

You got questions.  
I've got answers!



**Q. How can I buy a Mall Madness T-shirt?**

**A.** A shirt will be included for each girl and adult. Use the form included in this packet. No shirts will be sold at the event.

**Q What will the girls be doing?**

**A** There are a variety of activities set up all over the mall. Troops are invited to apply to host an activity booth. Check the packet for more info on hosting a booth. Some stores will be open for a few hours during the night.

**Q Will there be a patch?**

**A** Yes. Patches are included for both girls and adults. Adults will receive the patches upon check out.

**Q Is food included?**

**A** Yes, food and snacks are included for both the adults and the girls. The caterer for 2014 has not been finalized. Certain food court vendors will be open to purchase other food and snacks.

**Q How do I make changes to my registrations?**

**A** To make changes to an existing registration please email [vgomez@girlscoutsla.org](mailto:vgomez@girlscoutsla.org). Keep in mind, that a girl space can be changed with other girls NOT adults. Add-ons are only allowed if space is available. ALL CHANGES AND CANCELLATIONS MUST BE COMPLETED BY CLOSE OF REGISTRATION.

**Q My daughter has a friend that wants to go but she isn't a Girl Scout, can she go?**

**A** Yes, please register her through eBiz as a non Girl Scout and included her in your troop roster.

**Q I want to volunteer that night, but my troop isn't going, can I do that?**

**A** Yes, please contact Monica for more information. [MPaniagua@girlscoutsla.org](mailto:MPaniagua@girlscoutsla.org)

**Q How many adults can go per group and what will the adults be doing?**

**A** Adults do count towards capacity and we'd like to have as many girls as possible attend the event. Safety-wise ratio is to be followed. All adults going are asked to work a shift of 2 hours during the event. You will be signing up for station online at iVolunteer. Adults attending will receive an email with the link closer to the event date.

**Q What time do doors open and close?**

**A** Attendees can line up before 10:00 pm; however, the doors will open at 10:00 pm. Troops may leave the mall as early as 5am, all troops must be out of the mall by 6:00 am.

**Q Do I have to attend a meeting? How do I get my wristbands?**

**A** There is not a meeting to attend. All information will be relayed through email and postal mail. Wristbands will be mailed to the main contact of the troop. We would like to not have wristbands distributed the night of the event.

**Q Are men allowed to attend?**

**A** Yes...only if they are up for the challenge. There is a separate sleeping area and a designated rest-room for Men. Just like all other adults, you must be background checked and a registered member to attend.

# SERVICE PROJECT—"Care Packages"

Every troop is asked to participate in the service project. We will be collecting items to help MEND Poverty create "Care Package" for homeless families in the San Fernando Valley.

## So, what goes in a Care Package?

Here are the principal items MEND places in the package:

### FOOD

The **MEND Foodbank** needs your help with the following items:

- Any low-sodium, low sugar, sugar substitute items for those clients with special dietary needs
- Cereal (whole grain, low sugar)
- Canned soups, stews & chilies
- Canned vegetables
- Canned tomatoes
- Canned tuna, chicken and spam
- Low-sodium canned meats and vegetables
- Pasta and rice
- Dried beans of ALL KINDS, quinoa, lentils

\*Tip: Less expensive store brand items feed a family in need as effectively as brand name items: check your local market mailers!

### SHOWER PROGRAM

The **MEND homeless Shower program** needs your help with the following items:

- Ziploc bags of ALL SIZES
- Travel size toothpaste
- Travel bottles (for shampoos)
- Shower Loofahs
- Wash cloths
- Disposable razors

You can also attach a note inside, no last names please. Keep in mind, that some families have no possessions when they enter a facility. Make it special!

There will be a designated area to drop off the items before enter the event.

**Council Contact:** Monica Paniagua at (626) 677-2236. [MPaniagua@girlscoutsla.org](mailto:MPaniagua@girlscoutsla.org)

For more information about **MEND Poverty** and how to continue to help please visit their website at [mendpoverty.org](http://mendpoverty.org)

## Adult volunteer information :

- Troop must meet standards of adult chaperones for this event as found in *Volunteer Essentials*.
- **All adults** attending this event will be expected to work sometime during the event. This event is safe and successful because of everyone's support.
- All adults must be a registered Girl Scout and have cleared a background check and have a volunteer application on file.
- At least one adult from each troop must be Indoor Overnight trained. Check out the training schedule on the GSGLA website.
- Male volunteers are allowed, however, they will have a designated sleeping and restroom area.
- Troops will need to fill out the parent permission form and submit to their SUM for approval. This is an overnight event.
- Certain crafts will be identified for adults to do them as well. If it is a "girl craft only", please do not do the craft. Supplies are purchased based on the registration numbers.

## Where to park and enter:

Please see the parking diagram on the next page for parking location. We will be lining up and entering through the mall entrance between 9021Pho and Salon Dior. Please make sure you are lined up and ready to enter the mall as a Troop.

## What to bring: THE MORE YOU BRING, THE MORE YOU HAVE TO CARRY AND HOLD WHILE IN LINE.

**Girls:** Blankets, sleeping bags, pillows, refillable water bottle, slippers (slippers can only be worn at the sleeping area. Closed toed shoes must be worn while walking around the mall. Stores will be open for shopping, a list of stores open will be sent closer to the event. Girls can bring spending money, I do encourage a mall gift card. Girls are responsible for their own belongings and money. Cameras. Cell phones are allowed, but troop leader has the final say on whether you can bring them. PLEASE PUT GIRLS' NAMES IN WALLETS.

**Adults :** a foldable chair, reusable coffee cup, reusable water bottle and a good attitude.

**Troop:** please bring a troop sign, no bigger than a poster size paper. Use Masking Tape or Painters Tape. This will mark your sleeping area. NO GLITTER ALLOWED IN THE MALL OR ON THE SIGNS

## What to wear:

Pajamas are ok, shirts that cover shoulders and the midsection, fun hair, crazy hats, anything that inspires you. No open toe shoes. Just be comfortable. Girl Scout dress code is still enforced. We love to see the adults dress up as well.

## Where am I sleeping?

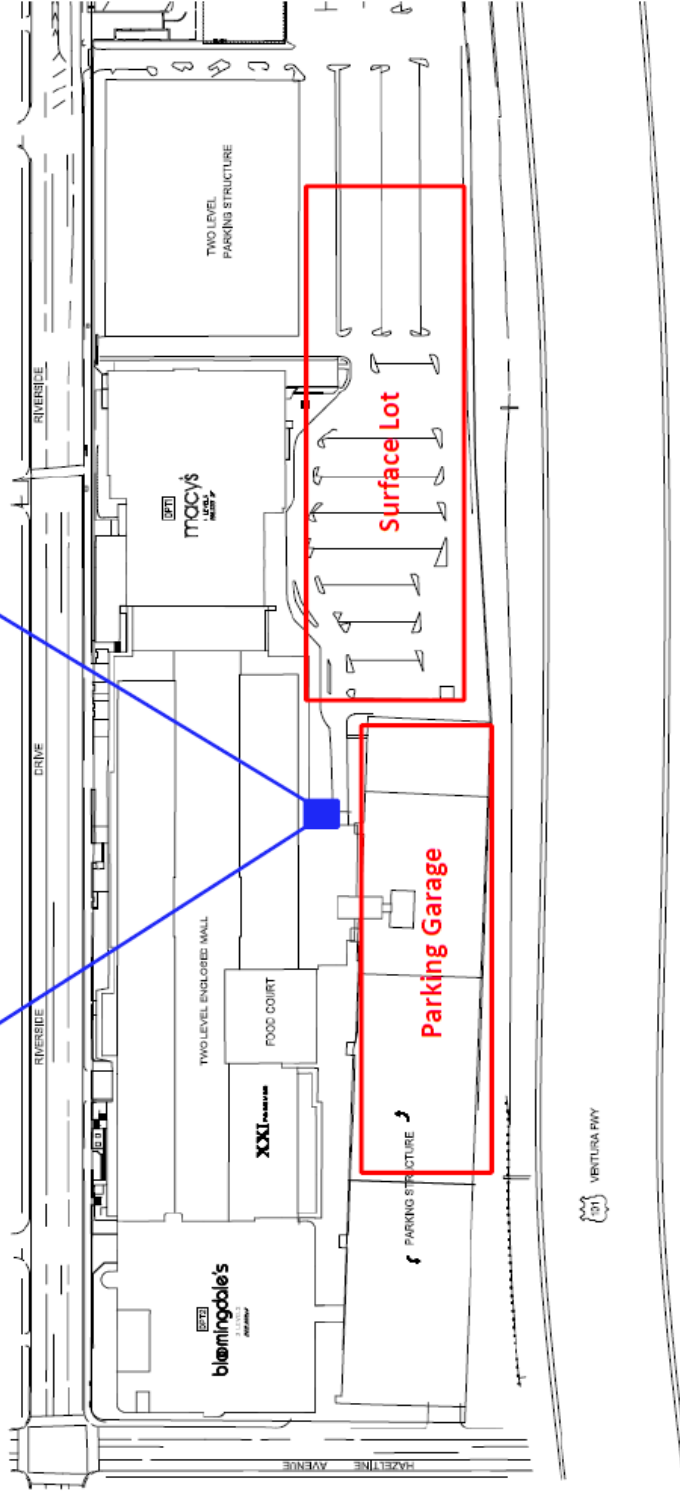
Sleep? There's none of that going on! You will lay out your sleeping area along the storefronts of closed stores. Please be mindful to not spread out excessively wide. Only go out as long as a sleeping bag length. Please do not set up chairs/blankets in the aisles upstairs, your items will be moved out of the way. Post your troop signs above your area.

## Do I need to stay with the troop all night?

Not unless you want to. The doors are locked and monitored by adults. I would suggest having check in times with your troop. Go over with your troop that this is still a Girl Scout event and to please act, speak, and treat others accordingly.

**BE ADVISED!** This event will be photographed and/or videotaped for use by GSGLA & Westfield Mall. If you do not want to be photographed or videotaped, this may not be an event for you.

Mall Entrance – Between 9021Pho  
& Salon Dior



## What's going on at Mall Madness

A schedule will be emailed out closer to the event as activities are finalized.

If you have specific questions, please email [mpaniagua@girlscoutsla.org](mailto:mpaniagua@girlscoutsla.org)

## What to turn in before the event

- ☐ Mall madness cover sheet
- ☐ T-shirt size form
- ☐ Troop Roster information
- ☐ Health History Form for every Girl
- ☐ Signed Permission Form with SUM signature.

If these papers are not received by **August 20th**, your wristbands will NOT be mailed out. You can send them in earlier!

Paperwork is to only be mailed or dropped off at your local service center. Please do not fax or email papers.

Please mail paperwork to:  
9525 Monte Vista Ave. Montclair, CA 91763  
Attn: Mall Madness



## Mall madness cover sheet:

Include with your paperwork

Leader fills out this part:

Troop number: \_\_\_\_\_

How many girls registered to attend with troop? \_\_\_\_\_

How many adults registered to attend with troop? \_\_\_\_\_

(all adults must be background checked, registered and have a volunteer application on file)

(1 adult per group must be indoor overnight trained, even you are attending with only 1 girl scout)

Mail wristbands to (one adult will receive them for everyone in group)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

If you are dropping off at a service center:

Ask receptionist to send packet to Monica Paniagua—Program Specialist, Montclair Service Center.

- ☐ Mall madness cover sheet
- ☐ T-shirt size form
- ☐ Troop Roster information.
- ☐ Health History Form
- ☐ Copy of signed Permission Form with SUM signature.
- ☐ Troop led booth application (if you're doing that)

Office use only:

Date received: \_\_\_\_\_

Wristbands mailed: \_\_\_\_\_



## Mall Madness T's are now included

mail this form to:

GSGLA, Montclair office, Mall Madness  
9525 Monte Vista Ave  
Montclair, Ca 91763  
Fax: 626-677-2533  
Email: mpaniagua@girlscoutsla.org



TROOP # \_\_\_\_\_

Adult contact: \_\_\_\_\_

E-MAIL \_\_\_\_\_

### PRESHRUNK COTTON T'S

Please include sizes for all girls and adults that would like a shirt

	Youth Small	Youth Medium	Youth Large	Adult Small	Adult Medium	Adult Large	Adult XL
Totals							

**MAIL THIS FORM IN ASAP OR NO LATER THAN AUGUST 20, 2014**

**\*\*DO NOT MAIL UNTIL ROSTER IS FINALIZED\*\***

# Troop Roster Information

Troop number \_\_\_\_\_

	Girl's Name:	Health History Form		Girl's Name:	Health History Form
1		Yes    No	13		Yes    No
2		Yes    No	14		Yes    No
3		Yes    No	15		Yes    No
4		Yes    No	16		Yes    No
5		Yes    No	17		Yes    No
6		Yes    No	18		Yes    No
7		Yes    No	19		Yes    No
8		Yes    No	20		Yes    No
9		Yes    No	21		Yes    No
10		Yes    No	22		Yes    No
11		Yes    No	23		Yes    No
12		Yes    No	24		Yes    No

	Adult Names (indicate who is overnight trained with a *)	Registered (R)    Volunteer app on file (V) Background checked (B)	Cell number
1		<input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/> B	
2		<input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/> B	
3		<input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/> B	
4		<input type="checkbox"/> R <input type="checkbox"/> V <input type="checkbox"/> B	

Any special notes to Monica about your troop:





# Troop-led Activity Booths

Dear Troops—

I am excited to invite Junior and Older Girl troops to have an activity booth at this year's Mall Madness. By participating and having a booth your troop will receive 2 girl entries, 2 adult entries, early troop entry into the event, earn leadership hours, and have fun by creating and implementing a booth for your Girl Scout Sister's to enjoy.

There are limited booths available. Please apply early.

Step 1: Get together with your troop and talk about this.

Step 2: Fill out and return the application by mail/fax/email, no later than **August 4, 2014**.

Step 3: Troops will be notified by August 18th if their booth is chosen.

The booth can be related to this year's theme, *Under the Big Top*. It can be related to badge requirements. They can do crafts, games, help with a service project, and so much more! The key is FUN! Please note that you cannot charge a fee for your activity or craft.

*What the troop is to provide:*

Girl staff to lead the activity

Adults to supervise your booth (think safety-wise)

Activity for approximately 600 girls

A list of all supplies needed (turn it into Monica)

Signage

*What the event will provide:*

Tables/chairs

Extra adults (if requested)

Supplies up to \$300

The activities at the booth should be interactive and take about 5 to 10 minutes for the girls to complete. Troop booths will have to be active from midnight-4am.

Thank you so much for your interest in having a troop-booth at this event.

If you have any questions please don't hesitate to email or call me.

Monica Paniagua (626) 677-2236 [mpaniagua@girlscoutsla.org](mailto:mpaniagua@girlscoutsla.org)

Turn in Application by **August 4, 2014**  
Mail: Mall Madness, 9525 Monte Vista Ave., Montclair, CA 91763  
Email: MPaniagua@girlscoutsla.org  
Fax: (626)677-2236

Troop #: \_\_\_\_\_

Program Level *(Circle One)*:

Junior    Cadette    Senior    Ambassador

Leader Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Daytime: (\_\_\_\_) \_\_\_\_\_ Evening: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Number of girls participating \_\_\_\_\_ + \_\_\_\_\_ Number of adults participating  
*(use Safety-Wise ratio)* = Total \_\_\_\_\_

Have you registered on eBiz already? Yes    No

Name of Booth(s): \_\_\_\_\_

Booth Category *(circle the one that best fits)*

Games    Badge Requirements    Crafts    Snacks    Team building

List which badge and journey: \_\_\_\_\_

Estimated time to complete activity: \_\_\_\_\_

# Troop Booth Questionnaire

Please answer all questions thoroughly. Feel free to use additional sheets if needed.

1. Timeline: What is your preparation schedule? For example: When will you have your signs painted, girls scheduled, who will be in charge of what, and what are your deadlines?

2. Please describe your activity.

3. How many girls need to be at the booth activity at a time? How many adults? How will you arrange breaks?

4. Will this activity cost money to do? Does your troop have the funds to cover the difference if you go over \$300?

5. What materials are needed - tables, crayons, etc. ?

6. Will this be a take home activity/craft or one that they do at the booth and it stays there?

7. Draw a diagram of the booth area/set-up. Show where girls will approach the booth and where members of your troop will be standing, etc. (For your booth you will be given a 10' x 10' space) How many tables/chairs will you need?

## Troop Booth Activity Worksheet

Use this sheet to list any supplies you need to purchase. If you can , use Oriental Trading for supplies, we get a great discount! But feel free to list other stores.

Do not purchase any items until your activity is approved. I will purchase supplies for you up to \$300.

Supplies	Store/website	Name and item #	Cost per unit	How many girls will 1 package serve?

Total estimated cost for booth activity: \_\_\_\_\_