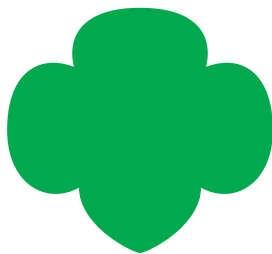


Volunteer Essentials

2024-2025





Contact Information

Name: _____

Troop Number: _____

Service Unit Number: _____

Association Number: _____

Service Unit Meeting Place: _____

Day: _____ Time: _____

Regional Office Membership Coordinator's

Name: _____ Contact Info: _____

Service Unit's Primary Method of Communication:

(Rallyhood, Facebook, etc.)

Event Safety Checklist

Council Staff and Girl Scout volunteers are responsible for the physical and emotional safety of youth and adults. Use this checklist as an aid to help you prepare for any activity involving youth.

Prior to Event

As part of your planning, review the Safety Activity Checkpoints specific to your activity. When using a vendor, ensure the vendor is aware of Safety Activity Checkpoints and follows them.

Ensure adult supervision requirements and required youth-to-adult ratio on p. 27 are met. No adult should be alone with a child at any time.

Establish check-in and check-out procedures before the event.

- If it is a drop-off event, ensure you have the names of authorized pick-up person.

Determine who is responsible for obtaining caregiver permission.

- Required when an activity takes place separately from the normal meeting plans; includes high adventure and sensitive issues.
- Obtain additional caregiver permission if youth are leaving the event without adult supervision.

Have a list of emergency contact numbers for participants.

If serving meals, familiarize yourself with all food allergies of youth and adults prior to the event.

- If needed, establish a Peanut Free Zone.
- If serving meals, know which foods produce allergic reactions, and check the ingredient listings for all foods to be served.
- Ask participants to refrain from bringing outside food or snacks, especially those containing allergens, such as peanuts or peanut butter.

When providing bus transportation, bus chaperones are required, and the bus company must be on the approved vendor list.

For events with over 200 participants, a first aid station should be established and “staffed” by a first aider.

- Familiarize yourself with any serious medical conditions or allergies.
- Make note about medication that may need to be administered during the event, for example, inhalers and epi-pen medication.

Ensure that you have access to a first aid kit to administer basic first aid

- First aid kits are available through the Equipment Center.

Familiarize yourself with the site venue and have the contact information for on-site facility staff.

When holding an event inside, ensure there are two emergency exits.

When at a Council camp, ensure you have the gate code and contact information for the caretaker, and you have reviewed the camp fact sheet included in your site confirmation.

- Know the location of the camp's emergency shelter. (See camp fact sheet.)

Follow all communicable disease protocols that may be in place at the time of your event.

Ensure that you have created an inclusive environment for all participants.

Day of and During Event:

Always be aware of your surroundings.

Start the event with a brief safety orientation for youth and adults.

- Buddy System. Enforce the buddy rule at all times.
- Emergency Evacuation Plan
- Stranger Danger

Check weather conditions before outdoor activities. Be prepared to modify activities based on weather conditions.

- Thunder, Lightning, High Winds, Tornado
- Extreme Heat, Extreme Cold

Count youth frequently, especially when arriving or leaving an area.

If an unfamiliar person engages in your activity, you should approach them and ask if they need help. Use your judgment about notifying authorities of any concerns you may have regarding strangers. If you continue to have security concerns, contact the camp caretaker or facility staff, and gather all Girl Scout youth and adults in one central location.

When on an overnight, conduct bed checks every night (a bed check should be conducted one hour after lights out).

When at a Council camp or public venue, if outside of cell phone range, know the location(s) of any land-line telephone(s).

When at a Council camp, to maintain security, the front gates should be kept locked at all times.

If you have multiple cars bringing youth to camp, please be sure that all have the code for the gate.

When at a Council camp or public venue, if an emergency arises, assign someone to meet emergency crews at the camp entrance to give directions.

Council volunteers are required to speak up if they feel an unsafe situation is occurring.

Review additional safety guidelines in Volunteer Essentials and Safety Activity Checkpoints.

Table of Contents

Chapter 1: Welcome

Our Council.....	3
Who Can Join Our Council.....	7

Chapter 2: Membership Structure and Processes

Associations.....	8
Service Units.....	10
Troop Basics.....	12
Volunteer Background Screening.....	15

Chapter 3: Safety and Health Guidelines

Safety and Health Guidelines.....	18
Planning for Emergencies.....	20
First Aiders.....	21
Using Safety Activity Checkpoints.....	22
Transporting Girl Scouts Safety.....	24
Mental Health.....	25

Chapter 4: Council Policies

Youth-to-Adult Ratios.....	27
Caregiver Permission.....	27
Safety & Role of Adult Leaders.....	29
Safety Selling in Product Program Activities.....	31
Insurance.....	33
Approved Activities at a Glance.....	35

Chapter 5: Finances, Financial Assistance, Money Earning and Fundraising

Troop Funding.....	38
Electronic Payments.....	41
Additional Troop Money-Earning Activities.....	43
Financial Assistance.....	47
Annual Family Giving.....	49
Pass-Through Donations.....	51
Major Gifts.....	51

Chapter 6: Belonging – DEIA and Conflict Resolution

Supporting Girl Scouts with Diverse Intellectual and Physical Abilities.....	54
Belonging: Conflict Resolution.....	56

Chapter 7: Programs and Entrepreneurship

The Girl Scout Leadership Experience.....	66
Girl Scout Highest Awards.....	68
Nation's Capital Programs and Events.....	69

Chapter 8: Camping, Field Trips and Travel

Field Trip and Travel Packet.....	72
Camping Opportunities.....	72
Field Trips and Travel.....	74
Approved Vendor List.....	75
Approval for Girl Scout Travel and Required Training.....	76

Chapter 9: Training, Resources, and Making Reservations

Training.....	78
Volunteer Resources.....	80
Reserving Program Kits, Equipment, Campsites and High Adventure.....	81
Camp Maps and Facilities.....	86

Girl Scout Basics

Mission, Promise, and Law

Our Mission

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

The 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.

*When saying the Girl Scout Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God."



The 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.



Welcome Remarks

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. 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.

Our Council

The Girl Scout Council of the Nation's Capital is a volunteer-run, volunteer-led organization, starting with our volunteer Board of Directors all the way to our troop volunteers. "Council" refers to all of us - volunteers and staff! If you have questions or need assistance, our staff is eager and ready to assist you. Please feel free to call or email. We have six offices for your convenience.

Central Office

4301 Connecticut Ave., NW, Suite M-2 Washington, DC 20008

Website: www.gscnc.org

Phone: 202-237-1670 Toll-Free: 800-523-7898

Regional 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

Brandywine, MD

7704 Matapeake Business Drive,
Suite 220, Brandywine, MD 20613

Phone: 301-861-5860;
800-834-1702 (toll-free)

Martinsburg, WV

153 McMillan Court, Martinsburg,
WV 25404

Phone: 304-263-8833; 888-263-
8834 (toll-free)

Manassas, VA

10432 Balls Ford Road Suite 140
Manassas, VA 20109

Phone: 703-777-5644

Council Retail 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
Call: 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

Build-A-Bear Workshops are available for walk-in and troop party events at our DC location.

Information can be found on our website at
<https://www.gscnc.org/en/shop/build-a-bear-workshop.html>

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: 301-987-871

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.




**Make your
Build-A-Bear as
Unique
as You**

Build-A-Bear is Here!

Walk-in and troop events are now
available at our Washington DC Location

Visit our website to see event packages and book your event.

Check out our website
for all things Build-A-Bear



- Troop Workshops available on Saturdays
- 2 Event Packages
 - Awesome Adventure Party - \$38**
 - Furry friend/GS uniform vest/cub condo/fun patch/activity
 - Ultimate Experience Party - \$55**
 - Furry friend/GS uniform vest/clothing-footwear-accessory item/bear carrier/fun patch/activity



** Price as of summer 2024 - price subject to change



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

Camp Properties

Our campsites have many wonderful amenities for Girl Scouts 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 202-237-1670 if you have any questions.

Nation’s Capital Staff

The Council has a staff committed to our volunteers’ success. Each volunteer is part of a larger volunteer group called a Service Unit that has local volunteers ready and able to support your needs. There is a membership specialist assigned to each service unit. They are responsible for supporting up to four Service Units in a specific geographic area. To learn who your membership specialist is, contact the Council office near you (see p. 3).

Council Departments

Camping Services
202-534-3793

Membership Registration
202-237-1670

SHARE
202-534-3785

Event Registration:
202-237-1670

Product Program
202-274-3333

Shop
202-274-3312

Marketing and
Communications
202-274-3304

Program
202-274-2170

Training and
Adult Recognition
202-534-3776

Please call or email your Membership Specialist if you:

- Do not have a Service Unit Manager (volunteer position)
- Need to better understand Service Unit Team roles (see p. 10)

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

After-Hours Emergency Number: 1-888-288-1784

Who Can Join Our Girl Scout Council

Girl Scouts is about sharing the fun, friendship, and the inherent power of girls and women in an inclusive, supportive, girl-led environment. 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 boys) 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 can be any gender. Whether you're a recent college grad, a parent, a retiree, or really, anyone with a sense of curiosity and adventure, your unique skills and experiences help make Girl Scouting a powerful leadership experience for our youth. All volunteers must have a current membership and an eligible background screening.

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. Financial assistance is available from GSCNC for those who are in need.



Associations

Your Volunteer Support Team

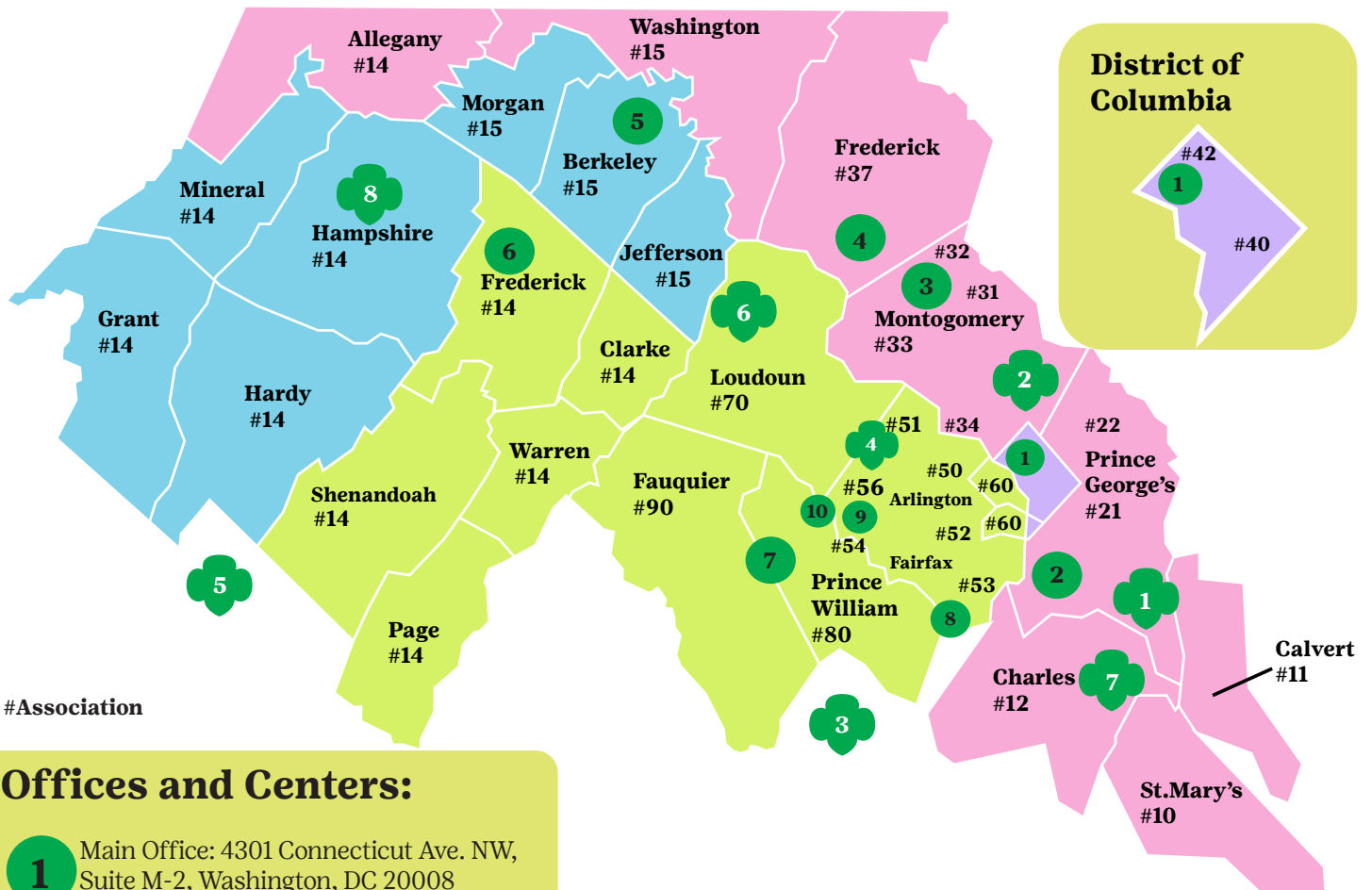
The Council is divided into 25 regional areas called Associations. An Association's purpose is to oversee the health of Girl Scouting in its region and is made up of multiple Service Units. Each Association has a volunteer team that works with the service units in its area to set goals to achieve or maintain Girl Scout membership, program, visibility, and more. Each Association is led by a chair(s) 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 appoints the Association Team in specific roles. The Association Team for each position such as Money Manager, SHARE, Cookies, Recognitions, Educators, Fall Product and more do the following for their subject matter:

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

The Association Teams, using the Association Passport, are responsible for setting goals and 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.

The Associations have a numerical and geographical description.

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

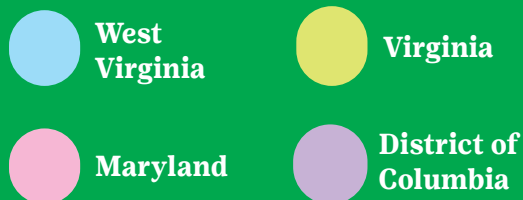


#Association

Offices and Centers:

- 1** Main Office: 4301 Connecticut Ave. NW, Suite M-2, Washington, DC 20008
- 2** Brandywine Office: 7704 Matapeake Business Dr. Suite 220, Brandywine, MD 20613
- 3** Germantown Office: 20201 Century Blvd. Germantown, MD 20874
- 4** Archives & History Program Center: 3 Hillcrest Dr. Frederick, MD 21703
- 5** Martinsburg Office: 153 McMillan Ct. Martinsburg, WV 25404
- 6** Archive Center, Winchester VA: 119 Youth Development Ct. Winchester, VA 22601
- 7** Manassas Office: 10432 Balls Ford Rd. Suite 140, Manassas, VA 20109
- 8** Kingstowne Office: 5680 King Center Dr. Kingstowne, VA 22315
- 9** Equipment Center: 14524 Lee Rd. Unit H, Chantilly, VA 20151
- 10** Centreville Girl Scout Shop: 5952 Centreville Crest Ln. Centreville, VA 20121

Map Colors



Campsite Maps



Council Campsites

- | | |
|------------------------------|-----------------------------|
| 1 Camp Aquasco | 5 Camp May Flather |
| 2 Camp Brighton Woods | 6 Camp Potomac Woods |
| 3 Camp Coles Trip | 7 Camp Winona |
| 4 Camp Crowell | 8 Camp White Rock |



Service Units

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 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 Teams are made up of volunteers to help support troops in their area. Here's a short description of the responsibilities of the service unit team members:

Service Unit Manager:

- Using the Service Unit passport, lead Service Unit teams to analyze the health of the Service Unit and set goals to strengthen and grow the Service Unit.
- Holds a monthly service unit team meeting and a monthly SU 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 4 nights or destinations further than 200 miles or a 3.5 hour drive from your regular meeting place.
- Helps with caregiver concerns and provide conflict mediation.

Service Unit Troop Organizer:

- Recruits parents/caregivers and prospective Girl Scouts from their assigned school, community, or place of worship.
- Helps connect each prospective Girl Scout family and volunteer with a troop.
- Runs caregiver meetings to form or reform troops.

Service Unit Registrar:

- Serves as the “local expert” or consultant for troops on how to register using the online system. Using the weekly Registrar Report and Abbreviated Registrar Report for Troop Leaders, shares information with Service Unit team members and troops and problem-solves potential troop issues such as troops without adequate leadership.
- Champions Service Unit membership goals, including spring renewal, following up with every troop to ensure all youth and adults are registered members.

Service Unit Money Manager:

- Oversees Service Unit bank account, providing guidance on SU budget annually.
- 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 money managers monthly and does a troop account review.
- Ensures Troop Money Managers are trained annually and are aware of specific SU procedures.
- Ensures troop bank accounts are closed when a troop disbands.

Service Unit Welcome Specialist:

- Conducts welcome sessions, connects volunteers with the Service Unit team and provides support for new volunteers.
- Provides new leader packets as requested through the Service Unit supply request system, including a roster of Service Unit team members who will support each troop.

Service Unit Cookie Manager:

- Ensures Troop Cookie Managers are registered and trained.
- Distributes materials to troops for the cookie program, working in conjunction with the Association Cookie Manager.
- Encourages and supports troop participation in the program

Service Unit Cookie Booth Coordinator:

- Finds cookie booth locations within the geographic area of the Service Unit.

Service Unit Fall Product Chair:

- Distributes materials to troops for the fall product program.
- Ensures Troop Fall Product Managers are trained.
- Encourages and supports troop participation in the program.

Service Unit SHARE Chair:

- Promotes SHARE to Troop Leaders and other members of the Service Unit and lead Troop SHARE Chairs in order to achieve the Service Unit SHARE goal.
- Makes a difference by raising funds to support financial assistance, camp improvements, volunteer training, and programming.

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 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 or other communication platform.

Service Unit Recognition Chair:

- Encourages recognition and appreciation of Service Unit members Serves on the association recognition committee which reviews and approves local 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.
- Reports back to the service unit after the annual meeting.
- Attends the Annual Meeting as a voting member.
- Alternates participate in all activities and are 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 that the Service Unit sponsors (World Thinking Day, Independence Day Parade, Sock-Hop, etc.).

Membership Specialists (STAFF):

- Works with SU team volunteers to ensure SU community is healthy and sustainable.
- Help with interpreting policies and procedures to ensure compliance.
- Open new markets where Service Units do not currently have troops.
- For a comprehensive description of roles, please review the appointment form and complete required training.

Troops in a Service Unit

Troops are program-level based groups of Girl Scout youth 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. Every troop is part of a Service Unit based on where the troop meets.

Troop Basics

Troop Size, Capacity, and Open Spaces

All troops started after December 2015 must have at least 12 spaces for youth members. New troops are not assigned a troop number until they have a minimum of 4 unrelated (by birth, marriage, or address) adults volunteering and completing a background screening in the roles of troop leaders, money managers, and a fourth background screened role (ideally fall product manager or cookie manager). Troops are considered fully formed once they have 6 Girl Scouts registered in addition to the 4 adult volunteers.

To ensure the best experience for our youth, when troops have 3 Girl Scouts or fewer and are unlikely to add additional members within 3 months, or when they do not have 3 unrelated adult volunteers, they will be merged or disbanded. Senior and Ambassador Girl Scout troops may be exempted from these requirements in consultation with the Area Membership Manager.

Spaces are available online and are first-registered, first-in-the-troop; spaces cannot be ‘held’ for non-registered youth. The capacity of the troop can increase when youth change program levels or as more troop leaders are added to the troop committee.

As of August 1, 2027 all troops will be required to have 12 spaces for youth members.

Holding Troop Meetings

Troops meet regularly, generally at least twice a month. Troops can meet just about anywhere, as long as the location is safe, easily accessible to youth and volunteers, and within a reasonable commute. A Site Safety Checklist is required by the SU Manager when troops meet in a non-public place to ensure the safety of the troop. The Site Safety Checklist can be found at www.gscnc.org/forms.

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.

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 Family Passport and through training.

Troop committee member qualifications:

- Be a registered member of Girl Scouts by registering annually and selecting your role in your troop.
- Complete an eligible background screening (unless selecting a Friends and Family role).

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.

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

The “Friends and Family” role does not require a background screening and cannot drive youth members, chaperone field trips, encampments, campouts, etc., or handle Girl Scout money.

Troop committee member duties and responsibilities:

- Complete required training within three months of selecting their role
- Participate in their Service Unit
- Ensure safety and foster girl-led activities
- Renew membership during Spring Renewal
- Update Troop Catalog during Spring Renewal and ensure accuracy throughout the year.

- Encourage Girl Scouts to build confidence while trying new things.
- Coordinate a team of volunteers and facilitate everyone's contributions.
- Communicate with families on a regular basis regarding troop activities, money

management, local SU and Association events and council-wide updates.

- Communicate with new families as they join the troop throughout the year.
- Ensure troop is represented at monthly Service Unit meeting.

All troop volunteer roles listed below require a current membership and an eligible background check.

To ensure adult participation and ensure Troop Leaders are not overburdened, Troop Leaders are restricted to hold only the Troop Leader role within their troop. Troops formed prior to August 2021 are exempted from this.

Troop Leaders:

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 and transparency.
- Submits bank statements and receipts to SU each month.
- Engages the Girl Scouts in goal setting and budgeting.

Troop Cookie Manager:

- Assists Girl Scouts with setting and achieving goals through the Cookie Program.

Troop Fall Product Chair:

- Organizes and facilitates the Fall Product Program

Troop First Aider:

- Maintains current certification in first aid, AED and CPR (see p. 21 for additional information).

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.

Troop SHARE Leader:

- Ensures all family members have the opportunity to donate through the annual giving campaign.
- Achieves a Service Unit fundraising goal.

Troop Driver and Chaperone:

- Supports the troop by managing logistics for girl-identified field trips and service projects.

For a comprehensive description of roles, please review the appointment form and complete required training.

Background Screenings

Volunteer Background Screening

A background screening process establishes safety for our youth members and protection for our adult members. See below for possible disqualifications. All Service Unit, Association, and Troop roles (except Friends & Family) require a background screening.

Background screenings are initiated when you select a role that requires a background check 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. The screening costs \$8.25. Instructions for completing a background screening using financial assistance are in the email from Sterling Volunteers.

Screening typically takes 2-4 weeks. Background screening through Sterling Volunteers:

- Must be completed before meeting with youth in any capacity.
- Is required for any adult who will drive or supervise youth members, handle Girl Scout money, or participate in an overnight activity.
- In addition, anyone who attends more than two activities within the Girl Scout year of August 1 – July 31 must have a role with a background check.
- The information submitted to Sterling Volunteers must utilize the same information (name, birth date, and email address) as member registration. A Social Security number is not required but there may be delayed results when not provided.

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 Number Trace
- Department of Justice Sex Offender Search
- Terrorist Watchlist Search
- Validated National Criminal Search
- County of Residence Search (for last 7 years)

Rescreening

The Council reserves the right to rescreen for the duration of your volunteer service with Girl Scouts Nation’s Capital.

High-Level Security Clearance and Screenings from Other Organizations

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 official 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 applicant who is a registered sex offender.
- 2. Possible Disqualification for felonies, misdemeanors and infractions will be handled on a case-by-case basis, and may result in disqualification or conditional approval. Some volunteers with infractions may be approved with restrictions, such as “no driving or no handling money.” Factors that are to be considered in making such determinations include, but are not limited to:

<ul style="list-style-type: none">• 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	<p>individual from performing their responsibilities in a manner consistent with the safety and welfare of our youth members.</p> <ul style="list-style-type: none">• Age of the individual at the time of the incident• Threatening behavior – including verbal or via social media	<ul style="list-style-type: none">• 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 staff 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. (See p. 28)

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 are prohibited from hosting youth members or Girl Scout-related activities in their household and must uphold restrictions barring sex offenders from locations where children may gather. Caregivers who are registered sex offenders may not participate in Girl Scout gatherings.

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.

- 1. Be registered, approved, appointed and appropriately trained for the position(s) that you hold.**
- 2. Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the online resource Safety Activity Checkpoints, which can be found on our website at www.gscnc.org/forms. More information can be found on p.22 Read them, follow them, and share them with other volunteers, caregivers and Girl Scouts before engaging in activities.
- 3. 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 cisgender female, present at all times. Additional adult volunteers or specifically trained adults may be necessary depending on the size of the group, the ages and abilities of Girl Scouts, and the particular activity (see p. 27 ratio chart and safety & roles of adults in Ch. 4). Volunteers must be registered adult members with an eligible background check.
- 4. Acquire caregiver/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 caregiver of the details of the activity and obtain permission for Girl Scouts to participate (see “Caregiver Permission” on p. 27).
- 5. Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with youth 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 26).
- 6. Be prepared for emergencies.** Work with youth and other volunteers to establish and practice an Emergency Action Plan (EAP) for emergencies related to weather, fire, lost child/ adult, and site security. Keep handy a well-stocked first aid kit. Always have at least one Field Trip and Travel Packet that includes your EAP, the Girl Scout Health History and Medical Authorization forms (including food allergies and contact information for families) as well as Emergency Procedures information (see inside of back cover. Forms can be found at www.gscnc.org/forms).
- 7. 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 registered and background-screened adult volunteer over the age of 21, and have a good driving record, a valid license and a registered/insured vehicle. All passengers are required to be in a legal seat and wear 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 p. 24 and 75).
- 8. Ensure safe overnight outings.** Prepare Girl Scouts to be away from home by involving them in planning, so they know what to expect. 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.
- 9. 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.
- 10. Create an emotionally safe space.** Volunteers are responsible for making Girl Scouting a place where Girl Scouts - youth and adult members - are as safe emotionally as they are physically. Protect the emotional safety of all members 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. Cyber-bullying, such as aggressive language on social media, is not permitted. See Ch. 6 for more information.

- 11. 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. (see Chapter 6, p. 49)
- 12. 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, <https://www.girlscouts.org/en/footer/help/internet-safety-pledge.html> and ensure Girl Scout youth and adults commit to it.
- 13. 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 or the Association 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 beyond the Girl Scout product program must be approved by the SU Manager or SU Money Manager. Additional money-earning events must be Girl Scout 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 (see Chapter 5: "Finances.")
- 14. Communication directly from an adult to a youth member should only contain Girl Scout related conversation.** Personal conversation via phone or text are not appropriate. Parents/caregivers should always be made aware if volunteers are communicating directly with youth members via electronic methods.

Safety Responsibilities of Caregivers

- Every caregiver should be engaged in helping to ensure the health, safety, and well-being of Girl Scouts. Clearly communicate to caregivers that they are expected to:
- Provide consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, include high adventure, 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 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.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Participate in caregiver meetings.
- Be aware of appropriate behavior expected of their children, as determined by the Council (volunteers and staff).
- Work with troop volunteers to support youth members' individual needs, such as caregiver attendance at Girl Scout events as requested by troop volunteers.

Safety Responsibilities of Girl Scout Youth

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 youth member is expected to:

- Assist troop leaders and other volunteers in safety planning.
- Listen to and follow instructions and suggestions.
- Learn and practice safety skills.
- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.

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 Emergency Action Plans (EAPs) that will address procedures for such circumstances as weather emergencies, evacuations, hazards at location, first aid, safety gear, and lost participants. Every Girl Scout youth and adult volunteer must know how to act in these situations. For example, you and the Girl Scouts should design and review an evacuation plan for meeting places used by the group. There is a template for an EAP on our website www.gscnc.org/forms.

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 (www.gscnc.org/forms). This form is completed by caregivers. It is important for you to also be aware of any medications a member may take or allergies they may have. 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.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a custodial parent or guardian. Some youth members may need to carry and administer their own emergency medications, such as bronchial inhalers, an EpiPen, or diabetes medication. **All Girl Scout youth 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, soy, wheat, peanuts, tree nuts, sesame, and seafood.

Please see box on pg. 72 for forms required in Field Trip and Travel Packets.

First Aiders

A troop first aider is an adult volunteer who selects the role of First Aider, has an eligible background check, and has current certification that meets our criteria (see below.) First aid certifications must be valid at the time of service. First aid training is a legitimate use of troop funds, and training grants to cover the cost are also available. Check our website, under “Events” for a list of upcoming classes.

When Do I Need a Troop First Aider (Level 1 First Aider)?

Use your best judgment to determine if your troop needs a first aider present; however, there are certain times when one is required. A First Aider is required for:

❶. Overnights

❷. Physically demanding activities, and

❸. Events with potential for injuries such as cookouts, 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.

First Aid Training Options (Level 1)

Certification for first aiders must include:

❶. Basic First Aid, AND

❷. Adult AND child CPR training, including a hands-on skills demonstration even if the course is hosted online, AND

❸. AED training

Our Council website lists first aid certification courses under “Events”. Use the QR code to access more information regarding when First Aiders are required and additional questions can be directed to avdaa@gscnc.org.

First Aid Kits

The Troop First Aider should make sure a 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 contents if you are making your own. Commercial kits are also widely available in stores and online.

Medical Professionals as First Aiders

Medical professionals who can serve as Level 1 and Level 2 first aiders without additional training are:

Physicians	Registered Nurses
Physician's Assistants	Licensed Practical Nurses
Nurse Practitioners	Paramedics
Military Medics	Emergency Medical Technicians

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

A Level 2 First Aider must meet Level 1 First Aider requirements, as well as have training in and be knowledgeable about how to respond to emergencies when emergency medical services are more than 30 minutes away. Our council vendor offers Level 2 First Aid as a 1.5 hour virtual class. Completion of a class such as Wilderness First Aid (a 16-hour training) also qualifies you as a Level 2 First Aider.

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 guidelines 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 and 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 | planes, helicopters, sailplanes and blimps | • Paintball (except target) | • Skydiving (outdoor) |
| • Bungee jumping | • Hang gliding | • Parachuting | • Trampolining (outdoor) |
| • Firearm possession, presence and use | • High-altitude climbing | • Parasailing | • Watercraft trips in Class IV and above (exception: whitewater rafting in Class IV is permitted) Zorbing |
| • Flying in small | • Hot air ballooning (except tethered) | • Personal watercraft | |
| | • Hunting | • Riding motor bikes, all-terrain vehicles | |

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

Every driver must be a registered member with a background screening.

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 troop activities. If families are responsible for transportation to troop meetings or activities, Girl Scout youth members may drive themselves and others to the event. However, Girl Scout youth may not serve as Driver/Chaperones for any official Girl Scout activity.

Drivers must back into spaces at Girl Scout camps unless prohibited by signage or law.

Supervision

Obtain caregiver 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 Girl Scout-to-volunteer ratios on p. 28 must 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 Girl Scout-to-volunteer ratios 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 chartered 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 chartered transportation, the carriers must be selected from the Council-approved vendor list.

- 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. Be sure to check local laws regarding booster seats and adhere to the weight and age requirements for

all Girl Scout youth.

- 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.

Mental Health

The Girl Scout program supports mental wellness by offering our youth members a safe space with supportive adults, an opportunity to develop friendships and feel that they belong, a place to take positive risks and build confidence, and a focus on giving back to their community and making a difference in the world. Strategies to improve mental wellness are woven throughout the Girl Scout program and many are designed to normalize conversations around mental health.

The Girl Scout program supports mental wellness by offering our youth members a safe space with supportive adults, an opportunity to develop friendships and feel that they belong, a place to take positive risks and build confidence, and a focus on giving back to their community and making a difference in the world. Strategies to improve mental wellness are woven throughout the Girl Scout program and many are designed to normalize conversations around mental health.

There is a growing youth mental health crisis that was worsened by the pandemic and Girl Scouts Nation's Capital is taking a more dedicated approach to supporting the needs of youth members through mental wellness initiatives and by updating training and materials. The goal is to give our young Girl Scouts the tools they need to support their own mental wellness and to give Council staff, volunteers, and parents/caregivers the resources they need to support youth and also to practice self-care.

Mental Health Resources and Training

The “Resilient, Ready, Strong” patch program is appropriate for all Girl Scout program levels and has materials in both English and Spanish.

The mental wellness patch program for Juniors: “Knowing Your Emotions,” Cadettes: “Finding My Voice” and Seniors/Ambassadors: “Supporting Myself and Others.”

Online training for adult members can be found in gsLearn by going to the content library and finding “GSUSA Mental Wellness 101”.

We also offer an 8-hour certification course for adults called “Youth Mental Health First Aid” (YMHFA) in partnership with the National Council for Mental Wellbeing. YMHFA introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact, and overviews common supports and prepares participants to interact with a person in crisis and connect the person with help. Youth Mental Health First Aiders do not take on the role of professionals — they do not diagnose or provide any counseling or therapy. Look for scheduled YMHFA classes on the Event Calendar.

When Should I Get Help for a Girl Scout?

Mental health challenges are indicated when there is a major change in a youth's thinking, feeling or acting that interferes with their ability to live their life, and the interference lasts longer than typical emotions or reactions would be expected to last.



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
- 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
- Unexplained injuries, such as bruises, burns, or fractures

These behaviors could be a sign of a mental health challenge or could be a sign of abuse - or there may be other explanations. You should not discount your concerns because the child “comes from a good family,” “has parents who are prominent in the community,” etc. Don’t overreact to signs or symptoms, but don’t be guilty of dismissing your suspicions because you want to believe it’s not true. For information about what to do when you know or suspect child abuse, see p. 28.

Listen Non-Judgmentally

You can help 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.

Crisis Situations and Suicide Concerns

As an adult volunteer overseeing the activities and behaviors of youth, you may witness signs of harmful tendencies such as self-harm. Self-harm can take a physical form such as cutting, burning, bruising, excessive scratching, hair pulling, poisoning, or drug use. Other tendencies of self-harm are suicidal ideations that can be expressed verbally or with the written word. Another harmful expression involves harm to others which can be detected verbally or with physical aggression.

If a Girl Scout youth member mentions suicide, take it seriously. Help the youth and caregivers get professional help as soon as possible. If a youth is at risk of suicide, do not leave them alone. If the youth is in imminent danger, call 911 and ask the dispatcher for responders who have been trained in suicide prevention. If you or someone you know is struggling or in crisis, call or text the Suicide and Crisis Lifeline at 988 to be directed to a trained crisis worker at a local crisis center who can help develop a safety plan and potential interventions.

If situations such as these are observed or come to your attention in any form, report this immediately to Customer Care and make them aware that you have made an emergency call to 911 or 988. Council staff will contact you to follow up. 202-237-1670, or customer care@gscnc.org

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.

TROOP MEETING			EVENTS, TRAVEL & CAMPING	
Girl Scouts Youth-to-Adult Ratio	Two unrelated registered, background screened Troop Leaders (at least one of whom is female) for this number of youth	Plus one additional registered, background screened Troop Leader IN ATTENDANCE for each additional number of youth:	Two unrelated registered background screened, trained, volunteers (at least one of whom is female) for this number of youth:	Plus one additional registered background screened volunteer for each additional number of youth:
Girl Scout Daisies (Grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (Grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (Grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (Grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (Grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (Grades 11-12)	30	1-15	24	1-12

Multi-Level Troops

A multi-level troop 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 youth members at any time (see p.xx regarding adult supervision while driving.) Multi-Level troops should NOT be more than two program levels with the exception of teens (Cadettes, Seniors, and Ambassadors). Multi-level troops must earn and spend money as a group and not use individual girl accounting if there are any Daisies, Brownies, or Juniors in the troop. Multi-level troops with any Daisies or Brownies are not allowed to opt out of product program incentives.

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 p. 31),

high adventure activities (see p. 85), or sensitive issues (see p. 53-54), caregivers are required to give written permission, either through an email, form, or release statement.

Anti-Child Abuse Policy

Because positions within Girl Scouts Nation's Capital have direct contact with children, the Council supports and maintains environments that are free of child abuse and neglect, consistent with our overall mission of support for our youth members. Child abuse or neglect and sexual abuse for purposes of this policy are defined consistent with the Child Abuse Prevention and Treatment Act (CAPTA). Under CAPTA, child abuse or neglect is a recent act or failure to act which results in imminent risk of serious harm, death, serious physical or emotional harm, sexual abuse, or exploitation of a child by a parent or caretaker who is responsible for the child's welfare. A "child" under this definition generally means a person who is younger than age 18 or who is not an emancipated minor. Child abuse also includes acts or circumstances that threaten the child with harm or create a substantial risk of harm to the child's health or welfare.

Sexual abuse is defined by CAPTA as the "employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children." Sexual abuse may also include sexual touching and bodily contact, exhibitionism, voyeurism and/or involvement of children in pornographic material.

All states require certain professionals and institutions to report suspected child abuse. All states require the report to be made to some type of law enforcement authority or child protection agency. Reporting to a parent or relative will not satisfy the reporter's legal duty under the statutes. In order for the Council to fulfill its obligations, all instances of suspected child or sexual abuse must be reported immediately to Customer Care and make them aware that you have made an official report with an appropriate government agency. Council staff will contact you to follow up. 202-237-1670, or customercare@gscnc.org

Consistent with this policy, the Council does not tolerate:

- Physically abusive behavior or infliction of bodily injury upon children;
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to Girl Scout activities; or
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.

Violation of the Council's policy will result in disciplinary action which may include termination from the Council with or without notice. Subject to applicable law, the Council reserves the right to refuse membership, to dismiss, or to exclude from affiliation with the Council any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. Behavior does not have to rise to the level of a legal violation in order for it to be a violation of this policy.

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. 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 the jurisdiction in which the alleged abuse occurred, not where it was made known to you.

It is not appropriate to investigate the situation if a concern arises. Your responsibility is to report and then minimize your interaction so the professionals can investigate without you inadvertently influencing or impacting the situation.

How to Respond if a Child Tells You of Abuse

If a child approaches you directly and indicates they have 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 and inform the Council via Customer Care that you have done so.
- Do encourage the child to speak openly with the professional from the protective service agency.
- Make sure the child feels they are not to blame for what happened. Tell the child that no one should ask them to keep a special secret and that it is okay to talk with appropriate adults about what happened.

Reporting Other 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. (see p. 28)

Safety & Role of Adult Leaders of All Genders in Girl Scouting

The beliefs and principles of the Girl Scout Movement in the USA state that adult members of the Girl Scout Movement serve as role models to youth in inspiring them to our high ideals. Leaders/advisors show them how they become happy and resourceful citizens. Nation's Capital strongly encourages adults of all genders to accept volunteer roles within the Girl Scout Movement.

Safety has always been a primary concern for Girl Scouts. To avoid even the appearance of impropriety and for the protection of leaders/advisors as well as the Girl Scout youth, it is Nation's Capital practice that there will be at least two adults at all Girl Scout-sponsored activities, one of whom must be a cisgender female registered as a Girl Scout adult volunteer.

Sleeping Accommodation Guidelines for Youth and Adult Girl Scouts

It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the youth. In keeping with Girl Scout Safety Guidelines, youth members will ideally remain in quarters with other Girl Scout youth rather than with adults. While it is encouraged that adults sleep in a separate area from youth members, if adults do share the sleeping area, there must always be at least two unrelated adults present, one of whom is cisgender female.

For male (cisgender and transgender men) participation during overnight events, follow these guidelines:

- Men (cisgender and transgender men) will have a separate, designated sleeping area, which can be a separate tent, room, or corner of a lodge Girl Scouts will not need to access.
- If it is a father/child or family camping event, males and their children may share sleeping quarters with other caregiver-camper pairs as long as ALL are in agreement. All Girl Scouts MUST be accompanied by a caregiver.
- Men (cisgender and transgender men) should have privacy to manage personal care matters, such as changing, bathing or using restroom facilities.
- When accounting for the Girl Scout-volunteer ratio, consider the proximity of designated sleeping areas.

Keep in mind any adult participating in an overnight activity with Girl Scouts must have a membership and an eligible background check.

Girl Scouts Nation's Capital has transgender and non-binary youth and adult members. We recognize the need for additional guidance on providing inclusive overnight sleeping accommodations for our members. We recommend that all overnight Girl Scout activities provide the following accommodation options:

- Gender Inclusive for cisgender females, non-binary, and transgender members
- Female only for cisgender female members
- Male only for cisgender and transgender adult male members

We encourage troop leaders and camp directors to provide youth and adult members the opportunity to select their preferred accommodations in advance. In order to do this, add a sleeping accommodations question to registration forms or permission slips. Include “no preference” as an option and ask participants to select “either/all that apply” in order to provide multiple options for sleeping accommodation assignments. When possible, pre-assign members to a specific room, shelter, tent, etc. Never refer to a sleeping accommodation as “girl-only” or “gender inclusive.” Use a number, color, animals, etc. to describe assigned accommodations. Never call out or isolate a youth member based on their accommodation request. When needed, work with individuals and families to understand concerns and develop resolutions prior to the event.

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/forms.

Guidelines for Keeping Troop Documents

Troop leaders are advised to keep the following documents through the current membership year:

- Caregiver/Guardian Permissions (electronic emails or paper forms)
- Girl Scout Health History Forms ‘
- Financial Records

Safely Selling in Product Program Activities

Girl Scouts' safety is the top priority while selling Girl Scout Cookies and other products. Adhere to the following guidelines 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. However, an adult must be present at all times. Girl Scouts of all program levels must always use the buddy system.
- At each cookie booth, there must be two unrelated adult volunteers, one of whom is cisgender female. Both adults must be registered members with eligible background checks.

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. Additional policies apply for troops using electronic payment methods such as Square and Stripe during Girl Scout product programs. See Chapter 5 for more information about electronic payments.

Privacy of Girl Scout 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.

Product Program 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 caregivers.
- 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).
- Posting to any private, public, and marketplace pages such as Yard Sale and Nextdoor are not allowed.

- Should any online marketing activities be identified as in violation of guidelines, GSUSA or Girl Scouts Nation's Capital reserves the right to intervene and request removal or remove the post.
- Caregivers, Girl Scout youth and volunteers must contact Council regarding any local or national media opportunities tied to Girl Scout Product Programs. Girl Scouts may use Facebook, X, Instagram, text messages, and emails as online marketing tools to let family, friends, and former customers know about the sale. All are effective ways that Girl Scouts 13 and older can promote product programs. Girl Scouts under 13 cannot independently utilize digital resources and applications.

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 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 (media@gscnc.org).

National Media

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

Crisis Communications

We respectfully 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 visit the following link to be added to the database: <https://forms.office.com/r/R3GcspTWUC>



Girl Scout Activity Insurance

All registered Girl Scouts and adult members are automatically covered under the basic “Plan 1” insurance. Plan 1 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. Coverage begins after the individual’s primary insurance pays out.

The Basic Plan automatically provides coverage to non-member participants (including tag-a-longs) and overnight trips lasting three or more nights, without a time limit. Please note that this is a recent change as of October 1, 2023, so be sure to review the Plan comparison chart linked below.

Insurance Details Review all insurance plans in the complete guide at the following link.

<https://bit.ly/activity-insurance-plans-pdf>

Plan 3P

- \$0.70 per day per participant
- Provides primary accident and health coverage.

Plan 3PI

- \$1.17 per day per participant
- Provides primary accident and health coverage and travel assistance services. Available for international trips only. Roster with ALL participants’ names and ages MUST be included with insurance request.

For 3P or 3PI insurance requests, complete the “**Activity 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. Please note: Requests received on the day-of or after the event date cannot be processed.

Payment can be made via check sent to the address above or via credit/debit card by calling **202-274-3320**. There is a \$5.00 minimum per enrollment.

If you have any questions, please call the Human Resources department at **202-274-3320**.

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 youth members 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.

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

The charter bus company must be on the approved vendor list when a Girl Scout troop/group is leasing the entire bus. If purchasing a ticket to ride on a chartered bus, this is not required. For more information on travel, see Chapter 8.

High Adventure Activities and Certificates of Insurance

The Council considers some activities to be High Adventure. These activities require caregivers to give written permission, either through an email, form, or release. The vendor must be on the Council approved vendor list. To see the approved vendor list, go to <https://www.gscnc.org/en/camp/high-adventure.html>.

For additional information on how to add a vendor to the approved vendor list, see page 75.



Approved Activities at a Glance

This is an overview of approved activities by program level, as well as whether they must be on the approved vendor list. Levels with an asterisk (*) for a given activity may require additional safety precautions or adaptations. Check the Safety Activity Checkpoint for more details and any additional requirements for these activities.

For the most up-to-date version of Safety Activity Checkpoints - please see www.gscnc.org/forms

Activities at a Glance	Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Certificate of Insurance Required When Using a Vendor
Amusement Parks	D	B	J	C	S	A	Not Required
Aerial Fitness				C	S	A	Required
Animal Interaction and Adventure	D	B	J	C	S	A	Not Required
Backpacking	*D	*B	J	C	S	A	Required
Bicycling	D	B	J	C	S	A	Required
Camping	D	B	J	C	S	A	Required
Climbing and Adventure							
Challenge Courses	*D	*B	J	C	S	A	Required
Climbing and Rappelling	*D	*B	J	C	S	A	Required
Recreational Tree Climbing			J	C	S	A	Required
Zip Line		*B	J	C	S	A	Required
Computer and Internet Use	D	B	J	C	S	A	Not Required
Internet Safety Pledge	D	B	J	C	S	A	Not Required
Virtual Troop Meetings	D	B	J	C	S	A	Not Required
Cookie and Product Sales	D	B	J	C	S	A	Not Required

Cross-Country Skiing	*D	B	J	C	S	A	Required
Downhill Skiing and Snowboarding	D	B	J	C	S	A	Required
Fencing	D	B	J	C	S	A	Required
Fishing and Ice Fishing	D	B	J	C	S	A	Required
Geocaching	*D	B	J	C	S	A	Not Required
Go-Karts			*J	C	S	A	Required
Hayrides	D	B	J	C	S	A	Required
Hiking	D	B	J	C	S	A	Not Required
Horseback Riding	*D	B	J	C	S	A	Required
Ice Skating and Roller Skating	D	B	J	C	S	A	May be Required
Indoor Skydiving			J	C	S	A	Required
Indoor Trampoline	*D	B	J	C	S	A	Required

Activities at a Glance	Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Certificate of Insurance Required When Using a Vendor
Inflatable Activities							
Aquatic Bounces and Slides		B	J	C	S	A	Required
Aquatic Climbing Walls			J	C	S	A	Required
Bounce Houses	D*	B	J	C	S	A	Not Required
Log Rolling		B	J	C	S	A	Required
Bubble Soccer			J	C	S	A	Not Required
Land Sports							
Land Sports	D	B	J	C	S	A	Not Required
Laser Tag	D	B	J	C	S	A	Required
Offshore Water/Large Passenger Vessels	D	B	J	C	S	A	Required
Orienteering			J	C	S	A	Not Required
Outdoor Cooking	D	B	J	C	S	A	Not Required
Paddle Sport Activities							
Canoeing	D*	B	J	C	S	A	Required
Corcl Boats		B	J	C	S	A	Required
Kayaking		B*	J	C	S	A	Required
Row Boating	D*	B	J	C	S	A	Required
Standup Paddle Boarding			J	C	S	A	Required
Whitewater Rafting		B*	J**	C	S	A	Required

Parades and Other Large Group Gatherings	D	B	J	C	S	A	Not Required
Pocket Knife and Jackknife Safety	D*	B	J	C	S	A	Not Required
Rocketry/Model Rocketry			J	C	S	A	Required
Sailing		B*	J	C	S	A	Required
Scuba Diving				C	S	A	Required
Segway					S	A	Required
Skateboarding		B	J	C	S	A	Not Required
Sledding, Tobogganing, and Snow Tubing	D	B	J	C	S	A	May Be Required
Snorkeling			J	C	S	A	Required
Snowshoeing	D	B	J	C	S	A	Not Required
Spelunking/Caving			J	C	S	A	Required
STEM, Arts, Crafts	D	B	J	C	S	A	Not Required
Surfing			J	C	S	A	Required
Swimming	D	B	J	C	S	A	Required
Target Sport Activities							
3-D Archery			J	C	S	A	Required
Archery		B	J	C	S	A	Required
Ax/Hatchet Throwing				C	S	A	Required
Knife Throwing				C	S	A	Required
Sling Shots	D	B	J	C	S	A	Required
Tethered Balloon Rides			J	C	S	A	Required
Tools – Hand and Power	D	B	J	C	S	A	Not Required
Travel/Trips	D	B	J	C	S	A	Required
Tubing			J	C	S	A	Required
Waterskiing and Wakeboarding			J	C	S	A	Required
Windsurfing/Sail Boarding			J	C	S	A	Required

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

Troop Funding – Dream, Earn, Do

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: DREAM, EARN, DO.

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. These are the allowable ways to fund Girl Scout activities:

1. **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 per year 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 47).
2. **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 7.
3. **Approved 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, approved by the Service Unit, and planned and carried out by Girl Scouts (in partnership with adult volunteers). Specific details about money earning are found on p. 43-44

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. Since the money belongs to the troop, it is important that the management of funds is transparent for youth and caregivers, and volunteers as well as Council staff. The troop money managers must complete annual training 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 for the Troop Money Manager role. Any volunteer who has caused a debt to any Girl Scout entity may not be appointed to a volunteer role in Girl Scouts.

Troop Bank Accounts

Establishing an Account

Each troop sets up a new bank account through their Service Unit Money Manager. This happens as the troop is formed so there is a place to make deposits, such as troop dues or money from product programs or troop 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 Identifications - The account must 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 must be at least three authorized signatories, one being a Service Unit Money Manager, one being a Troop Money Manager, and one being a Troop Leader, to assure access to the account in case of an emergency. All signers must be over the age of 18, unrelated, registered, and designated for their role.
4. Debit Card & Checks - Troops must request a debit card and checks for their troop account. When possible, 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/Card 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 submitted to the Service Unit Money Manager.
6. Bank Fees - Ideally, Girl Scout bank accounts are fee-free. In some areas with fewer bank options, it may not be possible to locate a bank that offers fee-free checking for Girl Scout accounts. In that case, troops, Service Units, and Associations are able to use a bank that charges fees.

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 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. Printable tax-exempt cards with tax-exempt numbers for each jurisdiction are available for distribution by your Service Unit Money Manager and can be found in the Council-Wide SU Team rally. Use the sales tax-exempt card when making purchases.
- 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 or to the signer of the check. All purchases made with cash require detailed receipts of the transaction(s).
- Purchases: When possible, purchase supplies, equipment, goods, and services with the troop

debit card or check. 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 caregiver meeting and all caregivers 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 must 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 statement and receipts system where Troop Money Managers securely upload bank statements and receipts each month.
- Troop Leaders and Troop 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 Managers or Service Unit Money Managers will seek more information from the troop, and then meet with the Service Unit team to discuss a course of action.

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. In the event that the troop has Girl Scouts bridging or transferring to a new troop, the below guidelines should be followed:

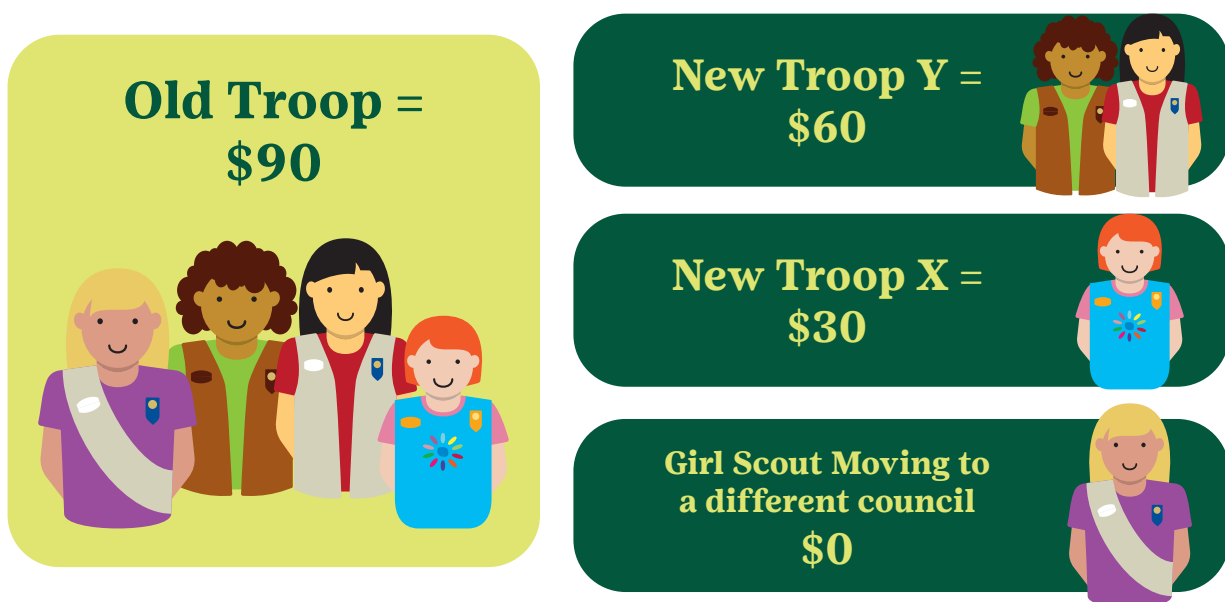
- Money is transferred as an equal portion of the troop treasury in relation to the number of registered Girl Scout youth members.
- Youth members register in a new troop and money goes to that troop (never the individual Girl Scout or caregiver).
- Money must be transferred to a troop account within the Council.

- For Teens Troops Only : Money may be handled as indicated in the individual teen's records section (see page 45).
- 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. Youth members have until September 30 to select a new troop and renew their membership. After that time, the remaining funds are allocated to the selected troops as an equal portion in relation to the number of renewed youth.

The Service Unit Money Manager will request a "close bank account" letter. When all youth memberships have lapsed, unused Girl Scout money left in accounts when troops disband must be transferred to the Service Unit, and the SU can spend the money on programs and operations as decided by the SU team. As when closing any bank account, be sure all checks and other debits have cleared the account before you close it. Also, keep in mind that you may have to close the account in person. Bank accounts must be closed prior to the start of the new Girl Scout year, August 1.



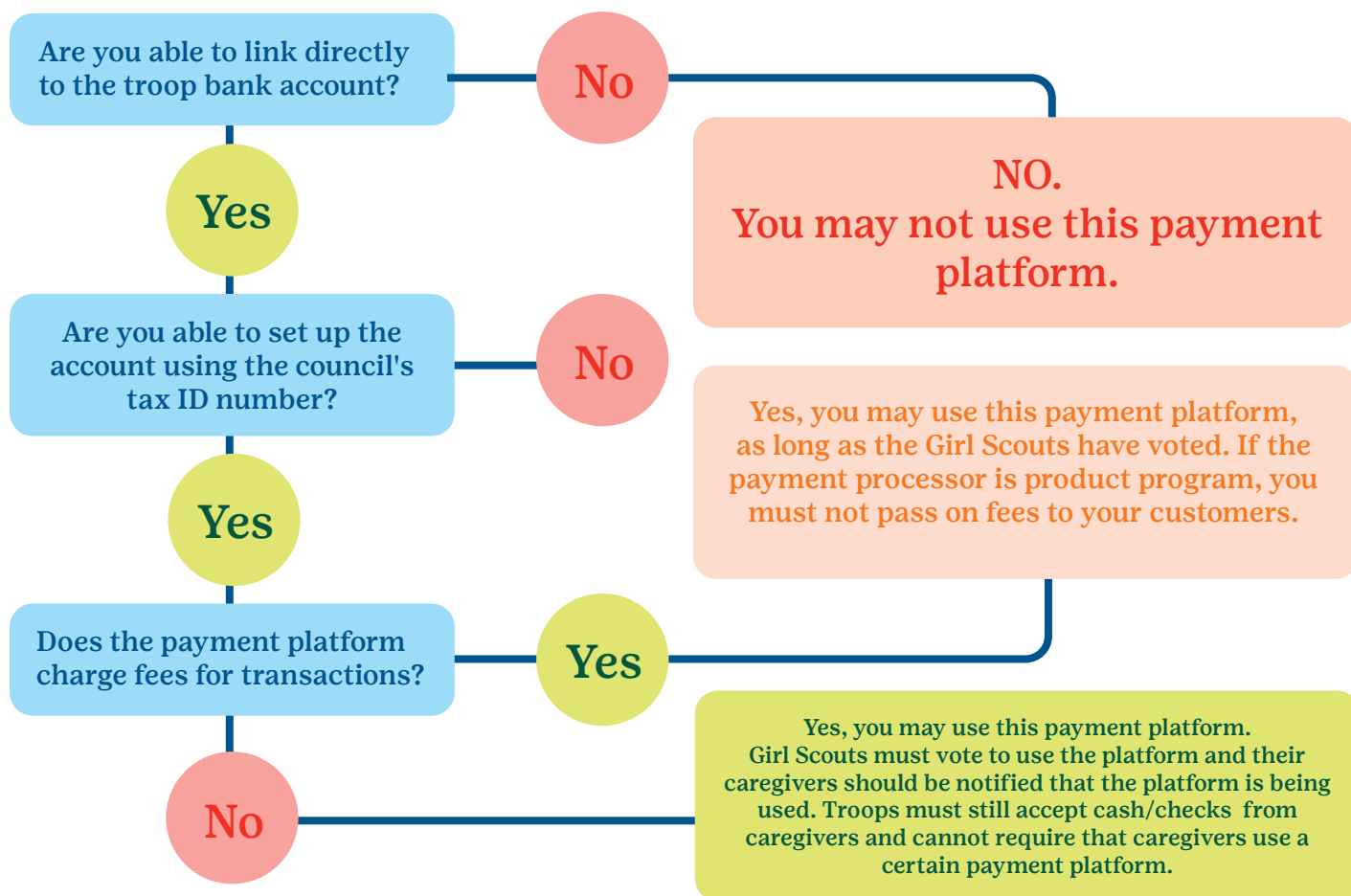
Electronic Payments:

Troops are allowed to use electronic payment platforms for peer-to-peer transactions (most often, collecting troop dues), as well as for product program transactions (most often, collecting credit card payments at cookie booths).

The platform must meet the following:

1. The Girl Scouts in the troop vote to use an electronic payment platform.
2. You must be able to link directly to the Girl Scout bank account in the platform (NOT passing through another bank account, such as a personal bank account).
3. You must be able to set the account up under the council's tax ID number rather than a personal SSN.

If you cannot meet these requirements, you must not use that payment platform.



Cookie Booths and POS Platforms:

Point of sale (POS) platforms are platforms that are intended to collect credit card payments from one person purchasing something. These are platforms like Square & Stripe. The most common use of these platforms in Girl Scouting is to collect credit card payments from customers at cookie booths. Remember, it is prohibited to pass along fees to customers.

Troop Dues and P2P Platforms:

Peer-to-peer (P2P) platforms are platforms intended to process small money transfers between two people who know each other. These are platforms like Venmo and CashApp. The most common use of these platforms in Girl Scouting is to collect troop dues from caregivers. These forms of payment cannot be used for accepting payment in Product Programs. Some caregivers may not have the means or feel comfortable with certain payment platforms. Troops cannot require that caregivers use a particular platform to pay troop dues and must accept troop dues via check or cash when requested by a caregiver. Service units can use an electronic payment platform for peer-to-peer transactions (for example, encampment registration fees) provided the Service Unit team votes to use the platform and understands the risks associated. Service Units cannot require that troops use a particular platform and must accept payments from troops via check when requested.

Using electronic payment platforms should be primarily a Girl Scout-led decision. Troops should vote on whether or not they use an electronic payment platform, and all caregivers should be notified that an electronic payment platform is being used.

Set Up Your Electronic Payment Account Correctly

To avoid receiving a 1099-K reporting personal income, accounts must be set up under the council's federal tax ID number, not a personal social security number (SSN). If the payment platform requires

you to submit your personal SSN, that is a sign your account may not be set up correctly. When entering the council's federal tax ID number, the platform may require you to use a matching address (for instance, Square requires you to enter a matching address). Please enter the council's DC office address: 4301 Connecticut Ave, Suite M2, Washington DC 20008.

If you receive a 1099-K from the payment platform and it lists the council's tax ID number, there is nothing you need to do. Please keep the 1099-K for your records. If the 1099-K lists your personal SSN, contact the payment platform directly to have your account updated to Girl Scouts Nation's Capital's federal tax ID number. Certain payment platforms will be able to make this change and reissue the 1099-K to the council. If they are not able to adjust tax ID, Girl Scouts Nation's Capital cannot offer you tax advice; work with your tax professional for support. In addition, if the payment platform is not able to use the council's federal tax ID, that platform is not allowed (see above) and you must discontinue use.

Risks When Using Electronic Payments

Using an electronic payment platform is complex and comes with inherent risk. Girl Scouts Nation's Capital regularly encounters issues with electronic payment platforms that cause troops to lose funds. These guidelines are in place to protect Girl Scouts' funds and prevent problems before they arise. Troops that use an electronic payment platform assume the risks that are associated with using these platforms. In general, payment platforms have their own terms of service that limit how much Girl Scouts Nation's Capital staff can support if there is an issue with a payment processor. Please note that while these guidelines are intended to help troops minimize their risk when using a payment platform, it cannot eliminate the risk entirely.

Additional Troop Money-Earning Activities

If income from product programs isn't enough, Girl Scouts have more options available to them. You are required 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: Try cell phones for refurbishment, used ink cartridges turned in for money, or 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)
- Services: Plan a Girl Scout program for a Service Unit or association, babysit for holiday or Council events, rake leaves, weeding, cutting grass, shoveling snow, walking pets.

Money-Earning Requirements

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:

- Troops are encouraged to participate in Council product programs as their primary money-earning activity.
- Service Unit approval is required for any additional troop money-earning event (other than Girl Scout product programs). Troops should submit the Troop Money Earning Event Approval form to their Service Unit Manager at least two weeks prior to the event. The form can be found at www.gscnc.org/forms
- Participation in both Council-sponsored money-earning programs (Cookie and Fall Product) is a prerequisite for approval of other troop money-earning activities.
- Each Girl Scout must voluntarily agree to participate and have caregiver permission.

- There must be an established understanding of (and ability to explain clearly to others) why the money is needed.
- Troops must have an understanding that money-earning should not exceed what the group needs to support its activities.
- Be vigilant in protecting the personal safety of each Girl Scout. Observe local ordinances

related to involvement of children in money-earning activities, as well as health and safety laws.

- Money-earning is done by the youth members (not adults) and should be appropriate for their age and abilities.

Repeated unauthorized money-earning may result in future money-earning being denied and possible removal of adult volunteers.

Money-Earning Restrictions

- Girl Scouts forbids the use of games of chance (such as bingo or raffles), solicitation of cash, and product-demonstration parties. Note: the intent of this restriction is related to gambling laws. Playing bingo or other games without a money-earning component is allowable.
- Troop 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.

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 36 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 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's account.
- Political fundraising prohibited: When in an official Girl Scout capacity, your troop or SU may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. We encourage Girl Scouts' civic participation; however, implied endorsements of candidates are prohibited. Girl Scouts is and always will be nonpartisan.

Teen Troops – Using Individual Records

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 decision-making within troop accounts. This includes multi-level troops with youth in these age groups.

Teen Girl Scout troops that elect to use individual decision making 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 should be shared with teens and their parents on a regular basis. Girl Scouts must factor in adult costs for activities as adults do not participate in money-earning.

Decisions on Spending Troop Proceeds

Troops should strive to plan to use funds where all members can benefit. However, there will be occasions when the majority of the troop, and not all Girl Scouts, can participate. In that instance, the individual Girl Scout does not receive comparable value. Troops are encouraged to think through how to be inclusive to prevent a Girl Scout from repeatedly being left out.

Girl Scouts may not decide to use funds to provide gift cards for themselves, pay for college applications or textbooks, personal property, or any other individual benefit.

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.

Highest Awards

- 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.

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.

- Teen Girl Scouts whose troops use individual decision-making 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.
- Junior troops may use troop money to fund Bronze Award projects.

Funding 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.
- Troops earning the Bronze Award may not apply for grants through outside organizations.
- Troops may participate in additional money-earning activities with the approval of the Service Unit Manager, provided that the troop has participated in both Council-sponsored product programs.
- 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 Cadettes may use money from the individual financial record system to fund

Funding Silver Award Projects



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.



- Girl Scout Seniors and Ambassadors working on the Gold Award may apply for grants through outside organizations.
- 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.
- Grant amounts should not exceed \$1,000.

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.

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 p. 49 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 back cover.

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."

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 will receive an email invitation from theadvocates@sterlingvolunteers.com to begin the process. Instructions for completing a background screening using financial assistance are in the email from Sterling Volunteers.

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 youth members and required adult 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 adults been given the opportunity to participate in troop money-earning activities?
- Has the troop participated in Council product programs activities?

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. Grants are available for: First aider training, high adventure certifications and Cookout & Campout courses. Grants are available to one volunteer per troop/per year for each of these roles. The Training Grant Application can be found at: www.gscnc.org/forms. For more information contact 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

Need/Type of assistance	Form	Where to Find	Submitted by	Submitted to
GSUSA annual registration dues for youth & adults	Online Volunteer Systems Registration	www.gscnc.org/join	Parent/Guardian or adult requesting assistance	Online Volunteer Systems Registration
Handbook, pins, uniform sash, badges, patches, troop dues	Online: Financial Assistance for Uniforms, Books & Troop Dues	www.gscnc.org/forms		Membership Support
Background screening	Email link	Email from: theadvocates@sterlingvolunteers.com	Volunteer completing background screening	Sterling Volunteers Online System
Program grant for Girl Scout youth participation in approved troop event	Program Grant Application	www.gscnc.org/forms	Troop leader, advisor or parent/guardian	Program Department
Program grant for volunteer participation in approved event	Program Grant Application	www.gscnc.org/forms	Troop leader, advisor or volunteer receiving grant	Program Department
Troop loan for approved troop event	Troop, Group, and Individual Program Loan Application	www.gscnc.org/forms	Troop leader or advisor	Program Department
Training grant for First Aid, high adventure or other necessary training	Training Grant Application	www.gscnc.org/forms	Adult volunteer receiving grant	Adult Volunteer Development
Sleep-away camp	Online Request Form	www.gscnc.org/camp	Parent/Guardian	Customer Care Department
Summer day/ evening camp	Online Request Form	www.gscnc.org/camp	Parent/Guardian	Customer Care Department

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 impacted 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 fundraising effort. They help educate other volunteers and caregivers about the importance of SHARE and how it impacts their Girl Scouts' experience. Additionally, we have SHARE Brain Trust with all top SHARE volunteers and a Board SHARE representative. All SHARE volunteers are supported by the Council's Development team.

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 for the donor to receive a tax receipt letter.

To ensure your Association, Service Unit or Troops get credit for your donation, make sure to list them in all donations. 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 <https://secure.ggiv.com/event/share2024/>. Donations can also be made online at www.gscnc.org/donate, by mailing a SHARE envelope, or by phone 202-534-3785.

Please speak to your Service Unit or Troop 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 its 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. Examples of previous partnerships include the Washington Commanders, Cirque du Soleil, the Washington Nationals, and more!
- **Vehicle Donations** are a great way to raise money for SHARE and if the donor 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 or troop's crowdfunding page, through the Council-managed fundraising platform. These are 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 p. xx. SHARE reports and resources (i.e. the SHARE handbook) can be located on the SHARE Volunteer Rally page.

Pass-Through Donations and Major Gifts

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). A planned gift to GSCNC can include naming the council as the beneficiary or any of the following: Will, Retirement Plan, Living Trust, and more. Please visit us at Planned Giving (gscnc.org) for more information.

If you would like more information about making a major gift or joining JLLS, please contact our Major Gift Manager at 202-274-3306.



Belonging: DEIA

Diversity, Equity, Inclusion, and Accessibility (DEIA) Commitment Revised by the Nation's Capital Board of Directors, June 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 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 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 advocates and allies. 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.



Creating an Atmosphere of Acceptance and Inclusion

Inclusion is an approach and an attitude towards creating a welcoming environment for everyone. Inclusion is about belonging, about all Girl Scouts 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.**
- **Evoke 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.

Girl Scouts stand against racism and pledge to work for a just society for all:

- The Girl Scout movement has always been one that stood for inclusivity; however, it is not lost on us that unfortunately this is not the experience of every Girl Scout. Girl Scouts Nation's Capital continues to strive to be a pillar for all youth and adult members, and especially for our communities of color.
- Racism and prejudice have no place in our organization, our communities, and our world, and we stand in solidarity with communities of color throughout the world, the nation, and within our Council.
- We take action when we see a need and we live by our Girl Scout Law, which demands we seek racial equity for everyone.

Resources and Activities for Promoting Racial Justice and a Multicultural Community:

Language/American Sign Language interpretation:

On-demand phone interpretation is available for over 250 languages to assist volunteers and staff communicate more effectively with Girl Scout caregivers. American Sign Language interpretation services are available in-person and virtually. These can be used to talk with prospective families, assist in filling out forms, and communicate details of an event. Contact customercare@gscnc.org for more information.

Patch Programs:

Girl Scouts Nation's Capital Juneteenth Patch:

<https://bit.ly/gscnc-patch-program>

Girl Scouts of all levels complete at least one activity to earn the patch.

GSUSA Multicultural Community Celebrations Patch Program:

www.gscnc.org/patches

Girl Scouts of all levels can learn about and earn a patch celebrating Black History Month, Asian American Native Hawaiian Pacific Islander Heritage Month, LGBTQ+ Pride Month, Hispanic Heritage Month, and Native American Heritage Month.

gsLearn Training:

GSUSA Creating Your Inclusive Troop
GSUSA Delivering Inclusive Program,
204 DEIA Commitment & Inclusive Language Training

What is inclusive language?

- Choose your words **carefully and purposefully.**
- Choose language that **includes rather than excludes.**
- Choose language that **acknowledges accepts and celebrates differences.**
- Choose language that is **welcoming to everyone!**

What is Gender-Neutral and Gender-Inclusive Language?

We're all Girl Scouts, whether we are youth or adults, and our members identify across the gender spectrum. In order to be inclusive, when addressing large groups, try using non-gendered words like "Brownies," "campers," or "friends" to be more inclusive of all identities. Use terms in the context of the activity rather than relying on gendered terms to communicate to the group.

Similarly, we want to avoid terms that leave out certain volunteers or Girl Scouts. Please don't say you're looking for a "Troop Cookie Mom" – what you need is a Troop Cookie Manager, who could be a mom, dad, grandparent, or other volunteer.

Are Girl Scouts required to share their pronouns?

We never force anyone to disclose or discuss various aspects of their identities. However, Girl Scouting creates a space where all identities are respected and celebrated. Youth members may choose to share their pronouns, in a sensitive, respectful and age-appropriate manner. You can ask how Girl Scouts would like to be referred to by the troop and to share their pronouns if they are comfortable doing so. Girl Scouts who would prefer not to share will not be pushed to. Adults can model this if they choose to share their pronouns with Girl Scout groups.

What is the expectation if a Girl Scout youth or adult member shares their pronouns?

We respect every individual's right to express their identity in their own way. Girl Scouts are encouraged to ask how people wish to be addressed and are expected to make every effort to respect their request.

What if gender identity topics are raised?

We respect and nurture belonging and safe spaces for every Girl Scout by respecting their gender identity. While the Council encourages providing opportunities for every Girl Scout to share their pronouns to signify their gender identity, volunteers and youth members should only discuss gender identity if questions are raised organically.

If questions or issues about gender identity arise among youth members, adults are expected to address the questions or issues with respect and in an age-appropriate manner. We do not discuss youth or adult bodies or sex assigned at birth.

What if sexual orientation topics are raised?

Gender Identity is about how you feel about yourself. It doesn't involve anyone else and should be respected at all times. Sexual Orientation is about how you feel about others, referring to who someone feels romantically and/or emotionally attracted to. Unlike gender identity, sexual orientation is a topic that is largely irrelevant to most youth programming. Gender identity is a topic we discuss only in terms of pronouns in order to respect someone's identity, however, sexual orientation is a topic volunteers and youth members do NOT actively discuss.

Although sexual orientation can be a part of someone's identity, conversations surrounding romantic intimacy are considered Sensitive Issues, and adults are expected to intervene in these instances with respect and in an age-appropriate manner. We know that questions and conversations sometimes arise organically about "crushes" or attraction, and we are respectful and non-judgmental regarding everyone's romantic and sexual orientations. See Sensitive Issues Guidelines, p.53.

There is no need to "out" or discuss a youth or adult member's sexual orientation, and volunteers and youth members do not initiate discussions about sexual orientation or sexuality. For information regarding gender and sleeping accommodations: see p. 29.

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. Written permission from a caregiver is required for sensitive issues (see Guideline #2 Caregiver Permission).

GSUSA and Girl Scouts Nation's Capital does not take a position or develop program 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 Sensitive Issues Guidelines adopted by our Board of Directors in 2005 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 caregivers 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.

Guideline 1: Troop activities addressing sensitive issues topics must be under the direct supervision of a Nation's Capital volunteer who has completed their troop leader training or a Nation's Capital staff member. It should take into account the age and maturity of the troop, permission received

from caregivers, and appropriateness of the topic. The volunteer in charge is expected to select consultants as needed and oversee discussions and determine when additional assistance or follow-up is needed.

Guideline 2: Caregiver permission is required when sensitive issues are discussed as part of a formal program. Leaders should provide details of planned programs in advance, and to the extent possible, seek guidance from caregivers on how they would like sensitive topics addressed when they arise in informal settings. We recommend that troop leaders talk with caregivers about the potential for these informal discussions once a year. These conversations with caregivers 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. 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: The troop leader or consultant facilitating the program or discussion must agree to follow GSUSA and Nation's Capital guidelines, policies, and standards including a commitment to:

- 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.

Guideline 5: The volunteer in charge of an activity should be prepared to accommodate any Girl Scout 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. If a sensitive issues program is part of a larger event, such as a Service Unit encampment, Girl Scout youth and caregivers should be told what provisions will be made for those 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.

As a volunteer, your interactions with Girl Scouts presents an opportunity to improve the way society views youth with diverse abilities. Historically, disabled 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.

When first meeting with a new Girl Scout troop member, ensure that you ask every caregiver for specific information regarding how to meet the needs of their child. This will provide an opportunity to gauge how each individual troop member can be supported appropriately and set them up for success each year. Then you can be fully aware when making plans regarding troop activities and events. (Find the Meet My Girl Scout form here: www.gscnc.org/forms)

Please respect the privacy of any medical diagnosis that is disclosed, unless the caregiver has given permission to discuss/inform others. Initially, communicating with the caregivers is important to discuss any necessary accommodations the individual may require. In some cases, it will be advisable to ask the caregiver to be present for the meetings initially. The eventual goal is for the Girl Scout to be independent. The gradual process towards independence can involve the caregiver being in the back of the room, then the room next door, and then in their car.

When talking to an individual with a disability, please speak directly to them, not through a 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. Eye contact may also be difficult or uncomfortable for some individuals.

It may be helpful to email the caregivers 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.'

People-First Language and Identity-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. (They are a person with autism, versus they are autistic.) 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!

When interacting with someone with diverse abilities, consider these 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.
- Speak directly to the person with a disability, not to their companion or sign language 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."

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.

The Gold Award and Inclusion

Girl Scouts Nation's Capital is committed to ensuring that youth members of all abilities are able to achieve the Gold Award - A Girl Scout's highest honor. This includes:

- Girl Scouts with diagnosed disabilities
- Girl Scouts who have IEPs/504 plans in the school setting
- Girl Scouts who receive disability related accommodations within the school setting
- Girl Scouts who identify as having disability/"special need," including those who may not have a formal diagnosis.

When a Girl Scout indicates they need accommodations, the Council staff will contact the family to get clarity on the types of accommodations needed. We will decide on reasonable accommodations. The Council then communicates directly with the Gold Award Mentor about the accommodations and ensures the Mentor feels capable of fulfilling them. Our aim is to treat every Girl Scout with the attention and respect they deserve as a Gold Award Earning Girl Scout.

Please email HigherAward@gscnc.org to request reasonable accommodations.

Inclusion Resources for Engaging Girl Scouts with Disabilities:

Training in gsLearn:

- 204 Including Girls with Disabilities
- 204 DEIA Commitment & Inclusive Language Training

Kids Included Together – www.kit.org

Partners for Youth with Disabilities – www.pyd.org

Autism Empowerment: Girl Scouts – a Place for Girls of All Abilities-
autismempowerment.org/wp-content/uploads/2013/12/Girl-Scouts-A-Place-for-Girls-with-All-Abilities.pdf

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

Contact Customer Care at 202-237-1670, or customercare@gscnc.org with questions about how to ensure the inclusion of girls with disabilities within the Girl Scout community.

Managing Troop Behavior

Behavioral and Relational Differences

Some youth members in your troop will not have the same level of social skills such as: the ability to show empathy, take turns, and other forms of reciprocity. Sometimes a youth member will react in an unexpected way to a crowded or stimulating environment, or to various forms of interaction from another Girl Scout. Those with Autism Spectrum Disorder, Sensory Integration Disorder, Oppositional Defiant Disorder, or ADHD are examples of youth facing special challenges in group settings.

Scientists have found differences in the frontal lobes of the brain in children who have difficulty with forming positive relationships. The frontal lobes of the brain, which continue to develop until age 25, guide judgment, impulse control, and ability to interpret others' body language, among many other things. A child with social, behavioral, or relational challenges often experiences rejection and isolation from their peers.

They may:

- Appear to be “in their own world”
- Exhibit repetitive motions
- Exude too much energy
- Try to be the center of attention
- Run out of the meeting room
- Challenge the rules and refuse to cooperate.

With extra patience, you can help them

experience the Girl Scout program with minimal disruptions to the troop meeting; the other youth will build empathy at the same time. Ask their caregivers for advice and techniques that work at home or school. It helps to remember their brain development is different; they are not “out to get you.”

Best Practices:

Connection seeking youth: It helps to remember that if they don't get enough positive reinforcement and connection with others, some will seek negative attention (acting out) over no attention at all. Over stimulated youth may withdraw or act out. Some are particularly sensitive to touching sticky, messy, or rough textures and they may avoid certain projects because of this. This challenge should be treated with respect since the experience of these sensations is often described as painful or revolting. You have an opportunity to allow them to make choices that will agree with their needs.

Adaptations to Consider

- Non-stigmatizing, non-punitive breaks with another adult or friend can be helpful. As they age, they may begin to take cues from volunteers or troop mates that their feelings and/or behaviors are escalating, and choose to excuse themselves early on.
- If possible, let them choose a “personal space bubble” to do their badge work or craft and give them 1:1 supervision. The youth member will know when they are ready to rejoin the group. Make sure they feel welcome when they rejoin the group.
- As they get a little older, they can take cues from volunteers or their troop mates for when their feelings are escalating a bit, and take a “self-time out” early on.
- For those with sensory challenges, the choice of wearing gloves (non-latex), using tweezers to manipulate objects, or simply observing a troop mate doing the 'icky' part of the task, may be helpful.
- When giving multi-step directions, pace them appropriately, slowing down and/or focusing on each step. Modifying, shortening the length of, or simplifying tasks for badge work and crafts into more manageable activities may also prove helpful.

Positive reinforcement is an accommodation that can 'grease the wheels' of social interactions for those with disabilities. Rewarding a Girl Scout's attempts at positive behaviors, social interactions, and/or group participation help create a sense of belonging. Doing this- even when they are not fully successful, shows that the attempt is what is important. Modeling this extra layer of communication as adults can help troop youth find ways to help each other be successful too. Children are capable of encouraging each other, especially when we thank them for "being a sister to every Girl Scout".

Preventing Issues in Troops

There are steps that can be taken to prevent issues from arising. One important step is for youth members to determine with leader guidance the behavior expected. Using a Girl Scout Readiness and Behavioral Agreement Form like the sample on p. 64 can help establish expectations. Communicating this code of conduct to caregivers with the expectations and consequences is an important step so that all understand.

The Family Passport contains expectations for caregivers, such as volunteering with the troop, dropping off and picking up their child on time, and communicating with Troop Leaders. Regular caregiver meetings to remind and reinforce these expectations are the first step to preventing issues between adults in troops.

Also consider creating a "Troop Behavior Agreement for Youth AND Adults" as a collaborative activity with all youth and adult troop members. A sample form is on p. 65.

- **It sets clear expectations from the very beginning, which avoids misunderstandings.**
- **By signing and submitting an agreement, individuals feel compelled to follow through.**
- **It avoids jealousy, blaming, or frustration with others.**
- **It is easier to confront someone if you have their commitment in writing.**
- **It provides an official capacity in which to hold someone accountable.**
- **It teaches Girl Scouts integrity, responsibility, and professionalism.**

Typical items to include in youth troop agreements:

- Follow the Girl Scout Promise and Law
- Listen, do not interrupt
- Avoid gossiping
- Let go of mistakes
- Watch body language when talking and listening
- No texting or making phone calls during meetings and events

Typical items to include in caregiver/adult agreements:

- Follow the Girl Scout Promise and Law
- Respond quickly to communication (emails, phone calls, etc.)
- Keep up to date on what the troop is doing
- Pledge to volunteer a specific activity/amount of time/service to the troop
- Be familiar with Volunteer Essentials and Safety Activity Checkpoints

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.”

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 or inclusion 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)



Tips for Responding to Challenging Behavior

- 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.
- 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.

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. Please note: Girl Scouts are not removed from troops without due process.

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 direct, open communication 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.

Council Conflict Resolution Guidelines

Girl Scouts Nation's Capital staff and volunteers strive to provide the highest quality Girl Scout Leadership Experience to youth members, while ensuring safety and well-being for everyone. Volunteers are instrumental in instilling the values that are clearly conveyed in the Girl Scout Promise, Law, and Mission and are expected to uphold them at all times. One key aspect of leadership is the ability to work with others, effectively communicate and collaborate to achieve the desired goals and outcomes.

- Differences of opinion, disagreements, and conflicts are natural parts of life and inevitably happen in all relationships.
- Not all conflict is bad - it can lead to new ideas and approaches; it can bring important issues to light; and it can provide an opportunity for people to come together to create a solution.
- All adults in our organization should first try to resolve problems by talking directly to one another in brave, respectful conversations.

- If you are involved in conflict and there is no clear breach of a Girl Scout policy or guideline (specifically the 14 Safety and Health Guidelines on pages 18-19) follow the conflict resolution guidelines found below on this page.

- **If the situation poses a safety concern for any Girl Scouts, contact customercare@gscnc.org or 1- 888-288-1784 immediately.**

Conflict Resolution Essentials



Try to talk it out directly (Self Resolution)

Parties involved are encouraged to sit down together and talk in a calm, nonjudgmental manner to resolve a disagreement. This can be uncomfortable and difficult, yet it lays the groundwork for working well together in the future. Direct communication results in a better outcome than email and text messages, which should be avoided.



Refrain from posting about conflict on social media

Parties should refrain from posting comments to maintain confidentiality and respect the dignity and rights of the individuals involved.



Keep it confidential

Confidentiality is an important part of any resolution process. Discussing the situation with others who are not in a position to assist in resolving the issue can end up being a source of embarrassment and anger for those involved. Also, involving third parties could result in significant delay in working past the issue and affect the potential of ensuring future interactions are productive.



Remain respectful and private

Shouting, verbal abuse, or physical confrontations are never warranted and will not be tolerated in the Girl Scout environment. Youth should not be present at adult resolution meetings.

LEVEL 1: Member-Led Conflict Resolution Process

The Council encourages members to self-resolve conflict that doesn't involve Girl Scout policy or guideline violation. When you experience a conflict in Girl Scouts, be it caregiver/volunteer, volunteer/volunteer, or caregiver/caregiver, the parties involved should make an appointment to talk and work out a solution using these three steps:

Attempt Self-Resolution

The Council recommends the individuals involved in the conflict have a face-to-face conversation during which each party expresses their perspective of the conflict and how it impacted them. It is very important and beneficial to address conflict in person. Many times, one party is unaware of the concern or its effect on the other person.

Invite an Unbiased Third Party to Join

Invite your Service Unit Manager or other relevant member of the Service Unit or Association volunteer team to join you at the face-to-face discussion. This person may lend new perspective or ask questions not previously explored that may help all parties reach a solution. (Not sure who to contact? Email customercare@gscnc.org.) The Service Unit team member will hear both parties out separately prior to the meeting and then bring them together. If you are one of the parties involved, try to put yourself in the other person's shoes and work together to uncover solutions that could result in mutual gain and have the best possible outcome for everyone. At this point, the staff Membership Specialist for your area should also be informed of the conflict. Involving a Service Unit team member is a required part of the process, prior to escalating the conflict to Level 2 and staff intervention.

Decide on a Solution

Explore a mutually agreeable solution to the issue(s) contributing to the conflict. It will be up to the individuals involved to determine if and how they continue working together. That agreement should be put in writing and signed by all parties involved. If the conflict is between co-leaders of the same troop, and they decide to no longer work together, it will be up to the volunteers to decide who will continue to lead and who may need to embark on a new journey. If leaders cannot agree who will stay, the Council encourages whomever is no longer interested in working with the other consider forming a new troop or joining another troop. Contact your Service Unit Registrar to update troop roles, if a change is made. The remaining troop leader is responsible for updating all troop information including the bank account.

*If a volunteer refuses to attend a face-to-face conflict resolution meeting, a decision may be made without their input in order to move forward towards a solution.

LEVEL 2: Staff-Led Conflict Resolution Process

If all previous steps above have been taken to resolve the situation informally, but the matter is still unresolved, the member or volunteer may escalate the conflict to the Council staff for intervention. Please note that although members are strongly urged to self-resolve conflict that doesn't involve Girl Scout policy violation, a conflict may be escalated to staff at any point in the process, if necessary. Staff also retain discretion to refer the conflict to the Service Unit Manager or appropriate Service Unit or Association Team Member.

You should either involve the Membership Manager responsible for volunteers in your community, or another staff Manager whose position is relevant to the specific type of conflict. (Not sure who to involve? Email customercare@gscnc.org.)

When escalating a conflict to the appropriate staff manager, you must first complete the “Level 2 Conflict Report.” This form will require you to describe, in detail, the nature of the problem, all youth and adult members who have been impacted and the attempts you have already made to resolve the issue. This report will be assigned to the appropriate manager to begin the review process.

If an acceptable solution is still not found, the case will escalate to another council staff member and a final decision about the conflict should be made during this step. A final decision about the conflict should be made during this step. It is the mediator’s responsibility to ensure that any decisions or follow-up steps are implemented. To begin this process, email customercare@gscnc.org.

Outcomes

Council staff's primary concern is to ensure the safety and well-being of members. Within two business days of a Level 2 Conflict Report being received, the mediator will begin the resolution/mediation process. Staff will first ensure that no parties involved in the conflict have violated Girl Scout policy or procedures. In rare cases, volunteer(s) may be released from their position(s) if determined to be the best course of action. Youth members cannot be removed from a troop without due process.





Girl Scout Readiness and Behavioral Agreement Form

Girl Scouts can use this form to encourage appropriate behavior during troop, group meetings, and activities.

This form can also be used as a guide for troops/groups that are developing their own behavioral agreements.

As a Girl Scout, I realize that behaving appropriately and having a positive attitude is necessary in order for me to have a good experience in Girl Scouting. I also realize that behaving appropriately and having a positive attitude helps the people with whom I interact to also 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 troop/group.
- ☐ I will respect the people with whom I interact and the places that I visit.
- ☐ I will not use abusive or profane language.
- ☐ I understand that my 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.
- ☐ I will be responsible for my personal belongings and equipment and will not hold the troop/group or the Girl Scout Council of the Nation's Capital responsible for any loss or damage due to my negligence or carelessness.
- ☐ I will treat all the material and equipment provided for my use with care. I understand that I will be charged for damages to any equipment in the event that my use is negligent or abusive.
- ☐ I will use all necessary safety equipment and follow safety rules and procedures.
- ☐ I will fulfill my share of daily responsibilities, such as preparing food, setting up camp, cleaning, and shopping.
- ☐ I will let the adults who are responsible for me know where I am at all times and I will follow the buddy system.
- ☐ I understand that if I am sent home early due to misconduct, it will be the financial responsibility of my caregiver and that the adults who are responsible for me will make travel arrangements and notify my caregiver of those plans.

Girl Scout Signature: _____ Date: _____
 Caregiver Signature: _____ Date: _____

As a caregiver, I am aware of and in accordance with the expectations mentioned above of how my child is expected to behave in Gil Scouts.



Girl Scout Troop ##### - Adult Behavior Agreement

Our children learn by example. Our volunteers endeavor to follow, model and teach the Girl Scout Promise and Law. It is expected that families/caregivers will support those values in all Girl Scout activities.

As a caregiver of a Girl Scout, I agree to:

- Demonstrate a genuine interest in my child's participation in Girl Scouts, so I will reflect on the Girl Scout Promise and Law in order to be a positive role model.
- Support the volunteers who are working with my child in order to encourage a positive and enjoyable Girl Scout Leadership Experience for all. I will make every effort to attend any required adult meetings and adhere to caregiver deadlines.
- Ensure that my child's behavior upholds the Girl Scout Promise and Law.
- Submit requested permission slips, dues, and/or materials on time, ensure that my child is prepared for Girl Scout activities, and drop them off and pick them up on time.
- Communicate any concerns that I have directly to the volunteer responsible for the activity that my child is participating in private (not in the presence of the youth or other adult troop members.) I will follow the Council's process of resolving conflicts at the lowest level if we are unable to agree on a resolution.
- Not initiate or participate in gossip or negative statements about Girl Scout experiences and will refrain from behavior that may undermine the leadership of a Girl Scout activity or the troop/group. Should I have a complaint or problem, I will share a suggested solution.
- Play an active role in my child's Girl Scout Leadership Experience. I will follow safety guidelines for all activities and guarantee a high-quality environment for my child that is free from drugs, tobacco, and alcohol. I will refrain from their use at all Girl Scout events.
- Recognize that Girl Scouting is girl-led so I will uphold the Girl Scout Promise and Law by demonstrating positive support and respecting the opinions and goals of my child and other Girl Scouts.
- Support my child's participation in product sales and follow the Council's requirements for the distribution of rewards and recognitions.
- Support the Girl Scout efforts to provide an environment of acceptance for all Girl Scouts and their families by asking my child to treat others with respect, regardless of race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socioeconomic status; age; physical, intellectual, and emotional abilities; religious and political beliefs; marital status; veteran status; or any other protected status.
- Acknowledge that there are a variety of ways for youth and adults to participate in Girl Scouting. If I or Council staff feel that a different participation option would be best for my child, staff will assist in engaging them in those activities.
- I understand that my behavior directly impacts my child's ability to participate in a troop/group or other Girl Scout activities. I will honor this agreement so that my child can have a high-quality Girl Scout Leadership Experience.

_____/_____
Caregiver Signature Date

_____/_____
Caregiver Signature Date

_____/_____
Troop Leader Signature Date

_____/_____
Troop Leader Signature Date

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. 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 kids.

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.** 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.
- **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.
- **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.

Planning Your Troop Year

There are many resources available to help plan your Girl Scout year. For ready-made year plans, including meeting plans (right down to a script!), use the Volunteer Toolkit (see p. 80).

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, but 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 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!

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 link. 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 caregivers) 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!

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.

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.



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.

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. See p. 45-47 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.

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 can range from museums and 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 are 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 hosts 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 debit cards, and 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.

Entrepreneurial Programs

The Youth-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.

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 Cookie 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, such as liquor stores or marijuana dispensaries.

More booth guidance can be found in Booth Essentials and the Troop Cookie Manager Manual.

Service Unit Cookie Managers

Service Unit Cookie Managers train and communicate with Troop Cookie Managers about the Cookie program. The Service Unit Cookie Manager should be the primary point of contact. Additionally, Troop Cookie Managers should complete training on gsLearn, and will also find mini-tutorials on our YouTube channel. The Council Product Program staff will share information via Rallyhood, the "eBudde" cookie program management platform, emails and regular Cookie Newsletters. Service Unit Cookie Managers train Troop Cookie Managers in November, and the Cookie Program begins in December each year.

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 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.

Troop Fall Product Chairs receive training from Service Unit Fall Product Chairs as well as gsLearn. The SUFPC is the main point of contact for all questions, concerns and communication. Council staff conveys information through the Service Unit Fall Product Chair, who then share with troops. Urgent information is posted through M2OS (M2 operating system), the fall product program management platform. Fall Product training begins mid-September.

Field Trip and Travel Packet

Whenever a troop leaves its meeting space, a leader is responsible for gaining caregiver permission (see p. 18 and 24) and assembling a Field Trip and Travel Packet.

Note: At least one packet must be assembled, although duplicate packets should be provided for additional drivers.

This chart below specifies items to be included:

Form	What it does?	Where it's located
Girl Scout Health History and Medical Authorization	Provides medical history and authorizes medical treatment in the event of an emergency.	www.gscnc.org/forms
Procedure for Accidents and Emergencies	Tells you what to do in the event of an emergency.	Inside Back Cover Volunteer Essentials
Emergency Action Plan (EAP)	Ensures that leaders have considered and made a plan for potential emergencies. For simple activities, the EAP may be verbally conveyed to the participating adults. For other activities, a written plan is advised.	www.gscnc.org/forms

Camping Opportunities

Troop Camping

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. (For instructions on how to reserve a campsite, refer to Ch. 9, p. 82) Camping on non-Council camps is also a great opportunity to explore our local parks and campsites. Remember that you need a Cookout & Campout certified volunteer as well as a separate person certified as a First Aider present.



Outdoor Progression

Progression allows girls to learn the skills they need to become competent in the outdoors, including how to plan and organize outdoor activities. Acknowledge a girl's mastery of an outdoor skill and invite her to challenge herself further by taking that next step up and out! Outdoor fun can be endless when girls lead.



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 and the "Council-Wide Service Unit Teams" rally on Rallyhood. 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. Spring Service Unit encampments are earned through the spring early renewal incentive program and awarded by Membership.

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.

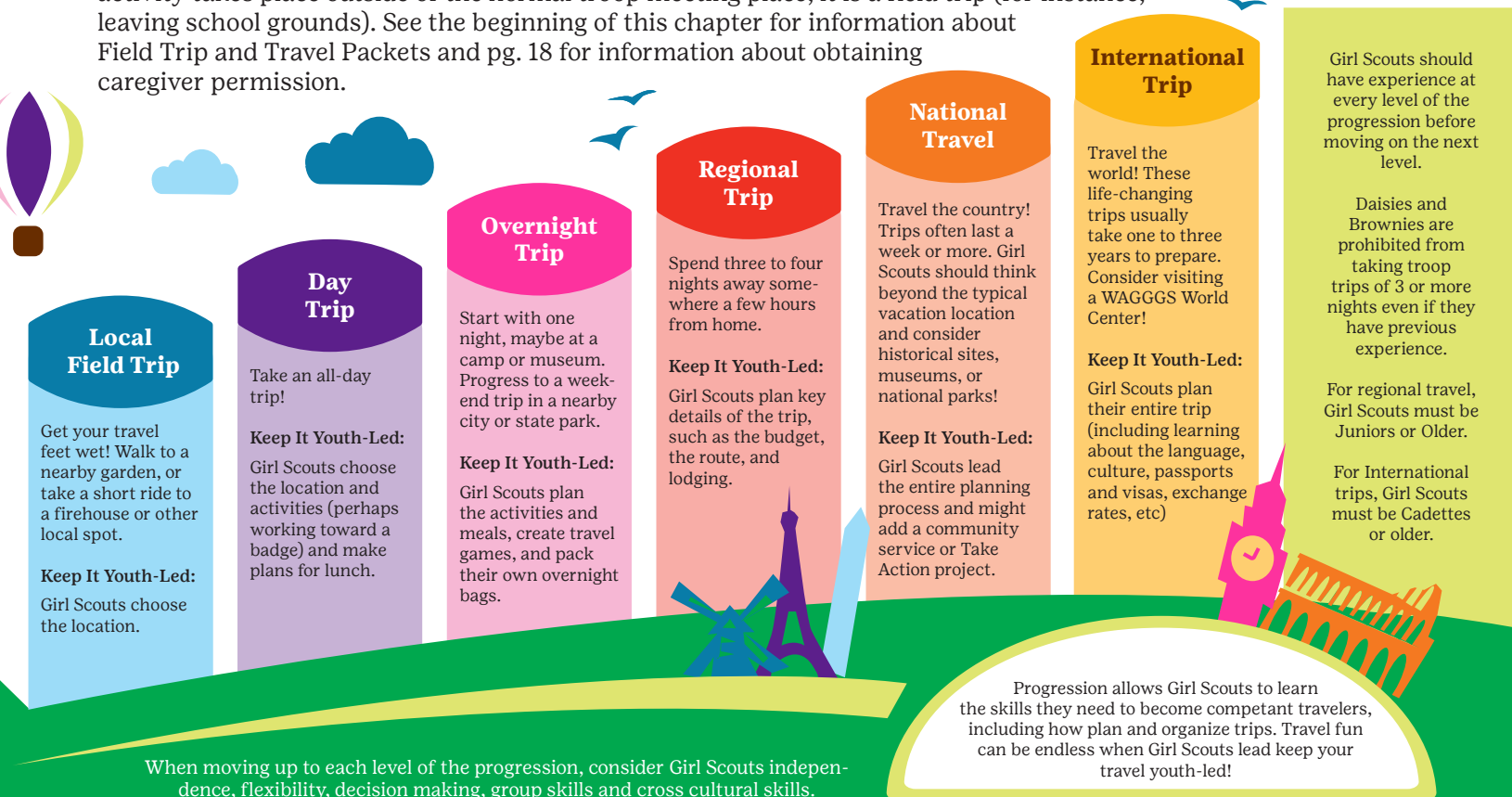
Explore Camp Patch Program

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.

If you have questions about training requirements for outdoor cooking, camping, first aiders, encampments, or any other issue, please contact customercare@gscnc.org for assistance.

Field Trips and Travel

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 with all Girl Scout activities, there is a progression to follow. Whenever an activity takes place outside of the normal troop meeting place, it is a field trip (for instance, leaving school grounds). See the beginning of this chapter for information about Field Trip and Travel Packets and pg. 18 for information about obtaining caregiver permission.



Use “Safety Activity Checkpoints”

Volunteers must review Safety Activity Checkpoints (SAC) which can be found at www.gscnc.org/forms to understand the Girl Scout safety requirements before planning any activity. See the table on p. 35 for “Activities at a Glance” but refer to SAC for details. Many activities listed in Safety Activity Checkpoints specify that vendors must be on the approved vendor list. Field trips do not require approval from the council or Service Unit - however, certain kinds of travel must be approved (see pg. 76).

Approved Vendor List

All approved vendors must have a current certificate of insurance on file with the council. The approved vendor list can be found here [xx](#). Check the “Insurance Expiration” column of the vendor list to ensure their certificate does not expire before your event. Vendors are removed from the list when the certificate of insurance on file expires – so in some cases, volunteers will need to reach out to the vendor to obtain the updated information to submit to the council. Most vendors are used to such requests and are happy to provide this information.

If you are using a vendor that is not pre-approved, contact the vendor at least 4 weeks before ('4 wks' bolded) your visit to request a certificate of insurance so they can be added to our approved vendor list. Vendor insurance information must be submitted to highadventure@gscnc.org.

Vendors are required to meet the following insurance requirements to be added to the vendor list:

- \$3 million dollars in general or umbrella insurance
- List Girl Scouts Nation's Capital as a Certificate Holder

If they lack the \$3 million dollar insurance amount they must list Girl Scouts Nation's Capital as “Additionally Insured”.

Automatically Approved Vendors

The following types of vendors are automatically approved and do not require a certificate of insurance to be submitted. (Vendors that fall into these categories may not appear on our approved vendor lists):

- Large amusement parks such as Disney World, Kings Dominion, Six Flags, and Hershey Park (Smaller-scale amusement parks/water parks still require a certificate of insurance.)
- Vendors owned and operated by a federal, state, or local government agency.
- Commercial and public transportation vendors, such as a commercial airline or Metro. (NOTE: Chartered bus transportation (where a group rents out an entire bus) requires a certificate of insurance, and carriers must be selected from the Approved Vendor list.)
- Major cruise lines do not require a certificate of insurance. A certificate of insurance may be required for domestic shore excursions.

Note: If traveling internationally and unable to obtain a certificate of insurance, you must ensure the vendor adheres to all Safety Activity Checkpoints pertaining to the activity and inform parents of increased risk.

For information about planning high adventure activities at our camps, see p. 85. For a list of prohibited activities, see box on p. 23.

Required Chaperones/Adult Volunteers:

There must be at least two registered, background-checked and trained adults, who are not related by blood, marriage, or address, one of whom is female, supervising every Girl Scout-related activity. Depending on the number of youth attending, there will be additional registered, background-checked, and trained adults required. Volunteers must adhere to the Youth-to-Adult ratios listed on pg. 27 for every Girl Scout-related activity. Safety Activity Checkpoints specifies the Youth-to-Instructor ratios for certain high adventure activities. See pg. 21 for information about when a First Aider is required.

Approval for Girl Scout Travel and Required Training

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. Girl Scouts can travel with their troop, or with a Girl Scout travel group. Planning should begin at least 6 months in advance for domestic travel and 1-3 years before for international travel.

There is a required process for obtaining approval for travel of:

- 4 or more nights; OR
- A destination further than 200 miles or a 3.5 hour drive from your regular meeting place.
- This includes all international destinations and cruises.
- If your travel plans meet any of the criteria above, you are required to complete Travel Training prior to seeking approval. Travel Training can be found on gsLearn.

There are two Travel Approval Forms." and then go ahead with the rest, capitalizing the form name as "Travel Pre-Approval Form" and "Travel Final Approval Form.

Travel Approval Forms

The Travel Pre-Approval Form must be completed at least 3 months in advance of the trip. The travel Final Approval Form must be completed two weeks prior to departure. Both forms can be found at www.gscnc.org/forms. If it is a troop application, the form will be provided to the Service Unit Manager for review and approval. If it is a teen group application, the Association Chair of the sponsoring association will approve this form.

Travel that requires approval must have a designated an Adult-in-Charge. The Adult-in-Charge is the person responsible for submitting all travel approval forms and taking required training. The Adult-in-Charge can be a Troop Leader, but must be different than the Troop First Aider. Learn more about these roles in the required Travel Training. The Adult-In-Charge is required to complete required Travel Training, which can be found in gsLearn and can be completed at any time. Additional chaperones are also strongly encouraged to complete Travel Training. All attending adults must be registered members with a background check. In addition, any eligible youth over the age of five attending the trip must be registered members.

Age Restrictions

Girl Scouts should have experience at every level of the travel progression before moving on to the next level. Daisies and Brownies are prohibited from taking troop trips of 3 or more nights, even if they have previous experience. For regional travel, Girl Scouts must be Juniors or older. For international travel, Girl Scouts must be Cadettes or older.

Travel Insurance

All registered Girl Scout members receive activity accident insurance, which is supplemental health insurance that protects members while participating in Girl Scout activities. Troops should be thoughtful about what the basic insurance plan covers and whether they wish to purchase additional insurance for higher coverage. Extended Activity Insurance is suggested for domestic travel. International travel requires troops to purchase additional insurance. See pg. 33 for information about obtaining additional insurance.

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; caregivers attending a Girl Scout trip must follow all Girl Scout principles and guidelines and cannot supersede the troop leader's authority.

Single Girl Scouts and Juliettes

Family travel is not Girl Scout travel, and Girl Scout money can only be spent on Girl Scout activities. As a result, individual Girl Scouts (including Juliettes or single members from a troop) can only travel as part of a Girl Scout travel group, when they are part of the GSUSA Destinations program, or as part of an approved Gold Award project.

Girl Scout “Destinations”

Girl Scout Destinations offer individual Girl Scout Cadettes, Seniors and Ambassadors the chance to travel independently and meet other Girl Scouts from across the country. For information about upcoming Destinations, go to <https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/Travel/destinations.html>

Birthplace of Girl Scouting and the World Centres

The Juliette Gordon Low Birthplace in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations 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!

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 Centres 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.

Training is the Key to Safe and Successful Travel!

Online training is available in gsLearn at any time! Log into MyGS, select gsLearn from the options, go to the “Content Library” and search for the keyword “travel” to locate the course “204 Travel Training.”

Training

All volunteers must be adequately prepared for their position. First, select and register for your volunteer role in MyGS. After registering for your role, you can 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 grants are available for any fee-based courses.

gsLearn

Volunteers can view online training, access additional resources, and register for live session classes that do not have a fee. It is the centralized repository for training and the best place to start when looking for training. If you are a registered member with a background check and a valid email, you can access gsLearn at www.gscnc.org by clicking on “MyGS” and selecting gsLearn.

gsEvents

Select the EVENTS tab on the GSCNC homepage gscnc.org to get to gsEvents. You can find plenty of events for you and your Girl Scout troop, as well as register for any training that requires a fee.

The chart below indicates the required training for specific positions, but other training may be required for other programs or activities. Please see Safety Activity checkpoints for other activity-based training.

Troop Committee members must complete the required training within three months of selecting their role.

Troop Roles:

Roles	Role Description
Troop Leader	Start in gsLearn: Complete learning path for current year program level (which includes online modules plus a live session) DEIA Commitment training & Annual Troop Money Management training
Troop First Aider	See First Aid on p. 21
Campout/Cookout Certified Volunteer	See “Required Camping Training” p. 79
High Adventure Volunteer for Adults and Teens	Council-approved vendor training or current Instructor certification or current Instructor certification for Kayak, Canoeing, Low-Ropes, Archery, Slingshot, Tomahawk, and Knife Throwing. See Safety Activity Checkpoints at: www.gscnc.org/forms .
Troop Money Manager	Annual training in gsLearn: Troop Money Management dated for the current year. Contact your Service Unit Money Manager for further support
Troop Fall Product Chair	Start in gsLearn: Annual Fall Product training in gsLearn & in-person meeting with SU Fall Product Chair
Troop Cookie Manager	Start in gsLearn: Annual training in gsLearn (search word "cookie") & in-person meeting with SUCU Cookie Manager
Troop SHARE Leader	Training in gsLearn: “SHARE Training” and “SHARE Training: Crowdfunding 101: Using Qgiv” and an Annual training by SU SHARE Chair

Service Unit Roles:

- **SU Manager.** Blended-learning course in gsLearn with online modules followed by a live session: Service Unit Manager Training (every 3 years)

- **SU Encampment Coordinator.** Register in gsLearn

- **SU Cookie Manager & Booth Coordinator.** Annual training by Association Cookie Leadership Team

- **SU Money Manager.** Register in gsLearn

- **SU SHARE Chair.**

Training in gsLearn: “SHARE Training” and “SHARE Training: Crowdfunding 101: Using Qgiv”

- **Adult Educator.** Adult Educator learning path in gsLearn.

- **SU Welcome Specialist.** Register in gsLearn

- **SU Fall Product Chair.** Annual training by Association Fall Product Chair

- **SU Registrar.** Register in gsLearn

- **Troop Organizer.** Register in gsLearn

Association or Council Roles

- **Association Chair and Assistant Chair.** Materials and briefing by Second VP & Chief Operating Officer

- **Association Cookie Manager Cookie Cupboard Manage.** Annual training by the Product Program Staff

- **Volunteer-led Day and Twilight Camp Directors.** Annual roundtable with Camping Department

Adult Educator

Adult Educator learning path in gsLearn.

Required 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.

- Girl-led Fire & S'more Safety online course allows a campfire in an established fire circle with s'mores ONLY (no other cooking or overnight camping). This online course prepares adults to teach their Girl Scouts how to safely build a small fire and make s'mores and is great for any additional adult chaperones as well.
- Basic Cookout is a 5-hour course required for outdoor cooking and covers many outdoor cooking methods.
- Cookout & Campout: This training is required to camp, and includes the content for Basic Cookout. There are two formats, which both include an overnight at camp. “Cookout & Campout”
 - “Cookout & Campout Hybrid Course” starts with online modules in gsLearn, followed by a 2-hour planning session, and an overnight camping trip. “Cookout & Campout – Traditional” is a 30-hour in-person training at camp.
- Primitive Site Camping and Backpack Camping: Cookout & Campout training is a prerequisite for these advanced camping courses.

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

High Adventure Training:

The Council offers high adventure activities for our members. The activities that we provide training for are: slingshot, archery, tomahawk, knife-throwing, canoeing, and kayaking and low ropes. High adventure training is available to all adult members and youth members who are at least 16 years

old. Training varies for each high adventure activity in terms of training length, qualification earned, and training expiration date. Volunteers must complete any required online material and upload their credentials or facilitator contract into gsLearn.

It is the responsibility of the trained individual to always maintain and update their qualifications.

As part of the council's commitment to progression, adult and teen members (16+) are capable of advancing their high adventure training qualifications. Members with these advanced qualifications are capable of becoming educators. Educators provide high adventure training that allow other members to become qualified in high adventure activities

Training for Teens

Camping: Teens who are at least 16 years old are eligible to take Basic Cookout, Cookout & Campout and Encampment Coordinator training. This may be appropriate for teens who hope to help lead camping trips, plan encampments, or work at a Girl Scout camp. For assistance, please contact customercare@gscnc.org.

High Adventure: Teens who are at least 16 years old start the process of high adventure training by filling out the following online form (<https://bit.ly/high-adventure-apprentice-program>) to enroll in the program. Teens will need to be prepared to upload a copy of their permission slip as well as their recommendation which can be found here: <https://bit.ly/high-adventure-apprentice-program>. Additional information on the High Adventure Apprentice Program can be found in this google drive as well.

Higher Awards: There are online courses in gsLearn to support higher awards, but teens must opt in to have a gsLearn account built for them by filling out this form: <https://form.jotform.com/gscncprogram/gslearn-opt-in-> . Available training includes: Gold Award for Teens, Silver Trefoil Award, and GSUSA Silver Award Overview and Requirements.

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; 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 troop's VTK Year Plan, a volunteer must be a currently registered adult and an approved troop leader for the troop. Go to www.gscnc.org, and click on "MyGS" to enter your login information. If you need assistance accessing VTK, please contact Customer Care at customercare@gscnc.org.

Rallyhood

With the use of an online communication tool called "Rallyhood," Girl Scouts Nation's Capital hosts real-time conversations on many topics. Rallyhood is a resource to connect with and receive mentoring from leaders and volunteers throughout the Council.

Join conversations on Rallyhood by sending a request to a rally to learn about specific topics of interest. You should also join your Service Unit rally. See our website for more information at www.gscnc.org/rallyhood, or contact customercare@gscnc.org for more information.

Online Troop Catalog

The online troop catalog is the troop's in Volunteer Systems. 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>

Reserving Program Kits, Equipment, Campsites and High Adventure

Doubleknot Reservation System

All reservations for program kits, equipment, campsites and high adventure sites at our camp properties are made through the Doubleknot system. This system is not connected to your MyGS login. If you have not used the system before, you will need to set up a new login. If your address, email or phone number changes, you will need to update it in both systems because they are not synchronized.

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. You can reserve a kit by going to <https://www.gscnc.org/en/members/for-girl-scouts/badges-and-journeys.html> 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. They can be picked up and dropped off at one of our Girl Scout offices or the Equipment Center in Chantilly, VA. See page 84 for more details on reserving kits.

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 [link].

Reserve your campsite for troop camping no more than three calendar months before your campout. Please know the name of your troop's Camp Qualified Volunteer and the date of their certification.

You will also need to give the name of your troop's First Aider.

- 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. The confirmation email will include a link to the Site Details Document. Click the link to the Site Details Document and be sure to print it to bring with you to camp. It contains very important information about your campsite reservation. There is a step-by-step tutorial regarding campsite reservations linked on the web here: <https://bit.ly/GSCNCCPropertyReservations> Contact the Customer Care department at customercare@gscnc.org or 202-237-1670 if you need more assistance.

How to Reserve a Campsite

Visit our website at <https://www.gscnc.org/en/members/for-girl-scouts/camp-and-outdoors.html> for information about troop camping. You can go to <https://bit.ly/GSCNCCampFAQ> for camping FAQs, pictures of camps, and more information about camping at a Nation's Capital camp property.

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

A: Select Your Camp

- Go to <https://www.gscnc.org/en/members/for-girl-scouts/camp-and-outdoors.html>
- Click on the camp you would like to make a reservation for
- Click 'Reservations'.
- Click "Reserve" and it will take you to the DoubleKnot website to make a reservation.

B: Select Reservation Details

- Under 'Category', choose 'Overnight', 'Day Use', or 'High Adventure'.
- Choose your dates and/or times. You will need to select when the reservation begins AND when the reservation ends.
- Click 'Reserve', and then 'Checkout'.

C: Complete Reservation

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.

- 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. Reserving sites for day use (Sunday through Thursday) is always free. For assistance, contact the Customer Care department at customercare@gscnc.org or 202-237-1670.

Lodge Type:	Price
Super Lodge*	\$45
Troop Lodge	\$35
Glen Shelter with Lodge	\$35
Glen Shelters and Platform Tents	\$25
Treehouses and Covered Wagons	\$25
Hammocks	\$15
Primitive and Teepee	\$15

*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.

Commercial Kitchens

Camp Coles Trip, May Flather, Potomac Woods, Winona, and White Rock have commercial kitchens in addition to troop kitchens. Use of the commercial kitchens is restricted. If your group would like to use the commercial kitchens, an adult volunteer must reach out to the camp caretaker prior to their arrival to set up a time to be trained properly on the commercial kitchen equipment. This may be in-person, a virtual meeting or a phone call at the discretion of the camp caretaker depending on the equipment at that site. The trained volunteer must be present during the event and must supervise all use of the commercial kitchen.

Additional Requirement for Camp White Rock and Camp Winona: The local jurisdictions at White Rock and Winona require at least one adult to have a current ServSafe Food Handler certification. The ServSafe Food Handler Certificate is valid for three years and can be obtained through a \$15 online course found here: (<https://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT6>). The trained volunteer must be present during the event and must supervise all use of the commercial kitchen. A copy of the certificate can be submitted to the camp caretaker to be retained on-site for future reservations.

Other Reservation 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 rallies.

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

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

- Reserve Equipment link to Doubleknot is found on the webpage in the camping section.
- 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).
- 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

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. After logging in, follow the prompts to complete your reservation.

C: Complete Reservation

- Follow the steps to complete your reservation. Be sure to click 'Done' at the very end.
- 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: rmeidlinger@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 from caregivers. Please use the single activity or multiple activity form found on the website: www.gscnc.org/forms. See Chapter 8 for information on planning activities.

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 p 83. High adventure areas are not available for overnight camping.

Camp	HA Activities Available
Aquasco	Slingshot*†, Tomahawk*†
Brighton Woods	Archery*, Slingshot*, Tomahawk*
Coles Trip	Archery*, Canoe^, Kayak^, Slingshot*†, Tomahawk*†
Crowell	Archery*, Slingshot*, Tomahawk*, Low and High Challenge Course♥
May Flather	Archery*, Slingshot*†, Tomahawk*, Low Challenge Course*, Climbing Tower♦, Canoe Trailer
Potomac Woods	Archery*, Slingshot*, Tomahawk*, Canoe Trailer*, Kayak Trailer*
White Rock	Archery*, Canoe^*, Kayak^*, Slingshot*, Tomahawk*, Low Challenge Course*, High Challenge Course♥
Winona	Archery*, Canoe^, Kayak^, Slingshot*, Tomahawk*

*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 event use only

^Trailer available for rental, not all camps have on-site paddling opportunities

Trailer Rentals

Trailers are available for off-site paddling. To reserve a trailer, fill out this form: <https://form.jotform.com/GSCNCCamping/trailerrentals>. Trailer rental requests cannot be submitted less than three weeks prior to your preferred date.

High Adventure Vendors

If a troop would like to participate in an activity outside of a Girl Scout property or use an outside business, that vendor must be on the approved vendor list. See p. 75 for more information about approved vendors.

Camp Aquasco at a Glance

17100 Aquasco Farm Road, Aquasco, MD 20608

Emergency Evacuation Location: AQUASACAKE LODGE Camp Capacity = 204	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# Of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	November 1 - April 1 Winter Site Use
Lodge Side Total - 64																							Y
Aquasacake Lodge	\$35	Y	Y	40	40	Y	2	G HVAC	Y	G/E	-	IN				Y	2	Y	Y		4		Y
Sunnyside Glens	\$25	Y	Y	24	24						-		4, GS			Y	2	Y	H		2		Y
Slingshot-Toimahawk Ranges *				F	-						-							N			N		
Farm Side Total - 140																						4	N
Cherry	\$10			30	20						-			Y				C	SW	-		SH	N
Golden Valley	\$10			30	20						-			Y				C	SW	-		SH	N
Hiker's Hill	\$10			30	20						-			Y				C	SW	-		SH	N
Mary Rhomberg Pavilion	\$10	Y		40	-						-					Y		C	SW	-		SH	N
Pine	\$10			30	20						-							C	SW	-		SH	N
Plum	\$10			30	20						-			Y		Y		C	SW	-		SH	N
Star View	\$10			30	20						-			Y				C	SW	-		SH	N
Sumac	\$10			30	20						-			Y		Y		C	SW	-		SH	N
Valley View	\$10			30	20						-			Y		Y		C	SW	-		SH	N
Slingshot-Toimahawk Ranges *				F	-						-							N			N		

C=Close By **G=Gas** **LM=Limited Mattresses** **SH=Shared**
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** **O=Outside Fireplace** ***=Visit gocnc.org/highadventure**

Corrections may be sent to tworchester@gocnc.org

Property 6/26/23

girl scouts
nation's capital

CAMP AQUASCO

Prince George's County, MD
17100 Aquasco Farm Road
Aquasco, MD 20608

MD5, 10.8 miles

Legend

- | | | |
|------------------------------|-----------------------|-----------------|
| Accessible | Glen shelter | Tomahawk Range |
| Amphitheater | Latrine/Restroom | Trail |
| Boat launch | Parking | Water |
| Caretaker mailbox | Picnic shelter | Woodshed |
| Dumpster | Primitive (tent) site | Slingshot Range |
| Emergency evacuation shelter | Roads and gate | |
| Entrance | Telephone | |
| Fire site | | |

MD381, 0.6 miles

MEADOW

LODGE SIDE

PAVILION

2

AQUASACAKE LODGE

2

SUNNYSIDE GLENS

4 2

PRIMITIVE FARM
SIDE

Red Trail

AMPHITHEATER

power line clearing

ENTRANCE

Aquasco Farm Road

ENTRANCE

MARY RHOMBERG
PAVILION

2

STAR VIEW

GOLDEN VALLEY

Singing Benches

CHERRY

PINE

SUMAC

PLUM

HIKER'S HILL

Blue Trail

0.22 miles

Yellow Trail

0.43 miles

VALLEY VIEW

PATUXENT

RIVER

PARK



0 250 500 Feet

3/22/2024

Camp Brighton Woods at a Glance

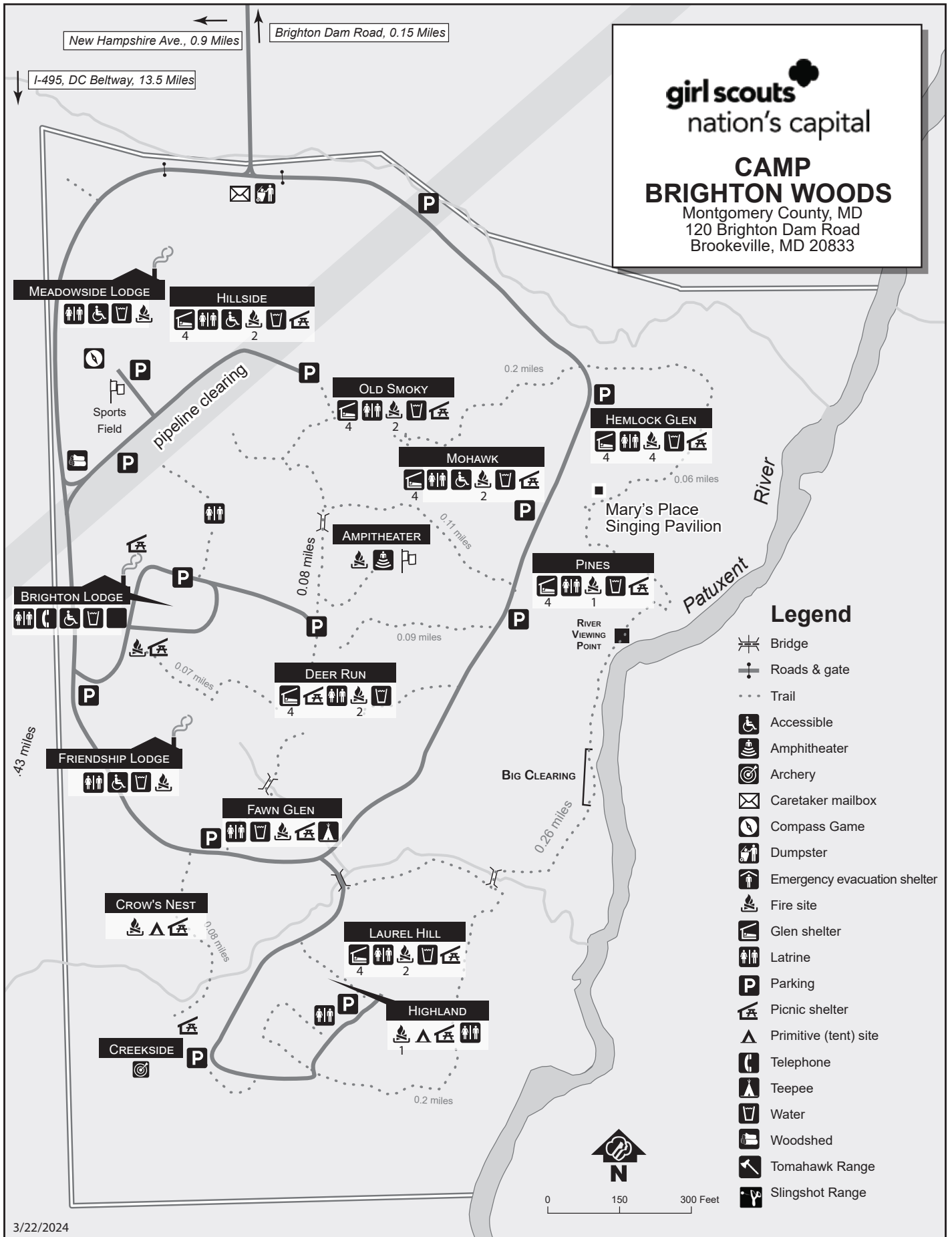
120 Brighton Dam Road, Brookeville, MD 20833

Emergency Evacuation Location: BRIGHTON LODGE BASEMENT Camp Capacity = 225	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# Of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	November 1 - April 1 Winter Site Use
Brighton Lodge	\$45	Y	Y	164	60	Y	4	G	Y	E	LM	IN				2	1	Y	Y				Y
Crow's Nest	\$10			20	20						-			Y		Y	1	C		SH, SW		C	Y
Deer Run	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Fawn Glen	\$10			16	16						-			Y**		Y	1	Y	SW	SW		Y	Y
Friendship Lodge	\$35	Y	Y	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y
Hemlock Glen	\$25			24	24						-		4, GS			Y	4	Y	SW	SW		Y	Y
Highland	\$10			20	20						-			Y		Y	2	Y	SH	SH		Y	Y
Hillside	\$25	Y		24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Laurel Hill	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Meadowside Lodge	\$35	Y	Y	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y
Mohawk	\$25	Y		24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Old Smoky	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Pines	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y
Archery Range at Creekside	*			F	-						-					Y		N		C	N	C	Y
Slingshot-Tomahawk Ranges	*			F	-						-					Y		N				N	

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

Corrections may be sent to tworaster@gscnc.org

Property 6/26/23



Camp Coles Trip at a Glance

Aquia Side: 134 Paynes Lane, Stafford, VA 22554 Arrowhead Side: 2421 Courthouse Road, Stafford, VA 22554

Emergency Evacuation Location:	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with sinks	Latrines	November 1 - April 1 Winter Site Use
AQUIA: WHITE HOUSE BASEMENT																							
ARROWHEAD: LODGE BASEMENT																							
Camp Capacity = 403																							
Aquia Side Total = 179																							
Forest Hideaway	\$25			30	30						CM	O	6, GS		Y		3	Y	SW	SW		SH	N
Freedom Lodge	\$35	Y	Y	12	12	Y	2	E HVAC	Y	E	-	N					1	Y	SH, CW	SH		SH	Y
River View	\$25			25	25						CM		5, GS			Y	1	Y	H	SH		SH	Y
Ross Lodge	\$45	Y	Y	100	50	Y	1	G-E HVAC	Y	G/E	-	IN					1	Y	Y	Y		Y	Y
Sunset Hills	\$25			30	30						CM	O	6, P		Y		1	Y	N	SW		Y	N
White House Glens	\$25	2		20	20						CM		4, GS			Y	2	Y	H	SW		SH	N
White House Lodge	\$35	Y	Y	12	12	Y	2	G HVAC	Y	E	-	N						Y	Y		1		Y
Archery Range	*			F	-						-							N			N	N	
Canoe-Kayak	*			F	-						-							Y		Y		Y	
Slingshot-Tomahawk Ranges	*			F	-						-							N		N	N	N	
Arrowhead Side Total = 224																							
Arrowhead Lodge (max 28) + 3 Glens	\$35	Y	Y	28	28	Y	1	E HVAC	Y	E	-	IN, O	3, GS		Y		2	Y	Y	SW		Y	Y
Dogwood Primitive	\$10			20	20						-			Y			1	Y	N	N		Y	N
Glens at Arrowhead	\$25			20	20						-		4, GS			Y	2	Y	N	SW		Y	N
Holly Ridge	\$25	Y	Y	24	24						-		4, GS			Y	2	C	N	SW		Y	N
Hylton Hollow	\$25			24	24						-		4, GS			Y	1	Y	N	SW		Y	N
Pioneer Covered Wagons	\$25			24	24						CM		3, CW		Y		2	Y	N	SW		Y	N
Sailors' Retreat	\$25			24	24						-		4, GS		Y		2	Y	N	SW		Y	N
Tall Oaks Corner	\$25			24	24						-		4, GS			Y	1	Y	N	SW		Y	N
Virginia Sky View	\$25	Y	Y	24	24						-		4, GS			Y	1	H	N	SW		Y	N
Slingshot-Tomahawk Ranges	*			F	-						-							N			N	N	

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

Corrections may be sent to tworchester@gscnc.org

Property 6/26/23

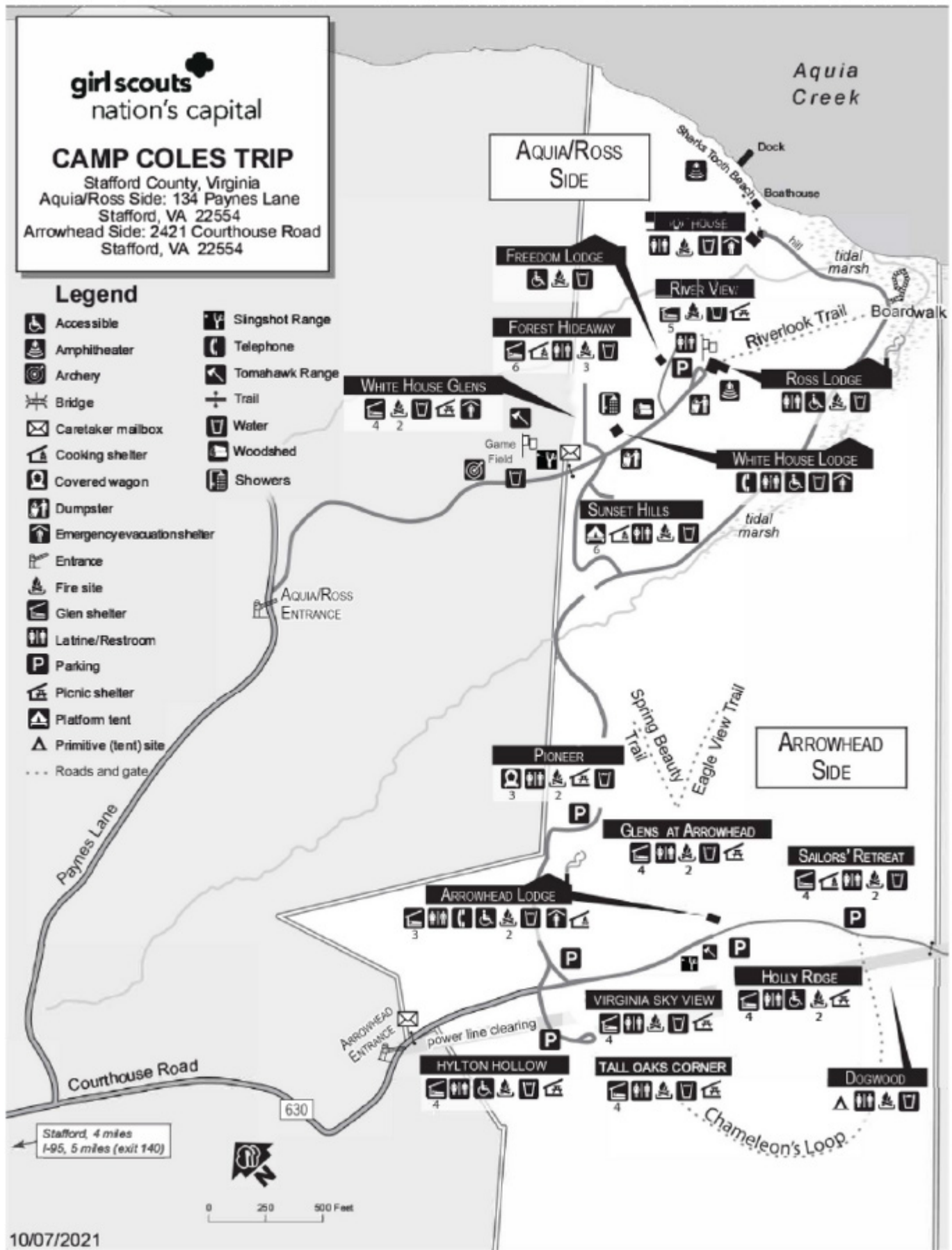


CAMP COLES TRIP

Stafford County, Virginia
 Aquia/Ross Side: 134 Paynes Lane
 Stafford, VA 22554
 Arrowhead Side: 2421 Courthouse Road
 Stafford, VA 22554

Legend

- | | |
|------------------------------|-----------------|
| Accessible | Slingshot Range |
| Amphitheater | Telephone |
| Archery | Tomahawk Range |
| Bridge | Trail |
| Caretaker mailbox | Water |
| Cooking shelter | Woodshed |
| Covered wagon | Showers |
| Dumpster | |
| Emergency evacuation shelter | |
| Entrance | |
| Fire site | |
| Glen shelter | |
| Latrine/Restroom | |
| Parking | |
| Picnic shelter | |
| Platform tent | |
| Primitive (tent) site | |
| Roads and gate | |



10/07/2021

Camp Crowell at a Glance

10900 Vale Road, Oakton, VA 22124 and 10899 Justin Knoll Road, Oakton, VA 22124

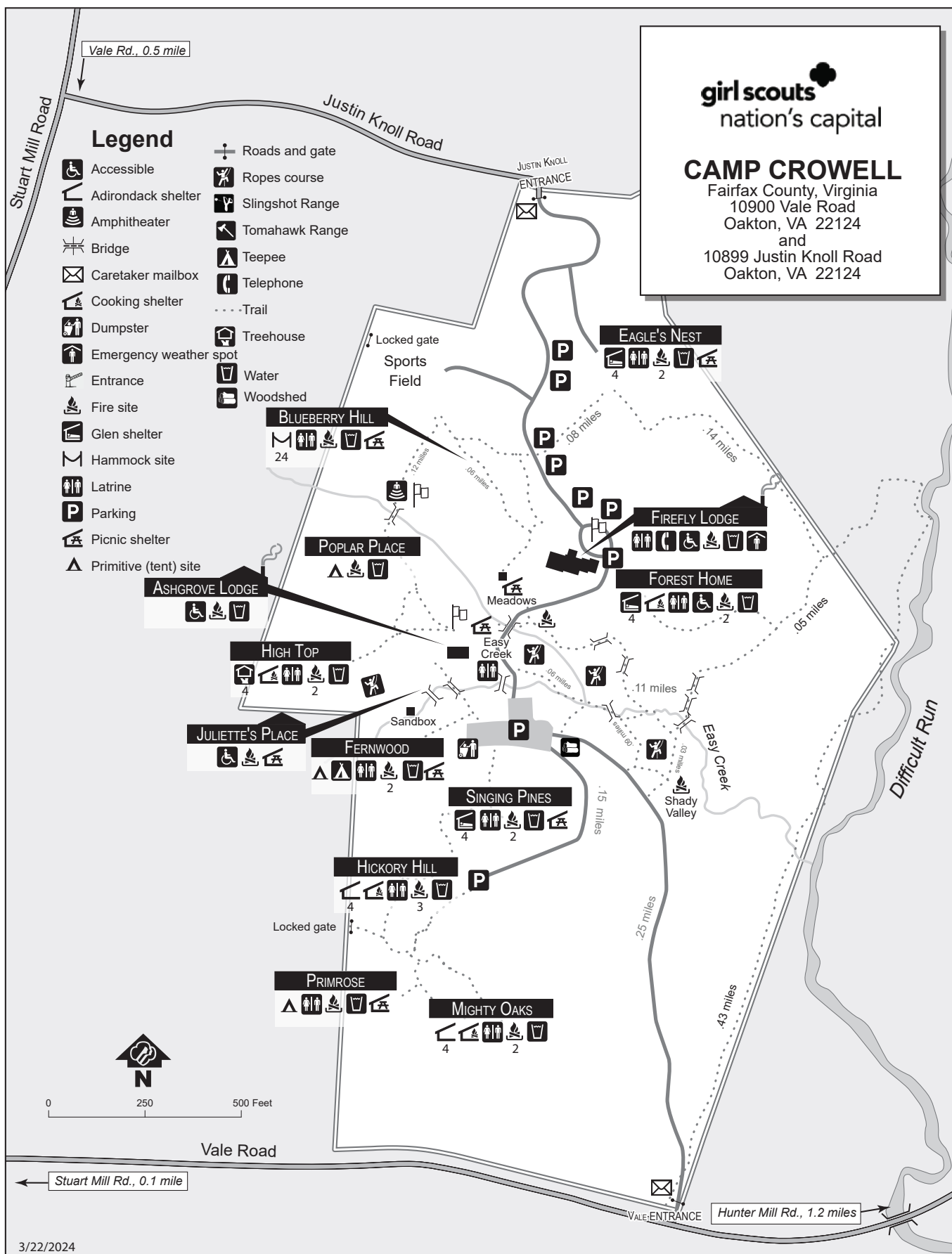
135 Maximum Camper Capacity = Some Units Removed from Reservations = Contact Camping Services

Emergency Evacuation Location:	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with sinks	Latrines	November 1 - April 1 Winter Site Use
FIREFLY LODGE BASEMENT Camp Capacity = 135																							
Ashgrove Lodge	\$35	Y	Y	15	15	Y	1	G	Y	G/E	-	IN					1	Y	Y	SH ₁		SH	Y
Blueberry Hill Hammocks	\$15			24	24						-			24 ₁		Y	1	Y	H	SH ₁		SH	Y
Eagle's Nest	\$25			16	16						-		4, GS			Y	2	Y	H	SW		Y	Y
Easy Creek	-			-	-						-					Y	SH			SH		SH	Y
Fernwood	\$10			10	10						-			Y***		Y	2	Y	H	SH ₁		SH	Y
Firefly Lodge	\$45	Y	Y	30	30	Y	3	G	Y	G/E	LM	IN					1	Y	Y				Y
Forest Home	\$25	Y	Y	16	16						-	O	4, GS		Y		2	Y	H	SW		Y	Y
Hickory Hill	-			16	16						-	O	4, A		Y		3	Y	H	SH		Y	Y
High Top	\$25			12	12						-	O	4, T**		Y		2	Y	H	SW		Y	N
Juliette's Place Lodge	\$35	Y	Y	10	10	Y	1	G	Y	E	LM	N				Y	1	C	Y	SW		Y	Y
Meadows	-			-	-						-					SH	SH			SH ₁		SH	Y
Mighty Oaks	-			-	-						-	O	4, A		Y		2	Y	H	SW		SH	Y
Poplar Place	\$10			12	12						-			Y			1	Y	H			SH	Y
Primrose	-			20	20						-			Y		Y	1	Y	H	SW		SH	Y
Singing Pines	\$25			16	16						-		4, GS			Y	2	Y	H			Y	Y
Challenge Course	*			20	-						-							C		SH		SH	
Archery-Slingshot-Tomahawk	*			F	-						-							N				N	N

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 **=Small Treehouses
 CM=Cots with Mattresses GS=Glen Shelter M=Mattresses SW=Seasonal Water ***=Teepees Removed
 CW=Covered Wagons H=All Year Hydrant T=Treehouses T=Treehouses

Corrections may be sent to tworchester@gscnc.org

Property 6/26/23



3/22/2024

Camp May Flather at a Glance

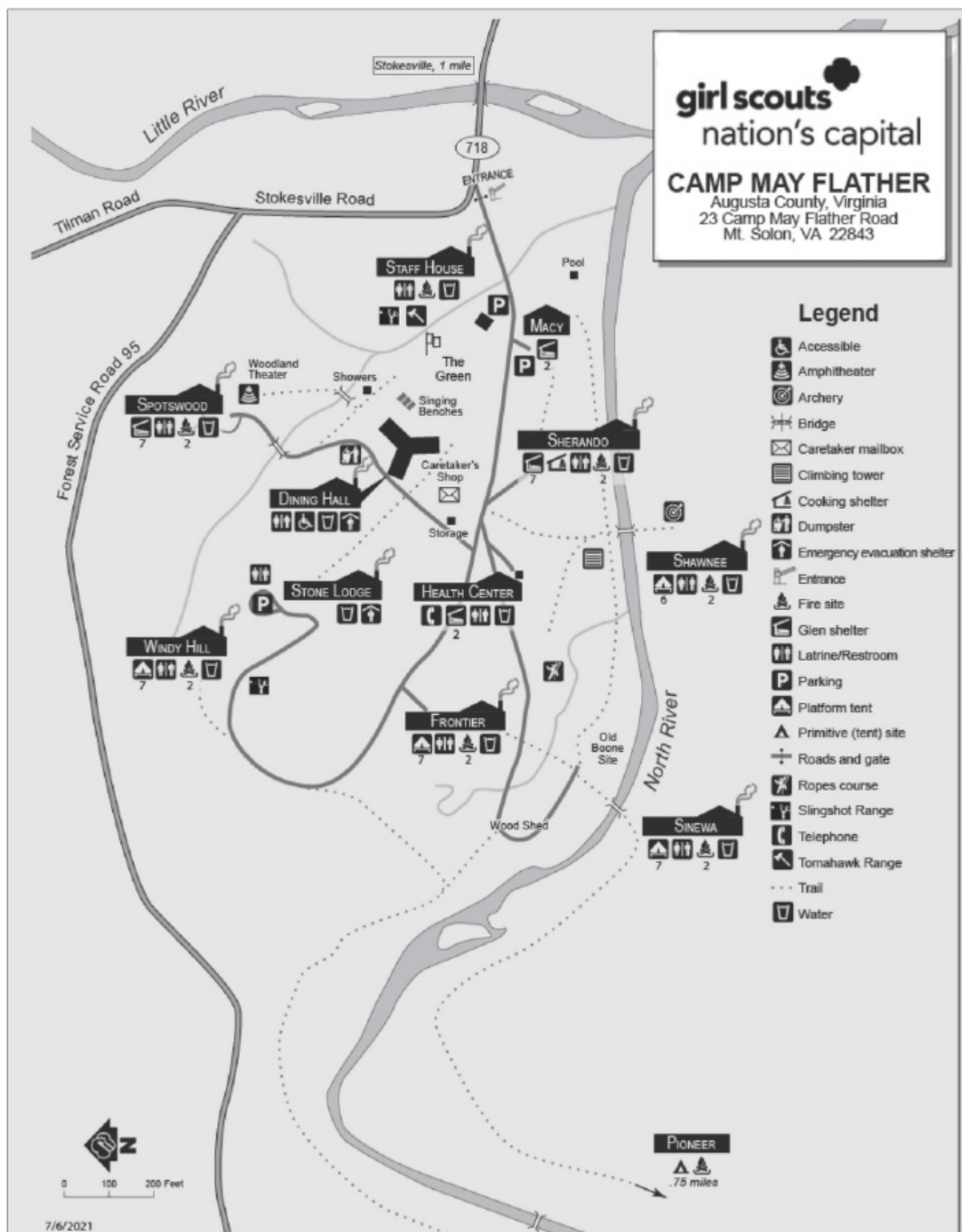
23 Camp May Flather Road, Mount Solon, VA 22843

Emergency Evacuation Location: DINING HALL Camp Capacity = 288	October 15 - April 15 Winter Site Use	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N																		
	Latrines			SH	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y																		
	Flush Toilets with Sinks	1	1																																						
	Washstand		SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW																		
	Water Year Round	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW	SW																		
	Water on site	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y																		
	Fire site				2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2																		
	Picnic Shelter																																								
	Cook Shelter																																								
	Primitive Site																																								
	Sleeping Structures				7, P	6, P																																			
	Fireplace	N	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN	IN																		
	Cots / Mattresses	-	-	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM	CM																	
	Stove/Microwave	N	E	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N																	
	Kitchen	N	Y	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N																	
	Type of Heat	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N																	
	# Of Rooms	3	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1																	
	Lodge	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y																	
	Overnight Capacity	0	40	35	30	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35																	
	Day Use Capacity	0	150	56	48	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56	56																	
	Electricity	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y																	
	Wheelchair Accessible	N	Y																																						
	Price per Night		\$35	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25	\$25																	
Archery Range																							*																		
Low Challenge Course																							*																		
Slingshot-Tomahawk Ranges																							*																		

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

Corrections may be sent to tworcaston@gscnc.org

Property 6/26/23



Camp Potomac Woods at a Glance

13932 Potomac Woods Lane, Leesburg, VA 20176

Emergency Evacuation Location:	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# Of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	November 1 - April 1 Winter Site Use
KRESGE BASEMENT Camp Capacity = 485																							
Abie's Lodge	\$35	Y	Y	20	15	Y	3**	G HVAC	Y	E	CM	N					2	Y	Y				Y
Bluff Lodge (18 max) & Glen Shelters	\$35		Y	18 30	18 30	Y	1	G	Y	E	CM	IN	6, GS				2	Y	Y, H	SW		Y	Y
Ferriciff	\$10			24	24						-			Y				N				N	Y
Forest Glen	\$25	Y	Y	42	42						CM	O	7, GS		Y		2	Y	H	SW		Y	Y
Freddie Mac	\$25			20	20						CM		4, GS			Y	2	Y	H	SH,		SH	Y
Greenbrier Hammocks	\$15			24	24						-			24,		Y	1	N				N	Y
Hill High	\$25		Y	20	20						CM		4, GS			Y	2	Y	H	SW		Y	Y
Knoll Lodge (18 max) & Randall Woods Glens	\$35		Y	18 35	18 35	Y	1	G	Y	E	CM	IN	7, GS				2	Y	Y, H	SW		Y	Y
Kresge Multipurpose	\$45	Y	Y	90	60	Y	1	G, E HVAC	Y	E	-	IN					1	Y	Y	SH	3		Y
Lost Corner	\$25			25	25						CM		5, GS			Y	2	Y	H	SW		Y	Y
Maple Hollow	\$25			30	30						CM	O	6, GS		Y		2	Y	H	SW		Y	Y
Mountford	\$35	Y	Y	25	20	Y	5**	G	Y	E	-	IN					2	Y	Y	SH		SH	Y
Priscilla Oliver Picnic Shelter	-			20	-						-					Y	1					SH	Y
Ridge Glen Shelters	\$25	Y		35	35						CM		7, GS			Y	2	Y	H	SH,		SH	Y
Ridge Lodge	\$35	Y	Y	20	20	Y	2	G	Y	E	-	IN, O				Y	1	Y	Y	SH		SH	Y
Sparky's Lodge	\$35	Y	Y	18	18	Y	3	G HVAC	Y	E	LM	N					1	Y	Y	SH, SW	1		Y
Tulip Poplar	\$25			25	25						CM		5, GS			Y	2	Y	H	SW		Y	Y
Archery Range	*			F	-						-							N				N	
Canoe-Kayak (Trailers Only)	*			F	-						-							N				N	
Slingshot-Tomahawk Ranges	*			F	-						-							N				N	

A=Adirondack Shelters

B=Bunk House

C=Close By

CM=Cots with Mattresses

CW=Covered Wagons

E=Electric

F=Facilitator Determined

G=Gas

GS=Glen Shelter

H=All Year Hydrant

HM=Hammocks

IN=Inside Fireplace

LM=Limited Mattresses

M=Mattresses

N=No

O=Outside Fireplace

P=Platform Tents

SH=Shared

SW=Seasonal Water

T=Treehouses

Y=Yes

*=Visit gscnc.org/highadventure

**=Mostly Small Sleeping Rooms

Property 6/26/23

Corrections may be sent to tworcestor@gscnc.org

girl scouts
nation's capital

CAMP POTOMAC WOODS

Loudoun County, Virginia
13932 Potomac Woods Lane
Leesburg, VA 20176

Legend

- Accessible
- Archery
- Bridge
- Caretaker mailbox
- Cooking shelter
- Dumpster
- Emergency evacuation shelter
- Entrance
- Fire site
- Fishing dock
- Glen shelter
- Hammock site
- Latrine/Restroom
- Parking
- Picnic shelter
- Primitive (tent) site
- Roads and gate
- Slingshot Range
- Telephone
- Tomahawk Range
- Trail
- Water
- Woodshed

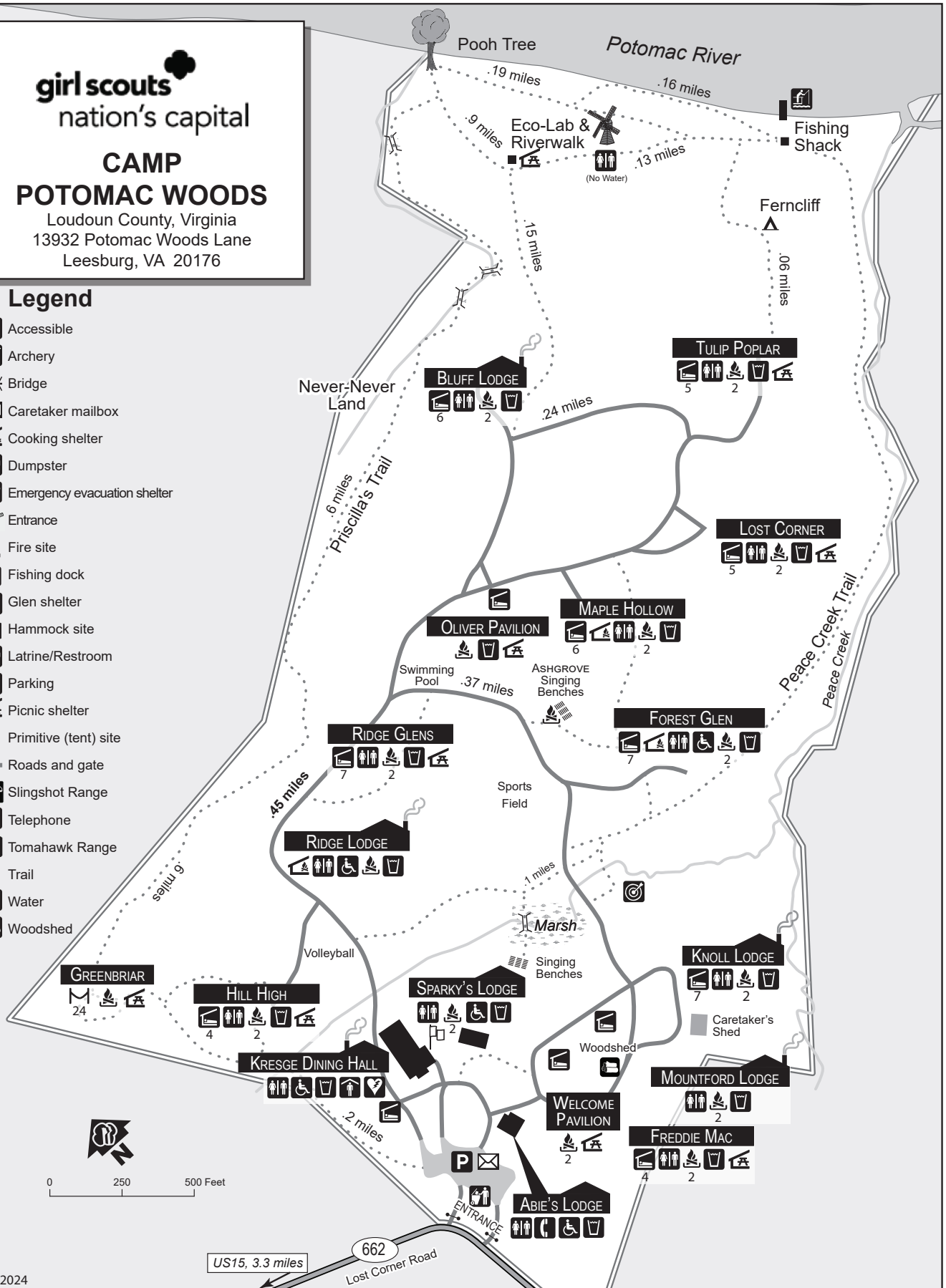


3/22/2024

US15, 3.3 miles

662

Lost Corner Road



Camp White Rock at a Glance

Address: 484 Pumphouse Road, Capon Bridge, WV 26711

Emergency Evacuation Location: ANY LODGE Camp Capacity = 251	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# Of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	October 15 - April 15 Winter Site Use
Bluff	\$25		Y	48	48						CM	O	8, P		Y		2	Y	H		4	Y
Buckskin Lodge (bunkbeds)	\$35	Y	Y	8	8	Y	3	E HVAC	Y	E	CM	N										Y
Chinkapin Lodge (bunkbeds)	\$35	Y	Y	8	8	Y	3	E HVAC	Y	E	CM	N					1	Y	Y	Y	1	Y
Cooper Lodge	\$35	Y	Y	50	30	Y	2	E	Y	E	LM	IN					2	Y	Y	1	Y	Y
Dogwood Hammocks	\$15		Y	36	16						-	O		16,	Y		2	Y	H		8, SH	Y
Dudley Dining Hall	\$45	Y	Y	175	50	Y	1	E HVAC	Y	E	-	IN						Y	N		5	N
Hemlock	\$25	Y	Y	36	36						CM	O	9, GS		Y		2	Y	H		8, SH	Y
Infirmary	-	Y	Y	0	0	Y	2	E	Y	E	CM	N						Y	Y		1	Y
Pioneer Covered Wagons	\$25		Y	40	40						CM	O	5, CW		Y		2	Y	H		8, SH	Y
Riverview Bunkhouse and Primitive Site	\$35		Y	48	48			E HVAC			CM	O	4, B	Y	Y		3	Y	Y		4	Y
Scout House	\$35		Y	10	10	Y	4	E HVAC	Y	E	CM	N					1	Y	Y		1	Y
Shawnee Lodge	\$35		Y	10	10	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		1	Y
Shenwood Treehouses	\$25		Y	32	32						CM	O	4, T		Y		2	Y	H		8, SH	Y
Trillium (adult use only)	\$35	Y	Y	4	4	Y	3	E HVAC	Y	E	CM	N						Y	Y	N	C	Y
Archery Range	*		F	-	-						-							N		N	N	
Canoe-Kayak	*		F	-	-						-							N		N	N	
High Challenge Course	*			20	-						-							N		N	N	
Low Challenge Course	*			F	-						-							N		N	N	
Slingshot-Tomahawk Ranges	*		F	-	-						-							N		N	N	

B=Bunk House

E=Electric

C=Close By

F=Facilitator Determined

CM=Cots with Mattresses

G=Gas

CW=Covered Wagons

GS=Glen Shelter

H=All Year Hydrant

HM=Hammocks

IN=Inside Fireplace

LM=Limited Mattresses

M=Mattresses

N=No

O=Outside Fireplace

P=Platform Tents

SH=Shared

SW=Seasonal Water

T=Treehouses

Y=Yes

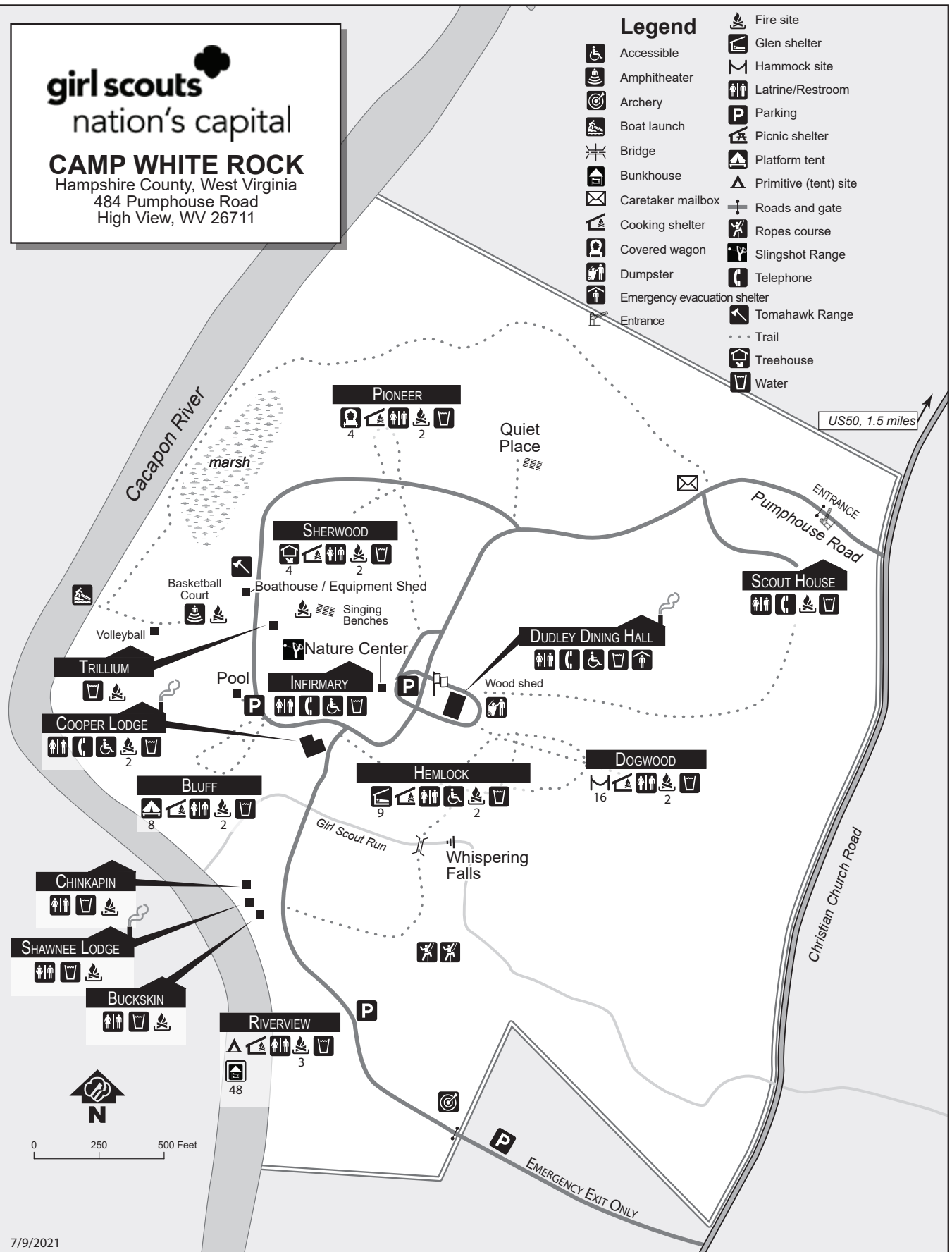
*=Visit gscnc.org/highadventureCorrections may be sent to tworchester@gscnc.org

Property 6/26/23

girl scouts
nation's capital
CAMP WHITE ROCK
Hampshire County, West Virginia
484 Pumphouse Road
High View, WV 26711

Legend

- | | | | |
|--|------------------------------|--|-----------------------|
| | Accessible | | Fire site |
| | Amphitheater | | Glen shelter |
| | Archery | | Hammock site |
| | Boat launch | | Latrine/Restroom |
| | Bridge | | Parking |
| | Bunkhouse | | Picnic shelter |
| | Caretaker mailbox | | Platform tent |
| | Cooking shelter | | Primitive (tent) site |
| | Covered wagon | | Roads and gate |
| | Dumpster | | Ropes course |
| | Emergency evacuation shelter | | Slingshot Range |
| | Entrance | | Telephone |
| | | | Tomahawk Range |
| | | | Trail |
| | | | Treehouse |
| | | | Water |



7/9/2021

Camp Winona at a Glance

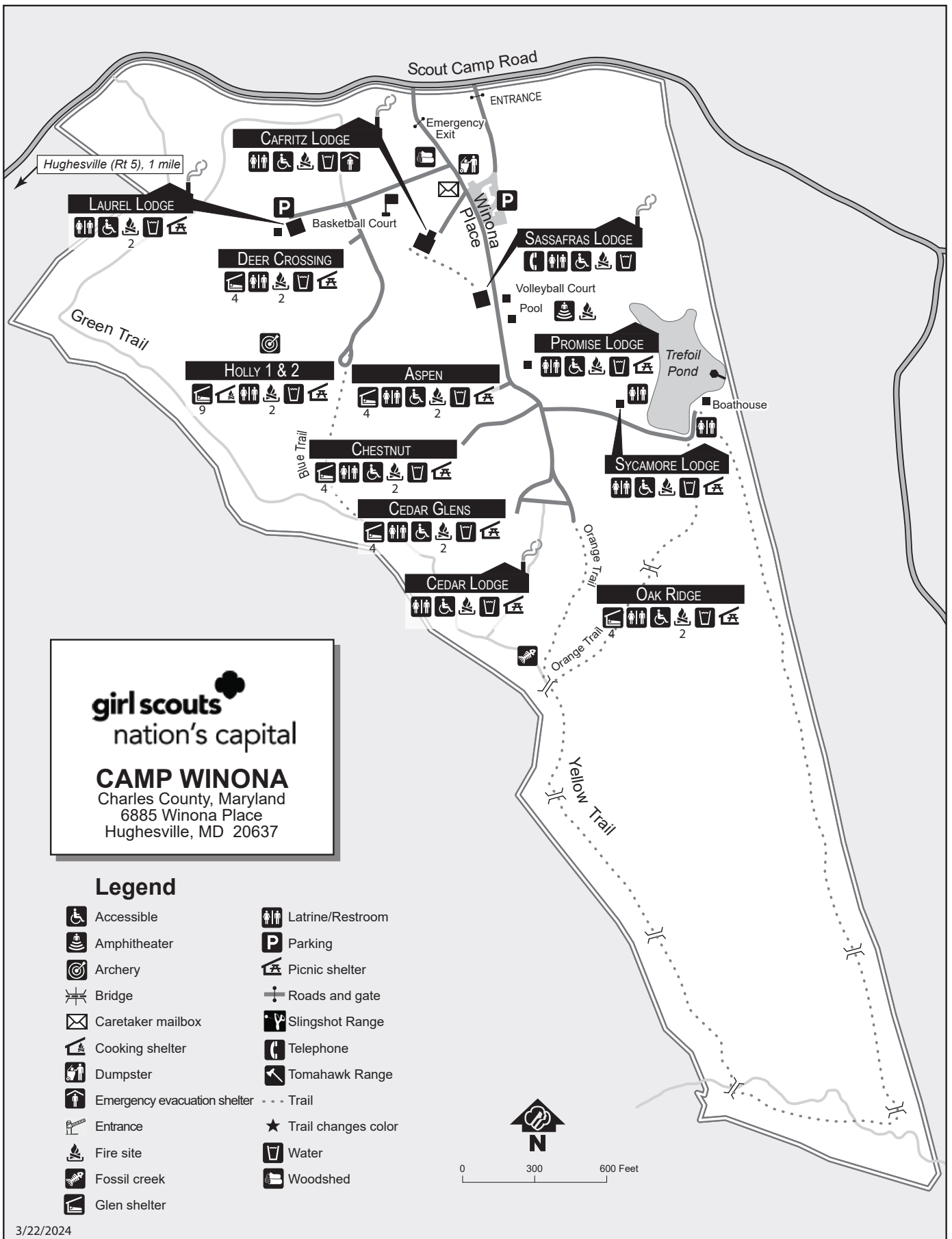
6885 Winona Place, Hughesville, MD 20637

November 1 - April 1 Winter Site Use	N	Y	N	Y	N	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Latrines																							
Flush Toilets with Sinks	4, SW	5		SW 2, SW	1		SW 2, SW	4, SW	SW 4, SW	2	SW 2, SW	1	2	SW	1	SW	1	SW	1	SW	1	SW	1
Washstand				SW 2, SW			SW 2, SW	4, SW	SW 4, SW		SW 2, SW			SW		SW		SW		SW		SW	
Water Year Round	N	Y	H	Y	Y	H	Y	H	SW 4, SW	Y	H	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Water on site	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fire site	2	1	2	Y	1	2	Y	2	Y	2	Y	2	Y	2	1	Y	1	Y	Y	Y	Y	Y	Y
Picnic Shelter	Y		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y			Y	Y	Y	Y	Y	Y	Y	Y
Cook Shelter									Y														
Primitive Site																							
Sleeping Structures	4, GS		4, GS			4, GS		4, GS	9, GS		4, GS												
Fireplace		IN		IN					O	IN		N											
Cots / Mattresses	CM	LM	CM	LM	CM	CM	CM	CM	CM	LM	CM	-	LM	-	LM	-	-	-	-	-	-	-	-
Stove/Microwave		E		E						E		E		E	E	E							
Kitchen		Y		Y					Y			Y		Y	Y	Y							
Type of Heat		^E HVAC		^E HVAC					^E HVAC		^E HVAC		^E HVAC		^E HVAC								
# of Rooms		3		3						2		1	3	1	3	1							
Lodge		Y		Y						Y		Y		Y	Y	Y							
Overnight Capacity	24	50	24	24	24	24	24	24	49	32	24	12	25	16	-	-	-	-	-	-	-	-	-
Day Use Capacity	24	130	24	30	24	24	24	24	49	40	24	20	30	20	30	20	F	F	F	F	F	F	F
Electricity	Y	Y		Y		Y		Y		Y	Y	Y	Y	Y	Y	Y							
Wheelchair Accessible	Y	Y	Y	Y	Y	Y				Y	Y	Y	Y	Y	Y	Y							
Price per Night	\$25	\$45	\$25	\$35	\$25	\$25	\$25	\$25	\$35	\$25	\$35	\$35	\$35	\$35	\$35	\$35	*	*	*	*	*	*	*
Emergency Evacuation Location: CAFRITZ BASEMENT Camp Capacity = 335	Aspen	Cafritz Lodge	Cedar Glens	Cedar Lodge	Chestnut	Deer Crossing	Holly 1 & 2	Laurel Lodge	Oakridge	Promise Lodge	Sassafras Lodge	Sycamore Lodge	Archery Range	Canoe-Kayak	Slingshot-Tomahawk Ranges								

C=Close By G=Gas SH=Shared *=Visit gscnc.org/highadventure
 CM=Cots with Mattresses GS=Glen Shelter SW=Seasonal Water
 E=Electric H=All Year Hydrant Y=Yes
 F=Facilitator Determined IN=Inside Fireplace *=Cost per Session

Corrections may be sent to tworchester@gscnc.org

Property 6/26/23



NOTES:

This image shows a full page of blank handwriting practice paper. It features 20 evenly spaced, horizontal green lines that run across the entire width of the page. The lines are thin and consistent in color, providing a guide for letter height and placement. There are no margins, text, or other markings on the paper.

Index

Accidents and Emergencies, Procedures.....	Inside back cover
Adult Supervision	19, 23-24, 27, 31, 59
Alcohol Use	18, 29, 66-67
Approved Vendor List.....	18, 24, 34, 77, 87
Associations	8-9
Badges.....	69-70, 82-83
Background Checks	15-17
Bank accounts.....	38-45, 64
Bronze Award.....	45-46, 69-71
Camp Properties	9, 74, 83-85, 87, 88-103
Camping	10, 14, 21, 23, 27, 30, 58, 74-79
Cell Phone Use, Driving	24
Certificate of Insurance	33, 34, 71, 77
Chaperones	13-15, 24, 27, 78, 81
Chartered Transportation	18, 24, 34
Child Abuse	17, 26, 28
Conflict Management	10, 19, 58, 61- 66
Cookie Sale	See Product Programs
Council Map	9
Council Offices	3, 9
Criminal Background Checks	See Background Checks
Crowdfunding	44
Cruises	77-78
Destinations (GSUSA travel)	47, 79
Developmental Disabilities	See Disabilities
Disabilities	23, 57-60
Disbanding Troops	10, 12, 41
Discrimination	19
Diversity, Equity, Inclusion and Accessibility Commitment	52
Donations	40, 44, 45, 46, 50-51
Doubleknot system	83, 84, 86
Drivers	23, 24, 27, 34, 74
Dues	7, 38, 41-42, 47
Electronic payments	31, 41-43
Emergency procedures	6, 18, 20, 22, 26, 74, 105
Equipment Center	9, 83, 86
Fall Product Program•	See Product Programs
Field Trip and Travel Packet	18, 20, 74, 76
Financial Assistance	7, 11, 15, 38, 47, 48
Firearms	18, 23
First Aiders	21, 22, 25, 76
Fundraising	14, 44, 46, 49, 50
Girl Scout Shop	4, 5, 9
Gold Award: financing	44, 45, 47
Gold Award: Inclusion	
gsLearn	25, 54, 58, 73, 78, 80-82
Health history forms	18, 20, 30, 74
High Adventure Activities	21, 28, 30, 34, 77, 78, 81, 82, 87
Highest Awards	45, 70, 71
Inclusion	52, 53, 58, 61
Insurance	33, 34, 71, 74, 77, 79
International travel	78, 79

Internet Safety	19, 31
Interpretation services	53
Journeys	68-71, 82, 83
Juliettes	79
Male Volunteers	30
Medications	30
Money-earning	10, 19, 38, 39, 43-48, 50, 71
Multilevel Troops	27
Payments	16, 31, 41-43
Permission, Caregiver	18, 24, 27, 43, 55, 56, 74, 76
Product Programs	8, 16, 31, 32, 38, 39, 42-48
Program Kits	83, 86
Program Partners	71
Rallyhood	73, 75, 82
Reservations: camps	83-85
Safety Activity Checkpoints	18, 21-23, 35, 77-78, 80
Sales Tax Exempt	39
SHARE	44, 47, 49-50
Sensitive issues	19, 28, 55-56
Service Unit	6, 8, 10-13
Sex Offenders	15-17
Silver Award	46, 71, 82
Silver Trefoil	71, 82
Social Media	19, 31, 63
Solicitation of Financial Contributions	
Spanish Language Resources	25, 53, 69
Take Action Project	44-45, 68-71
Training	21-22, 25, 48, 54, 58, 61, 78, 80-82
Training grants	21, 48, 80
Transportation	18-19, 23-24, 34, 77
Travel	18-20, 24, 27, 33-34, Chapter 8
Troop Agreement	18-19, 60, 66-67
Troop Committee	13-15
Uniform	4, 31, 47
Vaping	18
Vehicle Safety	18, 23-24, 34, 74
Volunteer Toolkit	68-69, 82
World Centres	79
Youth-to-Adult ratio	24, 27, 78-79

Procedures for Accidents and Emergencies

In Case of Minor Illness

Call a caregiver to come for the child. If no one is available to pick up the child, an adult should take the child home. Ensure 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 contact the caregiver.
2. Ask the caregiver to come to the site or meet at the emergency room, if appropriate. (If a caregiver cannot be reached, call the person designated to act in an emergency. Continue trying to reach the caregivers so they can assume responsibility for medical decisions.)
3. Record in writing:
4. Conditions existing at time of accident Order of events following the accident Names and addresses of witnesses
5. Medical attention, opinion or instructions received from caregivers
6. Notify the Council office as soon as possible (within 48 hours) by emailing customercare@gscnc.org.
7. 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, and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident. Contact the caregiver and ask them to come to the site or meet at the emergency room. If caregivers cannot be reached, call emergency contact. Continue trying to reach the caregiver or emergency contact.
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 as soon as possible: 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 the **EMERGENCY ANSWERING SERVICE AT: 1-888-288-1784.**

Please donate to SHARE today

SHARE

impacts every
Girl Scout and volunteer
in our council.



What SHARE Funds

Financial Assistance

Covers membership and troop dues, girl supplies, camperships, and program fees. \$500 supports a year of Girl Scouting.

Volunteer Assistance

Provides free and reduced cost training for volunteers. \$100 helps a volunteer receive training and resources.

Camp

Maintains our eight camps, high adventure activities and ensures every girl has the chance to enjoy the outdoors. \$1000 helps get Girl Scouts to sleep away camp.

Program

Supports troop and camp programs, STEM, life skills, entrepreneurship and leadership training. \$250 helps a girl travel on a Girl Scout destination.

