

# Leader Resource Guide

This manual is the property of Girl Scouts Louisiana East

# Names and Phone Numbers

## My Web of Support

<p><b>My Council is</b> Girl Scouts Louisiana East</p> <p>Corporate Headquarters: 841 S. Clearview Pkwy. New Orleans, LA 70121 (504) 733-8220 · (800) 644-7571 Fax: 504.733.8219</p> <p>Regional Service Center: 545 Colonial Drive Baton Rouge, LA 70806 (225) 927-8946 · ( 800) 852-8421 Fax: (225) 927-8402</p>	<p>The Girl Scouts Louisiana East official website is <a href="http://www.gsle.org">www.gsle.org</a>.</p> <p>Each staff member's e-mail address is: the first initial and their last name@gsle.org. For example, Juliette Low's address would be jlow@gsle.org</p>
<p><b>My Membership Executive is</b> Name _____</p> <p>Phone _____</p> <p>Appoints volunteers Accepts and processes applications for all new adults Helps resolves concerns or problems Clarifies any council policies and/or procedures Provides approval for troop activities Provides ongoing council support for leaders and Service Units Along with Service Unit Troop Organizers, assists in placing girls in troops</p>	<p><b>My Service Unit is #</b> _____ <b>and it</b> Meets each month Provides training and program information Exchanges ideas with other leaders Plans Service Unit activities Informs me about council plans and updates</p> <p>When _____</p> <p>Where _____</p> <p>Time _____</p>
<p><b>My Service Unit Administrator</b> Is the volunteer who oversees administration of Girl Scouting in my Service Unit Advises and guides volunteers in the Service Unit Plans and conducts monthly Service Unit meetings Recruits Service Unit Team members</p> <p>Name _____</p> <p>Phone _____</p>	<p><b>My Service Unit Membership Chair</b> Develops membership strategies with the Membership Executive Conducts recruitment events Works with SU Troop Organizer to implement membership strategies Supports the SU Registrar</p> <p>Name _____</p> <p>Phone _____</p>

<p><b>My Service Unit Troop Organizer</b>          Is the volunteer who organizes troops and groups in my Service Unit          Assists in locating meeting places and sponsorships where available, if needed          Along with the Membership Executive, assists in placing girls in troops          Name _____          Phone _____</p>	<p><b>My Service Unit Registrar</b>          Is the volunteer who processes all registrations for girls and adults in my Service Unit          Is <b>the</b> person in the unit who can register girls and adults          Maintains records of registered girls and adults in my Service Unit.          Name _____          Phone _____</p>
<p><b>My Service Unit Annual Family Giving Captain</b>          Coordinates and executes an Annual Family Giving Event prior to the end of the calendar year.          Provides training and support to Troop Campaign Managers.          Monitors and reports troop campaign activity.          Works with Regional Chair to meet the Service Unit Family Giving Campaign goal.          Name _____          Phone _____</p>	<p><b>My Service Unit Training Chair</b>          Is a trainer for the council.          Keeps up-to-date records of who completes trainings.          Is knowledgeable about the various training opportunities provided.          Name _____          Phone _____</p>
<p><b>My Troop Committee</b></p>	
<p>✧ Troop Product Sales Manager          Name _____          Phone _____          ✧ First-Aider          Name _____          Phone _____</p>	<p>✧ Troop Annual Giving Campaign Manager          Name _____          Phone _____          ✧ Troop Camping Consultant          Name _____          Phone _____</p>
<p><b>Other Important People:</b>          Name _____          Responsibility _____          Phone _____          Name _____          Responsibility _____          Phone _____</p>	<p><b>My Troop Meeting</b>          Day Time _____          Place _____          Troop Number is _____</p>

# Leader Resource Guide

Published by  
Girl Scouts Louisiana East

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Board Chair  
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Chief Executive Officer

Council headquarters is in New Orleans, and a regional service center is located in Baton Rouge. Girl Scouts Louisiana East serves the parishes of Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Washington, West Baton Rouge, and West Feliciana. It is funded by voluntary philanthropic support, fees for services, the cookie and fall product sales, and the United Way in selected parishes. We are an EEO/AA organization. Diverse populations and individuals with disabilities are encouraged to join.

# Table of Contents

Welcome	1	Girl Placement in Troops	26
The Purpose of Girl Scouts	2	Registering a Girl Scout Troop	26
The Promise	2	Troop Finances	26
The Law	2	Record Keeping for the Troop	27
Mission Statement	3	Troop File Audit	27
Motto	3	Authorization for Bank Account	27
History	3	Troop Budgets	27
Diversity, Pluralism, and Girl Scouting	4	Troop Finance Reports	27
Outreach Program	6	Troop Money Earning	28
Leadership is The Girl Scout Promise and Law in Action	7	Disbanding Troops	28
Girl Scout Leadership Experience	7	Fall Product Sales	29
The Leader's/Advisor's Network	8	Cookie Sale Activity	29
World Association of Girl Guides & Girl Scouts (WAGGGS)	8	Financial Assistance	30
Girl Scouts of the United States of America (GSUSA)	9	Adult Training and Recognitions	30
Girl Scouts Louisiana East (GSLE)	9	Training Registration Procedures	30
Regions	9	Training Course Schedule	31
Service Units (SU)	10	Troop Leadership Training	31
Service Unit Team (SUT)	10	First Aid Training	32
Troop	11	Troop Camping Training	32
Girl Scout Leader/Advisor	11	Other Trainings	33
Leader/Advisor Appointment Procedures	11	Adult Recognitions	33
Troop Management Procedures	12	Troop Outings and Trip Procedures	34
Adult Leadership	12	Adults/Leadership	34
Child Abuse Reporting Procedures	13	Approval and Required Forms	34
Crisis Communication Procedures	14	Troop Trips of Three Nights +	35
Activities	14	Health and Safety	35
A Group of Girls	15	Transportation	35
Meeting Place	15	Water Activities Procedures	35
Parent/Guardian Meeting	18	Child Passenger Restraint	36
Troop Committee	20	Hired...Vehicle Insurance	36
Troop Partnership	22	Activity Insurance	37
Girl Planning	22	Fund Development	38
Progression	22	Council Program Opportunities	41
	23	Council Properties	47
	24	Girl Scout Merchandise	49
	25	Publications	51
	25	Glossary	53
	25		

## Welcome!

Welcome to Girl Scouting, where we build girls of courage, confidence, and character, who make the world a better place. You are now a member of Girl Scouts Louisiana East and a part of the largest organization in the world that serves girls, Girl Scouts of the USA! Girl Scout leaders have been at the heart of Girl Scouts since its founding in 1912, when Juliette Gordon Low recognized that developing girls' leadership abilities was critical for ensuring they would be the change-makers of the future. Since Juliette Low's time, the world has changed dramatically. Social, cultural, and economic shifts that once took shape over a generation or more are now rapid and often have a global impact. Our complex and uncertain world clearly requires a new kind of leader—one who values diversity, inclusion, and collaboration and is committed to improving neighborhoods, communities, and the world. Girl Scouts is, as it always has been, the organization best positioned to offer girls the tools they need to be successful leaders now and throughout their lives.

Your role as a Girl Scout Leader will be to guide the girls in your troop or other pathway in their leadership journey as they discover their power, enthusiasm, and aptitudes within themselves, their community, and the world. If you choose, you also have the opportunity to work with other adult volunteers by serving on your Service Unit Team, as a Council Trainer, or in one of the many other adult positions Girl Scouts Louisiana East offers.

This *Leader Resource Guide* is a source for you to use as you become familiar with the Girl Scout Program. It also provides all the basic information you need about the council, membership, finances and more. To help make this a more useful tool, take notes in it and mark the pages you use frequently.

Being a Girl Scout Leader is a wonderful experience, but should you have any questions or problems you can refer to the inside cover for the network of people that can assist you.

Thank you for helping Girl Scouts Louisiana East provide Girl Scouting to the girls within the council.

## The Purpose of Girl Scouts

We, the members of Girl Scouts of the United States of America, united by a belief in God and by acceptance of the Girl Scout Promise and Law, and inspired by the aims of the Founder of the Scout Movement, Lord Baden-Powell, and of the Founder of the Girl Scout Movement in the United States, Juliette Low, Do dedicate ourselves to the purpose of inspiring girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.

Excerpt from the *Preamble to the Constitution of GSUSA*

### **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.

### **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.

### **Mission Statement**

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

### **Motto**

"Be prepared"

## **Girl Scout History**

Founded	Juliette Gordon Low organized the first group of girls on March 12, 1912 in Savannah, Georgia.
Incorporated	Washington, D.C. on June 10, 1915
Chartered	By the United States Congress on March 16, 1950

## Diversity, Pluralism, and Girl Scouting

Girl Scouts sees diversity and pluralism as critical, and strives for both.

Diversity and pluralism have different meanings.

- ✧ Diversity is the state of being different or diverse.
- ✧ Pluralism brings together diverse people who maintain their differences within a group or organization. Pluralism means believing that members of society have more in common than not, that no particular culture or group is better than another, and that feeling pride in one's own heritage does not imply feeling superior to others. Pluralism means being inclusive and respectful of people or groups with different backgrounds, experiences, and culture. In a pluralistic organization like Girl Scouts, we develop common traditions while respecting diversity and individual differences and the preservation of everyone's cultural heritage and individual rights.

Diversity in Girl Scout troops/groups should reflect the diversity of socio-economic, racial, ethnic, cultural, religious and disability groups in the community. Whenever possible, troops and groups should include girls from different age and grade levels. (See *Safety-Wise*, Standard 19.)

Girl Scouts brings girls together from different racial, ethnic, religious and socio-economic backgrounds as well as varying levels of physical and mental abilities. Girl Scouts is an organization that recognizes the strength in diversity and the value of learning to live in a pluralistic society. Pluralism is an important part of realizing the goals of Girl Scouting. A girl who works and plays with people different from herself, who celebrates differences and adapts to change, will develop the strength of character, the understanding and leadership ability needed to succeed in an increasingly global society.

Through Girl Scouting, leaders have a unique opportunity to help girls prepare for their future, a time when we will all live and work in increasingly diverse communities. Activities in the handbook and leaders' guides provide meaningful ways to discuss and experience the diversity of people living locally and globally, now and for the future.

Within Girl Scouting, members will have differences in:

- ✧ Family structure: People in the family including parents, guardians, children, other relatives.

- ✧ Race: Any of a variety of people distinguished by the frequency with which certain hereditary traits appear among its members.
- ✧ Cultural heritage or ethnic background: A sense of being different from other groups because of cultural tradition, ancestry, national origin, history, or religion.
- ✧ Education: Knowledge or skill level acquired; usually includes level of schooling attained and/or educational degrees awarded.
- ✧ Family mobility and background: Locale of origin or current place of residence; urban, metropolitan (city) versus country, low-populated (rural) environment; implies potentially different ground rules and/or life skills.
- ✧ Parental involvement: You may not prevent a girl from joining a group simply because her parents or guardians do not volunteer.
- ✧ Spiritual or religious affiliations: Spiritual character; quality or nature; values; religious beliefs
- ✧ Income: Amount of household income respective to statistical "norms."
- ✧ Physical/mental abilities: Talent; being able or having the power to do something physical or mental. Physical challenges: When one or more parts of a human body need(s) extra effort or augmentation to perform as expected; may require use of alternative physical senses.
- ✧ Physical size: Having a body larger or smaller than a commonly accepted "norm" for a given age group.
- ✧ Politics: Passive or active support of a particular viewpoint concerned with government, the state, or the science and art of government.

A commitment to pluralism is part of the Girl Scout Promise (to help people), and in the Girl Scout Law (to respect myself and others).

Girl Scout program resources contain many activities that will help girls explore attitudes about differences and help them identify and eliminate prejudicial behavior in themselves and others.

Leaders/Advisors can provide a positive environment for these explorations by:

- Selecting a troop committee and consultants that reflect your community's diversity.
- Developing your own knowledge, skills, and attitudes.
- Helping girls choose activities that allow them to learn about themselves and others in their day-to-day Girl Scout environment.
- Respecting differences when planning activities by choosing a meeting place comfortable for all; respecting religious holidays; considering special dietary needs and individuals with disabilities.

- Encouraging feelings of pride in a girl's own heritage.
- Praising and encouraging expressions and behavior in girls that demonstrate respect for others.
- Helping girls develop a sense of social responsibility and concern that extends beyond one's own family or group.

## Outreach Programs

Girl Scouts Louisiana East is recognized for innovative programs to meet specific needs of girls in their communities. The goals of the Girl Scout outreach programs are:

- \* To provide key experiences for the healthy development of girls
- \* To help girls develop a sense of physical and emotional safety
- \* To encourage relationship building
- \* To foster meaningful participation
- \* To provide opportunities for community involvement
- \* To create challenging, learning experiences that will help participants build life skills.

## Leadership is The Girl Scout Promise and Law in Action

The role of a leader/advisor is to help build girls of courage, confidence, and character through their experiences in Girl Scouting. The leader/advisor puts the Girl Scout Promise and Law into action through their attitude, conduct, and appearance. Leaders/advisors provide a model for each girl to see how the values stated in the Girl Scout Promise and Law apply to every day actions. What they see will impact future behaviors.

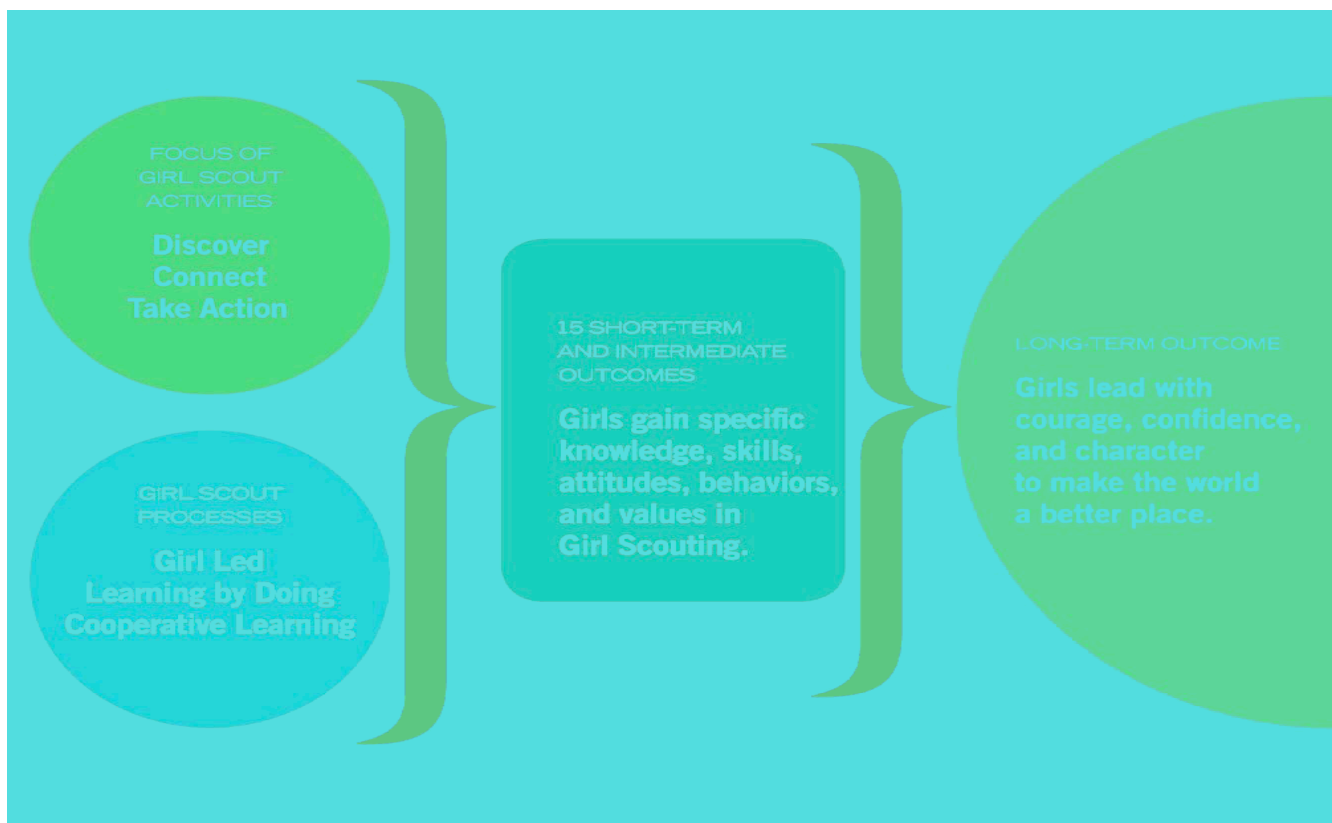
<b>To be honest and fair.....</b>	
Admit any errors you have made. Treat girls with equality. Expect the girls to take cookie orders on the first day of the sale, not before	Don't cover-up your mistakes. Don't show favoritism. Don't allow girls to start the cookie sale before the assigned date.
<b>Be friendly and helpful.....</b>	
Challenge girls to be their best. Give positive reinforcement.	Don't judge girls' work by adult standards. Don't criticize honest efforts as not good enough.
<b>Be considerate and caring.....</b>	
Use the quiet sign and speak softly. Work cooperatively with your co-workers. Show how all opinions can be heard and respected. Correct inappropriate behavior in private.	Don't raise your voice to be heard over the girls. Don't exhibit open conflict, rude or inconsiderate behavior toward co-workers. Don't discipline girls publicly.
<b>Be courageous and strong...</b>	
Stand up for what is right.	Don't be a follower when you know the "leader" is wrong.
<b>Be responsible for what I say and do...</b>	
Keep your promises and be dependable. Show responsibility to commitments.	Don't let girls or your co-workers down by not being there or not carrying through.
<b>Respect myself and others...</b>	
Help girls learn healthy habits. Encourage balanced menus, exercise and physical activities. Promote the benefits of a drug-free life style.	Don't allow any adults to smoke or drink alcoholic beverages when girls are present. Don't encourage unhealthy snacks.
<b>Respect authority</b>	
Use <i>Safety-Wise</i> for all activities. Park and walk in camp.....	Don't bend the rules by ignoring <i>Safety-Wise</i> and council guidelines. Don't drive in camp.
<b>Use resources wisely...</b>	
Reduce, reuse, and recycle. Learn how to compost.	Don't just mindlessly throw things away. Think: Can I use this again? Can I make this into something else?
<b>Make the world a better place...</b>	
Wear clothing appropriate for the activity. Wear clothes that express the Girl Scout values and safety guidelines	Don't wear shirts, etc. showing inappropriate slogans or pictures.
<b>Be a sister to every Girl Scout...</b>	
Treat others as you would want to be treated.	Don't talk about others. Keep negative comments to yourself.

## Girl Scout Leadership Experience

The new Girl Scout Leadership Experience engages girls in **discovering** themselves, **connecting** with others, and **taking action** to make the world a better place. The Leadership Experience begins with a definition of leadership that girls understand and believe in: a leader, girls say, is defined not only by the qualities and skills one has, but also by how those qualities and skills are used to make a difference in the world.

Research suggests that the youth development field is moving from the model of one individual leader to a model of shared leadership. This more inclusive and empowering approach is also the one girls value most (see *Exploring Girls' Leadership*, Girl Scout Research Institute, 2007: [http://www.girlscouts.org/research/publications/reviews/exploring\\_leadership.asp](http://www.girlscouts.org/research/publications/reviews/exploring_leadership.asp)). It encourages girls to take increasing responsibility for designing and implementing activities, and results in extensive opportunities for them to see how their actions can impact the lives of others.

To develop and evaluate this model objectively, youth development experts, volunteers, and council and national staff identified 15 anticipated outcomes, or benefits, of the Leadership Experience. Tying the new program experience to outcomes serves three vital functions: to measure the impact of the experience; to determine what modifications are needed; and to communicate, to internal and external audiences, how girls are benefiting.



## The Leaders'/Advisors' Network

"Girl Scouting and Girl Guiding can be the magic thread which links the youth of the world together." Juliette Low

### World Association of Girl Guides & Girl Scouts (WAGGGS)

All 145 countries that have Girl Scouts or Girl Guides are united in WAGGGS. Through GSUSA's membership in WAGGGS, all Girl Scouts are members of the international movement. All who participate in the international program supporting world friendship, wear the World Trefoil Pin, and fly the World Flag.

### Girl Scouts of the United States of America (GSUSA)

The purpose of GSUSA is to promote the Girl Scout Movement in the United States of America, which includes the United States, its territories, and possessions, by directing and coordinating the Movement and by providing and administering the Girl Scout program in accordance with the purposes set forth in its Congressional Charter. GSUSA sets policies, standards, guidelines and develops program for Girl Scouting in the United States. GSUSA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS).

### Girl Scouts Louisiana East (GSLE)

Our local council, Girl Scouts Louisiana East, provides a network of support for the leader through employed staff and an organization of local volunteer service unit teams. The leader receives ongoing support for successful troop organization and programs. In addition, the council provides interpretation of council and GSUSA operations, opportunities for adult learning and sharing, access to program resources, outdoor program and facilities, information through the council publications and website, council sponsored activities and access to community sponsored program activities.

Chartered by Girl Scouts of the USA, GSLE is responsible for making Girl Scouting available to every girl, age 5 to 17 years, in 23 parishes. The council's charter is dependent upon successful achievement of this objective. The council is governed by a Board of Directors, composed of outstanding community volunteers, elected by the adult membership. The Board establishes goals and policies and oversees fund raising

and fiscal affairs. The Chief Executive Officer is responsible to the Board of Directors for day-by-day operations of the council.

GSLE's corporate headquarters is in New Orleans, and a regional service center is located in Baton Rouge. Girl Scouts Louisiana East serves the parishes of Ascension, Assumption, East Baton Rouge, East Feliciana, Iberville, Jefferson, Lafourche, Livingston, Orleans, Plaquemines, Pointe Coupee, St. Bernard, St. Charles, St. Helena, St. James, St. John, St. Mary, St. Tammany, Tangipahoa, Terrebonne, Washington, West Baton Rouge, and West Feliciana.



## Regions

The Council is divided into four geographic regions that exist for the purpose of assigning geographic territory to membership staff. A team of membership executives is assigned to each region. Each team is accountable for meeting membership retention and extension objectives and for staff support to family giving campaign objectives.

The regions are:

Region 1 - Ascension (Gonzales, Prairieville); East & West Baton Rouge; East & West Feliciana; Iberville; Livingston (Denham Springs, Watson, Walker); and Pointe Coupee parishes

Region 2 - Ascension (Donaldsonville & Sorrento), Assumption, St. Charles, St. James, St. John, Lafourche, Terrebonne, and St. Mary parishes

Region 3 - Livingston (except Denham Springs, Watson, Walker); St. Helena, St. Tammany, Tangipahoa, and Washington parishes

Region 4 - Jefferson, Orleans, Plaquemines, and St. Bernard parishes

## Service Units (SU)

The Service Unit is a geographical subdivision of a region of Girl Scouts Louisiana East. It provides an avenue by which the primary services (organizing troops and providing direct services to girls and Girl Scout troop leaders) of the council are delivered. Each service unit meets on a regular basis to discuss council matters, make plans for unit and inter-troop activities, exchange ideas and learn new skills. Each troop **must** be represented at the monthly service unit meetings.

## Service Unit Team (SUT)

The Service Unit Team in each service unit is a team of volunteers who are responsible for assuring continuity of the Girl Scout program. Providing every girl in grades kindergarten through 12th grade with the opportunity to be a Girl Scout and providing a positive Girl Scout experience for members are the most important aspects of their responsibilities.

The Service Unit Administrator oversees administration of Girl Scouting in the Service Unit, advises and guides volunteers, plans and conducts monthly meetings, and recruits SUT members.

The rest of the team consists of the following positions and responsibilities:

- ✧ Membership Chair - Assists the Membership Executive in the execution of the membership strategies for the SU. Works with the Troop Organizer and Registrar coordinating recruitment meetings and ensuring registrations are received in a timely manner. Promotes Early Bird registration.
- ✧ Troop Organizer - Responsible for the recruitment of leaders and organizers of troops. Responsible for placing referred and interested girls in troops.
- ✧ Troop Recruiter - Assists the Troop Organizer with the recruitment of girls.
- ✧ Registrar - Processes all registrations for girls and adults in the SU. To ensure the submission of complete and correct paperwork, she/he is the only person in the unit who can register girls and adults. Maintains records of all registered girls and adults in the Service Unit.
- ✧ Troop Consultants - Responsible for helping new leaders get started. Conducts support training sessions with new leaders, assists with developing resources, maintains ongoing contact with assigned troop and assists with solving problems and conflicts.

- ✧ Service Unit Annual Giving Captain - Organizes and hosts an Annual Family Giving Event prior to the end of the calendar year. Provides training and support to Troop Campaign Managers. Monitors and reports troop campaign activity. Works with Regional Chair to meet the Service Unit Annual Giving Family Campaign goal.
- ✧ Training Chair - Facilitates adult learning of the Girl Scout program. She/he maintains records of leaders' participation in trainings for the SU and ensures that volunteers understand when and where they can obtain training for their position.
- ✧ Product Sales Chair - Manages and promotes the Council's product sales within the unit. She/he trains and supports the troop product sales manager and is accountable to the service unit administrator/area product sales manager.
- ✧ Publicity Chair - Promotes service unit and troop activities to local media outlets. Assists the council communication's department in presenting a positive, contemporary image of Girl Scouting to the local media.
- ✧ Other service unit level volunteer positions that are not accountable to the service unit manager: Delegate elected by registered adult members to be voting members of the corporation. The delegate's job is to represent the membership at the council meetings; elect the council Board of Directors, Officers, and Board Development Committee; to vote on the by-laws and articles of incorporation; and to give general direction to the board. Delegates are elected by the service unit constituency annually. The number of delegates per unit is based on girl membership in the unit as of December 31.

### Troop/Group\*

\* Troop/Group refers to the group of girls registered to either a Girl Scout troop or Girl Scout group during a membership year. From this point forward, rather than using "troop/group" in this publication, the word "troop" will be used to encompass both classifications.

According to the Blue Book of Basic Documents 2006, the only requirements for membership is that girls are in grades kindergarten-12th, accept the Promise and the Law, and pay annual membership dues. Upon joining, girls choose any one, all, or some of the Girl Scout Pathways to participate in within a single year.

Girl Scout Pathways (Pathways) are the various ways girls and adults participate in Girl Scouting. The most popular pathway in the Girl Scout program is the troop. It's where girls, in an accepting and nurturing environment, learn to live by the Girl Scout Promise & Law. In the troop, girls build character and skills for success in the real world and they discover the fun, friendship, and power of girls together.

### Girl Scout Leader/Advisor (Refer to Standard 13 in *Safety-Wise*.)

The Girl Scout leader (01) is the foundation for success within the Girl Scout program. Leaders/Advisors are successful role models who deliver the Girl Scout program in accordance with the standards of Girl Scouts of the USA (GSUSA).

She is the trained volunteer appointed annually by the Membership Executive. The leaders'/advisors' responsibilities include the following:

- Determine the meeting day, time and frequency based on needs and availability of the girls and the other leaders in the troop. Send each parent a written note welcoming their daughter to the troop, listing troop meeting day, time and location, leaders'/advisors' names and phone numbers, requesting parents' assistance for specific tasks and noting any other important information.
- Hold a troop parents' meeting and request and secure volunteer assistance for the troop, if needed. Some of these adults may be a part of the troop committee.
- Distribute a girl registration form and a health history to each parent to complete and sign. Collect the completed and signed forms and registration fees.
- Make certain adult registration forms and health history have been completed by leaders/advisors, assistant leaders/advisors, troop committee members, and other volunteers. Submit completed registration forms and fees to the Service Unit Registrar by their due dates.
- Set goals for the year with the girls and other leaders/advisors, help girls brainstorm possible activities, and prepare a tentative troop budget. Assure dues and money earned activities are determined based on these tentative plans.
- Conduct regular troop meetings that support progressive leadership development. Assure that activities are girl-led, learned by doing, with cooperative learning, and based on the girls' needs and interests.
- Take necessary training.
- Acquire necessary troop support materials including *Safety-Wise*; *Journeys Leader's Guide* and other appropriate materials. Funding for these materials should come from the troop funds.
- Evaluate troop activities using the Girl Scout Leadership Experience model as measures of success and growth.
- Attend and actively participate in Service Unit meetings to exchange information, express the needs of girls, participate in unit plans and decisions, and receive up-to-date information about the unit, region, and council. If you can't attend a meeting, plan to send a troop representative.
- Provide opportunities that help girls develop understanding of the value of diverse cultures and races through activities within and beyond the troop.

- Observe and enforce Girl Scouts of the USA and Girl Scouts Louisiana East policies, standards and procedures to ensure the health and safety of girls and the integrity of the Girl Scout program.
- Convey information about council funding to parents and demonstrate personal commitment by contributing to the council's Annual Family Giving Campaign and participating in the council sponsored product sales.
- Maintain appropriate troop records, submit applications for approval when required and file other reports as needed.

## Leader/Advisor Appointment Procedures

All 01's, 02's, Troop Camping Consultants, Product Sales volunteers, and any other program volunteers need to complete this process.

The appointment process will be completed by "Single-Entry System" shown here.

Step	Description	Person responsible	Materials needed
1	Welcome	Membership Executive Or Designated volunteer (SU team members)	<ul style="list-style-type: none"> <li>• Volunteer application (5 reference forms must be filled out completely &amp; returned)</li> <li>• Job description</li> </ul>
2	Information Gathering		
3	Interviewing		
4	Background Screening	Council	
5	Notification	Membership Executive	Letter of agreement/ appointment
6	Orientation	GSUSA	Online <a href="http://training.girlscouts.org">http://training.girlscouts.org</a>
7	Support Sessions	Membership Executive & Service Unit Team	<i>Resource Guide</i> <i>Safety-Wise</i>
8	Training/Learning	Facilitator	Girl Scout Leadership Essentials
9	Recognition/Appreciation	Adult Development Director	Committee members
10	Reassignment/Reappointment	Membership Executive	Letter of appointment

- 1 - 3. Volunteer participates in an interview and completes a "Volunteer Application" with a Membership Executive or a designated volunteer.
4. References are contacted and appropriate screenings are conducted.
5. Leaders/advisors are officially appointed for a one year period, based on satisfactory completion of references and screenings.
- 6 - 8. Leader/advisor completes GSUSA online orientation, support training from Membership Executive or designated volunteer, and leadership training from a facilitator.
9. Re-appointment occurs annually subject to satisfactory performance.

10. The "Volunteer/Leader Expectations/Performance Appraisal Worksheet" is completed and agreed upon by the leader/advisor candidate and service unit manager or membership executive. A new "Volunteer/Leader Expectation/Performance Appraisal Worksheet" is completed each year and further training taken as appropriate.

## Troop Management Procedures

### Troop Organization Elements

There are specific basic elements for troop organization that should be in place to support a vital, community-based troop with a strong, safe Girl Scout program.

### Adult Leadership

One female adult must be identified as the primary leader (01) on the troop registration form. Each troop must have at least one assistant leader/advisor (02). Adult male volunteers can serve as an (02) assistant leader/ advisor. Leaders/advisors must be at least 18 years of age. Adults involved in the direct delivery of Girl Scout program, the primary (01) and assistant leaders/advisors (02), and troop cookie managers must complete the screening process, GSUSA orientation, council support sessions, and must receive basic leadership training within 30 to 60 days of appointment.

#### \* Affirmative Action

There shall be no discrimination against an otherwise qualified adult volunteer by reason of race, color, ethnicity, sex, creed, religion, age, citizenship, national origin, disability, genetic test results, marital or socio-economic status. In addition, to ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers. Special emphasis shall be placed upon securing representation of underrepresented population groups.

#### \* Selection

Every adult volunteer is selected on the basis of qualifications for membership, willingness to accept and perform the duties defined in the volunteer position description, commitment to actively support Council fund development, and willingness and availability to complete mandatory training for the position. Consistent with the law, Girl Scouts Louisiana East does not appoint or retain volunteers who have been convicted of crimes of violence (such as, but not limited to, assault, battery, rape, murder or manslaughter), drug dealing (including the possession of controlled substances with intent to sell), child abuse/endangerment or any other crime directly related to the performance of the specific job. The Council conducts pre-appointment and/or post-appointment screening appropriate for the volunteer

position on volunteers as recommended by GSUSA and according to Federal and State laws. Operational and policy-making volunteers are required to complete the appropriate volunteer application and authorizations for the appropriate screening process.

★ Placement

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the Council. Individuals not placed in a position for which they applied may be recommended for other positions and they may request reassignment. Each volunteer position will have a written position description that defines specific responsibilities, term of appointment, and qualifications. The position description provides the basis for performance review and evaluation. Reappointment takes place after completion of a satisfactory performance review and mutual acceptance of position accountabilities, expectations, and a time commitment.

★ Anti-Harassment

Harassment based on race, color, ethnicity, religion, sex, national origin, age, disability or genetic test results is a violation of the law and the Council expressly prohibits any form of harassment on these bases.

★ Anti-Sexual Harassment

The Council is committed to provide volunteers with an environment free from sexual harassment. Sexual harassment has been defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." It is against the organization's policies for any volunteer, male or female, to sexually harass another volunteer, employee, or Girl Scout member of the same or opposite sex. The Council reserves the right to refuse membership endorsement, appointment or reappointment, and to dismiss or suspend from affiliation with the Council any volunteer who, in conducting the Girl Scout program, advocates, solicits, or promotes a personal lifestyle or sexual orientation.

★ Anti-Child Abuse

The Council supports and maintains environments that are free from child abuse and neglect as defined by the Child Abuse Prevention and Treatment Act. Child abuse and neglect are unlawful acts and it is against the Council's policy for any volunteer, male or female, to physically, sexually, or mentally abuse or neglect any girl member. Volunteers are expected to follow Council procedures for reporting suspected child abuse. The Council will refuse membership endorsement, appointment or reappointment, and dismiss or exclude from affiliation with the Council, any volunteer who is found guilty and/or has been convicted of child abuse or neglect.

★ Substance Abuse

Drugs (other than prescription medication) or alcoholic beverages shall not be used on a Girl Scout sponsored activity when children are present. Smoking is not allowed in the

presence of girls. Violation of the Council's policy regarding drugs or alcohol will result in immediate termination of the services of a volunteer.

★ Formal Problem Resolution Policy

The Council maintains an open door policy regarding volunteer concerns. Most complaints and concerns can be resolved when they are brought to the attention of the operational volunteer's immediate supervisor through informal communications. When an operational volunteer and her/his immediate supervisor are unable to resolve a concern through informal efforts, the formal problem resolution procedure may be initiated by the operational volunteer without fear of jeopardizing her/his status. Once initiated, the procedure may be terminated at any time by the operational volunteer. To enact the formal problem resolution process, an operational volunteer submits the concern in writing, to Chief Membership Officer (CMO) of the Council. The CMO will investigate the concern, consult with the immediate supervisor and the chief executive officer, and resolve the problem within a maximum of 15 days from the date the written concern was received by the CMO.

★ Termination

Any volunteer may terminate her/his services upon written notification to the supervisor. The Council may terminate the services of a volunteer for reasons including, but not limited to: indebtedness beyond forty-five (45) days to the Council; restructuring or elimination of volunteer positions; the inability or failure to complete the requirements or perform the duties of the position; the refusal to comply with or support Council or GSUSA policies standards, goals, and procedures; the refusal to support the mission and values of the organization or conduct contrary to the mission and values of the organization such as, but not limited to, malicious gossip, derogatory attacks on another, theft, fraud or dishonesty.

★ Privacy and Confidentiality

Privacy: The Council is committed to the responsible collection, management and use of personal information provided by members. The Council limits the use of personal information to conducting the business of Girl Scouting except for disclosures required by law. The Council uses reasonable measures to ensure the security, confidentiality and integrity of personal information and guard against unauthorized access or use. Employees or members who violate Council security procedures will be subject to disciplinary action, which may include termination.

Confidentiality: Volunteers must not disclose names, addresses, phone numbers, and other information about adult and girl members to any individual or business outside of Girl Scouting or publish this type of information about adult and girl members on the Internet without expressed written consent applicable and limited to a specific use.

## Child Abuse Reporting Procedures

Child abuse is a crime that must be reported immediately. You need only to suspect abuse to make a report. First, call the state Child Protection Agency at the number listed below. Then complete an "Incident/Accident Report" and submit it to your Membership Executive or the nearest council office. This form is used for Girl Scout council records only.

***Every Mandatory Reporter has to follow up each Oral Report (the call to either law enforcement or OCS) with a Written Report to the OCS office within five days of the initial Oral Report. Children's Code Article 610-D***

Responding to the Child:

- Do not panic or express shock, but treat what the girl has said as fact.
- Use child's vocabulary (do not interpret with adult language).
- Assure her it is not her fault and that it is important that she told someone about it.
- Be sympathetic and nonjudgmental.
- Respect the privacy of the child, but don't promise "not to tell." ***Don't promise that "you will fix it or everything will be ok."***
- The child will need to tell her story in detail to investigators, so don't press her for details.

Reporting to Authorities:

AN ORAL REPORT SHOULD BE MADE IMMEDIATELY (see listing below). Volunteers and council staff are considered mandated reporters. Reporters are not required to identify themselves when providing information on suspected child abuse and/or neglect. However, the Child Protection Agency holds the name of the reporter in strictest confidence. The reporter's name may be helpful for follow-up. Give all information on the child that you know, such as:

- Name, age and address of the child
- Parents or person responsible for child's care
- Nature and extent of abuse
- Explanation given by caretakers (if given)
- Perpetrator's identity (if known)
- Any additional information that may be helpful

*Louisiana Children's Code, Title VI, Child in Need of Care:*

*CHC 601. The purpose of this title is to protect children whose physical or mental health and welfare is substantially at risk of harm by physical abuse, neglect, or exploitation and who may be further threatened by the conduct of others, by providing for the reporting of suspected cases of abuse, exploitation, or neglect of children; by providing for the investigation of such complaints, and by providing, if necessary for the resolution of child in need of care proceedings in the courts.*

*CHC 611. Any person who in good faith makes a report, cooperates in any investigation arising as a result of such report, or participates in judicial proceedings authorized under the provisions of this Chapter, or any caseworker ...,shall have immunity from civil or criminal liability that otherwise might be incurred or imposed.*

Office of Community Services  
- 24 Hour Child Protection Hotlines -

East Baton Rouge	(225) 925-4571
Jefferson (East Bank)	(504) 736-7033
Jefferson (West Bank)	(504) 361-6083
Orleans	(504) 680-9000 or (504) 680-9001
Terrebonne	(985) 857-3634 (24 hour, weekend, holiday only)



## **Guidelines for Volunteers Directly Involved in a Crisis:**

### **CRISIS COMMUNICATION PROCEDURES**

Despite the best efforts of all concerned, any organization may, at one time or another, face a crisis situation. Consequently, all staff and volunteers of Girl Scouts Louisiana East are asked to observe the following guidelines should a crisis ever occur in our council.

A crisis might involve a serious accident or injury of a child during a Girl Scout event or reports of product tampering during our annual product sales. At this time, the spokesperson has the initial responsibility of assessing the situation, determining the severity and the extent of contacts to be made initially.

In a crisis, all media inquiries will be handled ONLY by a designated spokesperson from the Girl Scout Council. The designated spokespeople for the council are the council's Chief Executive Officer, Board Chair, and members of the staff leadership team (Vice Presidents of communication, membership, program, property, finance, human resources, and fund development). Should any board member, employed staff member, or volunteer become aware of a crisis situation involving Girl Scouts, a call should be made immediately to the **Council Service Center**, during business hours, 8:30 a.m. to 4:30 p.m., Mon. through Fri.; summer hours are 8:30 a.m. to 5:30 p.m. Mon. through Thurs., 8:30 to 11:30 a.m. Fri. or to the Council's **Crisis Hotline Number, 1-800-480-6386 or 504-457-2780**, if after hours, weekends, holidays. The crisis hotline phone attendant has the ability to alert a crisis team member for an immediate call back to you.

As a troop leader/advisor, you should have a current copy of the "Crisis Communication Contact Card." Copies of this card should be kept in your first aid kit and be available in your troop meeting place.

## **Guidelines for Volunteers Directly Involved in a Crisis:**

1. Give priority attention to providing all possible care for the injured.
2. Obtain doctor, ambulance, police, and clergy assistance as appropriate.
3. Call the appropriate phone number on the "Crisis Communication Card" to report the emergency and secure additional assistance.
4. Report to the spokesperson facts of incident (how many people were involved, if and who was sent to which hospital, etc.)

5. In the event of a fatality or other serious accident, always notify police. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
6. Make NO STATEMENTS to the media (press, radio, TV). Refer all media inquiries to the appropriate phone number listed on the "Crisis Communication Card."
7. Remain calm. Do not speak "off the record," lose your temper, reveal proprietary information, or place or accept blame.
8. Complete and submit an incident/accident report.

**Guidelines for Volunteers NOT Directly Involved in a Crisis:**

1. It is very important that only a few representatives speak for the council at a time of crisis. The only authorized council spokespeople are the council's Chief Executive Officer, Board Chair, and members of the staff leadership team (Vice Presidents of communication, membership, program, property, finance, human resources, and fund development).
2. Be sure to make NO STATEMENTS whatsoever regarding the situation.
3. Be courteous to any member of the media that may contact you, but refer them to the appropriate spokesperson. Inaccurate information or an expression of anger can destroy years of goodwill-building by the council.

## Activities

A minimum of two adults, one of whom is female and not living in the same household as the other adult, nor related, must be present for all Girl Scout activities. Both of the adults working directly with the girls must have gone through the screening process and completed appropriate training. The trained Troop Camp Consultant must be registered, complete the volunteer application process and must complete troop camping training for the job. The only exception to the above procedure is cookie booth sales; there needs to be two responsible adults, with at least one trained.

## A Group of Girls

- Every effort should be made to ensure diversity - race, religion, socio-economic, physical ability, multiple school grades - exists in the troop.
- Receive new or bridging members and bridge girls to the next age level. For example, a second grade girl enters the troop while a third grade Girl Scout Brownie bridges to a Girl Scout Junior troop.
- The recommended size of a Girl Scout troop is 5-15 Girl Scout Daisies; 10-25 Girl Scout Brownies; 10-30 Girl Scout Juniors; 5-30 Girl Scout Cadettes, Seniors, and Ambassadors.

## Meeting Place

The meeting place should be readily accessible to all girls. The site should be a safe, clean, secure environment. A community meeting place, such as a church, school, community center, should be used.

The meeting place, day, and time should be registered on the membership dues summary and updated by use of a "Data Change Form" if the troop moves or changes day or time of meeting.

### Meeting Place Checklist

(see *Safety-Wise* for details)

- \_\_\_ Is site central to girls?
- \_\_\_ Adequate protection from weather?
- \_\_\_ More than one exit?
- \_\_\_ Nearby phone?
- \_\_\_ Acceptable restroom facilities?
- \_\_\_ No dangerous facilities?
- \_\_\_ Lighted exterior (if night meetings)?
- \_\_\_ Pets secured (or animals that cause concern)?
- \_\_\_ Vermin/rodent free?

## Parent/Guardian Meeting

Parents and other adults who are involved and aware of the troop's program can provide key support as needed. As a leader/advisor, you must specifically ask for their support, keep them informed of the troop's needs, and provide a briefing of responsibilities when they assist the troop.

The Parent Meeting at the beginning of each Girl Scout year is important in setting the tone, determining direction and building workable partnerships early in the year.

Involving parents by getting commitments and enlisting them in activities early in the year makes your job much easier. If you need assistance with planning and carrying out this meeting, your service unit team and/or membership executive for your area are available to assist you with setting the date, time, location and format. Please notify them in advance so that they can make plans to provide assistance as needed.

Before the meeting:

- Decide which duties the parents might be of assistance in and which duties you would like to handle yourself. Make a large sign-up sheet with job descriptions for the Troop Committee members you are organizing.

- Arrange a meeting place and time that will get the best results. It could be an evening, after school, or a day on the weekend. Please consider schedules of parents and girls. Tell parents it is important that they attend to complete forms and pay registration.

- It is also a great idea to have a simple activity ready to occupy the girls while you are speaking with the parents.

Several days before the meeting, gather up supplies, forms (registrations, parent surveys, medical history, girl interest surveys) and other equipment you will need for this meeting.

On the day of the meeting, make plans to arrive at least a half an hour before starting time. You will need time to arrange the room, display handbooks and uniforms, and arrange forms and other handouts.

During the meeting:

- Introduce the leader/advisor, assistant leader/advisor, and members of the Service Unit Team, if present.

- Have nametags for all parents to fill out and wear. Allow them to introduce themselves and provide other information about themselves that could help you suggest

their place on the troop committee. You can also add a get acquainted game if time permits.

- Discuss the purpose of *Girl Scouting* (to build girls of courage, confidence, and character who make the world a better place), plan for activities, progress to higher levels, sister troops, bridging, finances, responsibilities of the troop committee, uniforms and insignia. Familiarize yourself with this information before attending the meeting. It's important for the parents to understand that *Girl Scouting* is not about parent and daughter bonding. Parents are deliberately limited in their involvement in troop activity. The *Girl Scout* program is designed to develop leadership skills in the girls through a leader that has been trained to facilitate the program.

- Distribute "To the Parents of a *Girl Scout*" and "Parent/Guardian Support Agreement."

- Explain possible troop projects and future plans; describe how they are decided upon (*Girl/adult* partnership planning).

- Explain the Journeys, recognitions and awards for the particular program grade level.

- Explain membership registration forms, membership fee, insurance, field trip driver requirements (drivers must have liability), insurance health forms, emergency procedures, and permission slip. Encourage parents to sign up too!

- Mention information about the uniforms and insignia costs. Talk about how the troop dues are used; answer questions about uniforms. Explain that uniforms are optional but encouraged and when they are to be worn.

- Answer any questions about troop meeting place and time. Explain that leaders are not responsible for seeing that girls get to and from the troop meeting. Decide what procedure you will follow if a girl is not picked up after a meeting. NOTE: Ask the parent to inform you privately if there is a custody issue.

- Indicate the kind of help that parents can provide to the troop. Parents working directly with the girls need to register as adult *Girl Scouts*. Anyone providing assistance to the troop, such as product sales or troop camping consultant, needs to complete a volunteer application and have it processed. Explain what is involved in council sponsored product sales, telephoning, arranging trips, refreshments, camping, transportation, and so forth. Be specific! Ask for specific commitments, then circulate the Troop Committee Sign-Up sheet.

### Troop Committee

The troop committee consists of parents/guardians or other adults who register to help with the troop. The leaders decide what help they need and what the specific duties of the troop committee will be. Refer to the "Troop Committee Sign-Up Sheet"

for ways they may help. They must accept the principles and beliefs of the Girl Scout Movement and be willing to become members.

### Troop Partnership

The troop partner may be a community organization, church, school, or business leader who recognizes the value of the Girl Scout program for the girls and the community. The troop partner may provide a meeting place, serve on the troop committee, provide opportunities for service, or other resources for the troop.

The troop leader/advisor and partner agree on the type of support that will be provided and how the troop can provide service in return for their support. A "Troop Partnership/Sponsorship Agreement" is completed and must be submitted to your Membership Executive for further processing. The leader/advisor may secure the troop partner or ask for assistance from their service unit team. Cash donations or gifts in-kind through Troop Partners cannot exceed \$50 per year.

### Girl Planning

Key components to the Girl Scout Leadership Experience are that all programs should be girl-led, they should learn by doing, and cooperative learning should be the norm. These norms set Girl Scouting apart from any other organization that girls may join. In soccer, for example, a coach sets the schedule and the practices while deciding who plays and when. In ballet lessons, the teacher directs her students. In Girl Scouting, the girls plan and make the decisions in partnership with their leaders/advisors. Girls plan their activities based on their interests with adult guidance and support. This girl/adult partnership in planning begins with very simple decision-making for very young or inexperienced girls. The partnership changes and matures as the girls grow older and/or gain experience in making and carrying out their own decisions. As they evaluate their successes and failures, girls become increasingly more confident and able to handle more complex decision-making and plans.

### Progression

Progression is built into the design of the Girl Scout Program. Age levels, program books and awards support progression in learning. Girls learn new skills step-by-step becoming progressively capable, independent leaders. It is important that the activity is appropriate for the girls' physical abilities and age level so that they are able to do it themselves, not watch the leaders/advisors do it. Progressive learning builds on previous activities and helps to ensure a sense of challenge and accomplishment for girls.

## Girl Placement into Troops

Service Unit Troop Organizers place girls into existing troops as well as form new troops where needed. Her/his job is to organize troops that will provide the best Girl Scout experience for every girl. All troops should include multi-age/grades, have a diverse group of girls/adults, and meet minimum standard troop size. (See *Safety-Wise* recommendations)

## Registering a Girl Scout Troop

A troop can register and girls can be added at any time of the year. It is important to register the troop or new girl(s) as soon as possible so that both the adults and the girls are covered by insurance. A minimum of five girls and 2 adults are needed to register as a troop. Existing troops and registered girls are encouraged to participate in Early Bird Registration Drive by submitting their re-registrations to the Council on or before May 15. We strongly urge troops to use cookie proceeds to register girls during the Early Bird period.

Each girl and adult pays annual membership dues of \$10. The membership dues are sent to Girl Scouts of the USA and are used to provide Girl Scout activity accident insurance for each member and to develop program resources, such as Girl Scout handbooks and leaders' guides. A membership year is from October 1 through September 30.

## Troop Finances

Troops learn group decision-making and responsibility by planning and funding their troop's activities. Troop funds come from the girls' dues, the council sponsored product sales, and approved money-earning projects. These funds are used to meet the troop's expenses such as: annual membership dues, troop meeting costs, program materials and supplies, program activity costs, leadership materials, and other troop needs. Troop funds are the property of the troop, not individual girls.

Troop money-earning projects will not be approved during the same time period as council sponsored product sales (Fall & Cookie Sales), Annual Giving, and United Way Campaigns.

## Record Keeping for the Troop

Leaders/advisors need a system to keep track of girl membership and attendance, payment of troop dues, current records of the troop's income and expenses, and records of each girl's achievements.

## Troop File Audit

Every troop has a troop file at the council office. This file includes membership registration forms, bank authorization letters, and "Troop Budget/Finance Reports." Each troop leader (01) is responsible for keeping troop files up-to-date by submitting all forms to the council in a timely manner.

## Authorization to Open or Change a Bank Account

Troops must have a bank account if their funds exceed \$250 or if they are participating in the council product sales in any troop year. For authorization to open or change a troop bank account, a "Request for Authorization to Open or Change Bank Account" is submitted by the troop leader to their Membership Executive or Service Unit Administrator. **At least five working days should be allowed for preparation of the memorandum that will be mailed to the leader/assistant leader giving authorization to open the account.**

## Troop Budgets

A proposed troop budget (the leaders' estimate of the year's expenditures) must be filed in duplicate with the Service Unit Administrator no later than six weeks after troop meetings begin. The troop budget is developed by the girls with guidance from the troop leader(s). The troop should use the "Troop Budget/Finance Report" form. A current troop budget **MUST** be on file with your Service Unit Administrator prior to approval of activities such as camping, troop trips, and money earning activities.

Troops are encouraged to plan in advance how their money will be spent throughout the year (i.e. trips, events, service projects). Troops are not required to spend their existing balances earned in a troop year. Balances can be carried over from one year to the next.

## Troop Finance Reports

The annual troop finance report (the actual expenditures by the troop) and the troop budget for the new troop year must be filed in duplicate with your Service Unit Administrator by May 15 of each year. Use the "Troop Budget/Finance Report" form to file these reports. Your Service Unit Administrator will forward the "Troop Budget/Finance Report" to the Membership Executive for review and filing in the

official file. A new "Troop Budget/Finance Report" must be completed if the troop leadership changes.

### Troop Money Earning

Troop money earning refers to activities to earn money for planned troop activities that are included in the troop budget. Any money-earning activity that benefits a Girl Scout troop must have prior approval from your Membership Executive.

- A "Troop Money-Earning Application" and a copy of the updated troop budget must be submitted to your Service Unit Administrator and Membership Executive at least six weeks prior to the money-earning activity.

- If more than one troop is participating in the activity, each troop must submit a budget that shows a need for additional funds, as well as a Money Earning Application.

- Supplies for the money-earning activity should NOT be ordered, deposits made nor airline reservations booked before the activity is approved.

- Sale of commercial products other than those offered during a council sponsored sale is not an appropriate troop money earning activity and will not be approved. See *Safety-Wise* page 29 and page 75, Standard 29.

- Direct solicitation of cash is not allowed. See *Safety-Wise* page 29 and page 75, Standard 29.

- Girl Scout Daisy and Brownie troops are encouraged to limit their money earning to the council sponsored product sales.

- No fund-raising activities will be approved during the council sponsored sales, Annual Giving Campaign, or the United Way Campaign.

Girl Scout troops are financed with dues, money-earning activities, and incentive money earned through the council-sponsored product sale activities. Girls learn to budget, manage and earn funds for themselves in Girl Scouting. "Solicitation or acceptance of gifts-in-kind or cash in excess of \$50 per year is prohibited except with written council approval." Solicitation or acceptance of donations by girls or adults is not an element of successful Girl Scout program and is strongly discouraged.

### Disbanding Troops

Upon disbanding, the troop leader/advisor submits a FINAL Troop Finance report using the "Troop Budget/Finance Report" form and consults with their Service Unit Administrator or Membership Executive. The troop is encouraged to use money for troop related activities before account is closed. All money must be submitted directly to the council headquarters. This money will be held for six months pending reorganization of the original troop. A request for the disbanded troop's monies must be submitted in writing to the Council by the Service Unit Administrator. If the

disbanded troop does not reorganize after the six-month period, the Board of Directors will appropriate the monies.

All equipment and supplies are to be retained for a six-month period within the service unit pending reorganization of that troop. Following the waiting period, disposition of the equipment and supplies will be considered by the Service Unit Administrator and the Membership Executive.

### Fall Product Sale

A strictly friend-and-family campaign (no door-to-door or booth sales), the fall product sale is a fun and easy way for troops to earn start-up money for the year. Participating in a council-sponsored product sale is voluntary and teaches responsibility, money management, marketing, and communication skills. It is also a great way to earn money for troop activities. All troops must be registered for the new membership year prior to participation in the sale.

### Cookie Sale Activity

**Girl Participation.** When a Girl Scout participates in the annual cookie sale activities, she is putting into action the leadership experience in Girl Scouting. Throughout the course of the sale, girls gain valuable life skills such as goal setting, time management, how to handle money responsibly, public speaking, and follow through on a commitment. The annual Girl Scout cookie sale activity is a way for Girl Scout troops to fund their program activities and support their Girl Scout council. Participation in the sale activities is voluntary for girls, but strongly encouraged and requires parent permission.

**Troop Product Sales Manager.** The troop leader/advisor helps to recruit a troop cookie and/or product sales manager as early as possible. The troop cookie/product sales manager works closely with the troop leader/advisor to see that the girls develop valuable life skills and work ethics such as marketing, goal setting, teamwork, leadership, money management, and increased self-confidence. It would be advantageous for the troop cookie/product sales manager to get to know the girls and parents/guardians during the membership year. Various aspects of the product sale activities can be emphasized throughout the year in relation to the Girl Scout Promise and Law, program goals, safety and selling techniques. A troop product sales manager must be a registered Girl Scout, have orientation to Girl Scouting, complete the volunteer application and screening process, and attend product sales training. For a job description of the troop cookie/product sales manager, contact your Service Unit Product Sales Chair.

## Financial Assistance

Financial assistance may be available for council sponsored programs. These funds are limited and awarded on a first come first served basis. The girl should be a registered, active member in Girl Scouting, be in need of financial assistance, would benefit from the experience and be willing to share the event experience with other Girl Scouts or community groups.

To obtain a form, contact your Service Unit Administrator, download the form from the Council website at [www.gsle.org](http://www.gsle.org) or get one from either council office.

## Adult Training and Recognitions

### Training Registration Procedures

Training provides opportunities for adults to acquire the knowledge and skills required for effective job performance. Girl Scouts Louisiana East requires volunteers involved in the direct delivery of the Girl Scout program to girls to complete the training appropriate for their positions within two months. In addition to the training required for their position, adults are encouraged to take responsibility for their continuing development and to set goals for their own personal growth.

1. Early registration for courses is important. Course sizes are limited by the facility, type of course and number of facilitators, and occasionally maximums are reached. We have the right to cancel a course if registration is minimal.
2. Fill out registration forms completely. Doing so helps to ensure you are registered for the course. If there are changes to a course, this is also the only way we have of contacting you. Forms are in the back of this guide. Additional forms may be obtained from your Service Unit Administrator, Membership Executive and/or the Girl Scout offices. You may also register online at the Council website, [www.gsle.org](http://www.gsle.org), under the training section. Registration deadlines are strictly enforced.
3. Forms must be received five business days prior to the date of the course. Courses are planned for the number of persons registered. If you are unable to attend, please call the adult development director at the regional office.
4. Please do not bring children to any training. Babysitting services are not available, and you will be asked to leave and re-schedule.

5. If you require special assistance or accommodations, please contact the adult development director at (225) 927-8946 or 1 (800) 852-8421 or training@gsle.org.

## Training Course Schedule

A list of scheduled courses is distributed periodically to all Girl Scout volunteers. The training schedule includes information on how to register for a course, registration forms, course content, scheduled dates, deadlines and pre-requisites. For the most current information, the training course schedule and registration for courses are available online at [www.gsle.org](http://www.gsle.org). Click on "training" on the website's home page.

## Troop Leadership Training:

1. Volunteer Orientation - This course is required for all leadership positions in the Council. Orientation is done online at <http://training.girlscouts.org>. The password is discover (lower case). If online access is unavailable, the Membership Executive or Service Unit Administrator will make other arrangements for successful completion of the course. Send verification of completion of the orientation to your Membership Executive or Service Unit Administrator.
2. Support Session(s) - These sessions are conducted by the Membership Executive, Service Unit Administrator, or Service Unit Training Chair. During the support sessions, the participants will become familiar with the *Leader Resource Guide* and *Safety-Wise*.
3. Leadership Training - This training will introduce the Girl Scout Leadership Essentials - the Journeys. This is a one time training that is approximately three hours long. A brief summary of the course is included below.

### New Girl Scout Leadership Experience

The elements of the New Girl Scout Leadership Experience are activities, processes, short-term and intermediate outcomes, and long-term outcomes.

#### ACTIVITIES

Program activities are organized around the Girl Scout's three keys to leadership and are based on the values of the Girl Scout Promise and Law.

**Discover** activities engage girls in exploring their values, skills and world.

**Connect** activities engage girls in teaming up and relating with others in a multicultural world.

**Take Action** activities engage girls in making a difference in the world.

#### PROCESSES

The processes of girl-led, learning by doing, and cooperative learning are integrated into the activities (what girls do). The processes (how girls do it) create an environment of fun and friendship for girls, determine the quality of the experience and make Girl Scouting unique,

thus further enabling the development of leadership skills.

### SHORT-TERM AND INTERMEDIATE OUTCOMES

Discover, Connect and Take Action Outcomes represent short-term and intermediate benefits to girls as a result of their participation in the Girl Scout Leadership Experience.

#### **Discover Outcomes**

Girls develop a strong sense of self  
Girls develop positive values  
Girls gain practical life skills  
Girls seek challenges in the world  
Girls develop critical thinking

#### **Connect Outcomes**

Girls develop healthy relationships  
Girls promote cooperation and team building  
Girls can resolve conflicts  
Girls advance diversity in a multicultural world  
Girls feel connected to their communities, locally and globally

#### **Take Action Outcomes**

Girls can identify community needs  
Girls are resourceful problem solvers  
Girls advocate for themselves and others, locally and globally  
Girls educate and inspire others to act  
Girls feel empowered to make a difference in the world

### LONG-TERM OUTCOMES

Over time, the measurable short-term and intermediate outcomes will set girls on a life-long path to...

- lead with courage when they speak out on issues they care about and take active roles in their communities;
  - lead with confidence when they make the most of their strengths and feel empowered to make a difference in their lives and beyond;
  - lead with character when they act with integrity and compassion, making decisions that promote the well-being of themselves and others;
- ...as they continue to make the world a better place.

## First Aid Training

First aid offerings listed in the chart on p. 37 of *Safety-Wise* are provided by the sponsoring organization and include lecture and a face-to-face participant skills assessment. The Council conducts the appropriate courses to prepare a leader to become a First-aider.

## Troop Camping Training

These trainings are a series of outdoor education courses involving progressive steps of learning and practice for leaders to be successful with their troops in the out-of-doors. Just as the girls need to train in small steps for outdoor experiences, so do the leaders. The steps for outdoor leadership, in required order, are:

1. Troop Camping I A & B - Teaches adults the importance of leading troops in beginning outdoor activities, i.e., hiking, simple cookouts, nature exploration to all skills necessary for troop camping or overnight at the council's camping sites.
2. Troop Camping II - Expands outdoor skills to meet requirements for adults leading girls in overnight outdoor activities away from the council's sites.

3. Troop Camping III & IV - Advanced trip camping, such as river tripping and backpacking for older Junior, Cadette, Senior, and Ambassador girls and leaders/advisors with substantial camping experience.

### Other Training:

- Songs and Games - This training teaches songs and games ranging from traditional to modern.
- Small Craft Safety - this training will perfect your canoe skills while learning rescue and teaching skills. This 3-year certification allows you to oversee canoeing activities without the need for a lifeguard.
- Required training courses for Service Unit Team Members.
- Program workshops and other courses that expand or provide in-depth information on specific topics. These workshops may also be presented at service unit meetings.

## Adult Recognitions

People who have served your troop and Girl Scouting such as parents, consultants, troop partners and troop committee members should be recognized and given a very special "thank you." It could be an item handcrafted by the girls, a service, a certificate, or a Girl Scout memento purchased from the council shop.

When a volunteer has given outstanding service to Girl Scouting, the volunteer may be recommended for an official recognition of the individual's contribution. There are several levels of recognition and complete information about these awards and deadlines can be found at your service unit meeting, in the Adult Recognition Book and on the council website at [www.gsle.org](http://www.gsle.org).

- Leadership Development Pin and Leaf: encourages individuals registered as a leader/advisor or assistant leader/advisor, to complete basic leadership training, and additional courses to enhance their leadership skills.
- Appreciation Pin: recognizes an adult who has delivered outstanding service to at least one geographic region or service unit.
- Honor Pin: recognizes an adult who has delivered outstanding service to two or more geographic regions or service units.
- Thanks Badge: recognizes an adult member whose performance is truly outstanding and benefits the total Council or the entire Girl Scout Movement.
- Thanks Badge II: recognizes an adult member who has already received the Thanks Badge, and whose performance continues to be truly outstanding and benefits the total Council or the entire Girl Scout Movement.

Awards that may be approved by a Service Unit Recognitions Team:

- Outstanding Leader Award
- Outstanding Volunteer Award

Recognitions for number of years as a registered adult Girl Scout member:

- Years of Service Pin
- Membership numeral

## Troop Outings and Trips Procedures

All Girl Scout outings and trips should be progressive experiences for the girls. Girls learn to plan and prepare for the outings at troop meetings and then carry out their plans. Initially, troops plan short outings and expand to full day trips. They progress to an overnight activity and camping trips. After many multiple overnight adventures, the girls may then expand to extended trips. Throughout all phases of trip progression, the girls **MUST** be an integral part of the planning.

### Adults/Leadership

- The proper girl-to-adult ratio **MUST** be maintained. Including extra adults should be avoided except for the required minimum of two adults. Additional adults may be needed to assist the leaders at their request.
- A troop must be supervised by a minimum of two registered adults, at least one of which must be female, not living in the same household, nor related, who has completed the screening process and required training. Check the intended camping facility to make sure males can be accommodated.

### Approval and Required Forms

- All troop outings away from the troop meeting place must be reported to the Service Unit Administrator or Membership Executive. A "Parent/Guardian Permission form for Troop Outings" can be used or any other acceptable method determined by the service unit.
- For camping trips on council properties, use the "Camp Reservation Request" for the appropriate facility.

## Troop Trips of Three Nights or More

- Complete "Troop Trip Application" and submit with additional trip insurance six weeks in advance plus purchase additional accident insurance. See "Insurance Procedures."
- A health examination within the preceding 24 months is necessary for each participant including adults.
- Current financial reports must be in the troops' file to secure approval.
- If more than one troop is taking a trip, each troop must complete a Troop Trip Application.
- To use another council's property, the Membership Executive's approval is required.
- All contracts require the signature of the council's Chief Executive Officer.

## Health and Safety

- All outings and trips are guided by the standards and checkpoints found in *Safety-Wise*.
- "Parent/Guardian Permission Form for Troop Outings" and a "Health History Form" are required to be in the possession of the leader for all troop outings away from the troop meeting place.
- In addition to the well-equipped first aid kit, an "Incident/Accident Form" should be with the first-aider on all troop outings. See FORMS section of this guide.
- Girl Scout Junior, Cadette, Senior, or Ambassador troops planning to go horseback riding must check *Safety-Wise* standards.

## Transportation

- Drivers of personal vehicles transporting girls on short outings/trips (day, one or two nights) must show a valid driver's license and proof of insurance to the troop leader/advisor.
- Troops using hired/borrowed/donated vehicles must submit a completed "Transportation Agreement" and show evidence of liability coverage. See Insurance Procedures.
- Current child restraint laws must be observed. See "Child Passenger Restraint" in this section for more information.

## Water Activities Procedures

Check *Safety-Wise*, Chapter 10

- A currently certified lifeguard must be present and supervise all water activities that involve water above the knees of the participants.
- When in an open boat, all persons (adults and girls) must wear personal flotation devices.

- An individual currently certified in Small Craft Safety or a lifeguard must supervise all boating activities.
- In addition to the lifeguard or individual certified in Small Craft Safety, one trained watcher must be provided for every 10 swimmers or boaters.

### Child Passenger Restraint

Louisiana Revised Statute 32:295 (Child Restraint Law) requires that children under six years of age be in a specific type of child restraint. The law states that "...every driver in this state who transports a child or children under the age of 13 years in a motor vehicle which is equipped with safety belts shall have the child properly secured as follows:

Age or weight requirements	Type of restraint
If a child less than 1 YOA or weighs less than 20 lbs.	Rear-facing safety seat
If a child is between 1 and 4 YOA, or weighs between 20 to 40 lbs.	Forward-facing child safety seat.
If a child is between 4 and 6 YOA, or weighs between 40 to 60 lbs.	Child booster seat. These requirements shall not apply in any seating position where there is only a lap belt available and the child weighs more than 40 pounds.
If a child is 6 YOA or older, or weighs 60 lbs. or more.	The motor vehicle's safety belt adjusted and fastened around the child's body or in an appropriately fitting child booster seat in accordance with the instructions of the manufacturer of the safety belt or the child booster seat.
A child who because of age or weight can be placed in more than one category shall be placed in the more protective category.	

YOA - year(s) of age

The Louisiana State Police offer car seat check-ups and installation free of charge. These are performed by appointment. Contact your local state police troop to schedule an appointment.

### Hired/Borrowed/Donated Vehicle Insurance Procedures

Special insurance coverage is required for hired or borrowed vehicles. Hired vehicles include those leased, rented or chartered. Borrowed or donated vehicles might include church vans or buses, government buses, etc.

Obtain a "Transportation Agreement" from your Service Unit Administrator or Membership Executive and submit at least 6-8 weeks in advance with signatures of

leader/advisor and leaseholder. The insurance agency named on the agreement will be contacted by a council agent to verify adequate current insurance coverage.

A bus must carry \$1 million in liability coverage (combined single limit) with certificate of insurance showing limits of liability, naming Girl Scouts Louisiana East as an additional insured, and on file in the council office.

### Activity Insurance

The Girl Scout Activity Accident Basic Coverage Insurance provides basic accident protection for every registered Girl Scout Daisy, Brownie, Junior, Cadette, Senior, Ambassador, and Adult member. It provides accident protection for every registered girl and adult troop member for any approved, supervised activity of the Girl Scouts except activities lasting more than two consecutive nights (a third night is covered only for any official federal holiday). This insurance also covers travel directly to and from the covered activities. Note: This plan does not cover "tagalongs" even if the "tagalong" is a registered member of a different troop, but is not of the proper age for the activity and is not participating in a service capacity. For example, a registered Girl Scout Daisy tagging along with the parent leading an older group has no coverage; conversely, a Girl Scout Cadette assisting at a Girl Scout Daisy meeting does have coverage. See insurance brochure for more information. This plan does NOT cover sickness. Sickness and accident coverage for events lasting more than two consecutive nights can be purchased. Accident and sickness coverage cannot be purchased for events lasting less than three nights. There is a space for computing sickness and accident insurance premiums on the Troop Trip Application. Contact your Service Unit Administrator or Membership Executive for assistance in obtaining more information regarding optional plans.

### Non-member Activity Insurance

The Girl Scout Activity Accident Basic Coverage Insurance does not cover non-Girl Scouts. Non-members may be insured for special events or activities under a Girl Scout Optional Insurance Plan.

Contact your Service Unit Administrator or Membership Executive.

### Requests for Optional Insurance

All requests for optional insurance coverage with premiums must be submitted 6-8 weeks prior to commencement of activity. Requests and premiums submitted on shorter notice can not be guaranteed to be processed in time for the trip or event. Submitting later than 6-8 weeks may mean the trip/event will have to be rescheduled.

NOTE: The insurance provider requires that all insurance registration be completed by the Council online. Therefore, regardless of which plan you use, ALL CHECKS must be made payable to Girl Scouts Louisiana East.

Below is a description of the insurance plans available:

This insurance covers registered members and non-registered members, depending on the plan. There are four (4) plans.

Plan-1 - Is paid for through the annual membership dues of \$10 and is for meetings. This plan is a secondary insurance policy which covers accident/injury only, not accidents or sickness.

Plan 2 - For non-members only for events of more than two nights and is accident/injury only, no sickness. This policy must be purchased at least six weeks prior to event. This also is a secondary insurance policy.

Plan 3E - This policy is for two or more nights and is medical/accident coverage. No deductible, secondary insurance policy. Usually used for resident camp. This is purchased by the council prior to resident camp.

Plan 3P - This is a primary insurance policy which covers accident/sickness for two or more nights. This may also be used for resident camp. This council may wish to choose this policy instead of plan 3E.

## Fund Development

### What is the Family Campaign?

As a member of our Girl Scout family, you know how important Girl Scouting is to girls, their families, and the community. Girls need a place where they can just be girls - having fun, making friends, and feeling safe. Girl Scouting provides girls with the tools to face daily challenges and make sound decisions that affect them today and in the future. You can help change a girl's life by making a contribution to the Annual Family Giving Campaign.

Girl Scouting experiences help girls become strong and confident women who will make all of our communities a better place to live. Girls learn to work as a team, make new friends, and meet girls from all walks of life and backgrounds. They learn to

understand and appreciate diversity and how to get along with others. Girls learn new skills, such as leadership, problem solving, and how to be independent. All of these experiences help to build self-confidence and shape character.

To provide one year of Girl Scouting, the actual cost to the council is \$299 per girl. Through the cookie sale, girls themselves raise about 60 percent of the funding needed. The other 40 percent is raised through grants from foundations and corporations, the United Way, and from contributions from individuals in the community.

Your support really does make a difference in the lives of girls. Please join other families, volunteers, and friends by making a tax-deductible contribution that reflects the value you place in Girl Scouting

Contributions from Girl Scout families offset many of the costs the council incurs providing these valuable services on an annual basis to the approximately 12,000 girls the council serves. Your contribution will keep outdoor program centers, activities, trips, and adult training fees low and keep our camps safe and well equipped. We offer supplies, publications, insurance, and develop quality programs and events for girls.

All monies raised through the Annual Family Giving Campaign remain here; none is sent to GSUSA. The suggested gift is \$150; however, all gifts are greatly appreciated and families are encouraged to be as generous as they can -- no amount is too little or too much.

Troops also directly benefit from their families' generosity. Troops with 100 percent participation of \$20 per girl, received by the deadline, earn Donor Dollars worth 10 percent of total troop donations. Donor Dollars can be redeemed for council store merchandise and council-sponsored program events. Even though the suggested gift is \$150, the girls will receive a patch if their families contribute \$75 or more.

### **How is Girl Scouting Supported by Adults?**

Girl Scouts Louisiana East seeks and receives support from a variety of sources so as not to be overly dependent on any one income stream. The annual Cookie Sale is the largest source of council income, bringing in approximately 63 percent of operating funds, far in excess of the GSUSA standard of 50 percent. The largest source of income for not-for-profit organizations nationwide is gifts from individuals (as opposed to corporations and foundations who contribute generously to our council through the Corporations and Foundations Campaign). Thus, our board's highest priority is to

increase total operating income and decrease dependency on the cookie sale by expanding adult generated revenue. A brief description of each campaign follows.

### **Annual Family Giving Campaign**

The Annual Family Giving Campaign offers family, friends and neighbors of individual Girl Scouts the opportunity to invest in their daughters' future and the future of Girl Scouting.

### **Corporations and Foundations Campaign**

This campaign is focused on major corporations and foundations in our region. Volunteer committee members and Girl Scout staff members work together to locate, research and solicit major philanthropic funding sources.

### **Special Events**

The council holds several special events throughout the year to generate revenue and to increase the awareness of Girl Scouting in the community.

**Every Girl, Everywhere** and **Our Girls Our Future** are annual fundraising luncheons where invited guests are asked to make a donation or a multi-year pledge to the council.

**Rhapsody in Green**, the council's annual gala, is an adult affair that features live entertainment, food and beverages. Revenue is generated through corporate sponsorships, ticket sales, raffle items and the silent auction.

### **Community Campaign**

This campaign is directed by a committee of volunteers who seek contributions from individual community leaders, local companies, and civic organizations throughout our 23-parish region.

### **Planned Giving Campaign**

Planned Giving Campaign is an ongoing campaign that secures gifts of securities, real estate, life insurance, and estate planning contributions from individuals. These gifts are used to ensure that the Girl Scout program will continue in future years to be a vital force in the lives of our girls.

To receive more information on adult fund development, annual giving, and volunteer opportunities, please contact Fund Development at (504) 733-8220 or (225) 927-8946.

## Council Program Opportunities

The program department offers a menu of enrichment activities designed especially for girls to broaden their understanding of the world while they have fun. The girls will take a journey and discover the *fundamentals of life*, the rewarding value of giving service to others, and the pure awesome fact of being a 21st century Girl Scout.

*Program Power* is the program publication that is mailed to leaders/advisors and offers interesting ideas and resources that will provide a variety of opportunities for Daisies - Ambassadors to apply the three leadership keys: Discover, Connect, and Take Action during the troop year. The programs offered will help girls build new skills, gain self-confidence, and make friends in Girl Scouting. This guide should help in the planning for the upcoming Girl Scout membership year. Be sure to check for the registration deadlines, and enclose a deposit or fee if required. Not every program registration will be the same, so remember to follow the instructions given.

Activities are added throughout the year and new program information will be included in the council's monthly email newsletter, *Just for Girls* newsletter, or on the council website, [www.gsle.org](http://www.gsle.org). We also have a "Program Hotline" that will have updates on upcoming programs in two week intervals. The hotline number: is 1-800-644-7571 option "6".

So now it's time to build girls of courage, confidence, and character, who will make the world a better place!

### How to Register for Program Events

To register, follow these steps:

1. Discuss program options with your troop or group and decide on your program preference. If you are a *Juliette* (or registering as an individual Girl Scout), complete the individual registration portion of the Program Event Registration Form.
2. Options to register:
  - (1) Complete Program Registration Event Form in the back of this publication and follow the instructions listed under the program of your choice. Make sure you list each event code for the activity you are signing up to attend.
  - (2) Complete online registration form at [www.gsle.org](http://www.gsle.org) (requires payment by credit card to be processed).
3. Include payment. *All fees are due at the time of registration.* Your registration *will not* be processed if fees do not accompany the registration form. Unless otherwise specified, payments are made to *Girl Scouts Louisiana East* and may be made in the form of cash, credit card, or check.
4. Mail, fax or deliver forms to: Girl Scouts Louisiana East, 841 S. Clearview Parkway, New Orleans, LA 70121. Fax: (504) 733-8219.
5. Questions? Each event has a contact person listed who will be able to answer your questions about the activity.

## Frequently Asked Program Questions

### **Who do I contact if I have questions about the program activity?**

Under each program there is a contact person listed that will be able to answer questions about the event.

### **Who do I contact if I want to see if I'm registered for the event?**

If you need to check to see if your registration or payment was received, you can contact the Program Department at (504) 733-8220, ext. 256, or email [program@gsle.org](mailto:program@gsle.org).

### **Is there a wait-list for a "FULL" event?**

Yes. Once an event reaches capacity we file registrations in the order they are received (unless there is a need for a lottery). If a space becomes available we would contact the next registrant on the list.

### **Do adult chaperones pay for program events?**

When fees are listed per girl, adults do not have to pay for the event. When fees are listed per person, any individual attending the event must pay the fee.

### **What are the leaders' responsibilities for the event if the whole troop attends?**

The leaders must provide a sufficient number of adults to meet *Safety-Wise* ratios. They must also ensure that there is a currently certified first aider, a First Aid kit, the original, signed permission slip for each girl, completed Health History Record for each girl, completed Health History for each adult, and items listed in event or confirmation description.

### **Will I receive confirmation of our participation in a council-sponsored event?**

Yes. A confirmation goes to the troop leader, adult in charge, or individual registering prior to the event with directions and instructions for the event (usually by email). Make sure that information is distributed to troop members who are attending the event.

### **What is the refund policy?**

A 100% refund is made only when the council cancels the event. A partial refund of the total event fee is made if the Program Registrar is notified with a written letter two weeks before the event registration deadline date. Leaders may substitute another registered Girl Scout for one who is absent. All refunds are made to the troop in care of the leader two to four weeks after the event date. Refunds made to registered individuals will be sent to the guardian of the registered girl. Fees are not refunded for no-show troops and/or girls. Please note that events are not cancelled due to weather unless conditions are severe.

## Girl Scout Highest Awards

Girl Scout Bronze, Silver and Gold awards have been earned by hundreds of our local Girl Scouts over the years and many more are currently working on projects to be completed this year. The requirements for the awards are included on the report form located on the council website under the "For Girl" section and click on "Highest Awards". The report forms must be completed and turned into the council to receive the awards.

**The Girl Scout Bronze award** is earned by Girl Scout Juniors and can be completed individually or as a troop. The award is completed in the final year of Juniors. Requirements for the award can be found in the girls' handbook. The council does not need to approve the project but a final report form must be completed by "each" girl and submitted to the younger girl program coordinator. The award can be purchased in the council shop.

**The Girl Scout Silver award** is the highest award a Girl Scout Cadette can earn and is completed in their final year. The requirements for the award were changed in 2004 and are not included in the Cadette Handbook. The current and accepted requirements are included on the report form located on the website. To learn more about the requirements of the Girl Scout Silver award, girls, advisors, and parents should attend the Silver Award workshop offered in the fall/spring. The project can be completed by a troop but it is ***strongly encouraged*** that girls complete their projects individually, as this will help the girls when applying for college scholarships. The final report form must be completed by "each" girl and submitted to the older girl program coordinator for review. Once the final report form is approved (takes at least five business days) the advisor/parent will be contacted and given a voucher to purchase awards in the council shop.

**The Girl Scout Gold Award** is the "Highest Award" any Girl Scout can earn. Girls that earn the award may be eligible for national and local college scholarships. The requirements for the award were changed in 2004 and are not included in the Senior/Ambassador handbook. The current and accepted requirements are included on the report form located on the council website. To learn more about the requirements of the Girl Scout Gold award, girls, advisors, parents should attend the Gold Award workshop offered in the fall/spring. Due to the nature of the award, the girls *must* submit a project proposal for review by the gold award committee. The proposal should be submitted *at least* one year prior to graduation. The project should take at least a year to complete.

The project can be completed as a "team of two" but it is ***strongly encouraged*** that girls complete their project individually since many use the project to qualify for college scholarships/grants. The final report form must be completed by "each" girl and submitted to the older girl program coordinator for the gold award committee to review. Once the final report form is approved the awardees will be contacted. March is the due date for the final report to be submitted to the council for review by the gold award committee in order to hold a spring ceremony.

Check the current *Program Power* for the due date for girls to submit the Gold Award proposal/final report to the office for review.

## Council Patch Programs

The following patch activities have booklets or guidelines that are available at the council offices or the council website, [www.gsle.org](http://www.gsle.org) to download a copy of each of the patch programs. When requirements are completed, patches may be purchased at the Council Shop.

### **Beyond the Red Carpet**

*Girl Scout Brownies - Ambassadors*

Lights! Camera! Action! Our neighborhoods are fast becoming the real life sets for motion pictures, television shows, and commercials. So get ready to learn about Gaffers, Foley Artists, and theatre acoustics while you earn this patch.

### **Camp Whispering Pines Patch**

*Girl Scout Daisies - Ambassadors*

This patch may be purchased at the Council Shop after visiting CWP for a day or overnight camping.

### **Care For Your Camp Patch**

*Girl Scout Daisies - Ambassadors*

Girl Scout campers may earn the Care For Your Camp patch when they (1) demonstrate an extra special kaper at camp for the camp grounds, equipment or facilities and (2) have camp ranger acknowledge the "extra special" kaper.

### **City Park Trail**

*Girl Scout Daisies - Ambassadors*

A fun, physically active, educational opportunity with a historical perspective printed in a self explanatory guide. Girl Scouts utilize McFadden Girl Scout Cabin as a base when exploring the many highlights of the park.

### **CWP Boating Patch**

*Girl Scout Brownies - Ambassadors*

Campers may earn this patch by participating in a boating activity at CWP to include rowboats, canoes, and/or kayaks.

### **CWP Ropes/Challenge Course Patch**

*Girl Scout Brownies - Ambassadors*

Campers may earn this patch by participating in a ropes/challenge course activity at CWP.

### **Discover New Orleans - Heritage Trail**

*Girl Scout Brownies - Ambassadors*

This is a self guided tour of the French Quarter, written by Girl Scouts for Girl Scouts. Starting at Jackson Square, each age level of Girl Scouting has activities geared toward their own particular interests and attention spans.

### **DO-DADs**

*Girl Scout Daisies - Ambassadors*

The Do-Dad program is intended to increase adult male participation within the Girl Scout troops as well as the Girl Scout council. Do-Dads can be fathers, stepfathers, adopted fathers, uncles, close friends,

etc. The purpose of this program is to provide quality time for girls and their "special Pal." No girl should be left out because of single parent homes or circumstances preventing her from having a natural father participate.

### **Emergency Preparedness**

*Girl Scout Brownies - Ambassadors*

Are you ready if an emergency arrives? As Girl Scouts, our motto is to "Be Prepared", but are you? The Emergency Preparedness Patch will help you prepare for some of nature's most common storm phenomenon.

### **Fresh Off the Farm**

*Girl Scout Daisies - Ambassadors*

This patch program is designed to help better understand how many different crops are produced in Louisiana and how these crops are used by people in Louisiana, all over the United States and other countries.

### **History of Mardi Gras**

*Girl Scout Brownies - Ambassadors*

Mardi Gras or Fat Tuesday is the last day of the Carnival Season. It is a period of merriment that includes grand balls, masked parties, and of course parades filled with gorgeous floats, marching bands, beads, beads, and more beads. So, *Laissez Les Bons Temps Rouler!* (Let the Good Times Roll!)

### **Hurricane Awareness**

*Girl Scout Brownies - Ambassadors*

The hurricane awareness patch is a program created for Girl Scouts to learn about the effects of hurricanes and how to protect oneself and one's community. Remember, you don't have to be located on the coast to feel the effects of a hurricane.

### **Let's Do It Again**

*Girl Scout Brownies - Ambassadors*

A recycling patch program helping Girl Scouts of all age levels see the effect we can have in our community. Girl Scouts can work together to preserve our world for generations to come.

### **McFadden Cabin Trail**

*Girl Scout Daisies - Ambassadors*

Shorter than the City Park Trail, this is better suited for Girl Scout Daisies and Brownies and is based at McFadden Cabin.

### **Polar Bear Patch**

*Girl Scout Brownies - Ambassadors*

Camping in tents when the temperature reaches 32 degrees or below. Can be earned by camping in primitive areas or tent units at Camp Marydale or Camp Whispering Pines or an approved camp site.

### **Outdoor Program Progressive Patch**

*Girl Scout Daisies - Ambassadors*

Visit a Girl Scouts Louisiana East camp and earn this 5-part fun patch. Complete each activity to receive each part of the patch.

**Read to Lead Louisiana**

*Girl Scout Daisies - Ambassadors*

This patch program activity assists girls and adults to understand the importance of literary education and service.

**Rebuilding Our Community (ROC)**

*Girl Scout Brownies - Ambassadors*

Rebuilding communities is not all about bricks and mortar; it also includes people's hopes and dreams. This patch program is a little intense due to the nature of the subject.

**The Art of Jazz**

*Girl Scout Brownies - Ambassadors*

This patch program will have you swinging, stomping, and dancing to the syncopated jazz beat! Learn why we call this rhythmic beat "Jazz," and get to know the musical icons that have made New Orleans the birthplace of Jazz!

**Tracking the Girl Scout Past**

*Girl Scout Daisies - Ambassadors*

Tracking the Girl Scout Past is a fun patch designed to help girls learn more about the history of the Girl Scouts.

**Troop Camping Patch**

*Girl Scout Brownies - Ambassadors*

Designed for troops who have camped at a Girl Scouts Louisiana East camp facility. May be purchased at the Council Shop.

**Troops Helping Troops**

*Girl Scout Daisies - Ambassadors*

The Troops Helping Troops patch program is an opportunity for Girl Scouts to lend a helping hand to the many military troops who are deployed or serving in the United States.

## Council Properties

Camping has long been rated a favorite activity shared by both girl and adult Girl Scouts throughout the council. Our council owns four outdoor facilities that are each unique in its own way and offer unlimited program opportunities for outdoor activities. Camp Marydale in St. Francisville and Camp Whispering Pines in Independence serve as our summer resident camps, but offer both day and overnight uses for our troops and service units to use throughout the school year. Our day use facilities include McFadden Cabin located in New Orleans' City Park and limited day use of Camp Covington.

**The following descriptions will help you in choosing the right facility for your next outdoor adventure.**

### **Camp Covington**

Recognized by the American Camp Association as a "Pioneer of Camping" site, Camp Covington is one of the oldest Girl Scout camps in use in the United States. Located seven miles north of Covington, the 23-acre site was purchased in 1927 and is bordered by the sandy bottomed Bogue Falaya River which is perfect for wading. In 2005, Camp Covington sustained significant damage from Hurricane Katrina and closed temporarily. Because of its present lack of electricity, it is open for limited day use only.

### **Camp Marydale**

Camp Marydale is a 400-acre site, offering year round camping with a multi-purpose building/dining hall, cabin units, and a large lodge for activities. There is a sports field; a low ropes challenge course, several hiking trails, and a swimming pool. A herd of horses are housed in a large barn, with two riding arenas. One arena is covered to offer programs in an area more climate-controlled.

### **Camp Whispering Pines**

Camp Whispering Pines is a 600-acre site located in Independence, LA. The site is heavily forested with pine and river area hardwoods. Many well established trails wind through the widely-scattered campsites. The waterfront is diverse at Camp Whispering Pines: a 23-acre lake is available for boating; a Junior Olympic-sized pool is available for swimming; the Tangipahoa River borders the property; Indian Creek meanders through the back section of the camp. Camp Whispering Pines also offers program opportunities at its newly built high ropes challenge course.

## **McFadden Cabin**

McFadden Cabin is located in City Park behind the New Orleans Museum of Art and is used for day use only. The cabin is very popular in the early fall and late spring for ceremonies, first day outings, and art programs, so booking early is highly recommended!

## **Council Camps and McFadden Cabin Reservation Procedures**

A day-long outing is an important step in the outdoor progression for girls. A full day at Camp Marydale or Camp Whispering Pines can include: hikes; outdoor cooking; water activities; nature exploration; and evening campfires. At McFadden Cabin, the girls enjoy exploring nearby art exhibits, lagoons and ancient oak trees. All sites include: rakes, shovels, buckets, tables, benches, grills, and nearby water.

Overnight service unit encampments and individual troop camping may take place any time, except during special programs. Campsites are often available after the initial processing dates. Fees are subject to change and are available on the council website under the "Camping" tab

### **First dates for processing:**

**JANUARY 15** for a date in March, April, May, June, July.

**MAY 15** for a date in August, September, October, November

**AUGUST 15** for a date in December, January, February

- Reservation forms are available in both offices and on-line at our council website under "Forms/Publication" tab
- When multiple troops share a unit, each troop completes a camp reservation form.
- Troops may share an outdoor trained leader, but each troop must have their own first aider.
- The troop must be registered for the fall in order to reserve a site in the fall.
- Reservation form must have Membership Executive signed approval in order for your date to be reserved.
- The outdoor leader must have completed appropriate training prior to approval. The trained outdoor leader must be identified on the reservation form and submit a copy of training record indicating date of training.
- Boys, tag-a-longs, etc. are discouraged and require special Council approval.
- Completed reservation form and the \$20 deposit required for reservation confirmation.
- McFadden cabin requires an additional \$25 key deposit
- PHONE RESERVATIONS ARE NOT ACCEPTED.

### **Questions/Camp Availability?**

Camp Marydale - Contact the Camp Marydale registrar at 1-225-927-8946

Camp Whispering Pines or McFadden Cabin - Contact the Program Department at 1-504-733-8220

## **Frequently asked camping questions:**

### **We have a member that has physical limitations. Are their facilities available?**

If a member of your troop has physical limitations, be sure to describe the needs on the camp reservation form, as we do have the facilities.

### **When do we pay our camp fees?**

The \$20 deposit must accompany the camping reservation form if going overnight. To use McFadden cabin an additional \$25 key deposit is required when picking up the key from the New Orleans office. The balance of the camp fee is due to the council office four weeks prior to the camping event. *If the remaining balance is not in the council office four weeks in advance, the troop will forfeit the reservation to a standby troop.*

### **What is the refund policy?**

The deposit is only refundable when there is no space available. The balance of the camp fee is refundable only if a standby troop uses the site. Requests for refunds must be made in writing to: Attention: VP of Program, Girl Scouts Louisiana East; 841 S. Clearview Parkway; New Orleans, LA 70121. Full refunds are only given when the council officially cancels camping on that date. If weather does not warrant a cancellation, no refunds will be given. Camp is not canceled due to rain or cold weather.

### **Would we have to share our unit?**

To maximize the use of bed space, more than one troop may be placed in your unit to fill the site to the maximum capacity. If this is the case, the registrar will notify you who will be sharing the unit for contacts before the camping date. It is highly recommended that troops contact one another prior to the weekend to make program arrangements, schedule cooking times, plan campfires, organize cleaning schedules, etc.

## **Girl Scout Merchandise**

Girl Scouting is a uniformed organization and for the convenience of our membership, the Council Shops sell uniforms, pins, program books, and other Girl Scout merchandise. A complete listing and description of all uniforms and uniform components can be found in the current Girl Scout Catalog. Catalogs are mailed directly to all registered members each summer by Girl Scouts of the USA and are available at the Council shops (while supplies last). Merchandise can also be purchased online at the Girl Scout website (<http://goshop.girlscouts.org/gsusaonline>). A wide variety of Girl Scout products, equipment, and gifts are also available. The catalog also serves as a handy resource for checking how to correctly wear official insignia and unofficial emblems.

### Merchandise Purchasing Options

1. Using the basic order form sheet available on the council website ([www.gsle.org](http://www.gsle.org)), customers can mail the order to the Council Shops with postage per dollar amount ordered (see shipping and handling chart for charges) and check enclosed OR credit card information.
2. Call-in orders for mailing or to be delivered by a Membership Executive.
3. Over-the-counter purchases.
4. FAX order for pick-up OR with credit card information for mailing.
5. Email [shop@gsle.org](mailto:shop@gsle.org) for pick-up OR with credit card information, name and mailing address for mailing.

Special orders and out of stock merchandise will be ordered and shipped as soon as it arrives.

### For Mail Order Purchases

- All purchases can be paid by cash, check or credit card (Visa, MasterCard, Discover, or American Express). Mail orders must have a check attached or credit card number, expiration date, full street address and phone number included.
- All official items required or earned are stocked in the Council Shop; however, not all of the items in the NEW catalog are stocked. Those not stocked can be ordered for you by the Council Shop, but at least two - three weeks are needed for this process.

### Shipping

Allow at least a week for regular mail orders to be filled and delivered to you. For special orders or out of stock merchandise, allow two - three weeks. Regular shipping and handling charges follow for each shipping address:

Total cost of merchandise	Shipping Charges
Up to \$25	\$ 5.95
\$25.01 - 50.00	7.95
\$50.01 - 75.00	9.95
\$75.01 - 100.00	11.95
\$100.01 - 150.00	13.95
\$150.01 - 200.00	14.95
\$200.01 - 250.00	20.95
\$250.01 - 400.00	25.95
\$Over 400.01	40.00

Include appropriate sales tax on all merchandise. Then add shipping and handling charges.

## **Walk-in Purchases**

Walk-in customers can purchase merchandise and check out at the desk. Customers are urged to plan ahead to avoid a merchandise shortage. They may also leave an order to be filled at a later time.

Shop hours vary during the year. To use resources wisely, we encourage all customers to call ahead of time to make sure the shops are open and have the merchandise you need.

## **Council Shop Locations**

- The Council Shop at Corporate Headquarters is located at 841 S. Clearview Parkway, New Orleans, LA (past the Elmwood Shopping Center on the left (east side) going toward the Huey P. Long Bridge between Arby's and FedEx Kinko's).
- The Council Shop at the Regional Service Center is located at 545 Colonial Drive, Baton Rouge, LA (Traveling I-12 take Airline Hwy/61 North to Goodwood Blvd. (at Women's Hospital). Turn West (left) onto Goodwood Blvd. Go to the 2nd traffic light and turn right onto Chevelle. Go to 1st stop sign and turn right onto Colonial Drive. Stay on Colonial Drive through the hard curve and 545 is on the right side of the street.)

## Publications

### **Girl Scouts of the USA Publications**

Blue Book of Basic Documents: The "Blue Book" is the GSUSA publication that includes national constitution, by-laws, policies, and credential information. An abbreviated version - "The Leader's Digest" is distributed to leaders.

Girl Scout Catalog: Girl Scout uniforms, insignia, official items, unofficial novelties. Mailed annually to all registered members in the summer from GSUSA and also available at the Council Shops.

Girl Scout Leader Magazine: Girl Scouts of the USA's official magazine for adults in Girl Scouting. Mailed quarterly to all registered adults from GSUSA.

Safety-Wise: An official publication of Girl Scouts of the USA addressed to all adults (and girls) in Girl Scouting containing Girl Scout Program Standards and Guidelines that provide for the health and safety of all girls.

## **Girl Scouts Louisiana East Publications**

Annual Report: The Council yearly report to the community, complete with a financial statement, membership data, highlights of the year, and list of donors. The annual report is distributed in the spring prior to the Annual meeting to donors, community, religious organizations, schools, etc.

Email Newsletter: Monthly email newsletter sent to volunteers and employees who request inclusion in the Email list. Announces new program activities and events, community service opportunities, calendar reminders and other pertinent information.

Just for Girls: Council newsletter mailed to all registered member households, published two to three times a year. Girls are encouraged to submit articles, photos and artwork.

Summer Resident Camp Brochure: Information and registration for sessions at Camp Whispering Pines and Camp Marydale resident camp. Mailed annually to all registered members in early February.

GSLE Connections (formerly Volunteer Information Post (VIP) and Audubon Advantage: Council newsletter published four times a year. The member/donor newsletter is mailed to registered Girl Scout members, donors, community and collaborative organizations. The Council encourages submissions of photos of troops in action or stories of interest.

Leader Resource Guide: Resource material for all registered troop leaders. Used in the support session for new leaders, Service Unit Team, Trainers, employed staff and other adults providing direct services to girls.

Program Power: Annual council program guide and calendar with information about program activities each month. Distributed to all troop leaders/advisors and assistant leaders/advisors in August.

## Glossary

**Adult Recognition:** There are several levels of recognition and awards for adults in Girl Scouting. The council follows the GSUSA system of recognition for adults on council, unit and individual levels. Refer to our council website, [www.gsle.org](http://www.gsle.org) for complete criteria and information about the recognitions.

**Affirmative Action (AA):** Specific, positive actions and special efforts to recruit, employ, and promote qualified groups who formerly have been excluded or are clearly under represented. Affirmative action goes beyond the establishment of neutral, nondiscriminatory policies to outreach efforts and positive steps to overcome the effects of past or present practices, policies, or other barriers.

**Annual Family Giving Campaign:** Families of Girl Scouts and others in the community are invited to make a contribution to Girl Scouts Louisiana East each year. Their voluntary contributions help the council provide the Girl Scout program for their daughters.

**Awards:** Insignia from the Girl Scout age-level books, GSUSA, religious/other organizations that are earned by completing the requirements or by demonstrating understanding of a concept.

**Birthplace:** Juliette Low's birthplace and home in Savannah, Georgia, now a Girl Scout National Center open to all Girl Scouts.

**Bridge:** An award that can be earned at the end of each age level as the girl is preparing for the next level.

Information on bridging activities is in the handbooks.

**Bridging:** To advance from one program age level to another.

**Bronze Award:** Unofficial, casual term used to refer to the Girl Scout Bronze Award. This abbreviated term should not be used in written documents or official statements regarding this award.

**Camp Covington:** Purchased in 1927, a 23-acre site near Covington. Used for resident and troop camping, unit events and adult training. Camp is open for limited day use due to damage from Hurricane Katrina.

**Camp Marydale:** Located in St. Francisville and is a 400-acre site. Used for adult training, resident, service unit and troop camping. Specialize in equestrian activities.

**Camp Whispering Pines:** Purchased in 1966, a 600-acre site near Independence. Used for resident and troop camping, unit events, adult training, swimming and waterfront activities.

**Charter (Girl Scout Council):** A Girl Scout Council charter is a credential issued by the National Board of Directors of the United States of America, to an organization exclusively devoted to the Girl Scout Movement in the United States, granting it the right to develop, manage, and maintain Girl Scouting in a specified jurisdiction that is established by the National Board of Directors and to call itself a Girl Scout Council. The Girl Scout Council charter defines the relationship between a council and Girl Scouts of the USA. A Girl Scout

Council charter is issued for no more than four years.

**Council Annual Meeting:** The council's meeting held in either April or May where elected council delegates, board of director members and board development committee members conduct council business as provided in the council Bylaws. All registered adults and girls 14 years and older are encouraged to attend.

**Council Shop:** A store located in the Council offices that carries Girl Scout uniforms, equipment, books, insignia, and much more.

**Counselor in Training (CIT):** Summer resident camp program for Girl Scout Seniors - Ambassadors

**Court of Awards:** A ceremony, written and carried out by the girls, where they receive earned awards and insignia.

**Court of Honor:** A meeting of the patrol leaders, treasurer, scribe (secretary) of a Girl Scout Junior, Cadette, Senior, or Ambassador troop. The leader chairs the group and decisions are made, plans are discussed, problems are solved.

**Daisy Petals:** Noncompetitive embroidered award, consisting of 10 daisy petals that the leader uses to help Girl Scout Daisies explore the meaning of the Girl Scout Law. They are placed around the Promise Center as they are earned to form a daisy flower design.

**Daisy:** Juliette Low's nickname. See Juliette Low.

**Day Camp:** Camping by day only with girls returning home each night. Sessions are staffed by volunteers and held at various locations throughout the council.

**Delegate (Council):** Any registered Girl Scout adult member, elected as a voting member of the council (corporation) by a specific geographic area or other entity established by the board of directors to represent them at the council's annual meeting. Delegates are elected for a specific term that is defined in the council Bylaws. The number of delegates that geographic areas are allowed to elect is usually based on the total number of girls registered through the council as of a specific date.

**Delegate (National Council):** Person elected by a Girl Scout council as a member to the National Council (GSUSA Corporation). Each council is entitled to elect one delegate and, in addition, one further delegate for each 1,800 girls under its jurisdiction who are members registered with Girl Scouts of the USA as of September 30 of the year preceding the regular session of the National Council. Girl Scout National Council delegates serve as members of the National Council for three years from the date of their election or until their successors are elected.

**Destinations:** National and international travel opportunities for Girl Scouts ages 11 - 17.

**Discrimination:** Illegal treatment of a person or group (either intentional or unintentional) based on race, color, national origin, religion, sex, handicap, or veteran's status. The term also includes the failure to remedy the effects of past discrimination.

**Diversity:** Differences among people or peoples reflected in a variety of forms, such as race, culture, perspective, talent, interest, age or religion. Girl Scouts are strongly

committed to pluralism and the richness of diversity.

**Dunk Bag:** A net or porous dishcloth bag with a drawstring at the top, large enough to hold a mess kit or personal dishes. Clean dishes are placed in it and "dunked" into boiling water to sterilize and/or dry them. Used mainly for camping.

**Emblems:** Insignia that denote Girl Scout membership and identification at the national, council, and troop levels.

**Executive Board System:** One of three forms of troop government for Girl Scout Juniors, Cadettes, Senior, or Ambassadors.

**Financial Assistance:** Financial assistance to help families meet the cost of their daughter's participation in programs such as day or resident camp sessions or Destinations. Financial assistance is funded by donations, investment income, and other council monies. Forms are available from Service Unit Administrators, on the council website, [www.gsle.org](http://www.gsle.org) or at either Council office.

**Fly-Up Ceremony:** A ceremony where Girl Scout Brownies receive their "Girl Scout Brownie Wings" and "fly-up" to the next age level.

**Friendship Circle:** The Friendship Circle is formed in a meeting, at a campsite, or during a ceremony. Everyone stands in a circle and each person crosses her/his right arm over her/his left, clasping hands with friends on both sides. Everyone is silent as the leader makes a silent wish, then squeezes the hand of the person to the left who does the same until the friendship squeeze returns to the leader. The leader may conclude the event by either saying "goodbye Girl Scouts," leading the group in singing "Taps," or some other indication that the squeeze has completed the circle. Everyone raises her or his right arm overhead and turns to the right to separate and leave. The Friendship Circle stands for an unbroken chain of friendship with Girl Scouts and Girl Guides around the world.

**Girl Guides:** The term many countries use instead of "Girl Scouts."

**Girl Scout Ambassador:** Registered girl who is in grades 11-12.

**Girl Scout Birthday:** March 12, the anniversary of the first Girl Scout troop meeting.

**Girl Scout Bronze Award:** The highest award that can be achieved by a Girl Scout Junior.

**Girl Scout Brownie Ring:** Girl Scout Brownies sit in a circle to discuss things, make choices and plan. This is their form of troop government.

**Girl Scout Brownie Try-It:** Noncompetitive, embroidered, triangular award that symbolizes participation, not performance, in selected activities giving girls the opportunity to have fun while experimenting and exploring new things.

**Girl Scout Brownie Wings:** Girl Scout Brownies receive their "wings" when they "fly-up". Only girls who have been Girl Scout Brownies can wear Girl Scout Brownie Wings on their Girl Scout Junior uniform.

**Girl Scout Brownie:** Registered girl who is in grades 2-3.

**Girl Scout Cadette & Senior Interest Projects:** Noncompetitive, embroidered, rectangular award with requirements that are designed to give girls a range of new

experiences, develop valuable skills and expertise in specific areas.

**Girl Scout Daisy:** Registered girl who is in kindergarten or grade 1.

**Girl Scout Cadette:** Registered girl who is in grades 6-8.

**Girl Scout Council:** A corporation chartered by Girl Scouts of the USA responsible for the development, management, and maintenance of Girl Scouting in a defined geographic area (jurisdiction).

**Girl Scout Daisy Circle:** Girl Scout Daisies sit in a circle where they learn the group decision making process that is such an important part of Girl Scouting. This is their form of troop government.

**Girl Scout Gold Award:** The highest award that can be achieved by a Girl Scout Senior or Ambassador.

**Girl Scout Handshake:** A formal way of greeting other Girl Scouts and Girl Guides by shaking left hands while giving the Girl Scout sign with the right.

**Girl Scout Journeys:** A Girl Scout journey represents a new way that girls can experience Girl Scouting. It is a fun and challenging experience spread over a series of sessions (usually 6-8 but with the potential to last far longer).

**Girl Scout Junior Badge:** Noncompetitive, embroidered, round patch. The girl completes requirements on specific topic to the best of her ability, learning new hobbies, practicing new skills or improving the ones they already have.

**Girl Scout Junior:** Registered girl who is in grades 4-5.

**Girl Scout Law:** Along with the Girl Scout Promise, the Girl Scout Law is the credo of Girl Scouting. A girl lives the 10 parts of the Girl Scout Law to fulfill the Girl Scout Promise.

**Girl Scout Leadership Experience:** engages girls in **discovering** themselves, **connecting** with others, and **taking action** to make the world a better place.

**Girl Scout Pathways:** The various ways girls and adults participate in Girl Scouting.

**Girl Scout Promise:** Along with the Girl Scout Law, is the credo of Girl Scouting; the pledge that binds members together as part of the Girl Scout Movement. A girl must make the Promise to become a Girl Scout member.

**Girl Scout Sabbath/Sunday:** Observed during Girl Scout Week, both days give girls an opportunity to attend their place of worship and be recognized as a Girl Scout. If a place of worship is the group sponsor, girls may perform a service, such as greeting, ushering, or doing a flag ceremony. These days can also be a time when girls explore other faiths.

**Girl Scout Senior:** Registered girl who is in grades 9-10.

**Girl Scout Silver Award:** The highest award that can be achieved by a Girl Scout Cadette.

**Girl Scout Week:** The week during which March 12 (Girl Scout Birthday) falls. Begins with Girl Scout Sunday and ends with Girl Scout Sabbath. Troops or service units often participate in special programs held during this week.

**Girl Scouts of the USA (GSUSA):** The parent Girl Scout Corporation chartered by a special act of Congress that promotes the Girl Scout Movement in this country.

**Girl Scouts Own:** A non-religious, inspirational, girl-planned event centered on a theme such as nature, patriotism, friendship, peace, etc. Usually consists of poetry, prose, songs, and quotes.

**Gold Award:** Unofficial, casual term used to refer to the Girl Scout Gold Award. This abbreviated term should not be used in written documents or official statements regarding this award.

**Group:** Girls with common interests or needs who meet either on a part-time or short-term basis under the guidance of trained adults.

**Insignia:** The umbrella term used to refer to all official items that girls may wear on the uniform.

**Investiture:** The first time a girl or an adult makes the Girl Scout Promise, agrees to abide by the Law, and receives the Girl Scout pin. This occurs one time in a person's life. Girls and adults are usually invested in a special ceremony.

**Juliette Gordon Low (1860 - 1927):** The founder of Girl Scouting in this country. Established Girl Scouting in 1912.

**Juliette Low World Friendship Fund:** A fund to which Girl Scouts throughout the USA contribute each year. The fund sponsors international exchange projects and other activities used to help build friendship and better understanding around the world through Girl Scouting.

**Kaper Chart:** A chart that lists jobs to be done, names of girls, and dates/times jobs are to be done. It's one way of rotating job responsibilities for all to share equally.

**Kapers:** A job or chore done during a meeting, trip or project.

**McFadden Cabin:** Located in City Park, New Orleans. Used by troops for day activities and adult training.

**Membership Dues:** Also known as "registration." All girls and adults pay this to GSUSA annually when they register as members of the organization.

**Membership Executive:** A member of the council's executive staff assigned to work with specific geographical regions of the council.

**Motto (The Girl Scout motto):** "Be Prepared."

**National Centers:** Program and training centers owned and operated by Girl Scouts of the USA. These are the Edith Macy Conference Center and John J. Creedon Education Center in Briarcliff Manor, New York and the Juliette Gordon Low Girl Scout National Center in Savannah, Georgia.

**Nosebag:** A lunch which does not need cooking.

**Parent/Guardian Permission for Troop Outing:** Contains girl's health history, parent permission for girl to participate in activities and authorizes leaders to secure emergency care for girl, if necessary. This form must be signed by parent prior to each activity. Leaders should take these forms with them on the activity.

**Parity:** The state or condition of being the same in power, value, rank, etc; equality. "Parity

is achieved when the representation of individuals in the protected classes...attains the goal that has been established." Parity is one of the measures of the affirmative action program.

**Partner:** A group, individual, organization, etc. which lends moral (not necessarily monetary) support to a troop.

**Patches (Participation or Fun Patches):** The focus is on participation, no performance requirements.

**Patrol System:** One of three forms of troop government for Girl Scout Juniors, Cadettes, Seniors, and Ambassadors. This system allows for a representative democratic form of government that enables every girl to play an active role in the troop's affairs.

**Patrol:** A group of girls (usually 5-8) with a girl patrol leader. Girl Scout Juniors, Cadettes, Seniors and Ambassadors divide into patrols when using the Patrol System form of troop government.

**Program Aides:** Are girls in grades 7 - 12 that have completed required council training and are assigned to events by the older girl program coordinator.

**Promise Center:** A Girl Scout Daisy award in the form of the center of a daisy flower that means girls have completed exploring the Girl Scout Promise.

**Quiet Sign:** The traditional Girl Scout signal for silence in a group situation. Someone raises her or his open right hand. Each person who sees this sign stops talking, and raises her or his hand until everyone is quiet.

**Racism:** An assumption that there is inherent purity and superiority of certain races and inferiority of others. It denotes any attitude, behavior, or institutional structure that subordinates persons or groups because of their color or race. Such practices can be intentional or unintentional.

**Rededication:** A ceremony where girls and adults rededicate themselves to Girl Scouting by repeating the Girl Scout Promise, and reciting or reading the Girl Scout Law.

**Religious Awards:** Awards from Girl Scout Brownies through Ambassadors can earn through their own place of worship.

**Resident Camp:** A local Girl Scout council-sponsored camp where girls attend for a week or more or stay overnight. They live in units and plan programs with a staff of trained counselors.

**Safety-Wise:** A publication of GSUSA that contains the health and safety standards troops and individuals must follow.

**Service Unit Team:** A group of volunteers who administer Girl Scouting in the service unit. They recruit members, give support, and help to leaders.

**Service Unit.** A geographic subdivision of Girl Scout membership within a region.

**Silver Award:** Unofficial, casual term used to refer to the Girl Scout Silver Award. This abbreviated term should not be used in written documents or official statements regarding this award.

**Sit-Upon:** A lightweight, waterproof pad usually made of newspapers between two sheets of vinyl. Girl Scouts use them for sitting on damp ground, basement floors, etc.

**Slogan** (The Girl Scout slogan): "Do a good turn daily."

**SWAPS:** Swaps, the tradition of Girl Scouts exchanging keepsakes, started long ago when Girl Scouts and Girl Guides first gathered for fun, songs, and making new friends. Originally, swaps were exchanged at national Girl Scout Senior Roundups and referred to as "Special Whatchamacallits Affectionately Pinned Somewhere."

**Tagalong:** A non-registered child attending a Girl Scout event.

**Town Meeting System:** One of three forms of troop government for Girl Scout Juniors, Cadettes, Seniors, and Ambassadors. This system promotes a pure democracy that permits participation by the entire group. Useful when the troop is quite small.

**Trefoil:** The symbol identifying Girl Guiding and Girl Scouting around the world. The three parts of the trefoil stand for the three parts of the Promise.

**Troop Camping:** Camping over one night or longer, planned and carried out by the girls and leaders of one troop on a site operated or approved by the council. Leaders must have completed Council Troop Camping training.

**Troop Committee:** Three to five adults who help as needed while girls and leaders plan and carry on troop program.

**Troop File Audit:** The council troop files are audited each year in June to assure compliance with council policy. Each troop leader (O1) is responsible for assuring that the troop files are up-to-date.

**Troop:** A group of registered Girl Scouts, led by two or more registered adult volunteers, supported by a troop committee.

**World Association of Girl Guides and Girl Scouts (WAGGGS):** Begun in 1928, WAGGGS is an association of Girl Guide and Girl Scout national organizations around the world. Delegates from member organizations attend World Conferences.

**World Centers:** There are four World Centers. They are Our Chalet, Switzerland; Pax Lodge, England; Our Cabana, Mexico; and Sangam, India.

**World Thinking Day, February 22:** Lord Baden-Powell, founder of the Scout Movement, and Olave Lady Baden-Powell, World Chief Guide of the Scout and Guide movement, were born on February 22. Girl Guides and Girl Scouts all over the world use the day to think of each other and exchange greetings, learn about other countries, and give to the Juliette Low World Friendship Fund.

**World Trefoil Pin:** Official insignia showing membership in the World Association of Girl Guides and Girl Scouts.

## World Centers

The four world centers, Our Cabaña in Cuernavaca, Mexico; Our Chalet in Adelboden, Switzerland; Pax Lodge in London, England; and Sangam in Pune, India, are owned and operated by the World Association of Girl Guides and Girl Scouts (WAGGGS). Staffed by volunteers and paid international staff, the centers offer Girl Guides and Girl Scouts a comfortable, inexpensive, and safe place for short stays or long-term accommodations, seminars, trainings and international events. Members of Girls Scouts of the USA and their families are encouraged to visit the centers, meet girls from other countries and build lasting friendships.

















**Our Cabaña**, located 47 miles from Mexico City, is a beautiful retreat located in historic Cuernavaca. Our Cabaña is the largest of the four world centers, can accommodate up to 90 guests, and offers 5, 8 and 9 night sessions throughout the year to girl and adult members of WAGGGS and GSUSA, including Girl Friendship sessions and Adult Adventure programs.

**Our Chalet**, was the first world center built by WAGGGS. Located in the picturesque Swiss Alps, Girl Scouts, Girl Guides and their families can explore the network of trails and footpaths that lead to snow-capped peaks, crystal-clear waters, alpine forests and wild flower meadows. Our Chalet offers a wide array of programs from high adventure activities such as skiing or hiking to leadership seminars.

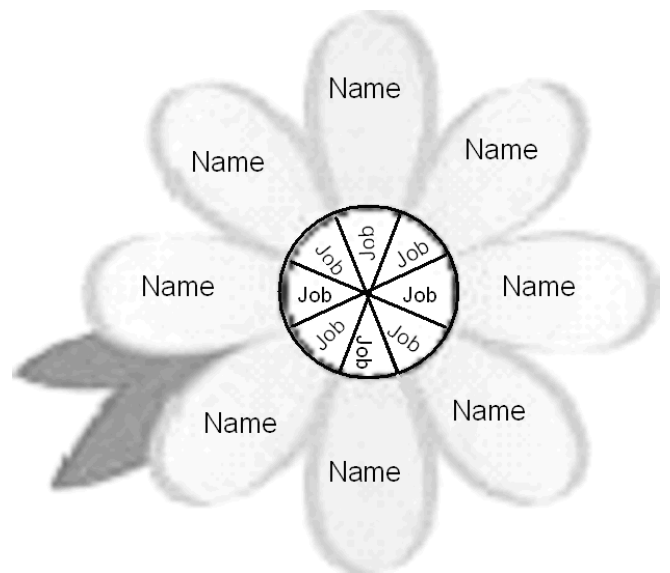
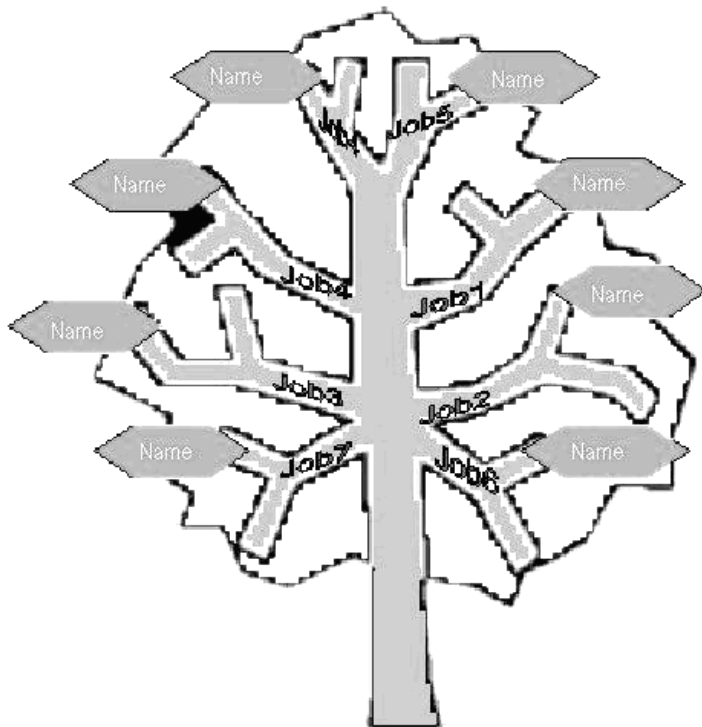
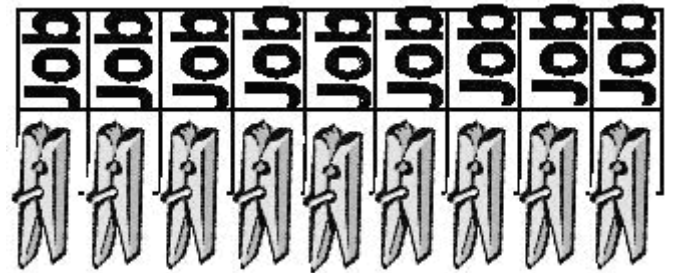
**Pax Lodge**, located in Hampstead Village, 20 minutes by subway from the center of London, is an ideal base for exploring the city's rich history, tradition and culture. This world center offers a vibrant selection of cultural programs for youth and adults as well as leadership seminars and day activities.

**Sangam**, situated along the banks of the Mula River in Pune, India, is a few hours from Mumbai (Bombay). Sangam, which means 'coming together' in Sanskrit, brings Girl Guides and Girl Scouts together from around the globe. Events, scheduled from June to March, emphasize cultural sharing, common Girl Guiding/Girl Scouting links and the rich cultural heritage of India.



	Opening	Hostesses	Clean Up	Closing
Sept 15				
Sept. 30				
Oct. 15				
Oct. 31				
	Bears: Christina Stephanie Brooke Brittany Suan	Songbirds: Jessica Taylor Daniela Rebecca Kristin Laura K.	Raccoons: Karen Lizzie Marie Sarah Deena	Ladybugs: Laura R. Sabrina Sofia Hayley Lauren

Girls' names on clothespins — rotate each meeting



Websites for more resources:

[http://leaderlobby.net/tools/kaper\\_charts.php](http://leaderlobby.net/tools/kaper_charts.php)

[http://www.fairbanksgirlscouts.org/volunteer/2008\\_forms/resources/kaper\\_chart.pdf](http://www.fairbanksgirlscouts.org/volunteer/2008_forms/resources/kaper_chart.pdf)