



# Council Resource Guide

2008 - 2009 Edition

Please discard all earlier versions of this publication



**Girl Scouts®**

Girl Scouts of Northern California

T (800) 447-4475 TTY | (510) 562-8470

F (510) 633-7925

[www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)

[info@GirlScoutsNorCal.org](mailto:info@GirlScoutsNorCal.org)

# Council Office and Retail Shop Locations

<b>Greater Bay Area Region</b>	<b>North Central Region</b>	<b>North Coast Region</b>
<p><b>Oakland Office</b> 7700 Edgewater Drive Suite 340 Oakland, CA 94621-0149 Phone: (510) 562-8470 Fax: (510) 633-7925 Please see website for hours</p> <p><b>San Jose Office</b> 1310 S. Bascom Avenue San Jose, CA 95128-4502 Phone: (408) 287-4170 or (650) 968-8396 Fax: (408) 287-8025 (main); (408) 287-8662 (registration) Please see website for hours</p>	<p><b>Chico Office</b> 50 Landing Circle Chico, CA 95973 Phone: (530) 343-1904 Fax: (530) 343-6465</p> <p><b>Fairfield Office</b> 324 Campus Lane, Suite C Fairfield, CA 94534 Phone: (707) 864-8787 Fax: (707) 864-3606 Please see website for hours</p> <p><b>Red Bluff Service Center</b> 933 Jackson Street Red Bluff, CA 96080 Phone: (530) 528-8655 OR (800) 223-1904 Fax: (530) 528-8694 Please call for hours</p> <p><b>Redding Service Center</b> 2217 Hilltop Drive Redding, CA 96002 Phone: (530) 221-6180 OR (800) 655-7477 Fax: (530) 221-5340 Please call for hours</p> <p><b>Yreka Service Center</b> 201 S. Broadway Yreka, CA 96097 Phone: (530) 842-3695 Please call for hours</p>	<p><b>Eureka Service Center</b> 3203 T Street Eureka, CA 95503 Phone: (707) 443-6641 OR (800) 655-1092 Fax: (707) 443-0496</p> <p><b>Mendocino County Service Center</b> 499 Leslie St. Ukiah, CA 95482 Phone: (707) 463-2888 Fax: (707) 463-2888 Please call for hours</p> <p><b>Lake County Support</b> P.O. Box 1362 Kelsyville, CA 95451 Phone: (707) 279-4689 Fax: (707) 279-4689 Please call for hours</p> <p><b>Santa Rosa Office</b> 4852 Old Redwood Hwy Santa Rosa, CA 95403 Phone: (707) 544-5472 or (800) 734-4757 Fax: (707) 544-5477 Please see website for hours</p>
<b>Shop Online: <a href="http://store.GirlScoutsNorCal.org/">http://store.GirlScoutsNorCal.org/</a></b>		
<p><b>Oakland Retail Store</b> 7700 Edgewater Drive Suite 340 Oakland, CA 94709 Phone: (510) 562-8470 x153 Fax: (510) 633-7925 Email: <a href="mailto:shopoakland@GirlScoutsNorCal.org">shopoakland@GirlScoutsNorCal.org</a> Please see website for store hours</p> <p><b>San Jose Retail Store</b> 1310 S. Bascom Avenue San Jose, CA 95128 Phone: (408) 287-4170 Fax: (408) 287-8025 Email: <a href="mailto:shopsanjose@GirlScoutsNorCal.org">shopsanjose@GirlScoutsNorCal.org</a> Please see website for store hours</p>	<p><b>Chico Retail Store</b> 50 Landing Circle Chico, CA 95973 Phone: (530) 343-1904 Fax: 530-343-6465 Email: <a href="mailto:shopchico@GirlScoutsNorCal.org">shopchico@GirlScoutsNorCal.org</a> Please see website for store hours</p> <p><b>Fairfield Retail Store</b> 324 Campus Lane, Suite C Fairfield, CA 94534 Phone: (707) 864-8787 Fax: Email: <a href="mailto:shopfairfield@GirlScoutsNorCal.org">shopfairfield@GirlScoutsNorCal.org</a> Please see website for store hours</p> <p><b>Redding Retail Store</b> 2217 Hilltop Drive Redding, CA 96002 Phone: (530) 221-6180 Fax: (530) 221-5340 Email: <a href="mailto:shopredding@GirlScoutsNorCal.org">shopredding@GirlScoutsNorCal.org</a> Please see website for store hours</p>	<p><b>Eureka Retail Store</b> 3203 T Street Eureka, CA 95503 Phone: (707) 443-6641 Fax: (707) 443-0496 Email: <a href="mailto:shopeureka@GirlScoutsNorCal.org">shopeureka@GirlScoutsNorCal.org</a> Please see website for store hours</p> <p><b>Santa Rosa Retail Store</b> 4825 Old Redwood Highway Santa Rosa, CA 95403 Phone: (707) 524-9234 Fax: (707) 544-5477 Email: <a href="mailto:shopsantarosa@GirlScoutsNorCal.org">shopsantarosa@GirlScoutsNorCal.org</a> Please see website for store hours</p>

# Table of Contents

<b>GSNC Council Operations</b>	<b>4</b>
<i>About Us</i>	4
<i>Council Shops</i>	4
<i>Our Mission</i>	5
<i>GSNC Vision Statement</i>	5
<i>GSNC Strategic Goals</i>	5
<i>GSNC Program Model</i>	5
<i>Badge Depots &amp; Equipment Retailers</i>	6
<i>Camp &amp; Property Locations</i>	7
<i>Property Reservations</i>	8
<i>Council Publications</i>	8
<i>How Decisions are Made</i>	8
<b>Volunteers</b>	<b>10</b>
<i>Volunteer Management Policies</i>	10
<i>Volunteer Screening Process</i>	12
<i>Adult Learning (Training) Requirements</i>	13
<i>How to Register for Adult Learning Courses</i>	14
<i>Adult Recognition</i>	15
<b>Health &amp; Safety</b>	<b>15</b>
<i>Girl Scout Grade Levels &amp; Adult to Girl Ratios</i>	16
<i>First Aid Updates</i>	16
<i>Trips &amp; Travel</i>	17
<i>Camping Activities</i>	19
<i>Land Sports</i>	20
<i>Water Sports</i>	20
<i>Emergency Management</i>	20
<i>Insurance Matters</i>	21
<b>Money Matters</b>	<b>22</b>
<i>Definitions</i>	22
<i>Options for Funding</i>	22
<i>Girl Scout Product Sales Program</i>	22
<i>Money Earning Guidelines</i>	23
<i>Fundraising Guidelines</i>	23
<i>Gifts-In-Kind Guidelines</i>	23
<i>Sponsorship Guidelines</i>	23
<i>Cause-Related Marketing</i>	24
<i>Financial Assistance</i>	24
<i>Family Partnership</i>	24
<i>Employee Gifts, Matching Gifts, and United Way</i>	24
<i>Your Group's Bank Account</i>	24
<i>Annual Troop/Group Financial Report</i>	25
<i>Financial Procedures When Groups Change</i>	25
<i>Disbandment Procedures</i>	25
<i>Contract Procedures</i>	27
<b>Program Resources</b>	<b>28</b>
<i>Girl Scout Pathways for Girls</i>	28
<i>Grade Levels</i>	28
<i>Awards: Bronze, Silver and Gold</i>	29
<i>Camps: Day &amp; Resident</i>	29
<i>Destinations</i>	29
<i>Girl Scout Heritage</i>	30
<i>Interest Groups</i>	30
<i>Older Girl Programs</i>	30
<i>On Call Troops &amp; Individuals</i>	31
<i>Patch Programs</i>	31
<i>Pen Pals</i>	31
<i>Product Sales Program</i>	31
<i>Program Initiatives</i>	32
<i>Religious Recognitions</i>	32
<i>Service Projects</i>	32
<b>Forms Index</b>	<b>33</b>

## The Girl Scout Promise

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

\*The word "God can be interpreted in a number of ways, depending on one's spiritual beliefs. When reciting the Girl Scout Promise, it is okay to replace the word "God" with whatever word your spiritual beliefs dictate.

## The Girl Scout Law

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.



# COUNCIL OPERATIONS

## In this section:

**About Us**

**Council Shops**

**Our Mission**

**GSNC Vision Statement**

**GSNC Strategic Goals**

**GSNC Program Model**

**Badge Depots & Equipment Retailers**

**Camp & Property Locations**

**Property Reservations**

**Council Publications**

**How Decisions are Made**

## ABOUT US

The Girl Scouts of Northern California council serves approximately 55,000 girls and 32,000 adult members in 19 counties in Northern California which include: Alameda, Butte, Contra Costa, Del Norte, Glenn, Humboldt, Lake, Marin, Mendocino, Napa, Santa Clara, San Francisco, San Mateo, Shasta, Siskiyou, Solano, Sonoma, Tehama, and Trinity Counties. Each county is further divided into Service Units, smaller geographic regions in which our communities participate in Girl Scouting together.

In Girl Scouts, girls discover the fun, friendship, and power of girls together. Through a myriad of enriching experiences, such as extraordinary field trips, sports skill-building clinics, community service projects, cultural exchanges, and environmental stewardships, girls build their leadership skills. In Girl Scouting, girls have the opportunity to:

Discover new things about themselves and their values, and use their knowledge and skills to explore the world

Connect with other girls and adults and learn to care about, inspire, and team with others, locally and globally, and

Take Action to make the world a better place.

## COUNCIL SHOPS

Girl Scout shops offer more than just Girl Scout handbooks and clothing; we offer the latest information about what's going on in Girl Scouting, from grade levels and resource materials, to membership and council news. With shops in San Jose, Oakland, Santa Rosa, Fairfield, Chico, Eureka, and Redding, it's easier than ever to get what you need at your local Girl Scout shop! See inside front cover for more information. You can also order uniforms, supplies, GSNC T-shirts, sweatshirts, patches, pins and more by mail or through our Online Store.

### Order Online

Visit our Online Store: <http://store.GirlScoutsNorCal.org/>

### Order by Mail, Email, Fax or Phone

Girl Scouts of Northern California

Council Shop

PO Box 2249

Oakland, CA 94621

Phone: (510) 562-8470 ext. 153 • FAX: (510) 633-7925

E-mail: [ShopSanJose@GirlScoutsNorCal.org](mailto:ShopSanJose@GirlScoutsNorCal.org)

**OUR MISSION**

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

**GIRL SCOUTS OF NORTHERN CALIFORNIA VISION STATEMENT:**

We create opportunities girls want and experiences that change lives.

**GIRL SCOUTS OF NORTHERN CALIFORNIA STRATEGIC GOALS:**

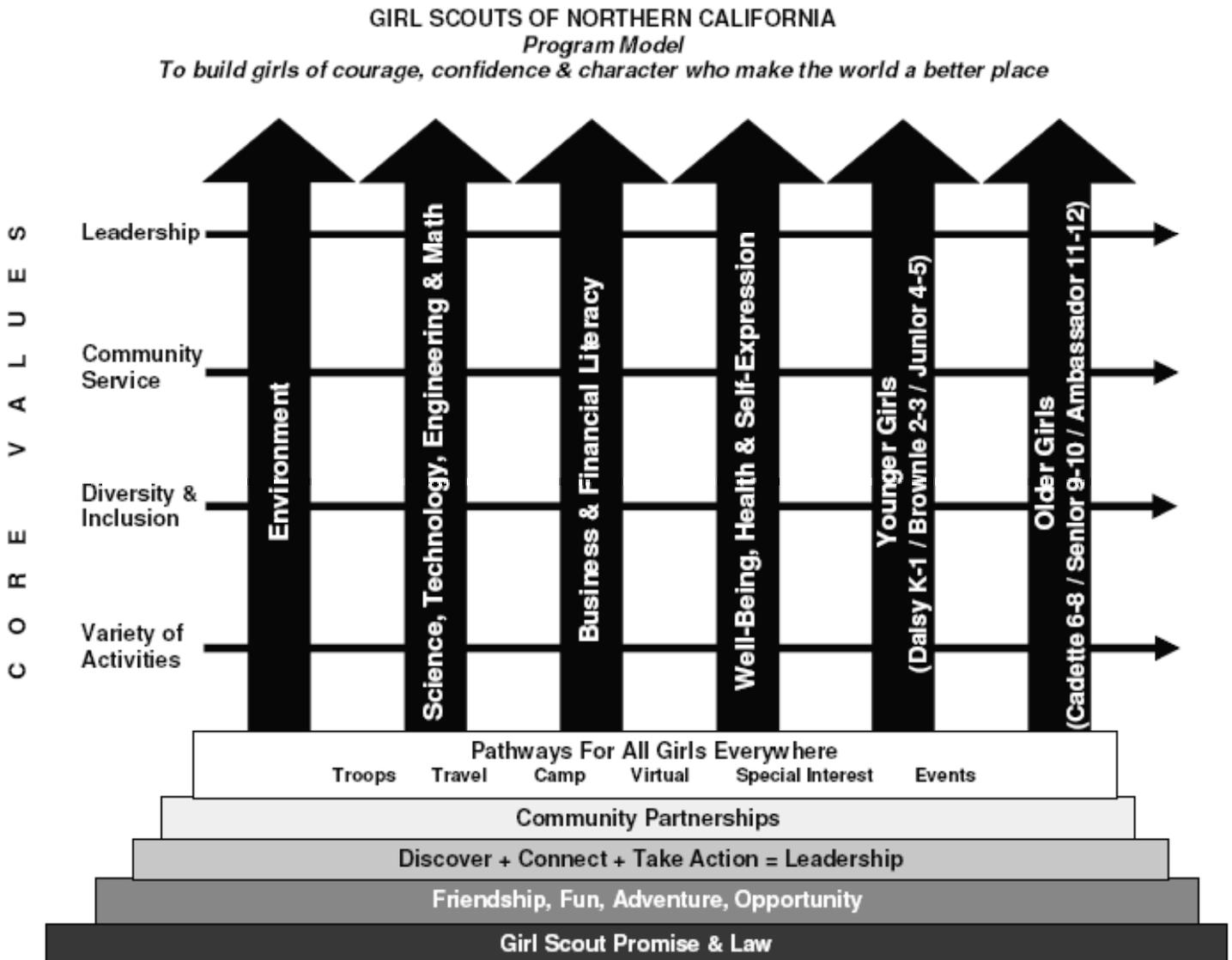
Goal 1: Sustainable Growth. Grow membership at a rate that is consistent with our success in increasing funding, engaging volunteers and building vibrant programs and pathways for all girls everywhere. Sustainable growth will fuel our future.

Goal 2: Diversity and Inclusion Our council embraces the diversity of the communities we serve and is welcoming to all. We will increase participation in Girl Scout programs by African American, Asian, Hispanic and Native American girls and volunteers, and, through funded programs in our core program areas and expand outreach to underserved communities.

Goal 3: Vibrant Programs Build vibrant programs that are fun and engaging for girls and relevant to our communities – based on a foundation of fun, adventure and opportunity for girls, strong community partnerships and pathways, and united by core values of Leadership, Community Service, Diversity and Inclusion, and Variety of Activities.

Goal 4: Engaged Volunteers Simplify and customize the volunteer experience.

Goal 5: Financial Strength Strengthen resources to support the council’s stability, operations, programs, pathways and outreach.





# Girl Scout Badge Depots and Equipment Retailers

Call for stock and availability.

## Equipment Retailers

*Equipment Retailers are non-Girl Scout retail locations who stock council I.D. strips, troop numbers, and Girl Scout badges for all grade levels.*

### Appletree Uniforms

2063 Grant Road  
Los Altos, CA 94024  
(650) 691-9353

### A Wee Change

1555A Palos Verdes Mall  
Walnut Creek, CA 94597  
(925) 930-8442

### Baby Warehouse

368 Petaluma Blvd. North  
Petaluma, CA 94954  
(707) 763-8852

### Classic Design

1551 Taraval Street  
San Francisco, CA 94116  
(415) 661-4700

### Consignment Treasures

4673A Clayton Road  
Concord, CA 94521  
(925) 671-7002

### Dom's Outdoor Outfitter

1870 First Street  
Livermore, CA 94550  
(925) 447-9629

### Ducummon's Sporting Goods

3117 Alum Rock Ave.  
San Jose, CA 95127  
(408) 923-2340

### Goetz Bros.

2629 Broadway  
Redwood City, CA 94063  
(650) 366-4082

There are many ways to get the Girl Scout materials you need. **GSNC Retail Stores** are located throughout the Girl Scouts of Northern California Council in **San Jose, Oakland, Santa Rosa, Fairfield, Chico, Redding and Eureka.**

Visit [www.GirlScoutsNorCal.org/stores](http://www.GirlScoutsNorCal.org/stores) for more information!

Visit the Girl Scouts of Northern California **Online Store** at <http://store.GirlScoutsNorCal.org>.

**Store Hours** vary from location to location.

Visit [www.GirlScoutsNorCal.org/stores](http://www.GirlScoutsNorCal.org/stores) or contact your local store for hours of operation and holiday hours.

### Heller's For Children

514 Fourth Street  
San Rafael, CA 94901  
(415) 456-5533

### Kids 'N Cribs

6061-B Lone Tree Way  
Brentwood, CA 94513  
(925) 778-2229

### The Merry Mart

37300 Cedar Blvd.  
Newark, CA 94560  
(510) 790-6019

### The Merry Mart

33 Washington St.  
Santa Clara, CA 95050  
(408) 296-0423

### Napa Valley Emporium

1260 Napa Town Center  
Napa, CA 94559  
(707) 253-7177

### Second Time Around

948 Texas Street  
Fairfield, CA 94533  
(707) 425-5325

### The Small Fry Shop

155D Railroad Ave.  
Danville, CA 94526  
(925) 838-8885

### Sport Chalet

4500 Rosewood Drive  
Pleasanton, CA 94588  
(925) 225-0708

### Sport Chalet

1621 E. Monte Vista Avenue  
Vacaville, CA 95688  
(707) 447-8092

### Sport Shack

8881 Muraoka Drive #1  
Gilroy, CA 95020  
(408) 781-4186

### Star Education Supply

10512 San Pablo Ave.  
El Cerrito, CA 94530  
(510) 525-6185

### Talbot's Toyland

445 South B Street  
San Mateo, CA 94401  
(650) 931-8100

### Upsy Daisy

542 Center Avenue  
Martinez, CA 94553  
(925) 335-9870

## Badge Depots

*Badge Depots are volunteer residences who stock limited quantities of Girl Scout badges for Girl Scouts in their area.*

### Pacifica

Barbara Galli  
324 Keith Avenue  
Pacifica, CA 94044  
(650) 355-4241

### Oakley

Yvonne Fee  
3330-A Main Street  
Oakley, CA 93461  
(925) 625-2879

## Camp & Property Locations

SITE	DAY USE	OVERNIGHT	KITCHEN	POOL	HIKING	BBQ PIT	CAMPFIRE CIRCLE	SHOWERS	SLEEPING ARRANGEMENTS	CAPACITY	RENTAL AVAILABILITY	CONTACT FOR RESERVATIONS
<b>NORTH COAST</b>												
Main Office—Santa Rosa	X	X	X				X		Meeting room	10 night 30 meeting	Year round when not used by council	707-544-5472
Rohnert Park	X	X	X						Meeting room	10 night 30 meeting	Year round when not used by council	707-795-3996
Eureka Program Center	X	X	X					X	2 Meeting rooms, 5 Beds	15 night	Limited use	707-443-6641
<b>NORTH CENTRAL</b>												
The Cove: Napa	X	X			X		X		Tent site, shelters	24-140	Limited season, when not used by council	707-864-8787
A Girl's Place: Fairfield	X		X						Meeting rooms	10-30	Year round when not used by council	707-864-8787
Redding Office	X		X							25	Year round when not used by council	530-221-6180
Red Bluff Service Center	X	X	X							49 night 40 meeting	Year round when not used by council	530-528-8655
<b>SF GREATER BAY AREA</b>												
Arequipa: Fairfax	X	X	X	X	X		X	X	Camp site, building	34 night 150 day	Year round	510-562-8470 Ext 112
Bothin: Fairfax	X	X	X	X	X		X	X	Buildings, tent cabins,	206 night 300 day	Aug. – May	510-562-8470 Ext 112
Butano Creek: Pescadero	X	X	X		X		X	X	Buildings, tent cabins, sleeping platforms	163 night 260 day	Year round when not used by council	510-562-8470 Ext 112
Sugar Pine: Arnold		X	X					X	Buildings	90 night	Sept-May	510-562-8470 Ext 112
Hayward Cabin	X	X	X						Building	30 night 90 day	Year round	510-562-8470 Ext 112
Ida Smith: San Francisco	X	X	X				X				Year round	510-562-8470 Ext 112
Twin Canyon: Lafayette	X	X	X	X	X		X		Building, camp sites	90 night 225 day	Sept - May	510-562-8470 Ext 112
Hidden Falls: Soquel	X	X	X	X	X		X	X	Sleeping Shelters or tent sites or House of Friendship	Up to 200	Fall and spring only	510-562-8470 Ext 112
Sky/ark Ranch: Pescadero	X	X	X		X		X	X	Platforms tents	Up to 200	Fall and spring only	510-562-8470 Ext 112
Lou Henry Hoover: Palo Alto	X	X	X						Building, meeting rooms	30 night 245 day	Year round when not used by council	510-562-8470 Ext 112
Rainbow's End: San Jose	X	X	X				X		Building, meeting rooms	30 night	Year round when not used by council	510-562-8470 Ext 112

## PROPERTY RESERVATIONS

Discover the fun of camping with your friends! Girl Scout groups can enjoy special getaways at the council properties located throughout Northern California. Experience the adventure of cooking out, sleeping in a cabin or tent, gazing at the stars or learning about nature. Each council site offers something different.

Service units and large groups may rent entire campsites for their events, and smaller groups can plan their own special trips by renting unit areas. Non Girl Scout groups can also rent our facilities.

To get more information or to make a reservation visit [www.GirlScoutsNorCal.org/property](http://www.GirlScoutsNorCal.org/property) or call the Property Reservation Specialist at **(510) 562-8470 ext. 112 or (800) 447-4475 ext. 112.**

Troops may make reservations up to six months in advance, Service Units up to nine months. Groups must consist of at least 60% registered Girl Scouts to qualify for the rates listed. Other groups may rent the facilities for an additional fee.

Overnight capacities at each site are based on several factors, including American Camping Association safety standards.

## COUNCIL PUBLICATIONS

Girl Scouts of Northern California offers a variety of publications to inform girls, adults, volunteers, donors, funders, staff, and community partners of our program events, membership plans, and council business. Following is a listing of council publications:

### Printed Materials

*Council Resource Guide* - This booklet

*Choices* - The activity guide for girls grades K-12 listing program events throughout the council

*CampRocks!* - Camp Brochure

*Inspire* - Donor newsletter mailed to all donors

*Council Annual Report* - Mailed to all donors

### Electronic/Online Materials

Council Annual Report - available on our council website

Council websites:

**[www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)**

**[www.GirlScoutsSaveTheBay.org](http://www.GirlScoutsSaveTheBay.org)**

**[www.CampRocks.org](http://www.CampRocks.org)**

E Council (access through council website). Use to register for all program events and training courses.

Monday Mailing – Sign up on our council website to receive this electronic newsletter for Girl Scout volunteers. There are several editions with local announcements, events, service projects, and more for each area.

Cool Upcoming Events Newsletter – (Previously known as Older Girl E-Newsletter) Lists upcoming events for older girls and is sent to girls in grades 6-12 and volunteers who work with girls grades 6-12. Sign up to receive CUE at **[www.GirlScoutsNorCal.org/cue](http://www.GirlScoutsNorCal.org/cue)**

Update from Marina – The electronic message from our council CEO, Marina Park, is sent to all registered adults and girls in grades 6-12.

## HOW ARE DECISIONS MADE?

Two categories of decisions are made in the Girl Scout organization - governance decisions and operational decisions. Both types of decisions are based on the belief that people should have a voice in major decisions that will have an effect on all or a large part of the membership. See chart on following page for more information.

	<u>Governance</u>	<u>Operational</u>
<p>What types of decisions are made?</p>	<p>Governance decisions are broad policy decisions made by the board of directors to provide stability within the council and to give direction for the way Girl Scouting is implemented in the council jurisdiction. Governance decisions relate to strategic planning, fund development, fiduciary oversight, selection and evaluation of the Chief Executive Officer, and organizational performance appraisal.</p> <p>Council delegates attend our council's annual meeting, vote on any amendments to our Council Bylaws and elect the Board of Directors and our national delegates and alternate delegates to the National Council of GSUSA.</p>	<p>Operational decisions relate to annual planning, budgeting, the selection, placement, and supervision of operational volunteers and staff, the development of systems to ensure the effective delivery of Girl Scout program to all girls within the jurisdiction, oversight of fiscal and physical resources, and the implementation of policies and standards established by the board of directors.</p>
<p>Who makes the decisions?</p>	<p><b>Board of Directors:</b> The following volunteers make up the Board of Directors:</p> <p>Officers:</p> <ul style="list-style-type: none"> <li>President</li> <li>First Vice President</li> <li>Second Vice President</li> <li>Third Vice President</li> </ul> <p style="text-align: center;"><small>Secretary</small></p> <p>Treasurer</p> <p>Directors at Large (including 2 girl members)</p> <p>The Board of Directors is nominated by the Board Development Committee, a group of volunteers who take great care to make sure that the Board of Directors represent the council in terms of geographic representation, as well as demographically.</p> <p><b>Council Delegates:</b> Each of our thirteen regions may elect up to seven delegates, including at least one girl member. Remaining nominees may be elected to serve as alternate delegates. Visit the council website at <a href="http://www.GirlScoutsNorCal.org">www.GirlScoutsNorCal.org</a> for more information about our Board of Directors and Council Delegates</p> <p><b>Community Advisory Boards:</b> The Board of Directors has established a Board Community Advisory Oversight Committee ("BCAOC") that develops Community Advisory Boards ("CABs") to support the Board of Directors in developing strategy and representing Girl Scouts in the local communities we serve. The BCAOC is forming CABs whose members include both Girl Scout volunteers and community members who want to support the Girl Scout mission in their communities.</p>	<p>Operational decisions are made by the Chief Executive Officer and are concerned with the organization and management of all operational work within the framework of the council's goals. They are based on governance decisions made by the Board of Directors, as well as reflecting input from volunteers and staff who bring ideas from their experience.</p>

# VOLUNTEERS

## In this section:

**Volunteer Management Policies**

**Volunteer Screening Process**

**Adult Learning (Training) Requirements**

**How to Register for Adult Learning Courses**

**Adult Recognition**

Girl Scouts of Northern California is governed by the policies of Girl Scouts of the USA (GSUSA) as stated in the Blue Book of Basic Documents, 2003 edition and the Volunteer Management Policies stated below. The goal of the Girl Scouts of Northern California is to provide beneficial and safe program for girls.

## VOLUNTEER MANAGEMENT POLICIES

**The Girl Scouts of Northern California Board of Directors has adopted the following as policy:**

### Safety-Wise

Volunteers and participants in the Girl Scout program should familiarize themselves with Safety-Wise, which outlines the guidelines and checkpoints for maintaining a safe environment in which to conduct Girl Scout activities. All activities should be conducted following the activity checkpoints in Safety-Wise, and any additional guidelines listed in the Girl Scouts of Northern California Safety-Wise notes, or following state or federal laws, whichever is most stringent. Where no specific activity checkpoints or laws are stated, the guidelines of Girl Scouts of the USA and the policies and procedures of Girl Scouts of Northern California are recognized as the authority on the specific activity as an acceptable practice.

### Equal Opportunity/Affirmative Action

Girl Scouts of Northern California seeks to offer volunteer opportunities to all adults, age 18 and up, regardless of race, color, creed, gender, religion, age, disability, sexual orientation, gender identity, national origin, ancestry, veteran status, citizenship, pregnancy, childbirth or other related medical condition, marital status or any other classification protected by federal, state or local laws or ordinances. Adult volunteers are selected on the basis of ability to perform the volunteer tasks, willingness and availability to participate in training for the position and acceptance of the principles and beliefs of Girl Scouting. All girls and adults who meet the membership requirements will not be denied access to the program. Annually we review our Affirmative Action Program to monitor progress toward our council goal. Girl Scouts of Northern California is committed to the Affirmative Action policies of GSUSA and our local Affirmative Action Policy as set forth in this paragraph. The Council will endeavor, through targeted recruitment efforts, to enroll and train adult volunteers of culturally, racially and ethnically diverse backgrounds. The council is committed to assuring equal opportunity and equal consideration to all applicants. In most cases, a written agreement will be completed at

the time of appointment, which will include a term of appointment, specific expectations for tasks, and signatures of the volunteer and her/his supervisor.

Girl Scout volunteers who are diagnosed with HIV/AIDS are treated no differently than those with any other catastrophic illness. They are subject to Girl Scout volunteer policies and practices in the same manner as other volunteers.

Male volunteers are welcomed to the organization to serve in accordance with standards established in Safety-Wise. Girl Scouts of Northern California believes that female role models are especially important to girls as they develop the decision-making and planning abilities they will need as women. Therefore, when men serve in troop/group leadership roles, they do so as assistant leaders or co-leaders with female leaders.

### Harassment

All girl members, volunteers and employees in Girl Scouts of Northern California are entitled to work in an environment free of harassment in all forms including sexual, verbal, and physical harassment. Girl Scouts of Northern California maintains a strict policy prohibiting harassment of all forms. Council policy and equal opportunity law prohibit harassment on the basis of race, color, creed, gender, religion, age, disability, sexual orientation, gender identity, national origin, ancestry, veteran status, citizenship, pregnancy, childbirth or other related medical condition, marital status or any other classification protected by federal, state or local laws or ordinances.

### Volunteer Conduct

Standards outlining acceptable conduct of volunteers are important for the orderly operation of any organization and for the benefit and protection of the rights and safety of all the members. Volunteers are expected to abide by the Girl Scout Promise and Law and all policies, standards and practices established by Girl Scouts of Northern California and GSUSA. Inappropriate conduct may result in revoking volunteer status. Some examples of unacceptable conduct are identified below:

- Possession of alcohol or any controlled substance at a Girl Scout event where girls are present, or while on Girl Scouts of Northern California premises (unless at an adult event) or participation in Girl Scout activities under the influence of alcohol or any controlled substance, unless as prescribed by a personal physician.
- Smoking in areas designated as non-smoking areas or any place girl members are present.
- Bringing dangerous or unauthorized materials such as explosives, firearms and other similar items onto council properties or to Girl Scout activities unless such items are part of the program and are under strict supervision and control.
- Failure to comply with California State Law requiring the driver and each passenger to be restrained by a separate safety belt when a passenger car, truck or van is being used.
- Failure to comply with California State Law regarding the use of car seats for children, and the use of cell phones or

other electronic devices without a hands-free device while driving.

- Failure to comply with the American Academy of Pediatrics and the National Highway Traffic Safety Administration guidelines which prohibit children under 12 years of age from riding in the front seat of a car equipped with air bags.
- Falsifying or making material omissions in Council records.
- Misappropriation of any Girl Scout funds.
- Theft or inappropriate removal of property that belongs to or is in the possession of Girl Scouts of Northern California, council employees, girl members or visitors, and/or malicious or willful destruction or damage to such.
- Soliciting or accepting gratuities for personal gain or benefit.
- Violation of federal, state, or local laws.

Girl Scouts of Northern California reserves the right to release any volunteer from service if, in the sole discretion of the Girl Scouts of Northern California, the volunteer's actions are inconsistent with Girl Scout policies, principles, or procedures.

Adult volunteers are responsible for informing parents and others participating in Girl Scout activities of the standards of acceptable conduct.

### Grievance Process

A grievance is a complaint regarding the application of policies and procedures. The grievance process is set up for handling these complaints in an orderly and fair manner. All council adults should seek resolution to problems through open communications and informal discussions.

If a volunteer has a concern or conflict, they should take it to the person involved first and negotiate for a mutually beneficial resolution.

If informal communications fail, the people involved should meet with their volunteer supervisor. The parties should try to resolve the conflict and specify the specific steps necessary.

If this does not solve the problem, the appropriate staff member should be contacted to provide assistance. (If the staff member is involved in the problem, that person's supervisor should be contacted.)

If the volunteer still feels that the situation is not adequately resolved, the issue may be taken to the Chief Officer for the department involved who will make a final decision on the conflict and see that the decision is implemented. All decisions should be documented, and each party should sign the agreement and keep a copy.

### Child Abuse Reporting

Girl Scout volunteers have a moral responsibility to report known or suspected cases of child abuse to Child Protective Service. If a volunteer is told or suspects that a child has been abused she/he may report this information to the council staff member assigned to her/his area for assistance with the report to Child Protective Services. Staff are mandated reporters and must ensure that a report is filed. California law

defines an abused child as one who is any one or more of the following:

- Physically abused
- Sexually molested
- Emotionally neglected or abused
- Under constant verbal attack or torment
- Without proper food, clothing, or shelter
- Left alone for long periods of time

### Volunteer Suspected/Accused of Abusing Children

In the event that a Girl Scout volunteer is formally accused of, charged with, or under investigation by authorities for the crime of child abuse, the following procedures will be followed.

A volunteer so accused is required to:

- Suspend all Girl Scout activities and duties until the matter has been resolved.
- Turn over all monies, materials, and records to a designated representative of the council until the matter is resolved.

The accused is considered innocent until proven guilty.

### Registered Sex Offenders, Those Living in Households with Registered Sex Offenders

Registered sex offenders or those living in households with registered sex offenders are expressly prohibited from serving as Girl Scout volunteers.

### Adult Screening

A screening process for volunteers has been established for the safety of our girl members and the protection of our adult members. All volunteers must complete the screening process as established by the council for the specific role they will assume or have assumed.

### Adult Education/Training

All volunteers with primary responsibility for working with girls must be adequately trained for the position they will assume or have assumed in accordance with guidelines established by the council. Basic training that is designated as mandatory for the position must be completed within a specified time frame. Training will ensure that each volunteer has the knowledge and skills needed to be successful in her or his work.

### Drivers

Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license, carry the minimum insurance required by law and have completed screening procedures for drivers established by the council. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.

## VOLUNTEER SCREENING PROCESS

Before any volunteer can work directly with girls, information about girls, money, OR DRIVE with Girl Scouts in their vehicles, they must have completed the following procedures:

Please mail or fax everything to the Adult Screening Specialist at your local office.

### Please send us:

1. Completed Volunteer Application Form
2. Provide a fingerprint clearance (required for volunteers in Santa Clara County) For more information on fingerprint clearance contact the Volunteer Services Coordinator at **408-287-8662 ext. 243**

OR

Three completed Volunteer Reference Inquiry Forms. References must be completed by a person over 18 and not related to you. Volunteer Reference Inquiry Forms must be mailed directly to the council office nearest you by the person who completed the form for you.

### Please give to Troop/Group Leader:

1. Your Driver Information Form. A copy of this form should be retained by the Troop/Group Leader and reviewed and updated on an ongoing basis to verify that the Driver's License and Insurance information remains current and accurate whenever the volunteer will drive with Girl Scouts in her/his vehicle. This form is not required for completion of the packet unless you will drive girls.

## Instructions for completing the packet:

Each volunteer must complete and submit all required forms on an individual basis (do not combine two people on one set of forms). Each volunteer must have her/his own complete set of forms to ensure privacy of information.

Unless you have verified with the appropriate service unit personnel, do not assume that your paperwork is complete! It is the responsibility of each volunteer to make certain all paperwork is completed and returned to the council office. Check with your troop leader or the Adult Development Department at the nearest council office.

Name and/or address changes: Please notify the council registrar and/or the Adult Development Director of any changes so that your file can be updated. This also means that, should you begin using a hyphenated last name or change your last name, it is necessary to notify the council. All paperwork turned in should reflect exactly the same first and last names and addresses.

Girl Scout membership registration is not mandatory unless the volunteer will work directly with girls (or drive them), information about girls, or money. However, registered adult members are automatically covered with the Girl Scout Activity Accident Insurance for the entire year. It is recommended that all adults who will participate in any meetings or activities be registered; if you are NOT REGISTERED, your troop/group MUST purchase additional insurance for each event at which you volunteer.

Adult/Volunteer Screening Packet and forms are also available at [www.GirlScoutsNorCal.org/screening](http://www.GirlScoutsNorCal.org/screening).

Volunteer Screening Matrix: What paperwork is required?				
	Girl Scout Membership Registration	Volunteer Application	Criminal Background Check OR Three References	Driver Information Form (Retained by Group Leader)
<b>Volunteer who will not attend any Girl Scout meetings or activities and who will not work directly with girls, information about girls, or manage money:</b> Could include: Troop/Group Field Trip Coordinator Troop/Group Phone Tree Volunteer Troop/Group Snack Coordinator Troop/Group Transportation coordinator Committee members Speakers or presenters for meetings				
<b>Volunteer who will attend Girl Scout meetings or activities, but will not work directly with girls, information about girls, or money</b> Could include: Troop/Group meeting helper (one day) – will not be counted as adult coverage per <i>Safety-Wise</i> Troop/Group committee member Clerical/Office help Service Unit Positions who do not work directly with girls, paperwork about girls, or money NOTE: (registration not required but strongly encouraged so that additional insurance does not have to be purchased)	X			
<b>Volunteer who has direct contact and supervision of girls, manages money or has access to sensitive information:</b> Could include: Adult who will be included in <i>Safety-Wise</i> ratios for supervision of girls Cookie or Fall Sale Manager – Troop or Service Unit Council Learning Facilitator (Trainer) Event Director Field trip or overnight chaperone First Aid certified volunteer Registrar – troop/group or service unit Service Unit positions who work directly with girls, information about girls OR money Treasurer – troop/group or service unit Troop/Group Co-Op Leader Troop/Group Leader	X	X	X	
<b>Drivers – adults who will drive girls on any field trip</b> Drivers must be at least 21 years of age. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception.	X	X	X	X

## ADULT LEARNING/TRAINING REQUIREMENTS

Please see E-council for complete course descriptions

	When?	Required? Who?
<b>CORE LEADERSHIP SERIES:</b>		
GSUSA Orientation Online or Home Study	Before meeting with girls	Full core series (four courses) <b>required</b> of at least one adult <i>in attendance</i> at every troop meeting/outing
Getting Started In Person, Online, or Home Study	Before meeting with girls	
Safety-Wise Online or Home Study	Before meeting with girls	
Leadership Essentials In Person, Online or Home Study	Within 4 months of appointment as a Girl Scout volunteer	
Leadership Trainings for levels: (GS Daisy, GS Brownie, GS Junior, Teen Advisor) In Person, Online, or Home Study	As soon as possible	<b>Highly recommended</b> for at least one adult <i>in attendance</i> at every troop meeting/outing
<b>OUTDOOR &amp; TRAVELING SERIES:</b>		
Travel Troop: Extended	When planning trips of 3 days or longer, national and international trips	Not required, but highly recommended for troops planning a trip of 3 days or longer, national and international trips
Backyard Basics	Before troop has first outdoor experience	Not required; recommended that at least one adult take this course or Troop Camping Certification (TCC) before first indoor or local backyard overnight (info from this course will be repeated in more depth in TCC.)
Troop Camping Certification	Before troop cooks OR sleeps outdoors (or in shelters without electricity OR indoor plumbing)	<b>Required</b> of at least one adult who will attend outing and who is involved in the planning process for the trip
Advanced Camping	Before primitive camping or backpacking	<b>Required</b> of at least one adult who will go on the trip with the troop and who is involved in the planning process
Event Director	Before event	<b>Required</b> of at least one adult for any event or camporee serving more than 50 girls.
<b>HEALTH &amp; SAFETY SERIES:</b>		
CPR & First Aid Level 1	Before <b>specified activities</b> as outlined in <i>Safety-Wise</i>	<b>Required</b> of at least one adult in attendance <b>for certain activities</b> per <i>Safety-Wise</i> (Generally not needed for regular meetings, but required for many trips/outings)
First Aid Level 2	Before <b>specified activities</b> as outlined in <i>Safety-Wise</i>	<b>Required</b> of at least one adult in attendance <b>for certain activities</b> per <i>Safety-Wise</i>

# ADULT LEARNING COURSES (TRAINING): How to Register

First, decide which courses you will take. For full course descriptions check our council web site at [www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org). You may browse the Master Calendar on the website or click on the E Council link for course offerings, or phone (800) 447-4475 to ask our Adult Development Coordinator to mail a calendar to you.

You must register in advance for training courses. Our volunteer facilitator/trainers plan and bring materials based on the number of registered participants. Also, only registered participants are notified of occasional cancellations or last minute changes in location.

## IN-PERSON CLASSES

Use one of the three methods below to register for your classes.

### Online Registration (preferred method)

Register for training on our council web site at [www.GirlScoutsNorCal.org/training](http://www.GirlScoutsNorCal.org/training). You can browse training requirements and then use the online training calendar to search for upcoming course offerings in all three council regions. When you find a class you'd like to take, click on the course title for registration instructions.



### Mail

Mail or hand-deliver the registration form (and any payments) to:

Adult Development Department  
Girl Scouts of Northern California  
PO Box 2249  
Oakland, CA 94621-0149



### Fax

Fax registration form to (510) 638-5682



## HOME STUDY CLASSES

Download from the council website or phone your local Adult Development Department to have the materials mailed to you.

Once you have registered for your class, you will receive confirmation by e-mail or regular mail with the specific location of the course. If you do not receive a confirmation, please contact us.

### What to Bring

Check the course description or your course confirmation.

For Leadership Essentials, please bring the girl and adult Journey Books for the grade level of the girls you work with.

Water or other beverage (optional).



Please note that we do not accept registrations for classes over the phone.

Appreciation is an ongoing, everyday process for anyone, anywhere, anytime. Showing appreciation for one another is a good way to show respect and it helps build commitment. Recognition is a more formal acknowledgement and a tangible reminder of the rewarding relationships between people and Girl Scouting.

The GSUSA (Girl Scouts of United States of America) adult recognitions system is designed to be a valuable component of every council's volunteer support system. It offers tangible, visible awards with criteria and requirements, making it a very special recognition for the recipient.

Who deserves recognition? Anyone whose service goes above and beyond the position description, who exceeds expectations, whose contributions are significant, who is a model of outstanding performance. Do you know someone or a group like this? Are you looking for a way to show them appreciation and give them recognition for their efforts?

There are 5 levels of recognition in Girl Scouting:

Thank-You's (notes, certificates, small tokens, etc.)

Earned Recognition (Years of Service, Years of Membership, Leadership Development Pin)

Service Unit Recognition

Girl Scouts of Northern California (Council) Recognition

GSUSA National Recognition

The award criteria, nomination process and forms are available on our website:

[www.GirlScoutsNorCal.org/adultrecognition](http://www.GirlScoutsNorCal.org/adultrecognition)

Nominations are due in February each year.

# HEALTH & SAFETY

## In this section:

### Girl Scout Grade Levels & Adult to Girl Ratios

#### First Aid Update

#### Trips & Travel:

*Permission Forms*

*Annual Permission Forms*

*Types of Trips*

*Responsibilities for Trips*

*Finances & Budgeting for Trips*

*Trip Approval Process*

*Approved Providers*

*High-Risk Activities*

*Car Seat Laws*

*Drivers*

*Rental Vehicles*

*Commercial Buses*

*Travel Safety Alert (name tags, uniforms)*

#### Camping Activities

*Troop Camping Certification Training*

*Girl Scout Daisies*

*Campsites*

*Adult Sleeping Arrangements*

*Propane in closed areas*

*Outdoor Cooking*

#### Land Sports

*Archery*

*Challenge/Climbing/Ropes Courses*

*Orienteering*

*Skiing, Other Snow Activities*

#### Water Activities: Rafting

#### Emergency Management

#### Insurance Matters

*Requesting Additional Insurance*

NOTE: Group is the term used to apply to all gatherings of girls whether a troop or an interest group. For the purposes of this document, the term "group" is used to economize on space.

Our primary concern is always the health and safety of the girls we serve. All activities are planned and carried out in accordance with program standards and guidelines established by GSUSA in Safety-Wise. These program standards and guidelines are designed to safeguard the well-being of both girl and adult members, and ensure that program activities are appropriate for the age level of the girls participating in them. In addition, the following Safety-Wise updates and council guidelines, which take precedence over Safety-Wise (2000 ed.), should be used.

## GIRL SCOUT GRADE LEVELS & ADULT TO GIRL RATIOS

The Girl Scout Leadership Experience provides direction for Girl Scout program adapted to meet the developmental, educational, emotional, and social needs and interests of girls at six Girl Scout grade levels. The recommended troop size numbers and ratios for minimum numbers of adults present for Girl Scout activities listed below update those found in Safety-Wise.

Girl Scout grade level is determined by the current membership year, beginning October 1st. (SW Update 10/08)

Note that girls with disabilities who receive special education services may be enrolled as a Girl Scout until the age of 21. Girls should be placed with peers of their same chronological age and wear the uniform of that grade level. (SW Update 10/08)

National Standard Adult-to-Girl Ratios						
Girl Scout grade level	Grade	Group size: number of girls (minimum-optimal)	General group meetings: two nonrelated adults (at least one of whom is female) for each number of girls	Plus one adult for each additional number of girls	Events, trips, and group camping: two unrelated adults (at least one of whom is female) for each number of girls	Plus one adult for each additional number of girls
Girl Scout Daisy	Grades K-1	5-15	12	6	6	4
Girl Scout Brownie	Grades 2-3	5-25	20	8	12	6
Girl Scout Junior	Grades 4-5	5-30	25	10	16	8
Girl Scout Cadette	Grades 6-8	5-30	25	12	20	10
Girl Scout Senior	Grades 9-10	5-30	30	15	24	12
Girl Scout Ambassador	Grades 11-12	5-30	30	15	24	12

## FIRST AID UPDATES

The following items have been clarified since publication of Safety-Wise in 2000:

### First Aid Training

First-aid offerings listed on the chart on page 37 of Safety-Wise that are provided online by the sponsoring organization meet the recommendation as long as they include a face-to-face participant skills assessment. (SW Update 10/08)

### Courses for First Aid Training

For information regarding the level of First Aid training needed for different activities, please consult Safety-Wise in the individual Activity Checkpoints for the activity you will be engaging in. A list of accepted courses and providers can be found on the council website (SW update 10/08).

### Application of Lotion

Lotion should be applied without the perception of inappropriate or misunderstood behavior. It would be recommended to keep to the "safe zones" of the upper back and shoulders. Girls should be able to apply the lotion to any other area. Leaders should put the lotion on the girls' hands and make sure they apply it to themselves properly. Check the labels of these products as some need reapplication every 20 to 30 minutes. The Skin Cancer Foundation recommends a

minimal SPF (Sun Protection Factor) of 15 and notes that every person's skin has a different sun sensitivity level. (SW update 02/04)

### CPR (Cardio-Pulmonary Resuscitation) Certification for First-Aider

The person acting as First-Aider must hold a current certification in CPR for the age group for whom they are acting as the primary First-Aider. The certification for CPR must be current. (SW update 02/04)

### Dentists as First-Aiders

Dentists may serve as First-Aiders for Girl Scout groups at level 1 or level 2 as other health care providers mentioned in Safety-Wise under Courses for First Aid Training. (SW update 02/04)

### Event First-Aiders

When conducting traveling or station events where there is a considerable distance between stations, event organizers should consider having first aiders with each group. An example of this type of event would be if a council is using the public train system of their town to transport the girls between the public pool, the museum and ice rink for "A Day Out and About in Anywhere, USA." The groups would all have a First-Aider traveling with them during the 20-minute train

rides so as to ensure first aid is available during the entire experience. (SW update 02/04)

### Latex Gloves Substitutes

Due to a potential for extreme allergic reactions to latex, Girl Scouts of the USA recommends the use of vinyl or nitrile gloves for first aid, arts and crafts or whenever such barriers are used. (SW update 02/04)

## TRIPS & TRAVEL

A Girl Scout trip is an opportunity for girls to have fun, to experience adventure, and to enrich their ongoing Girl Scout program. Sometimes a trip is the culmination of a progression of activities that the girls are already engaged in. A trip is defined as any time a group has an activity at a location other than the regularly scheduled meeting place. If the group will start and end at the regular meeting location, but will walk to a local park or other destination, this activity is not defined as a trip.

Safety Wise should be consulted first when planning any trip. Safety-Wise will help determine if troops are ready to participate in Troop Travel and Trips. Safety and money earning procedures are also available in this resource.

### Permission Forms:

Permission forms should be used when

Activities are held at a different place than regularly scheduled meetings

OR

Activities are held on a different day or time than regularly scheduled meetings

OR

Activities involve unusual physical risks

OR

Activities involve sensitive or controversial issues

### Annual Permission Forms:

Girl Scouts of Northern California allows the use of the Annual Permission Form to be used if the activity:

Is located within one hour's driving time of the regular meeting place

Does not exceed 6 hours

Is not considered high-risk as outlined in Safety-Wise.

Note that the use of this form does not release the adult volunteers in the troop/group from the responsibility to effectively communicate with every family regarding the nature and logistics of the trip. If there is any possibility of a miscommunication with a family which could result in a girl being mistakenly left unsupervised or a parent not knowing the whereabouts of their child, it is recommended that a written permission form be used for the activity.

## Responsibilities for Trips

### COUNCIL RESPONSIBILITY

Approval is required for all trips outside of your immediate local area. Approval for trips outside the boundaries of Girl Scouts of Northern California, trips longer than two nights, or a trip where any part of the program activities involve physical risk, must be obtained from the Council at least four weeks before the planned trip. International trips must be approved at least one year before the planned trip. Approvals for trips lasting two nights or less where there are no high-risk activities are obtained through the service unit at least two weeks before the planned trip.

### SERVICE UNIT RESPONSIBILITY

Service Units are responsible for approving trips that do not involve high risk, are within Girl Scouts of Northern California boundaries, and are no more than two nights.

### PARENT RESPONSIBILITY

Parents must be made aware of the group's plans and obligations in regards to money-earning projects, safety, and legal considerations for the trip. Parents are responsible for meeting all deadlines for any health exams, immunizations, as well as financial responsibilities.

### TROOP RESPONSIBILITY

Troops representing GSNC are expected to behave in a responsible and safe manner at all times.

### FINANCES & BUDGETING FOR TRIPS

#### *Troop Money Earning*

In all money earning, the troop must follow GSUSA and Girl Scouts of Northern California policy. Be certain that everyone understands that it is troop money, and does not belong to individual members. If a girl drops out from the trip, she forfeits any portion of the trip funds she helped to earn, and all money is kept in troop funds.

#### *Budgeting*

Girl Scout trips should be affordable to all the girls in the troop. Parent support is essential. Be sure to discuss travel plans, budgeting and money-earning projects with parents before finalizing plans. The girls must be involved in all financial decisions. When making the budget, be sure to calculate everything. Some examples are: event registration, admission, postage, duplication of materials, transportation, parking, gas, insurance, lodging, food, and souvenirs. Indicate the amount paid by the troop and the amount paid by each girl.

#### *Signed Agreements*

All contracts or agreements for use of facilities or program activities must be signed by a council representative. Please allow at least two weeks prior to the date you need the signed agreement.

Insurance is required for any non-members who will be attending any event planned by Girl Scouts. If the trip is longer than 2 nights or involves international travel, additional insurance is required. **Please call 510-562-8470 ext 202 or (800) 447-4475 ext. 202 or [insurance@GirlScoutsNorCal.org](mailto:insurance@GirlScoutsNorCal.org)** for more insurance information.

### Approval Process

If the troop/group will go on an outing or trip or participate in any high-risk activities, the group must submit a Trip & High-Risk Activity Approval Form to the Service Unit Director or Service Unit Trip Coordinator:

Two weeks prior if the activity does not involve any high-risk activities.

Four weeks prior if there are high-risk activities, or if the trip is longer than two nights, or involves air travel.

One year prior for international trips.

If the trip or activity requires council approval, the service unit will forward the form to the council.

### Approved Providers/High Risk

For approval of a “high-risk” activity, any facilities or vendors used must be approved by GSNC. Facilities and vendors must supply the council with a Certificate of Liability for one million dollars or more naming Girl Scouts of Northern California as ADDITIONAL INSURED. Facilities and vendors must also show they comply with Safety-Wise regulations by completing a checklist provided by GSNC.

Examples of high-risk activities include backpacking, boating, rafting, tubing, kayaking, swimming, snorkeling, canoeing, sailing, windsurfing, water skiing, archery, bicycling, caving, challenge/ropes courses, climbing walls, gymnastics, horseback riding, rock climbing, skateboarding, skiing, snowboarding, vaulting (on horseback).

For more information about troop travel, trip approvals, and approved providers, **contact the Program Assistant at 510-562-8470 ext 138, or (800) 447-4475 ext. 138 [travel@GirlScoutsNorCal.org](mailto:travel@GirlScoutsNorCal.org).**

TYPE OF TRIP/ACTIVITY	EXAMPLES	APPROVAL PROCESS	RESPONSIBILITY FOR APPROVAL
<b>Field Trip</b>	Visits to parks, museums, or fire stations  Helps girls develop more complex planning skills	File Trip & High-Risk Activity Approval Form with Service Unit (2 weeks before)	Service Unit approval if no high-risk activities planned
<b>Basic Trip/ Overnight</b>	A good way to prepare girls for staying away from home  Day trips over 2 hours away, 2 night max, travel within northern California	File Trip & High-Risk Activity Approval Form with Service Unit (2 weeks before)	Service Unit approval with no high risk activities planned
<b>Extended Trip</b>	3 or more nights, or involves air travel, or outside northern California  These trips require planning and money-earning	File Trip & High-Risk Activity Approval Form with Service Unit (4 weeks before)	Council approval required. Service Unit will forward Approval Form to the council
<b>High Risk Activity</b>	Any activity involving physical risk including backpacking, boating, rafting, tubing, kayaking, swimming, snorkeling, canoeing, sailing, windsurfing, water skiing, archery, bicycling, caving, challenge/ropes courses, climbing walls, gymnastics, horseback riding, rock climbing, skateboarding, skiing, snowboarding, vaulting (on horseback).	File Trip & High-Risk Activity Approval Form with Service Unit (4 weeks before)	Council approval required. Service Unit will forward Approval Form to the council
<b>International Trip</b>	Travel outside the country, trips to GS centers, places of interest  These trips require months of planning, money-earning, and support	File Trip & High-Risk Activity Approval Form with Service Unit (One year or more before)	Council approval required. Service Unit will forward Approval Form to the council

### California Car Seat Laws

Current laws regarding car safety seats for children must be followed. In addition, children under 12 must be in a rear seat (may not ride in a front seat because of air bags).

### Drivers

Drivers for Girl Scout activities must be at least 21 years of age, have a valid driver's license and carry the minimum insurance required by law, and have completed screening procedures for drivers established by the council. Under limited circumstances, drivers between the ages of 18 and 21 may receive a written exception to this requirement from the council and must comply with all conditions specified for such exception. On field trips, a man may act as a driver, but must never have one girl in the car alone with him except for his own daughter.

Registered girl members of the current year may not act as drivers for Girl Scout activities. It may be assumed that Girl Scout activities begin when custody of the participant takes place. To be specific, if travel is part of the activity, travel should be regulated by the Safety-Wise recommendations. (SW 02/04)

### Vehicles

The council encourages groups to transport girls in family-sized vehicles which are familiar to the drivers. Vans carrying up to 10 people are acceptable. Vans designed to carry twelve passengers may be used upon special approval if all drivers have current Class B licenses. Vans designed to carry 15 or more passengers are not approved to transport Girl Scouts in our council.

### Rental Vehicles

When rental vehicles of any kind are to be used by Girl Scouts, permission must be obtained from the Program Department. An Authorization to Rent Vehicles Form must be completed and sent to the local Program Department at least four weeks before the trip or event.

### Commercial Buses

Groups wishing to lease commercial buses must also have permission from the council Program Department. Bus companies must be approved. We require that they carry \$1 million in liability insurance, that they provide a copy of their last CHP safety inspection, that their drivers are approved to carry children, and that their drivers are part of the statewide program that monitors driving records.

### Travel Safety Alert

Avoid the wearing of clothing, pins, logos, buttons, etc. that identify the group as Americans while traveling abroad. (Uniforms can be taken to wear at special Girl Scout/Girl Guide gatherings and ceremonies.) It is not recommended that members wear name badges/tags that are visible to a casual passerby. (SW update 02/04)

### Training

If the group will be cooking outdoors OR sleeping outdoors, at least one adult who will accompany the group on the trip and who will assist the girls in their planning and preparation must have completed Troop Camping Certification. Sleeping outdoors is defined as sleeping under the stars or in any tent or shelter that does not have electricity and indoor plumbing.

### Girl Scout Daisies

Under the leadership of an adult, and with parents, guardians, or other family members participating, a Girl Scout Daisy troop may participate in an occasional overnight camping experience. Girl Scout Daisies who have completed Kindergarten may participate in traditional day camp and resident camp experiences lasting up to three nights. Girl Scout Daisies who have completed first grade may participate in resident camp experiences of four or more nights. (SW update 10/08)

### Campsites

As required in Safety-Wise, approval from the Outdoor Program Department must be obtained for all troop campsites which are NOT:

- Owned by the council

- City, county, regional, state, and national park established campsites

- Sites approved by the American Camping Association

Approval for any sites other than the above must be requested from the Outdoor Program Department at [campsites@GirlScoutsNorCal.org](mailto:campsites@GirlScoutsNorCal.org). The following information must be furnished: proof of liability insurance, number of bathrooms, fire marshal capacity and source of drinking water. Please remember that a trained adult must be present on all troop camping trips.

### Adult Sleeping Arrangements

Generally, adults should not be sleeping in tents or the same area as the girls. If the girls are not ready to be sleeping without an adult in their tents or shelters, it is recommended that the group plan a simpler trip with indoor dormitory-style sleeping.

If adults will be sleeping in the same area with the girls, more than one unrelated adult should be sleeping with more than one unrelated girl. No adult should be alone with any girl, unless she is her or his own child.

To clarify:

- A troop leader, her mother, and another unrelated female adult could sleep in a dormitory style room with more than one girl in the group.

- One adult should not sleep in a tent with girls unless they are her/his own daughters. If an adult must sleep in the tent with girls, there must be more than one unrelated adult with the group of girls.

## Specific Rules Regarding Men

For overnight events, men sleep in separate areas and have separate facilities or separate times for bathroom use.

## Use of Propane in Closed Areas

Propane heaters, lanterns and stoves should not be used inside enclosed areas unless they were manufactured with an oxygen depletion system. (SW update 02/04)

## Outdoor Cooking

The use of charcoal lighter fuel is not allowed. This fuel is extremely volatile as well as a source of air pollution. Portable cookstoves and lanterns utilizing liquid fuels requiring pressure to be pumped in manually should not be used, except for advanced camping/backpacking groups with Outdoor Program Department permission. Use of propane or butane is allowed, but not the "white gas" equipment that must be pumped manually to put it under pressure.

## LAND SPORTS

### Archery

Girl Scout Brownies can participate in some archery programs if the equipment is designed for children of that age and body size.

### Challenge/Climbing/Ropes Course Activities

Climbing is recommended for Girl Scout Daisies and Girl Scout Brownies only at facilities with equipment that is designed for that age, ability and body size.

### Orienteering

Competitive orienteering courses often require participants to operate independently. While solo competition is not recommended for inexperienced or other program age levels, girls 11-17 years of age whose skills match or exceed the demands of the course may participate in such competitions. As with all orienteering sites, there should be a clear area of safety (Safety Lane), a specific finish time and location, and a Search and Rescue procedure designed by the competition host and the Girl Scout advisor/leader. (SW update 10/08)

### Skiing and Other Snow Activities

Both downhill skiing and snowboarding should only take place in areas organized and maintained for those purposes. It is also recommended that cross country skiing take place at facilities designed for this purpose.

## WATER SPORTS

### Rafting

Rafting is allowed on whitewater no more difficult than Class IV, as defined by the American Version of the International Scale of Water Difficulty. (SW update 10/08)

## EMERGENCY MANAGEMENT

In line with recommendations from Girl Scouts of the USA, our council has developed a plan and a team to handle any emergency needing the attention of more than local troop or service unit personnel. Such emergencies are incidents of a serious nature that occur during Girl Scout activities.

### An emergency is defined as any of the following:

- A fatality or serious injury requiring urgent or emergency medical treatment
- A traffic accident involving Girl Scouts during Girl Scout activities
- An illness serious enough to require hospitalization
- Any situation which involves law enforcement officers
- Allegation of child molestation or rape
- Lost participant
- Kidnapping
- Allegation of tampering with products sold
- Threat of legal action
- Other occurrences that may have adverse media or legal implications

### If you become aware of any incident related to the above:

1. Remain as calm as possible. Find out as much information as quickly as possible about the situation.
2. Instruct someone to call 9-1-1 if needed. Obtain name and phone number of a contact person (if not yourself).
3. Give priority attention to providing all possible care for the injured. Secure emergency medical professionals, ambulance, police, and clergy as appropriate.
4. In the event of a fatality or other serious accident, notify the police. Retain a responsible person at the scene. See that no disturbance of the victim or surroundings is permitted until police have arrived.
5. Ascertain whether a parent has been notified — but if a serious injury or fatality, get direction from council emergency response team before notifying parents.
6. Activate the Council Emergency Management Team: During office hours, immediately call and report the incident to your area director. After hours (including weekends) call the council emergency numbers provided on the emergency card.
7. Refer all media inquiries (press, radio, TV) to the council Chief Communications & Development Officer at **(510) 562-8470 TTY or 1 (800) 447-4475 ext 143**.
8. Complete Incident/Injury Report Form and send to council office within 24 hours of occurrence.

Certain activities require additional insurance.

<b>PLAN 1 Accident Insurance</b>	Automatic coverage for registered members for Girl Scout event which does not exceed a total of 3 days/2 nights. You do not need to order this insurance.
<b>PLAN 2 Accident Insurance</b>	To cover participants who are NOT registered Girl Scouts and/or Girl Scouts participating in an event lasting MORE than 3 days, 2 nights. Example: If your troop is planning a trip to Disneyland, California for 5 days and 4 nights, you will need to purchase insurance for all of the registered members for the full 5 days because the trip is longer than 3 days, 2 nights.
<b>PLAN 3E Accident and Sickness Insurance</b>	This plan is recommended for trips out of state or for any other trip where sickness could occur.
<b>PLAN 3P Accident and Sickness Insurance</b>	For groups with one or more participants who do not have personal family insurance (or where personal insurance may not be honored).
<b>PLAN 3PI Accident and Sickness Insurance for International Trips</b>	For any Girl Scout group planning a trip out of the country. It should be purchased in the planning stages of the trip, after it has been approved by the council, due to certain pre-trip benefits. Call the council office to obtain detailed information on how to purchase this plan.
<b>INTERNATIONAL INBOUND Accident and Sickness Insurance for Girl Guides/Girl Scouts Visiting the USA</b>	To be purchased by groups who are hosting Girl Guides/Girl Scouts visiting the USA.

**Ordering Event Insurance:**

Troop Leaders (or other registered adults in charge of an event) may order insurance by following the instructions on our website: [www.GirlScoutsNorCal.org/insurance](http://www.GirlScoutsNorCal.org/insurance) Please take the time to become familiar with the council instructions BEFORE you try to order insurance. Please note: All enrollment forms may be printed from the Mutual of Omaha website but they may NOT be transmitted directly to the insurance company - they must be sent (with a check) to the council office for approval/signature. Please e-mail the Insurance Specialist if you have any questions at [insurance@GirlScoutsNorCal.org](mailto:insurance@GirlScoutsNorCal.org).

Mutual of Omaha is secondary insurance. The insured party's family insurance plan is primary. Mutual of Omaha pays the first \$130 of an approved claim, and will continue (after the family insurance plan has reached its coverage limit) up to a total of \$15,000 for each claim.

All requests must be received 2 weeks/10 workdays prior to the first day of your event. If you make a late request to the council, you will be asked to prepare the enrollment form and forward it with your check to the Insurance Specialist at [insurance@GirlScoutsNorCal.org](mailto:insurance@GirlScoutsNorCal.org) in time for verification, signature and mailing.

# MONEY MATTERS

## In this section:

**Definitions**  
**Options for Funding**  
**Girl Scout Product Sales Program**  
**Money Earning Guidelines**  
**Fundraising Guidelines**  
**Gifts-In-Kind Guidelines**  
**Sponsorship Guidelines**  
**Cause-Related Marketing**  
**Financial Assistance**  
**Family Partnership**  
**Employee Gifts, Matching Gifts, and United Way**  
**Your Group's Bank Account**  
**Annual Troop/Group Financial Report**  
**Financial Procedures When Groups Change**  
**Disbandment Procedures**  
**Contract Procedures**

NOTE: "Group" is the term used to apply to all gatherings of girls whether a troop or an interest group. For the purposes of this document, the term "group" is used to economize on space.

### GSNC Funding Statement

"All money raised, or earned, and other assets received in the name of and for the benefit of Girl Scouting must be authorized by a Girl Scout council and used for the purpose of Girl Scouting." - Blue Book of Basic Documents—GSUSA

Girl Scouts of Northern California has responsibility to ensure that such funds are raised and used in accordance with council policy. Money raised in the name of Girl Scouting may only be used for council-approved purposes.

### DEFINITIONS:

#### Money Earning

Activities that are planned and carried out by girls and supported by adults to earn money for the group treasury. The income from group money-earning activities never becomes the property of individual members - girls or adults - and is used to support group program activities.

#### Sponsorship

Sponsors are community organizations, businesses or individuals working in partnership with Girl Scouts to bring Girl Scouting to all girls. They may provide funding, volunteer time, equipment, or group meeting space for group activities.

#### In-Kind Donations

A gift of useful supplies, meeting space or services given in lieu of traditional cash donations to a non-profit organization.

### Fundraising

The direct solicitation of businesses, organizations or individuals asking for funds to support programs and/or activities of the organization. Fundraising is the responsibility of adults; girls are not allowed to ask for donations to fund their Girl Scout activities or to benefit other organizations.

### OPTIONS FOR FUNDING

Troops, groups, girls earning Bronze, Silver or Gold awards, and service units have several options to obtain money to fund planned activities:

1. Individual girl dues or financial investment by families
2. Girl Scout product sales (money-earning)
3. Additional money-earning activities (requires approval)
4. Fundraising Projects (adults only—requires approval)
5. Sponsorship

### GIRL SCOUTS PRODUCT SALES PROGRAM

The two money-earning activities pre-approved by the council are the Girl Scout Product Sales - the Fall Sale and the Cookie Sale. Product Sales are first and foremost programs for girls to gain skills in financial literacy and goal setting. The curriculum for these programs is designed for both personal development of the girls, and for successful money-earning to fund group activities. The money earned through this program benefits both groups as well as council-wide programs. See more about participating in the product sales on our council website.

### MONEY-EARNING GUIDELINES

If the group needs additional money to support program activities, and have already completed the two pre-approved money-earning activities (The Fall Sale & The Cookie Program), they might consider doing an additional money-earning activity. The group must file the Money-Earning Application Form which will be reviewed by your Community Development Director for approval. This form must be submitted at least four weeks prior to your proposed money-earning activity date(s) for approval. The document serves as a written plan that meets Girl Scout Program Standards and will be a positive experience for the girls with positive community visibility.

When planning money-earning activities, consider the following:

- The activity is appropriate for the girls' ages and abilities and ensures girl/adult partnership in planning and participation
- The activity meets Safety-Wise Program Standards
- Each girl who participates in the activity does so with written permission from her parent or guardian
- The activity is supervised by responsible, trained adult volunteers whose registration and volunteer paperwork is on file with the council office
- The amount raised should not exceed what is needed to support the planned and budgeted activities

### Examples of Money-Earning Activities that WILL BE approved by GSNC:

- Garage or yard sales
- Car washes
- Sales of handmade items such as baked goods or crafts
- Baby-sitting or other service-oriented activities
- Recycling aluminum cans or other materials

### Examples of Money-Earning Activities that WILL NOT be approved by GSNC:

- Sale of commercial products (This includes product demonstration parties, coupon books, candy bars, or any other non-Girl Scout products)
- Drawings, raffles or games of chance
- Activities that raise money for other organizations such as walk-a-thons, telethons or similar activities

After your activity has been approved and the girls have completed their activity/project, you need to finish the money-earning cycle and submit the Money-Earning Evaluation Form to your Community Development Director. This evaluation provides valuable feedback and experience for other groups considering money-earning activities.

#### Money-Earning: Award Program Participants

Sometimes girls earning their Gold, Silver, or Bronze Awards need additional financial resources to complete their project. The girl's adult advisor/consultant is ultimately entrusted with managing and accounting for the money of the group or individual girl, which requires accountabilities to the girls, their parents and the GSNC council. A group may decide to devote a portion of the treasury to an individual girl's project, but it must be a group decision by the girls in the group. The group must also decide on the method of deposit or disbursement of funds to support an individual girl's project.

Additional Resources: Safety-Wise Program Standards 28 - 33 on Money-Earning and Fundraising, Silver/Gold Go For It! Binder inserts.

## FUNDRAISING GUIDELINES

### Group Fundraising

GSNC maintains the official 501 (c)(3) status as a non-profit organization. Note that service units and troops are not legal entities, and are not non-profit organizations by themselves. Girl Scout adults who wish to fundraise for GSNC must work with council office staff to ensure that their solicitation is a part of the council's overall fund development plan.

GSNC has legal obligations in the solicitation of donations as a non-profit organization. Donations must be routed through the council office accounting processes to ensure proper recording and accountability to protect its non-profit status. To satisfy IRS rules and sound accounting policy, all donations of \$250 or more must be officially acknowledged by the non-profit organization.

GSNC likes to formally recognize donors in its annual report, and often donors would like to retain a record of their gift for tax purposes. Please submit donor information for a letter of acknowledgment to the fund development department.

*Reminder: Girl Scout members may not raise money for other organizations. (See Safety Wise Program Standard 33.)*

### GIFTS-IN-KIND GUIDELINES (Also known as In-Kind Gifts or GIK)

Gifts of goods or services in lieu of cash gifts are also considered donations. GSNC also retains information about these donors for recognition. Use the Gift-In-Kind Form to record information about the gift both for the group's acknowledgement to the donor, as well as additional acknowledgment by the fund development department.

GSNC has sample Gift-In-Kind solicitation and acknowledgment letters to help your group. Contact your Community Development Director or the fund development department for sample materials.

### SPONSORSHIP GUIDELINES

Community members or organizations can sponsor a group in a number of ways:

- Meeting Place
- Transportation
- Consultants
- Resource Materials
- Equipment
- Financial Support

Use the Sponsorship Agreement Form to formally document this type of partnership. This form serves as a written agreement between the sponsor and the group documenting the type and timeline of agreement. We advise that you give a copy of this form to your sponsor as well as retain a copy for the group files. You **MUST ALSO** submit a copy to the council Membership Department to keep on file. If the sponsorship is financial OR if the sponsor requires acknowledgment of their donated resources (an in-kind donation), you must submit either the Sponsorship Agreement Form or the Gift In Kind Form to your local fund development department which will formally acknowledge the gift.

### Financial Gifts Made to or Designated to Troops/ Groups

Any financial gift to the Girl Scout organization, including to a troop/group, must be officially acknowledged in accordance with IRS regulations. Gifts of \$250 or more must be acknowledged by the council office in addition to a group's donor acknowledgment. For assistance in acknowledging gifts contact the fund development department.

A donor who wishes to designate their gift or donate directly to a group should make their gift payable to the non-profit organization, Girl Scouts of Northern California, and it will be processed at the council office and paid out to the designated group. Any group requesting donations over \$500 must contact the fund development department PRIOR

to securing the gift to avoid a duplicate request. The group must also provide a written plan and budget for its proposed use of these funds. This process is reviewed annually and is subject to change.

## CAUSE-RELATED MARKETING

Many businesses prefer to support non-profit organizations through programs where they agree to donate a percentage of their sales or profits when customers bring in promotional flyers distributed by the non-profit group. This is known as cause-related marketing and not fundraising. Example: Girl Scout night at a local business or restaurant where GSNC will be the beneficiary of the proceeds from patrons on a designated date. Girl Scouts might advertise a designated date at a local business or restaurant. The business agrees to donate a percentage of proceeds based on their business sales on that date. The patrons of the business attend to support the cause (Girl Scouts) but choose to buy a product from the business or restaurant, which is therefore not considered a donation to Girl Scouts. This type of event creates good visibility for GSNC in the community while also building partnerships with local businesses. Any group wishing to solicit a local business for this type of gift should review sponsorship guidelines and contact either the local Community Development Director, their local service unit, or the fund development department to ensure that duplicate requests have not already been made in a particular community.

## FINANCIAL ASSISTANCE

Note that financial aid is available through the council office for membership dues, basic uniform and program supplies, and programs like camp or Destinations. If you have questions about financial assistance for additional program opportunities contact the Chief Program & Membership Officer in the San Jose office.

## FAMILY PARTNERSHIP

Our council's family campaign raises needed funds to support program activities and resources to all girls and leaders. GSNC does not require mandatory membership dues or fees (100% of the \$10 membership dues paid at registration is sent to the national organization, GSUSA). Currently, the council spends approximately \$300 per registered Girl Scout each year to provide program resources and services. The GSNC Family Partnership Fund is the way that families can help support not only their own daughter's participation in the program, but also such items as the Choices activity calendar, camp properties, and adult training at low-to-no cost to our volunteers, and much more. Gifts to support these efforts can be made via the Membership Registration Form, through our secure online donations web page, or sent directly to the council office. To donate, go to [www.GirlScoutsNorCal.org/donate](http://www.GirlScoutsNorCal.org/donate).

## EMPLOYEE GIFTS, MATCHING GIFTS & UNITED WAY

Many employers offer a matching program for charitable gifts or participate in employee gift programs offered through agencies such as United Way. Please make sure to

designate Girl Scouts of Northern California as your preferred gift beneficiary.

Sometimes employee gifts require additional approval by the employer in order to process gifts to GSNC. For questions or to get help with employers' forms, contact the fund development department. We can sign, verify or validate any paperwork needed to set up the gift process.

Many companies and corporations offer matching gifts or volunteer-hour matching gifts to honor and support employees. This is a great way to maximize your gift to Girl Scouts. Ask your human resources department if this is an option for you. The GSNC fund development department will assist you with any additional paperwork that the employer provides or needs.

## YOUR GROUP'S BANK ACCOUNT

Troop/group funds must be kept in a bank account opened for that purpose. If at all possible, groups are asked to set up accounts at Wells Fargo Bank. The Nonprofit Checking account at Wells Fargo offers the best value for Girl Scout troops and features:

- Free checking account with no minimum balance requirements
- Free access to Wells Fargo Business Online Banking
- ATM access
- Complimentary 1st order of checks

To open your Wells Fargo Bank Account, follow these procedures:

1. Complete the Bank Account Creation/Change form with information for at least 3 signers. Members of the same family may not be signers on the same account, and GSNC staff members cannot be signers on group accounts. It is important that all the boxes are complete. Please connect with your Service Unit Treasurer for any further guidelines within your service unit.
2. Fax the Bank Account Creation form to Anthony Hua at (925) 945-1788 using the Bank Account Fax Cover Sheet Form. Notify your Service Unit Treasurer that you have done so. Within 48 hours of receiving this information, the bank will confirm receipt by email. If you do not receive confirmation, please contact your SU Treasurer, who in turn will follow up with the bank.
3. The bank will send an "Account Application/Agreement or Addendum" which has your signers' information on it. This is the "signature card". Complete this form and mail back to the bank. If an address was not provided please ask your Service Unit Treasurer for direction.
4. Within 7-10 business days you should receive a box of checks, an ATM card that can be used for deposits and a PIN number to the card. These items will arrive separately.
5. Sign up for online banking at [www.wellsfargo.com/biz](http://www.wellsfargo.com/biz) and sign up for online statement delivery. A paper statement fee will apply if you do not sign up for electronic statements within 90 days. Due to the increases in fraudulent activities, it is strongly recommended that everyone signs up for this service, and it's free of charge.

Please note that although there is no minimum balance required for this account, an initial deposit must be made to fund the account and some funds must be kept for the account to remain active. This account will not remain open with a zero balance. Overdrawn accounts are also subject to closure and/or fees.

If you go into a branch office and they offer additional services, please inform them that you cannot participate in their programs (rewards, bill pay, etc.)

Note that occasionally certain issues arise. If any of them come up, please contact your Service Unit Treasurer and they will help you get it resolved quickly.

A monthly service charge is posted to the account. This fee will be reversed and the account will be set up as free. Statement fees will be assessed unless you sign up for online banking.

A charge for the “free checks” may be posted on the account. This fee will be reversed.

Please note that accounts set up in retail branches will create problems. In order to reduce or eliminate errors, follow the process as outlined.

If for some reason you will not be able to open your account at Wells Fargo, please contact your Community Development Director for assistance.

### **Important Information About Accounts**

Girl Scout group funds cannot be co-mingled with a personal account

Group checks are not to be imprinted with the name of the group leader/adult volunteer

All volunteers who handle money must be registered as current Girl Scout members and have completed the application and screening process

Any one of the three signers may write checks for group expenses (multiple signatures are not required).

## **ANNUAL TROOP/GROUP FINANCIAL REPORT**

By June 30, groups are required to submit a year-end financial report accompanied by a bank statement ending May 31 of that year. Groups carrying over \$500 at the end of the year should document program plans for expending the funds on the Annual Troop/Group Finance Report. These reports are randomly audited by service unit treasurers, council staff, and/or the council’s audit firm.

## **FINANCIAL PROCEDURES WHEN GROUPS CHANGE**

### **Girls Changing Groups**

If one or more girls move from one group to another group within the council, their original group account stays intact and no funds are transferred. When girls are placed/accepted into an existing group they participate in the activities planned by that group and work within the constraints of that group’s treasury.

### **Merging Groups**

If two groups merge, the funds from both groups are combined into one account.

### **Bridging Groups**

Multi-age groups with girls bridging to a new level and thus into a new group may transfer a proportionate amount of the former group funds to the new group. The former group is not considered disbanded.

### **Splitting Groups**

If a group decides to split or divide, forming one or more new groups, the funds are split in proportion to the number of girls who will be in each of the groups. The funds should be sent to the council, and a check will be written to the new group.

### **Disbandment Procedures**

A disbanded group is a group that is no longer meeting or the group has not registered for at least three months from the expiration date of the last registration. If one or more girls from a disbanding group are placed into one or several other active groups within the council, a percentage of the group funds transfers to the new group(s). This percentage is determined by dividing the total amount in the account by the number of girls in the group at the time of disbanding. This division is made regardless of an individual girl’s contribution through product sales and other money-earning means.

The apportioned amount of money per girl is transferred directly from the disbanding group bank account to the other active group(s) bank account(s) and may not be given to any individual girl or adult. The transfer of funds must take place within 60 days of the group disbanding. The council will hold all un-apportioned funds until the beginning of the next membership year but in no case less than 12 months from the date of the disband. If the group reactivates during this period, the funds will be returned to the group by written request to the council.

### **When a troop disbands:**

If the group decides not to re-register or decides to stop meeting during the membership year, the leader is to:

- Notify the Service Unit Director, Leader Support Manager, or Treasurer
- Decide how to use existing group funds. Encourage this decision to be made by the girls. Please note: “The funds are for Girl Scout activities and are not to be retained by individuals as their property” and “girls may contribute a portion of their group treasury to organizations or projects they consider worthwhile” (excerpted from Safety-Wise Program Standard #28.) Appropriate use of funds includes choosing a program activity, donation to Juliette Gordon Low World Friendship Fund or Girl Scouts of Northern California Financial Assistance Fund (helping other girls in need), purchasing Lifetime Membership for graduating high school seniors, or a donation to another organization of the girls’ choice.
- Complete the Disbanded Troop Form
- Complete an Annual Troop/Group Financial Report

Remit any remaining funds to the council for disbursal: get a cashier's check for any remaining funds (which will close the account) or issue a group check and close the account after the check has cleared.

Turn everything (checkbook, bank statements, ATM cards, deposit slips, endorsement stamps, troop/group equipment and supplies, and the final Annual Troop/Group Finance Report) in to your Service Unit Director, Leader Support Manager, or Treasurer.

### SUMMARY: DISBURSAL OF GROUP FUNDS

Girl leaves group, does not continue in Girl Scouts	No funds move
Girl moves to another group	No funds move
Group disbands, girl moves into another group	Portion of funds transfers
Group disbands, no girls continue in Girl Scouts	Funds held by council until start of next membership year, or not less than 12 months of the date of the disbandment
Group ends, some girls bridge to a new troop	Portion of funds transfers
Groups merge	Funds combine
Group splits into 2 or more groups	Funds are divided in proportion to number of girls in each groups

## CONTRACTS BETWEEN GIRL SCOUTS OF NORTHERN CALIFORNIA & THIRD PARTIES

Does your contract require a council signature? Girl Scouts of Northern California is the legal entity that may sign a contract on behalf of “Girl Scouts.” Troops and service units are not legal entities. Therefore, all contracts that benefit or impose responsibility or potential liability on “Girl Scouts” must be approved and signed by authorized staff representatives of Girl Scouts of Northern California.

1. Ask: Does the memorandum of understanding or contract attempt to make the troop/group, service unit, “Girl Scouts” or other “Girl Scouts” entity (for example, Heritage Committee, Discoveree, etc.) responsible for anything (for example, payment, taking care of a site, insurance, liability for damage to person or property)?

If yes, then proceed to step 2.

If no, then this is a contract between the volunteer and third party and the volunteer is solely responsible for performance and potential liability and may sign it.

2. If you need a Council signature, here is how to get it:

Don’t wait until the last minute: All contracts must be approved and signed in accordance with Board-established requirements. The Council By-laws establish this requirement for the council’s protection. Because we have 10 local offices and senior staff traveling among council locations, please allow adequate time to complete the review and signature process.

### Approval / Signature Requirements:

Where to send contracts for approvals / signatures:

Alternative 1: Fax or mail to your local office: Attn: Volunteer Contract Administration. Include the deadline for signing, your contact information and return address.

Alternative 2: You may also send these directly to the Membership, Program, or Adult Development Director in your local council office or send them to your Community Development Director, who will forward them to the person responsible for signing.

Part-time school facility rentals (for troop meetings, etc.)	All other contracts
These can be approved and signed by Membership, Program, or Adult Development Directors in your local Council office.	All other contracts need to be approved by your local Membership, Program, or Adult Development Director and signed by a Senior Director (and if they involve a cost or commitment greater than \$5,000, additional signatures are required). Because these also require a Senior Director signature, they will take a bit more time to complete than a school facility rental .

# PROGRAM/RESOURCES

## In this section:

### Girl Scout Pathways for Girls

#### Grade Levels

#### Awards: Bronze, Silver & Gold

#### Camps: Day & Resident

#### Destinations

#### Girl Scout Heritage

*Heritage Museums*

*Historic Uniforms & Memorabilia Collections*

#### Interest Groups

#### Older Girl Programs

#### On Call Groups & Individuals

#### Patch Programs

#### Pen Pals

#### Product Sales Program

#### Program Initiatives

#### Religious Recognitions

#### Service Projects

## GIRL SCOUT PATHWAYS FOR GIRLS

Girl Scout Pathways are flexible ways that girls and adults participate in Girl Scouting. Pathways add value by giving girls the freedom to choose from a variety of ways to join Girl Scouting and allows for participation in multiple pathways within a membership year. Also, girls can explore their skills and interests while helping to shape a variety of fun and enriching leadership experiences that inspire them to reach their personal best. Finally, no matter where and how girls participate, they get the necessary guidance from adult volunteers and council staff to develop leadership skills and understand how those skills can be used to make a difference in the world.

### Camp

Girls participate in day or resident camps with a focus on the out-of-doors and/or environmental education. For more information, please visit [www.CampRocks.org](http://www.CampRocks.org).

### Events

Girls participate individually or with their troop in one-time events (e.g., career day). For more information, please visit [www.GirlScoutsNorCal.org/events](http://www.GirlScoutsNorCal.org/events).

### Special Interest Groups

Girls participate in a series of programs with the same group of girls relating to a specific theme or purpose (e.g., high-adventure teen group, completion of the “Change Your World” journey over a six-week period). For more information, please visit [www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org).

### Travel

Girls plan, earn money, prepare, and participate in regional, national, and international trips. For more information, please visit:

[www.studio2b.org/escape/destinations/](http://www.studio2b.org/escape/destinations/)

### Troops

Girls participate in a series of programs with the same group of girls over the course of an academic year. Contact the GSNC Membership Department for more info.

### Virtual

Girls participate in interactive, high-quality program activities in a safe, secure, online environment supplemented by live events. The virtual pathway for girls is under construction. If you have ideas about how to make this pathway viable for girls, please contact the Program Department at [virtualgirlscouts@GirlScoutsNorCal.org](mailto:virtualgirlscouts@GirlScoutsNorCal.org).

## GRADE LEVELS

The National Board of Directors approved six grade levels to provide increased differentiation and advancement as girls experience Girl Scouting. The new levels are effective beginning in fall 2008.

Girl Scout Daisies	Grades K-1
Girl Scout Brownies	Grades 2-3
Girl Scout Juniors	Grades 4-5
Girl Scout Cadettes	Grades 6-8
Girl Scout Seniors	Grades 9-10
Girl Scout Ambassadors	Grades 11-12

For the period from fall of 2008 until fall of 2010, our council will be transitioning to these new grade levels. If a group has long-term plans for completing work at their current level, the girls may choose to remain at that level to allow them to finish up their plans during this transition period. If the girls are having a hard time deciding whether or not to bridge to the next level, our council recommends that the girls register according to the new designations. However, during the transition period, if girls would like to finish up activities from their previous age level they can do that.

For example, 6th grade girls would register as Girl Scout Cadettes, but could continue wearing their Junior vests and finish up work on Girl Scout Junior awards if they so choose, rather than to begin working with Girl Scout Cadette resources. First grade girls would register as Girl Scout Daisies, but might bridge mid-year and begin work on some easier Girl Scout Brownie Try-Its if they felt they were finished with their Girl Scout Daisy program.

We recommend that girls work with the resources that were designed specifically for the girls' ages as much as possible. For example, if a group of first graders decides to bridge in the middle of the year, we recommend that they wait until second grade to work with the Brownie Quest journey which was designed for girls in 2nd and 3rd grades. Beginning in fall of 2010, all girls in our council should register in the above grade levels based on their school grade level.

## AWARDS: BRONZE, SILVER & GOLD

The Bronze, Silver and Gold awards are the highest awards girls can earn at a particular grade level. Complete information about each award can be found in the GSUSA program materials. Each award has a specific list of requirements that must be met in order for the girl to complete a service project and earn the award.

### Bronze Award

The Bronze Award is the highest award for Junior Girl Scouts, girls ages 8-11, or in grades 3-6, and is designed to be completed within the group setting. Individual girls may also earn the Bronze Award by working with an advising adult who approves their progress. Council approval is not needed to begin the work or to purchase the award. Approval is given by the supervising adult. No forms are required for this award.

### Silver Award

The Silver Award is the highest award for Cadette Girl Scouts, girls ages 11-14, or in grades 6-9. This award is done primarily within the group setting, however individual girls may also earn the award. Council approval is not needed to begin the Silver Award, but a report form must be submitted to the council Program Department for final approval upon completion of the work. The Silver Award pin can be purchased at the council store once the girl's final report has been received by the Program Department. Silver Awards must be completed by September 30th of the year in which girls complete 9th grade.

### Gold Award

The Gold Award is the highest recognition a girl can earn in Girl Scouts. This award is for Senior and Ambassador girls ages 14-18, or in grades 9-12. Preliminary work is completed with approval of a supervising adult, but pre-approval must be obtained before work can begin on the final project. The council's volunteer Gold Award Committee works directly with girls, and pre-approves projects, monitors progress, receives final reports, and approves completions. Work for the Gold Award must be completed by September 30th of the year the girl completes 12th grade. Gold Award pins are free at the council store once notification of completion has been received by the Program Department. Gold Award training information can be found through the E Council online registration system, in the older girl program publications, and in mailings that go directly to all older girls.

**For more information, please contact Marla Howard at [mhoward@GirlScoutsNorCal.org](mailto:mhoward@GirlScoutsNorCal.org) or at (408) 287-4170 ext. 251.** GSNC has new streamlined council-wide procedures for girls earning Bronze, Silver, and Gold Awards. For more information about these new procedures, please visit [www.GirlScoutsNorCal.org/awards](http://www.GirlScoutsNorCal.org/awards).

## CAMPS: DAY & RESIDENT

Day Camps, Resident Camps and Core Camps offer a variety of outdoor activities for girls, and are usually held during the summer months. Day Camps at both the service unit and council level are usually one-week sessions at convenient in-town locations. Resident camps last for more than three nights. Core camps are short-term outdoor programs, lasting

from one to three nights and are managed by the council.

Camp brochures and Service Unit fliers containing detailed information are available in the winter and spring, and online at [www.CampRocks.org](http://www.CampRocks.org). All registered Girl Scouts as well as girls not currently registered are welcome to participate.

### Day Camps

Council run day camps include Camp Metro, which operates at least six sessions during the summer and is located in Santa Clara County, as well as numerous other themed day camps located throughout Northern California. Day Camps offer a wide variety of programs from swimming, circus arts, gymnastics, cooking, field trips, sports, outdoor skills, performance art, arts & crafts, and much more.

### Volunteer Run Day Camps

Volunteer run day camps occur in many local areas. Flyers are mailed or given to girls in those areas in winter with registration opening throughout late winter and spring.

### Resident Camps

Resident camping, or overnight camping, is offered by the council at various sites throughout Northern California. Sessions last at least four days.

#### Council Run Resident Camps:

Camp Bothin is located in Marin County.

Camp Deer Lake is located in the high Sierras near Donner Summit.

Camp Hidden Falls is located in the Santa Cruz Mountains near Soquel.

Camp Skylark Ranch overlooks the Pacific Ocean north of Santa Cruz.

Camp Sugar Pine is located in the Sierras in Calaveras County.

#### Volunteer Run Resident Camps

Volunteer run resident camps occur in many local areas. Flyers are mailed or given to girls in those areas in late winter with registration opening in late winter and spring.

Camp Butano Creek is located in San Mateo County near the town of Pescadero.

Camp Two Sentinels is located on the shores of Lake Kirkwood high in the Sierra Nevada Mountains.

**For information on any of the camping programs, please visit [www.CampRocks.org](http://www.CampRocks.org), or contact the San Jose council office at 408-287-4170 or at [happycamper@GirlScoutsNorCal.org](mailto:happycamper@GirlScoutsNorCal.org).**

## DESTINATIONS

Girl Scouts of the USA coordinates a national Destinations program that provides unique experiences for girls ages 11-17. Through this program girls can apply for and attend events sponsored by councils throughout the United States that take place all over the country and also internationally. Information about these programs (including the application packet) can be found at [www.studio2b.org/escape/destinations](http://www.studio2b.org/escape/destinations).

Destinations applications must be sent to the council by

December 1st. GSNC forwards applications to the sponsoring councils upon verification that the application is complete and that the applicant is a registered Girl Scout in this council.

## GIRL SCOUT HERITAGE

### Heritage Museums

GSNC currently has two Girl Scout Heritage Museums; one at Camp Bothin in Marin County, and one at the council office in Oakland. Camp Bothin Heritage Museum tours/visits must be scheduled at least 2 weeks prior to the visit. If you are reserving Camp Bothin for an event, please feel free to schedule a museum visit while your group is on site. For more information about the Camp Bothin Heritage Museum or to schedule a visit, please e-mail **Dorothy Brown at dotbrown@aol.com or call (415) 587-7183**. The Heritage Museum at the Oakland office is adjacent to the retail store and may be visited during store hours.

### Historic Uniforms and Memorabilia Collections

Collections of uniforms and other historical items can also be found at the other offices throughout the council. Some historical items can be checked out by groups and service units. Please visit the website at [www.GirlScoutsNorCal.org/heritage](http://www.GirlScoutsNorCal.org/heritage) for more information.

## INTEREST GROUPS

Interest Groups offer an exciting opportunity for girls 11-17 to participate in activities they love with other girls and adults from all over the council who share common interests. Let's say you love rock climbing but the rest of your troop doesn't. Join an Interest Group dedicated to rock climbing and participate in activities YOU plan with adult advisors and other girls who love rock climbing, too. No matter where you live in the council, no matter your troop affiliation, you can join an Interest Group or even create one based on YOUR interests. Sample interest group topics might include:

Art	Anime/Animanga
Camping & Backpacking	Cooking
Dance	Horses
Rock Climbing	Sports
Robotics	Travel

Girls who would like to get involved should contact [interestgroups@GirlScoutsNorCal.org](mailto:interestgroups@GirlScoutsNorCal.org)

## OLDER GIRL PROGRAMS

The Girl Scout program for older girls (11-17) involves much more than working on awards. In fact, some girls may not be interested in earning the Bronze, Silver or Gold Awards and, while a little gentle encouragement never hurts, girls should not be pressured to do so. When working with older girls, it is crucial to remember that girls should have ownership of their program. We challenge both leaders and girls to be flexible and to explore the full potential of all available program options.

## Leadership Series

The programs in the leadership series give older girls the opportunity to serve in a position that promotes independence and leadership skills.

### Leader in Action (LIA)

This special award is available to Girl Scout Cadettes who assist a Girl Scout Brownie troop in completing their Brownie Quest journey. Requirements can be found at [www.studio2b.org](http://www.studio2b.org) or [www.girlscouts.org](http://www.girlscouts.org)

### Program Aide (PA)

This program is designed to enable girls to become proficient in an area of interest, and to develop leadership skills by sharing their specialized knowledge with younger girls in a troop, group, activity, or event setting. Girls can also specialize in areas such as crafts, computers, games, and songs.

To become a Cadette or Senior Girl Scout Program Aide you must have completed the sixth grade and receive approximately 10 hours of training, then give 25 hours of service. For more information on Program Aide trainings, check the Choices Activity Guide

### Counselor/Wrangler-in-Training (CIT/WIT)

Girls can become CIT (Counselor in Training) or WIT (Wrangler in Training) and work on leadership skills in the resident camp setting. CITs focus on general camping, while WITs focus on equestrian skills. For more information about the CIT/WIT programs, please visit [www.CampRocks.org](http://www.CampRocks.org)

### Leader-in-Training (LIT)

In order to be a Leader-in-Training, girls must have completed the ninth grade. During the program girls complete a group leadership course, and commit to helping a younger girl troop under the guidance of that troop's leader. The program usually spans five to eight months with time split between course work and 25 volunteer hours with the troop.

### Girl Scout Troop Assistant

A Girl Scout Senior or Ambassador may assist a Girl Scout leader with an established troop as a troop assistant. Girls must have completed the LIT program, have completed the tenth grade, and be able to make a full-year commitment to the troop.

### Girl Planning Committees

Girls ages 14-17 work with adult advisors to plan activities they want to do. Girls are in the driver's seat and make decisions about issues they care about that benefit other girls in their areas. This is a great way for girls to make a big impact on the council and have fun, too. Contact your local office or e-mail [girlpower@GirlScoutsNorCal.org](mailto:girlpower@GirlScoutsNorCal.org) for more information.

### Girl Scouts of Northern California Board of Directors

As a Girl Scout 14 years or older, girls are eligible to be a

member of the Council's Board of Directors, which meets throughout the year to conduct business. Girl Board members are elected by the council, serve for one year, voice their opinions, and vote on issues critical to the future of GSNC. Contact your local office or e-mail [girlpower@GirlScoutsNorCal.org](mailto:girlpower@GirlScoutsNorCal.org) for more information.

### **Delegate to the National Council of Girl Scouts of the United States of America**

As a Girl Scout 14 years or older, girls are eligible to be a delegate to the National Council, which meets every three years. Delegates, who are elected by their council, serve for three years; they voice their opinions, and vote on issues critical to the future of Girl Scouting. Contact your local office or e-mail [girlpower@GirlScoutsNorCal.org](mailto:girlpower@GirlScoutsNorCal.org) for more information.

### **Older Girl Communications**

We know that girls use many forms of technology to keep in touch and get the latest information on what's happening in the world around them. Cool Upcoming Events, also known as CUE, is GSNC's answer to communicate on a weekly basis the latest information on program events, scholarships, prestigious awards, service projects, and all things pertaining to girls 11-17. To receive CUE by e-mail, please sign up online at [www.GirlScoutsNorCal.org/cue](http://www.GirlScoutsNorCal.org/cue)

### **ON CALL GROUPS & INDIVIDUALS: Community Visibility**

Girl Scouts have much to be proud of and excited about. We often get opportunities to talk to the media, speak publicly, participate in flag ceremonies and parades, and otherwise share our Girl Scout experiences. We maintain an "On Call" list of girls, adults, troops, and individuals who want to engage in supporting community visibility for Girl Scouts and promoting our programs and organization's incredible successes and rich history. If you would like to be a part of our "On Call" list, or to find out more about how to promote Girl Scouts in your area, contact [oncall@GirlScoutsNorCal.org](mailto:oncall@GirlScoutsNorCal.org), or call 800-447-4475 ext 136.

### **PATCH PROGRAMS**

The Council has a variety of Patch Programs to enrich and supplement the group experience with FUN opportunities to discover, connect and take action within the council area. The Patch Programs are unique to our own council and are often developed by Girl Scouts working on awards and projects. Information on our Patch Programs is available on the Council website at [www.GirlScoutsNorCal.org/patchprograms](http://www.GirlScoutsNorCal.org/patchprograms)

For information on how to create a council's own or troop's own badge, please visit our web site at [www.GirlScoutsNorCal.org/councilsown](http://www.GirlScoutsNorCal.org/councilsown)

### **PEN PALS**

GSNC has established pen pal relationships with many councils in other parts of the United States. You can find a pen pal around the country or within GSNC. Requests are honored on a first-come, first-served basis as available

matches are received. No matches are available in Alaska or Hawaii. Troops or groups seeking pen pals should visit our web site at [www.GirlScoutsNorCal.org/penpals](http://www.GirlScoutsNorCal.org/penpals) and complete the Pen Pals Request Form. International matches are not currently available through our council or GSUSA. Pen Pals are not available for Girl Scout Daisies.

### **PRODUCT SALES PROGRAM**

#### **About the Cookie Program**

Individual Girl Scout troops have been selling cookies to earn money as early as 1917, only five years after Juliette Gordon Low founded the Girl Scout movement in the United States. Since then it has become a part of American culture as well as the premier financial literacy program for girls. Girls who participate in the Girl Scout cookie program learn valuable life skills in leadership, teamwork, goal setting, and commitment.

Participation in the Girl Scout Product Sales Program provides exceptional opportunities for girls to develop skills in marketing, project management and budgeting, and is the best way to fund group activities. Product sales programs are now appropriate for all Daisy, Brownie, Junior, Cadette, Senior, and Ambassador Girl Scouts. The Fall Product Sale, which includes nuts and magazines, kicks off the year to provide start-up funds for the group. In January, cookie program orders are taken with delivery and booth sales planned for February and March. Girls learn about fiscal management by setting group goals, helping to plan how group earnings are spent, participating in booth sales and accounting for money and product. Groups are strongly encouraged to put group funds to good use by holding program events, restocking group supplies and/or supporting a service project in the community. Girls receive recognitions for a job well done.

Information about the product sales comes from council offices and through monthly service unit leader meetings. A volunteer service unit product sales chair will promote each sale during the appropriate season.

#### **Requirements for Participation in Product Sales**

Groups must be registered with a minimum of 5 active girl members for the current membership year. The appropriate number of certified leaders/co-leaders must also be registered members.

All girls participating in the product sales programs must be registered for the current membership year.

Each group needs to recruit a volunteer adult to act as their group chair for each sale.

The recruited group chair must register as an adult Girl Scout for the current membership year and complete the volunteer screening process or have one that is complete on file with the council.

All girls participating must have signed permission to do so.

Group chairs are required to attend training. At the training, each troop/group chair picks up the necessary paperwork in order for the troop/group to participate.

Girl Scout cookie fans can find booth sales in Northern California using our Cookie Booth Finder,

[www.CookieFinder.org](http://www.CookieFinder.org), starting one week before the public sale in the spring. Groups are highly encouraged to submit scheduled booth sales so that the public can find you. Procedures are explained in the Product Sales materials.

## PROGRAM INITIATIVES

GSNC is focusing on four core program initiatives to enrich the Girl Scout experience for girls in our council.

Environment

Science, Technology, Engineering & Math (STEM)

Business & Financial Literacy

Well-being, Health and Self-expression

All Girl Scout programs and initiatives give girls opportunities for fun, friendship and adventure, where experiences are girl led, hands-on, and promote cooperative learning. Developing purposeful leadership through all of these activities rounds out the Girl Scout experience.

Through the Girl Scout Leadership Experience girls Discover who they are and learn about the world around them, Connect to other girls and their community, and Take Action to make the world a better place.

### Environment

Through Girl Scouts Save the Bay and Global Climate Change partnerships and programs girls and adults participate in a wide variety of activities that focus on environmentalism, environmental stewardship, service, connecting with nature, and learning how they can be a part of the change to improve our natural world.

### Science, Technology, Engineering and Math (STEM)

Girls Go Tech programs open new doors for girls and new opportunities for partnerships and cutting edge programs. Girls and adults participate in activities that range from robotics, aeronautics, astrobiology and engineering, to earth sciences, chemistry, biology and career exploration of STEM fields.

### Business & Financial Literacy

Everyone knows about the Cookie Program, but did you know that the Girl Scout Cookie Program is the longest running and largest financial literacy program for girls in the world? Through business and financial literacy programs, girls and adults experience a range of programs including product sales, mother/daughter skills-based workshops, career exploration, and money management camps.

### Well-Being, Health, and Self-Expression

Being healthy, happy, self-confident, and self-aware is core to the Girl Scout leadership experience. Programs focus on building self-esteem, learning communication skills, making healthy choices, and giving voice to one's own creativity.

## RELIGIOUS RECOGNITIONS

Religious Recognition programs are developed and administered by each of the major religious groups themselves. Through Girl Scouting, each girl is encouraged to become a stronger member of her own religion. Girls who choose to participate in one of these programs do so outside of their regular group meetings with a group of girls guided by a spiritual counselor or with their own families. Individual awards are listed on the council website. For more information, please contact the Program Department at **(408) 287-4170 ext. 246** or [religiousrecognitions@GirlScoutsNorCal.org](mailto:religiousrecognitions@GirlScoutsNorCal.org).

## SERVICE PROJECTS

"To do a good turn daily" is an important part of the Girl Scout philosophy, and all troops and groups are encouraged to seek out opportunities for service. Projects may involve helping other people, animals or our environment. It can be a fascinating opportunity for girls to make new acquaintances and to experience the wonderful world of giving. Girls should be encouraged to plan, promote and participate in service projects for the joy and satisfaction of helping others rather than to earn something for themselves. Girl Scouts of Northern California offers a variety of patch programs. It is important to be mindful that receiving these patches should be a welcome surprise for girls, not a motivating force.

### Council-Wide Service Projects

Each year, the council coordinates a variety of council-wide service projects open to troops and groups from throughout the council. Information on council sponsored service projects will be available at your service unit leader meetings and in the Choices Catalog. You can also find council-wide service projects on our web site at:

[www.GirlScoutsNorCal.org/serviceprojects](http://www.GirlScoutsNorCal.org/serviceprojects)

### Planning Your Own Service Project?

Troops and group leaders, as well as individual girls and adults should feel free to use their local community contacts to design community service projects that are of interest to them.

# FORMS INDEX

The following forms can be found on the council website at: [www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org), or are available from your local office.

Type of Form	Name of Form	Submit Form to:	Notes
Adult Recognition	Adult Recognitions: Nomination Forms	Local office - Adult Development Dept.	Due in February/March each year
Adult Recognition	Adult Recognitions: Nomination Procedures	Local office - Adult Development Dept.	Due in February/March each year
Adult Recognition	Leadership Development Pin Process & Application	Local office - Adult Development Dept.	Earned award for adults who wish to take courses to further development as a leader
Adult Recognition	Summary of Awards	Informational form	Summarizes national and council awards available for adults
Adult Screening	Adult Screening Packet - All areas except Santa Clara County	Adult Screening Specialist	Required of all adults who will supervise or drive girls, or work with money, except those in Santa Clara County
Adult Screening	Adult Screening Packet - Santa Clara County	Adult Screening Specialist	Required of all adults in Santa Clara County who will supervise or drive girls, or work with money
Awards	Gold Award Final Report	Gold Award Committee	Due upon completion any time of year
Awards	Gold Award Application	Gold Award Committee	Due before beginning work on Gold Award Project.
Awards	Silver Award Final Report	Oakland Office Program Dept.	Due upon completion any time of year
Council Site Rental/Use	Site/Property Reservation Form	Property Dept. - Oakland Office	Application to rent council sites
Emergency Plan	Emergency Procedures Card		
Emergency Plan	Emergency Procedures Wallet Card for Leaders		Leaders should carry this card at all times, drivers should have a copy on trips
General	GSNC Publication Guidelines	Informational form	For assistance in preparing documents or flyers
General	Website Guidelines	Informational form	For groups or Service Units who would like to have a Girl Scout website
Health	Adult Health History	Event Registrar, Group Leader	Required for overnight events or high-risk activities
Health	Adult Health History Form (needing physical)	Group Leader	For adults participating in extended trips or physically demanding activities
Health	Girl Health History Form	Service Unit Registrar, Keep copy for Group Leader	Complete annually, update periodically through the year and before overnight events

Health	Girl Health History Form (needing physical)	Group Leader	For girls participating in resident camping, trips more than three nights, or in organized competitive sports
Learning Facilitators/ Trainers	Learning Facilitator Annual Agreement	Local office - Adult Development Dept.	Annual agreement for Learning Facilitators
Money	Annual Troop/Group Finance Report	SU Treasurer, Community Development Director	Due by June 30 of each year
Money	Disbanded Troop Form	SU Director/Leader Support Manager or SU Treasurer	When group is no longer meeting or within 3 months from the expiration date of the last registration
Money	Financial Assistance Form	Chief Program & Membership Officer - San Jose office	File to request financial assistance
Money	Financial Procedures for when Troops/Groups Change	Informational form	Use when girls leave to join other troops, groups merge, groups split, or groups disband
Money	Gifts-In-Kind Form	Fund Development Dept. - local office	File within two weeks if you receive a donation of goods or services
Money	Membership Dues Summary	Service Unit Registrar	Use when registering troop/group or additional girls or adults
Money	Bank Account Creation Form	Wells Fargo Bank	Use when opening a group bank account
Money	Bank Account Creation Fax Cover Sheet	Wells Fargo Bank	
Money	Money Earning Application	Community or Membership Development Director	File at least 4 weeks before planned project
Money	Money Earning Evaluation	Community or Membership Development Director	Within 2 weeks after money-earning project
Money	Sponsorship Agreement Form	Provide one copy to sponsor, one copy to Fund Development Dept. - local office	When groups receive a financial donation. If amount is \$500 or more, you must contact your local Fund Dev Dept PRIOR to securing gift for guidance
Money - Insurance	Additional Insurance Request - on council website: <a href="http://www.GirlScoutsNorCal.org/insurance">www.GirlScoutsNorCal.org/insurance</a>	Insurance Specialist	Use when additional insurance is required for non-member adult or girl participants, or when trip is longer than 3 nights, or any other time when additional insurance is desired.
Money - Insurance	Certificate of Insurance Request Form	Insurance Specialist	Use if a vendor or site you are working with requires a Certificate of Insurance from the council

Money - Insurance	Incident/Injury Report	Insurance Specialist	Use to report any incident/injury within 24 hours of incident
Money - Insurance	Mutual of Omaha Brochure	Informational form	Instructions and information about filing a claim under the Activity Accident Insurance
Money - Insurance	Mutual of Omaha Claim Form	Claim form - Mutual of Omaha	Use to file a claim under the Activity Accident Insurance coverage
Permission	Annual Permission Form	Troop Leader	Use for photo release, product sales, permission for emergency medical treatment, and trips where driving time is less than one hour, trip does not exceed six hours, and the activity is not considered high-risk
Permission	Permission Form (outing or trip)	Troop Leader, Service Unit	Use when group will have a meeting or outing on a different day, time, or place than the regularly scheduled meeting or participate in a high-risk activity
Permission	Sensitive/Controversial Issues Permission Form	Troop Leader	Use when the group will discuss sensitive or controversial issues or do activities involving these types of issues
Registration	Adult Education Registration Form	Adult Development Coordinator—Oakland office	Registration for classes is on a first-come, first-served basis
Registration	Adult Membership Form	SU Registrar	Annual adult registration form
Registration	Girl Membership Form	SU Registrar	Annual girl registration form
Registration	Program Event Registration Form	Program Registration - San Jose office	Registration for program events is handled on a first-come, first-served basis
Trip	Authorization to Rent Vehicles	Program Dept. - local office	File at least 4 weeks in advance of scheduled trip
Trip	Trip & High-Risk Activities Approval Form	Service Unit Trip Coordinator or Service Unit Director	Use for trips or high-risk activities. See form for details on when to file.
Trip	Vehicle Assignment List	Troop Leader use	Use as a tool to assist in assigning girls and adult to specific cars for a trip
Trip	International Intent to Travel Form	GSUSA and Program Dept	Submit 3-6 months before departure on an international trip

## RESOURCES INDEX

The following resources are available on our council website, and more resources are added on an ongoing basis. Check back often!

Category	Resource Name	Description
About Girl Scouting	Around the World With GSUSA/International Girl Scouting	A list of the member countries of the World Association of Girl Guides and Girl Scouts and basic facts describing common bonds shared by Girl Guides and Girl Scouts around the world.
About Girl Scouting	Girl Scouting Everywhere	A resource piece for the badges Girl Scouting Around the World and Girl Scouting in the USA
About Girl Scouting	Juliette Low Script	Story of her life in play form
About Girl Scouting	Juliette Low World Friendship Fund Ideas	Suggestions of creative ways for troops to collect their contributions for the fund
About Girl Scouting	Map Antics	Nine different activities to bring the World Association countries closer to Girl Scouts in our country
About Girl Scouting	The Story of Girl Scouting and the World Movement	Historic highlights, information about the World Association and descriptions of the World Centers
About Girl Scouting	The Story of Juliette Low	Action story/game with a brief history of Juliette Low
About Girl Scouting	World Association of Girl Guides and Girl Scouts	Information about the purpose and members
Arts	Creative Dramatics/Improvisation	Two action games that demonstrate how easy it is to lead girls into creative dramatic activities
Arts	Dramatics in a Bag	Games for expanded roles of women in the home
Arts	Puppets	Different types of puppets and how to make them
Arts	Theater Games	Simple ways to get girls into creative activities through body movement
Ceremonies	Ceremonies Booklet	Ceremonies Booklet
Ceremonies	Investiture Ceremonies	Ceremonies to welcome new members to Girl Scouting
Ceremonies	Rededication Ceremonies	Ceremonies for rededications of existing Girl Scouts
Environment	Arbor Day	Arbor Day - History and sample tree planting ceremony
Environment	Composting	Composting - how to set up your own system
Environment	Recycling	Recycling - What can be recycled? Where? What is recycling? How can your troop/group participate?
Environment	Water Conservation	Investigate responsible water use and what Girl Scouts can do about it
General Resources	About the Silver Award	About the Silver Award
General Resources	Care and Feeding of Visitors	To plan for visitors coming to your troop/group. Instant Program
General Resources	Copyright Law	Copyright law. (07/98)
General Resources	End of the Year Checklist	End of year checklist for leaders
General Resources	Gold Award Information Sheet	Gold Award Information Sheet
General Resources	Guidelines concerning Child Abuse	Guidelines concerning Child Abuse
General Resources	Guidelines for Men in Camping or Overnight Activities	Guidelines for Men in Camping or Overnight Activities
General Resources	Guidelines for Planning a Trip	Guidelines for planning a trip
General Resources	Guidelines for Programs Involving Sensitive Issues - Human Sexuality, AIDS, Suicide	Permission form for programs involving sensitive issues
General Resources	GUSUSA Outcomes Research Overview	GUSUSA Outcomes Research Overview
General Resources	Investiture Ceremonies	Investiture ceremonies for first time Girl Scouts.
General Resources	Let's Go Camping	Information about council program sites, including capacity, fees, facilities
General Resources	Meeting Planner	Blank template for planning Girl Scout meetings
General Resources	Overview of GSUSA Tech Research	Overview of GSUSA Tech Research
General Resources	Parent Interest Survey	Questionnaire regarding parent interests and areas of expertise
General Resources	Pen Pals	Pen Pals - How to find and cultivate them
General Resources	Service - A World of Giving	Guide to planning service projects
General Resources	To Go For The Gold	Overview of steps for Gold Award
Health & Well-Being	Roots, Maps and Star Treks/All About Me	Instant Program
Out-of-Doors	A Weekend's Worth of Program	Troop camp program ideas
Out-of-Doors	Astronomy - Explore the Night Sky	Explore the night sky, learn to make a sundial and make your own planetarium with activities for both beginning and advanced groups
Out-of-Doors	Birds	A variety of facts and activities involving birds.
Out-of-Doors	Birds of the Bay Area Salt Water Marshes: Who Flies There?	A game approach to learning how to identify and learn about water birds. Includes clear drawings to help with identification.

Out-of-Doors	Bring the Stars Indoors	Ways to include stars in your program whether or not you are able to go outdoors.
Out-of-Doors	Campfires/Flashlight Stuff	Instant Program
Out-of-Doors	Explore the Shore	Activities to enjoy while visiting our shoreline.
Out-of-Doors	First Fun in the Out of Doors	Easy steps for beginners.
Out-of-Doors	Food, Food, Food	Instant Program
Out-of-Doors	Forest Fun	A group of specific activities cleverly illustrated to help girls and leaders explore our world.
Out-of-Doors	Front Step Starters	Outdoor activities to be done close to home
Out-of-Doors	Have You Thanked a Tree Today?	Ways to give trees in our cities the human care they must have to survive
Out-of-Doors	History of Orienteering	Background and resources on this Swedish sport, involving running, mapping, and compass calculations
Out-of-Doors	Hypothermia - Low Body Temperature	How to prevent or deal with hypothermia's serious effects which can occur anytime to persons in the out of doors
Out-of-Doors	Living with Wildlife	How to co-exist with bears, mountain lions, and bobcats in our outdoor activities
Out-of-Doors	Looking, Listening, Feeling, Smelling, and Describing Your Environment	Many specific and enjoyable ways to observe your environment
Out-of-Doors	Lyme Disease Prevention	Information on Lyme disease and ways to protect against it. (Reprint from the American Red Cross)
Out-of-Doors	Meals and Snacks for Pockets and Packs	A guide for planning meals on the trail
Out-of-Doors	More Front Step Starters	Ideas that show you don't have to go far from the troop meeting place for outdoor activities
Out-of-Doors	Pond and Lake Exploring	Simple how-tos with minimal equipment
Out-of-Doors	Pondering Values Around the Campfire	Ways to use the campfire setting to enhance the real meaning of Girl Scouting
Out-of-Doors	Rainy Day Program	Instant Program
Out-of-Doors	Still More Front Step Starters	Simple activities to stimulate exploration just outside the troop meeting place
Out-of-Doors	Troop Camping is for Brownies, Too	Ways to help Brownie Girl Scouts enjoy and benefit from their troop camping experience
Out-of-Doors	Yellow Jackets	Yellow Jackets - How to understand them and co-exist more easily with them
People: Relating to Others	"Walk A Mile In Another Girl's Shoes"	A program designed to help develop an appreciation of people with disabilities
People: Relating to Others	Chanukah Fact Sheet	Chanukah Fact Sheet
People: Relating to Others	Communications Skills	A collection of fun activities aimed at better communication skills
People: Relating to Others	Getting to Know Each Other Activity/Warm-ups	Instant Program
People: Relating to Others	Lemmi Sticks	Words and music to Maori game
People: Relating to Others	Let's Celebrate Diversity	Booklet full of information about holidays and celebrations representative of the Bay Area population
People: Relating to Others	Martin Luther King, Jr.	A Girl Scout's Own to celebrate his birthday
People: Relating to Others	STOMP it!	Anger management with youth
People: Relating to Others	The Great Colossal, Stupendous "Unknown City Tour Game"	A device for taking interesting tours of your neighborhood and community
Working With Girls	Decisions, Decisions	How to help girls make a choice. Instant Program
Working With Girls	I Will Do My Best	A collection of fun activities that encompass the skills of peaceful conflict resolution including cooperation communication, conflict resolution, emotional expression, appreciating diversity, and putting it all together
Working With Girls	Girl Planning Templates	Templates to help girls work through the planning process
Working With Girls	Kaper Charts	How to create and use kaper charts to divide up troop responsibilities and jobs
Working With Girls	Let's TALK IT OUT	A conflict resolution model
Working With Girls	Managing Dynamics	Troop management techniques for leaders
Working With Girls	Muffin Is Ready	How to plan trips or events Instant program
Working With Girls	The "Wow Do I Have My Hands Full" Booklet	Understanding and dealing with girl behavior
Working With Girls	Troop Government Workbook	Pamphlet of "how-to" to give girls leadership roles and
Working With Girls	What Girls Are Like	Research report on two GSUSA studies
Working With Girls	Working With Girls	Advice for conflict resolution and behavior management.

## INDEX

A Girl's Place: Fairfield	7
Abused Child	11
Acceptable Conduct	10
Additional Insurance	21
Adult Recognition	15
Adult Screening, Volunteer	11
Adult Sleeping Arrangement Policies	19
Adult to Girl Ratios	16
Adult Training/Education Requirements	11, 13, 14, 19
Advanced Camping	13
Affirmative Action	10
Age Levels, see grade levels	
Air Bags	11
Alcohol	10
Annual Permission Form	17
Annual Troop/Group Financial Report	25
Application of Lotion	16
Approved Providers	18
Archery, Brownies	20
Arequipa: Fairfax	7
Backyard Basics	13
Badge Depots	6
Bank Accounts, Group	24
Blue Book of Basic Documents	10
Board of Directors	9
Bothin: Fairfax	7
Bridging during transition period	28
Bridging Groups, money	25
Bronze Award, Overview	29
Budgeting, trips	17
Buses	19
Business Literacy	32
Butane fuel	20
Butano Creek: Pescadero	7
Camp Bothin	7
Camp Butano	7
Camp Ida Smith: San Francisco	7
Camp Pathway	28
Camp Sugar Pine: Arnold	7
Camp, Day & Resident	29
Camping Activities	19
Camping Training	19
CampRocks! Camp Brochure	8
Campsite Approvals	19
Car Seats	10, 19

Cause-Related Marketing	24
Cell Phones	10
Challenge Course	20
Chico Office	2
Child Abuse Reporting	11
Choices Activity Guide	8
Climbing Walls	20
Commercial Buses	19
Community Advisory Boards	9
Competitive Orienteering	20
Complaint Process	11
Contract Approvals	27
Contracts, trips	17
Controlled Substances	10
Cookie Program	22, 31
Cool Upcoming Events Newsletter	8
Council Office Locations	2
Council, Area Served	4
Council, Delegates	9
Council, Numbers Served	4
Council, Publications	8
Council, Website	8
Counselor-in-Training (CIT)	30
Cove, The: Napa	7
CPR & First Aid	13, 16
Crisis Plan	20
CUE Newsletter	8
Daisies, camping	19
Dangerous Materials	10
Day/Resident Camps	29
Decisions, governance & operational	9
Delegates	9
Dentists as First Aiders	16
Designated Gifts	24
Destinations Program	29
Disabilities, Girls With	16
Disbanding Groups, money	25
Disbursal of Group Funds	26
Donations	24
Driver Information Form	12
Drivers	11, 12, 19
E Council	8, 14
Earning Money	22
Emergency Management	20
Employee Gifts	24
Equal Opportunity/Affirmative Action, Volunteer	10

Equipment Retailers	6
Eureka Service Center	2, 7
Event Director	13
Event First Aiders	16
Event Pathway	28
Explosives	10
Extended Trips	18
Fairfield Office	2
Falsifying Documents	11
Family Partnership	24
Financial Assistance	24
Financial Literacy Programs	32
Financial Procedures, Changing Groups	25
Financial Reports, Group	25
Fingerprinting	12
Firearms	10
First Aid Training	13, 16
First Aid Updates	16
Forms Index	33
Front Seat, girls as passengers	11
Funding Statement, GSUSA	22
Fundraising Guidelines	23
Fundraising, definition	22
Getting Started	13
Gifts-in-Kind Form	23
Gifts-in-Kind Guidelines	23
Girl Planning Committees	30
Girl Scout Daisies, camping	19
Girl Scout Law	3
Girl Scout Promise	3
Girl Scout Senior Troop Assistant	30
Girl Scouts Save The Bay	32
Girl To Adult Ratios	16
Girls Go Tech	32
Global Climate Change	32
Gold Award, Overview	29
Governance	9
Grade Levels	16, 28
Gratuities	11
Grievance Process, Volunteer	11
Guns	10
Harassment, Zero Tolerance	10
Hayward Cabin	7
Health & Safety	15
Heritage Museums	30
Hidden Falls: Soquel	7

High-Risk Activities	18
Historic Uniforms	30
Home Study Courses	13
Ida Smith: San Francisco	7
In Person Courses	13
Inspire Donor Newsletter	8
Insurance	17, 18, 21
Interest Groups	30
International Trips	18
Lake County Support	2
Land Sports	20
Latex Gloves	16
Leader in Action (LIA)	30
Leader-in-Training (LIT)	30
Leadership Essentials	13
Leadership Programs for Older Girls	30
Level Courses	13
Liquid fuel, lighter fluid	20
Locations, Badge Depots	6
Locations, Council Offices	2
Locations, Equipment Retailers	6
Locations, Heritage Museums	30
Locations, Offices	2
Locations, Retail Shops	2
Lotion	16
Lou Henry Hoover: Palo Alto	7
Lying on Records	11
Males on Camping Trips	20
Mandated Reporters	11
Matching Gifts	24
Memorandums of Understanding	27
Men, overnights	20
Mendocino Service Center	2
Merging Groups, money	25
Minimum Troop Size	16
Misappropriation of funds	11
Mission Statement	5
Monday Mailings	8
Money Definitions	22
Money Matters	22
Money-Earning Activities	17, 22, 23
Money-Earning Application Form	22
Money-Earning, awards (Gold, Silver, Bronze)	23
National Delegates	9
Oakland Office	2
Older Girl Communications	30
Older Girl Programs	30
On Call Groups/Individuals	31
Online Banking	25

Online Adult Learning/Training Courses	13
Online First Aid Training	16
Online Ordering, retail shops	4
Opening a Bank Account	24
Operational Decisions	9
Orientation	13
Orienteering	20
Passenger Limits, vans	19
Patch Programs	31
Pathways for Girls	28
Pen Pals	31
Permission Forms	17
Product Sales Program	22, 31
Program Aide (PA)	30
Program Initiatives	32
Program Model, Council	5
Propane fuel	20
Property Contact Info	7
Property Locations	7
Property Reservation Info	8
Rafting	20
Rainbow's End: San Jose	7
Raising Money, see Money-Earning	
Ratios	16
Red Bluff Service Center	2, 7
Redding Office	2, 7
References	12
Registered Sex Offenders	11
Registering during transition period	28
Registration, Adult	12
Release from Service	11
Religious Recognitions	32
Removal of Volunteer	11
Rental Agreements	27
Rental Vehicles	19
Required Courses	13
Reservations, Council Properties	8
Resources Index	36
Retail Shops	2
Rohnert Park	7
Ropes Courses	20
Safety, Travel Standards	19
Safety-Wise	10, 13, 17
San Jose Office	2
Santa Rosa Office	2, 7
Science, Technology, Engineering, & Math	32
Screening, see Adult Screening	
Seatbelts	10
Service Projects	32

Sex Offenders, Volunteer	11
Shopping, Online, Mail, E-mail, Fax or Phone	2, 4
Signature Requirements, Contracts	27
Signed Agreements, trips	17
Signing Contracts	27
Silver Award, Overview	29
Skiing	20
Skylark Ranch: Pescadero	7
Sleeping, adults	19
Smoking	10
Soliciting gratuities	11
Special Interest Group Pathway	28
Splitting Groups, money	25
Sponsorship Agreement Form	23
Sponsorship Guidelines	23
Sponsorship, definition	22
STEM	32
Strategic Goals, GSNC	5
Sugar Pine: Arnold	7
Theft or removal of property	11
Training Registration	13
Training/Education Requirements	11, 13, 14, 19
Travel Pathway	28
Travel Troop: Extended	13
Trips & Travel	17, 18
Trips, Insurance	21
Troop Assistant	30
Troop Camping Certification	13, 19
Troop Pathway	28
Twin Canyons: Lafayette	7
Uniforms, traveling	19
United Way	24
Vans	19
Vehicle Policies	19
Virtual Pathway	28
Vision Statement, GSNC	5
Volunteer Application Form	12
Volunteer Management Policy	10
Volunteer Screening Matrix	12
Volunteer Screening Packet	12
Volunteer Screening Process	12
Water Sports	20
Websites	8
Wider Opportunities, see Destinations	
Wrangler-in-Training (WIT)	30
Yreka Service Center	2

**Girl Scouts of Northern California**

# **Retail Stores**

**Books \* Vests and Sashes \* Badges**

**Tote Bags \* T-shirts \* Thank You Gifts \* Hats**

**Now in stock: GSNC T-shirts, sweatshirts,  
hats, patches, pins, trinkets and MORE!**

**San Jose \* Oakland \* Santa Rosa \* Fairfield**

**Chico \* Eureka \* Redding**

**(see page 2 for complete addresses)**

**Shop locally, or visit the GSNC Online Store:**

**<http://store.girlscoutsnorcal.org>**