

# Volunteer Essentials



2023/2024

## Event Safety Checklist

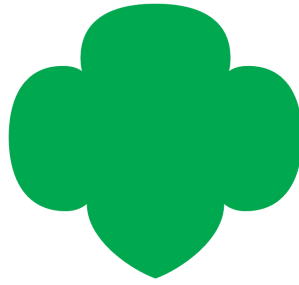
Council Staff and Girl Scout volunteers are responsible for the physical and emotional safety of youth and adults. Use this checklist as an aid to help you prepare for any activity involving youth.

- Follow the Safety Activity Checkpoints specific to your activity.
  - When using a vendor, ensure the vendor is aware of Safety Activity Checkpoints and follows them.
- Arrange for proper adult supervision of youth, while refraining from situations where only 1 adult and 1 child are present together at the same time. (See youth-to-adult ratios on page 24.)
- Determine who is responsible for obtaining caregiver permission.
  - Required when an activity takes place separately from the normal meeting plans; includes high adventure and sensitive issues.
  - Obtain additional caregiver permission if youth are leaving the event without adult supervision.
- Have a list of emergency contact numbers for participants.
- Familiarize yourself with all food allergies of youth and adults.
  - If needed, establish a Peanut Free Zone.
  - If serving meals, know which foods produce allergic reactions, and check the ingredient listings for all foods to be served.
  - Ask participants to refrain from bringing outside food or snacks, especially those containing allergens, such as peanuts or peanut butter.
- Transportation Safety
  - When providing bus transportation, bus chaperones are required, and the bus company must be on the approved vendor list.
- Establish check in and check out procedures prior to the event.
  - If it is a drop off event, ensure you have the names of authorized pick-up person.
- For events with over 200 participants, a first aid station should be established and “staffed” by a first aider.
  - Familiarize yourself with any serious medical conditions or allergies.
  - Make note about medication that may need to be administered during the event, for example, inhalers and epi-pen medication.
- Ensure that you have access to a first aid kit to administer basic first aid
  - First aid kits are available through the Equipment Center.
- When at a Council camp, ensure you have the contact information for the caretaker, and you have reviewed the camp fact sheet.
- When at a Council camp, know the location of the camp’s emergency shelter. (See camp fact sheet.)
- Follow all communicable disease protocols that may be in place at the time of your event.

### **Always be aware of your surroundings**

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

- Start the event with a brief safety orientation for youth and adults.
  - Buddy System
  - Emergency Evacuation Plans
  - Stranger Danger
- Check weather conditions before outdoor activities.
- Be prepared to modify activities based on weather conditions.
  - Thunder, Lightning, High Winds, Tornado
  - Extreme Heat, Extreme Cold
- Enforce the buddy rule at all times.
- Count youth frequently, especially when arriving or leaving an area.
- If an unfamiliar person engages in your activity, you should approach them and ask if they need help. Use your judgment about notifying authorities of any concerns you may have regarding strangers. If you continue to have security concerns, contact the camp caretaker or facility staff, and gather all Girl Scout youth and adults in one central location.
- When holding an event inside, ensure there are two emergency exits.
- When on an overnight, conduct bed checks every night (a bed check should be conducted one hour after lights out).
- When at a Council camp or public venue, if outside of cell phone range, know the location(s) of any land-line telephone(s).
- When at a Council camp, to maintain security, the front gates should be kept locked at all times. If you have multiple cars bringing youth to camp, please be sure that all have the combination to the gate.
- When at a Council camp or public venue, if an emergency arises, assign someone to meet emergency crews at the camp entrance to give directions.
- Council volunteers are required to speak up if you feel an unsafe situation is occurring.
- REVIEW ADDITIONAL SAFETY GUIDELINES – in Volunteer Essentials



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

**Troop Number:** \_\_\_\_\_

**Service Unit Number:** \_\_\_\_\_

**Association Number:** \_\_\_\_\_

**Service Unit Meeting Place:** \_\_\_\_\_

**Day:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Regional Office Membership Coordinator's**

**Name:** \_\_\_\_\_ **Contact Info:** \_\_\_\_\_

**Service Unit's Primary Method of Communication:**  
(Rallyhood, Facebook, etc.)

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**girl scouts**   
nation's capital

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# Chapter 1

## Welcome

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

Volunteer Essentials is a reference for you to use as needed. Think of Volunteer Essentials as your encyclopedia to Girl Scout volunteering; it's here when you need it, but there's no need to read it all today.

### Council Offices

You may find that you have questions for which you need more clarification or assistance. Girl Scouts Nation's Capital, of which you are a part, has a staff eager and ready to assist you in your volunteering endeavors. Please feel free to call or email staff members. We have six offices for your convenience.

### Central Office

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

Website: [www.gscnc.org](http://www.gscnc.org)

Phone: 202-237-1670

Toll-Free: 800-523-7898

### Regional Offices:

#### Germantown, MD

20201 Century Boulevard Suite 100

Germantown, Maryland 20874

Phone: 301-978-3865

#### Kingstowne, VA

5680 King Center Dr., Suite 110

Kingstowne, VA 22315

Phone: 571-642-0253

#### Manassas, VA

10432 Balls Ford Road Suite 140

Manassas, VA 20109

Phone: 703-777-5644

#### Martinsburg, WV

153 McMillan Court

Martinsburg, WV 25404

Phone: 304-263-8833;

888-263-8834 (toll-free)

#### Brandywine, MD

7704 Matapeake Business Drive, Suite 220

Brandywine, MD 20613

Phone: 301-861-5860;

800-834-1702 (toll-free)

# We Are Girl Scouts

Girl Scouts was founded in 1912 by trailblazer Juliette Gordon Low. We are the largest girl-led leadership development organization in the world and a member of the World Association of Girl Guides and Girl Scouts (WAGGGS)– a sisterhood of close to 10 million youth and adults in 150 countries.

## **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.

Note: As a volunteer, it’s your responsibility to be sensitive to the spiritual beliefs of your troop members and their families and to make sure they feel comfortable and included in Girl Scouting.

## **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.



### **Seasonal Satellite Girl Scout Shops**

The schedule for the seasonal shops can be found at [www.gscnc.org/en/council/shop.html](http://www.gscnc.org/en/council/shop.html)

#### **Martinsburg Girl Scout Shop**

Located at our Martinsburg office: 153 McMillan Court, Martinsburg, WV 25404

Phone: 304-263-8833

#### **Centreville Girl Scout Shop**

Located at 5946 Centreville Crest Lane, Centreville, VA 20121

Phone: 703-266-4437

#### **Germantown Girl Scout Shop**

Located at our Germantown office: 20201 Century Blvd., Suite 100, Germantown, MD 20874

Phone: 301-987-8718

#### **Online Girl Scout Shop**

For your convenience, we have an online shop. The full Girl Scout assortment, plus a collection of our own Council merchandise can be found at:

[www.girlscoutshop.com/NATIONS-CAPITAL-COUNCIL](http://www.girlscoutshop.com/NATIONS-CAPITAL-COUNCIL)

Alternative options to place your order

- Phone: call 202-274-3312 to place an order.
- Email: [gsshop@gscnc.org](mailto:gsshop@gscnc.org)
- Mail: Girl Scout Shop, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008

### **Additional Shop Information**

Purchases of troop items are not taxable. Tax is charged for personal items, such as uniforms and gifts unless payment is made from troop funds. Refunds will be made only when accompanied by a receipt. Without a receipt, only exchanges can be made. No refunds or exchanges are available on clearance, discounted, or discontinued items.

### **Archives and History Program Centers**

Visit our archive centers to see Girl Scout artifacts and learn about the history of Girl Scouts Nation's Capital. Register online at [www.gscnc.org/events](http://www.gscnc.org/events).

Frederick, MD – Archives & History Program Center in Honor of Diane Tipton  
3 Hillcrest Drive, Suite A103 Frederick, MD 21703

Winchester, VA – Girl Scout Archives 110 Youth Development Court Winchester, VA 22602



## Council Retail Operations

All of our Council shops contain Girl Scout merchandise and a large variety of our Council-specific items. Parents, youth, and volunteers may purchase uniforms and accessories, earned awards, resource publications, recognitions, gifts, and many other items. To view current catalogs, shop locations and hours of operations visit the shop webpage:

[www.gscnc.org/en/council/shop.html](http://www.gscnc.org/en/council/shop.html)



### Main Girl Scout Shop

Located at our main office at  
4301 Connecticut Ave., NW, Suite M2 Washington, DC 20008  
202-274-3312

### Hours (Labor Day to Mid-June):

Monday-Wednesday and Friday: 10:00 AM - 5:00 PM Thursday: 10:00 AM - 7:00 PM  
Saturday: 10:00 AM - 4:00 PM

### Summer Hours (Mid-June to Labor Day):

Monday – Friday: 10:00 AM - 5:00 PM Closed on Saturday

## Camp Properties

Our campsites have many wonderful amenities for Girl Scouts to enjoy thanks to generous donors. The Appendix at the end of Volunteer Essentials contains eight detailed charts about our camp properties. Contact the Customer Care department at [202-237-1670](tel:202-237-1670) if you have any questions.

**For general questions and inquiries, you can contact our Customer Care department at [202-237-1670](tel:202-237-1670), or [customercare@gscnc.org](mailto:customercare@gscnc.org).**

Camping Services	202-534-3793	SHARE	202-534-3785
Product Program	202-274-3333	Shop	202-274-3312
Program	202-274-2170	Membership Registration	202-237-1670
Marketing and Communications	202-274-3304	Training and Adult Recognition	202-534-3776

**EVENT registration: 202 237-1670**



**Girl Scouts Nation's Capital Emergency Phone Number:  
Emergency Contact Number: 1-888-288-1784**



## Who Can Join Girl Scouts?

Girl Scouts is about sharing the fun, friendship, and the inherent power of girls and women in an inclusive, supportive, girl-led environment. Girl Scouts make the world a better place! What all members share are the Girl Scout Promise and Law, as well as our extraordinary strengths as go-getters, innovators, risk-takers, and leaders.

Any girl—from kindergarten through 12th grade—can join Girl Scouts. Additionally, if a family with a child of any other gender identity and expression (other than cisgender males\*) feels that Girl Scouting is the right community for them, they are welcome.

*\*Cisgender: A person whose gender identity corresponds to their sex assigned at birth.*

Girl Scout volunteers are a dynamic and diverse group, and there's no one "type" of volunteer. Whether you're a recent college grad, a parent, a retiree, or really, anyone with a sense of curiosity and adventure (all genders, who have passed the necessary background screening process), your unique skills and experiences help make Girl Scouting a powerful leadership experience for our youth.

Each member also agrees to follow safety guidelines and pay the annual membership dues of \$25. GSUSA membership dues are valid for one year from October 1 – September 30; adults may also choose to purchase a lifetime membership when registering. One hundred percent of GSUSA membership dues are used to support the national organization and further the Girl Scout movement. assistance is available from GSCNC for those who are in need.

## Our Council

The Girl Scout Council of the Nation's Capital is a volunteer-run, volunteer-led organization, starting with our volunteer Board of Directors all the way to our troop volunteers. "Council" refers to all of us - volunteers and staff!

## Nation's Capital Staff

The Council has a staff committed to our volunteers' success. Each volunteer is part of a larger volunteer group called a Service Unit that has local volunteers ready and able to support your needs. There is a membership specialist assigned to each service unit. They are responsible for supporting up to four Service Units in a specific geographic area. To learn who your membership specialist is, contact the Council office near you (see page 1).

Please call or email your Membership Specialist if you:

- Do not have a Service Unit Manager (volunteer position)
- Need to better understand Service Unit Team roles (see page 9)

# Chapter 2

## Membership Structure and Processes

### Your Volunteer Support Team

#### Associations

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

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

The Association Teams, using the Association Passport, are responsible for setting goals and annually evaluating the overall health of the Association as it relates to membership, program opportunities, volunteer participation, product programs, annual giving, volunteer recognitions, identifying priorities, and implementing action plans to meet the Association's priorities.

The Associations have a numerical and geographical description.

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

# Council Map



West Virginia



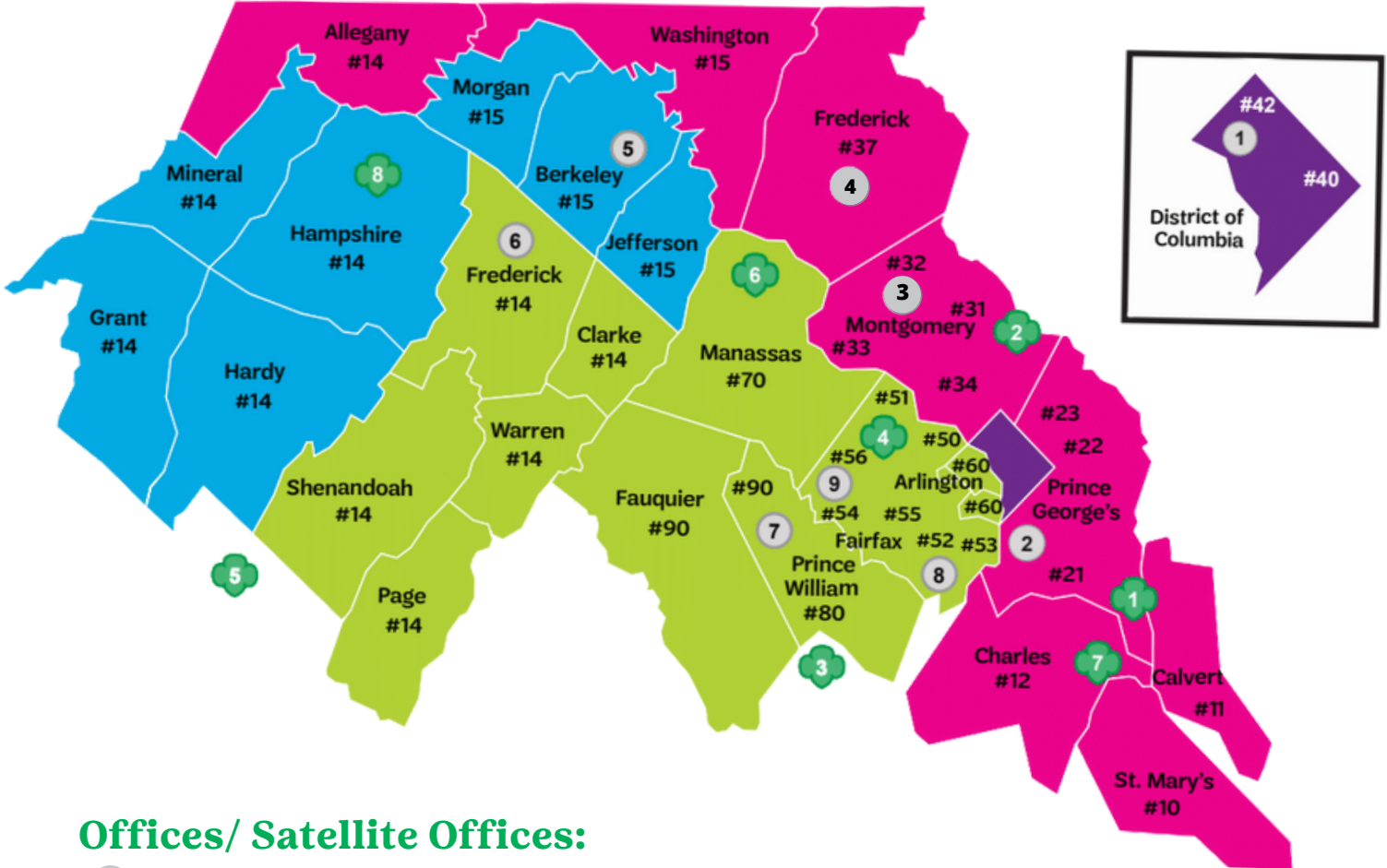
Virginia



Maryland



District of Columbia



## Offices/ Satellite Offices:

- 1 Main Office
- 2 Brandywine Office
- 3 Germantown Office
- 4 Girl Scout Archives & History Program Center
- 5 Martinsburg Office
- 6 Girl Scout Archive Center, Winchester VA
- 7 Manassas Office
- 8 Kingstowne Office
- 9 Equipment Center
- # Association

## GSCNC Campsites:

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

# Service Units

In order to better support members, each association is further divided into service units. A service unit is composed of all troops that meet within its geographical jurisdiction.

There are approximately 130 service units in our Council. Service Unit Manager teams appoint, train, and provide retention programming and conflict management for troops and troop volunteers. They hold required monthly support meetings for troop leaders or their representatives called Service Unit meetings.

Service Unit VOLUNTEER Teams help support troops, and volunteers in their area. Here's a short description of the responsibilities of the service unit team members:

## **Service Unit Manager:**

- Using the Service Unit passport, lead Service Unit teams to analyze the health of the Service Unit and set goals to strengthen the Service Unit.
- Holds a monthly service unit meeting (troop leader support meeting) that troop representatives must attend.
- Appoints and oversees troop leaders and other volunteers in the Service Unit.
- Approves outside money-earning activities.
- Approves trips lasting longer than 3 nights and international trips.
- Helps with caregiver concerns and provide conflict mediation.

## **Service Unit Troop Organizer:**

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

## **Service Unit Registrar:**

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

## **Service Unit Money Manager:**

- Oversees Service Unit bank account, providing guidance on Service Unit budget annually.
- Helps the Troop Money Manager and leaders open and change troop checking accounts and is a signer on every troop account in the Service Unit.
- Collects bank statements and receipts from troop money managers monthly and does a troop account review.
- Ensures Troop Money Managers are trained annually and are aware of specific SU procedures.

## **Service Unit Welcome Specialist:**

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

## **Service Unit Cookie Manager:**

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

## **Service Unit Cookie Booth Coordinator:**

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

# Service Units

## **Service Unit Fall Product Chair:**

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

## **Service Unit SHARE Chair:**

- Encourages and supports participation in the SHARE program

## **Service Unit Encampment Coordinator:**

- Leads a committee of volunteers (including youth members) to plan and carry out service unit encampments.

## **Service Unit Adult Educators:**

- Works with Adult Volunteer Development department and Association Training Managers to offer and deliver Girl Scout training courses to meet the training needs of volunteers throughout the Council.

## **Service Unit Communication Chair:**

- Takes and publishes notes of Service Unit meetings.
- Manages the Service Unit rally or other communication platform.

## **Service Unit Recognition Chair:**

- Encourages Service Unit members and parents to nominate volunteers for recognition.
- Serves on the association recognition committee which promotes and reviews awards.

## **Service Unit Delegate, Alternate Delegate:**

- Obtains input from Service Unit members in January regarding topics to be discussed at February forums.
- Attend February forum sharing viewpoints of the service unit membership.
- Reports back from the forum at the March service unit meeting.
- Attends the Annual Meeting as a voting member.
- Alternates participate in all activities and are prepared to step in as a voting member at the Annual Meeting if the Delegate is unable to attend.

## **Service Unit Event Chairs:**

- Will vary depending on the events that the Service Unit sponsors.
- Thinking Day, Independence Day Parade, Sock-Hop, etc.

## **Membership Specialists (STAFF):**

- Strengthen and support Service Unit teams.
- Help with interpreting policies and procedures.
- Open new markets where Service Units do not currently have troops.

## **Troops in a Service Unit**

Troops are program-level based groups of Girl Scouts and adult volunteers. All families of Girl Scouts registered in a troop are expected to have a registered adult who volunteers in some capacity with the troop or Service Unit. Every troop is part of a Service Unit based on where the troop meets.

# Troop Basics

## **Troop Size, Capacity, and Open Spaces**

Generally, troops must have a minimum of 6 Girl Scouts. When troops have 3 Girl Scouts or fewer and are unlikely to add additional members within 3 months, or when they do not have 3 unrelated adult volunteers, they will be merged or disbanded. Senior and Ambassador Girl Scout troops may be exempted from these requirements in consultation with the Area Manager.

All troops formed after December 2015 must have at least 12 spaces for youth members. Spaces are available online and are first-registered, first-in-the-troop; spaces cannot be 'held' for non-registered youth.

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

## **Your Troop Committee**

Every family volunteers in Girl Scouting, so be sure that all families are asked to get involved in the troop committee. Here is a list of volunteer positions to ensure the Girl Scouts and adult volunteers have the best experience possible. Learn more about these roles in the Family Passport and through training.

## **Troop Volunteer Roles**

Troops must have 4 unrelated (by blood, marriage, or address) adults willing to volunteer within a troop including 2 troop leaders, a troop money manager, and another role that requires a background screening.

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



AND “Friends and Family” role - does not require a background screening - can not chaperone field trips, encampments, campouts, etc., or handle Girl Scout money.

## **Troop committee member qualifications:**

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

## **Troop committee member duties and responsibilities:**

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

# Troop Volunteer Roles

*New troops are formed with 6 Girl Scouts and a minimum of 4 unrelated (by birth, marriage, or address) adults volunteering and completing a background screening in the roles of Troop leaders, money managers, and a fourth background screened role (ideally fall product manager or cookie manager).*

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

## **Troop Leaders:**

- Encourage Girl Scouts to build confidence while trying new things.
- Coordinate a team of volunteers and facilitate everyone's contributions.
- Communicate with families on a regular basis regarding troop activities, money management, and council-wide updates
- Communicate with new families as they join the troop
- Ensure troop is represented at monthly service unit meeting

PLEASE NOTE: BOTH TROOP LEADERS HOLD EQUAL RESPONSIBILITY. There should not be a “Main” leader and “Assistant” leader.

## **Troop Money Manager:**

- Opens and manages the troop checking account (required) and maintains financial integrity.
- Engages the Girl Scouts in goal setting and budgeting.

## **Troop Cookie Manager:**

- Seasonal position; assists Girl Scouts with setting and achieving goals through the Cookie Program.

## **Troop Fall Product Chair:**

- Seasonal position; organizes and facilitates the Fall Product Program

## **Troop First Aider:**

- Maintains current certification in first aid, AED and CPR (see page 18 for training requirements and additional information).
- Requires membership registration, current certification and background screening.

## **Troop Cookout or Cookout & Campout Qualified Volunteer:**

- Supports the troop in outdoor cooking and/or overnight camping.
- Assists Girl Scouts with planning and preparation of enjoyable, age-appropriate outdoor experiences.

## **Troop SHARE Leader:**

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

## **Troop Driver and Chaperone:**

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

## **Holding Troop Meetings**

Troops meet regularly, generally at least twice a month. Troops can meet just about anywhere, as long as the location is safe, easily accessible to youth and volunteers, and within a reasonable commute.

## **The location of where a troop meets determines the service unit assignment**

including the volunteer service unit support team by whom the troop leaders are appointed. A Site Safety Checklist is required by the service unit manager when troops meet in a non-public place to ensure the safety of the troop.



# Volunteer Background Screening

Background screenings are initiated when you select a role in MYGS. You MUST select and register for your role in MYGS to activate the background check. After registering and selecting a qualifying role, volunteers will receive an email invitation from [theadvocates@sterlingvolunteers.com](mailto:theadvocates@sterlingvolunteers.com) prompting them to complete a background check with Sterling Volunteers, our background screening vendor.

**A background screening process establishes safety for our youth members and protection for our adult members. Refer to the following section for possible disqualifications. All Service Unit, Association, and Troop roles (except Friend & Family) require a background screening.**

## **Background screenings:**

Cost \$8.25; financial assistance is available and typically takes 2-3 business days.

Must be completed before meeting with youth in any capacity.

Must utilize the same information (name, birth date, and email address) as member registration.

A Social Security number is not required.

## **Screening requirements:**

Providing false information on the application, including social security number and/or date of birth, is grounds for automatic exclusion from participation regardless of the results of the search. Girl Scouts Nation's Capital has no control over the information maintained by the reporting agencies and cannot be liable to any person or entity for the information provided by a reporting agency or its agents, and cannot be liable for any actions taken in reliance on such information. Any applicant who desires to contest the information provided by Sterling Volunteers may contact The Advocates at 1-855-326-1860 or [theadvocates@sterlingvolunteers.com](mailto:theadvocates@sterlingvolunteers.com).

## **What Does Screening Cover?**

The screening completed by our vendor, Sterling Volunteers, includes the following services:

- Social Security Trace
- The 50 State DOJ Registered Sex Offender Registry
- The Government Watch List Search, conducted using documentation provided by the US Treasury's Office of Foreign Assets Control ("OFAC")
- The Advanced Criminal Record Locator Search (local and national)

## **Rescreening**

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

## **High-Level Security Clearance**

If you already hold a current high-level security clearance you are still required to complete the background screening through Sterling Volunteers. We are not able to obtain or access clearance statuses from other organizations or agencies.

## **Eligibility for Volunteer Participation**

The decision whether to exclude altogether or limit a prospective volunteer's participation is exclusively within the discretion of Council staff. Regardless of the background screening results, Council management retains exclusive discretion to exclude or limit an applicant's participation. Any Girl Scout volunteer who is formally accused of, charged with, or under investigation by authorities for any automatically disqualifying offense (or offenses that might result in disqualification) will not be allowed to volunteer until the disposition of the charge.

The following guidelines shall apply if Girl Scouts Nation's Capital learns through the screening process or other means that a prospective volunteer has at any time been convicted of, pled guilty to, has received deferred adjudication for, or has pled "no contest" to one of the following crimes under the laws of any state or the federal government:

### **1. Automatic Disqualification for any felony offense, regardless of the type and/or if the applicant is a registered sex offender.**

**2. Possible Disqualification** for all misdemeanors and infractions which will be handled on a case-by-case basis and may result in disqualification or conditional approval. Factors, including threatening behavior, that are to be considered in making such determinations include, but are not limited to:

- Nature and severity of the conduct
- Frequency of the conduct
- Length of time since the conduct occurred
- Relationship between the incident and the type of service the individual will provide
- Likelihood that the incident would prevent the individual from performing their responsibilities in a manner consistent with the safety and welfare of our youth members.
- Age of the individual at the time of the incident
- Threatening behavior - **verbal or via social media**
- Individual's employment and or volunteer history
- Mishandling of troop bank accounts and/or misappropriation of troop funds
- Debt to Council including but not limited to product programs, default on Council loans, bounced checks or payments

## **Confidentiality**

Girl Scouts Nation's Capital staff will maintain the confidentiality of all criminal background search information contained in reports from Sterling Volunteers. The volunteer's clearance status will be shared with staff or volunteers only as needed. The reasons for disqualification will always remain confidential.

## **Child Abuse Accusations**

In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse after becoming approved as a volunteer, the volunteer so accused is required to suspend all Girl Scout activities and turn over all monies, materials, and records to a designated representative of the Council until the matter is resolved. (See pages 25-26)

## **Registered Sex Offenders**

Registered sex offenders are expressly prohibited from serving as Girl Scout volunteers in any capacity. Those living in households with registered sex offenders may not host youth members or Girl Scout related activities in their household and must uphold restrictions barring sex offenders from locations where children may gather. Caregivers who are registered sex offenders may not participate in Girl Scout gatherings.

# Chapter 3

## Safety and Health Guidelines

Girl Scout volunteers are responsible for the physical and emotional safety of Girl Scout youth. We demonstrate that by agreeing to follow these guidelines at all times.

- 1. Be registered, approved, appointed and appropriately trained for the position(s) that you hold.**
- 2. Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, which can be found under “Resources” on the Volunteer Toolkit. Read them, follow them, and share them with other volunteers, caregivers and Girl Scouts before engaging in activities.
- 3. Arrange for proper adult supervision of Girl Scouts.** Your troop must have at least two trained, background screened, unrelated adult volunteers, one of whom is cisgender female, present at all times. Additional adult volunteers or specifically skilled adults may be necessary depending on the size of the group, the ages and abilities of Girl Scouts, and the particular activity (see p. 23 ratio chart and safety & roles of adults in Ch. 4). Volunteers must be at least 18 years of age and a registered adult member.
- 4. Acquire caregiver/guardian permission.** When an activity takes place outside of the normal troop meeting time and/ or place, or includes high adventure or discussion of a topic that could be considered sensitive, advise each caregiver of the details of the activity and obtain permission for Girl Scouts to participate (see “Caregiver Permission” on page 23-24).
- 5. Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with youth members are forbidden. Physical, verbal and emotional abuse of youth is also forbidden. Guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting are listed later in this chapter (see page 26).
- 6. Be prepared for emergencies.** Work with youth and other volunteers to establish and practice procedures for emergencies related to weather, fire, lost child/adult, and site security. Keep handy a well-stocked first aid kit, Girl Scout health histories (including food allergies) and contact information for families. (see inside of front cover)
- 7. Travel safely.** When transporting Girl Scouts to planned field trips and other activities that are outside the normal time and place, every driver must be a registered and background-screened adult volunteer over the age of 21, and have a good driving record, a valid license and a registered/insured vehicle. All passengers are required to be in a legal seat and wear their seat belt at all times, adhering to state laws regarding booster seats and children in rear seats. When using chartered transportation, you must use a Council-approved vendor (see pages 20, 31).
- 8. Ensure safe overnight outings.** Prepare Girl Scouts to be away from home by involving them in planning, so they know what to expect. During family or caregiver-youth overnights, one family unit may sleep in the same sleeping quarters in event areas. When caregivers are supporting events, youth will ideally remain in quarters with other Girl Scout youth rather than with adults.

9. **Role-model the correct behavior.** Never use illegal drugs. Don't consume alcohol, smoke, vape, or use foul language in the presence of youth. Do not carry ammunition or firearms at any Girl Scout event or activity unless required as a law enforcement official.
10. **Create an emotionally safe space.** Volunteers are responsible for making Girl Scouting a place where Girl Scouts - youth and adult members - are as safe emotionally as they are physically. Protect the emotional safety of all members by creating a team agreement and coaching the troop to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination. Cyber-bullying, such as aggressive language on social media, is not permitted.
11. **Ensure no Girl Scout is treated differently.** Girl Scouts welcomes all members, regardless of race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socio-economic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs. When scheduling, planning, and carrying out activities, carefully consider the needs of all Girl Scouts involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places. (see Chapter 6, p. 49)
12. **Promote online safety.** Instruct Girl Scouts to never provide their full names or contact information online, engage in virtual conversation with strangers or arrange in-person meetings with online contacts. For group websites, publish Girl Scouts' first names only and never divulge their contact information. Review the Girl Scout Online Safety Pledge, [www.girlscouts.org/en/help/help/internet-safety-pledge.html](http://www.girlscouts.org/en/help/help/internet-safety-pledge.html), and ensure Girl Scouts commit to it (see pages 16, 29).
13. **Be fiscally responsible.** All finances for troops and groups must be managed through a Girl Scout checking account set up by the Service Unit Money Manager or the Association Money Manager. Troops will not mix troop funds with personal funds and will submit bank statements and receipts to the SU Money Manager monthly. Troops must have a debit card. Troop money-earning activities beyond the product program must be approved by the Service Unit Manager. Additional money-earning events must be program-based and must not involve the sale of a commercial product or games of chance or lottery. Restaurant nights or other commercial partnerships are not permitted. When representing Girl Scouts, youth members cannot participate in money-earning activities representing partisan politics (see Chapter 5: "Finances.")
14. **Communication directly from an adult to a youth member should only contain Girl Scout related conversation.** Personal conversation via phone or text are not appropriate. Parents/caregivers should always be made aware if volunteers are communicating directly with youth members via electronic methods.



## Safety Responsibilities of Caregivers

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

- Provide consent for activities that take place outside the scheduled meeting place, involve overnight travel, involve the use of special equipment, include high adventure, and/or cover sensitive issues.
- Plan for their children to get to and from meeting places or other designated sites in a safe and timely manner and inform if someone other than the parent or guardian will drop off or pick up the child.
- Provide their children with appropriate clothing and equipment for activities.
- Follow Girl Scout safety guidelines and encourage their children to do the same.
- Participate in caregiver meetings.
- Be aware of appropriate behavior expected of their children, as determined by the Council (volunteers and staff).
- Work with troop volunteers to support youth members' individual needs, such as caregiver attendance at Girl Scout events as requested by troop volunteers.

## Safety Responsibilities of Girl Scout Youth

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

- Assist 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.



## Online Safety

It's important to ensure Girl Scouts safety in all online situations. In addition to the guidelines listed on pages 16 and 29, consider reviewing the information provided by the FTC on online safety with your young person:

[www.consumer.ftc.gov/topics/kids-online-safety](http://www.consumer.ftc.gov/topics/kids-online-safety).



# Girl Scout Health History

Please always keep in mind that information on any type of health form is confidential and will be shared only with people who must know this information.

## Girl Scout Health History Forms

At the beginning of each membership year, the troop leader will collect a copy of each Girl Scout Health History/ Emergency Medical Authorization Form (You can also download it on our website at <https://bit.ly/healthhistoryform2023>). This form is completed by caregivers. It is important for you to also be aware of any medications a member may take or allergies they may have.

- Medication, including over-the-counter products, must never be dispensed without prior written permission from a custodial parent or guardian. Some of them may need to carry and administer their own emergency medications, such as bronchial inhalers, an EpiPen, or diabetes medication. \*\*All Girl Scout youth and adult medications, except for approved self-carry emergency medications, should be secured in the Troop First Aid Kit (or other secure location) when it is not medication time.
- Common food allergies include dairy products, eggs, soy, wheat, peanuts, tree nuts, sesame, and seafood.

## Planning for Emergencies

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

- Know what to report. See “Procedures for Accidents and Emergencies” on the inside back cover.
- Establish Emergency Action Plans (EAPs) that will address procedures for such circumstances as weather emergencies, evacuations, hazards at location, first aid, safety gear, and lost participants. Every Girl Scout youth and adult volunteer must know how to act in these situations. For example, you and the Girl Scouts should design and review an evacuation plan for meeting places used by the group. There is a template for an EAP in Safety Activity Checkpoints that can be adapted to fit your needs. Check it out at <https://bit.ly/EAPtemp>

## First Aiders

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

## When Do I Need a Troop First Aider?

Use your best judgment to determine if your troop needs a first aider present; however, there are certain times when one is required. A First Aider must be present for overnights, physically demanding activities, and events with potential for injuries such as camping or high adventure activities. Be sure to review the Safety Activity Checkpoints for your particular activity to see if a first aider is required. If a first aider is required for a certain activity but will be provided by the vendor at the site or the coordinator of the event, then you may not need to bring your own. Be sure to check with the host when registering.



## When Do I Need Additional Support?

Some events require additional support to ensure the safety of all attending. Typically, this will be a first aid station or a Level 2 first aider.

### A first aid station consists of:

- A fixed location
- An assigned certified Level 1 first aider
- A first aid kit

### A Level 1 first aider and first aid station are required:

- At sleep-away camp
- During an event with 200 or more participants

### A Level 2 first aider is required:

- When activity is located in a place where there will be delayed access of 30 minutes or more to emergency medical services (EMS)
- If the Safety Activity Checkpoint indicates that one is required

## First Aid Training Options

In addition to the first aid courses offered by our Council, courses containing the following elements are accepted:

1. **Basic First Aid**, AND
2. **Adult AND child CPR training**, including a “hands-on” skills demonstration even if the course is hosted online, AND
3. **AED training**

The information is often found printed on the course materials or website of the local organization that hosts these classes. Use the QR code to access more information regarding when First Aiders are required, as well as a chart that contains some organizations and course names that meet our requirements. Any questions can be directed to [avdaa@gscnc.org](mailto:avdaa@gscnc.org).



## Medical Professionals as First Aiders

A medical professional is encouraged to serve as a first aider if training fits the Council’s first aider requirements listed above. Medical professionals who can serve as Level 1 and Level 2 first aiders are:

- Physician
- Registered Nurse
- Physician's Assistant
- Licensed Practical Nurse
- Nurse Practitioner
- Paramedic
- Military Medic
- Emergency Medical Technician

## First Aid Kits

The Troop First Aider should make sure a first aid kit is available at your troop meetings and carry it with you when you leave the site. American Red Cross and other websites offer suggestions for kit contents if you are making your own. Commercial kits are also widely available in stores and online.

# Using Safety Activity Checkpoints

When preparing for any activity with Girl Scouts, start by reviewing the Safety Activity Checkpoints manual to determine the specific safety guidelines for the planned activity. This is located at [www.gscnc.org/forms](http://www.gscnc.org/forms)

## In Safety Activity Checkpoints, you'll find:

- Girl Scout Activity Safety Standards and Guidelines with requirements for adult supervision, permission slips, preparation, field trips and overnight trips, and other vital information
- Activities that are not permitted by GSUSA, and actions that Girl Scouts and volunteers should not take
- Policies surrounding chartered aircraft trips and aviation
- First-aid and overall health information you'll need from the Girl Scouts
- Standards for well-being and inclusivity, including working with Girl Scouts with disabilities and ensuring emotional safety
- A breakdown of specific activities—such as camping, internet use, and water sports—and their individual safety checkpoints

## Activities Prohibited in Our Council

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





# Transporting Girl Scouts Safely

How parents decide to transport Girl Scouts between their homes and Girl Scout meeting places is each caregiver's individual decision and responsibility. For planned Girl Scout field trips and other activities—outside the normal meeting time or place—in which a group will be transported using private vehicles or private transportation the guidelines below must be followed. Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, chartered boats, and chartered flights.

## Drivers

- Drivers must back into spaces at Girl Scout camps unless prohibited by signage or law.
- Every driver of a private vehicle is expected to have a good driving record, a valid license, and a registered/ insured vehicle.
- Each driver of motorized private transportation must be at least 21 years old and hold a valid operator's license appropriate to the vehicle—state laws must be followed, even if they are more stringent than the guidelines here.
- Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver's license (CDL).
- Girl Scouts may never drive other youth members for field trips or other troop activities. If families are responsible for transportation to troop meetings or activities, Girl Scout youth members may drive themselves and others to the event. However, Girl Scout youth may not serve as Driver/Chaperones for any official Girl Scout activity.
- Every driver is expected to be a registered member with a background screening.

## Supervision

- Obtain parent/guardian permission for any use of transportation outside of the meeting place.
- If a group is traveling in one vehicle, there must be at least two unrelated, adult volunteers in the vehicle, one of whom is female, and the Girl Scout-to-volunteer ratios on page 24 be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, adult volunteers, one of whom is female, and the Girl Scout-to-volunteer ratios on page 24 must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- When using chartered transportation adult chaperones are required, in addition to the driver.

## Vehicle Safety

- **Prohibited:** Never transport Girl Scouts in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- **Restricted:** The use of 15-passenger vans is not recommended. If a 15-passenger van is used, it may transport a maximum of 12 passengers.
- When using chartered transportation, the carriers must be selected from the Council-approved vendor list.
- Keep directions and a road map in the car, along with a first aid kit and a flashlight.
- Check the lights, signals, tires, windshield wipers, horns, and fluid levels before each trip and check them periodically on long trips.
- The driver and all passengers are required to wear seat belts at all times.
- The child restraint requirements of the jurisdiction(s) you are traveling in must be followed. Be sure to check local laws regarding booster seats and adhere to the weight and age requirements for all Girl Scout youth.
- Drivers must not talk or text on a cell phone or other personal electronic device while driving. If talking is necessary, a hands-free device must be used.
- Avoid driving for extended periods at night, when tired, or taking medication that makes you drowsy.
- Plan rest stops every few hours; if driving with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.

# Mental Health

## Mental Health

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

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

## Mental Health Resources and Training

- The “Resilient, Ready, Strong” patch program is appropriate for all Girl Scout program levels and has materials in both English and Spanish.
- Coming soon: GSUSA is developing a new mental wellness patch program for Juniors: “Knowing Your Emotions,” Cadettes: “Finding My Voice” and Seniors/Ambassadors: “Supporting Myself and Others.”
- Online training for adult members can be found in gsLearn by going to the content library and finding “GSUSA Mental Wellness 101”.
- We also offer an 8-hour certification course for adults called “Youth Mental Health First Aid” (YMHFA) in partnership with the National Council for Mental Wellbeing. YMHFA introduces participants to risk factors and warning signs of mental illnesses, builds understanding of their impact, and overviews common supports and prepares participants to interact with a person in crisis and connect the person with help. Youth Mental Health First Aiders do not take on the role of professionals — they do not diagnose or provide any counseling or therapy. Look for scheduled YMHFA classes on the Event Calendar.

## When Should I Get Help for a Girl Scout?

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

## Here are a few signs that could indicate a Girl Scout needs expert help:

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

These behaviors could be a sign of a mental health challenge or could be a sign of abuse - or there may be other explanations. You should not discount your concerns because the child “comes from a good family,” “has parents who are prominent in the community,” etc. Don’t overreact to signs or symptoms, but don’t be guilty of dismissing your suspicions because you want to believe it’s not true. For information about what to do when you know or suspect child abuse, see page 26.

### **Listen Non-Judgmentally**

You can help by being an empathetic listener. That’s right; just by listening, you’re helping. Sometimes, you may also find that by asking questions, you can help Girl Scouts figure out how to get more information and guidance at school or at home. You don’t have to solve their issues, but you can put them on the trail toward solving them.

### **Crisis Situations and Suicide Concerns**

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

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

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



# Chapter 4

## Council Policies

### Youth-to-Adult Ratios

Girl Scouts' youth-to-adult ratios show the minimum number of adult volunteers needed to supervise a specific number of Girl Scouts. These supervision ratios were devised to ensure the safety and health of Girl Scouts—for example, if one volunteer must respond to an emergency, a second volunteer is always on hand for the rest of the troop. In addition to the youth-to-adult ratios, please remember that adult volunteers must be at least 18 years old, have an active membership, and hold a role that requires background screening.

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

### MULTI-LEVEL TROOPS

A multi-level troop must have a youth-to-leader ratio appropriate for the youngest program level, including at least one trained troop leader for each program level.

- Multi-level troops that meet in multiple rooms must provide the minimum youth-to-leader ratio in each room because no adult can be alone with youth members at any time (see p.20 regarding adult supervision while driving.)
- Multi-Level troops should NOT be more than two program levels with the exception of teens (Cadettes, Seniors, and Ambassadors).

Multi-level troops must earn and spend money as a group and not use individual girl accounting if there are any Daisies, Brownies, or Juniors in the troop. Multi-level troops with any Daisies or Brownies are not allowed to opt out of product program incentives.

### Caregiver Permission

When an activity takes place outside of the normal troop meeting time and/or place, leaders or drivers/chaperones are responsible for providing detailed information about activities in advance and gaining caregiver permission.

For most activities, this can include verbal permission, a written form or email, or the guardian bringing the Girl Scout to the event. However, in the case of product program activities (see page 28), high adventure activities (see page 31), or sensitive issues (see below), caregivers are required to give written permission, either through an email, form, or release statement.

## **Sensitive Issues Guidelines**

It's an amazing feeling when your Girl Scouts put their trust in you—and when they do, they may come to you with some of the issues they face, such as bullying, peer pressure, dating, athletic and academic performance, and more. Some of these issues may be considered sensitive by families, and they may have opinions or input about how, and whether, Girl Scouts should cover these topics with their youth members.

You should know that GSUSA and Girl Scouts Nation's Capital 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 Girl Scouts develop self-confidence and good decision-making skills that will help them make wise choices in all areas of their lives. We believe parents and guardians, along with schools and faith communities, are the primary sources of information on these topics.

The Sensitive Issues Guidelines are designed to complement leadership training to assist volunteers in meeting the needs of Girl Scouts while recognizing the role of caregiver rights and responsibilities in setting family values. Ongoing communication between troop leaders and caregivers is a key element in establishing a comfortable environment for a discussion of sensitive issues. Using these tools will help a leader make decisions that best meet the needs of Girl Scouts and families.

**Guideline 1:** All troop activities addressing sensitive issues topics must be under the direct supervision of either a Nation's Capital volunteer who has completed all appropriate program level training or by a Nation's Capital staff member.

**Explanation:** Adult volunteers who conduct sensitive issues programs with Girl Scouts are responsible for determining the subject matter. Criteria that should be considered include age and maturity of the Girl Scouts, permission received from caregivers, and the appropriateness of the topic based on circumstances and community needs. The volunteer in charge is expected to select consultants as needed and oversee discussions following all of the sensitive issues guidelines and to determine when additional assistance or follow-up is needed.

**Guideline 2:** Caregiver permission is required when sensitive issues are discussed as part of a formal program. Leaders should seek guidance from caregivers on how they would like sensitive topics addressed when they arise in informal settings.

**Explanation:** For all planned programs, written caregiver permission will be obtained. Prior to the event or activity, caregivers will be provided with details regarding the program content, the names and qualifications of consultants being used, and the organizations they represent. To the extent possible, permission should also indicate related topics that may come up in the form of questions posed by Girl Scouts as part of the program.

Leaders may answer questions and facilitate conversations as they arise informally without specific parental permission if the leader has had prior communication with a caregiver to establish a comfort level for such discussions. This honors the wishes of caregivers and encourages healthy behavior in the Girl Scouts. To the extent possible, we recommend that these leaders talk with caregivers about the potential for these informal discussions once a year. These conversations with caregivers will help establish the boundaries for informal discussions with Girl Scouts.

**Guideline 3:** Individuals trained to deal with sensitive issues with youth should be consulted when developing programs that go beyond information and material that is presented in GSUSA or Nation's Capital program resources. Consultants should also be used when providing large group programs that address sensitive issues.

**Explanation:** It is recommended that these consultants represent public agencies such as city and county social services, public health agencies, educational institutions, or county crisis hotlines. When consultants representing private/nonprofit organizations are used, the Area Membership Manager or other appropriate Nation's Capital staff must be informed prior to finalizing the agreement to ensure that appropriate approvals and permissions are in place.

**Guideline 4:** In all cases, the leader or consultant facilitating the program or discussion agrees to follow GSUSA and Nation's Capital guidelines, policies, and standards including a commitment to:

- Present factual information rather than advocate a specific position
- Present accurate and up-to-date information
- Present age-appropriate information in a manner suitable to the troop/group
- Be sensitive to emotions and attitudes related to the issues discussed
- Be supportive and non-judgmental to all participants



**Explanation:** This guideline affirms the responsibility of all volunteers to foster an environment of trust, be sensitive to differing attitudes, ensure age-appropriateness of material, and be non-judgmental while maintaining and respecting the needs of all Girl Scouts.

**Guideline 5:** The volunteer in charge of an activity should be prepared to accommodate any girl who is uncomfortable with any part of a discussion or presentation. This should be done in a manner that acknowledges the Girl Scout's right to opt-out of the activity and is sensitive to their feelings.

**Explanation:** If a Girl Scout opts out during the course of an activity or discussion, the leader will respond in a sensitive manner to accommodate them. If a sensitive issues program is part of a larger event, such as a service unit encampment, Girl Scout youth and caregivers should be told what provisions will be made for those who might opt out during the time of the activity. If the activity is being done to fulfill a recognition requirement, the leader and Girl Scout should discuss alternate activities that can be done to allow the completion of the requirement.

### **Arrange for education**

If you observe that Girl Scouts need or want more information on a topic that concerns them, check with the Council about opportunities for arranging topical discussions. Don't feel that you have to solve everything. Your role is to help Girl Scouts get information from trained people who provide it. And if you're unsure who to ask to fill this role, count on the Council, which has built up relationships with community experts who can help.

### **Anti-Child Abuse Policy**

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

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

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

### **Consistent with this policy, the Council does not tolerate:**

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

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

### **What to Do if You Have Knowledge of Abuse**

If you have knowledge of or reason to believe that child abuse or neglect has occurred, you are **required** to report it to your local social service agency or police authority. Persons making “good faith” or “reasonable cause” reports can be anonymous and are protected from legal liability based on the report.

To report child abuse or neglect, call the social service agency in the jurisdiction in which the alleged abuse occurred, not where it was made known to you.

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

### **How to Respond if a Child Tells You of Abuse**

If a child approaches you directly and indicates they have been the victim of abuse or neglect, follow these guidelines:

- Don’t panic or overreact to the information disclosed by the child.
- Don’t criticize the child or claim that the child misunderstood what happened.
- Do respect the child’s privacy. Take the child to a place where you cannot be overheard. It is important you discuss the child’s situation only with the child protective service agency and inform the Council via Customer Care that you have done so.
- Do encourage the child to speak openly with the professional from the protective service agency.
- Make sure the child feels that she or he is not to blame for what happened. Tell the child that no one should ask her or him to keep a special secret and that it is okay to talk with appropriate adults about what happened.

## **Reporting Other Concerns**

There may be times when you worry about the health and well-being of Girl Scouts in your group. Alcohol, drugs, sex, bullying, abuse, depression, and eating disorders are some of the issues youth may encounter. You are at the frontlines of Girl Scouts' lives, and you are in a unique position to identify a situation in which a Girl Scout may need help. If you believe a youth member is at risk of hurting themselves or others, your role is to promptly bring that information to their parent/caregiver or the Council so they can get the expert assistance they need. Your concern about a Girl Scout's well-being and safety is taken seriously, and Girl Scouts Nation's Capital will guide you in addressing these concerns. (see pages 21-22)

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

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

Safety has always been a primary concern for Girl Scouts. To avoid even the appearance of impropriety and for the protection of leaders/advisors as well as the Girl Scout youth, it is Nation's Capital practice that there will be at least two adults at all Girl Scout-sponsored activities, one of whom must be a cisgender female registered as a Girl Scout adult volunteer. It is not mandatory that an adult sleep in the sleeping area (tent, cabin, or designated area) with the youth. In fact, it is generally encouraged that adults sleep in a separate area from Girl Scouts.

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

- Men (cisgender and trans men) will have a separate, designated sleeping area, which can be a separate tent, room, or corner of a lodge Girl Scouts will not need to access.
- If it is a father/child or family camping event, males and their children may share sleeping quarters with other caregiver-camper pairs as long as ALL are in agreement. All Girl Scouts MUST be accompanied by a caregiver.
- Men (cisgender and trans men) should have privacy to manage personal care matters, such as changing, bathing or using restroom facilities.
- When accounting for the Girl Scout-volunteer ratio, consider the proximity of designated sleeping areas
- Refer to Girl Scout Safety Guidelines (see page 14) for family camping guidelines.

## **Sleeping Accommodation Guidelines for Youth and Adult Girl Scouts**

It is not mandatory that an adult sleep in the sleeping area with youth members. If adults do share the sleeping area, there must always be at least two unrelated adults present, one of whom is cisgender female.

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

- Gender Inclusive for cisgender females, non-binary, and transgender members
- Female only for cisgender females
- No preference



We encourage troop leaders and camp directors to provide youth and adult members the opportunity to select their preferred accommodations in advance.

- Add sleeping accommodations questions to registration forms or permission slips. Include “no preference” as an option.
- When possible, pre-assign members to a specific room, shelter, tent, etc.
- Never refer to a sleeping accommodation as “girl-only” or “gender inclusive.” Use a number, color, animals, etc. to describe assigned accommodations.
- Never call out or isolate a youth member based on their accommodations request.
- When needed, work with individuals and families to understand concerns and develop resolution prior to the event.

### **Adult Activity Waivers**

This form is not required but it may be requested by event planners depending on the type of event or activity. It is not required for standard troop meetings and non-high adventure activities. An example of this waiver can be found under “Forms” at [www.gscnc.org/forms](http://www.gscnc.org/forms).

### **Guidelines for Keeping Troop Documents**

Troop leaders are advised to keep the following documents through the current membership year:  
Caregiver/Guardian Permissions (electronic emails or paper forms)  
Girl Scout Health History Forms  
Financial Records

### **Safely Selling in Product Program Activities**

Girl Scouts safety is the top priority while selling Girl Scout Cookies and other products. Adhere to the following guidelines to help keep Girl Scouts safe:

**Permission:** Parents or guardians must grant permission for Girl Scouts to participate and must be informed about the Girl Scouts’ whereabouts when they are engaged in product program activities (including if and when they are online). Parental support and approval must be present when a Girl Scout intends to access the online selling portals for Fall Product or Cookie Program.

**Uniforms:** Girl Scouts should be identifiable as Girl Scouts by wearing a Membership Pin, official uniform, tunic, sash, vest, or other Girl Scout clothing.

**Supervision:** Adult volunteers must monitor, supervise, and guide the sale activities of all Girl Scouts at all program levels.

- Girl Scout Daisies, Brownies, and Juniors must be accompanied by a volunteer at all times. Girl Scout Cadettes, Seniors, and Ambassadors who participate in door-to-door sales must be supervised by (but do not need to be directly accompanied by) an adult. Girl Scouts of all program levels must **always** use the buddy system.
- At each cookie booth, there must be two unrelated adult volunteers, one of whom is cisgender female. Both adults must be registered members with completed background checks.

### **Payment**

Money due for sold products is collected when the products are delivered to the customer (or as directed by Nation’s Capital). Girl Scouts will need to know whether their troop is accepting checks. If so, they should be made out to: Girl Scouts Nation’s Capital and their troop number. Square and Stripe are the only permitted payment processing systems (see Chapter 5, Accepting Money Transfers and Payments for Money-Earning, page 38)

**Privacy of Girl and Customer:** Personal customer information should remain private.

- Customer credit card information is never collected by Girl Scouts and should not be asked for on any form collected by them.
- A Girl Scout’s physical address, social media identifier, email address, or phone number should never be revealed to anyone outside their immediate circle of family and friends.

# Product Program Marketing with Online Resources & Social Media

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

Girl Scouts are only to use the internet to market the Girl Scout Cookie Program and Fall Product Program to friends and family (for clarity, “friends and family” are people whom the Girl Scout or their family personally know).

- The Girl Scout Cookie Program is a girl-led program and online marketing and sales efforts should always be led by a Girl Scout while also being supervised by their caregivers.
- Friends and family of a Girl Scout participating in the cookie program must not market or share a Girl Scout’s contact information, sales links, or sales information on public-facing online sites. They also should not share their sales links with any news outlets (this includes online and traditional news media, such as radio, television, or magazines).
- For safety purposes and other reasons, online marketing activities, especially those conducted through social media platforms, should only be done through the parent’s or a Girl Scout’s page/account and set to “private.” Posting to any private, public, and market place pages such as Yard Sale and Nextdoor are not allowed.
- Should any online marketing activities be identified as in violation of guidelines, GSUSA or the Council reserves the right to intervene and request removal or remove the post.
- Parents or guardians, Girl Scouts, and volunteers should contact and collaborate with the Council and GSUSA in advance on any national news media opportunities.

Girl Scouts may use Facebook, Twitter, Instagram, text messages, 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 Girl Scouts 13 and older can promote cookies and other product programs. Girl Scouts under 13 cannot independently utilize digital resources and applications. Girl Scouts under 13 can use their parents or guardian’s digital tools with their approval and supervision.

## Working with the Media

### Local Press Representatives

Our Council has a dedicated Local Press Representative team of volunteers who work to promote positive Girl Scout Stories from their service unit to local media. If you are interested in filling this role, please contact your service unit. Local media includes: weekly and monthly community newspapers, geographically focused social media (i.e. NoVA Moms, NextDoor), cable access channels, and hyper-local news websites like the Patch.

### Regional Media

The Council maintains relationships with region-wide media, often daily. This includes all Washington DC television and radio stations, and daily and monthly publications such as: the Washington Times, Examiner, Washingtonian; and the Washington Business Journal. Volunteers may not contact these outlets directly and should work with the Council’s Marketing and Communications department to pitch Girl Scout stories. If you are contacted by a daily, region-wide media outlet, (see above), please notify the Council’s Marketing and Communications department (202-274-2166).

## National Media

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

## Crisis Communications

We respectfully ask, if dealing with a crisis situation involving Girl Scouts, refer media to the Council Marketing and Communications department (202-274-3304).

## Sudden Service

The Council keeps an ongoing repository of Girl Scout contacts for various events. Please contact the Marketing and Communications Manager (202-274-3304) to be added to the database.

## Insurance

### Girl Scout Activity Insurance

All registered Girl Scouts and adult members are automatically covered under the basic “Plan 1” insurance. Plan 1 provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, except activities lasting more than two consecutive nights (a third night is covered for any official federal holiday). Coverage begins after the individual’s primary insurance pays out. Non-registered parents, tagalongs (brothers, sisters, friends), and other persons are not covered by Plan 1.

### Extended Activity & Non-Registered Girl Scout Insurance

The Council requires troops/groups to purchase additional insurance when the Girl Scout activity either:

- Involves participants who are not registered members of Girl Scouts. (Please note: This includes any individual who will be in attendance at a Girl Scout event or trip who is not currently a member of Girl Scouts– siblings, parents, classmates, helpers, public attendees, etc.), or
- Lasts longer than three days and two nights (three consecutive nights when one of the nights is a federal holiday)

\*Girl Scouts Nation’s Capital needs to be listed as the “additional insured” on the certificate of insurance.

## Insurance Details

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

<https://cdn.mutualofomaha.com/mutualofomaha/documents/pdfs/girl-scouts/157771.pdf>

Available Insurance Plans		
Plan 2	\$0.11 per day per participant	Provides secondary accident coverage if the claimant has other health insurance; provides accident coverage if the claimant has no health insurance. Available for non-members participating in a Girl Scout activity.
Plan 3E	\$0.29 per day per participant	Provides secondary accident/sickness coverage if the claimant has other health insurance; provides accident/sickness coverage if the claimant has no health insurance.
Plan 3P	\$0.70 per day per participant	Provides primary accident and health coverage.
Plan 3PI	\$1.17 per day per participant	Provides primary accident and health coverage and travel assistance services. Available for international trips only. Roster MUST be included with insurance request.

For Plan 2, 3E, 3P, or 3PI insurance requests, complete the “GSCNC Supplemental Insurance Request Form” available at [www.gscnc.org/forms](http://www.gscnc.org/forms) and email to the included address, or mail to: Girl Scouts Nation’s Capital, 4301 Connecticut Ave., NW, Suite M-2, Washington, DC 20008 ATTN: Human Resources within two weeks prior to the departure or event date. Please note: Requests received on the day-of or after the event date cannot be processed.

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

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

### **General Liability Insurance**

Insurance, managed by the Council, provides coverage for volunteers in the event of a lawsuit resulting from the performance of their Girl Scout responsibilities, for example: conducting troop meetings, transporting girls to an event, participating in an approved activity, and serving as a troop first aider. This includes liability for bodily injury or property damage. This protection does not cover illegal acts or acts that are not consistent with the purpose of Girl Scouting.

### **Certificate of Liability Insurance**

Many organizations require that we prove we have liability insurance before they will let us use their facility. To obtain a certificate for in-Council events, please call the Customer Care department at [202-274-3327](tel:202-274-3327) with the complete name and address of the facility, phone number, fax number, date of use, level of girls, number of girls and adults participating, and the person who is to receive the certificate. Girl Scout activity insurance forms, parent consent forms, and health histories may be included, as well. We will arrange with our insurance carrier to have the certificate sent directly to the appropriate person.

### **Rental Agreements and Contracts**

- Written agreements required when renting or chartering transportation may be signed by an adult who is at least 21, and a registered member of GSUSA.
- When renting a vehicle, read all rental agreements to be sure you comply with their terms. Note the minimum age of drivers (often 25), as well as the maximum age (often under 70). Be sure the car is adequately insured, knowing who is responsible for damage to or the loss of the vehicle itself. Also, ensure you have a good paper trail, with evidence that the vehicle rental is Girl Scout-related.

### **Chartered Transportation**

Certificates of insurance are required if a Girl Scout troop/group is leasing the entire bus. If purchasing a ticket to ride on a chartered bus, a certificate of insurance is not required.

### **High Adventure Activities and Certificates of Insurance**

The Council considers some activities to be High Adventure. These activities require caregivers/guardians to give written permission, either through an email, form, or release. The vendor must be on the Council vendor list and provide a certificate of insurance in order to be approved. For a list of vendors that have already provided proof of insurance, call the Camping department (202) 534-3793 or view it online at [/guardians to give written permission, either through an email, form, or release. The vendor must be on the Council vendor list and provide a certificate of insurance in order to be approved. For a list of vendors that have already provided proof of insurance, call the Camping department \(202\) 534-3793 or view it online at <https://www.gscnc.org/en/camp/high-adventure.html>](https://www.gscnc.org/en/camp/high-adventure.html)

For additional information on how to add a new vendor to the list, see page 85.

## Approved Activities at a Glance

On the next three pages you'll find an overview of approved activities by program level, as well as whether they require a certificate of insurance. Levels with an asterisk (\*) for a given activity may require additional safety precautions or adaptations. Check the Safety Activity Checkpoint for more details and any additional requirements for these activities.

- For the most up-to-date version of Safety Activity Checkpoints - <https://www.gscnc.org/en/for-volunteers/Publications.html>
- See our Council's online list of Approved High Adventure vendors who have already provided their certificate of insurance to our Council here: <https://www.gscnc.org/en/camp/high-adventure/high-adventure3.html>
- See the Camping High Adventure Page for more information - <https://www.gscnc.org/en/camp/high-adventure.html>

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

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

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

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



# Chapter 5

## Finances, Financial Assistance, Money Earning and Fundraising

This chapter gives you the ins and outs of establishing a troop account, helping Girl Scouts manage troop finances, participating in money-earning activities, staying safe around money-earning activities, and understanding how to collaborate with sponsors and causes.

### **Troop Funding**

Helping Girl Scouts decide what they want to do, and coaching them as they earn and manage money to pursue their goals, is an integral part of the Girl Scout Leadership Experience (GSLE). Your Girl Scout troop plans and finances its own activities, with your guidance. At the same time, the Girl Scouts learn many valuable skills that serve them throughout their lives: DREAM, EARN, DO.

Girl Scout troops are funded by a share of money earned through Council-sponsored entrepreneurial programs, group money-earning activities, and any dues your troop may charge. The troop treasury belongs to the entire group. The troop should keep enough money in their bank account to cover activities planned during the year.

Generally, the troop should spend earned money each year to ensure that the Girl Scouts that earn the money benefit from it.

### **Dues**

Regular troop dues can be used for a variety of ongoing expenses, such as site rental fees, supplies, badges, and patches. A \$25 maximum is recommended for dues. Girl Scouts should plan to earn money beyond dues to make their troop dreams come true. Troops may decide to collect dues weekly, monthly or at regular intervals that work for them. Ideally, Girl Scouts are both involved in money-earning and remember to bring their dues to meetings. These dues are in addition to the annual membership dues that go solely to GSUSA, the national organization. Financial assistance for troop dues is also available from the Council (see page 43).

### **Product Programs**

The Girl Scout Cookie and the Fall Product (magazines, nuts, and candy) programs are offered by our Council and open to all Girl Scouts. Girl Scouts are encouraged to participate in both Council-sponsored product program offerings each year. These programs not only provide troop funding but are also a foundation of the Girl Scout Leadership Experience, allowing Girl Scout youth to self-determine their troop's plans and building the skills to pursue those plans on their own. Specific details about these programs are found in Chapter 7.

### **Money-Earning Events**

If a troop needs to supplement its product program earnings for a special trip or program, they can seek approval and plan a money-earning event to help with the costs. The event is organized by the troop, approved by the service unit, and planned and carried out by Girl Scouts (in partnership with adult volunteers) (see page 39).



## Troop Money Manager

The troop money manager is the volunteer responsible for the troop's bank account which includes coordinating deposits, expenditures, and financial reporting to the troop.

Since the money belongs to the troop, it is important that the management of funds is transparent for youth and caregivers, and volunteers as well as Council staff. The troop money managers will be trained and will receive ongoing support from their service unit money managers. Volunteers who serve in this role must complete the required background screening process and be registered for the Troop Money Manager role. Any volunteer who has caused a debt to any Girl Scout entity may not be appointed to a volunteer role in Girl Scouts.

## Establishing an Account

Each troop sets up a new bank account through their Service Unit Money Manager. This happens as the troop is formed so there is a place to make deposits, such as troop dues or money from product programs or troop money-earning activities. Troop money may **never** be deposited in a personal account.

Girl Scout troops at every level should keep troop funds in a troop checking account established using these guidelines:

**1.Name-** Open the bank account in the name of "GSCNC Troop # "

**2.Federal Tax Identifications-** The account must use the Council's number 54-0732966 when opening the account to ensure that funds held in the account are tax-exempt.

**3.Signatures-** There must be at least three authorized signatories, one being a service unit money manager, one being a troop money manager, and one being a troop leader, to assure access to the account in case of an emergency. All signers must be over the age of 18, unrelated, registered, and designated for their role.

**4.Debit Card & Checks-** Troops must request a debit card and checks for their troop account. When possible, no name, address, social security number, or phone number should be printed on any checks. Checks should only read: "GSCNC Troop #####."

**5.ACH Electronic Debit/Card Authorization Form-** Troops must sign an ACH Electronic Debit/Credit Authorization Form for new troop accounts and accounts with changes. The ACH is produced as part of the bank letter process. This must be turned into the service unit money manager.

## Requesting a Bank Letter

You will require a letter authorizing the troop to use the Council's tax identification number to open a bank account. Your Service Unit Money Manager will submit the request for a letter of authorization to open or change a troop bank account on behalf of your troop. Your Service Unit Money Manager will also help you identify an appropriate bank.

## Managing Your Account

The following guidelines should be used in managing the troop bank account:

**Deposits:** All troop funds should be promptly deposited in the troop checking account. Note the source of funds if appropriate on the deposit slip.

## Tax Exempt Number

Expenditures made with Girl Scout money and for a Girl Scout purpose are also sales tax exempt. Tax-exempt numbers for each jurisdiction are printed on a tax-exempt card that your service unit money manager can obtain on the Council-Wide SU Team Rally.

**Cash: An ATM withdrawal receipt does not qualify as a receipt for reimbursement or justification for troop purchases. Troop checks may not be made out to cash or to the signer of the check. All purchases made with cash require detailed receipts of the transaction(s).**

## **Purchases**

When possible, purchase supplies, equipment, goods, and services with the troop debit card or check; and use the sales tax exempt card. It is also important to only use the troop bank account for appropriate troop expenses. If a Troop Leader or Troop Money Manager has a question about appropriate purchases, the Service Unit Money Manager should be contacted. See below for a partial list.

- Supplies, equipment (which become troop property), goods, and services purchased for troop
- Service unit dues
- Troop events and field trips
- Donations to SHARE or Juliette Low World Friendship Fund
- Any required volunteer training for outdoor or high adventure
- First aid training for a volunteer
- Background screening for required troop committee members
- Leader books and resources
- Babysitting while troop leader attends training or meeting – must be determined in advance at a caregiver meeting and all caregivers must be aware of the situation and need
- Recognitions for Girl Scouts (such as earned badges and pins)
- Recognition for adult volunteers (i.e. token of appreciation for Cookie Manager, Troop Money Manager, etc.)

## **Reimbursements**

If a volunteer requires reimbursement, requests must be submitted to the troop/service unit within two weeks of purchase and must be accompanied by a receipt.

Reimbursements should be made by check with a memo note justifying payment.

If a signer on the account or a member of their family is receiving reimbursement, one of the alternate signers must review the receipts and sign the check.

## **Reporting and Compliance**

- Troop Leaders or Troop Money Managers must submit bank statements with receipts every month to their Service Unit.
- Service Units have the option of participating in an online bank statement and receipts system where Troop Money Managers securely upload bank statements and receipts each month.
- Troop Leaders and Troop Money Managers need to be aware that Service Unit Managers or Service Unit Money Managers will be reviewing and may request additional documentation for selected bank transactions.
- If inconsistencies are identified with the use of troop funds, the Service Unit Managers or Service Unit Money Managers will seek more information from the troop, and then meet with the Service Unit team to discuss a course of action.

## **Bridging and Transfer to New Troop**

Ideally, the troop should spend earned money each year to ensure that the Girl Scouts who earned it benefit from it. In the event that the troop has Girl Scouts bridging or transferring to a new troop, the below guidelines should be followed:

Youth members register in a new troop and money goes to that troop, never the individual Girl Scout (or parent/guardian).

- Money must be transferred to a troop account within the Council.
- Money is transferred as an equal portion of the troop treasury in relation to the active number of Girl Scout youth members.
- **For Teens Only:** Money may be handled as indicated in the individual teen's records section (see page 41).
- Money is **NEVER** transferred outside our Council.

## Disbanding Troops

Remaining funds in a troop that is disbanding might be used for a final Girl Scout activity, to buy lifetime memberships for the troop members or to donate to the Council's SHARE campaign or another worthwhile organization. **Unused Girl Scout money left in accounts when troops disband and when youth memberships lapse must be transferred to the Service Unit. The Service Unit Money Manager will request a "close bank account" letter.** As when closing any bank 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. Bank accounts must be closed prior to the start of the new Girl Scout year, August 1st.



## Accepting Money Transfers and Payments for Money-Earning

Electronic money transfers are a modern and convenient way that many individuals move funds. However, most of these applications require fees. Many troops utilize Square, which was originally introduced in partnership with GSUSA several years ago, to collect cookie funds at cookie booths. Troops using Square accounts are welcome to do so, but all families must agree and understand that the troop will absorb the fees associated with using Square.

Money payment apps, such as Square, are to be set up under the Council's tax ID when being used for Girl Scouting purposes. **DO NOT USE** a personal social security number. As a result of tax changes, Troops who have received credit card payments through a money payment app will receive a 1099-K. Please make sure that the tax ID shown on the form is the Council's. If the tax ID is not the Council's, the information used to set up the account on the POS app will need to be updated with the Council's information and have the 1099-K reissued. If you need assistance making the change, please contact the support of the POS app. Lastly, if the 1099-K does have the Council's tax ID, there is nothing else you need to do. Please save the 1099-K for your records.

\*We do not recommend using Paypal since it will not allow you to set up the account using our Council's tax ID.

Any peer-to-peer (P2P) money transfer applications that cannot be linked **ONLY** to a Girl Scout bank account are **NOT PERMITTED** (e.g. Venmo). Troop bank accounts are business accounts and they cannot be connected to personal P2P accounts. The council staff cannot assist with IRS issues related to P2P applications.

## Helping Girl Scouts Reach Their Financial Goals

It's important that Girl Scouts have a clear plan and purpose for their money-earning activities. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps:

- **Set a budget for the troop year.** Itemize membership registration, space rental, supplies, and activity costs.
- **Make a plan to earn money for Fall with the Fall Product Program.** Set dues for the start of the year to cover expenses until the money from Fall Product comes in.
- **Make a plan to earn money for the remainder of the year with the Cookie Program.**
- **If your plans require additional money, see below for guidelines around additional troop money earning (not appropriate for Daisies and Brownies).**

**Remember:** As a volunteer, try to help your Girl Scout troop balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money.

## Additional Troop Money-Earning Activities

If income from product programs isn't enough, Girl Scouts have more options available to them. Be sure to submit a Troop Money Earning Event Approval form to the Service Unit Manager before planning the activity. Although you cannot resell products, you can offer services, such as the following:

### Collections/Drives:

Try cell phones for refurbishment, Used ink cartridges turned in for money, or Christmas tree recycling.

### Food/M meal Events:

Lunch box auction (prepared lunch or meal auctioned off) Themed meals, like a high tea or a build-your-own-taco bar, relate these to the activities Girl Scouts are planning (if youth are earning money for travel, tie the meal to their destination)

### Services:

Plan a Girl Scout program for a Service Unit or association, babysit for holiday or Council events, rake leaves, weeding, cutting grass, shoveling snow, walking pets.

## Money-Earning Guidelines

Girl Scouts' participation in both Council-sponsored product program activities and group money-earning projects is based upon the following -- some required by the Internal Revenue Service:

- Troops are encouraged to participate in Council product programs as their primary money-earning activity.
- Service Unit approval is required for any additional troop money-earning event; (other than product programs). Troops should submit the Troop Money Earning Event Approval form to their Service Unit Manager at least two weeks prior to the event. ([https://www.gscnc.org/content/dam/girlscouts-gscnc/documents/FORM\\_Troop\\_Money\\_Earning\\_Event\\_Approval.pdf](https://www.gscnc.org/content/dam/girlscouts-gscnc/documents/FORM_Troop_Money_Earning_Event_Approval.pdf))
- Participation in both Council-sponsored money-earning programs is a prerequisite for approval of other troop money-earning activities.
- Each Girl Scout must voluntarily agree to participate and have caregiver permission.

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

### **Money-Earning Restrictions**

- Girl Scouts forbids the use of games of chance, solicitation of cash, and product-demonstration parties.
- Troop money-earning activities need to be suited to the age and abilities of the Girl Scouts.
- It is rare that a Daisy, Brownie, or Junior troop would receive approval for an additional money-earning activity. The troops should maximize earnings through Fall Product and Cookie programs.
- Money earned is for Girl Scout activities and is not to be retained by individuals or used for activities associated with other organizations.
- All crowdfunding is limited to approved Gold Award Girl Scouts who have received permission to use the Council's designated online tool. This money-earning activity is exclusive to approved Gold Award projects.
- Restaurant nights where you receive a percentage of sales are not permitted as a money earning activity for troops or as a way for associations, service units, or troops to raise SHARE funds.
- Daisy, Brownie, and Junior troops earn and spend their money during the same year.

**Note: Money-earning is not fundraising. Money-earning is program-based activities conducted by Girl Scouts through troops; fundraising is raising money for SHARE.**

### **Collaborating with Sponsors and Other Organizations**

Community organizations, businesses, religious organizations, and individuals may be sponsors and may provide group meeting places, volunteer their time, offer in-kind donations, provide activity materials, or loan equipment. To recognize the sponsor's contribution, Girl Scouts can send thank-you cards, invite the sponsor to a meeting or ceremony, or work together on a Take Action project. The troop is required to have a bank account independent of the sponsor. See page 36 for details on establishing and managing a bank account.

- **Be respectful when collaborating with religious organizations:** Girl Scout groups must respect the opinions and practices of religious partners, but no Girl Scout should be required to take part in any religious observance or practice of the sponsoring group.
- **Fundraising for other organizations is prohibited:** Girl Scouts and adult volunteers are not allowed to solicit money on behalf of other organizations. This includes participation in a walkathon or telethon in uniform. You and your troop can, however, support other organizations through service projects or a donation from your troops's account.
- **Political fundraising prohibited:** When in an official Girl Scout capacity, your troop or SU may not participate (directly or indirectly) in any political campaign or work on behalf of or in opposition to a candidate for public office. We encourage Girl Scouts' civic participation; however, implied endorsements of candidates are prohibited. Girl Scouts is and always will be nonpartisan.

## Teen Troop Decisions on Troop Proceeds

All funds in a Girl Scout troop bank account are for troop activities; however, teen Girl Scout troops may decide to allow individual Girl Scouts to determine how a portion of troop proceeds may be spent (formerly known as individual teen troop accounts). Such a system allows for individual record keeping **within the troop bank account**. This form of record-keeping does not allow for individual bank accounts for each Girl Scout. Troops with Daisy, Brownie, or Junior level Girl Scouts may **not** use this form of decision-making within troop accounts. This includes multi-level troops with youth in these age groups.

Teen Girl Scout troops that elect to use individual decision making must determine how money from dues, Product Programs, and money-earning activities will be recorded. Any money donated to support a Girl Scout's participation must be deposited into the troop bank account and remains the property of the troop; the troop will determine its use in the event the Girl Scout does not continue in Girl Scouting. Funds are never presented to individual teen Girl Scouts or their families. The records of expenses and revenue of Girl Scouts should be shared with teens and their parents on a regular basis. Girl Scouts must factor in adult costs for activities as adults do not participate in money-earning.

## Decisions on Spending Troop Proceeds

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

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

## Highest Awards

Troops and teens who are earning the Highest Awards (Bronze, Silver, and Gold Awards) should review the following guidelines regarding the appropriate use of troop funds and money-earning. The following guidelines apply to all individual Girl Scouts and troops. Additional guidelines specific to individual awards are below.

- Girl Scouts may not raise money for another organization.
- Girl Scouts at the Junior to Ambassador levels may solicit donations of in-kind goods and supplies for specific Girl Scout Take Action projects, including the Bronze, Silver, and Gold Awards.

Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept, however, a volunteer must sign any related paperwork. Direct solicitation of gift cards or money is not permitted.

- Teen Girl Scouts whose troops use individual decision-making for troop finances may use money in their Girl Scout revenue record to fund individual Silver or Gold Award projects.
- Online fundraising/crowdfunding is exclusive to approved Gold Award projects and is only permitted via the Council's designated online tool.
- Girl Scout Juniors and Cadettes may not apply for grants through outside organizations.
- All monies earned or donated should be submitted directly to the troop money manager for receipt and record keeping.





- Junior troops may use troop money to fund Bronze Award projects.
- Funds earned from Council-sponsored Product Programs (i.e. cookies and fall products) can be applied to Bronze Award projects and are considered sufficient funding sources for Junior Girl Scouts.
- Troops earning the Bronze Award may not apply for grants through outside organizations.
- Troops may participate in additional money-earning activities with the approval of the service unit manager, provided that the troop has participated in both Council-sponsored product programs.
- Girl Scout Juniors may request in-kind donations of goods and supplies. However, direct solicitation of gift cards or money is prohibited.

Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.



- Girl Scout Cadettes may use money from the individual financial record system to fund individual or group Silver Award projects.
- Girl Scout Cadettes may request donations of in-kind goods and supplies. However, direct solicitation of gift cards or money is prohibited.
- Girl Scouts may earn the Silver Award individually or as a group of 4 or fewer.
- Girl Scouts earning the Silver Award may not apply for grants through outside organizations. Troop money-earning hours, such as Council-sponsored product programs, cannot be counted toward a Girl Scout's Silver Award project hours.
- Troop money-earning hours are intended to support the troop's goals.



- Girl Scout Seniors and Ambassadors working on the Gold Award may apply for grants through outside organizations.
- Girl Scouts should be completing the grant application information under the supervision of a Girl Scout adult volunteer or their project advisor.
- Troop money-earning hours, such as Council-sponsored Product Programs, cannot be counted toward a Girl Scout's Gold Award project hours. Troop money-earning hours are intended to support the troop's goals, whereas the Gold Award is an individual project.
- Grant amounts should not exceed \$1,000.

Note: If Girl Scouts are offered gift cards or money, instead of goods or supplies, they may accept. However, a volunteer must sign any related paperwork.

## Financial Assistance

Financial assistance is designed to help registered Girl Scout youth and adult members participate in Girl Scout activities where financial considerations might otherwise hinder such participation. A chart on page 45 summarizes the types of financial assistance available from the Council.

Funding for much of this assistance comes from the generous support of Girl Scout families through SHARE, our annual giving campaign. For more information on SHARE, see page 45.

### • Troop and Member Financial Assistance

- Assistance for the annual GSUSA membership dues is available for Girl Scouts and adult volunteers. To request this type of assistance, log on to your account at [www.gscnc.org](http://www.gscnc.org) and request financial assistance during the membership purchase checkout.
- Assistance for uniforms, books, and troop dues is available to registered Girl Scouts and registered troop leaders. The online form can be filled out by the parent or the troop leader. To begin this process, go to the “Forms” page of our website and select “Financial Assistance for Uniforms, Books & Troop Dues.”

### • Background Screening Assistance

- Assistance is available for the background screening fee. After you register as an adult volunteer for a role that requires a background screening you’ll receive an email “invitation” from [theadvocates@sterlingvolunteers.com](mailto:theadvocates@sterlingvolunteers.com) to begin the process. The email will contain two links. One link is to be used if you’d like to pay the fee. The other link is to be used if you’d like to request financial assistance to cover the fee.

### • Program Grants

Program Grants help individuals participate in an approved Girl Scout activity:

- Troop activity, event, or trip
- Nation’s Capital sponsored event
- An individual activity such as a Girl Scout Destination or similar trip
- To submit a program grant, search Program Grant Application under “Forms” on [www.gscnc.org](http://www.gscnc.org) and send to [programaa@gscnc.org](mailto:programaa@gscnc.org). Detailed budgets and/or itineraries are required to be attached to this form.



**\*\*Program grants are not designed to replace responsible financial planning and are not designed to underwrite event costs for an entire troop/group.\*\***

***If additional adults are needed to meet Safety Activity Checkpoint requirements, they are also eligible for program grants.***

## In planning activities, troops should consider the following:



- Has the troop made realistic plans to pay for all youth members and required adult volunteers?
- Has the troop allowed enough time to raise the needed funds?
- Has the troop made alternate plans, if needed, to accommodate unexpected circumstances such as change in troop size, increased cost, and unrealized money-earning goals?
- Have all Girl Scout youth and adults been given the opportunity to participate in troop money-earning activities?
- Has the troop participated in Council product programs activities?



- **Training Grants**

Training grants are available for adult volunteers to request financial assistance for fees associated with adult education opportunities to support youth programming sponsored by Girl Scouts Nation's Capital. This grant applies to the following courses:

- First Aid - High Adventure courses - Cookout & Campout courses

This assistance is available to one volunteer per troop/per year for each of these roles. The Training Grant Application can be found on our website under "Forms" see <https://www.gscnc.org/en/forms-volunteers/forms.html>. For more information contact the Adult Volunteer Development coordinator at [avdaa@gscnc.org](mailto:avdaa@gscnc.org).

- **Troop Loans**

Troop loans help groups participate in approved Girl Scout activities when funds are not available at the time payment is due. Troop loans could be considered in the following situations:

- To make a deposit for activities prior to receipt of product program proceeds
- If money-earning activities have fallen short of expectations and plans cannot be changed
- If a special opportunity comes up and Girl Scouts need more time to raise money
- If several Girl Scouts in the troop need financial assistance
- The Troop, Group, and Individual Program Loan Application form can be found under "Forms" on [gscnc.org](http://gscnc.org) and submitted to [programaa@gscnc.org](mailto:programaa@gscnc.org).
- Loans must be repaid within six months to one year from the date of loan disbursement through a scheduled payment plan. Unpaid troop loans are considered a Council debt. Troops defaulting on a troop loan may not participate in our Council programs or use our Council campsites and will be subject to debt collection.

- **Camp Financial Assistance**

Girl Scouts Nation's Capital strives to make camp available to all Girl Scouts regardless of their family's economic situation. Requests for assistance must be submitted prior to camp registration. Links to assistance for summer sleep-away camp and day and evening camp can be found under the "Camp" tab on [www.gscnc.org](http://www.gscnc.org)



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

## SHARE: Annual Family Giving Campaign

**SHARE: Your Love of Girl Scouting** raises critical funding for Girl Scouts and volunteers in our Council. This funding provides financial aid; helps maintain our eight outdoor camps; delivers Girl Scout programming; and supports volunteer training. **Every single youth & adult member in our Council is impacted by SHARE.** 100% of your donation stays within our Council to support our Girl Scouts and volunteers. SHARE is the way Girl Scout families and friends help make Girl Scouting possible for all Girl Scouts. Remember: 100% of every youth and adult membership fee goes to the national headquarters of Girl Scouts.

SHARE volunteers at the Association, Service Unit and Troop levels are the lifeblood of this critical fundraising effort. They help educate other volunteers and caregivers about the importance of SHARE and how it impacts their Girl Scouts' experience. Additionally, we have SHARE Regional Co-Chairs and our top SHARE volunteer serves on the Board of Directors. All SHARE volunteers are supported by the Council's Development team.

## Individual Donations

Every family is asked to support SHARE through a personal contribution. This can easily be done by joining the Friendship Circle with a recurring donation of a minimum of \$5 a month. Donations are credited to adults, not youth Girl Scouts; therefore, the full name and address of an adult must accompany the donation in order for the donor to receive a tax receipt letter.

To ensure your Association, Service Unit or Troops gets credit for your donation, please always fill in that information when asked. All Associations and Service Units have SHARE fundraising goals so this is important to do.

**Donations can be made through your service unit's crowdfunding page. Search for your service unit at [www.bit.ly/GCSHARE](http://www.bit.ly/GCSHARE). Donations can also be made online at [www.gscnc.org/donate](http://www.gscnc.org/donate), mailing a SHARE envelope, or by phone 202-534-3785.**

Please speak to your Service Unit SHARE Chair for more information. Volunteers are not to use Girl Scout adult contact information for personal or professional purposes. **Do NOT send cash through the mail.**

## SHARE Activities and Events

Each Service Unit strives to reach their SHARE goal through personal contributions and SHARE events. All SHARE fundraising events should be planned and run by adults. When planning events, adults should be aware that our Council has guidelines specific to fundraising partnerships with other organizations. External organizations should not participate in any SHARE fundraising events (i.e. other organizations having promotional exhibits or tables at SHARE events).

When hosting a SHARE fundraising event, do not leverage the event to raise money for another organization. Adult members in their Girl Scout capacities may not solicit financial contributions for purposes other than Girl Scouting.

- **Special Promotions** – The Council partners with organizations whose policies and operations are compatible with values of Girl Scouting on a Council-wide level. Proceeds from sales benefit SHARE.
  - **Vehicle Donations** – Are a great way to raise money for SHARE and if the donor would like to do so, they can credit their Service Unit or Association. More information can be found on GSCNC.org
  - **Games of chance** – These events are allowed only if they are solely run and attended by adults to benefit SHARE.
- Restaurant nights, business partnerships, fundraising with other organizations, party demonstrations** – Events where a percentage of sales are received are NOT permitted.

## How can Girl Scout youth be involved?

- Girls Scouts are encouraged to tell their stories, write thank you notes, make thank you calls to donors, or help make a poster about SHARE, but they may not directly solicit contributions. Fundraising asks must only be made by adult volunteers and/or staff. Girl Scouts can help make videos and post updates on the service unit's crowdfunding page, through the Council managed fundraising platform. Great ways to earn Council hours!
- **SHARE is not a money-earning activity.** Money-earning is conducted by Girl Scouts through troops and includes specific guidelines and restrictions. For more information on money-earning guidelines, see page 39.
- SHARE reports and resources (i.e. the SHARE handbook) can be located on the SHARE Volunteer Rally page.

## Pass-through Donation Guidelines

Many individuals see the impact of Girl Scouting in their communities, and sometimes we receive requests for individuals to donate directly to a Girl Scout troop, service unit, association, and/or group. The Council has established guidelines to properly acknowledge the donor's gift and track money supporting our organization.

For donations up to \$250, the donation should be payable to GSCNC Troop # and deposited into the troop's bank account. The Council will not provide a tax receipt for these donations.

For donations over \$250, below are the steps used for processing these donations:

- The donation check must be made payable to Girl Scouts Nation's Capital and sent to the Council's DC office at the address below.
- Important: The donation must come with a note that says it is a pass-through donation and the Troop#, SU#, Association# that it will support.
- The Council will deposit the donation and issue a tax receipt for the donor, using the address listed on the check.
- The Council will provide payment to the troop via check made payable to the troop or ACH transfer to the troop account. This process usually takes 7-10 business days.
- A troop may receive a donation of up to \$1,000 from any funder/donor once per fiscal year. Any amount over \$1,000 will go to SHARE, our annual giving campaign to benefit all Girl Scouts.
- The same procedures apply to service units, associations and/or groups.

Please send the check to: Controller, Girl Scouts Nation's Capital, 4301 Connecticut Avenue NW, M-2, Washington, DC 20008. Contact [Droldan@gscnc.org](mailto:Droldan@gscnc.org) with any questions.

## Planned Gifts

All families who understand the impact of Girl Scouting and want to ensure the legacy of Girl Scouting in our region forever, should consider a planned gift through the Juliette Low Legacy Society (JLLS).

**If you would like more information about SHARE, making the ask, making a major gift or JLLS, please contact our Development staff at 202-274-3317.**



# Chapter 6

## Inclusion and Conflict Resolution

### The Five Skills

As you listen and learn along with the Girl Scouts, remember that each child is an individual with their own needs, feelings, and interests. Girl Scouting is an inclusive, **girl-led** community in which everyone belongs. When you put youth first, you're nurturing a collaborative dynamic, making space for the development of leadership skills and allowing children to benefit from the guidance, mentoring, and coaching of caring adults. Consistently practice the following:

**1** Create a Safe Space  
for Girl Scouts

**2** Recognize and Support  
Each Girl Scout

**3** Promote Fairness

**4** Build Trust

**5** Inspire Open  
Communication

### Diversity, Equity, Inclusion, and Accessibility (DEIA) Commitment Revised by the Nation's Capital Board of Directors, June 2022

Girl Scouts Nation's Capital is committed to building and maintaining an inclusive community that respects and supports all our members. We value the diverse backgrounds and qualities of each youth and adult member—including race; ethnicity; national origin; culture; gender identity and expression; sexual orientation; socioeconomic status; age; physical, intellectual, and emotional abilities; and religious and political beliefs—so that all members feel they belong. We strive to provide everyone with the opportunity to fully participate in the Girl Scout program and contribute to the Girl Scout community.

We do not have all the answers but pledge to work toward these goals as advocates and allies. We seek to address barriers that impede our members from reaching their highest potential.

Our mission is to help Girl Scouts become leaders with the courage, compassion, and confidence needed to build a more just community. We continue to commit ourselves to the values put forth in the Girl Scout Promise and Law. This is who we are, and this is our promise to you.



## Creating an Atmosphere of Acceptance and Inclusion

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all Girl Scouts being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among us all. It's about being a "sister" to every Girl Scout. You're accepting and inclusive when you:

- Welcome every Girl Scout and focus on building community.
- Emphasize cooperation instead of competition.
- Provide a safe and socially comfortable environment for youth.
- Teach respect for, understanding of, and dignity toward all Girl Scouts and their families.
- Foster awareness and respect for the spectrum of gender identities and personal pronouns.
- Actively reach out to youth and families who are traditionally excluded or marginalized.
- Evoke a sense of belonging to the community as a respected and valued peer.
- Honor the intrinsic value of each person's life.
- We do not have all the answers but pledge to work toward these goals as advocates and allies. We seek to address barriers that impede our members from reaching their highest potential.



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

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

We take action when we see a need and we live by our Girl Scout Law, which demands we seek racial equity for everyone.

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

GSUSA Multicultural Community Celebrations Patch Program (<https://bit.ly/44QYVzf>)

Girl Scouts of all levels, your friends, and your leaders have plenty of activities to choose from to earn each segment of this fun patch. Whether they choose to do one or all of them, you'll discover interesting new things about your neighbors—and yourself.

- PBS's five-episode series "Asian Americans"
- Smithsonian National Museum of African American History and Culture Teaching & Learning resources
- National Museum of the American Indian's NK360 Educational Resources
- Virtually visit the National Museum of the American Latino
- GLSEN's Key Concepts and Terms

gs Learn Training:

GSUSA Creating Your Inclusive Troop

GSUSA Delivering Inclusive Program,

\*Girl Scouts Nation's Capital: DEIA Commitment & Inclusive Language Training

## What is inclusive language?

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



## What is Gender-Neutral and Gender-Inclusive Language?

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

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

**Gender-specific pronouns are the way English speakers typically refer to each other in the third person:**

**SHE / HER**

**HE / HIM**

**Gender-neutral pronouns can be used in place of gender-specific pronouns when referring to someone in the third person:**

**THEY / THEM**

**ZE / HIR / ZIR**

**Some people may ask you to solely use their name and not pronouns.**



## **Are Girl Scouts required to share their pronouns?**

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

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

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

## **What if gender identity topics are raised?**

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

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

## **What if sexual orientation topics are raised?**

Gender Identity is about how you feel about yourself. It doesn't involve anyone else and should be respected at all times.

Sexual Orientation is about how you feel about others, referring to who someone feels romantically and/or emotionally attracted to. Unlike gender identity, it is a topic that is largely irrelevant to most youth programming.

Gender identity is a topic we discuss only in terms of pronouns in order to respect someone's identity, however, sexual orientation is a topic volunteers and youth members do **NOT** actively discuss.

Although sexual orientation can be a part of someone's identity, conversations surrounding romantic intimacy are considered Sensitive Issues, and adults are expected to intervene in these instances with respect and in an age-appropriate manner. We know that questions and conversations sometimes arise organically about "crushes" or attraction, and we are respectful and non-judgmental regarding everyone's romantic and sexual orientations. See Sensitive Issues Guidelines, page 25.



There is no need to "out" or discuss a youth or adult member's sexual orientation, and volunteers and youth members do not initiate discussions about sexual orientation or sexuality.

Regarding gender and sleeping accommodations: see pages 27-28

## **Supporting Girl Scouts with Diverse Intellectual and Physical Abilities**

As a volunteer, your interactions with Girl Scouts presents an opportunity to improve the way society views youth with diverse abilities. Historically, disabled individuals have been looked at from a deficit viewpoint with a focus on how people with diverse abilities could be fixed. Today, the focus is on a person's abilities—on what they can do rather than on what they cannot.

- When first meeting with a new Girl Scout troop member, ensure that you ask every caregiver for specific information regarding how to meet the needs of their child. This will provide an opportunity to gauge how each individual troop member can be supported appropriately and set them up for success each year. Then you can be fully aware when making plans regarding troop activities and events. (Download the Meet My Girl Scout form here: <https://bit.ly/3OnwSSH>)
- Please respect the privacy of any medical diagnosis that is disclosed, unless the caregiver has given permission to discuss/inform others. Initially, communicating with the caregivers is important to discuss any necessary accommodations the individual may require. In some cases, it will be advisable to ask the caregiver to be present for the meetings initially. The eventual goal is for the Girl Scout to be independent. The gradual process towards independence can involve the caregiver being in the back of the room, then the room next door, and then in their car.
- When talking to an individual with a disability, please speak directly to them, not through a caregiver and treat them as you would any other member of the troop to the extent it is possible. There may be an exception, however, with individuals with Autism Spectrum Disorder (ASD). Speaking directly to someone with ASD might be uncomfortable for them when delegating duties, especially in front of others. Eye contact may also be difficult or uncomfortable for some individuals.
- It may be helpful to email the caregivers ahead of time to let them know what will be taking place at the meeting. Children with ASD prefer structure so it's a good idea to structure every meeting and activity. They prefer to know what they're going to be doing and what is expected of them. They don't like last-minute changes and might get upset with changes that couldn't be helped e.g. a co-leader not being there because they are sick. It's helpful to announce shifts e.g. 'in five minutes, we'll be switching to another activity.'

## **People-First Language and Identity-First Language**

When talking about people with disabilities, it is important to keep two concepts in mind: people-first language and identity-first language. Many people prefer **People-First Language**, which emphasizes the person, not the disability. (They are a person with autism, versus they are autistic.) Disability is no longer the primary, defining characteristic of an individual, but one of several aspects of the whole person. However, some people prefer **Identity-First Language**, which places the disability-related word first in a phrase. It emphasizes the disability as a significant aspect of a disabled person's identity. When in doubt, just ask!

### **When interacting with someone with diverse abilities, consider these tips:**

- It's okay to offer assistance to someone who is differently abled but wait until your offer is accepted before you begin to help. Listen closely to any instructions the person may have.
- Speak directly to the person with a disability, not to their companion or sign language interpreter.
- When speaking for more than a few minutes to someone who uses a wheelchair, place yourself at eye level.
- When greeting someone with low vision, always identify yourself and others. You might say, "Hi, it's Sheryl. Tara is on my right and Chris is on my left."

### **Registering Girl Scouts with Cognitive Diversity**

Girl Scouts with cognitive diverse intellectual abilities can be registered as closely as possible to their chronological ages. They wear the uniform of that program level. Make any adaptations for the Girl Scout to participate in ongoing activities of the program level to which the group belongs. Girl Scouts with diverse intellectual abilities may choose to retain their youth membership through their 21st year, and then move into an adult membership category.

### **The Gold Award and Inclusion**

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

This includes:

- Girl Scouts with diagnosed disabilities
- Girl Scouts who have IEPs/504 plans in the school setting
- Girl Scouts who receive disability related accommodations within the school setting
- Girl Scouts who identify as having disability/"special need," including those who may not have a formal diagnosis.
- When a Girl Scout indicates they need accommodations, the Council staff will contact the family to get clarity on the types of accommodations needed. We will decide on reasonable accommodations. The Council then communicates directly with the Gold Award Panel about the accommodations and ensures the Panel feels capable of fulfilling them.
- Our aim is to treat every Girl Scout with the attention and respect they deserve as a Gold Award Earning Girl Scout.

Please email [HigherAward@gscnc.org](mailto:HigherAward@gscnc.org) to request reasonable accommodations.

### **Behavioral and Relational Differences**

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

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

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

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

### **Best Practices:**

**Connection seeking youth:** it helps to remember that if they don't get enough positive reinforcement and connection with others, some will seek negative attention (acting out) over no attention at all.

**Over-stimulated youth:** may withdraw or act out. Some are particularly sensitive to touching sticky, messy, or rough textures. They may avoid certain projects because of this. This challenge should be treated with respect, since the experience of these sensations is often described as painful or revolting. You have an opportunity to allow them to make choices that will agree with their needs.

### **Consider:**

- Non-stigmatizing, non-punitive “time out” with another adult or friend is helpful.
- If possible, let them choose a “personal space bubble” to do their badge work or craft, and give them 1:1 supervision. The youth member will know when they are ready to rejoin the group. Make sure they feel welcome when they rejoin the group.
- As they get a little older, they can take cues from volunteers or their troop mates for when their feelings are escalating a bit, and take a “self-time out” early on.
- For those with sensory challenges, give them a choice of wearing non-latex gloves or perhaps using tweezers to manipulate objects, or just observing a troop mate doing the “icky” part of the task.
- Slow the instructions down and feed them piece-by-piece. Modify or shorten the badge work or simplify the craft to something manageable.

Also, in your toolbox of accommodations for social/behavioral/relational disabilities are extra layers of communication to “grease the wheels” of social interactions. Always reward attempts at positive behavior, social interaction and group participation even if the Girl Scout is not fully successful. What's important is that they tried. Their troop mates will soon find ways to help them be successful. Children are surprisingly good at encouraging each other, especially when we thank them for “being a sister to every Girl Scout.”



## **Inclusion Resources for Engaging Girls with Disabilities:**

gs Learn Training: 204 Including Girls with Disabilities

\*Girl Scouts Nation’s Capital: DEIA Commitment & Inclusive Language Training

Kids Included Together – [www.kit.org](http://www.kit.org)

Partners for Youth with Disabilities – [www.pyd.org](http://www.pyd.org)

Autism Empowerment: Girl Scouts – a Place for Girls of All Abilities-

[autismempowerment.org/wp-content/uploads/2013/12/Girl-Scouts-A-Place-for-Girls-with-All-Abilities.pdf](http://autismempowerment.org/wp-content/uploads/2013/12/Girl-Scouts-A-Place-for-Girls-with-All-Abilities.pdf)

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

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

## **Conflict Resolution**

One way to navigate emotional or contentious moments is through the LUTE method—

**Listen, Understand, Tolerate, and Empathize.**

### **L = Listen**

Hear them out, ask for details, and reflect back what you hear, such as, “What happened next?” or “What did they say?”

### **U = Understand**

Try to be understanding of their feelings with comments such as, “So what I hear you saying is . . .” “I’m sure that upset you,” or “I understand why you’re unhappy,” or “Your feelings are hurt; mine would be, too.”

### **T = Tolerate**

Let them know you can tolerate the feelings they just can’t handle right now on their own. Let them know that you’re there to listen and accept how they are feeling about the situation. Say something like: “Try talking to me about it. I’ll listen,” “I know you’re mad—talking it out helps,” and “I can handle it—say whatever you want to.”

### **E = Empathize**

Let them know you can imagine feeling what they’re feeling with comments such as, “I’m sure that really hurts” or “I can imagine how painful this is for you.”



## Conflict Resolution and Grievance Process

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

### Reasons for Conflict

Conflicts can occur between Girl Scouts, youth members and volunteers, volunteers and paid staff, or volunteers and the parents/guardians of youth members. Conflicts can arise from:

- **Personality conflicts**
- **Disciplinary issues**
- **Opinions on how to incorporate programming and activities**
- **Concerns regarding Council policies and procedures**
- **Lack of training and/or updated training**
- **Use of funds**
- **Differences in ideology**
- **Inappropriate behavior and**
- **Miscommunication (including email communication)**



### Troop Conflict

When a conflict arises, 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 spread the complaint around to others (including through email or social media)—that won't help the situation and causes only embarrassment and anger. Girl Scouts in the troop should never be made aware of issues between adults.

If a conflict persists, be sure you explain the matter to your service unit manager and support team. If the service unit manager cannot resolve the issues satisfactorily (or if the problem involves the service unit manager), the issue can be taken to the membership specialist and, ultimately, if the problem continues, contact your area membership manager for extra help.

### Volunteer Conflict

Volunteers donate their time and efforts to our mission and are diverse, passionate, and caring. However, all may not agree on how to fulfill the Girl Scout mission or adhere to our principles. Everyone has the right to express their concerns, be respected, and to be treated in a professional, efficient and fair manner.

All volunteers should seek resolution to problems through open communications and informal discussions. If a volunteer has a concern or conflict, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution. If informal communications fail, those involved should meet with their volunteer supervisor, specifically the service unit manager. With their service unit manager, they will attempt to resolve the conflict and review the necessary steps.

## Preventing Issues in Troops

There are steps that can be taken to prevent issues from arising. One important step is for girls to determine with leader guidance the behavior expected. The Girl Readiness and Behavioral Agreement Form on the next page can help establish expectations. Communicating this code of conduct to parents with the expectations and consequences is an important step so that all understand.

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

## Behavioral Consequences

When Girl Scouts display concerning behavior, the leader's first step is to reach out to the caregivers to discuss issues and solutions. If problematic behaviors continue, caregivers may be asked to attend each meeting and outing to monitor and correct their child's behavior so that troop leaders can focus on the troop as a whole. Please note: Girl Scouts are not removed from troops without due process.



## Steps in Conflict Resolution

1. Don't ignore the issue. The Council encourages volunteers, staff and caregivers to take positive actions to promptly and efficiently resolve concerns.
2. If an individual has a concern, they should take it directly to the person involved first and negotiate for a mutually beneficial resolution.
3. If it can't be handled informally between the individuals, those involved should meet in person. Start at the lowest level before escalation.
4. All decisions should be documented, and each party should sign the agreement and keep a copy.

Level	Conflict With	Meet With
1.	Caregiver(s) in troop	Troop Leader
2.	Troop Leader/Volunteer	Service Unit Team Member/ Lead Volunteer/Camp Director
3.	Service Unit Team Member	Service Unit Manager/Membership Specialist
4.	Council Staff	Area Manager/Director of Membership



## Tips for Conflict Resolution

- When upset or frustrated, step away and cool down.
- Address the issue, not the individual.
- Find something positive to say about the person.
- Express feelings honestly but not aggressively. Avoid placing blame.
- Address the problem, not how you personally feel about it.
- Recognize that everyone has their own opinions, and you can't force people to think like you. Focus on coming to a mutually acceptable agreement.
- Don't think of it as competition-you are not enemies. Compromise so everyone has a part in the solution. A conflict is never truly resolved if only one person's needs are met.
- Focus on common ground instead of disagreement.
- Don't assume you know what someone is feeling or thinking.
- Actively listen without interrupting and ask clarifying questions to ensure understanding.
- Focus on the present instead of bringing up past issues.
- Try to work with others rather than exert control over them.
- Thank the person for listening.



### Removal:

After the resolution has been reached and documented, if the behavior or conflict continues, volunteers may be removed from that volunteer position after due process has been followed. Due process is defined as the opportunity for an in-person meeting that includes the area (or appropriate) manager and gives all sides the chance to be heard. The situations on page 57 can result in the immediate removal of a volunteer. An individual who is unwilling to participate in a sit-down conflict management meeting can be immediately removed from volunteer roles. Please note: Girl Scouts are not removed from troops without due process.



## Girl Scout Readiness and Behavioral Agreement Form

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

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

As a Girl Scout, I realize that behaving appropriately and having a positive attitude is necessary in order for me to have a good experience in Girl Scouting. I also realize that behaving appropriately and having a positive attitude helps the people with whom I interact to also have a good experience in Girl Scouting. Consequently, I agree to abide by the following:

- I will be sensitive to the needs of everyone in my troop/group.
- I will respect the people with whom I interact and the places that I visit.
- I will not use abusive or profane language.
- I understand that my using alcohol, tobacco, or drugs during a Girl Scout meeting or activity will not be tolerated, and that I will be expelled from the activity or meeting if I do.
- I will be responsible for my personal belongings and equipment and will not hold the troop/group or the Girl Scout Council of the Nation's Capital responsible for any loss or damage due to my negligence or carelessness.
- I will treat all the material and equipment provided for my use with care. I understand that I will be charged for damages to any equipment in the event that my use is negligent or abusive.
- I will use all necessary safety equipment and follow safety rules and procedures.
- I will fulfill my share of daily responsibilities, such as preparing food, setting up camp, cleaning, and shopping.
- I will let the adults who are responsible for me know where I am at all times and I will follow the buddy system.
- I understand that if I am sent home early due to misconduct, it will be the financial responsibility of my caregiver and that the adults who are responsible for me will make travel arrangements and notify my caregiver of those plans.

Girl Scout Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Updated: July 2023



# Chapter 7

## Programs and Entrepreneurship

### What Our Girl Scouts Do, Locally:

#### The Girl Scout Leadership Experience (GSLE)

The Girl Scout Leadership Experience provides the foundation for all we do. It is the core of our program and encompasses everything from our Promise and Law to our badges, activities, and Journeys. And at the center of it all are the kids. At Girl Scouts, everything centers around the youth member, it's what makes Girl Scouts truly unique.

#### The three keys of Girl Scouting:

- **Discover.** When Girl Scouts take part in fun and exciting badge activities, earn a Girl Scout Journey award, go camping, or attend an amazing Girl Scout program or event, you are helping them discover who they are, what they care about, and where their talents lie.
- **Connect.** When Girl Scouts collaborate with others—including the members and leaders of their troop, Girl Scouts from their local community, or community partners and experts—they connect and expand their horizons. This helps them care about, support, inspire, and team up with others both locally and globally.
- **Take Action.** When Girl Scouts deepen their relationship with the world around them, they're eager to take action to improve the local community and the greater global community and make the world a better place.

#### So how do we do it? The Girl Scout Leadership Experience draws on three unique processes:

- **Girl-led.** Girl Scouts take the lead, no matter their age. From selecting the badges they'll pursue to how they'll organize an activity; Girl Scouts have the chance to follow their dreams and grow their skills—and gain the confidence that comes with that.
- **Learning-by-Doing.** Hands-on activities are fun for Girl Scouts of any age, but they also help them feel empowered to shape their own experience. Girl Scouts unlock their “I got this” attitude as they discover they can always dust themselves off and try again when things don't go according to plan.
- **Cooperative Learning.** There's power in having a tight-knit group of friends who will learn with you, grow with you, and always cheer you on. Girl Scouts see firsthand that teamwork, respect, and collaboration can fuel them through any challenge that comes their way.

#### Planning Your Troop Year

There are many resources available to help plan your Girl Scout year. For ready-made year plans, including meeting plans (right down to a script!), use the Volunteer Toolkit (see page 14).

## Progression

Although program elements, like outdoor expeditions or entrepreneurial ventures align across all grade levels, Girl Scout Daisies and Brownies won't be doing the same activities as Girl Scout Seniors and Ambassadors. With your support, they will get there! Girl Scout programming is designed to be progressive and it's what makes Girl Scouting fun and effective! By building on the knowledge and skills they gain year after year, your Girl Scouts' confidence will grow exponentially, and they'll be eager to try new things and take on new challenges. As a volunteer, you will cultivate a supportive, non-judgmental space where your Girl Scouts can test their skills and be unafraid to fail. Keep in mind that progression drives success for your troop. It is important that as your Girl Scout troop progresses your role as troop leader will shift from leader to advisor.

## The Important Difference Between Journeys and Badges

Journeys and badges are designed to give Girl Scouts different leadership-building experiences, all while having fun!

- Journeys are multi-session leadership experiences for Girl Scouts to explore topics such as bullying, media literacy, design thinking, or environmental stewardship. Girl Scouts do hands-on activities, connect with experts, and take the reins on age-appropriate Take Action projects. Because of their leadership focus, Journeys are also a prerequisite for the highly regarded Bronze, Silver, and Gold Awards
- Badges are all about skill building. When a Girl Scout earns a badge, it shows that they've learned a new skill, such as making a healthy snack, building and testing a toy race car, or taking great digital photos. It may even spark an interest at school or plant the seed for a future career. And remember: you'll have fun and learn by doing right alongside your Girl Scouts!

## Getting Started with Journeys

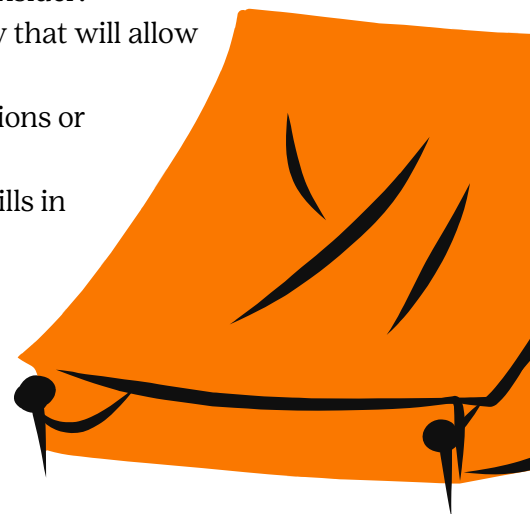
At the core of the Girl Scout Leadership Experience (GSLE) are National Leadership Journeys, which are fun and challenging experiences grouped around a theme and spread over a series of sessions.

### To dive in, use these five simple steps:

1. Check out the Journeys at [www.gscnc.org/journeys](http://www.gscnc.org/journeys) There, you can find information about the topics that each Journey covers, which you can share with your troop. You'll find fun and meaningful traditions of Girl Scouting to complement your Journey in the Girl's Guide to Girl Scouting.
2. Choose a Journey. Because Girl Scouting is girl-led, it's important to give the troop the chance to pick the Journey they want to do. Talk to them about what each Journey for their program level is about and let them choose one. Build off the ideas shared, but be sure to include opinions from all the girls.
3. Log in to the Volunteer Toolkit (VTK) to access Year Plans. The Year Plan Library provides ideas on how to bring the Journey to life with Girl Scouts while leaving room for creativity and customization. The VTK is a crucial tool in helping guide Girl Scouts through their chosen Journey with ease.



4. Invite Girl Scouts (and their caregivers) to use their imaginations to make the Journey come to life in ways that excite them. Remember that you and the Girl Scouts don't have to do everything exactly as laid out in the sample sessions. Some things to get your Girl Scouts to consider:
5. Can Girl Scouts organize and plan a field trip or longer travel opportunity that will allow them to learn more about a particular Journey topic or theme?
6. Can they communicate with an expert or guest speaker to answer questions or demonstrate particular skills?
7. Which badges can the group choose to work on that will deepen their skills in this particular area?
8. Step back and watch how your troop, with your knowledge, support, and guidance, has enormous fun and a rewarding experience. Celebrate with them as they earn their National Leadership Journey awards—and perhaps some Girl Scout badges, too!



### Emblems and Patches

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

- Emblems show membership in Girl Scouts, a particular Council, a particular troop, or in some other Girl Scout group. These can be worn on the front of a sash or vest (see the diagram in the handbook section of *The Girl's Guide to Girl Scouting* to see where these are placed, or at [www.gscnc.org/shop](http://www.gscnc.org/shop)).
- Participation patches represent activities Girl Scouts have tried and are fun ways for Girl Scouts to remember special events they've attended. As these patches and pins aren't tied to skill-building activities, they are worn on the back of a Girl Scout's sash or vest.

### Additional notes on badges:

- Girl Scout Daisies earn Petals and Leaves (which form a flower) in addition to badges
- Badges and other earned awards are worn on the front of a sash or vest
- The knowledge and pride a Girl Scout gains from earning skill-building badges is more important than the number of badges earned

### Journey Series en Español

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

¡HOLA!

## The Difference Between Community Service and Take Action Projects

As your Girl Scouts look for meaningful ways to give back to their community, you can help sharpen their problem-solving skills and expand their definition of doing good by discussing community service and Take Action projects.

- Community service projects are all about making an impact right now and filling an immediate need in the community.
- Through their Take Action projects, Girl Scouts change the world—or their part of it—and make it better, going forward. Take Action Projects focus on creating a lasting, sustainable impact.

Both projects serve important needs but at different levels. If your troop members want to pursue their Bronze, Silver, or Gold Award, they'll need to understand the kinds of projects that qualify. To make Take Action projects even more impactful for your Girl Scouts, set time for them to reflect on their projects. When Girl Scouts make time to internalize the lessons they've learned, they're more likely to find success in their future projects—or anything else they put their minds to.

## Girl Scout Highest Awards

As your Girl Scouts discover their passions and the power of their voices, they'll want to take on an issue that's captured their interest and is meaningful to them. Encourage them to turn their vision into reality by taking on the ultimate Take Action projects in order to earn Girl Scouts' highest awards.

## The Girl Scout Bronze, Silver, and Gold Awards

Honor Girl Scouts who become forces for good and create a lasting impact on their communities, nationally and around the world. Information on the awards and guidelines can be found on our website at [www.gscnc.org/awards](http://www.gscnc.org/awards). See page 41 for information about money-earning and using troop funds for the highest awards.

**The Girl Scout Gold Award** is the standout achievement of Girl Scouts who develop meaningful, sustainable solutions to challenges in their communities and the world. Seniors and Ambassadors who have completed either two Girl Scout Senior/Ambassador level Journeys or earned the Silver Award and completed one Senior/Ambassador level Journey can pursue their Gold Award.

## The Girl Scout Silver Award

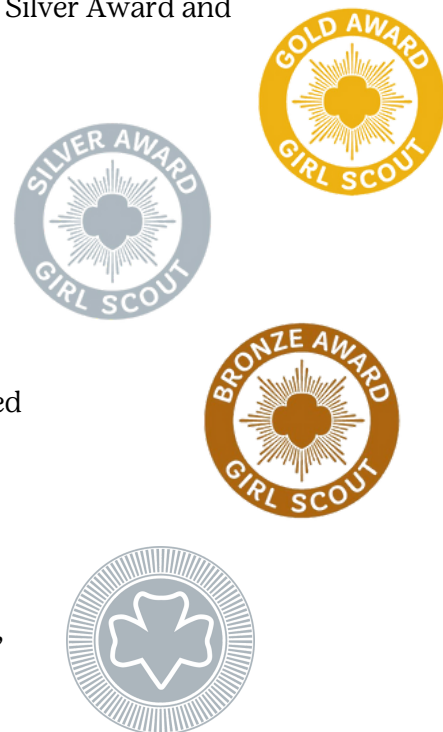
Can be earned by Cadettes; the prerequisite is one Cadette Journey and its associated Take Action project. The Silver Award can be earned by an individual Girl Scout or by a small group.

## The Girl Scout Bronze Award

Can be earned by Juniors; the prerequisite is one Junior Journey and its associated Take Action project. The Bronze Award is earned by the group

## The Silver Trefoil Award

Is a Nation's Capital award that focuses on community service. A Girl Scout may receive this award by providing 100 hours of service to the Girl Scout community, local and national organizations (including government), and global efforts.



## **Nation’s Capital Programs and Events**

### **Participation in Council-Registered Programs**

Only Nation’s Capital registered individuals and troops may register for programs. Many Council-registered programs have limited capacity; check with the Customer Care department for availability. Troop leaders must, “on their honor,” adhere to these limits to ensure maximum Girl Scout participation. Some programs allow only the Girl Scout youth members to participate in the actual activities. Most programs are designed for troop participation. Troops seeking activities open to family and friends are encouraged to coordinate with program vendors.

### **Program Partners**

Program Partners are programs and events advertised as a service to aid in troop planning. Program Partners range from museums to commercial establishments to individual entrepreneurs. Some programs are designed specifically for Girl Scouts, while others are open to the public as well. Registration and information are handled by the vendor. Vendors have provided our Council with a certificate of insurance where necessary, but there is no Nation’s Capital staff at or directly associated with the program. Troop leaders must ensure Safety Activity Checkpoints and Volunteer Essentials standards are adhered to.

Premier Program Partners are program partners that offer high-quality programs aligned with the Girl Scout Leadership Experience and have a proven track record of success working with Girl Scouts. Look for the Premier Program Partner designation on listings in the Girl Scout Insider publication or at

[www.gscnc.org/programpartners](http://www.gscnc.org/programpartners)

### **Online Registration for In-Person Girl Scout Programs**

In-person program event registrants receive all communications via email at the email address that they provided in gsEvents, the Council in-person event registration database. The person registering should watch for notices and updates and edit their account if their email address changes. Please be aware of the registration type. Some are done by an individual Girl Scout and some by troops. Guidelines may vary depending on the type. First come, first served programs accept registrations until the program is filled. Full payment is required at the time of registration.

The Council hosts a number of virtual program activities. The registration for these activities varies based on the platform being used. The email used to register will be used to communicate with registrants.

### **Fees and Payment Options**

The online registration system accepts troop debit card, personal credit, or debit cards only. Nation’s Capital requires full payment for programs at the time of registration. Registration fees may include a non-refundable reservation fee for each individual registered. Troop leaders can help avoid the loss of these fees by:

- Discussing the program with your troop and parents/guardians prior to registering
- Registering only those Girl Scouts who have made a commitment to attend

### **Refund Policy**

Refunds vary depending on the specific program. See the specific listing for details or contact Customer Care at [registration@gscnc.org](mailto:registration@gscnc.org).

## Council Patch Programs

Nation's Capital has developed additional recognitions which supplement those offered by GSUSA. These patch programs offer Girl Scouts the opportunity to learn about subjects as an extension of badges, subjects of local interest, or those that support Council goals. These recognitions were created by Nation's Capital, but Girl Scouts from any Council can earn them. We have more than a dozen patch programs; read more at [www.gscnc.org/patches](http://www.gscnc.org/patches).

## Entrepreneurial Programs

### The Youth-Volunteer Partnership

Underlying all the lessons that Girl Scouts can learn from their participation in the Girl Scout Cookie Program is the youth member/volunteer partnership. Ideally, this is a partnership between the Girl Scout and their leader and between the Girl Scout and their parents or guardian. Volunteers do not sell cookies; they participate only in supporting the direct involvement of youth members.

During the Girl Scout Cookie Program, the youth member/volunteer partnership may look like this:

- A volunteer and youth member working together to make plans and set goals.
- A volunteer assisting a youth member by giving them access to the information and training they need but letting the youth member do the selling and delivering of cookies.
- A volunteer guiding a youth member in understanding the finances and letting them practice their skills.
- A volunteer advising a youth member on how to market their cookies but allowing them to make their own decisions.
- A volunteer helping a youth member understand their responsibility to support their local council but ensuring that their participation is voluntary.

### Selling at Girl Scout Cookie Booths

Cookie booths, in areas with lots of foot traffic, are a popular way for Girl Scouts to sell cookies as a team. At each booth, there must be two unrelated adult volunteers. Both adults must be registered members with completed background checks. The Council has an established process for developing and offering cookie booth locations; you will learn more about this process during the selling season.

### Here are some notes about locations for a cookie booth

- In Nation's Capital, the booth offerings are developed by the service unit booth coordinators.
- Troops should not approach businesses to set up individual booths. If you have a contact that may allow booths, please share that with the service unit cookie booth coordinator.
- For additional clarity, **booths will not be established or approved at locations that Girl Scouts cannot legally patronize, such as liquor stores or marijuana dispensaries.**

## Service Unit Cookie Managers

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

## Fall Product Program

Like the Cookie Program, the [Fall Product Program](#) combines educational activities with money earning opportunities. The Fall Product Program is directed toward family, friends, and community connections - those closest to Girl Scouting. It enables troops to earn startup money by selling magazine subscriptions as well as nuts and candy. Find more information at [www.gscnc.org/en/cookies/fall-product-sales.html](http://www.gscnc.org/en/cookies/fall-product-sales.html) Those Girl Scouts who create their digital storefront during the Fall Product Program find a quick and easy transition to their Cookie Program digital storefront. They will use the same login and their email contacts will already be established, so they are able to send emails right away.

Like the cookie program, the Fall Product Program troop chairs receive training from their Service Unit Fall Product Chair and on gsLearn. The SUFPC is the main point of contact for all questions, concerns and communication. Council staff conveys information through the Service Unit Fall Product Chair to then share with troops. Urgent information is posted through M2OS (M2 operating system), the fall product program management platform. Fall Product training begins mid-September.



# Chapter 8

## Camping Field Trips and Travel

### What Our Girl Scouts Do, Out and About:

girl scouts  
nation's capital

### Outdoor Progression

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

**Look Out**

- Share past experiences in the outdoors.
- Talk about favorite outdoor places and why they're special.
- Wonder what else can be seen in the outdoors.

**Meet Out**

- Step outside to look, listen, feel, and smell.
- Share what was observed.
- Learn more about what was discovered.

**Move Out**

- Plan and take a short walk outside.
- Discuss being prepared for the weather.
- Do activities to explore nature.
- Plan and carry out an indoor sleepover.

**Explore Out**

- Plan and take a short and easy hike.
- Discuss what to take in a daypack.
- Dress for the weather.
- Plan a healthy snack or lunch.
- Learn how to stay safe in the outdoors.

**Cook Out**

- Plan and cook a simple meal outdoors.
- Make a list of gear and food supplies needed.
- Learn and practice skills needed to cook a meal.
- Review outdoor cooking safety.
- Practice hand and dish sanitation.
- Create a Kaper Chart for the cookout.

**Sleep Out**

- Plan and carry out an overnight in a cabin/backyard.
- Discuss what to pack for the sleep out.
- Learn to use and care for camping gear.
- Learn and practice new outdoor skills.
- Plan a menu with a new cooking skill.
- Discuss campsites organization.
- Plan time for fun activities.

**Camp Out**

- Plan and take a 1- to 2-night camping trip.
- Take more responsibility for planning.
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Plan a food budget, then buy and pack food.
- Practice campsite set up.
- Plan an agenda that includes fun activities.
- Explore/protect the surrounding environment.

**Adventure Out**

- Plan and take an outdoor trip for several days.
- Learn and practice a new outdoor skill.
- Learn a new outdoor cooking skill.
- Develop first-aid skills and use safety check points.
- Budget, schedule, and make arrangements.
- Participate in an environmental service project.
- Teach and inspire others about the outdoors.
- Imagine new experiences to be had outdoors.
- Practice all Leave No Trace principles.

**LEAVE NO TRACE PRINCIPLES:**

- Plan Ahead & Prepare
- Leave What You Find
- Respect Wildlife
- Minimize Campfire Impacts
- Travel & Camp on Durable Surfaces
- Dispose of Waste Properly
- Be Considerate of Other Visitors

### Camping Opportunities

#### Troop Camping

An overnight camping experience is planned and carried out by a troop and its leaders. Troops may camp on Nation's Capital camp properties by reserving a campsite through our online system at [www.gscnc.org/camp](http://www.gscnc.org/camp). (For instructions on how to reserve a campsite, refer to Ch. 9, page 82) Camping on non-Council camps is also a great opportunity to explore our local parks and campsites. Remember that you need a Cookout & Campout certified volunteer as well as a First Aider present.



## Encampments

Service Units, Associations, or teen groups sometimes sponsor large group camping experiences. Encampments are planned by Service Unit volunteers, and youth provide program opportunities as designed by the sponsoring group.

Encampments are typically held in the fall, spring, and summer. Encampment sites may be on our camp properties or non-Council campsites. Information and applications for Service Unit encampments on Council sites are posted on the “SU Encampment Coordinators - GS Nation’s Capital” rally and the Council-Wide Service Unit Teams rally on Rallyhood. Service Unit Managers and Service Unit Encampment Coordinators are allowed access to this rally. Information about spring encampments is shared in the fall, information about summer encampments is shared in the winter, and information about fall encampments is shared in the spring. Spring Service Unit encampments are earned through the spring early renewal incentive program and awarded by Membership

## Core Camps

Core camps are weekend camping events in which the programming and meals are provided by a teen troop. Activities are designed to acquaint leaders and Girl Scouts with program resources and the opportunity to explore the out-of-doors in a more structured setting. Various events are held in the fall and spring for all grade levels. Core camp information is published on our website. Generally, troops must still provide their own cookout/campout and first aid certified adults for core camps (unless specified).

## Summer Sleep-Away Camp

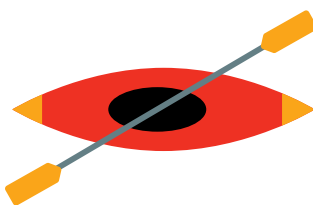
Summer sleep-away camp is a camping experience ranging from three days to two weeks, based on the age of the Girl Scouts. Participation is by individuals. Girl Scouts from all parts of the Council camp under the guidance of skillfully trained counselors. Girl Scouts form units based on their selected program themes and participate in activities related to that theme as well as “traditional” Girl Scout camp activities. Sleep-away camp information is distributed in January.

## Summer Day and Evening Programs

Summer Day and Evening Programs are 100% run by GSCNC adult volunteers at various locations across the region. Participation is by individuals Programs are designed to introduce or better establish outdoor leadership skills for all ages. Information on these programs is available on the council website beginning in January of every year.

## Explore Camp Patch Program

A great way to introduce your troop to the outdoors is by completing the Girl Scouts Nation’s Capital Explore Camp Patch Program. The Explore Camp Patch Program encourages troops to explore the outdoors and take part in Girl Scout traditions. Girl Scouts first earn the main patch of the program, which is focused on the eight basic outdoor skills. Then, they take their skills to the next level by earning an individual camp patch during their visit to a Nation’s Capital camp. Each individual camp patch is focused on specific camp property and a specific basic outdoor skill. For more information, visit [www.gscnc.org/camp](http://www.gscnc.org/camp).



## Field Trips and Travel

### Girl Scout Travel and Destinations

Girl Scouts encourages youth to try new things and see the world with fresh eyes, both inside and outside of their usual troop meetings. Remember to put safety first, you should always have the appropriate youth-to-adult ratio and at least one First Aider when required!

Traveling as a Girl Scout can be a more engaging experience than traveling with family, school, or other groups because Girl Scouts take the lead. They'll make important decisions about where to go, and what to do, and take increasing responsibility for the planning of their trips. During this process, they will also build their organizational and management skills—skills that will benefit them throughout their lives. Girl Scout travel is built on a progression of activities, so Girl Scouts are set up for success. There are even opportunities for older Girl Scouts to travel independently! [For more information navigate to the GSCNC Homepage \(gscnc.org\) > select "About" > then select "Travel" or go to: https://www.gscnc.org/en/about-girl-scouts/our-program/ways-to-participate/travel.html](https://www.gscnc.org/en/about-girl-scouts/our-program/ways-to-participate/travel.html)

**Remember to stay safe and keep travel plans girl-led!**

**girlscouts**  
nation's capital  
**Travel Progression**

Progression allows girls to learn the skills they need to become competent travelers, including how to plan and organize trips. Travel fun can be endless when girls lead.

**Local Field Trips**  
Get your travel feet wet! Walk to a nearby garden, or take a short ride to a firehouse or other local spot.  
**Keep it girl-led:** girls choose the location.

**Day Trips**  
Take an all-day trip!  
**Keep it girl-led:** girls choose the location and activity (perhaps working toward a badge) and make plans for lunch.

**Overnights**  
Start with one night, maybe at a camp or museum. Progress to a weekend trip in a nearby city or state park.  
**Keep it girl-led:** girls plan the activity and meals, create travel games, and pack their own overnight bags.

**Regional Trips**  
Spend three to four nights away somewhere a few hours from home.  
**Keep it girl-led:** girls plan key details of the trip, such as the activities, the budget, the route, and lodging.  
(Extended trip insurance required.)

**National Trips**  
Travel the country! Trips often last a week or more. Girls should think beyond a typical vacation location and consider historical sites, museums, or national parks!  
**Keep it girl-led:** girls lead the entire planning process and might add a community service or Take Action project.  
(Extended trip insurance required.)

**International Trips**  
Travel the world! These life-changing trips usually take one to three years to prepare. Consider visiting a WAGGGS World Centre!  
**Keep it girl-led:** girls download the Global Travel Toolkit and plan their entire trip (including learning about the language, culture, passports and visas, exchange rates, etc.).  
(Extended trip insurance required.)

**Independent Travel**  
Cadette, Senior, and Ambassador girls with travel experience can travel nationally or internationally independently through council-offered travel opportunities or GSUSA's Destinations program. Check with your council, or visit the Girl Scout Destinations website!

Check with your council about age requirements. Girls should have experience at every level of the progression before moving on to the next level. For regional travel, girls must be Juniors or older.  
For national and international trips, girls must be Cadettes or older.

**When moving up to each level of the progression, consider girls' independence, flexibility, decision making, group skills, and cross cultural skills.**

## Required Chaperones/Adult Volunteers:

Every Girl Scout related trip requires the following adults: **Two troop leaders**, one or more First Aider or **first aider** provided by the venue of interest (see Chapter 3: Safety and Health Guidelines) & enough **Driver/Chaperones** or other **background screened** volunteers to meet youth-to-adult ratio (see page 15). Depending on the activity and the location of travel you may need additional **REQUIRED** adult volunteers or additional training. All trips that require council approval also require domestic or international travel training, both courses are available in gsLearn. For a list of activities and the additional required volunteers and training, please see Travel Overview Charts (page 23).

All chaperones are expected to review and agree to follow the Girl Scout Safety Guidelines on page 15 and commit to the following list:

- Be a positive role model.
- Respect all Girl Scout youth and adults equally, with no preferential treatment.
- Create a safe space for youth.
- Prioritize the safety of all Girl Scout youth.
- Support and reinforce a group agreement.
- Navigate pressure and stress by modeling flexibility and a sense of humor.
- Create an experience for/and with Girl Scouts.
- Be physically able to handle all aspects of one's role.



## Prior Approval & Insurance

**Prior approval is required for trips lasting 3 OR MORE NIGHTS and for all INTERNATIONAL travel or travel OUTSIDE THE CONTINENTAL UNITED STATES.**

Depending on the length of travel and the location you may need both the [Troop Overnight & Travel Approval Form](#); and/or the [GSCNC Supplemental Insurance Request Form](#). For international travel, trips through GSUSA or vendors [additional forms may be required](#).

\*Girl Scouts Nation's Capital needs to be listed as the "additional insured" on the certificate of insurance.

When travel approval is required submit the following to your **Service Unit Manager prior to making any non-refundable deposits with a minimum of 6 weeks prior to departure:**

- Troop Overnight & Travel Approval Form
- Trip itinerary
- Roster of attendees youth and adults
- Trip Budget
- Copy of all contracts with facilities and/or vendors (including any rental agreements)



Extended activity insurance is available for approved, supervised Girl Scout activities lasting longer than two consecutive nights when basic activity accident insurance is no longer in effect. [See Chapter 4: Council Policies \(page 23\) to learn more.](#)

Using a vendor that is not pre-approved?- Contact the vendor at least **4 weeks before** you go to request a certificate of insurance so they can be added to our approved vendor list. Note: If traveling internationally and unable to obtain a certificate of insurance for High Adventure Activities, it is important that you ensure the vendor adheres to ALL Safety Activity Checkpoints pertaining to the activity, and inform parents of increased risk.

### **Additional Required Training**

Volunteers are required to take domestic or international travel training to help guide their Girl Scouts in planning any trip that requires Council approval. It is recommended that at least one leader and another trip chaperone with a completed background check take the training before any planning begins: usually at least six months before a domestic trip, and at least one/two years before an international trip. Training is required in order for your trip to be approved. Both the domestic travel training and the international travel training can be found in gsLearn. GSUSA and travel vendors may require additional training, forms or planning. Volunteers may also need additional training for specialized trips such as a cookout or camping trips. Training is also available for more advanced camping such as lightweight camping and backpacking. Camping that is further than 30 minutes from a hospital requires a Level 2 First Aider (see page 19 for more information).

### **Field Trip and Travel Packet**

When a troop leaves its meeting space, a leader is responsible for gaining parental permission (see page 24) and assembling a field trip and travel packet.

*Note: At least one packet must be assembled although duplicate packets may be provided for additional drivers. This chart below specifies items to be included:*

<b>Form</b>	<b>What it does?</b>	<b>Where Located</b>
<b>Girl Scout Health History and Medical Authorization</b>	<b>Provides medical history and authorizes medical treatment in the event of an emergency.</b>	<a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a>
<b>Procedure for Accidents and Emergencies</b>	<b>Tells you what to do in the event of an emergency.</b>	<b>page 103 of Volunteer Essentials</b>
<b>Insurance Claim Form</b>	<b>Needed when emergency medical care is given for filing a claim.</b>	<a href="http://www.gscnc.org/forms">www.gscnc.org/forms</a>

### **Council AND Service Unit Approval**

Fill out BOTH the Troop Overnight & Travel Approval Form; AND Council Supplemental Insurance Request Form. <https://www.gscnc.org/en/for-volunteers/forms.html>

**Additional forms may be required!**

### **When to Submit**

Submit BOTH Troop Overnight & Travel Approval Forms & Council Supplemental Insurance Request Form a minimum of 4-6 weeks before a trip lasting 3 or more nights and/or prior to any international travel.

## Travel Overview Chart

### Daisy & UP Travel Chart



Program Level	Progression Activities	Resources	Additional REQUIRED Adult Volunteers
<b>Girl Scout Daisies &amp; UP</b>	Local Field Trip: 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 those new to Girl Scouting	Ask fellow Girl Scout volunteers for suggestions!	Required Adult Volunteers: Two troop leaders, one or more First Aider & enough Driver/Chaperones OR other background screened volunteers to meet the Youth-to-Adult Ratio
	Day Trips: An all-day visit to a point of historical/natural interest (w/ sack lunch) or a nearby city with a stop at a restaurant.	Ask fellow Girl Scout volunteers for suggestions!	
	Cookout Day Trip: Great progression step toward an overnight camping trip! Girl Scouts should plan a menu and make all the food at a campsite, local park, or backyard!	All chaperones should take Girl-led Fire & S'more Safety training in gsLearn.	Required Adult Volunteers & at least one Cookout Trained Adult (with a background screening)
	Overnight Trips: A longer visit to a regional point of historical/natural interest or a nearby city with a one or two-night stay in a hotel or motel. (Plan for meals!)	GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a>	Required Adult Volunteers
	Overnight Camping Trips: One or possibly two nights away to a Girl Scout campsite, nearby state, or national park.	All chaperones should take Girl-led Fire & S'more Safety training in gsLearn.	Required Adult Volunteers & at least one REGISTERED Cookout & Campout Qualified Adult
Program Level	Progression Activities	Resources	Additional REQUIRED Adult Volunteers
<b>Girl Scout Juniors &amp; UP</b>	Extended Overnight Camping: Camping trips lasting three or more nights and/or trips further than 30 minutes from a hospital	Join the Outdoor & High Adventure Rally on Rallyhood: <a href="https://rallyhood.com/14350">https://rallyhood.com/14350</a>	Required Adult Volunteers & one or more REGISTERED Cookout & Campout Qualified Adult, and/or a Wilderness First Aider (if applicable).
	Extended overnight trips: Lasting three or more nights. (e.g. stay in a hotel, motel, or hostel within the Mid-Atlantic region)	GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a>	
<b>Girl Scout Cadettes &amp; UP</b>	GSUSA Getaway: Prepackaged travel opportunities located in different cities around the country are good opportunities for troops traveling for the first time.	For more information on GSUSA Getaways: <a href="http://forgirls.girlscouts.org/travel/take-a-trip/getaways/">http://forgirls.girlscouts.org/travel/take-a-trip/getaways/</a>	Required Adult Volunteers & A background screened volunteer with Domestic Travel Training (available in gsLearn) Additional training may be required!
	National trips: Travel anywhere in the United States, lasting three or more days.	GSUSA Girl Scout Guide to the U.S. Travel: <a href="http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/">http://forgirls.girlscouts.org/travel/resources/guide-to-u-s-travel/</a>	
	GSUSA Destinations: Special GSUSA coordinated activities for individual Girl Scouts. Travel can be national or international.	For more information on GSUSA Destinations: <a href="https://forgirls.girlscouts.org/travel/take-a-trip/destinations/">https://forgirls.girlscouts.org/travel/take-a-trip/destinations/</a>	Required Adult Volunteers & Domestic Travel Training OR International Travel Training. (available in gsLearn) Additional training may be required!
	International trips: International travel requires one or two years of preparation. Visit one of the Five World Centers, go on a cruise and/or focus on global service!	For information about the Five World Centers: <a href="https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts/world-centers.html">https://www.girlscouts.org/en/members/for-girl-scouts/ways-to-participate/global-girl-scouts/world-centers.html</a>	Required Adult Volunteers & A background screened volunteer with International Travel Training (available in gsLearn) Additional training may be required!

## Procedures for Girl Scout Field Trips and Travel

Be sure to discuss the following safety items with your Girl Scouts and their parents/caregivers before you leave on any trip and put this information into writing, so it is on hand for everyone on the trip.

### General Safety Checklist

- Drivers must follow Nation’s Capital transportation guidelines as outlined in Chapter 4
- All drivers have the information and directions needed to get to the event.
- At least one accompanying adult volunteer must have completed program-level training.
- At least one participating adult volunteer has completed camping or troop travel training, if applicable.
- At least one participating adult volunteer has first aid training, if applicable.
- Where appropriate, certified lifeguards must be present.

The trip must meet the youth-to-adult ratio (page 24), and adhere to all relevant Safety Activity Checkpoints!



### Family Role in Travel

Troop travel provides an amazing opportunity for Girl Scouts to dream, plan, and experience something that they can’t with any other organization. Girl Scouts experience personal growth by planning their own trips, making decisions as a group, bonding with other Girl Scouts, and gaining the independence that comes from traveling without family members. To ensure it is truly a Girl Scout trip, troops should limit the number of adults to the required youth-to-adult ratio for the trip.

Families may consider Girl Scout travel as a way to bond with their children. Please remember that all troop travel must comply with Girl Scout approval processes and guidelines. Even when families pay for themselves, the trip is still a Girl Scout function; caregivers attending a Girl Scout trip must follow all Girl Scout principles and guidelines and cannot supersede the troop leader’s authority. All adults and eligible youth over the age of five must be registered members. It is not appropriate for anyone below the Cadette age level to attend an international trip or a trip for more than five nights.



### Tips for Girl Scouts Traveling Alone

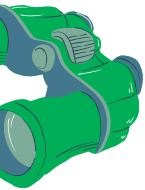
If a Girl Scout Cadette, Senior, or Ambassador will be traveling alone during any part of a trip, Troop Leaders must agree, and caregivers must help the Girl Scout feel comfortable with the plan.



## The Buddy System

The buddy system is a safety practice that groups two or three Girl Scouts of equal ability together to watch over each other in an activity or during a trip. Under this system, each pair/trio is responsible for: staying with their buddy at all times, warning their buddy of danger, giving their buddy immediate assistance if it is safe to do so, and calling or going for help when the situation warrants it. Before a trip, have Girl Scouts discuss the following with their buddy:

- What to do if you are separated from the group, whether by accident or because of a crime
- What to do in the event of a crime, including how to report
- What to do if you lose something significant: money, passport, luggage
- 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 behaviors is expected—and what consequences exist for not living up to those behaviors?



## Safety tips for Girl Scouts staying at a hotel, motel, hostel or dorm:

- Always lock the door behind you, using the deadbolt, and the chain or anchor.
- Do not open the door for strangers; if hotel staff claim 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).
- Contact the front desk to make sure Girl Scouts' rooms are cleared of any minibars or refrigerators. Also, be sure the hotel doesn't provide access to inappropriate movies or allow long-distance calls. Alert the hotel management that underage youth are staying in the hotel, and ask them to contact you if any Girl Scouts are seen out of their rooms after bedtime.
- When arriving at the hotel, locate emergency exits.
- Keep a small flashlight and bag with your room key, wallet, passport, and cell phone on your bedside table that you can take 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.



## Cruises

Cruises have become a popular choice for Girl Scout troop travel in the past 10 years. A cruise provides an opportunity for troops to explore new destinations in a cost-effective way as food and transportation from port to port is included. Cruises from major cruise lines like Disney, Royal Caribbean, and Carnival do not need a certificate of insurance for troops to travel. Further, for all international trips including cruises, troops do not need to obtain additional certificates of insurance for shore excursions purchased through the cruise line. Troop leaders must adhere to all Safety Activity Checkpoints for shore excursions and any onboard activity such as pools, rock climbing walls, hot tubs, etc. Very few cruise lines provide lifeguards, and it may be necessary for troops to bring their own lifeguard to enjoy water activities.

**All custodial caregivers must provide notarized approval for Girl Scouts' travel outside the country on cruises.** Finally, cruises are like moving cities and have the same issues as all locales where large groups of people are centered. Girl Scouts should always be chaperoned and never “roam” the ship alone.

### **From the Birthplace of Girl Scouting to the World Centers**

The Juliette Gordon Low Birthplace in Savannah, Georgia, is a fantastic place for Girl Scout Juniors and older to visit. Reservations are required to take a group of Girl Scouts to visit the birthplace, and most educational opportunities are booked at least a year in advance, so book early!

In addition, four lodges are available in England, Mexico, Switzerland, and India for use by Girl Guides and Girl Scouts, each with hostel or dormitory-style accommodations. The world centers 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.



### **Additional Considerations**

- Additional Considerations
- Girl Scouts may not be able to call/text on the trip. Explain to parents/caregivers that their child will not be in regular contact while on the trip and explain the process you've set up for emergency communications.
- Adults must not have work or family obligations that occupy their time while they are chaperoning.
- Program Grants and Troop Loans may be available but must be submitted 6-8 weeks in advance.
- Behavior and financial contracts developed by the troop and the troop leader for the trip are strongly encouraged. Both the Girl Scouts and their parents/caregivers as well as the troop leaders should sign the contracts.
- A permission to travel form from all custodial parents for minors to go outside the country may need to be completed, even if one parent is attending the trip. The requirements are set by the individual countries and U.S. law does not apply. Often both parents must sign, even non-custodial parents. If a parent is deceased, the country may require a death certificate.
- WAGGGS International Centers have their own forms and deadlines. Be sure to check with the center well in advance.
- If passports will be required, check with each family to ensure they have a current passport AND find out the country that issued it. Visa requirements may be different depending upon which country issued the passport. Ensure that the passport will not expire within 6 months of the trip travel date.
- Girl Scout/caregiver meetings are essential to a well-run trip. The benefit of effective communication cannot be overstated!





# Chapter 9

## Training, Resources and Helpful Links

### Get Trained

All volunteers must be adequately prepared for their position. Before training select and register for your volunteer role in MYGS, after registering for your role you can begin training! You do not have to have a complete background check to register for or begin training. Training will help you feel more comfortable and empowered to try new things with your troop. Adult education in Girl Scouts is typically free, but training grants are available for any fee-based courses.

### gsLearn

gsLearn is an online learning resource for volunteers where you can find all troop-level volunteer required training, register for live courses that do not have a fee and track all of your accomplishments.

- Volunteers can learn at their own pace, access additional resources, and reinforce information when needed. It is the centralized repository for training and the best place to find the information and resources you are looking for.

If you are a registered member with a background check and a valid email, you can access gsLearn at [www.gscnc.org](http://www.gscnc.org) by clicking on “MY GS SIGN IN” and selecting gsLearn.

### gsEvents

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

**The chart below indicates the required training for specific positions but other training may be required for other programs or activities (e.g. International Travel). Please see Safety Activity checkpoints for other activity-based training.**

\*All volunteers are required to complete DEIA Commitment & Inclusive Language training.

\*Troop Committee members must complete required training within three months of selecting their role



Troop Position	Required Training
Troop Leader	Start in gsLearn: Complete BOTH Program Level Training & Annual Troop Money Management Training
Troop First Aider	See First Aid Training Options on page 20 (see the 'First Aider Information' go to: <a href="https://tinyurl.com/5t4z7zxf">https://tinyurl.com/5t4z7zxf</a> )
Campout/Cookout Certified Volunteer	See the “Required Camping Training” page 79 and see the camping, starter guide: <a href="https://www.gscnc.org/en/camp/explore-our-camps.html">https://www.gscnc.org/en/camp/explore-our-camps.html</a>
High Adventure Volunteer for Adults and Teens	Council-approved vendor training or current Instructor certification for Kayak, Canoeing, Low-Ropes, Archery, Slingshot, Tomahawk, and Knife Throwing. See Safety Activity Checkpoints <a href="https://www.gscnc.org/en/for-volunteers/forms.html">https://www.gscnc.org/en/for-volunteers/forms.html</a>
Troop Money Manager	Annual training in gsLearn: Troop Money Management & contact your Service Unit Money Manager for further support
Troop Fall Product Chair	Start in gsLearn: Annual Fall Product training in gsLearn & in-person meeting with SU Fall Product Chair
Troop Cookie Manager	Start in gsLearn: Annual training in gsLearn (search word "cookie") & in-person meeting with SUSU Cookie Manager
Troop SHARE Leader	Start in gsLearn: SHARE training in gsLearn and an Annual training by SU SHARE Chair, more resources will be available shortly
Service Unit Position	
SU Manager	Register for a live session in gsLearn: Service Unit Manager Training (re-take every 3 years)
SU Encampment Coordinator	Register for a live session in gsLearn: SU Encampment Coordinator Training
SU Cookie Manager & Booth Coordinator	Annual training by Association Cookie Leadership Team

SU Money Manager	Annual Council-wide webinar
SU SHARE Chair	Service Unit SHARE Chair Training in gsLearn
Adult Educator / Training Administrator	Start in gsLearn: Adult Educator Pathway - Contact your Association Training Manager for up-to-date training information
SU Welcome Specialist	Annual Council-wide webinar or in person event
SU Fall Product Chair	Annual training by Association Fall Product Chair
SU Registrar	Annual Council-wide webinar
Troop Organizer	Annual training by Membership Specialist
<b>Association or Council Position</b>	
Association Chair and Assistant Chair	Materials and briefing by Second VP & Chief Operating Officer
Association Cookie Manager	Annual training by the Product Program Staff
Cookie Cupboard Manager	Annual training by the Product Program Staff
Volunteer-led Day and Twilight Camp Directors	Annual roundtable with Camping Department

### Camping Training:

Camping training just like troop Girl Scouting activities is built on progression. The first courses are meant to introduce you and your troop to outdoor activities with the intention of building skills and taking strides toward bigger adventures. To have an open campfire with s'mores ONLY (no cooking or overnight camping):

- **Girl-led Fire & S'more Safety** Course entirely online in gsLearn, this course prepares adults to teach their Girl Scouts how to safely build a small fire and cook s'mores. This course is great for additional camping chaperones too. Required for just outdoor cooking (no overnight camping):
- **Basic Cookout** - Registration for this course is \$10. The course takes about 5 hours and covers all outdoor cooking methods.
- **Required for Campout/ Cookout Certified Adult Role:** Cookout & Campout Hybrid OR Traditional - Both courses cover the same content just in a slightly different format. Trainees can expect about a 30-hour commitment.
- **Hybrid:** Start in gsLearn. Course content: about 5 hours of online content, a 2-hour planning session with Adult Educators, and a 23-hour overnight camping trip.

- **Traditional:** Course content is taught entirely as a 30-hour overnight camping trip.

**OR** if you have a **prior camping certification** from another Girl Scout council or another youth organization like Scouts BSA **you may be eligible to take Transfer of Camping Certifications.**

This course is entirely online in gsLearn and responses are monitored by GSCNC staff. Questions?

Contact: [customercare@gscnc.org](mailto:customercare@gscnc.org)

### **Interested in Lightweight Camping OR Backpacking?**

- Start in gsLearn. These two courses are both considered advanced camping, training is required prior to planning or participating in these advanced camping activities. [Cookout & Campout training is a prerequisite for these courses.](#)



### **High Adventure Training:**

The council offers high adventure activities for our members. The activities that we provide training for are slingshot, archery, tomahawk/knife, canoe/kayak, and low ropes. High adventure training is available to all adult members and youth members who are at least 16 years old. Training varies for each high adventure activity in terms of training length, qualification earned, and training expiration date.

### **It is the responsibility of the trained individual to maintain and update their qualifications at all times.**

High adventure training can be accessed by logging into gsLearn. All high adventure training has both an online and in-person component. In order to receive credit for any high adventure training, the member must upload their training contract to gsLearn to be marked for completion. Contracts will be provided to each participant during their training.

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

### **Training for Teens**

Starts by filling out the following jotform (<https://form.jotform.com/GSCNCCamping/high-adventure-apprentice-program>) to enroll in the program. Teens will need to be prepared to upload a copy of their permission slip as well as their recommendation which can be found

here: [https://drive.google.com/drive/folders/108nHOrWSxHhZD2l9SGoPPv0u4qeNdp\\_k?usp=sharing](https://drive.google.com/drive/folders/108nHOrWSxHhZD2l9SGoPPv0u4qeNdp_k?usp=sharing).

Additional information on the High Adventure Apprentice Program can be found in this google drive as well.

## Volunteer Resources

### Volunteer Toolkit

The Volunteer Toolkit (VTK) is an innovative web application that helps leaders run and facilitate engaging troop meetings. VTK can help you create a year plan; set your meeting calendar to include locations, dates and times; email families; and explore the new badges and Journeys. Leaders can customize meetings, view material lists, plan according to Girl Scout milestones, reference meeting aids, and choose engaging activities as a girl-led troop.

To access the Volunteer Toolkit and make changes to the VTK functions, a volunteer must be a **currently registered adult** and an **approved troop leader** for the troop. Go to [www.gscnc.org](http://www.gscnc.org), and click on the “MY GS Sign In” tab to enter your login information. If you need assistance accessing VTK, please contact Customer Care at [customercare@gscnc.org](mailto:customercare@gscnc.org). For more information on VTK, watch the Volunteer Toolkit tutorials on gsLearn.



### Rallyhood

With the use of an online communication tool called “Rallyhood,” Girl Scouts Nation’s Capital hosts real-time conversations on a number of topics. Rallyhood is a resource to connect with and receive mentoring from leaders and volunteers throughout the Council. For an introduction to Rallyhood, watch the Rallyhood tutorials on gsLearn. See our website for more information at [www.gscnc.org/rallyhood](http://www.gscnc.org/rallyhood), or contact the Adult Volunteer Development Department at [avdaa@gscnc.org](mailto:avdaa@gscnc.org).

**Join conversations on Rallyhood by sending a request to a rally to learn about specific topics of interest. Some popular rallies are listed below.**

- **Daisy, Brownie & Junior Events** - This forum is for parents/guardians and volunteers at any level interested in Girl Scout Daisy, Brownie, or Junior information, events, and education opportunities.
- **Teen Program & Earned Awards** - This is for parents/guardians, volunteers, and youth who are interested in discussing the teen programs and earning awards. Share tips, new information, and education opportunities.
- **Product Program** - Keep up to date on entrepreneurial programming for youth, which will help build a lifetime of skills and confidence. Join this community to ask questions, make suggestions, and contribute to the discussion.
- **Outdoor & High Adventure** - Share and learn ways to get Girl Scouts outdoors.
- **High Adventure Facilitator** - A community for high adventure facilitators to connect, learn and offer assistance to troops in need.

### Online Troop Catalog

The online troop catalog is the troop’s “profile” in Volunteer Systems. Part of the information is public and is used by caregivers and youth to decide if the troop is right for them. This information includes the grades accepted into the troop, the number of spaces available in the troop, the interests/focus of the troop, the day of troop meetings, and the frequency of the meetings. Some of the information is private and available ONLY to members of the troop and their caregivers, such as the troop’s exact meeting location.

## A troop catalog update should be submitted to make changes to the troop's online profile:

- An update MUST be submitted once per year for every troop during spring renewal (April-June) to prepare for the upcoming school year.
- The spring renewal updates are held until late July when MyGS is “turned over” for the new school year
- An update may also be submitted as needed between August and March for the current school year.
- These optional/as needed updates are processed within a week of receipt.
- Submissions are made online ONLY by a troop leader at:

<https://form.jotform.com/GSCNCMembership/troop-catalog-update-request>



## Council Program Kits

Nation's Capital program kits contain activity directions along with resources and the non-consumable items needed to complete the activities. Kits are available on a wide variety of subjects. Some kits are specifically designed to help Girl Scouts earn badges or patches, while others are more general in nature.

Any troop may check out a kit. Reserving a kit is easy, just go to [www.gscnc.org/kits](http://www.gscnc.org/kits). You'll need to plan in advance though; kit requests should be submitted at least three weeks before your desired pick-up date. Most kits are free of charge and can be kept for up to four weeks at a time. Some specialty kits have a rental fee and specific time limits for use. See page 84 for more details on reserving kits.

Don't live near the Connecticut Avenue office? No problem. Kits can be picked up and dropped off at any of the satellite offices or the Equipment Center in Chantilly, VA (see page 1). When you return your kits, you'll receive an evaluation email. We look forward to your feedback.

## Girl Scouts En Español

Girl Scouts Nations Capital está trabajando para desarrollar más recursos y crear contenido nuevo para involucrar a las comunidades de habla hispana dentro de nuestro consejo. Para mas informacion contacta a la especialista de membresía un su área.

Girl Scouts Nation's Capital is working on building more resources and creating new content to engage Spanish-speaking communities within our Council.

## Recursos Disponibles | Available Resources:

- ¡Bienvenidas al Concilio de la Capital de la Nación! GSCNC En Español  
[https://www.gscnc.org/en/council/En\\_Espanol.html](https://www.gscnc.org/en/council/En_Espanol.html) Girl Scouts En Español
- Página Web Oficial <https://www.girlscouts.org/es.html>



## Reserving Campsites Online

Online Our Council owns eight camp properties that are available for rental by troops, groups, service units, and associations. Reservations for these sites can be made online anytime at [www.gscnc.org/campproperties](http://www.gscnc.org/campproperties).

To reserve campsites for troop camping no more than three calendar months before your trip, all you need are:

- Access to the internet and an email address
- Name and training date of your troop's Camp Qualified Volunteer and First Aider 10 minutes of time

When you make a reservation, you will receive a confirmation email from [noreply@doubleknot.com](mailto:noreply@doubleknot.com). The confirmation email will include a link to the Site Details Document. Click the link to the Site Details Document and be sure to print it to bring with you to camp. It contains very important information about your campsite reservation. There is a step by step tutorial regarding campsite reservations linked on the web here: <https://bit.ly/GSCNCPropertyReservations>

Contact the Customer Care department at [customercare@gscnc.org](mailto:customercare@gscnc.org) or 202-237-1670 if you need more assistance.



## How to Reserve a Campsite

A detailed tutorial for how to make a reservation can be found on [www.gscnc.org/campproperties](http://www.gscnc.org/campproperties).

Visit <https://bit.ly/GSCNCCampFAQ> for camping FAQs, pictures of camps, and more information about camping at a Nation's Capital camp property.

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

- **A: Select Your Camp**
  - Go to [www.gscnc.org/campproperties](http://www.gscnc.org/campproperties)
  - Click on the camp you would like to make a reservation for
  - Click 'Reservations'.
  - Choose 'Calendar Search' or 'Facility Search'.
- **B: Select Reservation Details**
  - Under 'Category', choose 'Overnight', 'Day Use', or 'High Adventure'.
  - Choose your dates and/or times. You will need to select when the reservation begins AND when the reservation ends.
  - Click 'Reserve', and then 'Checkout'.
- **C: Complete Reservation**
  - At this point the system will prompt you to log in or create a new user account if you have never made a reservation in our Council.
  - Continue to follow the prompts to complete your reservation.

## Fees for Nation's Capital Campsites

The fees below for overnight use apply to our members only. The fees are based on a per-night fee structure. Reserving sites for day use is always free. Visit [www.gscnc.org/troopcamping](http://www.gscnc.org/troopcamping) to reserve a campsite. For information, contact the Customer Care department at [customercare@gscnc.org](mailto:customercare@gscnc.org) or 202-237-1670.

## For all other requests

For all other requests including, association events, large-scale events, out-of-council requests, and adult educator requests, please fill out the following survey. <https://form.jotform.com/220685724944060>  
The camping services department will review these requests every two weeks to ensure that they can be accommodated on our very busy camp properties!

*Please remember that SU Encampments are scheduled through the SU Encampment Application which is posted seasonally on the Outdoor and High Adventure and SU Encampment rallies.*

Type Of Unit	Price per Night
<b>Super Lodge*</b>	<b>\$45.00</b>
<b>Troop Lodge</b>	<b>\$35.00</b>
<b>Glen Shelter with Lodge</b>	<b>\$35.00</b>
<b>Glen Shelters and Platform Tents</b>	<b>\$25.00</b>
<b>Treehouses and Covered Wagons</b>	<b>\$25.00</b>
<b>Hammocks</b>	<b>\$15.00</b>
<b>Primitive and Teepee</b>	<b>\$15.00</b>

\*Super Lodges include Kresge Dining Hall at Potomac Woods, Cafritz Lodge at Winona, Firefly Lodge at Crowell, Dudley Dining Hall at White Rock, Ross Lodge at Coles Trip, and Brighton Lodge at Brighton Woods.

\*Use of the commercial kitchens at Potomac Woods, Winona, May Flather, and White Rock is limited to large group use. Council approval must be obtained and users must go through an orientation with the Camp Caretaker. A ServSafe certification is required for Camp White Rock. For more information, contact the Camping department.

<b>Additional Information</b>
Day use is only available from Sunday through Thursday. Day use is FREE!
See our Camp Availability Spreadsheet for more information on when camps are available for reservation: <a href="http://bit.ly/CampAvailability">http://bit.ly/CampAvailability</a>

### **Equipment Center – Rentals**

Troops may rent outdoor equipment, flags, outdoor games, or program kits from our Equipment Center located in Chantilly, VA. All equipment is loaned on a first-come, first-served basis via the reservation system. Our Equipment Center operates for Nation’s Capital Girl Scout members only. Equipment cannot be rented by non-Nation’s Capital Girl Scout groups or individuals, even if they are accompanying your troop.



## How to Reserve a Program Kit or Equipment

Follow the steps listed below to easily reserve your program kit and equipment for a troop meeting, camping trip, or service unit gathering.

### A: Select Your Kit or Equipment

1. Go to [www.gscnc.org/kits](http://www.gscnc.org/kits)
2. Scroll down and click on 'Reserve a kit online'; or, to reserve equipment, click on "Reserve Equipment".
3. Select the category the kit or equipment is in, the date you are picking it up, and how many days you plan on keeping it (Duration).
4. Choose your kit or equipment from the list that appears and click 'Reserve'. For kits, click on the 'More' button for a description and to download the Leader Guide, if available.

### B: Select Reservation Details

1. To continue your reservation you will need to log into the system. If you have never checked out a kit or reserved a campsite or camping equipment before, you will need to 'Create a New User Profile'. Your login information for other Girl Scout accounts will not work.
2. After logging in, follow the prompts to complete your reservation.

### C: Complete Reservation

1. Follow the steps to complete your reservation. Be sure to click 'Done' at the very end.
2. Check your email for confirmation. If you do not receive an electronic confirmation, then log back in and make sure you completed each step. The 'Done' button is very important.
  - Available equipment includes: cooking and backpacking equipment, tents, ground covers, shelters, tarps, lanterns, outdoor games and more.
  - Available flags include: Girl Scouts of the United States (GSUSA), Girl Scouts Nation's Capital, World Association of Girl Guides and Girl Scouts (WAGGGS), USA, West Virginia State, Maryland State, Virginia State, and District of Columbia, banners and more.
  - Available kits include environmental, financial literacy, outdoor skills, Girl Scout legacy, STEM and more. Please Note: Each kit contains directions along with resources and the non-consumable items needed to complete the activities.

**Contact our Equipment Center staff with questions: Phone: 703-560-5072**

**Email: [rmeidlinger@gscnc.org](mailto:rmeidlinger@gscnc.org)**

**Address: 14524 Lee Rd, Unit H, Chantilly, VA 20151**

### High Adventure Activities

High adventure activities are those that require specialized equipment, skills, and training. These activities do require additional permission for youth members. Please use the single activity or multiple activity form found on the website: <https://www.gscnc.org/en/for-volunteers/forms.html>

## Planning High Adventure Activities at Our Camps

The high adventure activities available for reservation at each of our camp properties can be found in the table below. To make a high adventure reservation, visit [www.gscnc.org/campproperties](http://www.gscnc.org/campproperties) and follow the steps for reserving a campsite on page 83. High adventure areas are not available for overnight camping.

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

\*Bathrooms are not included with these High Adventure reservations. Be aware that you will not be permitted to use the restroom of any unit that is reserved by another troop during your high adventure reservation. You may not access any lodge unless it has been reserved by your troop/group. See the Camp FAQs for which camps have all-camp latrines and where they are located.

† Ranges located on both sides (AQ, CT) or two ranges present (MF)

♥ Available only on select weekends – see website for details

♦ Large group event use only

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

### Trailer Rentals:

Trailers are available for off-site paddling. To reserve a trailer fill out this form:

<https://form.jotform.com/GSCNCCamping/trailerrentals>. Trailer rental requests can not be submitted less than three weeks prior to your preferred date.

### Facilitator Trouble/ Finding a Facilitator:

If you would like to make a high adventure reservation at one of our camps but are not able to get anyone trained and certified in time, visit the “High Adventure for Your Troop” tab at

[www.gscnc.org/highadventure](http://www.gscnc.org/highadventure) to see options for finding a facilitator.

### High Adventure Vendors:

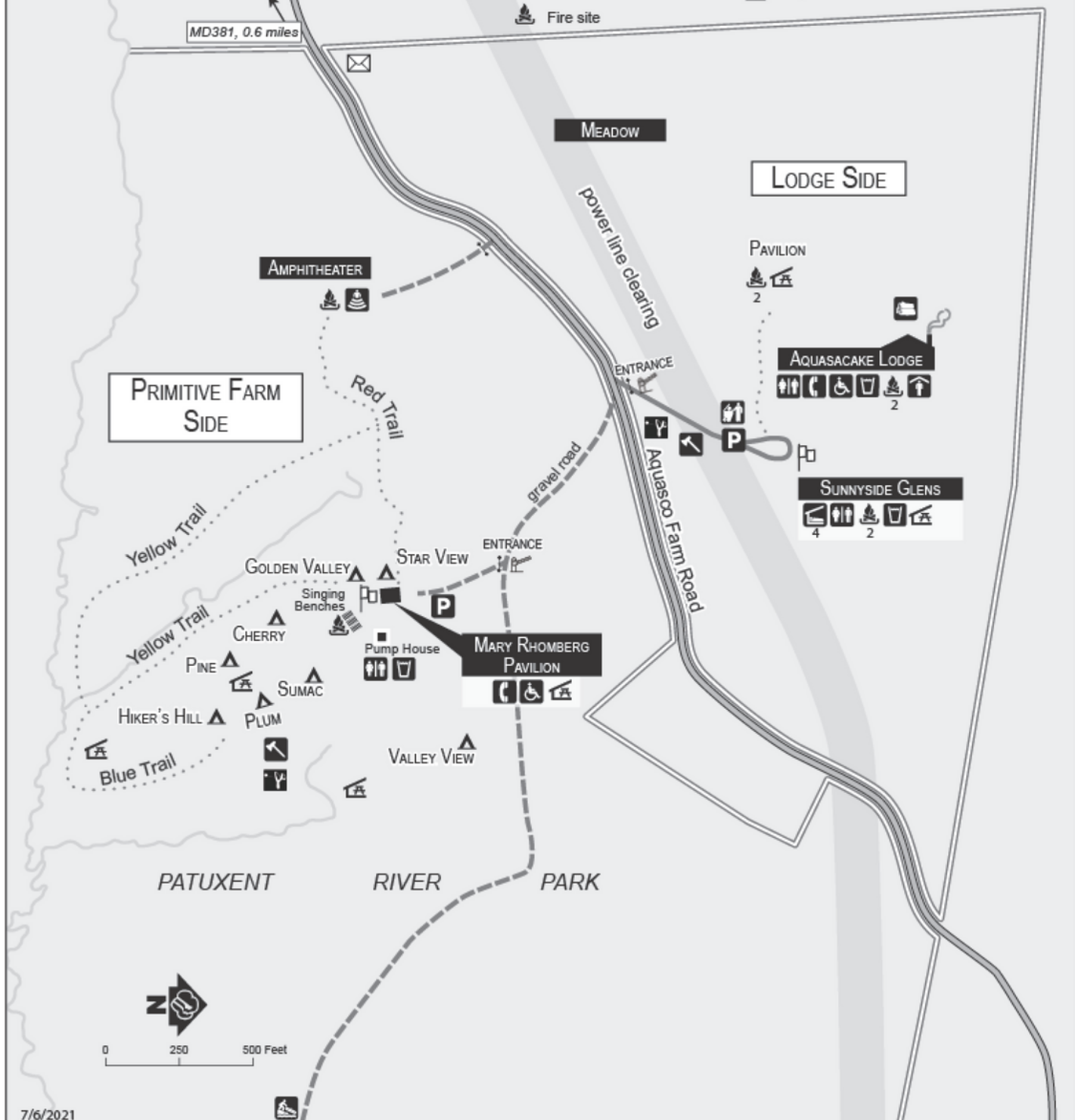
If a troop would like to participate in an activity outside of a girl scout property or use an outside business, that vendor must be on the approved vendor list. Girl Scouts Nation’s Capital publishes an approved high adventure vendor list to assist troops in selecting program providers for high adventure activities not held at our camp properties. Vendors on the list have provided proof of insurance. To find a vendor near you, visit <https://www.gscnc.org/en/camp/high-adventure/high-adventure3.html>. For information on how to add a vendor to the approved list please reference the link above.

**girl scouts**  
 nation's capital  
**CAMP AQUASCO**  
 Prince George's County, MD  
 17100 Aquasco Farm Road  
 Aquasco, MD 20608

MD5, 10.8 miles

**Legend**

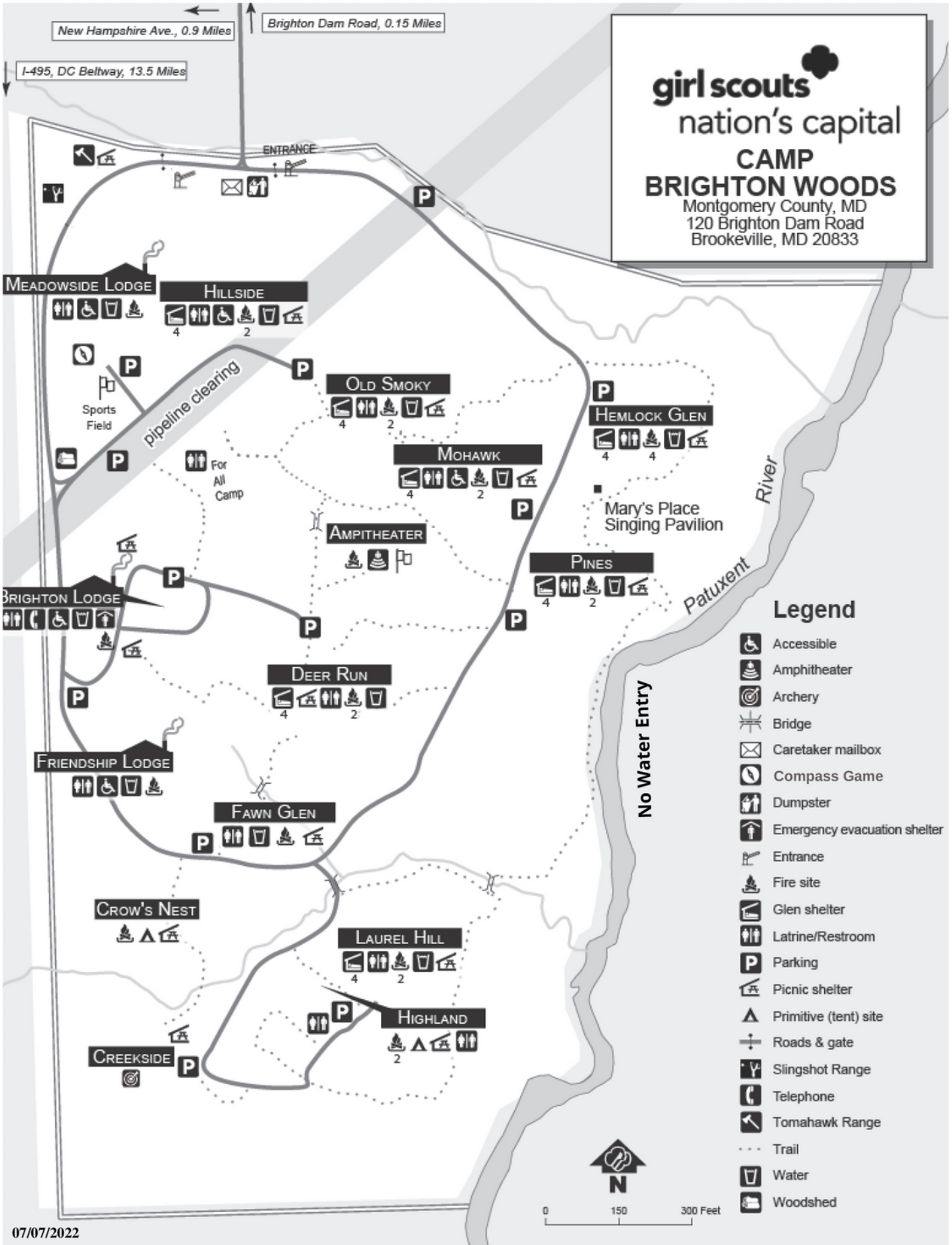
- Accessible
- Amphitheater
- Boat launch
- Caretaker mailbox
- Dumpster
- Emergency evacuation shelter
- Entrance
- Fire site
- Glen shelter
- Latrine/Restroom
- Parking
- Picnic shelter
- Primitive (tent) site
- Roads and gate
- Telephone
- Tomahawk Range
- Trail
- Water
- Woodshed
- Slingshot Range



7/6/2021

Corrections may be sent to [tworcaster@gscnc.org](mailto:tworcaster@gscnc.org)





Corrections may be sent to [tworcesterc@gscnc.org](mailto:tworcesterc@gscnc.org)

# Camp Brighton Woods at a Glance

120 Brighton Dam Road, Brookeville, MD 20833

Emergency Evacuation Location: <b>BRIGHTON LODGE BASEMENT</b> Camp Capacity = 225	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# Of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with Sinks	Latrines	November 1 - April 1 Winter Site Use	
Brighton Lodge	\$45	Y	Y	164	60	Y	4	G	Y	E	LM	IN				2	1	Y	Y		7		Y	
Crow's Nest	\$10			20	20						-			Y		Y	1	C		SH, SW		C	Y	
Deer Run	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Fawn Glen	\$10			16	16						-			Y**		Y	1	Y	SW	SW		Y	Y	
Friendship Lodge	\$35	Y	Y	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y	
Hemlock Glen	\$25			24	24						-		4, GS			Y	4	Y	SW	SW		Y	Y	
Highland	\$10			20	20						-			Y		Y	2	Y	SH	SH		Y	Y	
Hillside	\$25	Y		24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Laurel Hill	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Meadowside Lodge	\$35	Y	Y	40	25	Y	3	E HVAC	Y	E	LM	IN					1	Y	Y		2		Y	
Mohawk	\$25	Y		24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Old Smoky	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Pines	\$25			24	24						-		4, GS			Y	2	Y	SW	SW		Y	Y	
Archery Range at Creekside	*			F	-						-					Y		N		C		N	C	Y
Slingshot-Tomahawk Ranges	*			F	-						-					Y		N		C		N	N	

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

Corrections may be sent to [tworchester@gscnc.org](mailto:tworchester@gscnc.org)

Property 6/26/23

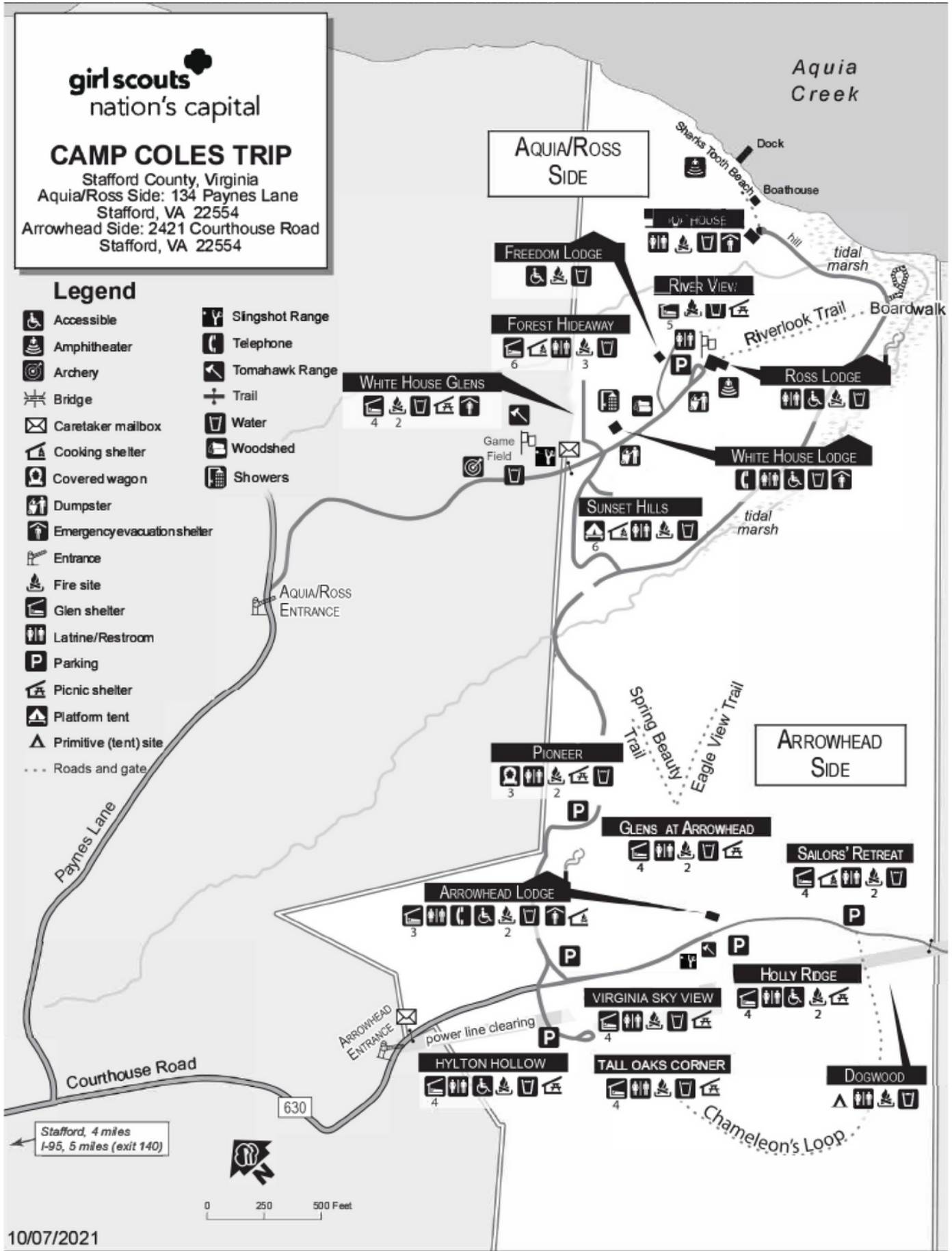
**girlscouts**  
nation's capital

**CAMP COLES TRIP**

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

**Legend**

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



10/07/2021

## Camp Coles Trip at a Glance

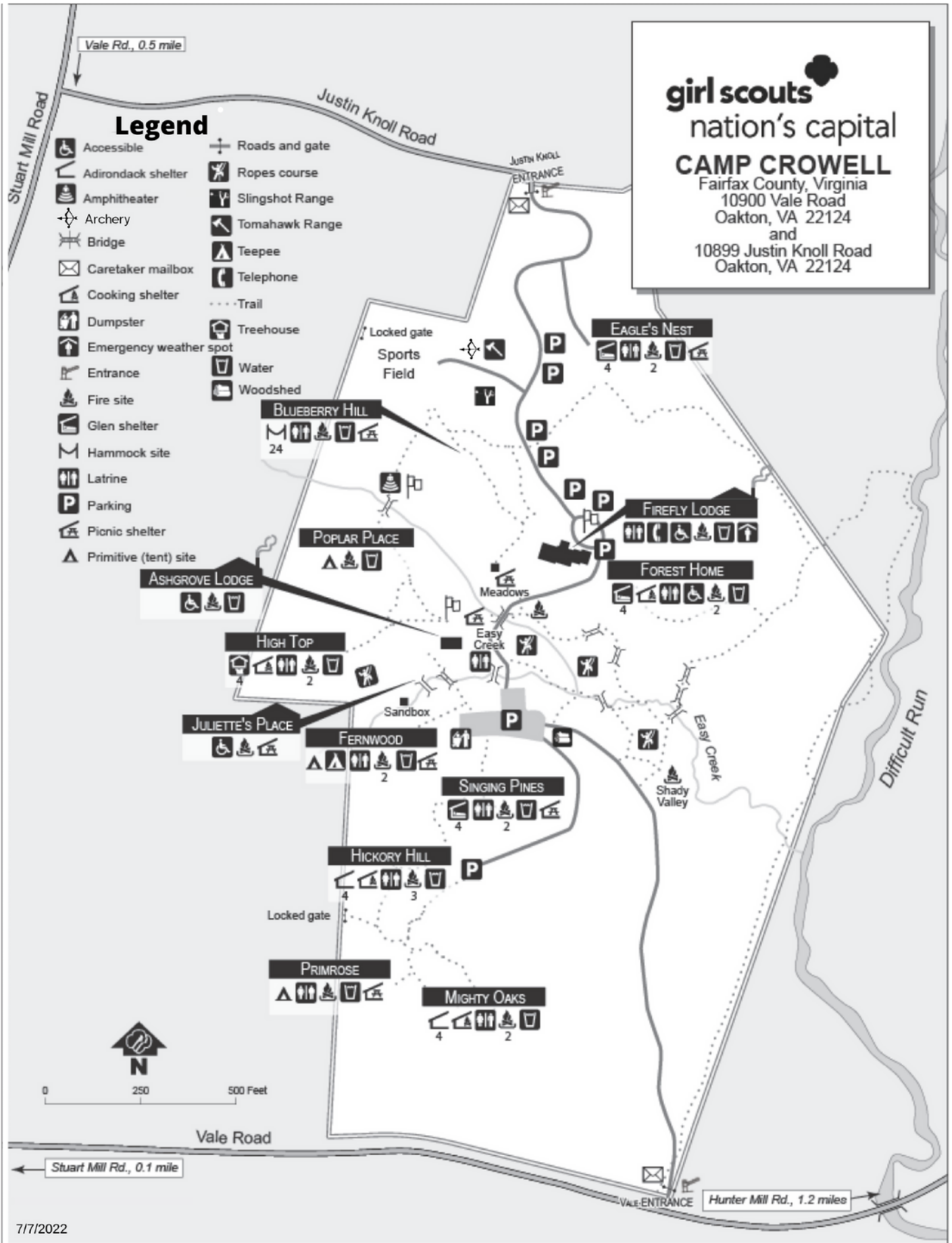
Aquia Side: 134 Paynes Lane, Stafford, VA 22554      Arrowhead Side: 2421 Courthouse Road, Stafford, VA 22554

Emergency Evacuation Location:	Price per Night	Wheelchair Accessible	Electricity	Day Use Capacity	Overnight Capacity	Lodge	# of Rooms	Type of Heat	Kitchen	Stove/Microwave	Cots / Mattresses	Fireplace	Sleeping Structures	Primitive Site	Cook Shelter	Picnic Shelter	Fire site	Water on site	Water Year Round	Washstand	Flush Toilets with sinks	Latrines	November 1 - April 1 Winter Site Use
<b>AQUIA: WHITE HOUSE BASEMENT</b>	\$25			30	30						CM	O	6, GS		Y		3	Y	SW	SW	SH	N	
<b>ARROWHEAD: LODGE BASEMENT</b>	\$35	Y	Y	12	12	Y	2	E HVAC	Y	E	-	N					1	Y	SH, SW	SH	SH	Y	
	\$25			25	25						CM		5, GS			Y	1	Y	SH	SH	SH	Y	
	\$45	Y	Y	100	50	Y	1	G-E HVAC	Y	G/E		IN					1	Y	Y	Y	Y	Y	
	\$25			30	30						CM	O	6, P	Y	Y	1	Y	N	SW	SW	Y	N	
	\$25	2		20	20						CM		4, GS			Y	2	Y	SW	SW	SH	N	
	\$35	Y	Y	12	12	Y	2	G HVAC	Y	E	-	N						Y	Y		1	Y	
Archery Range	*			F	-						-							N				N	
Canoe-Kayak	*			F	-						-							Y		Y		Y	
Slingshot-Tomahawk Ranges	*			F	-						-							N				N	
<b>Arrowhead Side Total = 224</b>																							
Arrowhead Lodge (max 28) + 3 Glens	\$35	Y	Y	28	15	Y	1	E HVAC	Y	E	-	IN, O	3, GS		Y		2	Y	SW	SW	Y	Y	
Dogwood Primitive	\$10			20	20						-			Y			1	Y	N	N	Y	Y	N
Glens at Arrowhead	\$25			20	20						-		4, GS		Y	2	Y	Y	SW	SW	Y	N	
Holly Ridge	\$25	Y	Y	24	24						-		4, GS		Y	2	C	N	SW	SW	Y	N	
Hylton Hollow	\$25			24	24						-		4, GS		Y	1	Y	Y	SW	SW	Y	N	
Pioneer Covered Wagons	\$25			24	24						CM		3, CW	Y	Y	2	Y	Y	SW	SW	Y	N	
Sailors' Retreat	\$25			24	24						-		4, GS	Y	Y	2	Y	Y	SW	SW	Y	N	
Tall Oaks Corner	\$25			24	24						-		4, GS		Y	1	Y	Y	SW	SW	Y	N	
Virginia Sky View	\$25	Y	Y	24	24						-		4, GS		Y	1	H	N	SW	SW	Y	N	
Slingshot-Tomahawk Ranges	*			F	-						-							N				N	

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

Corrections may be sent to [tworchester@gscnc.org](mailto:tworchester@gscnc.org)      Property 6/26/23





### Camp Crowell at a Glance

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

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

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

A=Adirondack Shelters E=Electric  
 B=Bunk House F=Facilitator Determined  
 C=Close By G=Gas  
 CM=Cots with Mattresses GS=Glen Shelter  
 CW=Covered Wagons H=All Year Hydrant  
 O=Outside Fireplace  
 P=Platform Tents  
 SH=Shared  
 SW=Seasonal Water  
 T=Treehouses  
 Y=Yes  
 \*=Visit [gscnc.org/highadventure](http://gscnc.org/highadventure)  
 \*\*=Small Treehouses  
 \*\*\*=Teepees Removed

Corrections may be sent to [tworchester@gscnc.org](mailto:tworchester@gscnc.org)

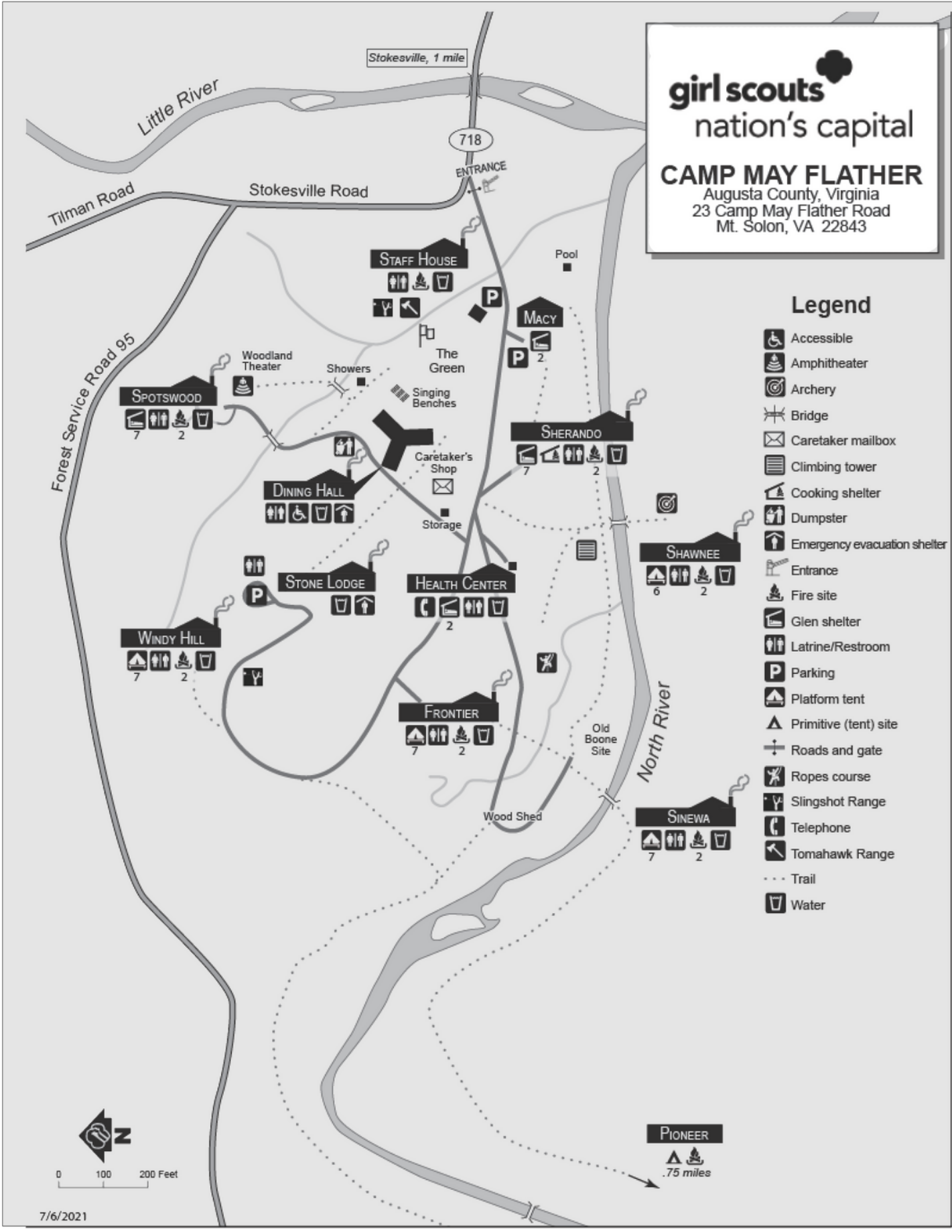
Property 6/26/23

**girl scouts**  
nation's capital

**CAMP MAY FLATHER**  
Augusta County, Virginia  
23 Camp May Flather Road  
Mt. Solon, VA 22843

**Legend**

- Accessible
- Amphitheater
- Archery
- Bridge
- Caretaker mailbox
- Climbing tower
- Cooking shelter
- Dumpster
- Emergency evacuation shelter
- Entrance
- Fire site
- Glen shelter
- Latrine/Restroom
- Parking
- Platform tent
- Primitive (tent) site
- Roads and gate
- Ropes course
- Slingshot Range
- Telephone
- Tomahawk Range
- Trail
- Water



**PIONEER**  
▲ Fire site  
.75 miles

7/6/2021



**girlscouts**  
**nation's capital**  
**CAMP**  
**POTOMAC WOODS**

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

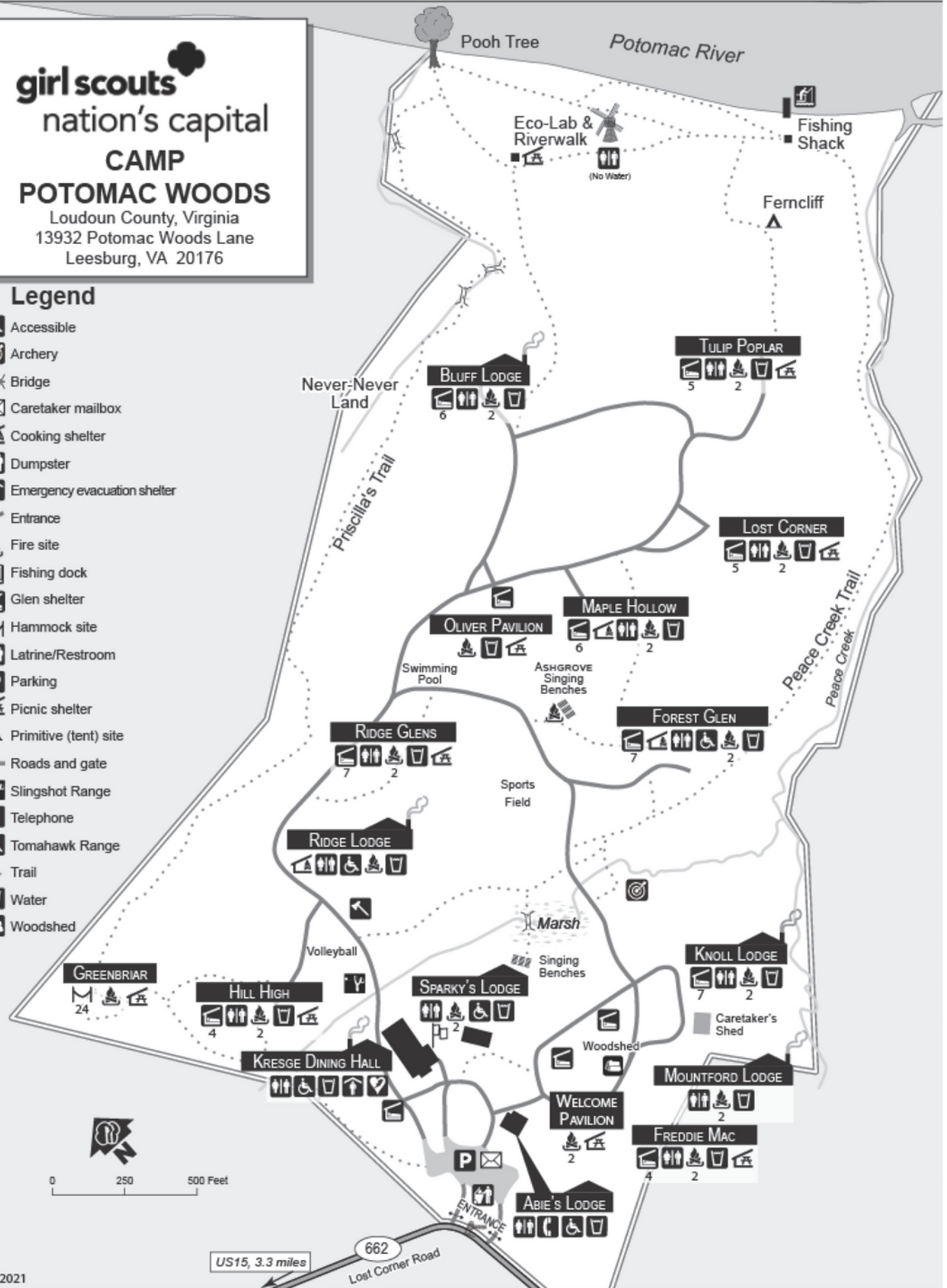
**Legend**

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



US15, 3.3 miles  
 662  
 Lost Corner Road

7/9/2021



# Camp Potomac Woods at a Glance

13932 Potomac Woods Lane, Leesburg, VA 20176

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

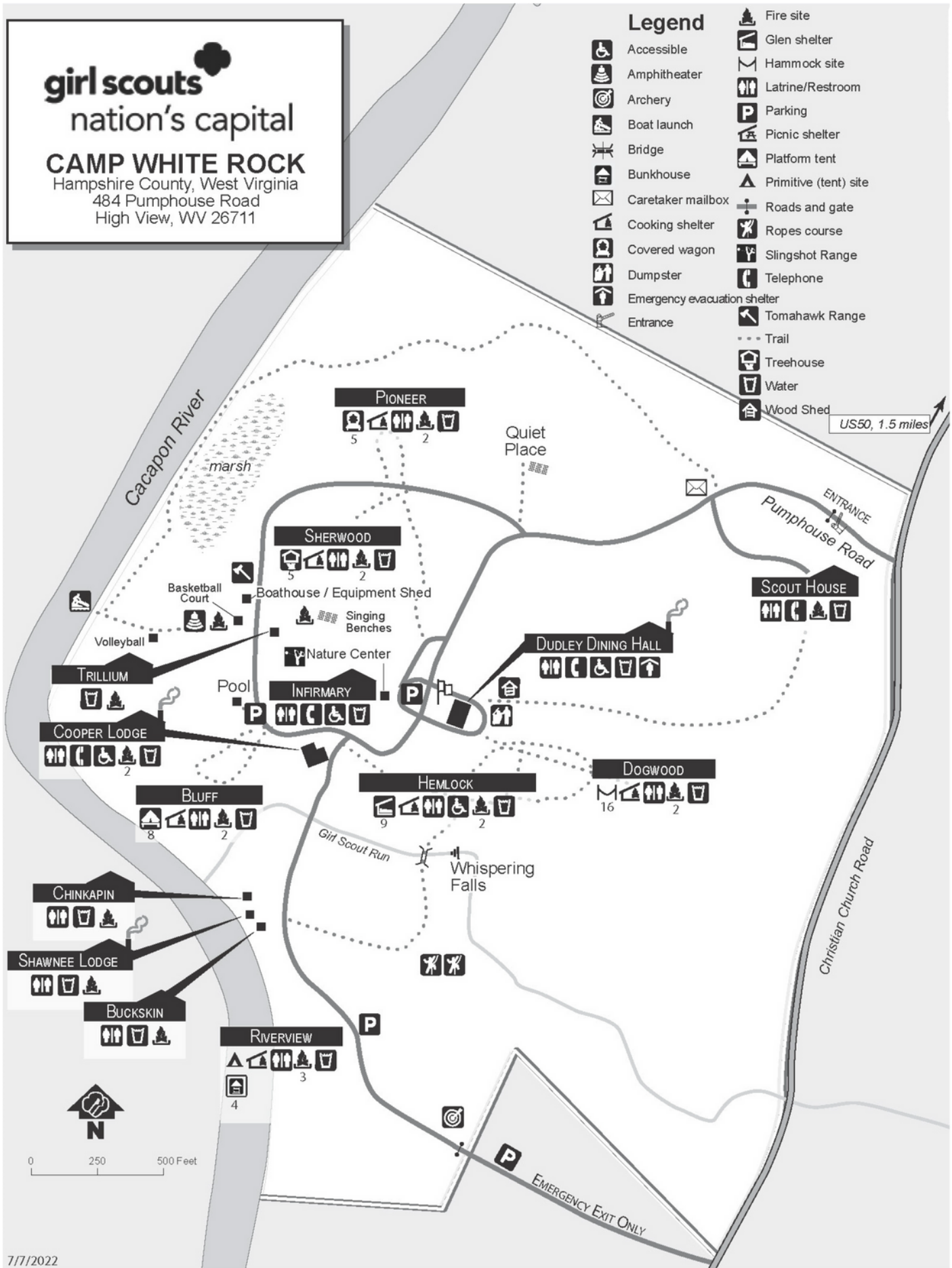
A=Adirondack Shelters E=Electric O=Outside Fireplace  
 B=Bunk House F=Facilitator Determined P=Platform Tents  
 C=Close By G=Gas SH=Shared  
 CM=Cots with Mattresses GS=Glen Shelter SW=Seasonal Water  
 CW=Covered Wagons H=All Year Hydrant T=Treehouses  
 Corrections may be sent to [tworcaster@gscnc.org](mailto:tworcaster@gscnc.org)

Y=Yes  
 \*=Visit [gscnc.org/highadventure](http://gscnc.org/highadventure)  
 \*\*=Mostly Small Sleeping Rooms

Property 6/26/23

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

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



7/7/2022

Corrections may be sent to [tworcaster@gscnc.org](mailto:tworcaster@gscnc.org)

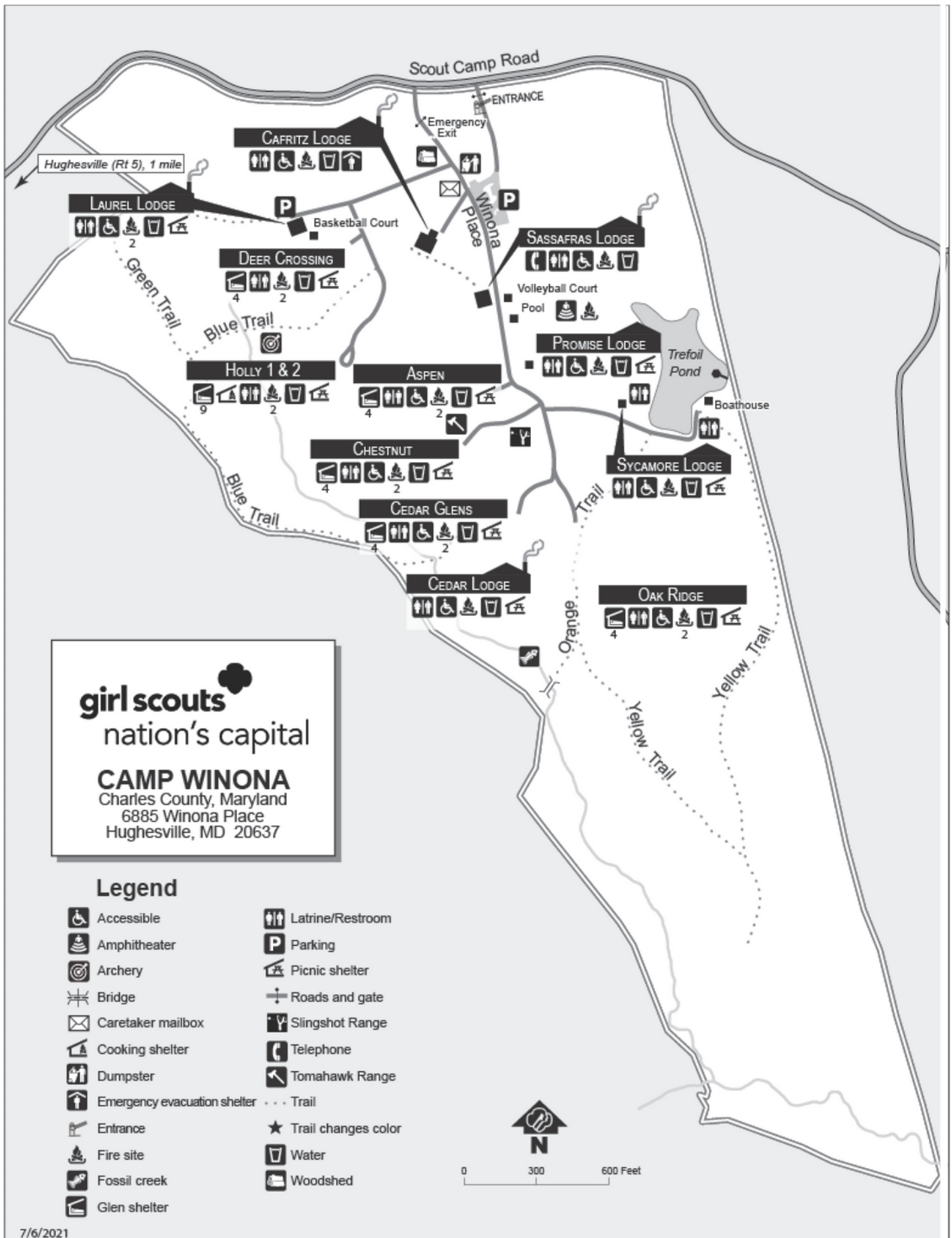
# Camp White Rock at a Glance

Address: 484 Pumphouse Road, Capon Bridge, WV 26711

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

B=Bunk House  
 C=Close By  
 CM=Cots with Mattresses  
 CW=Covered Wagons  
 E=Electric  
 F=Facilitator Determined  
 G=Gas  
 GS=Glen Shelter  
 H=All Year Hydrant  
 HIM=Hammocks  
 IN=Inside Fireplace  
 LM=Limited Mattresses  
 M=Mattresses  
 N=No  
 O=Outside Fireplace  
 P=Platform Tents  
 SH=Shared  
 SW=Seasonal Water  
 T=Treehouses  
 Y=Yes  
 \*=Visit [gscnc.org/highadventure](http://gscnc.org/highadventure)





  
**girl scouts**  
 nation's capital  
**CAMP WINONA**  
 Charles County, Maryland  
 6885 Winona Place  
 Hughesville, MD 20637

**Legend**

- |                              |                     |
|------------------------------|---------------------|
| Accessible                   | Latrine/Restroom    |
| Amphitheater                 | Parking             |
| Archery                      | Picnic shelter      |
| Bridge                       | Roads and gate      |
| Caretaker mailbox            | Slingshot Range     |
| Cooking shelter              | Telephone           |
| Dumpster                     | Tomahawk Range      |
| Emergency evacuation shelter | Trail               |
| Entrance                     | Trail changes color |
| Fire site                    | Water               |
| Fossil creek                 | Woodshed            |
| Glen shelter                 |                     |



# Camp Winona at a Glance

6885 Winona Place, Hughesville, MD 20637

Emergency Evacuation Location:	CAFTRITZ BASEMENT													
Camp Capacity =	335													
Aspen	Y	24	24					Y	4, GS				Y	N
Cafritz Lodge	Y	130	50	Y	3	E HVAC	Y	E					Y	Y
Cedar Glens	Y	24	24						4, GS				Y	N
Cedar Lodge	Y	30	24	Y	3	E HVAC	Y	E					Y	Y
Chestnut	Y	24	24						4, GS				Y	N
Deer Crossing	Y	24	24						4, GS				Y	N
Holly 1 & 2	Y	49	49						9, GS		Y	Y	Y	N
Laurel Lodge	Y	40	32	Y	2	E HVAC	Y	E					Y	Y
Oakridge	Y	24	24						4, GS				Y	N
Promise Lodge	Y	20	12	Y	1	E HVAC	Y	E					Y	Y
Sassafras Lodge	Y	30	25	Y	3	E HVAC	Y	E					Y	Y
Sycamore Lodge	Y	20	16	Y	1	G HVAC	Y	E					Y	Y
Archery Range	*		F											
Canoe-Kayak	*		F											
Slingshot-Tomahawk Ranges	*		F											

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

Corrections may be sent to [tworchester@gscnc.org](mailto:tworchester@gscnc.org)

Property 6/26/23

# Procedures for Accidents and Emergencies

## In Case of Minor Illness

Call a caregiver to come for the child. If no one is available to pick up the child, an adult should take the child home. Ensure that someone is home to care for the child.

**DO NOT LEAVE A CHILD UNATTENDED.**

## In Case of a Minor Accident

1. Immediately give first aid or find a first aider; transport the injured person to an emergency room, if necessary, and contact the caregiver.
2. Ask the caregiver to come to the site or meet at the emergency room, if appropriate. (If a caregiver cannot be reached, call the person designated to act in an emergency. Continue trying to reach the caregivers so they can assume responsibility for medical decisions.)
3. Record in writing:
  - Conditions existing at time of accident
  - Order of events following the accident
  - Names and addresses of witnesses
  - Medical attention, opinion or instructions received from caregivers
4. Notify the Council office as soon as possible (within 48 hours) by emailing [customercare@gscnc.org](mailto:customercare@gscnc.org).
5. Submit completed insurance forms and a copy of the record of the accident within five days.

## In Case of a Serious Accident, Emergency or Fatality

1. Give priority attention to providing all possible care for the injured person(s). Secure doctor, ambulance, and police as appropriate. Secure and/or retain a responsible adult at the scene of the accident. Contact the caregiver and ask them to come to the site or meet at the emergency room. If caregivers cannot be reached, call emergency contact. Continue trying to reach the caregiver or emergency contact.
2. In the event of fatality, always notify the police. Retain a responsible adult at the scene of the accident. See that no disturbance of the victim or surroundings is permitted until police have assumed authority.
3. Refer all media (newspaper, radio, TV) inquiries to the Girl Scouts Nation's Capital Marketing and Communications department.
4. Office hours (Monday through Friday 9 a.m. - 5 p.m.), contact the Council office as soon as possible: 202-237-1670 or 1-800-523-7898. Reverse the charges if necessary, stating that it is an emergency. After office hours and on weekends, call the **EMERGENCY ANSWERING SERVICE AT: 1-888-288-1784.**

# Please donate to SHARE today!

# SHARE

impacts every Girl Scout and volunteer in our Council.

## Camp

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

## Financial Assistance

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

## Programs

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

## Volunteer Assistance

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

