

girl scouts 
of kentucky's
wilderness road

2277 Executive Dr.
Lexington, KY 40505
800-475-2621
gswrc@gswrc.org



Service Unit Manager Notebook 2023-2024 Edition



Table of Contents

Section One – Service Team

- Overview of Service Team Responsibilities
- Suggested Calendar for the Year
- Service Team Position Descriptions
- Council Staff and Position Listing

Section Two – Recruitment & Troop Organization

- Steps for Recruiting Adults and Girls- Platica Model
- How to Become a Volunteer
- Volunteer Application and Criminal Record Check
- Volunteer Criminal Record Check Release Form
- Troop Leader Position Description
- Volunteer Policies and Procedures
- Troop Roles and Requirements
- Girl Scout Pathways

Section Three – Training

- Philosophy of Adult Education
- Troop Camp Training and other Learning Opportunities
- Workshop Training Report
- Training Participation Report

Section Four-Program

- Program Policies and Standards
- New Leadership Experience
- Journeys Overview
- Silver, Gold, and Bronze Awards
- Juliette Low World Friendship Fund Facts
- Insurance 101
- Emergency Phone Number

Section Five – On Brand!

- Girl Scout Brand Overview
- Trademark Snapshots
- Brand/Marketing/Social Media Council Contact Information

Section Six – Finance

- Chapter 5 of Volunteer Essentials: Finance
- Service Unit Accounts and Report Form
- Checking Account Guidelines
- Service Unit ACH
- Tax Exemption Certificate
- Contributions to Troop

Section Seven – Awards

Adult Awards

Chart of Council and Area Awards

Service Unit Goals Worksheet

President's Award Application

Community Recognition and Application

Section Eight – Council Governance System

A Year in Governance

Section 1: Service Teams

Overview of Service Team Responsibilities

Developing a Service Team

The service unit manager works with a team of volunteers to provide on-going support to troops. The service unit manager, with the Community Recruitment and Engagement Coordinator recruits qualified volunteers for service team positions. A service team consists of individuals who help organize troops, mentor, and train new leaders, plan local programs and service projects, manage their local product programs, and increase visibility of Girl Scouting in the community. The team works to set goals for the membership year using the [Service Unit Planning packet](#). Review service team position descriptions in Section I of this notebook. Experienced troop leaders (both current and former) are often willing to serve on the service team but consider recruiting volunteers from outside of Girl Scouting to fill positions. For example, an individual who has strong organizational skills and likes paperwork may be willing to serve in the short-term position of fall product program manager or cookie program manager. A college student may be willing to assist with writing articles for the local newspaper about troop and service unit activities. A service unit manager who focuses on developing a team will make their job much easier.

Planning Service Unit Meetings

Service units are required to meet six times a year; however, service units may decide to meet more frequently. A service unit manager may decide to meet with leaders one month and then meet with only the service team another month for planning. The service unit manager is responsible for leading the meeting; however, she may ask another service team member or the Community Recruitment and Engagement Coordinator to present different agenda items. Service unit managers attend service unit manager meetings monthly to get council information. Including an agenda, a presentation, and resources to present at their service unit meetings. Service unit managers complete a Service Unit Meeting Report. This report should be sent to the Community Recruitment and Engagement Coordinator within two weeks of the meeting.

Organizing Troops

One of the most important jobs of the service team is to organize local Girl Scout troops. The Girl Scout membership year runs from October 1 – September 30, and the Council kicks off the new membership year in August when school starts. Each year the Council develops an Early Bird theme and incentives for girls, adults, troops, and service units. The Council also develops recruitment materials, such as fliers and new leader materials. The service unit manager and her teamwork with the Community Recruitment and Engagement Coordinator to develop a recruitment plan. Troop organizers distribute recruitment fliers, schedule parent information meetings and/or plan recruitment events. Troop organizers recruit leaders and help organize new troops. A troop angel may be assigned to help a new leader get off to a good start and to provide on-going support throughout the year. There are special awards that both troop organizers and troop angels may earn (Angel Pin).

Active Memberships and Background Checks

The Community Recruitment and Engagement Coordinator is responsible for ensuring volunteers have registered as adult Girl Scouts and have an eligible background check on file. Service unit managers can login to Looker to view all background check dates for all volunteers in their service unit. Service unit managers can also refer to their cluster's leaders list for a list of background checks for their primary volunteers.

Disbanding and Transitioning Troops

The Community Recruitment and Engagement Coordinator and service unit manager will work together to assist in disbanding and transitioning troops within your service unit. Please refer to our complete disbanding and transitioning troop procedures and forms [here](#).

Approve Troop Activities

The service unit manager provides oversight and approval for simple troop trips that are less than 150 miles, not to exceed 2 consecutive nights or over 150 miles. Service unit managers will review

the simple troop trip form, found [here](#). The volunteer information should contain the name and information of the registered, volunteer who is attending the troop trip. This adult volunteer should have completed Planning Trips with Girl Scouts on gsLearn prior to the simple troop trip. Make sure all troop information and trip information has also been completed. The emergency home contact should be an adult who is not attending the simple troop trip.

On page two of the Trip Application for Day Trips/Simple Overnights a troop camp certified volunteer is not needed if your troop is not traveling to a camp destination. You will need to list your certified First Aider attending the trip. The council should also have a copy of their First Aid/CPR card on their account. This is where you will also list the name of the adult who has completed Planning Trips with Girl Scouts training. All driver information and budget information should be completed.

If additional insurance is required for tag alongs the troop leader will need to submit a copy of the troop trip form to their Community Recruitment and Engagement Coordinator as well as call or visit their nearest Girl Scout shop to pay for the insurance. Remember Safety Activity Checkpoints offers great information for various Girl Scouting activities. You can find the most recent version of SAC [here](#).

After you have signed off in approval of the troop trip, please send in a copy of the simple troop trip/overnight to your Community Recruitment and Engagement Coordinator so they can place a scanned copy of the troop's account.

Training

Training is available for each position on the service team as well as an Introduction to Service Units training on gsLearn. A volunteer who is interested in training new leaders needs to complete Welcome Coach training with the Volunteer Support Manager. A Council trainer is a member of the service team and can provide local training opportunities for new leaders. New leaders are required to complete *Welcome to Girl Scouts* and the *New Troop Leader Pathway* on gsLearn. *Welcome to Girl Scouts* is offered as a face-to-face training and virtually. This training focuses on helping new leaders get their troop organized, develop parent support, and acquaint them with Council resources. This training also allows new volunteers to establish support in the service unit and at the council level. The *New Leader Learning Path* on gsLearn includes level specific training courses, (*Daisy Basics, Brownie, Basics, and Junior Basics*) *Planning Trips with Girl Scouts*, and several other GSUSA designed courses about the first-year volunteer experience. Trainers may also be recruited to facilitate First Aid/CPR and/or various camp training.

Short and Snappy trainings are short informational trainings found on our website, www.gskentucky.org and on gsLearn. These trainings focus on information leaders need for their leadership position or in planning troop program. A Short and Snappy training may be presented by a trainer, service unit manager or Community Recruitment and Engagement Coordinator.

Program

The Program Department develops program resources, leads signature Council events, service projects, approves Money Earning Activities, and Extended/International Troop trip forms. The Council produces a Program and Training Guide once a year, in August. The Council also offers Resident Camp, Day Camp, and additional camp programming throughout the year. You can find camp opportunities in the Program and Training Guide, which can be found on our website.

In addition to Council programs, the service unit may want to plan a local event or service project. It can be as simple as two or three troops getting together to work on a badge to planning a local day/twilight camp. When planning events, keep in mind the needs and interests of the girls. The Council has many program resources to assist in planning a special event. Many service units plan service projects to benefit their local community, such as making holiday cards for nursing home residents, collecting food, and clothing for local charities or helping build a local playground.

Consider recruiting Senior Girl Scout troops or college students to assist with service unit program events. Many adults who are not able to serve as a troop leader may be willing to assist with a one-time program event. GSKWR offers a virtual training, *Service Unit Event Planner*, that can be found on gsLearn.

Product Program

The service unit should have one or two members to manage the fall product program and cookie program in the service unit. Encourage troops to participate in both product programs as a way to fund troop activities and develop important skills, such as planning and decision-making, goal setting, budgeting, money management, and customer service. Product programs are a vital source of support and development for the Council as well. With the assistance and supervision of parents, girls focus on candy and nuts in the fall and Girl Scout cookies in the winter.

Finance

Service Unit and Troop Accounts

Service units and troops within your service unit may elect to participate in money earning activities during the product programs off season. You can find all money earning and adult fundraising policies [here](#). Both service unit managers and the Program team typically sign off on money earning applications, you can find GSKWR's Money Earning Activity Request Form and Guidelines [here](#).

Service units and troops are required to report on their bank account once a year during Annual Troop Reviews between April 1st of each year and June 30th of each year. Troop leaders are required to complete their Annual Troop Review portion on GSKWR's website and the financial portion on their troop's Volunteer Toolkit Finance tab. Service units will scan or drop off a copy of their most recent bank statement to their Community Recruitment and Engagement Coordinator between April 1st and June 30th each year. This report is due yearly.

Troop leaders and service unit accounts are required to have two signatures on checking accounts, one of whom we recommend is the service unit manager/treasurer. The service unit manager/treasurer should keep a list of all troop accounts, including banks and account numbers.

Adult Recognition

We want our volunteers to have a meaningful and satisfying experience in Girl Scouting. In addition to training and offering on-going support to volunteers throughout the year, it is important to recognize leaders for their time and hard work. Service units may want to plan an Investiture/Rededication Ceremony in the fall. Leader Appreciation Day is on April 22. The Council plans a Volunteer Appreciation and Awards Ceremony for volunteers to attend. Many service units plan a potluck dinner or provide special refreshments at their service unit meeting in April. The service team may nominate leaders for Cluster or Council awards. Please review Award Chart with requirements and deadlines in the Volunteer Development section of this notebook. There is an award that Service Units may earn: Presidents Award. Nomination forms may be downloaded from the Council website at www.gskentucky.org, or you may request a hard copy from your local Girl Scout office.

Getting Answers - Information Resources

The Service Unit Manager's Notebook and Volunteer Essentials contain critical information for leaders and service units, including Council policies. If you have specific questions, do not hesitate to call your Community Recruitment and Engagement Coordinator.

There are numerous ways to stay informed about the wonderful activities and opportunities available in Girl Scouting. There is a great deal of information on the Council website, including

forms, at www.gskentucky.org and your MyGS account, where you will find Volunteer Toolkit and gsLearn. You may also want to visit the national Girl Scout website at www.gsusa.org.

Handling Conflicts

The most challenging part of being a service unit manager is handling conflict, both between parents and leaders and between volunteers. It is important when conflicts arise to avoid immediately assuming one person is right, and one person is wrong. You want to first get the facts from the different parties. There are many Council policies that provide guidelines in dealing with specific problems or conflicts. It is also best to keep conflicts contained by sharing information only with people who need to be directly involved. Of course, do not hesitate to call your Community Recruitment and Engagement Coordinator to assist you in interpreting policies or dealing with situations in which you do not feel comfortable.

Year End Review

The Community Recruitment and Engagement Coordinator meets with the service unit manager at the end of the year to evaluate the service unit manager and service team's progress toward meeting service unit goals, planned in the Service Unit Planning Guide. This review provides important feedback to the volunteer in developing and increasing their leadership skills. It is an opportunity to celebrate accomplishments, discuss any challenges within the service unit, and find room for growth.

Girl Scout Troop Year Planner

Troop/SU Year Planner: Use this Girl Scout year calendar to plan the monthly activities you will be completing throughout the year. Key Girl Scout events and themes are included to give you an idea of the events and opportunities in a typical troop year. More ideas and special dates/information can be found in GSKWR's Program and Training Guide.

July	August	September
<ul style="list-style-type: none"> Participate in troop and camp activities. Check out the Events Calendar Continue recruitment for service unit team positions. Attend Service Unit Team Training on the second Saturday of July. Complete your SU Planning Guide as a team. Girls/Adults Registered?). Plan recruitment opportunities with your Community Recruitment and Engagement Coordinator. Fall awards for clusters due by end of July. 	<ul style="list-style-type: none"> Participate in troop activities. Check out the Events Calendar Friendship Day – First Sunday in August The new Program & Training Guide debuts. Attend OWL- Our Weekend of Learning is the first weekend of August. Login to the Volunteer Toolkit (VTK) and start planning your year – Aug. 3 National S'mores Day – Aug. 10 Women's Equality Day – Aug. 26 Hold first service unit meeting of the new membership year. Recruit and connect with new leaders and girls Service Unit Fall Product Manager training. 	<ul style="list-style-type: none"> Participate in troop activities. Check out the Events Calendar Investiture ceremonies to welcome new girls Continue recruitment for girls and adults. Plan fall badge/community service projects Plan fall celebrations Bronze and Silver Award Ceremony New Leader Zoom Series starts, this is a six-part new leader series. On time registration ends on September 30. Remind leaders and girls to get renewed. Train leaders for the fall product program. Girl Scouts Love State Parks
October	November	December
<ul style="list-style-type: none"> Continue recruitment. Investitures and rededication of adults and girls. Fall Product Program begins. Make a Difference Day – Oct. 24 Founder's Day/Juliette Low's Birthday – Oct. 31 Fall Association Meetings and award fall awards. Service Unit Cookie Manager training. GSWRC Stands Beside Her 	<ul style="list-style-type: none"> Train leaders for Cookie Program World Kindness Day – Nov. 13 Get outside for National Take a Hike Day – Nov. 17 Plan holiday celebrations GEMS- Girls Engineering Math Science Event 	<ul style="list-style-type: none"> Volunteer and give back during the holidays National Brownie Day – Dec. 8 Plan holiday celebrations Make sure all troops are registered for cookie program participation. Troop Cookie Program training. Begin submitting council and cluster awards to council by February 1st of each year.

<i>January</i>	<i>February</i>	<i>March</i>
<ul style="list-style-type: none"> • Plan for Cookie Program by working with girls to set goals and plan activities, secure troop volunteers to help. Girls can begin taking orders January 1st. • Initial orders for the Cookie Program are due. • Award nominations are due to troopsupport@gswrc.org by 02/01. • Gold Award Application due. 	<ul style="list-style-type: none"> • Cookie Program continues. • Black History Month • Plan spring outdoors, community service and/or special event field trips for troop • Girl Scout's World Thinking Day – Feb. 22 • Make plans for Girl Scout Week and prepare. • Begin plans for summer programming like day/twilight camp. 	<ul style="list-style-type: none"> • Women's History Month • International Women's Day - March 8 • Register for summer camp • National Girl Scout's Birthday – March 12 • Girl Scout Week – the week of March 12 • Wrap up Cookie Program – ends March 27 • Plan Early Bird event • Product sweeps and recognitions due. • Bronze and Silver Applications due to attend ceremony.
<i>April</i>	<i>May</i>	<i>June</i>
<ul style="list-style-type: none"> • Register as an Early Bird Girl Scout membership renewal and receive incentives. • Volunteer Appreciation Month, attend our Volunteer Appreciation and Awards Ceremony • Girl Scout Leader's Day & Earth Day – April 22 • If your troop is aging up into the next program level (e.g. Daisies going to Brownies), plan to earn your Bridging Award • Register for summer camp • Annual Troop Reviews open April 1st, and Finance tab on VTK is open. • Gold Award Ceremony 	<ul style="list-style-type: none"> • Host a year-end awards ceremony or year-end party to celebrate your achievements • Plan your bridging ceremony or attend a local bridging put on by your service unit • Remind girls and volunteers to renew during Early Bird renewal • Plan a fun summer troop activity • Prepare and submit your Troop Financial Report in the Volunteer Toolkit (VTK) and compete your ATR. • Meet with Community Recruitment and Engagement Coordinator to evaluate your year. 	<ul style="list-style-type: none"> • Participate in summer troop activities and/or camp • Flag Day - June 14 • Make sure girls and adults are renewed for another year of fun! Early Bird ends June 30th. • Recruit for service unit team positions. • Make sure adults renew their volunteer role and renew your troop leadership role so you will have access to the Volunteer Toolkit (VTK) to start planning for next year

Service Unit Manager

Purpose	Appointed By	Term
Assist in organizing/maintaining Girl Scouting within a geographic area. Supervise and coordinate a dynamic service team. Communicate and promote Girl Scout standards, guidelines and programs to the community.	GSKWR Staff – Community Recruitment and Engagement Coordinator	Not to exceed two consecutive terms unless approved by the volunteer director.
Responsibilities	<ul style="list-style-type: none"> ▪ Organize a Service Team that includes product sales manager, treasurer, troop organizers, event coordinator, media coordinator and recognition chair ▪ With input from the Service Unit Team, plan and facilitate monthly service unit meetings with troop leaders ▪ Hold Service Unit Team meetings to make plans and evaluate ▪ Direct the work of the service team ▪ Ensure that health, safety and policy standards are maintained ▪ Promote recruitment of council delegates and alternates ▪ Resolve problems in a timely manner with sensitivity and confidentiality ▪ Support and promote all council fund raising efforts and product sales activities ▪ Attend all Service Unit Team meetings and Service Unit Leader Meetings. ▪ Participate in an evaluation process at the end of the year with your staffmember 	
Qualifications	<ul style="list-style-type: none"> ▪ Registered Girl Scout, at least 18 years of age ▪ Believe in the aims and purposes of the Girl Scout Movement ▪ Ability and desire to work with people with diverse backgrounds ▪ Ability to maintain confidentiality when sensitive issues arise ▪ Adheres to GSKWR policies and ways of work ▪ Demonstrates ability to plan, supervise, evaluate, communicate effectively, and delegate work to others allowing for creativity and freedom to function ▪ Strong organizational skills and follow through, (i.e., meets deadlines, returns calls or emails) 	
<i>Your appointment to the above position begins on:</i>	<i>And will continue to:</i>	
Service Unit	Name	Date
Appointed by	Name	Date

Service Unit Media Manager

Purpose	Appointed By	Term
Organizes and promotes consistent communication within the Service Unit and communicates the benefits of the Girl Scout Leadership Experience to local media sources and to the public	Service Unit Manager OR GSKWR Staff Senior/Ambassadors Girls, 16+ who have completed the Volunteer-In-Training are eligible to be a member of the Service Unit Media team, working under an adult volunteer who heads the team.	Renewable Annually- No Term Limits
Responsibilities	<p>Managing Service Unit Communications</p> <ul style="list-style-type: none"> ▪ Utilize a variety of communication methods to connect volunteers and parents to the service unit and council, including e-mail, website, Facebook and other social networking tools. ▪ Request positive stories and photographs from troop leaders and service team members that illustrate to the Girl Scout Leadership Experience (GSLE). ▪ Take photographs and write positive, brief articles regarding service unit and troop activities and events. ▪ Identify and notify the Council Communications Department regarding Girl Scout activities that may be of interest to the major newspapers and televisions stations or for internal publications. ▪ Submit a copy of all media coverage to the Communications Department. <p>Educating the Community</p> <ul style="list-style-type: none"> ▪ Continuously gather information from other Girl Scout volunteers within the Service Unit and about troop activities and girl/adult achievements. Prepare information to submit to media or community organizations. ▪ Develop and maintain a good working relationship with local media and community contacts to generate increased support for Girl Scouts ▪ Prepare and/or participate in community events in order to speak about the Girl Scout Leadership Experience (GSLE). ▪ Inform the Council Communications Department of the local troop activities that may be shared through <i>Cluster News</i>, newspapers and/or major television stations. 	
Qualifications	<ul style="list-style-type: none"> ▪ Registered Girl Scout, at least 18 years of age ▪ Believe in the aims and purposes of the Girl Scout Movement ▪ Ability and desire to work with people with diverse backgrounds ▪ Adheres to GSKWR policies and ways of work ▪ Understand the Girl Scout program; the Girl Scout Leadership Experience and the National Program Portfolio ▪ Have access to computer, Microsoft Office and the Internet ▪ Have effective interpersonal and written communication skills 	
<i>Your appointment to the above position begins on:</i>	<i>And will continue to:</i>	
Service Unit	Name	Date
Appointed by	Name	Date

Service Unit Event Manager

Purpose	Appointed By	Term
<p>This position supervises the coordination of service unit events to ensure safety, risk management, adherence to policies, retention of girls and connection to the Girl Scout Leadership Experience outcomes.</p>	<p>Service Unit Manager and GSKWR Staff</p> <p>Senior/Ambassadors Girls, 16+ who have completed the Volunteer-In-Training are eligible to be a member of the Service Unit Event team, working under an adult volunteer who heads the team.</p>	<p>Renewable Annually- No Term Limits</p>
<p>Responsibilities</p>	<p>Service Unit Program-Event Manager</p> <ul style="list-style-type: none"> ▪ Work with the service unit manager to recruit volunteers/committees to plan, implement and evaluate service unit events. ▪ Coordinate and/or support all events held within the service unit either by direct planning or by supervising and supporting other event volunteers. ▪ Work with event planning team to ensure events support the Girl Scout Leadership Experience. ▪ Follow all Safety Activity Checkpoints ▪ Involve your service unit treasurer in all financial aspects of events. ▪ Ensure all applicable pre-and-post paperwork is completed, submitted by deadline, and approved by your service unit manager. ▪ Encourage leaders to participate in service unit and council-sponsored events. ▪ Attend regular service unit team and leader meetings and completing required position training. ▪ Submit program/events to the Council Online TAP Calendar and advertise via flyers and social media. 	
<p>Qualifications</p>	<ul style="list-style-type: none"> ▪ Registered Girl Scout, at least 18 years of age ▪ Believe in the aims and purposes of the Girl Scout Movement ▪ Ability and desire to work with people with diverse backgrounds ▪ Adheres to GSKWR policies and ways of work ▪ Strong interpersonal skills and ability to lead ▪ Ability to maintain accurate records and organize materials 	
<p><i>Your appointment to the above position begins on:</i></p>	<p><i>And will continue to:</i></p>	
<p>Service Unit</p>	<p>Name</p>	<p>Date</p>
<p>Appointed by</p>	<p>Name</p>	<p>Date</p>

Service Unit Product Manager

Purpose	Appointed and Supported By	Term
Oversee the Girl Scout Cookie Program in your Service Unit.	Service Unit Manager GSKWR Staff--Product Sale Director You may have a volunteer for Fall Product and another for the Cookie Program OR the same person can serve both product sales.	Renewable Annually- No Term Limits
Responsibilities	<ul style="list-style-type: none"> • Promote the sale/program to the troops. • Ensure coordination of all aspects of the sale in your service unit; ensure orders are in, order delivery, recognitions, paperwork, etc. • Train Troop Fall Product Managers and Cookie Managers on the sale and their responsibilities. • Distribute sales materials to troops. • Understand the use of the online management systems for product sales and assist troops. • Keep accurate records of transactions with troops. • Understand and accept the responsibility for proper handling of product on the behalf of GSKWR. • Maintain regular communications with the troops. • Assist troops having unsold product with communication and transfer to troops needing product. • Collect/review required paperwork ensuring completeness and computer accuracy, and submit to council by specified deadlines. • Distribute girl recognitions to troops in a timely manner • Assist troop Fall Product and Cookie Managers in problem-solving using patience and sensitivity with volunteers and parents. • Maintain ongoing communication with Community Recruitment and Engagement Coordinator and Product Sales Director and Staff. • Attend and participate in local training • Attend Service Unit Meetings before and during the sale. • Schedule and deliver troop trainings and one-on-one trainings as required. 	
Qualifications	<ul style="list-style-type: none"> • Must be a member (18 years of age and older) of GSUSA and have cleared the volunteer screening process • Understanding and acceptance of GSUSA and GSKWR policies, procedures and deadlines necessary to run a smooth product sale. • Time necessary to carry out primary tasks • Accessibility or key sale dates • Computer; access to internet, and ability to use online product management system • Strong/frequent communication by phone and/or email • Flexible and diplomatic, able to deal with unexpected circumstances • Team player 	
Appointment		
<i>Your appointment to the above position begins on:</i>	<i>And will continue to:</i>	
Service Unit	Name	Date
Appointed by	Name	Date

Service Unit Recruiter

Purpose	Appointed and Supported By	Term
Assist in recruiting leadership and organize troops in an assigned area or school district.	Service Unit Manager or GSKWR Staff, Community Recruitment and Engagement Coordinator Senior/Ambassadors Girls, 16+ who have completed the Volunteer-In-Training are eligible to be a member of the Service Unit	Renewable Annually- No Term Limits
Responsibilities	<ul style="list-style-type: none"> ▪ Secure permission from school principals to distribute recruitment fliers and/or do assemblies or classroom walk-throughs to get girls excited about joining Girl Scouts. ▪ Assist in scheduling/publicizing parent meetings for purpose of registering and organizing troops ▪ Assist with recruitment rallies and events ▪ Deliver recruitment fliers to schools or other groups who have an interest in joining Girl Scouts. ▪ Recruit troop leadership using recruitment fliers in the school, and other sources, such as Family Resource Centers, faith based groups, service organizations and personal contacts. ▪ Review, with prospective leaders, the benefits of Girl Scouting to girls and adults, the requirements for leadership, and ensure that they are set up to attend a Welcome course ▪ Obtain from prospective leaders an application and direct them to register and complete the online screening process ▪ Recommend leaders for appointment 	
Qualifications	<ul style="list-style-type: none"> ▪ Registered Girl Scout, at least 18 years of age ▪ Believe in the aims and purposes of the Girl Scout Movement ▪ Ability and desire to work with people with diverse backgrounds ▪ Ability to maintain confidentiality when sensitive issues arise ▪ Adheres to GSKWR policies and ways of work ▪ Promote a positive image of Girl Scouting in the community ▪ Knowledge in the assigned area ▪ Skill in communication and organization 	
Appointment		
<i>Your appointment to the above position begins on:</i>	<i>And will continue to:</i>	
Service Unit	Name	Date
Appointed by	Name	Date



Service Unit Meeting Report

Submit this report to the membership specialists or Troop Support Specialist within two weeks after Service Unit Meeting.

Service Unit _____ No. Attending _____

Date of Meeting _____ No. of Troop Represented _____

Location of Meeting _____ Total # of Troops in Service Unit _____

Person filling out this form _____ % of Troops Represented _____

List agenda items (or attach agenda sheet):

List any concerns or problems in the Service Unit:

Service Unit Training Report

Title of training session: _____

Service Unit trainings are designed to run ½ hour in length; if this session is longer, list time _____

Total Attendance _____

Attendance Breakdown:

White	Black	Hispanic or Latino	American Indian or Alaskan Native	Hawaiian or Pacific Islander	Asian	Handicapped	Total

Give a brief description of learning content:

List participant reaction to topic:

**Section 2:
Recruitment &
Troop
Organization**

Girl Scout Pathways

Girl Scouting can occur in any number of ways in a variety of settings. To meet the needs of an ever-changing world of girls, Girl Scout councils must be ready to adapt and revise the ways they deliver Girl Scout programs to girls.

A girl can become a Girl Scout by joining as a member of a troop or APD, Alternative Program Delivery group or by registering individually, as an Individually Registered Girl. Each of these opportunities implies a different method of program delivery tailored to the needs and time constraints of the girl.

Although the “troop” is the primary method of program delivery, there can be many variations in troops and alternative program delivery groups. Girls Scout alternative program delivery may focus on specific interests, such as STEM skills, or financial literacy. The group may meet once a week, once a month, or even irregularly, with no predetermined meeting pattern. The important characteristics are that the group is designed to meet the needs of girls, and that the program, membership, and structure must meet the criteria for a Girl Scout troop or APD group.

Girls who become members of the Girl Scout Movement to participate in activities other than those offered by a Girl Scout troop, accept the Promise and Laws and their activities are also guided by the program goals. They are just as much Girl Scouts as those who elect to be part of an ongoing troop.

In addition to our alternative program delivery group, we also have lots of girls who participate as individually registered girls, or IRGs. IRGs can work at their own pace. An individually registered girl’s parent or caregiver have access to Volunteer Toolkit. This access allows IRGs the same access to all badges, journeys, and new badges at their level. IRGs also can use the program and training guide to plan their year with programming that occurs in person and online. IRGs can also participate in the council’s product program and receive incentives.

Girl Scout troops are for girls who want to be part of an ongoing group that meets throughout the year under the guidance of trained, caring adults – a group that gives her the opportunity to explore new things, learn to work with others, and plan and carry out a wide variety of program activities.

Troop

- Traditional troops have two leaders and up to 12 girls.
- Meet once a month, twice a month, or weekly.



Individually Registered Girls IRG

- Participates in the Girl Scout program as an individual.



Alternative Program Delivery APD

- Participates as a group in one day to six week sessions focusing on one specific pillar of Girl Scouts.



Guide to Conducting a Plática – A conversation for All Families

In Spanish-speaking communities, a plática is a warm and friendly conversation. The goal of our Plática is to create just such an environment so that the conversation between parents/caregivers and the recruiter can yield insights into their thoughts and needs. The Plática model is not exclusively for the Latinx community, you can apply this engagement technique with **all communities**, and we recommend you do.

Council staff/volunteers should act as a guide, but not control the conversation. The primary objective is to **listen** and then draw connections between what the parents/caregivers say about their girls and the ways Girl Scouts can support their goals.

Consider these general guidelines for the conversation:

- Know your audience – Who are these families? What are common cultures, circumstances, or challenges facing this community?
- Avoid Girl Scout acronyms or internal language. Use vocabulary that is familiar to everyone, or make sure to clearly explain Girl Scout traditions and terms.
- Note opportunities to connect the values of Girl Scouts through our Promise and Law to the values and goals expressed by the parents/caregivers.
- Answer questions with clear next steps. Note new opportunities that have been released (Girl Scouts at Home/Girl Scouts en su hogar, virtual programming, and new badges) as well as upcoming milestones or council events.
- Before you close, ask if anyone is ready to join or if they would like to gather more information and participate in another Girl Scout experience.
- Note: Some families will not be ready to join after the first experience, and that is okay! Make sure all families leave understand their next step and how you will continue to communicate with them.

Opening + Icebreaker 10 minutes

- Sit in a circle so there is no “head” of the group, like a Girl Scout meeting. Share with families why the circle is an important part of Girl Scouts.
- Introduce yourself and thank them again for coming. Assure parents/caregivers that this is a safe space to share and get to know each other.

Build connection among the adults through this icebreaker:

- Ask parents/caregivers to think of one woman they look up to. What qualities do you admire in this woman? How has she made an impact on you?
- Give participants some time to think and then ask each parent/caregiver to introduce themselves, share their girl(s) name and age, and then share the woman they look up to and why. Would you like your girl(s) to be like this woman when she grows up?

Discussion 20 minutes

Use the three conversation starters below to prompt the discussion but allow parents/caregivers to continue if they are building their own topics as they get to know each other.

Starter #1: Learn who they are, what they value and how they spend their time.

- What is important to your girl and to the family?
- What is most important to you as a family?
- How does your family support your girl?
- What do you all enjoy doing as a family?
- What things do you do only with your girl?

Starter #2: Learn what they want for their girl.

- What are your dreams for your girl?
- What is most important to you in your girl's development?
- Tell me about when you are most proud of or happy for your girl.
- What does your girl struggle with the most?
- Imagine your girl as a young adult: Describe the person you hope she becomes.
- What do you think she will do when she grows up?
- What challenges might get in the way of her reaching these dreams?

Starter #3: Identify the types of activities they and their girl enjoy.

- What is important for your girls to learn?
- What does your girl love to do most?
- What does she get excited about?
- When she is happiest and most engaged?
- Outside of school, how does your girl spend most of her time?
- Are you / is she happy about this?
- If not, how do you / does she wish she were spending her time?
- What types of activities or experiences do you wish your girl(s) could have that she is not having now?
- What is holding her (or your family) back from having those experiences?
- Are there experiences or opportunities you missed out on growing up that you hope your girl(s) can have?

Girl Scout Connection 10 minutes

While this should not be the same formal Girl Scout presentation we have done in the past, families should still leave with a clear connection between Girl Scouts and their experience.

What did you hear parents/caregivers express that uniquely connects to Girl Scouts? Do we meet a challenge in their life or support a goal for their girl(s)?

Ask a parent to read the Girl Scout Promise and Law.

- When complete, ask the parents what they think?
- Does this align or differ from their values?
- Does this align or differ from their perspective of Girl Scouts?

Emphasize that Girl Scouts is not just an after-school activity. They are joining a local community, and a national Movement.

- Note that Girl Scouts grows up with their girl, and she can continue through high school and then join our Alum Network. Providing a vision of the Girl Scout journey will help with overall retention.
- Be clear that all parents, caregivers, and adult supporters are encouraged to join this journey with their girls as volunteers. ***Everyone has a role and place in Girl Scouts.***
- Describe the opportunity as a supportive troop leadership or volunteer team – a group of parents/caregivers that all work together to support their girls’ troop – not the traditional burden of one parent being the troop leader.
- Ask the parents if they have special skills or a skill they want to develop further, and then describe the different types of volunteer roles, if time permits. This may also be a good follow-up after the party.
- Give specific examples of Girl Scouts programming based on the shared interests of the parents/caregivers and how the Girl Scout Leadership Experience and Foundational Girl Scout Experience work together for successful outcomes for girls. Share that we are more than just cookies and camping by explaining the type of programming that falls within our four pillars, for example.

Questions/Considerations Specific to COVID-19 Pandemic

- How have you managed your girl(s) schooling and activities?
- Does your girl have access to Internet and a computer, laptop, tablet, or smartphone at home?
- Are you looking for enrichment and community for your girl(s) online?
- What would be most helpful to you during this time?
- Do you imagine you would want to continue with some virtual programming after the restrictions on in-person meetings are lifted?

Closing 5 minutes

Ask parents/caregivers to rejoin their girls but assure them you will be available to answer questions after the last activity.

- If they are ready to join, direct them to the registration table.
- If they want to learn more, encourage them to participate in another experience (in-person or virtual) including another party, Girl Scouts at Home, or other council events.
- Tell families that you will be following up with them by phone and/or email.
- Be sure to thank every family and stay to answer questions after the official event concludes.

THE GIRL SCOUT CIRCLE



Courtesy of Girl Scouts of Arizona Cactus-Pine Council

Ever since people first gathered to talk, sit around the fire, or hold ceremonies, they have sat in circle. In Girl Scouts, there is a long tradition of gathering in a circle, whether it is a Brownie circle, a friendship circle, or a circle around the campfire.

IN A CIRCLE:

- Everyone has equal status – there is no hierarchy, and no one is in or out. Everyone belongs in the unbroken circle of wholeness.
- We can all see each other’s faces and we can see everyone at once. No one is hidden or invisible and every person is important.
- We have a dedicated enclosed space that is safe from the outside world. It is a space that is protected and kept by those in the circle.
- Circles promote a culture of listening, respect, and openness to others. They represent wholeness and inclusion.
- A circle offers the opportunity to hold or place symbols in the center that have meaning to the group or appropriately represent the theme of the circle that is being called. For example, if a troop is celebrating bridging, they might place items in the center that represent what they have done together and items that represent the next level to which the girls are moving.

CIRCLE PRACTICES

1. Closing the Circle. This indicates that everyone is present, and something is about to begin. It helps to indicate that a special space is being created. Closing the circle may be as simple as acknowledging the circle (saying “The circle is closed”) and calling everyone to be present, or it could be a brief ceremony developed by the group.

2. Check In. Each person has a chance to speak so that every voice is heard at the beginning. Everyone listens respectfully as each person is given the space to speak without interruptions or comment. A question relevant to the theme of the circle can be posed at the beginning. For example, in a bridging circle, the question might be “What have we each achieved that we are proud of?” Or each person can say one word to describe how she is feeling. Anyone who wishes can pass and speak later if she chooses.

3. Conversation/Activity. Someone can introduce what is going to happen next, whether it is a topic for discussion, an activity, or a problem that everyone will work on together.

4. Checkout. As the time in the circle comes to an end, each person has a chance to be heard once again. People can speak to what has happened during the conversation/activity, how they are feeling or respond to a reflective question.

5. Opening the Circle. This is a signal that the circle time is complete. Opening the circle may be anything that seems appropriate to consciously bring the time to an end. It may be a song, a friendship circle or symbolically removing items that were placed in the center of the circle. For example, someone rings a bell and someone else says, “The circle is open but unbroken.”

GUIDELINES/GROUND RULES

Depending on the purpose of the circle, the age of the participants and how familiar participants are with circle practice, introduction guidelines after the check in can help people feel comfortable and let them know what to expect.

Examples of guidelines/ground rules might include:

- Use of a talking stick. Participants can speak only when they are holding the stick or other symbolic object.
- Confidentiality. Participants commit to keeping confidential anything that is spoken. Each person can share anything about herself and her experience but not what anyone else has said.
- Exception: As a leader, you may be obligated by law to break confidentiality in particular situations. For example, if you become aware of abuse or other serious matters in a girl’s life. In these cases, you should consider letting the girl know what you plan to do and why.
 - A commitment to listening with the intent to understand and not judge others.
 - Respect for others’ needs, views, and experience.
 - Each participant agrees to say what is true for her and take responsibility for her own views.

Leaders may need to provide a further explanation and/or clarification of the guidelines. The participants may want to establish their own group guidelines. There should be explicit agreement and commitment to the selected guidelines. Young girls may suggest something like “We should be nice to each other” while older girls might ask for “respectful listening.”

By using deliberate circle practice, leaders are able to help girls achieve some of the 5 outcomes GSUSA has identified as ways in which girls discover themselves, connect with others, and take action to make the world a better place.

Steps for Recruiting a Troop Leader

Volunteer leadership is needed to organize Girl Scout troops. Often, this leadership is provided by parents of interested girls. However, there are often other adults in the community who are interested in volunteering for Girl Scouts, such as young professional woman and college students. Each year when school starts, the Council kicks off a new membership year and recruitment campaign. Membership staff works closely with local volunteers to organize troops by distributing fliers and posters at schools, churches, community centers, libraries, and local businesses. They also plan recruitment events, such as parent meetings, information booths, and program events to acquaint girls with Girl Scout activities.

The most effective way to recruit a volunteer is by sharing your own volunteer experience with your friends, neighbors, coworkers, church members and people you meet in the community. Share why you have enjoyed being a volunteer and explain how volunteers receive training, program resources and ongoing support throughout the year.

Each new leader must complete the following activities:

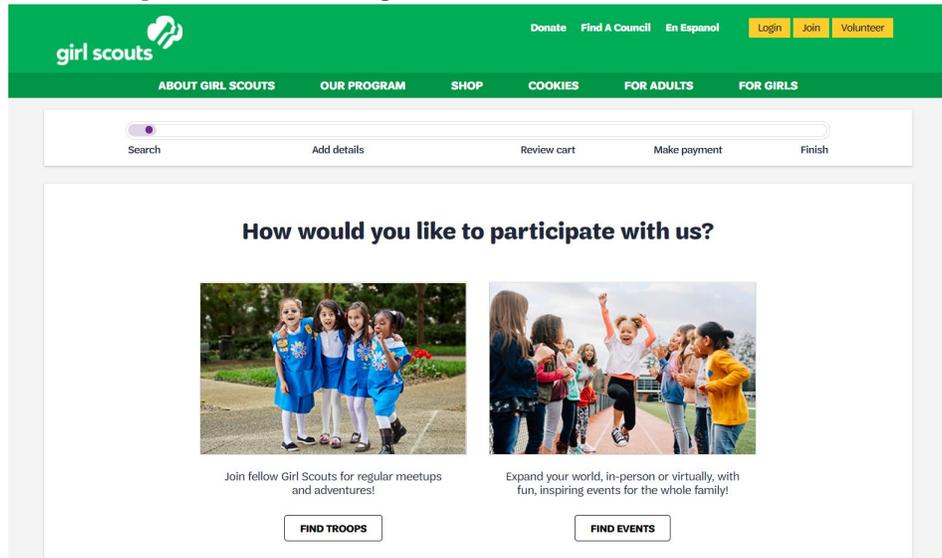
- Register as an adult Girl Scout, \$25.00 (yearly)
- Complete a criminal record check, \$9.00 (every three years)
- Complete a volunteer application on gsLearn
- Complete required training within their first year. (An overview of required training is included in the notebook.)
- Decide on a meeting day, time, and location.
- Schedule a meeting with parents and register girls in troop.
- Organize a troop committee to assist with finances, product program, paperwork, and planning activities.
- Conduct regularly scheduled meetings with girls.
- Attend monthly service unit meetings
- Bonus- Attend New Leader Zoom Series (six-part series)

The service unit manager can assign a troop angel to support the leader through the process of organizing her troop and planning meetings. Encourage new leaders to attend service unit meetings or find a parent who may attend in her place. Attending service unit meetings will help her feel more supported in her volunteer role and keep her updated on all the wonderful activities available to the girls in her troop. It is also a great way for her to make new friends within the community. A leader who feels welcome and supported will have a more satisfying experience and is much more likely to return the next year.

New Leader Process

Register as an Adult Girl Scout Member: All new volunteer must register as an adult Girl Scout. The new volunteer can register by going to www.gskentucky.org and clicking on Volunteer Now. After clicking on Volunteer Now the page will populate the screen below. After you follow the

prompts, you will be guided through your registration and placement as a volunteer. If financial aid is needed the volunteer can select financial aid at the payment screen. All membership specialists approve financial aid requests in their assigned areas.

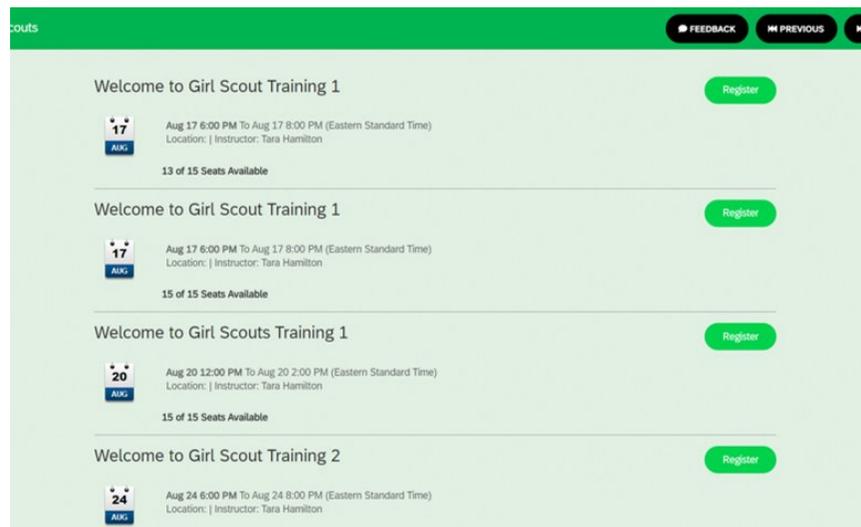


Complete a Background Check

After volunteers register as adult members of Girl Scouts and are placed into a volunteer role, they will then receive an email from Sterling Volunteers. The email from Sterling Volunteers will include information on how to complete their background check. Background checks are \$9.00 and are good for three years. If a volunteer needs a paper background check form to complete they can find it [here](#).

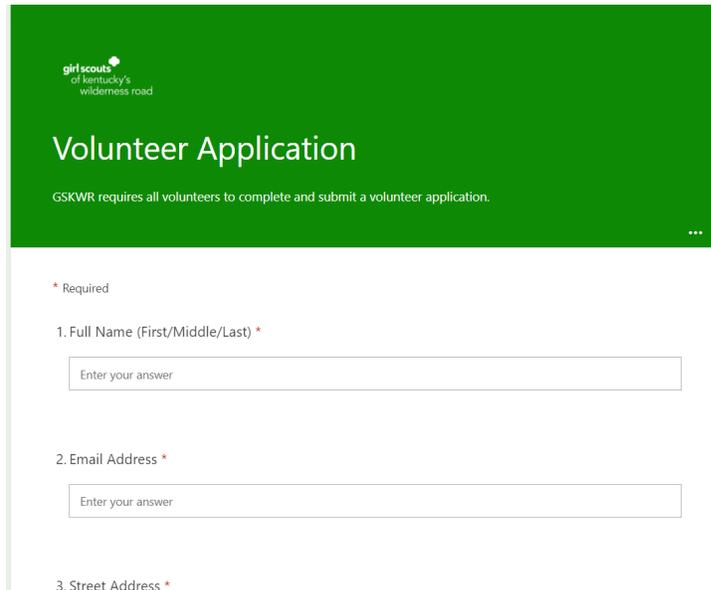
Register for Welcome Training (in person or virtual)

Volunteers must complete a *Welcome to Girl Scout* training, either virtually or in person before they hold their first troop meeting. Volunteers who register as an adult Girl Scout and have an email address have access to gsLearn. Volunteers may register for Welcome to Girl Scout training by logging into their My GS, clicking on gsLearn on the left side menu, and then clicking on courses. As you can see below in the screenshot volunteers will be able to scroll through the complete calendar of training dates/times available. They will then be able to register/unregister as needed.

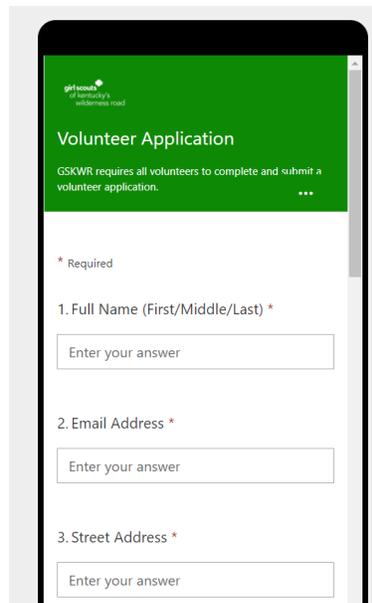


Volunteer Application

Volunteers must also complete an electronic volunteer application. Volunteer applications are now completed prior to their welcome training. If a volunteer cannot complete their volunteer application electronically, they must reach out to their Community Recruitment and Engagement Coordinator. Volunteer applications contain sensitive information and cannot be entered in by anyone other than the volunteer. You can see a screenshot below of what the volunteer application looks like on a computer and on a mobile device.



The desktop screenshot shows a green header with the logo for "girlscouts of kentucky's wilderness road" and the title "Volunteer Application". Below the header, a message states: "GSKWR requires all volunteers to complete and submit a volunteer application." The form contains three required fields, each with a red asterisk: "1. Full Name (First/Middle/Last)", "2. Email Address", and "3. Street Address". Each field has a text input box with the placeholder text "Enter your answer".



The mobile screenshot shows the same "Volunteer Application" form, but scaled to fit a smaller screen. It includes the same green header with the logo and title, the introductory message, and the three required fields: "1. Full Name (First/Middle/Last)", "2. Email Address", and "3. Street Address". Each field has a text input box with the placeholder text "Enter your answer".

Troop Roles

Role	Responsibilities	Time	Training	Requirements
Troop Leader	Leads a group of girls in the traditional troop setting, planning troop meetings, following the Girl Scout program, mentoring girls, and managing the troop.	Usually two, 1-1.5-hour meetings a month the frequency is up to the troop.	Required: 1. Welcome Training 2. New Leader Learning Path	1. Volunteer Application 2. GS Membership 3. Background Check (every 3 years)
Second Troop Leader	Leads a group of girls in the traditional troop setting, planning troop meetings, following the Girl Scout program, mentoring girls, and managing the troop.	Usually two, 1-1.5-hour meetings a month the frequency is up to the troop.	Required: 1. Welcome Training 2. New Leader Learning Path	1. Volunteer Application 2. GS Membership 3. Background Check (every 3 years)
Troop Treasurer	Open checking account, collect and maintain troop dues and/or monies, and prepares annual financial report found on VTK.	Usually two, 1-1.5-hour meetings a month the frequency is up to the troop.		1. GS Membership 2. Background Check (every 3 years)
Troop Cookie Program Manager	Lead the troop's cookie program, help girls to raise troop funds and earn financial literacy skills.	December thru March	Required cookie program training.	1. GS Membership 2. Background Check (every 3 years)
Fall Product Program Manager	Lead the troop's fall product program, help girls raise troop funds and earn financial literacy skills.	September thru November	Required fall product program training.	1. GS Membership 2. Background Check (every 3 years)
Outdoor Trained Adult	Accompany troops/SU groups on camping trips to ensure proper camping and/or cooking procedures are followed. This individual helps prepare the troop to go camping.	1-2 weekends a year	Camping Out Training	1. GS Membership 2. Background Check (every 3 years)
First Aider	Certified in First Aid/CPR to accompany troops at troop outings and camping.	1-2 outings in the fall and/or the spring	First Aid/CPR	1. GS Membership 2. Background Check (every 3 years)
Troop Trip Chaperone	Accompany troop on outings as a driver or to meet adult/girl safety ratios.	1-2 outings in the fall and/or spring		1. GS Membership 2. Background Check (every 3 years)

Troop Leader

Purpose	Appointed and Supported By	Term
Assist Deliver high quality Girl Scout program to girls.	Service Unit Manager and/or GSKWR Staff	One Year Term- Apply for reappointment annually if desired.
Responsibilities	<ul style="list-style-type: none"> ▪ Complete required training for the position and participate in ongoing adult learning opportunities, where available, to build and update skills and knowledge. ▪ Support a girl-led troop by encouraging and guiding girls to make decisions together and pursue their interests and goals. ▪ Serve as a positive example for girls by modeling desired behaviors such as reliability, respect for others, inclusiveness, and positive attitude. ▪ Hold troop meetings with girls weekly or biweekly. ▪ Review GSKWR's Volunteer Essentials and become familiar with Girl Scout policies and procedures, and Safety Activity Checkpoints. ▪ Stay informed by attending monthly SU meetings. ▪ Ensure all girls and adults are registered Girl Scout members. ▪ Stay informed by reading Girl Scout communications. ▪ Use the Volunteer Toolkit (VTK) to manage troop members and keep up-to-date troop meeting information ▪ Reach out to council staff and Service Team members when support is needed. And complete all forms when troop is traveling. ▪ Support the Girl Scout Fall Product and Cookie Program. ▪ Participate in the year end evaluation process. ▪ Oversee troop funds according to GSUSA and GSKWR policies. 	
Qualifications & Requirements	<ul style="list-style-type: none"> ▪ Registered Girl Scout, at least 18 years of age ▪ Believe in the aims and purposes of the Girl Scout Movement ▪ Ability and desire to work with people with diverse backgrounds ▪ Ability to maintain confidentiality when sensitive issues arise ▪ Adheres to GSKWR policies and ways of work ▪ Complete screening process, volunteer application, and CBC ▪ Have no debt owed to GSKWR ▪ Experience working with children grades K-12 preferred ▪ Complete new leader learning path on GSUSA 	
Appointment		
<i>Your appointment to the above position begins on:</i>	<i>And will continue to:</i>	
Service Unit	Name	Date
Appointed by	Name	Date



Volunteer Background Check Release

Processed through Verified Volunteers



Please return this form with your payment of \$9 to your local Girl Scout Office, Community Recruitment and Engagement Coordinator, or process and pay online. Must be renewed every three years.

Please mail checks or money orders payable to GSKWRC and return to your local Girl Scout Service Center

Please print clearly in blue or black ink

NOTE: Anything with a ★ must be filled in and is required information.

★Social Security Number: _____

★Date of Birth (MM/DD/YY): ____/____/____ ★ Male Female

★Email Address: _____

★First, Middle and Last Name: _____

★Maiden and/or Alias Names: _____

★Street Address: _____

★City/State/Zip: _____

★ Address Since: (MM/DD/YY) _____

★Phone/Cell Number: _____

★Have you ever been convicted of a crime? This includes felonies, misdemeanors and traffic violations. Yes No

I do hereby attest that the above is correct to the best of my knowledge. I attest that all of the statements contained in this application are true. I understand that my volunteer opportunities could be affected by any untrue statements, omissions of facts, or conviction that would deem volunteering unacceptable. In addition, I hereby authorize the local police department, sheriff's department or county clerk's office to release the criminal record for any or all convictions pertaining to me to the Girl Scouts of Kentucky's Wilderness Road Council.

★Signature: _____ ★Date: _____ Troop No. _____

★Position held by individual: Troop Leader Assist Leader Cookies or Fall Product
 Troop Driver Other _____

★Cluster No: _____ Service Unit No: _____ County: _____

All records and information concerning volunteer background checks will be handled discreetly and confidentially.



Volunteer Consent and Disclosure

I understand that **Verified Volunteers, 113 South College Avenue, Fort Collins, CO 80524, 855-326-1860** will obtain a consumer report and/or investigative consumer report ("Report") as part of the Volunteer background screening process. I also understand that further Reports may be obtained by VERIFIED VOLUNTEERS so as to update my Report.

I understand the **Verified Volunteers** investigation may include obtaining information regarding my criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below:

- Criminal Background Check SSN Trace Sex Offender Search OFAC/Terrorist Watch List

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if an Organization with whom I've shared my background check makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify the Organization within five business days of my receipt of the Report that I am challenging the accuracy of such information with VERIFIED VOLUNTEERS.

I hereby consent to this investigation and authorize VERIFIED VOLUNTEERS to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all volunteer decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Verified Volunteers | 113 South College Avenue, Fort Collins, CO 80524 | 855-326-1860

- California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only:** I have the right to request a copy of any Report created by Verified Volunteers by checking the box. (Check only if you wish to receive a copy in addition to the report available on the verified volunteers website)

California Applicants and Residents: If I am applying to volunteer in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://app.verifiedvolunteers.com> to view VERIFIED VOLUNTEERS privacy practices, including information with respect to VERIFIED VOLUNTEERS preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

I hereby consent to the information contained in this document:

Name: _____ DOB: _____

SSN: _____ Address: _____

Phone Number: _____

Email: _____ Address Since (MM/DD/YY): _____



Volunteer Consent and Disclosure

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.



Volunteer Consent and Disclosure

• **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

New York Article 23-A Correction Law

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings: (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission. (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons. (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question. (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm. (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.



Volunteer Consent and Disclosure

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors: (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses. (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person. (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities. (d) The time which has elapsed since the occurrence of the criminal offense or offenses. (e) The age of the person at the time of occurrence of the criminal offense or offenses. (f) The seriousness of the offense or offenses. (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct. (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public. 2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules. 2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

NY Applicants Only: I also acknowledge that I have received a copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting VERIFIED VOLUNTEERS. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

I understand that if I would like electronic access to this form and my report, my email must be provided on this form.



Girl Scouts of Kentucky's Wilderness Road Council Volunteer Position Description

Name: _____

S U : _____

Position Title: Troop Angel

Reports To: Service Unit Manager

Term of Appointment: One-year term, renewable.

Position Summary: To provide assistance and encouragement to the first year leader or to an experienced leader moving to a different age level.

Duties and Responsibilities:

Help a new leader get off to a good start by assisting them with getting their troop organized. Please assist the new leader with the following activities:

1. Inform leader about required training (Welcome to Girl Scout Training & New Leader Learning Path)
2. Assist leader in securing parental help for the troop.
3. Assist leader in finding a meeting place.
4. Assist leader in getting troop organized.
5. Inform leader about service unit meetings and activities.
6. Introduce leader to program resources.

Provide support and encouragement to new leaders throughout the year by contacting new leaders on a regular basis. Contact new leaders at least 2-3 times per year, with one of these contacts being a face-to-face meeting. This will allow the troop angel to provide individual attention for questions, problems and sharing of information. Use the New Leader Checklist Form to review the following:

1. Discuss troop finance and budgeting.
2. Help leaders become familiar with badge activities and service project opportunities. Discuss the importance of involving girls in planning and decision-making.
3. Encourage leaders to participate in fall product and cookie program to fund troop.
4. Discuss Investiture and Rededication and Bridging.
5. Assist leaders in filling out paperwork.
6. Help leaders complete Annual Troop Review.

Qualifications:

1. Knowledge and commitment to the beliefs and principles of the Girl Scout movement.
2. Be a registered member of GSUSA, and be supportive of Girl Scouts-Wilderness Road Council.
3. Knowledge of Girl Scout program, policies and resources.
4. Communication skills.
5. Customer service skills.

Time Commitment: 3-5 hours per year, depending on the number of contacts.

I understand and agree to the duties, responsibilities and qualifications of this position.

Signature

Date

NEW LEADER TRACKING SHEET

Directions: Use one sheet per new leader and provide copies to your Service Unit Manager or designate to assign a Troop Angel. Best time to complete Tracking Sheet is in person at the volunteer's first service unit meeting. Or via phone/Zoom after they have completed their Welcome to Girl Scouts training. This is to be filled out by the prospective volunteer.

Name of New Leader _____

Address _____

City/State/Zip _____

County _____ Service Unit _____

Best Phone #'s _____

E-Mail Address _____

Date Recruited _____

- Has volunteer registered as an adult member?
- Has volunteer completed their Criminal Record Check?
- Has volunteer completed their Volunteer Application?

Welcome Date Completed: By Whom:	New Leader Learning Path Date Completed: gsLearn	DA/BR/JR Basics Date Completed: gsLearn	First Aid/CPR Training Date Completed: By Whom:	Troop Camp Training: By Whom:
Date of First Contact: Phone, Email, or in Person	Date of Second Contact:	Date of Third Contact:	Date of Fourth Contact:	Date of Fifth Contact:

Name of Troop Angel Assigned _____

Phone# of Troop Angel Assigned _____

Email of Troop Angel Assigned _____

New Leader Interview Form

A Troop Angel should contact a new leader a minimum of two to three times per year, with one of these contacts being a face-to-face meeting. You should contact the new leader within one week of receiving her information. Phone calls and emails are a great way to provide ongoing support to new leaders. This form provides a checklist for you to use when contacting new leaders at various times of the year. Please indicate the date of each contact and check off the items that were reviewed with the new leader.

Leader's Name _____ **Troop** _____

Address _____

Phone _____ **Email** _____

Fall/Winter

Date(s) of contact: _____

Type of contact: In-person Phone Email

Leader has completed the following required training:

- Welcome to Girl Scouts
- DA/BR/JR/CA Basics
- SLLS- Successful Leader Learning Series
- Planning Trips
- Insurance 101
- Leader has an assistant or co-leader.
- Troop is registered.
- Leader has involved the parents in her troop and has a troop committee.
- Leader knows where Girl Scout shops are located and how items can be purchased.
- Leader has met or talked with Service Unit Manager and Community Recruitment and Engagement Coordinator.
- Leader knows about Council resources and services.
- Leader knows how to register for Council programs and training (TAP).
- Leader has opened a Troop Checking Account.
- Leader understands girl-adult partnership and is working with girls to plan troop activities.
- Troop sold Fall Product.
- Troop has a Cookie Manager.
- Leader knows how to do an Investiture and Rededication Ceremony.

Winter/Spring

Date(s) of contact: _____

Type of contact: In-person Phone Email

- Leader has a clear idea of the financial records, troop activity records, and individual girl records that need to be kept for reporting at the end of the year.
- Leader has attended a Service Unit Meeting(s).
- Troop has earned journey awards
- Troop sold cookies.
- Troop participated in a service project.
- Troop has attended a service unit or Council event.
- Leader knows how to plan a Court of Awards Ceremony.
- Leader is aware of camping opportunities (resident camp, day camp, troop camping).
- Leader knows how to complete the Annual Troop Review report.

Comments: _____

Section 3: Training



Philosophy of Adult Education

- The purpose of adult education at Girl Scouts of Kentucky's Wilderness Road Council is to assist volunteers in being prepared and effective in their position.
- Core courses are standardized. Most courses are found on gsLearn, although a few still require classroom session.
- Adult Learning session will be available in all regions of the Council and a training calendar can be found on the council web site in the program and training calendar.
- All courses on gsLearn are at no cost to the volunteer. Most training courses are free, but some trainings do require a fee. First Aid/CPR is typically \$45, Camp training courses typically have a fee associated with them to cover training supplies, and larger volunteer events may have a fee, such as OWL, Our Weekend of Learning. Service Unit Team Training and Volunteer Leadership Conferences are free for all volunteers to attend.
- The Council will maintain records of all training courses taken by volunteers. Service unit managers will have access to their service unit volunteer training records on Looker. Looker's training information is pulled from gsLearn and the volunteers completed courses. As well as manually uploaded participant training reports. Please submit all participant training reports to the Volunteer Support Manager.
- GSUSA Adult Education guidelines and training materials will be used in the designing of training. GSUSA also offers training courses in gsLearn.
- Required training is stated in council policy. Other important recommendations are stated as standards. All new leader training should be completed within their first year as a troop leader.
- Each volunteer position in the council will have a position description that will include basic qualification, responsibilities and required training.



Camp Training

Camp training is a required training for adults working on outdoor programming with girls. Camp training is hybrid. Camp training is both online learning with direct, hands-on experience, and is designed to help you learn how to work with girls who are planning their own outdoor activities. Camp training is built to fit the needs of the troop. Check out all our camp training options on our website at www.gskentucky.org, under the Volunteer tab. Attend a training before your troop or group plans an outdoor activity. Preparation takes longer than most novice outdoor people realize.

There is a fee for some of our outdoor training to cover food and site fees.

Alternative Outdoor Certification

If a volunteer has well-developed outdoor skills and has been trained in another council or other youth organization, there is a by-pass certification available. Contact the Camp & Property Manager, Sherri Powers at spowers@gswrc.org to discuss this option.

Other Training Opportunities

Girl Scouts of Kentucky's Wilderness Road Council also offers a variety of opportunities for leader enrichment training, program information and support.

First Aid/CPR Training

Girl Scouts of Kentucky's Wilderness Road Council arranges to provide First-Aid training for Girl Scout leaders. The current cost for CPR/First Aid is \$45. You may check your Training and Program Guide for a schedule of First-Aid training in your area. You may also contact other local agencies, such as the American Heart, to get this training.

Short and Snappy Trainings

Service Unit meetings may include a learning session on topics of interest to volunteers. You can find all of our short and snappy trainings on our website by searching "Short and Snappy" in the search bar on www.gskentucky.org.

Product Program Training

Participants about our fall product program in the fall, and about our cookie program in the winter. These trainings are offered both in person and online. GSKWR's Product team create, facilitate, and lead these trainings.

Highest Awards Training

Participants learn about the Bronze and Silver Awards in our Bronze and Silver Award training. This training is offered by our Program department. It is offered both in person and virtually to accommodate schedules. Our Program team also offers a Go Gold training throughout the year.

A variety of other training opportunities are available throughout the year. Such as Service Unit Team Training, Snow OWL, OWL, Volunteer Leadership Conference, GSKWR's New Leader Series, and more! Check out the Program & Training Guide.

Volunteer Learning Progression

Follow the basic training expectations for troop leaders and/ or troop assistants to gain the tools needed to provide girls with a quality Girl Scout Leadership Experience and meet GSKWR council administrative and safety standards.

Not all training is required (see key), but all training is highly recommended for at least 1 troop leader or troop assistant in every troop.

Learning opportunities for volunteers come in a variety of formats, we have manuals, videos, webinars and in-person opportunities.

Key

- Required training — *
- Live/ Recorded Webinar — W
- Video — V
- In-person — I
- Online Manual — M

Basic Girl Scout Leader Training

- New Leader Learning Path * (V)
- Welcome to Girl Scouts Training * (V) or (I)
- Basics Daisy-Cadettes* (V)

Next Steps

- Planning Trips with Girl Scouts* (V)
- VTK (Volunteer Toolkit) Training (V)
- CPR/ First Aid * *(I)

**Required for 1 troop leader or troop assistant before leaving regular meeting space*

Your First Year

- Safety Activity Checkpoints* (M)
- Volunteer Essentials

Ch. 5* (M)

All webinars are hosted via Zoom. Find links along with all other Online training material on your gsLearn account, accessed through your My GS.

Troop Experience

What Girls Do!

- Bronze/Silver Award Training (I)
- Gold Award Training (I,V)
- Out and About Training (I,V)
- Troop Camp Training (I,V)

At least one troop leader or troop assistant attending the trip/ camp must complete trainings as needed in the progression below.

1. Troop Trips—planning for an activity outside of the regular meeting space or Girl Scout property.
2. Troop Camp Training—complete before planning a camp out and staying overnight on GSWRC property. (property rules, procedures, safety, skills, etc.)

Product Program

Audience— troop leaders and/ or cookie and fall product managers

- Fall Product Training* (I,V)
- Cookies 101 (V)
- Cookie Program Training* (I,V)

5 financial literacy Skills

1. Goal Setting
2. Decision Making
3. Money Management
4. People Skills
5. Business Ethics



COUNCIL TRAINING
COUNCIL IN-PERSON
OPPORTUNITIES:

www.gskentucky.org > Volunteer > Online Support for Volunteers

www.gskentucky.org > My GS > gsLearn

Build on your Girl Scout training and connect with fellow volunteers by attending enrichment events. Check with your Service Unit and the Training & Program (TAP) Calendar for enrichment opportunities.



2277 Executive Drive, Lexington, KY 40505
 859-293-2621 * 800-475-2621 * 859-299-3692
 www.gskentucky.org



Training Participation Report

Course Title: _____ Cluster: _____

Date(s): _____ Location: _____ Training Hours: _____ Total # of Participants: _____

	Name	Position 1= leader 2=co-leader	Troop No.	Address	Phone Number	Service Unit	County	Email Address	Complete Y/N
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

For Office Use Only		
Completed on Training Database _____	Date _____	Initials _____
Completed on Trainer's Records _____	Date _____	Initials _____



Girl Scouts of
Kentucky's Wilderness Road Council
 2277 Executive Drive, Lexington, KY 40505
 800-475-2621 • 859-293-2621 • 859-299-3692
 www.gskentucky.org



Workshop Training Report

Course Title: _____ Cluster: _____

Date(s): _____ Location: _____ Training Hours: _____ Total # of Participants: _____

Trainers: _____

Participant Data

County	Number of Participants	County	Number of Participants	County	Number of Participants

Diversity Data (Number of Attending Adults)

White	Black	Hispanic/Latino	Asian	Native American	Handicapped	Total

Participant(s) who need immediate follow up assistance		Participant who have shown outstanding leadership qualities	
Name	Service Unit / Phone Number	Name	Service Unit/ Phone Number

Trainer's Feedback (Please include comments on participants, materials to be replaced, and additional comments)

Please attach Training Participation Report, Evaluations, and CEU forms (if appropriate).

For Office Use Only

Reviewed by Adult Development Director _____ Date _____ Completed on Training Database _____ Date _____ Initials _____
 _____ Evaluation _____ CEU Forms (if appropriate)

Section 4: Program

Membership Financial Assistance

GSKWR offers financial assistance for both girl and adult memberships. Our council covers the cost of girls and adults who are in need and who request the \$25.00 financial assistance during their registration process. Membership specialists approve all membership financial assistance in their assigned areas.

Uniform Financial Assistance

GSKWR also offers uniform financial assistance for girls. Uniform financial assistance is approved by your service unit's Community Recruitment and Engagement Coordinator. Once the Community Recruitment and Engagement Coordinator has processed and approved the uniform financial assistance the shop will then fulfill the order and reach out to the parent/caregiver for pick up. Uniform financial assistance requests must be made by the parent/caregiver, due to sensitive information. You can find the uniform financial assistance application [here](#). Approved girls will receive one uniform per level, and includes a tunic for Daisy Girl Scouts, and sash for all other levels. As well as up to four troop numbers, an American flag, and council ID set. The troop and/or parent/caregiver may wish to purchase the difference between the sash and vest; tunic and vest if they wish.

Program and Camp Financial Assistance

GSKWR offers financial assistance for both council programs and council camp opportunities. The Program/Camp Assistance Form is for use in applying for scholarship assistance. Scholarships are available for all registered Girl Scouts and are based on need. All information related to scholarships is treated confidentially. Scholarships are supplementary and each family/person is expected to pay as much as they can toward the cost of the event. Girl Scouts of Kentucky's Wilderness Road Council will only cover less than 100% of the cost of an event, unless there is an extreme hardship. Every effort will be made to provide enough support so that no one is denied participation in a Girl Scout event due to lack of funds. Scholarships may be used for Council-Sponsored Programs, resident camp, and day camp.

Troop Trips

Troops can plan, budget, and go on day trips and simple overnights, as well as extended troop trips, and international troop trips. All three troop trips require approval. Service unit managers and/or membership specialists can approve and sign off on simple troop trips and overnights. GSKWR recommends that troops submit those to their service unit managers and/or Community Recruitment and Engagement Coordinator two weeks before their trip. When checking a troop trip form be sure to focus on registered participants vs. non-registered participants, has the form been completed entirely, and is the destination less than 150 miles, and fewer than two nights. GSKWR offers a Planning Troop Trips training online through gsLearn. Volunteers can access this training course at any time on our on-demand training platform gsLearn. GSKWR does ask that at least one volunteer attending the troop trip have completed *Planning with Girl Scouts* training.

The Girl Scout **Learning Experience**

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, girls! Our program centers around our research-backed Girl Scout Leadership Experience—that is, *what* girls do and *how* they do it. Activities are girl-led, which gives girls opportunities to explore leadership roles and “learn by doing” in a cooperative-learning environment.

In Girl Scouts, girls will:

Discover: Every activity girls tackle in Girl Scouts helps them discover who they are, what they care about, and what their talents are.

Connect: Girls collaborate with and learn from other people and expand their horizons. This helps them care about and inspire others locally and globally.

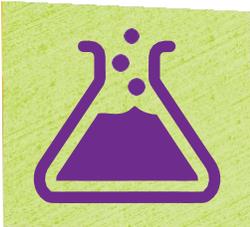
Take Action: As girls connect with and show care for others, they become eager to take action to make the world a better place.

So what does this mean for your troop? Through Girl Scouting, your girls will develop a strong sense of self, demonstrate positive values, seek challenges, solve significant problems in her community, and establish healthy relationships. These aren’t just good qualities—they’re leadership skills that will last a lifetime!

What is the Girl Scout Program?

No matter what excites your girls, they’ll find engaging and fun activities in the four areas that make up the core of the Girl Scout program:

STEM



Computer science, engineering, robotics, outdoor STEM, and more



OUTDOORS

Adventure and skill building, from the backyard to the backcountry, including through camping experiences for all ages

LIFE SKILLS



Civic engagement, healthy living, global citizenship, communication skills—to name a few



ENTREPRENEURSHIP

The Girl Scout Cookie Program—the largest girl-led entrepreneurial program in the world— teaches goal setting, decision making, money management, business ethics, and people skills

Whether they complete Girl Scout Leadership Journeys, earn badges, unleash their inner entrepreneur through the Girl Scout Cookie Program, pack for their first hike, change the world through “Take Action” projects, or any combination of these activities, at Girl Scouts, every girl has countless ways to explore our four program areas and hone the skills they’ll need to power a lifetime of success—whatever that looks like for them.

Journeys

Every Girl Scout grade level has different Journeys to choose from that include a sustainable Take Action project and all the exploration, discovery, and adventure to power a lifetime of leadership and success!

It's Your World—Change It!

Whether it's planting a garden, painting a mural, or launching a letter-writing campaign, Girl Scouts of all ages experience unique advocacy challenges, complete Take Action projects, and discover what it means to be a leader who makes a difference in the world.

It's Your Planet—Love It!

Girls learn about environmental topics, such as clean water and air, noise pollution, global warming, soil contamination, and agriculture. Each Journey is packed with current environmental information and offers ways to improve life for everyone on the planet through a Take Action project.

It's Your Story—Tell It!

Girls tell their stories through a range of creative approaches. Exploring important themes, such as developing a strong sense of self, navigating healthy relationships, and promoting well-being and confidence in themselves and others, gets girls involved in discussions about thinking critically and ready to complete a Take Action project.

Engineering: Think Like an Engineer

Girls discover how to think like an engineer by participating in hands-on design challenges and completing a Take Action project.

Computer Science: Think Like a Programmer

Girls learn how programmers solve problems by participating in computational-thinking activities and completing a Take Action project.

Outdoor STEM: Think Like a Citizen Scientist

Girls make observations and collect data by doing a citizen science project and completing a Take Action project.

Outdoor

Girls get outside to explore and enjoy nature while completing a sustainable Take Action project. Fun activities ranging from backyard camping to high-adventure exploration build essential outdoor skills and inspire girls to become environmental stewards.



Girl Scouts' Highest Awards

We know you want to do good things for the world. Help the people who need it most. Protect animals that can't speak for themselves. Treat the environment with the respect it deserves. We know you have great ideas, ones that make a lasting difference. And that you're more than ready to work hard to put those ideas into motion. Girl Scouting's highest awards—the Bronze, Silver, and Gold Awards—are your chance to make a lasting difference in your community... and in the larger world. Begin your journey. Start changing the world!



Girl Scout Bronze Award
for girls in 4th and 5th grades



Girl Scout Silver Award
for girls in 6th, 7th, and 8th grades



Girl Scout Gold Award
for girls in 9th through 12th grades

Journeys Lead to the Girl Scouts' highest awards: the Girl Scout Bronze, Silver and Gold Award.

When a girl does a Girl Scout Journey, she practices using the three keys to leadership:

- exploring issues in her community that matter to her
- practicing teaming up
- starting a community network
- learning basic planning steps
- coming up with ideas for her Take Action project

All this leaves a girl poised to go on to earn the highest awards.

J Girl Scout Juniors (grades 4-5) complete one National Leadership Journey and then begin their Girl Scout Bronze Award Take Action project.

C Girl Scout Cadettes (grades 6-8) complete one National Leadership Journey and then begin their Girl Scout Silver Award Take Action project.

s a Girl Scout Seniors (grade 9-10) and Ambassadors (grade 11-12) complete two National Leadership Journeys, or have earned the Girl Scout Silver Award (as a Girl Scout Cadette, grade 6-8) and complete one Journey prior to beginning their Girl Scout Gold Award Take Action project.

Girls Changing the World - See what Girl Scouts are doing to make the world a better place by checking out the projects on this interactive map.

<https://www.girlscouts.org/en/for-girls/girls-changing-the-world.html>

Girl Scout Bronze, Silver and Gold Awards At a Glance

GIRL SCOUT HIGHEST AWARDS	 GIRL SCOUT BRONZE AWARD	 GIRL SCOUT SILVER AWARD	 GIRL SCOUT GOLD AWARD
GRADE	Girls must be in grade 4-5 and a registered Girl Scout Junior.	Girls must be in grade 6-8 and a registered Girl Scout Cadette.	Girls must be in grade 9-12 and a registered GS Senior or Ambassador.
OVERVIEW	<ul style="list-style-type: none"> ✓ Complete a Junior Journey: <ul style="list-style-type: none"> • Agent of Change • Get Moving! • aMUSE ✓ Be part of a Troop or Group where girls take the lead ✓ Take action on a community issue the troop or group cares about 	<ul style="list-style-type: none"> ✓ Complete a Cadette Journey <ul style="list-style-type: none"> • aMAZE • Breathe • MEdia ✓ Work as an individual or in a small group where girls take the lead ✓ Take action on a community issue that the girls care about 	<ul style="list-style-type: none"> ✓ Complete two Journeys (Senior or Ambassador) <ul style="list-style-type: none"> • GIRLtopia or Your Voice, Your World • Sow What? or Justice • Mission: Sisterhood or Bliss: Live It, Give It! OR Earn the Silver Award and complete one Journey (Senior or Ambassador) ✓ Plan and carry out a leadership project as an individual girl ✓ Take action on a community issue the girl cares about
ADULT ROLES	Help and guidance provided by Troop/Group Volunteer	Help/guidance provided by Troop/Group Volunteer & Project Advisor	Help/guidance provided by Troop/Group Volunteer & Project Advisor
TAKE ACTION PROJECT	Troop/Group Take Action Project focuses on an issue the girls care about that they would like to improve within their Girl Scout or local community. Puts the Promise and Law into action	Individual or group Take Action Project focuses on an issue the girl(s) would like to improve within the local neighborhood or community (outside of Girl Scouting). Puts the Promise and Law into action	Individual Take Action Project focuses on an issue the girl would like to improve in the local community (outside of Girl Scouting), region, or beyond. Puts the Promise and Law into action
HOURS	Suggested minimum 20 hours	Suggested minimum 50 hours	Suggested minimum 80 hours
SUSTAINABLE	After the project is complete, girls develop an understanding of sustainability by talking together about how solutions can be lasting.	The girl(s) demonstrate an understanding of sustainability in the project plan and implementation.	Take Action Project includes a plan and provisions to ensure sustainability; the girl makes a lasting difference in the community.
GLOBAL	After the project is complete, girls develop an understanding of the wider world by talking together about how others may experience the same problem their project helped resolve.	Girls connect with new friends outside their immediate community, learn how others have solved similar problems, and determine if the ideas of others can help with their plan.	Girls identify national and/or global links to their selected issue. They learn from others and develop a plan to share the results of their project beyond the local community.
TAKE ACTION PROJECT APPROVAL	Troop/Group Volunteer	Troop/Group Volunteer Project Advisor	Troop/Group Volunteer Project Advisor Program Dept at GSKWR
*Council approval is needed for any money earning			
RESOURCES	<ul style="list-style-type: none"> • Junior Journeys • The Girl's Guide to Girl Scouting for Juniors • Bronze Award Girl Guidelines • Bronze Award Adult Guide 	<ul style="list-style-type: none"> • Cadette Journeys • The Girl's Guide to Girl Scouting for Cadettes • Silver Award Girl Guidelines • Silver Award Adult Guide 	<ul style="list-style-type: none"> • Senior/Ambassador Journeys • The Girl's Guide to Girl Scouting for Seniors/Ambassadors • Gold Award Girl Guidelines • Gold Award Adult Guidelines

Adhere to guidelines in Volunteer Essentials and Safety Activity Checkpoints.

Juliette Low World Friendship Fund Facts

Did you know that...

In 2008, 118 girls received travel scholarships for destinations from Austria to India, fund by the Juliette Low World Friendship Fund?

- In 2008, \$148,992 (55% of expenditures) directly supported girl travel opportunities?
- The average contribution per 100 Girl Scout members to the Juliette Low World Friendship Fund is 16.1 cents nationally?
- Thanks to a \$21,000 allocation from the fund, girls were able to take part in a new leadership development program focusing on international leadership?
- 55 young women from 50 member organizations attended a leadership seminar at Our Chalet in Switzerland and returned home with personal action projects.
- In 2008, 106 councils donated to the Juliette Low Friendship Fund

Think about how your troop will determine its gift to the Juliette Low World Friendship Fund....

- 1 cent per inch of each girl's height?
- 1 cent per inch of each adult Girl Scout's height?
- 1 cent per each year of each girl's age?
- 1 cent per pound of each girl's weight?

Mail your contributions to the Lexington Service Center, indicating that it goes to the Juliette Low World Friendship Fund.



Donation to Juliette Low World Friendship Fund



Troop #: _____ Service Unit: _____

Leader's Name: _____ Phone: _____

Address: _____ Apartment No. _____

City: _____ State: _____ Zip: _____

No of Girls: _____ No. of Adults: _____ Amount \$ _____

Describe how your troop collected the donation: _____

Donations should be sent in by June 1st of each year.

Send to: Girl Scouts of Kentucky's Wilderness Road Council
2277 Executive Drive, Lexington, Kentucky 40505

Day Camp Definitions

The American Camp Association accepts the following definition of day camp: Organized camping provides a creative, recreational, and educational opportunity in group living occurring in the outdoors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper mental, physical, social, and spiritual growth. Day Camp Sessions are operated and staffed by the camp. Campers go home to parent or guardian each night, except for an occasional overnight.

Day Camp: Benefits at a Glance

Among the many benefits of the camp experience, day camp uniquely:

- Provides the camp experience for campers that are too young, anxious about being away from home, or just not ready for residential camp.
- Can create the foundation needed for successful longer-term experiences away from home.
- Allows for a greater partnership between the camp and the camper's parents surrounding the growth and skill building that takes place at summer camp.

Important elements of day camping are:

Out-of-Doors
Education

Recreation

Group Living
Social Adjustment

The Girl Scout organization believes that day camping should be made available to all members because it is an excellent way to accomplish the purpose for which Girl Scouting exists. Girl Scout camping as an integral part of the Girl Scout program has the following objectives:

- To promote the physical, mental, and spiritual well-being of every girl and leader.
- To develop the resourcefulness, initiative, self-reliance, and recognition of the worth and dignity of everyone.
- To develop a sense of responsibility, qualities of leadership and awareness of the capacities of all people.
- To provide opportunities for practice in democratic living.
- To provide an inner satisfaction, a sense of awe and wonder, and deep enjoyment for both the girl and the leader.
- To provide a sense of accomplishment.
- To stimulate each girl's awareness of the scope of the natural world.
- To develop the individual's sense of responsibility to conserve the natural world.

Through Girl Scout Day Camping

- A girl can relate to others with increasing skill, maturity and satisfaction.
- A girl can develop values to give meaning and direction to her life.
- A girl can contribute to the betterment of her society.

Kentucky's Wilderness Road Definitions

- Day Camp-Any outdoor summer program lasting five days or more during the day.
- Twilight-Any outdoor summer program lasting five days or more during the evening.

- Summer Event-Any indoor or outdoor summer program lasting less than five days.
- Resident Camp-A summer outdoor program where girls live at the site for more than two days.
- Summer Spectacular-Summer programs with special purposes including horse programs and out based programs.

Organized Camping and the Needs of Girls

The following are some of the needs of girls in which day camping can be especially helpful. These are needs that emerge from the cultural backgrounds of most children.

- Need for experiences that provide a balanced understanding of rural, urban and outdoor living.
- Need to learn through direct experience.
- Need to develop a feeling about the universe and man's place in it.
- Need for freedom from the pressures of urban society.
- Need to know and associate with people from different social levels, races and cultures.
- Need to live in a community with a concern for basic moral and ethical values.
- Need to live in an atmosphere of honesty and frankness.
- Need for freedom to play, explore, act, sing and create.
- Need to accept responsibility for personal and group action.
- Need to be exposed to a natural environment of harmony and beauty.
- Need to have aspirations raised, particularly for youth from disadvantaged backgrounds.
- Need to have the opportunity to fail and to accept the consequences of failure.
- Need to accept change.
- Need to begin to develop independence from parents.
- Need to experiment.
- Need to play an active role in environmental improvement.

Day Camp Camper Development Objectives

Day camp programs should be informal and educational while maintaining the interest of girls.

Programs should contribute to the mental and physical wellbeing of girls by allowing them to develop life skills and a positive self-image which will prepare them to live in a changing world.

Girl Scout Day Camp should provide a group interaction experience giving campers an opportunity to make new friends with girls from different economic, racial and social backgrounds.

The Girl Scout Day Camp program should build skills through progressive experiences. The Girl Scout Day Camp promotes cooperative learning experiences. Girls and adults form a working partnership in planning, decision making and evaluation process. The development of leadership and decision-making skills is encouraged'

How Camper Development Objectives May Be Implemented

- Any camp program is essentially an informal program, girls are not in a highly structured environment. Girls may learn more in a relaxed, fun atmosphere.
- Skills (camp craft, sports, craft, outdoor living, etc.) are best learned when practiced directly by each girl.
- Motivation to do day camp activities should be built in. They should be fun, challenging, and different from activities done elsewhere.
- Planning an activity is as important as doing an activity because it provides a positive attitude in girls.
- The out-of-doors provides a wide variety of opportunities for challenge. Hiking, backpacking, swimming, games, etc., may all be done within the health and safety standards.
- A variety of program choices for all girls should be offered to meet their needs.

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 day pack.

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 campsite 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

Introduction to Safety Activity Checkpoints

When preparing for any activity with girls, always begin with the [Safety Activity Checkpoints](#) written specifically for that particular activity.

Checkpoints discuss steps to take in advance of the activity. The following are important points to keep in mind with any activity.

- Communicate with council and parents
- Ensure prerequisites. Ranges from an ability to swim to knowledge of primitive camping
- Arrange for transportation and adult supervision. Review and follow recommended adult-to-girl ratios for each activity
- Verify instructor knowledge and experience. Ensuring the volunteers or on-site instructors possess the proper skill set, knowledge, experience, and/or training/certification
- Select a safe site. A game plan for ensuring the safest experience possible
- Compile key contacts. Information on itineraries, phone trees, and other contact information
- Respect the environment. Review and follow protocol for ensuring environmental responsibility
- Prepare for emergencies. Review and follow First-aider requirements and other emergency precautions

Safety is our priority for all our Girl Scouts - girls and adults. To help you, we've put together a list of safety standards for any activity you could possibly imagine doing with your girls. So, click away and get lost in the endless possibilities of fun, exploration, and adventure- all while staying safe!

Volunteer Essentials

Welcome to the great adventure that is Girl Scouting! Thanks to volunteers and mentors like you, generations of girls have learned to be leaders in their own lives and in the world. Have no doubt: you, and nearly a million other volunteers like you, are helping girls make a lasting impact on the world. And we thank you from the bottom of our hearts!

This guide, *Volunteer Essentials*, is designed to support busy troop volunteers on the go. You can easily find what you need to get started on your Girl Scout journey and search for answers throughout the troop year.

Get started by browsing through these sections:

[All About Girl Scouts](#)

[Engaging Girls & Engaging Families](#)

[Troop Management](#)

[Product Program](#)

[Troop Finances](#)

[Safety](#)

[Returning to In-Person Troop Meetings and Activities:
Interim COVID-19 Guidance for Volunteers](#)

Understanding How Many Volunteers You Need

Volunteer-to-Girl Ratio Chart	Group Meetings		Events, Travel and Camping	
	Two unrelated Troop Leaders (at least one of whom is female) for this number of girls:	Plus one additional approved Troop Committee Volunteer for each additional number of this many girls:	Two unrelated Troop Leaders (at least one of whom is female) for this number of girls:	Plus one additional approved Troop Committee volunteer for each additional number of this many girls:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12

Insurance

Insurance 101 Resources:

Purchasing Additional Insurance from the Council

Insurance purchasing requests must be made 2 weeks in advance. If insurance is being purchased for an extended troop trip then your troop trip forms should be emailed to either Ashley Safran at asafran@gswrc.org or Deborah Black at dblack@gswrc.org one month before trip.

1. Bring or mail your insurance form and payment to your service center shop.
2. Hold onto your receipt.

Types of Insurance

Non-Scout Additional Insurance: This is also called Tagalong Insurance and is needed when there is a non-scout attending the event and/or trip. Registered Girl Scouts and Registered Adults are already covered under our insurance, so this is only for those who are not part of our membership. This is the most common type of additional insurance that will be purchased. To properly calculate the amount to charge for this type of insurance you will need to know the correct number of non-scouts attending (1) and multiply that number by the number of days (2), not nights, of the event. You then multiply that number (3) by 0.11 (4) to get the correct total (5). Please remember that there is a \$5.00 minimum on all insurance purchases, so if after calculating your total and it only comes out to \$1.32, as in the example below, you would still have to charge them the \$5 minimum. If your total is more than \$5 then please charge the correct amount according to the calculation used above.



girl scouts
of kentucky's
wilderness road

2277 Executive Drive ~ Lexington, Kentucky 40503
859-293-2621 * 800-475-2621
www.gskentucky.org

C
Council

NON-SCOUT ADDITIONAL INSURANCE

Non-Scout additional insurance must be purchased two weeks in advance of the event.

How much insurance do I need?

Plan 2 - Basic coverage (2 nights or less and less than 150 mi travelled) is \$0.11/per person/per day

Plan 3P - Trip Travel insurance is \$0.70/per person/per day.

Plan 3E - Accident and Sickness Insurance for events at camp for more than 2 nights.

Both have a minimum purchase of \$5. (\$5 for basic will cover 45 participants for a 1 day event.)

Insurance cannot be purchased with cookie dollars.

➔ **Number of Non-Scouts:** _____ ➔ **Date(s) of Event:** _____

Extended Troop Trip Insurance: This is needed for a trip lasting more than 2 nights, or more than 150 miles away from troop location. This trip needs to be approved by our Council before insurance can be purchased. There is a separate Troop Trip Approval Form that needs to be sent to Deborah Black at dblack@gswrc.org in the Lexington Office, as well as a Troop Roster to accompany the Extended Troop Trip Insurance to Finance, finance@gswrc.org. To properly calculate the amount to charge for this type of insurance you will need to know the correct number of Girls and Adults attending (1) and multiply that number by the number of days (2), not nights, of the event. You then multiply that number (3) by 0.70 (4) to get the correct total (5). Please remember that there is a \$5.00 minimum on all insurance purchases. If your total is more than \$5.00, like the example below, then please charge the correct amount according to the calculation used above.

Extended Troop Trip Insurance
For Trips longer than 2 nights

Troop Leader: _____ Troop Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: C: _____ H: _____ W: _____

Dates for Trip: _____

Schedule of Each Event							
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number of Participant Days (1x2)	Premium Each Day @ \$0.70	Total (3x4)
Example:							
Juliette Low Birthplace, Savannah, GA	2-5-08	2-9-08	25	5	125	.70	83.75

International Extended Troop Trip Insurance: This is needed for a trip lasting more than 2 nights, or more than 150 miles away from troop location. This trip needs to be approved by our Council before insurance can be purchased. There is a separate Troop Trip Approval Form that needs to be sent to Deborah Black at dblack@gswrc.org in the Lexington Office, as well as a Troop Roster to accompany the Extended Troop Trip Insurance to Finance, finance@gswrc.org. To properly calculate the amount to charge for this type of insurance you will need to know the correct number of Girls and Adults attending (1) and multiply that number by the number of days (2), not nights, of the event. You then multiply that number (3) by 1.17 (4) to get the correct total (5). Please remember that there is a \$5.00 minimum on all insurance purchases. If your total is more than \$5.00, like the example below, then please charge the correct amount according to the calculation used above.

International Extended Troop Trip Insurance

Troop Leader: _____ Troop Number: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone Numbers: C: _____ H: _____ W: _____
 Dates for Trip: _____

Schedule of Each Event							
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number of Participant Days (1x2)	Premium Each Day @ 1.17'	Total (3x4)
Example:							
Our Chalet, Switzerland	3-10-08	3-21-08	12	11	132	\$1.17	\$154.44
Total:	N/A	N/A					

Certificate of Liability Request (also known as Certificate of Insurance):

You are sometimes asked to provide proof of insurance or a COI to facilities/schools/churches where you have meetings/events. When you receive a request from a business or school for your meeting or event, please follow the steps below:

Insurance purchasing requests must be made 2 weeks in advance, so please plan accordingly.

1. Receive request from business/school.
2. Obtain the following information from business/school.

School or Business Name
 County
 Address
 Contact Name
 Contact Email

EXAMPLE:

*Bay Side High Elementary
 Pike County
 2285 N. Mac Creek
 Lexington, KY 40505
 Principal: Richard Belding, Richard.belding@bayide.ky.us*

3. Email information, from step 2, directly to your Membership and Program Specialist.
4. Once processed, the COI will be sent to the contact listed for the location and back to the Community Recruitment and Engagement Coordinator making the request at the council for you.

Emergency Contact Line: 859-490-9406

Section 5: On Brand



The Girl Scout Brand

In today's complicated world, we are an irrefutable and essential force in girls' lives. We are a vital experience that grows and expands alongside them as they get older and discover the world around them, explore their ambitions and realize their dreams, and become leaders in their communities and in their own lives. Every day, we strive to respond to the difficult realities today's girls face as they navigate conflicting expectations and views of female leadership, ambition, and power.

Girls are tired of walking a tightrope. They are stating their opinions, challenging conventions, and taking the lead to be the change they want to see.

We're here for them—anticipating their needs and preparing them to thrive in today's world. **Girl Scouts champions girl ambition.**

Since 1912, Girl Scouts have learned to turn their passions into action through Girl Scouting. We anticipate their challenges and prepare them to face anything, so that all girls, regardless of age, background, or ability, can fuel their ambition, accomplish what they set out to, and celebrate every milestone.

Her dreams are our dreams. And when society tries to inhibit her, we lift her up, helping her channel her confidence and shoot for the stars.

We encourage girls to imagine solutions and chase innovation where others see only challenges. As they explore their big ideas with freedom and flexibility, we motivate them to build things from scratch—to unleash their potential and lead us toward the answers our future requires. Whether they're making a new friend, using their STEM skills to solve a problem, starting their own nonprofit, working to protect the environment, or discovering the power of spreading kindness, all of their actions add up to a better world.

To stay true to our purpose, amplify our brand's value, and clarify our relevance, we're committed to:

- Balancing our legacy with our future—leveraging our organization's century-long history and expertise to propel us forward

- Helping girls embrace the fact that Girl Scouts is part of who they are, not just what they do
- Connecting Girl Scouts with their communities to enable positive and sustainable change that makes the world a better place

As you adopt Girl Scouts’ brand purpose as foundational to everything you do, keep in mind that “championing girl ambition” is not a tagline to be used verbatim. Instead, use the sentiment to guide your everyday decisions—from designing girl experiences and programming, to creating ads that target different audiences, to forming new partnerships, to developing new products, to branding Girl Scout materials. Our brand purpose will always support our mission and the Girl Scout Promise and Law. Keep these foundational brand elements front and center as you strive to create and deliver consistent and powerful Girl Scout programs and experiences.



Questions about branding or marketing? Questions about social media? Reach out to Haleigh McGraw at hmcgraw@gswrc.org and/or Brianna Johnson at bjohnson@gswrc.org.

Section 6: Finance

Troop Finances

How do girls become financially empowered women? Through the Girl Scout Leadership Experience (GSLE), that's how! Your Girl Scout troop should plan and finance its own activities, and you'll coach your girls as they earn and manage troop funds. Troop activities are powered by proceeds earned through council-sponsored product program activities (such as the Girl Scout Cookie Program), group money-earning activities (council approved, of course!), and any dues your troop may charge.

With your guidance, girls will learn key money skills that will serve them throughout their lives.

Remember that all funds collected, raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be used for the purposes of Girl Scouting. Funds are administered by the troop and do not belong to individuals. You can find additional information about Troop Finances [here](#) on our website.

Establishing a Troop Account

No matter how much your troop plans on saving or spending, you'll need a safe place to deposit your troop dues, product program proceeds, and other funds. If you've stepped up to lead an existing troop, you may inherit a checking account, but with a new troop, you'll want to open a new bank account.

Here are a few helpful tips you can take to the bank:

- Be sure to find a bank that has free checking and low fees.
- Designate a troop treasurer, that is, one person who is responsible for troop funds and for keeping a daily account of expenditures.
- Ensure your account comes with a debit card that you can use during activities or trips. These transactions are easier to track at the end of the year.
- Be prepared like a Girl Scout, and make sure another troop volunteer has a debit card accessible for the troop account in case the main card is lost.
- Handle a lost troop debit card the same way you would a personal debit card: cancel it immediately.
- Keep troop funds in the bank before an activity or trip and pay for as many items as possible in advance of your departure.

How to Open Up a Troop Bank Account

- Step 1: Contact your Service Unit Manager/Service Unit Treasurer for assistance in setting up your bank account. Make sure that you have at least two signers from your troop for this account.
- Step 2: Ensure that all signers are registered members of GSKWR and have completed a background check.
- Step 3: Complete the GSKWR Authorization to Open a Bank Account form to open the account. The name on the account should be the council name and troop number. Most banks require that all parties be present to open the account.

- Step 4: Fund your account. Most banks require at least \$50 to open an account.
- Step 5: You will need to complete the ACH Withdrawal Authorization Form. You will attach a pre-printed VOIDED check with the form and sign. This allows GSKWR to sweep your account during Fall Product and Cookie programs. This makes it very easy for the troop! Deposit your sales money and on specific dates your account is swept for the amount owed the Council, leaving your profit.

NOTE: If a bank requests your social security number or personal demographic information, please contact the Council Finance Department before proceeding.

Requesting a Bank Letter

Most banks accept the Authorization to Open a Bank Account form. However, occasionally a bank will request a letter authorizing the troop to use the Council's Tax Identification Number. Should this occur, please contact your local office and request that a letter be sent.

Additional Information about Setting-Up Your Troop Bank Account

- Each account must have at least two (2) signatures. One of those signatures should be the Service Unit Manager (SUM) or Service Unit Treasurer (SUT). The SUM/SUT will keep a record of all troop account within that service unit(s). If there is no SUM/SUT the second signer should be an unrelated adult, who does not share the same address as the other signer.
- The primary signer on the account will be the individual who is designated as the troop treasurer. This person will be responsible for submitting documentation like treasury report to the parents and the year-end financial report to the council.
- Signers must not be related, such as, husband and wife, sisters, mother/daughter, etc.
- Signers must not have a previous history of misuse of Girl Scout funds.
- The troop account address must be either the leader or co-leader's home address in order to receive banking information,
- All signers should be aware of the responsibilities of managing group finances and should complete the online learning session from Troop Essentials, Managing Troop Money.

Managing Your Account

It is suggested that you use the following guidelines in managing the Troop Bank Account:

Troop funds should only be kept in a troop bank account. Funds from leaders' personal accounts or other troop accounts should not be mixed.

A signer on an account should never write a check to themselves. Similarly, an adult should never make a purchase using a troop account debit card for their benefit (ex: individual meals, fuel). There are multiple signers on a card for a reason. A co-signer can easily reimburse a signer for appropriate troop expenses. There should always be a third party in each transaction safeguarding troop assets from self-interested transactions. A treasury report showing income and expenses should be provided to troop families in the middle of the year (December/January) and at the end of the year

(May/June). This report should match the most recent bank statement, a copy of which should be provided as well.

Tax Exempt Number: Expenditures made with Girl Scout money and for a Girl Scout purpose can also be sales tax exempt. Each business has a different procedure for this so check before your purchase. The Tax-Exempt form can be found under resources in the Volunteer Tool Kit.

Purchases: When possible, purchase supplies, equipment, goods and services with the troop debit card or a check and use the Sales Tax-Exempt form for all purchases. It is important to only use the troop bank account for appropriate troop expenses. If a troop leader or troop treasurer has a question about appropriate purchases, the Service Unit Manager/Service Unit Treasurer can be consulted. Here is a partial list of appropriate use of troop money:

- Supplies, equipment (which become troop property), goods and services purchased for troop Service Unit Events
- Troop events and field trips]
- Donations to Juliette Low World Friendship Fund
- Any required trainings for outdoor or high adventure
- First Aid training for (one) adult in the troop
- Volunteer screening for required troop committee members
- Leader books and resources
- Recognitions for girls (such as earned badges and pins)
- Recognitions for adult volunteers (i.e. token of appreciation for cookie mom, troop treasurer, etc.)

Reimbursements:

- If a volunteer requires reimbursement, request should be made within two weeks of purchase and include a receipt.
- Reimbursements should be made by check with a memo not justifying payment]
- If a signer on the account or a member of his/her family is receiving reimbursement, one of the alternate signers must review the receipts and sign the check.

Compliance:

- A year-end Troop Finance Report is due June 30th of each year. If a troop fails to file this report the Service Unit Manager/Service Unit Treasurer may pull a summary of the account to submit in the place of the report.
- Anytime that inconsistencies are identified with the use of troop funds, the Service Unit Manager/Service Unit Treasurer will file a report with their Troop Support Specialist and an audit will be conducted. If the audit determines that there is possible misuse of troop funds, a meeting with the troop leadership will be scheduled.

Certificate of Exemption

GSKWR volunteers may use the Sales Tax-Exempt Certificate, which allows you to purchase supplies for the troop tax free. This certificate can be found in your Welcome to Girl Scouts booklet, or you can request a copy from your Community Recruitment and Engagement Coordinator. Be sure to keep a copy of this certificate with your troop check book (debit card), too. At no time may the sales tax exemption be used for personal purchases or for the benefit of another organization.

*NOTE: Some stores may want to keep a copy on file, so it is a good idea to carry an extra one.

Establishing a Gold Award Bank Account

We believe it's important to provide girls with flexible options to gain financial support for their Girl Scout Gold Award projects. By expanding girls' opportunities to secure resources, they can implement significant projects, effectively partner with the community, learn new skills such as grant-writing, budgeting, planning, networking, advocacy, and about philanthropy, and surpass expectations of what girls can do. Girl Scout Seniors and Ambassadors can solicit cash and in-kind donations for their Gold Award projects. As long as the donation is being used exclusively for their Gold Award projects, and the council is aware of the donation, they are not in violation of IRS regulations. Girls may not solicit donations for another non-profit organization. Donations are processed through the council so a donor receipt can be provided and then administered to the girl in line with her project proposal. Girls must open a separate council-approved bank account for donations and submit the [Gold Award ACH](#) to Council. This must be an account with a council EIN.

A girl must submit a request for approval to solicit donations when she presents her project plan to the council. Review the [FAQ Soliciting Donations for Girl Scout Gold Award](#) for additional information.

Communicating with Families

Families who are new to Girl Scouts often have no idea what funds it takes to run a troop. It is very helpful if you will periodically put together a report of expenditures, funds on hand, and plans that are ahead. This will reassure the parents that you are managing funds with care as well as to help them know the cost involved in making a troop function. **GSKWR suggest that a treasury report be provided to families in the middle of the year (December/January) and at the end of the year (May/June).** This report should match the most recent bank statement, a copy of which should be provided as well. When the troop is new, families will usually have to pay for outings, for badges and pins, and other such expenses. Later, the troop treasury will be able to handle at least part of these expenses. Troops that are successful cookie sellers often become financially able to pay for nearly everything: badges, registration fees and more.

Year End Troop Financial Report

Once a year troops are asked to submit a Troop Financial Report to the Council. Completing the Troop Financial Report is part of the Annual Troop Review, which is an online survey of what your troop accomplished this year. Both are required by June 30th. The Troop Financial Report is completed using the Financial Tab located in

the Volunteer Tool Kit. Detailed directions for using the financial tab is located on the Council website: Annual Troop Review and Finance Report.

Money Owed to the Council or Taken/Borrowed from Girl Scout Troop Accounts

GSKWR fully reserves the right to pursue collection efforts and /or prosecute allowable under the law. Situations involving large amounts of money or product may require that a police report be filed, and/or be referred to the District Attorney for investigation. Additionally, individuals involved in delinquencies, theft, or misuse of troop funds (such as borrowing funds from the troop account for personal use) will face release from their current Girl Scout position and ineligibility for future appointment. Primary communication with collection attempts will begin and will be the responsibility of council staff. Failure to repay the amount owed can result in immediate criminal charges, notification to creditors, and referral for collection by an outside agency.

Troop Disbanding and Unused Troop Funds

When a troop disbands, any unused Girl Scout money left in the account becomes the property of the council. Troop funds are not the property of any individual girl. Before disbanding, ask your girls how they want to pay it forward: they may decide to donate any unused funds to their service unit or another troop or to pay for girl activities. Girl activities can include purchasing materials to support another organization through Take Action projects.

Financial Procedures when Troops/Groups Change

- **Girls Changing Troops/Groups:** If one or more girls move from one troop to another troop within the council, their original troop account stays intact, and no funds are transferred. When girls are placed/accepted into an existing troop they participate in the activities planned by that group and work within the constraints of that group's treasury.
- **Merging Troops/Groups:** If two troop/groups merge, the funds from both troops/groups are combined into one account.
- **Bridging Troop/Groups:** Multi-age troops/groups with girls bridging to a new level and thus into a new troop/group may transfer a proportionate amount of the former group funds to the new troop/group. The former troop/group is not considered disbanded.
- **Splitting Troops/Groups:** If the entire troop/group (ALL girls and families) mutually decide to split or divide, it is appropriate for the troop/group to decide to split the funds of the existing troop/group proportionally. However, if a small group decides to split off to form a new group, they do so with the understanding that they have no claim to their 'share' of the funds unless the troop/group decides together to split the funds in this way. Contact your Service Unit Manager/Treasurer or Community Recruitment and Engagement Coordinator for assistance in the process/procedures to split the funds.
- **Troop Disbanding and Unused Troop Funds:** When a troop disbands, any unused Girl Scout money left in the account becomes the property of the council. Troop funds are not the property of any individual girl. Before disbanding, ask your

girls how they want to pay it forward: they may decide to donate any unused funds to their service unit, to another troop, or to pay for girl activities. Girl activities can include purchasing materials to support another organization through Take Action projects.

Disbanding Procedures

A disbanded troop/group is no longer meeting, or the troop has not registered for at least four months from the expiration date of the last registration. GSKWR's full Disbanding and Transitioning Troops Procedures and Forms [here](#).

Closing the Troop Account

When closing a troop account, be sure all checks and other debits have cleared the account before you close it. Remember, you may have to close the account in person. Turn remaining funds over to a council staff member.

Money-Earning Basics for Troops

Troops flex their financial muscles in two distinct ways:

- The Girl Scout Cookie Program and other sales of Girl Scout–authorized products (such as calendars, magazines, or nuts and candy) organized by your council. All girl members are eligible to participate in two council-sponsored product program activities each year with volunteer supervision: the cookie program and one other council-authorized product program. Please remember, volunteers and Girl Scout council staff don't sell cookies and other products—girls do.
- Group money-earning activities organized by the troop (not by the council) that are planned and carried out by girls (in partnership with volunteers) and that earn money for the group.

Participation Guidance

- Girls' participation in both council-sponsored product program activities and group money-earning projects is based upon the following:
- Voluntary participation
- Written permission of each girl's parent or guardian
- An understanding of (and ability to explain clearly to others) why the money is needed
- An understanding that money earning should not exceed what the group needs to support its program activities
- Observance of local ordinances related to involvement of children in money-earning activities as well as health and safety laws
- Vigilance in protecting the personal safety of each girl
- Arrangements for safeguarding the money

Additional Guidelines

Keep these specific guidelines—some of which are required by the Internal Revenue Service—in mind to ensure that sales are conducted with legal and financial integrity.

- All rewards earned by girls through the product program activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
- Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
- Troops are encouraged to participate in council product programs as their primary money-earning activity; any group money earning shouldn't compete with the Girl Scout Cookie Program or other council product programs.
- Obtain written approval from your council before a group money-earning event; most councils ask that you submit a request for approval.
- Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by the local Girl Scout council and be conducted in compliance with all local and state laws.
- Girl Scouts' [Blue Book](#) policy forbids girls from the direct solicitation of cash. Girls can collect partial payment toward the purchase of a package of Girl Scout Cookies and other Girl Scout-authorized products through participation in council-approved product program donation programs.
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business, such as in-home product parties. Any business using the Girl Scout trademark or other Girl Scout intellectual property must seek authorization from GSUSA.
- Group money-earning activities need to be suited to the ages and abilities of the girls and consistent with the principles of the Girl Scout Leadership Experience.
- Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product programs. Funds acquired through group money-earning projects must be reported and accounted for by the group according to council procedures.
- Girls should **earn** funds by providing a service or product. They should also be learning while earning, even if they just learn they have to work hard and as a team to meet their goals. [Money Earning Activity Request Form](#) must be completed and submitted to the Program Department at least four weeks prior to participating in the proposed money-earning activity. Check out [Fundraising Facts here](#) for answers to your questions.

The Criteria for Money Earning Activities are:

- Be girl-led – planned, generated, produced and performed by girls – with supervision and guidance provided by adults.
- Be suited to ages and abilities of the girls and consistent with goals and principles of the Girl Scout Leadership Experience program.
- Fill a specific need that adds to the value of the Girl Scout Leadership Experience program for the girls.
- Meet all Safety Activity Checkpoints and GSKWR policies and guidelines.
- Be approved by GSKWR Program Department.

- Be scheduled outside Fall Product Program dates (from order-taking through girls' final payments to troops) and Cookie Sale Program sales (from first day of sales through girls' final payments to troops)
- Participation must be voluntary.

Examples of Appropriate Money-Earning Activities

- Spaghetti dinner; pancake breakfast
- Bake sale, yard sale
- Car wash; pet wash
- Gift wrapping
- Badge workshop for younger Girl Scouts
- Craft fair
- Yard work
- Concession stand, as long as policies of company on ages, adult supervision and training are adhered to

Examples of Money-Earning Activities that are NOT Approved

- Internet sales; Go-Fund Me pages; Crowdfunding
- Solicitation of cash donations without a service or product being sold
- Raffles; drawings, games of chance (including Bunco/Bingo), or auctions
- Sale of commercial products (i.e. Chick-fil-a calendars, Krispy Kreme doughnuts, Avon, Pampered Chef)
- Raising money for another organization (girls may choose to give a portion of their troop funds to another organization, but they cannot directly raise funds)
- "Girl Scout Night" at local business where a percentage of sale from food or tickets is donated (i.e. Chick-fil-a or sports venue fundraiser where percentage of all sales is given to troop and girls have not offered a service.)

The Girl Scout Cookie Program and other council-sponsored product programs are designed to unleash the entrepreneurial potential in your girls. From there, your troop may decide to earn additional funds on its own.

Money Earning by Service Units

Service unit may hold money-earning activities for service unit projects and events. It is recommended girls outside the service unit and non-Girl Scouts be invited to participate. Adults involved in planning and hosting a money-earning activity must be registered members of GSUSA and have a position agreement, appropriate training and background checks required for their volunteer position. Service units must complete and submit a [Money-Earning Request Form](#) prior to the event. The Money Earning Request Form should be submitted four weeks prior to the event. Our program team will notify you of approval or denial within 72 hours of receiving the request.

Money-earning activities may include:

- Badge or Journey Workshop
- Camporee (all camporee approvals, trainings, and policies must be obtained prior to requesting approval for money-earning activity)
- Lock-in

Money Earning by Service Units

The Service Unit Manager is accountable for the management of Service Unit funds, even if another volunteer is appointed to help manage the service unit funds. The Service Unit Manager may appoint another volunteer to serve as the Service Unit Treasurer and manage the service unit account. All volunteers handling money must be registered members of GSUSA, complete a GSKWR background check and support the principles of Girl Scouting.

Spending Funds: Always keep in mind that Girl Scouting is a girl organization and all funds spent should benefit the girls. As a guideline, it is recommended, that Service Unit funds should be spent as follows:

- 75% Direct Benefit for Girls
- 15% Operational Expenses
- 10% Adult Recognition

Service Unit funds may be used toward the purchase of the following:

- Postage/postcards
- Office supplies (paper, copies, check, etc.)
- Girl Scout Leader Appreciation gifts/events
- Service Unit equipment
- Resource Materials (handbooks, songbooks, etc.)
- Expenses for Delegates
- Girl Scout Troop/Group start-up money

A financial report for Service Unit accounts is due to the local Girl Scout office once a year by June 15th. A copy of the report should be shared with members of your Service Unit. The fiscal year of a Girl Scout service unit is June 1- through – May 31. While this is a mandatory once a year reporting, the council may request this information at any time throughout the year, from any signer on the account.

Fundraising Platforms GoFundMe Accounts

GSKWR maintains the official 501 (c) (3) status as a non-profit organization. Troops and Service Units are not legal entities and are not non-profit organizations by themselves. As such, crowd source funding, like GoFundMe Accounts, are not allowed. Although Troops cannot recreate their own GoFundMe Accounts, girls in the troop can vote to contribute troop earnings to specific GoFundMe campaigns, as long as the GoFundMe Account has been vetted to determine its legitimacy and that there is no conflict of interest between the troop and the GoFundMe campaign, e.g., a troop parent's business would benefit from the contribution. The troop leader should document these decision-making discussions so that there are no misunderstandings later.

Help Your Troop Reach Its Financial Goals

We get it—there's something exciting about opening that first case of Girl Scout Cookies. However, before your girls take part in all the cookie program fun, it's important they have a clear plan and purpose for their product program activities. As a volunteer, you have the opportunity to facilitate girl-led financial planning, which may include the following steps for the girls:

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

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

Financial Assistance

Girl Scouts of Kentucky's Wilderness Road is committed to providing a positive experience to every girl who wants to be a Girl Scout. Every girl deserves the opportunity to become a Girl Scout! Financial assistance is provided so that a family's economic status will not be a barrier to any girl's ability to participate in Girl Scouting. Troops are highly encouraged to utilize profits from product sale programs and other troop funds to budget for membership fees. Setting budgets and managing troop funds is a part of the Girl Scout Leadership Experience. GSKWR does not provide funds for troop start-up fees, troop dues, or troop activities. In general, families should be prepared to pay what portion they can for membership fees. Any outstanding portion of the fee can then be covered through GSKWR financial assistance.

Assistance is available for the following:

1. **Membership Financial Assistance:** Financial assistance is available for girls and adults who cannot afford the membership fee. During the online registration process an individual will be given the opportunity to select financial assistance.
2. **Uniform Assistance:** Financial assistance will pay for basic uniform pieces – flag, Council ID Strips, troop number(s) and tunic/sash. Financial assistance does not pay for books.

3. Girl Programs: Girls may apply for financial assistance for a specific program including resident and day camps. There is a separate request form. Contact the Program Department when requesting assistance for programs.

Financial Management and Product Program Abilities by Grade Level

As with other Girl Scout activities, girls build their financial and sales savvy as they get older. Every girl will be different, but here you'll find some examples of the abilities and opportunities for progression of girls at each grade level.

Girl Scout Daisies

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

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

Girls can participate in Girl Scout Cookie activities and other council-sponsored product programs. Girl Scout Daisies are not allowed to participate in money-earning activities outside of the Council-sponsored product programs.

Daisies are always paired with a volunteer when selling anything. Girls do the asking and deliver the product, but volunteers handle the money and keep the girls secure.

Girls should be given the opportunity to practice identifying money and counting back change with an adult during each transaction.

Girl Scout Brownies

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

Girls discuss the cost of activities (supplies, fees, transportation, rentals, and so on) with guidance from their volunteer(s).

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

Girls may decide to pay dues to contribute to the cost of activities.

Girl Scout Juniors

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

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

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

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

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

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

Girl Scout Cadettes, Seniors, and Ambassadors

Girls estimate costs based on plans.

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

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

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

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

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

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

Girls budget for Take Action projects, including the Girl Scout Silver or Gold Awards, if they are pursuing them.

Working with Sponsors and Other Organizations

Every girl deserves an empowering leadership experience like Girl Scouts, and local sponsors can help councils make that vision a reality. 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. Encourage your girls to celebrate a sponsor's contribution to the troop by sending thank-you cards, inviting the sponsor to a meeting or ceremony, or working together on a Take Action project.

Contributions to troops may be either donations or in-kind gifts. Please see [Donation Authorization Form](#) for specifics.

Adult volunteers soliciting donations of any kind must complete this Donation Authorization Form and submit it to a Community Recruitment and Engagement Coordinator for initial approval. Following that, Fund Development will review and sign for final approval.

Please note, a girl cannot ask for a donation or fundraise. Safety-Wise only allows adults to fundraise. A girl can only make an ask for an approved Money Earning Activity (see Money Earning Activity Request Form). A girl may make a presentation to a business or organization about a project, but an adult volunteer needs to make the actual request.

For information on working with a sponsor, consult your council, which can give you guidance on the availability of sponsors, recruiting guidelines, and any council policies or practices that must be followed. Your council may already have relationships with certain organizations or may know of some reasons **not** to collaborate with certain organizations.

When collaborating with any other organization, keep these additional guidelines in mind:

Avoid Fundraising for Other Organizations

Girl Scouts are not allowed to solicit money on behalf of another organization when identifying themselves as Girl Scouts by wearing a uniform, a sash or vest, official pins, and so on. This includes participating in a walkathon or telethon while in uniform. However, you and your group can support another organization through Take

Action projects. Girl Scouts as individuals are able to participate in whatever events they choose as long as they're not wearing anything that officially identifies them as "Girl Scouts."

Steer Clear of Political Fundraisers

When in an official Girl Scout capacity or in any way identifying yourselves as Girl Scouts, your group may not participate, directly or indirectly, in any political campaign or work on behalf of or in opposition to a candidate for public office. Letter-writing campaigns are not allowed, nor is participating in a political rally, circulating a petition, or carrying a political banner.

Be Respectful When Collaborating with Religious Organizations

Girl Scout groups must respect the opinions and practices of religious partners, but no girl should be required to take part in any religious observance or practice of the sponsoring group.

Avoid Selling or Endorsing Commercial Products

A commercial product is any product sold at a retail location. Since 1939, girls and volunteers have not been allowed to endorse, provide a testimonial for, or sell such products.

Your Mobile Troop Bank Account



Did you know? Girl Scouts of Kentucky's Wilderness Road is a preferred partner of University of Kentucky Federal Credit Union! Together we are offering Troop Leaders and Volunteers access to council-wide mobile banking! GSKWR and UKFCU know and understand the incredible benefits of starting your financial journey early, and we are proud to be able to give every Girl Scout in Kentucky the opportunity to gain money smarts that will last her a lifetime and the building blocks for her bright financial future.

Frequently Asked Questions:

- **How do I open a Troop Bank Account through UKFCU?**

Start by visiting www.ukfcu.org/girl-scouts. Here you will find a list of what you will need to get started! You can access this site from a computer or your phone! *(Step by Step instructions start on page 2)*

- **Where can I find an EIN certificate from the IRS?**

You will only need this certificate if you are applying for an account at one of UKFCU's 6 branch locations*. If you are completing your Mobile Troop Bank Account application online this information is already included for you!

- **Where can I find the GSKWR Authorization form?**

You will only need an Authorization form if you are applying for an account at one of UKFCU's 6 branch locations.* If you are completing your Mobile Troop Bank Account application online this information is already included for you!

**Learn more
about Girl Scout
Youth Accounts
@
[www.ukfcu.org/
girl-scouts](http://www.ukfcu.org/girl-scouts)**

**please contact the council at troopsupport@gswrc.org if you will be applying at a UKFCU branch.*

Getting started with your Mobile Troop Bank Account

Volunteers will go to the UKFCU website: <https://www.ukfcu.org/girl-scouts>

Choose the following option:

blocks for her bright financial future.

TROOP LEADER ACCOUNTS

Here's what you'll need to get started with your Troop Leader Account:

- ✓ EIN certificate from the IRS
- ✓ Completed Girl Scouts of KY Wilderness Road Authorization form
- ✓ Valid ID and Social Security number for each authorized signer
- ✓ Identifying information and valid ID for the controlling person of the Girl Scout Troop
- ✓ Local? We can't wait to meet you at one of our six [branch locations!](#)

NOT LOCAL? APPLY ONLINE

On the next screen enter your name and email address as well as the secondary signer's name and email address (Only two signers per account will be permitted):

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Member 1

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

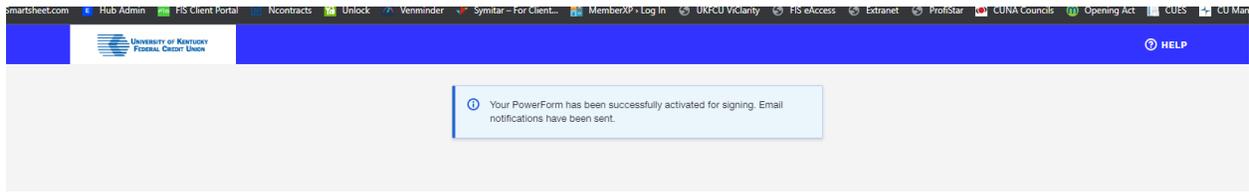
Member 2

Name:

Email:

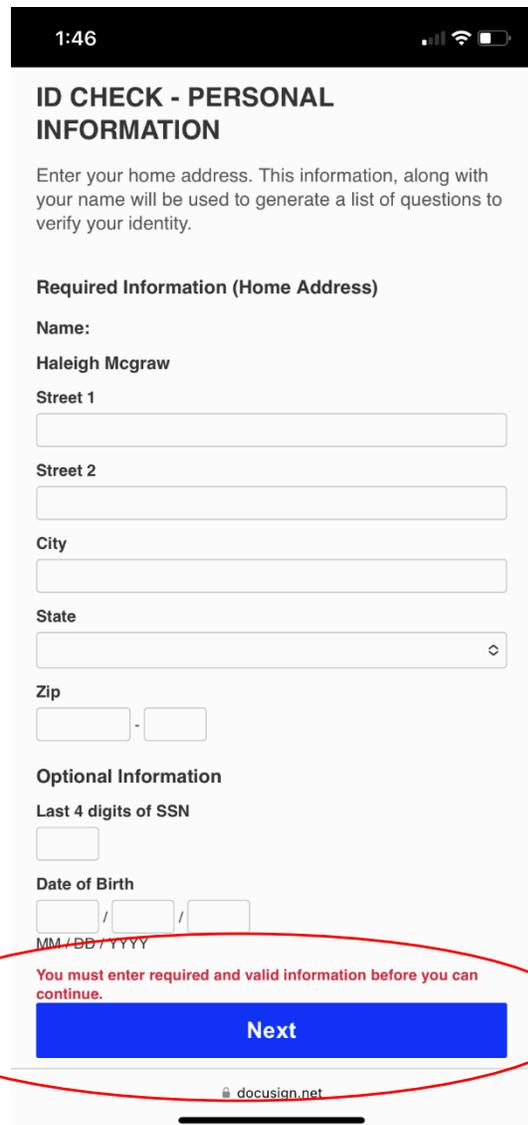
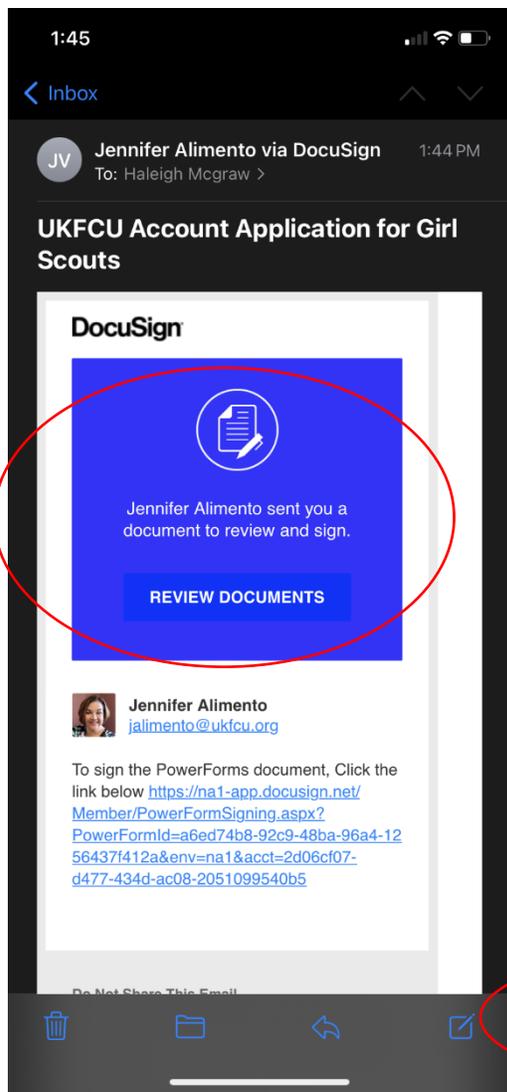
BEGIN SIGNING

Once you click “Begin Signing”, an email will go out to both listed email addresses.

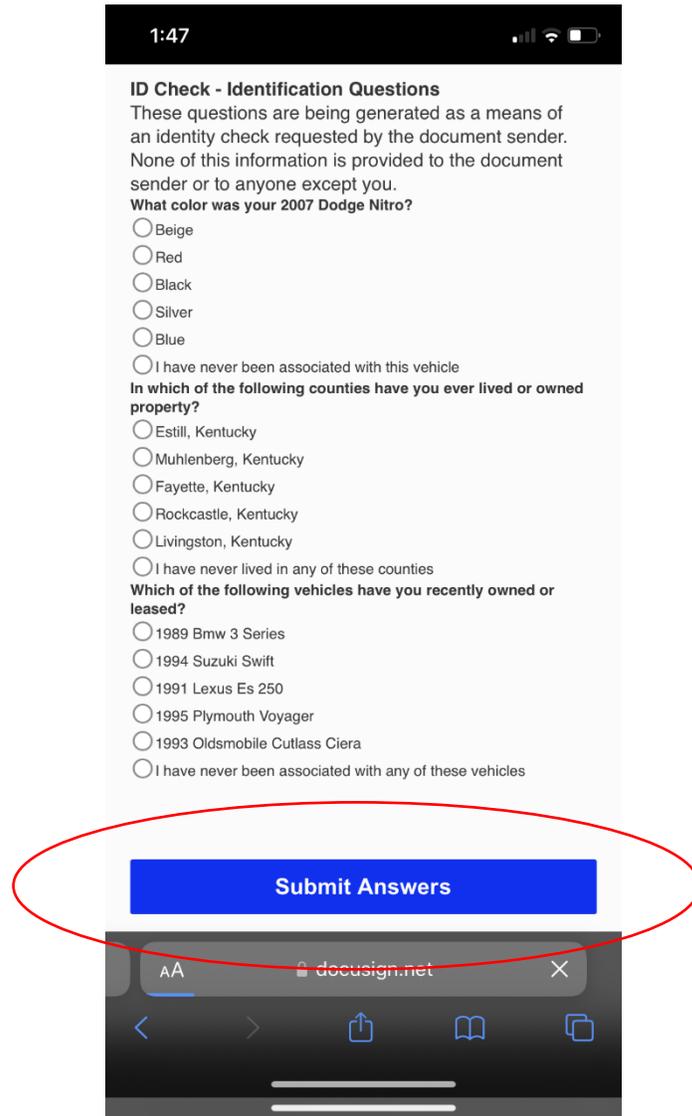


Once the email is received...

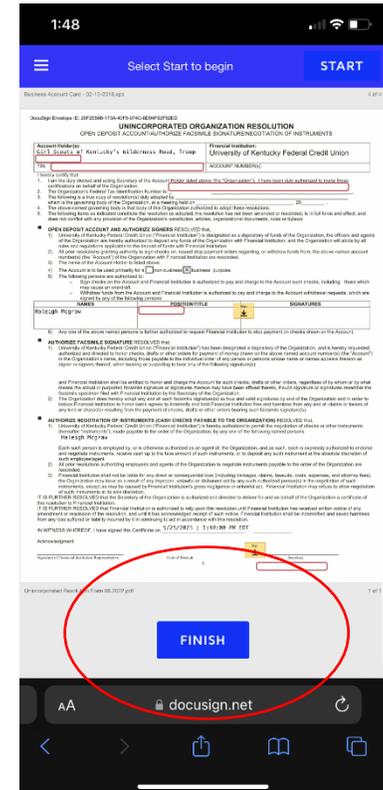
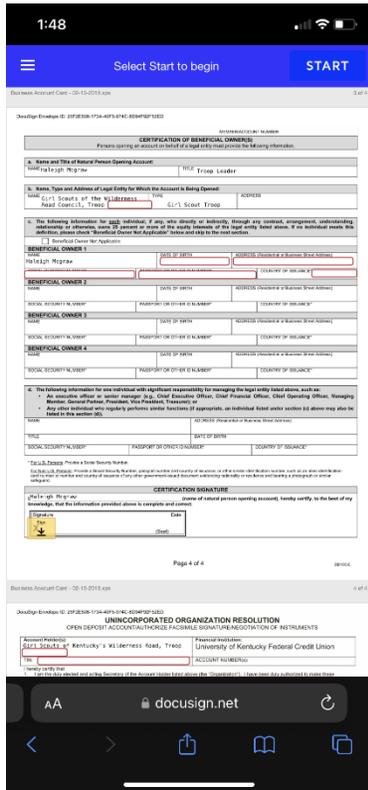
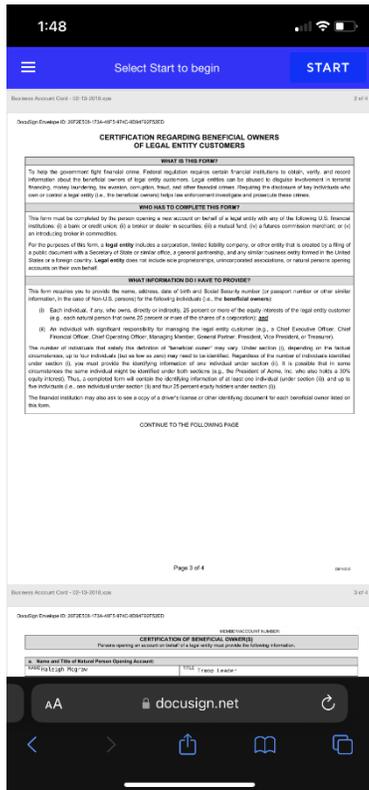
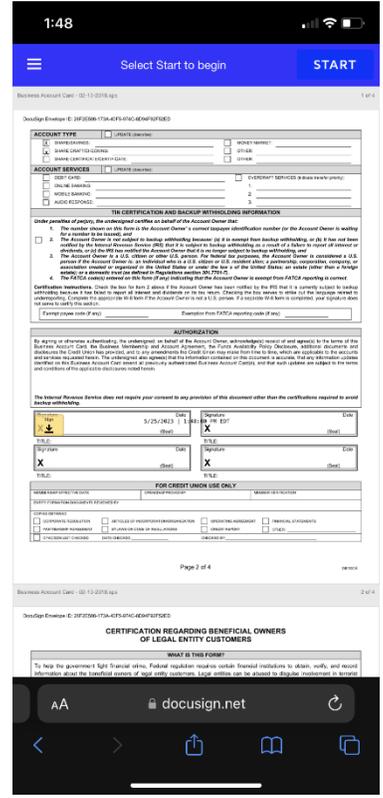
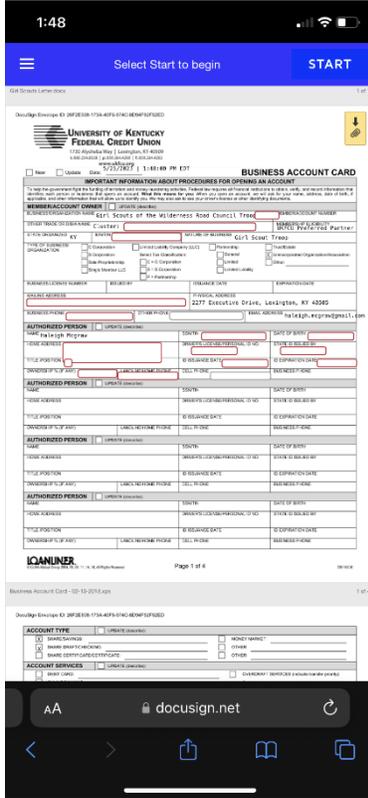
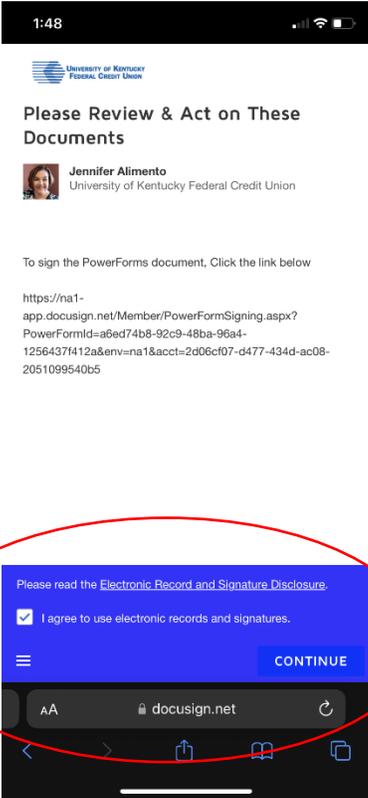
The email addresses listed in the initial application will receive this email. Click “Review Documents”, to enter basic personal identification information. This information will enable DocuSign to generate authentication questions.



Click “Next” and a list of several identification verification questions will appear and require answers – **questions will be unique to the applicant.** This will serve as the first method of identification of the member; *if a volunteer or additional signer cannot clear their individual authentication, they will not be able to open the account online but are welcome to visit any UKFCU to proceed with account opening.* If the authentication questions are completed correctly, the completion screen will pop up.



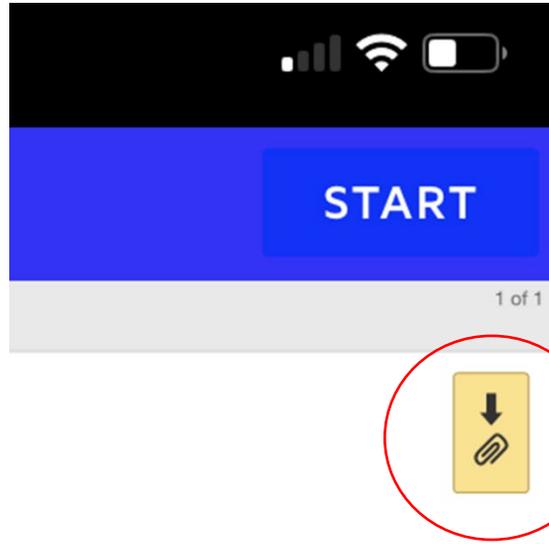
The applicant must review and agree to the electronic terms and conditions before proceeding. *If you do not wish to do so, you may visit any UKFCU branch to proceed with account opening.* Documents will populate, with all required fields indicated by red boxes:



Girl Scouts of Kentucky's Wilderness Road Council
 2277 Executive Drive, Lexington KY 40505 | 800-475-2621 | www.gskenntucky.org | @kygirlscouts

Once the documents are complete and the “Finish” box is clicked, DocuSign will verify that all info has been entered completely and correctly.

If all information is complete, the leader or additional signer will need to use the “attach” function to provide a photo of their Driver’s license as well as all other required documents.



1 of 1

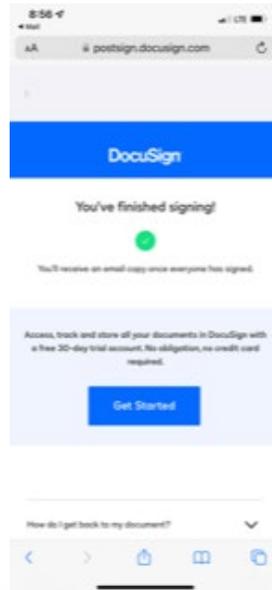
BUSINESS ACCOUNT CARD

FOR OPENING AN ACCOUNT

For all financial institutions to obtain, verify, and record information that opens an account, we will ask for your name, address, date of birth, if applicable, and other identifying documents.

Council Troop	MEMBER/ACCOUNT NUMBER
	MEMBERSHIP ELIGIBILITY
	UKFCU Preferred Partner
BUSINESS	
Girl Scout Troop	
Partnership:	<input type="checkbox"/> Trust/Estate
<input type="checkbox"/> General	<input checked="" type="checkbox"/> Unincorporated Organization/Association
<input type="checkbox"/> Limited	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Limited Liability	
EXPIRATION DATE	
ADDRESS	
Executive Drive, Lexington, KY 40505	
EMAIL ADDRESS	haleigh.mcgraw@gmail.com
DATE OF BIRTH	

After all docs have been loaded, the leader or additional signer will click “Finish”. They’ll have an opportunity to download the signed documents, then will get verification of their completion of the documents:



Once the signed application and all required documents are received, the Volunteer should expect contact by a UKFCU branch representative within one business day. If they have additional questions, each Cluster has a specific Branch to reach out to, as indicated by the numbers listed below.



Thank you for allowing UKFCU to provide account services for your Girl Scout Troop!

At UKFCU, we recognize the value of starting the financial journey early, and we are proud to partner with Girl Scouts of Kentucky's Wilderness Road to give every girl scout in Kentucky the opportunity to gain money smarts that will last them a lifetime.

Once documents are completed by all parties, Troop Leaders can expect communication from one of our branch representatives within one business day.

Telephone inquiries may be made by contacting us at:

Bluegrass Cluster: 859.264.4865
Ken-O-Valley Cluster: 859.264.4101
Licking Valley Cluster: 859.264.4800
Jenny Wiley Cluster: 859.264.4851
Mountain Laurel Cluster: 859.264.4840

We look forward to partnering with you and your troop for years to come!



**2277 Executive Drive * Lexington, Kentucky 40505
859.293.2621 * 800.475.2621**

Instructions for Opening a Subordinate Unit Bank Account using the Council's Tax ID Number:

Sub units may be described as troops and groups, geographic subdivisions, neighborhoods, associations, service units, districts, independently registered girls or other membership pathways.

In accordance with the Girl Scouts of USA policy, please refer to the 2018 Blue Book of Basic Documents that clearly states all monies raised and earned in the name of Girl Scouts belong to the council not individuals or geographic units.

This guidance applies the provisions of Statement of Position (SOP) 94-3 Reporting of Related Entities by Not-For-Profit Organizations. This policy supersedes any other policy or resolution.

All sub units must report bank account information found on this form to the Council.

Please follow the instructions below:

1. Fill out top portion of form first. The name on your account must be "Girl Scouts of Kentucky's Wilderness Road Council Troop # _____" (for troop accounts), or "Girl Scouts of Kentucky's Wilderness Road Council Service Unit _____" (for service unit accounts) or "Girl Scouts of Kentucky's Wilderness Road Council Group _____" (for other accounts).
2. There must be at least (2) signers on the bank signature card, one of whom is the Service Unit Manager (SUM) and/or Service Unit Treasurer (SUT). If a Service Unit does not have either position filled, a council approved independent volunteer may be used as a second signer.
3. Obtain appropriate signatures on two originals of this form.
4. Give the bank the Council's Federal Tax ID number: 61-0608104 and the 1st original of this form.
5. Send the 2nd original of this form to your SUM/SUT or finance@gswrc.org upon registering your troop.
6. A volunteer's criminal background check must have been received by the Council.
7. Signers on accounts must be current registered members of Girl Scouts in good standing; the account address **must be** either the leader or co-leader's home address in order to receive banking information for your troop's new account. If the bank will only accept the Lexington Service Center address for your troop account, please notify the council at finance@gswrc.org so arrangements can be made for distribution of bank correspondence.
8. Signers must not be of the same family, not related or living in the same household.
9. There **must not** be previous history of misuse of Girl Scout funds.
10. The SUM/SUT must retain a second original of the authorization form as Council representative. If there isn't a SUM/SUT, the second original should be sent to the Council Finance Department at the above address.
11. All sub units are required to submit a financial report of the account annually.

No money-raising of any kind may take place without a reported bank account.

One original of this form is to be retained by the bank with other account information. A second original must be turned in to the appropriate Council representative immediately after the account has been opened. If the bank won't accept this form, give both originals to the applicable Council representative to be kept on file. No fund-raising activities are to take place before this form has been properly completed and submitted to the Council reporting the establishment of the bank account as outlined above.



2277 Executive Drive * Lexington, Kentucky 40505
859.293.2621 * 800.475.2621

Authorization to open a Bank Account Using the Council Tax ID# 61-0608104

Troop #: Service Unit/ Group (Other):

Name of Bank: Account #:

Bank Address:

The following power of attorney was approved on July 15, 2014:

I (we) RESOLVED, THAT the Board of Directors of Girl Scouts of Kentucky's Wilderness Road Council, authorizes designated volunteers to open and maintain deposit accounts on behalf of the specific subordinate unit (troop/group/geographic area) following the policy in place. The designated signers are not authorized to conduct any other business on behalf of the Council or to access any accounts the Council may maintain at the bank except for those specific to their subordinate unit.

Authorized signatures for this account are as follows:

Handwritten signature of Susan Jayas, CEO, Girl Scouts of Kentucky's Wilderness Road Council, Inc.

Authorized Signatures for this account are as follows:

First Signer: [] Leader or [] Co-Leader Name

Street City/State/Zip Telephone Email

Second Signer: [] SUM/SUT or [] Approved Volunteer #2 Name

Street City/State/Zip Telephone Email

Note to Bank:

The bank is hereby instructed to allow no overdrafts on this account and to immediately notify the above-referenced SUM/SUT in the event of an overdraft. The bank is further instructed that the above-referenced SUM/SUT is not responsible for the account; therefore, no account activity should be reported to Chex Systems or other credit reporting agencies under the name of the above-referenced SUM/SUT.

For Council Use Only:

Approved Volunteer #2

Approving Community Recruitment and Engagement Coordinator



Council

SERVICE UNIT ACH Authorization Form

Service Unit _____ acknowledges and agrees to:

1. Have an active service unit bank account that **declines overdraft coverage**.
2. There must be two signers from the service unit team as signers on this bank account:
 1. _____
 2. _____
3. Deposit funds collected in a **timely manner**.
4. Allow GSKWR to **deposit** funds to the service unit bank account below according to incentive plans via membership.
5. Authorize GSKWR to repeat deposits that fail for any reason.
6. *Customers should write checks payable to the Service Unit.*

ATTACH PRE-PRINTED VOIDED CHECK HERE

No deposit slips.

Do not copy information from your check. We need an actual voided check.

If Debit Card only, we need something from the bank that verifies both routing and bank numbers.

I certify that I am a signer on the account designated and am entitled to provide the above information.

Signature: _____ Phone: _____ Date: _____

Print Name: _____ E-mail: _____

Address: _____

Social Security Number of Signer: _____ - _____ - _____

SERVICE UNIT: _____

FORM SHOULD BE SUBMITTED TO:

GSKWR, Attn: Finance

2277 Executive Dr, Lexington, KY 40505

SERVICE UNIT TREASURER'S REPORT

This report should be:

- Completed monthly by the Service Unit Treasurer
- Reviewed and approved by the Service Unit Manager
- Given to the Service Unit Team
- Summarized for members of the service unit at the Service Unit Meeting

Completing the Monthly Service Unit Treasurer's Report

1. Write your name, service unit, date, and date range for the report at the top of the form.
2. Write the account balance from the previous month's financial report.
3. Under the INCOME heading, provide a detailed description of all sources of income received that month. Write the amounts of each source of income and fill in the total income at the bottom of the section.
4. Under the EXPENSES heading provide a detailed description of all expenses that occurred that month. Write the amount of each expense and fill in the total expenses at the bottom of the section.
5. Record the ending account balance. This number is obtained by adding the balance from last month's report to the total income from this month and then subtracting the total monthly expenses.
6. Make note if there are any funds that are being put on hold for a specific purpose. If so, subtract this amount from the ending balance to obtain the available balance. If there are no funds on hold, the ending balance is the available balance.
7. Submit the Treasurer's Report to the Service Unit Manager for review.
8. Once the report has been reviewed by the Service Unit Manager, you can make the report to the service unit.

Service Unit Treasurer Report

PREPARED BY:	
SERVICE UNIT:	
DATES PRESENTED:	
DATES INCLUDED:	
STARTING BANK ACCOUNT BALANCE:	

INCOME

Date	Amount	Source	Received From	Method

TOTAL INCOME: _____

EXPENSES

Date	Amount	Purpose	Given to	Method

TOTAL EXPENSES: _____

FUNDS ON HOLD

Amount	Purpose	Expected Use Date
\$100	<i>Court of Award Expenses (Example)</i>	5/2/2019

TOTAL FUNDS ON HOLD: _____

ENDING BANK ACCOUNT BALANCE:	
REPORT APPROVED BY:	
DATE:	

TROOP BANK ACCOUNT TRACKING SPREADSHEET

Service Unit Treasurers are responsible for keeping track of all the open bank accounts in their service unit. This form will help you keep this information.

How to complete the Troop Bank Account Tracking Information Spreadsheet:

1. Write the name of the service unit and the program year at the top of the form.
2. Write the name of the service unit manager and her/his e-mail address on the second line.
3. For each troop in your service unit, record the following basic information (you should be able to obtain this information from your service unit manager and/or from the troop leader:
 - i. Troop number
 - ii. Grade level
 - iii. Number of girls in the troop
 - iv. Names and contact information of the troop's leaders
4. In addition, you should include the following financial information for each troop (If this is a new troop, this information should be recorded when you assist in opening the account. If this is a returning troop, this information will need to be obtained from the troop leader).
 - i. Name of the financial institution where the troop bank account is held
 - ii. The troop bank account number
5. The remaining columns of the spreadsheet are used to keep track of required financial forms. A complete list of troops and their bank accounts should be submitted to your Community Recruitment and Engagement Coordinator by June 30th of each year. Troop leaders should still complete their Annual Troop Review and Finance tab by June 30th every year.

Girl Scouts of Kentucky's Wilderness Road Council
2277 Executive Drive Lexington, KY 40505
859-293-2621 * 800-475-2621 * Fax: 859-299-3692
www.gskentucky.org

Tax Exempt Certificate

D4526 Exemption Number Girl Scouts of Kentucky's Wilderness Road Council (GSKWRC) Name of Exempt Institution

Important—Certificate not valid unless completed. **PURCHASE EXEMPTION CERTIFICATE** Check Applicable Block
Blanket
Single Purchase

I hereby certify that GSKWRC is a Kentucky Resident, Non Profit Educational, Charitable or religious institution, or Kentucky historical site, located at 2277 Executive Drive, Lexington Kentucky and that the tangible personal property or services to be purchased from _____

_____ Name of Vendor
_____ Address
will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.
Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.
Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.
Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.

[Signature] Authorized Signature Chief Executive Officer Title

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

_____ Date

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620 51A126 (8-04)

This is a Blanket Exemption pursuant to the Department of Revenue by K.R.S. 131. Your vendor is hereby authorized to sell tangible personal property to you without receipt of sales or use tax, provided he receives a copy of a Purchase Exemption Certificate in good faith and retains the copy in his records. Every invoice should show that delivery was made to you and should bear the exemption permit number shown above.

Extra certificates are available at the Council office.

Section 7: Awards

Girl Scouts of Kentucky's Wilderness Road & Girl Scouts of the USA Awards

Award	Award Purpose	Award Packet Requirement
<p>Volunteer of Excellence</p> 	<p>For outstanding service while partnering directly with girls to implement the Girl Scout Leadership Experience through the use of Girl Scout Journeys, the Girls Guide to Girl Scouting, The Volunteer Toolkit or any other GSUSA resource. <i>Potential Candidates: Troop Leader, Troop Assistant, day camp volunteer, service team member, and many more.</i> Presented in April at the Spring Awards Celebration</p>	<p>Required – 2 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>Appreciation Pin</p> 	<p>Recognizes a volunteer for outstanding service to one service unit or geographic area. <i>Potential Candidates: Day camp volunteer, Troop Leader, or series facilitator.</i> Presented in April at the Spring Awards Celebration</p>	<p>Required – 2 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>Appreciation Pin</p> 	<p>Recognizes a volunteer for outstanding service to two or more service units or geographic areas. <i>Potential Candidates: Facilitator of adult learning/trainer, volunteer serving on council, or regional task group, board member.</i> Presented in April at the Spring Awards Celebration</p>	<p>Required – 3 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>Thanks Badge I</p> 	<p>Recognizes a volunteer for outstanding service that has benefited the entire council or Girl Scout Movement. <i>Potential Candidates: Council task group chair, board member, a volunteer who increased program opportunities for girls, council learning facilitator/trainer who developed new resources.</i> Presented in April at the Spring Awards Celebration</p>	<p>Required – 4 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>Thanks Badge II</p> 	<p>Recognizes a volunteer for outstanding service that has benefited the entire council or Girl Scout Movement who has already received the Thanks Badge. <i>Potential Candidates: Council task group chair, board member, a volunteer who increased program opportunities for girls, council trainer who developed new resources.</i> Presented in April at the Spring Awards Celebration</p>	<p>Required – 4 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>Pearl Award</p>	<p>Recognizes a volunteer for outstanding service that has benefited the entire council or Girl Scout Movement and who has already received the Thanks Badge II. It should be at least three years since receiving the Thanks Badge II Presented in April at the Spring Awards Celebration</p>	<p>Required – 4 Endorsement Forms Optional – Additional Documentation/Pictures Due by February 15</p>
<p>President's Award</p> 	<p>Recognizes a service unit team who surpasses team goals and results in significant, measurable impact toward reaching the council's overall goals. Service team striving to achieve this recognition should complete a Service Unit Plan. <i>Potential Candidate are service units who have met goals in Membership, Troop Support, and Programming.</i> Presented in April at the Spring Awards Celebration</p>	<p>Nomination form completed by the Service Unit Manager Due by February 15</p>

<p>Juliette Low Leadership Award</p>	<p>This is a national award that recognizes individuals and council who have enriched and leveraged the global understanding of Girl Guiding and Girl Scouting to grow responsible global citizens. The recipient must show:</p> <ul style="list-style-type: none">▪ <i>Her/his impact on girls</i>▪ <i>Commitment to Girl Guiding and Girl Scouting</i>▪ <i>Promote global awareness of the Movement</i>▪ <i>Leverage her/his leadership for the betterment of Girl Guiding and Girl Scouting</i> <p>Presented in April at the Spring Awards Celebration</p>	<p>Nomination form on the GSUSA website. Approved by the GSUSA National Board of Directors 2 letters of endorsement</p>
--	---	---

<p>Years of Service Pin</p>  <p>Membership Year Pin</p> 	<p>Recognized a registered adult member for the numbers of active service as a volunteer. The council will purchase pins for 20 years and above. The pin comes in 5-year increments: 20, 25, 30, etc.</p> <p>May be mailed or presented in April at the Spring Awards Celebration</p> <p>This pin indicates the total number of years as a registered member of Girl Scouts, including girl and adult years. The pin comes in 5-year increments: 5, 10, 15, etc. The council will purchase these pins.</p> <p>May be mailed or presented in April at the Spring Awards Celebration</p>	<p>Volunteer completes Volunteer Years of Service Pin Request Form Cannot apply for the Service Pin & Membership Pin Guard in the same year Due by February 15</p> <p>Volunteer completes Membership Year Pin Request Form Cannot apply for the Service Pin & Membership Pin Guard in the same year Due by February 15</p>
<p>Extraordinary Events</p> 	<p>Recognizes excellence in service unit programming. Each cluster may award 4 per cluster per year</p> <p>Presented in April at the Spring Awards Celebration</p>	<p>Nominated by the Service Unit Manager or Event Director</p>
<p>Community Recognition</p>  	<p>Recognizes businesses, places of faith and community organizations for significant contributions of support to the local Girl Scout Program. It may be presented to anyone not directly involved in Girl Scouting who has contributed to its promotion.</p> <p>Presented locally or in April at the Spring Awards Celebration</p>	<p>Nomination form Due by February 15</p>
<p>Living Legacy</p>	<p>Recognizes a leader, co-leader or leadership team that started a troop as kindergarten Daisies and continued the same troop until the girls became graduated Ambassadors. Girls are encouraged to attend the award presentation with their leader/mentor.</p> <p>Presented in April at the Spring Awards Celebration</p>	<p>Nomination form and one endorsement letter. Letter can be written by another volunteer, parent or girls in the troops Due by February 15 Additional documentation highlighting the 13 years of Girl Scouting is encouraged</p>
<p>Go-Getter</p>	<p>Recognizes a volunteer who has put significant effort and creativity into finding and recruiting more girls and adults into Girl Scouts. Example of such service include recruitment events, school recruitment, community recruitment, etc.</p> <p>Presented in April at the Spring Award Celebration</p>	<p>Nomination for submitted by Service Unit Manager or Service Team Member Due by February 15</p>

Outdoor Enthusiast	<p>Recognizes a volunteer who had made the outdoor experience possible in Girl Scouting and provides creative, recreational, and education outdoor opportunities for girls. This service is beyond the troop experience where the service makes the outdoor experience available to a wide number of girls. <i>Examples of service include Service Unit encampments, outdoor events for troops, training adults in Troop Camp training, day camp, resident camp, etc.</i></p> <p>Presented in April at the Spring Award Celebration</p>	<p>Nomination Form 2 letters of endorsement Due by February 15</p>
--------------------	--	--

Awards Presented at the October Fall Association Meeting

<p>Troop Angel</p>	<p>Recognizes a volunteer who has served as a mentor for a new troop leader for their first year. Presented at the October Fall Association Meeting</p>	<p>Self-Nomination form due June 30th</p>
<p>Plus Pin</p>	<p>Recognizes volunteers who have recruited adults to serve in troop leadership. Recruiting one leader entitles you receive the Plus Pin. Recruiting (5) leaders earns the numeral five (5) to your plus and so forth in five number increments. Recruited leaders must get registered and complete their <i>Welcome to Girl Scouts</i>. Presented at the October Fall Association Meeting</p>	<p>Self-Nomination form due June 30th</p>
<p>Rookie of the Year</p>	<p>Recognizes first year troop leaders for excellences in girl programming. May award one per grade level per service unit. Presented at the October Fall Association Meeting</p>	<p>Required Nomination form Optional- Additional Documentation/Pictures</p>
<p>Service Unit Star Award</p>	<p>Recognizes a volunteer who has provided significant service as a Service Team Member for at least 2 years in the following capacities: Service Unit Manager, Treasurer, Product Manager, Recruiter OR 3 years in the following: Events/Programs, Community Service Projects and Media Manager Presented at the October Fall Association Meeting</p>	<p>Nomination Form 1 letter of endorsement Due June 30th</p>
<p>Keep the Promise, Live the Law</p>	<p>Recognizes a leader, co-leader or leadership team who completes their fourth year of service in troop leadership. Presented at the October Fall Association Meeting</p>	<p>Nomination form due June 30th</p>

Fantastic Girl Scout Volunteer

- ☐ Volunteer is a currently registered member
- ☐ Volunteer is in good standing, including having an updated background check (if required for role)

Call Community Recruitment and Engagement Coordinator to find out 1-800-475-2621

Has gone above and beyond their job description in their volunteer role

Who did this work impact?

First year troop leader any grade level does an amazing job!

Rookie of the Year

Direct service to girls

Girls and adults in one service unit

Girls and adults in a circle or multiple service units

The council and/or Girl Scout Organization

Is volunteer on the service team?

Yes

No

Volunteer of Excellence

Extraordinary Events OR Troop Angel

Appreciation Pin

Honor Pin

Thanks Badge I or Thanks Badge II

 = Girl Scouts of the USA Award

 = Girl Scouts of Kentucky's Wilderness Road Award

Troop Angel Award Form

Requirements:

A Troop Angel/Mentor is an experienced volunteer who shares her knowledge with new leaders. Troop Angels provide a great service to new leaders by helping them get off to a good start and giving them encouragement and support throughout the year. As a result, new leaders will feel welcome and more comfortable in their volunteer roles.

The Service Unit Manager assigns Troop Angels to new leaders. Troop Angels are required to contact a new leader a minimum of two to three times per year and complete a New Leader Interview Form. A Troop Angel may work with one or more new leaders.

Troop Angels who complete the assigned duties will earn a Troop Angel pin. A certificate is awarded to Troop Angels that have served two or more years. **Pins and certificates are awarded each year at the Service Unit Association meeting in the fall. To receive your pin or certificate, fill out the information requested below and submit to troopsupport@gswrc.org by June 30th**



Request for Pin/Certificate

Troop Angel's Name _____ Troop Number _____
Service Unit _____ Cluster Area _____

Please list the name(s) of each leader that the Troop Angel helped and attach the completed New Leader Interview Form for each leader listed.

1. _____ Troop Number _____ Grade Level _____
2. _____ Troop Number _____ Grade Level _____
3. _____ Troop Number _____ Grade Level _____

I have been a Troop Angel for _____ years.

I have earned _____ (please indicate pin or certificate).

Service Unit Manager Endorsement _____

Community Recruitment and Engagement Coordinator



Girl Scouts of Kentucky's Wilderness Road Council

2277 Executive Drive Lexington, KY 40505
859-293-2621 * 800-475-2621 * 859-299-3692
www.gskentucky.org

President's Award Supporting Documentation

Service Unit Manager: _____ Name of Service Unit: _____

Email: _____ Phone Number _____

Are all team members currently registered with Girl Scouts?

- Yes No Not sure

Have all team members completed the requirements for their positions?

- Yes No Not sure

List and describe the program offered to girls on a troop waiting list. Be sure to indicate if the National Program was used and how the programs used the three keys to leadership: Discover, Connect and Take Action.

List strategies used to recruit girls and adults to the program. Include PR, events, community resources, phone calling, social networking, etc.

Please list how the accomplishments of the service unit help to support girl involvement in your community:

How did your programs impact girls?

BRAG about the one thing the Service Unit Team did really well this year!

Service Unit Manager Signature Date

Community Recruitment and Engagement Coordinatorst Signature
Date

Please e-mail or scan to:
Girl Scouts of Kentucky’s Wilderness Road
Council Volunteer Support Team
2277 Executive Drive, Lexington, Kentucky
40505 or troopsupport@gswrc.org

<p><u>Selection Committee Use</u></p> <p><input type="checkbox"/> Nominee meets requirements for award</p> <p><input type="checkbox"/> Nominee does not meet requirements for award</p>
--



Girl Scouts of Kentucky's Wilderness Road Council

Presidents Award Application

Service Team

Required positions are Service Unit Manager and Product Sales Manager for smaller service Units. Larger Service Units should also have GJhY FYWwi JhYfg, Event Coordinators and Troop Mentors.

Indicate which positions are on your Service Team and if they have completed training for their position:

- Service Manager**
Training Date: _____
- Service Unit Treasurer**
Training Date: _____
- GYfj JW' l b]hFYWwi JhYfg**
Training Date: _____
- Site Recruiters**
Training Date: _____
- Media Manager**
Training Date: _____
- Event Coordinator**
Training Date: _____
- Product Sales Manager**
Fall Product Training Date: _____
Cookie Training Date: _____
- Welcome Coach/Training**
Training Date: _____
- Troop Mentor(s)**
Training Date: _____
- Other** _____
Training Date: _____
- The service team reflects the **racial diversity** of the area

Volunteer Development

- 100% of troop pathway volunteers** received Welcome to Girl Scouts course. If not, what % was reached: _____
- 75% of troop pathway volunteers completed their leadership** courses: SLLS & Troop Basics. If not, what% was reached: _____
- Number of troop pathway leaders of last membership year: _____
- Number of returning troop pathway leaders by December 10th of current membership year: _____
- What was your retention rate? _____
- Members from the service unit attended the Spring Cluster Meeting
- Delegates representing the service unit attend the Annual Council Meeting
- Individuals/community organizations were nominated for Service Unit or Council Awards
- 100% of returning troop pathway leaders submitted an Annual Troop Review. If not 100% what % was returned: _____
- Service Unit communicates with each troop via email, social media, personal contacts or Service Unit Meetings.

Girl Membership

- We served more girls!**
List current girl numbers: _____
List girl numbers at the end of last year's membership year _____
- 80% or more of returning troops registered by September 30. If not 80% what was the % _____
- Girls on troop waiting list were provided a series or event experience.
- Service Team held recruitment events, meetings, etc. to recruit girls and adults for the program.
- Service Unit participated in Early Bird Registration.



COMMUNITY RECOGNITIONS Application Deadline February 15th

Name of Service Unit Representative _____
Completing Form

Address _____

City / State / Zip _____

Phone _____

Name of business, organization or _____
church to receive recognition

Address _____

City / State / Zip _____

Phone _____

Please describe why you feel this company, church or civic organization deserves this recognition: _____

To your knowledge, have they ever received Girl Scout recognition before? If yes, when?

No Yes _____

Which recognition? Plaque Certificate

Service Unit Manager Signature _____

Membership Specialist Signature _____

Date requested _____ Date presented _____

Selection Committee Use:

- Nominee meets requirements for Community Certificate
- Nominee meets requirements for Community Plaque
- Nominee does not meet requirements for Community Recognition



Community Recognition

Community businesses, churches and organizations are eligible to receive recognition from Girl Scouts of Kentucky's Wilderness Road Council for significant contributions of support to the local Girl Scout program. It may be presented to anyone not directly involved in Girl Scouting who has contributed to its promotion.

Recognition Format:

1. Framed Certificate

- a. To be given for support above and beyond what is considered usual, and for that aid on more than one occasion.
- b. The certificate will be signed by whomever appropriate.
- c. A minimum of one certificate may be given annually by each community. For every 50 girls above the first 100 registered, an additional certificate may be presented.
- d. These figures will be based on the year's September membership.

2. Engraved Plaque

- a. To be given for continuing support of community Girl Scouting beyond what is normal for that given area.
- b. A minimum of one plaque may be given annually by each community. For every 100 girls registered above the first 100, an additional plaque may be presented.
- c. These figures will be based on the year's September membership.

Application Process:

1. The application may be completed by any member of the service unit, but must have approval of the service unit manager.
2. Submit completed request to your membership specialist for the award.
3. There is no cost to the service unit for this recognition.
4. Applications will be recorded for possible future recognition at the Council level.

Recognition of support of a lesser nature may be acknowledged by giving a gift item available for purchase through the Council Shop or a traditional Girl Scout "Thank You".

Section 8: Governance

Governance

Governance Leads: CEO, Volunteer Department, Special Projects Director, Communications and Marketing. All departments are involved in different areas of governance.

- Governance is the democratic process at the core of Girl Scout activities. From the Daisy Circle to the Annual Council Meeting, democratic decision-making is our way of work. Here is the team of people who make this process work:
 - **GSKWR** is governed by a volunteer **Board of Directors** composed of women and men who believe in the value of Girl Scouting. Board Members use their professional expertise and personal perspectives to make decisions that provide leadership for the council and establish its policies and bylaws. These governance volunteers represent our membership and its diversity, including geographic, racial/ethnic, gender, age and socio-economic. Board Members are elected by the full Delegate body.
 - The **Board Development Committee:** elected by the delegate body to prepare and present a single slate of nominees to be considered for election to the Board of Directors, Board Development Committee and every three years, National Council Delegates and Alternates.
 - **Cluster Area Chair and Vice Chair:** elected to direct the work of the Cluster Area Nominating and Resource Committee, participate in Council Award Presentations, and work with the CEO on Town Halls and other projects as requested. They are the liaison between the board and the membership.
 - **Cluster Area Nominating and Awards Committee:** elected to identify people to fill vacancies for Cluster Area Chair, Vice Chair and the Cluster Area Nominating and Resource Committee. In addition, they help to promote and identify volunteers for recognition. This committee also reviews applications for Service Unit Association and Cluster Area Level Awards and makes those selections.
 - **Service Unit Association Chair:** directs the Fall Service Unit Association Meeting, ensuring that nominations for delegates and alternate delegates and is an automatic delegate. The Service Unit Association Chair may be the Service Unit Manager or may be someone else in the Service Unit. They are elected at the end of the Service Unit Association meeting to serve only one-year term, although there are no term limits to this position.
 - **Delegate Body:** consists of Senior and Ambassador Girl Scouts and adult volunteers selected in their service units who serve as voting members at the Council's Business Meetings. The Delegate Body also elects the Board of Directors and Board Development Committee, approves business items and approves any revisions to the Council By-Laws and Articles of Incorporation

Governance Activities:

- **August:** Volunteer Director/Support Manager ensures that a knowledgeable and trained staff person attends Service Unit Meetings during the month of October for the Fall Service Unit Association Meetings. During this meeting the members of each Service Unit elect Delegates, Alternate Delegates, Nominating and Awards Committee members, and review information sent by the Board of Directors.
- **September:** A list of who is attending which Service Unit Meeting will be developed and filed in Share Point. Supervisors are responsible for ensuring that these meetings are attended so that volunteers can be given support during the governance process.
- **October:** The role of staff at these meetings is to mentor the service unit to participate in the delegate process and ensure that the list of delegates and alternates, along with the minutes from the Fall Service Unit Association Meeting are filed in Share Point and that the Volunteer Leadership Director is alerted to this filing by December 1st.
- **Quarterly Town Hall Meetings:** Scheduled by the CEO to provide a forum for the membership to discuss critical items for Girl Scouts and the Council. These meetings will be supported by Department Directors and the Volunteer Support Manager. Town Hall's may be conducted virtually or a hybrid of in-person with a virtual option.
- **Cluster Chair/Vice Chairs:** meet with the CEO on a monthly call the second Tuesday of each month at 6 pm. In-person meetings as requested by the CEO.
- **March, September:** delegates attend a Board of Directors Business meeting to conduct the business of the council. These meeting require a quorum. A quorum consists of: 51% of service units that elected delegates present and 25% of elected delegates present.
- **April-June:** Volunteer Director/Support Manager will encourage, work with volunteers & staff to write up and obtain nominations for Fall Volunteer Awards, which are presented at the October Service Unit Association meeting.
- **November – January:** Volunteer Director/Support Manager will encourage, work with volunteers & staff to write up and obtain nominations for Spring Awards which are presented at the April Volunteer Awards Celebration.

