

Frequently Asked Questions



Q: What is the keepsake for this event?

A: Each Mall Madness **Winter Wonderland** registered participant (girls and adults) will receive a custom keepsake scarf.

Q: Will there be a patch? How do I get my troop patches?

A: Yes. One fun patch will be included for every registered attendee. Patches will be distributed by troop as you enter the event Saturday night.

Q: What will the girls be doing?

A: There will be a variety of activities set up throughout the mall. Troops are encouraged to be innovative and apply to host an activity booth. Please review the packet for more information.

Q: Will the stores and food retailers stay open?

A: Some stores and food retailers will be open for a few hours during the night. *Stores and hours are subject to change without notification.*

Q: Is food included?

A: Yes, snacks and dinner are included for all registered attendees. The caterer has not been finalized but a vegetarian option will be provided. If you have a known food allergy or require special dietary accommodations, please notify RuthAnn Thompson (rthompson@girlscoutsla.org) immediately.

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

A: Yes, please have the friend register through eBiz as a non-Girl Scout. She will then need to be added to your roster and pay the \$47 non-Girl Scout fee for this event.

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

A: Yes, please contact RuthAnn Thompson (rthompson@girlscoutsla.org) for more information.

Q: Are men allowed to attend?

A: Yes. There is a separate sleeping area and a designated restroom for men only. Just like all other adult volunteers, men must clear a background screening and be a registered member to attend.

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

A: Adults 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 attending adults must work a 2 hour shift during the event. Adults will receive an email with an iVolunteer link in order to sign up for a service shift once we are closer to the event date.

Q: Do all adults attending need to be background checked?

A: Yes, every adult who would like to attend any Girl Scout overnight event must first submit a volunteer application and background screening request. Background screening results can take 7-10 days to return, so please make sure to register for the event, even if you haven't received your clearance. Spots cannot be held and **late registration will not be allowed** even if you've cleared the background screening.

Q: When is check-in and how do I get my troop wristbands, lanyards and scarf?

A: Wristbands, lanyards and scarves will be distributed by troop (not individually) the night of the event at the check-in table starting promptly at 9 pm. **One leader per troop** should report to the check-in table to avoid overcrowding.

Q: What time do doors open and close?

A: Doors open at 10 pm, activities begin at 10:30 pm. Your troop may opt to line up earlier, but please stand or sit safely on the sidewalk and try not to block the sidewalk for mall patrons. Troops may leave the mall as early as 4 am, but all troops and their belongings must be out of the mall by 5 am. Troops cannot arrive early and set up their area in the mall prior to 10pm.

Q: How do I make changes to my registration?

A: To make changes to an existing registration please email our Registration Department at registrationdepartment@girlscoutsla.org. Please keep in mind that girl spaces can be changed ONLY with other girls NOT adults. Add-ons are allowed only if availability allows. **No refunds after March 24, 2016**. Cancellations subject to 10% administrative fee.

Q: How can I get there?

A: Troops must coordinate transportation. If you are interested in bussing from a service center, please email RuthAnn Thompson (rthompson@girlscoutsla.org). Bussing availability will be dependent on member interest and is not guaranteed.

Adult volunteer information:

- All adults attending this event are required to work one 2 hour shift during the event. This event is safe and successful because of everyone's support.
- All adults must be registered Girl Scouts, have a volunteer application on file and must have cleared a background screening prior to the event.
- At least one adult from each troop must be Indoor Overnight trained AND First Aid/CPR certified. Check out the training schedule on the GSGLA website.
- Male volunteers are allowed and will have a designated restroom and sleeping area near the first aid station.
- Troops are required to complete the parent permission form and submit it to their Service Unit Manager for approval prior to the event.



Where to park and enter: Park in the parking structure in front of Verizon. Display the Parking Pass that will be provided. Please line up as a troop, stay on the sidewalk and not on the road. Please do not block mall patrons pathways. We will enter on ground level by Verizon.

What to bring: LESS IS MORE! THE MORE YOU BRING, THE MORE YOU HAVE TO CARRY/HOLD WHILE IN LINE.

Girls: Blankets, sleeping bags, pillows, refillable water bottle, slippers (slippers can only be worn in the sleeping area). Closed toed shoes must be worn while walking around the mall. Some stores will be open for shopping. A list of participating retailers will be sent closer to the event. ***Retail participation is subject to change without notice.*** Girls may bring spending money. Girls are responsible for their own belongings and money. Cameras and cell phones are allowed but the troop leader has the final say as to whether a girl can bring them. **Please label all valuables with girls names.**

Adults: Foldable chair, reusable coffee cup, reusable water bottle and a positive attitude.

Troops: Retailers and mall management prohibit tape of any kind on walls, windows or pillars. We cannot affix anything to any mall surface. If your troop chooses to bring a troop poster, please make sure it's no bigger than poster size and is free standing. Signs are used to designate your troop sleeping area. **NO GLITTER ALLOWED ON THE SIGNS and NO TAPE OF ANY KIND ON ANY MALL SURFACE.**

What to wear:

Wear your GS appropriate winter wonderland gear and show us your style! Wear what inspires you! Pajamas are ok, shirts that cover shoulders and the midsection. Open toe shoes are not allowed. Comfort is key! Girl Scout dress code is enforced. We love to see the adults dress up as well! Troops may opt to dress alike!

Where am I sleeping?

Sleep? There's none of that going on! 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 or walkways as this creates a fire hazard and your items will be moved. Please post your troop freestanding signs above your area.

Does an adult need to shadow the troop all night?

Not unless you want to. Mall doors are locked and monitored by adult volunteers and mall security. Please coordinate periodic check in times with your troop for safety. Please reinforce with your troop that this is a Girl Scout event and to please act, speak and treat others and property with respect.

PLEASE BE ADVISED: This event will be photographed and/or videotaped for use by GSGLA & Montclair Plaza. If you do not wish to be photographed or videotaped, this may not be the event for you.

If you have any other questions feel free to email RuthAnn Thompson (rthompson@girlscoutsla.org).

What's going on at *Mall Madness Winter Wonderland?*

A schedule of events and activities will be emailed out closer to the event as activities, vendors and entertainers are confirmed.

If you have specific questions, please email RuthAnn Thompson (rthompson@girlscoutsla.org).

What to turn in before the event:

- ☐ *Mall Madness Winter Wonderland* Cover Sheet
- ☐ Troop Roster information
- ☐ Copy of your troops signed Permission Form with Service Unit Manager signature. One copy per troop, please.
- ☐ Health History Forms for every girl in attendance (please keep a copy on hand).
- ☐ [OPTIONAL] Troop led booth activity application

All required forms **MUST BE RECEIVED AT COUNCIL no later than March 23, 2016**. You can send in your troop packets earlier but please **DON'T MISS THIS DEADLINE!**

Completed troop packets must be dropped off at your local service center marked clearly for **RUTHANN THOMPSON /Mall Madness/Woodland Hills Center** or mailed directly to:

GSGLA Woodland Hills Service Center
Attn: RUTHANN THOMPSON / Mall Madness
209310 BURBANK Blvd., Suit A
Woodland Hills, CA 91367

Please note: Troop packets will not be accepted via fax or email. Please drop-off or mail your completed troop packet as soon as possible!



Mall Madness Winter Wonderland

Service Project

Family Foothills Shelter Donation Box

Every troop is asked to participate in the service project. In past years we have collected a truck full of food, toys, shoes for those in need.

Be a sister to a child in need. Create your own Donation Box for a child in transition when they arrive to a new facility or shelter. They can be for girls or boys of all ages! We are hoping to collect at least 200 boxes.

So, what goes in a Donation Box?

Here are the principal items that every box should have:

- One pad of drawing paper, one blank journal, or one coloring book (ideally a combination)
- At least one type of art supply (markers, colored pencils, crayons, etc)
- At least two non-perishable snacks (store bought pre-packaged individual servings of crackers, cookies, fruit snacks, granola bars)
- Toothbrush & toothpaste
- Flashlight with batteries (inexpensive at Harbor Freight or Wal-mart)
- Nightlight (perfect for a child to keep near them as they adjust to a new room in a new home)

In addition, you may also include:

- Toys (dolls, balls, small cars, etc)
- Stuffed animals
- Puzzles
- Blankets
- Water bottles
- Sunglasses
- Stickers
- Playing cards
- Games

Each box will also come with a note, so if you have something you would like to say, we will include your note with a box. No last names please.

Keep in mind that foster kids have no possessions when they enter a facility so the more you include in your donation box the more special it will be!

Mall Madness Winter Wonderland

Cover Sheet:

(please include with your paperwork)

Leader must complete this form:

Troop number: _____

How many girls registered to attend with troop? _____

How many adults* registered to attend with troop? _____

*All adults must have a volunteer application on file, pass a background screening, and be registered for this event. One adult per group must be indoor overnight trained and FA/CPR certified even if you are attending with only one Girl Scout.

Leader Name: _____

Address: _____

City: _____

Zip Code: _____

Phone number: _____

Email: _____

- ☐ Mall Madness *Winter Wonderland* Cover Sheet
- ☐ Troop Roster information
- ☐ One copy of signed Permission Form with Service Unit Manager signature
- ☐ Health History Forms
- ☐ Troop led booth application [optional but encouraged!]

Please note: If you are dropping off your completed troop packet at any Service Center other than Woodland Hills, please be ask the Customer Care Specialist to send your packet to: RuthAnn Thompson/Mall Madness, Woodland Hills Service Center.



Mall Madness Winter Wonderland

Keepsake Scarves

TROOP #: _____

Adult contact: _____

Email Address: _____

Please indicate total Scarves for registered participants:

Our troop needs _____ scarves!

**Submit this page with troop packet
no later than March 24, 2016.**

Do not send money. Scarves are included in registration.

Troop Roster Information



Troop number: _____

Leader Name: _____

	Girl's Name:		Girl's Name:
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

	Adult Names [Please indicate who is overnight trained with a (*), indicate FA/CPR certification with a (+)]	Registered (R) Volunteer app on file (V) Background check cleared (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	

HEALTH HISTORY & AUTOMOBILE INFORMATION

2015-2016

This form must be completed by parent(s) of each registering Girl Scout (please print).

Girl's Name: First _____		Middle _____	Last _____	
Date of Birth _____		Group/Troop # _____		
Mother/Guardian Name _____		Signature _____		
Address _____		City _____	State _____	Zip Code _____
() _____				
Telephone _____		Cell Phone _____		
Father/Guardian Name _____		Signature _____		
Address _____		City _____	State _____	Zip Code _____
() _____		() _____		
Telephone _____		Cell Phone _____		
Non-Parent Emergency Contact Name _____				
() _____				
Telephone _____		Cell Phone _____		

Girl Health History Information

Medical Insurance Carrier _____	Policy # _____
Is your daughter's immunization record up-to-date? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of last tetanus shot: _____	
Check all that apply: <input type="checkbox"/> Motion Sickness <input type="checkbox"/> Nosebleeds <input type="checkbox"/> Sleep Disturbances <input type="checkbox"/> Fainting <input type="checkbox"/> Bed Wetting	
<input type="checkbox"/> Contact Lenses <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Emotional Disturbances <input type="checkbox"/> Other _____	
Please list any allergies (penicillin, food, etc.): _____	
Please list any additional medical/physical/emotional condition of which the leader should be aware (i.e. chronic condition, disabilities, behavioral problems, medications, etc.): _____	

NOTE: All medication must be in original container, with girl's name, dosage and frequency clearly printed on the label.

Automobile Information

Any person being transported in a private vehicle shall have their own safety belt properly fastened around them. All vehicles shall be covered by no less than the minimum amount of vehicle liability insurance as required by the State of California. The driver must be an adult with a driver's license valid for the type of vehicle being driven.

- ☐ I have and will maintain current automobile insurance coverage as required by law and can provide proof upon request.
- ☐ I/we hereby give permission for our Girl Scout to ride in a vehicle driven by a licensed adult driver, or a minor licensed driver, in an emergency, in a vehicle that has at least minimum liability insurance as required by the state of California, for all Girl Scout activities.

Council Policies and Procedures

- ☐ The undersigned do hereby authorize the officers, leaders or agents of Girl Scouts of Greater Los Angeles, to consent to any x-ray examination, anesthetic, medical or surgical treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the provisions of the Medical Practice Act, or to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. It is further understood that permission is hereby granted to the officers, leaders or agents of Girl Scouts of Greater Los Angeles to obtain and administer such medical aid or assistance as might, in their judgment, be required for the immediate care of your daughter. In the event of such help, Girl Scouts of Greater Los Angeles, its officers, leaders and agents will not be held liable for any first aid treatment or hospital care rendered drugs, medicine or surgical procedures performed pursuant to this consent. This consent supersedes all prior authorization.
- ☐ If you do not consent to the care or treatment set forth herein, describe in detail what is or is not allowed/permitted and sign below:

Signature of Parent/Guardian

Date

Esta forma debe de ser completada por los padres para cada niña que se inscribe (por favor escriba en letra de molde).

Nombre de niña: Primero		Segundo	Apellido	
Fecha de nacimiento		# de Tropa/Grupo		
Nombre de madre/tutor		Firme		
Dirección ()	Ciudad	Estado	Código Postal	
Teléfono	Teléfono de celular			
Nombre de padre/tutor		Firme		
Dirección ()	Ciudad	Estado	Código Postal	
Teléfono	Teléfono de celular			
Contacto de emergencia "que no sea Padre": ()		Teléfono de celular		

Historial Medico de la Niña

Información de seguro medic, Compañía	# de Póliza
¿El registro de vacunas de su hija esta al día?	<input type="checkbox"/> Sí <input type="checkbox"/> No
Indique lo que aplica:	Fecha de la ultima Cacuina contra el Tétanus:
<input type="checkbox"/> Mareos	<input type="checkbox"/> Desangramiento de la nariz
<input type="checkbox"/> Lentes de Contacto	<input type="checkbox"/> ADD/ADHD
<input type="checkbox"/> Disturbios del Sueño	<input type="checkbox"/> Desmayos
<input type="checkbox"/> Disturbios Emocionales	<input type="checkbox"/> Orinarse en la cama
<input type="checkbox"/> Otro	
Indique cualquier Alergia: (i.e. penicilina, comida, etc.):	
Por favor indique cualquier otra condicion medica, fisica o emocional de la cual el adulto encargado necesite estar enterado (i.e. condicion cronica, discapacidades, problemas de comportamiento, medicamentos, etc.):	

TOME NOTA: Todo medicamento debe de estar en su envase original, con el nombre completo de la niña, la dosis y la frecuencia claramente escrita en la etiqueta.

Información De Automovil

Cualquier persona que sea transportada en un vehiculo privado debe de llevar puesto su cinturón de seguridad. Todos los vehiculos deberan de tener el minimo de cobertura de seguro que requiere el Estado de California. El chofer debe de ser un adulto con una licencia de conducir valida para el vehiculo que esta manejando.

- ☐ Tengo y mentendre seguro de automovil por la cantidad requerida por ley y puedo presentar comprobante cuando se me pida.
- ☐ Yo/nosotros, por medio de la presente, autorizamos a nuestra hija a viajar en un vehículo conducido por una persona adulta, o con un menor de edad, en caso de emergencia, con licencia de conducir, en un vehículo que tenga una póliza de seguro, por la cantidad mínima requerida por la ley del Estado de California, para toda las actividades de las "Girl Scouts".

Políticas Y Procedimientos Del Concilio

- ☐ Los abajo firmantes, autorizamos a los funcionarios, lideres o agentes de Girl Scouts of Greater Los Angeles para dar consentimiento a cualquier examen de rayos-X, anestesia, tratamiento medico o quirurgico, y cuidado hospitalario a la menor nombrada bajo la supervisión general o especializada y bajo el consejo de un medico o cirujano titulado bajo las proviones de l Acta de Practica Medica, o de dar consentimiento a cualquier examen de rayos-X, anestesia, tratamiento dental o diagnostico quirurgico, y cuidado hospitalario a la menor nombrada por un dentista titulado bajo las provisiones del Acta de Practica Dental. Ademas se comprende que el permiso otorgado a los funcionarios, lideres o agentes de Girl Scouts of Greater Los Angeles de obtener y adminstrar tal ayuda medica o asistencia, tal como en su juicio, puede ser requerido para el cuidado inmediato de su hija. En el evento de tal ayuda a, Girl Scouts of Greater Los Angeles, sus funcionarios, lideres y agentes no se les considerara responsables por cualquier tratamiento de primeros auxilios o cuidado hospitalario prestado, o drogas, medicina o procedimiento quirúrgico realizado de acuerdo a este consentimiento. Este consentimiento sustituye todo consentimiento anterior.
- ☐ Si no autoriza cuidado o tratamiento como se a estipulado, describa en detalle que es lo que permite o no permite y firme abajo:

Firma de Padre/Tutor

Fecha

Troop-led Activity Booths

Dear Troops—

Would you like to play a starring role in *Mall Madness Winter Wonderland* by hosting a booth on our Walk of Fame? We will register **2 girls and 2 adults to the event for FREE** for your commitment! Earn leadership hours and have fun by creating and implementing a booth for your Girl Scout sisters to enjoy.

There are limited booths available. Juniors and Older Girls can apply. Please apply early.

Step 1: Get together with your troop and discuss an activity you can facilitate and teach others.

Step 2: Fill out and return the application by mail/fax/email no later than **March 24, 2016.**

Step 3: Troops will be notified by April 1, 2016 if their booth is selected.

The booth can be related to this year's theme, *Winter Wonderland*, by or it can be related to badge requirements. You can facilitate crafts, games, help with a service project, and much more! The key is MAKE IT FUN! Please note that you cannot charge a fee for your activity or craft. We will supply the materials you need for your activity.

What troop must provide:

- Girl staff to lead the activity
- Adults to supervise your booth
(**NOTE: booth must be staffed 11 pm - 4 am**)
- Activity for approximately 1000-1200 girls
- Supply List (turn into RuthAnn Thompson)
- Signage for your booth

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 10 minutes for the girls to complete. **Troop booths must be staffed from 10:30pm - 4am.**

Thank you so much for your interest in being a star on our Walk of Fame and hosting a troop booth at *Mall Madness Winter Wonderland*

If you have any questions please don't hesitate to email RuthAnn Thompson (rtompson@girlscoutsla.org).

Turn in Booth Application by **March 24, 2016!**

By Mail: GSGLA / Woodland Hills Service Center
Attn: RuthAnn Thompson/Mall Madness
20931 Burbank Blvd., Suite A
Woodland Hills, CA 91367

By Email: rthompson@girlscoutsla.org

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

Is this badge or journey related? If so, please list badge/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? **(Please remember booth needs to be staffed and active from 10:30pm—4am)**
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?

If you have any questions or concerns please email RuthAnn Thompson (rthompson@girlscoutsla.org).

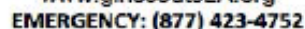
Troop Booth Activity Worksheet

Use this sheet to list any supplies you need to purchase. If you can use Oriental Trading for supplies GSGLA can get a great discount! However, feel free to list alternate vendors.

Troops are not authorized to purchase any items until your activity is approved. RuthAnn Thompson/ GSGLA will purchase supplies for you up to \$300.

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

Total estimated cost for booth activity: _____



This form is REQUIRED for EVERY activity or trip, for EACH girl, whether parents/caregivers attend or not.

- TOP portion is for parent/caregiver information to keep. BOTTOM portion to be returned signed to Leader.

- ### Activity Information

Troop Information Required

Special Training or Certification needed for this activity

- Leader or Adult signature in charge during activity: _____ Date: _____

SUM/Designee signature _____ Date: _____

Parent/Caregiver, please complete, sign and return only this bottom portion to Leader

Parent/Caregiver Signature: _____ Date: _____