



2016-2017 Volunteer Essentials





Girl Scouts of Greater Los Angeles

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Dear GSGLA Volunteer:

Welcome to Girl Scouts of Greater Los Angeles (GSGLA), and thank you for your commitment to empowering girls to become tomorrow's leaders.

It is Girl Scouts' mission to build girls of courage, confidence, and character, who make the world a better place, and it is talented and dedicated volunteers like you who are the backbone of our organization. Whether you are working directly or indirectly with girls, you are making a difference in their lives by helping them stand up, stand out, and stand tall.

With your support, we are able to offer a wide variety of opportunities to more than 40,000 girls in Greater Los Angeles. As you inspire them to reach their greatest potential, you will experience joy and friendships that will bring out the best in you, too.

The team concept is at the core of Girl Scouts, and we want you to know there is always someone eager to help you. However you choose to volunteer, our staff and fellow volunteers are committed to working alongside you, providing support and resources.

Again, thank you. We know you have a choice of where to volunteer your time and talents, so we are sincerely grateful you have chosen GSGLA. I look forward to our partnership and all of the amazing success that you'll inspire.

Warmly,

A handwritten signature in black ink, reading "Lise L. Luttgens".

Lise L. Luttgens
Chief Executive Officer

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Chapter 1: Welcome to Girl Scouts

Welcome to the great adventure of Girl Scouting! Thanks to volunteers like you, generations of girls have learned to be leaders in their own lives and in the world.

We know you're busy and need to be efficient with your time. For that reason *Volunteer Essentials* is an online reference at www.girlscoutsla.org for you to use as needed. When you have a question, simply look up the topic in the Table of Contents or Index, and you'll find your answer. Think of *Volunteer Essentials* as your encyclopedia to Girl Scout volunteering: It's here when you need it, but there's no need to read it all today. **This document is customized for our Girl Scouts of Greater Los Angeles council (GSGLA) and contains Policies, Procedures, and Standards. Therefore, it supersedes the National Guidelines.** If you need a print copy, they are available for sale in our GSGLA shops.

Girl Scouts of Greater Los Angeles (GSGLA) is one of the 112 Girl Scout councils (geographic areas) that make up our national organization, Girl Scouts of the USA (GSUSA). GSGLA serves more than 40,000 girl and 22,000 adult members covering all of Los Angeles County and parts of San Bernardino, and Kern counties representing 350 communities and spans over approximately 6,000 square miles. Our administrative headquarters is located at 801 South Grand Avenue, Los Angeles. GSGLA service centers and Girl Scout shops are located in Palmdale, Santa Clarita, Woodland Hills, Marina del Rey, Long Beach, Montclair*, and Arcadia.

In addition, GSGLA owns two camp properties, where beginning to advanced campers may spend a day, week, or longer in the outdoors. The most popular camp activities include horseback riding, canoeing, swimming, archery, and adventure/challenge courses that include high ropes courses, climbing walls, and zip lines. GSGLA also owns 10 program centers where girls are able to experience troop meetings, day or overnight events, and fun in the outdoors. At Girl Scouts, our mission is to build girls of courage, confidence, and character, who make the world a better place. We are the largest organization dedicated solely to girls—all girls—where, in a diverse, inclusive, accepting, and nurturing environment, girls build skills for success in the real world. In partnership with committed adult volunteers, girls develop qualities that will serve them all their lives—like leadership, strong values, social conscience, and conviction about their own potential and self-worth.

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal member of Girl Scouts.

Go to www.girlscoutsla.org and join us on Facebook (facebook.com/GSGLA) and be a fan of Girl Scouts of Greater Los Angeles (GSGLA). Follow us on Twitter at @GirlScoutsLA (twitter.com/girlscoutsla), view our latest photos on our Instagram feed at @GirlScoutsLA (instagram.com/girlscoutsla), or videos on our GSGLA YouTube channel (youtube.com/user/GirlScoutsLA). You can also join us on LinkedIn (<https://www.linkedin.com/company/girl-scouts-of-greater-los-angeles>). GSGLA Blog (blog.girlscoutsla.org): Read first-person stories from girls, volunteers, staff (including CEO Lise L. Luttgens), and more.

*Montclair will be relocating to Upland.

Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-serving organization in the United States and a member of the World Association of Girl Guides and Girl Scouts (WAGGGS), a sisterhood of close to 10 million girls and adults in 145 countries.

girl scouts
greater los angeles

COUNCIL MAP

KERN COUNTY

SAN BERNARDINO COUNTY

VENTURA COUNTY

LOS ANGELES COUNTY

ORANGE COUNTY

RIVERSIDE COUNTY

SAN DIEGO COUNTY

CAMP LAROTA (FRAZIER PARK)

CAMP MARIPOSA

CAMP POSITO RANCHO (BIG BEAR LAKE)

SANTA CLARITA

PALMDALE

WOODLAND HILLS

MONTROSE

ARCADIA

UPLAND

MONTECLAIR

HEADQUARTERS

MARINA DEL REY

LONG BEACH

EL RANCHITO

LA CASTA

JOHNSTONE

CHINO

WHITTIER

COVINA

SAN GABRIEL

MARINE LANDING

LEGEND
GSLA Properties

- Camp
- Headquarters
- Mission Delivery Center
- Program Center
- Service Center
- District County
- Boundary

Our Mission and Vision

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

Girl Scout Promise

On my honor, I will try:
To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

*Girl Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word “God.” **Note:** This disclaimer appears in the National Leadership Journey adult guides, but not in the girls’ books. It is included here as a reminder to you, as a volunteer, that it’s your responsibility to be sensitive to the spiritual beliefs of the girls in your group and to make sure that everyone in the group feels comfortable and included in Girl Scouting. Please feel free to share this information with girls’ families.

Girl Scout Law

I will do my best to be

honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do

and to,

respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout

More than 3 Million Strong

We are urban, rural, and suburban. We are in schools, churches, temples, mosques, public housing, foster homes, and detention centers. We are in virtually every zip code and in 90 countries around the world.

- **2.3 million** girls 5 to 18 years of age
- **16,800** Girl Scouts overseas
- **800,000** adult volunteers
- **59** million alumnae
- **112 councils** throughout the United States

At any given time, approximately 10 percent of girls are Girl Scouts, and it’s interesting to know that:

- **80 percent** of women business owners were Girl Scouts.
- **69 percent** of female U.S. Senators were Girl Scouts.
- **67 percent** of female members of the House of Representatives were Girl Scouts.
- Virtually every female astronaut who has flown in space was a Girl Scout.

ToGetHerThere

At Girl Scouts, we know that when girls are given the opportunity, they change their world. Every girl has an important role to play, and every girl deserves the opportunity to achieve anything she sets her sights on. But we need help to ensure that girls in every U.S. zip code develop the confidence that Girl Scouts nurtures. That's why we've launched ToGetHerThere, the largest fundraising campaign for girls in history.

ToGetHerThere is a Movement-wide fundraising campaign with the goal of raising \$1 billion for girls by 2020. Every gift to every Girl Scout council counts toward the goal. Together, we will get her there—to help lead her troop, her family, her community, her company, her country, and her world. At Girl Scouts of Greater Los Angeles, we participate in this movement through our annual ToGetHerThere Luncheon. To learn more about it, including how to spread the word about the campaign, visit www.girlscoutsla.org/pages/donors/whysponsor.html. To donate to this cause now, visit http://girlscoutsla.thankyou4caring.org/ToGetHerThere_Support.

INVEST IN GIRLS.
CHANGE THE WORLD.



I Can't Wait To

I Can't Wait To is a multi-year campaign that focuses on getting the fun of Girl Scouts into the lives of young girls (K–5), their parents and caregivers, and you, the volunteer. We are heading into the third year of I Can't Wait To, and the promotions, games, and contests keep coming.

I can't wait to



You know that feeling when you just can't wait for tomorrow?

The feeling you get when you're with your friends and you're talking about all the fun things that could happen? We love that feeling! So let's do all the cool stuff you imagined—like exploring the outdoors, creating your own artistic masterpiece, or helping the community with new friends. We'll always be counting down to the next adventure—and the next one, and the next one—together.

Ready? Start the fun now at girlscoutsla.org/join.


girl scouts
greater los angeles

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Connect Online

Connect with Girl Scouts of the USA at www.girlscouts.org, www.facebook.com/GirlScoutsUSA, www.twitter.com/girlscouts, and www.pinterest.com/GSUSA.

Girl Scouts of Greater Los Angeles shares event information, learning opportunities, tips, and advice at www.girlscoutsla.org, www.facebook.com/GSGLA, and www.twitter.com/GirlScoutsLA.

Additionally, Girl Scouts of Greater Los Angeles offers a number of print and electronic resources for GSGLA updates and program information, including segmented e-newsletters and an up-to-date website and web calendar at www.girlscoutsla.org. If you are not receiving print or electronic communications from GSGLA, please let us know by emailing communications@girlscoutsla.org. To submit your troop stories and pictures for possible publication, please email them to pr@girlscoutsla.org.

GSGLA Social Media

GSGLA has a robust listing of social media tools, which are linked at the bottom of every *Great News!* e-blast. Our top social media sites are also linked in the footer of our website. The majority of our social media is managed by marketing and communications staff. There are many ways to stay connected and informed by following, liking, visiting, and using these resources:

GSGLA Facebook ([facebook.com/GSGLA](https://www.facebook.com/GSGLA)): “Like” this page and find out first on Facebook! Here’s where the latest and greatest information is shared regarding upcoming events, deadlines, special contests, and opportunities. GSGLA members can also share photos on the page. Discussion and feedback as a “Comment” is both welcome and encouraged.

GSGLA Cookie & Nut Friends Facebook ([facebook.com/GSGLACookieNutFriend](https://www.facebook.com/GSGLACookieNutFriend)): During Girl Scout Cookie and Fall Product Program seasons, staff share real-time information regarding these two programs. (This is managed by product sales staff.)

GSGLA Twitter ([twitter.com/girlscoutsla](https://www.twitter.com/girlscoutsla)): This page is where GSGLA shares Girl Scout information that is relevant to the community at-large.

GSGLA CEO Twitter ([twitter.com/gsgla_ceo](https://www.twitter.com/gsgla_ceo)): GSGLA’s CEO shares updates and thoughts on the Girl Scout Movement in greater Los Angeles. She encourages discussion with Girl Scouts, volunteers, and community members.

GSGLA Instagram ([instagram.com/girlscoutsla](https://www.instagram.com/girlscoutsla)): Tag @girlscoutsla or use the hashtags #girlscoutsla and #gsgla in your public posts, and GSGLA might share it!

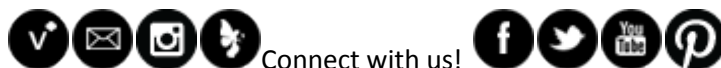
GSGLA Pinterest ([pinterest.com/girlscoutsla](https://www.pinterest.com/girlscoutsla)): This is a fun way for leaders to get ideas for troop meetings, activities, field trips, ceremonies, and more. (This is managed by program staff.)

GSGLA YouTube ([youtube.com/user/GirlScoutsLA](https://www.youtube.com/user/GirlScoutsLA)): Here's where viewers can find interviews with girls, messages from the GSGLA CEO, *Gabbing with Girl Scouts* episodes, sizzle videos, local news highlights, PSAs, instructional videos, and more.

GSGLA LinkedIn (<https://www.linkedin.com/company/girl-scouts-of-greater-los-angeles>): GSGLA posts non-traditional volunteer opportunities, and GSGLA press releases and news coverage to those who follow GSGLA on LinkedIn.

GSGLA Pixelist (thepixelistla.com): This is GSGLA’s classified website where volunteers can post listings about needing volunteers or supplies, etc. (This is managed by member services staff.)

GSGLA Blog (blog.girlscoutsla.org): A fun and interactive way to celebrate all things GSGLA and learn more about our events and programs. Read first-person stories from girls, volunteers, staff (including CEO Lise L. Luttgens), and more.



Girl Scouting as a National Experience

Now that you're a Girl Scout volunteer, you belong to a network of nearly 1 million adults who share an important commitment: preparing girls to lead successful lives. During your time as a volunteer, you'll have fun, meet new people, and learn-by-doing alongside girls at every step.

The Girl Scout program—what girls do in Girl Scouting—is based on the Girl Scout Leadership Experience (GSLE), a national model that helps girls become leaders in their own lives and as they grow. No matter where girls live or what their age or background, as Girl Scouts they are part of a powerful, national experience. As they build leadership skills, they also develop lifelong friendships and earn meaningful awards, two of many treasured traditions in the sisterhood of Girl Scouting.



What Girl Scouting Does for Girls

Girl Scouting guides girls to become leaders in their daily lives, their communities, and the world—helping them become the kind of person exemplified by the Girl Scout Law. When girls—as the Girl Scout Law states—are “honest and fair,” when they “use resources wisely,” and know how to be “courageous and strong,” they can be more successful in everything they do. It may start in school and on sports teams, but research shows that the courage, confidence, and character they develop as Girl Scouts follows them throughout their lives. Girl Scouting has a practical approach to helping girls become leaders:

- When girls lead in their own lives, they **Discover** their values and the confidence to do what's right. This helps girls act in ways that make us proud, no matter where they are.
- When girls lead in their communities, they **Connect** as they learn how to work with other people. This helps them get along better with others, resolve conflicts, and do better on group projects at school.
- When girls lead in the world, they **Take Action** to change the world for the better. Starting as young Girl Scouts, girls learn how to see problems—such as a food pantry in need of donations or an elderly neighbor who could use a hand—and come up with a solution.

In other words: **Discover + Connect + Take Action = leadership**. And everything you do with girls in Girl Scouting is aimed at giving them the benefits of these Three Keys to Leadership.

More details about the benefits and outcomes that Girl Scouts offers girls can be found in *Transforming Leadership Continued*, available online at

www.girlscouts.org/research/publications/gscoutcomes/transforming_leadership_continued.asp.

The Girl Scout Leadership Experience

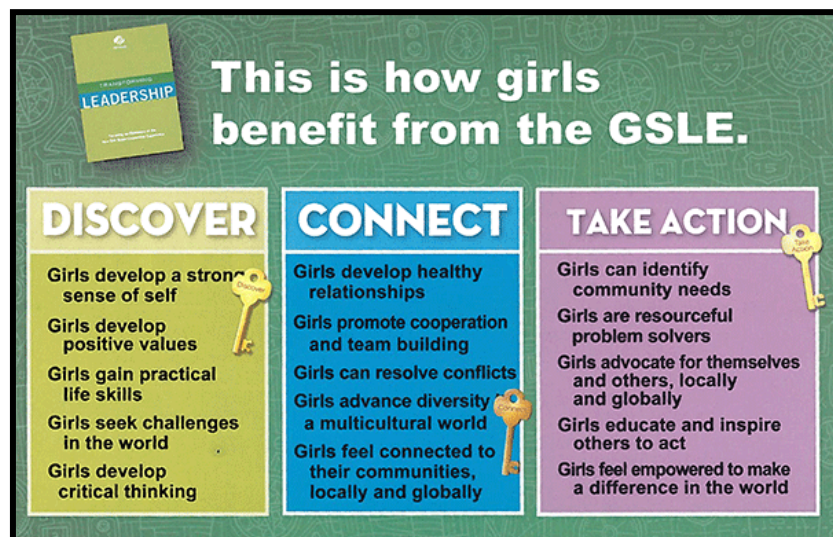
Girl Scouting isn't just about what we do; it's also about how we do it. Over time, we've noticed that girls will give almost any activity a try, as long as the adults guiding them take the right approach. Girl Scout activities ask adult volunteers to engage girls in three ways that make Girl Scouting unique from school and other extracurricular activities:

- **Girl-led:** Girls of every grade level take an active role in determining what, where, when, why, and how they'll structure activities. Of course, you'll provide guidance appropriate to the age of the girls. Plus, you'll encourage them to bring their ideas and imaginations into the experiences, make choices, and lead the way as much as they can.
- **Learning by doing:** This means that girls have active, hands-on experiences. It also means they have a chance to think and talk about what they are learning as a result of the activities. This kind of reflection is what helps girls gain the self-awareness and confidence needed to dive into new challenges. So make sure girls always have a chance to talk with each other—and you—after an activity. It doesn't have to be formal, just get them talking and see what happens.
- **Cooperative learning:** Girls learn so much about themselves and each other when they team up on common goals. Plus, great teamwork helps girls in school now and on the job later. Look for ways to help each girl contribute her unique talents and ideas to the team, help all girls see how their differences are valuable to the team, and coach girls to resolve their conflicts productively.

We call these three methods “processes.” You might be wondering how to put these processes into action with the girls in your group. These steps should help you get started:

1. After you help girls choose a National Leadership Journey, make sure you get the adult guide that accompanies the Journey. As you read through that guide, look at how the activities, conversations, and choice-making options are set up using the three processes. Once you start practicing the processes, you'll probably find that they become second nature when you're with girls.
2. If you haven't already, watch [Girl Scouting 101](#), our online introduction to volunteering with Girl Scouts. If you've already watched Girl Scouting 101, you may want to review its “What Girl Scouts Do” section to brush up on the processes.
3. Want more detail about the processes? Take a look at the examples in *Transforming Leadership Continued*, available online at www.girlscouts.org/research/publications/gscoutcomes/transforming_leadership_continued.asp.

One last tip about using the processes: The girls' time in Girl Scouting isn't a to-do list, so please don't ever feel that checking activities off a list is more important than tuning in to what interests and excites girls and sparks their imaginations. Projects don't have to come out perfectly, and girls don't have to fill their vests and sashes with badges; what matters most is the fun and learning that happens as girls make experiences their own.









Who Can Join Girl Scouts - and How?

Girl Scouts is about sharing the fun, friendship, and power of girls and women together. Any girl—from kindergarten through 12th grade—can join Girl Scouts. Girl Scout volunteers are also a diverse group—you may be a college volunteer working on a community-action project, a parent volunteer ready for an outdoor adventure with your daughter's group, or any responsible adult (female or male, who has passed the necessary screening process) looking to help prime girls for the day when they'll lead, however and wherever they choose.

All members share, both girls and adults, are the Girl Scout Promise and Law. Each member also agrees to follow safety guidelines and pay the annual membership dues of \$15. (Adults have the option to purchase a lifetime membership for \$375).

Girls at Every Grade Level

Girl Scouts is for all girls in grades K-12												
K	1	2	3	4	5	6	7	8	9	10	11	12
Daisies 		Brownies 		Juniors 		Cadettes 			Seniors 		Ambassadors 	

The Girl Scout nationwide progression model and GSUSA regulations state that K-1st grade girls are Daisies, and bridging of Daisies to Brownies is by grade level, after girls complete the first grade. Girl Scouts is not based on what a girl can accomplish or ability, but reflects grade-based levels that are set so girls share experiences with other girls of the same grade. The idea is that girls of the same grade all have something unique to offer and that girls bond best when they have those shared experiences. The Girl Scout program and experiences grow as the girls do, introducing girls to new age-appropriate experiences along their K-12 continuum. The progression model is designed to be about a girl's journey with other girls in the same level.

If a girl is enrolled in a school district's transitional kindergarten program, and will turn five years old before Dec. 2, she can be registered as a Daisy Girl Scout.



Flexible Ways to Participate

Across the country, the Girl Scout community is hard at work on a whole new approach to make sure that everyone can participate in Girl Scouting in the ways they want to. As a volunteer, you can choose from flexible ways to participate that can be tailored to fit your schedule and lifestyle. You can also volunteer behind the scenes, in our GSGLA office, instead of volunteering directly with girls.

Girls can choose any one, all, or some of the options—camp, events, series, troop, travel, and virtual*— within a single membership year. (*Note that virtual is still in development.) As a volunteer, you too have the option of partnering with girls throughout a membership year or committing to an opportunity for only a few weeks or months.

Based on independent research and extensive surveys with thousands of council staff members from around the country, we have a good sense of which options will interest girls, based on their grade levels. These are reflected in the chart on the right.



GRADES												
K	1	2	3	4	5	6	7	8	9	10	11	12
TROOP												
			CAMP									
					SERIES							
									EVENTS			
						TRAVEL						
				VIRTUAL								

Series

Series is a pathway for girls to participate in Girl Scouting. GSGLA series incorporate Girl Scout Journeys into the program, and last for 3–4 consecutive weeks for approximately 90 minutes per session. Series programs are the perfect introduction for girls who have not yet had the opportunity to discover the exciting world of Girl Scouts. Series include engaging enrichment lesson plans delivered to a wide range of girls at various school sites and community-based organizations throughout the greater Los Angeles area. Most programs occur during the afterschool hours; however, some may occur during the regular school day.

Juliettes

Girl Scouts of Greater Los Angeles uses the title “Juliette” for a girl who registers in Girl Scouts individually, rather than as part of a specific pathway. As Juliettes, girl members:

- Register without being part of a troop, camp, series, or other pathway (but may participate in any of them other than the troop pathway).
- Are full members of Girl Scouts of the USA and Girl Scouts of Greater Los Angeles and may participate in GSGLA and national events.
- Are part of a service unit (council geographic area) and may participate in service unit events with an adult partner. Some events may require an additional service unit fee.
- May earn badges, Journey leadership awards, and other official Girl Scout awards for their grade level, including the Girl Scout Bronze, Silver, and Gold Award.
- May earn religious recognitions sponsored by their faith community or the My Promise, My Faith Award by Girl Scouts.
- May take part in GSGLA’s Girl Scout Cookie and Fall Product programs.
- May attend GSGLA and service unit summer day camps and resident camps.



Girl Scouts' Organizational Structure

Girl Scouts is the world's largest organization of and for girls, currently encompassing 2.3 million girl members and nearly one million volunteers! Three core structures support all these members: the national headquarters, GSGLA, and your support team.

National Organization and Worldwide Sisterhood

The national office of Girl Scouts of the USA (GSUSA), located in New York City, employs roughly 300 employees. GSUSA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS). Visit [GSUSA online](#), where you'll find a wealth of resources for both girls and volunteers.

Global Girl Scouting ensures that girls have increased awareness about the world, cross-cultural learning opportunities, and education on relevant global issues that may inspire them to take action to make the world a better place. Visit [Global Girl Scouting online](#) for additional information.

Since 1925, USA Girl Scouts Overseas (USAGSO), a division of Global Girl Scouting, has helped ease the transition for American families relocating overseas by offering the familiar traditions and exciting opportunities of Girl Scouting to girls abroad. USAGSO now serves thousands of American girls living overseas, as well as girls attending American or international schools. Through Global Girl Scouting, members participate in World Thinking Day on February 22, visit the four WAGGGS world centers, participate in international travel, promote global friendship and understanding by supporting the Juliette Low World Friendship Fund, and take action on global issues.

Our Council

Girl Scout councils are chartered by the national office to attract and retain members in a geographic area, provide ways for girls to participate in Girl Scouting, create an environment that reflects Girl Scout values and ideals, manage volunteers' experience with Girl Scouting, and keep girls and volunteers as safe as possible. The national office provides support materials to all councils to ensure that the Girl Scout experience is nationally consistent.

You are part of Girl Scouts of Greater Los Angeles (GSGLA). Girl Scouts is a volunteer-driven organization. We have nearly 24,000 volunteers and more than 140 professional staff to bring Girl Scouting to more than 40,000 girls in our area. Once troops are registered they are offered training and support by GSGLA.

Girl Scouts of Greater Los Angeles serves all of Los Angeles County and parts of San Bernardino, and Kern counties representing 350 communities and spans over approximately 6,000 square miles. Our administrative headquarters is located at 801 South Grand Avenue, Los Angeles.

GSGLA Service Centers and GSGLA Stores

Girl Scouts of Greater Los Angeles operates seven service centers with retail stores located at each. Our service centers are based throughout greater Los Angeles in Arcadia, Long Beach, Marina del Rey, Montclair*, Palmdale, Santa Clarita, and Woodland Hills.

GSGLA Store Information

Our GSGLA retail stores are available as a walk-in resource, where professional and knowledgeable GSGLA staff can personally assist girls, parents, and volunteers with their Girl Scout needs and questions. Our stores carry uniforms, insignia, earned badges, and program materials that are needed by both girls and adults. Beyond the core basics, we also stock accessories, miscellaneous camp merchandise, fun patches, jewelry, and other gift items.

*Montclair will be relocating to Upland.

Starter Kits are a great way for every girl to begin their Girl Scout journey or for bridging to their next Girl Scout level. The starter kit includes the Girl's Guide to Girl Scouting, a Journey book, American Flag Patch, GSGLA Council ID patch, Official Girl Scout membership pin, World Association pin, Insignia Tab, uniform tunic, vest or sash and a collectable GSGLA fun patch. Plus you receive a free bag (a \$14.00 value) with the kit purchase!

GSGLA retail stores accept orders by phone, fax, and email with a credit card. You will be contacted by GSGLA staff during store hours to confirm your order. During this call, pick-up time or shipping arrangements will be made. On large quantities, retail staff appreciate orders being placed at least two weeks in advance to assure needs being met.

*For more information or for an order form, visit www.girlscoutsla.org/pages/shop/index.html.

All purchases made in GSGLA retail stores support local programs for GSGLA girls.

GSGLA Store Payment Information:

- We accept cash, check, GSGLA Gift Cards, MasterCard, VISA, American Express, and Discover.
- Troop checks MUST be countersigned by 2 authorized signatories.

GSGLA Return Policy:

- Within 15 days of original purchase.
- Must be accompanied by the original sales receipt.
- May be returned at any GSGLA store, regardless of which GSGLA store it was purchased at.
- Merchandise must be in saleable condition. Tags attached.
- No returns on SEASONAL, DISCONTINUED or CLEARANCE items. These sales are final.
- Stores cannot accept returns on items purchased online; see your invoice for return policy.

GSGLA Refund Policy:

- Credit card purchases will be refunded to the original card number.
- Cash purchases are refunded in cash ONLY if \$10.00 or less. Refunds greater than \$10.00 will be in the form of a GSGLA Gift Card.
- Check purchases are refunded the same as cash with a 10-day waiting period.
- GSGLA Gift Card purchases are refunded back onto a GSGLA Gift Card.



Online Shopping is available to customers 24/7. You can go to – www.girlscoutsla.org and click on the SHOP tab. On the shop page, click on the icon labeled "SHOP ONLINE." This will take you to the online store for convenient shopping.

Starter Kits
everything a girl needs to begin her Girl Scout year

FREE BAG
with purchase

while supplies last

... every girl deserves her own

GSGLA Store Locations and Hours (As of 10/1/16)

***Store Hours** are subject to change because of holidays, summer, all staff meetings and off-site events. You can go to www.girlscoutsla.org to get the most updated store hour information located on our **SHOP** page. Just click on the icon labeled “**LOCATIONS/HOURS**”.

***Please note that Service Center hours are different from the Store hours.**

Arcadia Service Center GSGLA Store (Off of the 210 Fwy)		
101 E. Wheeler Ave. Arcadia, CA 91006 Phone: (626) 677-2217 Fax: (626) 677-2417 Contact : Laura Nelson Email: lnelson@girlscoutsla.org	Summer Hours JULY: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday.	Regular Hours M, W, TH, F: 10 a.m.–5 p.m. *Tuesday , 10 a.m.–6:30 p.m. Open the first Saturday of each month, 9 a.m.–1 p.m. except holiday weekends. Closed second & fourth Mondays of the month.
Long Beach Service Center GSGLA Store (Off of the 605 Fwy)		
4040 N. Bellflower Blvd. Long Beach, CA 90808 Phone: (626) 677-2287 Fax: (626) 677-2487 Contact: Terri McGuire Email: tmcguire@girlscoutsla.org	Summer Hours JULY: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday.	Regular Hours M, T, W & F: 10 a.m.–5 p.m. *Thurs , 10 a.m.–6:30 p.m. Open the first Saturday of each month, 9 a.m.–1 p.m. except holiday weekends. Closed second & fourth Mondays of the month.
Marina Service Center GSGLA Store (Off of the 90 Fwy)		
4551 Glencoe Ave., Ste 140 Marina del Rey, CA 90292 Phone: (626) 677-2255 Fax: (626) 677-2455 Contact: Veronica Jones Email: vjones@girlscoutsla.org	Summer Hours JULY: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday.	Regular Hours M, W, TH, F: 10 a.m.–5 p.m. *Tuesday , 10 a.m.–6:30 p.m. Open the first Saturday of each month, 9 a.m.–1 p.m. except holiday weekends. Closed second & fourth Mondays of the month.
Montclair Service Center GSGLA Store* (Off of the 10 Fwy)		
9525 Monte Vista Ave. Montclair, CA 91763 Phone: (626) 677-2291 Fax: (626) 677-2491 Contact: Sandi Schmidt Email: sschmidt@girlscoutsla.org *Store will be relocating to: 313 East Foothill Blvd., Upland, CA 91786	Summer Hours JULY: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday.	Regular Hours M, T, TH, F: 10 a.m.–5 p.m. *Wed , 10 a.m.–6:30 p.m. Open the first Saturday of each month, 9 a.m.–1 p.m. except holiday weekends. Closed second & fourth Mondays of the month.
Palmdale Service Center GSGLA Store (Off of the 14 Fwy)		
41307 12th Street West, Suite 105 Palmdale, CA 93551	Summer Hours	Regular Hours *Wed. : 10 a.m.–5:00 p.m.

Phone: (626) 677-2373 Fax: (626) 677-2573 Contact: Sharon McNally - Mobley Email: smcnally-mobley@girlscoutsla.org	JULY: Wed & Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG.: Wed & Fri.: 10 a.m.–5 p.m.; Closed first Saturday. *Wed. & Fri. closed 1:30-2:00 p.m. for lunch	and Fri.: 10 a.m.-5:00 p.m. *Wed. & Fri. closed 1:30-2:00 p.m. for lunch First Saturday of each month, 9 a.m.–1 p.m. except holiday weekends.
Santa Clarita Service Center GSGLA Store (Off of the 14 Fwy)		
21515 Soledad Canyon Road, #117 Santa Clarita, CA 91350 Phone: (626) 677-2373 Fax: (626) 677-2573 Contact: Sharon McNally - Mobley Email: smcnally-mobley@girlscoutsla.org	Summer Hours JULY: Tues. & Thurs.: 10 a.m.–5 p.m.; Closed second Saturday of each month. AUG.: Tues. & Thurs.: 10 a.m.–5 p.m.; Closed second Saturday of each month. *Tues. & Thurs. closed 1:30-2:00 p.m. for lunch	Regular Hours *Tues.: 10 a.m.- 5:00 p.m. and Thurs.:10 a.m.- 5:00 p.m. *Tues. & Thurs. closed 1:30-2:00 p.m. for lunch Open the second Saturday of each month, 9 a.m. – 1 p.m. except holiday weekends.
Woodland Hills Service Center GSGLA Store (Off of the 101 Fwy)		
20931 Burbank Blvd., Suite A Woodland Hills, CA 91367 Phone: (626) 677-2305 Fax: (626) 677-2505 Contact: Allison Stevens Email: astevens@girlscoutsla.org	Summer Hours JULY: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday. AUG.: Tues.–Fri.: 10 a.m.–5 p.m.; Closed first Saturday.	Regular Hours M, T, W, F.: 10 a.m.–5 p.m. *Thurs, 10 a.m.–6:30 p.m. Open 1st Saturday of each month, 9 a.m.–1 p.m. except holiday weekends. Closed second & fourth Mondays of the month.

Guidelines for Using the Girl Scout Logo

Unauthorized usage of the Girl Scout logo on merchandise is not permitted.

Unauthorized usage of the Girl Scout name and trademarks may result in diminished value of the Girl Scout brand. To ensure optimum brand identity, we need to be clear and consistent about the messages our products and designs convey to Girl Scouts, non-Girl Scouts, and potential Girl Scouts. Therefore, everyone in Girl Scouting has a role in protecting the Girl Scout name and trademarks against unauthorized, inconsistent, and unlicensed use. GSGLA approval is needed for **any** usage of the Girl Scout logo or branding marks or symbols, including on merchandise, mass printed materials, and websites. Contact communications@girlscoutsla.org for questions.

Licensing and Vendors

To protect the Girl Scout brand, volunteers should consult with GSGLA store manager for any merchandise being customized for their event (e.g. day camps, service unit events, etc.) that will use the Girl Scout name, logo, or trademark. Merchandise for resale or offered as part of a fee-based events, including camp, must be purchased from official Girl Scouts of the USA licensed vendors. All merchandise utilizing the Girl Scout logo or brand marks and symbols must be approved by GSGLA. Contact communications@girlscoutsla.org for questions.



Supporting our Mission

Family Partnership

The Family Partnership fundraising campaign is essential in carrying out the mission of Girl Scouts of Greater Los Angeles (GSGLA). Unlike the annual membership fee which supports our national organization Girl Scouts of the USA (GSUSA), 100% of Family Partnership funds stay within our council to support girls and volunteers. Girl Scouts helps girls do extraordinary things. Your support of Family Partnership is essential to providing a life-changing program for girls. Girl Scouts not only changes her world and your world—Girl Scouts also changes the whole world.

Parents, volunteers, and friends are asked to make a tax-deductible Family Partnership contribution each year. As a token of our gratitude, for a gift of \$25 or more, you will receive a Family Partnership patch.



Family Partnership helps:

- Off-set costs of programs, such as camp, for girls.
- Create more unique program and events for girls in multiple geographic locations.
- Support recruitment and trainings for volunteers.
- Provide 10,000 girls from low-income communities with the Girl Scout Leadership Experience.

Service Unit Manager Responsibilities

- Identify your service unit Family Partnership Champion who can take the lead in promoting Family Partnership to the troop leaders through the various ways below.
- Understand how Family Partnership makes a difference for all Girl Scouts (see above for examples).
- Include Family Partnership messages, information, and activities at all meetings and events as appropriate.
- Champion the use of new membership and campaign tools to facilitate troop and family participation.
- Celebrate your success!

Troop Leader Responsibilities

- Understand how Family Partnership makes a difference for all Girl Scouts (see above for examples).
- Understand the goals and importance of Family Partnership.
- Emphasize with parents that their Family Partnership gift stays with and supports GSGLA.
- Familiarize yourself with the tools available for fund raising.
- Pursue 100% participation from parents.
- Ask all families to participate in Family Partnership through individual giving, employer match programs, and/or fundraising events.
- Celebrate your success!

For more information, contact Donna D. Baharouzi at 626-667-2314 and dbaharouzi@girlscoutsla.org.

Other Ways to Give

When you make a gift to Girl Scouts, you are supporting the leaders of tomorrow!

Corporate Sponsorships

Align your company with an organization dedicated solely to girls. Our programs have helped develop more than 50 million women leaders who have shaped the course of our nation. For more information, please contact Christine Dean at 626-677-2264 or cdean@girlscoutsla.org.

Sponsorship Opportunities:

- **Sponsor a program for a year** - Your company will be listed as the sponsor for one of our program areas: Leadership, Business & Financial Literacy, Outdoor Adventure, STEM (science, technology, engineering, art, math), or Healthy Living.
- **Co-branded patch program** - Your company logo will be placed on a custom-made patch and will be tied to an activity hosted by your company or GSGLA.
- **Event Sponsorship** - ToGetHerThere Luncheon, Family Fit Fair, Gold Award Ceremony, Annual Meeting and Volunteer Recognition, and more.
- **Entertainment**- Movie programs, screenings, radio contests, social media contests, and more.

Juliette Gordon Low Planned Giving Society

Through a planned gift, you can support our mission today, with cash or stock for example, or design a plan as part of your estate that benefits us after your lifetime. You don't have to be a certain age or wealthy, just need a plan and a commitment to Girl Scouts. For more information, please contact Christine Dean at 626-677-2264 or

cdean@girlscoutsla.org.

Here are a few Planned Giving vehicles for your consideration:

- **Bequest by Will**-You may make a bequest at any age by adding a codicil to an existing will or by drafting a new one. This allows you to leave a legacy while maintaining the assets you need for your current lifestyle. In addition, you may generate a tax savings.
- **Retirement Plan Assets**-Name Girl Scouts of Greater Los Angeles as the full or partial beneficiary of your retirement plan. The benefit amount you specify will be distributed to GSGLA, tax free.
- **Life Insurance**-Life insurance provides a simple way to give a significant gift to GSGLA with possible income tax benefits that you may enjoy during your lifetime.
- **Endowment**-By definition, an endowment is a gift deposited into a fund where the original amount – called the principal – remains forever. Income earned from the fund's investments provides the means to support GSGLA in perpetuity.

Workplace and Matching Gifts

What are Workplace Gifts?

Many companies and organizations offer their employees the opportunity to donate to charities through payroll deduction. You may be able to have deductions from your paycheck donated directly to GSGLA. Does your employer have United Way giving? If so, you could designate your gifts to "Girl Scouts of Greater Los Angeles." Be sure to include the full name to ensure that your gift comes to the local Girl Scout council.

For more information, please contact Erika Homan at 626-667-2377 or ehoman@girlscoutsla.org.

What are Matching Gifts?

There are two main type of matching gifts.

- **Monetary Match** – Your donation can do even more! This is when your employer matches a percentage of your donation to GSGLA with a donation to GSGLA.
- **Volunteer Match** – Turn your volunteering into a donation! This is when your employer "matches" your volunteering hours at GSGLA with a monetary donation to GSGLA.

For more information, please contact Erika Homan at 626-667-2377 or ehoman@girlscoutsla.org.

Tribute Gift

A tribute gift is a meaningful way to honor a special person or family's special occasion or to memorialize the passing of a loved one. Honor that special someone with a gift to Girl Scouts of Greater Los Angeles and help support programs that build girls of courage, confidence, and character, who make the world a better place.

By making a meaningful gift in honor or in memory of a friend, family member, co-worker, or client, you empower all Girl Scouts in the greater Los Angeles community to believe in themselves and realize their potential. For more information, please contact Andrea Ramirez at 626-667-2203 or aramirez@girlscoutsla.org

Other Gift Options

There are also several other ways to support the mission of Girl Scouts. For more information, please contact Erika Homan at 626-667-2377 or ehoman@girlscoutsla.org.

- **Stock** - Stock gifts of appreciated stock can yield tax benefits because they are deductible from your income tax at their fair market value. This kind of gift helps you avoid capital gains tax.
- **Cars** - Receive maximum legal tax deductions and possibly a partial cash payment for qualified donations of a car, boat, RV, truck or motorcycle can support Girl Scouts of Greater Los Angeles programs. Pickup of qualified donations is always free to donors anywhere in the nation. Ensure you use our full name when making the donation.
- **Ralphs** - Each time you buy groceries at Ralph's, a percentage of your purchase can support the Girl Scouts of Greater Los Angeles. Register at www.ralphs.com (Go to "Services" and "Community Contributions") or email community.program@ralphs.com to request a scan bar letter to register in a Ralphs store.
- **Amazon Smile** - Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to the charitable organization of your choice (Hint: choose "Girl Scouts of Greater Los Angeles").



Adult Learning Opportunities

Girl Scouts strives to provide you with the necessary information to successfully manage your group of girls and to let you know how and where you can get additional information on certain topics when you want to learn more. Volunteer learning is offered in a variety of ways to best meet your unique learning styles: written resources, face-to face learning, live/recorded webinars, and interactive online training.

The Go Teams for Adult Educators, Curriculum, Outdoor Program, Travel, Special Events & Money Earning, and Health & Safety are proud to announce new and revised course(s) for all volunteers. These volunteer teams have created the curriculum for online, classroom, and webinar courses for you. To learn more about Go Teams, visit:

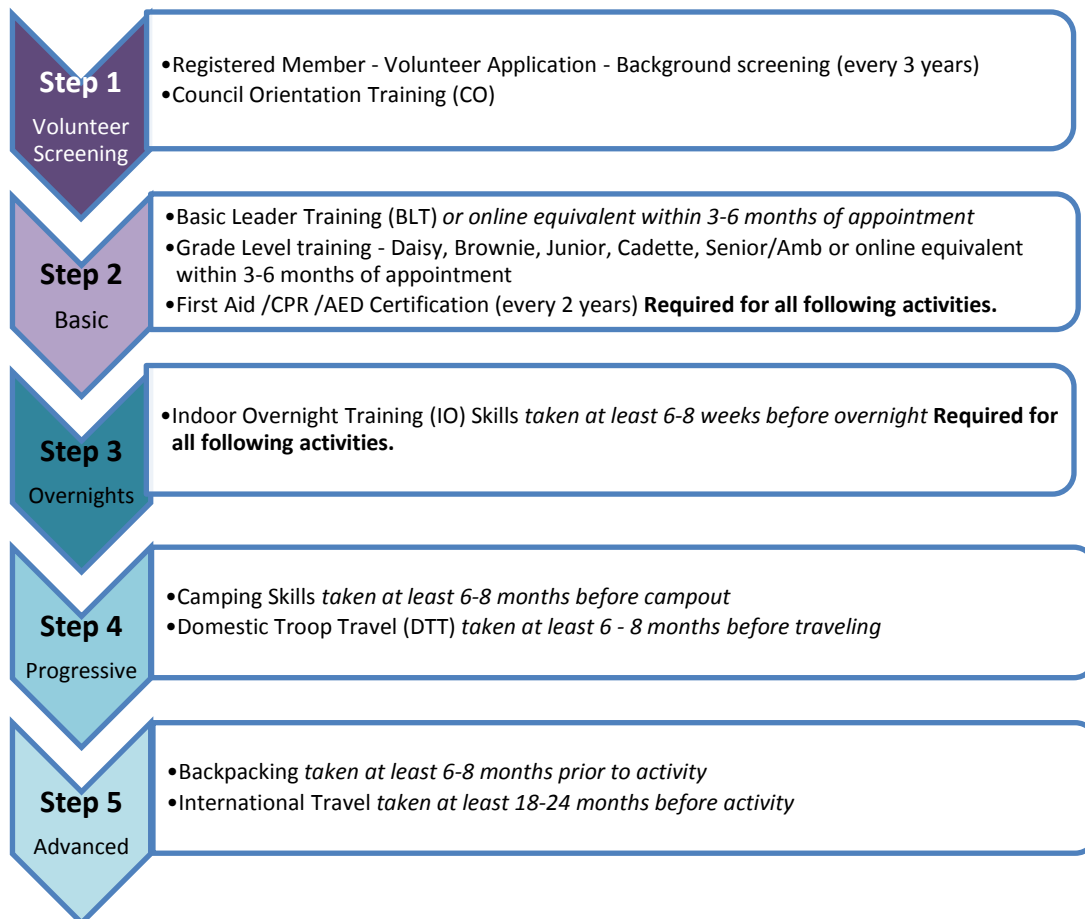
http://www.girlscoutsla.org/pages/for_volunteers/GoTeams.html

Adult Education is offered to Girl Scouts to support and enable adults to respond effectively to the needs of today's girls.

GSGLA's Volunteer Training

GSGLA requires specific training of volunteers to ensure they understand the Girl Scout organization and the duties of the position for which they are volunteering. The Basic Leader and Grade Level courses or their equivalent online modules are to be completed within 3-6 months of your appointment as a leader or co-leader and others are to be completed when you are ready to take on more challenges (Indoor Overnight, SEME, etc.). Our adult education classes are quality courses conducted by skilled and enthusiastic volunteer adult educators who are eager to assist you. Take advantage of as many courses as you can. The training you take as an adult volunteer will assist you in providing the best growth experience for girls. All of our learning opportunities ensure that you have the support you need in Girl Scouting. GSGLA provides you with the resources and guidance necessary to fulfill your role as a Girl Scout volunteer – learning will not only help you work more effectively with Girl Scouts but will also introduce new skills and behaviors into your work life, relationships, and personal development. In the end, your service will be recognized and evident to all the girls you help become confident, courageous, and character-driven young women.

Leader Training Progression Steps – Use this chart to help you with your training progression.



Online Training

Girl Scouts of Greater Los Angeles has an online training site to help you with your learning needs 24/7. All volunteers are invited to create an account and log into our online training site at www.gsglaonlinetraining.org. Access this site directly using the link or through our GSGLA website at www.girlscoutsla.org. Access Girl Scout information on many topics, when you need it, whether you are at home or on the go. Our online learning is available through your smartphone, tablet, or computer. Learning modules are developed to be topic specific, short, and at your fingertips. Earn virtual badges for modules and courses. Some courses require several modules to be completed in order to earn the next level of virtual badges. Earn them all!

- The *Be A Troop Leader* column offers modules that cover Basic Leader* and Grade Level* Girl Scout information. These are marked with green “required” labels and topics include: New Troop Leaders, About Girl Scouts, Troop Management, Troop Finances, and Girl Scout Safety.
- The *Be A Troop Volunteer* column offers modules and recorded webinars that cover troop positions parents and other volunteers can help fill such as Troop Treasurer, Troop Driver, Troop first-aider, Troop Camper Advisor, Troop Travel Advisor, Event Director, and Troop Product Sales Chair.
- The *Be A Service Unit Volunteer* column offers modules and recorded webinars for Service Unit Team members for basic position training, such as Manager, Recruiter, Treasurer, Troop Consultant, Placement Coordinator, Communications/Public Relations, and Cookie Chair and Mentor.

**to be completed within 3-6 months of appointment as leader or co-leaders(s)*

Live Webinars

GSGLA offers live webinars for many of our face-to-face classes. Learn from the convenience of your home and avoid traffic. To get the most from our live webinars read the information below:

Webinar Tips:

1. You will need microphone/speakers, or a telephone to call in to the Webinar along with your computer. A headset is recommended if you have one. ***Please note: the telephone number is NOT a toll-free number.**
2. There is a free app for tablets and phones that will cost nothing if used with Wi-Fi, otherwise data charges may be billed. Visit these sites for more information:
 - a. [Apple Devices](#)
 - b. [Android Devices](#)
3. If more than one person will be viewing the Webinar on the same computer, make sure all participants can see the screen and hear the audio. Please make sure to notify your moderator, through the question box, the names and email addresses of those additional viewers, so they receive training credit.
4. If you are unable to log in to the Webinar on time, you will miss vital information, so don't be late!
5. Set yourself up in a spot where you won't be distracted. This will allow you to get the most out of the course, while still being in the comfort of your own home.

Face-to-Face Classes

Face-to-Face classes are great for those who enjoy the social interaction of a regular class. If you like to ask questions to an actual person, and hear firsthand new ideas for exciting activities or places to go; this option is for you. We continue to offer face-to-face classes at locations throughout GSGLA. You can register for these classes through the Adult Education Calendar or eBiz.

Children may not attend the training. Childcare facilities are not available at course locations, and children may not sit with an adult or in another part of the facility while the adult is attending class. Please do not bring children. Training is open to all adult volunteers. Girls may attend trainings if the training has been designed for them.

What to bring to a Class:

- Training Card
- Volunteer Essentials (if available), this can be downloaded here http://www.girlscoutsla.org/pages/for_volunteers/resources.html, purchased from our shop, or print your own.
- Journey adult and girl book for grade level and basic leader classes
- Any resources/directions listed in confirmation email
- Snacks, drinks, pen, and paper for note taking

***Note** - With the addition of our online training site, many classes will undergo changes in their names and content. For the latest information on these class changes, check the adult education calendar.

http://www.girlscoutsla.org/pages/for_volunteers/adult_education.html

Course Listings

Basic Leader Training – Online, Live Webinar, Classroom - for new and/or returning leaders and co-leaders of girls of any grade level. Learn how to run a troop meeting along with badges, Journeys, finances, and how to put it all together. Discuss, ask questions, and get ideas from other leaders to make your troop experience the best it can be. Equivalent Online modules are marked with a green 'required' label

Daisy Grade Level – Online, Live Webinar, Classroom - for leaders and co-leaders of girls in Kindergarten and 1st grade. You will learn everything about Girl Scout Daisies! How they act, what they wear (uniforms), the proper progression for finances, product sales, events, outings, as well as games, songs, arts, and crafts. Learn more about the Daisy Journeys and Petals; how to use them creatively and effectively. Equivalent Online modules are marked with a green 'required' label

Brownie Grade Level – Online, Live Webinar, Classroom - for leaders and co-leaders of girls in 2nd and 3rd grade. What do Girl Scout Brownies do? More than Daisies! Learn all about Brownies in this class. Get tips on age-appropriate arts and crafts, outings, games, songs, ceremonies, as well as behavior, and troop management. There will be basic Journey and badge tips, how to use them creatively and effectively. Equivalent Online modules are marked with a green 'required' label

Junior Grade Level – Online, Live Webinar, Classroom - for leaders and co-leaders of girls in 4th and 5th grades. Junior Girl Scouts can do more! More of what? This class will give you lots of ideas for more of what these girls can do. Learn about Junior Journeys, badges, and the leadership awards, such as the Bronze Award; the highest award Juniors can earn. Girls like to get out and do things; learn more about progression of outings, travel, and the outdoors. Equivalent Online modules are marked with a green 'required' label

Cadette Grade Level – Online, Live Webinar, Classroom - for leaders and co-leaders of girls in 6th, 7th, and 8th grades. Helpful hints and tips for running a Cadette Girl Scout troop. What changes are these girls going through? Plenty! More importantly, how do you need to change to keep them engaged? How to keep them involved using fun and meaningful activities while keeping it Girl Led. Learn about the LIA Award, Leadership Pin, and the Silver Award basics. Get more Journey and badge ideas to keep it creative and meaningful. Equivalent Online modules are marked with a green 'required' label

Senior / Ambassador Grade Level – Online, Live Webinar, Classroom - for leaders and co-leaders of girls in 9th and 10th grades (Seniors) and 11th and 12th grades (Ambassadors). Your girls are in high school - now what? Get tips on how Senior Girl Scouts and/or Ambassador Girls run their troops. These girls have special needs for flexibility as their lives get busier. Learn how to adapt to their changing needs as they mature into young adults. The girls still work on Journeys and badges at these levels, learn how to keep them Girl Led. Get basic information on the Gold Award. Equivalent Online modules are marked with a green 'required' label

Multi-level Leaders – Online only. Module for basic information on how to run a multi-level troop. This module covers different ages – different stages, Materials, finances, business, girl/adult ratios, and other topics.

First Aid and CPR/AED – Classroom only - This class is offered by certified American Red Cross volunteer instructors using American Red Cross curriculum. This covers workplace and community (Scouts) certification for adult, child, and infant CPR/AED and First Aid. This class satisfies the *Volunteer Essentials* guidelines for minimum level of first aid required for access to Emergency Medical Services (EMS) that is less than 30 minutes response time. CPR/AED includes Adult & Child CPR/AED and is valid for 2 years. First Aid is valid for 2 years. Fee for both CPR/AED & First Aid on the same day is \$55.00. CPR/AED/FA classes are open to older girls; Cadettes and above. Online modules are marked with a green 'required' label

First Aid and CPR Blended – NEW! Blended Simulation CPR/AED & First Aid Training

GSGLA is now offering Red Cross's Blended Learning for CPR/AED & First Aid certification. What is “blended simulation training”? The steps for completion are done in 3 parts:

1. Register for a hands-on skills testing date and time through eBiz.
2. Complete the interactive online experience through the RedCross.org site, where you will respond to a series of real-world emergency response scenarios across a variety of settings. This portion can take up to 6 hours to complete.
3. Attend and complete a face-to-face skills testing done in the classroom on the date you registered for.

This class is offered by certified American Red Cross volunteer instructors using American Red Cross curriculum. Official Red Cross certification is given once both portions are completed. This covers workplace and community (Scouts) certification for adult, child, and infant CPR/AED and First Aid. This class satisfies the *Volunteer Essentials* guidelines for minimum level of first aid required for access to Emergency Medical Services (EMS) that is less than 30 minutes response time.

For more detailed steps to complete this training, please click on the “Register Online” button to read more on eBiz. Similar information will be included in your confirmation email upon registration in eBiz.

Older Girl First Aid and CPR/AED – Classroom only – Have you ever been in an emergency situation? Learn how to respond in an emergency situation and how to provide assistance to those in need. Cadette, Senior, and Ambassador Girl Scouts will learn basic First Aid and CPR, how to handle emergencies – all while staying calm. This is an American Red Cross certification, bring your lunch, water, paper, and pen. Girls that are attending without an adult need to bring a completed Health History form with them. Register through eBiz or use the Program Calendar <http://www.girlscoutsla.org/pages/events/calendar.html>

Babysitter’s Training for Older Girls – Classroom only – Do you know how to calm a crying baby? Or how to handle a conflict between two children? How about what to do if a child has a tummy ache? Learn how to help kids have fun, keeping them safe while following household rules with Babysitting Basics and Babysitter’s Training from American Red Cross. For Girl Scouts ages 11-16. Bring your lunch, water, paper, and pen. Register through eBiz or use the Program Calendar <http://www.girlscoutsla.org/pages/events/calendar.html>

Special Events & Money Earning – Live Webinar, Recorded Webinar, Classroom, (online soon) - Do you want to learn how to run events like a professional? Then take this class to learn how to run an event for your troop, service unit, or area. Whether your intention is to earn money, or you just like to do events, this class will teach you event planning, budgeting, and what forms are needed. New e-forms have been created for easy use and submission. Open to Seniors and Ambassadors too. Take this class 6-8 weeks before you plan your first special events and/or money earning activity. This allows for planning progression with your troop and proper paperwork approval. Online modules are marked with a green ‘required’ label

Indoor Overnight – Live Webinar/online combination, Classroom - Learn the basics of what you need to know for overnight adventures indoors. This class is the first step in progression for outdoor camping and/or travel. Learn more about the necessary forms, planning steps, and how to budget for any kind of trip. Adventure awaits! Learn to do it safely and within budget. **This is the first class required in the overnight progression** for an adult to take a group on an indoor overnight experience where girls sleep in an indoor structure, (e.g. a cabin, community room, home) this includes slumber parties and where food is provided, purchased, or the girls cook in a conventional kitchen. NOT covered in the Indoor Overnight class: use of fires, fireplaces, outdoor cooking, BBQ, fire pits, sleeping in the backyard, tents, and hotel/motel or hostel. Additional training is required for these activities. This course is to be taken a minimum of 6-8 weeks before planning your first indoor overnight activity.

Camping Skills – Classroom only – outdoors - This training will allow you to take your troop camping the Girl Scout Way. It includes outdoor cooking, sanitation, knots, camping skills, fire safety, tents, Leave No Trace, and camping equipment use. This course is all hands-on fun. NOT included is overnighing in a hotel/motel or hostel nor is camping or travel for more than two (2) nights. These are covered in Domestic Troop Travel. The Indoor Overnight class is a pre-requisite for Camping Skills. Take this 8-10 weeks before you plan your first camping trip. This allows for planning progression with your Troop and proper paperwork approval.

Indoor & Camping Skills Overnight – Classroom only – outdoors – This class is a hands-on, blended, combination class for Indoor Overnight and Camping Skills. Take both classes at one time. Participants will spend the night in tents. *Indoor Overnight* - Learn the basics of what you need to know for overnight adventures indoors. This class is the first step for progression for outdoor camping and/or travel. Learn more about the forms you need for any kind of trip. Adventure awaits! Learn to do it safely and within your budget. *Camping Skills* -This training will allow you to take your troop camping the Girl Scout Way. It includes outdoor cooking, sanitation, knots, camping skills, fire safety, tents, Leave No Trace, and camping equipment use.

NOT included is overnighing in a hotel/motel or hostel nor is camping or travel for more than two (2) nights. These are covered in Domestic Troop Travel. Take this class 8-10 weeks before you plan your first camping activity. This allows for planning progression with your troop and proper paperwork approval.

Domestic Troop Travel – Live Webinar - How many ways are there to travel? As many as you can come up with! Learn how to travel safely with a group of girls. Get tips on travel options, transportation, forms, and permissions needed to go anywhere for any length of time. This Live Webinar class covers domestic and extended travel. International travel is a separate class. The Indoor Overnight class is a pre-requisite for Domestic Troop Travel. Take this class 4-6 months before you plan your first travel activity. This allows for planning progression with your troop and proper paperwork approval.

Domestic Troop Travel Refresher – Self Study e-form. Use this e-form if it has been more than 2 years since you have completed Domestic Troop Travel training - <https://www.gsglavolunteerapps.org/domestic-troop-travel-self-study-assessment/>

International Troop Travel – Live Webinar - For troops/groups who intend to travel internationally. Learn what is required in order to take your girls on an international trip: forms, approvals necessary, timelines, tips and tools. Troops need to show travel progression and need GSGLA approval 1-2 years before your trip occurs. *Pre-requisites include Indoor Overnight and Domestic Troop Travel. Take this class two years before you plan to travel internationally.*

Registrations and Cancellations

Online eBiz registration is the fastest way to register for face-to-face courses. eBiz registrations will be confirmed by email if received prior to the deadline date. Reminder emails are sent out prior to the class with relevant information regarding that course. Non-registered participants place an unreasonable burden on other participants, the adult educator, and the training location. Walk-in's will not be admitted. To register: <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>

Please email the Training Registrar to cancel a class, or for questions regarding registration and confirmations RegistrationDepartment@girlscoutsla.org or contact Training@girlscoutsla.org. Some classes have wait lists and your timely cancellation will help another volunteer receive the training they need.

Online Registration for Webinar Classes: Register for Webinar classes through the GoToWebinar link provided on the Adult Education Calendar or in the description of the class on eBiz. Please Note: If you register for a Webinar through eBiz, and DO NOT register with the GoToWebinar link, you are not fully registered. Always make sure you receive your confirmation of registration directly from GoToWebinar, which will include your unique link to log into the Webinar on the day of the training. To cancel your Webinar Registration, use your confirmation email from GoToWebinar or email

Training@girlscoutsla.org.

Please note - Some classes have wait lists and your timely cancellation will help another volunteer receive the training they need. To cancel your Webinar Registration, use your confirmation email from GoToWebinar or email

Training@girlscoutsla.org.

Paper and faxed registration

Use the paper Adult Volunteer Registration form to register by fax or mail. Faxed or mailed registrations must include credit card information for courses with fees. Fax the training registration form with complete necessary information to (909) 624-7928 or mail the completed form to GSGLA Montclair Service Center 9525 Monte Vista Ave. Montclair, CA 91763* Attn: Adult Learning. To email registration form use RegistrationDepartment@girlscoutsla.org.

***Office will be relocating to: 313 East Foothill Blvd., Upland, CA 91786**

Children may not attend trainings. Childcare facilities are not available at course locations, and children may not sit with an adult or in another part of the facility while the adult is attending class. Please do not bring children. Training is open to all adult volunteers. Girls may attend trainings if the training has been designed for them.

Fees and Refunds

Fees are due at the time you register for the class. You must cancel prior to the close of class registration for a refund (minus the 10% registration fee). **If you are unable to attend:** please email: RegistrationDepartment@girlscoutsla.org to cancel. By canceling in advance, you allow others to register for the course.

We Appreciate our Volunteers

Whatever your volunteer position, your hard work means the world to girls, to GSGLA staff, and to Girl Scouts of the USA. We're calling on all members of society to help girls reach their full potential, and you've answered that call. So thank you from the bottom of our hearts.

Just as you'll receive support throughout your volunteering experience, when you reach the end of the term you signed up for, you'll talk with your support team about the positive parts of your experience, as well as the challenges you faced, and discuss whether you want to return to this position or try something new. If you're ready for more opportunities to work with girls, be sure to let your GSGLA support team know. Are you ready to organize a series or event? Take a trip? Work with girls at camp? Work with a troop of girls as a year-long volunteer? Share your skills at a GSGLA office, working behind the scenes? The possibilities are endless and can be tailored to fit your skills and interests.

Great adult volunteer leadership makes Girl Scouting possible. GSGLA believes that every volunteer should be recognized for his or her contributions to building girls of courage, confidence, and character, who make the world a better place. GSGLA's volunteer recognition program is designed to offer formal and informal recognition. Formal recognition is for significant service and for completing relevant requirements which can be found on the GSGLA website in the GSGLA Council Level Awards Handbook www.girlscoutsla.org/pages/for_volunteers/volunteer_recognition.html

GSGLA's Adult Recognitions Go Team reviews nominations and makes recommendations for the Council level awards each year. GSGLA also provides the Membership Numeral Guards for members with 30 years or more as registered members as well as the Years of Service Award for those adults actively volunteering for 25 or more years. Use the nomination eform to request the Membership Numeral Guard or Years of Service Award.

Nominations to recognize a volunteer during the annual Volunteer Recognition Ceremony can be made using the nominations eform and are due December 2, 2016. Supporting Endorsements are due December 9, 2016. The 2017 Annual Meeting and Volunteer Recognition Ceremony will be held April 22, 2017. For more information, please visit <http://www.girlscoutsla.org/pages/events/AMVR.html>.

No matter how you volunteer with Girl Scouts, your investment of time and energy will pay back tenfold. With your help, girls will be able to identify issues they care about and work with one another to resolve them. Have no doubt: you, and nearly one million other volunteers like you, are helping girls make a lasting impact on the world.

Volunteer Appreciation Weeks

Volunteer Appreciation Week—a special week in April—is set aside especially for you. Girl Scouts pay tribute to the volunteers who help girls make the world a better place. The week centers on the long-standing National Girl Scout Leaders' Day (April 22). In addition, Girl Scouts also celebrates Volunteers Make a Difference Week, in conjunction with Make a Difference Day, which takes place during the weekend in autumn that we set our clocks back.

Chapter 2: Troop Start Guide

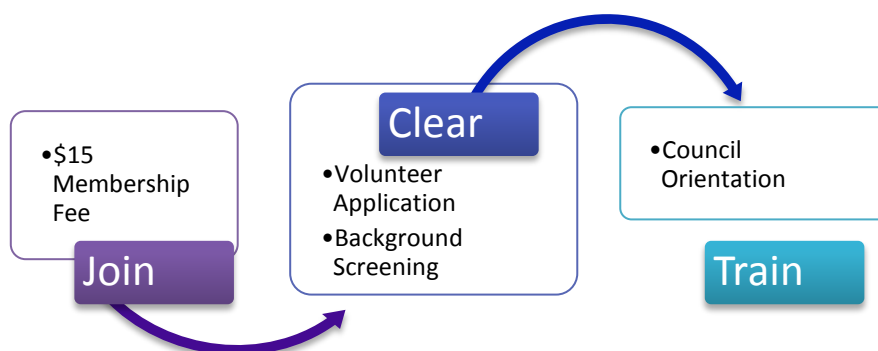
Understanding Your Role as a Girl Scout Volunteer

Your most important role as a Girl Scout volunteer is to be excited about everything this opportunity affords you: a chance to help girls succeed, play a critical role in their lives, and watch them blossom! You also want to be someone who enjoys the activities you'll be embarking on with the girls—whether you're volunteering at a camp, working with girls who are traveling, or partnering with girls on a short-term series on a topic that interests you.

As a Girl Scout volunteer, you'll serve as a partner and role model to girls. You'll also work closely with a co-volunteer, because two adults, one of which is female, must be present at all times when working with girls, and at least two of those volunteers **must not be related**. Remember to also check the adult-to-girl ratios in the "Safety-Wise" chapter of this handbook.

There are three important troop leader designations. The 01 is the Leader and the 02 is/are the Co-Leader/s. These are positions that require training and are all referred to as leaders. The 03 is a volunteer position within a troop. All adults serving a troop must have been cleared. At least one adult **MUST** have completed Council Orientation before a troop meeting may occur and one adult must have taken topic-specific training for certain activities (e.g. Overnight Camping).

Steps to Becoming a Leader



There are three simple steps to becoming a troop leader or co-leader. Join Girl Scouts by paying the \$15 membership fee to Girl Scouts of USA. The next step includes completing a volunteer application and background screening*. Once you have cleared, you will receive a clearance email from our Customer Care department. The last step is to complete our online Council Orientation training. The training available is an online module available on our online training site and runs approximately 17 minutes. Remember, if you are an existing member, but would like to take over for the current leader or co-leader, you must be an approved volunteer**.

*Please note, background screening must be completed with the approved GSGLA vendor. Background or fingerprint screenings completed with non-GSGLA entities, including other Girl Scout councils, will not be accepted.

****Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Your Responsibilities

Your other responsibilities as a Girl Scout volunteer include:

- Accepting the Girl Scout Promise and Law
- Understanding the Three Keys to Leadership that are the basis of the Girl Scout Leadership Experience: Discover, Connect, and Take Action
- Sharing your knowledge, experience, and skills with a positive and flexible approach
- Working in a partnership with girls so that their activities are girl-led, allow them to learn by doing, and allow for cooperative (group) learning; you'll also partner with other volunteers and GSGLA staff for support and guidance
- Organizing fun, interactive, girl-led activities that address relevant issues and match girls' interests and needs
- Providing guidance and information regarding Girl Scout group meetings with girls' parents or caregivers on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters, blogs, other forms of social media, and any other method you choose
- Processing and completing paperwork, such as parent permission forms, health history, etc.
- Communicating effectively and delivering clear, organized, and vibrant presentations or information to an individual or the group
- Overseeing with honesty, integrity, and careful record-keeping the funds that girls raise
- Maintaining a close connection to your Service Unit team
- Facilitating a safe experience for every girl

10 Essential Elements for Creating the Girl Scout Experience	
ESSENTIAL ELEMENTS	
WELCOME FAMILIES TO THE GIRL SCOUTS OF THE USA	Girl Scouting helps girls become leaders in their daily lives and in the world. Let girls know about all the fun they'll have—and tell families what Girl Scouts does and why it matters.
SHOW GIRLS THEY BELONG TO A BIG SISTERHOOD	Help girls make the connection between their troop and the millions of girls around the country and the world who share a mission to make the world a better place.
GUIDE GIRLS TO DEVELOP AS LEADERS	Use the national leadership curriculum to help girls experience the three keys of leadership—Discovering self, Connecting with others, and Taking Action—in the world.
EMPOWER GIRLS TO TAKE ACTION IN THEIR COMMUNITIES	Girls want to know they can make a difference in the world. Help girls identify a problem they want to solve, reach out to others who can help, and put together their Take Action project.
SUPPORT GIRLS TO BUILD SKILLS THROUGH PROFICIENCY BADGES	Girls feel proud and confident when they've learned a new skill through earning a badge. Show girls the badges available at their grade level and guide them as they earn the ones that interest them most.
EXPAND GIRLS' VIEW OF THE WORLD	Give girls the opportunity to go to new places, meet new friends, and talk to experts in various fields. This expands their horizons and helps them imagine all kinds of new possibilities for their futures.
CELEBRATE WITH CEREMONIES AND TRADITIONS	Hold award ceremonies to celebrate what girls have learned; enjoy beloved Girl Scout traditions, such as flag ceremonies, sing-alongs, and campfires; or come together at bridging ceremonies to mark the moment when girls move to the next level in Girl Scouting.
USE A GIRL-FRIENDLY APPROACH	Girls have fun when they can shape their own experiences, do hands-on activities, and work together as teams. Help make this happen by using Girl Scouts' three processes: Girl-led, Learning by Doing, and Cooperative Learning.
ENCOURAGE GIRLS TO EARN AND LEARN THROUGH THE GIRL SCOUT COOKIE PROGRAM	Coach girls to develop five key skills—Goal Setting, Decision Making, Money Management, People Skills, and Business Ethics—by taking part in the largest girl-led business in the world.
INSPIRE GIRLS TO CONTINUE GROWING THROUGH GIRL SCOUTS	Girl Scouting helps girls become leaders in their daily lives and in the world. Let girls know about all the fun they'll have—and tell families what Girl Scouts does and why it matters.

Planning in a Girl-Led Environment

To start planning your time with girls, visit <https://www.girlscouts.org/mycalendar/index.html#welcome/>. There, you'll consider the following questions and begin to map out your Girl Scout year:

- How many times each month will you meet? When do you plan to break for holidays?
- How many weeks do you need to allocate for the Girl Scout Cookie Program?
- Will you have time in your schedule for guest speakers and other visitors?
- If you've worked with this group before, what are their preferences: Badge work? Field trips? Other activities? For specific ideas on how to incorporate badges, trips, and other Girl Scout traditions into a Journey, check out the online <http://www.girlscouts.org/program/journeys/maps.asp> for the grade level of the girls you're partnering with.

If your group will be meeting for less than a year (such as at a resident camp or during a series), you'll be able to adjust the calendar to suit your needs. In the same way, if you're planning a multi-year event (such as a travel excursion), add one or two more years to the framework.

After you've drafted a loose framework, ask the girls what they think. Or, create the online calendar together! Remember that you want girls to lead, but younger girls will need more guidance, while older girls will require much less. Seniors and Ambassadors may not even want you to draft a calendar in advance, so if they balk at what you've done, and let them take the reins. (Journeys for older girls include planning pages specifically designed to help them customize their Journey.) Daisies and Brownies, on the other hand, may enjoy your calendar and just fill in a few ideas here and there, which will clue you in to their interests.

A screenshot of the Girl Scout MyCalendar tool. At the top, a green progress bar shows six steps: 'Choose your council', 'Choose your grade level', 'Choose a Journey', 'Choose awards & badges', 'Choose uniformed activities', and 'Finalize your calendar'. The first step, 'Choose your council', is currently active. Below the progress bar, the 'Choose your council' section includes a text input field for 'Enter your zip code' with '10001' entered, a green 'Go' button, a 'Your council' dropdown menu showing 'G11', and a green 'Go' button. Below this, there are two text input fields for 'Start date' and 'End date', each with a green calendar icon button. At the bottom right, there is a green 'Next Step >' button. A note states: 'When you choose your council, your Girl Scout Cookie sale dates are entered into your calendar. If you're planning to do another product sale, enter the dates here.'

As your group starts its Journey, get a discussion (or debate!) going on the Journey's theme and what it means to the girls. Probe to find out what they're most interested in accomplishing during their time together and then help them connect those interests to their Journey.

Letting Girls Lead

Many troops employ a democratic system of governance so that all members have the opportunity to express their interests and feelings and share in the planning and coordination of activities. Girl's partner with you and other adults, and you facilitate, act as a sounding board, and ask and answer questions. Girls from Daisies through Ambassadors will gain confidence and leadership skills when given the opportunity to lead their activities, learn cooperatively as a group, and learn by doing instead of by observing.

The following are some traditions troops have used for girl-led governance, but these are just examples. National Leadership Journeys offer examples of team decision-making, too.

- **Daisy/Brownie Circle:** While sitting in a circle (sometimes called a ring), girls create a formal group decision-making body. The circle is an organized time for girls to express their ideas and talk about activities they enjoy, and you play an active role in facilitating discussion and helping them plan. Girls often vote to finalize decisions. If girls are talking over each other, consider passing an object, such as a talking stick, that entitles one girl to speak at a time.
- **Junior/Cadette/Senior/Ambassador Patrol or Team System:** In this system, large troops divide into small groups, with every member playing a role. Teams of four to six girls are recommended so that each girl gets a chance to participate and express her opinions. Patrols may be organized by interests or activities that feed into a Take Action project, with each team taking responsibility for some part of the total project; girls may even enjoy coming up with names for their teams.
- **Junior/Cadette/Senior/Ambassador Executive Board:** In the executive board system (also called a steering committee), one leadership team makes decisions for the entire troop. The board's responsibility is to plan

activities and assign jobs based on interests and needs, and the rest of the troop decides how to pass their ideas and suggestions to the executive board throughout the year. The executive board usually has a president, vice president, secretary, and treasurer and holds its own meetings to discuss troop matters. Limit the length of time each girl serves on the executive board so all troop members can participate during the year.

- **Junior/Cadette/Senior/Ambassador Town Meeting:** Under the town meeting system, business is discussed and decisions are made at meetings attended by all the girls in the troop. As in the patrol and executive board systems, everyone gets the chance to participate in decision-making and leadership. Your role is to act as a moderator, who makes sure everyone gets a chance to talk and that all ideas are considered.

Looking at a Sample Troop Year

Here is just one example of how you and the girls could set up your troop year.

- Hold a parent/caregiver meeting.
- Open a troop checking account.
- Register all the girls and appropriate adults in the troop.
- Meet together for the first time, allowing the girls to decide how they can learn each other's names and find out more about each other.
- Kick off a Journey with the opening ceremony recommended in the first sample session, or a trip or special event that fits the theme. Have the girls brainstorm and plan any trip or event.
- Enjoy the full Journey, including its Take Action project.
- Along the way, add in related badge activities that girls will enjoy and that will give them a well-rounded year.
- Have the girls plan, budget for, and "earn and learn" in the Girl Scout Fall Product and Cookie Program.
- Help girls plan a field trip or other travel opportunity.
- Encourage girls to plan a culminating ceremony for the Journey, including awards presentations, using ideas in the Journey girls' book and/or adult guide.
- Pre-register girls for next year during the Early Bird registration period.
- Enjoy the outdoors by taking a walk, a hike, a day trip, or by even camping out!
- Participate in a GSGLA-wide event with girls from around your region.
- Have the girls plan and hold a bridging ceremony for girls continuing on to the next Girl Scout grade level.



Please be advised that certain activities require additional volunteer training. Please consult GSGLA online training site at <http://gs glaonline training.org/login/index.php> for available trainings.

Understanding How Many Volunteers You Need

In an effort to make the Troop Pathway to Girl Scouts fun for girls, easier for leaders, and still meet the goals set by Girl Scouts of the USA, Girl Scouts of Greater Los Angeles has established a minimum troop size for new troops, by program level, effective Oct. 1, 2014. To organize your troop, you will need:

Program Level	Minimum number of girls per troop
Girl Scout Daisy, grades K–1	10
Girl Scout Brownie, grades 2–3	12
Girl Scout Junior, grades 4–5	12
Girl Scout Cadette, grades 6–8	8
Girl Scout Seniors, grades 9–10	5
Girl Scout Ambassador, grades 11–12	5

Troops may start with less than the minimum while working in conjunction with the service unit team and GSGLA staff to meet the minimum standards. Existing troops that are below the minimum should be open to taking more girls as placement is needed. We recognize that as girls age out, move, or leave for personal reasons, a troop may fall under the minimum. In this case, the troop simply needs to remain open to new placement as needed, but may still meet and function as a troop.

Troops must have:

- A minimum of two adult leaders who are not related to each other (by blood or marriage) and do not live in the same household, of which one is female.
- Any adults serving in a ratio or volunteer capacity for a troop must be an approved volunteer*, e.g., troop leaders, drivers, chaperones, product sales volunteers, treasurers, first-aiders, camp advisors, etc.

To Go on an Activity:

- All adults serving in a ratio or volunteer capacity for a troop must be approved volunteers*.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. The following group sizes are recommended:

- Girl Scout Daisies: 10–12 girls
- Girl Scout Brownies: 12–20 girls
- Girl Scout Juniors: 12–25 girls
- Girl Scout Cadettes: 8–25 girls
- Girl Scout Seniors: 5–30 girls
- Girl Scout Ambassadors: 5–30 girls

Girls and adults participating in troops can meet once a week, once a month, or twice a month for several months—how often is up to you and the girls. Troops can meet just about anywhere, as long as the location is safe, easily accessible to girls and adults, and within a reasonable commute (“reasonable” having different definitions in different areas: in rural areas, a one-hour drive may be acceptable; in an urban area, a 30-minute train ride may be too long). In each meeting, girls participate in fun activities that engage them in the Girl Scout Leadership Experience (GSLE).

Troops provide a flexible way for girls to meet. Some ideas include:

- Fourteen Girl Scout Brownies who meet twice a month from November through March at a local community center
- Seven girls who are homeschooled and meet weekly as a Girl Scout Cadette troop
- Girls who meet together once a week at their juvenile detention center to participate in Girl Scout activities

Girl Scouts' adult-to-girl ratios show the **minimum** number of adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls—for example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. It may take you a minute to get used to the layout of this chart, but once you start to use it, you'll find the chart extremely helpful.

	Group Meetings		Events, Travel, and Camping	
	<i>Two</i> unrelated adults, one of whom is female, for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:	<i>Two</i> unrelated adults, one of whom is female, for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:
Girl Scout Daisies (grades K–1)	12	1–6	6	1–4
Girl Scout Brownies (grades 2–3)	20	1–8	12	1–6
Girl Scout Juniors (grades 4–5)	25	1–10	16	1–8
Girl Scout Cadettes (grades 6–8)	25	1–12	20	1–10
Girl Scout Seniors (grades 9–10)	30	1–15	24	1–12
Girl Scout Ambassadors (grades 11–12)	30	1–15	24	1–12

NOTE: If you are a multi-level troop (consisting of two or more levels e.g. Brownie and Junior) the ratio is based on the youngest member of the troop.

Here are some examples: If you're meeting with 17 Daisies, you'll need three adults, at least two of whom are unrelated (in other words, not your sister, in-law, spouse, parent, or child), and do not live in the same household. If this isn't making sense to you, follow the chart: You need two adults for 12 Daisies and one more adult for up to six more girls. You have 17, so you need three adults. If, however, you have 17 Cadettes attending a group meeting, you need only two unrelated adults (by blood or marriage) and who do not live in the same household (because, on the chart, two adults can manage up to 25 Cadettes).

In addition to the adult-to-girl ratios, please remember that adult volunteers must be at least 18 years old and must be approved volunteers.

Girls are never to be left alone with any adult who is not a screened and cleared GSGLA volunteer. (Example: a taxi cab driver or ski instructor.) Adult supervision for all girls also extends to any online activity. For additional information on online safety, please consult:

- The "Computer/Online Use" Safety Activity Checkpoint
- Girl Scout Internet Safety Pledge

You'll want to involve other adults in the troop—there's no need to go it alone or depend on too few adults! Many hands make light work, and the role is more fun when it's shared. Think about the people you know whom you admire, who can connect with girls, who are dependable and responsible, and who realistically have time to spend volunteering. Remember that these adults will need to register as Girl Scout members, fill out volunteer application forms, take online learning sessions, and review written resources. Consider business associates, neighbors, former classmates, friends, and so on.

If you have trouble finding reliable, quality volunteers, to assist, talk to your Service Unit team for advice and support. And feel free to use the sample welcome letter and friends and family checklist in the Girl Scout Daisy, Brownie, and Junior Leadership Journeys to assist you in expanding your troop's adult network.

Remember: Be sure every volunteer reviews and follows the 12 Girl Scout Safety Guidelines available in "Chapter 4 Safety-Wise" in this handbook.

Practice the Buddy System

Girl Scouts practice the buddy system to help protect members while on activities. Groups/pairs of girls are set up at the beginning of an activity and sometimes buddies change along the way. This is used as a precautionary measure, e.g., should a girl need to use the restroom she goes with her buddy, never alone. The buddy system can also be effective with adults needing to step away, when enough adults remain with the girls.

- All girls whether in buddy groups or not need to have adult supervision. We do recognize there is a difference between girls of any age being in a public environment and a closed Girl Scout environment. Any time girls are in public, whether attending an activity, or event, or traveling, where the public has a high interaction opportunity, an adult needs to be with each buddy group.
- If the girls are in a closed Girl Scout environment such as a service unit camporee, Villages, or event that is not open to the public, where attendance is limited and monitored, then depending on the age of the girls and circumstances they may be allowed to explore the immediate area or use the restrooms in their buddy groups without an adult. Our main priority is the safety of girls at all times.

Screening and Clearing of Adult Volunteers

GSGLA requires an initial background screening, including a check of sex-offender registries, for volunteers working directly with girls and a repeated screening every three years.* This includes the following volunteer positions:

- Volunteers fulfilling the adult requirement of the adult-to-girl ratio by grade level as detailed in *Volunteer Essentials* and *Safety Activity Checkpoints*; and the troop leader and co-leaders.
- Volunteers attending overnight trips with troops, groups, or sponsored events. This is applicable whether sleeping is involved or not.
- Drivers of planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles. Drivers must also maintain a good driving record, a valid license, and a registered and insured vehicle.
- First-aiders serving in troop or council capacity.
- Administrative volunteers who handle large amounts of money and/or product. *This will include a minimum of one designee per troop who is responsible for handling, receiving, and depositing product sales proceeds (i.e., the troop cookie or fall product chair or service unit manager), the troop or service unit treasurer, and any signers on the troop or service unit bank accounts.* This does not mandate that all parents handling money for their daughter during the product sales or boothing activities be screened, although as a general practice troops may insist all parents be cleared.

*Note: Not every adult needs to be cleared. Ex. Your troop emergency contact, a special guest, field trip guide...

While completing the volunteer application, applicants must answer the following questions.

Failure to disclose the following information may result in disqualification of volunteer status.

1. Have you ever had any arrests, allegations, pleadings of "no contest," dismissals, or convictions of a crime other than a minor traffic offense (including DUIs, misdemeanors, or felonies)?
2. Have there ever been allegations, complaints, or reports regarding your involvement in child molestation, child abuse, or neglect (regardless of whether the incident was confirmed or denied)?*
3. Are you or a member of your household a registered sex offender?*
4. As of this date, do you have any pending criminal charges against you?

****GSGLA does not appoint any volunteer who is a registered sex offender or has a registered sex offender in their household. Nor do we appoint anyone who has a record of any offense against children. Failure to truthfully disclose such information will result in suspension. GSGLA also reserves the right to dismiss or exclude from affiliation with the organization any employee or volunteer who is found guilty of child abuse or neglect or has been convicted of child abuse or neglect. GSGLA will comply with all applicable regulations governing child abuse and reporting standards. This means that GSGLA would cooperate with criminal prosecution.***

Steps to Becoming a Cleared Volunteer

Step 1: Complete the on-line volunteer application http://girlscoutsla.org/pages/about/join_volunteer.html.

Step 2: Complete the background Screening. Once the Volunteer Application has been submitted you will receive a link and password that will enable you to complete the background screening. (Please note, background screenings can take up to two weeks) The cost for background screenings range between \$7.95 and \$13.50, depending on various factors (such as the counties that need to be searched and any former names) with the average cost being \$12.95.

Step 3: Final step: Once your application has been received and your background screening has been cleared you will receive a clearance email from GSGLA's customer care department. Please forward your clearance email to your troop leader or designee for record keeping and to facilitate your attendance with girls at the next event.

*Please note – Being cleared is one step in becoming an approved volunteer. Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.

Forming Your Troop Committee

Your Troop Support Team

In your role as a Girl Scout volunteer, you will team up with co-volunteers, parents/caregivers, members of the community, GSGLA staff, and others who have expressed interest in working alongside you. The adult guide of each Journey gives you tips and guidance for creating a friends-and-family network to support you all along the way.

The other volunteers on your support team may help by:

- Filling in for you
- Arranging meeting places
- Being responsible for communicating with girls and parents/caregivers
- Locating adults with special skills to facilitate a specialized meeting
- Assisting with trips and chaperoning
- Managing group records

If you have a large support team, the first thing you will want to do is meet with this group and discuss what brought each of you to Girl Scouts, review your strengths and skills, and talk about how you would like to work together as a team. You might also discuss:

- When important milestones will happen (Girl Scout cookie activities, field trips, travel plans, events, dates for other opportunities) and how long the planning process will take
- When and where to meet as a group of volunteers, if necessary
- Whether, when, where, and how often to hold parent/caregiver meetings
- Whether an advance trip to a Destination, event site, or camp needs to happen

Remember to call on your Service Unit team. This team can help you observe a meeting, assign you a buddy, help with registration forms, assist you with opening a bank account, plan your first meeting, and so on. Also plan to attend SU/Leader meetings—usually held several times throughout the year—that provide excellent opportunities to learn from other volunteers.

Troop Volunteer Opportunities

Set up roles that work for you and draw on other volunteers who possess skill sets that you may lack. When you're ready to invite parents, neighbors, friends, colleagues, and other respected adults to partner with you, send them a letter and invite them to their first troop committee meeting.

Some possible volunteer opportunities include:

- **Troop helper** – (sometimes called a parent helper, but doesn't have to be a parent) – provides an extra pair of hands or additional supervision and support at troop meetings, as needed.
- **Troop activity guest(s)** – Shares information and hands-on skills related to a hobby, skill, or career the girls are interested in, typically at a troop meeting.
- **Trip/field trip chaperone** – Spends from several hours to several days accompanying a troop on a close-to-home field trip, or—as the girls get older—on weekend or school-break trips, or even to another country.
- **Journey/badge activity instructor** – Teaches girls a skill or leads an activity that will help girls complete an award requirement; this could happen over several troop meetings, or at a lock-in or camping trip. Is in charge of needed materials; assists girls in learning and completing the designated activity and in evaluating or reflecting on the skill they've learned and how they will use it in the future.
- **Trained troop camper** – Completes GSGLA-sponsored troop camping training, then trains girls and other adults and accompanies them to camp. Might also help girls with related proficiency badges.
- **Troop writer/scribe** – Assists troop adults and/or girls in writing e-newsletters or other troop communication pieces, and sharing troop news with GSGLA. Or, is responsible for all troop forms and paperwork. Must be able to meet deadlines.
- **First-aider** – Serves as the required adult first-aider; is currently certified in first aid, CPR, and AED (or a doctor, nurse, paramedic, first responder, etc.) Training for this certification is available through the GSGLA Training department.
- **Troop cookie chair/fall product chair** – Is a registered member and cleared volunteer of GSGLA; attends service unit Cookie/Fall Product Program training, coordinates the delivery and storage of cookies/nuts for the troop, complete Girl Scout Cookie and Fall Product Program reports, and distributes girl rewards.
- **Troop photographer** – Photographs/helps girls photograph troop events and activities, including trips and ceremonies; teaches girls how to preserve their photographs.
- **Cookie booth chair** – Supervises Girl Scouts, merchandise, and money collection at a Girl Scout Cookie Program booth sale.
- **Family Partnership champion** – Communicates benefits of the Family Partnership campaign to troop parents, secures enough donations to meet troop goal, and reports information to service unit team.
- **Transportation coordinator** – The volunteer you'd look to whenever you need to transport girls for any reason; this person would have volunteers available to drive and chaperone.
- **Record keeper** – A treasurer/secretary rolled into one person—someone to keep track of the money and keep the books.

Arranging Meetings with Parents/Caregivers or a Friends-and-Family Network

A parent/caregiver meeting, or a meeting of your friends-and-family network (as encouraged in many of the leadership Journeys), is a chance for you to get to know the families of the girls in your group. Before the meeting, be sure you and/or your co-volunteers have done the following:

- For younger girls, arranged for a parent, another volunteer, or a group of older girls to do activities with the girls in your group while you talk with their parents/caregivers (if girls will attend the meeting too)
- Practiced a discussion on the following: Girl Scout Mission, Promise, and Law; benefits of Girl Scouting for their daughters, including how the Girl Scout Leadership Experience (GSLE) is a world-class system for developing girl leaders; all the fun the girls are going to have; expectations for girls and their parents/caregivers; and ideas of how parents and other caregivers can participate in and enrich their daughters' Girl Scout experiences (See below for possible discussion topics)
- Determined when product sales (including Girl Scout cookie activities) will happen at GSGLA; parents/caregivers will absolutely want to know
- Determined what information parents should bring to the meeting

- Used the Friends and Family pages provided in the adult guides for many of the Journeys, or create your own one-page information sheet (contact information for you and co-volunteers and helpers, the day and time of each meeting, location of and directions to the meeting place, what to bring with them, and information on how to get Journey resources—books, awards, and keepsakes—and other merchandise like sashes, vests, T-shirts, and so on)
- Gathered or created supplies, including a sign-in sheet, an information sheet, Parent Permission Forms (http://www.girlscoutsla.org/documents/GSGLA_Parent_Permission_Form_Fillable_PDF.pdf) for parents/caregivers (also available from GSGLA), health history forms (as required by GSGLA { http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf }) and GSUSA registration forms
- Prepared yourself to ask parents and caregivers for help, being as specific as you can about the kind of help you will need (the Journey's Friends and Family pages will come in handy here)

You're free to structure the parent/caregiver meeting in whatever way works for you, but the following structure works for many new volunteers:

- As the girls and adults arrive, ask them to sign in. If the girls' parents/caregivers haven't already registered them online, you'll want to provide information so they can do so. It is best if you can have a laptop computer available at the meeting site to facilitate eBiz account activation and online membership registration. For more information on activating eBiz accounts, visit the GSGLA website and click on the eBiz tab, which will direct you to <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>. You may also want to email or hand out a brief information sheet before or at this meeting.
- Open the meeting by welcoming the girls and adults. Introduce yourself and other co-volunteers or helpers. Have adults and girls introduce themselves, discuss whether anyone in their families has been a Girl Scout, and talk about what Girl Scouting means to them. Welcome everyone, regardless of experience, and let them know they will be learning about Girl Scouts today. (If you're new to Girl Scouting, don't worry—just let everyone know you'll be learning about Girl Scouting together!)
- Ask the girls to go with the adult or teen in charge of their activity and begin the discussion.
- Discuss the information you prepared for this meeting:
 - When and where the group will meet and some examples of activities the girls might choose to do
 - That a parent/caregiver permission form is used for activities outside the group's normal meeting time and place and the importance of completing and returning it
 - How you plan to keep in touch with parents/caregivers a Facebook page or group, Twitter, email, text messaging, a phone tree, or fliers the girls take home are just some ideas
 - The Girl Scout Mission, Promise, and Law
 - The Girl Scout program, especially what the GSLE is and what the program does for their daughters
 - When Girl Scout cookies (and other products) will go on sale and how participation in product program teaches life skills and helps fund group activities
 - The cost of membership, which includes annual GSUSA dues, troop dues, optional uniforms, and any resources parents/caregivers will need to buy (such as a girl's book for a Journey)
 - The availability of financial assistance for membership registration.
 - That families can also make donations to GSGLA's Family Partnership —and why they might want to do that!
 - That you are looking for additional volunteers, and in which areas you are looking (be as specific as possible!)
 - All the fun girls are going to have!
- Remind the group of the next meeting (if you'll have one) and thank everyone for attending. Hold the next meeting when it makes sense for you and your co-volunteers—that may be in two months if face-to-face meetings are best or not at all if you're diligent about keeping in touch with parents/caregivers via Facebook, Twitter, text messages, email, phone calls, or some other form of communication.
- After the meeting, follow up with any parents/caregivers who did not attend, to connect them with the group, inform them of decisions, and discuss how they can best help the girls.

Financial Assistance

Girl Scouts of Greater Los Angeles is committed to helping all girls participate in Girl Scouting. No girl will be denied membership in Girl Scouts for financial reasons. The financial assistance fund was created for membership and program opportunities in and beyond the troop activities for girls and adults. Financial assistance is carefully considered and the amounts offered are based on available funds in the annual Financial Assistance Budget.

This year our financial assistance is limited to the \$15 Membership Registration. Limited funds are available for GSGLA Events. Girl Scout troops are encouraged to budget for financial assistance for activities, girl membership registration fee, awards/recognitions, and adult leadership enrichment from their Fall Product and Cookie proceeds.

Requesting Financial Assistance

Parent communicates request to Troop Leader. Troop leader determines if troop funds are available for Membership Registration. If troop funds are not available, troop leader may contact service unit to see if SU funds are available. If SU funds are not available, Girl Scouts of Greater Los Angeles will assist. Troop leader contacts Customer Care line 213-213-0123 or emails troopsupport@girlscoutsla.org for process. For assistance with GSGLA Program Event fees contact Customer Care Hotline 213-213-0123. For girls not in troops, parent, may contact the Customer Care line 213-213-0123 or email troopsupport@girlscoutsla.org for process.

Registering Girls in Girl Scouting

Every participant in Girl Scouting (girl or adult) must register and become a member of Girl Scouts of the USA (GSUSA). GSUSA membership dues are valid for one year. Membership dues (currently \$15) are sent by GSGLA to GSUSA; no portion of the dues stays with GSGLA. Membership dues may not be transferred to another member and is not refundable.

Girls Scout membership year is from Oct. 1 to Sept. 30 of the following year. Pre-registration for the upcoming membership year occurs in the spring. Girls are encouraged to register early to avoid the fall rush. Early registration helps ensure uninterrupted receipt of forms and materials from GSGLA, helps girls and councils plan ahead, and gets girls excited about all the great stuff they want to do as Girl Scouts next year. Girl Scout grade level is determined by the current membership year beginning Oct. 1.

Lifetime membership is available at a reduced rate for Ambassador Girl Scouts whom are completing 12th grade. A lifetime member must be at least 18 years old (or a 17-year-old high-school graduate) and agree to the Girl Scout Promise and Law.

Online Registration with eBiz

eBiz is a web-based system hosted by GSUSA that allows for members to register for membership online. eBiz allows for fast, convenient, and real-time collection of member information and payment of registration dues. A member can log into the eBiz site at any time during the year to update their personal information, including lifetime members.

Troop Management - Manage your Troop Members and Information

Troop volunteers registered as "01" troop leaders (one per troop) have access to the eBiz Troop Management module, a system that allows them to register all members of their troop in one payment as well as update troop meeting details and member contact information. Troop leaders have the ability to register their troop online for the upcoming membership year until Sept. 23, as this is when the current membership year expires. However, troop leaders can always access their troop's information and make updates year-round as well as add new members throughout the year. Troop volunteers, and parents of girl members, can still re-register themselves or their daughter(s) online until re-registration in Troop Management ends at 8:59 p.m. (PST) on Sept. 23. Registered members will automatically show on the troop leader's roster when they log into eBiz and access Troop Management.

eBiz Payment Options

Payments can be made with credit cards, debit cards, or even a prepaid debit card.

eBiz System Requirements

All you need to register online is access to the website and an email address. Don't have an email address? Go to Gmail, Hotmail, or Yahoo! to sign up for an email address today!

eBiz Donations Online (see Family Partnership section for further campaign information)

GSGLA has implemented the ability for members and troop leaders to make Family Partnership donations via the eBiz system. An individually registering member, new or returning, will now be able to add a donation "product" to the same order when they purchase their membership. Likewise, a troop leader will now be able to add donation "products" to orders when registering new or returning members in eBiz. Adding Family Partnership donations to membership orders allows the member or troop leader to pay for both with one easy payment, again using a credit card, debit card, or prepaid debit card. Because the donations are tied directly to each member's order, this ensures that each girl and parent receives credit for their contribution.

Family Partnership Payment Options (see section on Family Partnership for further information)

Select Donation Amount or Enter Other Amount

- Be sure to add a donation "product" to your cart for each member
- You can also add donation "products" for members who are currently registered

eBiz Hotline

Girl Scouts of Greater Los Angeles has a Customer Care Hotline at 213-213-0123 with trained staff that is extremely knowledgeable when it comes to all things eBiz. Feel free to contact them with your questions. You can also access Registration Cheat Sheets and eBiz FAQ document and video tutorials on the eBiz site. Follow this link to access eBiz: <https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>. Instructions are also available by reviewing the *Membership Registration and Renewal Quick Start Guide* in our Resources section.

Record Retention

As Troops go through the year they will have accumulated a bundle of miscellaneous paperwork and sensitive documents such as: registrations, parent permission forms, medical information, etc. Sensitive documents should remain in the custody of the leader after each membership year and be destroyed after five years by shredding. These documents may contain signatures, private information about members and need to be disposed of in a safe manner. If a troop disbands, paperwork should be sent to their service center for storage. Make arrangements with a staff support member to pick up or for your delivery of all troop paperwork for storage at a service center. Contact TroopSupport@girlscoutsla.org for assistance.

Your GSGLA Support Team

A team of volunteers and staff provides you with local support, learning opportunities, and advice. As a volunteer, you will have the most contact with your volunteer Service Unit team. Never hesitate to contact them, because your support team will guide and assist you in all things Girl Scouting. If you have questions about the Girl Scout program, working with girls, resources in the National Program Portfolio (National Leadership Journeys and *The Girl's Guide to Girl Scouting*), or selling Girl Scout cookies and other products, go to your team for answers and ongoing support.

The Customer Care Hotline 213-213-0123

When you need Girl Scout "customer service" support or advice and you are not sure who to call—call the Customer Care Hotline! A customer care specialist will either answer your question directly or direct you to a resource or the staff person who can provide the assistance you need. The Customer Care Hotline does not replace training, service unit meetings, your service unit team, or the website, but it is available for tips, guidance, resource ideas, and those times when you are just simply not sure who to call first. The Customer Care Hotline is staffed Monday through Friday from 8:30 a.m. to 5 p.m. Contact the Customer Care Hotline at 213-213-0123 or via email at customercare@girlscoutsla.org. All GSGLA locations, GSGLA stores, and the Customer Care Hotline are closed the second and fourth Mondays of the month. After hours, leave a message and you will be contacted the next business day.

Emergency Hotline / 1-877-ICE-GSLA (1-877-423-4752)

GSGLA has established a 24 hour emergency line with operators trained to answer and connect callers with GSGLA staff in case of a genuine emergency. An emergency that would require immediate attention may be property-related such as leaking pipes and flooding, broken locks, etc. The emergency may be a car accident or a lost camper. An emergency may involve media attention or needing a trained spokesperson to speak for GSGLA. Situations such as these should be reported to 1-877-GSGLA (1-877-423-4752). Always secure your people and environment first. Call 911, Police or Fire Dept. when faced with imminent danger. When safe, report your emergency to “The ICE Number” and our trained, supervising staff will handle the situation. This team is prepared to talk you through next steps and offer full GSGLA support and resources during these unplanned moments.

During weekday business hours, the Customer Care Team is the most direct contact number for help: 213-213-0123. When at a loss for what to do next at a time of crisis involving Girl Scouts, dial 1-877-ICE-GSLA.

The Service Unit and the Service Unit Team

The service unit is the geographic unit within the Greater Los Angeles council jurisdiction that provides support to members participating in the troop pathway and to individually registered girls referred to as Juliettes. A service unit is made up of a number of different troops of different levels and adult members. The goal of the service unit is to provide additional program opportunities for the troops it serves as well as enrichment and meeting opportunities for its leaders and adults.

Service units are led by a group of trained adult volunteers, known as the service unit team, which oversees activities within the geographical area. The service unit team works together to recruit, retain, and support girls and volunteers in the service unit area. The team is prepared to provide you with assistance in managing the activities of working with girls as well as the opportunity to attend meetings with other leaders and adult volunteers. These volunteers should always be the first people you contact when you are in need of assistance. While your service unit is one of the first places to go, volunteers and staff can be found everywhere to help you find your way.

Adult Educators

Adult educators (AEs) have the unique role of offering learning opportunities to our volunteers as they travel their own pathway. AEs are volunteers that have special training and experience and possess a desire to share this knowledge with our members. An AE can be any adult who is able to express themselves well, have a positive attitude toward Girl Scouting, and has a great desire to share their knowledge and experience. We have many areas of expertise that our AEs can specialize in; how to conduct troop meetings and work with girls of every grade level, the outdoors, travel, and running special events. Contact Kay Chilson if you are interested in becoming an adult educator at training@girlscoutsla.org.

Go Teams

Go Teams are volunteer-led teams dedicated to a specific topic that research best practices and implement new procedures GSGLA-wide to help improve the adult volunteer experience. Go Teams meet virtually and bring experience and ideas from all regions of GSGLA. Topics such as the Adult Educators, Adult Recognitions, Alumnae, Communications, Cookie Program, Family Partnership, Finance, Gold Award, Outdoor Program, Recruiting, Special Events and Money Earning, Travel, Troop Support, and Health and Safety are our most active and productive Go Teams. To get more information on Go Teams go to our website at http://www.girlscoutsla.org/pages/for_volunteers/GoTeams.html or email us at goteams@girlscoutsla.org.

Meeting with Girls for the First Time

When you meet with the girls for the first time you will want to get to know the girls and give them a chance to get to know one another. This meeting may also include parents and caregivers, or you may decide to hold a separate meeting for just the adults.

Icebreaker games that let girls share simple details about themselves are a great way to start off your first gathering. Journeys often start with such an icebreaker, so if you're digging into a Journey right away, you'll be all set. You can also check GSGLA's resources or search the Internet for "icebreakers for kids" to find more ideas.

- www.creativekidsathome.com/games/ice_breaker_games
- www.ultimatecampresource.com/site/camp-activities/ice-breakers.html

Some leaders like to include games and activities about Juliette Gordon Low (founder of Girl Scouts in the USA) at their first meeting, or do games, crafts and/or activities about the Girl Scout Promise and Law.

Your next step will depend on whether you are a troop, series, travel, camp, or other pathway. For example, if you already know which Journey the girls want to do, you'll find it useful to accomplish some of the following during this meeting.

(Note: All these points are detailed in the adult guide for each Journey, too). If your girls haven't chosen a Journey yet, you can spend time during the first meeting talking about the themes of the three Journeys that are available for their grade level and find out which one the group would like to do. You can then discuss these points in the next meeting, if you run out of time.

1. **Introduce the Journey, its theme, and its ties to leadership.** Each Journey's adult guide gives you ideas for talking with girls and their parents/caregivers about the Journey's theme and the Three Keys to Leadership.
2. **Find out what interests the group (and be sure to include the other adult volunteers), so that you and the girls can begin to customize the Journey.** Do the girls want to dig deeper into a particular aspect of the Journey? Without promising anything (yet!), ask the girls to talk about what they're passionate about, what they've always wanted to do, and how they would spend their time if money and other barriers were no object. Build off the ideas shared, but be sure to include opinions from **all** the girls. Ask direct questions of those who seem to be holding back or are unsure about answering, so everyone is included.
3. **Get the girls talking about how they want to schedule their time together.** Use the planning pages from their Journey (referring to your draft calendar only as needed, so that the girls lead). Consider questions like these:
 - Can girls organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular Journey topic or theme?
 - Is there an event that meshes with this topic or area of interest?
 - Can the girls locate and communicate with an expert in the field via email or social media?
 - Can they invite a guest speaker to answer questions or demonstrate particular skills?
 - Which badges can the group choose to work on that will deepen their skills in this particular area?
 - If they are Juniors or older, are they interested in pursuing their Girl Scout Bronze, Silver, or Gold Awards?
 - Do they have ideas for activities that will involve younger or older girls?

Transporting Girls to and from Troop Meetings

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles see the "Transporting Girls" section of "Chapter 4: Safety-Wise" in this handbook.

Troop Meetings

Based on girls' program levels and abilities, girls may decide and plan opening and closing activities, bring and prepare treats, teach songs or games, and clean up. As girls grow, they can show and teach younger members about Girl Scouting. They can also assist you in preparing materials for activities. For trips, campouts, parent meetings, and multi-troop events, girls may be responsible for shopping, packing equipment, handing out programs, cleaning up, gathering wood, and so on. As long as you pay attention to program level and maturity, what girls can do is endless!

Holding Troop Meetings

The sample sessions in the Leadership Journey adult guides will give you ideas about how to plan and hold successful troop meetings that allow girls to Discover, Connect, and Take Action as they have fun with a purpose. (See the “Girl Scouting as a National Experience” chapter of this handbook for more on the three processes). Many volunteers find it helpful to think of meetings having six parts, as outlined below, but feel free to structure the meeting in a way that makes sense for you and the girls.

As Girls Arrive	Start-up activities are planned so that when girls arrive at the meeting they have something to do until the meeting begins. For younger girls, it could be coloring pages; teen girls might jot down a journal entry or just enjoy a little time to talk. Have the kaper chart visible for the girls to see who has which assignments throughout the troop meeting. Kaper chart assignments rotate responsibilities so each girl has the opportunity to participate in each kaper for the meeting.
Opening	The opening focuses the meeting and allows girls to start the meeting. Each troop decides how to open their own meeting—most begin with the Girl Scout Promise and Law, and then add a simple flag ceremony, song, game, story, or other ceremony designed by the girls. Girl Scout Brownies, for example, might create a new tradition by skipping in a circle while singing a song. Ceremonies, even when brief or humorous, make Girl Scout time special. The Journey adult guides contain ideas about openings that correspond to Journey themes.
Business	Troop business may include taking attendance, collecting dues, making announcements, and planning an upcoming event or trip. This is a good time for girls to take turns leading, especially as they grow up! These are good jobs for the older girls to handle with adult supervision. (Some troops may move the business portion of the meeting to an earlier or later slot.)
Activities	Activities will depend on what the girls want to do in their troop and how they want to spend their collective time. This is a good time to work on badges, service projects, crafts, or planning future activities. A well rounded troop has plenty of time for play for girls of all ages, time to create, and time to reflect. Outdoor time is important, so encourage the girls to do an activity in a park or forest. If girls are interested in animals, encourage the girls to plan a visit to a zoo or animal shelter. As you engage in one of the three National Leadership Journeys, review the “Sample Sessions at a Glance” in the adult guide for Journey activity ideas. Be sure to consult the Girl’s Guide to Girl Scouting, Skill Builder badge packs as well as the Journeys for activities.
Snack	Treats are an option some troops decide to include in their meetings and range from a bottle of soap bubbles or a jump rope to a food snack. If girls choose to include snacks, guide them to consider the health of a potential snack, as well as possible food allergies. Enlist the help of parents or caregivers by asking them to sign up and bring a treat. You’ll also find plenty of snack ideas and signup forms in the adult guide of most Leadership Journeys.
Clean-up	Clean-up is part of the troop meeting. Everyone is responsible for cleaning up, but the kaper girl or patrol is responsible for making sure the job is done! Kaper chart assignments rotate responsibilities so each girl has the opportunity to participate in each kaper for the meeting.
Closing	The closing lets the girls know that the troop meeting is ending. Many troops choose to close with the friendship circle, in which each girl stands in a circle, puts her right arm over her left, and holds the hand of the girl standing next to her. The friendship squeeze is started by one girl, and then passed around the circle until it comes back to the girl who started it. When the squeeze is finished, girls twist clockwise out of the circle lifting their arms and turning around and out of the circle. In addition, you may find some helpful, Journey-related closing ceremony ideas in the Journey’s adult guide.

Kaper Charts

“Kapers” is the traditional Girl Scout word for the jobs or chores that need to be done at troop meeting, at camp, or for a ceremony, party, or other special event. A kaper chart divides and rotates the jobs fairly among the girls. A kaper might be done by an individual girl, by “buddies” or by a patrol, team, or committee. Typical kapers for a Daisy, Brownie, or Junior troop meeting might include:

- **Attendance taker/secretary:** Girl marks attendance sheet at each meeting (younger girls might use a poster).
- **Dues collector/treasurer:** Girl collects dues, if brought to troop meetings; adds up total (with adult help, if needed) and reports to rest of troop during business portion of troop meeting. This could be combined with taking attendance.
- **Opening ceremony:** Girl or small group chooses and/or leads opening activity, which might be a flag ceremony, a song or poem, the Girl Scout Promise and Law, or something created by the girls; it could also be the opening activity from the Journey Sample Session.
- **Note taker/recorder/secretary (Girl Scout Juniors):** Takes notes or “minutes” during meetings or discussions, and reads them back to the group. Fourth graders may need an adult “helper” when it comes to spelling! During brainstorming or troop planning sessions, writes ideas on newsprint while someone else facilitates the discussion.
- **Clean-up manager(s):** Everyone is involved in clean-up! At the end of the meeting or session, the manager or clean-up team ensures tables and chairs are put in order, all trash is put in the correct place and all lights are turned off – or whatever needs to be done at your meeting place. Girl Scouts ALWAYS leave a site better than they found it!
- **Closing ceremony girl:** or small group chooses and/or leads the closing, which could be a Friendship Circle, good-bye song or activity, or the closing activity from the Journey Sample Session.

“Kapers” for Older Girl Scouts

A large Cadette troop may still need a kaper chart to divide work fairly, but it is the responsibility of the girls to determine what jobs go on the chart, and who will make and maintain the chart (usually the troop secretary.) By middle and high school, girls may prefer to elect troop officers who serve for two or three months or longer: president, vice president/sergeant-at-arms, secretary, treasurer, and others as needed; or in a small troop, a town meeting moderator, recorder, and clerk. Seniors and Ambassadors generally prefer to work out their own methods of dividing up jobs – often just working together to get things done.



Sample Kaper Chart

Kaper	Sept. 6	Sept. 20	Oct. 4	Oct. 18
Start- Up Game	Judy	April	Cindy	Ellen
Opening	Ellen	Judy	April	Cindy
Flag Ceremony	Cindy	Ellen	Judy	April
Take Notes	April	Cindy	Ellen	Judy
Closing	Judy	April	Cindy	Ellen
Clean Up	Ellen	Judy	April	Cindy

Changes in Troop Leadership

- Let the service unit manager and service unit support specialist know of the troop leadership change as soon as possible.
- Let troop parents know they will not be returning, and hold a meeting to see if any parents would like to volunteer as leaders. If parents volunteer, the leader should notify the service unit manager and give names and contact information for the potential replacements.
- If there are no volunteers, notify the service unit manager, who will try to find new leadership for the troop or new troops for the girls.

Disbanding a Troop (includes troops graduating out)

If the service unit manager cannot find leadership and it becomes necessary to disband the troop, ideally troop funds will be used as planned by the girls in the troop prior to its disbanding. The girls must be part of the decision on how to use or distribute the troop's funds. If a troop is disbanding, the troop leader and co-leader should talk with the girls about their options regarding troop funds. The leaders should let the parents know what the girls decide before the funds are completely utilized. The girls can do the following:

- Consider how they would like to continue their Girl Scout experience (e.g. series, Juliette, camp, etc)
- Carry out their original plans before Sept. 30.
- Have a final event or project that utilizes all their funds.
- Make a donation to GSGLA to help fund other girls to become Girl Scouts.
- Make a donation to a sister troop, a new troop to help them get started, or to the service unit.

The troop may not give girls cash from the treasury account. The funds are not, and may not, become the property of any individual, girl, or adult. The troop treasury is meant to be used in program activities for the girls. If a troop disbands, before the troop year ends on Sept. 30, and when all checks have cleared the bank, the bank account must be closed.

A final Troop/Group Finance Report <http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-Workbook.xlsx> should be completed within 30 days of the last meeting or event along with a completed disband notice http://www.girlscoutsla.org/documents/Troop_Group_Disband_Notice.pdf. A statement on how the troop funds were distributed must be on the Troop Finance report. The report should be signed the leaders and treasurer. This report is then given to the service unit manager. The best way to submit the disbanding paperwork is electronically through the Finance Submittal e-form <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>.

All remaining troop resources (camping equipment, books, or materials) should be either divided equally among the receiving troops (if girls are joining other troops) or given to the service unit manager. Service unit managers generally use funds and resources from disbanded troops to help start new troops.

Note: Troops disbanding at the end of the year are still required year-end finance reports.

When One Troop Becomes Two Troops

Occasionally, with agreement among troop volunteers, parents and girls, one troop will decide to split into two troops. Before the troop divides, there must be a clear understanding about what happens to existing troop funds and materials/supplies. They may either be used as planned before the new troop is formed, or be evenly distributed between the old and new troops, using a pro rata per girl share. At no time are troop funds given to an individual girl or adult. The final Troop Finance report from the original troop must indicate how the funds were distributed. The completed report is submitted electronically.

Please note the following:

- If an individual girl and her parents, or a group of girls and their parents, choose to leave one troop and join or start a new troop (as opposed to a mutual agreement to split a troop, as above,) there is NO money due.
- When one troop becomes two, and a fair and equitable solution is unattainable, troop funds and materials/supplies will be surrendered to GSGLA and delivered to the nearest service center. Distribution of troop funds, materials and/or supplies will be at the discretion of GSGLA.
- If the troop has been saving money for an extended trip, travel, or plans, and a girl or girls leave before the trip has taken place, all funds earned shall remain with the original troop.

Uniforms

Uniforms have been a Girl Scout tradition since 1912, where the first uniforms offered girls and adults freedom of movement and helped cover social and economic class differences. Today, uniforms are a symbol of membership, one that links Girl Scouts across the country and around the world.

The official Girl Scout uniform for girls is a white shirt (either their own or the official Girl Scout polo shirt for their program level), their own khaki pants or skirt, and the official program level tunic, vest, or sash. Girl Scout Daisies and Brownies may wear the khaki and white uniform, or they may wear official Girl Scout uniform components for their program level, such as the Daisy or Brownie beanie, shirt, skirt, leggings or other official components. As a link with Girl Guides and Girl Scouts from other WAGGGS member countries, Girl Scout Seniors and Ambassadors have an official, neckerchief-style scarf to wear with their uniform.

The recommended uniform for Girl Scout adults is their own navy business attire, worn with an official Girl Scout scarf for women or official Girl Scout tie for men, and the Girl Scout Membership Pin and World Trefoil Pin.

Girl Scout adults are encouraged to wear the official uniform at ceremonies and when they are representing the Girl Scout Movement (meeting with community leaders, for example.) Having a uniform is not required for Girl Scout membership, but wearing the uniform may be required for participating in certain events.

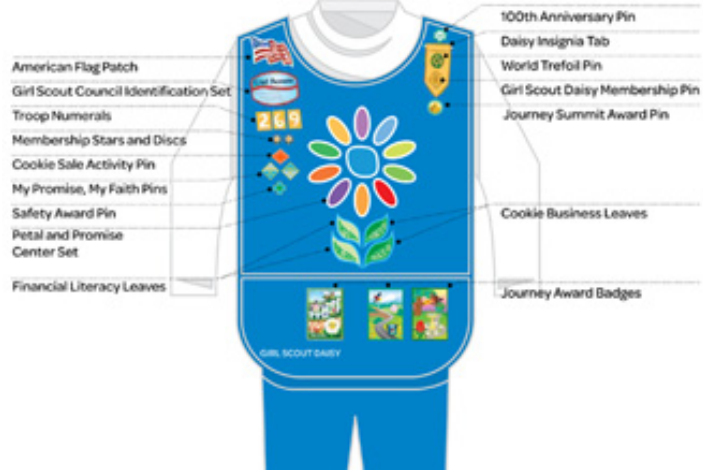
The different level Girl Scout pins, and the World Trefoil pin, should always be worn with the Girl Scout uniform, but may be worn on other clothing as well. They are always worn on the left, above the heart. For a detailed description of “where things go”, look in the *Girl’s Guide to Girl Scouting* (girls) or online at www.girlscouts.org/program/basics/for_volunteers/where_to_place/



Girl Scout Daisy Vest



Girl Scout Daisy Tunic



Girl Scout Brownie Vest



Girl Scout Brownie Sash



Girl Scout Junior Vest



Girl Scout Junior Sash



Girl Scout Cadette Vest



Girl Scout Cadette Sash



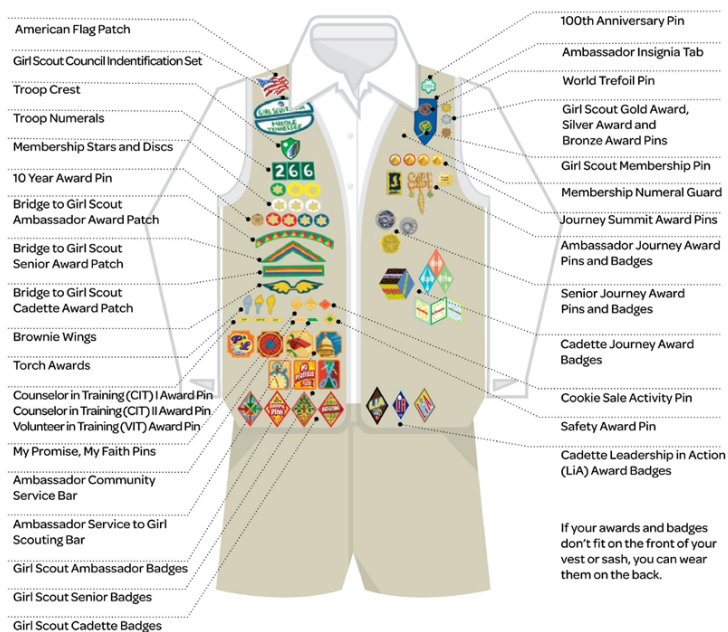
Girl Scout Senior Vest



Girl Scout Senior Sash



Girl Scout Ambassador Vest



Girl Scout Ambassador Sash



Chapter 3: Troop Management

As a Girl Scout volunteer, you'll have the opportunity to guide girls of all backgrounds, behaviors, skills, and abilities. You'll help her develop leadership skills she can use now and as she grows—all in a safe and accepting environment. This chapter gives you tips for doing just that.

Arranging a Time and Place for Girl-Led Meetings

When and how often to meet is up to you, your co-volunteers, parents, and girls: It may just be one time for this particular group of girls. Or, if you meet regularly, what day and time work best for the girls, for you, for your co-volunteers, and for other adults who will be presenting or mentoring? Once per week, twice a month, once a month? Is after-school best? Can your co-volunteers meet at that time, or will meetings work better in the evenings or on the weekends?

Where to meet can be a bit trickier: A meeting place needs to provide a safe, clean, and secure environment that allows for the participation of all girls. You might consider using meeting rooms at schools, libraries, houses of worship, community buildings, childcare facilities, and local businesses. For teens, you can also rotate meetings at coffee shops, bookstores, and other places girls enjoy spending time.

Here are a few points to keep in mind as you consider meeting locations:

- **Cost:** The space should be free to use.
- **Size:** Make sure the space is large enough to accommodate the whole group and all planned activities.
- **Availability:** Be sure the space is available for the day and the entire length of time you want to meet.
- **Resources:** Determine what types of furnishings (table? chairs?) come with the room and ensure that the lighting is adequate. A bonus would be a cubby of some sort, where you can store supplies.
- **Safety:** Ensure that the space is safe, secure, clean, properly ventilated, heated (or cooled, depending on your location), free from hazards, and has at least two exits that are well-marked and fully functional. Also be sure first aid equipment is on hand.
- **Facilities:** Sanitary and accessible toilets are critical.
- **Communication-friendly:** Be sure your cell phone works in the meeting space.
- **Allergen-free:** Ensure that pet dander and other common allergens won't bother susceptible girls during meetings.
- **Accessibility:** Be sure the space can accommodate girls with disabilities, as well as parents with disabilities who may come to meetings.

If this is your first time asking for a Girl Scout meeting place, here are a few speaking points to get you started:

"I'm a Girl Scout volunteer, with a group of _____ girls. We're doing lots of great things for girls and for the community, like _____ and _____. We're all about leadership—the kind that girls use in their daily lives and the kind that makes our community better. We'd love to hold our meetings here because _____."

Securing a Site

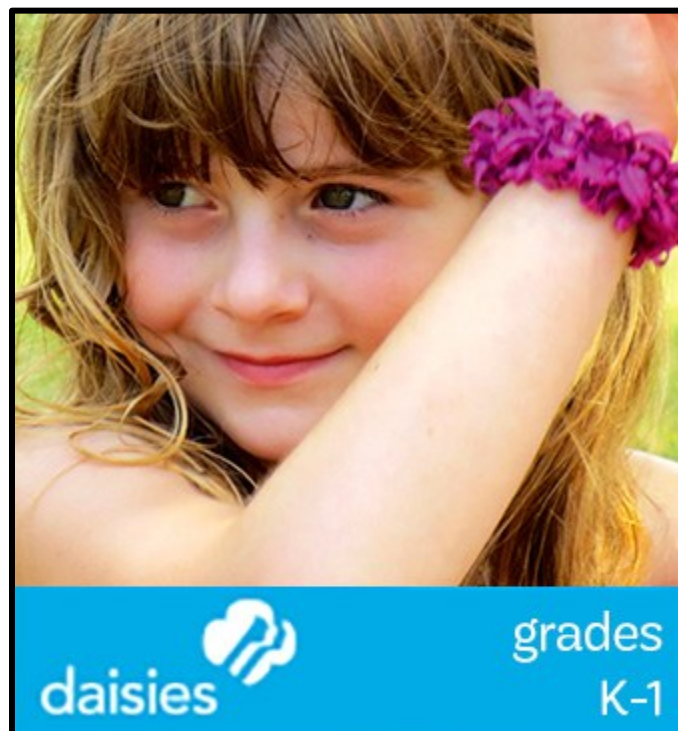
In looking for a troop meeting space, leaders may be required, by the site, to fill out school permits or facility use agreements and to provide proof of GSGLA insurance or obtain proof of insurance coverage *from* the venue. Please contact the Troop Support Specialist at your nearest service center or email COI@girlscoutsla.org for assistance with this process. Please allow a minimum of 10 business days for processing.

Understanding Healthy Development in Girls

Just being attentive to what girls are experiencing as they mature is a big help to girls. So take some time to understand the likes, needs, and abilities of girls at different ages. As you listen and learn along with girls, you may find it useful to review the highlights of their development. What follows are the developmental abilities and needs of girls at various grade levels. You'll also find these listed in the adult guide of each leadership Journey. Plus, the activities in the Journeys are set up with the following guidelines in mind! Of course, each girl is an individual, so these are only guidelines that help you get to know the girls.

The Girl Scout Research Institute reports in *More than S'mores* that participating in casual outdoor activities in Girl Scouts, like playing, walking, or taking field trips in the outdoors made girls stronger problem solvers and challenge seekers. These outdoor experiences often place girls in new physical, psychological, and social situations that motivate curiosity and foster a sense of discovery. These challenges “require girls to become more self-aware and to cooperate, communicate, and solve problems.”

Girl Scout Daisies	
At the Girl Scout Daisy level (grades K–1), girls . . .	This means . . .
Have loads of energy and need to run, walk, and play outside.	<i>They'll enjoy going on nature walks and outdoor scavenger hunts.</i>
Are great builders and budding artists, though they are still developing their fine motor skills.	<i>Encouraging them to express themselves and their creativity by making things with their hands. Girls may need assistance holding scissors, cutting in a straight line, and so on.</i>
Love to move and dance.	<i>They might especially enjoy marching like a penguin, dancing like a dolphin, or acting out how they might care for animals in the jungle.</i>
Are concrete thinkers and focused on the here and now.	<i>Showing instead of telling, for example, about how animals are cared for. Plan visits to animal shelters, farms, or zoos; meet care providers; or make a creative bird feeder.</i>
Are only beginning to learn about basic number concepts, time, and money.	<i>You'll want to take opportunities to count out supplies together—and, perhaps, the legs on a caterpillar!</i>
Are just beginning to write and spell, and they don't always have the words for what they're thinking or feeling.	<i>That having girls draw a picture of something they are trying to communicate is easier and more meaningful for them.</i>
Know how to follow simple directions and respond well to recognition for doing so.	<i>Being specific and offering only one direction at a time. Acknowledge when girls have followed directions well to increase their motivation to listen and follow again.</i>



Girl Scout Brownies

At the Girl Scout Brownie level (grades 2–3), girls . . .	This means . . .
Have lots of energy and need to run, walk, and play outside.	<i>Taking your session activities outside whenever possible.</i>
Are social and enjoy working in groups.	<i>Allowing girls to team up in small or large groups for art projects and performances.</i>
Want to help others and appreciate being given individual responsibilities for a task.	<i>Letting girls lead, direct, and help out in activities whenever possible. Allow girls as a group to make decisions about individual roles and responsibilities.</i>
Are concrete thinkers and focused on the here and now.	<i>Doing more than just reading to girls about the Brownie Elf's adventures. Ask girls questions to gauge their understanding and allow them to role play their own pretend visit to a new country.</i>
Need clear directions and structure, and like knowing what to expect.	<i>Offering only one direction at a time. Also, have girls create the schedule and flow of your get-togethers and share it at the start.</i>
Are becoming comfortable with basic number concepts, time, money, and distance.	<i>Offering support only when needed. Allow girls to set schedules for meetings or performances, count out money for a trip, and so on.</i>
Are continuing to develop their fine motor skills and can tie shoes, use basic tools, begin to sew, etc.	<i>Encouraging girls to express themselves and their creativity by making things with their hands. Girls may need some assistance, however, holding scissors, threading needles, and so on.</i>
Love to act in plays, create music, and dance.	<i>Girls might like to create a play about welcoming a new girl to their school, or tell a story through dance or creative movement.</i>
Know how to follow rules, listen well, and appreciate recognition of a job done well.	<i>Acknowledging when the girls have listened or followed the directions well, which will increase their motivation to listen and follow again!</i>



Girl Scout Juniors

At the Girl Scout Junior level (grades 4–5), girls . . .	This means . . .
Want to make decisions and express their opinions.	<i>Whenever possible, allowing girls to make decisions and express their opinions through guided discussion and active reflection activities. Also, have girls set rules for listening to others' opinions and offering assistance in decision making.</i>
Are social and enjoy doing things in groups.	<i>Allowing girls to team-up in small or large groups for art projects, performances, and written activities.</i>
Are aware of expectations and sensitive to the judgments of others.	<i>Although it's okay to have expectations, the expectation is not perfection! Share your own mistakes and what you learned from them, and be sure to create an environment where girls can be comfortable sharing theirs.</i>
Are concerned about equity and fairness.	<i>Not shying away from discussing why rules are in place, and having girls develop their own rules for their group.</i>
Are beginning to think abstractly and critically, and are capable of flexible thought. Juniors can consider more than one perspective, as well as the feelings and attitudes of another.	<i>Asking girls to explain why they made a decision, share their visions of their roles in the future, and challenge their own and others' perspectives.</i>
Have strong fine and gross motor skills and coordination.	<i>Engaging girls in moving their minds and their bodies. Allow girls to express themselves through written word, choreography, and so on.</i>
Love to act in plays, create music, and dance.	<i>Girls might like to tell a story through playwriting, playing an instrument, or choreographing a dance.</i>
May be starting puberty, which means beginning breast development, skin changes, and weight changes. Some may be getting their periods.	<i>Being sensitive to girls' changing bodies, possible discomfort over these changes, and their desire for more information. Create an environment that acknowledges and celebrates this transition as healthy and normal for girls.</i>



Girl Scout Cadettes

At the Girl Scout Cadette level (grades 6–8), girls . . .	This means . . .
Are going through puberty, including changes in their skin, body-shape, and weight. They’re also starting their menstrual cycles and have occasional shifts in mood.	<i>Being sensitive to the many changes Cadettes are undergoing and acknowledging that these changes are as normal as growing taller! Girls need time to adapt to their changing bodies, and their feelings about their bodies may not keep up. Reinforce that, as with everything else, people go through puberty in different ways and at different times.</i>
Are starting to spend more time in peer groups than with their families and are very concerned about friends and relationships with others their age.	<i>Girls will enjoy teaming up in small or large groups for art projects, performances, and written activities, as well as tackling relationship issues through both artistic endeavors and Take Action projects.</i>
Can be very self-conscious—wanting to be like everyone else, but fearing they are unique in their thoughts and feelings.	<i>Encouraging girls to share, but only when they are comfortable. At this age, they may be more comfortable sharing a piece of artwork or a fictional story than their own words. Throughout the activities, highlight and discuss differences as positive, interesting, and beautiful.</i>
Are beginning to navigate their increasing independence and expectations from adults—at school and at home.	<i>Trusting girls to plan and make key decisions, allowing them to experience what’s known as “fun failure:” girls learn from trying something new and making mistakes.</i>



Girl Scout Seniors

At the Girl Scout Senior level (grades 9–10), girls . . .	This means . . .
Are beginning to clarify their own values, consider alternative points of view on controversial issues, and see multiple aspects of a situation.	<i>Asking girls to explain the reasoning behind their decisions. Engage girls in role-play and performances, where others can watch and offer alternative solutions.</i>
Have strong problem-solving and critical thinking skills, and are able to plan and reflect on their own learning experiences.	<i>Girls are more than able to go beyond community service to develop projects that will create sustainable solutions in their communities. Be sure to have girls plan and follow up on these experiences through written and discussion-based reflective activities.</i>
Spend more time in peer groups than with their families and are very concerned about friends and relationships with others their age.	<i>Girls will enjoy teaming up in small or large groups for art projects, performances, and written activities. They'll also want to tackle relationship issues through both artistic endeavors and Take Action projects. Alter the makeup of groups with each activity so that girls interact with those they might not usually pair up with.</i>
Frequently enjoy expressing their individuality.	<i>Encouraging girls to express their individuality in their dress, creative expression, and thinking. Remind girls frequently that there isn't just one way to look, feel, think, or act. Assist girls in coming up with new ways of expressing their individuality.</i>
Feel they have lots of responsibilities and pressures—from home, school, peers, work, and so on.	<i>Acknowledging girls' pressures and sharing how stress can limit health, creativity, and productivity. Help girls release stress through creative expression, movement, and more traditional stress-reduction techniques.</i>
Are continuing to navigate their increasing independence and expectations from adults—at school and at home.	<i>Trusting girls to plan and make key decisions, allowing them to experience what's known as "fun failure:" girls learn from trying something new and making mistakes.</i>



Girl Scout Ambassadors

At the Girl Scout Ambassador level (grades 11–12), girls . . .	This means . . .
Can see the complexity of situations and controversial issues—they understand that problems often have no clear solution and that varying points of view may each have merit.	<i>Inviting girls to develop stories as a group, and then individually create endings that they later discuss and share.</i>
Have strong problem-solving and critical-thinking skills, and can adapt logical thinking to real-life situations. Ambassadors recognize and incorporate practical limitations to solutions.	<i>Girls are more than able to go beyond community service to develop projects that will create sustainable solutions in their communities. Be sure to have girls plan and follow up on these experiences through written and discussion-based reflective activities.</i>
Spend more time with peers than with their families and are very concerned about friends and relationships with others their age.	<i>Girls will enjoy teaming up in small or large groups for art projects, performances, and written activities. They'll also want to tackle relationship issues through artistic endeavors and Take Action projects. Alter the makeup of groups with each activity so that girls interact with those they might not usually pair up with.</i>
Frequently enjoy expressing their individuality.	<i>Encouraging girls to express their individuality in their dress, creative expression, and thinking. Remind girls frequently that there isn't just one way to look, feel, think, or act. Assist girls in coming up with new ways of expressing their individuality.</i>
Feel they have lots of responsibilities and pressures—from home, school, peers, work, etc.	<i>Acknowledging girls' pressures and sharing how stress can limit health, creativity, and productivity. Help girls release stress through creative expression, movement, and more traditional stress-reduction techniques.</i>
Are continuing to navigate their increasing independence and expectations from adults—at school and at home—and are looking to their futures.	<i>Trusting girls to plan and make key decisions, allowing them to experience what's known as "fun failure." Girls learn from trying something new and making mistakes.</i>



Creating a Safe Space for Girls

A safe space is one in which girls feel as though they can be themselves, without explanation, judgment, or ridicule. Girl Scout research shows that girls are looking for an emotionally safe environment, where confidentiality is respected and they can express themselves without fear.

The environment you create is as important—maybe more—than the activities girls do; it's the key to developing the sort of group that girls want to be part of. The following sections share some tips on creating a warm, safe environment for girls.

Girl-Adult Partnership

Girl Scouting is for the enjoyment and benefit of the girls, so meetings are built around girls' ideas. When you put the girls first, you're helping develop a team relationship, making space for the development of leadership skills, and allowing girls to benefit from the guidance, mentoring, and coaching of caring adults.

The three Girl Scout processes (girl-led, learning by doing, and cooperative learning) are integral to the girl-adult partnership. Take time to read about the processes and think about how to incorporate them into your group's experiences. (See the "Girl Scouting as a National Experience" chapter of this handbook for more about using the Journey adult guides.)

Recognizing and Supporting Each Girl

Girls look up to their volunteers. They need to know that you consider each of them an important person. They can survive a poor meeting place or an activity that flops, but they cannot endure being ignored or rejected. Recognize acts of trying as well as instances of clear success. Emphasize the positive qualities that make each girl worthy and unique. Be generous with praise and stingy with rebuke. Help girls find ways to show acceptance of and support for one another.

- Regular "circle times" (sharing circles) at your meetings to give girls a chance to talk about and role-play ways of showing acceptance and support.
- Team-building games and activities, including the processing or reflection (very important!).
- Turn self-esteem activities around so they focus on the other person. Look for resource materials in the Resource section of the GSGLA website.
- Activities from the It's Your Story-Tell It! Journey series.

Promoting Fairness

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

Inclusion Statement

Girl Scouts of Greater Los Angeles strives to provide resources to volunteers working with girls with developmental disabilities, learning disabilities, physical disabilities, or multiple disabilities. Adhere to the following inclusion statement, "As a Girl Scout of Greater Los Angeles member, I will do my best to think, speak, and act in ways that ensure everyone across GSGLA feels they belong and can meaningfully participate in all aspects of Girl Scouting regardless of ability, age, culture, education, ethnicity, gender, race, religion, sexual orientation, and socio-economic status." For more information on how to handle sensitive issues, please visit the website here

http://www.girlscoutsla.org/documents/For_the_Record_FAQs.pdf.

Building Trust

Girls need your belief in them and your support when they try new things. They must be sure you will not betray a confidence. Show girls you trust them to think for themselves and use their own judgment. Help them make the important decisions in the group. Help them correct their own mistakes. Help girls give and show trust toward one another. Help them see how trust can be built, lost, regained, and strengthened.

Managing Conflict

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

When a conflict arises between girls or a girl and a volunteer, get those involved to sit down together and talk calmly and in a nonjudgmental manner. (Each party may need some time—a few days or a week—to calm down before being able to do this.) Although talking in this way can be uncomfortable and difficult, it does lay the groundwork for working well together in the future. Whatever you do, **do not** share your complaint with others—this causes the situation to escalate.

If a conflict persists, be sure you explain the matter to your Service Unit Manager. If the Service Unit Manager cannot help you resolve the issues satisfactorily (or if the problem involves the SUM), the issue can be taken to the next level of supervision and, ultimately, contact GSGLA staff if you need extra help. (See Dispute Resolution)

Inspiring Open Communication

Girls want someone who will listen to what they think, feel, and want to do. They like having someone they can talk to about important things, including things that might not seem important to adults. Listen to the girls. Respond with words and actions. Speak your mind openly when you are happy or concerned about something, and encourage girls to do this, too. Leave the door open for girls to seek advice, share ideas and feelings, and propose plans or improvements. Help girls see how open communication can result in action, discovery, better understanding of self and others, and a more comfortable climate for fun and accomplishment.

Communicating Effectively with Girls of Any Age

When communicating with girls, consider the following tips:

- **Listen:** Listening to girls, as opposed to telling them what to think, feel, or do (no “you should”) is the first step in helping them take ownership of their program.
- **Be honest:** If you’re not comfortable with a topic or activity, say so. No one expects you to be an expert on every topic. Ask for alternatives or seek out volunteers with the required expertise. (Owning up to mistakes—and apologizing for them—goes a long way with girls.)
- **Be open to real issues:** For girls, important topics are things like relationships, peer pressure, school, money, drugs, and other serious issues. (You’ll also have plenty of time to discuss less weighty subjects.) When you don’t know, listen. Also seek help from GSGLA staff if you need assistance or more information than you currently have.
- **Show respect:** Girls often say that their best experiences were the ones where adults treated them as equal partners. Being spoken to as a young adult helps them grow.
- **Offer options:** Providing flexibility in changing needs and interests shows that you respect the girls and their busy lives. But whatever option is chosen, girls at every grade level also want guidance and parameters.
- **Stay current:** Be aware of the TV shows girls watch, movies they like, books and magazines they read, and music they listen to—not to pretend you have the same interests, but to show you’re interested in their world.

One way to communicate with girls is through the LUTE method—listen, understand, tolerate, and empathize. Here is a breakdown of the acronym LUTE to remind you of how to respond when a girl is upset, angry, or confused.

- **L = Listen:** Hear her out, ask for details, and reflect back what you hear, such as, “What happened next?” or “What did she say?”
- **U = Understand:** Try to be understanding of her feelings, with comments such as, “So what I hear you saying is...” “I’m sure that upset you,” “I understand why you’re unhappy,” and “Your feelings are hurt; mine would be, too.”
- **T = Tolerate:** You can tolerate the feelings that she just can’t handle right now on her own. It signifies that you can listen and accept how she is feeling about the situation. Say something like: “Try talking to me about it. I’ll listen,” “I know you’re mad—talking it out helps,” and “I can handle it—say whatever you want to.”
- **E = Empathize:** Let her know you can imagine feeling what she’s feeling, with comments such as, “I’m sure that really hurts” or “I can imagine how painful this is for you.”

Addressing the Needs of Older Girls

Consider the following tips when working with teenage girls:

- Think of yourself as a partner, and as a coach or mentor, as needed (not a “leader”).
- Ask girls what rules they need for safety and what group agreements they need to be a good team.
- Understand that girls need time to talk, unwind, and have fun together.
- Ask what they think and what they want to do.
- Encourage girls to speak their minds.
- Provide structure, but don’t micromanage.
- Give everyone a voice in the group.
- Treat girls like partners.
- Don’t repeat what’s said in the group to anyone outside of it (unless necessary for a girl’s safety).

Girl Scout Research Institute

It’s amazing what you can learn when you listen to girls.

Since its founding in 2000, the Girl Scout Research Institute has become an internationally recognized center for research and public policy information on the development and well-being of girls. Not just Girl Scouts, but **all** girls. In addition to research staff, the GSRI draws on experts in child development, education, business, government, and the not-for-profit sector. We provide the youth development field with definitive research reviews that consolidate existing studies. And, by most measures, we are now the leading source of original research on the issues that girls face and the social trends that affect their lives. Visit www.girlscouts.org/research.

In *More than ‘Smoes: Success and Surprises in Girl Scouts Outdoor Experiences*, the Girl Scout Research Institute (GSRI) has described the role of adult volunteers: “Because everything girls do outdoors in Girl Scouts must be supported by an adult, these results speak indirectly to adult volunteers and their preparation. To get girls outdoors more regularly, Girl Scouts need adult volunteers who encourage and promote outdoor experiences. Communicating to volunteers and parents that casual outdoor experiences are effective ways of giving girls opportunities to build competencies and try new things may be the key to opening the gateway for all Girl Scouts to participate in the outdoors on a more regular basis.” http://www.girlscouts.org/content/dam/girlscouts-gsusa/forms-and-documents/about-girl-scouts/research/GSRI_More_than_Smoes-Outdoor_Experiences.pdf

When Sensitive Topics Come Up

We often think sensitive topics are unique to tweens and teens, but leaders of third-grade Brownies often have to deal with “periods,” growing up, cliques, bullies, and gossip. Any age group may have questions about racial and ethnic differences, disabilities, size/weight, climate change/global warming, and death or dying. In some communities, any or all of these may be sensitive topics.

According to *Feeling Safe: What Girls Say*, a 2003 Girl Scout Research Institute study, girls are looking for groups that allow connection and a sense of close friendship. They want volunteers who are teen savvy and can help them with issues they face, such as bullying, peer pressure, dating, athletic and academic performance, and more. Some of these issues may be considered “sensitive” by parents, and they may have opinions or input about how, and whether, Girl Scouts should cover these topics with their daughters.

Girl Scouts welcomes and serves girls and families from a wide spectrum of faiths and cultures. When girls wish to participate in discussions or activities that could be considered sensitive—even for some—put the topic on hold until you have spoken with parents and received guidance from GSGLA staff. Follow this link to access the Parent Permission for Sensitive Topics Form http://www.girlscoutsla.org/documents/Parent_Permission_for_Sensitive_Issues.docx.

When Girl Scout activities involve sensitive issues, your role is that of a caring adult who can help girls acquire skills and knowledge in a supportive atmosphere, not someone who advocates a particular position.

You should know, GSUSA does not take a position or develop materials on issues relating to human sexuality, birth control, or abortion. We feel our role is to help girls develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and caregivers, along with schools and faith communities, are the primary sources of information on these topics.

Parents/caregivers make all decisions regarding their girl’s participation in Girl Scout program that may be of a sensitive nature. As a volunteer leader, you must get written parental permission for any locally-planned program offering that could be considered sensitive. Included on the permission form should be the topic of the activity, any specific content that might create controversy, and any action steps the girls will take when the activity is complete. Be sure to have a form for each girl, and keep the forms on hand in case a problem arises. For activities not sponsored by Girl Scouts, find out in advance (from organizers or other volunteers who may be familiar with the content) what will be presented, and follow our GSGLA’s guidelines for obtaining written permission.

Report concerns: There may be times when you worry about the health and well-being of girls in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the issues girls may encounter. You are on the frontlines of girls’ lives, and you are in a unique position to identify a situation in which a girl may need help. If you believe a girl is at risk of hurting herself or others, your role is to promptly bring that information to her parent/caregiver or GSGLA so she can get the expert assistance she needs. Your concern about a girl’s well-being and safety is taken seriously, and GSGLA will guide you in addressing these concerns.

- Contact a staff member at GSGLA and find out how to refer the girl and her parent/caregiver to experts at school or in the community.
- Share your concern with the girl’s family, if this is feasible.

Here are a few signs that could indicate a girl needs expert help:

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

Working with Parents and Caregivers

Most parents and caregivers are helpful and supportive and sincerely appreciate your time and effort on behalf of their daughters. And you almost always have the same goal, which is to make Girl Scouting an enriching experience for their girls. Encourage them to check out www.girlscouts4girls.org to find out how to expand their roles as advocates for their daughters.

Advocating for Girls

The Girl Scouts Public Policy and Advocacy Office in Washington, D.C., builds relationships with members of Congress, White House officials, and other federal departments and agencies, continuously informing and educating them about issues important to girls and Girl Scouting. The office also supports Girl Scout councils at the state and local levels, as they build capacity to be the voice for girls. These advocacy efforts help demonstrate to lawmakers that Girl Scouts is a resource and an authority on issues affecting girls. Visit the Advocacy office at [www.girlscouts.org/who we are/advocacy](http://www.girlscouts.org/who_we_are/advocacy).

Using “I” Statements

Perhaps the most important tip for communicating with parents/caregivers is for you to use “I” statements instead of “you” statements. “I” statements, which are detailed in the *aMAZE* Journey for Girl Scout Cadettes, tell someone what you need from her or him, while “you” statements may make the person feel defensive.

Here are some examples of “you” statements:

- “Your daughter just isn’t responsible.”
- “You’re not doing your share.”

Now look at “I” statements:

- “I’d like to help your daughter learn to take more responsibility.”
- “I’d really appreciate your help with registration.”

If you need help with specific scenarios involving parents/caregivers, try the following:

If a Parent or Caregiver ...	You Can Say ...
Is uninvolved and asks how she can help but seems to have no idea of how to follow through or take leadership of even the smallest activity,	“I do need your help. Here are some written guidelines on how to prepare for our camping trip.”
Constantly talks about all the ways you could make the group better,	“I need your leadership. Your project ideas you’d like to develop and lead can fit well in our plans. Let’s put your ideas in writing, and perhaps I can help you carry them out.”
Tells you things like, “Denise’s mother is on welfare, and Denise really doesn’t belong in this group,”	“I need your sensitivity. Girl Scouting is for all girls, and by teaching your daughter to be sensitive to others’ feelings you help teach the whole group sensitivity.”
Shifts parental responsibilities to you and is so busy with her own life that she allows no time to help,	“I love volunteering for Girl Scouts and want to make a difference. If you could take a few moments from your busy schedule to let me know what you value about what we’re doing, I’d appreciate it. It would keep me going for another year.”

Creating an Atmosphere of Acceptance and Inclusion

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, sexual orientation, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all. You're accepting and inclusive when you:

- Welcome every girl and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment for girls.
- Teach respect for, understanding of, and dignity toward all girls and their families.
- Actively reach out to girls and families who are traditionally excluded or marginalized.
- Foster a sense of belonging to community as a respected and valued peer.
- Honor the intrinsic value of each person's life.

A Variety of Formats for Publications

The Hispanic population is the largest-growing in the United States, which is why Girl Scouts has translated many of its publications into Spanish. Over time, Girl Scouts will continue to identify members' needs and produce resources to support those needs, including translating publications into additional languages and formats. See the GSUSA website for more details www.girlscouts.org/espanol/.

Supporting Girls with Special Needs

Girl Scouts welcomes those whose learning or physical disabilities may limit their activities but not their hopes and achievements. The Girl Scout Leadership Experience is flexible enough that most girls and adults of any ability can participate.

As a volunteer, your interactions with girls present an opportunity to improve the way society views girls (and their parents/caregivers) with disabilities. Historically, disabilities have been looked at from a deficit viewpoint with a focus on how people with disabilities could be fixed. Today, the focus is on a person's abilities—on what she can do rather than on what she cannot.

Girl Scouts can increase socialization skills that help them to interact with others appropriately. It can help build gross and fine motor skills, and it can increase tolerance to different textures, noises, and lights. It can be beneficial for typical girls as well as they can learn to accept differences and develop patience. They can learn how to understand others and move past first impressions and get to know someone as an individual.

Please respect the privacy of the medical diagnosis of the child unless the parent has given permission to discuss/inform others. Prior to sharing any information about the girl's needs or diagnoses, it is critical to attain the parent's written permission. A form is included in the AbilityGS Guide for Leaders.

Initially, communicating with the parents is important to discuss any necessary accommodations the girl may require. In some cases, it will be advisable to ask the parent to be present for the meetings initially. The eventual goal is for the girl to be independent. The gradual process can involve the parent being in the back of the room, then the room next door, and then in their car. If necessary, please develop a plan with the girl's parents about how to support her.

When talking to a girl with a disability, please speak directly to her, not through a parent/caregiver and treat her as you would any other girl in the troop to the extent it is possible. There may be an exception, however with girls with Autism Spectrum Disorder (ASD). Speaking directly to a girl with ASD might be uncomfortable for her when delegating duties, especially in front of the other girls. It may be helpful to email the parents ahead of time to let them know what will be taking place at the meeting.

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

Please be aware it is offensive to call anyone a "retard". It is a hurtful and rude word, even when used about yourself. **In addition, note that people-first language puts the person before the disability.**

Say...	Instead of...
She has Autism Spectrum Disorder.	She is an Autistic girl.
She has an intellectual disability.	She is a mentally retarded girl.
She is a girl with a physical disability.	She is a physically-handicapped girl.

It is correct to refer to a person who cannot hear as Deaf or Hard of Hearing (HH). "Hearing Impaired" is considered by many to be politically incorrect because they are not disabled or impaired and are completely capable of doing anything except hear. When speaking to a girl who is deaf and using an interpreter, speak to the girl, not the interpreter.

If you have girls with mobility challenges, please call or check the website of the location prior to any meeting/event to make sure they can accommodate any needs your girls might have. Leaning on a girl's wheelchair is invading her space and is considered annoying and rude. When speaking for more than a few minutes to a girl who uses a wheelchair, place yourself at her eye level. It's okay to offer assistance to a girl with a disability but wait until your offer is accepted before you begin to help.

When greeting a girl with a visual impairment, always identify yourself and others. You might say, "Hi, it's Sheryl. Tara is on my right and Chris is on my left." If they would like you to guide them, touch your arm to their arm. This will allow them to find your elbow. Do not pet a seeing-eye dog or make eye contact with them. While they are working, their main responsibility is the safety of their owner.

If you have girls with food intolerances/allergies, please make sure there is an option they can select. Accommodations can be made e.g. if a girl has an intolerance/allergy to chocolate, s'mores can be served but hers will be with graham crackers and marshmallows only. The goal is to make her feel included without depriving the other girls.

Leaders are entitled to determine when a girl has completed the requirements for badges. Earning badges is very flexible and adaptive. The girl and her parents should be the leader's guides when adapting a badge.

Girls with intellectual disabilities can be registered as closely as possible to their chronological ages. They wear the uniform of that grade level. Make any adaptations for the girl to ongoing activities of the grade level to which the group belongs. Young women with intellectual disabilities may choose to retain their girl membership through their 21st year, and then move into an adult membership category.

If a child is recognized by the family and school/community as a girl, and lives culturally as a girl, the Girl Scouts can serve her in a setting that is both emotionally and physically safe. The welfare and best interests of the child are the top priority. External experts have shared that troops will be most successful if they invite the family of the transgender girl to work with them as a team to ensure that she has a safe and supported experience as a Girl Scout.

There is a manual **AbilityGS Guide** for Leaders available upon request. Please email abilitygs@girlscoutsla.org if you are interested or for any issues regarding Girl Scouts with special needs. The Ability Girl Scouts Go Team offers regular Let's Chat live webinar sessions throughout the year. Check the Adult Education calendar for dates and to register for these great chat opportunities.

Girls with Cognitive Disabilities

Girls with cognitive disabilities can be registered as closely as possible to their chronological ages. They wear the uniform of that grade level. Make any adaptations for the girl to ongoing activities of the grade level to which the group belongs. Young women with cognitive disorders may choose to retain their girl membership through their 21st year, and then move into an adult membership category.

Keeping Girls Engaged with Girl Scouts

The end of the troop year doesn't have to be the end of a girls' time with Girl Scouting, or the end of your time with girls. Some girls may no longer have time for a full-year commitment and will be unsure what's next for them. Others won't be able to imagine their lives without this same group of girls. Here's how you can best reengage your troop:

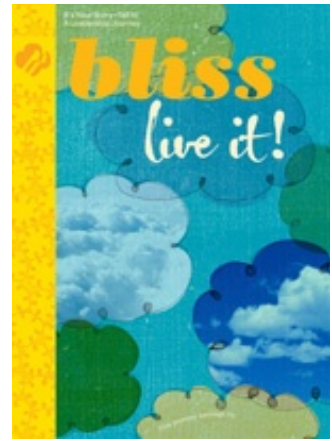
- Some girls may want other options besides troops. That's okay—Girl Scouts offers many ways to participate. Talk to girls about day and resident camp, travel opportunities, series offerings, and events GSGLA may offer. Older girls, especially, enjoy these shorter-term, flexible ways to be Girl Scouts.
- If big changes are happening in the troop (older girls bridging, leaders "retiring" or moving away) try to prepare the girls as far in advance as possible. Arrange for bridging girls to visit and do activities with their "new" troop*, and help them plan a special ceremony to celebrate advancing to the new level. Involve new troop volunteers (or potential volunteers) in troop meetings and activities so the girls get to know them and feel comfortable with them. If girls or adults are moving away, help the troop plan ways to stay in touch.
- If the whole troop is bridging, but you're not planning to continue as their leader, we hope you will find lots of exciting ways to be involved in Girl Scouts, even if leading a troop no longer fits your life! Be sure to capture the girls' excitement and work with them as they plan a meaningful bridging ceremony. Let your Service Unit Manager know as soon as possible that you won't be continuing, and offer to help find or recommend a replacement.
- Talk to girls about earning their Girl Scout Bronze, Silver, or Gold Awards, which are opportunities for them to make a dramatic difference in their communities—and to have plenty to brag about with college admissions officers, too.
- And what about you? If you want to stay with this troop, start working with them to plan their group activities next year. Are you ready to volunteer at camp? Help organize a series or event? Take a trip? The possibilities are endless.

**Talk to your service unit manager; find out if there are troops that will welcome bridging members, or if there is a plan to organize a new troop. If you find that a troop isn't available for these girls, work with your staff service unit support specialist to find other options—camp, series, event, and travel pathways for example!*

Getting Started with the National Leadership Program through Journeys

The Girl Scout program is based on the Girl Scout Leadership Experience (GSLE), in which girls Discover themselves, Connect with others, and Take Action to make the world a better place—all within the safety of an all-girl environment where girls take the lead, learn by doing, and learn cooperatively.

At the core of the GSLE are national leadership Journeys, fun and challenging experiences grouped around a theme and spread over a series of sessions. Each Journey has all the important components of the GSLE sewn right in. So, to guide girls on a great Journey, all you need is enthusiasm and a sense of adventure. Before you dive in, try these six simple tips:



1. **Check out the Journey maps** at www.girlscouts.org/program/journeys/maps. These maps show you how all the fun and meaningful traditions of Girl Scouting fit right into any National Leadership Journey. There, you can also find information about the topics that each Journey covers, which you can share with girls. And you'll find even more fun traditions to complement your Journey in *The Girl's Guide to Girl Scouting*, a resource for each grade level of Girl Scouting.
2. **Choose a Journey.** Because Girl Scouting is girl-led, it's important to give girls the chance to pick the Journey they want to do. Talk to them about what each Journey for their grade level is about and let them choose one.
3. **Get to know the Journey.** Pick up a girls' book and an adult guide. Read the adult guide first, and then browse the girl's book just to get an overview of the Journey's theme and content.
4. **Review the sample session plans in the adult guide.** These sample session plans give you ideas about bringing the Journey to life with girls while leaving plenty of room for creativity and customization. There is also a plethora of information available online that can be helpful.
5. **Invite girls (and their parents/caregivers) to use their imaginations** to make the Journey come to life in ways that excite them. Remember that you and the girls don't have to do everything exactly as laid out in the sample sessions.
6. Step back and watch how the girls, with your knowledge, support, and guidance, have enormous fun and a rewarding experience. Celebrate with them as they earn their national leadership Journey awards—and perhaps some Girl Scout badges, too!



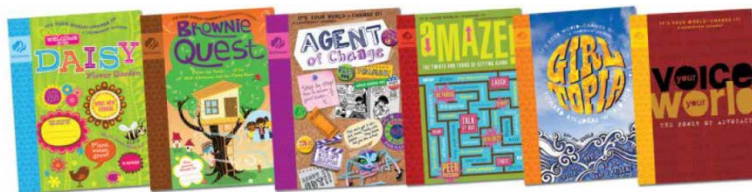
Currently there are three Journey series offered to Girl Scouts:

1) It's Your World—Change It!

This Journey series invites girls to develop a deep understanding of themselves, understand how powerfully they can act when they team with others who share a vision, and make a difference in their communities by inspiring, educating, and advocating.

Program-level Journeys in this series are:

- *Welcome to the Daisy Flower Garden*
- *Brownie Quest*
- *Agent of Change* (for Juniors)
- *aMAZE!* (for Cadettes)
- *GIRLtopia* (for Seniors)
- *Your Voice Your World—The Power of Advocacy* (for Ambassadors)



2) It's Your Planet—Love It!

This Journey series invites girls to make sense of the wealth of environmental information available so that they can act for the betterment of Earth and its inhabitants. In this series, girls tackle issues like conservation, pollution, and renewable and reusable resources—all while focusing on leadership development.

Program-level Journeys in this series are:

- *Between Earth and Sky* (for Daisies)
- *WOW! Wonders of Water* (for Brownies)
- *GET MOVING!* (for Juniors)
- *Breathe* (for Cadettes)
- *Sow What?* (for Seniors)
- *Justice* (for Ambassadors)

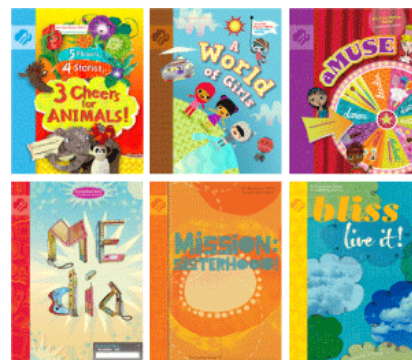


3) It's Your Story—Tell It!

This series of leadership Journeys, made possible in part by a generous grant from Dove, is designed to strengthen a girl's sense of herself and boost her capacity to seek and meet challenges in the world—all by giving her the opportunity to hear, create, and tell stories in a range of creative mediums.

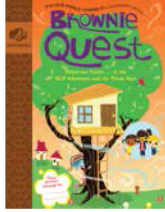
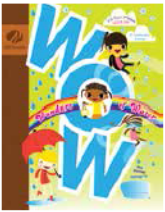
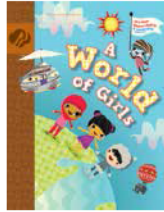
Program-level Journeys in this series are:

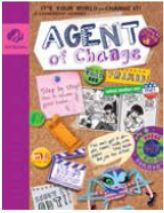
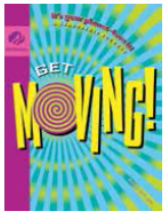

- *5 Flowers, 4 Stories, 3 Cheers for Animals!* (for Daisies)
- *A World of Girls* (for Brownies)
- *aMUSE* (for Juniors)
- *MEdia* (for Cadettes)
- *MISSION: SISTERHOOD!* (for Seniors)
- *BLISS: Live It! Give It!* (for Ambassadors)



INSPIRATION

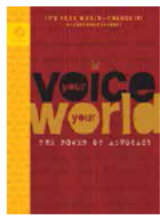

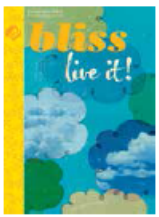
Daisies	Welcome to the Daisy Flower Garden	Between Earth and Sky	5 Flowers, 4 Stories, 3 Cheers for Animals!
	 <p>Daisies meet <i>Amazing Daisy and the Flower Friends</i> to explore the fun and curiosity of making things grow. The result is a storybook world of flowers and little girls who, together, do great things. Girl Scout Daisies especially enjoy meeting the colorful, global characters of the Flower Friends, who teach them to live the Girl Scout Law.</p>	 <p>On this Journey, Girl Scout Daisies join the Flower Friends for a cross-country trip in their special flower-powered car. As the Flower Friends travel the country living the values of the Girl Scout Law, Daisies join them in exploring the natural world, learning what's local and why that's important. Along the way, Daisies get to explore shapes in nature, learn the wisdom of women working to protect the planet, and gain an understanding of what it takes to protect the environment.</p>	 <p>As Daisies enjoy a fictional story about the Flower Friends, they learn just how much they can care for animals and for themselves—and just how confident that makes them feel.</p>

Brownies	Brownie Quest	WOW! Wonders of Water	A World of Girls
	 <p>What are the most important keys for a Girl Scout to own? This quest answers that question in a very special way. It has Girl Scout Brownies traveling along two colorful trails—one they can enjoy on their own and one they explore with their Girl Scout troop. Along the Quest, Brownies meet three new friends and a bright and shining elf—in a brand-new Brownie story meant to inspire their own Take Action projects.</p>	 <p>Girl Scout Brownies join the Brownie friends and Brownie Elf as they enjoy some wonder-filled adventures. As they dive in, the Brownies try out new ways of working as a team, learn about the water cycle, and enjoy making their own rainbows. As Brownies learn how precious water is, they can pledge to protect it and team up to advocate for water conservation.</p>	 <p>In <i>A World of Girls</i>, Brownies have fun learning that stories contain clues and that they can use those clues to make the world better. A flip book, <i>A World of Girls</i> devotes one side to fictional stories that take the Brownie girl characters to diverse places in the world. The other side has the real-life Brownies exploring themselves and their world closer to home. Through the Journey's many adventures, anecdotes, and activities, the Brownies follow through on clues and enjoy a fun and challenging Girl Scout experience that strengthens their confidence and gives them a chance to better the world.</p>

Juniors	Agent of Change	GET MOVING!	aMUSE
	 <p>A fashion-savvy spider named Dez shows Juniors how they can combine their own power into team power and use it to spark community power.</p> <p>When Juniors learn how the “power of one,” “power of team,” and “power of community,” work together they not only make their own communities better but have impact around the globe.</p>	 <p>This Journey invites Juniors to engage their minds and hearts as they explore the many forms, uses, and misuses of energy. From paper-making experiments to making beads from newspapers and magazines to forming a “perpetual human motion machine,” Juniors will find that <i>GET MOVING!</i> is crammed full of energizing stuff to make and do! <i>GET MOVING!</i> challenges girls to safeguard Earth’s precious energy resources by using their leadership skills—their ability to energize themselves and others, and their ability to investigate and innovate.</p>	 <p>In <i>aMUSE</i>, Juniors gain an understanding of just how limitless their potential can be as they fuse storytelling with the many roles—real and creative—that the world offers. They’ll have fun trying on roles and learning about people and the power of real-life action and leadership.</p>

Cadettes	aMAZE!	BREATHE	MEdia
	 <p>Life is a maze of relationships and this Journey has Girl Scout Cadettes maneuvering through all its twists and turns to find true friendships, plenty of confidence, and maybe even peace. Girls can make “peacemaker kits,” learn about bullying behavior, and complete a Take Action project that thrives on these relationship skills. A fashion-savvy spider named Dez shows Juniors how they can combine their own power into team power and use it to spark community power. When Juniors learn how the “power of one,” “power of team,” and “power of community,” work together they not only make their own communities better but have impact around the globe.</p>	 <p>Air is every-where in <i>BREATHE</i>. And as Cadettes explore the air they’ll learn to assess air quality inside and out as they gain an aerial view of everything from cigarette smoking to noise to deforestation. Along the way, they’ll try some scientific experiments and meet scientists, engineers, writers, and artists—all of them working for Earth’s air. Above all, <i>BREATHE</i> inspires Cadettes to create “breathing room” to be leaders who use their flair to make a difference in the world.</p>	 <p>Cadettes put the “me” in <i>MEdia</i> as this Journey encourages them to explore the great, big multi-media world around them and then remake media to better match the reality they know. During the Journey, Cadettes become aware of the value of media, its limitations and effect, and the power they have to lead and inspire others.</p>

Seniors	Seniors		
	GIRLtopia	SOW WHAT?	MISSION: SISTERHOOD
	 <p>Girl Scout Seniors know the world is not ideal. This Journey is their chance to imagine a perfect world—for girls. Seniors are invited to create their vision—in any medium they choose. Then they'll take action to make their vision a reality. Leaders, after all, are visionaries! As Seniors learn to define the ideal environment, they learn a lot about their own values, attitudes, actions, and leadership.</p>	 <p>In <i>Sow What?</i>, Seniors get the opportunity to ponder land use around the world (corn's a big issue!) and get down to the science and roots of complex and global food issues. Girls plan and conduct a local "food forage" to scope out their "food print" choices, and talk to scientists, local growers, and business owners—and even global hunger experts. Using what they learn, girls consider their "leader prints" as they decide who and what they can cultivate en route to a Take Action project that positively impacts their food network. Along the way, Seniors take time to enjoy a "truly happy meal" together, experiment with new recipes, and try out being "locavores" who know how to savor local bounty.</p>	 <p>In <i>MISSION: SISTERHOOD</i>, Seniors harness the magic of stories to widen their networks and ignite the energy of sister-hood to create real change in the world. As Seniors expand their friendship borders, they boost their own confidence and make the most of their leadership skills.</p>

Ambassadors	Ambassadors		
	Your Voice Your World—The Power of Advocacy	JUSTICE	BLISS: Live It! Give It!
	 <p>How often have you seen something that really needed to be changed and wondered, "Why isn't someone doing something about that?" This Journey gives Girl Scout Ambassadors a way to be that someone—an advocate with the power to start the first flutter of real and lasting change. While creating their own "butterfly effect," they'll gain an array of skills—such as networking, planning, and learning to speak up for what they believe—that will benefit them as they prepare for life beyond high school.</p>	 <p>Justice—for Earth and all its inhabitants—we all know what it is. Why is it so hard to achieve? Ambassadors realize that maybe justice needs a brand-new equation—their equation. By "doing the math" with even the simplest of acts, deciphering how decisions get made, and exploring how to use scientific evidence, Ambassadors create and then present their own unique equation for what justice asks of us. Along the way, Ambassadors find they are also networking and gathering ideas for college and careers. When they conclude this Journey, Ambassadors may recognize them-selves as the wise and healing leaders Earth yearns for!</p>	 <p>In <i>BLISS: Live It! Give It!</i>, Ambassadors dream big, now and for the future, and assist others in dreaming big, too. They explore their values, strengths, and passions as a way to open doors to wonderful, new adventures. Designed as a flip book, <i>Bliss: Live It!</i> inspires girls to pursue their dreams while <i>BLISS: Give It!</i> encourages girls to assist others in pursuing theirs.</p>

The Girl's Guide to Girl Scouting and National Proficiency Badges

In addition to the Leadership Journeys, girls at each Girl Scout grade level have their own edition of *The Girl's Guide to Girl Scouting*—a binder full of information about being a Girl Scout and how to earn certain badges, including ones about financial literacy and the Girl Scout Cookie Program. Girls who want to earn more badges can add them from a Skill Building Badge Set tied to the theme of the Journey they've chosen.

When a Girl Scout earns a badge, it shows that she's learned a new skill, such as how to make a healthy snack or take great digital photos. It may even spark an interest at school or plant the seed for a future career. Please remember that we don't expect you to be an expert in the badge topics; just have fun learning by doing with the girls!

While you're having fun, keep in mind: Badges are for educating girls, not for decorating their sashes and vests. The quality of a girl's experience—and the skills and pride she gains from earning leadership awards and skill-building badges—far outweigh the quantity of badges she earns. If you're working with Girl Scout Daisies, please note that they earn Petals and Leaves (which form a flower) instead of badges. There are several ways to supplement the National Program Portfolio and enhance girls' time as Girl Scouts—and have fun while you're doing it! A few of them are outlined below.

Learning to Learn: Make Your Own Badge

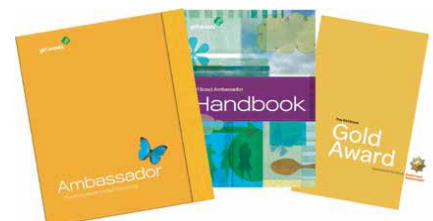
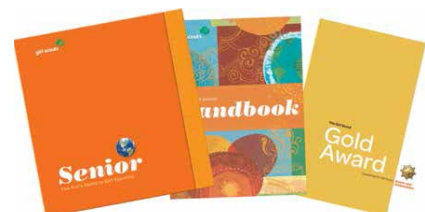
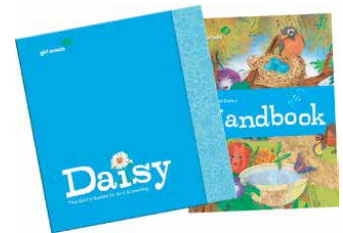
Once a year, individual Girl Scout Brownies through Ambassadors are welcome to develop and complete activities to make their own badge—a great way to learn a new skill while exploring a topic of personal interest. In addition, girls who make their own badge will learn how to learn, which is an important skill to have in school, on the job, and in life! Once a girl checks the Awards Log in *The Girl's Guide to Girl Scouting* to make sure there's not already a badge on the topic she wants to explore, she'll follow steps outlined in her handbook to complete the requirements for her very own badge. Even better, she can go online to design and purchase a badge that later arrives in the mail! For more information, check out the Make Your Own Badge website at www.gsmakeyourown.com.

My Promise, My Faith Pin

The Girl Scout Law includes many of the principles and values common to most faiths. Although Girl Scouts is a secular organization, we've always encouraged girls to explore spirituality via their own faiths. Girls of all grade levels can now earn the My Promise, My Faith pin. By carefully examining the Girl Scout Law and directly tying it to tenets of her faith, a girl can earn the pin once each year she participates in Girl Scouting. You can find more about the requirements for this pin in *The Girl's Guide to Girl Scouting*.

And More!

The Girl's Guide to Girl Scouting also has the requirements for the Safety Award at each program level, the bridging award at each level, and requirements for the Girl Scout Bronze (*Junior*), Silver (*Cadette*), and Gold (*Senior, Ambassador*) awards.



Digital programming

The For Girls section <http://forgirls.girlscouts.org/> features a variety of videos, games, blogs, and other fun ways to enrich the GSLE. Girls will find opportunities to post their ideas for public service announcements on topics that matter to them and get inspired by watching short videos that tell the stories of women from all walks of life. If you work with Girl Scout Daisies and Brownies, you might like the site's print-and-play coloring and game pages—great for having on hand when energetic girls get together! Both girls and volunteers will have fun with Badge Explorer, an overview of all of the badges girls can earn. For Girls is updated frequently, so check back often—and invite girls to do the same!

The Girl Scout Cookie Program

In addition to giving girls an opportunity to earn money to fund their Girl Scouting goals, taking part in the Girl Scout Cookie Program teaches girls five important skills that serve them throughout their lives: goal setting, money management, people skills, decision making, and business ethics. For more on everything involved in the Girl Scout Cookie Program, flip to “Managing Group Finances” in Chapter 5 of this handbook

Visit GSUSA at <http://www.girlscouts.org/> and search Cookie Activity Pin, to find this year's requirements to earn the Cookie Activity Pin.



Outdoor Adventures

Being outside is a great way for girls to explore leadership, build skills, and develop a deep appreciation for nature. Whether they spend an afternoon exploring a local hiking trail or a week at camp, being outside gives girls an opportunity to grow, explore, and have fun in a whole new environment. For more information, visit www.girlscouts.org/program/basics/camping.

Spanish-Language Resources

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

Putting It All Together

All of this may seem overwhelming, but don't worry. The next few pages give you an idea of what's involved when you use the National Program Portfolio with girls at each Girl Scout grade level.

NATIONAL PROGRAM

What Daisies Do*

KINDERGARTEN - 1ST GRADE

Choose a Journey

Use The Girl's Guide to Girl Scouting



*Remember to add in trips, outdoor adventures, the cookie sale and more! See topics in all the girl's books.

What Brownies Do*

2ND - 3RD GRADE

Use them all with
The Girl's Guide to
Girl Scouting

Want to earn
more Badges? Add
the Badge sets

Choose a Journey
and earn the awards



Brownie Quest



WOW! Wonders of Water



A World of Girls



*Remember to add trips, outdoor adventures, the cookie sale and more! See these in all the Girl's books.

What Juniors Do*

4TH - 5TH GRADE

Use them all with
The Girl's Guide to
Girl Scouting

Want to earn
more Badges? Add
the Badge sets

Choose a Journey
and earn the awards



Agent of Change

Digital Photographer Staying Fit



GET MOVING!

Jeweler Gardener



amUSE

Geographer Animal Habitats



Playing the Past Product Designer Social Butterfly



Financial Literacy

Business Owner



Cookie Business

Cookie CEO



*Remember to add in tips, outdoor adventures, the cookie sale and more! See below in all the Girl's books.

What Cadettes Do*

Choose a Journey
and earn the awards



*Four new books to add in trips, activities and outdoors, the cadette adds and earns all Specialties in all 12 girls' books.

6TH - 8TH GRADE

Want to earn
more Badges? Add
the Badge sets

amAZE!



Breathe



Media



Use them all with
The Girl's Guide to
Girl Scouting



What Seniors Do*

9TH - 10TH GRADE

Choose a Journey
and earn the awards

Want to earn
more Badges? Add
the Badge sets

Use them all with
The Girl's Guide to
Girl Scouting



What Ambassadors Do*

11TH - 12TH GRADE

Choose a Journey

Use The Girl's Guide to Girl Scouting



* Remember to add in trips, outdoor adventures, the cookie sale and more! See ideas in all the girl's books.



Financial Literacy



On My Own



Good Credit

Cookie Business



Research & Development



P & L

Emblems and Patches

In addition to the leadership awards tied to the Journeys and the National Proficiency badges, girls can show they belong by adding emblems to the front of their vests or sashes and participation patches on the back.

- **Emblems** show membership in Girl Scouts, a particular council, a particular troop, or in some other Girl Scout group. These can be worn on the front of a sash or vest. See the diagram in the handbook section of *The Girl's Guide to Girl Scouting* to see where these are placed.
- **Participation patches** represent activities girls have tried and are fun ways for girls to remember special events they've attended. Since these patches and pins aren't tied to skill-building activities, they are worn on the back of a girl's sash or vest.

You can purchase emblems and patches—along with badges and leadership awards—at GSGLA's Girl Scout shop or by visiting <http://shop.girlscoutsla.org>. There, you'll find a cool list of the earned awards for each grade level and a link that shows you exactly **where** girls can place their emblems, awards, badges, pins, and patches on their vests and sashes.

Girl Scout Bronze, Silver, and Gold Awards

The Girl Scout Bronze, Silver, and Gold Awards are Girl Scouting's highest awards. These awards offer girls relevant, grade-level-appropriate challenges related to teamwork, goal setting, and community networking and leadership. They also engage girls in building networks that not only support them in their award projects, but in new educational and career opportunities.

Like everything girls do in Girl Scouting, the steps to earning these awards are rooted in the Girl Scout Leadership Experience (GSLE). This is why, to earn each of these awards, girls first complete a grade-level Journey (two Journeys for the Gold Award or a Silver Award and one Journey). With Journeys, girls experience the keys to leadership and learn to identify community needs, work in partnership with their communities, and carry out Take Action projects that make a lasting difference. They can then use the skills they developed during a Journey to develop and execute projects for their Girl Scout Bronze, Silver, and Gold Awards. Girl Scouts has just introduced a web app that takes girls step-by-step through the Gold Award requirements. Visit http://www.girlscouts.org/program/highest_awards/gold_award.asp to take a peek. Be sure to reference our website for the prerequisites, workshop schedule and Final Report forms for each of the awards as they are specific to GSGLA.



Did you know that a Girl Scout who has earned her Gold Award immediately rises one enlisted rank in all four branches of the U.S. military?

A number of college-scholarship opportunities also await Gold Award designees. A girl does not, however, have to earn a Bronze or Silver Award before earning the Girl Scout Gold Award. She is eligible to earn any recognition at the grade level in which she is registered.

As a Girl Scout volunteer, encourage girls to go for it by earning these awards at the Junior through Ambassador levels. You'll be inspired when you see and hear what girls can accomplish as leaders—and by the confidence, values, and team-building expertise they gain while doing so. And imagine the impact girls have on their communities, country, and even the world as they identify problems they care about, team with others, and act to make change happen!

All this, of course, starts with you—a Girl Scout volunteer! Encourage girls to go after Girl Scouting's highest awards—information on the awards and guidelines for you to use when helping girls earn their awards are also available in the Girl Guide and on our GSGLA website.

Girl Scouting's Highest Award Turns 100 in 2016!

From the beginning of Girl Scouts, one prestigious award has recognized the girls who make a difference in their communities and in their own lives. The first of these awards, in 1916, was the Golden Eagle of Merit. In 1919, the name changed to The Golden Eaglet, and in 1920, the requirements for The Golden Eaglet were updated. The First Class Award existed for only two years, from 1938–1940, and was replaced in 1940 with The Curved Bar Award, the requirements for which were updated in 1947. In 1963, GSUSA re-introduced the First Class Award, for a girl who was an “all-around” person, with skills in many fields and a proficiency in one. Today’s highest award, the Girl Scout Gold Award, was introduced in 1980.

Other Initiatives and Opportunities

Other exciting initiatives and opportunities exist to support the GSLE. In the past, these have covered topics like the environment, robotics, and space exploration. You can find out how to engage your group in opportunities like these by visiting the GSGLA Older Girl Opportunities Page http://www.girlscoutsla.org/pages/events/For_Older_Girls.html and the GSGLA Program Calendar <http://www.girlscoutsla.org/pages/events/calendar.html>.


Girl Scout Traditions and Celebrations

Throughout the long history of Girl Scouts, certain traditions remain meaningful and important and are still practiced today. This section gives you an overview of annual celebrations in the Girl Scout year, as well as other revered Girl Scout traditions. Be sure to look in *The Girl's Guide to Girl Scouting* and leadership Journeys for more information on songs, outdoor activities, historical anecdotes, traditions, and ceremonies.

Girl Scout Calendar

Girl Scouts celebrate several special days each year, which you’re encouraged to include in your group planning.

- **Feb. 22:** World Thinking Day (the birthday of both Lord Baden-Powell and Lady Olave Baden-Powell, the originators of Boy Scouts and the Scouting Movement worldwide).
- **March 12:** The birthday of Girl Scouting in the USA. The first troop meeting was held in Savannah, Georgia, on this date in 1912. Note that Girl Scout Week begins the Sunday before March 12 (a day known as “Girl Scout Sunday”) and extends through the Saturday following March 12 (a day known as “Girl Scout Sabbath”).
- **April 22, 2017: GSGLA Annual Meeting/Volunteer Recognition (AMVR)**
- **April 2017:** GSGLA Feed Your Neighbor Food Drive & Service Saturday (GSGLA-wide month of service)
- **April:** Volunteer Appreciation Week centers on the long-standing National Girl Scout Leaders’ Day (April 22), but expands the definition of volunteers beyond troop leaders to include all the volunteers who work in so many ways on behalf of girls in Girl Scouting.
- **May 3, 10, 17, 2017:** GSGLA Silver Award Ceremonies
 - May 3- Southwest
 - May 10- Southeast
 - May 17- North
- **June 3, 2017:** GSGLA Gold Award Ceremony
- **Oct. , 2017:** GSGLA Family Fit Fair 5K/2K Run & Walk
- **October 31:** Founder’s Day (Juliette Gordon Low’s birthday)



Building girls of
courage, confidence,
and character,
who make the world
a better place.

World Thinking Day: February 22

World Thinking Day, first created in 1926, offers a special day for Girl Scouts and Girl Guides from around the world to “think” of each other and give thanks and appreciation to their sister Girl Scouts. Feb. 22 is the mutual birthday of Lord Baden-Powell, founder of the Boy Scout movement, and his wife, Olave, who served as World Chief Guide. Today, girls honor World Thinking Day by earning the World Thinking Day award ([http://www.girlscouts.org/who we are/global/world_thinking_day/](http://www.girlscouts.org/who_we_are/global/world_thinking_day/)), which focuses on an annual theme selected by the World Association of Girl Guides and Girl Scouts. They also show their appreciation and friendship on World Thinking Day not only by extending warm wishes but also by contributing to the Juliette Low World Friendship Fund, (<https://donate.girlscouts.org/worldfriendshipfund>) which helps offer Girl Guiding/Girl Scouting to more girls and young women worldwide.

Time-Honored Ceremonies

Ceremonies play an important part in Girl Scouts and are used not only to celebrate accomplishments, experience time-honored traditions, and reinforce the values of the Girl Scout Promise and Law, but also to encourage girls to take a short pause in their busy lives and connect with their fellow Girl Scouts in fun and meaningful ways. Many examples of ceremonies—for awards, meeting openings and closings, and so on—are sewn right into the Journeys, including ideas for new ceremonies girls can create.

Girls use ceremonies for all sorts of reasons. Here’s a brief list, in alphabetical order, so that you can become familiar with the most common Girl Scout ceremonies:

- **Bridging** ceremonies mark a girl’s move from one grade level of Girl Scouting to another, such as from Junior to Cadette. (Note that **Fly-Up** is a special bridging ceremony for Girl Scout Brownies who are bridging to Juniors.) The Girl Scout nationwide progression model and GSUSA regulations state that K-1st grade girls are Daisies, and bridging of Daisies to Brownies is by grade level, after girls complete their first grade year. Girl Scouts is not based on what a girl can accomplish or ability, but reflects grade-based levels that are set so girls share experiences with other girls of the same grade. The idea is that girls of the same grade all have something unique to offer and that girls bond best when they have those shared experiences. The Girl Scout program and experiences grow as the girls do, introducing girls to new age-appropriate experiences along their K-12 continuum. The progression model is designed to be about a girl’s journey with other girls in the same level.
- **Closing** ceremonies finalize the meeting, with expectations for the next. A closing ceremony may be as simple as a hand squeeze while standing in a circle.
- **Court of Awards** is a time to recognize girls who have accomplished something spectacular during the Girl Scout year.
- **Flag** ceremonies can be part of any activity that honors the American flag.
- **Girl Scout Bronze (or Silver or Gold) Award** ceremonies honor Girl Scout Juniors who have earned the Girl Scout Bronze Award (Cadettes who have earned the Silver Award; Seniors or Ambassadors who have earned the Gold Award), and are usually held for a group and combined with council recognition.
- **Girl Scouts’ Own** is a girl-led program that allows girls to explore their feelings and beliefs around a topic (such as the importance of friendship or the personal meaning they get from the Girl Scout Promise and Law) using the spoken word, favorite songs, poetry, or other methods of expression. It is never a religious ceremony.
- **Investiture** welcomes new members, girls or adults, into the Girl Scout family for the first time. Girls receive their Girl Scout, Brownie Girl Scout, or Daisy Girl Scout pin at this time.
- **Opening** ceremonies start troop meetings and can also begin other group meetings.
- **Pinning** ceremonies help celebrate when girls receive grade-level Girl Scout pins.
- **Rededication** ceremonies are opportunities for girls and adults to renew their commitment to the Girl Scout Promise and Law.



Signs, Songs, Handshake, and More!

Over time, any organization is going to develop a few common signals that everyone understands. Such is the case with Girl Scouts, which has developed a few unique ways to greet, acknowledge, and communicate, some of which are listed here.

Girl Scout Sign



The idea of the sign came from the days of chivalry, when armed knights greeted friendly knights by raising the right hand, palm open, as a sign of friendship. To give the sign, raise the three middle fingers of the right hand palm forward and shoulder high (the three extended fingers represent the three parts of the Girl Scout Promise). Girls give the sign when they:

- Say the Promise or Law.
- Are welcomed into Girl Scouts at an investiture ceremony that welcomes new members.
- Receive an award, patch, pin, or other recognition.
- Greet other Girl Scouts and Girl Guides.

Girl Scout Handshake



The handshake is a more formal way of greeting other Girl Scouts, and is also an appropriate way to receive an award. Shake left hands and give the Girl Scout Sign with your right hand.

Quiet Sign



The quiet sign can be extremely useful to you as a volunteer, so teach it to girls during your first meeting. Raise your right hand high with an open palm. As girls in the group see the sign, they stop talking and also raise their hands. Once everyone is silent, the meeting can begin.

Girl Scout Slogan and Motto

The Girl Scout slogan is, "Do a good turn daily." The Girl Scout motto is, "Be prepared."

Songs

Whether singing around a campfire or joining a chorus of voices on the Mall in Washington, D.C., Girl Scouts have always enjoyed the fun and fellowship of music. In fact, the first *Girl Scout Song Book*, a collection of songs put together by girl members, was published in 1925.

Songs can be used to open or close meetings, enhance ceremonies, lighten a load while hiking, or share a special moment with other Girl Scouts. For song-leading workshops, go to <http://gsuniversity.girlscouts.org/resource/song-leading-workshops/>. A variety of songbooks are also available for purchase. Check out the GSGLA online council shop <http://www.girlscoutshop.com/COUNCIL-OWN-MERCHANDISE/GREATER-LOS-ANGELES-COUNCIL> or visit the GSUSA online shop <http://www.girlscoutshop.com/>.

Chapter 4: Safety-Wise

(Revised July 2016)

In Girl Scouting, the emotional and physical safety and well-being of girls is always a top priority. Here's what you need to know.

Knowing Your Responsibilities

You (the Volunteer), the parents/caregivers of the girls in your group, and the girls themselves share the responsibility for staying safe. The next three sections provide more details on everyone's responsibilities.

Responsibilities of the Volunteer: Girl Scout Safety Guidelines

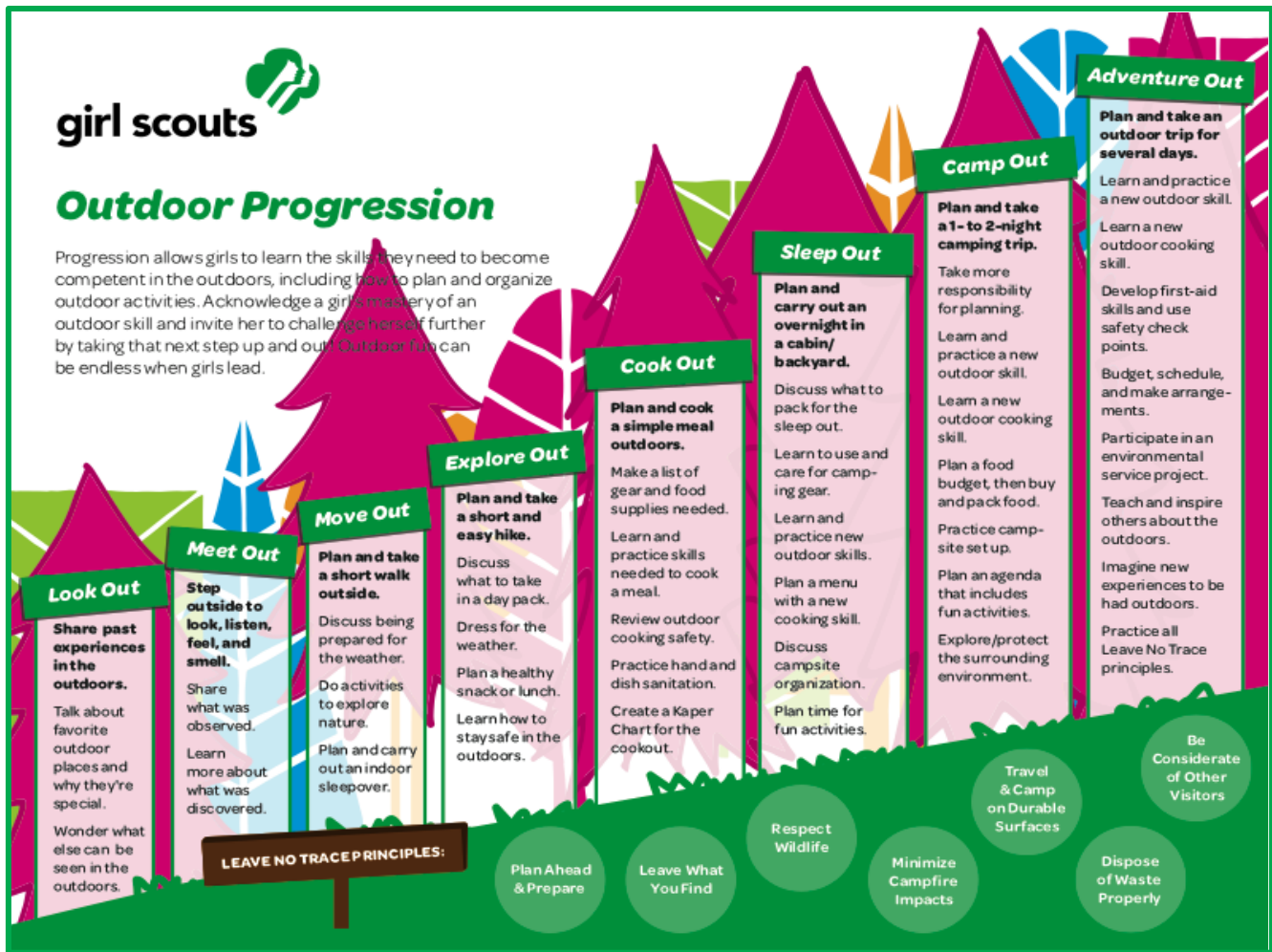
Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times.

1. **Follow Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in *Safety Activity Checkpoints* (http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf) available from GSGLA. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
2. **Points common to all Safety Activity Checkpoints include:**
 - **Girls plan the activity.** Keeping their grade-level abilities in mind, encourage girls to take proactive leadership roles in organizing details of the activity.
 - **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved* adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old and must be screened by GSGLA before volunteering.
 - **Get parent/caregiver permission.** When an activity takes place that is outside the normal time and place of the troop meeting, advise each parent/caregiver of the details of the activity and obtain permission for girls to participate by using the Parent Permission Form (http://www.girlscoutsla.org/documents/GSGLA_Parent_Permission_Form_Fillable_PDF.pdf).
 - **Communicate with GSGLA staff and parents/caregivers.** Follow GSGLA procedures for activity approval, requests for council documents, and GSGLA guidelines about girls' general health examinations. Make arrangements in advance for all transportation and confirm plans before departure.
 - **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults and site security. Give an itinerary to a contact person at home; call the contact person upon departure and return. Create a list of girls' parents/caregivers contact information, telephone numbers for emergency services and police, and GSGLA contacts—keep on hand or post in an easily accessible location. Always keep handy a well-stocked first aid kit, girl health histories, girl over-the-counter medications form, and contact information for girls' families. Check Safety Activity Checkpoints (http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf) to determine the type of first-aider needed.
 - **Get a weather report.** On the morning of the activity, check weather.com or other reliable weather sources to determine if conditions are appropriate. If severe weather conditions prevent the activity, be prepared with a backup plan or alternate activity, and/or postpone the activity. Write, review, and practice evacuation and emergency plans for severe weather with girls. In the event of a storm, take shelter away from tall objects (including trees, buildings, and electrical poles). Find the lowest point in an open flat area. Squat low to the ground on the balls of the feet, and place hands on knees with head between them.
 - **Use the buddy system.** Using the buddy system, girls are divided into teams of two. Each girl is responsible for staying with her buddy at all times, warning her buddy of danger, giving her buddy immediate assistance if safe to do so, and seeking help when the situation warrants it. Girls are encouraged to stay near the group or buddy with another team of two, so in the event someone is injured, one person cares for the patient while two others seek help. For additional details, see the Buddy System section of this document.
3. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow GSGLA's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting (see chapter 8, Procedures and Standards).

4. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats. *Refer to “Transporting Girls” further in this chapter for more requirement details.
5. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
6. **Role-model the right behavior.** Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by GSGLA for group marksmanship activities.
7. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
8. **Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, sexual orientation, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
9. **Promote online safety.** Instruct girls never to put their full names or contact information online, or engage in virtual conversation with strangers. On group websites, publish girls’ first names only and never divulge their contact information. Teach girls the Girl Scout Online Safety Pledge (<http://www.girlscouts.org/en/help/help/internet-safety-pledge.html>) and have them commit to it.
10. **Keep girls safe during money-earning activities.** Girl Scout cookies and other GSGLA-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout–approved product sales and efforts.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training**





Responsibilities of Parents and Caregivers

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

- Provide permission for their daughters to participate in Girl Scouting, whether the parent attends or not, as well as provide additional consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, and/or cover sensitive issues.
http://www.girlscoutsla.org/documents/GSGLA_Parent_Permission_Form_Fillable_PDF.pdf
- Make provisions for their daughters to get to and from meeting places or other designated sites in a safe and timely manner and inform you if someone other than the parent or caregiver will drop off or pick up the child.
- Provide their daughters with appropriate clothing and equipment for activities, or contact you before the activity to find sources for the necessary clothing and equipment.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Assist you in planning and carrying out program activities as safely as possible.
- Participate in parent/caregiver meetings.
- Be aware of appropriate behavior expected of their daughters, as determined by GSGLA and you.
- Assist volunteers if their daughters have special needs or abilities and their help is solicited.

Responsibilities of Girls

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

- Assist you and other volunteers in safety planning.
- Listen to and follow your instructions and suggestions.
- Learn and practice safety skills.

- Learn to “think safety” at all times and to be prepared.
- Identify and evaluate an unsafe situation.
- Know how, when, and where to get help when needed.
- Practice the Buddy system and always have a friend to partner with.

Responsibilities of all Members to Wear Proper Apparel

When on Girl Scouts activities, outing and campouts girls and adults are encouraged to wear clothing appropriate for the activities as outlined in the Safety Activity Checkpoint. For example wearing closed toe shoes, activity or weather appropriate clothing, or wearing a hat and sunscreen while in the sun.

Computer/Online Safety

Understand the Girl Scout Internet Safety Pledge

In order to make sure that girls are aware of how to safely use the Internet, you should discuss online safety issues with the girls and distribute copies of the Girl Scout Internet Safety Pledge (the pledge is available at the end of this document and at www.girlscouts.org). The girls should also take a copy of the pledge home and go over it with their parents. Both the girl and her parent should sign the pledge.

Safeguard Information

Girls must understand that the Internet is an open means of communication that anyone can access. As such, websites will often attract people other than their intended users. It is therefore imperative that any information that could jeopardize the safety and security of girls and adults not be disclosed on a website. The following measures will help to ensure girls’ online safety:

- Girl Scouts should only use their first names
- A Girl Scout’s last name, address, phone number, or e-mail address should never be posted.
- Always have a parent’s or caregiver’s permission when using pictures of girls on a website. This is especially important if the girl is under 13 years old
- Do not post addresses of group meeting places, dates and times of meetings, events or trips on a website. Instead, an adult who wishes to communicate upcoming events with families of Girl Scouts should send an e-mail to the families
- Do not allow automatic posting of messages to a website. All postings to message boards, social media, and guest books should have adult oversight and be screened prior to posting live.
- Ensure that websites do not show personal e-mail addresses of girls, but use a troop, group or adult’s e-mail.

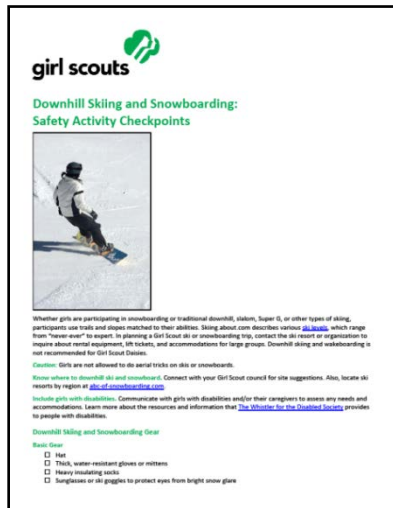
Safety in Technology Based Sales

Girl Scouts use the Internet for a variety of reasons including the online marketing and sale of approved Girl Scout related products. Below are some key points to keep in mind for all online sales and marketing:

- Girls must read, understand and accept the Girl Scout Internet Safety Pledge, prior to conducting any online sales or marketing activities, which is available at the end of the Computer/Online Use: Safety Activity Checkpoints
- Girls may send e-mail messages to alert friends and relatives about product sales and accept customer commitments via email
- Social media sites may be used to market product, however, all applicable GSUSA and GSGLA guidelines must be followed
- Girls writing product e-mails or announcements online should sign with their first names only, their troop/group number or name and their council name.
- Personal e-mails or street addresses of girls should never be used. Instead, use one of the following:
 - A blind return address account where the girls’ name or personal e-mail is not revealed to the customer and is instead hosted on a secure site
 - A group account, monitored by an adult
 - An adult’s e-mail account, which is supervised by that adult
- Girls should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult.

For additional information and guidance please see the “Girl Scout Cookie/GSGLA-Sponsored Product Sale: Safety Activity Checkpoints”, “Computer/Online Use: Safety Activity Checkpoints”, “Terms & Conditions for Parents/Caregivers” and “Terms & Conditions for Volunteers”.

Approaching Activities



How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What's safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, call our council staff with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration. Prior to any activity, read the specific *Safety Activity Checkpoints* (available on our GSGLA's website or from your support team in some other format) related to any activity you plan to do with girls.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress. Also use activities as opportunities for building teamwork, which is one of the outcomes for the Connect key in the GSLE.

Using *Safety Activity Checkpoints*

When preparing for any activity with girls, start by reading the Girl Scout *Safety Activity Checkpoints* for that particular activity on Girl Scouts of Greater Los Angeles' website here:

http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf.

Each *Safety Activity Checkpoint* offers you information on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, what specific steps to follow on the day of the activity, and so on.

In addition to reading these checkpoints yourself, you can email or print them for co-volunteers, parents/caregivers, and the girls themselves. The checkpoints are formatted as checklists, so that you, your co-volunteers, and the girls can check off each step that has been accomplished.

In keeping with the three processes of the Girl Scout Leadership Experience, be sure that:

- **All activities are girl-led.** Take into account the age and abilities of the girls. Older girls can take the bulk of the responsibility for carefully planning and executing activities, while younger girls will require more of your guidance but should still be deeply involved in making decisions about their activities.
- **Girls have the chance to learn cooperatively.** Have girls teach each other new skills they may need for the activities, rather than hearing all that from you.
- **Girls learn by doing.** If research or special equipment is needed, they'll learn better by doing that research themselves than by having you do the legwork and report back to them. Even Daisies can do basic research and give reports or do show-and-tell for each other. Ambassadors may need you only for moral support as they research, teach each other, and plan every detail of their excursions.

Understanding Which Activities Are Not Allowed

In an exciting, learning-by-doing environment like Girl Scouting, it's only natural that girls will sometimes want to take part in activities not covered in *Safety Activity Checkpoints*

(http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf)

When activities involve unpredictable safety variables, they are not approved as Girl Scout program activities. These include but are not limited to:

- Bungee jumping
- Flying in small private planes, helicopters, or blimps
- Hang gliding
- Hot air ballooning
- Hunting
- Knife throwing
- Motor biking
- Outdoor trampolining
- Parachuting
- Parasailing
- Riding all-terrain vehicles
- Riding motorized personal watercraft like jet-skis
- Simulated skydiving and zero-gravity rooms (see note below on indoor skydiving)
- Stunt skiing
- Tomahawk throwing
- Zorbing

High Risk Activities

For all High Risk activity, volunteers **must review the specific Safety Activity Checkpoints** and ensure that they receive approval beforehand by submitting the Extended Travel/High Risk Application e-form. The e-form can be found here:

<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>.

Use the guidelines below based on the program level of the youngest girl in the troop when considering troop activities. Read all appropriate Safety Activity Checkpoints for each activity.

PROGRAM LEVEL KEY:

DA = Girl Scouts Daisy..... K – 1st grade

BR = Girl Scout Brownie..... 2nd – 3rd grade

JR = Girl Scout Junior..... 4th – 5th grade

CD = Girl Scout Cadette..... 6th – 8th grade

SR = Girl Scout Senior..... 9th – 10th grade

AM = Girl Scouts Ambassador..... 11th – 12th grade

High Risk Activity Guidelines

(This chart is a quick reference only. Please refer to Safety Activity Checkpoints for details.)

PROGRAM ACTIVITY	PROGRAM LEVEL	RESTRICTIONS/EXCEPTIONS
Adventure and Theme Parks - Go-Carting*	Age Restricted	Go-carting only - Age 12 & above – must have prior written approval from GSGLA and parents
Archery	BR* JR CD SR AM	*Only if gear is appropriate for BR
Backpacking	JR CD SR AM	
Canoeing	DA BR JR CD SR AM	
Challenge Courses		Restrictions on age and ability based equipment
Climbing and Rappelling	BR* JR CD SR AM	* Br Climbing only
Cross-Country Skiing	BR JR CD SR AM	
Downhill Skiing and Snowboarding	DA* BR JR CD SR AM	* DA Skiing only, No Snowboarding
Horseback Riding	BR JR CD SR AM	DA-Ponies only when led by person
Indoor Skydiving	JR CD SR AM	
Indoor Trampoline Parks	DA* BR JR CD SR AM	*Not recommended for DA
Kayaks	BR JR CD SR AM	
Orienteering	JR CD SR AM	
Recreational Tree Climbing	DA BR JR CD SR AM	
Row boating	DA BR JR CD SR AM	
Sailing	JR CD SR AM	
Scuba Diving	Age Restricted	Age 12 & above and meet the age and health requirements set by the certifying agency
Segway	CD SR AM	
Shooting Sports	Age Restricted	Age 12 & above – must have prior written approval from GSGLA and parents. Volunteers need to transport weapons separately from girls.
Snorkeling	DA BR JR CD SR AM	
Spelunking/Caving	JR CD SR AM	
Standup Paddleboarding	JR CD SR AM	Surf & whitewater is not recommended for anyone w/o proper instruction from a certified instructor
Surfing	JR CD SR AM	
Vaulting on Horseback	JR CD SR AM	
Waterskiing and Wakeboarding	DA* BR* JR CD SR AM	*DA *BR Waterskiing only, no wakeboarding
White-Water Rafting	BR* JR** CD SR AM	*BR No class III or IV ** JR No class IV
Windsurfing	JR CD SR AM	
Ziplining	BR* JR*CD SR AM	*BR No canopy tours; Always check for age, height, weight restrictions for all ages

Safety Activity Checkpoint Special Considerations

If Safety Activity Checkpoints do not exist for an activity you and the girls are interested in, check with your council before making any definite plans with the girls.

Caution - Some activities are allowed only with written council pre-approval. These activities will either be approved only for girls 12 and over or will have grade level restrictions. See the High Risk Activities section of this chapter for more information.

Warning - The following activities are never allowed for any girl:

- Potentially uncontrolled free-falling*
- Extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skies, and wake boards)
- Hunting: shooting a projectile at another person
- Riding all-terrain bicycles and motor bikes
- Taking watercraft trips in Class V or higher

*Indoor Skydiving is the only activity of this type not prohibited by Girl Scouts. All other potentially uncontrolled free-falling is prohibited. See the Indoor Skydiving Safety Activity Checkpoint for more information.

Provisional grade level restrictions – The following activities are not high risk, but have grade level restrictions:

- Geocaching - Because of the challenging nature of GPS operation and the ciphering of numbers and data, geocaching is not permitted for Girl Scout Daisies unless they're working with older girls and adults as part of another outdoor activity.
- Outdoor Cooking - Extensive outdoor cooking is not recommended for Girl Scout Daisies, but a less extensive activity, such as roasting marshmallows, is appropriate.
- Skateboarding – Daisies are not permitted.
- Snowshoeing - Girl Scout Daisies may participate in snowshoeing provided the proper sized equipment is provided and they have the physical skills and coordination required for the activity.

Please note – In addition, the following are activities in which girls and volunteers may not engage when representing Girl Scouts:

- Endorsement of commercial products or services
- Solicitation of financial contributions for purposes other than Girl Scouting
- Participation in political campaigns or legislative activities, unless the legislative activity has been council-approved

Transporting Girls

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's individual decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal time and place of the troop meeting—in which a group will be transported in any vehicle type:

- Every driver must be a screened, cleared, as well as a registered adult member, over the age of 21, and have a good driving record, and a valid license.
- All vehicles must be registered, insured and have any necessary safety inspections up-to-date.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved** adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios on page 33 must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved** adult volunteers, and the girl-volunteer ratios on page 33 must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- The troop leader should have a current Volunteer Driver Log listing every driver.
http://www.girlscoutsla.org/documents/Volunteer_Driver_Log.xls
- When recruiting drivers, leaders should inform all prospective drivers of the conditions listed on this page.

Choosing Public Transportation

Whenever possible, choose public transportation (trains, commercial airlines, bus lines, and ship lines). These common carriers are preferable to chartered forms of travel, which often do not have set standards for equipment, personnel, and insurance.

Private transportation and Rented Vehicles

If public transportation is not possible, private passenger vehicles are suitable for Girl Scout travel only if each passenger is in a legal seat, everyone wears seat belts at all times, and drivers adhere to state laws regarding booster seats and requirements for children in rear seats.

Private passenger vehicles include rental cars, privately owned or rented recreational vehicles, campers, chartered buses, chartered boats and chartered flights. Every driver must be an approved** volunteer over the age of 21 and have a good driving record, a valid license, and a registered/insured vehicle. State laws must be followed if they are more stringent than the guidelines.

- Anyone who will be driving the vehicle must complete and sign a Health History and Automobile form found on our website at: http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf and give to the event organizer, troop leader, or Service Unit Manager.
- **15 passenger vans are not allowed** to be used in the transportation of girls or to be driven by volunteers.
- **Drivers of vehicles designed to carry 10 or more occupants are required to have a Class B license.**

Read all rental agreements to be sure you comply with their terms and avoid surprises. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Vehicles must be rented in your own name. Consult with your personal insurance carrier to be sure the rented vehicle is adequately insured for the intended purpose, and, knowing who is responsible for damage to or the loss of the vehicle itself.

****Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

(Troop Driver and Safety-Wise modules <http://gsglaonlinetraining.org/login/index.php>)

Chartered Vehicles / Contracting with Outside Firms

If chartering a form of transportation is necessary, see the following guidelines to help ensure everyone's safety:

- Chartered bus drivers must be professional drivers who possess a commercial driver's license (CDL).
- When you contract with others to provide transportation for Girl Scout travel, ensure that the owner/operator is properly licensed, registered, and insured for liability, and that the vehicle is well maintained.
- Obtain a certificate of insurance from the owner/operator, with evidence of general liability and automobile liability with limits of liability not less than \$1,000,000 per occurrence/\$2,000,000 aggregate and evidence of workers' compensation insurance. Their certificate will also show evidence that our council, GSGLA, has been added as additional insured for the duration of the contract.
- **All vehicles used to transport girls (such as rental cars, private vehicles, charter buses, and so on) must be insured.**

Checklist for Drivers

When driving a car, RV, or camper, take the following precautions and ask any other drivers to do the same:

- Ensure all drivers are over the age of 21—girls are not to be transporting other girls.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns, and fluid levels before each trip and check them periodically on long trips.
- Keep all necessary papers up-to-date, such as your driver's license, vehicle registration, any state or local inspections, insurance coverage, and the like.
- Wear your seat belt at all times, and insist that all passengers do the same; keep girls under 12 in the back seats. All vehicles should provide a seat belt for each passenger including RV's and campers.

- Understand that a heavily-packed vehicle may perform differently than what you may be used to driving. Keep your load to a manageable limit.
- Follow all the established rules of the road in the state you're traveling (following the speed limit, keeping a two-car-length between you and the car ahead of you, not talking or texting on a cell phone or other personal electronic device, not using earbuds or headphones, driving with your headlights on, and so on).
- Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.
- Plan rest stops every few hours; if driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers. Check with GSGLA for specific guidelines.

Safety Seats & Booster Seats

We are frequently asked if troop leaders and parent drivers are required to have booster seats in cars when transporting Girl Scouts. The short answer is yes, drivers are expected to follow state and federal laws regarding booster seats. For more information on seat belt safety please review the California Child Passenger Safety Law document here:

http://www.girlscoutsla.org/documents/ca_child_seat_belt_law.pdf.

California Child Passenger Safety Law

Children under age 8 must be properly buckled into a car seat or booster in the back seat. CA permits some exceptions under specific conditions.

Children age 8 or older may use the vehicle safety belt if it fits properly with the lap belt low on the hips, touching the upper thighs, and the shoulder belt crossing the center of the chest. If children are not tall enough for proper belt fit, they must ride in a booster or child safety seat.

Everyone in the car must be properly buckled up. For each child under 16 who is not properly secured, parents (if in the car) or drivers can be fined more than \$500 and get a point on their driving records.

Most kids need to ride in a booster seat until age 10 to 12. Using a booster instead of just a belt prevents 45% of crash injuries. If your child isn't using a booster, try the simple test below the next time you ride together in the car. You may find that your child is not yet ready to use a safety belt without a booster. See the current CA Driver's handbook offered by the DMV for details and updates. <http://www.dmv.ca.gov/portal/dmv/detail/pubs/hdbk/seatbelts>

The 5-Step Test

1. Does the child sit all the way back against the auto seat?
2. Do the child's knees bend comfortably at the edge of the auto seat?
3. Does the belt cross the shoulder between the neck and arm?
4. Is the lap belt as low as possible, touching the thighs?
5. Can the child stay seated like this for the whole trip?

If you answered "no" to any of these questions, your child needs a booster seat to make both the shoulder belt and the lap belt fit right for the best crash protection. Your child will be more comfortable, too. For best protection, all children should ride in the back seat. It's twice as safe as the front! For a list of programs with low-cost safety seats, call your local health department at <http://www.cdph.ca.gov/programs/immunize/pages/californialocalhealthdepartments.aspx>.

For assistance with inspecting or installing a safety seat, visit <http://www.seatcheck.org/> or <http://www.safercar.gov/parents/CarSeats.htm> or call 866-SEAT-CHECK or your local CHP office.

Emergency Equipment/Forms

Every vehicle used to transport campers and staff should be equipped with a first aid kit and emergency accessories such as fire extinguisher and reflectors. For all trips, the troop leader must carry health forms for all passengers, insurance forms, emergency numbers and a cell phone for emergency communication. If the vehicle is a rental, the rental agreement, insurance information and all documents should remain with that vehicle for the duration of the trip. The following pages will provide more information on specific requirements needed when transporting girls.

Vehicle Type/Capacity

- **Girl Scouts should only be transported in vehicles designed to carry passengers.**
- Passengers are not permitted to ride in the back of trucks except in an extreme emergency and when directed by appropriate staff (e.g., fire evacuation).
- Vehicles should carry only the number of passengers specified by the vehicle manufacturer.
- **GSGLA prohibits use of 15 passenger vans.**
- If vehicle seats are removable, follow the manufacturer's guidelines for weight distribution when packing and arranging seating.
- There must be a seat belt for each passenger. Wear your seat belt at all times, and insist that all passengers do the same; keep girls under 12 in the back seats if possible.
- The driver must be an adult and there must be a troop leader or approved volunteer* in each vehicle.
- If traveling by bus, appropriate ratios of adults to girls must be observed, without counting the driver.
- Extra adult volunteer or aides must be present for members with disabilities, based on ratios established for persons requiring additional assistance or supervision.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Vehicle Safety Checks

Prior to transporting passengers, it is recommended that the following be checked by a competent adult:

- ☐ lights
- ☐ tires
- ☐ horn
- ☐ windshield and wiper condition
- ☐ brakes
- ☐ mirrors
- ☐ fluid levels
- ☐ emergency warning systems
- ☐ vehicle incident form

Passenger Orientation

Passengers should be instructed in the following safety procedures prior to transporting:

- Passengers should remain seated at all times with hands and arms inside vehicle.
- Seatbelts should be fastened — one person per seatbelt — unless being transported prone for emergency care.
- Noise level should be such as to not distract the driver. There should be no throwing of objects or other disruptive behavior.
- Passengers should enter and leave the vehicle under the direction of an adult volunteer and/or driver. If the vehicle makes an emergency stop, passengers should follow directions of adult troop leader and/or driver and use the buddy system after leaving the vehicle.

Travel Procedures

- Vehicles should be kept a safe distance apart if traveling together. It is not recommended that vehicles travel by convoy.
- Drivers should pre-establish rest stops to check in with each other.
- All drivers should have maps, complete directions to the destination, and appropriate telephone numbers. One driver should be appointed lead driver.
- On any trip, stops should be made only at acceptable rest stops.
- After three continuous hours, it is recommended that the vehicle stop to rotate drivers and rest the passengers.
- All traffic laws of the state are to be strictly obeyed when transporting girls and staff.
- When traveling to another state, be sure to check for specific traffic laws that may affect the trip.
- Have all drivers read this entire chapter so that they are familiar with GSGLA's procedures.
- Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.

Behind-the-Wheel Training

If you are driving a vehicle that you normally do not drive, be sure to allow time to practice and become comfortable with backing up, turning, parking, and highway driving and stopping. Also be sure to determine where to find the emergency flasher, window wipers and headlight switch etc.

Passenger Behavior

In larger vehicles, behavior problems should always be the responsibility of adults other than the driver. If the driver is the only adult member available to handle disruptive behavior, she should pull off the road in a safe area and follow established discipline procedures.

Backing Up

Because you cannot see everything behind your vehicle, backing up is always dangerous. Avoid backing up whenever you can. When you park, try to park so you will be able to pull forward when you leave. When you have to back up, here are a few simple safety rules:

- **Look at your path.**
- **Back slowly using your mirrors.**
- **Back and turn toward the driver's side whenever possible.**
- **Use a helper whenever possible.**
- **Always know where the girls are!**

Loading and Unloading Passengers

Load and unload in areas that are free from vehicular traffic unless there is an emergency. The vehicle should be in park with the emergency brake on and the motor turned off. Loading and unloading will take place in an orderly fashion following directions from adults in charge. Girls should be directed where to assemble after unloading and kept under supervision of an adult.

Dealing with Passenger Illness

- Administer first aid as needed and per your training. Keep the person comfortable.
- If you need to stop, try to do so in an authorized or designated area.
- Contact your emergency contact about the illness. Seek professional medical assistance if needed.

Accident Procedures

- Attend to any ill or injured passengers. If medical care is needed, see that they are taken to nearest medical facility.
- Place reflectors or emergency flashers as appropriate. If vehicle has to be moved, mark the location (from back of tire) with chalk.
- Instruct passengers to exit vehicle, when appropriate, using the buddy system. Group uninjured passengers together in an area safe from oncoming traffic to await instructions and/or new pick-up. Minors must be supervised by an adult at all times.
- Contact designated emergency contacts. Report the accident to GSGLA's 24-hour 1-877-ICE-GSLA (1-877-423-4752) emergency line.
- Obtain names, addresses, and telephone numbers of any witnesses and location where any police reports will be filed. If possible, take photos of *all* vehicles and surrounding conditions. Make as many notes as reasonable, including time of day, position of sun, type of road, etc.
- Submit all details and notes along with an Accident/Incident Report form within 72 hours, Fax, email, or mail to GSGLA's Risk Management as described on the form.
http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

Dealing with Vehicular Breakdown

- Move off the road as far as possible. It's better to drive on a flat tire than park in an unsafe place.
- Place the transmission in park. Turn off ignition and remove key.
- Set the emergency brake.
- Set four way turn (emergency) blinkers.
- If vehicle must stop in non-designated parking area (e.g., the side of the road), place reflective triangles between yourself and the oncoming traffic in the following places:
 - a) On the traffic side of the vehicle, within ten feet of the front or rear corners.
 - b) About 100 feet behind and ahead of the vehicle, upon the shoulder of the lane you are stopped in.
 - c) Back beyond any hill, curve, or other obstruction that prevents other drivers from seeing the vehicle within 500 feet.
 - d) If stopped on or by a one-way or divided highway, place warning devices 20 feet, 100 feet, and 200 feet toward the approaching traffic.
- If safe to do so, unload passengers and move them well off the roadway away from the vehicle. Make sure minors are supervised at all times by an adult. If evacuation from a bus is necessary, follow established procedures and directions of the adult troop leader in charge.
- Contact your emergency contact with information about nature of the breakdown and your exact location. Additional help may be requested if needed. At least two adult members must stay with the vehicle and minors.

Driver's Packets for Troop Trips

It is recommended that each troop put together a Driver's Packet for each driver when traveling to Girl Scout activities. By having these packets made up in advance, you will have everything you need when traveling with your troop.

What goes in a Driver's Packet?

These items should remain in packets at all times

- A complete and current troop roster
- A copy of the Girl Health History forms for ALL girls travelling in each car.
- Adults should carry a green Adult Emergency & Authorization for Treatment card.
- Copies of the Over the Counter (OTC) form
- Copies of the Provided Prescription Medication and OTC form (as needed)
- A copy of the GSGLA emergency procedures including phone #'s (pink card)
- Copies of the Accident/Incident Report form
(http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf)
- Change for parking meters

These items should be added for each individual trip

- Parent permission forms signed by parents for each girl in attendance. This must include signature of Troop Leader (and Service Team Member if required)
- Itinerary for the current trip
- Driving directions for the trip

What do I do with the completed packets?

- Store the packets in manila envelopes, secure folders, etc.
- Give a packet to each approved driver to carry with them when they are driving girls.
- When carpooling make sure that each driver knows how to get to the Destination.
- When you return from your trip, collect the driver's packets to use on your next trip.

Checklist for Girls

Girls need to adhere to the following checklist when being transported. You may decide to create a contract listing the following items, which girls sign before leaving on any trip. Girls will:

- Follow all rules and instructions for this trip.
- Assist with reading signs and maps, when asked.
- Keep seat belts fastened at all times.
- Refrain from arguing, yelling, and throwing things.
- Play games or listen to music quietly with other passengers, being considerate of the driver and other passengers.
- Stay with the troop during stops.
- Alert the driver and an adult volunteer to a missing buddy, an obstacle, or an open door or trunk.

Standard Safety & Emergency Procedures

Guidelines and Procedures for Tag-Alongs

A tagalong is any unregistered adult or child who is present at a troop meeting, activity, or event. A tagalong can also be a registered member of a troop/group, but is not of the proper age for the activity and is not participating as a service project. For example, a registered Daisy tagging along with the parent who is leading a Cadette troop has no coverage for the event. Conversely, a Cadette assisting at a Daisy meeting does have coverage. If tagalongs will be at troop meetings, events, or activities, Additional Activity Insurance is to be purchased.

- No child under the age of 5 years old may attend as a tag-along on a camping trip – children under the age of 5 require a level of care that would not permit the accompanying adult to be able to act in a leadership position with the girls.
- Girl Scouts of Greater Los Angeles does not allow boys over the age of 10 to participate in troop camping on GSGLA properties.

Guidelines and Procedures for Males Traveling with Girl Scouts

Dads or other male relatives are often involved in the leadership of a Girl Scout troop. It is not uncommon for a man to be a leader, a troop committee member, a certified first aid adult, or the trained troop camper. There are no rules that preclude a male adult, who is invited by the troop, from troop camping with Girl Scouts. Common sense and prior planning will make camping with a male troop adult a positive experience. Follow these simple guidelines and enjoy your camping trip.

Sleeping Arrangements

On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Men may participate only if separate sleeping quarters and bathrooms are available for their use or specific arrangements have been made. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event, and the adult-volunteer-to-girl ratio is adjusted accordingly. Always avoid having men sleep in the same space as girls and women, but during family or parent-daughter overnights, one family unit may sleep in the same quarters in program areas. On camping trips where tents will be used, ensure male volunteers have their own tent situated in a logical area separate from the girls so that this adult can still count as part of the ratios. If setting up camp in a horseshoe method, designate an end for male/s, and inform girls so girls do not mistakenly enter that tent. There is no specific distance requirement for male tents.

Also ensure the following

Each participant has her own bed. Parent/caregiver permission must be obtained if girls are to share a bed.

<http://www.girlscoutsla.org/documents/Sleeping-Arrangements-form.docx>

Girls and adults do not share a bed; however, our council makes exceptions for mothers and daughters.

It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the girls, but if an adult female does share the sleeping area, there should always be two unrelated adult females present.

- It is part of Girl Scouts best practices to discuss emergency evacuation procedures with your troop when arriving at a new site. Having a drill may help those unsure of the process.
- All adults, accompanying a troop on an overnight must be registered members with GSUSA, have completed the GSGLA Volunteer Application, a background screening, and have received a clearance email.
- Make sure the facility you reserve has a separate tent or room for your male volunteer to sleep in. It is not appropriate for males to sleep in the same tent or room with Girl Scouts in the troop setting. This does not apply to family camping.
- Males need to have bathroom facilities available that are not used by the girls. If only one bath room is available, coordination of usage is of utmost concern. A sign posted when the bathroom is off limits to girls is a must. Facilities with separate bathrooms for males and females are strongly suggested.
- Use common sense when married couples share sleeping space at troop outings. There are no rules that state a husband and wife cannot sleep in the same tent or room. However, sexual behaviors of any kind are inappropriate at any Girl Scout function where girls are present. Girl Scouts should be sleeping in separate sleeping quarters from couples who are sleeping together while troop camping or on overnight trips.

- Males are required to follow all guidelines and standards regarding troop camping, travel, and the Girl Scout leadership experience.
- GSGLA does not allow adolescent boys over the age of 10 to participate in troop camping activities on GSGLA properties. (They may camp during special family camping activities). Many troop leaders and parents of Girl Scouts expect the Girl Scout camping experience to be a time when girls don't have to worry about opposite sex-related issues.
- On Overnights inside the home or in the backyard, ensure that all adults 18 and older staying the night (family members/spouses male or female in the home), MUST have a clearance on file and be a registered member. Having a clearance means: filling out an application and a criminal background check, and have received a clearance email.

Persons Lost, Missing, or Runaway

- A) After determining that a person is missing, one adult needs to remain in area where the person was last seen. One or two adults should remain with other participants.
- B) The person in charge should form a search party composed of teams of two adults. Starting from the spot where the person was last seen, adults will begin a thorough search of the area following a pattern of concentric circles. If the site/facility has a security person, caretaker, ranger, etc., notify that person immediately.
- C) After initial search of restrooms and event area, call 911 or local emergency services and the 1-877-ICE-GSLA (1-877-423-4752) 24-hour emergency line while adults continue searching.

Missing Person at Lake/Waterfront

- A) Check buddy system for identity of person. If absolutely positive that the missing person has left the waterfront area, locate the person and have her return to the area immediately.
- B) If there is any chance that the person is still in the water:
 - a) Adults take the participants out of the water and remove them from the area.
 - b) While lifeguards begin search, follow established search and rescue procedures.
 - c) If person is not located within 10 minutes, a responsible adult should elicit assistance from nearest designated Rescue Agency.
 - d) If at a council campsite, notify the camp ranger. Report the incident to GSGLA using the 1-877-ICE-GSLA (1-877-423-4752) 24-hour emergency line.

Unauthorized Person on Site (Intruder)

- A) For day events – after determining that the person is not with a troop/group or event staff member, a pair of responsible adults should ask person to leave the premises. If there is a resident caretaker, security person or camp ranger, notify that person. (Send two adults if there is not a phone or radio.)
- B) For overnight events (lock-ins, sleepovers, troop camping, etc.) – gather participants into common area and account for the presence of all participants. Be calm and reassure participants. If it is determined that the person is not with a troop/group or event staff, call the police immediately. If there is a resident caretaker, security person or camp ranger, notify that person by phone or radio. Report to GSGLA using the 1-877-ICE-GSLA (1-877-423-4752) 24-hour emergency line. Do not leave the secure area.

Fire Safety

- A) Be calm at all times and reassure participants.
- B) Determine the extent and location of the fire.
- C) Evacuate participants in vicinity.
- D) If at a council campsite, notify the camp ranger for assistance.
- E) Ensure that you have an escape route (or exit) before fighting a small controllable fire.
- F) If fire is small, use the following methods of control:
 - a) Grass or woods fire:
 - i) Put out small fires before they grow; smother with dirt or sprinkle water directly on fire.
 - ii) Push a small spreading fire towards its origin with rake or shovel; take care that clothing does not catch fire.
 - iii) Use shovels to dig a trench around fire.
 - iv) Use brooms or some heavy material that can be soaked in water to beat out flames. Work with the wind at your face, not at your back. Beat toward the wind (beating with the wind at your back tends to fan the flames and may cause sparks or flames to jump ahead into unburned areas).

- b) Electrical, chemical, grease, and gasoline fires:
 - i) Do not use water.
 - ii) Use fire extinguishers.
- G) If fire spreads out of control:
 - a) Call 911 or local emergency services.
 - b) Evacuate participants. At council campsites, the continuous blowing of a car horn (or three consecutive horn blasts) is the alarm signifying the need to evacuate.
- H) Evacuation Procedures:
 - a) Adults in charge secure first aid kits and have girls in troop/group count off.
 - b) All participants proceed at a steady pace by the safest route to the closest large cleared area, field, or parking lot.
 - c) The event director or designee will serve as check-in person to account for the presence of all participants at the safe area. At council camps, this person is the camp ranger.
 - d) In the event of missing persons, notify emergency personnel.
 - e) All persons are to remain assembled at parking lot or clearing until area determined safe.
 - f) At first safe opportunity, report the incident to Council using the 1-877-ICE-GSLA (1-877-423-4752) 24-hour emergency line.

Health Histories (Including Examinations and Immunizations)

GSLA requires girls to have a completed health history form on file with the troop. One of the troop leaders will keep a copy with them during the activities outside of the regular troop meeting. The leader or event organizer must keep a copy of the girl records. Adults may fill out a green Authorization to Treat card and keep this card easily accessible on their person while attending any GS activity. You can find the form here

http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf. Keep in mind that any information from a health forms or examinations is confidential and may be shared only with people who must know this information (such as the girl herself, her parent/caregiver, the first-aiders and a health practitioner).

For various reasons, some parents/caregivers may object to immunizations or medical examinations. Councils must attempt to make provisions for these girls to attend Girl Scout functions in a way that accommodates these concerns.

It is important for you to also be aware of any medications a girl may take or allergies she may have.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a girl's custodial parent or caregiver, http://www.girlscoutsla.org/documents/GSGLA_OTC_Form.pdf. Some girls may need to carry and administer their own medications, such as bronchial inhalers, an EpiPen®, or diabetes medication.
- Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, and seafood. This means that, before serving any food (such as peanut butter and jelly sandwiches, cookies, or chips), **ask** whether anyone is allergic to peanuts, dairy products, or wheat. Even Girl Scout Daisies and Brownies should be aware of their allergies, but double-checking with their parents/caregivers is always a good idea.
- All first aid documentation is the property of the Girl Scouts of Greater Los Angeles. First-aiders should verbally inform EMS of any pertinent health history, if needed.
- While treating persons at an event, first-aiders will attempt to make possible the maximum amount of privacy while giving care. First-aiders may not discuss the details of the persons receiving care to other than GS staff and as required with police, Fire/Rescue, and other key Girl Scout adults. Such as other first-aiders and Event Director at event. Debriefs on major incidents will be conducted by GSLA.
- If radios are being used the injured/ill person's name may not be used or any other private information.
- Only GSLA may maintain documentation of persons treated by first-aiders.
- The Health History and Over-the-Counter forms should be updated yearly or periodically as information needs updating. These should be carried by trained volunteers at all times when engaged in girl activities.
- The Over-the-Counter (OTC) and Provided Prescription and/or Provided OTC
 - http://www.girlscoutsla.org/documents/GSGLA_OTC_Form.pdf
 - http://www.girlscoutsla.org/documents/GSGLA_Provided_Prescription_OTC_Form.pdf

Girl Scout Additional Activity Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under Mutual of Omaha Basic Coverage, Plan 1, upon registration with GSUSA. The entire premium cost for this protection is borne by Girl Scouts of the USA. The Basic Coverage is effective during the regular fiscal year (Oct. 1 through Sept. 30). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides the first \$135.00, then up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, and is secondary to any individual's primary insurance. This is a terrific, no-cost benefit of membership and a great reason for all adults and girls to register. Non-registered parents, tag-alongs (brothers, sisters, friends), and other persons are not covered by Basic Coverage.

This insurance coverage is **not** intended to diminish the need for or replace family health insurance. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available.

Additional Activity Insurance is available for Girl Scouts taking extended trips, international travel and for non-members who participate in Girl Scout activities. These plans are very affordable, secondary insurance that GSGLA offers to cover participants taking part in any GSGLA-approved, supervised Girl Scout activity. This insurance program is available for any Girl Scout activity that involves non-Girl Scouts or lasts longer than three days and two nights. Contact Customer Care 213-213-0123, to find out how to easily obtain coverage. GSGLA makes this mandatory particularly for extended and overseas travel. Click here for more information

http://www.mutualofomaha.com/girl_scouts_of_the_usa/index.html.

Extended Trip Insurance

A Parent Permission Form covers a member for 2 nights on an overnight unless the 3rd night is a Federal Holiday. Thus for Extended Trips troops must FILL OUT THE Extended Travel/High Risk Application e-form

<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>. AND PURCHASE the required Additional Activity Insurance for the longer trip. For Additional Activity Insurance complete this form

http://www.girlscoutsla.org/documents/Additional_Insurance_Request_Form.pdf, Take or send both your insurance request form and a troop check, payable to Mutual of Omaha to your local service center to be processed by GSGLA staff. Please submit your order at least three weeks prior to the event date to allow for processing. Contact the Customer Care Hotline at 213-213-0123 for assistance.

Non-member insurance

GSGLA requires that Additional Activity Insurance be purchased for every activity in which non-members participate. Additional Activity Insurance is a simple and inexpensive way to take care of your group. To order Additional Activity Insurance for non-members, complete this for,

http://www.girlscoutsla.org/documents/Additional_Insurance_Request_Form.pdf. Write a troop check payable to Mutual of Omaha and send or take to your local service center to be processed by GSGLA staff. Please submit your order at least three weeks prior to the event date to allow for processing, please note a minimum order of \$5.00 is required. Contact the Customer Care Hotline at 213-213-0123 for assistance.

Tag-Alongs

A tag-along is any unregistered adult or sibling of girls in the troop, or even a registered little sister, who is accompanying the troop on a trip or activity. Non-registered tag-alongs are not covered by Girl Scout insurance, except in special circumstances. It is the practice of GSGLA to prohibit any non-members from attending events planned for Girl Scouts. This excludes planned recruitment events that are designed to recruit non-members and day camp where special units are set up for children of volunteers.

Experts

The *Safety Activity Checkpoints* for most activities require having an expert on hand to help girls learn an activity. Some things to keep in mind: **Does the person have documented training and experience?** She or he should have documented experience for the activity in question, such as course completion certificates or cards, records of previous training to instruct the activity, and letters of reference.

- **What does she or he need to be able to do?** This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. At the very least, she or he should be able to give clear instructions to girls and adults, troubleshoot unexpected scenarios, and respond appropriately in an emergency.

Questions to ask the expert include:

Do they have the...

- Appropriate level of proficiency in the activity
- Ability to procure, assemble, maintain, and store equipment
- Ability to create a safe space for girls participating in the activity
- Ability to give clear directions to both girls and adults
- Ability to create an instructional plan in which girls are able to learn new skills, step by step
- Ability to troubleshoot unexpected scenarios
- Ability to monitor the safety of the participants
- Ability to respond appropriately in emergency situations

Even when not required to have an expert instruct girls for a specific activity for safety reasons, it is always a great idea to use your personal and troop networks to find experts to teach particular skills. This enriches their experience and yours. Research from Girl Scouts Research Institute (GSRI) has shown girls really appreciate the opportunity to learn from experts whenever possible.

Providing Emergency Care

As you know, emergencies can happen. Girls need to receive proper instruction in how to care for themselves and others in emergencies. They also need to learn the importance of reporting to adults any accidents, illnesses, or unusual behaviors during Girl Scout activities. To this end, you can help girls:

- **Know what to report.** See the “Procedures for Accidents” section later in this chapter.
- **Establish and practice procedures for weather emergencies.** Certain extreme-weather conditions may occur in your area. Please consult with our council for the most relevant information for you to share with girls.
- **Establish and practice procedures for such circumstances as emergency evacuation, lost persons, and building-security responses.** Every girl and adult must know how to act in these situations. For example, you and the girls, with the help of a fire department representative, should design a fire evacuation plan for meeting places used by the group.
- **Assemble a well-stocked first aid kit that is always accessible.** First aid administered in the first few minutes can mean the difference between life and death. In an emergency, secure professional medical assistance as soon as possible, normally by calling 911.
- **California has a Good Samaritan Law.** GSGLA recognizes the importance of any person willing to act in case of emergency and will support all reasonable decisions to act quickly. Should an uncertified person be the only or best choice to offer first aid, he should not hesitate. This does *not* negate the necessity to have qualified first-aiders in your group.

First Aid/CPR/AED

Emergencies require prompt action and quick judgment. For any activities outside of your regular meeting place, Girl Scouts recommends that at least one adult volunteer be certified in first aid, CPR (Cardiopulmonary Resuscitation) and AED (Automated External Defibrillator). For that reason, if you have the opportunity to get trained in GSGLA-approved First Aid/CPR/AED, do it! You can take advantage of First Aid/CPR/AED training offered by chapters of the American Red Cross, National Safety Council, MEDIC First Aid, American Heart Association, or other sponsoring organizations approved by our council. Try to take age-specific CPR training, too—that is, take child CPR if you’re working with younger girls and adult CPR when working with older girls and adults.

Troop adults will notice that most activities outside of the regular meeting place require a first-aider. This is assuming that troop meetings are held within 30 minutes of EMS services. GSGLA recommends always having back-up trained adults to take on the first-aider position to ensure that the troop can attend the event. This responsibility includes making sure that all troop medical paperwork is in order for each girl: Parent Permission Form, Health History and Over-the-Counter (OTC) and Provided Prescription and/or Provided OTC medication (if needed) have all been signed by a parent and tracking incidents on a Troop Medical log <http://www.girlscoutsla.org/documents/GSGLA-Troop-Medical-Log.xlsx>. All adults attending an activity should have their Adult Emergency Information and Authorization for Treatment* (green card) cards easily reachable. This will ensure that should an emergency occur the first-aider will be permitted to treat the injured person and have all the information needed to transfer to EMS if needed. In addition, it is also the responsibility of the first-aider for a troop/group activity or event, to give care to all in the group while on duty.

The Adult Emergency Information and Authorization for Treatment (Green cards) can be obtained from your local council office. When attending an event, each troop should always bring a first-aider. This is the adult familiar with the medical histories in the group and will be the first to recognize a medical emergency. When attending a large event, they may advertise a First Aid Station on site, however in a perfect scenario a troop shouldn't need to use the First Aid station other than for medical situations beyond basic first aid. Should a troop need assistance from a First Aid Station an adult should accompany that girl with her medical paperwork ready to answer questions asked by the station representative.

Caution: First Aid/CPR/AED training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities to practice and receive feedback on your technique. If you're taking a course not offered by one of the organizations listed in the previous paragraph, or any course that has online components, get approval from your support team or GSGLA.

First-Aider

A first-aider is an adult volunteer who has taken Girl Scout-approved First Aid/CPR/AED training that includes specific instructions for adult and child First Aid/CPR/AED. If, through the American Red Cross, National Safety Council, MEDIC First Aid, or American Heart Association, you have a chance to be fully trained in first aid, CPR, and AED, doing so may make your activity-planning go a little more smoothly. *Safety Activity Checkpoints* always tell you when a first-aider needs to be present.

For the safety of all involved during Girl Scout activities, the first-aider position requires the following be adhered to: An individual needs to be mobile and move quickly to the scene of an injury, as well as handling compromising positions. They may have intense responsibilities and MUST be able to communicate effectively while caring for the injured. Every activity and event will be different and have its own specifications. If anyone feels they do not have the ability to perform the skills as a first-aider they should not serve as a first-aider. We trust all GSGLA Volunteers and Staff to make the right safety choices to offer the best of care.

Activities can take place in a variety of locations, which is why first aid requirements are based on the remoteness of the activity—as noted in *Safety Activity Checkpoints* for that activity. For example, it's possible to do a two-mile hike that has cell phone reception and service along the entire route and EMS (Emergency Medical Service) is, at maximum, 30 minutes away at all times. It is also possible to hike more remotely with no cell phone service at a place where EMS would take more than 30 minutes to arrive. It's important that you or another volunteer with your group has the necessary medical experience (including knowledge of evacuation techniques) to ensure group safety.

GSGLA requires adults serving in a first-aider role to be currently certified in First Aid/CPR/AED. The CPR portion should include ventilations. This certification needs to be renewed every 2 years.

The levels of first aid required for any activity take into account both how much danger is involved and how remote the area is from emergency medical services. See below:

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	Basic First Aid
More than 30 minutes	Wilderness First Aid (WFA) or Wilderness First Responder (WFR)* or EMR (Emergency Medical Responder)

*Although a WFR is not required, it is strongly recommended when traveling with groups in areas that are greater than 30 minutes from EMS.

It is important to understand the differences between a first aid course, and a wilderness-rated course. Although standard first aid training provides basic incident response, wilderness-rated courses include training on remote-assessment skills, as well as the emergency first aid response, including evacuation techniques, to use when EMS is not readily available.

Note: The presence of a first-aider is required at resident camp. For large events—200 people or more—there should be one first-aider for every 200 participants, one of whom is to have Wilderness & Remote First Aid (WRFA) or higher certification. If several first aid stations are required a Wilderness or higher first-aider should be present at at least one of the stations. The following healthcare providers may also serve as first-aiders; physician, physician’s assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic, and emergency medical technicians as long as they have current licensure and valid certifications in First Aid/CPR/AED.

GSLA recognizes Emergency Medical Responder (EMR) training as acceptable higher level of training to be a first-aider. First-aiders must also be aware of documentation, abuse reporting, and administration of OTC/prescribed medications. The event director shall be in the possession of the physical document to give to first-aider. After helping a troop or in a station the first-aider is responsible for ensuring the privacy of all medical logs and transfer back to the event director with a debrief of any incidents.

First Aid Kit

Make sure a general first aid kit is available at your group meeting place and accompanies girls on any activity (including transportation to and from the activity). **The troop first-aider should have the first aid kit near them ready to respond (not in the car) during the activity or event.** Please be aware that you may need to provide this kit if one is not available at your meeting place. You can purchase a first aid kit, buy a commercial kit, or you and the girls can assemble a kit yourselves. The Red Cross offers a list of potential items in its Anatomy of a First Aid Kit <http://www.redcross.org/prepare/location/home-family/get-kit/anatomy>. Note that the Red Cross’s suggested list includes aspirin, which you will not be at liberty to give to girls without direct parent/caregiver permission. You can also customize a kit to cover your specific needs, including flares, treatments for frostbite or snake bites, and the like.

In addition to standard materials, all kits should contain your council and emergency telephone. During work hours, call the Customer Care Hotline at 213-213-0123; after hours call the I.C.E. Emergency Hotline at 1-877-ICE-GSLA (1-877-423-4752). Girl Scout Additional Activity Insurance forms, parent consent forms, and health histories may be included, as well.

Lifeguards and Water Safety

Ensure the presence of lifeguards. For swimming activities in public pools, hotel and cruise-ship pools, and backyard pools, ensure the lifeguards are at least 16 years old and have American Red Cross Lifeguard Training certification or the equivalent. For swimming activities in lakes, slow-moving streams, and rivers, ensure one adult lifeguard (certified in American Red Cross Lifeguard Training plus Waterfront Lifeguard course or the equivalent) is present for every 10 swimmers, plus one watcher. When girls are wading in water more than knee-deep, an adult with American Red Cross Basic Water Rescue certification or with documented experience is required. For swimming and wading activities, consult the “Swimming Lifeguards and Watchers Ratios” chart for standards.

Ensure the presence of watchers. A watcher is a person trained in the use of basic water-rescue equipment and procedures who works under the direction of the lifeguard. American Red Cross Basic Water Rescue certification or equivalent is appropriate. Lifeguards and watchers are stationed at separate posts and stay out of the water, except in emergencies. An American Red Cross Lifeguarding Instructor or American Red Cross Water Safety Instructor (WSI) can provide training in Basic Water Rescue.

Swimming Lifeguards and Watchers Ratios

Number of Swimmers	Lifeguards	Watchers
1–10	1	1*
11–25	1	2*
26–35	2 persons, at least 1 is an adult; others may be 16 years of age or older.	3*
36–50	2 persons, at least 1 is an adult; others may be 16 years of age or older.	4*

*Must be an adult

These numbers are a minimum. The ratio of lifeguards and watchers to swimmers may need to be increased depending on the number of girls in one area, swimming level and ability, girls with disabilities, age level and ability to follow instructions, type of swimming activity (instruction, recreation), type of swimming area, weather and water conditions, and rescue equipment available. If you are unsure whether your swimming lifeguards and watchers ratios are sufficient, be sure to contact our council.

Ensure participants are able to swim. Participants' swimming abilities are classified and clearly identified (for instance, with colored headbands to signify beginners, advanced swimmers, etc.) at GSGLA-approved sites, or participants provide proof of swimming-test certification. In the absence of swimming-test certification, a swim test is conducted on the day of the activity. Consult with our Girl Scout council for additional guidance.

Guidelines for Hot Tubs: Ensure the presence of at least two adults no further than 10 feet from the water, when girls are in a hot tub; for Seniors/Ambassadors at least one adult must be present no further than 10 feet.

Procedures for Accidents

Although you hope the worst never happens, you must observe GSGLA procedures for handling accidents and fatalities. At the scene of an accident, first provide all possible care for the sick or injured person. Follow established GSGLA procedures for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of GSGLA staff, parents/caregivers, and emergency services such as the police, fire department, or hospital emergency technicians. Check with our council for emergency contact information.

GSGLA's 24-hour, bi-lingual (English and Spanish) emergency line will connect you with GSGLA staff who are prepared to help you make decisions for any and all emergencies. 877-ICE-GSLA (1-877-423-4752) is the number to call to report any crisis or emergency to GSGLA.

After receiving a report of an accident, GSGLA staff will immediately arrange for additional assistance at the scene, if needed, and will notify parents/caregivers, as appropriate. If a child needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow GSGLA procedures for accidents and incidents. Your adherence to these procedures is critical, especially with regard to notifying parents or caregivers. If the media is involved, please say "I am not the council spokesperson" and for your protection do not discuss with the media. GSGLA staff will contact the Chief External Relations Officer to manage the media.

In the event of a fatality or other serious accident, notify the police. A responsible adult must remain at the scene at all times. In the case of a fatality, do not disturb the victim or surroundings. Follow police instructions. Do not share information about the accident with anyone but the police, your authorized GSGLA staff member, and, if applicable, insurance representatives or legal counsel. Please do not discuss with the media.

All serious emergencies and crisis should be reported to 1- 877-ICE-GSLA (1-877-423-4752). If media is involved, let the ICE operator know.

From pink card – in case of serious injury, accident, emergency or fatality involving Girl Scouts:

1. Give priority attention to the ill or injured person. Call 911 or ambulance, police, and fire personnel, as needed.
2. In the event of a fatality, always notify the police. Do not disturb the victim or surroundings.
3. Place a competent person in charge of the group. If a minor is injured, when available, have another adult contact the parent of the victim.
4. Call 1-877-ICE-GSLA (1-877-423-4752) 24-hour emergency service, to alert the GSGLA's Emergency Team. State: "I am from Girl Scouts of Greater Los Angeles" and indicate your emergency.
5. Provide the name, location, and telephone number you are calling from.

Complete and submit Accident/Incident Report Form

(http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf) within 72 hours

Serious Accidents and Major Emergencies

GSGLA Emergency Management Plan

Follow these procedures when emergency response or immediate action by authorities is required:

1. Give injured person(s) first aid and simultaneously have someone call a hospital, ambulance service or doctor. Call 911 if available; if not, call the police. If there has been an automobile accident, a death or a suspected crime, call the police.
2. Contact the camp ranger if you are on camp property.
3. Put a responsible adult in charge of accounting for all individuals; organize a search for anyone who is missing.
4. See that a responsible adult remains with the injured person. Do not move the person unless her/his life is in danger by being left at the scene of the accident. If there has been a death, do not move the victim or change the surrounding area until the police have arrived.
5. After immediate emergency needs have been met, call GSGLA's Customer Care Hotline at 213-213-0123 during business hours; after hours call the 24- hour emergency line: **1-877-ICE-GSLA (1-877-423-4752)**. The staff emergency contact person will arrange for additional help and provide guidance for the next steps.
6. For your protection, do NOT discuss the incident or give out information to anyone except the police or known and identified GSGLA leadership. If the media contacts you, please do NOT make a statement. Please say "I am not the council spokesperson". When making the report to our emergency service 1-877-ICE-GSLA (1-877-423-4752) note the media inquiry and have the emergency service contact GSGLA's Chief External Relations Officer.
7. Make a record of the following, indicating the time and what procedures were followed:
 - a) How the accident or emergency happened.
 - b) First aid given and by whom.
 - c) Statements made to ambulance attendants, doctors, police, etc.
 - d) Telephone calls (who made them, who they called, what they said).
 - e) Names and addresses of all witnesses.
8. As soon as possible, and no later than 72 hours, submit a written report to GSGLA. Use GSGLA's Accident/Incident Report form. http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

Chapter 5: Managing Group Finances

Helping girls decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout troop/group will plan and finance its own activities, with your guidance. At the same time, the girls learn many valuable skills that serve them throughout their lives.

Girl Scout groups are funded by a share of money earned through GSGLA-sponsored product sale activities (such as Girl Scout cookie activities), group money-earning activities (GSGLA-approved, of course), and any fees your group may charge. This is in addition to the \$15 annual membership dues that go to the national organization. This chapter gives you the ins and outs of establishing a group account and helping girls manage their group's finances, practice successful product-sales techniques, review the safety requirements around product sales, and understand how to collaborate with sponsors and causes.

Establishing an Account

Each service unit and Girl Scout troop or other pathway group is required, to set up a bank account. If you are taking over an existing troop, you may inherit a checking account, but all previous signers must be removed and new signers must be added. With a new troop, you will need to open a new account within 120 days of receiving your Troop number. Many troops ask a parent to act as the troop's treasurer.* This can be a great way to involve a parent who wants to be active with the troop, but whose schedule is restricted because of work or other obligations. Girl Scout volunteers provide invaluable services to our most precious clients – the girls. However, the ultimate responsibility for budgeting and record keeping belongs to the adults.

****The troop treasurer's job depends on the girls' program level: At the Daisy and Brownie level, girls may collect and record dues, but the troop volunteer handles money and keeps financial records; she or he does all troop budgeting, but explains the process to girls and gets their input on activities and purchases. At the Junior level, it is a shared girl-adult responsibility. At the Cadette level and above, an adult mentors the girls as they keep the troop's financial records and give reports to parents and troop volunteers.***

Accounts must be held in the name of "Girl Scouts of Greater LA, Troop # ____." (or) "Girl Scouts of Greater LA, Service Unit # ____". Accounts must be opened with the Tax ID of Girl Scouts of Greater Los Angeles. Please do not use your personal social security number when opening your Girl Scout account. Although a Social Security number will not affect tax status for the individual, the use of personal information can complicate identification of troop and GSGLA accounts. **All accounts must have the protection of two signatures on each check.**

All troop accounts are opened as DBA Girl Scouts of Greater Los Angeles, a non-profit business account. All banks and credit unions will run a credit report on signors for the account. This is a standard procedure for all banks and credit unions when opening a business account and is for their purposes only. GSGLA does not have access to any information from these credit reports. Banks and credit unions will inform you of this requirement and will ask for your authorization to run a report. Wells Fargo and GSGLA have an agreement to expedite opening of troop accounts, therefore this credit report authorization is to be understood as pre-authorized and Wells Fargo will run the credit report on signors when opening or adding signors to accounts

After selecting a bank, the troop leader should complete a Bank Letter Request e-form

www.gsglavolunteerapps.org/gsglabank-letter-request-form/. The leader will then receive the Bank Authorization Letter containing GSGLA's tax ID # and other documents needed to take to the bank to open the account. Prior to opening a troop checking account all troops must:

- To open a bank account, identify three or more adults who will be responsible for the funds. All signers must be unrelated adults not living in the same household, and be currently registered adult members and be approved volunteers.*
- Troops may open the bank account with a minimum of two signers but must add the third signer within 120 days of receiving their troop number.
- It is recommended that the troop request the Service Unit Manager or Service Unit Treasurer to be the third signer on the troop bank account.

- All bank account statements must be mailed to the troop leader or other designated volunteer at the volunteer's home address. The troop leader is always responsible for the accounting regardless of designation.
- GSGLA is not responsible or liable for troop accounts.
- Complete a Bank Letter Request/Change Form <https://www.gsglavolunteerapps.org/gsglabank-letter-request-form/> for any bank changes, and within 21 days of any leadership change or change in signers.
- **All bank accounts MUST be non-interest bearing.**

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Use of Debit Cards

Volunteers who have debit cards issued in their name for any troop/group account are responsible for all purchases/charges made in use of the card in addition to:

- Any service fees, non-sufficient funds charges, closed account fee charges, etc. that may be incurred through the use of the card; and
- Any fees or charges incurred, if the debit card is lost or stolen. (Please contact your banking institution for specific instructions to report lost or stolen debit cards.)

GSGLA is not responsible for any approved or unapproved purchases on the Girl Scout debit card.

Guidelines for using a Girl Scout Bank Account Debit Card

- Troop/group debit cards are authorized for official Girl Scout business only.
- Expenditures must be within the troop/group budget and documented with appropriate receipts.
- Debit card records are to be fully reconciled monthly to ensure accurate and timely end-of-the-year reporting and that no unauthorized expenditures are applied to the account.
- ONLY troop/group subordinate bank account authorized signers, as designated by the signature card with the financial institution, may be issued a bank debit card.
- Use of the debit card for any type of expense other than Girl Scout business is considered a misuse of Girl Scout funds and may violate California law.

Acceptance of a Debit Card from the Financial Institution for Girl Scout Business Indicates

- Your acceptance of these procedures.
- Confirmation of your agreement to repay any expenses incurred for a lost/missing/stolen card, incurred bank service fees, or unauthorized expenses.
- Your understanding that misuse of the debit card may result in: removal of financial responsibilities from your troop or service unit account(s), and removal of your role in leadership.

Use of Cash and Reimbursements

- Cash withdrawals should be done on a limited basis. Cash withdrawals by check require **two authorized signers** and a detailed accounting of both check and ATM withdrawals of how cash was used must be reported on the Debit and Cash Receipt Form <http://www.girlscoutsla.org/documents/Debit-Payments-Cash-Receipt-Form.xlsx> and submitted with the Troop Financial Form with the year-end financial.
- Any withdrawal of cash by check or debit card requires receipts for the amount spent and must be made available upon request.
- Do not reimburse for expenses using cash; reimburse someone who used their own funds to purchase troop items using a check.
- A person should NEVER sign a check for their own reimbursement. The other two signers on the troop account may issue a check and validate the reimbursement.

PayPal

Girl Scout troops may open an independent PayPal account, not an organizational or non-profit account. The PayPal account may be used to collect dues, activity fees and product proceeds. The PayPal account must be linked to the troop checking account.

Record Keeping

Because money is held for the troop/group in trust, accurate records must be maintained. GSGLA staff, girls, and parents have a right to know the troop/group financial status at any time. When the leadership of a troop/group changes, a Troop/Group Financial Report must be submitted electronically within 30 days of the change. The CEO, CFAO, Director of Finance, or Service Unit Support Manager may request a financial report or audit of the troop/group finances at any time as deemed necessary. All record keeping of the troop and group's finances becomes part of the permanent record of the troop/group.

When managing troop/group accounts the following must be adhered to:

- Savings accounts, or other interest bearing accounts are not allowed.
- Girl Scout funds may not be used to purchase alcohol or tobacco products.
- Do not mingle personal expenditures with group expenditures on the same receipt.
- Troop/group and personal funds must not be comingled.

Guidelines for year-end financials

Year-end report covers the period from June 1 through May 31 (of the current Girl Scout year); and is due to the Service Unit Manager or designee by June 15.

The troop leader is responsible, in partnership with the girls in the group (Juniors and older), to prepare a finance report and distribute it to each family in the troop a minimum of one time per year due on June 15. Full disclosure of the troop finances annually ensures transparency and that all family members of the troop are informed of the troop's income and expenses. This should alleviate any concerns about troop finances from the parents.

A copy should be given to the Service Unit Manager as indicated above, only if the troop was unable to submit the report electronically.

Troops that do not meet during the summer are to keep (carryover) no more than \$100 per girl in their checking account unless they have submitted a detailed program plan to the Service Unit Manager and reported on the year-end financial report submitted to GSGLA.

The year-end report should include the following

- The accounting for June 1 through May 31 of the current Girl Scout year.
- Financial Ledger (this is a detailed income and expense record. May be one provided by GSGLA, created by the troop leader or treasurer in Excel, or one created from QuickBooks or Quicken).
- Debit and Cash Receipt Forms for any cash withdrawals using check or debit card
<http://www.girlscoutsla.org/documents/Debit-Payments-Cash-Receipt-Form.xlsx>.
- Troop/Group Finance Report <http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-Workbook.xlsx>.
- Year-end report and all supporting documents must be given to the Service Unit Manager by paper copy or by electronic submission for review, verification, and signature no later than June 15. Use this link for electronic submittal <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>.
- Service Unit Manager or designee must complete the Service Unit Troop Financial Report (summary) and submit to <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/> no later than July 15. All questions should be sent to ServiceUnitSupport@girlscoutsla.org
- July 15, all troops that do not have financials submitted to GSGLA will be suspended in eBiz, and placed on suspension; this means that the troops are not authorized to meet, travel, raise money, or take trips until the suspension is lifted.
- August 15, all troops that do not have financials submitted to GSGLA will face removal and or disbanding and troop parents will be notified of the suspension and given an opportunity to remedy the financial situation.
- New Troops that have formed any time during January through May of the current membership year do not need to submit a complete Year-End financial report. They should, however, submit the finance report form with their bank account and signer information or write "account not yet opened" in the bank account information section.

Electronic Submission of Troop/Group Financials

GSGLA prefers that year-end financials are submitted electronically using the Finance Submittal e-form <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>. The submittal form requires that the GSGLA Finance Report, and Cash Reconciliation forms be uploaded into the form. Once the form is completed, the attachments uploaded, and troop leader or designee electronically attaches their signature, and presses submit, the Service Unit Manager will be emailed the form and attachments for approval. The form and attachments will also be received by GSGLA simultaneously. The Service Unit Manager will then complete the Service Unit Troop Financial Summary Report http://www.girlscoutsla.org/documents/SU_Troop_Summary_Financial_Report.xlsx indicating they have reviewed the troop financials they have received. This report must be submitted here: <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/> and any questions e-mailed to ServiceUnitSupport@girlscoutsla.org

Due date for the Service Unit Troop Financial Summary Report is July 15 for the year-end financials.

Service units and approved GSGLA groups must also submit financials at year-end. Use the same steps as troops.

Best Practices for managing expenses during troop travel

- Keep group funds in the bank for safe-keeping. Pay for as many items as possible from the bank account using check or debit card. Avoid the use of cash whenever possible. Pay for as many trip costs as possible in advance of your departure to avoid the need for carrying cash.
- Use debit cards linked to the group account during an activity or trip.
- Make one person responsible for group funds and for keeping a daily account of expenditures.
- Avoid the use of personal checks, personal debit cards, or personal cash for group expenditures. Reimbursements for unavoidable use of personal funds must be well-documented with receipts and written explanations.

Be sure Girl Scout families understand these key points

- Girl Scout troops should be self-supporting; they should not rely on funding from the girls' families.
- Girls, parents, and sponsors should know where troop funds come from and how they are spent.
- Girl Scout Daisies **DO** participate in the Cookie and the Fall Product programs!
- **Troop funds do not belong to individual girls, only to the troop as a whole.**
- **Girls earn money only for the troop, never for themselves.**

Girls may not receive individual credit for the amount of funds or the portion of the troop account that resulted from their contributed troop dues or their money earned or product sales program troop proceeds. The IRS requires that 501(c)(3) organizations must not be organized or operated for the benefit of private interests. If you have any questions on private benefit or troop account activities please reach out to your Service Unit Manager.

Helping girls earn money for Silver Award or Gold Award or travel

Girls may want to earn money to help finance their Silver Award or Gold Award projects. This is encouraged. However, there are some specific guidelines to which you must adhere. Money obtained from troop money-earning event(s) may be used for their Silver Award, if it has been voted on and approved by the troop. Funds from troop money-earning must only be used for troop events, projects, trips, or travel, and not for individual girl activities; except in the case of Gold Award projects. A girl may allocate her troop money-earning event funds directly towards her project. This does not count as private benefit as the funds support her project and not her directly. All money-earning effort, beyond the Cookie and Fall Product Sales, must be approved by the Special Events and Money Earning Go Team using the SEME e-form application www.gsglavolunteerapps.org/specialevent-2/.

An individual girl wanting to raise money for Destinations (a GSUSA travel opportunity) travel may conduct individual money-earning activities to help subsidize the cost of the trip. Money-earning opportunities like selling a handmade item or product throughout the year must go through the SEME approval process and be conducted during the designated period as stated on the SEME e-form application www.gsglavolunteerapps.org/specialevent-2/.

Troops that are Cadette grade level or higher may elect to open a separate checking account to manage Silver and Gold Award project money-earning, individual girl money-earning efforts to be applied to Destinations, and for extended travel plans.

Crowd funding

Troops, Service Units, and individual girls pursuing awards or program activity opportunities are **prohibited** from using crowd funding websites such as gofundme.com, kickstarter.com, indigogo.com, upstart.com and others that encourage income or contributions.

Group Treasury/Funds

Keep in mind that all funds collected by a troop or other pathway group have been raised under the auspices of GSGLA. When donors give to a troop they are not giving to a particular girl, they are giving to “Girl Scouts”. These monies belong to the troop/group as a whole and only as long as the troop is registered.

New troops or groups may ask, but not require, parents to donate a one-time startup amount when the troop begins meeting. No more than \$25 per girl is suggested. Membership **MAY NOT BE DENIED** based on the inability to pay the start-up amount. Families should know girls are expected to participate in troop money-earning activities to help fund their troop activities. Troops may be asked (but not required) to contribute a maximum of \$5 per girl per year to the local service unit as “dues” to provide for copying charges, mailing and other costs associated with providing local service to troop leaders. Troop dues are the monies girls contribute to help fund their troop activities or meeting needs. Dues typically range from \$0.50 to \$2.00 per meeting. Girls and parents together decide upon the amount and frequency of dues. No girl is denied membership based on an inability to pay troop dues.

Discrepancies/Mismanagement of Funds

If there is a discrepancy with the troop/group funds:

- The troop leader, assistant leader and adult treasurer will meet to determine the problem and resolve it.
- If the problem is not resolved, a GSGLA staff person will meet with the troop volunteers and determine accountability.
- Girls, parents, and troop volunteers must make the decision as to what action, if any, will be taken should there be mismanagement of funds.
- The troop adults will be responsible for pursuing any legal action if that is the decision of the troop.

Addition of a Troop Member

Since funds belong to the troop or group as a whole, and never to individual members, when a new member joins she benefits from those funds equally with the other members. If this is a recently-organized troop, where other families have been asked to contribute a start-up fee, the new member’s family should be asked as well. Remember: membership cannot be denied a girl whose family cannot pay.

What if a group has been working for several years to earn money for an extended trip and a new member joins close to departure time? In this case, if it’s possible to accommodate another traveler (tickets, hotel rooms, etc. have to be considered) it’s acceptable to invite the new girl to join the trip by paying her own way. If travel arrangements can’t be changed to include her, the girl could be given the option to join the troop after the trip, or join another troop if one exists.

Troop Member Transfers

When a girl leaves a troop, for whatever reason, she relinquishes any claim on money she helped earn for the troop.

Closing a Bank Account/Disbanding a Troop

When a troop/group or other pathway disbands, by rights the funds revert to GSGLA. It is our practice, however, that when a troop disbands, the girls should vote on what to do with troop funds, using the following guidelines. Monies may be:

- Given to the troop’s service unit to benefit its program activities or projects.
- Donated to GSGLA to support troops/members with financial hardships.
- Donated to GSGLA’s Family Partnership to fund our general operations. (GSGLA underwrites an average of \$325 per member per year.)
- Donated to the Juliette Low World Friendship Fund.
- Donated to a local charity whose mission is in keeping with Girl Scout principles.

Troops must submit a final Troop/Group Finance report with financial ledger, Troop/Group Disband Form http://www.girlscoutsla.org/documents/Troop_Group_Disband_Notice.pdf and a check in the amount of the remaining proceeds payable to GSGLA (if applicable), and troop's supplies and inventory to the Service Unit Manager or designee within 30 days of the last meeting date. The Service Unit Manager must review and sign the Troop Disband Form and submit to GSGLA within 10 days. The Troop Disband Form must indicate how the funds were distributed. The troop leader completes and submits the final finance report electronically. As when closing a personal account, be sure all checks and other debits have cleared the account before you close it, and realize that you may have to close the account in person.

Unused Girl Scout money left in accounts when groups disband become the property of GSGLA. Prior to disbanding, the group may decide to donate any unused funds to a worthwhile organization, to another group, or for girl activities. Under no circumstances may remaining funds be distributed to individual troop members or leaders. Turn remaining funds over to a Service Unit Support staff member within 30 days of the last meeting or event.

If a new troop is formed, funds and inventory may be distributed to the new troop(s) at the discretion of GSGLA. Once a troop/group disbands or graduates out of the program, a Troop/Group Disband Notice and a final finance report indicating a zero balance, must be finalized and turned in to Service Unit Treasurer.

Money-Earning Basics

Girls earn money in two distinct ways:

- **The Girl Scout Cookie Program and Fall Product Sales** organized by our council is open to all Girl Scouts. Girls can participate in two GSGLA-sponsored product sale activities each year. All girl members who take part in any pathway of Girl Scouting (troop, camp, travel, etc.), including Daisies, are eligible to participate in GSGLA-sponsored product-sale activities, with volunteer supervision. Please remember: volunteers and GSGLA staff don't sell cookies and other products—girls do.
- **"Group money-earning"** refers to activities organized by the group (not by GSGLA) that are planned and carried out by girls (in partnership with adults) and charge a dollar amount. Daisies may not participate in additional group or troop money earning activities.

Girls' participation in both GSGLA-sponsored product sale activities and group money-earning projects is based upon the following:

- Voluntary participation
- Written permission of each girl's parent or caregiver
- An understanding of, and ability to explain clearly to others, why the money is needed
- An understanding that money-earning should not exceed what the group needs to support its activities
- Observance of local ordinances related to involvement of children in money-earning activities, as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangements for safeguarding the money

There are a few specific guidelines—some required by GSUSA or the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:

- All rewards earned by girls through the product sale activities must support Girl Scout program experiences, such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations.
- Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
- **Groups are encouraged to participate in council product sales programs as their primary money-earning activity; additional money-earning activities must not coincide with the Cookie Program. Break-even events are allowed during this time.**
- Obtain written approval from GSGLA before a group money-earning event. This is done by submitting a Special Event & Money Earning e-form application and following the SEME guidelines. Please refer to the Special Events and Money Earning section of our website http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html.
- Girl Scouts discourages the use of games of chance*. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by GSGLA and be conducted in compliance with all local and state laws.

- Girl Scout Blue Book policy forbids girls from the direct solicitation of cash. Girls can collect partial payment towards the purchase of a package of Girl Scout Cookies and Girl Scout Fall Product Program products through participation in GSGLA approved product sale donation programs. (Gift of Caring)
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (For example: In home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA.
- Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the GSLE.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Funds acquired through group money-earning projects must be reported for the group, while following GSGLA procedures.

*** In California, charities and certain other private nonprofit organizations may conduct raffles to raise funds for beneficial or charitable purposes. The nonprofit must register with the Attorney General's Registry of Charitable Trusts prior to conducting a raffle and file an aggregate financial disclosure report for all raffles held during the reporting year. As it relates to Girl Scouts, only the council may hold games of chance, not its subordinate groups.**

The best way to earn money for your group is to start with Girl Scout cookie activities and Fall Product Sales. From there, your group may decide to earn additional funds on its own. Please be advised that any group wishing to plan a money-earning activity must submit a Special Event & Money Earning or SEME application, and receive approval, before advertising the activity. Additionally, all groups participating may only submit up to four “profit-making” Money Earning requests per program year (Oct 1- Sept 30). A “profit-making” money earning event is an event that makes over \$200. There is not a limit to how many “break-even” money earning events a group may participate in. See a sample form here:

http://www.girlscoutsla.org/documents/Event_Application_Sample.pdf.

A Money Earning activity is any activity that charges a fee. An activity can be a “break even” money earning activity which means it does not expect to make a profit.

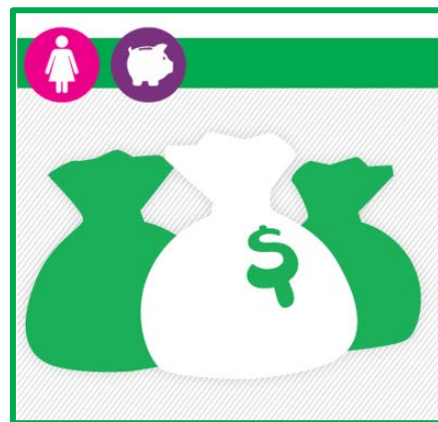
Juliettes and Money Earning Activities

Juliette money-earning activity will be coordinated with the treasurer of the service unit in which the girl is registered. The funds raised by the girl will be deposited into the service unit account with the treasurer accountable to maintain a spreadsheet for each girl with the deposits and withdrawals. Any donations will be made out to the service unit with the girl's name recorded on the check. Juliettes may then participate in program related activities by requesting funds through their service unit.

Troop Money

Money collected in a troop account belongs to the girls in that troop. These funds are to be spent according to group planning and Girl-led decision making. Troops can disburse funds to a cause or non-profit organization they deem important, e.g. as a charitable donation to a retirement home, as a thank you for use of facility, etc. However, Girls may not donate money to the organizations they work with to complete their Gold, Silver or Bronze award(s) as all monies collected to support the project must be spent on goods/services to benefit the project.

- When using a credit card reader, troops **cannot** charge the fee to the purchaser/participant per banking policies with Visa/Mastercard/Amex. This is a part of doing business and the troop will have to absorb this small fee to have the convenience of accepting a credit card for events or for boothing during the cookie sale.
- As a Gold Award Candidate, your money earning plan should be turned in with your Gold Award Proposal.



Understanding the Girl Scout Cookie Program

Did you know that the Girl Scout Cookie Program is the largest girl-led business in the country, with sales of more than \$800 million per year for girls and their communities nationwide? That's right. The Girl Scout Cookie sale is the leading entrepreneurial program for girls: no university has produced as many female business owners as the Girl Scout Cookie Program has. If you have a moment, watch the latest Girl Scout *What Can a Cookie Do?* video (<https://www.youtube.com/watch?v=3Wy31SsNPv4>) for an inspiring look into just how powerful those treats—and the girls who sell them—can be.

GSGLA-sponsored product sales are really the best way for Juliettes and troops to earn money to pursue their goals: the sales are beloved by the community and come with program, sales and marketing materials, and support that help girls run a great business. And they're an integral part of the GSLE. With every season of cookies, another generation of girls learns five important skills:

- **Goal setting** – Girls who set goals are more likely to reach or exceed those goals – from selling cookies or magazines to completing their science project on time!
- **Decision making** – A Girl Scout who is participating with her troop on deciding how to use troop proceeds grows her confidence to make decisions about spending baby-sitting money, being a leader, or resisting negative peer pressure.
- **Money management** – Girls who learn to handle orders, inventory, and customer's money grow to manage their own allowance, income from a part-time job while still in school, a checking account, or their own cell phone bill!
- **People skills** – Girls learn to listen and have confidence in speaking with others while asking for support of themselves and Girl Scouts with a purchase of cookies, chocolates, or magazines; she learns she can also work well with others on school projects or team sports; she asks for directions from her teacher to achieve her best!
- **Business ethics** – A Girl Scout is honest and responsible at every step of the Program and learns that being trustworthy and honest is a good personal attribute that has benefits in earning the respect of others in school, in college, and in the workplace!



And most of all, girls gain a tremendous amount of confidence. It's not easy to ask people to buy something—you have to speak up, look them in the eye, and believe in what you're doing—all skills that help a girl succeed now and throughout the rest of her life.

A Sweet Tradition

It has been decades since Girl Scouts began selling home-baked cookies to raise money. The idea was so popular that, in 1936, Girl Scouts enlisted bakers to handle the growing demand. For more on Girl Scout Cookie History, visit http://www.girlscouts.org/program/gs_cookies/history.asp

Two commercial bakers are currently licensed by Girl Scouts of the USA to produce Girl Scout Cookies—Little Brownie Bakers and ABC/Interbake Foods—and each council selects the baker of its choice. Each baker gets to name its own cookies (which is why some cookies have two names) and gets to decide which flavors it will offer in a given year, besides the three mandatory flavors (Thin Mints, Do-Si-Dos®/Peanut Butter Sandwich, and Trefoils/Shortbread). For additional information on cookie varieties, including nutritional details, visit www.girlscoutcookies.org.



Fall Product Program

The 2016 Fall Product Program will offer a variety of nut and candy items from Trophy Nut Company, including various plain nut mixes as well as other varieties with chocolate or dark chocolate coverings. Our new magazine vendor, M2 Media, offers an outstanding selection of titles as well as great value for customers. Magazine subscriptions are a proven technique to quickly and easily raise funds for troops—it is all online for both customers and girls! In addition, many customers who already purchase magazine subscriptions can be encouraged to simply renew their existing subscriptions through their favorite Girl Scout. All Fall Product Programs are considered “Troop Opportunity Sales” because they quickly provide troops with “start-up” funds for the Girl Scout Year. Every troop is encouraged to participate in the Fall Product Program, as well as the Girl Scout Cookie Program.



Our Council's Role

Each year, GSGLA provides learning opportunities on the procedures to follow during each sale. Our council also establishes guidelines and procedures for conducting the sale and determines how the proceeds and girl reward system will be managed.

GSGLA provides troops with specific training for all Product Sales programs, including **Cookie Rookie** -a go-to guide for new troops- and our **Cookie and Fall Product Program Troop Guides**. These resources are designed to guide and support each troop with step-by-step instructions in achieving success with Product Sales Programs.

To learn more about GSGLA Product Sales Programs or to volunteer with the Product Sales Department, please contact the Customer Care Hotline at 213-213-0123 or by emailing us at customercare@girlscoutsla.org.

“What a Cookie Can Do” - Knowing Where Proceeds Go

Please share this information with girls and their parents/caregivers so that everyone is clear on how revenue raised through product sales makes it possible for GSGLA to serve girls. Proceeds resulting from product sales support program activities—in fact, GSGLA-sponsored product sales are a primary way in which our council raises funds to support Girl Scouting. The percentage of money to be allocated to participating groups (like yours) is determined by our council and explained to girls and adults as part of the product sale activity training.

The income from product sales does not become the property of individual girl members. Girls, however, may be eligible for rewards and credits that they put toward GSGLA-sponsored camps, programs, and programmatic materials. Girls may earn official Girl Scout grade-appropriate rewards related to product sale activities and GSGLA may choose to provide items such as participation patches, rewards, and GSGLA credit for event fees, camp fees, grants for travel and Take Action projects, as well as materials and supplies for program activities. GSGLA's plan for rewards applies equally to all girls participating in the product sale activity. Whenever possible, councils try to involve girls in the selection of awards and administration of money given to girls from product sales.

One critical task for each troop/group is to keep excellent records and establish a clear accounting system for all money earned and spent. As the group's volunteer, you are in charge of making sure money is spent wisely, excellent records are kept (keeping copies of all receipts in a binder or folder), and all income is tracked, too. For older girls, your job is to oversee their work, as **they** learn to keep impeccable records.

The Girl/Adult Partnership

Underlying all the lessons that girls can learn from their participation in the Girl Scout Cookie Program is the girl/adult partnership. Ideally, this is a partnership between the girl and her leader and between the girl and her parents or caregiver. Adult members do not sell cookies, they participate only in supporting the direct involvement of girls.

During the Girl Scout Cookie Program the girl/adult partnership may look like this:

- An adult and girl working together to make plans and set goals.
- An adult assisting a girl by giving her access to the information and training she needs but letting the girl do the selling and delivering of cookies.
- An adult guiding a girl in understanding the finances and letting her practice the skills.
- An adult advising a girl on how to market her cookies but allowing her to make her own decisions.
- An adult helping a girl understand her responsibility to support her local council but ensuring that her participation is voluntary.

What Can a Cookie Do?

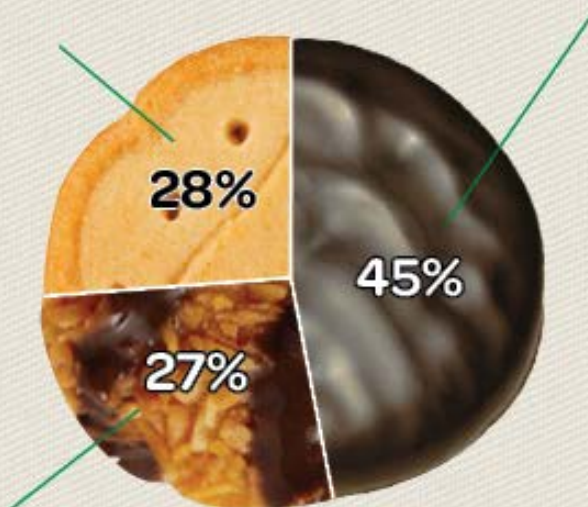
How cookie proceeds support Girl Scouts

Troop Earnings & Rewards

- ▶ Girls use proceeds for:
 - Field trips and travel
 - Summer camp
 - Programs and events
 - Community service projects
 - Program supplies and uniforms
 - Journey books and *Girl's Guide to Girl Scouting*
 - Girl Scout membership
 - Girl, troop, and service unit rewards

High Quality Girl Scout Programs

- ▶ Program areas include:
 - Leadership
 - Business & Financial Literacy (includes the cookie program)
 - Outdoor Adventure (includes camp)
 - STEAM (science, technology, engineering, art, math)
 - Healthy Living
- ▶ Maintaining Girl Scout camp and program sites
- ▶ Council-hosted girl and volunteer events



Girl and Volunteer Support

- ▶ Financial assistance and outreach to underserved girls
- ▶ Bringing the Girl Scout experience to more neighborhoods
- ▶ Volunteer training, materials, and recognitions
- ▶ Volunteer recruitment
- ▶ Volunteer support and resources

Find your cookies at girlscoutcookies.org.



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Safely Selling Girl Scout Cookies and Fall Product

A few other considerations will help keep girls safe:

- Parents and caregivers must grant permission for girls to participate and must be informed about the girls' whereabouts when they are engaged in product sale activities. Specific permission must be obtained when a girl intends to use the Internet for product marketing. A parent, caregiver, or other adult must know each girl's whereabouts when she is engaged in product sales, and if and when she is online.
- Girls should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, tunic, sash, vest, or other Girl Scout clothing.
- Adult volunteers must monitor, supervise, and guide the sale activities regardless of the girls' age levels.
- Girl Scout Daisies (in kindergarten and first grade) may be involved in GSGLA-sponsored product sale activities, but they cannot collect money in any other way except through group dues or parental contributions.
- Girl Scout Daisies, Brownies, and Juniors must be accompanied by an adult at all times. Girl Scout Cadettes, Seniors, and Ambassadors who participate in door-to-door sales must be supervised by (but do not need to be directly accompanied by) an adult. Girls of all grade levels must **always** use the buddy system.
- Money due for sold products is collected when the products are delivered to the customer. Girls will need to know whether they can accept credit cards and checks; and to whom customers should write checks—find out from your troop leader.
- Personal customer information should remain private. Customer credit card information should not be collected by girls and should not be asked for on any form collected by girls.
- A girl's physical address, social media page address, IM name, Skype name or number, email address, or cell number should **never** be revealed to anyone outside her immediate circle of family and friends. You've heard it before, but it bears repeating.
- Girls can market cookies and other products by posting on social media sites like Facebook or Twitter or sending emails to friends, family members, and former customers, as long as they use a group email address, the account or address of a parent/caregiver or adult volunteer, a blind email address (in which the recipients cannot see the sender's email address), or the online email tools provided by cookie and nut vendors. Girls 13 and older can also use their social media sites (such as Facebook, Twitter, or Pinterest) to do the same to her immediate circle of family and friends. Be sure each girl's account uses the tightest privacy settings and doesn't reveal information about her or her location to anyone outside her circle.
- Sales may **not** be transacted on the Internet (for example, through a site that has an electronic shopping cart), except for nut and magazine sales using the official GSGLA-sponsored websites. Girls can, however, receive order commitments for cookies sales via email or the Internet. In other words, potential customers can relay via email or a Facebook post, for example that, "Yes! I'd like four boxes of Thin Mints and three boxes of Trefoils."
- Digital Cookie is a new initiative for girls and troops to offer cookies for sale online just as we have with nuts and magazines for a few years. Digital Cookie is under development and review by GSUSA. GSGLA's participation is not certain at this time. If we participate in Digital Cookie in the future, please look for complete information as part of your troop's regular cookie training.

Please also keep in mind:

- GSGLA volunteers and staff do not sell cookies and other products; girls sell them.
- Girls can participate in no more than two council-sponsored product sale activities each year, which are the cookie sale and fall product sale.

Before beginning any cookies or other product sales with your group, refer to the "Cookies and Nuts" tab at www.girlscoutsla.org/pages/product_sales/index.html.

Daisies: Stay Especially Safe!

Girl Scout Daisies are too young to be marketing online through their group, parent or caregiver websites, or social media sites. For this reason, Girl Scout Daisies are allowed to send out emails only when working directly with an adult. Daisies and their adult volunteers must use only blind emails or the online marketing tools provided by GSUSA product vendors on their websites.

Preparing for your Girl Scout Cookie Booths

Cookie booths, or temporary sales set-ups in areas with lots of foot traffic, are a popular way for girls to sell cookies as a team. Our council has established cookie booth locations; contact your Service Unit Cookie Program Chair before planning a cookie booth of your own.

Once you've received GSGLA approval, check out the booth site before the day of the sale. Find out what security measures are in place—these may include lights for evening sales and whether a security camera watches the booth area—and where the nearest bathrooms are located. In addition, review the Girl Scout Cookie/GSGLA-Sponsored Product Sale *Safety Activity Checkpoints* to make sure you and the girls are as prepared as possible.

On the day of the sale, these tips will help keep everyone safe:

- Ensure that you have adequate space at the booth (table, products, and girls) to allow safe passage by pedestrians, bikes, and cars.
- Plan to have at least two adults and one girl at the booth at all times. From time to time, volunteers might want to take breaks or will have to accompany young girls to the bathroom, so make sure to have a few extra adults on hand.
- Girls make **all** sales, except in cases where adults are helping Daisies handle money.
- Respect the surrounding businesses by making sure your booth isn't blocking a store entrance or exit.
- Attract customers with colorful signs. Remind girls to be polite and to have their sales pitch ready for interested shoppers.
- Be especially careful with the money box; make sure it's under adult supervision and out of public sight. Arrange for cash to be removed from the site periodically. When you do travel with money, have someone accompany you to your vehicle and/or the bank.
- Report any suspicious people in the area to local security.

If someone takes money or cookies from your booth, **do not** attempt to physically recover the stolen items and **do not** allow the girls to do so. Instead, get a good description of the offender(s), call 911, and alert local security (if applicable).

Make sure girls know what to do in case of theft. Report any incidents to GSGLA using the incident report form.

Two adults must be present at all times. In the case of Senior and Ambassador Girl Scouts, if at least two girls are present, only one adult needs to be present at all times.

Carefully read and follow the annual guidelines and policies as outlined in the Troop Guide and at your troop's cookie training.

Gift of Caring

The Gift of Caring Program is a GSGLA-wide community service project that gives Girl Scouts the opportunity to learn philanthropy and community service. Troops collect monetary donations from customers for cookies to be purchased by GSGLA, who coordinates delivery to our Gift of Caring community partners: Los Angeles Regional Food Bank, Operation Gratitude, Bob Hope USO, Goodwill, and Blue Star Mothers. This is a great talking point for girls to share with their customers and a great way to help teach girls that the cookie program can make a big impact in their community and to others.

Handling Product Complaints

It has always been the practice of Girl Scout councils and the bakers to guarantee customer satisfaction with their cookies. If a customer for some reason is not satisfied with the quality of their cookies they can contact the baker via the number printed on the side of the box of cookies.

Troops/group should notify their council if they are aware of any customer dissatisfaction by contacting the Customer Care line at 213-213-0123.

Using Online Resources and Social Media to Market Cookies and Other Products

Girls may use Facebook, Twitter, Instagram, text messages, IMs, and emails as online marketing tools to let family, friends, and former customers know about the sale and collect indications of interest. All are effective ways that girls 13 and older can promote cookie and other product sales. Girls under 13 cannot independently set up online marketing sites.

Girls under 13 can use their parent or caregivers' online sites with their approval and supervision. But first, please keep in mind that girls:

- **Can market to and collect indications of interest from customers within their councils' zip codes.** Refer prospects that come from outside council jurisdiction to the council finder at www.girlscoutcookies.org. Family members are the exception to this rule.
- **Cannot have customers pay online** (such as through a shopping cart function on a website the girls create). Girl Scout nut and magazine sales are the exception to this rule. Cookie Club is the only approved online sales tool available for girls to use when selling cookies. Outside of Cookie Club, girls cannot set up online sites where cookies are sold and money is exchanged via the Internet.
- **Must sign the Girl Scout Internet Safety Pledge** (available at http://www.girlscouts.org/help/internet_safety_pledge.asp) before doing any online activities and all online activities must be under the supervision of adults.
- **Cannot expose their own or any other girl's email address, physical address, or phone number to the public.** When writing email messages or online announcements, girls should sign with their first name only, along with their group number or name and their council name.

For girls in fifth grade and above, have your group visit <http://forgirls.girlscouts.org/internet-safety/>, a site addressing Internet safety for teens and tweens. Girls can even earn an online award for completing activities on this site.

Using Social Media

A girl (or group of girls) over the age of 13 may work in partnership with an adult to market cookies and other products online, using the social media account (such as Facebook, Twitter, Pinterest, or LinkedIn) of the adult. Social media is a fun, fast way to get out an urgent message, such as, "It's Girl Scout cookie time!" Posting, tweeting, or pinning such a message will get the attention of friends and family.

Before girls use social media as a marketing tool, keep the following in mind:

- Girls must have parental permission to use social media.
- Girls must meet age limits set by the provider, which is 13 and above in most cases, as per the United States Child Online Privacy and Protection Act and the Child Online Protection Act.
- Any use of photos requires a photo-release form signed by parents/caregivers of the girls pictured and the signature of any adults pictured.
- Any use of online video sharing sites (such as YouTube), where the video is representing Girl Scouts or Girl Scout products, must follow specific requirements for that site. Girl Scout photo release forms must also be signed by parents/caregivers and any adults pictured. (In other words, this is not an easy venture, but if you and the girls are willing, it's worth the investment.)
- Be mindful of copyright laws by using designs, text from magazines or books, poetry, music, lyrics, videos, graphics, or trademarked symbols without specific permission from the copyright or trademark holder (and, generally, this permission is pretty tough to get!). Girl Scout trademarks (such as the trefoil shape, Girl Scout pins, and badges and patches) can be used only in accordance with guidelines for their use. (The Girl Scout trefoil, for example, may not be animated or used as wallpaper for a website.) Check http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html for complete graphics guidelines and approvals.

Setting Up a Group Website

Groups whose girls meet age criteria (13 years or older) and have parental permission may set up a group Facebook page or website. Before you and the girls design a website, remember that the web is an open forum for anyone, including potential predators. Documented instances of cyberstalkers make it imperative that any information that could jeopardize the safety and security of girls and adults is not disclosed on a website. Please adhere to these guidelines to ensure the girls' safety:

- Use girls' first names only and never post girls' addresses, phone numbers, or email addresses.
- Never, ever, ever post addresses of group meeting places or dates and times of meetings, events, or trips. An adult volunteer who wishes to communicate upcoming events with families of girls should use email instead of posting details on a website, unless that site is password protected or is a closed/secret Facebook group.
- Always have a parent's or caregiver's signature on a photo release form before using pictures of girls on a website.

- Make yours a site that does not allow outsiders to post messages to the site, or make sure all postings (such as message boards or guest books) have adult oversight and are screened prior to posting live. Don't violate copyright law by using designs, text from magazines or books, poetry, music, lyrics, videos, graphics, or trademarked symbols without specific permission from the copyright or trademark holder (and, generally, this permission is pretty tough to get). Girl Scout trademarks, such as the trefoil shape, Girl Scout pins, and badges and patches can be used only in accordance with guidelines for their use. The Girl Scout trefoil, for example, may not be animated or used as wallpaper for a website. For GSGLA specific information, visit this page http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html and review the documents available under the "Communications" section.
- * It is important to remember the twofold purpose of the Girl Scout Cookie Program when selling cookies or other products. The primary purposes of these sales are to help girls grow and develop and to generate the revenue necessary to provide Girl Scouting to as many girls as possible. For this reason, girls should be directly involved in any sales that are made, whether in person or over the Internet.

Special Events and Money-Earning Activities

Product sales programs are a great way to earn the funds necessary for girls to travel or carry out Take Action projects. If income from the product sales programs isn't enough, however, girls have more options available to them.

Hosting a Girl-Led Event

If you're working with girls who want to host an event—large or small—be sure girls are leading the event-planning, instead of sitting by passively while you or another adult plans the event. Learn how by taking the Special Events & Money Earning (SEME) Training before planning your event. To get girls started, ask them to think about the following questions (Daisies may not plan and hold additional group or troop money earning activities):

- What sort of event do we have in mind?
- Who is our intended audience?
- Will it be outdoors?
- Does the audience have to be invited, or can anyone come?
- What's our main topic or focus?
- What's our objective—what do we hope to accomplish at the end of the day?
- Will one or more speakers need to be invited? If so, who? How do we find speakers?
- Where will the event take place?
- Is there a charge for this venue?
- Is the venue large enough to accommodate the audience?
- Do we have to obtain permission to use this venue? If so, from whom?
- Are there adequate facilities for the audience? If not, how much will extra portable toilets cost, and how many do we need?
- Is there adequate parking or a drop-off point for girls?
- Do we need tables? chairs? podiums? microphones? speakers?
- What sort of entertainment will we provide?
- Will we provide or sell refreshments? If so, what kinds?
- How many chaperones will we need? Who will we ask?
- What emergency care do we need to plan for? Is the event large enough that local police and fire departments need to be notified?
- Do we need to purchase Additional Activity Insurance for non-Girl Scouts?
- How will we advertise the event?
- What decorations will we use?
- Will we give away any keepsakes?
- Will we charge for the event?
- Who will set up the event?
- Who will clean up after the event?
- How will we determine whether the event was a success?

Ideas for girl-led events with family, friends, and community experts are also available in the Leadership Journey adult guides!

Troops/groups wanting to host an event will need to have a volunteer complete the Special Events and Money Earning training, online or in person. A Special Event and Money Earning (SEME) e-form application must be submitted for all troop/group events. This includes all money earning activities whether the activity is a “profit-making” money earning activity (that makes more than \$200) or a “break-even” money earning activity where there is little to no profit made. A Money Earning activity is any activity that charges a fee. An activity can be a “break even” money earning activity which means it does not expect to make a profit.

For SEME resources, please see the Special Event Director online training module here

<http://gsglaonlinetraining.org/course/view.php?id=20>

A troop may not host more than four “profit-making” money earning events, in addition to the fall product sale and the cookie program.

If a troop requires money-earning activities beyond GSGLA’s product sales program, for a specific purpose, then the following guidelines must be met:

Troops must:

- Participate in both cookie and fall product sale programs. (New troops organized during or after the fall product program are only required to participate in the Cookie Program).
 - If a girl chooses to participate in Additional Money Earning Activities as a Girl Scout working on her Gold Award, she is required to participate in BOTH the Fall Product and Cookie Program most recent to the date you submit your Gold Award proposal.
- Obtain permission from each participating girl’s parent or caregiver before any money-earning activity occurs.
- Be in good financial status, having turned in all troop/group finances on time and accurately.

There are three types of events that need GSGLA approval: Events that involve four or more troops, “profit-making” money-earning events/activities, and “break-even” money-earning events/activities. Troops are limited to four additional “profit-making” money-earning activities in addition to the two GSGLA product sale programs in a Girl Scout calendar year.

Approval Procedures

In order to participate in additional money earning activities, troops are required to actively participate in both GSGLA-sponsored product sales programs. Troop participation is defined as 50% or more of the registered girls in the troop participate in both GSGLA-sponsored product sales (Fall and Cookie).

1. Submit a Special Event/Money-Earning e-form application <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/> at least four (4) weeks minimum prior to the event and before any advertising is done. The event flier cannot be distributed until you receive approval.
2. Complete the online final report with the event results within 30 days after the activity.
3. Money-Earning activities must not coincide with the Cookie Program. Break-even events are allowed during this time.
4. Solicitation of funds:
 - A. Girls may not solicit funds.
 - B. Girl Scouts, in their capacity as Girl Scouts, MAY NOT solicit or raise funds for any other organization. This includes participating in walk-a-thons, telethons, product sales parties such as Tupperware, Pampered Chef, Mary Kay or other similar home party sales, the sale of commercial products or similar fundraising opportunities.
5. Girl Scouts may elect to support another organization through Take Action or service projects that do not involve fundraising, and by making a donation from the troop’s treasury.

Money Earning Activity Examples

The following examples of money-earning projects give girls a way to build public speaking, financial literacy, marketing, and other skills.

Entertainment:

- Talent show, fashion show, tea party
- Flock of flamingos traveling yard décor
- Movie Night – with proper studio approval/authorization

Food/M meal Events:

- Restaurant Fundraiser
- Spaghetti dinner
- Pancake breakfast
- Multicultural meals for younger girls
- Candy-Making workshop
- Lollipops, cookies for sale
- Bake sales
- Meals at volunteers' meetings
- Themed meals, Indian meal, Mexican dinner (depending on girls' Destination)

Service(s):

- Babysitting for holiday (New Year's Eve), special or GSGLA events
- Holiday activity/supervised crafts so parents can shop
- Raking leaves, weeding, cutting grass, sweeping walks
- Pet walking
- Gift-wrapping
- Cold or hot beverages at a Girl Scout event
- Cooking class or other specialty class
- Taking photos and/or creating greeting cards or calendars
- GSGLA program event or badge workshop focused on a theme (e.g., culture); girls provide the program and benefit from program fees

Collections/Drives:

- Recycling/newspapers
- Cell phones/e-waste
- Bottle and can recycling
- Used ink cartridges turned in for money
- Christmas-tree recycling

Specialty Products (creating a personalized note, ribbon, or creative packaging customized by girls adds value to a product):

- Christmas wreaths/ornaments
- Crafts (crochet, needlepoint, jewelry, ornaments)
- Yard or garage sale
- Books for resale (Previously used)
- Roses for Valentine's, Mother's, Grandparent's Day
- Soap and/or bath salts

Other:

- Campouts with overnight themes
- Journey or Badge workshops
- Boating workshops
- He/She & Me type events
- More ideas for events are available in the SEME manual

GSGLA's Guidelines for Special Event Approval

Special Events and Money Earning include multi-troop events and events held on the service unit level, whether for Girl Scouts only, for Girl Scouts and a parent or family, or for the wider community. Some special events last for a day or less, others may be overnight (a lock-in, for example), and some may last two nights or more (a camporee or trip, for example.) Any event that will last more than three consecutive days does not fall under these guidelines and requires contacting your Service Unit Manager for further direction prior to any planning or incurring any expenses.

Step 1 - Training

The adult event director takes training called Special Events and Money Earning. In this training, adults will learn how to help girls plan a successful event. You will also receive valuable tools and resources along with GSGLA specific information that will help to make your event successful.

Step 2 –Brainstorming and submittal

The event director recruits a girl committee* and mentors them as they decide on an event theme, date and time, costs, etc. As far in advance as possible, the committee submits the idea to their service unit for approval. If the event includes four or more troops or has a fee, the troop must submit a Special Event/Money Earning e-form application <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/>. Certificate of Insurance requests must be indicated on application. Facility Use Agreements/Reservation Contracts for sites must be completed and signed by requestor and uploaded with e-form application.

**The committee can be made up of representatives of many troops, or one troop may volunteer to organize the event. Most Girl Scout Brownies are not developmentally ready to plan a service unit event, but older Brownies can certainly plan smaller events for other Brownies and for Daisies! Daisy Girl Scouts may not host events.*

Step 3 - Approval

Once the application is submitted, it is automatically sent to the Service Unit Manager for review and approval. Once the Service Unit Manager or designee approves the event, the SEME Go Team then approves the event. If further information is required for the application by the Service Unit Manager, the Go Team, and/or GSGLA, you will receive an email from the SEME@girlscoutsla.org requesting further information. If a Certificate of Insurance (COI) or other document* is required by the vendor or venue, it will be issued by GSGLA staff once the agreement/contract has been reviewed and event approval has been granted. The event organizer may be required to obtain proof of insurance from the vendor/venue as well.** Contracts may not be submitted to the venue before approvals.

Once the application has been approved Additional Activity Insurance needs to be obtained by the hosting group if non-members will participate. The Certificate of Insurance will be issued once the agreement/contract has been reviewed and approved by Risk Management. It may not be submitted to the site until then. Be sure to fill out any agreements/contracts; initial and sign before submitting for approval, this will help expedite the process.

* Requests for GSGLA documents should be in writing. Written requirements for council documents will be found in the event's contract or Rules and Regulations from the venue. If the only written version of the request for council documents is on the venue's website, please provide the link or print out of that specific webpage.

** See Contracts and Agreements

Step 4 –Advertising

Once you have written approval for the event, you may forward fliers and other information to Service Unit Managers to share with troops and continue with your planning. If your event is open for GSGLA-wide registration, you may request that it be included on the GSGLA calendar as a SU/troop hosted event.

Collaborating with Supporters

GSGLA relies on monetary support from individuals, corporations, foundations, and government agencies to ensure Girl Scouting remains available and affordable for all families. Fundraising efforts are conducted by staff in the Fund Development Department. For this reason, troops, groups, Juliettes, and service units are not allowed to directly solicit in-kind donations valued \$51 or more, or cash donations, grant opportunities, or sponsorships of any amount from corporations, foundations, and government agencies unless Fund Development staff has given written approval (Please see “Direct Donations to, Group, Juliette, and Service Unit” on how to handle donations from individuals.)

When you submit the Solicitation Approval eform (link below), you help ensure that GSGLA remains in compliance with the strict rules and regulations established by the Internal Revenue Service (IRS) in order to maintain our 501(c)3 status. Additionally, you help ensure that individuals, corporations, foundations, and government agencies are not solicited multiple times in one year, which will either cause them to give less or stop funding altogether.

To request authorization to directly solicit in-kind donations valued \$51 or more, cash or grant opportunities of any amount, or sponsorship agreements, please complete the Solicitation Approval eform <https://www.gsglavolunteerapps.org/solicitationapproval/>. You will receive a response from Fund Development within five (5) business days from eform submission.

Troops, groups, Juliettes, and service units are encouraged to focus their efforts through the Girl Scout Cookie Program and Fall Product Sales Program. There are, however, additional opportunities where funds may be raised for troops, groups, Juliettes, service units, or GSGLA; all options are as follows:

1. In-Kind Donation

In-kind donations are contributions of goods or services. Troops, groups, Juliettes, or service units may approach community organizations, businesses, religious organizations or individuals to request an in-kind donation for troop meeting space and not have to submit the Solicitation Approval eform. For other types of in-kind donations including but not limited to such as volunteer hours, activity/award project materials or equipment loans, please complete the Solicitation Approval eform <https://www.gsglavolunteerapps.org/solicitationapproval/> for any donation valued \$51 or more. This will help prevent duplicate requests to the same supporter, help all parties stay in compliance, and will assure in-kind donors are recognized for their support of Girl Scouts.

For any questions, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org with any questions.

2. Corporate Matching Program

Many corporations have matching gift programs where the corporation matches the monetary gift or volunteer hours of a Girl Scout parent, troop leader, or volunteer who is a company employee. For example, a parent may donate to Family Partnership or donate their time, and then submit the required paperwork to their employer for a monetary matching gift. Please have the parent consult their employer’s corporate matching program guidelines for all policies and procedures.

Those who participate in their company’s matching gift program may designate the gift to support their troop, group, Juliette, service unit, GSGLA, or a combination of the five. See **Donation Pass Thru** below for instructions on how to pass a gift thru to a troop, group, Juliette, or service unit after it is received by GSGLA headquarters. See **Gift Amount Limits** below for annual giving limits for donors by level.

For any questions, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org.

3. Restaurant Fundraisers and Third Party Fundraising Opportunities

Restaurant fundraisers and other third party fundraising opportunities are subject to approval thru the Special Event & Money Earning (SEME) application and the applicable guidelines must be upheld at all times.

Restaurants offer local organizations the opportunity to fundraise by donating a percentage of the restaurant sales on a particular day. Girl Scout troops and service units may organize such fundraising events and keep 100% of the money raised. Girl Scouts may wear their uniforms when promoting their fundraiser and during the event itself.

Third party fundraising opportunities may include businesses that provide products, tickets, gift cards, script, or coupons among other items for nonprofit groups to sell for a portion of the profits. Selling items or products provided by these types

of companies as a money-earning activity is not an approved activity. Additionally, Girl Scouts cannot endorse products or businesses, and the Girl Scout logo may not be used in any way by a product or business.

A third party fundraising opportunity may also include collecting donated goods for a non-profit or business and, in return, the non-profit or business will provide a monetary benefit based on how much is collected. Approval to participate in these types of third party fundraising opportunities must be requested thru the SEME process.

To obtain written approval from GSGLA before organizing a restaurant fundraiser or third party fundraising opportunity, submit a SEME e-form application and follow the SEME guidelines. <https://www.gsglavolunteerapps.org/specialevent-2/>. For additional information regarding GSGLA Marketing Department and IRS regulation compliance, see Restaurant Fundraiser Guidelines http://www.girlscoutsla.org/documents/Restaurant_Fundraiser_Guidelines.pdf

See **Donation Pass Thru** below for instructions on how to pass a gift thru to a troop, group, Juliette, or service unit after it is received by GSGLA headquarters.

For any information, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org.

4. Direct Donations to Troop, Group, and Service Unit

On occasion, individuals, organizations, or local businesses may wish to make a direct donation to support a specific troop, group, or service unit. GSGLA along with the troops, groups, and service units must honor donor wishes and direct their funds accordingly. If any issue arises regarding a donor(s) and/or their wishes for their gift, please contact Andrea Ramirez for assistance.

A troop, group, or service unit may receive a direct donation if:

- the gift amount does not exceed the maximum limit of young girl troop/groups, older girl troop/groups, and service units (see **Gift Amount Limits** below)
- the gift is intended for the benefit of the entire troop, group, or service unit and not an individual member
- the gift is intended for the completion of a Bronze, Silver, or Gold Award project
- the donor does not want a tax receipt

Girls working on their Gold Award can receive a donation that is intended for her individually provided the money is kept in the troop account.

If the gift amount is larger than the maximum limit or if the donor wants a tax receipt, the gift must be paid to and sent directly to GSGLA's headquarters for processing. Subsequently, the Fund Development Department will send a tax receipt to the donor and the appropriate amount of the gift will be passed thru to the troop, group, Juliette, or service unit.

See **Donation Pass Thru** below for instructions on how to pass a gift thru to a troop, group, Juliette, or service unit after it is received by GSGLA headquarters. See **Gift Amount Limits** below for annual giving limits for donors by level.

For more information, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org.



Asking for Support, Donation Pass Thru, Gift Amount Limits, & Juliette Support Process

Asking for Support

Girls are not allowed to directly solicit and must work with an adult partner (parent, leader, advisor) to request monetary donations, in-kind gifts, or services. The Girl Scout may describe her project, write letters, create presentations, and the adult must make the actual ask.

Donation Pass Thru

For a troop, group, Juliette, or service unit to receive gifts processed by GSGLA headquarters on their behalf, the troop leader or service unit manager must submit a Donation Pass Thru eForm <https://www.gsglavolunteerapps.org/donation/>. Once the gift and eform are received, GSGLA mails a check made out to the appropriate Troop/Group/SU and addresses it to the Troop Leader or SUM. Please allow 4-6 weeks for processing.

Gift Amount Limits

Young girl troops, groups, Juliettes (Daisy, Brownie, Junior) may receive a single gift from any one source during a Girl Scout year of up to \$250. For gifts in excess of \$250, the balance will remain with GSGLA.

Older girl troops, groups, Juliettes (Cadette, Senior, Ambassador), multi-level troops with older girls, and service units may receive a single gift from any one source during a Girl Scout year of up to \$1,000. Girls working on their Gold Award can individually receive a maximum of \$1,000 from any one source. For gifts in excess of \$1,000, the balance will remain with GSGLA. For restaurant fundraisers, the benefiting troops, groups, Juliettes, and service units may keep 100% of the money raised.

Juliette (aka Individually Registered Girl Scouts) Support Process

Juliettes, individually registered Girl Scouts, may have eforms submitted by their registered Girl Scout parent or mentor. Money earned (from product sales, etc.) or raised (from matching gifts, etc.) must go into an account held by a troop, group, service unit, or GSGLA. In order to use any funds, Juliettes must present their needs to the entity overseeing the account. Gift amount limits apply and there is no guarantee that Juliettes will have access to the full amount of money earned. Juliettes are encouraged to reach out to their GSGLA program staff liaison about the availability of options. For more information, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org

When Collaborating with Any Other Organization:

- **Do not directly raise funds for other businesses and organizations:** Girl Scouts are not allowed, when identifying themselves as Girl Scouts (such as wearing a uniform, a sash or vest, official pins, and so on), to solicit money on behalf of another organization. This includes participating in a walkathon or telethon while in uniform. Individual girls, who are not acting as Girl Scouts or on behalf of Girl Scouts, and are not wearing anything that would identify them as Girl Scouts, may participate in fund-raisers as they (or their families) see fit. You and your troop can, support another organization through Take Action or service projects.
- **Steer clear of political fundraisers:** When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your troop may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. Neither letter-writing campaigns nor participation in political rallies, petition circulation, or carrying political banners is allowed. Doing so can jeopardize the IRS nonprofit status of GSGLA.
- **Be respectful when collaborating with religious organizations:** Girl Scouts must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring organization or partner
- **Do not sell or endorse commercial products:** “Commercial products” means any product sold at retail. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for, or sell such products.
- **Comingled Funds:** Girl Scout funds and sponsoring organization funds should never be comingled.

For more information, please contact Andrea Ramirez at 626-677-2203 or aramirez@girlscoutsla.org

Helping Girls Reach Their Financial Goals

The Girl Scout Cookie Program is so well-known in communities, it's likely that your girls will already know a bit about it and want to get out there to start selling as soon as possible. But it's important that the girls have a clear plan and purpose for their product-sale activities. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps for the girls:

1. **Set goals for money-earning activities.** What do girls hope to accomplish through this activity? In addition to earning money, what skills do they hope to build? What leadership opportunities present themselves?
2. **Create a budget.** Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group's account balance, projected cookie proceeds, and so on).
3. **Determine how much the group needs to earn.** Subtract expenses from available income to determine how much money your group needs to earn.
4. **Make a plan.** The group can brainstorm and make decisions about its financial plans. Will cookie and other product sales—if approached proactively and energetically—earn enough money to meet the group's goals? If not, which group money-earning activities might offset the difference in anticipated expense and anticipated income? Will more than one group money-earning activity be necessary to achieve the group's financial goals? In this planning stage, engage the girls through the Girl Scout processes (girl-led, learning by doing, and cooperative learning) and consider the value of any potential activity. Have them weigh feasibility, implementation, and safety factors.
5. **Write it out.** Once the group has decided on its financial plan, describe it in writing. If the plan involves a group money-earning activity, fill out an application for approval from our council and submit it along with the budget worksheet the girls created.



Remember: It's great for girls to have opportunities, like the Girl Scout Cookie Program, to earn funds that help them fulfill their goals as part of the GSLE. As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects; for example, may not always require girls to spend a lot of money!

In order to be allowed to participate in Special Events & Money Earning Activities, troops/groups need to follow GSGLA's requirements discussed at the beginning of this chapter. Additionally, they will need to fill out the Special Events & Money Earning e-form application found here: <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/>. Please see section entitled GSGLA's Guidelines for Special Event Approval (in this document) for more detailed information on this process.

Reviewing Financial and Sales Abilities by Grade Level

As with other activities, girls progress in their financial and sales abilities as they get older. This section gives you some examples of the abilities of girls at each grade level.

Girl Scout Daisies

The group volunteer handles money, keeps financial records, and does all group budgeting.

Parents/caregivers may decide they will contribute to the cost of activities.

Girls can participate in Girl Scout cookie activities and Fall Product sales.

Daisies are always paired with an adult when selling anything. Girls do the asking and deliver the product, but adults handle the money and keep the girls secure.

Daisies may participate in fall product/cookie program but not in additional money earning.

Girl Scout Brownies

The group volunteer handles money, keeps financial records, and shares some of the group-budgeting responsibilities.

Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on).

Girls set goals for and participate in council-sponsored product sales.

Girls may decide to pay dues.

Girl Scout Juniors

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

Girls set goals for and participate in council-sponsored product sales.

Girls decide on group dues, if any. Dues are collected by girls and recorded by a group treasurer (selected by the girls).

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

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

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

Girl Scout Cadettes, Seniors, and Ambassadors

Girls estimate costs based on plans.

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

Girls set goals for and participate in council-sponsored product sales.

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

Girls budget for extended travel, Take Action projects, and leadership projects.

Girls may be involved in seeking donations for Take Action projects, with council approval.

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

Chapter 6: Trips, Camping and Travel

Not only do some of the most memorable moments in a Girl Scout's life happen while taking trips, camping and travel also offer a wealth of opportunities for girls to develop leadership skills. This chapter helps you prepare girls for local, regional, or international travel of any scope and duration.

Juliette Low World Friendship Fund

To honor Juliette Gordon Low's love of travel, of experiencing different cultures, and of making friends, Girl Scouts created the Juliette Low World Friendship Fund in 1927. Today, this fund supports girls' international travel, participation in adult learning, and attendance at other international events—any event that fosters global friendships that connect Girl Scouts and Girl Guides from 145 nations. Visit this link to find out more or to donate to the fund <https://donate.girlscouts.org/worldfriendshipfund>

Using Journeys and *The Girl's Guide to Girl Scouting in Their Travels*

Girl Scout travel is an ideal way to offer girls leadership opportunities. Encourage girls to choose one of the three series of National Leadership Journeys. The Journey's theme will give girls a way to explore leadership through their travels. Use the adult guide to incorporate activities and discussions that help girls explore the Three Keys to Leadership (Discover, Connect, and Take Action) as they plan their trip and eventually travel.

Tying your trip to the topic of a Leadership Journey is a cinch. For example, if Daisy girls have chosen *Daisy Flower Garden*, they may take a trip to visit a nursery, where they can learn how to care for their mini garden. For Brownie girls using *WOW Wonders of Water*, they might choose to take an overnight trip to Sea World where they can see how different creatures move in water. Junior girls might choose a camping trip if they are using *Get Moving*, where they can experience the night sky without light pollution. If Cadette girls have chosen *MEdia*, before their trip they can read online newspapers from the area to which they're traveling—and evaluate when they arrive how well the media reflects the realities there. If Senior girls are using *SOW WHAT?*, they can plan to observe agricultural practices in other parts of the country or around the world. Ambassadors using *BLISS: Live It! Give It!* can build a trip around dreaming big—and empowering others in their community to dream big, too.

If girls also want to complete skill-building badge requirements as part of their trip, they can. The most obvious example is the Senior Traveler badge, which fits perfectly into planning a trip. In addition, girls can explore other badge topics, depending on the focus of their trip. For examples Daisies can earn *use resources wisely* and *make the world a better place* petals with a trip to the nursery, Brownies while on their camping trip can experience a nighttime scavenger hunt for their Outdoor Adventurer badge, Juniors can learn how to prepare a foil dinner for their meals while camping, Cadettes can explore the food in other regions or countries for their New Cuisines badge, Seniors can find out about international business customs as part of their Business Etiquette badge, and Ambassadors can work on their Photography badge while documenting their trip.

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

Include girls with disabilities. Communicate with girls with disabilities and/or their caregivers to assess any needs and accommodations. Make sure that reasonable accommodations are made for girls with disabilities. Learn more about the resources and information that Global Explorers <http://www.nobarriersusa.org/youth/> and Wilderness Inquiries <https://www.wildernessinquiry.org/> provide to people with disabilities.



Minimum Impact and Leave No Trace (LNT)

To ensure that we, as well as generations that follow, have the opportunity to enjoy quality outdoor experiences, each one of us must share the responsibility of making it so. Each of us must adopt a personal code of conduct for outdoor activities and try to live by it. The rules and suggestions below are, for the most part, versions of commonly agreed upon practices employed to achieve minimum impact outdoor activities. Remember Leave No Trace isn't only for the outdoors; it is in what we are already practicing beginning at home!

Leave No Trace means exactly what it implies; that when we venture out-of-doors, we leave no impact to show that we were there. It is awareness and an attitude rather than a set of rules. It applies in our backyard or local park as much as in the backcountry. We should all practice Leave No Trace in our thinking and actions, wherever we go. Leave No Trace offers an online awareness course <https://lnt.org/learn/online-awareness-course> should you like more detailed information about LNT principles. www.LNT.org

The following bullet points are intended to help you understand the meaning of Leave No Trace *Outdoor Ethics* and minimum impact:

- **Plan Ahead and Prepare –**
 - Know the regulations and special concerns for the area you'll visit.
 - Prepare for extreme weather, hazards and emergencies.
 - Schedule your trip to avoid times of high use.
 - Visit, travel and camp in small groups – No more than the group size prescribed by land managers.
 - Repackage food to minimize waste.
- **Travel and Camp on Durable Surfaces –**
 - Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow.
 - Stay on the Trail – Use established trails when hiking. Each time we leave the trail, we contribute to further erosion and degradation of the trail.
 - Protect riparian (close to water) areas by camping at least 200 feet from lakes, streams.
 - Walk, single file, in the middle of the trail, even when wet or muddy.
 - Keep campsites small. Focus activity in areas where vegetation is absent.
 - Avoid places where impacts are just beginning.
- **Dispose of Waste Properly –**
 - Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out trash, leftover food, and litter, even if it is not your own. Burning trash is never recommended.
 - To wash yourself or your dishes, try to be 200 feet away from streams or lakes and use small amounts of biodegradable soap. Strain and then scatter dishwater.
- **Leave What You Find –**
 - Preserve the past: observe, but do not touch, cultural or historic structures and artifacts.
 - Leave rocks, plants and other natural objects as you find them.
 - Avoid introducing or transporting non-native or even non-local species.
 - Do not build structures, furniture, or dig trenches.
 - Do Not Offend Living Plants – Do not pick, cut, chop, smash, carve, stab, or burn living plants (including trees).
- **Minimize Campfire Impacts –**
 - Campfires can cause lasting impacts to the environment. Use a light-weight stove for cooking and consider a battery lantern for light.
 - Where fires are permitted, use established fire rings. Keep fires small.
 - Don't bring firewood with you. It may be contaminated with non-local insects or diseases. Instead, buy local wood near your destination.
 - Burn all wood to coals and ash, put out campfires completely, and then scatter cool ashes.
 - Keep Cooking Fires Appropriate – Try cooking meals using propane or butane stoves instead of wood. The earth needs decomposing wood to renew itself, and it is a food source for many animals and insects. If you must cook over wood, keep your fire to the bare minimum needed to get the food cooked. Use only downed dead wood. Never take wood from live trees and use existing fire rings, where possible.
- **Respect Wildlife –**
 - Observe wildlife from a distance. Do not follow or approach them.
 - Never feed or leave food out for animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
 - Protect wildlife by storing food and trash securely.
 - Control pets at all times, or leave them at home.
- **Be Considerate of Other Visitors –**
 - Respect other visitors and protect the quality of their experience.
 - Select campsites away from other groups – To help preserve their solitude.
 - Always travel and camp quietly – To avoid disturbing other visitors.
 - Respect private property – and leave gates (open or closed) as found.
 - Be courteous. Yield to other users on the trail especially uphill hikers and animals.
 - Take breaks and make camp away from trails and other visitors if possible.
 - Let nature's sounds prevail. Avoid loud voices, noises, and electronic devices.

Leave No Trace Principles for Kids

- Know Before You Go (plan ahead and prepare)
- Choose The Right Path
- Trash Your Trash
- Leave What You Find
- Be Careful With Fire
- Respect Wildlife
- Be Kind To Other Visitors

Letting Girls Lead

Whether the trip is a day hike or a cross-country trek, the basic steps of trip planning are essentially the same. It's true that as the locale gets farther away, the itinerary more complex, and the trip of greater duration, the details become richer and more complex, but planning every trip—from a day-long event to an international trek—starts by asking the following:

- What do we hope to experience?
- Who will we want to talk to and meet? What will we ask?
- Where are we interested in going?
- When are we all available to go?
- Will everyone in our group be able to go?
- Are there physical barriers that cannot be accommodated?
- What are visiting hours and the need for advance reservations?
- What are our options for getting there?
- What's the least and most this trip could cost?
- What can we do now to get ourselves ready?
- How will we earn the money?
- What's the availability of drinking water, restrooms, and eating places?
- Where is emergency help available?
- What safety factors must we consider?
- What will we do as we travel?
- What will we do when we get there?
- How will we share the Take Action story?

As girls answer these questions, they begin the trip-planning process. In time, girls can make specific arrangements, attend to a myriad of details, create a budget and handle money, and accept responsibility for their personal conduct and safety. Later, after they've returned from an event or trip, girls also have the chance to evaluate their experiences and share them with others.

Tips for Girls Traveling Alone

If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, use the opportunity to help her feel comfortable with and capable of being on her own. Always talk first with her parents to assess her maturity and ability to handle herself, and have them complete an emergency form. If she is flying, discuss the possibility of booking a nonstop flight to make her trip less stressful, and ask parents to contact the airline, which will make special arrangements for any unaccompanied minor. With the girl herself, develop a trip plan, discuss hotel security and safety, and talk about avoiding excess communication with strangers, **not** wearing a nametag, and avoiding exposing money or other items (such as smartphones, iPads, and iPods) that are attractive to pickpockets.

Additional Activity Insurance for Accidents and Illness

Review the section related to accident and illness insurance, Girl Scout Additional Activity Insurance, for current information regarding coverage that GSGLA offers or requires for specific events. Click here for Mutual of Omaha Girl Scout plans: www.mutualofomaha.com/girl_scouts_of_the_usa/index.html.

TRIPS

Traveling with Girls

Girls love trips and Girl Scouts is a great place for them to learn how to plan and take exciting trips, because travel is built on a progression of activities—that is, one activity leads to the next. Girl Scout Daisies, for example, can begin with a discovery walk. As girls grow in their travel skills and experience and can better manage the planning process, they progress to longer trips. Your Journey adult guide has a lot of other ideas about trips that bring the Journey to life. Here are some examples of the progression of events and trips in Girl Scouting's Ladder of Leadership

http://www.girlscouts.org/program/journeys/your_story/pdf/leadership_ladder.pdf:

- **Short trips to points of interest in the neighborhood (Daisies and older):** A walk to the nearby garden or a short ride by car or public transportation to the firehouse or courthouse is a great first step for Daisies.
- **Day trip (Brownies and older):** An all-day visit to a point of historical or natural interest (bringing their own lunch) or a day-long trip to a nearby city (stopping at a restaurant for a meal)—younger girls can select locations and do much of the trip-planning, while never being too far from home.
- **Overnight trips (Brownies and older):** One (or possibly two) nights away to a state or national park, historic city, or nearby city for sightseeing or consider a short campout. These short trips are just long enough to whet their appetites, but not long enough to generate homesickness.
- **Extended overnight trips (Juniors and older):** Three or four nights camping or a stay in a hotel, motel, or hostel within the girls' home region (for example, San Francisco, San Diego, Arizona, and so on). Planning a trip to a large museum—and many offer unique opportunities for girls to actually spend the night on museum grounds—makes for an exciting experience for girls.
- **National trips (Cadettes, Seniors, and Ambassadors):** Travel anywhere in the country, often lasting a week or more. Try to steer clear of trips girls might take with their families and consider those that offer some educational component—this often means no Disney and no cruises, but can incorporate some incredible cities, historic sites, and museums around the country.
- **International trips (Cadettes, Seniors, and Ambassadors):** Travel around the world, often requiring one or two years of preparation; when girls show an interest in traveling abroad, contact our council to get permission to plan the trip and download the Global Travel Toolkit here:
http://www.girlscouts.org/who_we_are/global/travel_toolkit.asp. Visiting one of the four World Centers (<http://www.girlscouts.org/en/about-girl-scouts/global/world-centers.html>) is a great place to start, but also consider traveling with worldwide service organizations. Recently, girls have traveled to rural Costa Rica to volunteer at an elementary school, to Mexico to volunteer with Habitat for Humanity, and to India to work with girls living in poverty in urban slums.

Trip Progression Checklist

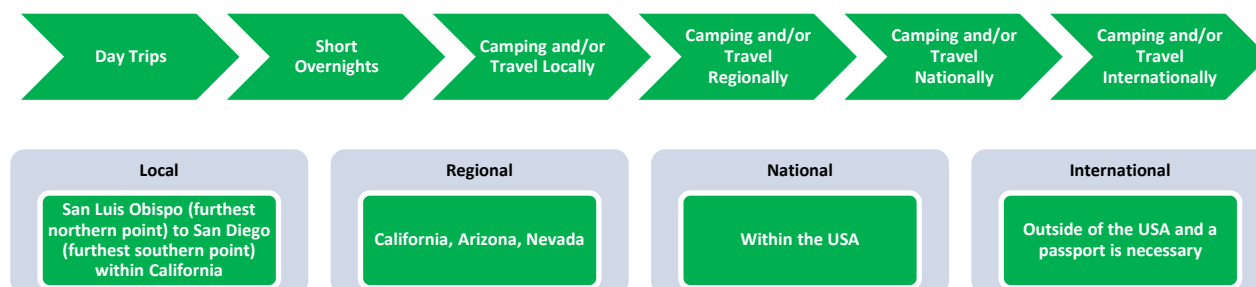
If your group is thinking about traveling, consider first whether the girls are mature enough to handle the trip. Determine a group's readiness for travel by assessing the girls':

- Ability to be away from their parents and their homes
- Ability to adapt to unfamiliar surroundings and situations
- Ability to make decisions for themselves and the good of the group well and easily
- Previous cross-cultural experiences
- Ability to get along with each other and handle challenges
- Ability to work well as a team
- Skills, interests, and language skills (where applicable)

PROGRESSION

Progression in Girl Scouting is of primary importance for both girls and adults. Start with day trips and then progress to short overnights close to home. Once the girls are ready and able to expand their scope of travel, take Indoor Overnight training. This class will help you prepare the girls for their first adventures away from home. The Indoor Overnight class is the first step in progression and is a pre-requisite for Camping Skills and Domestic Troop Travel.

Progression Steps:



Day Trips: If you like to visit points of interest in the neighborhood, then a meeting time or day trip gives you that opportunity.

Camping: If you like the outdoors, then the Camping Skills class is required before you and the girls plan your first camping trip. In this class you will learn all about fires, outdoor cooking, knots, and knives. Be sure to give yourself enough time to teach the girls camping skills at home before their camping adventure.

Travel: If you like to travel and are planning on staying in hotels and/or hostels, then the Domestic Troop Travel class is required before you and the girls plan their travel trip. Be sure to give yourself enough time to teach them the expected behavior, etiquette, and other expectations before your trip. Staying at hotels and hostels involves a different knowledge and skill set to ensure girls have a fun and safe experience.

Extended Travel: If you are planning a trip of more than three days and two nights, your trip is an extended trip and the Domestic Troop Travel class is required. For extended trips, Troops/groups must submit an Extended Travel/High Risk Application e-form (<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>) for approval. Learn which extra Activity Insurance is required and what type to purchase.

International Travel: If you are planning on traveling internationally, then the International Travel class is required before you and the girls plan their international travel trip. The class covers what is needed to take an international trip. Troops/groups must submit an Extended Travel/High Risk Application e-form (<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>) for pre-approval. Pre-approval is required 18-24 months in advance of the trip.

Use this handy chart to determine which classes to take in order to give your girls the best and safest experiences. What I Need For My Girls To Attend A... (http://www.girlscoutsla.org/documents/What_I_need_for.pdf)

Trip Guidelines

One tool that will help you keep trips girl-led, is to start with short, close-to-home trips, then as girls succeed at planning those, move on to longer or more complex trips. If girls are not able to choose the what/when/where/who and how of a trip, it may not be age-appropriate! As you help girls choose and plan their trips, be sure they use these Trip Guidelines established for troop and other pathways in Girl Scouts of Greater Los Angeles:

Program Age Level	Day Trip Travel Guidelines	Overnight Trip Travel Guidelines
Girl Scout Daisies	Start out with short, local trips of several hours in duration. You may want to invite a parent or other caregiver to accompany for the first few trips until you know the girls are comfortable in the troop. When girls are ready — take progressively longer trips working up to full day trips.	<ul style="list-style-type: none"> • Girl Scout Daisies in First Grade may participate in a one-night Indoor Overnight* troop experience once the troop has successfully completed at least 5 day trips. • These day trips must be of progressively longer time periods and take place during both Kindergarten and first grade. The next progressive step would be an Indoor Overnight once the leaders, girls, and parents feel that the group is ready. • Girls should help in planning the overnight and this experience would occur near the end of the first grade school year with adult ratios or one parent per family.
Girl Scout Brownies	Day travel is unlimited. No hotels, motels, or hostels	May take local overnight troop trips of one or two nights once progressive day trips have been successfully completed. Travel is unlimited within the local area (San Luis Obispo to San Diego).
Girl Scout Juniors	Day travel is unlimited.	May take overnight trips of two or more nights based on previous troop travel experiences. Travel is unlimited within the region (CA, NV, AZ).
Girl Scout Cadettes, Seniors & Ambassadors	Day travel is unlimited.	May take overnight trips of three nights based on previous troop travel experiences. Travel is unlimited in the United States. Troop international travel is approved for girls Cadette and above. May travel internationally, once approved. International Travel Training is required at least one year in advance before applying for this type of trip.

Girl Readiness

When is a girl ready for a day trip or one-night overnight at an indoor facility with kitchen and bathrooms? As troop leader, you must decide if the trip or overnight activity is appropriate for the maturity of the girls and their basic skill level. Here are some things to consider:

A girl needs to...

- Be ready emotionally and physically for the planned trip.
- Have the skills needed to plan the trip and participate in activities/camp living.
- Want to attend the planned trip.

She is ready when she...

- Is not afraid to be away from home and family overnight (and parents are prepared to let her go!).
- Can keep up with, and take care of, personal and troop belongings.
- Gets along well with all girls in the troop, can work as part of a group, and can help resolve conflicts that might arise within the group.
- Can cope with the “unknown” – strange places, darkness, sharing of space, “critters,” etc.
- Is in good health* and takes responsibility for her personal health and safety, such as hygiene, dressing, staying with the group, etc.

- Has stamina, does not tire quickly, and is strong enough to carry personal luggage or troop gear like a bucket of water, armload of wood, etc.
- Can help plan a short trip – what, when, where, who, how; can plan simple menus.
- Can help make and use kaper charts sharing responsibility: for general clean-up of site, food preparation, washing dishes, cleaning up kitchen or cooking area, cleaning bathrooms and sleeping quarters.
- Knows health and safety rules, use of the buddy system, simple first aid, staying safe and found, what to do in an emergency.
- Knows how to dress and pack for activities/weather; can make a bedroll or roll a sleeping bag.
- Is willing to help her troop earn money for the trip (dues and product sales).

***Include girls with disabilities and other special needs!** *Communicate with girls and/or with their caregivers, to assess any special needs or accommodations related to health issues or disabilities.*

Learn more about adaptive camping resources and information from Global Explorers (www.globalexplorers.org) and Wilderness Inquiries (www.wildernessinquiry.org).

Adult Supervision

As a troop or other pathway leader, you are not only supervising activities yourself, you help the other adults accompanying you on trips understand what supervision means when activities are girl-led:

- Teaching, watching, guiding, and directing girls as they take part in activities, but not taking over and doing things for the girls
- Encouraging girls to try new things and learn new skills
- Giving girls real responsibility for finishing a job, so they can see themselves as useful and competent.
- Being aware of potential danger and if necessary, intervening before injuries occur. (Safety is a primary concern.)
- Providing effective correction when needed – reminding girls what is and is not acceptable behavior; expressing disapproval of the behavior, not the child.
- Taking full responsibility for the group and know where everyone is at all times (counting heads, checking that girls are where they say – in bathroom, in bed, etc.).
- Being available for advice and assistance for difficult tasks.
- Being a role model by your actions.

Involving Chaperones, Drivers and First-Aiders

Every chaperone, driver, and first-aider must be screened and cleared (To determine how many volunteer chaperones the girls will need with them on the trip, see the adult-to-girl ratios in this handbook. As you ask for chaperones, drivers, and a first-aider, be sure to look for ones who are committed to:

- Being a GSGLA approved volunteer*.
- Being a positive role model and knowing their role and the leader's expectations. Handling pressure and stress by modeling flexibility and a sense of humor. Getting fit (appropriate to the trip)
- Creating an experience for and with girls, by understanding the plans the girls have made for the trip, plus realizing all adults on the trip should be acting as coaches (watching, guiding, and not doing). Supporting and reinforcing a group agreement the girls created.
- Knowing what equipment and clothing they need and what the site will be like. It is suggested that members should wear closed toed shoes when participating in outdoor activities unless engaging in water sports.
- Creating a safe space for girls, by being aware of the rules in force at the site as well as the schedule and expectations that the girls have set for themselves. Respecting all girls and adults equally, with no preferential treatment.
- Prioritizing the safety of all girls, by understanding the safety systems for the trip (travel rules, buddy system, staying found, etc.) that the girls have learned.
- Knowing the emergency procedures for the site.
- Knowing GSGLA's transportation procedures, guidelines, and program standards for transportation safety in *Volunteer Essentials*.
- Having appropriate forms and emergency equipment in vehicles and on site.

Be sure every chaperone reviews the Safety-Wise and Troop Chaperone online training modules found at www.gsglaonlinetraining.org.

An adult chaperone's primary responsibility is supervision of the girls to ensure that *Safety Activity Checkpoints* are being adhered to. Keep this in mind before participating in any activities with the girls that may distract your attention from this critical responsibility.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Transporting Girls

How parents decide to transport girls between their homes and Girl Scout meeting places is each parent's decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal time and place—in which a group will be transported in private vehicles:

- Every driver must be an approved* adult volunteer, at least **21** years of age, and have a good driving record, a valid license, and a registered/insured vehicle.
- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated cleared adult volunteers in the vehicle, one of whom is female, and the girl-volunteer ratios must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, cleared adult volunteers, one of whom is female, and the girl-volunteer ratios must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

For more about driving, see the "Transporting Girls" section of "Chapter 4: Safety-Wise" in this handbook.



Staying Safe during the Trip

Be sure to discuss the following items with the girls and their parents before you leave on any trip. You may also want to put this information in writing and have girls sign it:

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

Volunteers in a supervisory position should always carry copies of:

- Parent Permission forms
- Health History, Over-the-Counter (OTC), and Provided Prescription and Provided OTC Medication forms and the Troop Medical Log.
- Any Additional Activity Insurance & emergency numbers
- Sleeping arrangement form (as needed if girls are sharing a bed).
- Adult medical and Emergency information

These documents should be easily accessible when engaged in activities with girls. GSGLA also recommends that an emergency drill or safety discussion always occur when arriving at a new site.

Health History

Girl Scouting helps girls discover how to stay healthy and have a feeling of well-being, and adult volunteers provide supervision and model healthy behavior, but ultimately the health of a girl is the responsibility of herself and her parent or caregiver. In addition to a Parent Permission Form, and *Health History*, girls may also need, Over-the-Counter (OTC), Provided Prescription and Provided OTC medication forms signed by their parent or caregiver for troop camping, water sports, horseback riding, skiing, hiking, non-contact sports, or other physically demanding sports. Health History forms are available by clicking this link: http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf.

They are filled out by the girl's parent or caregiver to give an updated record of the girl's health status. Form should be reviewed and updated before each trip if any information has changed or new medications are being used, and must be updated at least once a year. Adults participating in troop activities should complete a green Adult Emergency Information and Authorization to Treat card; their card is to be kept on their person in an easily accessible spot, to be accessed by the first-aider only in case of an emergency.

Seeking GSGLA Permission

Before most trips, you and the girls will need to obtain council permission. Check with GSGLA for specifics, and also see whether specific forms must be filled out before traveling. Before working with the girls to plan any trip a responsible adult who will be working with the girls and other adults is to:

For Day Trips

- Complete Basic Leader Training or online equivalencies prior to the planning of any trip.
- Review the applicable Safety Activity Checkpoints and the need for a trained first-aider.
- Ensure all adults attending or participating in any trip have a clearance on file and are a registered member. Having a clearance means: filling out an application and a criminal background check, and have received a clearance email.
- Ensure that all appropriate paperwork and approvals such as Parent Permission Form, Health History Form, Volunteer Driver Log, and any other records be obtained prior to the beginning of any trip.
- Complete and submit a signed Parent Permission form and send to your service unit manager/designee at least **2 weeks prior** to the trip

For Short Overnight Trips

1-2 nights (three if a federal holiday) Local or Regional

- Complete Indoor Overnight, and/or Camping Skills and/or Domestic Troop Travel depending on trip plans
- Review the applicable Safety Activity Checkpoints and the need for a trained first-aider.
- Ensure all adults attending or participating in any trip have a clearance on file and are a registered member. Having a clearance means: filling out an application and a criminal background check, and have received a clearance email.
- Ensure that all appropriate paperwork and approvals such as Parent Permission Form, Health History Form, Volunteer Driver Log, and any other records be obtained prior to the beginning of any trip.
- Complete and submit a signed Parent Permission form and send to your service unit manager/designee at least **4 weeks prior** to the trip

Depending on whether the plan is to sleep indoors or outdoors, and the activities expected at the location, Indoor Overnight training must be taken before planning begins. Then either Camping Skills (outdoor) and/or Domestic Troop Travel (indoor) training is to be taken before planning begins. (Indoor and Camping Skills Overnight is also offered as a combination class)

For Extended Overnight Trips

3+ nights Local, Regional, National/1-2nights National/10+nights Local, Regional, National/1+ nights International

- For Overnight Trips whether sleeping in an open room, outdoors, in a hotel/hostel, complete Domestic Troop Travel training prior to submitting the Extended Travel/High Risk Application e-form or <https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application>
- For International Trips or cruises, complete International Troop Travel Training prior to submitting the Extended Travel/High Risk Application e-form. <https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application>
- Review the applicable Safety Activity Checkpoints and the need for a trained first-aider.
- Ensure all adults attending or participating in any trip are a cleared adult.
- Ensure that all appropriate paperwork and approvals such as Parent Permission Form, Health History Form, Volunteer Driver Log, and any other records be obtained prior to the beginning of any trip.
- Troops/groups must submit an Extended Travel/High Risk Application e-form (<https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>) following these time frames:
 - Regional – 3 months prior to trip
 - National – 6 months prior to trip
 - International – 18-24 months prior to trip
- The application will ask for:
 - A detailed itinerary and budget, including specific activities involved, mode of travel, and all dates and times.
 - Location and type of premises to be used
 - Roster of girls who will be participating including contact information
 - Roster of adults participating, including contact information
 - Any other groups, organizations, consultants, or resource people who will be involved
 - Participants' skill levels, if applicable (language skills, backpacking or camping experience, etc.)
 - Any specialized equipment that will be used, if applicable
 - Required agreements or contracts (for example, reservations, hiring a bus, use of premises)
 - Secure additional Activity Insurance and prepare Extended Troop Travel paperwork. Available here: [www.girlscoutsla.org/documents/Additional Insurance Request Form.pdf](http://www.girlscoutsla.org/documents/Additional_Insurance_Request_Form.pdf).

For High Risk Activities

- Complete required trainings or online module equivalencies prior to the planning of any trip.
- Review the applicable Safety Activity Checkpoints and the need for a first-aider.
- Ensure all adults attending or participating in any trip have a clearance on file and are a registered member. Having a clearance means: filling out an application and a criminal background check, and have received a clearance email.
- Ensure that all appropriate paperwork and approvals such as Parent Permission Form, Health History Form, Volunteer Driver Log, and any other records be obtained prior to the beginning of any trip.
- Troops/groups must submit an Extended Travel/High Risk Application e-form to receive approval, at least 4 weeks before the activity, <https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>

- The application will ask for:
 - The specific activity involved, mode of travel, and all dates and times
 - Location and type of premises to be used including website URL if available
 - Roster of girls who will be participating including contact information
 - Roster of adults participating, including contact information
 - Any other groups, organizations, consultants, or resource people who will be involved
 - Participants' skill levels, if applicable (waterfront, backpacking or camping experience, etc.)
 - Any specialized equipment that will be used, if applicable
 - Required agreements or contracts (for example, reservations, facility use, hiring a bus, etc.)
- Submit to <mailto:coi@girlscoutsla.org>

How do you know if the trip is approved?

- Short Overnight Trips: the service unit manager or designee contacts the leader.
- For extended trips (any trip that is three nights or more), cruises and international trips, you will be notified of approval or not, by email, within 14 business days of receipt of application

Trip Application Deadlines:

- Day trips: The troop leader is responsible for ensuring that all safety guidelines are followed for day trips taken by the troop – an eform application does not need to be submitted to GSGLA unless a high risk activity is involved.
- Local and regional trips of one or two nights: four weeks prior to departure
- Local trips of three nights or more: three months prior to departure
- Regional trips of three nights or more: three months prior to departure
- National trips of three nights or more: six months prior to departure.
- Cruises and International trips: 18-24 months prior to departure. International Training must be taken prior to submitting e-form for pre-approval for international travel.

When the Trip Ends: Re-engaging Girls

The end of this trip doesn't have to be the end of a girls' time with Girl Scouting. Some girls participate in Girl Scouting in all sorts of ways; others are excited only about travel. What lies ahead for them—and for you?

- Girls who have never been involved in any other way besides travel may be looking for longer-term opportunities closer to home. Younger Cadettes may want to participate in resident camp, while Seniors and Ambassadors—as well as older Cadettes—will want to hear all about upcoming series and events at our council.
- Girls who have traveled once tend to want to travel again. Be sure girls are aware that other travel opportunities, such as Destinations <http://forgirls.girlscouts.org/travel/take-a-trip/Destinations/> will exist for them in the years ahead. The great experiences they had on this trip may have prepared them for longer and more global trips in the future. (See the travel section in this chapter)
- Girls may want to hear about the Girl Scout Silver and Gold Awards, which are opportunities for them to make a dramatic difference in their communities—and to have plenty to brag about with college admissions officers, too! For some girls, issues they identified while traveling in another state or country became the focus of their Gold Award Take Action Project.

And what about you? If you're ready for more opportunities to work with girls, be sure to let us know how you'd like to be a part of girls' lives in the future. Are you ready for a year-long volunteer opportunity with a troop? Help organize a series or event? Take another trip? The possibilities are endless.

Camping

Where May We Camp?

Girl Scouts of Greater Los Angeles operates two camps and ten program centers. Our camps offer many outdoor experiences for troop camping, service unit camporees and other fun-filled events. Our program centers offer the space you need for your weekly troop meetings, trainings, overnights and special events. With Southern California's geographically diverse environment from the oceans to the deserts to the mountains and coastal hills, GSGLA offers a number of opportunities to explore the natural world!

For further information, please go to our website at <http://www.girlscoutsla.org/pages/camp/index.html>.

Non-Council Campsites

In addition to GSGLA's two council camps and ten program centers, Girl Scouts may camp at other youth agency camps; in state parks or national forests; or private campsites. These sites must meet the guidelines for troop camping in *Safety Activity Checkpoints*, located on our website.

Facility Use Agreements/Reservation Contracts for these sites must be completed and signed by the requestor and sent to COI@girlscoutsla.org. Designated GSGLA Risk Management will review and approve before they can be submitted to the site. An adult trained in Indoor Overnight and Camping Skills/Domestic Troop Travel (depending on activity) and an adult trained and currently certified in first aid/CPR/AED are required. All adults accompanying the troop must be approved volunteers*.

As an organization committed to open membership regardless of race, creed, nationality, or socio-economic factors, Girl Scouts of Greater Los Angeles will patronize only those public accommodations that are open to all individuals.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

Who Can Go Troop Camping?

Currently registered Girl Scout Daisy (see special note below), Brownie, Junior, Cadette, Senior, and Ambassador troops trained and accompanied by an adult who has taken council approved outdoor training, (as detailed below) and an adult with a current First Aid/CPR/AED certification are eligible to apply for overnight camping.

Girl Scout Daisies in First Grade may participate in a one-night Indoor Overnight* troop experience once the troop has successfully completed at least 5 day trips. These day trips must be of progressively longer time periods and take place during both Kindergarten and first grade. The next progressive step would be an Indoor Overnight once the leaders, parents, and girls feel that the group is ready. Girls should help in planning the overnight and this experience would occur near the end of the first grade school year with adult ratios or one parent per family.



Required Outdoor Training for Troop Camping

Refer to the "What I Need for My Girls to Attend A..." http://www.girlscoutsla.org/documents/What_I_need_for.pdf chart for specific outdoor training requirements for the following activities:

- Indoor Overnights require Indoor Overnight training
- Hotel stays require Indoor Overnight and Domestic Troop Travel training
- Camping requires Indoor Overnight and Camping Skills training
- Backpacking requires Indoor Overnight, Camping Skills, and Backpacking training
- Extended overnights (3 nights or more) require Indoor Overnight and Domestic Troop Travel training

Additionally each outdoor event or activity must include a Troop First Aid volunteer based on the standard found in the "Safety-Wise" chapter.

*Please note that all adults accompanying the troop must have a clearance on file and are a registered member. Having a clearance means: filling out an application and a criminal background check, and have received a clearance email. The process can take up to two weeks so please plan accordingly.

Pre-camp training for girls and adults should include:

- identifying the skills they will need
- learning new skills
- reviewing and practicing present skills
- learning about and practicing minimal impact camping (see Leave No Trace below)
- learning health and safety procedures, first aid, and emergency procedures
- working together as partners to plan menus and activities

Camp Safety and Security

Before going on any trip in the outdoors, become familiar with the security and safety guidelines in this manual, and, of course, in *Safety Activity Checkpoints*. Camp safety and security are just part of being prepared. Before any outdoor activity, girls and adults should plan ahead and discuss safety. Planning ahead, anticipating possible problems and their solutions, is all a part of prevention or risk management planning. Girls and adults should work together to create a prevention plan for their outing. Your troop's certified first aid adult would be a good person to help girls review safety rules, check out the first aid kit and practice simple first aid.

Safety means helping girls be safe and secure and preventing accidents as they take part in activities or use facilities, supplies, equipment, and tools.

Security means to protect, or safeguard. It also means freedom from fear. It is the protection of individuals and the protection of "things" – sites, facilities, and possessions – from unwanted visitors, both human and animal! Some basic security guidelines include:

- If possible, the troop leader and trained troop camper (and perhaps the troop officers in an older girl troop) should visit the campsite ahead of time and become familiar with its facilities. Leaders may call the resident ranger at a GSGLA campsite to arrange a visit at a time convenient to the ranger, since she/he has a regular maintenance schedule to keep. A day-use area may be reserved through the property registrar if a troop wishes to pre-visit a camp,.
- At camp, always use the buddy system. An adult may be a "substitute buddy" for after-dark trips to the bathroom or latrine.
- Stay near the group. Don't wander away from the campsite (unit).
- Get to know other troops camping near you. Avoid contact with strangers – if feeling threatened or in trouble, move away from the threat and toward people and lights.
- Always carry a flashlight at night. Be sure girls know where the certified first aid adult and other adults are.
- Girls should report suspicious sounds, activities or people to an adult in their group. An adult should report to the camp ranger, or if in a public place – call 911.
- Any food left out on tables, taken into tents or thrown into bushes is a great attraction for unwanted animals.
- Clean up promptly after meals and secure trash. Put food away in sturdy coolers locked in a cabinet.
- Lock cars, cabinets, and buildings whenever you leave your campsite. Bring only what you need to camp and leave your valuables at home.
- Discuss and practice emergency drills with the group – lost camper, suspicious person, etc.
- Role play or practice what to do if lost, approached by a stranger or animal, an alarm sounds, there is thunder or other trouble (girls can think of "scenarios" – that's good risk management!)

Emergencies

Review the Emergency Procedures that can be found in "Chapter 4: Safety-Wise". When you arrive at a council camp, locate the posted emergency procedures. They are usually located in the unit shelter, but ask the ranger if you cannot find them. Be familiar enough with what to do in various emergencies (fire, severe storms, etc.) so you and the girls can act quickly and efficiently. There is less chance of panic if girls have had "drills" and know what to do. Make this a natural part of your camp planning and preparation. If camping in a public use campground, make sure that you are aware of safety procedures and safe places to go in an emergency situation.

Camp Equipment

When troops discover that they love camping and other outdoor adventures, it may become practical for them to own their own camping equipment. This will allow girls to use a wider range of campsites, to have equipment available when they need it, and to become familiar with its use and care. Large items, like tents, will take long-range planning and budgeting, but families might help with small items at a “camping shower” when extra utensils or gadgets from home are donated to the troop. For beginning campers, the next time your group wants to “make something,” try a campfire toaster, nest of kettles, stuff bag, patrol box, etc. made from recycled or re-used materials – it’s fun!

If girls borrow camp equipment from family or friends, they must be prepared to return it clean and in good condition. Also be prepared to replace lost items promptly or pay for any necessary repairs. You might consider renting equipment from a local camping equipment supplier.

Travel

Travel Pathways

Although some girls who are in a group (for example, a troop of Cadettes) may decide to travel together, travel pathway opportunities exists for girls who are not otherwise involved in Girl Scouts to get together specifically for the purpose of traveling locally, regionally, and even internationally. Girls can travel regardless of how else they are—or aren’t—participating in Girl Scouting.

From the Birth of Girl Scouting to the World Centers

The Juliette Gordon Low Birthplace (<http://www.juliettegordonlowbirthplace.org/>) in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations and council approval are required to take a group of girls to visit the birthplace, and most educational opportunities are booked at least a year in advance, so book early! Families and individuals, however, do not need to reserve a tour in advance.

In addition, four lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel- or dormitory-style accommodations. The world centers <http://www.girlscouts.org/en/about-girl-scouts/global/world-centers.html> are operated by WAGGGS (World Association of Girl Guides and Girl Scouts) and offer low-cost accommodations and special programs. They are also a great way to meet Girl Guides and Girl Scouts from around the world.

Travel Security and Safety Tips

Share these safety tips with girls before you leave on any trip that involves a stay at a hotel, motel, hostel, or dormitory:

- Always lock the door behind you, using the deadbolt and the chain or anchor.
- Do not open the door for strangers; if hotel staff claims to be at the door, call the front desk to confirm.
- Don’t mention or display your room number when in the presence of strangers.
- Never leave jewelry, cameras, electronics, cash, or credit cards in your room.
- Never leave luggage unattended in the hotel lobby (or in an airport or train or bus station).
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight on your bedside table, along with a small bag with your room key, wallet, passport, and cell phone. Take the flashlight and bag with you if you have to leave the room in an emergency.
- If a fire alarm goes off, get out as quickly as possible. Don’t stop to pack your suitcase.
- Before leaving your room, feel the door: If it is warm, do not open it. Stay in your room and stuff towels around the door. Call the hotel operator immediately. If the door is cool, proceed slowly out the door, looking for flames or smoke. Repeat these instructions for any door you encounter.
- Contact the front desk to make sure girls’ rooms are cleared of any minibars or refrigerators. Also be sure the hotel doesn’t provide access to inappropriate movies on TVs and does not allow long-distance calls. Alert the hotel management that underage girls are staying in the hotel, and ask them to contact you if any girls are seen out of their rooms after bedtime.

Girl Scout Getaways and Guide/Scout Jamborees

Troop travel also includes national Getaways and international Jamborees, which range from two days to three weeks and are for Girl Scout Cadettes, Seniors and Ambassadors. They are sponsored by Girl Scouts of the USA, by Girl Scout councils, and by Girl Guide associations. For details and a list of destinations, go to <http://forgirls.girlscouts.org/travel/> and <https://www.waggs.org/en/events/>. **Getaways** are short term travel opportunities designed for Girl Scout troops or groups. These are also nationally sponsored events and available within many areas of the United States. If your Cadette/Senior/or Ambassador troop is thinking of taking an extended trip, within the United States, have your girls check the website for ideas of a Getaway <http://forgirls.girlscouts.org/travel/take-a-trip/getaways/> they might be able to join while on their trip. Many of them are in California! There is no application process for a Getaway.

Girl Scout Destinations

Destinations are nationally sponsored trips, which range from two days to three weeks, and are exclusively designed for individual Girl Scout travel. Girls apply individually for national or international Destinations, depending upon their grade level in Girl Scouts. Following the travel progression, usually girls 11-14, with previous family or troop travel experience travel on a national Destinations and girls 15-18 travel internationally.

For details and a list of Destinations, go to <http://forgirls.girlscouts.org/travel/take-a-trip/Destinations/>.

GSGLA is committed to helping individual girls apply for Destinations, learn how to raise the money to attend, and how to go safely on their Destination adventures. Each October, we offer a Destinations Day in each region for girls and their parents/caregivers to gain more information. Make sure your girls register through their parent's eBiz. They can even attend the Destinations Day as a troop. It is a fun and educational day!

A Destination is a chance for a girl, traveling alone, to go somewhere new, participate in activities of her interest, make new friends, and have a great adventure. The Destinations program is sponsored and encouraged by GSUSA in each council in the United States and its territories and for girls in troops overseas.

If an older Girl Scout is in a troop that does not like to travel or she has a special interest that the others don't share, then applying for a Destination is her best choice. She is still in an all-girl environment while on her trip with a Girl Scout focus. This is a perfect opportunity for a Juliette girl to participate in individual Girl Scout travel.

Girls between the ages of 11-17 may apply to attend a Destination, but must look carefully at the description of the Destination to check on the age requirements.

Most international trips are for girls ages 14 and older, while only a few national opportunities are for girls 11 years. Most are for girls 12 and older. Some of GSGLA sponsored events and a few of the international events request staff, so then an adult may apply. At the bottom of each Destination description is where the need for staff is located and the instructions of how to apply or who to contact.

There are two types of Destinations. One **sponsored by a Girl Scout council** in the United States and the other sponsored by a corporation/business such as Outward Bound, Space Camp, or Alpine Training Services. GSGLA sponsored events tend to be limited to 25-30 girls, run by Girl Scout staff and volunteers, and are the favorite Destinations.



Reviewers are looking for applications that are complete, essays keeping the focus of the Destination, those with carefully selected references, and those that use the guidance of a parent or mentor.

An application must stand out as one of the most qualified, as sometimes there are as many as 500 applications for a specific destination. Most **corporate sponsored** events have a special focus such as Space Camp or canoeing for 5 days on the Great Lakes, backpacking/hiking across a state. Most of these destinations will accept most girls and do not fill up quickly, as there will be many girls in a group. They will break the girls into smaller groups as they arrive at the destination. Corporations must follow GSUSA procedures and safety standards, as must all GSGLA events.

Each Destination has its own requirements: age, skill level, location, length of stay, time of year, interest theme, and cost. There are five different types of Destinations:

- **Apprenticeships** concentrate on career oriented opportunities and giving service.
- Those with an **Outdoor** theme may require specific skills such as: primitive camping, canoeing, swimming, hiking, or biking. A girl can apply for an Outdoor Destination and may find that she needs to take classes that will enhance the skills she will need on the trip.
- Several of the Destinations include touring, activities, museums, and history of the people of a specific city/region and those are listed under **People**.
- Space, nature, ecology, and geology are only a few of the themes of the **Science** Destinations.

Many of the **International** trips, especially if sponsored by a council, would like (but do not require) girls to attend a national Destination first. Usually these trips are for girls 15 years and older, so there is plenty of time for a girl 11-14 to participate in a national Destination. Many international Destinations range from just touring to giving service to communities throughout the world. This might include visiting one of the four World Centers: Pax Lodge in the United Kingdom, Our Chalet in Switzerland, Our Cabana in Mexico, and Sangam in India.

Tips for Girls Traveling Alone

If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, such as attending a GSUSA Destination, as her leader use the opportunity to help her feel comfortable with and capable of being on her own. Always talk first with her parents to assess her maturity and ability to handle herself. If she is flying, discuss the possibility of booking a non-stop flight to make her trip less stressful, and ask parents/caregivers to contact the airline, which will make special arrangements for any unaccompanied minor. With the girl, develop a trip plan, discuss safety, talk about avoiding excess communication with strangers, not wearing a nametag, and avoiding exposing money or other items (such as smartphones, iPads, or iPods) that are attractive to pickpockets. Make sure girls carry the 1.877.ICE-GSGLA (1-877-423-4752) number for emergencies or help with contacting family or the authorities. Of course, all of this will be covered again at the Destinations Day in October! Remember to register on eBiz!



7: Properties

Camping is a great way for girls to explore leadership, build skills and confidence, and develop a deep appreciation for nature. Whether they go for a day, weekend, or a week, Girl Scout camping gives girls an opportunity to grow, explore, and have fun under the guidance of caring, trained adults. Every girl deserves a chance to camp! Read on for information about some of the camp experiences available in our council. For a complete overview of camps and our council properties visit <http://www.girlscoutsla.org/pages/camp/index.html>.

Only service animals and resident wildlife are allowed on GSGLA properties and at girl events. Service dogs should be documented with a state service dog license. Pets should not be present during Girl Scout activities unless serving a specific educational purpose.

Resident Camp

Osito Rancho Resident Camp offers girls entering second grade through eighth grade the opportunity to camp for four and five night sessions. Lodging is in platform tents and cots. All facilities have hot and cold running water, flush toilets and showers.

Girls sign up as individual campers or may elect to go with a buddy. At resident camp, girls have the opportunity to experience all that the great outdoors and Girl Scout camp have to offer, such as swimming, archery, canoeing, a challenge course, zip line, horses, arts and crafts, and nature. Camp days and nights are filled with adventures and new challenges. Here the Girl Scout Leadership Experience comes to life; girl-led opportunities and decision-making is encouraged throughout the camp session. Our camp program focus allows girls to discover themselves and connect with others as they explore all the adventures of camp. The Journeys are woven into all program areas of camp. We also offer the opportunity for campers to complete many requirements for various age-appropriate badges.



The Counselor in Training (CIT) Summer Leadership Experience is a great opportunity for older girls, in grades 9-12, who are interested in working as a camp counselor or want to expand their leadership skills. CIT girls shadow camp counselors, learning how to be a camp counselor and mentor and work with younger girls in the camp setting. CIT's will gain a better understanding of how resident camp is run while having lots of fun!



Day Camp

Day camp is camp program conducted within a 12 hour period and five (5) days in length. Girls register as individual participants and are placed in units for program activities. We have three locations for our summer day camp program; El Ranchito, Marine Landing, and Mariposa.

At El Ranchito and Mariposa, day camps are available for girls entering kindergarten through sixth grade. Marine Landing is for girls entering first grade through eighth grade. At day camp, girls typically attend week-long sessions. Girls sign up as individual day campers and may elect to go with a buddy.

El Ranchito

Located in Long Beach, El Ranchito offers an exciting adventure every week. At this beautiful tree-filled, park-like day camp, girls are grouped by grade level in shaded units. Girls explore traditional Girl Scout activities such as games, arts and crafts, songs, interacting with nature, and making new friends while earning new badges. There are several exciting elements at El Ranchito, such as an archery range, gaga court, low ropes course, and a 32-foot tall climbing wall.

Mariposa

Located in the foot hills of Altadena, Mariposa offers themed weeks from which girls can choose. Girls participate in new and traditional Girl Scout activities while making new friends and creating lasting memories. This camp also offers a gaga court, low ropes, team building activities, and a kid's kitchen where girls can prepare fun and different snacks each week.

Marine Landing

Located in Long Beach on the water front, this camp offers Girl Scouts the opportunity to develop their boating skills, kayak, canoe, swim, and have fun in the sand at two of the local beaches. Girls will make new friends, play games, make crafts, and sing songs. Badge work or other skill-building programming is included in each week's activities. Juniors and Cadettes have the added bonus of paddle-boarding, as well as attending overnights and field trips on certain weeks.



Specialty Camps – Troop & Family

Girls Scouts of Greater Los Angeles also offers specialty camps throughout the year and summer for girls, troops, and families. Some include Santa Clarita Day Camp, Island of the Blue Dolphins, and Ocean Fun on Catalina. These camps consist of both week long day camps and weekend opportunities. Overnight troop (group) camping, often referred to as “weekend camping” in our council, is available for girls in second grade and older, and typically lasts over three consecutive days and two nights. Weekend camp experiences are planned and carried out by a group of girls and their leaders, using GSGLA-approved sites. Some weekend camp experiences are designed to include staff with program expertise— this a good choice for girls and adult volunteers who may want support with their camp experience. Refer to the “What I Need for My Girls To Attend A...”(http://www.girlscoutsla.org/documents/What_I_need_for.pdf) chart for required trainings and approvals when planning activities.

Campsite Basic Information

What types of sites are available at Girl Scouts of Greater Los Angeles' camps? A wide variety!

Some of the types of facilities include:

- Day-use only areas (picnic shelter, water, fire ring, space for activities).
- Primitive (pioneer) sites, where girls pitch their own tents.
- Platform tents with cots and mattresses; flush toilets or latrines are nearby.
- Cabins with HVAC (heating, ventilating, and air conditioning), full kitchens, and bunk beds or mattress on the floor for sleeping.
- Cabins with HVAC, *partial* kitchens and bunk beds or mattresses on the floor for sleeping.
- Cabins with HVAC without kitchens – outdoor cooking is the only option - and beds for sleeping.

“Campsite 411” can be found here http://www.girlscoutsla.org/pages/camp/property_reservations.html. Be sure to read the descriptions on the website closely so you are sure that you are getting the type of facility you and the girls want or need.

Procedures for Reserving a GSGLA Campsite

- Complete all appropriate adult camp training. Refer to the “What I Need For My Girls To Attend A...” (http://www.girlscoutsla.org/documents/What_I_need_for.pdf)
- Meet with troop and discuss camping plans with girls.
- Complete Property Reservations application form.

Follow these guidelines for success

- Fill out the “Property Reservations Application Day Use/Overnight Use Form.” Give at least two different choices of camp, your first choice site, and at least three date choices. If none of your choices of camps or dates are available, you will be contacted by phone or email to set up alternate plans. Your chances of being placed in a site of your choice are higher if you list as many date and site choices as possible.
- Fill out the rest of the application as carefully as possible. You will need the names of your adult trained in Overnight/Camping Skills and first-aider, and the dates of their training to complete the form.
- ALL adults participating in a camping trip, including day trips, must be approved volunteers*. We encourage all adults to become registered members of Girl Scouts of the USA, but membership registration does not, on its own, satisfy the volunteer application requirement - they are separate processes.
- Be sure your name and address are printed clearly and that you have included a daytime phone number. Sign the camp reservation/application form.
- Mail, email, or drop off the application to the GSGLA property registrar which is located at the Montclair Service Center, 9525 Monte Vista Avenue, Montclair, CA 91763.** For more information, contact Elsa Escobedo at eescobedo@girlscoutsla.org or (626) 677-2366. Do not send money with your application unless specifically instructed to do so.
- If you must cancel your reservation, please notify the Property Registrar as soon as possible so a troop may be placed from the waiting list if possible: (626) 677-2366. If you find you must cancel during the week you are scheduled to camp, call the camp’s ranger directly. If you cancel thirty days in advance of your camp date, a portion of your fees will be refunded (see refund policy, below).
- Only service animals and resident wildlife are allowed on GSGLA properties and at girl events. Service dogs should be documented with a state service dog license. Pets should not be present during Girl Scout activities unless serving a specific educational purpose.

***Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training.**

****Office will be relocating to: 313 East Foothill Blvd., Upland, CA 91786**

Camps are Not Closed and Refunds are Not Made Because of Rain

Be sure girls include rainy day activities in their planning! In the event of severe weather, leaders should evaluate the driving conditions before leaving for camp and determine whether they should wait until the next day to travel. *GSGLA will notify the leader on record if we close camp for any reason – a full refund will be issued under these circumstances.*

Cancellation Policy

Cancellations made more than one month in advance of the reservation date will incur a cancellation fee equal to one day (or night) rental rate. The remaining rental fees will be refunded.

1. Cancellations made one month or less from the reservation date will forfeit all rental fees, including security deposit.
2. A re-scheduling of an already confirmed reservation is considered a cancellation and the cancellation policy will apply.
3. Service unit events rescheduled due to low registration are exceptions.
4. No refunds (partial or full) are given for cancellation of a regular troop meeting reservation once it has been confirmed.



Chapter 8: Standards and Procedures

The following Volunteer Management Standard and Procedures set out the requirements and guidelines for the volunteers of Girl Scouts of Greater Los Angeles (GSGLA). A standard is a measurement of best practices specifically observed by GSGLA. A procedure is established as a guideline, or an official process, by which a standard is adhered to. This document does not intend to create a contract between GSGLA and any actual or potential volunteer, nor does it give rise to any legal obligation on the part of GSGLA to any actual or potential volunteer or third person.

All volunteers will be informed of the existence of GSUSA and GSGLA procedures and standards. GSGLA procedures and standards will be made available to all volunteers on GSGLA's website. Every volunteer must agree to abide by the procedures and standards of GSUSA and GSGLA.

1. Inclusiveness Statement

Girl Scouts of Greater Los Angeles strives to provide resources to volunteers working with girls with developmental disabilities, learning disabilities, physical disabilities, or multiple disabilities. All staff and volunteers must adhere to the following Inclusion statement, "As a Girl Scouts of Greater Los Angeles member, I will do my best to think, speak, and act in ways that ensure everyone across GSGLA feels they belong and can meaningfully participate in all aspects of Girl Scouting regardless of ability, age, culture, education, ethnicity, gender, race, religion, sexual orientation, and socio-economic status."

2. Membership Conditions

2A. Procedure:

All adult volunteers, except those adults serving as temporary advisors or consultants, must be registered members of the Girl Scout Movement and must pay the applicable membership dues on an annual basis and meet GSUSA membership requirements. (Adults who are lifetime members are exempt from the membership dues requirements).

2B. Procedure:

Short-term (fewer than 30 consecutive days) and episodic (one-day event) volunteers are considered temporary assistants and annual membership dues are optional.

3. Recruitment

3A. Procedure:

A position description will be provided for each volunteer position outlining the purpose, accountability, principal duties, and term of service of the position. Prospective volunteers will complete a volunteer application and consent to a background screening and will be placed by an authorized GSGLA representative.

4. Selection

4A. Procedure:

Appointment to a volunteer position with GSGLA is contingent upon completion and review of a volunteer application, background screening, and possibly reference checks. Parents needed for adult-to-girl ratio, driving girls, staying overnight during troop trips, those handling troop or service unit money, or bank account signers, must be an approved volunteer.

Being an approved volunteer means that you are a registered member, have a volunteer application and a cleared background screening on file (within the last three years), and have completed position related training. In order to ensure the safety and well-being of our members, GSGLA reserves the right to disqualify or restrict the duties of any person who has been charged with, convicted of, pled guilty to, pled no contest to, or received a deferred adjudication on certain crimes, or who GSGLA, in its sole discretion, based upon the information before it, otherwise deems as not qualified or fit to hold a volunteer position.

The background screening is one component of the volunteer selection process, the goal of which is to screen prospective volunteers and place capable and qualified adults in all operational positions.

GSGLA reserves the right to conduct a multi-state search, California statewide search, county search, sex offender registry search, as well as an OFAC (Office of Foreign Assets Control) search, and any other necessary search.

All volunteers, including lifetime members, who interact with girls must have a background screening on record that dates back no further than three years. If the background screening is older than three years those volunteers must complete the volunteer application and background screening application. GSGLA reserves the right to require updated background screenings for any volunteer at its sole discretion. Volunteers who will not be interacting with girls may be required to consent to a background screening depending on the position. GSGLA has sole discretion in requesting background screenings for any volunteer position.

4B. Procedure:

If a person fills out a volunteer application, this does not guarantee that they will be placed. All volunteers of GSGLA are appointed by a staff member or his/her designee (the Service Unit Manager or day camp director, for example). The staff person or the designee may use many tools to determine the suitability of a volunteer to be placed, including, but not limited to, the volunteer application, background screening, reference checks, personal knowledge of the applicant, and an interview.

Volunteers must complete and sign a Volunteer Application form (electronically), which provides reference information and authorization for GSGLA and its agents to conduct a background screening. Providing false information, including all zeros in place of the correct social or a dummy social, on the application is grounds for automatic dismissal from participation as a GSGLA volunteer, regardless of the result of the background screening.

Any applicant who disputes or desires to contest the information provided by the background screening report must file a written notice by completing a Dispute Form www.asurint.com/webdocs/asurint_dispute_form.pdf within 60 days of being notified that her or his application for volunteer participation has been restricted or denied.

It is the applicant's responsibility to challenge the information received in the background screening report and to arrange for any corrections if necessary. GSGLA has no control over the information maintained by any reporting agency and cannot be liable to any person or entity for the information provided, or other reporting agencies, or to its agents, for any action taken by GSGLA in reliance on such information. GSGLA is entitled to and shall rely upon the information contained in the criminal history report until such time as a corrected criminal history transcript has been provided. Even if an applicant submits corrected background information, GSGLA retains exclusive discretion to exclude or limit an applicant's participation.

The following rules generally will apply if GSGLA learns (via background screening or otherwise) that a prospective or current volunteer has been charged with, convicted of, pled guilty, received a deferred adjudication, or pled no contest to certain crimes in the past seven years (Procedure and Standard 5, below) under the laws of the state of California, another state in the United States, or another country. At all times, GSGLA has the discretion to exclude or limit a prospective volunteer's participation as a result of other predating or non-criminal information.

5. Disqualification

5A. Procedure:

The criminal offenses that will generally disqualify a person from volunteer participation and the corresponding process used to determine disqualification are discussed below. The decision whether to exclude or limit a prospective volunteer's participation remains at all times within the discretion of GSGLA. Factors that may be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, length of time since the criminal conduct occurred, and the tasks associated with the desired volunteer position. GSGLA's primary concern is always to safeguard the best interests of its members.

5B. Procedure:

The following rules generally will apply if GSGLA learns (via background screening or otherwise) that a prospective or current volunteer has been convicted in the past seven years of one of the following crimes under the laws of the state of California, another state in the United States, or another country. At all times, GSGLA has the discretion to exclude or limit a prospective volunteer's participation as a result of other pre-dating or non-criminal information.

Grounds for disqualification or limitations:

- Any felony offense, regardless of type
- Misdemeanor crime against a child
- Misdemeanor crime involving use of weapons
- Misdemeanor crime involving violence
- Misdemeanor crime involving arson
- Misdemeanor crime of public indecency
- Misdemeanor DUI, DWI, or possession of any controlled substance
- Other misdemeanors, as GSGLA may determine, including but not limited to theft, fraud, forgery, other crimes of dishonesty, or traffic violations. When an adult in any volunteer position with GSGLA has an outstanding debt to, or has caused a financial loss to GSGLA or its entities, GSGLA has the right to remove the volunteer from her or his position.
- Being a registered sex offender, or having a registered sex offender living in the home.
- Unresolved Situations: If there is an open warrant for the arrest of the applicant, or there is a pending charge with no disposition, that application cannot be approved and the volunteer cannot be placed until the situation has been satisfactorily resolved and the background screening report updated. If the applicant has already begun to serve in a volunteer capacity, his or her participation must be suspended pending disposition of the case or resolution of the open warrant.
- Other Circumstances and General Principles: for all other criminal offenses, including traffic violations classified as misdemeanors, self-disclosures of complaints about or arrests for violence or abuse against children, GSGLA shall review the applicant's situation on a case-by-case basis. A prospective volunteer may be disqualified due to non-criminal information, such as negative references, and/or interview.
- Failure to disclose any of the above on the volunteer application.
- Failure to complete the volunteer application and background screening.
- Failure to submit correct social security number on background screening application.

5C. Procedure:

Failure to disclose the following information on the volunteer application may result in disqualification of volunteer status.

- Have you ever had any arrests, allegations, pleadings of "no contest", dismissals, or convictions of a crime other than a minor traffic offense? (including DUI's, misdemeanors, or felonies)
- Have there ever been allegations, complaints or reports regarding your involvement in child molestation, child abuse, or neglect (regardless of whether the incident was confirmed or denied)?
- Are you or a member of your household a registered sex offender?
- As of this date, do you have any pending criminal charges against you?

5D. Procedure:

GSGLA reserves the right to permanently deny anyone a volunteer position if GSGLA officials believe the person is inappropriate for that position. There is no appeal process once a final denial decision has been made by GSGLA.

6. Placement**6A. Procedure:**

Every attempt will be made to place volunteers in positions that meet both their needs and the needs of GSGLA.

6B. Procedure:

Approved volunteers not placed in positions for which they applied may discuss other positions that may be available with a GSGLA representative or designee.

6C. Procedure:

If two people in the leadership team of a troop or other membership pathway are related (e.g., spouses, mother and daughter, brother and sister) or share the same household (e.g., roommates), they must have a third unrelated person, who does not live in the same household as the other leaders on the leadership team and present at all troop meetings and activities. Two of which always must be unrelated adults, and one of whom must be female.

6D. Procedure:

For events, travel, and camping trips, two approved adult volunteers, who do not live in the same household and one of whom are female, must be present at all times.

6E. Procedure

Male leaders must have a female co-leader so that in case of emergency, a female-leader is present at all times; who is unrelated and who does not live in the same household.

7. Appointment

Girl Scout volunteers must be appointed to their position, using the procedures below. It is the responsibility of the prospective volunteer to complete all the required steps. GSGLA reserves the right to limit volunteer involvement until all steps have been completed. The volunteer steps below (1, 2, and 6) may be completed in any order or can be done simultaneously.

7A. Procedures:

1. Prospective volunteer joins by registering in eBiz and paying the membership dues.
2. Prospective volunteer completes the Volunteer Application and background screening.
3. References listed on the Volunteer Application may be checked if additional information is necessary.
4. Prospective volunteer receives notification that her/his volunteer application and background screening has been approved or approved with restrictions.
5. If the position is mutually agreed upon after reviewing the appropriate volunteer position description, the new volunteer accepts the position.
6. The new volunteer takes the training required for her/his position, as described in the position description.

7B. Procedures:

1. Appointment of a Service Unit Manager(s) or Service Unit Team members. Service Unit Managers and Service Unit Team member positions are extremely important. These groups of volunteers directly impact the troop and girl experience.
2. Appointment of the Service Unit Manager is done through an interview conducted by the Service Unit Support Specialist and the Service Unit Support Manager. Upon their recommendation for appointment, the appointment is granted by the Director, Membership Retention and Volunteer Development and/or the Senior Support Manager.
3. The appointment period is October 1 through September 30. Appointment requires an initial three-year commitment which is thereafter confirmed annually by the Director, Membership Retention and Volunteer Development and/or the Senior Support Manager.
4. Appointment of Service Team members is done in partnership with the Service Unit Manager (SUM) and the Service Unit Specialists. Upon recommendation or recruitment of a team member, the SUM and Specialist would confer and agree upon appointment.
5. Appointment of the Service Unit Manager and of the Service Team members will be conditional upon completion of the requirements.

8. Reappointment

8A. Procedure:

Troop volunteers, Pathway* volunteers and other volunteers who work directly with girls, service unit volunteers, training facilitators, camp, and other GSGLA volunteers, must demonstrate inclusiveness, and knowledge of and commitment to safety issues, in addition to financial responsibility, in order to continue in a volunteer role. Volunteers with financial responsibility to local troops/groups or to GSGLA will not be reappointed to a position if required financial responsibilities have not been met.

** Series, event, camp, travel and virtual pathways.*

8B. Procedures:

1. Each appointed operational volunteer's performance will be reviewed periodically.
2. If mutually agreeable, the volunteer completes the appropriate volunteer position description/agreement.
3. Continuing operational volunteers agree to complete and/or update training as required for the position.

9. Dismissal

In any organization, situations may arise which make it necessary to consider releasing an individual from their volunteer assignment. An action to release an adult volunteer should receive careful and detailed consideration of the possible implications and consequences for both the individual and GSGLA.

9A. Procedure:

It is always within the discretion of GSGLA to take immediate action, in the appropriate circumstances, to release a volunteer, and grounds for dismissing or restricting the responsibilities of a current volunteer appear below. The decision to release a person from a current volunteer position or from the volunteer ranks of GSGLA could be the result of an evaluation and feedback process or the result of one problematic incident. Reasons for release may include, but are not limited to, elimination of the position in which the volunteer serves, failure to abide by procedures and standards of GSUSA or GSGLA, refusal to accept and foster the Girl Scout mission and values, or membership in an organization whose goals are not compatible with those of GSUSA.

9B. Procedure:

GSGLA may release any volunteer who, in conducting the Girl Scout program, advocates, solicits, or promotes a personal lifestyle so as to create a substantial risk that such conduct will be detrimental to being a proper role model for girl members.

9C. Procedure:

1. The release of any volunteer is taken very seriously, and will be investigated objectively to our furthest abilities, and will be kept confidential. If release of the volunteer is under consideration, the appropriate support staff will arrange a conference with the volunteer as soon as possible and advise him or her of the decision. An additional party will be required to attend the discussion. Volunteers will be given the opportunity to resign voluntarily.
2. If a current Girl Scout volunteer is charged with or convicted of, pled guilty to, received deferred adjudication for, or pled no contest to, certain crimes in the Grounds for Dismissal list (see below), GSGLA may ask the volunteer to resign from a position working with girls. It is at the discretion of GSGLA whether to allow the volunteer to continue in any capacity, and any adverse action taken will be done so only after a thorough investigation.
3. Grounds for Dismissal
 - a. Any felony offense, regardless of type
 - b. Misdemeanor crime against a child
 - c. Misdemeanor crime involving use of weapons
 - d. Misdemeanor crime involving violence
 - e. Misdemeanor crime involving arson
 - f. Misdemeanor crime of public indecency
 - g. Misdemeanor DUI, DWI, or possession of any controlled substance
 - h. Other misdemeanors, as GSGLA may determine, including but not limited to theft, fraud, forgery, and other crimes of dishonesty or traffic violations. When an adult in any volunteer position with GSGLA has an outstanding debt to, or has caused a financial loss to the council or its entities, GSGLA has the right to remove the volunteer from her or his position.
 - i. Being a registered sex offender, or having a registered sex offender living in the home.
 - j. Unresolved Situations: If there is an open warrant for the arrest of the applicant, or there is a pending charge with no disposition, that application cannot be approved and the volunteer cannot be placed until the situation has been satisfactorily resolved and the background screening report updated. If the applicant has already begun to serve in a volunteer capacity, his or her participation must be suspended pending disposition of the case or resolution of the open warrant.
 - k. Other Circumstances and General Principles: For all other criminal offenses, including traffic violations classified as misdemeanors, GSGLA shall review the applicant's situation on a case-by-case basis. A prospective volunteer may be disqualified due to non-criminal information, such as negative references.
 - l. Failure to disclose any of the above within 10 days to the Service Unit Support Department.

4. Volunteer Misconduct

- a. Adult volunteers are expected to conduct themselves with respect to the Girl Scout Promise and the Girl Scout Law. The following volunteer misconduct may result in dismissal from the volunteer position. Volunteer misconduct may occur in the following categories:
 - b. Theft: Any concerns relating to misappropriation or misuse of Girl Scout funds or theft of equipment, materials, or supplies. This includes funds or equipment at the council, service unit, or troop level.
 - c. Excessive absenteeism or inability to perform responsibilities: not completing the agreed to term or service, or demonstrating no improvement in performance after being coached multiple times by GSGLA staff or service unit team member.
 - d. Continuous or malicious slander: Continuous and malicious gossip or derogatory attacks concerning anyone associated with Girl Scouts. This includes Girl Scout volunteers, parents, and GSGLA staff.
 - e. Serious behavioral concerns: This includes the use of drugs or alcohol while participating in Girl Scout activities, threats of violence (personal injury, defamation of character, etc.), physical fighting, and yelling/verbal aggression towards girls, volunteers, or staff, arrest.
 - f. Breach of confidentiality: Sharing confidential information about girls or volunteers with outside parties that are not privy to said information. This includes the use of Girl Scout contact information and materials for personal use or gain.
 - g. Refusal: Actively choosing not to subscribe to or adhere to GSGLA policies, procedures, and program expectations. Failure to cooperate with a financial audit or dispute resolution investigation. Failure to complete the volunteer application and background screening when directed by GSGLA. Failure to submit correct social security number on background screening application.
 - h. Failure to abide by the duties and responsibilities as outlined in the position description
5. The Service Unit Manager responsible for overseeing the volunteer is responsible for notifying their service unit support specialist at GSGLA if they become aware of a situation involving one of the above bulleted items. The service unit support specialist should then notify the manager of service unit support. After reviewing the facts the team may ask the volunteer to step down from the position.
 6. Background screenings include a time frame of at least seven years; therefore, it is appropriate that the volunteer must be dismissed or put in a position restricted from working with girls for a minimum of seven years from the disposition of the offense. The length of this time frame and all other considerations related to the volunteer's position are at the sole discretion of GSGLA.

9D. Procedure:

1. If a current Girl Scout leader or assistant leader is charged with or convicted of, or has pled guilty to, received a deferred adjudication for, or pled no contest to, certain crimes, she or he may have restrictions placed on her or his volunteer activities or responsibilities.
2. In keeping with the denial guidelines for incoming volunteers, an ongoing volunteer who has been charged with or convicted of, or has pled guilty to, or received a deferred adjudication for or pled no contest to certain crimes, judgment or probation may be asked to step down from their volunteer position and not allowed to become a leader or assistant leader if the incident or knowledge of the incident is within seven years. At the end of this time frame, it is within the sole discretion of GSGLA to determine whether the volunteer can be placed in a leadership position working with the girls.
3. Volunteer misconduct as listed above in item 5 may result in restriction of leadership duties.

9E. Procedure:

If a volunteer has been charged with or convicted of, or has pled guilty to, received a deferred adjudication for, or pled no contest to misdemeanor crimes involving theft, fraud, or forgery, or other crimes of dishonesty in the event that the person is allowed to continue as a volunteer, that person will be restricted from management of Girl Scout money.

9F. Procedure:

Arrests of current volunteers, and current volunteers who have pled guilty or no contest to certain crimes, or who have been placed on probation or deferred adjudication for crimes that are brought to GSGLA's attention, will be handled in a similar manner to open warrants and pending charges for prospective volunteers. The activities of the volunteer will be restricted while GSGLA researches the matter. It is at the discretion of GSGLA to determine whether the person should be suspended from all volunteer positions or be allowed to continue.

9G. Procedure:

There are occasions where current Service Unit Managers or current Service Unit Team members are not reappointed or are removed from their current service unit positions. This may occur after the following:

- A thorough review of position performance based on the position description, and observable documented information.
- A review of records of attendance and participation in formal and informal training sessions and meetings.
- A personal interview with the volunteer at the earliest opportunity. The volunteer will be told of the specific performance areas(s) that is not satisfactory.
- Efforts will be made to help the volunteer achieve satisfactory job performance within a specific time period.
- If a satisfactory level of position performance is not achieved within the designated time period, official notice of release from the volunteer position will be communicated to the volunteer.
- The health, safety, or welfare of girl members, other volunteers, or staff is endangered.

Note: Volunteers are released from their volunteer position only; this does not cancel their membership in Girl Scouts. All circumstances, including all written documentation and communication concerning release from a volunteer position, are strictly confidential and will be protected.

In addition to the items listed in **9C. Procedure 1: Releasing an Operational Volunteer** above, a Service Unit Manager or a Service Unit Team member may be removed or not reappointed for the following reasons:

- Persistent or continual refusal to support and promote council initiatives
- Persistent or continual negative and disparaging communications about the Girl Scout organization, "Council", staff, or other volunteers.
- Failure to adhere to compliance requirements as designated in the position description
- Failure or refusal to follow GSGLA and GSUSA policies, standards, and procedures.
- Failure or refusal to communicate/return calls or emails from staff or other volunteers in a timely manner.
- Failure to stay current with GSGLA and GSUSA communications.
- Failure or refusal to partner/cooperate with council staff.

10. Resignation

In order to maintain professionalism in our volunteer organization, a person having reason(s) to resign is provided with appropriate channels to follow.

10A. Procedure:

A volunteer may resign from her or his position at any time. Written notification to a GSGLA staff member or designee is encouraged. Membership dues are non-refundable.

10B. Procedures:

1. Reason(s) for desiring to resign should be discussed immediately with the person to whom the volunteer is accountable to, prior to making a final decision.
2. Any resignation submitted will be acknowledged by a GSGLA member services.
3. If notice of resignation has not been submitted but GSGLA staff has attempted to reach out to the volunteer on several documented occasions without success, the volunteer may be deemed to have resigned.

11. Dispute Resolution

11A Procedure:

A grievance may arise when:

- an individual believes that policies, standards or procedures related to her/his position in Girl Scouting are not being properly administered;
- there is a disagreement of any kind between two or more volunteers, or between volunteers and parents, or between volunteers and staff, or volunteers and community members;
- there is a dispute over the interpretation of one or more GSGLA procedures and standards. In order to present the best possible Girl Scout experience to all members, non-Girl Scout conflicts or issues should not be addressed, discussed or brought forth within a Girl Scout setting, to include meetings, events, trips, social media or electronic communication, etc.

GSGLA encourages volunteers and staff to take positive actions to resolve conflicts quickly. We believe a personal phone call or meeting to be the most effective and positive action step. Due to potential escalation of conflicts, email, texting, instant messaging, social media or any other exchange that does not promote person-to-person resolution is not recommended by GSGLA. If, for any reason, a conflict or dispute arises between individuals and cannot be resolved through discussion with each other, the following steps (11B, below), will be followed until the conflict or dispute is resolved.

11B. Procedures:

1. The most effective way to resolve a dispute is by calm and open discussion between the persons involved. A problem solving tone should be adopted during these discussions.
2. If a solution is not resolved privately between the two parties involved, the next step is for one or both or all individuals to file a Situation/Incident Report www.gsglavolunteerapps.org/gsglasituationincidentreport/. The correct protocol for seeking assistance with dispute management is in the following order:
 - a) Affected parties and the Troop Leader, if the Troop Leader is not a source of the conflict;
 - b) Service Unit Manager, if the Service Unit Manager is not a source of the conflict;
 - c) Service Unit Support Specialist
 - d) Service Unit Support Manager
 - e) Director, Membership Retention and Volunteer Development
3. The situation report should include the results of the first attempt(s) at resolution, including dates, times, individuals involved, proposed resolution, and explanation why the proposed resolution did not/will not resolve the grievance.
4. If there is any reason why a volunteer cannot communicate her/his issue to the next immediate person in this chain of command, the person holding the next position in this hierarchy should be contacted. Upon request, a copy of the situation report may be sent by GSGLA to the person against whom the grievance is registered. GSGLA reserves the right to deny the request for the situation report based on the need to maintain the confidentiality of private matters.
5. Within 10 days after receiving the situation report the appropriate support person will investigate the situation and may call a conference of the parties involved with the purpose of mediating and resolving the conflict or dispute. A written summary of the meeting, including the agreements reached, will be distributed to all parties involved. A copy of the summary will be forwarded to the next level support person.
6. In some situations, it may be necessary to form an ad hoc group. This is at the sole discretion of GSGLA. If a solution is still not reached, an ad hoc group may be formed and may consist of operational volunteers and GSGLA staff, to reach a final decision.
7. The duties of this group are to:
 - a) Thoroughly investigate the situation
 - b) Discuss solutions to the problem
 - c) Provide a written account of conclusions reached and solutions recommended
 - d) Distribute written recommendations to all appropriate persons.
8. Decisions of the ad hoc group are final.

12. Benefits and Services

Benefits and services to volunteers may include training and other learning opportunities, support from GSGLA staff and other GSGLA volunteers, GSUSA and GSGLA publications and Website, tools for recording volunteer experiences, awards and recognitions, and performance evaluations.

12A. Procedure:

Volunteers recognize their Girl Scout position(s) as a voluntary service and do not expect, receive, or solicit any monetary reimbursement for service.

12B. Procedures:

1. Volunteers are encouraged to keep a record of expenses incurred while doing Girl Scout activities (e.g., cost of uniforms, mileage, etc.). Many of these expenses can be applied as income tax deductions. Volunteers are advised to check with the Internal Revenue Service or a tax consultant regarding volunteer expense tax deductions.
2. All currently registered members of GSUSA are automatically covered by a supplemental activity accident insurance policy. The plan provides limited coverage for medical expenses due to accidents that occur while participating in approved, supervised Girl Scout activities, including traveling directly to and from the activity. GSGLA cannot guarantee that all claims will be paid.
3. According to the Nonprofit Risk Management Center, the federal Volunteer Protection Act of 1997 protects volunteers acting in the scope of their responsibilities as defined in the position description.
4. Under California law, directors and officers of non-profits enjoy limited protection from liability, as do an organization's volunteers. A member, director, trustee, or officer who serves without compensation for a non-profit hospital or association or a charitable organization is immune from civil liability for an act of or omission done in service if they were acting in good faith and within the scope of their duties, with the exception being damage or injury caused by willful or wanton misconduct.
5. A charitable institution is not liable for the negligence of its officers and employees, unless the institution fails to exercise ordinary care in the selection or retention of competent officers and employees.

13. Troop Transfers

Troops are assigned to a geographical area called a service unit. A troop may request a transfer to a new service unit, if the troop moves into another service unit's geographical area, begins meeting in the new service unit's area, or there is a realignment of service unit boundaries. Troops that are having personal issues with their service unit must follow the Dispute Resolution protocol. Transferring to another service unit due to personal issues would be approved in extremely rare cases.

14. Training

Every adult volunteer shall be selected on the basis of interest, ability to perform the assignment, and agreement to participate in training as required. Training is provided and required for appointment to most positions.

14A. Procedure:

All appointed volunteers will receive an orientation to Girl Scouting and any required training as stated on the position description. All volunteers must complete training within the time-frames established on the position description. Failure to complete training shall be a basis for release or a cause for not being reappointed to a position.

14B. Procedure:

An orientation to the Girl Scout program should be given for any volunteer position as part of the appointment process.

14C. Procedure:

Troop leaders and assistant troop leaders must complete the new leader training requirements prior to beginning work with the troop. Additional training may be required as GSGLA or GSUSA updates their programs, policies, or offerings.

14D. Procedure:

Each position description will list the minimal training a volunteer must complete prior to beginning work in that position. The position description may also list progressive training that may be taken beyond the minimal requirements.

14E. Procedure:

Additional training, annual training, and workshops may be required for any volunteer position. Volunteers not completing the additional training required for their position within a reasonable amount of time may be asked to step down.

14F. Procedure:

Refer to Adult Education Calendar on GSGLA's website:

http://www.girlscoutsla.org/pages/for_volunteers/adult_education.html.

15. Recognitions

GSGLA's volunteer recognition program is designed to be a valuable component of the volunteer support system. It offers formal and informal recognition on a year-round basis. Formal recognition is for significant service and for completing established requirements. Recognition success is defined by doing it well, doing it often, and making it meaningful.

15A. Procedure:

Outstanding service to Girl Scouting will be recognized by GSGLA as outlined on the GSGLA website on the Recognitions page.

15B. Procedure:

Adults with 25 or more years of Girl Scout membership and adults with 20 or more years of service will be recognized by the presentation of the appropriate Membership Numeral Guard and Years of Service by GSGLA. See self-nomination form in the Adult Awards and Recognition handbook www.girlscoutsla.org/pages/for_volunteers/volunteer_recognition.html.

15C. Procedure:

Refer to the Adult Awards and Recognitions handbook on the GSGLA website for criteria, guidelines and applications.

16. Uniforms

16A. Procedure:

The official Girl Scout uniform for girls is a white shirt (either their own or the official Girl Scout polo shirt for their program level), their own khaki pants or skirt, and the official program level tunic, vest, or sash. Girl Scout Daisies and Brownies may wear the khaki and white uniform, or they may wear official Girl Scout uniform components for their program level, such as the Daisy or Brownie beanie, shirt, skirt, leggings or other official components. As a link with Girl Guides and Girl Scouts from other WAGGGS member countries, Girl Scout Seniors and Ambassadors have an official, neckerchief-style scarf to wear with their uniform.

16B. Procedure:

The recommended uniform for Girl Scout adults is their own navy business attire, worn with an official Girl Scout scarf for women or official Girl Scout tie for men, and the Girl Scout Membership Pin and World Trefoil Pin.

16C. Procedure:

Girl Scout adults are encouraged to wear the official uniform at ceremonies and when they are representing the Girl Scout Movement (meeting with community leaders, for example). Having a uniform is not required for Girl Scout membership, but wearing the uniform may be required for participating in certain events.

17. Accident/Incident Management

Guidelines and procedures presented in all GSGLA documents, manuals, and trainings are designed to prevent or minimize any injury or damage to people and property. Accidents do happen, however, all accidents, incidents, mishaps, conflicts, and property damage require submission of an Accident/Incident form.

17A. Procedure:

The adult in charge of the activity where the accident/incident took place must complete and submit the fully completed Accident/Incident Report form within 72 hours. Fax, email, or mail to GSGLA's Risk Management as described on the form. http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

17B. Procedure:

All accidents requiring treatment beyond basic first aid requires submission of an Accident/Incident Report Form and must be reported to GSGLA's 24 Hour Emergency Line: (877) ICE GSLA (877-423-4752)

17C. Procedure:

An administrative volunteer who is notified of an accident/incident should report it to her immediate staff contact person (e.g., Service Unit Manager notifies Service Unit Support Specialist, the training facilitator notifies the training staff). Serious Accidents and Major Emergencies: Emergency response or immediate action by authorities is required.

17D. Procedures:

1. Give injured person(s) first aid and simultaneously have someone call a hospital, ambulance service or doctor. Call 911 if available; if not, call the police. If there has been an automobile accident, a death, or a suspected crime, call the police.
2. Contact the camp ranger if you are on camp property.
3. Put a responsible adult in charge of accounting for all individuals; organize a search for anyone who is missing.
4. See that a responsible adult remains with the injured person. Do not move the person unless her/his life is endangered by being left at the scene of the accident. If there has been a death, do not move the victim or change the surrounding area until the police have arrived.
5. After immediate emergency needs have been met, call GSGLA's 24 Hour Emergency Line: (877) ICE-GSLA (877-423-4752). Your call will be returned by a GSGLA official as soon as possible. Please keep a phone line open or have the ability to accept a message at the number you left with the ICE operator.
6. After giving the injured person(s) first aid, call the family and report the nature of the emergency and the person's condition. Give only the facts; do not blame anyone. Ask their wishes concerning medical treatment and hospitalization.
7. For your protection, do NOT discuss the incident or give out information to anyone except the police or a known and recognized GSGLA staff member in a leadership position. If the media contacts you, know you are NOT authorized to make a statement and immediately direct them to GSGLA's 24 Hour Emergency Line: (877) ICE-GSLA (877-423-4752) and state it is a media issue.
8. Make a record of the following, indicating the time and what procedures were followed:
 - a) How the accident or emergency happened
 - b) First aid administered and by whom
 - c) Statements made to ambulance attendants, doctors, police, etc.
 - d) Telephone calls (who made them, who they called, what they said)
 - e) Names and addresses of all witnesses
9. As soon as possible, submit a written report to GSGLA for insurance purposes. (Reference Procedure 17b) http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

18. Being an Appropriate Role Model

Part of being an effective and responsible Girl Scout adult volunteer includes being an appropriate role model. Girls learn about leadership and appropriate health and safety standards directly and indirectly from the adults around them, and especially from their leaders.

18A. Procedure:

Adult volunteers should model the behavior that shows respect for local, state, and federal laws and ordinances. They should also follow the procedures and standards of GSGLA found in *Volunteer Essentials* and in GSUSA's *Blue Book of Basic Documents* <http://www.girlscouts.org/en/about-girl-scouts/who-we-are/facts.html> when acting in an official Girl Scout capacity, adult volunteers should model behavior that shows respect for the well-being of the girls and other adults.

19. Smoke-Free/Tobacco-Free Environment

Research has shown the harmful effects of cigarette smoke to non-smokers, especially children. Cigarettes have been known to cause fires. Smoking and the use of other tobacco products or the use of eCigarettes is prohibited at all GSGLA facilities and properties.

19A. Procedure:

Smoking: Volunteers working directly with girls will not smoke in front of the girls at any time or in any location where girls may be exposed to second-hand smoke. There will be no smoking in GSGLA-owned or operated buildings and facilities, or near the entry/exit doorways. Volunteers responsible for girls must ensure other adults present (e.g. parent helpers) follow the no-smoking rule.

19B. Procedure:

Smoking and the use of other tobacco products is not allowed in the presence of girls when acting in an official Girl Scout capacity.

20. Alcohol and Substance Abuse

20A. Procedure:

Girl Scout volunteers and chaperones shall not possess, sell, or use illegal drugs. The use, distribution, or possession of illegal drugs or alcoholic beverages is not permitted at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outings, or activities, camps, GSGLA programs, etc.

According to US Department of Health & Human Services (Office of Adolescent Health) www.hhs.gov/ash/oah/adolescent-health-topics/substance-abuse/home.html "alcohol is the most abused drug among youth in the United States, followed by tobacco." As role models to Girl Scouts, leaders and volunteers are prohibited from smoking at Girl Scout events or activities where minor girls are the focus of the event, i.e. troop meetings, outing, or activities, camps, GSGLA programs, etc.

20B. Procedure:

Girl Scout volunteers and chaperones shall not misuse prescribed or over-the-counter drugs at any Girl Scout activity.

20C. Procedure:

Girl Scout volunteers shall not drink or be under the influence of alcohol during Girl Scout activities when girls are present. An exception to this procedure and standard includes a limited number of GSGLA sponsored or approved (with prior written consent) events for adults where girls may be participating as speakers, greeters, flag ceremony color guard, etc. and whose parents will be notified that alcohol is being served to adults.

20D. Procedure:

Violations of these procedures and standards regarding alcohol and substance abuse will result in immediate disciplinary action up to and including dismissal.

21. Harassment

21A. Procedure:

GSGLA is committed to an environment and climate in which relationships are characterized by dignity, respect, courtesy, and conduct that is in alignment with the principals of the Girl Scout Law. It is the procedure and standard of GSGLA to provide all volunteers with an environment free from all forms of harassment. Any act of harassment by any volunteer, male or female, against another volunteer, girl member, or GSGLA employee, shall not be tolerated.

21B. Procedure:

Any volunteer who feels that she has been subjected to harassment of any type should follow the dispute resolution guidelines above. The appropriate employed staff member will follow the escalation guidelines to investigate and resolve the situation in an expeditious manner.

22. Child Abuse

Child Abuse: Leaders or volunteers who suspect that a child is being abused (physically, emotionally, or sexually) should consult with their respective regional council representative. California Law stipulates that “Volunteers of public or private organizations whose duties require direct contact and supervision of children are encouraged to obtain training in the identification and reporting of child abuse (Penal code 11165.7.subd. (d). Volunteers, are **NOT** mandated reporters.”

Source: *Child Abuse Prevention Handbook...and intervention guide*, California Attorney General’s Office. In situations where a volunteer believes that a child is in imminent danger as a result of child abuse, they are encouraged to report the suspected abuse directly. (See Procedure 22B for reporting instructions)

Los Angeles County Report Line	800-540-4000
Kern County Report Line	661-631-6011
San Bernardino County Report Line	909-384-9233
Ventura County Report Line	805-654-3200

What is Child Abuse?

Although there are many formal and acceptable definitions of child abuse, the following is offered as a guide on child abuse and neglect:

- Child abuse consists of any act of commission or omission that endangers or impairs a child’s physical or emotional health and development.
- Child abuse includes any damage done to a child which cannot be reasonably explained and which is often represented by an injury or series of injuries appearing to be non-accidental in nature.

22A. Procedure:

Any act of child abuse or neglect, including physical, sexual, verbal or emotional abuse or neglect by any volunteer, male or female, against any girl member, shall not be tolerated. Girl Scout volunteers are also responsible for protecting the well-being of girl members by reporting any witnessed or suspected abuse or neglect.

22B. Procedure:

When a Girl Scout volunteer suspects that a child may be a victim of child abuse or receives information that a child is or may be a victim of abuse, they should contact their regional council representative. Additionally, an Accident/Incident report e-form should be completed http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

Forms of Child Abuse:

Physical abuse

Any non-accidental injury to a child. This includes hitting, kicking, slapping, shaking, burning, pinching, hair pulling, biting, choking, throwing, shoving, whipping, and paddling.

Sexual abuse

Any sexual act between an adult and child. This includes fondling, penetration, intercourse, exploitation, pornography, exhibitionism, child prostitution, group sex, oral sex, or forced observation of sexual acts.

Neglect

Failure to provide for a child’s physical needs. This includes lack of supervision, inappropriate housing or shelter, inadequate provision of food and water, inappropriate clothing for season or weather, abandonment, denial of medical care and inadequate hygiene.

Emotional abuse

Any attitude or behavior which interferes with a child’s mental health or social development. This includes yelling, screaming, name-calling, and shaming, negative comparisons to others, telling them they are “bad, no good, worthless or a mistake.”

22C. Procedure:

Volunteers are not mandated reporters, but if a child is in immediate danger, call 911 or the local police. Keep the child in your care until appropriate assistance arrives.

When a Girl Scout volunteer observes physical injuries of a suspicious nature, receives a report or accusation of sexual abuse, learns that a child is fearful of returning home, and/or has been abandoned by the parents or caregivers, the volunteer must call GSGLA immediately on GSGLA's 24 Hour Emergency Line: (877) ICE-GSLA (877-423-4752). Within 72 hours of the calling the emergency line a report must be filled by using the Accident/Incident Report Form http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf.

22D. Procedure:

For incidents where a child is in immediate danger and after the police have been called, GSGLA must be notified, within 72 hours, by using the Accident/Incident Report Form http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf. This information is considered confidential. Therefore, after it is reported to law enforcement and the appropriate person at GSGLA, it should be discussed on a need to know basis only, to protect the privacy of the child.

What If I'm Not Sure?

When a child reports what could be child abuse or when a situation exists where the child may be subjected to abuse, negligence, or other harm, volunteers must contact a GSGLA staff member.

22E. Procedure:

Volunteers are expected to establish a no-tolerance procedure for abuse or bullying at troop meetings, events, or any Girl Scout activity. In instances where one child abuses another, the parents or caregivers of each child should be notified immediately. The child responsible for the abuse will be removed from the program or environment in which she is participating. In such situations, the parent or caregiver of the abused child can determine whether to submit a report to local authorities about the behavior of the other child or take other appropriate action.

22F. Procedure:

GSGLA will release a volunteer who has been convicted of or pleads guilty or no contest to a charge of child abuse or neglect when GSGLA is aware of such conviction or charges. GSGLA may release a volunteer who has been charged with child abuse or neglect pending resolution of the charge. It is within the discretion of GSGLA to determine whether the person should be suspended from all volunteer positions or will be allowed to continue. If and when such charges are cleared, a volunteer may be considered for reinstatement, at the discretion of GSGLA.

23. Sex Offenders

A Registered Sex Offender may not serve as a troop leader, co-leader, troop helper, chaperone, or in any other troop volunteer position. A Registered Sex Offender may not participate in any way, either in troop activities of any kind or in GSGLA activities where girl members may be present. Troop meetings and activities may not be held or conducted at any residence where a member of the household is a Registered Sex Offender.

23A. Procedure:

Troop leaders, other troop volunteers, and parents or caregivers of girl members are required to immediately notify GSGLA if they learn or become aware that any troop leader or other troop volunteer, or troop family member is a Registered Sex Offender, has pending charges, has pled guilty or no contest, or has been placed on probation or deferred adjudication, regarding sexual offenses. In addition, troop leaders or other troop volunteers, and parents or caregivers of girl members, are required to immediately notify GSGLA if he or she is, or has an immediate family or household member who has pending charges, pled guilty or no contest, or who has been placed on probation or deferred adjudication regarding sexual offenses.

23B. Procedure:

When GSGLA, in its discretion, determines that it is reasonably necessary to safeguard girl members, GSGLA may notify the parents or caregivers of all girl members of a troop regarding: (a) the status of a troop leader or volunteer or family member as a Registered Sex Offender; (b) the requirements of this procedure and standard; and (c) the steps taken by GSGLA to comply (for instance, the dismissal of, or written notice as described above to, the Registered Sex Offender.) For instance, if a family member Registered Sex Offender withdraws his or her girl member from the troop, or if a troop leader or other troop volunteer has been dismissed, GSGLA may determine it is not necessary to give notice to the parents or caregivers of the other girl members of his or her status as a Registered Sex Offender. This procedure and standard addresses Registered Sex Offenders only. It is not intended to and does not limit GSGLA's right to dismiss troop leaders, volunteers, or girl members or to deny the applications of potential troop leaders, volunteers or girl members, for other reasons than those addressed in this Registered Sex Offender procedure and standard.

GSGLA does not appoint any volunteer who is a registered sex offender nor has a registered sex offender in their household.

24. Weapons

Weapons: GSGLA strictly prohibits staff, volunteers, or girls from possessing any forms of weapons or explosives restricted or allowed by local, state, or federal law at any time while engaging in Girl Scout activities, programs, or while on any Girl Scout properties. Exempted from this are specific instances approved in writing by a GSGLA executive, or Law Enforcement Personnel when acting in a professional capacity. Volunteers and girls may use pocketknives, kitchen knives, hatchets, and other such equipment only under strict supervision and only after proper instruction.

The possession of unauthorized weapons or firearms at any Girl Scout event on GSGLA property will be grounds for dismissal. A pocketknife is acceptable when used for training or as a camping tool.

Fireworks: GSGLA strictly prohibits the possession, use, or sale of fireworks at Girl Scout events or on GSGLA-owned properties. Fire-powered projectiles or rockets may be approved for an organized program or activity conducted with a council approved instructor or agency.

24A. Procedure:

All persons who enter GSGLA property or are performing their volunteer role are prohibited from carrying a handgun, firearm, or prohibited weapon of any kind covered by the law.

24B. Procedure:

Exceptions to the procedure and standard include law enforcement officers, security guards, or other persons who have been given (prior) written consent by GSGLA to carry a weapon on the property. GSGLA reserves the right to conduct searches on its property or authorize searches by law enforcement on its property.

24C. Procedure:

All persons who normally maintain weapons in their home or their vehicle will secure or remove them before girls enter the premises. This includes troops who meet in a home where weapons are present.

25. Contracts and Agreements

There is a wide variety of contracts and agreements associated with volunteer-led events and services. Each time a location reservation is made, a community space is requested for troop meetings, a sleepover, field trip, or camping excursion is planned, a volunteer is obligating themselves and the council to the terms of the written document. Take care to read each contract carefully and understand what is being agreed upon. Does it say what you want? Are prices, dates and other details in line with your event and clearly defined? When planning your events, you are the first proofreader of any written agreement. Follow council guidelines to obtain approval for any GSGLA activity, offering only documents that you have thoroughly read and understand before signing. Send your request and questions to COI@girlscoutsla.org.

25A. Procedure:

Contracts or Agreements for events or services obligating any GSGLA entity will be signed by the organizer, and must represent rules, terms and conditions established by the council.

25B. Procedure:

Contracts or Agreements signed on behalf of GSGLA will uphold council values and be protective of the council, its resources, and its membership.

25C. Procedure:

Contracts or Agreements for events or services obligating any GSGLA entity will be considered supported by the council only when entered into with vetted parties or approved vendors.

25D. Procedure:

Requests for GSGLA documents should be in writing. Written requirements for council documents will be found in the event's contract or Rules and Regulations from the venue. If the only written version of the request of council documents is on the venue's website, please provide the link or print out of that specific webpage.

26. Debt Collection

26A. Procedure:

When an adult in any volunteer position with GSGLA has a personal outstanding debt to GSGLA, GSGLA has the right, at its discretion, to remove the volunteer from her or his position and not reinstate the volunteer. Misappropriation of funds could result in legal action.

27. Legal Action against GSGLA

27A. Procedure:

When an adult has brought legal action against GSGLA or has caused GSGLA to initiate legal action, GSGLA has the right, at its discretion, to decline to appoint that person to a volunteer position within GSGLA or to remove that volunteer from his or her position if currently in place. Legal action includes, but is not limited to, taking out a warrant to appear in small claims or magistrate court.

28. Troop Treasury (Funds)

28A. Procedure:

Troops should be self-supporting. Troop funds should not be money simply collected from parents.

28B. Procedure:

Troop funds include dues and money earned by the girls to support their program plans; they may also include donations made to the troop. Troop funds do not belong to individual girls – they belong to the Girl Scout troop as a whole. Each Girl Scout's family should receive a written Troop Finance Report in troop's June year-end reports.

28C. Procedure:

When a troop splits or disbands, the girls should discuss and agree about what to do with the troop funds. However, in no instance does the money become the property of an individual member. The final Troop Finance Report and disband notice must indicate how the funds were distributed. The signed report is turned into the Service Unit Manager.

29. Social Media

29A. Procedure:

Girl Scout troops/groups and service units may create a website or use social media to promote, or communicate with members regarding Girl Scout activities. When forming a troop/service unit Facebook, Twitter account, website, or other form of social media you must have a GSGLA volunteer/adult member as part of your group and the group must follow the Computer/Online Use: *Safety Activity Checkpoints* (http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf).

Websites or online service directed to children under 13 that collects personal information from children must comply with the Children's Online Privacy Protection Act, which indicates what a web operator must include in a privacy policy, when and how to seek verifiable consent from a parent and what responsibilities an operator has to protect children's privacy and safety online. Visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions> for more information.

Girl Scout troops/groups and service units using social media must meet the age requirement established by social media channels, and all minor Girl Scouts must have a photo release form on file at their troop and/or service unit. We also recommend all troops/service units obtain parental permission for girls to participate.

29B. Procedure:

Notify your Communications Specialist at communications@girlscoutsla.org of this social media page with the location of the page and the GSGLA adult member associated with this page. If contacted by a member of the media through social media and asked to comment on a Girl Scout related issue please refer them to our council's Director of Marketing and Communications at 626-677-2266.

When representing Girl Scouts on social media channels make safety a priority. Make sure the privacy standards settings ensure the safety of girls. Practice diligence to ensure that groups you are joining or linking to have standards consistent with Girl Scouts and make sure that the messages you post do not conflict with Girl Scouts positions; contact your Service Unit Support Specialist or the Customer Care Hotline at 213-213-0123 if you need clarity. Use good judgment and common sense- do not write or post anything that would embarrass or upset Girl Scout members and volunteers, or reflect badly on the organization. No solicitation of any sort, at any time, is to be permitted on social media.

Treat others as you want to be treated; do not use the internet to harass, attack, or abuse any individual, group, race, gender, religion, political group, etc. Profane language or derogatory remarks against any individual or group used in any of the context posted will not be tolerated and could result in automatic dismissal. Careful monitoring of social media is important in maintaining a positive image of Girl Scouting. Remember that what you post online will be around for a long time, and realize that when you release something on-line, that it can be released for the world to see. Use discretion and think twice before you post something. Respect other's privacy and your own personal boundaries by using discretion when posting photos, comments, etc.

Graphic Guidelines / Social Media and Photography

Registered troop leaders may use Girl Scout graphic images provided by GSGLA in the annual Volunteer Marketing Toolkit for production print materials. In the production of print or online materials, Girl Scout graphics must maintain their original design, may not be altered in any way (color, shape, etc.) and must be presented in adherence to usage guidelines provided. When appropriate, have a parent's or caregiver's written permission before using pictures of girls on any print or electronic materials—including social media. Do not tag or attach personal identifying information—girls' full names, addresses, phone numbers, email addresses, school locations, etc. Follow the guidelines for Computer/Online Use *Safety Activity Checkpoints*. Questions related to the Graphic Guidelines / Social Media and Photography procedure and standard should be addressed to the GSGLA Marketing Department at communications@girlscoutsla.org. GSGLA reserves the right to dismiss a volunteer from any volunteer position if she/he is found to be in clear violation of this procedure and standard.

30. Confidentiality

All information concerning staff, volunteers, financial data, and business records of Girl Scouts of Greater Los Angeles is confidential. Care shall also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared. Information that is sensitive in nature should not be disclosed or discussed with anyone without written authorization from GSGLA. GSGLA relies on volunteers to conform to this rule of confidentiality. Respecting the privacy of our clients, donors, members, staff, volunteers and of Girl Scouts of Greater Los Angeles itself is a basic value of Girl Scouts of Greater Los Angeles.

30A. Procedure:

Volunteers of GSGLA may be exposed to information which is confidential and/or privileged and proprietary in nature. It is the procedure and standard of GSGLA that such information must be kept confidential both during and after volunteer service.

Volunteers are expected to return materials containing privileged or confidential information at the expiration of service. Unauthorized disclosure of confidential or privileged information is a serious violation of this procedure and standard and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including removal/dismissal.

30B. Procedure:

Volunteers are asked to comply with all confidentiality procedures. During the course of volunteerism, and after retirement of a volunteer position, sensitive or confidential information shall not be divulged, disclosed, or communicated for any reason.

31. Conflict of Interest

A conflict of interest exists when the interests or concerns of any GSGLA volunteer or any member of his/her immediate family, or any party, group or organization in which said volunteer is actively involved, may be seen as adverse to, or in competition with the interests or concerns of GSGLA. This procedure and standard is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

In conducting the affairs of GSGLA, a conflict of interest shall be defined as a volunteer, or a member of his/her family who could expect financial gain of \$150.00 or greater from a particular troop, service unit, or GSGLA decision or transaction. The purpose of the conflict of interest procedure and standard is to protect the GSGLA's constituents when volunteers are contemplating entering into a transaction or arrangement that might benefit the private interest of a volunteer or family member holding a leadership position over Girl Scout members or other volunteers. Volunteers are prohibited from soliciting directly or indirectly any Girl Scout member or their families for any business relationship, charitable organization, or vendor relationship that may be perceived as a conflict of interest.

31A. Procedure:

A volunteer or any member of his/her immediate family shall not engage in conduct or activities which constitute a conflict of interest. The following transactions constitute examples of conflicts of interest prohibited by this procedure and standard:

- Financial gain of \$150.00 or greater from a troop, service unit, or GSGLA decision or transaction;
- Utilizing her/his position as a volunteer for personal, professional, political or monetary gain (acting individually on behalf of any group, organization, or business to which she/he has allegiance).
- Using for personal advantage or for the advantage of any other person or organization the confidential information or material of GSGLA (such as rosters, mailing lists, donor lists, etc.)

31B. Procedure

Duty to Disclose: Volunteers shall disclose in writing a full description of any activity, interest or relationship that might create or appear to create a conflict of interest as soon as practicable, prior to the inception of the activity, interest, or relationship. In connection with any actual or possible conflict of interest where a volunteer, or family is expected to gain financially the volunteer must disclose the existence of the financial interest and be given the opportunity to disclose all facts to their service unit leadership and service unit support managers to consider the proposed transaction or arrangement.

1. If the proposed transaction may cause a potential financial gain less than \$150.00 (aggregate throughout the membership year), the Service Unit Support Manager will determine if a conflict of interest exists.
2. If the proposed transaction may cause a potential financial gain greater than \$150.00 (aggregate throughout the membership year), the service unit leadership should contact the Service Unit support Manager, who shall convene an ad-hoc committee for review in determining if a conflict of interest exists.

32. Private Inurement/Private Benefit

32A. Procedure:

To ensure council compliance with IRS regulations and to protect GSGLA's 501(c)3 tax exempt status with the IRS, GSGLA does not allow troops or other Pathways to create reserve funds or earmark funds or financial disbursement for individual girls.

32B. Procedure:

GSGLA does not accept tax deductible donations where the gift appears to be primarily for the benefit of a single individual.

32C. Procedure

All benefits to girls from troop or other pathway accounts must support the Girl Scout Mission. Funds from troop or other pathway accounts remain with the group and do not follow girls when they leave the group.

Forms and Resources

Websites and Web Pages:

www.girlscoutsla.org

www.girlscouts.org

Social Media Links:

facebook.com/GSGLA

facebook.com/GSGLACookieNutFriend

twitter.com/girlscoutsla

twitter.com/gsgla_ceo

youtube.com/user/GirlScoutsLA

<https://www.linkedin.com/company/girl-scouts-of-greater-los-angeles>

instagram.com/girlscoutsla

pinterest.com/girlscoutsla

thepixelistla.com

www.facebook.com/GirlScoutsUSA

www.twitter.com/girlscouts

www.pinterest.com/GSUSA

You Tube Videos:

What a cookie can do video <https://www.youtube.com/watch?v=3Wy31SsNPv4>

Accident/Incident Report Form:

http://www.girlscoutsla.org/documents/Accident_and_Incident_Report_Form.pdf

Annual Meeting and Recognition Event:

<http://www.girlscoutsla.org/pages/events/AMVR.html>

Background Screening Dispute Form:

www.asurint.com/webdocs/asurint_dispute_form.pdf

Becoming a Troop Leader or Volunteer:

www.girlscoutsla.org/pages/for_volunteers/Become_a_Troop_Leader.html

http://girlscoutsla.org/pages/about/join_volunteer.html

Camping Resources:

www.girlscouts.org/program/basics/camping

<http://www.girlscoutsla.org/pages/camp/index.html>

Global Explorers www.globalexplorers.org/

Wilderness Inquiries www.wildernessinquiry.org/

http://www.girlscoutsla.org/pages/camp/property_reservations.html

<https://lnt.org/learn/online-awareness-course>

Leave no Trace www.LNT.org

Cookies and Fall Products:

GSUSA Cookie Website www.girlscoutcookies.org

GSGLA Product Sales Page www.girlscoutsla.org/pages/product_sales/index.html

GSGLA Cookie Nut Friend Facebook Page facebook.com/GSGLACookieNutFriend

What a cookie can do video <https://www.youtube.com/watch?v=3Wy31SsNPv4>

eBiz Resources:

[eBiz registration page](http://eBiz_registration_page)

<https://gsusa.ebiz.uapps.net/vp/default.aspx?pid=52>

Family Partnership:

Family Partnership donation link <https://girlscoutsla.thankyou4caring.org/family-partnership>

Workplace and Matching Gifts Web Page http://www.girlscoutsla.org/pages/donors/Matching_Gifts.html

First Aid Kit:

<http://www.redcross.org/prepare/location/home-family/get-kit/anatomy>

Forms and Resources/Volunteer Tools:

http://www.girlscoutsla.org/pages/for_volunteers/Cool_Tools.html

Girl Awards Resources & Forms:Gold Award

Gold Award Proposal Template: http://www.girlscoutsla.org/documents/GSGLA_Gold_Award_Proposal_10_2013.doc

Silver Award

Silver Award Final Report: <https://www.gsglavolunteerapps.org/silverawardfinalreport/>

Silver Award Guidelines for Adults: http://www.girlscoutsla.org/documents/GSUSA_Adult_Guide.pdf

Silver Award Guidelines for Girls (GSUSA): http://www.girlscoutsla.org/documents/GSUSA_Girl_Guide.pdf

Bronze Award

Bronze Award Girl Guidelines: http://www.girlscoutsla.org/documents/bronze-girls_01.pdf

Bronze Award Adult Guidelines: http://www.girlscoutsla.org/documents/bronze-adults_01.pdf

Bronze Award Final Report Template:

http://www.girlscoutsla.org/documents/Girl_Scout_Bronze_Award_Final_Report_GSGLA.doc

Go Teams:

goteams@girlscoutsla.org

www.girlscoutsla.org/pages/for_volunteers/GoTeams.html

GSGLA Shop:

Shop website <http://shop.girlscoutsla.org>

Shop order form <http://www.girlscoutsla.org/pages/shop/index.html>

Health History and Automobile Form:

http://www.girlscoutsla.org/documents/2016_17_GSGLA_Health_History_Form.pdf

Ice Breakers:

www.creativekidsathome.com/games/ice_breaker_games

www.ultimatecampresource.com/site/camp-activities/ice-breakers.html

Internet Safety:

http://www.girlscouts.org/help/internet_safety_pledge.asp

<http://forgirls.girlscouts.org/internet-safety/>

Insurance Resources:

http://www.mutualofomaha.com/girl_scouts_of_the_usa/index.html

http://www.girlscoutsla.org/documents/Additional_Insurance_Request_Form.pdf

Juliette Gordon Low:

The Juliette Gordon Low Birthplace (<http://www.juliettegordonlowbirthplace.org/>)

Juliette Low World Friendship Fund (<https://donate.girlscouts.org/worldfriendshipfund>)

Journey Resources:

<http://www.girlscouts.org/program/journeys/maps.asp>

http://www.girlscouts.org/program/journeys/your_story/pdf/leadership_ladder.pdf

Make your own Badge:

www.gsmakeyourown.com

Older Girl Resources:

http://www.girlscoutsla.org/pages/events/For_Older_Girls.html

Over the Counter Form:

http://www.girlscoutsla.org/documents/GSGLA_OTC_Form.pdf

Parent Permission Forms:

http://www.girlscoutsla.org/documents/GSGLA_Parent_Permission_Form_Fillable_PDF.pdf

http://www.girlscoutsla.org/documents/Parent_Permission_for_Sensitive_Issues.docx

Program Calendar:

<http://www.girlscoutsla.org/pages/events/calendar.html>

Program Aide Award (Cadette):

Activity Sessions Tracking Sheet:

http://www.girlscoutsla.org/documents/Program_Aide_Activity_Session_Log_10_09_13_General.pdf

Provided Prescription Form

http://www.girlscoutsla.org/documents/GSGLA_Provided_Prescription_OTC_Form.pdf

Resource Manuals:

Transforming Leadership www.girlscouts.org/research/publications/goutcomes/transforming_leadership_continued.asp

Transforming Leadership Continues www.girlscouts.org/research/publications/goutcomes/transforming_leadership_continued.asp

GSUSA's *Blue Book of Basic Documents*

http://www.girlscouts.org/content/dam/girlscouts-gsusa/forms-and-documents/about-girlscouts/facts/2016_GSUSA_Blue-Book.pdf

Safety Activity Checkpoints:

http://www.girlscoutsla.org/documents/All_Safety_Activity_Checkpoints.pdf

Song Leading Workshops:

<http://gsuniversity.girlscouts.org/resource/song-leading-workshops/>

Spanish Resources:

www.girlscouts.org/espanol/

Special Events and Money Earning Resources:

www.gsglavolunteerapps.org/specialevent-2/

http://www.girlscoutsla.org/documents/Event_Application_Sample.pdf

ToGetHerThere:

www.ToGetHerThere.org

www.facebook.com/togetherthere

[http://www.twitter.com/togetherthere](https://www.twitter.com/togetherthere)

Training and Support:

Adult Volunteer Registration form: http://www.girlscoutsla.org/documents/GS_adult_class_registration.pdf

Adult Education Calendar: http://www.girlscoutsla.org/pages/for_volunteers/adult_education.html

Girl Scouting 101: <http://gsuniversity.girlscouts.org/course/girl-scouting-101/>

Volunteer Resources: <http://training.girlscouts.org>

GSGLA Online Training: <http://gsglaonlinetraining.org/>

Travel Resources:

Global Travel Toolkit here: http://www.girlscouts.org/who_we_are/global/travel_toolkit.asp.

Visiting one of the four World Centers <http://www.girlscouts.org/en/about-girl-scouts/global/world-centers.html>

Destinations <http://forgirls.girlscouts.org/travel/take-a-trip/Destinations/>

<http://forgirls.girlscouts.org/travel/>

World Association of Girl Guides and Girl Scouts: <https://www.wagggs.org/en/>

GS Travel: <http://forgirls.girlscouts.org/travel/take-a-trip/getaways/>

Extended Travel/High Risk Application e-form: <https://www.gsglavolunteerapps.org/extended-travelhigh-risk-application/>

Troop Finance Resources:

Bank Letter Request/Change e-form: www.gsglavolunteerapps.org/gsglabank-letter-request-form/

Debit and Cash Receipt Form: <http://www.girlscoutsla.org/documents/Debit-Payments-Cash-Receipt-Form.xlsx>

Disband Notice http://www.girlscoutsla.org/documents/Troop_Group_Disband_Notice.pdf

Electronic Submittal e-form <https://www.gsglavolunteerapps.org/gsglafinancereportsubmittal/>

Troop/Group Finance Report: <http://www.girlscoutsla.org/documents/Finance-Report-Autofill-Ledger-Workbook.xlsx>

Service Unit Troop Financial Summary Report:

http://www.girlscoutsla.org/documents/SU_Troop_Summary_Financial_Report.xlsx

Troop Medical Log

<http://www.girlscoutsla.org/documents/GSGLA-Troop-Medical-Log.xlsx>

Uniforms:

www.girlscouts.org/program/basics/for_volunteers/where_to_place/

Volunteer Recognition Handbook:

www.girlscoutsla.org/pages/for_volunteers/volunteer_recognition.html

WAGGS and World Centers:

<http://www.girlscouts.org/en/about-girl-scouts/global/world-centers.html>

What I Need I For My Girls To Attend A...

http://www.girlscoutsla.org/documents/What_I_need_for.pdf

World Thinking Day:

http://www.girlscouts.org/who_we_are/global/world_thinking_day/

Notes:

- Before participating in ANY ACTIVITY verify Safety Activity Checkpoints (SAC) first. Additional restrictions are found below.
- FOR Troop/Groups - see also Camping; Group finances; Journeys; Travel; Trips; Troop management; Troop meetings
- Specifics for each Grade Level (Daisy, Brownie, Junior, Cadette, Senior, Ambassador) see each grade level
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- Parasailing
- Riding all-terrain vehicles
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