

Directions

Girl Scouts of Central Texas
Troop Leader Handbook



What's Inside:

- How to Handle Emergencies
- How to use *Safety-Wise*
- Troop Meeting Safety
- Volunteer Policies
- Troop Money Matters
- Facility Information
- Girl Scout Glossary
- Much, much more!

Girl Scouts of Central Texas Emergency Procedures

Minor Illness or Accident

In the event of a minor illness:

- Call a parent to come for the child.
- If an adult takes a girl home, assure that someone is home to care for the child.
- Do not leave a child unattended.

In the event of a minor accident:

- Immediately give first aid treatment, telephone parent and transport to an emergency room or doctor's office.
- Ask the parent to come to the site of treatment. If parent(s) cannot be reached, call the person designated to act in an emergency.
- Continue to try to reach the parent(s) so they may assume responsibility for medical decisions.

Record in Writing

- Conditions existing at the time of the accident; names and addresses of witnesses; order of events following the accident and any medical attention, opinion or instructions received from parents.
- Notify GSCTX staff as soon as possible, and within 24 hours.
- Submit completed insurance forms and a copy of the above record to GSCTX staff.

Property-Related Emergencies

(i.e., plumbing, electrical, vandalism, etc)

Contact the Site Manager or call Girl Scouts of Central Texas at **1-800-733-0011** during business hours. After hours, contact the Emergency Answering Service at **(512) 795-3888**.

Please supply them with the following information:

- Type of emergency
- Your name and a phone number at the location where you can be called back

Serious Accident, Emergency or Fatality

• CHECK-CALL-CARE

Check the scene for safety; check the victim for consciousness, breathing, signs of circulation and bleeding.

Call 911 or the local emergency number.

Care for the conditions you find.

- In the event of a fatality or serious accident, notify the police.
- Retain a responsible adult at the scene of the accident. See that no disturbance of the victim(s) or surroundings is permitted until the police have assumed authority.
- Ensure the safety of any other children at the scene and initiate crowd control.
- Call Girl Scouts of Central Texas at **1-800-733-0011** during business hours. After hours, contact the Emergency Answering Service at **(512) 795-3888**. Please supply them with the following information:
 - Type of emergency
 - Your name and a phone number where you can be called back
- Remain at the phone until contacted by a council representative
- Do not make any statements, either orally or in writing, which could be interpreted either as an assumption or rejection of responsibility for the accident.
- Notification of kin is the responsibility of the designated GSCTX spokesperson.
- Prepare a written report of the occurrence and participate in other follow-up as asked.

Welcome to Girl Scouting in Central Texas

Girl Scouts of Central Texas serves girls and adults within the council's 46-county jurisdiction of Austin, Bastrop, Bell, Blanco, Bosque, Brazos, Brown, Burleson, Burnet, Caldwell, Coke, Coleman, Colorado, Comanche, Concho, Coryell, Erath, Falls, Fayette, Gillespie, Grimes, Hamilton, Hays, Irion, Lampasas, Lee, Leon, Limestone, Llano, Madison, Mason, McCulloch, McLennan, Menard, Milam, Mills, Robertson, Runnels, San Saba, Schleicher, Sterling, Sutton, Tom Green, Travis, Williamson, and Washington counties.

Girls can participate in Girl Scouts through the troop experience, in special interest programs, as a Juliette (individually registered girl), or through a short-term program offered through various community groups.

This troop leader handbook, *Directions*, and *Safety-Wise*, a manual of safety standards and procedures, are designed to guide you as a troop leader. Be sure to become involved in your service unit, one of 87 geographical subdivisions of the council, where you will find kindred souls who work together to ensure the best possible Girl Scout experience for girls. *Possibilities* is the council's semi-annual program and training guide, and contains all the necessary information to plan your Girl Scout activities.

Girl Scouts offers a unique leadership experience in which girls:

- **Discover** themselves, their values, and the knowledge and skills to explore the world.
- **Connect** with others, both locally and globally, and promote cooperation and team building.
- **Take action** to identify community needs and to make the world a better place.

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Contact us, www.GSCTX.org

Lone Star Program Center, Austin

Local	(512) 453-7391
Toll Free	(800) 733-0011
Fax	(512) 458-2391
Girl Scout Shop	(512) 490-2366

Heart of Texas Program Center, Brownwood

Local	(325) 646-1516
Toll Free	(800) 346-3215
Fax	(325) 646-9146

El Camino Program Center, San Angelo

Local	(325) 655-8961
Toll Free	(800) 688-2845
Fax	(325) 658-7233

Bluebonnet Program Center, Waco

Local	(254) 756-4497
Toll Free	(800) 460-4497
Fax	(254) 756-3237

Killeen Program Center

Local	(254) 634-0683
Fax	(254) 634-2910

Bryan Girl Program Center

Local	(979) 823-341
Fax	(979) 779-1524

Section 1: Girl Scout Program

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Juliette "Daisy" Gordon Low assembled 18 girls from Savannah, Georgia, on March 12, 1912, for a local Girl Scout meeting. She believed that all girls should be given the opportunity to develop physically, mentally and spiritually. With the goal of bringing girls out of isolated home environments and into community service and the open air, Girl Scouts went hiking, played basketball, went on camping trips, learned to tell time by the stars and studied first aid.

Today, Girl Scouts of the USA has a membership of nearly four million girls and adults, a significant growth from its modest beginnings nearly a century ago. In fact, more than 50 million women in the U.S. today are Girl Scout alumnae. We invite you to learn about our robust organization and its rich history. From our willingness to tackle important societal issues to our commitment to diversity and inclusiveness—Girl Scouts is dedicated to every girl, everywhere.

The spiritual force of the movement and the ethical code accepted by all of its members is expressed in the Girl Scout Promise and Law. Although there are some variations in wording from one country to another, the principles remain the same.

Everyone who joins Girl Scouting in the United States makes a **Promise** as follows:

**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 **Law** Girl Scouts live by is:

**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.**

"Everything that happens in a Girl Scout troop should further the purpose for which the movement exists."

Founder Juliette Low

The **Girl Scout Mission** (adopted at the GSUSA National Convention, October 2005)

Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

The Girl Scout program is built on the foundation of this ethical code. Its guiding principles are: a belief in a spiritual being, service, responsible citizenship, high ideals of character and conduct, and appreciation of the worth of all people.

Girl Scout Leadership Experience

All experiences in Girl Scouting incorporate three keys to leadership – discover, connect and take action. Girl Scout experiences are also, as much as possible, girl led and involve learning by doing and cooperative learning. These three processes promote the fun and friendship of Girl Scouting, and by focusing on the three keys to leadership, girls achieve the desired and expected outcomes, ultimately resulting in Girl Scouting achieving its mission.

Discover:

- Girls develop a strong sense of self.
- Girls develop positive values.
- Girls gain practical life skills.
- Girls seek challenges in the world.
- Girls develop critical thinking.

Connect:

- Girls develop healthy relationships.
- Girls promote cooperation and team building.
- Girls can resolve conflicts.
- Girls advance diversity in a multicultural world.
- Girls feel connected to their communities, locally and globally.

Take Action:

- Girls can identify community needs.
- Girls are resourceful problem solvers.
- Girls advocate for themselves and others, locally and globally.
- Girls educate and inspire others to act.
- Girls feel empowered to make a difference in the world.

Diversity in Girl Scouting

Diversity has been a core value of Girl Scouts since its founding in 1912. At a time of segregation and before laws promoting civil rights were passed, our founder, Juliette Gordon Low, ensured that African-American, American Indian and Hispanic girls were able to become Girl Scouts. She led efforts to make Girl Scouting available to girls who lived in rural and urban areas, to girls who were rich, middle class and poor, and to girls who were born in this country as well as immigrants.

The foundation of diversity that Juliette Gordon Low established runs throughout Girl Scouting to this day. Our mission, to build "girls of courage, confidence, and character, who make the world a better place," extends to all girls of this nation. Today, Girl Scouts reaches girls in urban, rural,

low-income and public housing communities, and girls whose mothers are in prison or who are themselves living in correctional facilities, homeless shelters, foster care and domestic violence shelters. We have a long history of adapting activities to girls who have disabilities, special needs and chronic illnesses.

All Girl Scout councils and troop committees are responsible for seeing that membership is reflective of the pluralistic nature of their diverse populations and that membership is extended to all girls in their jurisdictions. A girl who meets or can meet membership requirements shall not be denied admission or access to the Girl Scout program because of race, color, ethnicity, creed, national origin, socio-economic status, or disability.

Girl Scout Membership

Membership in the Girl Scout movement is open to any girl or adult who meets the following membership requirements:

- Acceptance of the Girl Scout Promise and Law
- Payment of annual membership dues

How to Join

Every participant (girl or adult) must register and become a member of Girl Scouts of the USA (GSUSA).

- New registrations can be submitted any time during the year.
- Girl/adult registration forms and dues summary may be obtained from your service unit or local program center.
- Collect completed registration forms from troop members and volunteers.
- A dues summary must accompany all membership registrations and should tally all the attached forms.
- Turn in completed forms to your Service Unit Registrar.
- *Membership dues, payable to Girl Scouts of Central Texas (GSCTX), may be collected in the form of cash, check, credit, or money order.

*Financial Assistance is available for girl membership dues. Please complete the Financial Assistance for GSUSA Membership Dues (from the Service Unit Registrar) and submit with registration.

Membership Dues

- Paid annually. Adults may register as Lifetime Members for a one-time fee.
- Not refundable and may not be transferred to another member.
- Sent by Girl Scouts of Central Texas directly to GSUSA. None of these dues stay within our council.

Membership fees provide for:

- Supplemental accident insurance for all members.
- Membership Identification Cards.
- Development of Girl Scout programs and materials.
- Girl Scout *Leader* magazine for all adult members.

Membership Year

- Begins October 1 and continues through September 30 of the following year.
- Membership registration completed and submitted prior to October 1 is considered On-time. Girls registered by October 1 receive an On-time Patch.
- Current members that re-register for the next program year before June 1 are considered Early Bird. Girls re-registering by June 1 receive an Early Bird Patch.
- Girls and adults may be added to the troop all year long!

Girl Scouts of Central Texas

- Once a member is registered with GSUSA, she/he also becomes a member of Girl Scouts of Central Texas.
- The membership registration form has a section where you can make a monetary contribution to the Girl Scouts of Central Texas. If you make a donation, it will stay within our council and provide financial assistance to girls who would not be able to participate in the Girl Scout program otherwise.

Transfers to the troop

When a currently registered girl or adult member joins the troop, complete a change of membership information form and turn it in to the Service Unit Registrar along with a completed registration form with no money attached. The troop should retain their copy so they have current information on the girl or adult.

Program Levels

Girl Scouts can participate by joining an already existing troop, creating a new troop, or participating as a Juliette. Juliette Girl Scouts can be any age and participate in Girl Scout activities open to their age category, but do not participate in a troop.

Girl Scouts are divided into Girl Scout Daisy (grades K - 1), Girl Scout Brownie (grades 2 - 3), Girl Scout Junior (grades 4 - 5) and Girl Scout Cadette (grades 6, 7 & 8), Girl Scout Senior (grades 9- 10) and Girl Scout Ambassadors (grades 11 – 12).

Girl Scout Daisy - The First Step in a Lifetime Adventure

Girl Scout Daisies meet in groups of five to 10 with two or more adult leaders in a nurturing, inclusive environment. They go on trips, learn about nature and science, and explore the arts and their communities. Girl Scout Daisies can also earn Learning Petals and receive participation patches. Sample activities include:

- Arts and crafts projects like finger-painting murals and making paper-bag puppets
- Trips to pick pumpkins and apples
- Camping and hiking with their family
- Planning a picnic and making snacks
- Planting a community garden
- Earning patches for activities like reading fun books or helping their community

Girl Scout Brownie - Going Places, Making New Friends

Girl Scout Brownies work together in groups, earn Brownie Try-Its, and explore their community. Friendship, fun and age-appropriate activities begin at the Girl Scout Brownie meeting and move out to the community and wider world. Sample activities include:

- Visiting a zoo to feed—and learn how a veterinarian cares for—baby animals
- Marching in a community parade
- Working on Brownie Try-Its: decorating a T-shirt or learning a magic trick
- Deciding how many cookies to sell to earn money for trips
- Camping and making s'mores over a campfire
- Learning to swim at summer camp

Girl Scout Junior - Explorations, Fun and Best Friends Forever

Girl Scout Juniors earn badges and discover what girl power is all about through new activities and by learning to take charge of their own plans. They gain self-confidence as they explore the world in partnership with their troop/group leaders. Sample activities for Girl Scout Juniors include:

- Staying at a Girl Scout camp and learning outdoor skills
- Perfecting soccer moves with a professional women's soccer player
- Working on the Horse Rider Badge by learning to ride a horse
- Selling cookies to earn money for a trip to a theme park
- Going on a scavenger hunt for neighborhood litter
- Earn their Bronze Award

Girl Scout Cadette, Girl Scout Seniors and Girl Scout Ambassadors - Ready to Become, Belong, Believe, and Build

These older girls participate in Girl Scouting in many ways. Under the guidance of a trained adult advisor, girls mix and match activities and resources to suit their needs while giving back to their communities. They connect with each other and build self-esteem and confidence in their skills as they work on a range of projects and gain life experiences. Sample activities include:

- Setting goals and earning charms
- Exploring their future career options with a mentor
- Spending a summer as a counselor-in-training at camp
- Earning a Girl Scout Silver or Gold Award, the highest honors in Girl Scouting, for working on a project that benefits their community
- Traveling across the country or around the world to explore culture, science, the outdoors, and more through Destinations.

Holidays & Celebrations

Juliette Low's Birthday

Juliette Gordon Low was born on October 31, 1860, a few months before the Civil War began. Girl Scouts of all ages honor Juliette Low's birthday on or near October 31. Younger girls enjoy hearing the story of the founder, some plan a field trip or special outing like roller-skating, while older girls may choose to do a service project.

Thinking Day

On this day Girl Scouts and Girl Guides worldwide celebrate international friendship. Each year on February 22 they think about one another and the millions of members in this sisterhood. This special day is a great time to make monetary contributions to the Juliette Low World Friendship Fund (JLWFF).

Girl Scout Week

March 9 begins Girl Scout Week and "Make the World a Better Place Week." Celebrate the organization's timeless values of courage, confidence and character by planning a service project or other activity that addresses a need in the community.

Girl Scout Sunday/Sabbath

Girl Scout Sunday (Sunday before March 12) and Girl Scout Sabbath (Saturday after March 12) give girls an opportunity to attend their place of worship and be recognized as a Girl Scout. If a place of worship is the group sponsor, girls may perform a service, such as greeting, ushering or doing a flag ceremony. These days can also be a time when girls explore different faiths.

Girl Scout Birthday

March 12 commemorates the day in 1912 when Juliette Gordon Low officially registered the organization's first 16 girl members and they held their first Girl Scout meeting in Savannah, Georgia. To observe this birthday, each troop plans how they want to celebrate. On or near March 12, girls may eat birthday cake and ice cream, attend a service unit event, join with other troops and sing songs or attend a council-sponsored event.

Girl Scout Leader's Day

April 22 is a day to honor all the volunteers who work as leaders and mentors in partnership with girls. Girls, their families, and communities should find a special way to thank their adult Girl Scout volunteers. Our volunteers are recognized at a council-wide Volunteer Recognition event on a Sunday immediately prior to or following the 22nd.

Notes:

Investiture/Rededication Ceremony

Supplies:

Three tall candles (Promise)
Ten candles (Law)*
Matches or lighter
Membership pins (for investiture)

*(Battery-operated candles or flashlights may be used instead of candles, depending on the girls' ages.)

Leader: We are here to invest those who have joined Girl Scouts for the first time and to rededicate each member, new and old, to the Girl Scout Promise and Law. You should all understand that these are the ideals by which Girls Scouts try to live, and through which *Girl Scouting builds girls of courage, confidence and character, who make the world a better place.* (Girl Scout Mission Statement)

Now we light three candles for the three parts of our promise. Watch the candles take up the flame to shine on all of us as we rededicate ourselves by saying the Girl Scout Promise.

(All members repeat the 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.**

(Girls come forward, one at a time, to recite the ten parts of the Girl Scout Law and to light the candle, which represents it.)

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

(New members come forward to receive their Girl Scout pins.)

Leader: The Girl Scout Pin means many different things to many different people. All of us have to decide what it means to us – new friends we have made, things we have learned, understandings about people we have gained, experiences we could have not have had except as a Girl Scout. The list is almost as endless as the number of people in the organization. Welcome to (level) Troop #.

Section 2: Safety Policies & Procedures

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Ensuring the health and safety of girls is a cornerstone of the Girl Scout Movement. This includes developing safety consciousness in both girls and adults to guarantee proper supervision and planning to prevent accidents and incidents.

Safety-Wise is Girl Scouts of the USA's recommendation for safety and activity planning for all Girl Scouts. It includes Girl Scout program standards, basic safety guidelines, activity checkpoints and information on planning trips with girls. It also addresses group money-earning, budgeting guidelines and special guidelines for camping.

A copy is provided to every troop/group leader and program activity volunteer. Additional copies may be purchased at any of the council shops. It is updated periodically to reflect the latest in safety considerations, and is an integral part of every volunteer and staff training.

Safety-Wise

Before beginning any activity, the leader must:

- Be familiar with all Program Standards and related guidelines.
- Review Steps 1, 2 and 3 in the activity checkpoints.
- Obtain written permission from parents or guardians, if necessary.
- Obtain council permission if necessary.

Refer to the GSUSA program resources for guidance. Girl handbooks, leaders' guides and other supplemental resources contain activities carefully designed to bring out the best possible experiences for girls.

Safety-Wise Activity Checkpoints

Three-Step Process

1. **Universal Checkpoints** – These general checkpoints are considered before girls do any activity in Girl Scouting.
2. **Activity Checkpoints** – These are general safety considerations that leaders must follow whenever the group does a particular type of activity such as camping, water sports or land sports.
 - Camping Activities
 - Land Sports
 - Water Activities
 - Other Activities
3. **Activity Checkpoints for the particular area of interest** – For example: If Girl Scout Juniors would like to go swimming, their leader would read the universal checkpoints and pick the items applicable to swimming. Then read Step 2 checkpoints for Water Activities, and turn to the specifics under "Swimming".

Safety-Wise Adults vs. First-Aiders

"*Safety-Wise* Adults" refers to the number of adults needed to meet the adult-to-girl ratios as specified in *Safety-Wise*. At least one of these must be an adult female not related to the other adults. These persons should not be related by blood, marriage or living in the same household.

First-Aider

A Girl Scout First-Aider is an adult who has taken Girl Scout council-approved First Aid and CPR training (see *Safety-Wise* for a list of approved courses). A First-Aider must accompany the troop on all events/trips away from the troop meeting and during a troop meeting if the planned activity will be physically demanding or involves the potential for injury.

National Standard Adult-to-Girl Ratios

Girl Scout Program Level	Grade	Troop/group size: number of girls	Troop/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	K-grade 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

Medications

First-Aiders CANNOT administer medications, including lotions, sprays, or over-the-counter products, without the prior written permission of the girl's custodial parent or guardian. All medications must be in the original container and administered in the prescribed dosage, or per written directions. See *Safety-Wise*, for further guidelines regarding the care of girls who require medications, or carry their own medications such as bronchial inhalers, bee-sting kits, etc.

First Aid Kits

A general first aid kit should be available at the troop meeting place and accompany the girls on any activity, including transportation to and from events. A first aid kit should be in every vehicle transporting girls. A complete list of first aid kit items is contained in *Safety-Wise*. The kit must include protective gloves to reduce the risk of disease transmission.

Parent Permission

When activities take place outside of the scheduled meeting place, involve travel or focus on sensitive or controversial topics, parents and guardians should be informed and asked to provide written permission. The Parent

Permission Form must have current parent contact information as well as an emergency contact. The emergency contact person should be an adult, other than the parents, who will be responsible for the child if a parent cannot be reached. Special needs and medical conditions should be listed on the permission form as well.

Meeting Place Safety

Troops often use the facilities of schools, churches, parks and other municipal entities as meeting places or venues for special events. Careful considerations should be used to find appropriate facilities for the age of the girls being served and the activities being conducted.

Choosing a Location

Refer to Program Standard 22 and its guidelines in *Safety-Wise*. "All meeting places, camps, and other sites used for Girl Scout program activities provide a safe, clean, and secure environment and allow for participation of all girls." Inspect a potential meeting place using Program Standard 22 and these safety guidelines before deciding on a meeting place.

Direct any questions or concerns regarding a possible meeting place to your Service Unit Director (SUD) or Membership Development

Executive (MDE) responsible for your service unit.

If you are asked to sign a contract for the use of a meeting place for your troop, send the contract to the Executive Assistant so it can be reviewed and signed by the council CEO.

Notify your SUD of the location for regular troop meetings and report any meeting location changes.

Before Each Meeting

Inspect the meeting place prior to each meeting for physical hazards and overall safety precautions using the "Meeting Place Safety Checklist." Identify potential hazards and keep girls away from these restricted areas.

Set up the meeting area prior to the arrival of the girls so that you will be ready to greet and supervise them when they arrive (move furniture, operate equipment, decorate room, etc.).

Adult Supervision

Make sure that an adequate number of adults will be present at each meeting to supervise the girls. See Program Standard 13 in *Safety-Wise*: "At least one adult female is present at all meetings who is not related to the other adult leaders." This person should not be related by blood, marriage or living in the same household as the other adult(s).

Make sure the girls are supervised at the beginnings and endings of meeting times when accidents can occur due to a lack of supervision. Assign adult volunteers to supervise specific girls or activities at all times.

Smoking or drinking alcoholic beverages in the presence of girls is not permitted.

Distractions

Secure all pets away from the meeting area and do not permit pet access to girls at any time.

Discourage the presence of younger or older siblings of girls or children of leaders who are not of the appropriate age to participate in the groups' activities. "Tagalongs" can distract girls from their planned activities and distract leaders from providing proper supervision of girls (see policy #2).

Meeting Activities

Use the Girl Scout age level resources and *Safety-Wise* to determine activities appropriate for the girls in the troop.

Teach the girls to use the buddy system to keep each other safe.

Enforce rules about where the girls are allowed to run and play games at the meeting place.

Pick-up Procedures

Talk with parents or guardians of girls about who will pick up their daughter and about pick-up times and places so girls get home safely.

Release each girl only to her parents, guardian, or an adult designated by the parent/guardian.

If a girl has not been picked up within 30 minutes after the expected time and a parent or emergency contact cannot be reached, the troop leader should contact the Department of Social Services and/or the local police.

Meeting Place Safety Check List

Inspect the proposed meeting place using the following guide prior to deciding on final meeting place. Also use this guide prior to each troop meeting to prevent accidents or injuries.

Exterior Grounds Around Meeting Place

- Does lighting system illuminate entrances, walkways, and parking?
- If the property has a playground, is the equipment properly maintained and anchored so that it does not tip, slide or move in an unintended manner?
- If the property has a pool, is the pool access locked so that girls cannot enter the pool area unless swimming activities are to be conducted? Are pool chemicals stored, secured and out of reach from children?
- Is access restricted to recreational equipment such as ATVs, trampolines, archery and other sports equipment?

Interior of Meeting Place

- Are there two or more separate, usable exits available? Are the exits ever blocked?
- Are steps clear of trip and fall hazards? Are handrails and railings on stairs present and secure?

- Is floor space adequate for the desired activities?
- Are toilets and hand washing facilities available?
- Do girls and adults have special needs that require adaptations of facilities for their disabilities? If so, please refer to *Safety-Wise* for a helpful list.
- Are barriers or warnings provided for hot surfaces like fireplaces, heaters, radiators, wood stoves and space heaters?
- Are fire extinguishers readily available?
- Is a telephone available and operational?
- Are emergency phone numbers provided for fire, ambulance, police and the poison control center?

Physical Hazards

- Are all chemical cleaning solutions kept out of reach and properly stored to prevent access to children?
- Are all prescription medications kept out of reach and properly stored to prevent access to children?
- Are all weapons kept out of the reach and properly stored to prevent access to children?
- Are all tools and power equipment kept out of reach and properly stored to prevent access to children?

Girl Scouts of Central Texas Policies and Standards

Basic policies and standards are established by Girl Scouts of the USA and published in *Safety-Wise* and *Leader's Digest—the Blue Book of Basic Documents*. Individual councils can establish additional policies or standards as needed to help guide their volunteers.

Definition of Standard & Policy

STANDARD is a recommended practice, a guide to help insure a high quality of work and uniformity throughout the council.

POLICY is an established course of action that must be followed and is binding to all members of the organization.

PROCEDURE is the manner of carrying out a course of action.

Troop/Volunteer Management

1. Standard: At all Girl Scout activities/events there must be at least two adults present, one of which is a female not related by blood, marriage or living in the same household of the other adult(s).

2. Policy: No tagalongs will be allowed to attend **council and/or service unit-sponsored events and camps** unless there is a specially-planned program/unit for them. This policy does not apply to family events.

Tagalongs are defined as anyone other than the program participant or event aide.

No tagalongs will be allowed to attend **troop activities**. When there is no alternative other than the adult participant must bring along the tagalong(s), the following conditions must be satisfied in order for the tagalong(s) to be present.

The parent/guardian must:

- Have an active and necessary role in the meeting, activity or event.
- Provide advanced notice to the troop leader/event leader, who must, in turn, explicitly agree to the presence of the tagalong(s).
- Be informed by the approving activity leader that GSCTX insurance does not cover the tagalong(s) or the care provider.
- Sign a "release of liability" agreement.
- Be present at all times at the site.
- Tagalong(s) must be cared for by another person who is not involved in the Girl Scout activity.
- Child care must take place far enough from the Girl Scout activity so as to not distract, but close enough to get help if needed.

3. Policy: Volunteers must be given a position description and have appropriate orientation and position training.

4. Policy: Candidates applying for the troop leader position shall be registered adult members of at least 18 years of age.

5. Policy: Volunteers in operational positions report to the CEO or his/her designate. The primary responsibilities of volunteer supervision within the council jurisdiction shall be to recruit and appoint qualified individuals, to provide

support and information that individuals need to do their jobs and to assist them in complying with GSUSA and council guidelines, policies and standards. Volunteers reporting to employed staff will receive periodic verbal feedback on their performance. Volunteers may request written performance evaluations the end of a their term in a position as defined in their job description. Volunteers who report to other volunteers may request a verbal or written performance evaluation. Volunteer Personnel Performance Review Forms are available from the CEO or his/her designate.

6. Policy: Possible reasons for separation, termination or non re-appointment of GSCTX volunteers include but are not limited to:

- The inability to perform or satisfy the duties of the position.
- Violation of the council policies, standards and procedures.
- Excessive absence or tardiness from required meetings.
- Performance not consistent with principles of the Girl Scout Movement.
- Misappropriation of funds.
- Theft, damage or misuse of Girl Scout property.
- Engaging in inappropriate conduct.
- Unsatisfactory completion of objectives and corrective action.

7. Policy: Volunteers are encouraged to bring to the attention of those with whom they work (i.e., administrative volunteers, council staff) any problems or grievances they might have. The council's grievance procedure shall be followed.

Public Relations

8. Policy: Volunteers/girls may contact the media about daily operations and local events but must get prior approval from the Service Unit Director or Service Unit Public Relations Coordinator.

Financial Matters

9. Policy: All funds collected or received for Girl Scout service units, Girl Scout houses, troops and other organized Girl Scout groups must be deposited into a separate Girl Scout checking or savings account for that entity. All accounts must be in compliance with council banking procedures. Further, if bank accounts become inactive; actions will be taken to contact the

parties on those accounts to determine if accounts should be closed.

10. Policy: An annual financial report is required for service units, Girl Scout houses, troops or other organized Girl Scout groups. This report with a copy of the most current bank statement shall be submitted according to council deadlines.

11. Policy: Each troop/group is responsible for planning and financing their own program.

12. Policy: Money earned/raised, dues, donations and equipment/property that are acquired in the name of Girl Scouts are the property of that troop/group or service unit and the council.

13. Policy: Permission to conduct a troop approved money-earning project other than the council product sales must be obtained from the service unit director and reported on an annual financial report.

14. Policy: Approved troop/group, money-earning projects may be conducted anytime except during council product sales or local United Way campaign drive. On-going commitments, such as recycling and concession stands are exempt.

15. Policy: The Board of Directors must specifically authorize all service unit fundraisers, unless the fund development activities support the council.

Pluralism and Diversity

16. Policy: The council will strive for a membership reflective of the pluralistic nature of the population and that membership is extended to all girls in all population segments and geographic areas within its jurisdiction. A girl who meets or can meet membership requirements shall not be denied admission or access to Girl Scout program because of race, color, religion, national origin or disability. Reasonable accommodations shall be made for girls with disabilities to ensure that girls have access to activities.

17. Policy: Every adult must be selected on the basis of qualifications for membership, ability to perform the job and willingness and availability to participate in training. In selection, there shall be no discrimination on the basis of race, color,

religion, sex, national origin, age, disability or status as a Vietnam era special disabled veteran, in accordance with applicable federal laws.

18. Policy: To ensure full equality of opportunity in all operations and activities of Girl Scouting, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement and recognition of members. The council will strive to bring Girl Scouting to girls in underserved populations by reaching out to urban, rural, low-income and public housing communities, to girls whose mothers are in prison or who are themselves living in correctional facilities, homeless shelters, foster care and domestic violence shelters. In addition, when feasible, programs will be adapted to activities for girls who have disabilities.

Field Trips/Travel/Camping

19. Policy: Adult volunteers must adhere to the council's troop travel and overnight procedures as covered in training and *Safety-Wise*.

20. Policy: When transporting troops for Girl Scout activities/events there must be at least two adult chaperones, preferably not related, with at least one being female.

21. Policy: On overnight or camping events, men shall not share sleeping facilities or restrooms with any girl other than his family members.

Health, Safety & Security

22. Policy: Candidates for volunteer positions that will be working directly with girls, handling money or council product sales shall participate in a screening process that includes:

- Satisfactory recommendations and references.
- Criminal history background check. Any appointments and re-appointments are contingent on satisfactory completion of the criminal history background check. A conviction will not automatically disqualify an otherwise qualified person from volunteering or result in termination as a volunteer. Certain factors, including the nature and date of the offense and its relationship to the position, will be considered.

23. Policy: Use of Girl Scout confidential information (name/address) for personal

advantage or for the advantage of any group, organization, or business without the express written permission of the individual is prohibited.

24. Policy: Vehicles used for transportation must be properly registered and inspected, insured, and the driver must have a valid license for the type and size of vehicle used. Each passenger must wear a seat belt. Girls are discouraged to act as drivers.

25. Policy: In the event of a troop emergency, the CEO, leader or other registered adult volunteer(s) should be the only one(s) communicating with parents. It is recommended that the leader disallow the girls' use of communication devices during an emergency in order to minimize confusion and panic.

26. Policy: The CEO or person he/she designates must make all public statements in emergency situations.

27. Policy: Troops participating in any high risk activities as defined in *Safety-Wise* or requiring a troop travel application must be accompanied by an adult with the appropriate license or certification or equivalent, i.e. First Aid/CPR, Outdoor Skills Course as required by *Safety-Wise*.

28. Policy: Possession or consumption of alcohol, illegal drugs or abuse of prescription or over-the-counter drugs is prohibited by anyone accompanying Girl Scouts on a girl or troop event or activity. Girls will not be released to anyone who appears to be under the influence of alcohol, inhalants, narcotics, controlled substances, drugs or intoxicants, possibly affecting or impairing judgment, coordination or other senses.

29. Policy: No one, regardless of age, may smoke in the presence of girls while participating in Girl Scout activities or accompanying girls. All GSCTX buildings are smoke free. Smoking is allowed in outdoor designated smoking areas only.

30. Policy: The council prohibits anyone from carrying firearms, concealed or otherwise, on GSCTX property without the express written approval of the CEO or Board of Directors. All *Safety-Wise* Policies and Standards concerning guns and/or other weapons shall be practiced.

31. Policy: No fireworks shall be carried or used by anyone acting in a Girl Scout capacity at activities/events where girls are present except with prior written approval by the Board of Directors.

32. Policy: Hunting is not permitted on GSCTX property.

33. Policy: The council is committed to relationships characterized by dignity, courtesy, respect and fairness. The council will not tolerate physical, sexual, emotional or verbal abuse of girl or adult members. Further, council employees and volunteers shall comply with all aspects of Texas law applying to child abuse and neglect. (Note: Child abuse is a crime.) See procedural guidelines for dealing with sexual and abusive conduct.

Program

34. Policy: The Service Unit Director must approve all service unit events.

35. Policy: In the event disciplinary action is necessary, girls will be sent home immediately at the expense of the parent/guardian/sponsor and any fees paid will be forfeited.

36. Policy: A leader/advisor must inform parents/guardians about proposed activities and receive written permission for activities that involve sensitive or controversial issues, field trips and overnight activities.

37. Standard: Girl Scouts are encouraged to wear Girl Scout attire and/or pins when participating in Girl Scout activities.

Delegates & Corporate Areas

38. Policy: Corporate Areas are geographic subdivisions that are established by the Council Board of Directors for the purpose of policy making.

39. Policy: Membership of corporate areas shall be members of the Girl Scouts of Central Texas, fourteen years of age and over, who are currently registered within the corporate area.

40. Policy: Responsibilities of the corporate area members are:

- Nominate Delegates from their service units.
- Present the corporate area's views to the Delegates and receive Delegate's reports.

- Attend Area Forums.
- Elect Council Delegates.
- Provide input on proposed plans, policies, and other matters referred to the corporate area by the Board of Directors.
- Submit such proposals to the Board of Directors as they believe appropriate for improving the quality of Girl Scouting.
- Provide such other assistance as may be requested by the Board of Directors.

41. Policy: Forums—The Board Chair will ensure that at least one opportunity per year is provided for the purpose of open discussion in each of the corporate areas. At least one board member shall be present and serve as Corporate Area Chair. These meetings may be attended by any registered members with an interest in Girl Scouting and Girl Scouts of Central Texas. Council Delegates, representing the corporate areas, will be elected by the corporate area members present.

Girl Scout Activity Accident Insurance – Basic Coverage

Girl Scout programs are designed with a view towards safety. However, when an accident does occur, the basic accident coverage is designed to help meet the costs of accident medical care.

Every registered girl and adult member in the Girl Scout movement is automatically covered under the plan and the entire premium cost for this protection is borne by GSUSA.

Every girl and adult member of your troop is covered for approved, supervised Girl Scout activities and events, which last no more than two nights (three nights when one of the nights is a federal holiday). It also covers travel directly to and from the covered activities.

Recognized Federal Holidays:

- New Year's Day (Jan 1)
- MLK Day (3rd Monday in Jan)
- Presidents' Day (3rd Monday in Feb)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (1st Monday in Sept)

This plan is not designed to eliminate or replace family health insurance. It is there to provide

registered adult volunteers and the parents of registered girls with the assurance that should the need arise, financial coverage is available to help pay the medical expenses of accidents that occur during normal supervised activities of the Girl Scout program.

For additional information on Girl Scouts Activity Accident Insurance consult the Basic Coverage pamphlet available in *On the Spot: Emergency Procedure Kit*.

All Girl Scout program activities should conform to the applicable guidelines and standards as stated in *Safety-Wise*.

Accident Insurance for Activities or Events Excluded Under the Basic Plan

Girl Scout Activity Insurance for Non-Members provides basic coverage to non-members and should be purchased when hosting an event, which will include non-members. Whenever GSCTX properties are used, this insurance must be purchased.

Girl Scout Member and Non-Member Accident and Sickness Insurance must be purchased for all trips lasting three or more nights. In addition to accident coverage, this plan also includes sickness coverage.

There is a \$5 minimum premium charge, but more than one event may be included on one form. Insurance must be purchased for the period of time beginning with the day the participants leave home and continuing through the day the participant returns.

For an insurance application, contact the Executive Assistant at the Lone Star Program Center at least four weeks before the event. Include with the application a troop or service unit check made out to Mutual of Omaha.

Comprehensive General Liability Insurance

GSCTX carries Comprehensive General Liability Insurance. Registered adult and girl members are insured for incidents involving legal liability for bodily injury or property damage while participating in approved Girl Scout activities. In the event of an incident, contact the Facilities Director. You will be required to provide a written report.

GSCTX Child Abuse and Neglect Reporting Policy and Procedures

This section summarizes relevant portions of Texas law regarding child abuse or neglect, and states the Girl Scouts of Central Texas policy and the procedures for handling alleged or suspected abuse or neglect.

Definitions of Child Abuse and Neglect

Texas law defines “abuse” to include the following acts or omissions:

- Mental or emotional injury that results in an observable and material impairment to a child’s growth, development or psychological functioning.
- Causing or permitting a child to be in a situation in which the child sustains mental or emotional injury that results in an observable and material impairment to a child’s growth, development or psychological functioning.
- Physical injury that results in substantial harm.
- Genuine threat of substantial harm from physical injury to the child, excluding accidents or reasonable discipline that does not expose the child to a substantial risk of harm by a parent, guardian or managing or possessory conservator.
- Compelling or encouraging a child to engage in sexual conduct, as defined by Texas Penal Code 43.01 (deviate sexual intercourse, sexual intercourse and sexual contact).
- Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of a child, if the person knew or should have known that the resulting photograph, film or depiction of the child is obscene, as defined by Texas Penal Code 43.21 or pornographic.
- The current use by a person of controlled substance, as defined by Texas Health and Safety Code Chapter 481, in a manner or to the extent that the use results in physical, mental or emotional injury to a child.
- Causing, expressly permitting, or encouraging a child to use a controlled substance, as defined by Texas Health and Safety Code Chapter 481.
- Failure to make a reasonable effort to prevent sexual conduct harmful to a child.

- Sexual conduct that is harmful to the child's mental, emotional or physical welfare.
- Failure to make a reasonable effort to prevent another from causing a child physical injury that results in substantial harm.

Texas law defines “neglect” to include:

- Leaving a child in a situation in which the child would be exposed to a substantial risk of physical or mental harm without arranging for necessary care, coupled with a demonstration of intent not to return by a parent, guardian, or managing or possessory conservator.
- Placing a child in or failing to remove a child from a situation that requires judgment or actions beyond the child's maturity, physical condition or mental abilities and that result in bodily injury or a substantial risk of immediate harm.
- Failing to seek, obtain, or follow through with medical care for a child, which either results in or presents a substantial risk of bodily injury or observable and material impairment to the child's growth, development or functioning.
- Failing to provide a child with food, clothing or shelter necessary to sustain the life or health of the child, excluding failure due to financial inability, unless relief services had been offered and refused.
- Placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child.
- The failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from home for any reason.

“Person responsible for a child's care, custody, or welfare” means a person, who traditionally is responsible for a child's care, custody, or welfare, including:

- A parent, guardian, managing or possessory conservator, or foster parent of the child.
- A member of the child's family or household as defined by Texas Family Code Chapter 71.
- A person with whom the child's parent cohabits.

- School personnel or a volunteer at the child's school.
- Personnel or a volunteer at a public or private child-care facility that provides services for the child or at a public or private residential institution or facility where the child resides.

Who Reports, When and What

Anyone who has “cause to believe” that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must *immediately* report the alleged or suspected abuse or neglect to the appropriate local or state authorities. If known, the report should include:

- The name and address of the child.
- The name and address of the person responsible for the care, custody, or welfare of the child.
- Any other pertinent information concerning the alleged or suspected abuse or neglect.

Texas law does not define the phrase “cause to believe;” rather whether there is or was cause to believe must be determined on a case-by-case basis.

Where to Report

A person who has a duty to report shall file a report with one of the following authorities:

- Any local or state law enforcement agency.
- The Texas Department of Family and Protective Services if the alleged or suspected *abuse* involves a person responsible for the care, custody or welfare of the child. Website to report suspected abuse:
http://www.dfps.state.tx.us/contact_us/report_abuse.asp
- The state agency that operates, licenses, certifies or registers the facility in which the alleged abuse or neglect occurred.

Failure to Report

A person commits a Class B Misdemeanor if he or she has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report this abuse to the local or state authorities. A Class B Misdemeanor is punishable by a fine not to exceed \$2000 and/or confinement in jail not to exceed 180 days.

False Report

A person commits a Class A Misdemeanor if the person knowingly or intentionally makes a report that the person knows is false or lacks factual information. If the person has been previously convicted under this section, then a subsequent false report offense is a state jail felony.

Immunity from Liability

An individual who in good faith reports or assists in the investigation of child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed. But, this immunity does not extend to one acting in bad faith or malice; or one reporting his own abuse or neglect of a child.

Confidentiality of Person Making Report

Unless waived in writing by the individual making the report, the identity of an individual making a report with local or state authorities is confidential and may only be disclosed pursuant to:

- A criminal investigation;
- A court order;
- Purposes consistent with Texas Family Code provisions on child abuse and neglect, and applicable state and federal law; and rules adopted by an investigating agency.

GSCTX Child Abuse Procedures

All Girl Scouts of Central Texas employees and volunteers shall comply with all aspects of Texas law about child abuse and neglect. Any council employee or volunteer with questions regarding the law shall contact the council's Human Resources (HR) Director.

Reporting

Any Girl Scouts of Central Texas employee or volunteer, who believes that she or he has a statutory duty to file a report of alleged or suspected abuse or neglect, or is uncertain about whether she or he has a duty, shall immediately notify and consult with the Human Resources Director for Girl Scouts of Central Texas. Immediately after the HR Director consults with this employee or volunteer, and with any other necessary employee, volunteer or GSCTX representative, including, but not limited to the Vice President of Membership and Program, the CEO, and legal counsel, it shall be

determined if the allegation or suspicion is reportable under the law.

The previous notwithstanding, any employee or volunteer who has cause to believe that child abuse or neglect has occurred is responsible for reporting the matter to the appropriate authorities.

Within 48 hours after the appropriate authorities have been notified, the HR Director will complete the Early Warning Form and send it and a copy of the abuse/neglect report, if any, to the CEO.

Confidentiality

All Girl Scouts of Central Texas employees and volunteers with knowledge of the allegations, suspicions or report shall not disclose any information pertaining to the allegations suspicions or report unless the disclosure is pursuant to:

- An investigation by the Girl Scouts of Central Texas, local or state authorities, or a law enforcement agency.
- A court order.
- Purposes consistent with Texas Family Code provisions on child abuse and neglect, and applicable federal and state law.
- Rules adopted by an investigating agency.

Suspension of Meetings and Activities

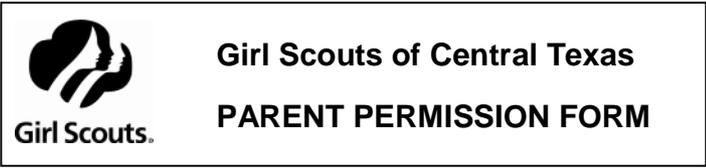
Depending upon the specific circumstances of the alleged or suspected abuse or neglect, troop meetings and activities may be suspended where warranted for the safety of the child(ren). For example, if the alleged perpetrator is a leader or co-leader, all meetings and activities will be suspended until the matter is resolved or until alternative leadership can be established.

Discipline

If at any time during the course of, or at the conclusion of an investigation, the alleged perpetrator is a Girl Scout employee or volunteer, the council may take any appropriate action, up to and including termination of the employee or volunteer relationship.

Inquiries

All media inquiries about allegations, suspicions, reports, or investigations shall be directed to Girl Scouts of Central Texas' CEO, Communications Director or Chair of the Board of Directors. All other inquiries shall be directed to the HR Director.



Service Unit _____
 Program Year _____ to _____
 Troop # _____ PL _____

LEADER'S NAME _____ E-MAIL _____
 DAY PHONE # () _____ EVENING PHONE # () _____
 TROOP EMERGENCY CONTACT _____ CELL # () _____
 DAY PHONE # () _____ EVENING PHONE # () _____

FOR EMERGENCIES ONLY:
 IN THE EVENT YOU ARE UNABLE TO REACH YOUR TROOP EMERGENCY CONTACT CALL GIRL SCOUTS OF CENTRAL TEXAS, 512- 453-7391 OR 1 800-733-0011. AFTER BUSINESS HOURS EMERGENCY, CALL 512-795-3888.

ACTIVITY _____ LOCATION _____
 ACTIVITY DATE(S) ____/____/____ - ____/____/____ SIGNED PERMISSION DUE ON _____
 WE WILL LEAVE FROM _____ AT _____ AM / PM
 WE WILL RETURN TO _____ AT _____ AM / PM
 COST \$ _____ GIRLS SHOULD WEAR: UNIFORMS OR _____
 GIRLS SHOULD BRING _____
 EQUIPMENT NEEDED _____

All adults attending our activity/event are registered Girl Scouts and have a Volunteer Application on file with our council. Each driver has a valid drivers' license, insurance and vehicle registration, as required by the state of Texas.

 (Leaders signature)

 (RETURN THIS PORTION TO TROOP LEADER BY _____)

Troop #: _____ Service Unit: _____

My daughter, _____, has my permission to go to and participate in the _____. I understand the cost will be \$ _____.

IN CASE OF AN EMERGENCY, PLEASE CONTACT:

NAME _____ PHONE _____ OR _____
 NAME _____ PHONE _____ OR _____
 NAME _____ PHONE _____ OR _____

PHYSICIAN'S NAME _____ PHONE # () _____
 My insurance carrier _____ Policy # _____

She is in good physical condition at present and has had no serious illness or operations since her last health examination. I will make sure that she does not attend if she is not feeling well. I give my consent for emergency care to be rendered by another licensed doctor, if unable to reach family doctor. I give permission for pictures to be taken and used for Girl Scout publications, publicity, advertising or the council calendar. If a private auto is to be used, she has my permission to ride. I understand that volunteers and Girl Scouts of Central Texas cannot be responsible for loss of valuables.

PARENT OR GUARDIAN SIGNATURE _____ DATE: _____

PLEASE LIST SPECIAL NEEDS, MEDICATIONS AND COMMENTS BELOW.

Section 3: Our Volunteers

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Girl Scouts of Central Texas is committed to:

- Providing a safe, quality program for girls
- Using the skills and experiences of volunteers effectively
- Providing volunteers the opportunity for participation, challenge and growth

Girl Scouts of Central Texas maintains that the strength of the Girl Scout movement rests in the voluntary leadership and dedication of its adult members. The adult volunteer, working in partnership with the council staff, contributes directly and indirectly to serving girl members. It is necessary that the following guidelines be understood and adhered to by each volunteer.

Welcome

Volunteers join Girl Scouting in various ways such as through school recruitment, as a result of attending a membership or program event, by submitting an online interest form, or as a walk-in. No matter how you join, you should receive the following forms and information:

- GSUSA Membership Registration Form
- Volunteer Application Form with contact information, references, and background check authorization
- Girl Scout Pathways for Adults, including short-term and long-term volunteer opportunities
- Information about Girl Scouts of Central Texas through *eNews* and *Girl Scout Scoop*.

Gathering Information

We ask that you complete the Registration and Volunteer Application Forms and return them with your membership registration fee to your Service Unit Registrar or local program center.

Your information can then be entered into the Girl Scouts of Central Texas database.

Interviewing

Volunteers are placed on the basis of their suitability as a role model for both girls and adults; enthusiasm, experience, knowledge and skills; willingness and availability to participate in training; ability to work as a team member with council staff and other Girl Scout adults; references, and criminal background check results; and expressed commitment to the Girl Scout Promise and Law. A volunteer not placed in the service area for which she/he applied may be considered for/referred to another position.

Screening

Criminal Background Checking

Any volunteer appointment is contingent upon the completion and review of a criminal background history check. Criminal background checking is the process of looking into the history of an individual to determine whether she/he has a criminal record.

Sex Offender Registration Program

The Texas Sex Offender Registration Program is a sex offender registration and public notification law designed to protect the public from sex offenders. If you suspect an offender is involved with Girl Scouts, please contact the council immediately.

Reference Checking

References are a requirement of the volunteer application process. You will be asked to provide the council with the names and contact information for two people not related to you as references.

Notifying Volunteer Candidates

Based on the results of the background check, your interests and skills, and available volunteer opportunities, the council will inform you if you are accepted or declined for the volunteer position you apply for. A volunteer position description and a copy of the council's Volunteer Policies and Procedures will also be provided. Volunteers placed in positions reporting to other

volunteers may request written appointment agreements, volunteer position descriptions and/or copies of the Volunteer Policies and Procedures. Appointments for which no term is given shall be until the end of the Girl Scout program year.

Orientation

All new volunteers, including new leaders, parents and event volunteers should take Volunteer Orientation, which covers the following topics:

- Girl Scout History
- Mission, Promise and Law
- Diversity in Girl Scout Activities
- Girl Scout Pathways for Girls and Adults
- Support & Resources
- Girl Scout Leadership Experience

You can access Volunteer Orientation at: <http://training.girlscouts.org>. This is a password protected website. The password is discover. You will need to enter your name and email address, as well as the email of your Volunteer manager, Discover@gscctx.org.

Support

As a Troop Leader, you have the support of your service unit. A service unit is comprised of many troops in a specific geographic area. Each service unit has a volunteer Service Unit Director that coordinates the troops in that geographic area. Service units meet on a monthly basis to provide:

- Guidance and direction, as needed and requested
- Conflict mediation, as needed
- Arrangements for ongoing training, as needed
- Recommendations for awards and recognitions

Training

Girl Scout volunteer training provides a foundation for implementing the Girl Scout program when working with girls or adults. A listing of training dates and locations is printed twice a year in *Possibilities*, and continuously updated at www.GSCTX.org. To view local training, refer to *Possibilities* or the website.

Recognition/Appreciation

Recognitions are tangible reminders of rewarding relationships between adult volunteers and Girl Scouting. Girl Scouts recognizes those whose service exceeds expectations, and who are a model of outstanding performance. Girl Scouts of Central Texas has a volunteer recognition system in place that will ensure the proper form of appreciation and recognition of its many adult volunteers.

Reassignment

Appointment to any position is on an annual basis and is not automatic. Service in volunteer positions is at the will of both parties (the volunteer and the council). Volunteers are free to resign their positions at any time; however, advance notice is requested. Similarly, Girl Scouts of Central Texas is free to assign/remove a volunteer if such action is determined to be in the best interest of Girl Scouting and/or the council.

Volunteers

There are two categories of volunteers: policy-making and operational. Policy-making volunteers set guidelines for the council to carry out its plan of work (Board of Directors). Operational volunteers assist in delivering services to girls (troop leaders).

Policy-Making Volunteers

Volunteers who do not have a direct link to delivering services to girls direct the council's plan of work. They make decisions that impact the future of the council. Most of the policy-making volunteers are members of the Board of Directors.

The Board of Directors is responsible for determining the policies which guide the council. The board hires the CEO who, in turn, is responsible for the council's day-to-day operations, including the delivery of services to girls.

Delegates at the council's annual meeting elect the officers and members of the board. The council nominating committee selects the nominees for each position. Delegates at the annual meeting also elect nominating committee members.

Policy-Influencing Volunteers

The Board of Directors has established 12 geographic jurisdictions, called Corporate Areas, whose constituents are represented by four delegates and two alternates. Local service units are grouped into each Corporate Area and all registered adults and girls age 14 and older are voting members. Annually, each service unit nominates two individuals to be considered for the Corporate Area Delegate positions, one of which may be a girl member, 14 years of age or older.

Corporate Area Members, attending the Area Forum, vote on the Corporate Area Delegates. Delegates and Alternates are elected for a one-year term and may not serve more than three consecutive terms. The restriction of no more than three consecutive terms may be set aside if no other willing candidate for the position of Corporate Area Delegate can be found. Terms of office shall begin at the close of the Corporate Area meeting, at which elections are held.

Operational Volunteers

The Girl Scout program is delivered to girls in troops and groups with adults guiding their activities, or to non-troop affiliated girls through publications and council-wide events.

Many people are involved in delivering services to girls. We refer to these people as staff. The council has two categories of staff: employed and volunteer. Volunteer staff who are involved in delivering services to girls are often referred to as operational volunteers.

Since the majority of Central Texas Girl Scouts participate in troops, much of the council's staff resources are devoted to supporting the delivery of programs to girls in troops. To deliver these services effectively, the council's 46 counties are divided into service units. The CEO determines service unit boundaries, with input from employed and volunteer staff.

Girl Scout volunteers have a right to:

- A volunteer position description providing written expectations
- Convenient and time-efficient volunteer training
- Assistance and guidance
- To know the time commitment and necessary skills required

- Recognition for a job well-done
- Opportunities to relate volunteer services to career and personal goals
- A chance to progress to a more challenging volunteer position

Employed Council Staff

The CEO employs staff to run the daily operations of the council. All positions serve a vital function in helping provide efficient services to adult volunteers, parents and girls.

The position primarily responsible for delivery of services to girls is the Membership Director. This person supervises the Membership Development Executives (MDEs). An MDE recruits and supervises Service Unit Directors who are given final appointment by the council CEO. The Service Unit Director is responsible for managing an assigned service unit. The Service Unit Director's primary responsibility is the recruitment, appointment and supervision of local adults in his/her service unit to serve at the troop level.

Some of the policy-influencing volunteers (delegates) may also be involved in operations (leaders). Management and administrative volunteers (i.e., Service Unit Directors) should not serve as delegates due to potential conflicts.

The Girl Scouts of Central Texas Board of Directors Chairperson and CEO maintain an "open door policy" which states that any volunteer is welcome to discuss concerns at any time. It is recommended that one call first to ensure that the chairperson or CEO will be available.

Policies/Procedures for Operational Volunteers

Girl Scouting is a voluntary movement which, as a matter of belief and principle, holds that its strength derives from its voluntary adult involvement and leadership. The concept of volunteer services, of time and talent given without remuneration, is essential to Girl Scouting and to Girl Scouts of Central Texas. The purpose of these policies and procedures is to provide a framework, which supports both effective utilization of the time and talent

contributed by volunteers and a high level of service satisfaction, including opportunities for personal and professional growth, for the volunteers themselves.

These policies apply to all volunteers - i.e., adults serving in operational/management volunteer positions in Girl Scouts of Central Texas. They do not apply to volunteers serving in policy/governance positions in the council. These policies are ongoing and subject to review by the council's Board of Directors.

Membership

All volunteers must be registered as adult members of Girl Scouts of the USA.

Adult Benefits

- Girl Scout membership provides medical accident insurance (secondary coverage) for injuries sustained by volunteers in the execution of Girl Scout duties.
- Girl Scout membership provides a subscription to the *Girl Scout Leader* magazine.
- Girl Scouts of Central Texas provides volunteers with numerous publications designed to support their positions. These opportunities enrich a volunteer's skill base.
- Required and optional training opportunities are provided, many of which have application outside of volunteer Girl Scout responsibilities.
- Volunteer personnel may apply for promotions within the council, either to other volunteer or employed staff positions, or temporary contract positions.
- Volunteers may list Girl Scout experience on resumes and use the council as a job reference.
- Volunteers receive on-the-job supervision.
- Girl Scouts of Central Texas maintains a Recognition Plan through which volunteers receive awards for outstanding work and service.
- Some administrative/management volunteer positions are reimbursed for certain out-of-pocket expenses related to Girl Scout work.
- Registered Girl Scout volunteers, acting within approved guidelines for approved activities, are covered by liability insurance carried by the council.

Affirmative Action

Girl Scouts of Central Texas strives to recruit a diverse membership that is most capable and best able to serve Girl Scouts and our council. All individuals are given equal consideration for volunteer placement opportunities. The council will not discriminate in any aspect of placement on the basis of race, color, religion, sex, national origin, handicap, sexual orientation, marital status, age or veteran status as protected by law.

Termination of Volunteer Services

When volunteers are dismissed before the end of their term, they should receive written notice explaining the reason. Not being re-appointed to a position after the completion of a term of appointment does not constitute termination. When volunteers are unable to complete their term of appointment, they should give written notice as far in advance as possible. Volunteers who resign, or who are dismissed, may apply/be considered for another position within the council. Adult membership in the Girl Scout movement does not require volunteer service.

Grievance Procedures

A grievance is a complaint concerning the application of policies and procedures governing personnel practices or working conditions. The grievance procedure is a systematic process for the orderly handling of such complaints.

All council employees and volunteers have a responsibility to seek resolution to work-related problems through open communication and informal discussions.

When a volunteer and the immediate supervisor are unable to resolve a complaint/concern through informal efforts, formal grievance procedures may be initiated. To do so, the volunteer should provide her/his immediate supervisor with a written statement specifying (1) the policies, procedures or practices that allegedly have been misinterpreted, misapplied or violated; (2) the adverse effect on the volunteer and (3) the resolution that is being sought. This statement should be provided within two weeks of the occurrence of the event giving rise to the grievance.

Training Program for Girl Scout Volunteers

Girl Scout volunteer training provides a foundation for implementing the Girl Scout program when working with girls or adults. A few hours of training can save countless hours of frustration! The following are types of trainings offered through the council.

Volunteer Orientation

All new volunteers, including new leaders, parents and event volunteers should take Volunteer Orientation, which covers the following topics:

- Girl Scout History
- Mission, Promise and Law
- Diversity in Girl Scout Activities
- Girl Scout Pathways for Girls and Adults
- Support & Resources
- Girl Scout Leadership Experience

You can access Volunteer Orientation at: <http://training.girlscouts.org>. This is a password protected website. The password is discover. You will need to enter your name and email address, as well as the email of your Volunteer manager, Discover@gscctx.org.

Prerequisites: Submit a Volunteer Application with Criminal Background Check Form and two references. Download volunteer applications at: http://www.gscctx.org/?nd=resources_and_forms

Troop Leadership Courses

Troop Leadership Courses are offered to all leaders, co-leaders and assistant leaders. This course covers the roles and responsibilities of troop/group leadership, as well as the following topics:

- Troop structure
- Troop money matters
- GSCTX services & facilities
- Forms & resources
- GSCTX policies and standards

Prerequisites: Volunteer Orientation

Troop Leadership Course at Home

Volunteers unable to attend a Troop Leadership Course can receive similar training by completing a TLC at-home packet. The TLC at-home packet can be downloaded from the GSCTX website at

http://www.gscctx.org/?nd=troop_leadership_course

Program Level Training

There is only one Girl Scout program, but it is carried out in troop settings at different age levels:

- 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

Prerequisites: Volunteer Orientation
Troop Leadership Course

Note: Adults registering for PLT will receive a coupon entitling them to purchase Program Level books at a discounted price. Coupons will be mailed with training confirmation.

Program Level Training for GS Daisy Leaders

In Daisy Program Level Training you'll learn age-appropriate activities to keep the girls happy, while learning the ideas behind the Girl Scout Promise and Law. Characteristics of girls this age will be reviewed as well as girl/adult partnerships and tips for managing behavior.

Program Level Training for GS Brownie Leaders

In Brownie Program Level Training you'll see how girls of this age mature through girl/adult partnership and learn to govern themselves. Characteristics of girls this age will be discussed, and participants will explore Brownie Try-Its and program activities.

Program Level Training for GS Junior Leaders

In Junior Program Level Training we'll focus on ways to encourage and motivate girls. The session will explore characteristics of this age group and methods of troop government, as well as how to shift leadership responsibilities to the girls. Participants will learn about program activities and awards for Girl Scout Juniors.

Program Level Training for Advisors of Girl Scout Cadette, Senior and Ambassadors

In Program Level Training for these Advisors, participants will learn about the characteristics of girls ages 11-17 and how the adult role shifts from being a leader to an advisor. Learn how to step back, encourage and inspire the girls to assume leadership roles in the troop through increased leadership opportunities and guide them as they develop program ideas.

Information will be shared and discussed about awards available to this dynamic age group.

Program Level Training at Home

Volunteers unable to attend Program Level Training (PLT) can receive similar training by completing at PLT at-home kit. PLT at-home kits are available in the Resource Center for Girl Scout Daisy, Brownie, and Junior Program Level Training. At-home kits include a video, coupon to purchase program books at a discount price and a workbook for the leader to keep. Upon completing the course, fill out the last page, sign and submit to the SUD for questions and review.

First-Aider Training

Each troop must have a certified First-Aider when doing certain activities (see *Safety-Wise*). Girl Scouts of Central Texas offers American Red Cross courses to fulfill this requirement - First Aid Basics and adult/child CPR/AED. Individuals must complete both of these components to be a Girl Scout First-Aider.

Adult/Child CPR/AED

Conducted by an American Red Cross certified CPR instructor, the CPR class content has been approved and meets the GSUSA course requirements. The instructor has the appropriate qualifications and is able to provide written one-year certification for CPR.

First Aid Basics

Conducted by an American Red Cross certified First-Aid Instructor, the First-Aid class content has been approved and meets the GSUSA course requirements. The instructor has appropriate qualifications and is able to provide a written three-year certification for First-Aid.

Overnight, Camping and Trip Consultant

Camping is a favorite Girl Scout activity. *Safety-Wise* requires that "the leader has taken council group (troop) camp training in teaching and supervising group camping. As an alternative, a program consultant trained in group camping may help the leader and the girls prepare for the group camping trip and then accompany the leader and the group on the trip." OCC, CCC and TCC are Girl Scouts of Central Texas' curriculum for overnight, troop camping and trips.

Note: Adults registering for outdoor training courses will receive a coupon entitling them to

purchase *Outdoor Education in Girl Scouting* at a discounted price. Coupons will be mailed with training confirmation.

Overnight Consultant Course (OCC)

This course covers the essentials to help leaders plan with the girls for one-day outings or an overnight in an indoor facility. It introduces adult volunteers to outdoor programs and prepares girls for a first-time, overnight experience. Components include girl planning, progression beyond the troop meeting, outing preparation, health and safety, and outdoor programming. Overnight Consultant Certification (OCC) is required for any overnight activity.

OCC is designed for Girl Scout Daisy and Brownie troop volunteers, as well as those who do not plan to take their troop camping. If you plan to take your troop camping, a troop volunteer must take the Camp Consultant Course (CCC).

OCC can be taken prior to CCC if the leader wishes to progress as the girls do, but it is NOT a prerequisite for CCC. CCC covers the entire material covered in OCC, so CCC would cover any activity requiring OCC.

Prerequisites: Volunteer Orientation

Camp Consultant Course (CCC)

This course is required for adults taking girls camping outdoors. It includes girl planning, progression in the outdoors, preparation, health and safety, and outdoor programming plus the following: camp crafts, fire-building, outdoor cooking, sanitation and food storage.

CCC is designed for Girl Scout Brownie through Girl Scout Ambassador leaders, advisors and volunteers who plan to take their troop camping.

Prerequisites: Volunteer Orientation

Trip Consultant Course

This course will help you determine if a troop is ready for an extended trip or campout that is over 3 days/2 nights. It covers resources and information on trip planning and safety requirements for extended trips.

Prerequisites: Volunteer Orientation
OCC or CCC

Training of Council Trainers (TOCT)

This training certifies you to conduct Troop Leadership Courses, Program Level Training, and/or OCC and CCC. Trainers attend and then apprentice with experienced trainers as needed. Trainers are asked to conduct at least two trainings per year. TOCT participants will become familiar with delivering, evaluating, planning and designing training courses. If you are interested in training to be a Council Trainer, please contact the Volunteer Services Department at Volunteer@gscctx.org.

Training Waiver Request

Although we encourage you to participate in our many adult training opportunities, we do not require you to duplicate training you may have already taken elsewhere.

Please review the descriptions of our courses and compare them with your record of training from your previous council(s). If you think you have taken a comparable course and would like to be waived from taking the course here, please submit the waiver form located on the GSCTX web site.

If possible, please include a copy of your training record or a letter-of-verification from your former council or organization.

Volunteer Recognitions

GSUSA Membership Pin

All currently registered adult members of Girl Scouts are entitled to wear the traditional membership pin (eagle) or the contemporary membership pin (three girls' profiles).

Years of Service Pins & Number Guards

Years of Service Pins are available at five-year intervals beginning with five years. They recognize adults for years of active volunteer service to Girl Scouting (not including girl years). Numeral Guards are also available at five-year intervals beginning with five years. The numeral guard recognizes total years of registered membership, both girl and adult years.

Adult Position Bar

An adult position bar indicates the present position of a Girl Scout volunteer and should be worn between the World Pin and the Girl Scout

Membership Pin. Each color represents a different area of service.

- Yellow – Troop Leadership
- Red – Service Team Member
- Chartreuse – Trainer
- Light Blue – Other Volunteers
- Tan – Staff

Leadership Development Pin & Leaves

The Leadership Development Pin recognizes volunteer troop leaders/co-leaders, assistant leaders, or group coordinators who demonstrate competence, continuous improvement, and who participate in subject area trainings that increase their skills in working with girls. Additional training is recognized with leaves that can be attached to the Leadership Development Pin.

Each green leaf equals 10 hours or one CEU of training. Five green leaves are replaced by one silver leaf. Each silver leaf equals 50 contact hours or 5 CEUs of training. Five silver leaves are replaced by one gold leaf. Each gold leaf equals 250 contact hours or 25 CEUs of training.

Appreciation & Recognitions

Appreciation should be an everyday process. Showing appreciation for one another is a good way to show respect, to relate to each other's strengths and to build mutual commitment. Whether working with girls or other adults, everyone can benefit from a positive atmosphere and attitude of appreciation.

Recognitions are tangible reminders of rewarding relationships and "jobs well done" between adult volunteers and Girl Scouting. We recognize those that exceed expectations, make significant contributions, and model outstanding performance.

GSCTX has a volunteer recognition system in place that will ensure the proper form of appreciation and recognition of its many adult volunteers. In this section, you'll find information about recognitions that are available for the volunteers in your community.

You can download nomination forms and applications from our web site at:

http://www.gscctx.org/?nd=volunteer_recognition

Service Unit Awards

Service Unit Awards are approved and presented at the service unit level. Each service unit selects a system for nominating and approving candidates for recognition. Most service units ask for nominations from membership, which are reviewed by a Service Unit Recognition Committee that selects the final recipients. Awards are ordered through the council at least three weeks prior to the Service Unit Recognition Event.

All Service Unit Award Recipients Must:

1. Be an adult member registered with Girl Scouts of the USA and be either a volunteer or employed staff.
2. Be trained for the position held or have equivalent experience.
3. Perform service beyond the expectations for the position held to the extent that warrants service unit recognition.

Service Unit Awards include:

- Service Unit Green-But-Growing Award
- Service Unit Star Award
- Outstanding Volunteer Award
- Outstanding Leader Award
- Outstanding Partners Award
- Extra Mile Award

Nominations should be submitted to your Service Unit Recognitions Committee.

Service Unit Green-But-Growing Award

This award recognizes a volunteer during their first year for service, who exceeds expectations for the position held in a way that benefits the service unit and warrants recognition. Possible candidates for the Service Unit Green-But-Growing Award include:

- A new leader or assistant leader who has taken on extra service unit work.
- A new Product Sale Coordinator or Event Director who did an excellent job in their first year.

Service Unit Star Award

This award recognizes a volunteer for performing a specific task that is of benefit to the service unit. Possible candidates for the Service Unit Star include:

- An experienced leader who has retained

an unusual number of girls.

- An assistant leader who kept the troop together when the leader moved.
- A Service Unit Event Director who does an exceptional job.

Outstanding Volunteer Award

This award recognizes a volunteer for outstanding service that benefits the service unit, other than troop/group leadership, and for exceeding the expectations for the position held. This award is given only once to a volunteer in recognition of their outstanding efforts. Possible candidates for the Outstanding Volunteer Award include:

- A Service Unit Day Camp Director who ran a successful day camp.
- An outstanding Service Unit Director, Registrar, Event Director, or Product Sale Coordinator.

Outstanding Leader Award

This GSUSA award recognizes outstanding troop leadership qualities in the delivery of the Girl Scout program to girls. The candidate has completed appropriate training and her/his performance as a leader is so outstanding in nature that it merits recognition within the service unit. This award is given only once to a volunteer in recognition of their outstanding leadership. Two letters of endorsement from members of the troop, families or girls must accompany the nomination form.

Service Unit Outstanding Partners Award

This award recognizes volunteers that work as a team to provide service to the service unit that exceeds the expectations for their positions to the extent that warrants recognition at the service unit level. Possible candidates for the Service Unit Outstanding Partners Award include:

- A couple in which the wife and husband are co-leaders and both are providing excellent Girl Scout programming to girls.
- A couple in which the wife is the Service Unit Director and the husband manages the Service Unit cookie program.
- A mother and daughter (18 years or older) who lead a troop together and are both exceptional role models for the girls.
- Two leaders or co-leaders who work as a team to plan a service unit event.

Extra Mile Award

This award recognizes volunteers who consistently provide an outstanding program for the girls and go “the extra mile.” Possible candidates for the Extra Mile Award include:

- Service Unit Cookie Managers who increase sales and efficiency for several years in a row.
- Service Unit Event Directors who consistently provide excellent events for girls served by the service unit.

President's Award

The President's Award recognizes the efforts of a service unit team in moving the service unit toward achievement of the council's goals during a fiscal or membership year.

Criteria for Selection:

- Members of the service team are registered adult Girl Scout members and have completed appropriate training for the positions they hold.
- Delivery of Girl Scout program is effective, resulting in the continuity of 75% or more of troops/groups OR retention of troop/group leadership.
- Overall girl membership for the service unit has reached the membership goal agreed upon by the team and the council, including the ethnic penetration rate.
- The composition of the service team is reflective of the ethnic diversity of the potential girl members in the service unit.
- Service team members cultivate contacts and build relationship within the community they serve.
- Council-required reports are submitted on time.
- The team maintains ongoing communication with each troop/group and liaisons for girls registered individually in the service unit.
- The team develops and implements a plan to contact representatives of each troop/group that cannot attend service unit meetings.
- The team encourages adult participation in fund development and has increased annual giving support to the council.

Applications should be submitted by June 1 to the Recognitions Committee who reviews and

forwards them to the Board of Directors for approval.

Form of Recognition:

The recognitions for the GSUSA President's Award is a framed certificate and a gift certificate to the council's Girl Scout Shop that is presented to the service unit.

Outstanding Service Team

The Outstanding Service Team will be selected from those service units that apply for the President's Award.

Form of Recognition:

A gift certificate to the council's Girl Scout Shop is presented to most Outstanding Service Team.

Council-Level Awards/Recognitions

Council-level awards are given for excellent work benefiting one or more areas of the council, and should be presented as an example for all volunteers to follow. These awards are reserved for currently registered, adult Girl Scout volunteers who provide outstanding service in Girl Scouting that exceeds their volunteer position description. Each award has certain criteria that are strictly adhered to in reviewing the application. If an adult has received a previous Girl Scout award, future awards are given on the basis of the service that has been given since that award. February 1 is the deadline to submit nominations for Council-level Volunteer Awards.

Nominations should be submitted to the Council Recognitions Committee that reviews and forwards them to the Board of Directors for approval. Adults interested in serving on this committee should contact the Volunteer Services Department at Volunteer@gsctx.org.

All Council Award Recipients Must:

1. Be an adult member registered with Girl Scouts of the USA and be either a volunteer or employed staff member.
2. Be trained for the position held or have equivalent experience.
3. Perform service beyond the expectations for the position held to the extent that warrants council recognition.
4. Contribute significantly to meeting the council's goals and objectives.

Council-level Awards include:

- Council Green-But-Growing Award
- Council Star Award
- Daisy Award
- Owl Award
- Guider Award
- Trainer Scholarship
- Council Outstanding Partners
- Labor of Love
- Appreciation Pin
- Honor Pin
- Thanks Badge
- Thanks Badge II

Council Green-But-Growing Award

This award recognizes a volunteer, during their first year of service, who exceeds expectations for the position held in a way that benefits at least one area of the council and warrants recognition. Possible candidates for the Council Green-But-Growing Award include:

- Council event or program volunteers doing an outstanding job in their first year of service.
- Council trainers conducting an exceptional number of trainings in the first year and/or contributing to curriculum development.

Council Star Award

This award recognizes a volunteer for performing a specific task that is of benefit to the council. Possible candidates for the Council Star Award include:

- Volunteers who serve on a council-sponsored event committee.
- Volunteers who have assisted employed staff in completing assigned tasks.

Daisy Award

This award recognizes volunteers who have previously received the Outstanding Leader Award but continue to provide exceptional troop leadership in the delivery of the Girl Scout program. Their performance as a leader is so outstanding that it merits recognition at the council level. Two letters of endorsement from members of the troop, families or girls, must accompany the nomination form. See Outstanding Leader Award for possible candidates.

Owl Award

This award recognizes a volunteer trainer for exceeding the expectations for the position held, which benefits the council and warrants recognition. One letter of endorsement stating the candidate's qualities as a council trainer must accompany the nomination form. Possible candidates for the Owl Award include:

- Trainers that consistently conduct an exceptional number of trainings.
- Trainers that assist with curriculum or resource development.

The Guider Award

This award recognizes a volunteer trainer, who has previously received the Owl Award, for continuing service that benefits the council and warrants recognition. Two letters of endorsement stating the candidate's qualities as a council trainer must accompany the nomination form. Possible candidates for the Guider Award include:

- Council trainers who train other trainers and are involved in the administration of the Training Program.
- Volunteers who chair or serve on the council training event committee in an exemplary role.

Trainer Scholarship (to GSUSA's Edith Macy Training Center)

This award recognizes a volunteer trainer who has previously received the Guider Award and will share the information received at their training workshop with the council. Two letters of endorsement stating the candidate's qualities as a council trainer must accompany the nomination form. See Guider Award for possible candidates.

Pat Dugan Award

This award recognizes a Product Sales volunteer for exceeding the expectations for the position held which benefits the council and warrants recognition. One letter of endorsement stating the candidate's qualities as a Product Sales volunteer must accompany the nomination form. Possible candidates for the Pat Dugan Award include:

- Product Sales volunteers that conduct an exceptional number of trainings.
- Product Sales volunteers who assists with program development.

Council Outstanding Partners

This award recognizes volunteers that work as a team to provide outstanding service to the council that exceeds the expectations for the positions held to the extent that warrants recognition at the council level. Two letters of endorsement stating the candidate's outstanding service to the council must accompany the nomination form. Possible candidates for the Council Outstanding Partners Award include:

- Both husband and wife who do extensive work on a Girl Scout house, including ongoing maintenance.
- A couple who works on a council level committee or event as a team.

Labor of Love Award

This award recognizes a volunteer for service performed requiring physical labor, technical, and/or manual skills that benefits the council and warrants recognition. Possible candidates for the Labor of Love Award include:

- Volunteers who perform extensive work on a GSCTX camp facility or a Girl Scout house.

Appreciation Pin

This GSUSA award recognizes outstanding service that exceeds the expectations of the position held and benefits at least one corporate area or service unit. Two letters of endorsement stating the candidate's outstanding service to the council must accompany the nomination form. Possible candidates for the Appreciation Pin include:

- Service Unit Directors who have provided outstanding service for several years and/or have significantly surpassed membership and diversity goals.
- Service Unit Cookie Managers who have consistently conducted an extraordinarily successful cookie sale in a service unit.
- Delegates to the council's Annual Meeting, who significantly enhance the work of the council.
- Volunteers who direct a successful area-wide day camp or program event.

Honor Pin

This GSUSA award recognizes a volunteer who has received an Appreciation Pin and who continues to provide service that exceeds the

expectations of their position. The service must contribute to the council's goals and objectives, and effect two or more corporate areas or service units. Three letters of endorsement must accompany the nomination form. Possible candidates for the Honor Pin include:

- Board members being recognized for exceptional work on fund development for the council.
- Volunteers who have served on several council committees in an exceptional capacity.
- Individuals who manage consistently successful program events for the council or for an area within the council.
- Individuals who direct a membership outreach task group with positive results, either in terms of membership or in targeted groups served.
- Individuals who manage excellent training events for parts or all of the council, as demonstrated by the results of evaluations.
- Individuals who promote Girl Scouting to the community through significant community action or community organization team strategy.

Thanks Badge

This GSUSA award recognizes a volunteer who has received an Honor Pin for outstanding service benefiting the entire council or the Girl Scout organization that is so significantly above and beyond the call of duty, that no other award would be appropriate. Four letters of endorsement stating the candidate's outstanding service to the organization must accompany the nomination form. Possible candidates for the Thanks Badge include:

- Board members being recognized for exceptional work on fund development for the council.
- Volunteers who have served on several council committees in an exceptional capacity.
- Individuals who, over a period of time, supervise council-wide events or wider opportunities resulting in membership retention and continuous delivery of the Girl Scout program.
- Individuals who initiate and successfully manage the extension of Girl Scouting to under-served populations.

Thanks Badge II

This GSUSA award recognizes a volunteer who has received the Thanks Badge for continued service benefiting the entire council or the Girl Scout organization. Four letters of endorsement stating the candidate's outstanding service to the organization must accompany the nomination form. See Thanks Badge for possible candidates.

Community Recognitions

Sponsors and supporters from our community help us serve our girls. Every year, we thank those exceptional organizations and individuals.

Thank You Certificate

For community businesses and organizations who have supported Girl Scouting in a specific service unit. Please forward nominations to your Service Unit Recognitions Committee or Service Unit Director.

Notes:

Appreciation Plaque

For community businesses and organizations who have supported Girl Scouting in the community by offering meeting space, storage facilities or other support. Please forward nominations to your Service Unit Recognitions Committee or Service Unit Director.

Green Angel Award

For community individuals, organizations and businesses that have provided support that has allowed GSCTX to meet at least one of its goals. Please forward nominations to the Volunteer Services Department at Volunteer@gsctx.org.

Section 4: Troop Structure

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Troop Leadership

- Adult leaders must be at least 18 years old.
- Each group has at least one adult leader, and one or more assistant leaders.
- At least one member of the leadership team must be an adult female unrelated (by birth, marriage or living in the same household) to the other adults.
- Leaders must complete a Volunteer Application, attend appropriate trainings, and act as role models.

Males in Girl Scouting

The council recognizes and supports the essential role men play in the lives of girls. Men are encouraged to participate as co-leaders and/or as support to the troop at program events. During all troop meetings and events, in addition to the male volunteer, there must be at least one unrelated female accompanying the troop (see *Safety-Wise*).

A male volunteer should never be alone with an unrelated girl. On overnights, males are not allowed to sleep in the same space with female members. Males may participate in overnights only if separate sleeping quarters and bathrooms are provided. If a male is sleeping in an area totally removed from the group, the adult-to-girl ratio will need to be adjusted.

Girl/Adult Partnership

A key ingredient in Girl Scouting is the partnership of girls and adults working together to plan and carry out the Girl Scout program. Girl-led programming empowers girls to feel involved and to become responsible and self-reliant. They learn how to plan and make decisions democratically, develop leadership and improve interpersonal skills. They also experience a variety of leadership roles in a non-threatening environment.

To develop into leaders, girls need to be involved in decision-making from the very beginning, whether choosing from a list of activities as a Girl Scout Daisy or making sure the trip has enough adult supervision for Girl Scout Ambassadors.

Active listening is one of the most important skills the leader can use to foster an atmosphere in which the girl/adult partnership and planning thrive. In most meetings, girls should generate most of the conversations and ideas. Adults who understand and make a conscious effort to facilitate these experiences help *build girls of courage, confidence and character, who make the world a better place*.

Girl Planning

Focus on the girls; our program is designed to develop critical life skills, encourage girls to try new things, make decisions, express ideas, and be leaders. Decision making and planning helps girls mature while developing their confidence and self-esteem. Girls who are actively involved, develop leadership skills, and accept responsibility are more likely to enjoy the troop meetings and continue with Girl Scouts.

Parent Meeting

Before the troop starts meeting, a parent meeting should be held to discuss expectations for the troop. Ask yourself these questions to help plan the parent meeting:

- When will it be scheduled?
- Where will it be held?
- Parents and girls or just parents?
- Will we distribute invitations or make phone calls to attendees?
- If girls will be present, plan an activity for them to do while you are talking with the parents or ask your SUD or Troop Organizer if there are some older girls in your service unit who could be there to do activities with the girls.

Parent Meeting Agenda

Introductions

Have parents introduce themselves and briefly share their expectations about Girl Scouts.

What is Girl Scouting?

Share information about the Girl Scout founder, Girl Scout purpose and mission, our council, your service unit, and the role of the troop (this can be learned through Volunteer Orientation, the GSCTX web site or service unit meeting).

Leaders' Role

Give a brief overview of the position description. Share trainings taken (will take) and service unit meetings attended (will attend).

Parents' Role

Have position descriptions ready so parents know what they are volunteering to do and the time commitment. Remind parents that they will be doing these particular positions so their daughter(s) will have the best troop experience possible.

Detailed Troop Committee roster can be used to identify adults in the troop in key positions. This form is available on at the Council's Web site, http://www.gsctx.org/?nd=resources_and_forms.

Requirements for Membership

Collect a GSUSA membership form and the registration fee for each girl and adult involved.

Volunteer Application

All adults working with girls and/or handling any money must complete a Volunteer Application every three years.

Parent Permission & Information Form

Explain the parent permission form that includes medical information. It is required of each participant for every activity beyond a troop meeting.

Parent Pick up

Discuss and devise a plan for parent pick up at the end of meetings and events. This should include who is permitted to pick up the girl and how tardiness will be handled.

Troop Finances

Discuss troop dues and collection, council product sales, who handles the money, etc.

Uniforms

Uniforms vest or sash is required when girls are participating in official Girl Scout activity such as ceremonies and cookie sales. Members should have a membership pin. Discuss what the troop will wear.

Girl Expectations

All girls will be expected to behave in an appropriate manner. If behavior should become an issue, parents will be contacted for help to make the situation beneficial for everyone.

Troop Activities

The troop will use the Girl Scout handbook, Program Level book, *Possibilities*, and other publications to help the girls plan their activities. Plans should be made after the girls have discussed ideas.

Family Involvement

Girl Scouting is at its best when families take part in the management and activities of the troop. Without adequate support, it is difficult for a troop to exist. Here are some ways that families can assist a troop and its leaders. Mark the ones your troop will need.

___ **Help with the paperwork**

Make copies, fill out forms, file paperwork.

___ **Co-Leader / Assistant Leader**

Every troop needs two adults in the leadership position.

___ **Cookie Sale Coordinator**

Every troop needs a coordinator. Attend training and coordinate the troop's Cookie Program.

___ **Fall Product Sale Coordinator**

Coordinate the troop's Fall Product Program, great money-earning activity for the troop. Attend SU training.

___ **Sponsor**

Be one or help us find one. A sponsor can assist our troop monetarily, with events, supplies, or meeting space.

___ **Field Trip Coordinator**

Find and organize exciting and fun trips for our troop.

___ **First-Aider**

Currently certified in First Aid and CPR or are willing to become certified.

___ **Driver for Field Trips**

Have current vehicle registration and insurance – help troop get from here to there.

___ **Troop Treasurer**

Keep troop's record of income and expenses.

___ **Overnight/Camp/Trip Consultant**

Be our troop camp-trained adult to enable troop to go on trips, overnights and camping.

___ **Telephone Contact**

Make those reminder calls, i.e., meetings, what to bring, field trips....

___ **Interest Group Consultant**

Share interests with troop in one of the following areas:

- Cooking
- Sewing
- Arts & Crafts
- First Aid
- Games
- Dramatics
- Music
- Sports
- Out-of-Doors
- Other _____

___ **Service Project**

Coordinate community service projects for our troop to participate in.

___ **Badge Work Coordinator**

Keep individual records of the badge requirements completed by each girl.

___ **Provide babysitting**

To aid the leader/co-leader/adult during meeting time.

___ **Troop Meeting Aide**

Attend troop meetings regularly to help however needed.

___ **Troop Registrar**

Collect and submit troop membership registrations.

___ **Friends of Girl Scouting Coordinator**

Coordinate the troop's annual family giving campaign.

___ **Other:** _____

___ **Other:** _____

Troop Meetings

No two Girl Scout meetings are alike. The following information is meant only as a guide for a Girl Scout meeting. Remember, increasing girls' responsibility for each part of the meeting is one goal of the girl/adult partnership. In the beginning, when working with young or inexperienced Girl Scouts, structure provides a girl with some continuity and the opportunity to identify herself as a Girl Scout. As girls gain more practice and maturity, they will be able to assume increased responsibility for both the structure and content of the meeting. Girls will need to learn about different types of troop government and decision-making and should be progressively more involved in troop decisions.

1. **Start-up** - this type of self-directed activity can be done as girls arrive before the meeting. Having a start up activity gives the leader time to complete meeting preparations or to meet and greet each girl.
 - Play a simple game
 - Share favorite books
 - Make a group collage or poster
 - Write in a journal
2. **Opening** - the opening should help girls focus on the meeting and on working as a group.
 - Carry out a flag ceremony
 - Sing a song
 - Say the Girl Scout Promise and Law
 - Share ways each member has used the Promise and Law in her life (such as describing what it means to be courageous and strong)
3. **Business** - combine business discussions with a selected form of troop government appropriate for the age level.
 - Make special announcements
 - Take attendance
 - Collect troop dues or fees
 - Plan trips or activities
 - Revise the current kaper chart
 - Set agenda and calendar dates for upcoming meetings and activities
4. **Activities** - do activities alone, in pairs, as an interest group or a whole group.
 - Do age-level award work
 - Participate in a service project
 - Do activities from Girl Scout age-level books
 - Put on a special ceremony or Court of Awards
5. **Cleanup** - everyone participates in cleanup at one time or another
 - Follow a kaper chart that has individual or patrol assignments
6. **Evaluation and Closing** - focus on what has been accomplished and what to expect when you next meet:
 - Share what each member has learned
 - Consider how you would do things differently
 - Sing a song or share a poem
 - Gather for a friendship circle
 - Share personal goals
 - Thank any guests

Earned Program Level Awards

These awards are earned by completing requirements or demonstrating understanding of a concept, as outlined in Girl Scout age-level program books and age appropriate Journeys. Includes Daisy Petals, Girl Scout Brownie Try-Its, Girl Scout Junior badges, Interest Projects for Cadette, Senior and Ambassadors, Focus book charms, and leadership awards.

Additional Awards

These awards are earned through requirements determined by GSUSA or by other organizations. These awards include Girl Scout lifesaving awards, religious awards and the President's Award for Community Service.

Religious Recognitions

The Preamble of the Constitution of Girl Scouts of the United States of America states, "We the members of Girl Scouts of the United States of America, (are) united by a belief in God... We believe that the motivating force in Girl Scouts is a spiritual one."

Religious award programs have been created by the national religious organizations/ committees, not by the Girl Scouts of the USA. These programs encourage girls and young women to become more active members in their own religious groups and encourage spiritual development by providing specific religious instruction. Earned recognitions or pins are approved to wear on the official Girl Scout uniform.

Participation in the religious recognition programs is by an individual girl, parent and spiritual advisor and involves four basic steps:

1. The girl must obtain the specific booklet for her religion. These booklets are available at GSCTX retail shops or may be purchased directly from www.praypub.org.
2. Parents must review the specific guidelines for their particular program. Each faith group sets up its own guidelines. Some programs require clergy to serve as counselors; other programs allow parents or other family members to serve as counselors. It is the responsibility of

the parents/guardians to check the specific guidelines for their particular program.

3. Families should talk to their religious leaders and, if possible, show them the booklets before beginning a program.
4. The girls need to complete the requirements, obtain the proper signatures, and follow the instructions to order the recognition (these awards are not available in the Girl Scout Shop but may be purchased directly from www.praypub.org).

All Star Trooper

The All Star Trooper Pin can be earned by following a specific set of requirements. These requirements are outlined in the *All Star Trooper* booklet, which can be downloaded from the GSCTX website. Following the requirements in the booklet will provide the troop with a well-balanced program year.

Patch Programs

Various patch programs developed through GSUSA, GSCTX, and collaborating organizations are available for girls as additional opportunities to explore new interests. To find out more about our patch programs, visit our web site or stop by your local program center.

Ceremonies

Girl Scouting has several ceremonies that can bring meaning to life experiences.

- Flag Ceremonies
- Investiture/Rededication Ceremonies
- Scout's Own Ceremonies
- Court of Awards Ceremonies
- Bridging Ceremonies

Ceremonies offer girls a way to express their feelings and thoughts on different topics. They may be large or small, serious or fun, or any combination of ideas. The key to any ceremony is good planning. Each ceremony should have an opening, main or central portion and a closing.

For more information on Girl Scout ceremonies, see *Ceremonies in Girl Scouting*, available at a GSCTX retail shop.

Community Service

Community service is an integral part of the Girl Scout experience. Girls conduct service projects, not only to complete badge requirements, but more importantly to fulfill a need within their community and learn the value of service.

Service projects can be as simple as reading stories to younger children, collecting food for local food pantries or decorating for a holiday at a nursing home. The projects may become more complicated requiring more planning and preparation as the girls mature. For example, organizing a food drive, planning a holiday party for a residential care facility or developing an after-school reading program for children all require more commitment. Encourage the girls to discover their community's needs and build a plan for how to meet those needs and help make the world a better place.

Bridging

Bridging is the move from one program age level of Girl Scouting to the next (moving from Girl Scout Brownie to Girl Scout Junior). There are bridging activities to introduce girls to the next level and awards, which may be earned when certain requirements have been met. Bridging requirements are found in age-level handbooks.

Council Events

Possibilities, GSCTX's program and training guide, offers council sponsored events to troops and individual girl members. Event offerings include science, art workshops, outdoor and environmental education, health and fitness, career exploration, leadership training, adventure sports and special interest groups. This program guide is distributed in the fall and in the spring. Events listed in *Possibilities* can also be found online.

How to Participate in GSCTX Events:

Council events and activities are listed in *Possibilities*. Each event description lists the date, time location and age level. Also listed are event placement and closing dates.

Event Placement Date

This is the actual date that an individual or troop is placed into the event for which they have registered. **Registrations are accepted in advance of the placement date**, but individuals or troops are not placed in the event until the listed date. On this placement date, all of the received registrations are tallied. If there are more registrations received than the event can hold, then troops' past event attendance history is used to determine which troops are placed in the event. If the event does not fill on the placement date, then registrations will continue to be accepted until the closing date.

Event Closing Date

On the closing date, events are closed to more registrations. The closing date allows event planners adequate time to purchase supplies and prepare materials.

You MUST REGISTER to attend ANY event listed in *Possibilities*.

Complete both sides of the Council Registration Form found in *Possibilities* or online. Full payment must be attached to the registrations (may be made by check, cash, cookie credit, credit card or financial partnership). Payment will be cashed or charged upon receipt.

Mail or bring registration/payment to any GSCTX program center by the event placement date.

Troop Travel Application

An Application for Troop Travel must be completed and submitted to the SUD four weeks before the activity date for:

- All trips/events that involve travel outside GSCTX jurisdiction or a destination more than 50 miles away from the troop meeting place.
- Overnight trips.
- High Risk Activities. This includes (but is not limited to) activities involving water, horses and challenge courses. Please refer to *Safety-Wise* for other activities considered to be high risk.

Swimming

If swimming is planned at a public facility where lifeguards are employed, there is no need for the troop to provide a lifeguard. When a lifeguard is not on full-time duty, the troop must provide an adult holding current certification in American Red Cross Lifeguard Training or an equivalent certification. In addition, "watchers" must be present to directly supervise the girls (as defined in *Safety-Wise*). Watchers must be skilled in the use of basic rescue equipment such as reach poles and ring buoys.

Horses

Safety-Wise has specific guidelines outlined for taking girls on horseback activities. Please refer to these guidelines and assure that all stables that are being considered for outings are meeting the criteria as outlined

Challenge courses

A challenge course is designed of structures that provide a setting for physical challenges as well as self and team development. Please refer to *Safety-Wise* for specific guidelines for appropriate age level activity and requirements.

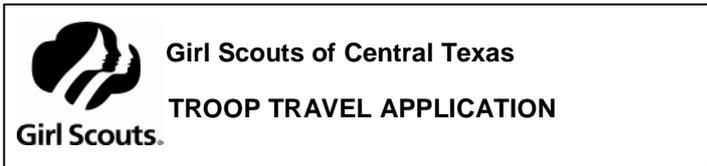
Overnight trips

Any troop/group planning a trip, an overnight outing or a camping trip must be accompanied by at least one adult who has overnight/camp/ trip certification. OCC, CCC, TCC are GSCTX curriculum for overnight, outdoor program, troop camping and trip travel.

- **Overnight Consultant Course (OCC)**
- **Camp Consultant Course (CCC)**
- **Trip Consultant Course (TCC)**

To complete the application, follow this checklist:

- Provide copies of all current required certifications.
- Assure that all *Safety-Wise* requirements and council policies as listed in *Directions* have been read and troop will be in compliance with at all times.
- Secure a list from the SUD or SU Registrar of currently registered girls and adults in the troop. Verify that girls and adults attending are registered and all adults supervising girls have a current Volunteer Application on file. Unregistered adults are not permitted to be alone or in a leadership position with the girls, and additional non-member insurance must be purchased.
- If non-registered persons are attending the event, non-member insurance is required. This is purchased 4 weeks prior to trip through the Executive Assistant at the Lone Star Program Center in Austin. Include the date purchased on the Troop Travel Application.
- Verify that all drivers are registered adult Girl Scouts, licensed registered drivers and carry TX required insurance on their vehicles.
- Attach two copies of a participation roster:
 - Include all registered and non-registered participants
 - Include emergency contact information for everyone on the trip (the emergency contact should be different from anyone on the trip).
- Record details of the trip, when are you leaving, from where, activities you will be participating in and when are you returning.



Service Unit _____
 Program Year _____ to _____
 Troop # _____ PL _____

FIELD TRIPS travel outside Council jurisdiction and destination is more than 50 miles away from troop meeting place

- ✓ **OVERNIGHT STAYS** *girls staying past midnight; overnight; or for a tour of 24 hours or more*
- ✓ **HIGH RISK ACTIVITIES** *requiring certification*

Submit copies of this application, participant rosters and required certifications to your Service Unit Director four weeks in advance.

Reg. Girls Attending: _____ # Reg. Adults Attending: _____ # Non-Members Attending: _____

<input type="checkbox"/> High Risk Activities (ie: water, horses, etc.) <input type="checkbox"/> First-Aider (includes CPR) <input type="checkbox"/> I have provided copies of all required certifications. <input type="checkbox"/> I have read and agree to abide by all <u>Safety-Wise</u> requirements & Council policies as listed in <u>Directions</u> . <input type="checkbox"/> Our troop has completed a budget for this event. <input type="checkbox"/> I have verified that all adult participants have Volunteer Applications /Criminal Background Check on file. <input type="checkbox"/> I have verified that all drivers and vehicles are registered and insured according to state requirements. <input type="checkbox"/> Trips (3 or more nights / out of state) troop has purchased Extended Trip Insurance (date): _____ <input type="checkbox"/> Non-members attending; troop has purchased non-member insurance (date): _____	Outdoor Skills Certification - OCC, CCC or TCC <input type="checkbox"/> OCC - Indoor facility or backyard (not including outdoor cooking) <input type="checkbox"/> CCC - Troop camping weekend <input type="checkbox"/> TCC - Trip and travel camping
_____ Signature of Leader/Adult in Charge	_____ Date

Leader / Adult in Charge: _____ Day Phone: () _____

Email: _____ Eve Phone: () _____

Cell Phone on trip: () _____

Other Adult: _____ Phone(s): () _____

Destination Information (at facility where activity is taking place):

Name: _____ Address: _____ Phone: () _____

Troop / Group Emergency Contact (adult not on trip who will have troop itinerary):

Name: _____ Phone(s): () _____

PARTICIPANT ROSTER – Attach two copies of your troop roster including girl and adult names and emergency contact information for all participants.

Travel by: Private Vehicles - how many? _____; Parent Drop off / Pick up at Location _____ or Other: _____

SCHEDULE OF TRAVEL – Be sure to include return information (use additional sheet if necessary):

DATE	DEPART-RETURN TIME	LOCATION OF DEPARTURE	ARRIVAL-DEPART TIME	LOCATION OF ARRIVAL	PRIMARY ACTIVITY Ex: camping, movie, skiing, etc.

Signature of Service Unit Director: _____ **Date:** _____

Signature of Membership Development Executive: _____ **Date:** _____

Section 5: Troop Money Matters

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Troop Income

Planning and participating in money earning projects give girls the opportunity to learn many skills, such as budgeting, goal setting, customer relations, good business practices, and public relations. Obtain the permission of a parent or guardian and make sure adults are present at all times when girls participate in money-earning activities. The income from group money-earning activities never becomes the property of individual members – girls or adults.

The following is a list of possible funds (money) that troops may be handling in their banking transactions with their troop bank account.

Troop Dues

Girl Scout Daisies should not be involved in handling any money, including group dues and proceeds from group money-earning and product sales. Adults such as service team members, parents and guardians, council staff, or sponsors are responsible for meeting the cost of troop activities and will provide ideas to generate troop funds. Dues can be a source of income for group activities. The leaders/advisors and girls may determine how many times dues will be paid – every meeting, monthly, four times a year. Troops set their dues based on what they can afford and the activities they plan to take part in during the year. On an average, troops ask for \$.50 to \$2.00 per girl each meeting. A Troop Dues record can be downloaded from the website for easy recording, http://www.gsctx.org/?nd=resources_and_forms.

Annual National Membership Dues

Annually, every girl and adult who registers pays Girl Scouts of United States of America (GSUSA) national membership dues. Girl Scouts of Central Texas sends all national membership dues to GSUSA National Headquarters. When a girl or adult pays the national dues, they become members of GSUSA and of the World Association of Girl Guides and Girl Scouts (WAGGGS). The troop's treasury may be used to pay for national membership dues for the troops' members.

Product Sales Programs

The Girl Scout Fall Product and Cookie Sale Programs are integral parts of Girl Scouting's Business and Economic Literacy Initiative for girls ages 5–17. The programs provide finance, marketing, and public speaking skills, along with valuable experiences that build girls' self-confidence and help them develop their own personal leadership style. All troops, from Girl Scout Daisies through Ambassadors, may voluntarily participate in product sales as a service to Girl Scouts to help finance Council services to troops, financial assistance (Financial Partnership) to girls, provide programs, etc. Troops receive profits from product sales to help fund troop activities and service unit programs. Girl Scouts of Central Texas Product Sales programs are:

Fall Product Program

The Fall Product Program includes a custom Girl Scouts of Central Texas calendar plus a variety of other nut and candy products. Troops receive information on the Fall Product Program at their September Service Unit Meeting. In early October, the girls take orders and the products are delivered to the service units in November. The girls collect the money when they deliver their products to the customers. Troops earn a percentage of the sales, and girls earn a variety of recognitions, such as patches, prizes and Girl Scout Dough.

Cookie Program:

Through the Cookie Program girls gain self-esteem and confidence, and they learn to set goals. In addition to skills learned, Special programs like Cookie Captains teach girls to

become future leaders. Cookie Captains gives teen Girl Scouts the opportunity to mentor younger troops and to market their products in a more sophisticated way.

Materials for the Girl Scout cookie sale are distributed through the service unit. The troop places an initial order in November and cookies are delivered to the troops in early January. The five-week sale usually runs from January through February. Troops and service units may receive per case bonuses. Girls earn a variety of recognitions such as patches, prizes, and Girl Scout Dough.

Girl Scout Dough is like money that may be spent within our council on membership or troop dues, day or resident camps, council events, Destinations (national and international trips), and for merchandise from any GSCTX retail shop.

Troop Money-Earning Projects

Most Girl Scout troops are able to finance their activities through troop dues and profits from council product sales. Occasionally, a troop, after trying all these sources, may still be short of money to carry out a planned program. If this troop has participated in product sales, they may request permission to have an additional money-earning project. Girl Scout Daisies may not participate in additional troop fundraiser other than the council sponsored product sales.

Some examples of projects include making and selling items; washing cars; preparing meals or dances for families; provide a gift-wrapping service; recycling beverage cans; and working at special events in the community.

Examples of money-earning activities that are not appropriate for Girl Scouts are product demonstration parties, raffles, drawings, games of chance and door-to-door solicitation (see *Safety-Wise*). Girls may not sell products that would benefit another organization (Tupperware, Pampered Chef...).

If a troop feels they need an additional money-earning project, they must submit the *Troop Money-Earning Request* form to the Service Unit Director along with a copy of their budget showing the need for the additional funds. The request must be approved before the project can

be initiated. Money-earning projects cannot take place during Council product sales. The troop leader/advisor or troop treasurer must report the income earned on the *Troop Financial Report* due on May 15th. Money earning projects must be necessary for troop activities; girls may not raise funds for other organizations.

Troop Sponsorship/Gifts

Any donations, services or gifts given to the troop should be reported on a *Sponsorship Agreement* and given to your Membership Development Executive for acknowledgement from the council. Use this form for thanking businesses, organizations, churches, and schools for providing cash gifts, program supplies, and locations for troop meetings or events, etc.

If your troop/group has a sponsor, the girls should be aware and should make plans to recognize them by sending thank-you cards composed by the girls, inviting the sponsor to a meeting or court of awards, or working together on a service project.

Troops are limited to one business monetary sponsorship per year. All sponsorships \$250.00 or more must be sent to the council to be acknowledged as a tax-deductible donation. The troop will receive all of the first \$500.00. Any amount over \$500.00 will be split equally with the council. For example, if a troop receives a business sponsorship of \$1,000.00, the troop will receive \$750.00 and the council will receive \$250.00. The Council will send a check to the troop.

Gifts given to Girl Scouts of Central Texas (the registered 501(c)3 organization) are tax-exempt. Donations of less than \$250.00 may be deposited directly into the troop bank account immediately. All cash gift donations must be reported on the *Troop Financial Report*.

Sponsorship Agreement Forms may be downloaded from the GSCTX website. When you turn in the Sponsorship Agreement:

- The donor will receive a personalized thank you letter, a certificate of thanks, and a copy of the agreement.
- The troop will receive a copy of the thank you letter.
- The Service Unit Director will receive a copy.

Company Volunteer Support Program & Guidelines

In order to support their employees and the communities in which they live, local and national employers have developed programs that make charitable contributions to the non-profit organizations for which their employees volunteer. In order to provide consistent and fair treatment of corporate contributions that are a result of an employee/retiree's volunteer efforts, the following guidelines have been established.

Employee/Retiree Responsibilities

Since every company's volunteer pay program is different, it is the responsibility of the employee/retiree to:

- Contact and understand his/her company's program guidelines and requirements.
- Complete the employee/retiree portion of the necessary paperwork.
- Submit paperwork to the council's Development Department.
- Indicate your desire for the allocation of the contribution.

Allocation Options for Employee Pay Contributions

- Council Financial Assistance Fund – 100% of contribution is directed to the GSCTX Friends of Girl Scouting Fund.
- Service Unit Activities – 50% of the funds are directed to the programs and activities of a particular service unit and 50% will be directed to the Council's Financial Assistance Fund when the volunteer's efforts are done on behalf of a service unit.
- Service Unit/Troop Activities – 25% of the contribution is directed to the programs and activities of a particular service unit, 25% of the contribution is directed to the troop or troops the employee volunteers for, and 50% will be directed to the Council's Friends of Girl Scouting Fund when the efforts are done on behalf of a service unit.

Please check with your employer regarding specific programs they may offer. This is a partial list of local employers with volunteer pay programs:

3M	Temple-Inland
Hewlett Packard	Bank of America
State Farm	Motorola/Freescale

AMD	Wal-Mart
JP Morgan Chase	Dell
Starbucks	Washington Mutual

Accountability for Troop Money

The ultimate responsibility for budgeting and record keeping belongs to the leader/advisor. They must have the long-range financial picture for the troop in mind as the girls learn how to use their money to carry out their plans. Service team members, parents or guardians, council staff, and sponsors will provide ideas to generate troop funds.

Girl Scout Daisies may be involved in council sponsored product sale activities only, and not collect money in any other way except through troop/group dues or parental contributions.

Near the beginning of each program year, Girl Scout Brownies through Ambassadors and the leader/advisor should make a tentative budget for the activities girls have planned. This budget should estimate the troop's income for the year to be matched with the estimated expenses. As a result, leaders/advisors can see where the troop needs to make some money decisions.

Troop/group dues can be a source of income for group activities. The troop can adjust dues by cutting expenses, by modifying plans, by more ingenious use of materials, or by adjusting how much income can come from a council-sponsored product sale and money-earning project. A troop's budget should be based on reasonable dues. For additional income, the council-sponsored product sales activities and an additional money-earning event may help pay for budgeted troop expenses.

Girl Scout Cadettes and older who are planning an extended trip, may need to plan money-earning projects over more than one year. The troop may request approval for the trip and the money-earning projects that will finance it. Consider putting this money in a special project savings account so that it earns interest.

The troop leader/advisor needs to share the responsibility with the girls, keeping in mind their ages and experiences. Please note that all monies collected for the troop must be deposited immediately in the troop bank account. Troop funds earned belong to all members of the troop; the funds do not become the property of any individual, girl or adult.

Establishing Troop/Group Bank Accounts

1. Troop bank accounts are set up as non-profit accounts. Most banks have accounts that waive the Service Fees. To set up a troop bank account check with your SU Director or SU Treasurer to determine local banks that have a relationship with the SU and does not charge service fees. Once the bank has been chosen, complete all of the information on a *Troop Bank Account Request form*.
2. Complete the *Troop Bank Account Request form* and submit prior to opening an account. The form must have 3 or more signers, one of which must be the SU Director or SU Treasurer. All signers on the troop bank account must have be a registered Girl Scout and have a current Volunteer Application on file. The other two signers may be:
 - Leader or Co-leader
 - Assistant leader
 - Troop committee member such as the troop treasurer
 - Registered parent or adult troop member
 - A girl member (not related to the other signers)

It is strongly suggested that two signatures be on each check that the troop writes. Two signatures will aid in the check and balance system accountability within the troop.

3. Submit completed form to the Membership Department at: Girl Scouts of Central Texas, 12012 Park Thirty-five Circle, Austin, TX 78753.
4. Once forms are submitted, they will be processed. All forms must be complete with all requested data, all volunteers listed will be verified through the database to ensure that each is a registered member with a current Volunteer Application on file. Please expect a 7-10 day turnaround for completion of the process. A copy of the form is kept in secured, locked cabinets with limited access at the Lone Star Program Center.
5. Authorized banking request forms are returned to Troops signed by the CEO authorizing the opening of a bank account along with a board resolution. The party responsible for opening the bank account will take this paperwork to the bank to open the account. The account must be in the name of: Girl Scouts of Central Texas Troop

_____. Please note that troop bank accounts are not permitted to have an ATM card.

6. Upon opening the account, the responsible party should provide the council office a copy of the *Troop Bank Account Request form* with the new account number recorded in the shaded section under 'account #'. Please fax (512-458-2390) or mail to the Program Center, Attn: Business Services Department. Also please report the bank account number and signers to your SU Director/Treasurer.

Changing Bank Accounts

If a troop is simply moving its account from Bank A to Bank B, you should first submit a *Troop Bank Account Request form* requesting a new bank account to be opened (see Establishing Troop/Group Bank Accounts). Once the new bank account is opened, the troop should write a check on the old account to deplete funds and deposit those monies into the new bank account. When the old bank account is "empty," the troop should send in a request to close the old bank account. This way a troop never loses access to its money.

Record Keeping

To fulfill the responsibilities to the troop and Council, please follow these directions:

Keep records (receipts) of all income and expenses. The *Detailed Cash Record* (available online at the Council's Web site, http://www.gsctx.org/?nd=resources_and_forms) provides a written record of troop income and expenses. A *Troop Dues Record* (located online at the Council's Web site, http://www.gsctx.org/?nd=resources_and_forms) may be used to keep track of each girl's dues. All bank records, canceled checks, bank statements and deposit slips must be kept for three years.

Troop Financial Report - This form is due to the SU Director/Treasurer by May 15th of each program year. Keep a copy for your records; use the recorded "Total Balance" for the "previous years balance" on next year's financial report. Submit the original and a copy, attach a copy of the most recent bank statement for each account the troop has. If the balance is

substantially different, please indicate the reason for the difference (outstanding \$250. event check not cleared). This report fulfills your obligation as a leader/advisor and the Girl Scouts of Central Texas's obligation as a legal corporation to account for public funds.

The Service Unit Director will exchange the Troop Financial Report for your troop cookie bonus (if one was earned from the product sale). Once the report is filed, it does not mean that the troop can not continue to participate in activities. All monies spent after the report has been filed are included on next years' Troop Financial Report. Remember, an audit of troop records may be called at any time by the SU Director, Membership Development Executive, Chief Executive Officer or Board Members. Therefore, it is very important for the troop leader/advisor or designated individual to keep accurate records of the troop's finances.

Financial Partnership

The purpose of the Financial Partnership program of Girl Scouts of Central Texas is to minimize financial hardship as a barrier to Girl Scout membership and participation in programs and activities. Financial Partnership funding comes from generous donations and proceeds from the cookie sale.

Financial partnership provides financial assistance to girls only. Girl Scouts of Central Texas is committed to making Girl Scouting available to any girl who wants to participate. If a girl's family can't afford to purchase a tunic, vest or sash, handbook, badge book, council ID set, troop numerals, or pay council, camp or service unit event fees, then her parent or guardian may apply for financial assistance for these items. This assistance does not include troop event fees. The parent/guardian would fill out a *Financial Partnership Application* (available online at the Council's Web site, http://www.gsctx.org/?nd=resources_and_forms) and submit it to the Council.

The parent/guardian will receive the response card for the uniform pieces and books to be purchased from the shop. The service unit will receive a check for the service unit event. For council events, the parent will be notified that the event fee will be paid for by the Council.

Friends of Girl Scouting

As a non-profit organization, we are required by the IRS to raise one-third of our operating budget through charitable contributions. Plus GSUSA's bylaws stipulate that at least 50% of the council's income is generated through charitable contributions. By definition, charitable contributions do not include income from product sales and program fees.

As volunteers and/or parents, you see the benefits of Girl Scouting first hand through your girls' experiences. Because of that, you are the best source for charitable contributions to meet IRS and GSUSA requirements. Without your support, we risk losing our non-profit status, which would mean that we would pay sales tax on all product sales and property tax on all of our real estate. That would translate into the loss of essential dollars for programs for girls and the end of the Girl Scouts–Lone Star Council. Our Friends of Girl Scouting (FOGS) campaign is the means by which families and volunteers can ensure the sustainability of Girl Scouts in Central Texas.

Each troop should recruit and appoint a Troop FOGS Coordinator.

The FOGS Coordinator:

- Attends training
- Distributes FOGS information to the parents in the troop - encouraging participation at a meaningful level
- Collects donations and paperwork and submits it to the Service Unit FOGS Coordinator
- Encourages family involvement in the Service Unit FOGS event

Juliette Low World Friendship Fund

The Juliette Low World Friendship Fund (JLWFF) is a fund to which Girl Scouts of the USA and friends of the movement make annual voluntary contributions.

The JLWFF was established in 1928 as a living memorial to Juliette Gordon Low, the founder of Girl Scouting in the United States. It perpetuates the belief, held by Mrs. Low, that Girl Scouting and Girl Guiding can make a positive contribution to peace through friendship of young people of the world who share the

common bond of Girl Scouting and Girl Guiding, whatever their language or nationality.

To make this possible, Girl Scouts in the United States and those living abroad in Troops on Foreign Soil (TOFS) annually give nickels, dimes, quarters, and dollars. The money collected is used to help make possible international friendship projects, service programs, exchange visits between Girl Scouts and Girl Guides, and for Girl Scouts attending international Destinations.

Donations from a troop/group should be submitted to the cashier at the Program Center. The cashier will give you a receipt for your troop/group records. Checks should be made payable to the Girl Scouts of Central Texas.

Splitting Troops

As troops develop and grow; leaders emerge and decide to start a new troop. This is an a great way to provide more girls an opportunity to participate in the Girl Scout program. It should be a positive experience for the leadership and the girls. The girls should not be 'required' to make a choice of leaders. Communication between the adults should be paramount to the process. The troop number will remain with the original troop. Every girl member of the troop shall receive all earned recognitions and participation incentives and patches. Troop funds are collected and earned by the girls for the troop, belonging to the troop - never any one individual. Therefore, it is not mandatory that they be divided. It is, however, in accordance with the Girl Scout Law (being a sister to every Girl Scout) an appropriate gesture to ensure that the girls are able to start their new troop adventure with some start up funds, they did help earn those funds! It is recommended that the troop treasury be divided equally by the number of girls in the original troop. For example; if there is \$100 and 10 girls in the troop; the troop is splitting 6 girls and 4 girls to start a new troop; \$60 stays in the original troop and \$40 goes with the splitting troop.

If a girl leaves a troop to become part of another troop, it is not mandatory that a portion of the funds be distributed to her new troop.

Disbanding Troops

If a troop/group disbands, the girls should be involved in deciding what to do with the remaining funds. The girls may wish to donate the funds to the Council for use by other girls and troops, the service unit, or a sister troop. In any case, the funds do not become the property of any individual girl or adult.

All troop/group supplies, financial records, check book, and bank account information should be given to the SU Director when the troop leader makes the decision not to return to leadership or the leader's position is terminated.

When a troop disbands with funds remaining, the SU Director or Treasurer will close the troop bank account. A *Troop Financial Report* should be completed ASAP for the disbanded troop (noting the bank account closure) and submitted to your Service Unit Director.

Remaining funds in the account will be deposited into the Service Unit account to be forwarded to new troops the girls may have reregistered into. The amount will be determined by dividing the remaining funds equally among the girls who were registered with the troop at the time it disbands. The funds will remain available for one full program year. Funds remaining in the SU account after one full program year will become part of the Service Unit's operating budget.

Notes:



Girl Scouts of Central Texas
TROOP BANK ACCOUNT REQUEST

Service Unit _____
 Troop # _____ PL _____
 Program Year _____ - _____

Bank Name: _____

Bank Mailing Address: _____ City: _____ Zip: _____

Bank Contact Person: _____

Bank Phone #: (_____) _____ Bank Fax #: (_____) _____

	Request	Account#
	Open a New Account	
	Make Changes to Account	
	Close Account	

SU Treasurer/SU Director: You may bring in, fax (512-458-2390) or email (Finance@girlscouts-lonestar.org) this form to our Business Services Department. Please allow 5 business days for processing. This request will be signed, a Board Resolution attached and returned to you to take to the bank and open the Troop Account. If a new account is opened, please notify the Business Services Department of the new account number.

The Signers On This Account Will Be: (Please Print)

Texas Drivers License

Troop Leader _____

Service Unit Treasurer or Service Unit Director

Please Mail Bank Statement To:

Name: _____

Mailing Address: _____ City: _____ Zip: _____

Person Making Request (SU Treasurer or SU Director):

Name: _____

Mailing Address: _____ City: _____ Zip: _____

Phone #: (_____) _____ Fax #: (_____) _____ E-mail: _____

Attention Bank:

We are requesting that your banking facility fulfill the above request for Girl Scouts of Central Texas. *Please do not issue ATM cards to Girl Scouts of Central Texas troop accounts. No ACH/Wire transfers may be made from this account.*

ATTENTION WELLS FARGO BANKERS: Please call Anna Sanchez or Mary Rutherford at Downtown Austin location at 512-344-7427 or 512-344-7363 prior to establishing this account.

Our tax ID# is 74-1109644. Please refer to this ID number only in regard to banking transactions on this account. If you have questions or concerns, please direct them to our Business Services 512-453-7391 or 800-733-0011. Thank you for your prompt attention to this matter. Board Resolution must accompany this form.

Council Representative Signature (REQUIRED):

 Etta Moore, CEO

 Date



Girl Scouts of Central Texas
TROOP FINANCIAL REPORT

Service Unit _____
Program Year _____ - _____
Troop # _____ PL _____

The purpose of this report is to fulfill the Girl Scouts of Central Texas obligation as a corporation to account for public funds and to provide other information required by Girl Scouts of the USA. Thank you for accepting your responsibility to submit this information. **Submit to the Service Unit Director or Treasurer with a copy of your latest bank account statement by May 15.** Your troop cash records should be attached to the troop copy of the report and kept on file for 5 years.

GENERAL INFORMATION

Troop Leader

Print Name _____ Email _____ Phone # _____

Person Filing Report

Print Name _____ Phone # _____

BANK ACCOUNT INFORMATION

Bank _____ Branch _____

Address _____

Account Name _____ Account # _____

NAMES OF THE 3 AUTHORIZED SIGNATURES

Is troop continuing next year with the same leadership? Yes No
Please complete and attach Troop Status Form to SU copy.

TROOP INCOME AND EXPENSES

INCOME	
<u>Council:</u>	
Fall Product Sale Profits	\$ _____
Cookie Sale & Bonus Profits	\$ _____
Money collected for Juliette Low World Friendship Fund (JLWFF)	\$ _____
Subtotal.....	\$ _____
<u>Other income:</u>	
Troop Dues (Total):	\$ _____
Approved Troop Money Earning Project	\$ _____
Total Fees collected for Troop Events or Activities: (Breakdown below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Money collected for badges, pins, patches, etc.	\$ _____
Other Income: (Breakdown below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal.....	\$ _____
TOTAL	\$ _____

EXPENSES	
<u>Council:</u>	
Shop purchases	\$ _____
Possibilities events	\$ _____
Council camps	\$ _____
Donation to JLWFF	\$ _____
Subtotal.....	\$ _____
<u>Other expenses:</u>	
Meeting supplies	\$ _____
Total Fees for Troop Events or Activities: (Breakdown below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Other Expenses: (Breakdown below)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Subtotal.....	\$ _____
TOTAL	\$ _____

TOTAL	
Previous Year's Balance	\$ _____
This Year's Income	+ \$ _____
SUBTOTAL	\$ _____
This Year's Expenses	- \$ _____
TOTAL BALANCE	\$ _____
As of:	_____/_____/_____ Date
If the troop has a balance, what will these funds be used for and when? _____	

Please list any TROOP EQUIPMENT (flags, books, camp gear, supplies, etc.) and <u>name and address</u> of where equipment is stored.	

Please note: Your "Total Balance" indicated on this report is your "Previous Year's Balance" for next years' report.	

Leader's Signature _____

Date _____

() _____
Phone # _____

Council - Original plus a copy of Troop Bank Account statement

Service Unit - Copy of this report

Troop - Copy with cash records and receipts

Section 6: What is a Service Unit?

Service units (SU) denote the geographical subdivisions of the council and provide the setting within which the primary services of a council (which organizes troops/groups and provides direct services to girls and leaders) take place. A service unit is comprised of many troops in a specified area.

The service unit usually meets on a monthly basis. These meetings build esprit de corps, promote Girl Scout activities, and provide a time to share and learn. Each troop should have a representative at these meetings. A SU also provides events for girls to participate in. This gives girls a chance to get to know other Girl Scouts other than those in their own troop.

Attributes of the Service Unit Team

A service unit team consists of volunteers who hold different positions and a council representative, the Membership Development Executive (MDE). These team members serve the members of that service unit and also help organize and implement the Girl Scout program. The service unit team meets periodically according to the needs of the service unit. The meetings help build a team feeling, and are responsible for developing and/or adapting plans, measuring progress and coordinating the work. Members of the service unit team are accountable to the Service Unit Director (SUD). There are position descriptions for each member on the service team. Your Service Unit may require that the position description be signed as a commitment to the position and the service unit.

Positions within a Service Unit:

Service Unit Director (SUD)

- Develops, manages and promotes the Girl Scout program in the SU
- Works closely with service team members
- Is appointed by and accountable to the MDE
- May work with a Co-Service Unit Director and/or an Assistant Service Unit Director

Service Unit Registrar

- Sees that girls and adults participating in the Girl Scout program are registered by ensuring member registration forms are properly completed and forwarded to a council program center
- Trains leaders on the registration process
- Maintains a SU troop/membership roster

Service Unit Treasurer

- Maintains accurate financial records for the SU and oversees compliance of council financial procedures of troops
- Maintains accurate SU financial records
- Trains leaders on financial procedures
- Helps all troops set up bank accounts

Cookie or Fall Product Manager

- Ensures the opportunity for the growth and enrichment of girls and the Girl Scout Program through participation in council-sponsored product sale programs
- Attends the required training
- Provides training for the leaders in your SU
- Submits required paperwork and adheres to the deadlines

Friends of Girl Scouting (FOGS) Coordinator

- Strengthens the council's financial ability to deliver services to girls and volunteers by promoting the council's annual giving campaign to Girl Scout families
- Makes presentations to leaders in your SU about FOGS prior to registration rallies, the envelope campaign and FOGS events
- Coordinates a FOGS event for your SU and submits all required paperwork

Troop Organizer

- Coordinates recruitment events and organizes troops within the SU
- Recruits troop leaders and girls
- Places area girls in troops
- Organizes and develops new troops year round as needed
- Establishes a working relationship with school administrators and other diverse community groups to identify needs and utilize resources

Troop Consultant

- Provides ongoing program support to leaders and girls
- Provides a “Jumpstart” to new troop leaders
- Gives information, advice and encouragement
- Educates leaders about available resources

Diversity Chair

- Increases awareness of all aspects of diversity, to promote inclusiveness of girls and adults, and to encourage open dialogue and active outreach to every girl, everywhere
- Provides resources for diverse activities, discussion and self-reflection
- Offers information, advice and encouragement to leaders in creating a welcoming and supportive environment for girls and their families

Public Relations Coordinator

- Helps increase public awareness of Girl Scout activities/news in the SU through the local media (newspaper, radio, television)
- Arranges for photo coverage of SU events by volunteers for submission to the newspaper, the council and/or for historical purposes
- Maintains a listing of all published news articles and photos and submits to council's Public Relations Specialist regularly
- Gathers information from the SU on news-worthy events.

Events Director

- Leads committees in organizing special program events in the SU (Badge/Try-It workshops, SU campouts, International Celebrations, dances, etc.)
- Recruits, supervises and appoints adults and girls to coordinate SU events
- Provides guidance to plan and execute events that are based on the council's strategic plans, goals and objectives
- Turn in the appropriate reports to the SUD or MDE within 3 days following the events

Spanish Translator

- Aides the service unit in all areas where translation is needed

Silver Award Consultant

- Provides continual support to advisors and girls, apprising them of current Silver Award processes and resources available to them
- Provides information, advice and encouragement to help teen Girl Scouts complete training, and submit application and project work for their Silver Award
- Provides workshop training for teen Girl Scouts and advisors

Delegate/Alternate

- Represents the SU at the delegate meeting
- Provides a voice toward influencing policy decisions being considered by the Board of Directors
- Reports delegate meeting minutes to the SU
- Delegates serve for two years and attend four scheduled meetings per year

Girl Scout House Manager

- Maintains the Girl Scout house
- Provides estimates on any needed repairs
- Completes and submits monthly reports
- Schedules Girl Scout house reservations

Day/Twilight Camp Director

- Plans, organizes and implements Day/Twilight Camp for the SU
- Attends mandatory Camp Director training

Who holds these positions?

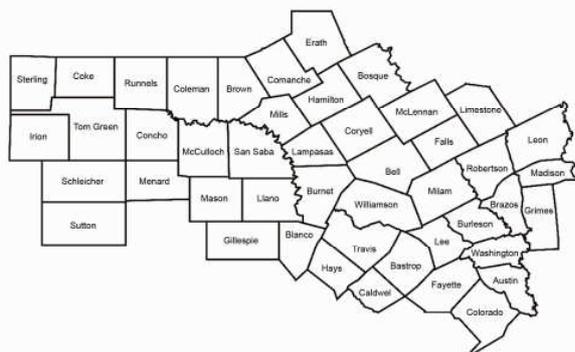
- Current and former troop leaders
- Retirees
- Professional men and women wanting to serve their community
- Parents and family members of current Girl Scouts

All volunteers must be registered members, have a Volunteer Application on file and take the proper training required for the position. Training for each of the positions is available at the Service Team Conference held during the summer prior to the new program year.

Section 7: Girl Scouts of Central Texas

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Girl Scouts of Central Texas Council currently serves the following 46 counties in central Texas:

- | | | |
|------------|-----------|------------|
| Austin | Bastrop | Bell |
| Blanco | Bosque | Brazos |
| Brown | Burleson | Burnet |
| Caldwell | Coke | Coleman |
| Colorado | Comanche | Concho |
| Coryell | Erath | Falls |
| Fayette | Gillespie | Grimes |
| Hamilton | Hays | Irion |
| Lampasas | Lee | Leon |
| Limestone | Llano | Madison |
| Mason | McCulloch | McLennan |
| Menard | Milam | Mills |
| Robertson | Runnels | San Saba |
| Schleicher | Sterling | Sutton |
| Tom Green | Travis | Williamson |
| Washington | | |

GSCTX History

Just ten years after Girl Scouting was introduced in the United States by Juliette Low in Savannah, GA, troops began forming in Austin. In November, 1922, Austin Girl Scout Troop #1 registered 16 members with the National headquarters.

In May of 1926, Austin troops were granted their first council charter and were organized as the Austin Girl Scout Council. In 1936, the first African American Girl Scout troop west of the Mississippi was formed in the Austin based council. The Austin Council underwent several name and location changes but eventually became the Girl Scouts-Lone Star Council with its main office in north Austin.

In 1937, shortly following the formation of the Austin Council, the San Angelo Council was chartered. It was later renamed the Frontier Girl Scout Council as more communities were added. By 1960 the council had grown to include many outlying areas and was renamed the El Camino Council.

Girl Scouting continued to grow in Texas as the North Central Texas Area Council formed in 1947 with 900 registered girls. In 1962, the Bryan-College Station Area Council joined the North Central Texas Area Council to form the Bluebonnet Council.

Meanwhile Girl Scouting was taking hold in the western part of Central Texas. The Heart of Texas Girl Scout Area Council took their first meeting minutes in 1949, even before their official incorporation. As of 1949, the council was serving over 2,000 girls. Finally, under executive director Nell Cox, the Heart of Texas Girl Scout Area Council was incorporated in 1951 to serve 15 counties.

Meeting space and camp grounds are important to Girl Scouting. For nearly 70 years the councils of Central Texas have been working hard to ensure that Girl Scouts have the space they need to be, well, girls. Among the council's 31 properties, we boast three residential camps.

Today these four councils, Bluebonnet, El Camino, Heart of Texas and Lone Star, and all of their properties make up Girl Scouts of Central Texas (GSCTX). Headquartered out of the Lone Star Program Center in Austin, the council serves nearly 20,000 girls and more than 12,000 adult volunteers in 46 counties.

GSCTX Facilities

Lone Star Program Center, Austin

The Lone Star Program Center, located at 12012 Park Thirty-five Circle in Austin serves as the headquarters for Girl Scouts of Central Texas and provides meeting and program opportunities. It is also home to The Edge Technology Center, which offers computer programs and activities for girls.

Program Center Hours:

Monday-Thursday 8:30 a.m. - 6 p.m.
Fridays 8:30 a.m. - 3 p.m.
Closed first Monday of each month

Girl Scout Shop Hours:

Sunday & Monday Closed
Tuesday-Thursday 10 a.m.-6 p.m.
Friday & Saturday 10 a.m.-3 p.m.

Heart of Texas Program Center, Brownwood

The Heart of Texas Program Center, located at 1200 Avenue D in Brownwood, provides meeting and program opportunities for girls and adults in the North-central counties of Girl Scouts of Central Texas. The building has three rooms available for use, each with a capacity of up to 50 for day use and up to 25 for overnight use.

Program Center Hours:

Monday-Thursday 8:30 a.m. – 5:30 p.m.
Friday 8:30 a.m. – 2:30 p.m.
Closed first Monday of each month

Girl Scout Shop Hours:

Monday-Thursday 8 a.m.-5:30 p.m.
Friday 8 a.m.-2:30 p.m.
Saturday & Sunday Closed

El Camino Program Center, San Angelo

The El Camino Program Center, located at 304 West Ave A in San Angelo, provides meeting and program opportunities for girls and adults in the western counties of Girl Scouts of Central Texas. The recently renovated building has a capacity of up to 130 for day use and up to 30 for overnight use.

Program Center Hours:

Monday-Thursday: 8:30 a.m. – 5:30 p.m.
Fridays: 8:30 a.m. – 2:30 p.m.
Closed first Monday of each month

Girl Scout Shop Hours:

Monday-Thursday 8:30 a.m.-5:30 p.m.
Friday 8:30 a.m.-2:30 p.m.
Saturday & Sunday Closed

Bluebonnet Program Center, Waco

The Bluebonnet Program Center, located at 3700 West Waco Drive in Waco, provides meeting and program opportunities for girls and adults in the Northeast counties of Girl Scouts of Central Texas. The program center is used to house administrative offices, host trainings and girl programs and is available for troop and service unit meetings in a conference room that can accommodate up to 20 guests.

Program Center Hours:

Monday-Thursday 8 a.m.-5:30 p.m.
Friday 8 a.m.-2:30 p.m.
Closed first Monday of each month

Girl Scout Shop Hours:

Monday & Tuesday 1:30-5 p.m.
Wednesday-Friday 10 a.m.-2 p.m.
1st Saturday Noon-2 p.m.

Killeen Program Center

The Killeen Program Center, located at 2909 Lake Road in Killeen, provides meeting and program opportunities for GSCTX members. The Program Center has a large auditorium with a stage that can accommodate up to 100 people. There are also smaller meeting rooms available for troop use.

Program Center Hours*

Monday-Thursday: 8 a.m.-5:30 p.m.
Fridays: 8 a.m.-2:30 p.m.

*Staff schedules vary; the program center is closed when staff are not present.

Bryan Program Center

The Bryan Program Center, located at 2512 Rountree in Bryan, provides meeting and program opportunities for girls and adults in the southeastern counties of the Girl Scouts of Central Texas. The Program Center is located in a municipal park and has a large meeting

room that can accommodate up to 30 people for daytime use or 15 for overnight use.

Program Center Hours*

Monday-Thursday 8 a.m. – 5:30 p.m.

Fridays 8 a.m. – 2:30 p.m.

*Staff schedules vary; the program center is closed when staff are not present.

Girl Scout Shop Hours:

Monday & Tuesday 2–6:30 p.m.

Wednesday–Friday 10 a.m.–2 p.m.

1st & 3rd Saturday Noon–3 p.m.

Temple Program Center

The Temple Program Center located at 2618 Exchange Place in Temple provides meeting and program opportunities for girls and adults in the central counties of the Girl Scouts of Central Texas.

Program Center Hours:

Staff schedules may vary; the program center is closed when staff are not present.

Camp Texlake, Spicewood

Camp Texlake, 455 acres on Lake Travis assigned to the Lone Star Council by the Lower Colorado River Authority, was dedicated on July 17, 1949. That summer nearly 400 girls attended camp.

Camp Wood Lake, Brownwood

Camp Wood Lake, 46 acres located on the shores of Lake Brownwood, was first established in 1955. On June 10, 1956 the camp was officially dedicated.

Camp Kachina, Belton

Camp Kachina, 248 acres located on beautiful Lake Belton, was purchased in 1957. The camp was officially dedicated in 1960, the same year it first welcomed summer campers.

Zilker Cabin

Zilker Cabin is a rustic outdoor facility within the city limits located near downtown Austin. Nestled in the woods, the cabin is equipped with a program/meeting room upstairs with bathrooms and a kitchen area downstairs.

Camp Howdy

Camp Howdy is located in Bryan. This 60-acre facility is excellent for primitive campers and outdoor training.

Camp Dixie Allison

Camp Dixie Allison is located in Menard. This 104-acre facility is excellent for primitive campers and outdoor training.

Camp Happy Hollow

Camp Happy Hollow is located between Burton and Brenham. This 62-acre facility is perfect for primitive camping and outdoor training.

Girl Scout Houses

Girl Scouts of Central Texas maintains several properties (Girl Scout Houses) throughout our 46-county jurisdiction. To reserve these facilities check the GSCTX website for current contact information.

Camp Reservation Process

Phone reservations begin at 8 am on the dates indicated. Call (512) 264-1044, or toll free 1-877-425-1150. All calls will be routed to a voicemail system & returned in the order they were received beginning at 9 am.

Reservation Dates for December-May

1st Wed in Sept: Service units that have not been to a GSCTX camp facility in the past year.

2nd Wed in Sept: Troops that have not been to a GSCTX camp facility in the past year.

3rd Wed in Sept: Open to all new and returning service units, troops and approved outside user groups wishing to use any GSCTX camp facility.

Reservation Dates for August-November

1st Wed in April: Service units that have not been to a GSCTX camp facility in the past year.

2nd Wed in April: Troops that have not been to a GSCTX camp facility in the past year.

3rd Wed in April: Open to all new and returning service units, troops and approved outside user groups wishing to use any GSCTX camp facility.

Payment Process

Deposit Due: 2 months prior to campout

Facility Amount Due: 1 month prior to campout

Activity/Meals Fees Due: 1 month after campout (Cleaning deposit refunds are applied toward fees if warranted. Invoices will be sent for remaining balances.)

Cancellation / Refund Policy

Full refunds are given to groups that cancel before the deposit due date (2 months prior to campout). Groups that do not turn back unneeded facilities by the deposit due deadline will be required to pay the entire facility amount of initial reservation. Please note: no refunds will be given for bad weather.

Notes:

Camp Texlake Facilities

	Capacity	No of Structures	Bunk Beds	Cots	A/C and Heat	Bathroom Facility	Chemical Toilet	Kitchen	Tables and Chairs	Kitchen Sink	Water Fountain	Handicapped Access.	Grills	Picnic Tables	Fire Circles	Covered Unit Shelter	Hose Bibb	Special Notes
Housing Units																		
Flora	48	1	●	●	●	●			●	●	●	●	●	●	●	●	●	troop house
Fauna	48	1	●	●	●	●			●	●	●	●	●	●	●	●	●	troop house
Suncrest	12	5	●		●	●			●			●	●		●	●	●	log cabins
Starlight Point	14	4	●			●			●			●	●	●	●	●	●	tree house cabins
Tanda Tree House	14	4	●			●			●			●	●	●	●	●	●	tree house cabins
Driftwood Cove	36	6		●		●						●		●	●	●	●	platform tents
Horseshoe Bend	31	5		●		●								●	●	●	●	screened cabins & 1 platform tent
Pavilion	20	1				●			●	●			●	●	●	●	●	tent pads only
Oak Grove	20	0					●											no water, electric, or toilet facilities
Stone Crest	50	0					●								●			no electricity
Program Areas																		
Dining Facility	350	1			●	●		●	●	●		●					●	kitchen is not available for rent
Starcke Lodge	200	1				●		●	●	●	●						●	kitchen is not available for rent
Feller Pavilion	50	1				●			●	●	●	●			●		●	
Swim Center	50	1				●					●	●						● certified lifeguard required
Kayak Cove	24	0					●					●						certified instructor required
Challenge Course	15	1					●											certified instructor required
Orienteering Course	20	1																
Archery Range	16	1										●						certified instructor required
Sports Court & Field	100	1										●						some equipment available
Curiosity Cabin	24	1			●	●			●	●	●	●					●	Science/Nature Activity Area
Equestrian Center	21	1				●				●	●	●		●			●	stables and covered arena

Camp Kachina/Camp Wood Lake Facilities

	Capacity	No of Structures	Bunk Beds	Cots	A/C and Heat	Bathroom Facility	Chemical Toilet	Kitchen	Tables and Chairs	Kitchen Sink	Water Fountain	Handicapped Access.	Grills	Picnic Tables	Fire Circles	Covered Unit Shelter	Hose Bibb	Special Notes
Camp Kachina Housing Units																		
Kiva Lodge	25	1		●	●	●		●	●	●		●		●	●		●	troop house
Hopi Lodge	25	1		●		●		●	●	●		●		●	●		●	troop house
Wiki-Up Lodge	15	1				●		●	●			●	●		●	●	●	unavailable at this time
Hopi Cabin Unit	40	10		●		●			●			●	●	●	●	●	●	screened cabins
Zuni Cabin Unit	40	10		●		●			●			●	●	●	●	●	●	screened cabins
Camp Kachina Program Areas																		
Dining Facility	144	1			●	●		●	●	●		●					●	kitchen is not available for rent
Orienteering Course	20	1																
Archery Range	16	1										●						certified instructor required
Sailing	10																	certified instructor required
Canoeing	24																	certified instructor required
Sports Court	50	1										●						some equipment available
Camp Wood Lake Housing Units																		
Mariner	48	1	●	●		●		●	●	●				●	●		●	bunk house with deck
Pathfinder	48	1		●		●		●	●	●	●			●	●	●	●	cabins/tent
Trailblazer	12	5		●		●		●	●	●	●			●	●	●	●	tents
Explorer	14	4		●		●		●	●	●	●			●	●	●	●	tents
Outpost	20	0																no water, electric, or toilet facilities
Camp Wood Lake Program Areas																		
Dining Facility	144	1			●	●		●	●	●		●					●	kitchen is not available for rent
Arts Building	24	1				●		●	●	●	●						●	
Swim Center	50	1				●					●	●		●			●	certified lifeguard required
Canoeing	12	1					●											certified instructor required
Sailing	10																	certified instructor required
Paddle Boats	16																	certified instructor required
Archery Range	12	1										●						certified instructor required

GSCTX Girl Scout Houses

	Day Capacity	Overnight Capacity	Kitchen	A/C and Heat	Restroom	Shower	Tables and Chairs	Microwave	Handicap Access	Grills	Picnic Tables	Fire Circle	TV	Flag Pole	Facility Address	Facility Phone	Special Notes
Brady	30	N/A	●	●	●		●								800 S. Pine Street, Brady		
Bryan	30	15	●	●	●	●	●	●					●	●	2512 Roundtree, Bryan	979-823-3411	
Burnet	60	40	●	●	●	●	●	●	●			●		●	505 E. Tate Street, Burnet	512-756-7758	
Caldwell	40	20	●	●	●		●	●							505 W. Fox, Caldwell	979-567-3401	no heat
Columbus	30	15	●		●										628 C Travis Street, Columbus		
Fredericksburg	50	30	●	●	●	●	●	●	●		●			●	202 W. Austin, Fredericksburg	512-997-4203	fireplace
Georgetown	50	30	●	●	●		●		●			●		●	1511 Laurel Street, Georgetown	512-863-3363	2 kitchens
Giddings	15	N/A	●	●	●		●	●			●		●	●	101 N. Harris, Giddings	979-542-3018	
Goldthwaite	100	30	●		●		●	●							Hutchinson Street, Goldwaite		
La Grange	60	25	●	●	●		●	●					●	●	659 E. Milam Street, La Grange	979-968-6650	
Llano	20	15	●	●	●		●	●							600 Hickory Street, Llano	325-247-3394	
Marble Falls	50	30		●	●		●	●	●	●					Johnson Park, Marble Falls	830-693-6069	
Mason	50	25	●		●		●					●			108 Mesquite, Mason	325-347-5274	
Menard	20	N/A	●	●	●		●			●	●	●			203 Houston Street, Menard	no phone	
Rockdale	45	35	●	●	●		●	●	●	●		●			412 Murray, Rockdale	512-446-2848	
Senora	25	20	●		●		●								207 Del Rio Street, Senora	no phone	
Stephenville	100	50	●		●	●	●	●							300 Mistletoe, Stephenville	254-965-6524	
Taylor Girl	20	20	●	●	●		●	●	●		●			●	Murphy Park, Taylor	512-352-5802	
Zilker Cabin	50	32	●		●	●	●	●	●		●	●		●	2317 Columbus Drive , Austin	512-327-1777	fireplace

Section 8: Girl Scout Image

Basic Messages about Girl Scouting

1. Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
2. The Girl Scout leadership experience focuses on three keys to leadership:
 - Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world.
 - Connect: Girls care about, inspire and team with others locally and globally.
 - Take Action: Girls act to make the world a better place.
3. Girl Scout experiences are girl led and encourage learning by doing, and cooperative learning.
4. Community service and advocacy are integral aspects of Girl Scouting. Through leadership and service, Girl Scouts impact the community and enrich the lives of those around them.
5. Girl Scouts is for every girl, everywhere. Girl Scouts not only welcomes but also seeks members from all racial, ethnic, cultural, and socioeconomic groups.
6. Grounded in the Girl Scout Promise and Law, Girl Scouting is a non-formal, experiential and cooperative education program that promotes girls' personal growth and leadership development.
7. Girl Scouts of the USA is the world's largest organization for girls. Girl Scouts is an expert and leading voice for girls.
8. Girl Scouting is international. As part of a worldwide movement for girls, with members in 140 countries, this sisterhood builds global understanding.
9. Adults of all ages and backgrounds make Girl Scouting possible and gain personal satisfaction and growth by helping girls succeed.

Girl Scout Trademarks

The Girl Scout name and official Girl Scout service mark are just two of the many marks

(trademarks and service marks) owned by Girl Scouts of the USA. Other protected marks include words, insignia, emblems and shapes exclusively associated with the Girl Scouts such as the following:

Words and Phrases

- Girl Scouts
- Girl Scouting
- Girl Scout Daisy
- Girl Scout Brownie
- Girl Scout Junior
- Girl Scout Cadette
- Girl Scout Senior
- Girl Scout Ambassador
- Girl Scout Cookies
- Girl Scout Cookie Sale
- Just4Girls
- GirlSports
- USA Girl Scouts Overseas
- Campus Girl Scouts
- WINGS (Women Investing in Girl Scouting)
- Girl Scouting: For Every Girl, Everywhere

Insignia and Emblems

- Girl Scout Daisy Pin
- Girl Scout Brownie Pin (elf)
- Contemporary Girl Scout pin
- Traditional Girl Scout pin
- Lifetime Membership pin
- Girl Scout Gold Award
- Girl Scout Silver Award
- Girl Scout Bronze Award
- Thanks Badge I and II
- All Girl Scout insignia and emblems
- Try-Its, earned badges, interest project patches
- All Girl Scout uniforms, uniform components, and fabrics

Shapes

- Trefoil shape
- Triangle shape of Girl Scout Brownie Try-It
- Round shape of Girl Scout Junior proficiency badges
- Rectangle shapes of interest project patches
- Oval shape of troop crests

Figure 1



Standards for the Proper Use of the Specific Girl Scout Marks

The Girl Scout service mark (*figures 1 and 2*) is composed of two parts: the symbol (the trefoil with three profiles) and the logotype (the words Girl Scouts, in the Frutiger typeface, along with the registration mark ®). Both components of the service mark must be used together.

The tagline “Where Girls Grow Strong” is obsolete and may no longer be used. Also, the STUDIO 2B phrase and symbol are being phased out, and should no longer be used.

The minimum size for the Girl Scout service mark is 1 1/6 inches in length which includes the length of the symbol, the logotype (words), and the ® for the horizontal version and 3/4 inches in length for the stacked version.

The solid trefoil shape may be used only when items require that the trademark be rendered 1/4 inch in size or smaller, or on embroidered patches when the trademark is to be embroidered 1 1/8 inch in size or smaller. Permission to use the solid trefoil shape must be obtained from GSUSA.

The preferred service mark is the "horizontal" service mark. (*Figure 1*) However, in the development of items for resale and non-resale, the "stacked" version may also be used. (*Figure 2*). The council name may never replace the Girl Scout logotype or be incorporated with the logotype.

The Girl Scout service mark will have the greatest impact only when sufficient airspace is left around it. This draws attention to the service mark and provides an appropriate setting for it.

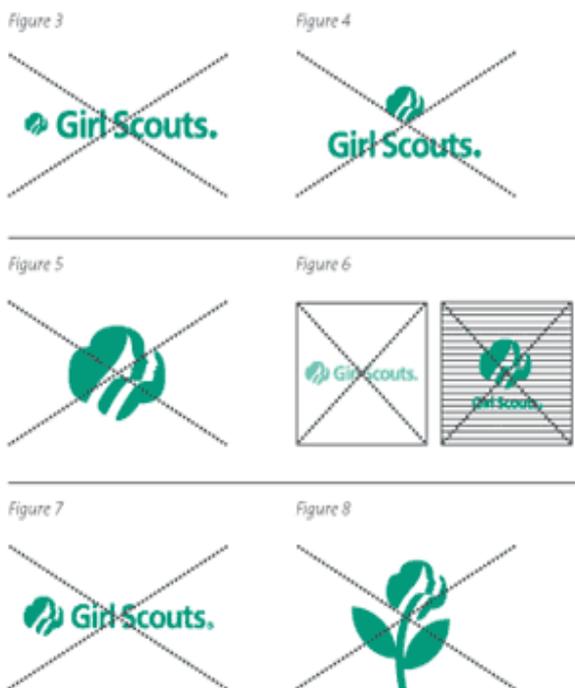
The Girl Scout service mark:

- must be reproduced only from approved artwork.
- may never be redrawn, re-proportioned, or modified in any way. If a larger or smaller service mark is required, it must be reduced or enlarged in its entirety so that the service

mark must always use the correct symbol-to-logotype proportion. The symbol may never be pulled apart from the logotype and used as a separate design element. (*Figure 5*)

- must not be shaded or screened. (*Figure 6*)
- must depict the registration mark on all reproductions of the service mark. (An exception to this rule is the elimination of the ® after Girl Scout when part of a council name.)
- may never be reproduced from a scanned image or from an artist's rendering, including computer-generated images created by individual girl or adult Girl Scout members or anyone else. (*Figure 7*)
- may never be reproduced from individual interpretations of the Girl Scout service mark, including a girl's hand drawing or an artist's rendering.
- must not be used as part of another design or graphic device. (*Figure 8*)
- may not be used as a repetitive design, e.g. a background pattern on a computer screen or on wrapping paper.
- may not be used in an animated format.

Figure 2





Girl Scouts®

Girl Scout Trademark Policy

Ownership of the Marks

In 1950, the United States Congress conferred upon Girl Scouts of the USA the sole and exclusive right to the Girl Scout name, service mark, and other trademarks. As the owner, GSUSA is responsible for monitoring all of the products and services that carry or reflect the Girl Scout name or any of its trademarks or service marks. To fulfill this responsibility, GSUSA must approve the quality and design of all products and has exclusive authority to determine the manner and extent of all use of the Girl Scout marks.

GSUSA Trademark Policy

GSUSA is responsible for approving the correct graphic rendering of the trademarks on products that are sold or given away in connection with an event for which a fee is paid. Licensed vendors must secure approval for the use of the Girl Scout name, service mark or other Girl Scout trademarks by submitting a completed "Request Form for Use of Girl Scout® Service Mark/Trademarks."

A product that uses the Girl Scout name, service mark or trademarks that is not part of the day-to-day operations of the council must be approved with the same "Request Form for Use of Girl Scout® Service Mark/ Trademarks". Councils are encouraged to contact GSUSA in the design stage so that questions can be answered prior to working with a vendor. Once authorization has been obtained, it is expected that the graphic

depiction of the trademark will be reproduced in accordance with the standards outlined in the Girl Scout Graphic Guidelines.

When to Get Approval

Approval is needed for the following if you are NOT using a licensed GSUSA vendor:

For all items that are NOT part of day-to-day operations of the council and that use the Girl Scout name, service mark or trademark.

For all items that are available at an event that charges a fee and that use the Girl Scout name, service mark or trademark.

For all items that are intended for resale and that use the Girl Scout name, service mark or trademark.

Request council approval by contacting the GSCTX Communications Department at: communications@gsctx.org.

The Girl Scout name and service mark must be correctly depicted graphically on all items whether they are for resale or not. It is acceptable to give away items bearing the Girl Scout name and service mark at events where no fee is charged. Check with your local council if you will be using the trademark on non-resale items to ensure the logo/trademarks are being depicted correctly.

Examples

If you plan to give away pencils, or any other product with the Girl Scout name or trademark at a recruitment event, GSUSA approval isn't necessary because the pencils are not for resale. However, the design must follow GSUSA's Graphic Guidelines. If you are planning to hand out patches with the Girl Scout name or trademark at an event where there was a registration fee, you must contact the Lone Star Council so they can get GSUSA approval. All patches must be purchased from licensed vendors.

If you plan to purchase mugs, or any other product with the Girl Scout name or trademark as an end-of-year gift to be given away, but leftover products may potentially be sold at a reduced rate, the products must be purchased from a licensed vendor.

Section 9: World Association of Girl Guides and Girl Scouts

In 1928, the World Association of Girl Guides and Girl Scouts (WAGGGS) was founded. Its purpose was to encourage friendship among girls around the world. Today over 10 million girls and young women from 144 countries belong to WAGGGS, the largest voluntary organization for girls and young women in the world. WAGGGS is headquartered in London and operates four world centers: Pax Lodge (England), Our Chalet (Switzerland), Sangam (India), and Our Cabana (Mexico). These centers offer Girl Guides and Girl Scouts an opportunity to experience the international dimension of Girl Guiding/Girl Scouting. The mission of WAGGGS is to enable girls and young women to develop to their fullest potential as responsible citizens of the world. The World Association Pin is worn to show membership in this global movement. Thinking Day is a day for girls to remember their Girl Scout/Girl Guide sisters around the world. To find out more about WAGGGS, you can visit their web site at www.waggsworld.org.

List of Member Organizations

Antigua and Barbuda	El Salvador	Luxembourg	Senegal
Argentina	Estonia	Madagascar	Sierra Leone
Armenia	Fiji	Malaysia	Singapore
Aruba	Finland	Malawi	Slovak Republic
Australia	France	Maldives	Slovenia
Austria	Gambia, The	Malta	Solomon Islands
Bahamas	Georgia	Mauritania	South Africa
Bahrain	Germany	Mauritius	Spain
Bangladesh	Ghana	Mexico	Sri Lanka
Barbados	Greece	Monaco	Sudan
Belarus	Grenada	Namibia	Surinam
Belgium	Guatemala	Nepal	Swaziland
Belize	Guinea	Netherlands Antilles	Sweden
Benin, People's Republic of	Guyana	Netherlands	Switzerland
Bolivia	Haiti	New Zealand	Taiwan
Botswana	Honduras	Nicaragua	Tanzania
Brazil	Hong Kong	Nigeria	Thailand
Brunei Darussalam	Hungary	Norway	Togo
Burkina Faso	Iceland	Oman, Sultanate of	Tonga
Burundi	India	Pakistan	Trinidad & Tobago
Cambodia	Ireland	Panama, Republic of	Tunisia
Cameroon	Israel	Papua New Guinea	Turkey
Canada	Italy	Paraguay	Tuvalu
Central Africa Republic	Ivory Coast	Peru	Uganda
Chad	Jamaica	Philippines	Ukraine
Chile	Japan	Poland	United Arab Emirates
Colombia	Jordan	Portugal	United Kingdom
Congo	Kenya	Qatar	United States of
Cook Islands	Kiribati	Romania	America
Costa Rica	Korea	Russian Federation	Uruguay
Cyprus	Kuwait	Rwanda	Vanuatu
Czech Republic	Latvia	Saint Kitts & Nevis	Venezuela
Denmark	Lebanon	Saint Lucia	Yemen Republic
Dominica	Lesotho	Saint Vincents & The	Zambia
Dominican Republic	Liberia	Grenadines	Zimbabwe
Ecuador	Libya	Samoa	
Egypt, Arab Republic of	Liechtenstein	San Marino	

Girl Scout Glossary

A

Ambassador, Girl Scout – Girl members in grades 9-10.

Annual Meeting – The yearly business meeting of the council held each January. The voting members are delegates elected by area to represent the membership, the Board of Directors and the board development committee.

Area – A geographic subdivision within the council made up of several service units.

Area Forum – A yearly business meeting for each area of the council held each spring. The voting members are registered members ages 14 and up.

B

Baden-Powell – Lord and Lady Robert Baden-Powell were founders of the Boy Scouts and Girl Guide movement for boys and girls.

Badge – Round embroidered award for Girl Scout Juniors to indicate increased knowledge and skill in a particular subject.

Bluebonnet Program Center – Located at 3700 West Waco Drive, Waco, TX 76710-5347.

Bridging – The move from one program age level of Girl Scouting to the next (e.g. from Girl Scout Brownie to Junior)

Brownie, Girl Scout – Girl members in grades 2-3.

Brownie Pin – The Trefoil-shaped pin with the Brownie elf that signifies fulfillment of membership requirements.

Brownie Ring – A circle formed by Girl Scout Brownies to make group decisions.

Bryan Program Center – Located at 2512 Roundtree Drive, Bryan, TX 77801

Buddy System – A safety practice in which girls of equal ability are paired to help and to keep track of each other.

C

Cadette, Girl Scout – Girl members in grades 6-8.

CBC – Criminal Background Check. All volunteers that work directly with girls or handle money must submit a CBC form.

Camp Dixie Allison – Located on 104 acres in Menard. Excellent for first-time, primitive

campers and adult outdoor training.

Camp Happy Hollow – Located on 62 acres between Burton and Brenham. Features include: lodge with kitchen, bunk house, bath house with showers, pavilion, amphitheater, and campsites with drinking water and electricity.

Camp Howdy – Located on 60 acres in Bryan. Suitable for primitive camping and day hikes.

Camp Kachina – Located on 345 acres with 110 acres of waterfront property on Lake Belton. Features include: water activities, a horse corral (horses only housed during summer), and archery range.

Camp Texlake – Located on 455 acres in Pace Bend Park at Lake Travis. Features include: water activities, an equestrian arena, nature center, ropes course and pool.

Camp Wood Lake – Located on 49 acres at Lake Brownwood. Features include: water activities like canoeing, sailing, and paddle boating.

Campus Girl Scout – A Girl Scout who is 18 through 21 years old and belongs to a campus Girl Scout group while attending college or working in a college community.

Color Guard – The Girl Scouts who carry, guard, raise and/or lower the flag or present the colors at a meeting or ceremony.

Cookie Celebration – Council sponsored celebrations for top sellers and volunteers.

Cookie Coordinator – The volunteer that manages the cookie program for the troop.

Cookie Manager – The volunteer that manages the cookie program for the service unit.

Counselor-in-Training (CIT) – A Girl Scout Senior who is taking a course to learn outdoor group leadership skills as a camp counselor.

Court of Awards – A ceremony that can be held any time during the year at which earned awards and other recognitions are presented.

Court of Honor – Committee used to govern troop (primarily older girls) and made up of the leader, patrol leaders, troop secretary and treasurer

D

Daisy, Girl Scout – Girl members in kindergarten through 1st grade. Also the nickname of our founder, Juliette Gordon Low.

Daisy Circle – A form of government used by Girl Scout Daisies.

Day Camp – Camping by the day, without an overnight stay. Offered through the council as listed in *Possibilities* and sometimes through your service unit.

Delegate – Delegates are elected to represent their area for a one-year term by the voting members of that area.

Destinations – Girls Scouts 11-17 can apply to participate in the Destinations Program that exposes them to different cultures, environments and challenges internationally and throughout the U.S.A.

E

Edith Macy Conference Center – National Girl Scout training facility located just outside New York City.

El Camino Program Center – Located at 304 West Ave A, San Angelo, TX 76903.

Emblems – Insignia that denote Girl Scout membership at the national, council and troop levels.

Extended Overnight Trips – Trips that are three days or longer.

F

Fall Product Coordinator – The volunteer that manages the fall product program for the troop.

Fall Product Manager – The volunteer that manages the fall product program for the service unit.

Field Trips – Group outing less than 100 miles, one way, and on the same day.

Financial Partnership – Scholarships are available to help with the cost of council sponsored events and resident camp, uniforms, and service unit events.

First-Aider – An adult Girl Scout who has taken council approved first-aid and CPR training.

Fly-Up – The ceremony in which a Girl Scout Brownie "graduates" to Girl Scout Juniors.

Founder's Day – Juliette Low's birthday, October 31.

Friendship Circle – A symbolic gesture in which Girl Scouts form a circle by clasping each other's hands in a special way. It is often used at a closing ceremony. Stand in a circle, cross your right hand over your left. Hold hands with the people standing next to you.

Friendship Squeeze – A hand squeeze is passed throughout the friendship circle. Everyone is silent as the friendship squeeze is passed. It stands for friendship with Girl Scouts

everywhere.

Friends of Girl Scouting (FOGS) – Opportunity for Girl Scouting families and friends to financially support the GSCTX members and the programs it provides.

G

Girl Guide – The original name for Girl Scouts, still used in many countries.

Girl Scout Birthday – March 12 is the Girl Scout birthday because it marks the first meeting of Girl Scouts in the USA in Savannah, Georgia, in 1912.

Girl Scout Dough – Credit earned by individual girls based on their product sales.

Girl Scout Gold Award – The highest award a Girl Scout may earn.

Girl Scout Handshake – A formal way of greeting other Girl Scouts by shaking left hands while giving the Girl Scout Sign with the right.

Girl Scout Insignia – All pins, patches, badges, or other recognitions worn on the Girl Scout uniform.

Girl Scout Leader's Day – April 22, a special day to honor Girl Scout leaders.

GSCTX – Girl Scouts of Central Texas.

Girl Scout Pin – Pin that signifies fulfillment of membership requirements. Two different styles are available; the trefoil with three faces or trefoil with eagle.

Girl Scout Sign – The official Girl Scout greeting. The right hand is raised shoulder high with the three middle fingers extended and the thumb crossing over the palm to hold down the little finger.

Girl Scout Silver Award – The second highest award in Girl Scouting earned by a Girl Scout.

Girl Scout's Own – A quiet inspirational ceremony that has a theme and is planned by Girl Scouts and their leaders.

Girl Scout Week – An annual national celebration during the week of March 12th, the Girl Scout birthday.

GSUSA – Girl Scouts of the United States of America.

H

Heart of Texas Program Center – Located at 1200 Ave D, Brownwood, TX 76801.

I

Insignia – The umbrella term used to refer to all official items that girls may wear on the uniform.

Interest Project Awards (IPs) – Rectangular embroidered award earned by Girl Scouts in grades 6-12.

Investiture – A special ceremony in which a new member makes her Girl Scout Promise and receives her membership pin.

J

Journeys – Program books by grade level that invite girls to explore a theme through a sequence of fun and challenging experiences.

Juliettes – Girls registered as individual members. They may participate in events, specialized programs, product sale programs and camps.

Junior, Girl Scout – Girl members in grades 4-5.

K

Kaper Chart – A chart that shows the delegation of jobs or chores and rotation of responsibility during troop meetings or weekend campouts.

Killeen Program Center – Located at 2909 Lake Road, Killeen, TX 76543-3601.

L

Leader-in-Training (LIT) – A Girl Scout Senior who is taking a course to learn leadership skills as a troop leader.

Learning Petals – Awards earned by Girl Scout Daisies for showing appreciation for one part of the Girl Scout Law.

Lone Star Program Center – GSCTX headquarters, located at 12012 Park Thirty-five Circle, Austin TX, 78753.

Low, Juliette Gordon – (Nicknamed Daisy) Founder of Girl Scouting in the United States, she formed the first troop that met in Savannah, Georgia on March 12, 1912.

M

Motto – "Be Prepared."

O

Overnighter – Troop outings that include a one-

night stay at an indoor facility with a kitchen if food will be prepared or stored by the group.

P

Participation Patches – Insignia that focuses on participation, not requirements. They are worn on the back of the uniform vest or sash.

Patrol – A widely used form of troop government where the troop divides into small decision making groups; or an interest group formed of individuals from various troops.

Proficiency Awards – Insignia from the Girl Scout age-level books that are earned by completing the requirements indicated.

Program Aide (PA) – Girl Scouts in grades 7 and up who have been trained to assist younger Girl Scout groups with songs, games, crafts, ceremonies or skills. PA's must be two years older than the girls they supervise.

Program Goals – The four interrelated areas of focus in Girl Scout program: Developing Self-Potential; Relating to Others; Developing Values; and Contributing to Society.

Promise Center – The Daisy flower's center which is earned by a Girl Scout Daisy for understanding the Girl Scout Promise.

Q

Quiet Sign – The Girl Scout signal for silence in a group situation. The person in charge raises her/his right hand and the Girl Scouts fall silent and raise their right hands.

R

Rededication – A formal ceremony at which a girl or adult, who was previously invested, renews her Girl Scout Promise.

Resident Camp – A sustained camping experience, with overnight sleeping, such as Camp Kachina, Camp Texlake, and Camp Wood Lake.

S

Safety-Wise – A GSUSA book with safety program standards and guidelines.

Senior, Girl Scouts – Girl members in grades 9-10.

Service Team – A group of adult volunteers who provide direct services to troops within a service unit headed by the Service Unit Director.

Service Unit (SU) – A geographic subdivision within the council.

Sit Upon – A "cushion" often made by Girl Scouts to use when the ground is damp or to keep their clothes clean and dry while outdoors.

Slogan – "Do a good turn daily."

S.W.A.P.S. – Small items used for trading. Initials have several possible meanings: With A Pin. Special Whachamacalits Affectionately Pinned Somewhere. Shared With A Pal or Something

T

Thinking Day – Celebrated by Girl Guides and Girl Scouts throughout the world, February 22 is the birthday of Lord Baden-Powell and Lady Baden-Powell. This is the day for Girl Scouts and Girl Guides to think about their sisters around the world, through special projects, international program activities or pen pal projects.

Trefoil – The international symbol of Girl Scouting. The three leaves of the trefoil represent the three parts of the promise.

Troop Crest – Every Girl Scout who is a Girl Scout Junior and above may wear the crest selected by her troop.

Try-It – Triangular embroidered awards for Girl

Notes:

Scout Brownies earned by doing activities and completing projects.

V

Volunteer Application – All volunteers that work directly with girls or handle money must submit a Volunteer Application which includes a criminal background check and two references, required every three years.

W

Wide Game – Activities completed by following a trail with stops at several stations.

World Association of Girl Guides and Girl Scouts (WAGGGS) – An international educational association for girls with a membership of eight million.

World Trefoil Pin – A pin worn by all Girl Scouts and Girl Guides usually given at first Thinking Day Activity.

World Centers – Four program activity centers owned by WAGGGS. The centers are located in Mexico: Our Cabana, England: Pax Lodge, India: Sangam, and Switzerland: Our Chalet.

Girl Scouts of Central Texas

12012 Park Thirty-five Circle • Austin, TX 78753 • 512-453-7391 • 1-800-733-0011



Girl Scouts®

Directions is printed every three years, but changes are made periodically to meet the needs of the volunteers. For updates, *Directions* can be downloaded at www.gsctx.org.

This publication is made possible by Friends of Girl Scouting.