girl Scouts of the United States (GSUSA), Girl Scouts Nation’s Capital, World Association of Girl Guides and Girl Scouts (WAGGGS), USA, West Virginia State, Maryland State, Virginia State, and District of Columbia, banners and more.
   - Available kits include environmental, financial literacy, outdoor skills, Girl Scout legacy, STEM and more. Please Note: Each kit contains directions along with resources and the non-consumable items needed to complete the activities.

*Contact our Equipment Center staff with questions: Phone: 703-560-5072
Email: equipmentcenter@gscnc.org
Address: 14524 Lee Rd, Unit H, Chantilly, VA 20151*
High Adventure Activities
High adventure activities are those that require specialized equipment, skills, and training. These activities require written permission, which can include an email or a form. If using a vendor, if the vendor requires a release, this can also constitute written permission. The vendor must be on the Council-approved vendor list (see the High Adventure Vendors section for more information). For a list of all High Adventure activities approved by the Council and activity-specific guidelines, review the Safety Activity Checkpoints (gscnc.org/forms). For more information about high adventure in our Council, please visit gscnc.org/highadventure.

High Adventure Qualifications and Certification
The Council provides training to qualify adult volunteers and teens to supervise camping activities and some high adventure certifications. For a list of certifications offered by the Council, visit https://www.gscnc.org/en/camp/high-adventure/facilitators-training.html. Other high adventure certifications must be obtained directly from the organizations identified by Council and listed in the Safety Activity Checkpoints (www.gscnc.org/forms). If you would like to make a high adventure reservation at one of our camps but are not able to get anyone trained and certified in time, visit the “High Adventure for Your Troop” tab at www.gscnc.org/highadventure to request a facilitator.

Planning High Adventure Activities at Our Camps
The high adventure activities available for reservation at each of our camp properties can be found in the table below. To make a high adventure reservation, visit www.gscnc.org/campproperties and follow the steps for reserving a campsite on page 77. High adventure areas are not available for overnight camping.

<table>
<thead>
<tr>
<th>Camp</th>
<th>HA Activities Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aquasco</td>
<td>Slingshot*, Tomahawk*†</td>
</tr>
<tr>
<td>Brighton Woods</td>
<td>Archery*, Slingshot*, Tomahawk*</td>
</tr>
<tr>
<td>Coles Trip</td>
<td>Archery*, Canoe, Kayak, Slingshot*, Tomahawk*†</td>
</tr>
<tr>
<td>Crowell</td>
<td>Slingshot*, Tomahawk*, Low and High Challenge Course♥</td>
</tr>
<tr>
<td>Potomac Woods</td>
<td>Archery*, Slingshot*, Tomahawk*, Canoe Trailer*, Kayak Trailer*</td>
</tr>
<tr>
<td>Winona</td>
<td>Archery*, Canoe, Kayak, Slingshot*, Tomahawk*</td>
</tr>
</tbody>
</table>
Bathrooms are not included with these High Adventure reservations. Be aware that you will not be permitted to use the restroom of any unit that is reserved by another troop during your high adventure reservation. You may not access any lodge unless it has been reserved by your troop/group. See the Camp FAQs for which camps have all-camp latrines and where they are located.

† Ranges located on both sides (AQ, CT) or two ranges present (MF)

❤ Available only on select weekends – see website for details

◆ Large group events use only

Trailers: Boat trailers are available for rental. For more information, email highadventure@gscnc.org.

High Adventure Vendors
If a troop would like to participate in a high adventure activity through a vendor, that vendor must be on the approved vendor list. Girl Scouts Nation's Capital publishes an approved high adventure vendor list to assist troops in selecting program providers for high adventure activities not held at our camp properties. Vendors on the list have provided proof of insurance. To find a vendor near you, visit https://www.gscnc.org/en/camp/high-adventure/high-adventure3.html. For high adventure activities that require a certificate of insurance, see Activities at a Glance pages 100-103.

Leaders are responsible for ensuring that all safety guidelines are followed and when possible should make a site visit before planning a high adventure activity with a vendor. The list of Safety Activity Checkpoints can be found under “Forms” on our website and in the VTK. If the vendor is on the list, make sure that their insurance expiration date is after the date of your activity.

Continue planning as necessary. Please note this list is updated every other week.

If the vendor is not on the list, when scheduling your activity, tell the vendor that because your activity is considered high adventure by GSUSA safety guidelines, the company needs to provide a copy of their certificate of insurance that:

- Indicates at least $3,000,000 General Liability Insurance
- Lists Girl Scouts Nation’s Capital as a Certificate Holder
- Lists Girl Scouts Nation’s Capital as Additionally Insured

It is your responsibility to ensure that the high adventure vendor you plan to use submits their insurance information to the Council. Requests to approve a new high adventure vendor must be made at least four weeks in advance of the activity or trip. Not all organizations are able to meet the above criteria; please contact the Camping Department at highadventure@gscnc.org if this occurs.

Submit certificates of insurance to:
Email: highadventure@gscnc.org
Mail: Girl Scouts Nation’s Capital Attn: High Adventure 4301 Connecticut Ave., NW, Suite M2, Washington, DC 20008

Chapter 7: Camp and Outdoor Programs
Chapter 8: Field Trips and Travel

Girl Scout Travel and Destinations
Girl Scouts encourages youth to try new things and see the world with fresh eyes, both inside and outside of their usual troop meetings. As COVID-19-related travel restrictions are lifted across the globe and you and your troop feel safe doing so, you may be excited to travel and explore the world as a troop! Remember to put safety first, you should always have the appropriate youth-to-adult ratio and at least one First Aider when required!

Traveling as a Girl Scout can be a more engaging experience than traveling with family, school, or other groups because Girl Scouts take the lead. They’ll make important decisions about where to go, and what to do, and take increasing responsibility for the planning of their trips. During this process, they will also build their organizational and management skills—skills that will benefit them throughout their lives. Girl Scout travel is built on a progression of activities, so Girl Scouts are set up for success. There are even opportunities for older Girl Scouts to travel independently! For more information navigate to the GSCNC Homepage (gscnc.org) > select “About” > then select “Travel” or go to: https://www.gscnc.org/en/about-girl-scouts/our-program/ways-to-participate/travel.html
If you need further assistance email the Program Department at programaa@gscnc.org.

Remember to safe and keep travel plans girl-led!

Required Chaperones/Adult Volunteers:
Every Girl Scout-related trip requires the following adults: Two troop leaders, one or more first aider or first aider provided by the venue of interest (see Chapter 9: Safety Wise pages 96-97) & enough Driver/Chaperones or other background screened volunteers to meet youth-to-adult ratio (see page 22). Depending on the activity and the location of travel you may need additional REQUIRED adult volunteers or additional training. All trips that require council approval also require domestic or international travel training, both courses are available in gsLearn. For a list of activities and the additional required volunteers and training please see Travel Overview Charts (pages 87-88).

All chaperones are expected to review and agree to follow the Girl Scout Safety Guidelines on page 23 and commit to the following list:
- Be a positive role model.
- Respect all Girl Scout youth and adults equally, with no preferential treatment.
- Create a safe space for youth.
- Prioritize the safety of all Girl Scout youth.
- Support and reinforce a group agreement.
- Navigate pressure and stress by modeling flexibility and a sense of humor.
- Create an experience for/and with Girl Scouts.
- Be physically able to handle all aspects of one’s role.
**Prior Approval & Insurance**

*Prior approval is required for trips lasting 3 OR MORE NIGHTS and for all INTERNATIONAL travel or travel OUTSIDE THE CONTINENTAL UNITED STATES.*

Depending on the length of travel and the location you may need both the Troop Overnight & Travel Approval Form; and/or the GSCNC Supplemental Insurance Request Form. For international travel, trips through GSUSA or vendors additional forms may be required.

**When travel approval is required submit the following to your Service Unit Manager, 4-6 weeks prior to travel (Obtain approval for a trip before making any non-refundable deposits):**

- □ Troop Overnight & Travel Approval Form
- □ Trip itinerary
- □ Roster of attendees youth and adults
- □ Trip Budget
- □ Copy of all contracts with facilities and/or vendors (including any rental agreements)

Extended activity insurance is available for approved, supervised Girl Scout activities lasting longer than two consecutive nights when basic activity accident insurance is no longer in effect. Non-Girl Scouts are required to purchase non-member insurance to participate in any Girl Scout activity, regardless of the length of the event. See Chapter 9: Safety Wise Extended Activity & Non-Registered Girl Scout Insurance (page 104) and/or the GSCNC Supplemental Insurance Guide to learn more.

Using a vendor that is not pre-approved? Contact the vendor at least 4 weeks before you go to request a certificate of insurance so they can be added to our approved vendor list. Note: If traveling internationally and unable to obtain a certificate of insurance for High Adventure Activities, it is important that you ensure the vendor adheres to ALL Safety Activity Checkpoints pertaining to the activity, and inform parents of increased risk.

**Additional Required Training**

Volunteers are required to take domestic or international travel training to help guide their Girl Scouts in planning any trip that requires Council approval. It is recommended that at least one leader and another trip chaperone with a completed background check take the training before any planning begins: usually at least six months before a domestic trip, and at least one/two years before an international trip. Both the domestic travel training and the international travel training can be found in gsLearn. GSUSA and travel vendors may require additional training, forms or planning. Volunteers may also need additional training for specialized trips such as a cookout or camping trips. Training is also available for more advanced camping such as lightweight camping and backpacking. Camping that is further than 30 minutes for a hospital requires a Wilderness First Aider (see Safety Activity Check Points for more information).
Field Trip and Travel Packet

When a troop leaves its meeting space, a leader is responsible for gaining caregiver permission (see page 25) and assembling a field trip and travel packet. Note: At least one packet must be assembled although duplicate packets may be provided for additional drivers. This chart below specifies items to be included:

<table>
<thead>
<tr>
<th>Form</th>
<th>What it does?</th>
<th>Where Located</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl Health History and Medical Authorization</td>
<td>Provides medical history and authorizes medical treatment in the event of an emergency.</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
</tr>
<tr>
<td>Procedure for Accidents and Emergencies</td>
<td>Tells you what to do in the event of an emergency.</td>
<td>page 127 of Volunteer Essentials</td>
</tr>
<tr>
<td>Insurance Claim Form</td>
<td>Needed when emergency medical care is given for filing a claim.</td>
<td><a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a></td>
</tr>
</tbody>
</table>

Travel Overview Chart

Daisy & UP Travel Chart

<table>
<thead>
<tr>
<th>Program Level</th>
<th>Progression Activities</th>
<th>Resources</th>
<th>Additional REQUIRED Adult Volunteers</th>
<th>GSCNC AND Service Unit Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girl Scout Daisies &amp; UP</td>
<td>Local Field Trip: A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for those new to Girl Scouting</td>
<td>Ask fellow Girl Scout volunteers for suggestions!</td>
<td>Required Adult Volunteers: Two troop leaders, one or more First Aider &amp; enough Driver/Chaperones OR other background screened volunteers to meet the Youth-to-Adult Ratio</td>
<td>No prior Council or Service Unit approval is required.</td>
</tr>
<tr>
<td></td>
<td>Day Trips: An all-day visit to a point of historical/natural interest (w/ sack lunch) or a nearby city with a stop at a restaurant.</td>
<td>Ask fellow Girl Scout volunteers for suggestions!</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cookout Day Trip: Great progression step toward an overnight camping trip! Girl Scouts should plan a menu and make all the food at a campsite, local park, or backyard!</td>
<td>All chaperones should take Girl-led Fire &amp; S’more Safety training in gsLearn.</td>
<td>Required Adult Volunteers &amp; at least one Cookout Trained Adult (with a background screening)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overnight Trips: A longer visit to a regional point of historical/natural interest or a nearby city with a one or two-night stay in a hotel or motel. (Plan for meals!)</td>
<td>GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a></td>
<td>Required Adult Volunteers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overnight Camping Trips: One or possibly two nights away to a Girl Scout campsite, nearby state, or national park.</td>
<td>All chaperones should take Girl-led Fire &amp; S’more Safety training in gsLearn.</td>
<td>Required Adult Volunteers &amp; at least one REGISTERED Cookout &amp; Campout Qualified Adult</td>
<td></td>
</tr>
<tr>
<td>Program Level</td>
<td>Progression Activities</td>
<td>Resources</td>
<td>Additional REQUIRED Adult Volunteers</td>
<td>GSCNC AND Service Unit Approval</td>
</tr>
<tr>
<td>---------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Girl Scout Juniors &amp; UP</td>
<td>Extended Overnight Camping: Camping trips lasting three or more nights and/or trips further than 30 minutes from a hospital</td>
<td>Join the Outdoor &amp; High Adventure Rally on Rallyhood: <a href="https://rallyhood.com/14350">https://rallyhood.com/14350</a></td>
<td>Required Adult Volunteers &amp; one or more REGISTERED Cookout &amp; Campout Qualified Adult, and/or a Wilderness First Aider (if applicable).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extended overnight trips: Lasting three or more nights. (e.g. stay in a hotel, motel, or hostel within the Mid-Atlantic region)</td>
<td>GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a></td>
<td>Required Adult Volunteers &amp; A background screened volunteer with Domestic Travel Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>GSUSA Getaway: Prepackaged travel opportunities located in different cities around the country are good opportunities for troops traveling for the first time.</td>
<td>For more information on GSUSA Getaways: <a href="http://forgirls.girlscouts.org/travel/take-a-trip/getaways/">http://forgirls.girlscouts.org/travel/take-a-trip/getaways/</a></td>
<td>Required Adult Volunteers &amp; A background screened volunteer with Domestic Travel Training (available in gsLearn) Additional training may be required!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>National trips: Travel anywhere in the United States, lasting three or more days.</td>
<td>GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a></td>
<td>Required Adult Volunteers &amp; Domestic Travel Training OR International Travel Training. (available in gsLearn) Additional training may be required!</td>
<td></td>
</tr>
<tr>
<td>Girl Scout Cadettes &amp; UP</td>
<td>GSUSA Destinations: Special GSUSA coordinated activities for individual Girl Scouts. Travel can be national or international.</td>
<td>For more information on GSUSA Destinations: <a href="https://forgirls.girlscouts.org/travel/take-a-trip/destinations/">https://forgirls.girlscouts.org/travel/take-a-trip/destinations/</a></td>
<td>Required Adult Volunteers &amp; Domestic Travel Training OR International Travel Training. (available in gsLearn) Additional training may be required!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>International trips: International travel requires one or two years of preparation. Visit one of the Five World Centers, go on a cruise and/or focus on global service!</td>
<td>For information about the Five World Centers: <a href="https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts/world-centers.html">https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts/world-centers.html</a></td>
<td>Required Adult Volunteers &amp; A background screened volunteer with International Travel Training (available in gsLearn) Additional training may be required!</td>
<td></td>
</tr>
</tbody>
</table>

Fill out BOTH the Troop Overnight & Travel Approval Form; AND GSCNC Supplemental Insurance Request Form. [https://www.gscnc.org/en/for-volunteers/forms.htm](https://www.gscnc.org/en/for-volunteers/forms.htm)

Additional forms may be required!

Submit BOTH Troop Overnight & Travel Approval Forms & GSCNC Supplemental Insurance Request Form a minimum of 4-6 weeks before a trip lasting 3 or more nights and/or prior to any international travel.
Letting Girl Scouts Lead in Travel

To ensure that any travel you do with Girl Scouts infuses the Girl Scout Leadership Experience at every opportunity, limit your role to facilitating brainstorming and planning—but never by doing the work for them. Allow the Girl Scouts at all program levels to lead, plan collaboratively, and learn by doing (and by making mistakes). All the while, provide ideas and insight, ask tough questions when needed, and support all their decisions with enthusiasm and encouragement!

It’s true that as the locale gets farther away, the itinerary more complex, and the trip of greater duration, the details become richer and more complex, but planning every trip—from a day-long event to an international trek—starts by asking the following:

### Planning
- What do we hope to experience?
- Where are we interested in going?
- When are we all available to go?
- Will everyone in our group be able to go?
- What are visiting hours and the need for advance reservations?
- What are our options for getting there?
- What can we do now to get ourselves ready?
- What is the availability of drinking water, restrooms and eating places?

### Safety
- Where is emergency help available?
- What safety factors must we consider?

### Budget
- What’s the least and most this trip could cost?
- How will we earn the money?
- Will the troop cover the required costs for adults? If so, for which positions? Or will adults cover their own fees? Please keep in mind that troops money-earn for the troop’s expenses. Adults cannot benefit from a money-earning event specifically, but money can be designated (if the troop agrees) for adult-related expenses, as youth cannot attend events or travel without adults.

### Travel Preparedness
If your group is thinking about travel, consider first whether the troop members are mature enough to handle the trip. Determine a troop’s readiness for travel by assessing their:
- Ability to be away from their parents/caregivers and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions well and easily
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Interest in adopting new skills, interests, and language skills (where applicable)

### Travel Progression
- Girl Scouts may show different levels of readiness, and trips should be planned based on where they are, not based on program level or age expectations. All new Girl Scouts should start at the beginning of the progression chart and work their way up regardless of age. In Girl Scouts, youth are always growing more confident and competent. As your Girl Scouts progress, your role as the leader or advisor decreases, and their role increases. Use the chart below as a guide for your Girl Scout troops travel progression:

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*Chapter 8: Field Trips and Travel*
Drivers must follow Nation’s Capital transportation guidelines as outlined in Chapter 9. All drivers have the information and directions needed to get to the event. No caravanning is permitted, as it is a safety risk and increases the chance of people getting lost.

At least one accompanying adult volunteer must have completed program-level training. At least one participating adult volunteer has completed camping or troop travel training, if applicable. At least one participating adult volunteer has first aid training, if applicable. Where appropriate, certified lifeguards must be present.

The trip must meet the youth-to-adult ratio (page 22), and adhere to all relevant Safety Activity Checkpoints!

**Family Role in Travel**

Troop travel provides an amazing opportunity for Girl Scouts to dream, plan, and experience something that they can’t with any other organization. Girl Scouts experience personal growth by planning their own trips, making decisions as a group, bonding with other Girl Scouts, and gaining the independence that comes from traveling without family members. To ensure it is truly a Girl Scout trip, troops should limit the number of adults to the required youth-to-adult ratio for the trip.
Families may consider Girl Scout travel as a way to bond with their children. Please remember that all troop travel must comply with Girl Scout approval processes and guidelines. Even when families pay for themselves, the trip is still a Girl Scout function; families and tagalongs attending a Girl Scout trip must follow all Girl Scout principles and guidelines and cannot supersede the troop leader’s authority. All adults and eligible youth over the age of five must be registered members. It is not appropriate for anyone below the Cadette age level to attend an international trip or a trip for more than five nights.

**Tips for Girl Scouts Traveling Alone**
If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, help them feel comfortable with the plan. Talk with their parents/caregivers to assess their ability to handle themselves. If they are flying, discuss the possibility of booking a nonstop flight to decrease stress and ask parents to contact the airline and make special arrangements for an unaccompanied minor. With your troop, develop a trip plan, discuss hotel security and safety, and talk about avoiding excess communication with strangers, not wearing a nametag, and avoiding exposing money or other items (such as electronics) that are attractive to pickpockets.

**The Buddy System**
The buddy system is a safety practice that groups two or three Girl Scouts of equal ability together to watch over each other in an activity or during a trip. Under this system, each pair/trio is responsible for: staying with their buddy at all times, warning their buddy of danger, giving their buddy immediate assistance if it is safe to do so, and calling or going for help when the situation warrants it. Before a trip, have Girl Scouts discuss the following with their buddy:

- What to do if you are separated from the group, whether by accident or because of a crime
- What to do in the event of a crime, including how to report
- What to do if you lose something significant: money, passport, luggage
- What to do if emergency help is needed
- How to perform basic first aid procedures
- How to deal with a large crowd (if applicable)
- What behaviors is expected—and what consequences exist for not living up to those behaviors

**Safety tips for Girl Scouts staying at a hotel, motel, hostel or dorm:**
- Always lock the door behind you, using the deadbolt, and the chain or anchor.
- Do not open the door for strangers; if hotel staff claim to be at the door, call the front desk to confirm.
- Don’t mention or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station). Contact the front desk to make sure Girl Scouts’ rooms are cleared of any minibars or refrigerators. Also, be sure the hotel doesn’t provide access to inappropriate movies or allow long-distance calls. Alert the hotel management that underage youth are staying in

Chapter 8: Field Trips and Travel
the hotel, and ask them to contact you if any Girl Scouts are seen out of their rooms after bedtime.

- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight and bag with your room key, wallet, passport, and cell phone on your bedside table that you can take if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don’t stop to pack your suitcase. Before leaving your room, feel the door; if it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.

Cruises
Cruises have become a popular choice for Girl Scout troop travel in the past 10 years. A cruise provides an opportunity for troops to explore new destinations in a cost-effective way as food and transportation from port to port is included. Cruises from major cruise lines like Disney, Royal Caribbean, and Carnival do not need a certificate of insurance for troops to travel. Further, for all international trips including cruises, troops do not need to obtain additional certificates of insurance for shore excursions purchased through the cruise line. Troop leaders must adhere to all Safety Activity Checkpoints for shore excursions and any onboard activity such as pools, rock climbing walls, hot tubs, etc. Very few cruise lines provide lifeguards, and it may be necessary for troops to bring their own lifeguard to enjoy water activities.

All custodial parents/caregivers must approve Girl Scouts’ travel outside the country on cruises. Most cruise lines will provide a form that must be signed and notarized for minors traveling without a parent/caregiver. Finally, cruises are like moving cities and have the same issues as all locales where large groups of people are centered. Girl Scouts should always be chaperoned and never “roam” the ship alone.

From the Birthplace of Girl Scouting to the World Centers
The Juliette Gordon Low Birthplace in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations and Council approval are required to take a group of Girl Scouts to visit the birthplace, and most educational opportunities are booked at least a year in advance, so book early! Families and individuals, however, do not need to reserve a tour in advance.

In addition, four lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel or dormitory-style accommodations. The world centers are operated by WAGGGS (World Association of Girl Guides and Girl Scouts) and offer low-cost accommodations and special programs. They are also a great way to meet Girl Guides and Girl Scouts from around the world.
**Additional Considerations**

- All participants must be on the same itinerary, which needs to be submitted for the Girl Scout extended insurance (see page 104).
- Girl Scouts may not be able to call/text on the trip. Explain to parents/caregivers that their child will not be in regular contact while on the trip and explain the process you’ve set up for emergency communications.
- Adults must not have work or family obligations that occupy their time while they are chaperoning.
- Program Grants and Troop Loans may be available but must be submitted 6-8 weeks in advance.
- Behavior and financial contracts developed by the troop and the troop leader for the trip are strongly encouraged. Both the Girl Scouts and their parents/caregivers as well as the troop leaders should sign the contracts.
- A permission to travel form for minors to go outside the country may need to be completed, even if one parent is attending the trip. The requirements are set by the individual countries and U.S. law does not apply. Often both parents must sign, even non-custodial parents. If a parent is deceased, the country may require a death certificate.
- WAGGGS International Centers have their own forms and deadlines. Be sure to check with the center well in advance.
- If passports will be required, check with each family to ensure they have a current passport AND find out the country that issued it. Visa requirements may be different depending upon which country issued the passport.
- Girl Scout/parent meetings are essential to a well-run trip. The benefit of effective communications cannot be overstated!
In Girl Scouting, the emotional and physical safety and well-being of Girl Scouts is always a top priority. So how can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What’s safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, err on the side of caution and make the safety of your troop members your most important consideration.

**Safety Responsibilities**

You, the parents/guardians of the members in your group, and the Girl Scouts themselves share the responsibility for staying safe. Remember your safety guidelines for volunteers, as outlined on page 23. Also, when planning and before any activity, always review the Safety Activity Checkpoints (www.gscnc.org/forms) with Girl Scouts in order to manage safety and risk in Girl Scout-sanctioned activities.

**Safety Responsibilities of Caregivers**

You want to engage each parent or guardian to help you work toward ensuring the health, safety, and well-being of Girl Scouts. Clearly communicate to parents and guardians that they are expected to:

- Provide permission for their children to participate in Girl Scouting as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
- Plan for their children to get to and from meeting places or other designated sites in a safe and timely manner and inform you if someone other than the parent or guardian will drop off or pick up the child.
- Provide their children with appropriate clothing and equipment for activities, or contact the troop leader before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/guardian meetings.
- Be aware of appropriate behavior expected of their children, as determined by the Council and you.
- Assist volunteers if their children have special needs or abilities and their help is solicited.
- Volunteer!

**Safety Responsibilities of Girl Scouts**

Girl Scouts who learn about and practice safe and healthy behaviors are likely to establish lifelong habits of safety consciousness. For that reason, each Girl Scout is expected to:

Assist you and other volunteers in safety planning.
**Girl Scout Health History**
Please always keep in mind that information on any type of health form is confidential and will be shared only with people who must know this information.

**Girl Scout Health History Forms**
At the beginning of each membership year, the troop leader will collect a copy of each Girl Scout Health History/Emergency Medical Authorization Form (see below). This form is completed by the parent or guardian.

It is important for you to also be aware of any medications a member may take or allergies they may have.
- Medication, including over-the-counter products, must never be dispensed without prior written permission from a custodial parent or guardian. Some of them may need to carry and administer their own emergency medications, such as bronchial inhalers, an EpiPen, or diabetes medication. **All Girl Scout and Adult medications, except for approved self-carry emergency medications, should be secured in the Troop First Aid Kit (or other secure location) when it is not medication time.**
- Common food allergies include dairy products, eggs, wheat, peanuts, tree nuts, and seafood. This means that, before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), ask whether anyone is allergic to peanuts, dairy products, or wheat!

**Adult Activity Waivers**
This form is not required but it may be requested by event planners depending on the type of event or activity. It is not required for standard troop meetings and non-high adventure activities. An example of this waiver can be found under “Forms” at [www.gscnc.org](http://www.gscnc.org).

**Guidelines for Keeping Troop Documents**
Troop leaders are advised to keep the following documents through the current membership year:
- Parent/Guardian Permissions (electronic emails or paper forms)
- Girl Health History Forms
- Financial Records

**Providing Emergency Care**
As you know, emergencies can happen. Girl Scouts need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, your troop should:

Know what to report. See “Procedures for Accidents and Emergencies” on the inside back cover.
• Establish and practice procedures for weather emergencies. Certain extreme-weather conditions may occur in your area. Please consult with the Council for the most relevant information for you to share with them.

• Establish and practice procedures for such circumstances as fire evacuation, lost persons, and building-security responses. Every Girl Scout adult volunteer must know how to act in these situations. For example, you and the Girl Scouts, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.

• Assemble a well-stocked first aid kit that is always accessible. First aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.

First Aid and CPR
A troop first aider is an adult volunteer who has taken Girl Scout-approved first aid and CPR training that includes specific instructions for child and infant CPR. First aid certifications must be valid at the time of service. Check our website, under “Events” for a list of upcoming classes. First aid training is a legitimate use of troop funds, and training grants to cover the cost are also available.

When Do I Need a Troop First Aider?
Use your best judgment to determine if your troop needs a first aider present. We strongly recommend having a Level 1 first aider at all times, but one must be present for overnights, physically demanding activities, and events with potential for injuries such as camping or high adventure activities. Be sure to review the Safety Activity Checkpoints for your particular activity to see if a first aider is required. If a first aider is required for a certain activity but will be provided by the vendor at the site or the coordinator of the event, then you may not need to bring your own. Be sure to check with the host when registering.
When Do I Need Additional Support?
Some events require additional support to ensure the safety of all attending. Typically, this will be a first aid station or a Level 2 first aider.

A first aid station consists of:
- A fixed location
- An assigned certified Level 1 first aider
- A first aid kit

A Level 1 first aider and first aid station are required:
- At sleep-away camp
- During an event with 200 or more participants

A Level 2 first aider is required:
- When activity is located in a place where there will be delayed access of 30 minutes or more to emergency medical services (EMS)
- If the Safety Activity Checkpoint indicates that one is required

First Aid Training Options
In addition to the first aid courses offered by our Council, courses containing the following elements are accepted:

1. Basic first aid, AND
2. Adult AND child CPR training, including a “hands-on” skills demonstration even if the course is hosted online, AND
3. AED training
The information is often found printed on the course materials or website of the local organization that hosts these classes. The chart below contains some pre-approved organizations. Any questions can be directed to avdaa@gscnc.org.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Choices of courses covering Level 1 first aider requirements</th>
<th>Choices of courses covering Level 2 first aider requirements*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Training Resources (Nation’s Capital preferred provider)</td>
<td>Standard Adult &amp; Pediatric First aid, CPR &amp; AED (Level 1)</td>
<td>Level 2 First Aid or Wilderness First Aid</td>
</tr>
<tr>
<td>American Heart Association</td>
<td>Heartsaver First Aid CPR AED With Pediatric CPR AED Module</td>
<td>N/A</td>
</tr>
<tr>
<td>American Red Cross (ARC)</td>
<td>Adult and Pediatric First Aid/CPR/AED</td>
<td>Wilderness and Remote First Aid</td>
</tr>
<tr>
<td>American Safety and Health Institute (ASHI)</td>
<td>CPR, AED, &amp; First Aid Combo</td>
<td>Basic Wilderness First Aid</td>
</tr>
<tr>
<td>Medic First Aid International</td>
<td>PediatricPlus</td>
<td>N/A</td>
</tr>
<tr>
<td>Center For Wilderness Safety</td>
<td>N/A</td>
<td>Wilderness First Aid</td>
</tr>
<tr>
<td>NOLS</td>
<td>N/A</td>
<td>Wilderness First Aid</td>
</tr>
</tbody>
</table>

*A Level 1 first aider is trained in basic first aid and CPR, whereas a Level 2 first aider is trained in and is knowledgeable about how to respond to emergencies when Emergency Medical Services (EMS) is more than 30 minutes away. Wilderness first aid is not required; rather, it can serve as an acceptable substitute for our Council’s Level 2 class.

**Medical Professionals as First Aiders**

A medical professional is encouraged to serve as a first aider if training fits GSCNC’s first aider requirements listed above. Medical professionals who can serve as first aiders include the following:

- Physician
- Physician’s Assistant
- Nurse Practitioner
- Registered Nurse
- Licensed Practical Nurse
- Paramedic
- Military Medic
- Emergency Medical Technician
- Physical Therapist
- Occupational Therapist

Chapter 9: Safety-Wise
Other CPR Certified Professionals as First Aiders
Medical professionals are not the only professions that require a CPR certification! If your certification meets the criteria stated above, you can serve as the first aider. Here is a list of professionals who can serve as first aiders:
- Fire Fighter
- Lifeguard
- Childcare Providers
- Fitness Trainer
- Flight Attendants
- Police officers

First Aid Kits
Make sure a general first aid kit is available at your troop meetings and carry it with you when you leave the site. American Red Cross and other websites offer suggestions for kit content if you are making your own. Commercial kits are also widely available in stores and online. Troop leaders should gain parent/guardian permission for use of over-the-counter medication, which should be purchased with troop money.

Using Safety Activity Checkpoints
When preparing for any activity with Girl Scouts, start by reviewing the Safety Activity Checkpoints manual to determine the specific safety guideline for the planned activity. This is located at www.gscnc.org/forms

In Safety Activity Checkpoints, you’ll find:
- Girl Scout Activity Safety Standards and Guidelines with requirements for adult supervision, permission slips, preparation, field trips, overnight trips, and other vital information
- Activities that are not permitted by GSUSA, and actions that Girl Scouts and volunteers should not take
- Policies surrounding chartered aircraft trips and aviation
- First-aid and overall health information you’ll need from the Girl Scouts
- Standards for well-being and inclusivity, including working with Girl Scouts with disabilities and ensuring emotional safety
- A breakdown of specific activities—such as camping, internet use, and water sports—and their individual safety checkpoints

Activities Prohibited in Our Council
- Aerial tricks on bicycles, skis, snowboards, skateboards, and water skis
- Bungee jumping
- Firearm possession, presence and use
- Flying in small planes, helicopters, sailplanes and blimps
- Hang gliding
- High-altitude climbing
- Hot air ballooning (except tethered)
- Hunting
- Paintball (except target)
- Parachuting
- Parasailing
- Personal watercraft
- Riding motor bikes, all-terrain vehicles
- Skydiving (outdoor)
- Trampolining (outdoor)
- Watercraft trips in Class IV and above (exception: whitewater rafting in Class IV is permitted)
- Zorbing

Chapter 9: Safety-Wise
High Adventure Activities and Certificates of Insurance

The Council considers some activities to be High Adventure. These activities require parents/guardians to give written permission, either through an email, form, or release. The vendor must be on the Council vendor list and provide a certificate of insurance in order to be approved. For a list of vendors that have already provided proof of insurance, call the Camping department (202) 534-3793 or view it online at https://www.gscnc.org/en/camp/high-adventure.html

For additional information on how to add a new vendor to the list, see page 84.

Approved Activities at a Glance
On the next three pages you’ll find an overview of approved activities by program level, as well as whether they require a certificate of insurance. Levels with an asterisk (*) for a given activity may require additional safety precautions or adaptations. Check Safety Activity Checkpoint for more details.

- For the most up-to-date version of Safety Activity Checkpoint - https://www.gscnc.org/en/for-volunteers/Publications.html
- See GSCNC’s online list of Approved High Adventure Vendors - https://www.gscnc.org/en/camp/high-adventure/high-adventure3.html
- See the Camping High Adventure Page for more information - https://www.gscnc.org/en/camp/high-adventure.html
<table>
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<tr>
<th>Activities at a Glance</th>
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# Activities at a Glance

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**Target Sport Activities**

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</table>
**Girl Scout Activity Insurance**

All registered Girl Scouts and adult members are automatically covered under the basic plan upon registration. The entire premium cost for this protection is borne by Girl Scouts of the USA. The basic plan is effective during the regular fiscal year (October to the following October). This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, except activities lasting more than two consecutive nights (a third night is covered for any official federal holiday). Coverage begins after the individual’s primary insurance pays out. This is one reason that all adults and youth should be registered members. Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by basic coverage.

This insurance coverage is not intended to diminish the need for or replace family health insurance. When $140 in benefits have been paid for a covered accident, medical, or dental expense, any subsequent benefits for the same accident will be payable only for expenses incurred that aren’t compensable under another insurance policy or service contract. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available.

<table>
<thead>
<tr>
<th>Available Insurance Plans</th>
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<tbody>
<tr>
<td><strong>Plan 2</strong></td>
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<tr>
<td><strong>Plan 3E</strong></td>
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<td><strong>Plan 3P</strong></td>
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<td><strong>Plan 3P1</strong></td>
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</tbody>
</table>
Extended Activity & Non-Registered Girl Scout Insurance

The Council requires troops/groups to purchase additional insurance when the Girl Scout activity either:

- Involves participants who are not registered members of Girl Scouts. (Please note: This includes any individual who will be in attendance at a Girl Scout event or trip who is not currently a member of Girl Scouts—siblings, parents, classmates, helpers, public attendees, etc.), or
- Lasts longer than three days and two nights (three consecutive nights when one of the nights is a federal holiday)

For Plan 2, 3E, or 3P insurance requests, complete the “GSCNC Supplemental Insurance Request Form” available at www.gscnc.org/forms and email to the included address, or mail to: Girl Scouts Nation’s Capital, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008 ATTN: Human Resources within two weeks prior to the departure or event date. Payment can be made by check sent to the address above or with a credit/debit card by calling 202-274-3320. The same plan must be purchased for all participants and for the entire length of the trip/event. When calculating the premium multiply the # of days x # of people x premium (there is a $5.00 minimum per enrollment). Rosters need to include the first and last names of each participant.

When purchasing Plan 2, 3E, or 3P for non-members participating in a Girl Scout activity, please submit a roster of names prior to the event if possible, otherwise submit a roster within two weeks after the event. Please Note: You still have to send the initial request for insurance within two weeks prior to the event date. Any requests sent on the day of or after the event date cannot be processed.

Please send the initial request for Plan 3PI insurance within two weeks prior to the event date. Rosters for Plan 3PI insurance must be received prior to the event date. Plan 3PI insurance cannot be processed without the roster. Rosters for Plan 3PI insurance must include the names and ages of all participants.

If you have any questions, please call the Human Resources department at 202-274-3320. Review the Girl Scouts insurance plan here: https://cdn.mutualofomaha.com/mutualofomaha/documents/pdfs/girl-scouts/157771.pdf

General Liability Insurance

Insurance, managed by the Council, provides coverage for volunteers in the event of a lawsuit resulting from the performance of their Girl Scout responsibilities, for example: conducting troop meetings, transporting girls to an event, participating in an approved activity, and serving as a troop first aider. This includes liability for bodily injury or property damage. This protection does not cover illegal acts or acts that are not consistent with the purpose of Girl Scouting.
Certificate of Liability Insurance
Many organizations require that we prove we have liability insurance before they will let us use their facility. To obtain a certificate for in-Council events, please call the Customer Care department at 202-274-3327 with the complete name and address of the facility, phone number, fax number, date of use, level of girls, number of girls and adults participating, and the person who is to receive the certificate. Girl Scout activity insurance forms, parent consent forms, and health histories may be included, as well. We will arrange with our insurance carrier to have the certificate sent directly to the appropriate person.

Transporting Girl Scouts Safely
How parents decide to transport Girl Scouts between their homes and Girl Scout meeting places is each caregiver’s individual decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal meeting time or place—in which a group will be transported using private vehicles or private transportation the guidelines below must be followed. Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights.

Drivers
- Drivers must back into spaces unless prohibited by signage or law.
- Every driver of a private vehicle is expected to have a good driving record, a valid license, and a registered/insured vehicle.
- Each driver of motorized private transportation must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle—state laws must be followed, even if they are more stringent than the guidelines here.
- Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver’s license (CDL).
- Girl Scouts may never drive other youth members for field trips or other activities.
- Every driver is expected to be a registered member with a background screening.

Supervision
- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- If a group is traveling in one vehicle, there must be at least two unrelated, adult volunteers in the vehicle, one of whom is female, and the Youth-to-Adult ratios on page 22 be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, adult volunteers, one of whom is female, and the Youth-to-Adult ratios on page 22 must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- When using charted transportation adult chaperones are required, in addition to the driver.

Vehicle Safety
- Prohibited: Never transport Girl Scouts in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Restricted: The use of 15-passenger vans is not recommended. If a 15-passenger van is used, it may transport a maximum of 12 passengers.
- When using charted transportation, the carriers must be selected from the Council-approved vendor list.

Chapter 9: Safety-Wise
• Keep directions and a road map in the car, along with a first aid kit and a flashlight.
• Check the lights, signals, tires, windshield wipers, horns, and fluid levels before each trip and check them periodically on long trips.
• The driver and all passengers are required to wear seat belts at all times.
• The child restraint requirements of the jurisdiction(s) you are traveling in must be followed:
  • District of Columbia’s current law requires that children under eight years of age must be properly seated in an installed infant, convertible (toddler), or booster child seat, according to the manufacturer’s instructions. Booster seats must be used with both lap and shoulder belts. (2012)
  • Maryland’s current law requires that children under eight years old ride in an appropriate child restraint unless the child is 4’ 9” or taller. (2012)
  • Virginia’s current law requires child restraint devices for children through the age of seven (until 8th birthday). There is no height or weight requirement associated with this law. The Virginia law is based solely on age. (2010)
  • West Virginia law requires that a child under the age of eight years must be secured in a child passenger safety device system. If a child is under the age of eight years and at least 4’9”, a safety belt is sufficient. (2012)
• Drivers must not talk or text on a cell phone or other personal electronic device while driving. If talking is necessary, a hands-free device must be used.
• Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.
• Plan rest stops every few hours; if driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.

Rental Agreements and Contracts
• Written agreements required when renting or chartering transportation may be signed by an adult who is at least 21, and a registered member of GSUSA.
• When renting a vehicle, read all rental agreements to be sure you comply with their terms. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout–related.

Chartered Transportation
Certificates of insurance are required if a Girl Scout troop/group is leasing the entire bus. If purchasing a ticket to ride on a chartered bus, a certificate of insurance is not required.
# Camp Aquasco at a Glance

17100 Aquasco Farm Road, Aquasco, MD 20608

<table>
<thead>
<tr>
<th>Emergency Evacuation Location:</th>
<th>Wheel Chair Accessible</th>
<th>Electricity</th>
<th>Day Use Capacity</th>
<th>Overnight Capacity</th>
<th>Log:</th>
<th>Type of Heat</th>
<th>Kitchen</th>
<th>Stove/Microwave</th>
<th>Cots / Mattresses</th>
<th>Fireplace</th>
<th>Sleeping Structures</th>
<th>Primitive Site</th>
<th>Cook Shelter</th>
<th>Picnic Shelter</th>
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<th>Water on Site</th>
<th>Water Year Round</th>
<th>Washstand</th>
<th>Flush Toilets with Sinks</th>
<th>Latrines</th>
<th>November 1 - April 1 Winter Site Use</th>
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</table>

C=CLOSE BY  G=Gas
CM=Cots with Mattresses  G3=Glen Shelter
E=Electric  H=All Year Hydrant
F=Facilitator Determined  IN=Inside Fireplace
LM=Limited Mattresses  M=Mattresses
N=No  O=Outside Fireplace
SH=Shared  SW=Seasonal Water
Y=Yes  *=Visit gscnc.org/high adventure
<table>
<thead>
<tr>
<th>Emergency Evacuation Location:</th>
<th>Wheel Chair Accessible</th>
<th>Electricity</th>
<th>Day Use Capacity</th>
<th>Overnight Capacity</th>
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C=Close By  
CM=Cots with Mattresses  
E=Electric  
F=Facilitator Determined  
G=Gas  
H=All Year Hydrant  
LM=Limited Mattresses  
M=Mattresses  
N=No  
P=Platform Tents  
SH=Shared  
S=Seasonal Water  
T=Treehouses  
Y=Yes  
**=Teepees removed  
*=Visit gscnc.org/highadventure

Corrections may be sent to tworcester@gscnc.org
## Camp Coles Trip at a Glance

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<th>Location</th>
<th>Price per Night</th>
<th>Wheelchair Accessible</th>
<th>Electricity</th>
<th>Day Use Capacity</th>
<th>Overnight Capacity</th>
<th># of Rooms</th>
<th>Type of Heat</th>
<th>Kitchen</th>
<th>Stove/Microwave</th>
<th>Cots/Mattresses</th>
<th>Sleeping Structures</th>
<th>Primitive Site</th>
<th>Fire pit</th>
<th>Water on Site</th>
<th>Water Year Round</th>
<th>Washstand</th>
<th>Flush Toilets with sinks</th>
<th>Latrines</th>
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| ARROWHEAD: LODGE BASEMENT     |                 |                       |             |                  |                    |             |              |         |                |                 |                  |               |          |               |                  |           |                         |          |        |                 |
| Arrowhead Lodge (max 28) + 3 Glens | $35     | Y                     | Y           | 15               | 15                | 2            | E            | H        | HVAC           | IN,O            | 3,GS              | Y             | 2          | Y              | Y               | Y         |                         |          |        |                 |
| Dogwood Primitive             | $10             | 20                    | 20          |                  |                    |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Glens at Arrowhead            | $25             | Y                     | Y           | 24               | 24                |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Holly Ridge                   | $25             | Y                     | Y           | 24               | 24                |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Hylton Hollow                 | $25             | Y                     | Y           | 24               | 24                |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Pioneer Covered Wagons        | $25             | 24                    | 24          |                  |                    |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Sailors' Retreat              | $25             | 24                    | 24          |                  |                    |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Tail Oaks Corner              | $25             | 24                    | 24          |                  |                    |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |
| Virginia Sky View              | $25             | Y                     | Y           | 24               | 24                |              |              |         |                |                 |                  |               |          |               | Y                | N         |                         |          |        |                 |

|                          |                 |                       |             |                  |                    |             |              |         |                |                 |                  |               |          |               |                  |           |                         |          |        |                 |

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C=Close By  
CM=Cots with Mattresses  
G=Gas  
CW=Covered Wagons  
E=Electric  
HL=H All Year Hydrant  
IN=Inside Fireplace  
M=Mattresses  
N=No  
O=Outside Fireplace  
P=Platform Tents  
SH=Shared  
SW=Seasonal Water  
Y=Yes

Corrections may be sent to tworcester@gscnc.org

Proposed 7/3/21
Chapter 9: Safety-Wise
### November 1 - April 1 Winter Site Use

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**Price per Night**

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<td>Farm</td>
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<td>Fire</td>
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<td>Forest Home</td>
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<td>Hickory Hill</td>
<td>$25 Y</td>
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<td>High Top</td>
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<td>Meadows</td>
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<td>Mighty Oaks</td>
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<tr>
<td>Primrose</td>
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**Chapter 9: Safety-Wise**

135 Maximum Camper Capacity = Some units removed from Reservations = Contact Camping Services
# Camp May Flather at a Glance

23 Camp May Flather Road, Mount Solon, VA 22843

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<th>Emergency Evacuation Location: DINING HALL</th>
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C=Close By  
CM=Cots with Mattresses  
G=Gas  
GS=Glen Shelter  
E=Electric  
IN=Inside Fireplace  
LM=Limited Mattresses  
M=Mattresses  
P=Platform Tents  
SH=Shared  
HT=Hydrant  
N=No  
O=Outside Fireplace  
Y=Yes  
*Visit gscnc.org/highadventure  

Corrections may be sent to tworcester@gscnc.org
## Camp Potomac Woods at a Glance

13932 Potomac Woods Lane, Leesburg, VA 20176

<table>
<thead>
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<th>Location</th>
<th>Price per Night</th>
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<th>Type of Heat</th>
<th>Kitchen</th>
<th>Stove/Microwave</th>
<th>Sleeping Structures</th>
<th>Primitive Site</th>
<th>Picnic Shelter</th>
<th>Firesite</th>
<th>Water on Site</th>
<th>Water Year Round</th>
<th>Washstand</th>
<th>Flush Toilets</th>
<th>Lint Linters</th>
<th>Writer Site Use</th>
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A=Adirondack Shelters  E=Electric  HM=Hammocks  O=Outside Fireplace  Y=Yes  B=Bunk House  F=Facilitator Determined  IN=Inside Fireplace  P=Platform Tents  *=Visit gscnc.org/highadventure  C=Close By  G=Gas  LM=Limited Mattresses  SH=Shared  **=Mostly Small Sleeping Rooms  CM=Cots with Mattresses  GS=Glen Shelter  M=Mattresses  SW=Seasonal Water  CW=Covered Wagons  H=All Year Hydrant  T=Treehouses  Corrections may be sent to tworcester@gscnc.org
Chapter 9: Safety-Wise
# Camp White Rock at a Glance

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B=Bunk House  
C=Close By  
CM=Cots with Mattresses  
CW=Covered Wagons  
E=Electric  
G=Gas  
H=All Year Hydrant  
IN=Inside Fireplace  
M=Mattresses  
N=No  
P=Platform Tents  
SH=Shared  
SM=Single Mattresses  
SW=Seasonal Water  
T=Treehouses  
Y=Yes

* = Visit gscnc.org/highadventure

Corrections may be sent to tworchester@gscnc.org  

Property 7/3/21
Chapter 9: Safety-Wise
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</tbody>
</table>

| Location          | Price per Night | Wheel Chair Accessible | Electricity | Day Use Capacity | Overnight Capacity | Lodge | # of Rooms | Type of Heat | Kitchen | Stove/Microwave | Fireplace | Sleeping Structures | Primitive Site | Cook Shelter | Picnic Shelter | Toilet with Sinks | Water on site | Water Year Round | Waste Stand | Flush Toilets | Lanes | Winter Site Use |
|-------------------|-----------------|------------------------|-------------|------------------|-------------------|-------|------------|-------------|---------|-----------------|------------|----------------|---------------|-------------|----------------|----------------|-------------|----------------|-------|---------------|
| Aspen             | $25             | Y                      | Y           | 24               | 24                |       |            | CM          | E       | HVAC           | 4,GS       | Y             | Y             | N           | 4,SW         | N             |             |               |       |               |
| Cafritz Lodge     | $45             | Y                      | Y           | 130              | 50                | Y     | 3          | E           | Y       | HVAC           | LM         | IN            | Y             | Y           | 1             | Y             | 5           | Y             |       |               |
| Cedar Glens       | $25             | Y                      | Y           | 24               | 24                |       |            | CM          | E       | HVAC           | 4,GS       | Y             | Y             | H           | SW           | 2,SW         | N           |             |               |       |               |
| Cedar Lodge       | $35             | Y                      | Y           | 30               | 24                | Y     | 3          | E           | Y       | HVAC           | LM         | IN            | Y             | Y           | 1             | Y             | 1           | Y             |       |               |
| Chestnut          | $25             | Y                      | Y           | 24               | 24                |       |            | CM          | E       | HVAC           | 4,GS       | Y             | Y             | H           | SW           | 2,SW         | N           |             |               |       |               |
| Deer Crossing     | $25             | Y                      | 24          | 24               |                   |       |            | CM          | E       | HVAC           | 4,GS       | Y             | Y             | H           | 4,SW         | N             |             |               |       |               |
| Holly 1 & 2       | $25             | 49                     | 49          |                   |                   |       |            | CM          | E       | HVAC           | O          | 9,GS          | Y             | Y           | 2             | Y             | H           | SW           | 4,SW         | N             |               |
| Laurel Lodge      | $35             | Y                      | Y           | 40               | 32                | Y     | 2          | E           | Y       | HVAC           | LM         | IN            | Y             | 2           | Y             |               |             |               |       |               |
| Oakridge          | $25             | Y                      | Y           | 24               | 24                |       |            | CM          | E       | HVAC           | 4,GS       | Y             | Y             | H           | SW           | 2,SW         | N           |             |               |       |               |
| Promise Lodge     | $35             | Y                      | Y           | 20               | 12                | Y     | 1          | E           | Y       | HVAC           | -           | -             | -             | N           | 1             | Y             | 1           | Y             |       |               |
| Sassafras Lodge   | $35             | Y                      | Y           | 30               | 25                | Y     | 3          | E           | Y       | HVAC           | LM         | IN            | Y             | 1           | Y             |               |             |               |       |               |
| Sycamore Lodge    | $35             | Y                      | Y           | 20               | 16                | Y     | 1          | G           | Y       | HVAC           | -           | -             | -             | N           | N             |               |             |               |       |               |
| Archery Range     | *               | F                      | -           |                   |                   |       |            | F           | -       | -              | -           | -             | -             | N           | N             |               |             |               |       |               |
| Canoe-Kayak       | *               | F                      | -           |                   |                   |       |            | F           | -       | -              | -           | -             | -             | N           | N             |               |             |               |       |               |

C=Close By  G=Gas  LM=Limited Mattresses  SH=Shared  *=Visit gscnc.org/highadventure
CM=Cots with Mattresses  GS=Glen Shelter  M=Mattresses  SW=Seasonal Water  E=Electric  H=All Year Hydrant  N=No  Y=Yes  F=Facilitator Determined  IN=Inside Fireplace

Corrections may be sent to tworcester@gscnc.org
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Procedures for Accidents and Emergencies

In Case of Minor Illness
Call a parent to come for the child. If no one is available to pick up the child, an adult should take the child home. Assure that someone is home to care for the child. **DO NOT LEAVE A CHILD UNATTENDED.**

In Case of a Minor Accident
1. Immediately give first aid or find a first aider; transport the injured person to an emergency room, if necessary, and telephone parent/guardian.
2. Ask the parent to come to the site or meet at the emergency room, if appropriate. (If parents cannot be reached, call the person designated to act in an emergency. Continue trying to reach the parents so they can assume responsibility for medical decisions.)
3. Record in writing:
   - Conditions existing at the time of the accident
   - Order of events following the accident
   - Names and addresses of witnesses
   - Medical attention, opinion, or instructions received from parents
4. Notify the Council office as soon as possible (within 48 hours) by emailing customercare@gscnc.org.
5. Submit completed insurance forms and a copy of the record of the accident within five days.

In Case of a Serious Accident, Emergency, or Fatality
1. Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, clergyman, and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident.
2. In the event of fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scouts Nation's Capital Marketing and Communications department.
4. Office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Council office: 202-237-1670 or 1-800-523-7898. Reverse the charges if necessary, stating that it is an emergency. After office hours and on weekends, call: **EMERGENCY ANSWERING SERVICE AT: 1-888-288-1784**
5. Give the answering service detailed information regarding the emergency. Be sure to give the person answering your call your complete name, the number where you can be reached, your exact location, and a description of the problem. Stay on the telephone. The answering service will alert the staff member who is on call and that person will be in contact with you immediately.
6. Do not make any statements - orally or in writing - which could be interpreted either as an assumption of, or rejection of, responsibility for the accident.

In Case of an Automobile Accident
1. Call the nearest law enforcement agency. A responsible adult must remain at the scene of the accident and ensure that nothing at the scene is disturbed until the arrival of the law enforcement official.
2. Obtain the following information from the other driver(s) and on the vehicle(s) involved. (This is in addition to the law enforcement agency that may be obtaining this information.)
   - Make of vehicle(s), year, color, state, and license plate number(s).
   - Name and address, phone number and driver’s license number of driver(s) involved, and passengers’ names and addresses and phone numbers.
   - Name of insurance company(s) covering driver(s)/vehicle(s) involved.
3. Record a brief description of what happened and the time it occurred. Make a sketch of the road situation where the accident occurred. Note the position of:
   - Vehicles
   - Visibility
   - Other pertinent information
   - Weather
   - Road hazards
   - Comply with all requirements regarding the submission of accident reports.
4. Prepare a written report and participate in another follow-up if asked by a Council representative.
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