

## Foreword

Upon distribution by Girl Scouts of Connecticut, this guide becomes part of the Service Unit's property. It should be made available to all registered adult volunteers. When an individual with a manual stops her/his volunteer work for Girl Scouts, the manual should be returned to the Service Unit or passed on to others. Thank you for your assistance in assuring that those who need the information have the guide.

As a registered volunteer, you may obtain your copy of the manual from the Service Unit Manager, your Membership and Marketing Manager, or from your Membership Department.

### How do I get the forms listed in the Guide?

- Many of the forms are in Section 8.
- Forms are available from the Form Library under Membership at [www.gsosfct.org](http://www.gsosfct.org).
- Forms are also available from your Service Unit Manager, Membership and Marketing Manager, and at local Service Centers.

### Annual Consent from Parents/Guardians

The language on the Annual Consent Form for parent/guardian has been reviewed by the Council attorney and is the language that must be used on permission slips. As a volunteer, you should NOT design your own permission slip for an activity. You MUST use the language exactly as it appears on the official Council permission slips. This language will protect us if the girl is at the meeting and the parent/guardian does not remember giving permission, or if she is photographed, videotaped, audio taped, etc., OR if there is a medical emergency.

### Combining Your Activity Sign-Up Sheet and Annual Consent Form

If you are combining forms, then the language on the parent/guardian permission part MUST match the official Council Troop/Group Trip Permission slip language. Also, you may want to ask for BASIC health information if the girls are attending without their Troop Leader or adult guardian. Collecting this information beforehand ensures that if there is a health-related issue, you will have basic health information for the nurse or hospital.

### Input Requested

This *Volunteer Resource Guide* is a work in progress. The Council is actively soliciting input from volunteers and staff to make next year's edition increasingly thorough and concise.

Do you have any suggestions to make future editions more useful?

If so, please mail your suggestions to:  
Girl Scouts of Connecticut  
Volunteer Development Services Department  
North Haven Service Center  
20 Washington Avenue  
North Haven, CT 06473-2343

1-800-922-2770 or 203-239-2922  
Fax: 203-239-7220  
Email: [adultdev@gsofct.org](mailto:adultdev@gsofct.org)

## Important Information to Know!

The name of my council is Girl Scouts of Connecticut.

My Membership and Marketing Manager is \_\_\_\_\_.  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

My Service Unit is \_\_\_\_\_. The Service Unit meets  
at \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
place town days/dates time

My Service Unit Manager is \_\_\_\_\_. Email: \_\_\_\_\_  
Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

My Troop/Group Number is \_\_\_\_\_. We meet on \_\_\_\_\_ at \_\_\_\_\_  
days/dates place  
in \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
town time

Our Council phone number is 1-800-922-2770. Another number for Training or Program is 203-239-2922.

The Registration fax number is 203-234-6828. The Training fax number is 203-239-7220.

The Council after-hours (evenings, weekends, and holidays) emergency number is 1-800-459-6311.

The Girl Scouts of Connecticut website is www.gsofct.org. My website password is \_\_\_\_\_.

My Consultant/School Organizer is \_\_\_\_\_. Email: \_\_\_\_\_  
Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

My Troop Group Organizer is \_\_\_\_\_. Email: \_\_\_\_\_  
Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

My Service Unit Registrar is \_\_\_\_\_. Email: \_\_\_\_\_  
Phone: home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

## **EMERGENCY PROCEDURES**

Procedure for Serious Accident, Emergencies, or Crisis Situation

1. Give priority attention to providing all possible care for injured.
2. Secure doctor, ambulance, and police, and other support as appropriate.
3. Contact staff on site and call the Administrative Office at 1-800-922-2770 or the emergency after-hours and weekend number at 1-800-459-6311.
4. In the event of a fatality or other serious accident, always notify police. Retain a responsible person at the scene. See that there is no disturbance to the victim or surrounding area until the police have assumed authority.
5. No statements are to be made to the media. Refer all media inquiries to the Communications Department by stating, "Girl Scouts always puts its members' safety first. I'm not the one who would have all the information. Please contact our Communications Department at 1-800-922-2770, x244."
6. Do not sign any statements or reports, except for police, your own insurance company, and your own attorney.
7. Document details and witnesses.
8. Complete a written report (Accident/Incident Report Form #1210) and submit to GSOFCT at the Hartford Office within 24 hours.

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### **Volunteering**

- #4125 – Welcome Letter for Volunteer Application Packet
- Background Search Policy and Procedures for Employees and Volunteers
- #4110 – Application for Volunteer Service
- Federal Fair Credit Reporting Act Summary
- #1110 – Authorization and Consent for Background Search
- #4120 – Reference for Application for Volunteer Position in Girl Scouting
- #4130 – Volunteer Positions Overview

### **Program and Training**

- #5200 – Annual Consent Form
- #4200 – Adult Training Registration
- #5100 – Individual Girl Program Registration
- #5100 – Troop/Group Program Registration
- #5530 – Troop/Group Trip Application

### **Finances**

- #4210 – Request for Financial Assistance for Adult Members
- #5210 – Request for Financial Assistance for Girl Members
- #1220 – Gift-in-Kind Acceptance Form
- #5670 – Service Unit/Troop/Group Monetary Gift Acceptance Form
- #5650 – Money-Earning Activity Troop/Group or Service Unit Application and Guidelines
- #5655 – Troop/Group or Service Unit Evaluation Report for Money-Earning Activity
- #5620 – Troop/Group Year End Financial Report

### **Other Reports**

- #1210 – Accident/Incident Report
- #5540 – Troop/Group End-of-Year Leader Report

# SECTION 1: Girl Scouts of the United States of America

## Girl Scouts of the United States of America (GSUSA)

Girl Scouts of the United States of America (GSUSA) is the world's preeminent organization dedicated solely to girls – all girls – where, in an accepting and nurturing environment, girls build character and skills for success in the real world. In partnership with committed adult volunteers, girls develop qualities, such as leadership, strong values, social conscience, and conviction about their own potential and self worth, that will serve them all their lives

Founded in 1912 by Juliette Gordon Low, Girl Scouts membership has grown from 18 members in Savannah, Georgia, to 3.7 million members throughout the United States, including U.S. territories and more than 90 countries through USA Girl Scouts Overseas.

## GSUSA Membership Benefits and Requirements

Membership in GSUSA entitles girls and adults to participate in Girl Scout troop/group activities and other Girl Scout-sponsored events, to wear the appropriate uniform and insignia, and to be covered by Girl Scout supplemental accident insurance. In addition, adult members receive *Leader*, the official Girl Scouts of the USA magazine, and are entitled to receive training, consultation, and ongoing assistance in performing their volunteer service.

Membership as a Girl Scout is granted to any girl who does the following:

- Makes the Girl Scout Promise and accepts the Girl Scout Law;
- Pays annual membership dues;
- Meets applicable membership standards.

The grade levels for girl members are organized as follows:

- Girl Scout Daisy, grades K-1;
- Girl Scout Brownie, grades 2-3;
- Girl Scout Junior, grades 4- 5;
- Girl Scout Cadette, grades 6-8;
- Girl Scout Senior, grades 9-10;
- Girl Scout Ambassador, grades 11-12.

Membership as a Girl Scout adult is granted to any person who does the following:

- Accepts the principles and beliefs as stated in the Preamble of the Constitution of GSUSA;
- Pays annual membership dues (or has become a lifetime member);
- Meets applicable membership standards of being a woman or man who is at least 18 years of age.

## The Foundations of Girl Scouting

### Girl Scout Mission

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

### La misión de las Girl Scouts

Girl Scouts ayuda a las niñas a desarrollar el valor, la confianza en sí mismas y los principios para hacer del mundo un mejor lugar.

### The Girl Scout Promise

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

### La Promesa de la Girl Scout

Por mi honor, yo trataré:  
De servir a Dios, y a mi patria,  
Ayudar a las personas en todo momento,  
Y vivir conforme a la Ley de las Girl Scouts.

### The Girl Scout Law

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

### La Ley de las Girl Scouts

Yo me esforzaré a:  
ser honrada y justa  
cordial y servicial,  
considerada y compasiva,  
valiente y fuerte, y  
responsable de lo que digo y hago,  
y a  
respetarme a mi misma y a los demás,  
respetar la autoridad,  
usar los recursos de manera prudente  
hacer del mundo un lugar mejor, y  
ser una hermana para cada una de las Girl Scouts.

### Girl Scout Motto: "Be Prepared."

### Lema de la Girl Scout: "Siempre preparada."

Girl Scouts learn how to do things ahead of time, so they will be ready and able to meet the challenge of any situation.

### Girl Scout Slogan: "Do a Good Turn Daily."

### Eslogan de la Girl Scout: "Haz una buena obra cada día."

Girl Scouts and Girl Guides all over the world are known for their willingness to help other people. "Good Turns" are all the hundreds of little things girls may do to bring happiness or ease a burden for others.

**Girl Scouts of Connecticut Vision:** "Girl Scouts of Connecticut is the premier organization and empowering force for the personal growth and leadership development of girls."

### The Girl Scout Leadership Experience identifies 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.

## Girl Scout National Centers

### Girl Scout National Headquarters

The Research and Development Center of the Girl Scouts of the USA is on Fifth Avenue, between 37th and 38th streets in New York City. This is where GSUSA develops program materials; membership, training, and public relations tools; and writes and publishes magazines and handbooks. Visitors are welcome during business hours; however, the building is closed weekends and holidays. Guided tours are available and include a trip through the museum area. Make reservations in advance by contacting Tour Service, Girl Scouts of the USA, 420 Fifth Avenue, New York, NY 10018.

## **Juliette Gordon Low Girl Scout National Center**

The birthplace of the founder of Girl Scouts of the USA is a registered National Historic Landmark. It is located in Savannah, Georgia, and is a living museum honoring the life, interests, and incredible energy of Juliette Gordon Low. It is open year-round and has many exciting program opportunities for troops and groups. For information contact: Director, Juliette Gordon Low National Center, 10 East Oglethorpe Avenue, Savannah, Georgia 31401.

Phone (912) 233-4501/Fax (912) 233-4659/Email: [birthplace@girlscouts.org](mailto:birthplace@girlscouts.org)

## **Edith Macy Girl Scout National Center**

This 244-acre site, located in Westchester County, New York, was donated by Edith Macy's family in her memory. It is a residence center for innovative leadership training, for the development and testing of model programs, and for use by councils. Training opportunities for individuals are offered year round. Contact the Volunteer Development Department at the North Haven Service Center for more information or contact: Director, National Properties, GSUSA, 420 Fifth Avenue, New York, NY 10018.

## **Juliette Low World Friendship Fund**

Girl Scouts of the USA established the Juliette Low World Friendship Fund with these words.

"In memory of Juliette Low, founder in America of the Girl Scouts, let a fund be raised...for the promotion of Girl Scouting and Girl Guiding throughout the world, as a contribution towards world peace and goodwill..."

The fund, true to its original purpose, helps extend Girl Scouting to new members in all parts of the world and supports international friendship through service projects, training events, and exchange visits.

Girls and adults, as individuals or as troops, make contributions to the Juliette Low World Friendship Fund. GSUSA accepts donations any time of the year, but popular times are Juliette Low's Birthday (October 31), World Thinking Day (February 22), and Girl Scout Week (March 12). Gifts from troops may be made out to GSOFCT with a note designating the gift to the Juliette Low World Friendship Fund. The council will then forward all funds to Girl Scout National Headquarters annually.

When girls give to the Fund and reaffirm their promise they not only "contribute toward world peace and good will," but also strengthen their ties with Girl Scouts and Girl Guides all over the world. The Fund makes a contribution to the World Thinking Day Fund of World Association Girl Guides and Girl Scouts (WAGGGS) that furthers the Girl Scouting and Girl Guiding Movement around the world.

## **GSUSA Resources**

### ***Safety-Wise***

This is a book published by GSUSA to establish a safe and sound program experience for the protection and well-being of all Girl Scouts. It provides general safety guidelines, as well as specific guidelines for common Girl Scouts activities.

### **Official Girl Scout Catalog**

This is the Official Girl Scout Catalog, which displays various Girl Scout uniforms, equipment, insignia, and gift items for sale. Items may be purchased through the council shops.

## **Program Resources**

GSUSA publishes, for each grade level, a program handbook for girls. These publications contain fun activities that introduce and enrich the Girl Scout Program. There is a guide for Leaders of every grade level full of tips, activities, and information that helps to make a Leader's job easier. There is also a *Girl Scout Daisy Activity Book*, a *Try-Its* book for Girl Scout Brownies, a *Junior Girl Scout Badge Book*, and an *Interest Projects* book for Girl Scout Cadettes, Seniors, and Ambassadors with all the information about the recognitions the girls can earn. There are Journeys for each grade level that have girls explore their own Leadership Experience.

### **Leader Magazine**

GSUSA publishes *Leader* magazine several times a year for all registered adults. The magazine contains articles and information about the Girl Scout Program.

### **Trefoil Around the World**

Whether you want to look up the Girl Guide motto in Greece or the number of Girl Scouts in Japan, this book has the facts and figures on The World Association of Girl Guides and Girl Scouts (WAGGGS) and its members. It offers a glimpse into the day-to-day workings of Girl Scout/Girl Guide troops around the world.

## **World Association of Girl Guides and Girl Scouts**

The mission of the World Association of Girl Guides and Girl Scouts (WAGGGS) is to enable girls and young women to develop to their full potential as responsible citizens of the world.

When you join Girl Scouts, you become part of the World Association of Girl Guides and Girl Scouts that was founded in 1928. It is the largest voluntary organization for girls and young women in the world. It reaches nearly 10 million members in more than 136 nations and is still growing! It provides a dynamic, flexible, value-based informal educational program that is relevant to the needs of girls and young women. Through WAGGGS, individuals are given a chance to make friends, understand world issues, and begin taking action in the world around them.

### **World Trefoil Pin**

The World Trefoil pin is a symbol of membership in WAGGGS and may be worn by Girl Scouts and Girl Guides the world over, in or out of uniform. The pin is available in the council shops.

### **Western Hemisphere Region Pin**

WAGGGS serves the world of Girl Guiding and Girl Scouting through five regions: Africa, Arab, Asia-Pacific, Europe, and Western Hemisphere Regions. Girl Scouts of the USA is a member of the Western Hemisphere Region, and each member in the USA is entitled to wear the Western Hemisphere Pin, which is available through GSUSA or may be ordered from the council shops.

### **Building World Citizenship - The WAGGGS' Perspective**

On International Women's Day, 1997, WAGGGS launched its theme "Building World Citizenship." This exciting and challenging theme is designed to carry WAGGGS into a new and even more dynamic sphere. The theme illustrates WAGGGS' mission, vision, and impact in building world citizenship through its work. Building World Citizenship aims to show how WAGGGS is making a difference around the globe. It is about being responsible within the community by developing projects that revitalize, replenish, and recycle; thereby putting something back into the place we all share and call planet earth. More information about WAGGGS may be found at its website [www.waggggs.org](http://www.waggggs.org).

## World Centers

WAGGGS has four World Centers that welcome Girl Guides and Girl Scouts from around the globe, offering opportunities to experience the international dimension of Girl Guiding/Girl Scouting. The World Centers with contact information are these:

- Our Chalet in Adelboden, Switzerland: [www.ourchalet.ch/en/home](http://www.ourchalet.ch/en/home),
- Pax Lodge in London, England: [paxlodge.wagggsworld.org/en/home](http://paxlodge.wagggsworld.org/en/home),
- Our Cabaña in Cuernavaca, México: [www.ourcabana.org/](http://www.ourcabana.org/),
- Sangam in Pune, India: Sangay: [www.sangamworldcentre.org/en/home](http://www.sangamworldcentre.org/en/home).

### Intent to Travel to a World Center

All troop/groups traveling internationally just notify GSOFC and submit an Intent to Travel form to GSUSA three to six months before departure: [www.girlscouts.org/programs/gscentral/forms/](http://www.girlscouts.org/programs/gscentral/forms/).

## WAGGGS Fun Facts

- World Chief Guide, elected in 1930, Olave (Lady) Baden-Powell (1889-1977), who was elected United Kingdom's Chief Guide in 1918. The following year she formed the International Council, which in 1928 became the World Association of Girl Guides and Girl Scouts (WAGGGS).
- Founder: Lord Robert S.S. Baden-Powell, First Baron Baden-Powell of Gilwell, OM (1847-1941) started Girl Guide Movement in 1909 that was first led by his sister Agnes.
- Member countries of WAGGGS meet in conference every three years and elect World Committee Members. Each member country has one vote and may send only two official delegates.
- Symbols of the Movement include these:
  - Promise and Law
  - World Thinking Day
  - World Trefoil
  - World Flag
  - World Pin
  - Motto: "Be Prepared"
  - Slogan: "Do a Good Turn Daily"
  - Sign or salute, left handshake
- World Thinking Day is celebrated worldwide each year on February 22, the birthdays of both Lord and Lady Baden-Powell. February is also recognized as International Month.
- As a member of WAGGGS, you are entitled to purchase special publications, including Trefoil Round the World, available at the council shops.
- Address of WAGGGS is: World Bureau Olave Centre, 12c Lynhurst Road, London NW3 5PO, England.

If your troop/group is interested in connecting with Girl Scouts or Scouts abroad, a letter of introduction can be sent on your behalf. Please submit Intent to Travel form indicating you would a letter of introduction. This form can be found at [www.girlscouts.org/program/gscentral/forms/](http://www.girlscouts.org/program/gscentral/forms/).

Additional information on WAGGGS can be found in each grade level handbook, leader's guide, and *Safety-Wise*.

## **SECTION 2: Girl Scouts of Connecticut, Inc.**

### **History**

The first Girl Scout troop in Connecticut was formed in the town of Litchfield in 1912. By 1920, a large number of groups of Girl Scouts began organizing and Girl Scout councils formed to provide support for Girl Scouting in Connecticut. As communication and transportation systems improved, Girl Scout councils merged to become larger and connect resources across regions. In 1964, a major regional alignment occurred and the Girl Scout councils merged to form 6 councils. The last merger in Connecticut, resulting in five councils, was in 1995. On October 1, 2007, the five councils became one vibrant and vital organization in Connecticut – making Girl Scouts of Connecticut, Inc., the largest organization serving women and girls in the state.

### **Who We Are**

- Over 55,000 girls, ages 5-17 or in grades K through 12, are Girl Scouts in Connecticut.
- 1 out of 5 girls participates in Girl Scout learning activities.
- More than 21,000 adults volunteer with Girl Scouts, providing service in a variety of forms from mentoring girls to organizing and training other volunteers, to providing expertise and teaching workshops, and to serving as members of the Board of Directors.
- Over 3,100 acres of open space are preserved at our Outdoor Program Centers (camps).

Girl Scouts value diversity and inclusiveness and do not discriminate on any basis. Girl Scouts is committed to inclusion of all girls and makes every effort to provide access to Girl Scouting in a variety of locations and formats so that every girl who wants the opportunity can be a Girl Scout.

Girl Scouts of Connecticut provides service and support across the state through regional Service Centers and Outdoor Program Centers (camps). Service Centers provide resources for volunteers ranging from libraries and program materials to training facilities. Girl Scouts continues to be committed to environmental preservation and education. Girls have the opportunity to experience a variety of learning activities at Outdoor Program Centers year round on over 3,100-acres of land which include buildings and tents for camping and events.

A volunteer Board of Directors representative of the geographic areas of Connecticut makes major policy decisions and governs the organization.

### **What We Do**

Girl Scouts provides learning experiences in six different age groupings.

- Girl Scout Daisy, grades K-1
- Girl Scout Brownie, grades 2-3
- Girl Scout Junior, grades 4- 5
- Girl Scout Cadette, grades 6-8
- Girl Scout Senior, grades 9-10
- Girl Scout Ambassador, grades 11-12

There are many flexible ways that girls can participate in Girl Scouting in Connecticut. The majority of girls meet in small groups called troops with volunteer Leaders, either after school or on weekends in their communities. Girls also participate through programs offered during the school day, breakfast, lunch, or after school. In addition, girls may experience Girl Scouting through partnerships with other organizations, such as Boys and Girls Clubs, YWCA/YMCA, and town Parks and Recreation Departments.

Girl Scouts may meet at a room in a shopping mall, at a local college, or through a business partnership. Girl Scouts of Connecticut, Inc., is designed to provide accessible learning opportunities to all interested girls, ages 5 to 17, in the state. Girl Scouts of Connecticut, Inc., provides a variety of learning activities for girls in grades K through 12. The leadership development programs are girl-driven and reflect the interests and needs of today's girls. The Bronze, Silver, and Gold awards are the highest achievements in Girl Scouting. In Girl Scouts of Connecticut, girls can choose from a full menu of activities – everything from personal safety training, financial literacy education, and career development to environmental programs, healthy living initiatives, and athletic activities. The choices are vast, and new opportunities are developed as needs arise and girls give input. In Girl Scouts of Connecticut, there is a place for all girls who want to be Girl Scouts and improve themselves and the world around them.

## **Volunteer Leadership**

"The strength of the Girl Scout Movement rests in the voluntary leadership of its adult members."  
– Preamble to the Constitution of Girl Scouts of the United States of America

The Girl Scout volunteer has been the mainstay of the Girl Scout Movement, nationally and locally, from its beginning. Juliette Gordon Low started this tradition when she founded Girl Scouting in the United States in 1912. She gave her time and many talents as a volunteer to fulfilling her dream – an organization, just for girls, dedicated to helping them reach their potential.

Volunteers are the lifeblood of Girl Scouting and bring the Girl Scout Program to the girls in our local communities. Through these trained and dedicated people, the benefits of Girl Scouting reach girls and provide them with high-quality learning activities. While serving as role models and mentors, volunteers share their life and career experiences, specific skills, and a real desire to improve the life of each girl. These adults reap unexpected benefits from their volunteer experience. They improve their own skills (from archery to goal setting to conflict resolution); help improve their own organizational, time-management, and communication abilities; make themselves more confident and capable within their family and community; and open up doors to special opportunities, travel, and friendships with other adults they respect and enjoy. From episodic volunteers to weekly activity leaders, all adult volunteers can find an opportunity to affect girls' lives positively in Girl Scouting.

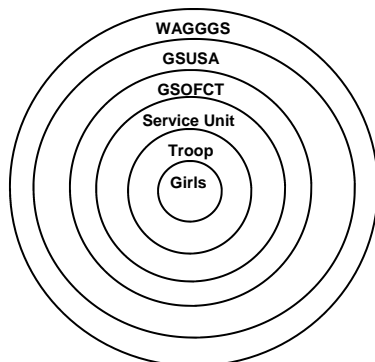
## **Organizational Structure**

Jennifer Smith Turner, a highly regarded civic leader with extensive experience in nonprofit, government, and corporate sectors, was named as the first Chief Executive Officer of Girl Scouts of Connecticut. A staff of approximately 150 full-time and 500 part-time or seasonal employees provide support to the more than 75,000 girl and adult members in Connecticut. Staff are located in each of the Service Centers to provide local support for volunteers and girls.

## The Circle of Girl Scouting

The basic Girl Scout structure can best be visualized with a series of concentric circles shown below.

- The outer circle represents **WAGGGS** – World Association of Girl Guides and Girl Scouts
- The 2<sup>nd</sup> outer circle represents **GSUSA**. Girl Scout National Headquarters is in New York City.
- The 3<sup>rd</sup> outer circle represents **Girl Scouts of Connecticut (GSOFCT)**, serving the state. There are more than 109 councils in the United States.
- The 4<sup>th</sup> circle represents your **Service Unit**. There are 139 Service Units in our council.
- The 5<sup>th</sup> circle represents the **troop/group**.
- The 6<sup>th</sup> circle represents the **girls**. There are approximately 55,000 girls in GSOFCT.



The girl is the center of the entire Girl Scout Movement. Girls meet with Leaders in troops or groups. Each troop or group is part of a Service Unit, a group of Troop Leaders and administrative volunteers in a community and surrounding area who come together to help and support each other. The troops and Service Unit, combined with other troops and Service Units, create Girl Scouts of Connecticut Council. The Council supports all troops by providing programs, training volunteers, and maintaining program and Service Centers.

A volunteer Board of Directors sets the policies for the Council, and the employed staff carries out the policies and goals of the board under the supervision of the CEO. Girl Scouts of Connecticut and other Girl Scout councils across the country make up Girl Scouts of the USA, which also has a board and a staff. Girl Scouts of the USA and all other Girl Guide organizations throughout the world belong to the World Association of Girl Guides and Girl Scouts. The World Association of Girl Guides and Girl Scouts is the largest organization in the world that dedicates itself to providing opportunities for girls and young women.

### Your Guide to [www.gsofct.org](http://www.gsofct.org)

If you haven't already, now is the time to begin exploring the Girl Scouts of Connecticut website at [www.gsofct.org](http://www.gsofct.org). The website is a great resource for girls and adults involved in Girl Scouting.

#### General Information

In the General Information area of the website one can find out how to join Girl Scouts, directions to our offices, contact numbers, current events, Girl Scout news, links to the Form Library, and information on how to contribute to Girl Scouts of Connecticut.

#### Members Only

If you are already a registered member of Girl Scouts of Connecticut Council, register in our Members Only area today and find information important to you. Peruse the online versions of the Volunteer Resource Guide, recent Latest News for Leaders, Calendars of program and training opportunities, and more.

The adult section includes information on alumnae, volunteering, and careers at Girl Scouts of Connecticut. The research area offers tools to learn the history of Girl Scouts, as well as a link to the Girls Scouts Research Institute.

## For Girls

There's plenty for girls, too. Girls can find information on programs, camp, patches, awards, upcoming events they can attend, and much more.

## Form Library

The Form Library is an excellent resource. It is sectioned in categories to make your search easier. New forms are being added all the time – so be sure to check this site first whenever you need a form!

Be sure to log on and familiarize yourself with our site today.

## Volunteer Procedures for an Emergency

### Procedures for handling serious accidents or major emergencies.

1. Give priority attention to providing all possible care for injured.
2. Secure doctor, ambulance, police, and other support as appropriate.
3. Contact staff on site and call the Administrative Office at 800-922-2770 or the emergency after-hours and weekend number at 800-459-6311 to secure additional assistance.
  - a. Your call will be taken by an operator and forwarded to the director responsible for that situation.
  - b. A confidential telephone report form will be filled out.
  - c. The appropriate staff member will be notified of the situation.
4. In the event of a fatality or other serious accident, always notify police. Retain a responsible person at the scene. See that there is no disturbance to the victim or surrounding area until the police have assumed authority.
5. No statements are to be made to the media. Refer all media (press, radio, television) inquiries to the Communication Department by stating, "Girl Scouts always puts its members' safety first. I'm not the one who would have all the information. Please contact our Communications Director at 800-922-2770."
6. Do not sign any statements or reports, except for police, your own insurance company, and your own attorney.
7. Document details and witnesses.
8. Complete a written report (Accident/Incident Report Form #1210) and submit to the Girl Scout Office in Hartford within 24 hours.

### Girl Scouts of Connecticut Emergency Contact Numbers

Monday-Friday, 8:30 a.m. – 4:30 p.m.: call 800-922-2770.  
Evenings, weekends, and holidays: call 800-459-6311.

Quick reference numbers – please fill in the appropriate information.

Local Police/Sheriff phone # \_\_\_\_\_

Local Fire Department phone # \_\_\_\_\_

Local Ambulance phone # \_\_\_\_\_

Poison Control Central phone # \_\_\_\_\_

Other \_\_\_\_\_

Girl Scouts of Connecticut  
Administrative Office  
340 Washington Street  
Hartford, CT 06106  
800-922-2770; Fax 860-548-0325  
[www.gsofct.org](http://www.gsofct.org)

## Directions to Service Centers

### Girl Scouts of Connecticut Administrative Office and Hartford Service Center

340 Washington Street, Hartford, CT 06106  
(860) 522-0163; Fax (860) 548-0325

**From the East:** Take I-84 West to Hartford. Take the Downtown Hartford Exit 54, a left-hand exit. Turn left at the first traffic light onto Columbus Boulevard. Continue on Columbus Boulevard as it turns right and becomes Wyllys Street. At the third traffic light bear left and then right onto Retreat Avenue. Before the third traffic light the entrance to Girl Scouts of Connecticut is on the right.

**From the West:** Take I-84 East to Hartford. Take the Capitol Avenue Exit 48A, a right-hand exit. At the first traffic light, turn left onto Capitol Avenue. At the second traffic light, turn right onto Washington Street. Proceed through the next five traffic lights. The entrance to Girl Scouts of Connecticut is on the left, immediately before the sixth light.

**From the North:** Take I-91 South to Hartford. Take the Capitol Area Exit 29A, a right-hand exit. Take the first exit off the ramp (Conference Center/Columbus Boulevard), an immediate right-hand exit. At the light, take a left onto Columbus Boulevard. Continue on Columbus Boulevard as it turns right and becomes Wyllys Street. At the third traffic light bear left and then right onto Retreat Avenue. Before the third traffic light the entrance to Girl Scouts of Connecticut is on the right.

**From the South:** Take I-91 North to Hartford, follow Capitol Area signs Exit 29A, a left-hand exit. Take the first exit off the ramp (Conference Center/Columbus Boulevard), an immediate right-hand exit. At the light, take a left onto Columbus Boulevard. Continue on Columbus Boulevard as it turns right and becomes Wyllys Street. At the third traffic light bear left and then right onto Retreat Avenue. Before the third traffic light the entrance to Girl Scouts of Connecticut is on the right.

### Bridgeport Service Center

87 Washington Avenue, Bridgeport, CT 06604  
(203) 334-3145; Fax (203) 696-3821

**From I-95 (North/South):** Take Exit 27A (Route 25/8 –Trumbull/Waterbury). Follow Route 25/8 North to Exit 2 (Golden Hill Street). At the traffic light at the end of the exit, turn left onto Pequonnock Street. At next traffic light, turn left onto Washington Avenue. Proceed approximately 0.3 mile. Service Center is on right (blue colonial).

**\*From Route 25/8 (southbound):** Take Exit 2 (Fairfield Avenue). At end of exit, bear right at traffic light onto Fairfield Avenue. Turn right at second traffic light onto Park Avenue. Take next right onto Washington Avenue. Service Center is second building on left (blue colonial).

**From Merritt Parkway - Route 15 (northbound):** Take Exit 49 South (Route 25 South – Bridgeport). Follow directions above for Route 25/8 southbound. Follow directions from asterisk \* above.

**From Merritt/Wilbur Cross Parkway - Route 15 (southbound):** Take Exit 52 (Route 8/108 – Bridgeport/Waterbury). Bear left, following signs for Route 8 South to Bridgeport. Follow directions above for Route 25/8 southbound. Follow directions from asterisk \* above.

**From Route 1 (North Avenue):** Proceed to Park Avenue (near Waldbaum's). Follow Park Avenue south toward Bridgeport. At fifth traffic light (approximately 0.6 mile), turn left onto Washington Avenue (opposite St. John's Episcopal Church). Service Center is second building on left (blue colonial).

### Middletown Service Center

DeKoven House, 27 Washington Street, Middletown, CT 06457  
(860) 347-5768; Fax (860) 346-2575

**From I-91:** Take Route 66 East (Washington Street). Cross Main Street. DeKoven House is on the right just before the intersection with Route 9.

**From 17 North:** Bear right at Pleasant Street, take left onto Main Street. Turn right onto Washington Street. DeKoven House is on right just before the intersection with Route 9.

**From Route 9:** North to Route 66 West (Washington Street Exit). DeKoven House is immediately on your left.

### **New London Service Center**

21 Montauk Avenue, New London, CT 06320  
(860) 444-8195; Fax (860) 444-8197

**From the North:** Take I-95 South to Exit 83. Follow directions from asterisk \* below.

**From the South:** Take I-95 North to Exit 82A Frontage Road. Follow directions from asterisk \* below.

**From Norwich:** Take I-395 South to Route 32 South (left Exit 78 – New London). Pass Connecticut College and take the first right following the signs for I-95 and Route 1 South to New Haven. At the stop sign at the end of the ramp, make a left onto Briggs Street. At the second light make a right onto Frontage Road. From Frontage Road take an immediate right at Exit 83 to Route 1 South, Colman Street. Follow directions from asterisk \* below.

\* Left at light onto Route 1 South, Colman Street, and follow until you come to the end (approximately 1.5 miles). Take left onto Bank Street. At the third light take a right onto Montauk Avenue. Service Center is in second brick building on the right. (To get back to I-95, come out of Montauk Avenue and take a left onto Bank Street. Take your first right onto Route 1 North, Jefferson Avenue. Watch for a right turn onto Colman Street, staying on Route 1. Follow until you see signs for I-95.)

### **North Haven Service Center**

20 Washington Avenue, North Haven, CT 06473  
(203) 239-2922; Fax (203) 239-7220

**From the North:** Take I-91 South to Exit 12. Turn left onto Washington Avenue. Continue on Washington Avenue through intersection of Route 22, Clintonville Road. Service Center is the fourth building on the left.

**From the Northwest:** Take I-84 East to 691. Exit onto I-91 South. Take I-91 South to Exit 12, take left onto Washington Avenue. Continue on Washington Avenue through intersection of Route 22, Clintonville Road. Service Center is the fourth building on the left.

**From the Southeast:** Take I-95 West to Guilford, Exit 57. Turn right and follow Route 1 West to Route 22. Turn right and follow Route 22 to Route 80. Turn left onto Route 80/22. At Tilcon Tomasso, turn right (North) on Route 22 and continue through Northford being careful to make a left-hand turn to continue on Route 22. At the intersection of Route 22, Clintonville Road and Route 5, Washington Avenue, turn left. Service Center is the fourth building on the left.

**From the Southwest:** Take the Wilbur Cross Parkway - Route 15 to Exit 63. At end of ramp turn right onto Route 22. Proceed East on 22 crossing over I-91. At the intersection of Route 22 and Route 5, Washington Avenue, turn right. Service Center is the fourth building on the left.

**From Middletown:** Take Route 17 South to Northford. Turn right onto Route 22, Clintonville Road. Proceed on Route 22 until the intersection of Route 22 and Route 5, Washington Avenue. Turn left onto Washington Avenue. Service Center is the fourth building on left.

**From New Haven:** Take I-91 North to Exit 11, North Haven. Turn right at end of exit ramp. At light, take right onto Route 5, Washington Avenue. Service Center is the fourth building on the left.

### **North Windham Service Center**

4 Industrial Park, North Windham, CT 06256  
(860) 423-5502; Fax (860) 423-7953

**From Route 395 North:** Take Exit 81 to Route 2 West. Take Exit 25 to Route 32 North (toward Franklin/Willimantic). Turn right onto 203. Turn Left onto Route 6 (Boston Post Road) and follow for approximately 1 mile. Turn right onto Industrial Park Road.

**From Route 395 South:** Take Exit 91 West to Route 6 West. Follow Route 6 for approximately 18 miles. Turn right onto Industrial Park Road.

**From I-84 East:** Take Exit 59, Route 384 East (toward Providence). Route 384 East becomes Route 6 East. Follow Route 6 for approximately 6 miles. Turn left onto Industrial Park Road.

**From I-84 West:** Take Exit 70 to Route 32 (toward Willington/Willimantic). Merge onto Route 6 East. Follow Route 6 for approximately 4 miles. Turn left onto Industrial Park Road.

### **Plainville Service Center**

313 East Street A2 (Route 10), Plainville, CT 06062  
(860) 793-1318; Fax (860) 793-8361

**From I-84 East:** Take Exit 32 (Route 10) Queen Street exit. Turn right off exit to 313 East Street (which is Route 10). Follow directions from asterisk \* below.

**From I-84 West:** Take Exit 32 (Route 10) Queen Street exit. Turn left off exit to 313 East Street (which is Route 10). Follow directions from asterisk \* below.

\*Service Center is located on the left-hand side of the street. It is in the Cortina Tile complex. Watch for the Cortina Tile sign on front of building.

### **Torrington Service Center**

The Atrium, 663 East Main Street, Torrington, CT 06790  
(860) 482-4495; Fax (860) 489-8936

**From Canaan:** Pick up Route 4 East in Goshen. Take a left on Route 202 – East Main Street. \*From the intersection of routes 4 and 202, the Service Center is about 0.2 miles. The Atrium is located on the left a little past the Methodist Church.

**From New Milford:** Take Route 202 through Litchfield to Torrington. In Torrington Route 202 becomes East Main Street. Follow from asterisk \* above.

**From Waterbury:** Take Route 8 North to Exit 44, Route 202. At the end of the exit take a right onto Route 202 – East Main Street. Follow from asterisk \* above.

**From Winsted:** Take Route 8 South, Downtown exit. At the light, take a left onto Route 4 East. Take a left on Route 202 – East Main Street. Follow from asterisk \* above.

**From points East:** Take Route 202 West to Torrington. In Torrington Route 202 becomes East Main Street. From the intersection of Route 183 and Route 202 the Service Center is about 1.6 miles. After the light at the intersection of Route 202 and Charles Street. The Atrium is on your right.

### **Waterbury Service Center**

Suite 102, 171 Grandview Avenue, Waterbury, CT 06708  
(203) 757-1340; Fax (203) 591-1729

**From Danbury:** Take I-84 East to Exit 18 (West Main Street). Turn right off exit ramp. Take a right at the light and cross over highway. Turn right onto West Main Street. Continue for 0.5 mile, and turn left onto Grandview Avenue (red brick church on corner). Service Center is on left at the corner of Westwood Road.

**From Hartford:** Take I-84 West to Exit 18 (West Main Street). Turn right onto West Main Street. Continue for 0.3 miles, and turn left onto Grandview Avenue (red brick church on corner). Service Center is on the left at the corner of Westwood Road.

**From Thomaston:** Take Route 8 South to Exit 34 (West Main Street). Turn right at light. Continue for 0.2 mile, and turn right onto Grandview Avenue (red brick church on corner). Service Center is on left at the corner of Westwood Road.

### **Wilton Service Center**

529 Danbury Road, Wilton, CT 06896  
(203) 762-5557; Fax (203) 762-0688

**From the North:** 529 Danbury Road (Route 7) is approximately 11.5 miles south of the intersection of Exit 3 (Old Route 7 South) off I-84 in Danbury, and approximately 2 miles south of the junction of Route 7 and Route 107. After you pass the Christian Science Church on the right, turn right at the Girl Scout sign at White Fences. The Service Center and store are in the rear right building.

**From the South:** 529 Danbury Road is approximately 6.5 miles north of the intersection of the Merritt Parkway - Route 15 and Route 7. Approximately 2.5 miles north of Wilton Center, near the junction of routes 7, 33, and 106 West, there is a large, old, white frame house on the left with the Girl Scout sign and driveway just beyond. Turn left. The Service Center and store are in the rear right building.

## Reserving Rooms at Service Centers

Girl Scouts of Connecticut Service Centers are available for volunteers to use for Service Unit Meetings or troop meetings.

To reserve a room please call or email your Membership and Marketing Manager, who will then contact the Administrative Assistant for Property and Facilities.

Include in your email or telephone call: name of person reserving room, name of program or training, date, Service Center, name of room (see below), and the beginning and ending times of the program/training.

The Administrative Assistant will confirm date and send confirmation back via email with access instructions. Please note that some Service Center rules require a staff member in the building.

Rooms to be reserved by name are as follows.

Wilton	Large Conference Room
Torrington	Conference Room
Waterbury	Large Conference Room Small Conference Room
Plainville	Large Common Room
North Windham	Conference Room
New London	Basement Conference Room
Bridgeport	Conference Room
North Haven	Room 107 Room A Room B
Hartford	Basement Conference Room

## Directions to Program Centers

### Camp An-Se-Ox

47 Condon Road, Oxford, CT

Consult road map for best route to Oxford. Camp is two miles north of Oxford Center, off Route 67.

**From North:** (Waterbury/Southbury) follow Route 67 South. At second Oxford Airport sign, turn left onto Christian Street. Take immediate right onto Old State Road #2. Take next left up hill, Condon Road. Camp is on left at top of hill.

**From South:** (Seymour) follow Route 67 North past Oxford Center. Look for An-Se-Ox sign on right, turn right on Old State Road #2. Take next right up hill, Condon Road. Camp is on left at top of hill.

**From I-84 West:** Take Exit 16 and turn left onto Route 188. Follow approximately 2.4 miles past Oxford Airport access road. At light at Route 67, turn left. Go approximately 1.8 miles. Turn left onto Christian Street. Take immediate right onto Old State Road #2. Turn left onto Condon Road. Go to top of hill and turn left into camp.

### Camp Aspetuck

88 Old Easton Turnpike, Weston, CT

**From the South:** Take Merritt Parkway - Route 15 to Exit 42. \* Turn left toward Westport, going straight immediately to the 4-way stop. Turn left onto Easton Road (Route 136). Go 4 miles to Judges Hollow Road; turn left, cross the river (road turns into Old Easton Turnpike), go past Jana Drive to the fourth driveway on the right and camp entrance.

**From the North:** Take Route 58 (Black Rock Turnpike) from Bethel. At stop light, turn right onto Route 136 toward Westport. Go 1.3 miles and turn right onto Judges Hollow Road. Go 0.4 mile to camp entrance on right.

**Or** take Route 53 to Route 57, follow directions from Merritt Parkway - Route 15 Exit 42 \* above.

### Camp Candlewood

29 Bogus Hill Road, New Fairfield, CT

**From the East:** Take I-84 West to Exit 6. Turn right onto Route 37. Continue past Halas' Vegetable Market on your left and the Federal Prison on your right. Continue on Route 37 to New Fairfield Center. At the traffic light in the Center, turn right onto Route 39. Follow Route 39 through Candlewood Corners, where Route 39 takes a sharp left turn. You will then begin to see the lake on your right.

\* Continue on Route 39. Go over the causeway. Squantz Pond will be on your left and Candlewood Lake on your right. Immediately after the causeway, take a right onto Bogus Hill. This is now also called Bogus Hill Road. Follow the road to the top of the hill. Enter the camp gate on your left.

**From the South:** Go North on Route 7, which merges with I-84 at the Danbury Fair Mall. Continue on I-84 East/Route 7 North to Exit 5. Go straight at the traffic light and continue to Route 37. As you go under I-84 you want to be in the left lane and follow Route 37 past the North Street Shopping Center. Continue on Route 37 to New Fairfield Center. Turn right at the traffic light onto Route 39. Follow Route 39 to Candlewood Corners. You will then begin to see the lake on your right. Follow from asterisk \* above.

**From the Northwest:** Take US 7 South to CT 55 Webatuck Road. (You will cross into New York State.) Turn left on Route 39, then turn right onto routes 37 and 39. Take the left fork onto Route 39. Route 39 will follow the shores of Candlewood Lake on your left, then Squantz Pond on your right. At the point where Route 39 makes a sharp turn right to head over the causeway between Lake Candlewood and Squantz Pond, go straight or slightly left onto Bogus Hill Road. Follow the road to the top of the hill and enter the camp gate on your left.

**From New Haven:** Take Route 34 West to I-84 West. Then follow directions from the East.

## **Camp Carlson**

700 Willis Street, Bristol, CT

**From the North or South.** Take I-84 East or West to Southington Exit 31 (Route 229 – West Street). Go left off I-84 East or right off I-84 West onto Route 229 North (Route 229 is West Street in Southington and Middle Street in Bristol). Follow Route 229 into Bristol to traffic light at Mountain Road and turn left. Follow approximately 1 mile and turn left onto Willis Street at Memorial Boulevard School. The Program Center is on right approximately 1.5 miles, straight up the mountain. Look for a small green sign which says "GSA Camp Carlson". The Program Center is on the Bristol/Wolcott line.

## **Camp Francis**

39 Kent Hollow Road, South Kent, CT

**From the South:** Take Route 7 North to Kent. At traffic light on entering Kent, turn right onto Route 341. Stay on Route 341, bearing left over bridge. (DO NOT TAKE ROAD MARKED SOUTH KENT.) After 5.2 miles from traffic light, make acute right turn onto Kent Hollow Road. Camp entrance is 0.4 mile on left, skirting pond. Main camp is some distance inside the gate; observe the 10 mph speed limit, and beep on curves.

**Or** take Route 7 North to New Milford. Turn right to cross Housatonic River Bridge on Route 202 East. Go through New Milford and follow Route 202 East through Northville. Turn left onto Sawyer Hill Road. Continue straight across all intersections, about 7 miles. Camp Francis entrance is a switch-back turn, so you might have to pass the entrance and turn around.

**From the North:** Head East on Route 45, then go West onto Route 341/Kent Road South and continue to follow Route 341. Make a Left onto Kent Hollow Road. Follow from \* above.

**Or** take Route 7/Kent Cornwall Road and make a left onto Carter Road. Follow it as it becomes North Kent Road. Make a slight right onto Brick School Road and then a right onto Route 341. Turn left onto Kent Hollow Road. Follow from \* above.

## **Camp Iwakta**

11 Grantville Road, Norfolk, CT

**From South and Bridgeport:** Travel North on Route 8 to Winsted. At the end of the last exit ramp note the odometer reading, or set the trip odometer to 0. Turn right (West) onto Route 44 towards Norfolk.

\* Stay on Route 44 and proceed through Winchester Center. Pass the junctions of Route 263 and 183. Route 44 begins to climb, and changes to a 3-lane highway. Near the top of the hill, pass the Corps of Engineers "Mad River Dam" sign on the left, at approximately 2.8 miles from the routes 8 and 44 junction. The road soon returns to 2 lanes. Turn left onto Danbury Quarter Road after the second state road junction sign, and immediately after crossing the small cement "Mill Brook" bridge at 1.1 miles after the "Mad River Dam" sign, and 3.8 miles after the routes 8 and 44 junction. (Note: this turn is immediately before the first house on the left, and the first building since leaving Winsted. If you passed buildings, you've gone too far!) Proceed straight on Danbury Quarter Road (in Winsted), which becomes Grantville Road in Norfolk. DO NOT turn left onto Grantville Road in Winchester at 2.4 miles after leaving Route 44. Pass "Maplewood Farm" and a pond close to the road. The entrance to Iwatka is on the right, marked with a white sign, "11, Iwatka". It is 3.7 miles after leaving Route 44, and a total of 7.6 miles from the routes 8 and 44 junction.

**From Hartford:** Travel West on Route 44 to Winsted. Continue from \* above.

## **Camp Katoya**

71 Country Lane, Milford, CT

**From Merritt/Wilbur Cross parkways - Route 15 North:** Take Exit 55B – Wolf Harbor Road. \* Turn left onto Wolf Harbor Road, continue to stop sign and turn left onto West River Street. Continue past stop sign at Flax Mill Lane. Take next left onto Country Lane. Turn left into fourth driveway. Camp Road continues past private drive.

**From Merritt/Wilbur Cross parkways - Route 15 South:** Take Exit 55 – Wheeler Farms Road. Turn left on Wheeler Farms Road. Follow from \* above.

**From I-95:** Take Exit 38 – Merritt/Wilbur Cross parkways - Route 15. Continue on parkway connector North onto Wilbur Cross Parkway. Take next exit – Exit 55B Wolf Harbor Road. Follow from \* above.

**From Boston Post Road:** Proceed north on Route 121 – North Street, past Eisenhower Park. Continue until traffic light. Turn left onto Derby-Milford Road. Take next left onto West River Street. Turn at first right – Country Lane. Turn left into fourth driveway. Camp road continues past private drive.

## **Camp Laurel**

175 C Clubhouse Road, Lebanon, CT

**From Route 6 West:** Take left onto Route 87. Follow Route 87 to Route 207. Take right onto Route 207. Take a right onto Clubhouse Road. Program Center is 2 miles down on left.

**From Route 2 West:** Take Exit 18 in Colchester. Take a right onto Route 16 and follow to Route 207. Turn right onto Route 207 and take first left onto Clubhouse Road. Program Center is 2 miles down on left.

**From Hartford and Route 2 East:** Take Exit 13 in Marlborough. Turn left onto Route 66. At Route 85 go right. Take left onto Route 207. Turn left onto Clubhouse Road just past the junction with Route 16. Program Center is 2 miles down on left.

**From Route 9 or Route 66 in Middletown:**

Follow Route 66 over bridge into Portland. Continue on Route 66 until Hebron. At Route 85 go right. Take left onto Route 207. Turn left onto Clubhouse Road just past the junction with Route 16. Program Center is 2 miles down on left.

## **Camp Maria Pratt**

1145 Brandy Hill Road, Torrington, CT

**From New Milford and South.** Take Route 202 into the center of Litchfield. Turn left onto Route 63 toward Goshen. At the rotary in Goshen Center, turn right onto Route 4 toward Torrington. Turn left onto University Drive at the sign for Litchfield County Higher Education Center – UConn. \* Take second left onto Brandy Hill Road. At the fork in the road stay to the right. Camp will be on left at the top of the hill.

**From Canaan and North.** Take Route 63 to Route 4 in Goshen. Turn left at the rotary and follow Route 4 toward Goshen. Turn left onto University Drive at the sign for Litchfield County Higher Education Center – UConn. Follow from \* above.

**From Torrington.** Take Route 4 toward Goshen. Turn right onto University Drive at the sign for Litchfield County Higher Education Center – UConn. Follow from \* above.

### **Camp Meribrite**

1433 Chamberlain Highway, Berlin, CT

**From the North:** Take I-91 South toward New Haven/NY City, Exit 22 North to merge onto CT-9 North toward New Britain, Exit 22 toward US-5 South/New Haven/CT-15 South. Turn right at Frontage Road. Turn right at CT-372/Worthington Ridge. Continue to follow Worthington Ridge. Turn right at Hudson Street. Continue on Norton Road. Turn left at Chamberlain Highway/CT-71.

**From the South:** Take I-91 North toward Hartford, Exit 17 to merge onto CT-15 North/Wilbur Cross Parkway toward Berlin Turnpike/I-691/CT-66, Exit 68 West to merge onto I-691 West toward Meriden/Waterbury, Exit 6 for Lewis Avenue toward CT-71. Turn left at Lewis Avenue. Turn left at Kensington Avenue. Turn right at Chamberlain Highway/CT-71. There is no visible sign for Camp Meribrite, but you will see a gas station directly across the road.

**From the West:** Take I-84 East toward Hartford, Exit 27 to merge onto I-691 East toward Meriden/Middletown, Exit 5 for Chamberlain Highway/CT-71 toward Kensington. Turn left at Chamberlain Highway/CT-71. There is no visible sign for Camp Meribrite, but you will see a gas station directly across the road.

**From East:** I-395 South toward Norwich, Exit 81 for CT-2 East/CT-32 South toward Norwich. Turn right at CT-2 East/CT-32 South, Exit 28 North to merge onto Governor John Davis Lodge Turnpike/I-395 North toward Providence, Exit 81 West to merge onto CT-2 West/CT-32 North toward Hartford. Continue to follow CT-2 West, Exit 5D to merge onto CT- 3 South toward Wethersfield. The exit is on the left onto I-91 South toward New Haven, Exit 22 North to merge onto CT-9 North toward New Britain, Exit 22 toward US-5 South/New Haven/CT-15 South. Turn right at Frontage Road. Turn right at CT-372/Worthington Ridge. Turn right at Hudson Street. Continue on Norton Road. Turn left at Chamberlain Highway/CT-71. There is no visible sign for Camp Meribrite, but you will see a gas station directly across the road.

### **Camp Merrie-Wood**

650 Gardner Street, Manchester, CT

**From Hartford:** Take 84 East to Exit 59 (East Hartford). Take I-384 East to Exit 3 – Main Street, Route 83. At stop sign at end of the ramp, go left onto Route 83 South (towards Glastonbury). Once past the Manchester Country Club on left, take next left onto Fern Street. At fork in the road bear left. At end of Fern Street, turn right onto Gardner Street. Camp Merrie-Wood is about .5 mile down Gardner Street on right. There is no visible sign for Camp Merrie-Wood, but you will see the wood fence into the parking area.

### **Camp Murray**

100 Sperry Lane, East Haven, CT

**From 91 South:** Take Exit 8. Turn left at the end of the exit. Go east on Route 80 for about 3 miles. Sperry Lane will be on the left and is 0.3 mile beyond Porto Funeral Home. Once on Sperry, pass by two houses on the right, and you'll see the camp entrance.

**From Route 80 West:** Look for the East Haven town line. Sperry Lane is on the right and is 0.2 mile beyond the town line. You will not see the sign for Sperry Lane. Look for a large rock face on the right, with a row of mailboxes. Turn right just after the mailboxes. Once on Sperry, pass by two houses on the right, and you'll see the camp entrance.

### **Camp Pattagansett**

121 Upper Pattagansett Road, East Lyme, CT

**From I-95 East:** Take Exit 75 onto US 1. Go straight ahead through the crossroads, past the Flanders School and Firehouse. Take the first right, which is Upper Pattagansett Road. The entrance is about 1 mile on the right.

**From I-95 West:** Take Exit 74. Turn left and then take the next left onto US 1, at the crossroads. Take the first right, which is Upper Pattagansett Road. The entrance is about 1 mile on the right.

## **Camp Rocky Craig**

69 Guinea Road, Stamford, CT

**From the North:** Heading south on the Merritt Parkway - Route 15, take Exit 33, Den Road. Turn left at first triangle and right at the second triangle onto Riverbank Road. Take the second left onto June Road and cross the Mianus River. Take the next left onto Guinea Road. The camp is the third driveway on the right. There is a mailbox on a stone fence marked #69 R. Craig. When leaving camp, turn left on Guinea Road, right onto June Road and watch for signs for the Merritt Parkway - Route 15.

**From the South:** From I-95 North, take Exit 4, Indian Field Road towards Cos Cob. Turn left onto Indian Field Road, then right onto Old Post Road #6. Turn left onto Stanwich Road, then right onto Guinea Road. Cross over the parkway, and camp will be on your left. Look for a stone wall with a group of mailboxes. The green one is marked #69 R. Craig.

## **Camp Timber Trails**

1266 East Otis Road, Tolland, MA

**From Massachusetts Route 8 North or South:** Turn onto Route 57 East. Take a left turn onto East Otis Road. Go approximately 2.5 miles and enter camp.

**From Massachusetts Route 57 West:** After entering the town of Tolland, look for a large overhead sign indicating a steep hill. Take a right turn onto East Otis Road. Go approximately 2.5 miles and enter camp.

**From I-91 North:** Take Exit 40, Bradley International Airport. Take Route 20, Granby. At Granby center follow signs to Route 189 North. \* In Granville, MA, take a left onto Route 57. Go approximately 11.2 miles. You will see a small sign for Camp Timber Trails on your right. Take a right onto East Otis Road.

**From West of Hartford:** Pick up Route 189 North near the University of Hartford and proceed from \* above.

## **Camp Yankee Trails**

10 Plains Road, Tolland, CT

**From I-84 East:** Take Exit 70, Route 32. Turn left at end of ramp, go 2 miles to the Connecticut Yankee sign. Turn left onto Plains Road. Camp driveway is the first driveway on the right.

**From Stafford Springs:** Take Route 32 South 2 miles to Connecticut Yankee sign. Turn left onto Plains Road. Camp driveway is the first driveway on the right.

## **Merrie Bee Cabin**

75 Old Norwalk Road, New Canaan, CT

**From the Merritt Parkway - Route 15.** Take Exit 38 and go north towards New Canaan. Go about .25 mile and turn left onto Old Norwalk Road. \* Go 0.7 mile to No. 75 and turn left into Kiwanis Park. Nursery school is on the left and cabin is several hundred yards ahead on the right.

**From intersection of routes 106 and 123.**

Go south on 123 for 1.3 miles to Old Norwalk Road. Turn right and proceed from \* above.

## **Robertson Outdoor Center**

Across from 180 Bibbins Road, Easton, CT

**From North of Exit 17, I-91:** Take I-91 South towards New Haven/NY City. At Exit 17, merge onto Merritt Parkway - Route 15/CT-15. Follow directions from the Merritt Parkway.

**From South of Exit 17, I-91:** Take I-91 North to merge onto Merritt Parkway - Route 15/CT-15 via Exit 17. Follow from \* below.

**From Merritt Parkway - Route 15.** Take Exit 46 toward CT-59 to Easton. Turn right off the exit onto Congress Street. Turn left onto CT-59/ Easton Turnpike. Continue to follow CT-59. Turn left onto Bibbins Road. The center is located opposite of the mailbox of 180 Bibbins Road. Turn right into driveway.

## Program Center Descriptions

**Camp An-Se-Ox**, 47 Condon Road, Oxford, CT  
Located on 55 acres of gently sloped woodlands laced with hiking trails. Facilities include Spence Lodge for year-round use, a cook shelter with electricity and water, a game field, a swamp walk, a bird and butterfly area with program resources, an accessible playscape, a council fire ring with benches, swimming pool (summer only), and several camping units. Most camping units have a nearby picnic shelter and vary in size from one to six platform tents, with fire rings, picnic tables, running water, and porto potties. During summer months Anseox offers a Day Camp program for girls.

**Camp Aspetuck**, 88 Old Easton Turnpike, Weston, CT

Located on just 16 wooded acres, Aspetuck has much to offer. Facilities include a cabin with wood stove and seasonal running water, a raised wetland walk with interactive guide books linked to Brownie and Junior awards, a game field, two outdoor cooking shelters, two pools (summer only), and easy-to-hike trails. Three fire rings outside of the cabin make a wonderful spot for fair weather outdoor cooking. Camping units consist of A-frame structures with wooden floors and roofs, and canvas sides. Picnic tables, fire rings with grates and nearby water and latrines are also available. During summer months, Aspetuck offers an ACA-accredited Day Camp program for girls.

**Camp Candlewood**, 29 Bogus Hill Road, New Fairfield, CT

Located on 87 wooded acres on the shore and hills above Candlewood Lake, the camp offers a variety of amenities. Facilities include a waterfront area for swimming and boating (seasonal), a low ropes course, archery range, nature trails, Nature Hut, game fields, a dining hall for year-round use, the new year-round Foster Family Troop Program Building (named The Lighthouse), and several camping units. Camping units contain a combination of 8-person bunkhouses and A-frames with wooded or canvas walls. Shelters in most camping units have electricity, storage area, picnic tables, and fireplaces. Running water and latrines or porto potties are located nearby. During summer months, Candlewood offers both Day and Resident Camp with ACA-accredited programs for girls.

**Camp Carlson**, 700 Willis Street, Bristol, CT  
Located on 38 wooded acres at the top of South Mountain, the camp's singing steps offer a wonderful vista of the Berkshire mountains. Carlson features a cabin with wood stove and seasonal running water, a game field, nature trails, pool (summer only) and several camping units. Camping units consist of three-sided lean-tos (with three wooden walls, floors, and roof), picnic shelters, and fire rings. Running water and latrines are located nearby. During the summer Carlson offers a Day Camp program for girls.

**Camp Francis**, 39 Kent Hollow Road, Kent, CT  
This camp is currently available for limited, rustic camping and use of BK cabin. Located in the hills of Kent, 33 miles north of Danbury and 1200 feet above sea level, this beautiful property has significant natural resources. There is striking mountain terrain with vast trails. There are streams, brooks, a waterfall, and a large pond for fishing, swimming, and canoeing. Features include a central well for camping, renovation of the garage into a program activity building, small cabin, some A-frames, lean-tos, and primitive camping sites available for troop camping. In addition, there is a small indoor program area in the winterized Troop House.

**Camp Iwakta**, 11 Grantville Road, Norfolk, CT  
Camp has 390 beautifully wooded acres to hike. A winterized lodge with heat, water, and electricity that can sleep 32 girls on the floor, has flush toilets. A lean-to unit, that can sleep 24 girls, has a dry vault privy and a covered cookout shelter with picnic tables. Additionally there are two field areas for camping in tents.

**Camp Katoya**, 71 Country Lane, Milford, CT  
Located on 57 acres of woodlands with two ponds. Camp facilities include Macauley Lodge, several small cabin units with outdoor fireplaces/rings, tent camping areas with fire circles, a covered cookout shelter, city water, porto potties, and a pool (summer only). Numerous hiking trails include a guided nature trail. During summer months Katoya offers an ACA-accredited Day Camp program for girls.

**Camp Laurel**, 175 C Clubhouse Road, Lebanon, CT

Located on 300 wooded acres surrounding a private lake, Laurel encompasses hills and a large grassy centrally located main camp area. Facilities include a troop house for year-round use, another troop house with heat and seasonal water, a dining hall (seasonal), a game field, large council fire ring with benches, a smaller council ring at the shore of the lake, archery area, horse stables (summer only), waterfront areas for swimming and boating (seasonal), and several hiking trails linking various areas of camp. Camping units consist of a varied number of platform tents or rustic cabins, with a nearby picnic shelter, fire ring, porto potties, and running water. During the summer months Laurel offers an ACA-accredited Day and Resident Camp program for girls.

**Camp Maria Pratt**, 1145 Brandy Hill Road, Torrington, CT

Located on 300 acres that include forested areas, wetlands, wide open fields, and a six-acre pond. Within the wooded areas are four camp units with a variety of shelters available. Each unit has a central fireplace, an altar fireplace, and a unit house, along with a different kind of shelter in each – from cabins to tent platforms. The six-acre pond has a functional waterfront at the dam end and offers boating programs that include rowboats, canoes, and playaks or funyaks. There is a changing building, also porto potties. There is a large field across the street perfect for star gazing. There are two winterized facilities. The basement of the Lodge has room for 20 people and includes a stove, refrigerator, four toilet stalls, four shower stalls, tables, benches, and mattresses. Four Seasons can sleep 40 people and has a refrigerator, stove, tables, benches or folding chairs, and mattresses. There is a large wrap-around porch that provides space for outdoor programming.

**Merrie Bee Cabin**, 75 Old Norwalk Road, New Canaan, CT

The Merrie Bee Cabin in New Canaan is operated and maintained by an active group of Girl Scout volunteers and is available for rental to troops outside of New Canaan. The cabin features a complete kitchen, indoor lavatory, fireplace, sleeping mats, heating, hot water, a secure town park location, campfire circle, and tables and chairs. The cabin is reserved through the New Canaan Service Unit.

**Camp Merribrite**, 1433 Chamberlain Highway, Berlin, CT

These 45-acres offer a primitive camping experience. Sites are equipped with covered shelters, fire rings, and porto potties. Features include a small pond and playing field. A well is being drilled to provide water to each unit and the playing field.

**Camp Merrie-Wood**, 650 Gardner Street, Manchester, CT

Camp Merrie-Wood boasts 7 acres and is surrounded by hiking trails and a small brook. There is a troop house for year-round use. Several small open shelters ring the central flagpole and gathering area. During summer months, Merrie-Wood offers a Day Camp program for girls.

**Camp Murray**, 100 Sperry Lane, East Haven, CT

Located on 51 beautiful, hilly, woodland acres, Murray has a variety of special areas. Facilities include a chalet for year-round use, a game field with nearby large pavilion and hillside benches, nature trails and hut, pools (summer only), a memorial garden, a council ring with benches, a nature pond with program resources, and several nature trails. Camping units consist of a platform tents with picnic shelters, fire rings, and nearby water and porto potties. During the summer Murray offers a Day Camp program for girls.

**Camp Pattagansett**, 121 Upper Pattagansett Road, East Lyme, CT

Located on 87 wooded acres, Pattagansett encompasses flatlands, hills, and a waterfront for swimming and boating (seasonal). Facilities include a large 3-section lodge for year-round use, game field, low and high ropes challenge course and climbing tower, council fire ring with benches, a large pavilion, a troop house with electricity and sink with seasonal running water, nature trails, and several camping units. Camping units consist of platform tents, picnic shelters, fire rings with nearby running water, and porto potties. In the summer, Pattagansett offers a Day Camp program for girls.

**Camp Rocky Craig**, 69 Guinea Road, Stamford, CT

Located on 29 mostly wooded acres, Camp Rocky Craig encompasses a variety of environments. Facilities include a large game field, an archery area, a butterfly garden, several nature trails with program resources including a person-size bird's nest and teaching platform, a nature pond, wetlands, a Discovery Center Yurt with electricity, and a large two-sided shelter with electricity and fireplaces, and a central garage-style space. A troop house is available for year-round use. Camping units consist of A-frames and platform tents, picnic tables, and fire rings. Running water is located next to the two outdoor bathrooms with flush toilets. During the summer months Rocky Craig offers an ACA-accredited Day Camp program for girls.

**Camp Timber Trails**, 1266 East Otis Road, Tolland, MA

Located in the beautiful Berkshire Mountains on 1,137 acres just over the Connecticut border in Tolland, MA. There are 12 facilities, including a staff cabin, the JC Building, the AD Building, Infirmary, Cooks Cabin, and Program Center/Dinning Hall. These buildings are heated, have gas stoves for cooking,

refrigeration, hot water, flush toilets, and showers. There are also six areas with units including shelters, rustic cabins with beds, fire rings, and nearby flush toilets and running water. During the summer months, Timber Trails offers a Resident Camp program for girls.

**Camp Yankee Trails**, 10 Plains Road, Tolland, CT

Located on 363 acres of field, woodlands, lake, and streams, Yankee Trails has much to offer. Facilities include a waterfront for swimming and boating (seasonal), a troop house for year-round use, a dining hall and other small outbuildings for seasonal use, a game field, an outdoor amphitheater, nature trails and a council fire ring. Camping units consist of platform tents, some rustic cabins, picnic shelters, fire rings and nearby water, latrines, and porto potties.

**Robertson Outdoor Center**, Across from 180 Bibbins Road, Easton, CT

This 10-acre primitive site has well water, three picnic tables, a fire circle, flagpole, and nature trail. It accommodates up to 50 girls.

## **Property Policies**

### **Outdoor Program Center and Service Center Philosophy**

#### **A. Management**

The council will manage its Outdoor Program Center and Service Center properties in such a way as to provide the following:

1. Protect and preserve the natural resources guaranteeing them for use by future generation of girls;
2. Assure the health and safety and welfare of all program participants;
3. Promote full, efficient and cost-effective use of the land and facilities;
4. Project a positive public image;
5. Gather and maintain a positive attitude from staff, girls, volunteers, community leaders, the media, and the general public with respect to council ownership and operation of the outdoor program.

#### **B. Purchase and/or Development of Property**

1. A title search is required prior to the purchase of new property and a boundary survey is required before development of property.
2. Title insurance should be obtained at the time of acquisition of the property.
3. All property acquisitions should be contingent upon satisfactory physical and environmental inspections.
4. All applicable zoning and other land-use laws should be reviewed before acquisition of property.

#### **C. Materials and Chemicals**

1. Any materials or chemicals used on Council-owned property which may be harmful to the environment will be managed to minimize the environmental impact.
2. Non-native plants or trees will not be planted on the site.
3. Any chemicals used on properties will be applied by licensed or certified applicators.
4. Chemicals will be used in the minimum amount needed.

#### **D. Accommodation**

Girl Scouts of Connecticut, Inc., will provide reasonable accommodation for persons with disabilities using Council-owned property. Development plans for the property will seek to address reasonable accommodation of facilities and site access.

#### **E. Training**

Site users must have appropriate training prior to using a site and follow Girl Scout safety guidelines and standards when on Council-owned property.

#### **F. Girl Scout Membership**

All users of Girl Scout Properties will be encouraged to become Girl Scout Members.

## **Site Usage Policies**

### **A. Alcohol, Illegal Drugs, or Marijuana**

Misuse of any substance is prohibited on Council-owned property or during any Girl Scout activities. Possession or use of alcoholic beverages is not allowed at the Program Centers, on any Council-owned property, or during any Girl Scout activity.

Exception: Permission for an alcohol exception to this policy may be given by the Chief Executive Officer of the Council.

Possession or use of illegal drugs or marijuana is not allowed under any circumstance at the Program Centers, on Council-owned property, or during any Girl Scout activities.

### **B. Smoking**

Girl Scouts of Connecticut, Inc., is a smoke-free environment at all offices and program sites. Smoking is prohibited on all Council-owned properties. Adults should not smoke in the presence of girls at any Girl Scout activity.

### **C. Weapons**

Weapons are defined as, but not limited to, knives (other than those used for cooking), firearms, (including water and paint guns), hatchets, archery equipment, and explosives. Possession of weapons is not permitted at Program Centers or on Council-owned property.

Exception: This does not apply to equipment actually used for Girl Scout Programs. Permission for an exception to this policy may be given by the Chief Executive Officer of the Council.

### **D. Pets**

Pets are not allowed on camp property except for service animals required to accommodate a health-related need, such as a Seeing Eye dog. No live animals except service animals are permitted in the kitchen, dining hall, or infirmary at any time.

Exception: The Chief Executive Officer or her designee may grant an exception to seasonal administrative camp staffers who are not housed in a unit or for Camp Rangers or Caretakers.

### **E. Hunting/Trapping**

No trapping or hunting is allowed on Council-owned property at any time.

Exception: The Chief Executive Officer may grant an exception for Camp Rangers or Caretakers to ensure the safety of girls and volunteers.

### **F. Violence**

Violence, threatening behavior or bullying are not tolerated. Persons exhibiting inappropriate behavior on Council-property will be removed from the property.

### **G. Graffiti and Damage**

Graffiti is prohibited. Anyone found to be writing on, carving in or otherwise defacing, marking, or damaging any equipment, tree, tent, building, or other surface will be responsible for restoration and/or the cost of restoration and/or replacement of the object or site clean up. Anyone found inappropriately disposing of chemicals or waste on Council-owned properties will be responsible for restoration and/or cost of restoration or site clean-up. Removal or theft of Council equipment or property is prohibited.

### **H. Motorized Recreational Vehicles**

Motorized Recreational Vehicles for land, water, or air are prohibited on the property, except as permitted by the Chief Executive Officer or her designee.

#### I. Accommodations

If a female adult is sharing accommodations with girls, two adults must be present when using the sleeping quarters.

Males must have separate sleeping and changing quarters from girls.

Couples will be required to use separate sleeping quarters, when staying overnight during a girl program.

Exception: The Chief Executive Officer or her designee may make an exception to the above-listed accommodation requirements when Family Camping is involved and a family is sharing accommodations.

#### J. First Aid and Emergencies

Each user group must have at least one designated adult to provide First Aid treatment as necessary; this adult must possess a current certification in First Aid and CPR from a nationally recognized provider.

#### K. Activity Areas

No persons shall enter activity areas unless they have made prior arrangements with Girl Scouts of Connecticut. Prior to usage of any specialized activity area, including use of equipment at such area, the user group must be orientated to the site, procedures, and equipment at the site. If other specialized program activity areas or equipment are part of the facility, Girl Scouts of Connecticut will either provide appropriately trained staff or will determine minimum qualifications for supervision by the user group. Additional information and guidelines of waterfront use and use of special equipment (for example, ropes course or archery) will be sent to all applicants expressing an interest in participating in such activities. Minimum standards are set for in *Safety-Wise* and or the ACA guide.

#### L. Fires

Fires must only be built in established fire circles. Only downed and dead wood may be used. Liquid fire starters and bonfires are strictly prohibited.

#### M. Cleanliness

The user group agrees to keep the portions of the facilities rented by, or assigned to, the user group free of any trash, to leave all areas used by the user group in as good a condition as they were at the beginning of the use, reasonable wear and tear excepted, and to take away at the end of the use anything brought to the facility by the user group. This removal includes items used for games and/or activity markings on the walls or ground. Cost of cleaning the area will be charged to the user group, and payment is required within ten (10) business days.

#### N. Parking and Speed Limits

All vehicles traveling on Girl Scout Property must travel at safe speeds as posted on the site. If speed is not posted, the speed is not to exceed ten (10) mph. Each site has different policies regarding parking; Rangers or Caretakers will inform user of parking policies upon arrival.

#### O. Quiet Times

In consideration of other users of a facility, quiet time is from 10:00 p.m. until 7:00 a.m.

#### P. Food Service

If the user group prepares its own food, it assumes all responsibility for foods prepared and for all activities incident to their preparations, and the user group shall hold the Girl Scouts of Connecticut, Inc., harmless from any and all liability, thereto.

The food service area must be kept clean, and only clean utensils will be used. Food must be handled by trained or qualified personnel and stored properly. Qualifications and/or records of training should be filed with Girl Scouts of Connecticut, Inc. The trained or qualified personnel shall monitor refrigerators, freezers, and dishwasher to ensure they meet or exceed acceptable temperatures and notify Girl Scouts of Connecticut, Inc., if they do not. Food is required to be stored and served at appropriate temperatures.

#### Q. Additional Restrictions

The use of gasoline, white gas, flammables, poisonous substances, and hand and power tools is restricted.

Buddy burners can be used with appropriate adult supervision. All girls must be at the Junior level or higher to have participation or use of the buddy burner.

Exception: Prior written authorization from the Girl Scouts of Connecticut Chief Executive Officer or designee is required for use of restricted materials. Use of the above must comply with *Safety-Wise* and/or ACA.

### **Non-Girl Scouts Individuals/Groups**

#### A. Hold-Harmless Agreements

An Individual or group wishing to rent or use a Council facility for a non-Girl Scout activity must comply with the following requirements.

1. Sign a hold-harmless agreement with Girl Scouts of Connecticut in which users take responsibility for any damage to Council-owned property or any property they bring.
2. Indemnify Girl Scouts of Connecticut in case of accidents or injuries that occur during or resulting from their activities while on Girl Scouts of Connecticut properties.

#### B. Certificates of Insurance

Liability insurance and a certificate showing such insurance with Girl Scouts of Connecticut, Inc., named as an additional insured is required of a non-Girl Scout group wishing to use Girl Scouts of Connecticut facilities. The amount of insurance will depend on the activity but will be a minimum of one (1) million dollars.

#### C. Refusal to Rent Property

Girl Scouts of Connecticut, Inc., at its sole discretion, reserves the right to refuse to rent the property to any group.

#### D. Shared Usage

Non-Girl Scout groups may not sublease or share the Council-owned property with other groups without express written permission of Girl Scouts of Connecticut, Inc.

Each Group using a property owned by Girl Scouts of Connecticut, Inc., will be considered a separate user.

#### E. Policy and Safety Standards

Non-Girl Scout groups must comply with the policies of the Girl Scouts of Connecticut, Inc., and appropriate safety standards in the use of property.

## Check-In Procedures for Program Centers

Please READ and familiarize yourself and your entire group with the posted Property Policies.

1. Park only in designated areas and remember to lock all doors. Girl Scouts of Connecticut is not responsible for any lost or stolen items.
2. Send only ONE (1) car at a time to unload your gear at reserved site, or park in the designated area and transport equipment by foot.
3. Familiarize yourself and other adults in your group with the posted Emergency Contact phone numbers.
4. Be respectful of other groups sharing the camp. Use only the area(s) reserved, and listed on your confirmation form.
5. Please do not pick or dig up any plants or saplings. Use only “down” wood for fires.
6. Fire circles should be cleaned prior to building a fire. Ashes can be left for the next group.

See Safety-Wise for use of portable cook stoves at camp. Those with sealed gas units (canisters) may be used: propane, butane, alcohol, or Sterno (not Coleman). Where electricity is not available, a kerosene or battery-operated lantern may be used at the latrine at night. The light must be hung from a bracket at the latrine, so that it cannot be knocked over.

Never, never use a kerosene lantern in a tent or cabin.

## Check-Out Procedures for Program Centers

Remember that a Girl Scout leaves an area cleaner than she found it when she arrived. Before you leave, please make sure the following tasks have been completed.

1. All fires completely out
2. Tents/cabins swept clean
3. Beds and mattresses are in center of tent – proper number in each tent
4. Tent flaps closed and tied; corners lashed
5. Bathrooms and washstands scrubbed and disinfected
6. Kitchen area cleaned – tables and benches washed
7. Any borrowed equipment or supplies returned to their place
8. Garbage and trash taken to dumpster
9. If there is no dumpster, or dumpster is full, garbage must be taken out by user.
10. Unit free of all litter
11. No food left behind anywhere
12. Nothing left behind by your group
13. Heat turned down and lights off (where applicable)

## SECTION 3: Volunteer Policies and Procedures

### Volunteer Policies and Procedures for Girl Scouts of Connecticut, Inc. (Approved by the GSOFCT Board of Directors 10/2/07)

**INTRODUCTION:** The Girl Scouts of Connecticut, Inc. (GSOFCT), maintains that the strength of the Girl Scout Movement rests in the volunteer leadership of its adult members. It is through its volunteer leadership that the Movement serves its girls. To ensure the satisfaction of its volunteers and to best use their talents, it is essential that the following policies and procedures be established and maintained. These policies and procedures work in conjunction with the council's by-laws and the following current Girl Scouts of the U.S.A. (GSUSA) publications:

- *Blue Book of Basic Documents,*
- *Safety-Wise.*

The GSOFCT upholds all GSUSA policies and has adopted the following policies and procedures of its own.

#### DEFINITIONS

A **POLICY** is an established course of action that must be followed. Policies provide consistency of action, give direction, and minimize the need for risk management.

These policies do not create a contract, express or implied, with any volunteer and may be changed at any time at the discretion of the council. In addition, volunteers are not employees of the council and are not covered by any of its pay or benefit plans or practices. Specifically, volunteers are not paid or provided benefits for their volunteer services.

A **PROCEDURE** describes the course of action to carry out a policy.

#### POLICIES AND PROCEDURES

**I. RECRUITMENT:** Each volunteer is provided with an overview of the Girl Scout purpose and organization, local council information, and the support systems available to help her/him in her/his role. The volunteer position description provides specific responsibilities and schedules, cites expectations, and, in conjunction with performance goals, forms the basis for assessment of volunteer performance.

The GSOFCT strives to include volunteers who strengthen the council through two distinct types of service.

**A. GOVERNANCE VOLUNTEERS:** These include members of the Board of Directors, Board Nominating and Development Committees, and Delegates.

**B. OPERATIONAL VOLUNTEERS:** Service Team members, Leaders, Co-Leaders, etc., are those involved in carrying out the council's specific, measurable objectives, which have been developed within the framework of the corporate goals as adopted by the Board of Directors. These volunteers are ultimately accountable to the Chief Executive Officer.

**II. INCLUSION:** In recognition of its responsibility to its volunteers and girls and in keeping with GSUSA equal opportunity policies, the GSOFACT expressly prohibits any form of unlawful discrimination on the basis of race, color, religion, age, sex, national origin, sexual orientation, marital status, socioeconomic status, learning disability, physical or mental disability, ancestry, genetic information, and any other protected class status.

To ensure full equality of opportunity in all operations and activities of the organization, affirmative action policies and procedures shall be utilized in the recruitment, selection, training, placement, and recognition of volunteers.

GSOFACT is committed to a policy of equal opportunity and outreach in the recruitment, selection, placement, development, and recognition of volunteers in all communities within its jurisdiction.

**III. MEMBERSHIP.** All volunteers and girls participating in the GSOFACT shall meet GSUSA membership standards and be a currently registered member of GSUSA and the Girl Scouts of Connecticut, Inc. She/he shall agree to abide by the policies, principles, practices, and standards of the GSOFACT and GSUSA.

**IV. REGISTRATION.** All adult volunteers participating in the Girl Scout Movement shall be registered members of GSUSA.

## **V. VOLUNTEER SYSTEMS**

**A. SELECTION: Policy:** Every adult volunteer is selected on the basis of qualifications for membership, ability to perform the volunteer position, and the willingness and availability to participate in training for the position.

**Procedure:** All adult volunteer members must submit a completed application, furnish three (3) references, and have a satisfactory background check according to the requirements of their position.

**B. TRAINING:** Once a volunteer has successfully completed the application, she/he must participate in orientation and training as required by the position. The level of orientation will correspond to the level of participation. For example, those who are serving as Leaders take full orientation, while those who are less involved will have a less intensive level of orientation.

**C. PLACEMENT:** Every attempt will be made to place volunteers in positions that meet both their needs and the needs of the GSOFACT. In instances where this is not possible, the needs of the GSOFACT will take precedence over the needs of the individual.

**D. PERFORMANCE APPRAISAL:** Volunteers will have the opportunity to confer with the person to whom she/he is accountable concerning her/his annual performance review.

**E. REAPPOINTMENT:** Prior to completion of a volunteer's term, she/he will receive confirmation of reappointment to her/his position or rotation to a different position. Reappointment takes place only after completion of a satisfactory performance review and mutual acceptance of position accountabilities, expectations, and adherence to GSOFACT and GSUSA policies and standards.

**F. RECOGNITIONS:** The Girl Scouts of Connecticut, Inc., formal recognition system shall be consistent with GSUSA policies and standards.

**G. TERMINATION:** Any volunteer may resign her/his position at any time, but the council expects that resignations will be with reasonable notification to the council. The GSOFC may terminate the services of a volunteer at any time and for any reason, such as these listed below.

- Restructuring of volunteer positions
- The elimination of the volunteer position in which a person serves
- The inability or failure to complete the requirements for the position
- Misappropriation of funds
- The inability or failure to perform the agreed-upon responsibilities to the satisfaction of the GSOFC
- The refusal to support the Mission and values of the organization and the council goals
- Membership in an organization whose goals are not compatible with those of GSUSA
- Failure to comply with council or GSUSA policies
- Providing false, incomplete, or misleading information on the volunteer application
- Inappropriate behavior including, but not limited to, physical violence, abuse, stalking, threatening, menacing, lying, harassment, falsification of documents, and carrying firearms at a Girl Scout activity
- Failure to pass successive background checks

An adult volunteer who is terminated from her/his adult position may continue her/his membership with GSUSA unless it is determined that she/he is not able to meet the membership requirement related to accepting the principles and beliefs of the Movement or to supporting the Mission and values of the organization. When this is the case, her/his Girl Scout membership will not be renewed.

**Procedure:** The volunteer and her/his manager will confer both in person and in writing as to reasons for the termination. A third party should be present during this process. At this time, the volunteer will be given the opportunity to withdraw voluntarily from the position by submitting a written resignation within five (5) working days.

If termination is not voluntary, the volunteer will be fully informed, in writing, regarding the reasons for the termination by the person to whom she/he is accountable.

Unless otherwise indicated, the discussion should be followed by a written summary, one copy of which is given to the volunteer and one to be held in the council's volunteer personnel files.

Absolute confidentiality must be observed at all times to protect the rights of the volunteer.

**H. CONFLICT RESOLUTION:** The GSOFC has established a system for resolving conflicts that arise when a volunteer believes that policies and/or procedures related to her/his position are not being administered properly as applied to her/him.

#### **Philosophy:**

• **Phase I:** Many conflicts can be prevented and/or resolved by volunteer managers who understand the Volunteer Management System of the GSOFC and who are sensitive to human relations. Likewise, many conflicts can be avoided when volunteers are informed at the time of placement of the council's structure and role accountability for decision-making responsibilities.

Most conflicts can be resolved when they are brought to the attention of the volunteer's immediate manager. It is hoped that most, if not all, conflicts will be resolved informally. The goal is to eliminate the cause for the conflict.

• **Phase II:** When a volunteer and her/his immediate manager are unable to resolve a conflict through informal efforts, the volunteer should refer to the council's conflict resolution procedure for all volunteers listed below. Every volunteer may expect a welcome reception and a fair resolution of the conflict without fear of jeopardizing her/his volunteer status. The initiation of the conflict resolution procedure, however, will not restrict the GSOFC from taking appropriate action to safeguard the health and safety of the girls.

## **Procedure:**

**Step 1:** The volunteer requests a conference with her/his manager to take place within ten (10) working days of the date the written complaint was filed. The volunteer cites the policy or procedure that has allegedly been misapplied, misinterpreted, or violated. If the manager is the issue, proceed to the next level. If the manager is not a staff member of the GSOFACT, the appropriate staff member must be informed of the complaint and the date of the conference meeting. The staff member informs the Chief Executive Officer, or her/his designee, of the complaint and conference date.

**Step 2:** If the volunteer is not satisfied with the disposition, the council staff member or, if appropriate, the staff member's supervisor will meet with the volunteer within ten (10) working days. After the initial review of the issues, the volunteer can expect a response within ten (10) working days.

**Step 3:** In the event that the complaint is not resolved in Step 2, the staff member prepares a written report on the complaint, including recommendations for her/his supervisor, and sends a copy to the Chief Executive Officer.

**Step 4:** The Chief Executive Officer will make the final decision as to the resolution of the complaint and see that this decision is implemented.

## **VI. HARASSMENT/SEXUAL HARASSMENT**

GSOFACT is committed to maintaining an environment free of harassment in which all individuals are treated with respect and dignity. The council will not tolerate harassment, including sexual harassment as defined in this policy, of volunteers, employees, or members, by anyone, including any volunteer, employee, vendor, member, client, or customer, whether on the Girl Scout premises, at assignments outside, or at sponsored social or membership functions.

Harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of her/his race, color, religion, age, sex, national origin, sexual orientation, marital status, socioeconomic status, learning disability, physical or mental disability, ancestry, genetic information, or any other protected class status that has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Sexual harassment is defined as unwelcome or unwanted sexual advances, requests for sexual favors, or other physical, verbal, or visual conduct based on sex when (1) submission to the conduct is an explicit or implicit term or condition of the volunteer's position, (2) submission or rejection of the conduct is used as the basis for a decision relating to the volunteer, or (3) the conduct has the purpose or effect of unreasonably interfering with the volunteer's performance or creating an intimidating, hostile, or offensive environment. The offender or the victim of harassment may either be a man or a woman, and harassment can occur involving persons of the same or opposite sex.

Examples of sexual harassment include unwanted sexual advances; explicit sexual propositions; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual innuendos, suggestive comments, sexually oriented kidding, teasing, or practical jokes; jokes about gender-specific traits; foul or obscene body language or gestures; display of foul or obscene printed or visual material (including, but not limited to, email); and physical contact, such as touching, patting, pinching, or brushing against another's body.

If any volunteer believes that she/he is being harassed, the volunteer should clearly and promptly notify the offender that the behavior is unwelcome. If for any reason a volunteer does not feel comfortable confronting the offender or if a confrontation does not successfully end the harassment, the volunteer should contact the council immediately.

All complaints of harassment will be taken seriously and will be promptly and thoroughly investigated. To the fullest extent practical and appropriate under the circumstances, the GSOFACT will treat complaints and the terms of their resolution as personal and confidential. Corrective action will be implemented if an investigation confirms that harassment has occurred. If either party directly involved in a harassment investigation is dissatisfied with the outcome or resolution, that individual should submit a written request to council to have the decision reconsidered.

This policy also prohibits harassment and sexual harassment by any volunteer against any employee or member.

## **VII. CHILD ABUSE**

GSOFACT supports and maintains environments that are free of child abuse and neglect. Child abuse or neglect is any act or failure to act resulting in imminent risk of serious harm, death, actual serious physical or emotional harm, sexual abuse, or exploitation of a child by a parent or caretaker who is responsible for the child's welfare. A child is defined as a person under the age of 18. The council will follow up and report, if applicable, any unlawful act as stated in the State of Connecticut General Statutes.

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

GSOFACT will refuse appointment or reappointment, and dismiss or exclude from volunteer status, any volunteer who in the judgment of the council poses a risk of injury to a minor, is believed to have abused or neglected any child under the age of 18, or has been convicted of any crimes against children. Individuals who are listed on any sex offender list in any state or upon instructions from a government or legal authority will be refused membership or participation in any Girl Scout activities.

**Procedure:** In order to protect confidentiality, in cases of reported, suspected, or confided abuse/neglect the volunteer should contact the Chief Executive Officer or her/his designee. If none of the above can be reached, the volunteer may call the Connecticut Department of Children and Families Care Line: 1-800-842-2288. Such a report should include the names and addresses of the children and her/his parents, guardians, or other person having responsibility for her/his care and all evidence forming the basis of such belief. A person who in good faith makes his report is immune from civil or criminal liability per state statute.

## **VIII. SMOKING/ALCOHOL/DRUG ABUSE**

Volunteers are prohibited from smoking in the presence of girls and/or during any Girl Scout activity.

No person shall possess, use, sell, distribute, or be under the influence of alcohol or illegal drugs, or use lawful drugs in an unauthorized manner, on GSOFACT property, during any Girl Scout activity, or at any time if it would adversely affect the reputation of the Girl Scouts.

Any violation of this policy will result in the removal of the volunteer from the council property, and associated costs and/or transportation fees will be the responsibility of the volunteer. No refund of fees will be given. In addition, the volunteer will be removed from her/his volunteer position.

Alcohol may be consumed at adult council-wide functions or events only with the permission of the Chief Executive Officer.

## **IX. CONFLICT OF INTEREST**

Each volunteer has an obligation to conduct herself/himself in a manner that does not present an actual or perceived conflict of interest or that has the potential for one. An actual, perceived, or potential conflict of interest occurs when a volunteer, because of her/his position with the Girl Scouts, makes or influences a decision that may result in a personal gain for the volunteer or the volunteer's friends or relatives. For purposes of this policy, a relative includes any person who is related to the volunteer by blood or marriage, or who is in a similar relationship. A friend is any social acquaintance or individual with whom the volunteer has a social relationship.

If a volunteer is involved in any activity for the Girl Scouts that presents an actual, perceived, or potential conflict of interest (e.g., if the volunteer has any influence on transactions involving purchases, contracts, or leases), full disclosure in writing to the Chief Executive Officer is mandatory as soon as possible, to establish safeguards and to protect all parties involved.

A Board Member shall not, while serving as a member of the council Board of Directors, serve in a council operational volunteer position that would require formal GSUSA or council-developed or sanctioned training.

## **X. CONTRACTS**

All contracts must be authorized and signed by the Chief Executive Officer or her/his designee.

## **XI. COMMUNITY SERVICE**

Any court-mandated community service projects must have prior approval by the appropriate council staff.

## **XII. ANIMALS**

No persons shall bring any animal onto any GSOFCT property or to any Girl Scout activity without the written permission of the Chief Executive Officer or her/his designee. Exceptions will be made for animals needed to assist persons with disabilities.

## **XIII. WEAPONS**

Possession or use of firearms by adults or girls at any Girl Scout activity is prohibited.

#### **XIV. FINANCIAL MANAGEMENT**

All monies raised or earned, and other assets received in the name and for the benefit of Girl Scouting must be authorized by GSOFCT or GSUSA and used for the purposes of Girl Scouting. Such monies and other assets become the property of, and are administered by, GSUSA or GSOFCT. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout council.

Those assuming stewardship of any Girl Scout monies within the jurisdiction of the GSOFCT are accountable to GSOFCT.

Volunteers are responsible for complying with all finance and money-earning policies and practices, as defined in the Leader Guide, including but not limited to the following:

- Money handling,
- Banking,
- Recordkeeping,
- Reporting,
- Money-earning activities.

Money-earning projects may not be held during the United Way campaign or council-wide fundraisers.

Adults who owe a debt to the council that is past due will be removed from all volunteer positions. A debt is defined as a check written for insufficient funds, unpaid product sales funds to the council or the troop, or non-payment of money owed to the organization for products or services.

Past due debts (unpaid/misappropriation of funds) more than 30 days after notification will be processed for collection. Individuals will be responsible for all fees associated with the collection of the debt and may be subject to other legal action.

Volunteers who repay a past due debt will not be reappointed to any position that includes leadership or money-handling responsibilities.

All financial information is confidential. It is against council policy to disclose any financial or personal information garnered through one's leadership role as a volunteer to others.

## Volunteer Application

### Why do I need an application?

As a volunteer you are asked to complete a volunteer application and authorize a background search (Forms #4110, 4120, 4125, 4130) when you begin your service with Girl Scouts of Connecticut. Everyone is asked to complete this application process from Troop Leaders to Cookie Managers, from program volunteers to Board and committee members.

In compliance with GSUSA Guidelines, the Council adopted a policy regarding required background searches of all employees and volunteers involved with Girl Scouts of Connecticut programs and participants. The goal of this policy is to provide a process that confirms the identity and background of individuals working for or with Girl Scouts of Connecticut or who otherwise have access to facilities or systems, regardless of location, thereby protecting employees, volunteers, and girl and adult members, as well as safeguarding the Council's assets. We cannot pick and choose whom we ask to complete an application because then we run the risk of unlawfully discriminating against a volunteer. While background checking is not a perfect screening tool, it is one measure that helps us provide the safest possible environment for all involved in Girl Scouting.

Application forms are available from your Membership and Marketing Manager, your Service Unit Manager, your local Service Center, and our website. If you haven't filled out an application, please ask for one and help us to get our records in order and ensure that all our girls are safe. Please sign your application and, if you would like to shortcut through the employment/school information and have a resume handy, just insert your resume.

**Thank you** for helping us provide a **safe** organization and environment for our girl and adult members.

## **Background Search Policy and Procedures**

### **Background Search Policy**

In compliance with GSUSA Guidelines, Girl Scouts of Connecticut, Inc. (the "Council"), has adopted the following policy regarding required background searches of all employees and volunteers involved with Girl Scouts of Connecticut programs and participants. The goal of this policy is to provide a process that confirms the identity and background of individuals working for or with Girl Scouts of Connecticut or who otherwise have access to facilities or systems, regardless of location, thereby protecting employees, volunteers, and girl and adult members, as well as safeguarding the Council's assets.

### **Background Search Policy**

As a condition of employment or volunteer work, and prior to any contact with girl members, Girl Scouts of Connecticut policy requires verification of identity and a background search. The Council has contracted with a third party to conduct required background searches. The agency will be required to check back, over the past 7 years, for information on:

- Identity,
- Criminal history.

The agency will retain the records for such searches, and will verify to Girl Scouts of Connecticut that the background searches have been conducted, including reports on outcomes.

### **Data Privacy Policy**

- Data is gathered only for legitimate human resources, business, and safety/security purposes of which employees and volunteers have been notified.
- Data is only released to others if they have a legitimate human resource, business, or safety/security request.
- All data releases are recorded: who received the data, the intended usage, where the information may be sent/accessed, and how long it will be retained.
- All data is protected, whether in electronic or paper form, from unauthorized access, and is kept only as *long as it is necessary for the intended purposes*.
- Only those who need to have access to data for legitimate usage will be allowed access – those individuals currently include the Director of Human Resources and her/his designee, and the Chief Executive Officer.
- Data no longer needed for intended purposes will be destroyed in a secure manner.
- If you have concerns or questions about how this is being handled, please contact the Director of Human Resources immediately.

Girl Scouts of Connecticut will not discriminate against any person on the basis of race, religion, color, sex, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, or veteran status.

## Background Search Procedures

The safety of girls is of paramount importance to all of us in Girl Scouting. Conducting criminal background searches is one step in an overall process of screening and placing employees and volunteers.

1. Background searches will be completed on all individuals in the following categories.
  - a. All Council Employees (including Camp staff)
  - b. Board of Directors
  - c. Leaders and Co-Leaders (01 and 02 positions)
  - d. Product Sales Volunteers
  - e. Mentor Volunteers
  - f. Program Volunteers
  - g. Troop Committee Members
  - h. Service Team Members

New employees and volunteers in any category will be included at the time of recruitment.

2. All employees and volunteers must expressly authorize the Council or its agent to conduct a criminal history search or to conduct any other search the Council deems appropriate for the opportunity being considered. Without such authorization to conduct the background search, an individual cannot be employed, or serve in or be appointed to a volunteer position with the Council.
3. The decision whether to exclude or limit a prospective individual's participation remains at all times within the discretion of the Council. Factors that may be considered in making such determinations include, but are not limited to, the nature and severity of the criminal conduct, and length of time since the criminal conduct occurred. The Council's primary concern is always to safeguard the best interests of its members.
4. A background search that confirms an applicant's identity and pulls the applicant's criminal history is a type of consumer report under the Fair Credit Reporting Act ("FCRA") if the search is conducted by a third party. Because the Girl Scouts of Connecticut may decline your application in whole or in part based on the results of the background search provided to us by a third party agency, we are required to provide you with a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act", a document prescribed by the Federal Trade Commission. Per Girl Scouts of Connecticut policy, background searches seek information **solely** on identity and criminal history, and on no other consumer information. A copy of the Summary may accompany a volunteer or employee application packet, but is also available at each GSOFCT Service Center and on the website at [www.gsofct.org/volunteer](http://www.gsofct.org/volunteer) or under Membership in the Form Library, along with all other application documents.
5. If a decision to not use a prospective volunteer or hire an individual as an employee is based in whole or in part on information contained in a background search, the individual will be provided information on how to contact the third party for any disputes.
6. It is the employee's or the volunteer's responsibility to immediately notify the Council office in writing of any circumstance that might alter the background search following its completion.
7. All results of background searches will be kept strictly confidential at all times. Individuals with access to this information will be confined to the Director of Human Resources and her/his designee, and the Chief Executive Officer. Results will be shared with legal counsel, if the Council seeks legal guidance. All files are archived with the third party contracted to provide the background search service.

## **Volunteer Position Overview**

### **Service Team Positions**

This is a suggested listing of Service Team positions to be used in the recruitment of new adult volunteers. Additions to suit the needs of each Service Unit may be made.

**Service Unit Manager** – Guides and directs Service Team members and Troop Leaders to ensure quality Girl Scouting in a specific geographic area. Is responsible for the development, extension, and maintenance of girl and adult membership. Plans and directs the delivery of services to girls and adults. Two-year term.

**Camporee Coordinator** – Organizes an outdoor camping experience that provides Girl Scouts from different program levels with an opportunity to be together. Decides campsite location, organizes program and agenda. Submits application to reserve campsite for event. Arranges for necessary safety personnel and informs Leaders of required policies to attend encampment. One-year term.

**Consultant** – Gives encouragement, support, and ideas to Leaders. It is recommended that the Consultant have been a Troop Leader familiar with the Girl Scout Program. Consultant may be at each program level, by school, or Service Unit-wide. One-year term.

**Events Coordinator** – Supervises the timely and effective implementation of Service Unit events. Secures event chairpersons, provides guidance, and checks on progress as needed. One-year term.

**Organizer** – Maintains waiting list and places girls wishing to be in Girl Scouting with existing troops or organizes new troops. Recruits and assigns qualified Leaders. Distributes the application packet to new volunteers. One-year term.

**Orientation Volunteer** – Offers orientation for prospective Leaders and Service Team members in the Service Unit prior to council training. One-year term.

**Public Relations Representative (PRR)** – Informs the community about the Girl Scout organization through local troop and Service Unit programs, events, and announcements. One-year term.

**Recognitions Chair** – Maintains up-to-date Leader/volunteer records. Accepts nominations and completes appropriate award applications. Assists Service Unit Manager in Leader's Day recognition. One-year term.

**Recognitions Committee Member** – Works within the Service Unit to review volunteer records for appropriate recognitions. Reviews the resource materials on all council and National recognitions and shares available information with Service Unit membership. Handles appropriate paperwork for application of recognitions. One-year term.

**Registrar** – Ensures that all members within the Service Unit are correctly registered by processing membership registrations and promptly returns forms to the North Haven Service Center. Keeps a record of membership data and annual registration fees paid. One-year term.

**Secretary** – Sends notices of monthly Leaders meeting and Service Team meetings. Sends Service Unit newsletter, if applicable. One-year term.

**Service Unit Cookie Manager** – Manages the cookie sale within the Service Unit. Provides training and ongoing support to Troop Cookie Managers, submits Service Unit order to Area Cookie Manager, distributes cookies to troops, and reconciles accounts. One-year term.  
**Service Unit QSP Manager** – Manages the QSP sale within the Service Unit. Provides training and ongoing support to Troop QSP Managers. One-year term.

**Treasurer** – Handles payment of bills and bank deposits. Completes the year-end Service Unit financial report and collects year-end troop financial reports. One-year term.

## **Troop Positions**

Troop/Group Leader – Guides and leads a group of girls so they learn to develop their abilities as individuals and members of a group. One-year term.

Troop Cookie Manager – Manages the cookie sale within the troop. Provides training and ongoing support to girls in the troop, submits troop order to Service Unit Cookie Manager, distributes cookies to girls, and reconciles accounts. One-year term.

Troop QSP Manager – Manages the QSP sale within the troop. Provides training and ongoing support to girls in the troop. One-year term.

## **Program Team Positions**

Council Program Committee Member – Organizes and/or facilitates program events or trips which are promoted Council-wide. One-year term.

Gold Award Committee Member – Supports girls in their process of earning the Gold Award. Co-facilitates Gold Award Workshops and attends committee meetings, as needed. One-year term.

## **Volunteer Development Positions**

Episodic Volunteer – Volunteers when time is available. Speaks to Girl Scouts on areas of importance, expertise, or interest, such as college, career, healthy living, and science. Teaches girls a skill, such as dancing, cooking, computer science, etc. Time and term commitment is up to volunteer.

Council Trainer/ Facilitator – Trains adults on how to work with girls, trains girls on how to become leaders, or trains Leaders on outdoor skills. Works within local Service Unit/area or provides training more widely around the state. Curriculum and training are provided. Two-year term.

Historical Committee Member – Meets weekly or when needed to inventory, preserve, and promote collected Girl Scout memorabilia, books, uniforms, and other items that protect the Girl Scout heritage and tradition. One-year term.

Training is available for most positions through Girl Scouts of Connecticut at convenient locations in the state. Visit [www.gsofct.org](http://www.gsofct.org) to view training dates and opportunities or call 1-800-922-2770.

# SECTION 4: Volunteer Support Information

## Volunteer Support Directory

My Council is Girl Scouts of Connecticut.

My Membership and Marketing Manager is:

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

My Service Unit is: \_\_\_\_\_

My Service Unit...

- Provides training and program information.
- Provides a forum to exchange ideas with other Leaders.
- Plans Service Unit activities.
- Informs me about GSOFCT plans.
- Keeps copies of training records.

• Meets: \_\_\_\_\_

When: \_\_\_\_\_

Where: \_\_\_\_\_

Time: \_\_\_\_\_

My Troop/Group Number is: \_\_\_\_\_

We meet: \_\_\_\_\_ Day \_\_\_\_\_ Time

\_\_\_\_\_ Place

My Service Unit Manager...

- Is the volunteer responsible for Girl Scouting in my Service Unit.
- Is a friend and a resource person.
- Advises and guides volunteers in my Service Unit.
- Conducts monthly Service Unit meetings.
- Appoints Leaders and Service Team members.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My Troop Consultant...

- Is the volunteer who will advise and help me develop quality girl programs and assist me with problems, concerns, or questions.
- Provides Orientation for new Leaders.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My Troop/Group Organizer...

- Is the volunteer who organizes troops and groups in my Service Unit.
- Places girls and adults in troops and groups.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My Service Unit Registrar...

- Is the volunteer who processes the registrations for girls and adults in the Service Unit.
- Answers questions about registering the troop.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My Service Unit Treasurer...

- Is the volunteer who will assist me in establishing a troop/group bank account.
- Receives Troop/Group Year-End Financial Report Form.
- Conducts audit when necessary.
- Maintains Service Unit Finances.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other Important People

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

My Troop Committee...

- Is comprised of parents or other interested adults who work with your troop through the year in a variety of capacities including Be A Reader or Troop Cookie Sale Manager, Troop Treasurer, Transportation Coordinator, etc.

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Other Important People**

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

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## Tips for Conducting a Successful Family Meeting

1. Invite all parents, guardians and interested responsible adults to attend the meeting. Encourage those who cannot attend to send someone to the meeting for them so they will get the information they need to help their Girl Scout have a successful year in Girl Scouting.
2. Plan the meeting at a time that is convenient to most of the families. Usually, early evening works best.
3. It is best if children do not attend this meeting. If they must attend, try to provide child care in another room. This way you will have the full attention of the adults.
4. Plan your agenda ahead of time.
  - The Girl Scout Promise and The Pledge of Allegiance can be used as an opening.
  - Be sure to include time for introductions so everyone will feel welcome and included. Be sure to introduce the leadership team to the parents/guardians.
  - Provide general information about your troop's schedule: what day, time, and where they will meet.
  - Discuss a plan for collecting girl dues (Girl Scout Daisies do not collect dues themselves, but adults may). As with any activity involving money, the girls need to be part of the decision about dues. See Program Standard 28 in *Safety-Wise* about activities involving money.
  - Collect the information needed about girls and adults to complete registration, health history, and emergency medical forms. Inform parents that the health history is a confidential form. Ask them to update it with you if the information changes during the year.
  - Share methods you will use to communicate with families and encourage families to communicate with the leadership team. Distribute a family information letter.
  - List ways you will need help. Make a sign-up sheet for parents to volunteer for various positions on your Troop Committee.
  - Discuss uniforms, books, and other supplies the girls will need and where to find them. Stress that the purchase of the uniform is optional. Share information about financial assistance.
  - Discuss health concerns; address the need to give all medications girls will need during meetings or events directly to you or the designated First Aider. Remind parents that these medications must be in their original container with instructions clearly marked.
  - Discuss activities that will require special permission.
  - Perhaps close the meeting with the Adult's Promise (below).
  - Optional – serve refreshments.

### Adult's Promise

On my honor, I will try to share my Girl Scout's new Girl Scout interest and show appreciation for her efforts to live up to the Promise and Law, to give her opportunities to practice her new skills at home; to attend the troop events to which I am invited, and support Girl Scouting by working for and contributing to activities and funds that make Girl Scouting possible in our community.

## **Six Parts of a Girl Scout Meeting**

### **1. Start-Up Activity**

This is something girls can do alone or in pairs as they arrive allowing you time to greet each girl personally or speak with parents. Some ideas are suggested in *The Guide for Daisy Girl Scout Leaders*, *The Guide for Brownie Girl Scout Leaders*, and *Junior Girl Scout Guide Book for Leaders*.

### **2. Opening**

This helps girls focus on the beginning of the meeting. It is the first thing they do together. Conducting a flag ceremony, including the Pledge of Allegiance and the Girl Scout Promise, is one way to open the meeting.

### **3. Business/Troop Government**

This could include special announcements, discussions, evaluations, or making future plans. Include girls in conducting this part of the meeting using troop government for decision making, planning, budgeting troop funds, and other activities.

### **4. Activities**

These can be done alone, in pairs, or as a whole group. Activities should be girl directed and cover a wide range of interests.

### **5. Clean-Up**

Clean-up is a necessary component of a successful meeting. Use a kaper chart to rotate duties among the girls. Information on kaper charts can be found in each program age level handbook.

### **6. Closing**

This should focus on what has been accomplished and what is coming up – followed by a song, a friendship circle, or other meaningful closing planned by the girls.

## SECTION 5: Finance and Insurance

### Financing the Girl Scout Program

Girl Scouts of Connecticut, Inc., utilizes its financial resources to provide the following services to our girl and adult members.

#### **Membership Services**

Services include local Service Centers, membership recruitment and outreach, volunteer training and support, Girl Scout merchandise, and access to national Girl Scout materials and resources.

#### **Volunteer Training**

Volunteers provide the most important link we have with girls. Girl Scouts of Connecticut, Inc., provides comprehensive training courses, events, and conferences, audio/visuals, resource libraries, and other materials for their effective leadership.

#### **Program Development**

A wide range of special programs are provided including community program partnerships; access to national opportunities, such as *destinations*; GirlsSports; Outdoor and Environmental Education; Patch Programs; Issues for Girls; Diversity Awareness Programs; and Programs in a Box.

#### **Outdoor Property**

Maintenance and development of all outdoor program facilities are necessary for Resident, Day, Group, and Troop camping.

#### **Financial Assistance**

Girls and adults get a helping hand in camp, program, registration, and *destinations* aid.

#### **Communication Tools**

Bi-lingual outreach materials, school fliers, troop orientation kits, organizational supplies, both print and email newsletters, event fliers, educational brochures, booklets, books, and manuals are among the many communication tools available to volunteers. Our website [www.gsofct.org](http://www.gsofct.org) provides another potent resource for communication and information.

## Financial Overview

Troop program is developed through Girl/Adult Partnerships and is funded primarily with troop dues. To determine the troop's financial need for the year, girls and adults together should set goals and establish a troop budget based on their program planning. In addition, the Council provides two product sale programs; QSP/Be A Reader and the Cookie Activity Program. Participation in these Council programs can help troops earn money for their activities while enhancing skills in goal setting, teamwork, organization, communications, and money management.

Troops/Groups/Service Units are required to keep accurate financial records and report income and expenses annually (Troop Form #5620) (Service Unit Form #4510). Funds left in disbanded troop accounts become part of the funds to be used for Girl Scouting within that community.

Troops/Groups/Service Units planning to continue may carry \$5 per girl over for the next year. If a troop/group/Service Unit is saving for a more expensive activity and needs to carry over more than the \$5 per girl allotment to accomplish it, please note those details on the Troop/Group Year-End Financial Report (Form #5620) and the Service Unit Annual Financial Report (Form #4510), and advise your Membership and Marketing Manager. The cost of participating in the troop/group/Service Unit should relate to the troop/group/Service Unit activities. If more than the requisite funds are carried over, there needs to be a plan for the funds.

GSOFACT provides direct financial support through financial assistance for registration, uniform components, and camperships. Other support includes maintenance of Program Centers and equipment, special programs, and training and printed supplies for volunteers.

### Troop/Group/Service Unit Money-Earning Activities Guidelines (MEA)

An MEA is a money-earning activity that is in addition to those provided under the QSP and Cookie programs. MEAs should be chosen that have program value for girls and that are consistent with the Program Standards and Council policies on money earning. **All Safety-Wise and Council policies and guidelines must be followed.**

#### Criteria

A money-earning activity must meet the following criteria:

1. Be a valuable program activity for girls that will generate additional funds for a planned activity or event that uses teamwork to achieve troop goals;
2. Be suited to ages/abilities of the girls and consistent with goals/principles of the Girl Scout Program;
3. Be a girl activity – planned, generated, produced, and performed by girls.

#### Eligibility

1. Brownies, Juniors, Cadettes, Seniors, Ambassadors, Independently Registered Girls (Juliettes), and/or Gold/Silver Award applicants may hold MEAs. (Award MEA applications must be approved by the Gold/Silver Award mentor and the Program Department.)
2. All troop/group members must be registered GSUSA members and have the Annual Consent Form #5200 signed by a parent/guardian for each girl to participate in the MEA.
3. Every troop must follow "program progression" for trips and must have a Troop/Group Trip/Event Application (Form #5530) on file for extended trips or events, if applicable.
4. The troop/group/Service Unit must have the prior year's Year-End Financial Report on file with Council (unless a new troop).

5. A troop must have participated in both Council-sponsored product sales (QSP/Be A Reader and Cookies). If the programs have not occurred yet in the current membership year, the prior year's participation is required (unless it is a new troop).
6. Troop/group/Service Unit must have a purpose and financial need for the MEA. The income from the MEA never becomes the property of individual girls, but is part of the troop/group or Service Unit treasury.
7. Girl Scout Daisies may not hold MEAs.

### **Restrictions**

1. The Council is not responsible for any loss incurred from a MEA.
2. *Blackout Periods. MEAs are not allowed during the initial QSP/Be A Reader or Cookie order-taking times.* During the balance of the QSP/Be A Reader or Cookie times, there will be some limitations on MEAs.
3. Activities must comply with local ordinances (including, but not limited to, local health department rules), must be free from any association with gambling (no bingo or raffles), and must protect the name and goodwill of Girl Scouts of the USA and Girl Scouts of Connecticut. Only the GSOFCT CEO (or her designee) can enter into contracts.
4. MEAs cannot solicit money for any other organization or solicit over the Internet.
5. If the MEA is outside your Service Unit area, ask the Service Unit Manager to place a courtesy call to the out-of-area Service Unit Manager. All money-earning activities must take place within the Council's jurisdiction.
6. Girls and adults should be dressed appropriately and should wear the Girl Scout pin, sash/vest, or uniform (if the activity permits) during the MEA.

### **Application Requirements and Process**

1. A completed MEA application (Form #5650) must reach the Service Unit Manager at least **six (6) weeks prior** to the activity.
2. An approved MEA application by the SUM must reach the Director of Membership Services at least **four (4) weeks prior** to the activity. If a flier is created to promote the MEA, please attach it to the application for approval.
3. An evaluation report on the troop/group or Service Unit's MEA (Form #5655) must be filed with the local Council Service Center and Service Unit Manager within two (2) weeks of the MEA. If the report is not received by the Council within the two (2) weeks, future MEA applications may be denied.
4. Girl Scouts of Connecticut reserves the right to deny an MEA if it is deemed not in compliance with *Safety-Wise* and Council policies and guidelines.
5. Your Service Unit Manager and/or Membership and Marketing Manager can answer questions regarding Money-Earning Activities.

## Financial Specifics

### Service Unit Bank Accounts

Each Service Unit must have a checking account into which and out of which all funds flow. This account must be used solely in support of Girl Scout program. All savings or money market accounts must have a designated purpose and must also be accounted for in the Service Unit Annual Financial Report.

*“Such monies and other assets become the property and are administered by the Girl Scout Council or Girl Scouts of the U.S.A. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout council.” (Leader’s Digest Blue Book of Basic Documents, 2006, Page 10)*

- Each Service Unit account must be in the name of “Girl Scouts of Connecticut, Service Unit \_\_\_\_.” Additionally, the Corporation non-profit identification number, #06-0662134, must be used on each account.
- There must be at least 2 authorized signers, none of whom are related to each other, on all Service Unit accounts (including savings and money market accounts). These signers must include the Service Unit Treasurer and Service Unit Manager.

In the absence of a Service Unit Treasurer and/or Service Unit Manager, another Service Team member appointed by the Council may serve as an authorized signer.

- It is recommended that two (2) signatures appear on all withdrawals. Two (2) signatures are required for withdrawals of funds in excess of \$250 from Service Unit accounts.
- Checks are never to be signed without a payee shown on the face of the check.
- **PROCEDURE:** Signature cards maintained at the bank should be reviewed annually by the Service Unit Manager to ensure that they are up-to-date and that only authorized signers are on the cards. Copies of the most current authorized signature cards or a list of authorized signers should be provided to the Membership and Marketing Manager.
- Service Units must reconcile bank accounts monthly.
- All bank statements, check registers, and supporting documentation (receipts, invoices, canceled checks, etc.) must be maintained for seven (7) years by the Service Unit Treasurer or Service Unit Manager.
- Reimbursement from Service Unit accounts should be only made with appropriate supporting documentation.

## **Troop Bank Accounts**

Each troop/group must have a checking account into and out of which all funds flow. This account must be used solely in support of Girl Scout program. All savings or money market accounts must have a designated purpose and must also be accounted for in the Troop/Group Year-End Financial Report.

*“Such monies and other assets become the property and are administered by the Girl Scout Council or Girl Scouts of the U.S.A. Such assets are not the property of individuals, geographic units, or communities within a Girl Scout Council.” (Leader’s Digest Blue Book of Basic Documents, 2006, Page 10)*

- Each troop/group account must be in the name of “Girl Scouts of Connecticut, Troop/Group #\_\_\_\_\_” with the address of the primary Troop Leader or her/his designee. Additionally, the corporate nonprofit identification number, # 06-0662134, must be used on each account.
- There must be at least two (2) authorized signers, none of whom related to each other, on all troop/group accounts (including savings and money market accounts). These signers shall be as follows:
  - The Service Unit Treasurer or Service Unit Manager and one (1) registered adult with the troop/group.
  - In the absence of the Service Unit Manager and Service Treasurer, two (2) registered adult Girl Scouts from the troop/group.
- Two (2) signatures are required for withdrawals of funds in excess of \$250 from troop/group accounts.
- Checks are never to be signed without a payee written on the face of the check.
- Signature cards maintained at the bank should be reviewed annually by the Troop Leader to ensure their accuracy and that only authorized signers are on the cards. Copies of the most current authorized signature cards or a list of authorized signers should be provided to the Service Unit Treasurer or Service Unit Manager.
- Troops/groups must reconcile bank accounts monthly.
- All bank statements, check registers, and supporting documentation (receipts, invoices, canceled checks, etc.) must be maintained for seven (7) years by the troop.
- Reimbursement from troop/group accounts should only be made with appropriate supporting documentation.

## Troop/Group/Service Unit Gift Acceptance Policy

All gifts shall be acknowledged by Girl Scouts of Connecticut with official correspondence as evidence to substantiate the contribution and possible tax deduction.

The guiding principles for this policy are these.

- Troops should not compete with GSOFACT or other troops with fundraising activities.
- Troops are not legal 501(c) (3) organizations and, therefore, cannot provide donors with tax receipts of gifts. IRS rules require taxpayer evidence of tax receipt for all donations, regardless of size of gift.
- All in-kind gifts require the approval of GSOFACT (over \$100).

**A monetary gift over \$250** specifically earmarked for a troop/group or Service Unit must be sent to and processed through the Corporation. \$250 is the maximum amount any troop/group or Service Unit can receive from one donor.\* The funds must benefit the entire troop/group or Service Unit, not a specific individual. Funds will be disbursed to the troop/group or Service Unit only after the Troop Leader or Service Unit Manager sends written correspondence confirming that the funds will be for the benefit of the entire troop/group or Service Unit and not for a specific individual. The troop/group or Service Unit is responsible for thanking the donor. The troop/group or Service Unit cannot provide documentation of tax-deductibility of the donation. GSOFACT will provide a tax receipt.

\* See Troop/Group/Service Unit Gift Acceptance Guidelines #3 for additional criterium.

**A monetary gift of less than \$250** specifically earmarked for a troop/group or Service Unit must be sent directly to that troop/group or Service Unit. The funds must benefit the entire troop/group or Service Unit, not a specific individual. Notification to the Corporation is required. The troop/group or Service Unit is responsible for thanking the donor. The troop/group or Service Unit cannot provide documentation of tax-deductibility of the donation. GSOFACT will provide a tax receipt if requested by the donor.

**For in-kind gifts** the troop/group/Service Unit must notify the Director of Membership Services or her/his designee about any in-kind gift before it is accepted or solicited. Approval of the Corporation is required before the in-kind gift is accepted. The troop/group or Service Unit cannot provide documentation of tax-deductibility of the donation. GSOFACT will provide a tax receipt if requested by the donor.

## **Troop/Group/Service Unit Gift Acceptance Guidelines**

1. Any designated donation monies of \$250.00 or more received from a foundation, corporation, government entity, or individual (including recognition of volunteer service hours) on behalf of a Girl Scouts of Connecticut, Inc., troop/group, Service Unit, or individual member will be accepted and recognized by Girl Scouts of Connecticut, Inc. The Council will issue \$250.00 of the donation to the designated troop/group or Service Unit. The balance of the donation will be used toward the Council's financial assistance fund to benefit Connecticut Girl Scouts in need. Donations to troops of \$250.00 or more are not to be deposited into troop accounts. They are to be forwarded to the Fund Development Department at the Hartford Service Center with the completed Service Unit/Troop/Group Monetary Gift Acceptance Form (Form # 5670).
2. Any designated donation of \$249.99 or less received from a foundation, corporation, government entity, or individual (including recognition of volunteer service hours) on behalf of a Girl Scouts of Connecticut, Inc., troop/group, Service Unit, or individual member will be accepted and recognized by the Troop/Group or Service Unit. If the donor requests a tax-deductible receipt the troop/group or Service Unit must forward the donation to the Council to process with the completed Service Unit/Troop/Group Monetary Gift Acceptance Form (Form # 5670).
3. Each troop/group or Service Unit may not accept more than \$250 in a membership year.
4. Troops/Groups/Service Units must notify their Director of Membership Services or her/his designee before any in-kind gifts of goods for troop/group/Service Unit activities may be accepted or solicited.
5. If a gift of goods or services is received that is valued at over \$100 and/or the donor requests a tax-deductible receipt, the Gift In Kind Acceptance Form #1220 must be completed and submitted to the Council so the donor may be properly thanked. If the form is not submitted, the gift may not be recognized as tax deductible.
6. Funds donated to a troop/group may not be designated for an individual girl. The funds in the troop/group/Service Unit never become the property of individual girls/adults.
7. Donations to a troop/group by a relative or guardian of a girl may not be accepted as a donation for the troop/group because the related child is receiving a benefit. To benefit Girl Scouting more widely donations may be made to Family Partnership, Camperships, or GSOFCT to use for financial assistance.
8. Troops/Groups/Service Units that do not comply with fundraising guidelines may be subject to sanctions.

## **Financial Assistance**

1. There are two separate forms for financial assistance: Form #5210 for girls and Form #4210 for adults.
2. Financial assistance is based upon need and upon the federal food and health assistance guidelines. Income may influence the amount of funding.
3. Special circumstances can make a difference. If a family has a good income, but has experienced a hardship of some kind, that should be noted on the form in the space provided.
4. Financial assistance is confidential, and forms are kept in a secure place with limited personnel access.
5. Families may not be willing or able to fill out the form. We will accept forms that are completed by the Troop Leader, if necessary; however, this practice must be kept to a minimum.
6. There is a limit to the funds available. Assistance may be provided for camperships, membership dues, troop dues, event fees, and uniform components. There is a maximum per year per category.
7. Checks for assistance are mailed to the troop, c/o the Troop Leader. Checks are never mailed directly to the family. Uniform components are provided by a Shop voucher system. The approved components are on the voucher, which can only be used in a Council Shop.

## **Funding**

### **Acknowledgement of Responsibilities as a Public Charity**

Girl Scouts of Connecticut acknowledges and accepts the responsibility of adults to fund Girl Scouting and holds funding the organization to be an integral part of service to girls. The Board, elected by and representing the adults of the Council, acknowledges its responsibility to provide the financial resources necessary to make Girl Scout Program available to all girls – today and tomorrow. This policy establishes the standards governing the Council's fiduciary stewardship of contributions and gifts.

### **General**

All State and Federal laws related to designation of Girl Scouts of Connecticut as a Public Charity will be followed.

All principles and policies of Girl Scouts of the USA related to fund development as proscribed in the *Blue Book of Basic Documents* will be followed.

Procedures related to carrying out the Gift Acceptance Policy will be written and reviewed annually by the Fund Development and Finance committees. Revisions to the policies are approved by the Board of Directors.

## **Contributions**

All contributions, intended to benefit the Girl Scout Program within Girl Scouts of Connecticut's jurisdiction, regardless of value, form, or designated use, shall be made only to Girl Scouts of Connecticut, Inc., as a public charity and designated as a 501(c)(3) organization. The Council is the only entity to which such tax-deductible contributions may be made. Any tax deduction available to a donor is determined by the Federal Internal Revenue Code.

1. The Board of Directors has the right to refuse any gift or contribution that the Board of Directors in its discretion believes is inconsistent with the Mission or does not enhance, promote, and ensure the purpose of Girl Scouting and the long-range financial viability of the Council.
2. Once a contribution is accepted, it will be used consistently with the donor's expressed wishes. Contributions will be accepted if the intended use of funds is in keeping with the Mission of Girl Scouting and the policies and priorities of the Council as expressed in the corporate plan of work. Contributions subject to restrictions which are not expressed in the annual corporate plan of work shall be accepted by the Board of Directors, after review by the Finance Committee.
3. No unsolicited gift to the council of any type may be accepted by any volunteer or staff without the prior notice and approval of the Fund Development Committee or the Chief Executive Officer or their designee.
4. The propriety of gifts to volunteers and staff is governed by the Council's policy on conflict of interest.

## **Types of Gifts**

1. Monetary gifts, such as cash, checks, money orders and gifts through charges to approved credit cards.
2. Gifts such as bonds, securities, and insurance policies naming Girl Scouts of Connecticut as a beneficiary or owner in whole or part, or real property, gifts-in-kind, royalties, copyrights, and trademark rights.

## **Ownership Transfer Requirements**

1. Each donor shall provide to the Council such documentation of the donor's ownership and of the value of the gift as the Council deems necessary or appropriate, depending on the nature of the asset contributed.
2. Securities will be transferred to the Council's investment accounts.
3. Gifts of real property must be accepted by the Board of Directors. Such assets may be transferred through normal legal methods. The cost of transferring ownership of the asset will be borne by the Girl Scouts.
4. Appropriate title and environmental evaluations must be completed prior to a gift of real property being accepted by the Board of Directors.

## **Categories of Gifts**

1. Unrestricted Gifts – Gifts with no stipulation by the donor as to their purpose or use are unrestricted and fully expendable. Gifts that are unrestricted may be included as part of the operating income that supports the annual budget and work of the organization.
2. Temporarily Restricted Gifts – Gifts given for a specific purpose designated by the donor shall be temporarily restricted. Restricted gifts may be accepted as follows:
  - a. Camperships and Sponsor a Girl – This category accepts gifts of any amount. Funds in these categories are fully expendable and are used to provide financial assistance for girls who meet income criteria set by the Council. These gifts may be designated to a town or area, but not to an individual girl or troop/group.
  - b. Honorariums and Memorials – This category accepts gifts of any amount. These gifts which are fully expendable may be designated by the donor to camperships or Sponsor a Girl.
  - c. Capital Gifts – This category accepts gifts of any amount temporarily restricted for specific or general capital projects which have been authorized by the Board of Directors. These gifts are fully expendable for capital projects as designated.
  - d. Other Temporary Restricted Gifts – Any individual gift designated for any other specific purpose by the donor. Institutional gifts of any amount (grants or United Way funds) may be accepted for projects established as part of the corporate plan of work.
  - e. Other – Gift categories may be established from time to time by the Board of Directors, which may in its discretion accept designated gifts for a specific purpose, such as a special project or program.

## **Trusts, Endowments, Restricted Gifts, and Bequests – Temporarily Restricted**

1. The Council may accept gifts in trust, agreeing to hold and manage a donor's principal resources and assets in exchange for life income or other payments to the donor.
2. The Council may accept contributions for which the principal is to be held and managed for the benefit of the Council, with income only to be spent or applied for the benefit of the Council.
3. Gifts accepted for which the principal will be held, will be managed according to investment and financial policies established by the Board of Directors.
4. A donor may establish an endowment with a community foundation or through a private trust organization for the designated benefit of Girl Scouts of Connecticut, Inc.
5. The minimum gift size for an endowment or trust gift to be held separately by Girl Scouts of Connecticut is \$25,000. Gifts of less than \$25,000 to be held in trust or as an endowment will be managed as a pool of invested funds as directed by the Board of Directors. Board-Designated Endowment or Trust Funds will be managed according to established investment and endowment policies.
6. A bequest is a gift received under a will.

## Insurance

Claims must be sent to:

Attention: Risk Manager  
Girl Scouts of Connecticut, Inc.  
Administrative Office  
340 Washington Street  
Hartford, CT 06106

Claims must first be validated by the Council and are then sent to Mutual of Omaha.

### When Additional Insurance Is Necessary

1. Accident insurance covers every registered girl and adult member for any approved, supervised activity of the Girl Scouts, except activities lasting more than two (2) consecutive nights (a third night is covered only for any official federal holiday such as Memorial Day or Labor Day).
2. Accident and sickness insurance must be purchased from Mutual of Omaha by any troop that is planning an extended trip or troop camping of three (3) consecutive nights or more (three nights when one of the nights is a federal holiday). Application forms are available from local Service Centers. GSOFCT Program fees will include the additional insurance necessary for resident camping, core or event camping of more than two (2) nights, and day camp for non-members.
3. Optional accident coverage for non-members with a limit of \$15,000 is available through Mutual of Omaha and must be purchased by the organizing party when any non-members will be attending the activity. Call the Risk Manager at the North Haven Service Center (800-922-2770) for forms and instructions.

### High-Risk Activities (See *Safety-Wise*)

In general, high-risk activities demand more physical prowess, emotional stamina, and greater skills. Such activities involve a wide range of variables that require extensive planning and expertise to control. These activities must have written Council approval. Before taking a commercial cruise or chartering a boat or flying, a troop must also check with the Risk Manager at least one month before the trip to be certain that there is adequate insurance coverage.

#### **The following are not permitted as Girl Scout Program Activities:**

Ballooning, bungee jumping, flying in small private planes, go-carting, hang gliding, high-altitude climbing, parachuting, parasailing, personal watercraft, skateboarding, trampoline jumping, watercraft trips in class V and above whitewater, riding in all-terrain vehicles or motor bikes. Please refer to *Safety-Wise* for further information.

## SECTION 6: Training and Program

### Training Requirements and How to Register

Girl Scouts of Connecticut values the training volunteers have taken.

**Step 1:** Orientation to Girl Scouts of Connecticut

**Step 2:** Leader Basics

Leader Basics needs to be completed within three (3) months of your first troop/group meeting. Orientation is a prerequisite for Leader Basics. There are two (2) options for completing Leader Basics.

1. On-site course (listings are online at [www.gsofct.org](http://www.gsofct.org))
2. Self-study booklet

Registration forms can be found on the council website [www.gsofct.org](http://www.gsofct.org) or in this book. There is a \$5.00 fee for an on-site course and the self-study. Once either is completed, you will receive a confirmation and a \$5.00 voucher to the Council Shop. Registration can be sent to Girl Scouts of Connecticut, Attention: Registration Department, North Haven Service Center, 20 Washington Avenue, North Haven, CT 06473.

**Step 3:** Grade Level Training

Grade Level Training needs to be completed within three (3) months of your first troop/group meeting. Orientation and Leader Basics are prerequisites for Grade Level Training. Courses are listed on the website. There are three (3) options for completing Grade Level Training.

1. On-site course (listings are on the website)
2. Self-study booklet (complete a registration form and send to the Registration Department)
3. Online

Registration forms can be found on the council website. There is a \$5.00 fee for an on-site course, self study, and online trainings. Once completed, you will receive a confirmation and a \$5.00 voucher to the Council Shop. Registration can be sent to Girl Scouts of Connecticut, Attention: Registration Department, North Haven Service Center, 20 Washington Avenue, North Haven, CT 06473.

### Additional Training

- **Field Trip Self-Study** – Required for the troop/group to leave its meeting place during meeting time and date to an indoor location. This self-study will prepare volunteers for basic field trips. This self-study does not include more complicated activities and trips longer than your troop meeting. It does not include trips that involve any cooking or food preparation.
- **Out and About** – Required for the troop/group to take day trips to Council Program Centers, state parks, and other outdoor sites; to take day trips of more than four (4) hours, including during meeting time, to an indoor site; to participate in Service Unit Camporees for the day; or to do indoor sleepovers in a community building. Out and About training needs to be completed two (2) months before the outdoor activity happens. This course will prepare Girl Scout adults to take girls out-of-doors. Subject matter includes outdoor health and safety issues, girl/adult planning techniques, progression in the outdoors, hiking guidelines, and program ideas. Indoor food preparation, dish washing, and packing for day trips will be discussed. *This course does not include any outdoor or fireplace cooking techniques.*

- **Camping Adventures - Trail I** – Required for the troop/group to camp in a backyard, platform tent, shelter, cabin, or lean-to; to do simple outdoor cooking (i.e., one-pot meals and Dutch oven cooking, or use of a portable stove); to use wood fires; to do outdoor food preparation and outdoor dishwashing. Camping Adventures - Trail I needs to be completed two (2) months before any of the above outdoor activities happen. *This course is required for overnight camping outdoors or with a primitive heat source and/or where girls/adults do the cooking. Troops may be visited on their first camping trip to make sure skills are in place.*
- **Camping Adventures - Trail II** – Required for the troop/group to camp in a backyard, platform tent, shelter, cabin, or lean-to; to do simple outdoor cooking (i.e., one-pot meals and Dutch oven cooking, or use of a portable stove); to use wood fires; to do outdoor food preparation and outdoor dishwashing. Camping Adventures - Trail II needs to be completed two (2) months before any of the above outdoor activities happen. The course will review the skills offered within Camping Adventures - Trail I and add a few new skills, based on the group. *This course is required for overnight camping outdoors or with a primitive heat source and/or where girls/adults do the cooking. Troops may be visited on their first camping trip to make sure skills are in place.*
- **Camping Adventures - Trail III: Challenge Course** – This advanced course applies to highly experienced adults who have training from another agency in camping (please provide an outline of that training), environmental education, or other extensive outdoor training experience, and who are looking to take their troops camping. Please contact the Volunteer Development Department for information regarding Camping Adventures - Trail III: Challenge Course.
- **Camping Adventures Update** – Camping Adventures requires an update every five (5) years from the time an adult takes her/his first Camping Adventures training. The update will teach new practices, policies, etc. Volunteers can request the Camping Adventures Update through the Registration Department. Once the Update is completed and reviewed, a Girl Scouts of Connecticut Facilitator may contact you to schedule an on-site visit. There are several options to renew Camping Adventures:
  - Successfully complete one of the Advanced Outdoor Courses;
  - Successfully complete Camping Adventures - Trail I or Trail II;
  - Successfully complete the Camping Adventures Challenge.
 Please contact the Volunteer Development Department for information regarding Camping Adventures Update.
- **Advanced Outdoor Courses** – These workshops (Winter Camping, Outdoor Cooking, Backpacking, etc.) include opportunities for adults to expand their skills for outdoor activities beyond troop/group camping. These courses are not required unless a troop is planning a specific type of camping experience – such as winter camping, backpacking, or hiking/camping the Appalachian Trail – at which time the workshops become a requirement two (2) months prior to that event.
- **First Aid and CPR** – Required for the troop/group to participate in day trips, hikes, sleepovers, and camping trips. One registered adult within the troop/group must be First Aid and CPR certified to participate in day trips, hikes, sleepovers, and camping trips. Listings of health care providers who may serve as the “First Aider” for the troop/group are on page 37 of *Safety-Wise*. For backpacking, you will need at least one Level II First Aider. You may need more First Aiders, depending on the size of the group. Refer to *Safety-Wise* for more information.

## **Self-Study and Online Trainings**

Volunteers may take up to three (3) self-study and/or online trainings, in addition to Out and About, to fulfill training requirements. Additional supplemental trainings may be offered as online or self-study trainings and there are no limits to the number of these types of courses that a volunteer can take. Self-study and online trainings must be registered for in the same manner as on-site, "live" courses. The trainings must be completed and submitted within eight (8) weeks of your receipt of materials or instructions from the Volunteer Development Services Department.

### **Self-Study**

- All self-study options consist of an information booklet and a workbook/test component. Some include additional resources, such as videos or DVD. There is a list of all necessary materials at the beginning of each workbook.
- Please allow a minimum of seven (7) to ten (10) business days from the time the Registration Department (North Haven Service Center) begins processing your training registration for the self-study materials to be mailed to you.
- Please remember also that there are a limited number of the video/DVD resources, and those should be returned to the Volunteer Development Services Department as soon as possible.

### **Online**

- The online trainings consist of various sections of information. As each section is completed, there is a test which should be completed before proceeding to the next section. In addition, the grade level trainings require that you post your responses to several discussion topics and submit a troop/group meeting plan.
- Please allow a minimum of two (2) weeks for your registration to be processed and for instructions to access an online course to be emailed to you.
- Please note that at this time Girl Scouts of Connecticut online courses are hosted either by GSUSA or Blackboard. As a result, we do not have the ability to increase the speed at which the materials download or transmit and regret any inconvenience this causes.
- In the event of technical difficulties with the online course content or activities caused by the hosting website, volunteers will not be penalized for additional time taken to complete a course so long as it does not exceed the amount of time that the component or components of the course were unavailable.

### **Both Self-Study and Online**

- Please allow two (2) to three (3) weeks from the date of receipt of your coursework by the Volunteer Development Services Department for materials to be corrected and returned to you with the appropriate voucher and training certificate. Course packets and troop/group meeting plans are carefully reviewed. Corrections and suggestions will be sent, so please be sure to look over your coursework when it is returned to you.

## **Program Information and How to Register**

**How to Register for Programs** – Please fill out the Troop/Group Program Registration form or Individual Girl Program Registration form found in Section 8 and send your registration form and payment to: Girl Scouts of Connecticut, Attention: Registration Department, North Haven Service Center, 20 Washington Avenue, North Haven, CT 06473; or fax to 203-234-6828.

**Check Payments** – If paying by check, please mail it with the registration form. Make check out to: Girl Scouts of Connecticut or GSOFCT. Copies of checks will not be accepted.

**Credit Card Payments** – If paying by credit card, fax or mail the registration with credit card information provided on the bottom of the form. Visa, MasterCard, American Express, and Discover are accepted. We will need the full account number, expiration date, and name as it appears on the card.

**Online Registration** – Go to [www.gsofct.org](http://www.gsofct.org) and click on program and training registration. Find the activity you want to register for. Log in using your personal ID and password. If you are set up as the Troop Leader for online registrations, you will have the ability to sign up girls and adults who are listed within your troop record. If you are registering your daughter, please remember to use her personal ID and password. If you need to create a new record, use the child's name, not the parent's. Credit card payment must be submitted at the time of the registration or registration will not be processed.

*For more information about the online registration system, contact the Registration Department at 203-239-2922, x500, or email [registration@gsofct.org](mailto:registration@gsofct.org).*

**In-Person Registration** – Visit the Registration Department in the North Haven Service Center and submit the registration form and payment (check, cash, money order, or credit card).

## Program Supplemental Activities

The basic Girl Scout Program is found in your grade level-appropriate handbook, award books, and the GSUSA website. To supplement those activities you may want to try some of the following options.

**Summer Resident or Day Camp** – Girl Scouts of Connecticut operates several summer camp options for *all* girls entering grades 1-12. Resident camp opportunities are available at Camp Candlewood, Laurel, and Timber Trails. Day camps, most with bus transportation from local stops, are operated at the following camps: Anseox, Aspetuck, Candlewood, Carlson, Katoya, Laurel, Merrie-Wood, Murray, Pattagansett, and Rocky Craig. Each camp varies in offered programs and age ranges served. Girls sign up for camp as individuals. Information is posted on [www.gsofct.org](http://www.gsofct.org), and camp brochures are created yearly.

**Family Camp** – Held at one of our resident camps, Family Camp enables a girl and her family to enjoy the fun of summer camp. It is a great way for families to get a feel of what their girl will experience while at resident camp. Camp staff is on site to lead activities. Information can be found in the summer camp brochure.

**Troop Camp with a Core staff** – Troops register as a group to experience the fun of being at camp. Core staff provide necessary training and scheduled activities. Information can be found in the summer camp brochure. Occasionally Troop Camp with core staff program events will be held during the year. These program events would be listed in the *Program and Training Book*. Core staff covers the training requirements for the troops attending.

**Service Projects** – Open to all ages. Opportunities to help your community abound. Speak with your Service Unit Team regarding local options, or with the Property Manager regarding service at our camps. Scheduled “Love Your Camp Days” are featured in the *Program and Training Book*. Occasionally additional opportunities will be mentioned in the E-Blast.

**Service Unit Activities** – Members of your Service Unit organize events for your local area. Organizing a Service Unit event is a potential leadership opportunity for older girls. Check with your Service Unit Manager.

**Camporee** – A weekend event sponsored by a Service Unit, bringing together troops from one area for a day or overnight event at a Council-owned or community site. This is another opportunity for older Girl Scouts to mentor and lead younger girls in activities. Camporee Chair persons may attend the training session. Contact the Program Department for information.

**Council-Sponsored Program Events** – Events which are open to all in our council and bring together girls of similar ages or interests. Events are planned and facilitated or coordinated by a member of the Volunteer Program Committee, staff, or in partnership with an organization. Check your *Program and Training Book* or online at [www.gsofct.org](http://www.gsofct.org). Events which are planned after the book is released are advertised in the E-Blast and the current events section of [www.gsofct.org](http://www.gsofct.org). Registrations for all Council-sponsored events are taken through the Registration Department.

**Council Own Awards and Patches** – Council Own Awards, such as Careers in Medicine Try-It, Badge, and I.P., are created within our council. A wide variety of Council patch programs highlight special topics of interest for our council. Information can be obtained from the Program Department, and purchases are made through the Council Shop.

**Travel Troop #3** – For Cadettes, Seniors, and Ambassadors interested in making new friends through travel. Girls may be members of Travel Troop #3 in addition to their local troop, or may be independently registered. Adults are welcome to attend some trips. Generally, monthly meetings are held in Middletown. Contact the Program Department for more information.

**Issues for Girl Scouts** – Activities for most grades dealing with those issues that face young women today (Living Drug Free, Staying Safe, Smoking Prevention, etc.). GSUSA booklets on topics are available from the Council Shops. Sensitive Issue topics require parent permission. Forms are available in the Form Library at [www.gsofct.org](http://www.gsofct.org).

**destinations** – Themed travel opportunities for Cadettes, Seniors, and Ambassadors, sponsored by GSUSA, Councils, or agencies. Yearly, information is posted on the [www.studio2b.org](http://www.studio2b.org) website in August. Girls submit *destinations* applications and references to the GSOFACT Program Department for processing.

**Kids on the Block** – Educational puppet presentations on “Issues for Girls” by puppeteers. Cadette, Senior, and Ambassador Girl Scouts can become trained puppeteers.

**Querks** – Educational stories and stuffed animal characters which help girls understand and respect diversity. Cadettes, Seniors, and Ambassadors may be trained as Querks presenters. See Learn to Lead.

**Learn to Lead (L2L)** – Themed Council-sponsored programs open to Cadettes, Seniors, and Ambassadors relaying tips, resources, and activities which will help them lead younger girls in similar topics. Topics range from organizing a science exploration and diversity-awareness activities, to relaxing “spa” nights and more. These programs may also be used as a Program Aide Specialty Training.

**Troop Camping** – Troop overnights or sleepovers for all age groups. Troops provide trained members for the outing. For trips to Council-owned sites, reservations are made through the Registration Department. Depending on the camp, sites may include tents, cabins, or modern buildings. When using non-Council sites, use the Troop/Group Trip Application.

**Program Resources at Camp** – Some of our camp properties have on-site program resources, such as Discovery Trails; birding, wetland, or pond-study equipment; letterboxes; or trails with nature guides linked to Girl Scout awards. Contact the Program Department for more information.

**Pen Pals** – Pen Pal requests are taken through the Program Department and, when possible, matched with national or international pen pals via a Girl Scout pen pal network. The Pen Pal Request Form is located in the Form Library at [www.gsofct.org](http://www.gsofct.org).

**Religious Awards** – Grade level and program offerings vary with each religious institution. Awards are earned through local houses of worship. Contact the Program Department for information or visit [www.praypub.org](http://www.praypub.org) for more information.

**Program in a Box** – Kits containing activity ideas, tips, and most of the supplies need for a fun exploration of various topics. Descriptions and reservation forms can be found in the Form Library of [www.gsofct.org](http://www.gsofct.org) Boxes are reserved and rented through the Program Department.

## At Different Levels Girls Progress and Can Do More

Girl Scout Daisies can...

- Participate in grade-appropriate Council-sponsored events.
- Take local field trips (see *Safety-Wise Standards*).
- Go on overnight camping trips with family members (see *Safety-Wise Standards*).
- Attend grade-appropriate summer day camp programs.

Girl Scout Brownies can...

- Participate in grade-appropriate Council-sponsored events.
- Go on discovery trips in the neighborhood (see *Safety-Wise Standards*).
- Go on and participate in planning day trips (see *Safety-Wise Standards*).
- Go on overnight camping trips with troops or family members (see *Safety-Wise Standards*).
- Attend grade-appropriate summer day and resident camp programs.

Girl Scout Juniors can...

- Participate in grade-appropriate Council-sponsored events.
- Go on day trips in their communities and places nearby (see *Safety-Wise Standards*).
- Go on and participate in planning longer day trips and trips with overnight stays in hotels, motels, and camps (see *Safety-Wise Standards*).
- Go on overnight camping trips (see *Safety-Wise Standards*).
- Attend grade-appropriate summer day and resident camp programs.

Girl Scout Cadettes, Seniors, and Ambassadors can...

As Individuals...

- Join the Travel Troop and still be in their regular troop.
- Participate in Leadership Programs at day or resident camp – Counselor-in-Training (CIT) or Wrangler-in-Training (WIT), for example.
- Be a teen volunteer for city/town summer programs.
- Go on *destinations* to other Girl Scout Councils.
- Go on International *destinations*.
- Be eligible for a college scholarship (Gold Award recipients).
- Go on Council-sponsored International trips.
- Participate in special interest groups and tripping programs.
- Participate in grade-appropriate Council-sponsored events.
- Develop and lead Council-sponsored program events.

Working with other troops may...

- Be trained to be Senior Outdoor Specialists and help a troop with outdoor activities.
- Be a Program Aide in a troop.
- Take Leader-in-Training (LIT) to assist in a troop.
- Be a Kids on the Block Puppeteer.
- Lead younger girls through a variety of program options.

With their Service Unit may...

- Attend Service Unit meetings.
- Be on the Service Unit Team or Committee.
- Be a Service Unit Delegate (age 14 and older).
- Plan and carry out Service Unit programs.

With GSOFCT may (ages 14 and older)...

- Be elected a Delegate to the GSUSA Convention or attend as a visitor.
- Be elected to serve on the Council Board of Directors.
- Serve on committees.
- Attend the National Convention.

With GSOFCT may (ages 16 and older)...

- Become a Wall/Low Ropes Facilitator.

With GSUSA may (age 14 and older)...

- Serve on GSUSA committees.

## Troop/Group Trip Guidelines

A Girl Scout trip is an opportunity for girls to have fun, to experience adventures, and to enrich the ongoing Girl Scout Program. Sometimes a trip is the culmination of a progression of activities in which the girls are already engaged.

Learning how to plan a trip is a progressive experience for a Girl Scout, one that starts with a simple outing. A Girl Scout Daisy, for example, might begin with a discovery walk. Even older girls should start with simple trips if they have never traveled.

Review Chapter 5 and any trip-related Activity Checkpoints in Chapters 7-11 in *Safety-Wise* each time you plan a trip.

Girl Scouts of Connecticut has guidelines for you to follow regarding Troop/Group Trips. Below are the guidelines for planning. These guidelines can also be found with the Troop/Group Trip Application (Form #5530).

### Guidelines

The Troop/Group Trip Application (Form #5530) does not need to be filled out if you are doing a booth sale, attending a Council-sponsored program event, or visiting a Council Program Center or camp (those require other forms).

All trip applications and rosters must be submitted to your Service Unit Manager (or designee) for approval by the following deadlines:

- 1 week before field trips/events of no more than 4 hours;
- 2 weeks before day trips in excess of 4 hours;
- 4 weeks before overnight trips of 1 or 2 nights;
- \*6 weeks before trips of 3 or more nights within the continental United States;
- \*6 months before trips to Canada, Hawaii, or Alaska;
- \*2 years before trips outside of the United States and Canada. Contact your local Director of Membership Services (or designee) for International Travel Packet
- \*\*Trips of any duration that are considered high risk (see *Safety-Wise*, Chapter 7).

\*These applications must be approved by your Director of Membership Services or her/his designee, and rosters must be forwarded by the Service Unit Manager (or designee) to the appropriate Council Service Center. For extended trips, you are expected to send a final roster, final itinerary, and emergency contacts.

\*\*High-risk trips must be approved by the Council Program Department.

To avoid possible loss of your deposit, do not put money down on any trip until you have received the required approvals.

Girl Scouts of Connecticut has the right to rescind approval, if necessary.

All trips must be approved by the Service Unit Manager and include a complete list of girls and adults attending. Lists should include names, addresses, phone numbers, and (preferably) parent names. If approval is denied, the Troop Leader submitting the application will be contacted.

Please refer to *Safety-Wise* Planning Trips with Girl Scouts (Chapter 5) for a checklist on travel readiness, necessity for supplemental insurance, and other useful information. Also check *Safety-Wise* Activity Checkpoint (Chapter 7) for activities with high risk that will need Council approval.

## Training Guidelines (What training do you need to go on trips?)

Troops/groups must have trained leadership as stated in GSUSA *Safety-Wise*. Troop Leaders must have completed Orientation to Girl Scouts of Connecticut, Leader Basics, and Grade Level Training within three (3) months of the troop/group's formation. *Out and About* needs to be completed two (2) months before any activity beyond a troop's regular meeting place. *Camping Adventures* needs to be completed two (2) months before a camping or outdoor activity happens. First Aid and CPR certification are required for the troop/group to participate in day trips (leaving the troop/group meeting place), hikes, sleepovers, and camping trips. Please contact the Volunteer Development Services Department for additional information.

## Trips at a Glance

Review Chapter 5 and any trip-related Activity Checkpoints in Chapters 7-11 in *Safety-Wise*.

Please note that the Troop/Group Trip Application (Form #5530) needs to be completed and submitted to your Service Unit Manager (or designee) for trips (excluding booth sales), attending a council-sponsored program event, or visiting a Council Program Center or camp.

Type of Trip	Age Level	Council Trip Application	SU Manager Approval	Parent/Guardian Permission	Training Needed
During regular meeting within walking distance of meeting place.	All	Yes	Yes	Yes	FA/CPR = First Aid, Cardio Pulmonary Resuscitation
Any day trip, including during meeting time to an indoor site. Any day trip of more than 4 hours, including during meeting time, to an indoor site.	All	Yes	Yes	Yes	T2. Orientation, Leader Basics, Age Level Training, Out and About, FA/CPR
Day trip to a Council site, State Park, or outdoor site at any time.	All	Yes	Yes	Yes	T2. Orientation, Leader Basics, Age Level Training, Out and About, FA/CPR
Day trips outside Council borders.	All	Yes	Yes	Yes	T2. Orientation, Leader Basics, Age Level Training, Out and About, FA/CPR
Sleepovers in a community building or out of state that do include indoor cooking (no fireplaces). Any building with self-contained bathrooms, kitchens, heat and electricity, including those on GSOFCT Program Center or camp properties.	All	Yes	Yes	Yes	T2. Orientation, Leader Basics, Age Level Training, Out and About, FA/CPR
Overnight in a hotel for 1 or 2 nights	All	Yes	Yes	Yes	T2. Orientation, Leader Basics, Age Level Training, Out and About, FA/CPR
Sleepovers in backyard	All	Yes	Yes	Yes	T3. Orientation, Leader Basics, Age Level Training, Out and About, Camping Adventures, FA/CPR
Overnight (without self-contained bathrooms, kitchens, heat and electricity), in a cabin, shelter, lean-to, or Community Building for 1 or 2 nights, including Council Program Sites.	All	Yes	Yes	Yes	T3. Orientation, Leader Basics, Age Level Training, Out and About, Camping Adventures, FA/CPR
Extended trips within USA, Canada, Mexico, for three or more nights.	Cadettes Seniors Ambassadors	Yes	Yes	Yes	T3. Orientation, Leader Basics, Age Level Training, Out and About, Camping Adventures, See the Country, FA/CPR
Extended trips outside USA, Canada, Mexico	Seniors Ambassadors	Yes Also an Intent to Travel Form*	Yes	Yes	T3. Orientation, Leader Basics, Age Level Training, Out and About, Camping Adventures, See the World, FA/CPR

\* The Intent to Travel Form is available at [www.girlscouts.org](http://www.girlscouts.org).

## SECTION 7: Glossary of Girl Scout Words and Terms

Wherever possible, definitions have come directly from GSUSA. Many words in Girl Scouting have special meanings. The definitions of words and phrases on the following pages will serve as a useful reference for all Girl Scout communication.

**Administrative Office** – Girl Scouts of Connecticut (GSOFC) corporate office is located at 340 Washington Street, Hartford, CT 06106. Phone number: 860-522-0163; email: [general@gsocfct.org](mailto:general@gsocfct.org); website: [www.gsocfct.org](http://www.gsocfct.org).

**Adult** – A person of adult age, 18 and older, as defined by state statute in Connecticut.

**Annual Giving** – The Council's yearly appeal to individuals and families solicits funds to cover the \$250 per girl per year cost to the Council. Donors are encouraged to give as much as they can to help support their girl's participation and to help those girls whose families cannot contribute their share. Foundations and other donors expect those whose girls benefit from Girl Scouting to support the Council and consider that support when determining grants and sponsorships.

**Annual Membership Dues** – The amount of \$10.00, which is paid annually to Girl Scouts of the USA for registration as one of the requirements to become a member in the Girl Scout Movement and which includes supplemental accident coverage for Girl Scout activities and helps fund GSUSA's support to its local councils.

**Annual Meeting** – The yearly meeting a local Girl Scout council holds to elect its Board of Directors and conduct other corporate business essential to Girl Scouting in its geographic area.

**Awards** – For girls: Girl Scout Daisy Petals; Girl Scout Brownie Try-Its; Girl Scout Junior badges and signs. Girl Scout Cadette, Senior, and Ambassador Interest Project Awards, charms, and other earned recognitions. These are symbols of something a girl has learned or accomplished by completing activities to the best of her abilities. For adults: awards presented for outstanding service to girls, adults, or council.

**Baden-Powell, Agnes** – Sister of Lord Robert Baden-Powell, who asked her to form Girl Guides, she started the first Girl Guides troop in England in 1910.

**Baden-Powell, Lady Olave** – Co-founder of the Girl Guide Movement in England and Founder of the International Council, which became the World Association of Girl Guides and Girl Scouts. Wife of Lord Robert Baden-Powell, she became World Chief Guide in 1930.

**Baden-Powell, Lord Robert** – Founder of the Boy Scout Movement and Co-founder of the Girl Guide Movement in England. He was World Chief Guide from 1910 until 1930.

**Bandana** – A multipurpose cotton square that girls wear as a scarf or use as a sit-upon, tote, or potholder.

**Basic Outdoor Skills** – Skills learned by girls to prepare them for doing outdoor activities.

**Be a Reader** – A program to encourage reading through the sale of magazine subscriptions to family and neighbors as an annual troop and Council fundraiser.

**Birthplace** – The Savannah, Georgia, birthplace and childhood home of Juliette "Daisy" Gordon Low, founder of Girl Scouts of the USA. The birthplace is now an historic house museum and Girl Scout troop program facility.

**Blue Book of Basic Documents** – Compilation of the most important documents relating to GSUSA. For example: the Congressional Charter, the Constitution, Bylaws, and Policies of Girl Scouts of the USA, as well as information on credentials and the Criteria and Standards for an Effective Girl Scout Council.

**Bridging Activities** – Activities preparing troop/group members for the next Girl Scout grade level. The bridging troop frequently does an activity from the Girl Scout handbook used by girls in the upcoming grade level and completes a project with them. After the troop has had a taste of the new grade level, it holds a ceremony to complete the bridging process. Upon completion of the bridging requirements, girls earn the rainbow patch for their program level.

**Bridging Ceremony** – A ceremony that celebrates the transition from one grade level in Girl Scouting to the next.

**Buddy System** – A safety practice that groups two or three girls together to keep watch over each other in an activity (e.g., swimming, hiking). The system places girls of equal ability in the same grouping.

**Campership** – Donated funds that help make it possible for girls who do not have the means to go to Girl Scout camp.

**Campus Girl Scouts** – The young adult branch of Girl Scouting in the United States. Campus Girl Scouts serve Girl Scout councils and the girls in their jurisdiction. In addition to being a young adult, a Campus Girl Scout must satisfy the following criteria:

- Be a student at a college, university, junior college, vocational/technical school, or other institution of higher learning;
- Believe in the principles of Girl Scouting;
- Be a registered member of Girl Scouts of the USA.

**Chair, Board of Directors** – The principal elected officer of the Girl Scout corporation. Chosen by the Council for a three-year term, the Chair of the Board of Directors presides at its meetings. She or he leads it in carrying out its governance responsibilities.

**Checkpoint** – Safety guidelines used in planning and conducting typical Girl Scout activities.

**Chief Executive Officer** – The Chief Executive Officer of the Girl Scout Corporation. Employed by and accountable to its Board of Directors, the Chief Executive Officer serves at the pleasure of the Board. She or he leads the staff in achieving the organization's vision and goals and works in partnership with the Chair of the Board of Directors on governance functions of the Board.

**Core Staff** – Persons designated by the local Girl Scout council to help girls and leaders carry out their specific group camping plans at a given Girl Scout campsite (for example: Site Directors).

**Corporate Board of Directors** – A board elected by members of the local Girl Scout council corporation and, between annual meetings, empowered to act for it within the framework of the council's bylaws. The board derives its authority from the national code for tax-exempt organizations, the corporate laws of the state in which the council is incorporated, and the council's articles of incorporation. Sitting on the board of GSOFC are a President and three Vice Presidents with the working titles of Chair and Vice Chairs, a Secretary, a Treasurer, and Members-at-Large, who represent many aspects of the community, as well as of Girl Scouting.

**Corporate Goals** – A description of the desired future that is possible and measurable, and that provides direction for the Council. These goals are developed and adopted by the Council's Board of Directors and guide the work of the Council. The time span for achieving corporate goals is five years.

**Council-Sponsored Events** – Prearranged program activities and outdoor program events for girls and adults.

**Counselor-in-Training (CIT)** – A qualified Senior or Ambassador Girl Scout who is taking a Counselor-in-Training course to learn outdoor group leadership skills. Also the name of the course the Counselor-in-Training takes to earn her title; requires approximately 10 hours of hands-on training in camping skills and outdoor education and about a two-week internship with an experienced counselor. The training course is limited to older Girl Scouts who have completed grade 10 or above. Counselor-in-Training II is an advanced CIT course, allowing a girl to further specialize in an area of her own interest.

**Court of Awards** – A ceremony where girls receive awards for their achievements.

**Cultural Awareness** – Sensitivity to cultural differences. A culturally aware person examines her or his own perceptions and tries to employ new behaviors to fit different cultural contexts.

**Culture** – All socially transmitted behavior; the customary beliefs, rules of conduct, and product-related traits of racial, religious, or social group.

**Daisy** – The nickname of Girl Scout founder Juliette Gordon Low.

**Day Camping** – Camping by the day or camping within a 12-hour program day. Girls from different groups sign up as individuals and go through the camping experience in temporary groups (units). The girls and unit staff plan and carry out activities. Day camping is Council-sponsored (the camps require Council approval to operate), and the Council provides the staff, facilities, and site.

**Delegate** – A policy-influencing volunteer elected by a Service Unit for a one-year term to take action on all matters requiring the vote of the Council membership and to act as the communication link with the Board of Directors.

**Departments** – A group composed of operational volunteers and employed staff carrying out activities related to a common area of work. These departments are determined by the CEO to achieve corporate goals established by the Board of Directors through the implementation of operating objectives and action steps.

**Disbanded Troop** – A troop that does not continue due to lack of leadership or girl interest.

**Diversity** – The state of being different or diverse. When used to describe people and population groups, diversity encompasses such factors as age, gender, race, ethnicity, ability, and religion, as well as education, professional background, marital and parental status, family structure, and economic status. Diversity indicates variety but is not synonymous with pluralism, which is a process or system of actions.

**Double Dutch** – An ancient rope-jumping game using two ropes, two turners, and one or more jumpers. A Council program to promote teamwork and physical fitness that also provides healthy competition. It is also a 6-week troop/group enrichment program.

**Dues** – Monies collected by a troop/group to support its activities.

**Dunk Bag** – A mesh cloth bag with a drawstring, used to sterilize eating utensils when washing dishes.

**Early Bird Registration** – Time period during which current members can register for the upcoming year.

**Earned Program Grade Level Awards** – Insignia from Girl Scout program grade level books. Earned by completing requirements or by demonstrating understanding of a concept. Included in this category are such awards as Daisy Petals; Brownie Try-Its; Junior badges; Cadette, Senior and Ambassador Interest Project Awards and charms; and the Girl Scout Gold Award.

**Edith Macy Conference Center (EMCC)** – A year-round professional training facility providing professional development courses for Girl Scout adults and nonprofit and for-profit groups.

**Emergency Contact Person** – The person to call in an emergency or for guidance and advice.

**Emergency Procedures** – Basic plans, established in advance, stating what to do in an emergency. Girls and adults formulate the plans orally, as well as in writing, and post them in a highly visible location.

**Episodic Volunteer** – This person is defined as an adult who gives time to Girl Scouting at the council or national level on a sporadic basis. There are three types of awards at this level, which may be earned for a specific time period as identified in the Volunteer Agreement. The agreement may be for a time period of 1-3 years, with an end-of-assignment review for each completed activity.

**Ethical Code** – The Promise and Law.

**Ethnic** – Of or related to people grouped according to a common racial, national, tribal, religious, linguistic, or cultural origin.

**Ethnicity** – A sense of being different from other groups because of cultural tradition, ancestry, national origin, history, or religion.

**Extended Trip** – A trip lasting more than three (3) nights (requires a health examination, health history, local Girl Scout council approval, and additional insurance coverage).

**Fair Share** – An individual or family that donates the balance of the cost of Girl Scouting per girl per year after the funds raised by product sales activities are deducted – resulting in a cost of approximately \$138 per girl per year.

**Family Partnership** – An effort where Service Units run an event or appeal to produce financial support for the Council and its expenses, which include programs, resources, adult trainings, supplies, publications, insurance, facilities, and outdoor program centers.

**First Aider** – An adult who has taken local Girl Scout council-approved First Aid training from a nationally recognized organization.

**Financial Assistance** – Approved monetary aid provided to girl/adult members who show a need and satisfy criteria.

**Fly-Up** – A bridging ceremony to recognize Girl Scout Brownies who are bridging to Juniors. Bridging Brownies receive their Brownie Wings and the bridge to Girl Scout Juniors award.

**Founder of Girl Scouting in the United States of America** – Juliette Gordon Low.

**Friendship Circle** – A circle formed by Girl Scouts standing and clasping hands (before they reach for each others' hands, girls cross their right hand over their left). The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world.

**Friendship Squeeze** – A hand squeeze that travels around a friendship circle.

**Full Share** – An individual or family that donates the cost of Girl Scouting per girl per year – approximately \$250 per girl.

**Girl-Adult Partnership** – Girls and leaders working together as partners in planning and decision making.

**Girl Guide** – The term used to identify Girl Scouts in many countries. Agnes Baden-Powell, sister of the Boy Scouts founder, Robert Baden-Powell, started the first Girl Guide troops in England in 1910. Girl Guides and Girl Scouts are part of the World Association of Girl Guides and Girl Scouts (WAGGGS), headquartered in London, England.

**Girl Scout** – A member of Girl Scouts of the USA or another country's national Girl Scout organization. The U.S. organization grants membership to any girl who has fulfilled the following requirements:

- Made the Girl Scout Promise;
- Accepted the Girl Scout Law;
- Paid the annual dues;
- Met applicable age level standards.

**Girl Scout Adult** – An adult member of Girl Scouts in the USA. The organization grants membership as a Girl Scout adult to any person who has fulfilled the following requirements:

- Accepted Girl Scout principles and beliefs, as stated in the preamble of its constitution;
- Paid the annual or lifetime dues;
- Met applicable age/education standards. A Girl Scout adult must 18 years of age.

**Girl Scout Ambassador** – One of the six Girl Scout age levels in the United States. Girl Scout Ambassadors are in grades 11 and 12.

**Girl Scout Birthday** – The official birthday of Girl Scouting on March 12.

**Girl Scout Bronze Award** – The highest award a Girl Scout Junior can earn.

**Girl Scout Brownie** – One of the six Girl Scout age levels in the United States. Girl Scout Brownies are in grades 2 and 3.

**Girl Scout Brownie Ring** – A circle formed by members of a Girl Scout Brownie troop/group for discussing troop business and planning activities.

**Girl Scout Brownie Try-Its** – Triangular awards earned by Brownies. Requirements for these awards are in the *Try-Its for Brownie Girl Scouts* book, available from all Connecticut Council shops or through [www.gsofct.org](http://www.gsofct.org).

**Girl Scout Brownie Wings** – Gold-embroidered wings on green felt presented at fly-up to Juniors to signify previous membership in a Brownie Troop.

**Girl Scout Cadette** – One of the six Girl Scout grade levels in the United States. Girl Scout Cadettes are in grades 6 through 8.

**Girl Scout Camping** – An experience that provides a creative educational opportunity for group living in the outdoors. Its purpose is to use the Girl Scout program, trained leadership, and the resources of natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

**Girl Scout Council** – One of the Girl Scouts of the USA's local affiliates, with authority over Girl Scouting in a specific section of the country. Or, the council jurisdiction and membership, including all girls and adults the council has registered, and the council's corporate body, nominating committee, board members, department committees, and employed staff. Also the title of the council corporation's membership in meetings assembled. In this sense, the council includes delegates elected by geographic areas (or other units), its nominating committee, and its board members, committees, task groups, and other members prescribed in its bylaws.

**Girl Scout Council Delegate** – Any registered Girl Scout 14 years of age or over, elected as a voting member of a local Girl Scout council corporation. A specific geographical area (or other unit established by the council board of directors) elects the delegates to represent it at the council's annual meeting. Delegates serve for a determined term, which is defined in the council's bylaws. The board creates the formula for the numbers of delegates geographic areas can elect, which is usually based on the total number of girls an area registers through the council by a specific date.

**Girl Scout Daisy** – One of the six Girl Scout grade levels in the United States. Girl Scout Daisies are in kindergarten and grade 1.

**Girl Scout Daisy Circle** – A form of troop government for Daisy Girl Scouts.

**Girl Scout Gold Award** – The highest award in Girl Scouting, earned by a Senior or Ambassador Girl Scout.

**Girl Scout Junior** – One of the six Girl Scout grade levels in the United States. Girl Scout Juniors are in grades 4 and 5.

**Girl Scout Junior Badges** – Circular awards earned by Girl Scout Juniors. Requirements for these awards are in the *Junior Girl Scout Handbook* available from all Connecticut Council shops or through [www.gsofct.org](http://www.gsofct.org).

**Girl Scout Law** – Along with the Girl Scout Promise, it is the credo of Girl Scouting. A girl lives the 10 parts of the law to fulfill the Promise.

**Girl Scout Leader** – A registered Girl Scout adult and trained volunteer who meets regularly with girls to help them achieve the purposes of Girl Scouting.

**Girl Scout Leader's Day** – A day of appreciation for adult volunteers in Girl Scouting and celebrated on April 22 every year.

**Girl Scout National Organization** – A grouping that includes the National Council, National Board of Directors, national committees and task groups, and the national staff.

**Girl Scouts of Connecticut Council (GSOFC)** – The council chartered by GSUSA to provide Girl Scouting in the state of Connecticut.

**Girl Scout Organization in the United States** – A grouping that includes the national organization, chartered local Girl Scout councils, and licensed groups.

**Girl Scout Promise** – Along with the Girl Scout Law, it is the credo of Girl Scouting. The pledge binds members together as part of the Girl Scout Movement. A girl must make the Promise to become a Girl Scout member.

**Girl Scouting** – The Girl Scout Program is an informal educational program designed to help girls put into practice the fundamental principles of the Girl Scout Movement as set forth in the Preamble. It is carried out in small groups with adult leadership and provides a wide range of activities developed around the interests of the girls.

**Girl Scout Sabbath** – The Hebrew holy day that is the Saturday in Girl Scout Week.

**Girl Scout Senior** – One of the six Girl Scout grade levels in the United States. Girl Scout Seniors are in grades 9 and 10.

**Girl Scout Service Mark** – The Girl Scout service mark is composed of two parts: the symbol (the trefoil with three profiles) and the logotype (the words “Girl Scouts” along with the registration mark). Girl Scouts of the USA owns the exclusive use of the Girl Scout service mark.

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

**Girl Scout Sunday** – The Christian holy day that is the Sunday in Girl Scout Week.

**Girl Scout Trefoil** – A stylized representation of a plant with three leaves. The Girl Scout service mark incorporates a trefoil-shaped outline of three profiles. The three broad parts of the trefoil shape represent the three parts of the Girl Scout Promise. Girl Scouts of the USA owns the exclusive use of the Trefoil Design.

**Girl Scout Volunteer** – An adult who contributes her or his time to a local Girl Scout council or Girl Scouts of the USA without the expectation of compensation (other than reasonable reimbursement or allowance for approved expenses) or any other thing in lieu of compensation. Volunteers typically give their time as troop/group leaders, coaches, trainers, mentors, board members, and delegates or assist girls in special projects in their area of expertise.

**Girl Scout Week** – Celebrated each year during the week of March 12, which is the anniversary of the first Girl Scout troop meeting. Traditionally there are seven service days. The week includes Girl Scout Sunday, Homemaking Day (Monday), Citizen’s Day (Tuesday), Health and Safety Day (Wednesday), International Friendship Day (Thursday), The Arts Day (Friday), Out-of-Doors Day, and Girl Scout Sabbath (Saturday), but the order of the days is determined by where Girl Scout Sunday and Sabbath fell with regard to March 12.

**Girl Scouting in the School Day** – A local Girl Scout council-sponsored partnership to include Girl Scouting in the schools.

**Girl Scouts of the United States of America (GSUSA)** – The official name of the national Girl Scout corporation chartered by the U.S. Congress and incorporated in the District of Columbia. Also known as Girl Scouts of the USA or GSUSA.

**Girl Scouts’ Own** – See Scouts’ Own.

**Handbook** – A term for the manual used by each program grade level which helps its readers understand the Girl Scout Program.

**Insignia** – The umbrella term for U.S. Girl Scout earned program age level, religious, and other awards, and participation patches and pins. Girls wear all insignia, except participation patches and pins, on the front of their Girl Scout uniform.

**Interest Project Awards** – Rectangular awards earned by Girl Scout Cadettes, Seniors, and Ambassadors. Requirements for these awards are in the *Interest Projects for Cadette and Senior Girl Scouts* book, available through Council shops or through [www.gsofct.org](http://www.gsofct.org).

**Investiture Ceremony** – The ceremony in which an individual becomes a member of the Girl Scout organization for the first time.

Issues for Girl Scouts – Topics that require a parent/guardian signature on the Sensitive Issues Form.

**Juliette Gordon Low (October 31, 1860 – January 17, 1927)** – Founder of the Girl Scout Movement in the United States of America.

**Juliette Gordon Low Birthplace** – The childhood home of Juliette Gordon Low in Savannah, Georgia. Now a national program center, owned and operated by Girl Scouts of the U.S.A., visited by many Girl Scout troops and by Girl Scouts and their families. Open to the public.

**Juliette Low World Friendship Fund** – The Seventh World Conference held in 1932 initiated the Thinking Day Fund (Juliette Low World Friendship Fund) to help develop Girl Guiding and Girl Scouting throughout the world.

**Kaper** – A temporary job or responsibility.

**Kaper Chart** – A chart showing each girl or each patrol what its job is in any given project. Provides for a rotation of jobs.

**LEAD (Leadership, Adventure, Education, and Development)** – A leadership program at Summer Camp that combines certain training programs.

**Leader-in-Training (LIT)** – A 14-17-year-old girl who is taking a Leader-in-Training course to learn group leadership skills. Also the name of the project the Leader-in-Training does to earn her title, which requires commitment to: 8-10 hours of instruction, 3-5 hours of troop/group observation, and an internship under a specially trained mentor leader.

**Leaders' Day** – A day designated by Girl Scouts of the USA, during the National Volunteer Week in April, to provide recognition for Girl Scout Leaders.

**Leader Basics** – The basic training required of every Leader and provided by local Girl Scout councils.

**Leader's Guide** – A resource book for adults working with troops. Each program grade level has a separate edition. Published by GSUSA.

**Learning Petals** – Awards earned by Girl Scout Daisies. Each petal is a different color and represents one of the 10 parts of the Girl Scout Law. To earn a petal, a girl shows her Troop Leaders she understands the corresponding part of the Law.

**Leadership** – An activity that is identified, planned, and carried out by girls.

**LIT** – See Leader-in-Training.

**Lifeguard** – A person with current certification in life guarding skills and techniques from a recognized sponsoring agency and with additional training specific to the facility or body of water where she or he will guard.

**Minimal-Impact Camping** – Camping in which no trace of activities is left at the site. At an established site, minimal-impact camping means that the camper leaves the place cleaner than she found it.

**Money-Earning Activities (MEA)** – Valuable program activities planned and carried out by girls to earn money for the troop treasury for the accomplishment of well-planned program. Troops must meet certain requirements to be eligible to request additional money-earning activities.

**Orientation** – A training done at the Service Unit level introducing volunteers to Girl Scouts of Connecticut.

**Patrol/ Patrol System** – A subdivision of a Girl Scout troop; one form of troop government. In this system, the troop or group divides into small groups, with every member playing a role.

**Product Sales** – Girl Scouts of Connecticut-sponsored sales of authorized, tangible products, such as Girl Scout Cookies, nuts, or candy, in which groups may participate.

**Proficiency Badges** – Awards earned by Junior Girl Scouts indicating increased knowledge and skill in a particular subject.

**Program Aide (PA)** – An 11-17-year-old girl who works directly with a troop/group under the supervision of an adult volunteer. The Program Aide is required to attend a core training session where she learns the basics of working with groups of girls of varying ages and abilities and other training where she gains expertise in a particular field of interest, such as science, computers, or song leading. Once training is completed a PA may choose to lead younger girls in activities and apply those service hours toward the PA patch or other awards.

**Program and Training Book** – A listing of GSOFCT activities, events, training courses, and dates for the coming year.

**Program Box** – General supplies and instructions on specific topics needed for running an activity during a Girl Scout meeting or series of meetings. Program boxes are available through the Program Department.

**Program Goals** – The Three Keys that describe how girls will grow and develop through the Girl Scout experience. They are designed to help each girl discover, connect, and take action.

**Program Grade Level Training** – Leader training focused on working with girls at a specific Girl Scout grade level.

**Program Standards** – Each Program Standard specifies the elements of a quality program experience for girls. They describe the basic philosophy of Girl Scouting and the basic levels of health and safety that must be provided to girls.

**Quiet Sign** – A traditional technique for obtaining silence at all Girl Scout meetings, made by raising the right hand. As others see a raised hand, they raise theirs and become quiet until complete quiet is established.

**Rededication** – The formal troop ceremony where Girl Scouts renew their Girl Scout Promise and review what the Girl Scout Law means to them.

**Resource Library** – A well-stocked resource library with many program ideas and projects located in Service Centers.

**Roster** – A yearly listing of troops or Service Team members with addresses, phone numbers, and email addresses for easy reference.

**Safety-Wise** – A Girl Scouts of the USA publication providing guidelines (program standards) for safe, quality program administration.

**Salute to the Flag** – Girl Scouts use the civilian salute made by placing the right hand over the heart while standing at attention.

**Scouts' Own** – Girl-planned inspirational ceremonies held in the troop/group or at camp. It is an opportunity for girls to express their feelings about Girl Scouting or a topic of their choosing, such as friendship, being courageous and strong, or acting mature. Girl Scouts' Own is not a religious service.

**Sensitive Issues** – Special contemporary topics of a delicate nature that would require the Sensitive Issues Form completed by a parent or guardian.

**Service** – Assistance given without receiving compensation or recognition for the service performed.

**Service Center** – Office, meeting, and storage space maintained for the benefit of supporting a given geographic area and staffed by one or more Membership and Marketing Managers and other Council personnel.

**Service Team** – A team of volunteer workers usually composed of a manager or management team, one or more troop consultants, and one or more troop organizers/recruiters who provide direct service to troops within a Service Unit or other geographic subdivision of GSOFACT.

**Service Unit (SU)** – A geographic subdivision of Girl Scouts of Connecticut set by the Board of Directors.

**Service Unit Manager (SUM)** – The volunteer administrator at the local geographic level.

**Sign, Girl Scout** – Made by raising the right hand shoulder high, palm forward, three fingers extended, the thumb holding down the little finger. It is always used when the Promise is made or repeated, and may be used as a greeting when Girl Scouts and Girl Guides meet.

**Sit-Up-on** – A lightweight pad or mat used when sitting on the floor or ground.

**Tax Exempt** – Issued to troops at the start of each year. Because the organization is a nonprofit, troops are exempt from paying state sales tax, except in certain circumstances.

**Thinking Day** – A nickname still used by some people when talking about World Thinking Day.

**Three Keys** – See Program Goals.

**Trefoil** – The official emblem of the Girl Scout Movement in the United States of America, registered in the United States Patent Office by Girl Scouts. The three broad parts of the trefoil represent the three parts of the Girl Scout Promise.

**Troop** – An organized group of girls between the ages of 5 and 17 reflecting one or more of the six age levels that meet on an ongoing basis under the guidance of trained adults.

**Troop Committee** – A group of three to six adults who are registered with a Girl Scout troop and who help girls and Leaders carry out their plans.

**Troop Consultant** – A volunteer who provides ongoing help and advice to the Troop Leader. She is a member of the Service Team. See also Service Team.

**Troop Crest** – An emblem chosen by the girls to represent their troop.

**Troop Recruiter/Organizer** – A volunteer who organizes and recruits adults for troops in a Service Unit. She is a member of the Service Team. See also Service Team.

**Try-Its** – See Girl Scout Brownie Try-Its.

**Volunteer Resource Guide** – A reference for volunteers to use in day-to-day operation of troop business, prepared by GSOFACT.

**WAGGGS** – See World Association of Girl Guides and Girl Scouts.

**World Association of Girl Guides and Girl Scouts (WAGGGS)** – An organization of 136 member countries having national Girl Guides/Girl Scout associations.

**World Center** – One of four World Centers that welcome Girl Guides and Girl Scouts from around the globe offering opportunities to experience the international dimension of Girl Guiding/Girl Scouting. The four World Centers are Pax Lodge in London, England; Sangam in Pune, India; Our Cabaña in Cuernavaca, Mexico; and Our Chalet in Adelboden, Switzerland.

**World Thinking Day** – February 22, the birthday of both Lord and Lady Baden-Powell, celebrated as the day in which Girl Guides and Girl Scouts all over the world think about their counterparts in the World Association of Girl Guides and Girl Scouts (WAGGGS).

**SECTION 8:**  
**Girl Scout of Connecticut Forms**

Forms are available from the Form Library under Membership at [www.gsofct.org](http://www.gsofct.org), your Service Unit Manager, Membership and Marketing Manager, and at local Service Centers.