

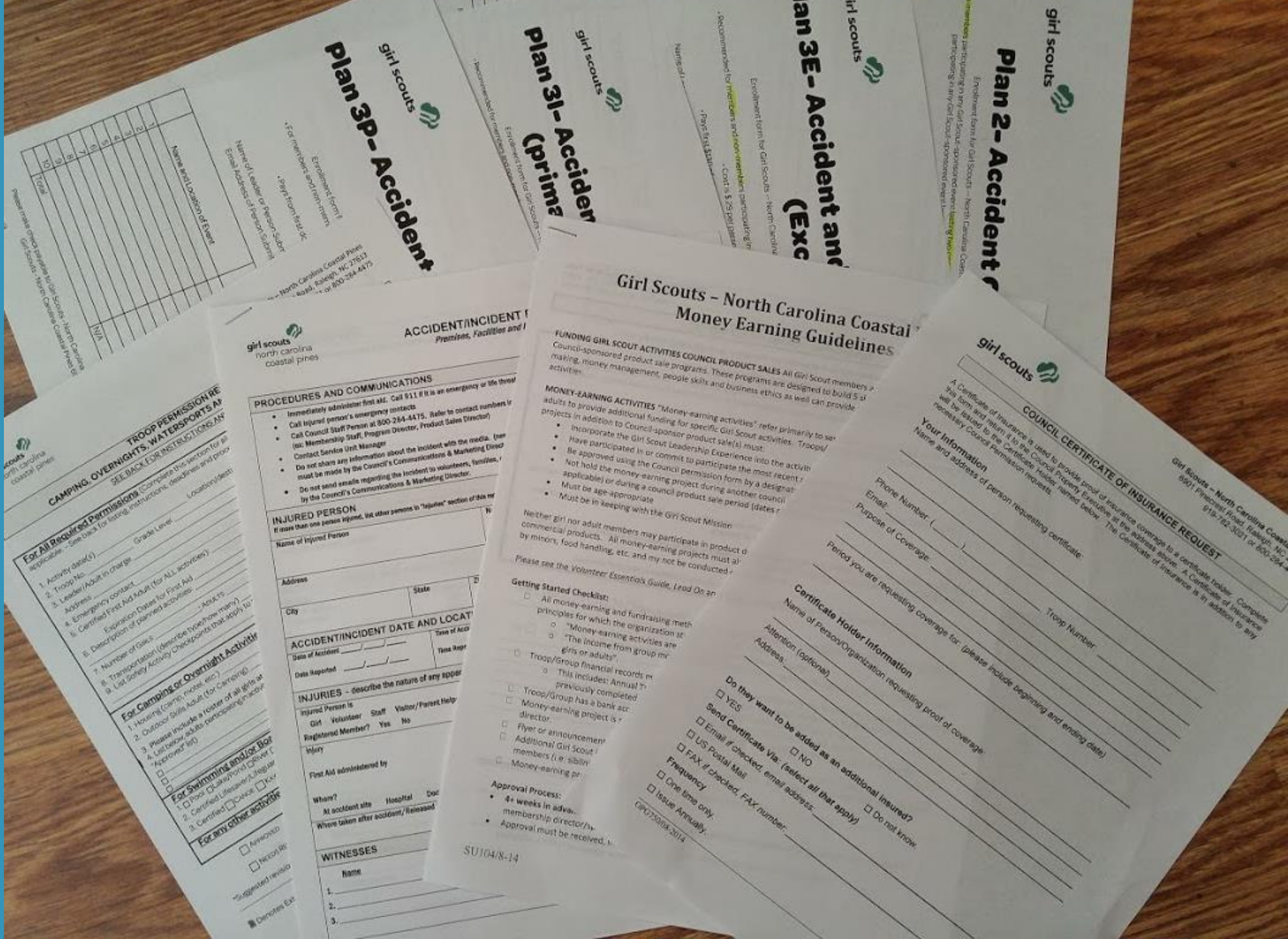


# WHAT A GREAT TEAM/SUM TRAINING

2015 ADMINISTRATIVE TEAM CONFERENCE

# FORMS

Forms we use and approve.



# FORMS WE USE AND APPROVE

- ❖ TP103 and any additional insurance coverage needed
- ❖ Troop Money Earning Project Request Form
- ❖ Incident/Accident Report and Log

# TP103 – TROOP PERMISSION REQUEST

## WHEN DO LEADERS NEED TO FILL THIS OUT?

- ❖ Camping outings
- ❖ Overnights
- ❖ Watersports
- ❖ Adventure Activities
  - ❖ Horseback Riding
  - ❖ High Ropes Course
  - ❖ Anything that someone needs to have special training to assist with

## HOW DO YOU DETERMINE WHAT ADDITIONAL FORMS ARE NEEDED?

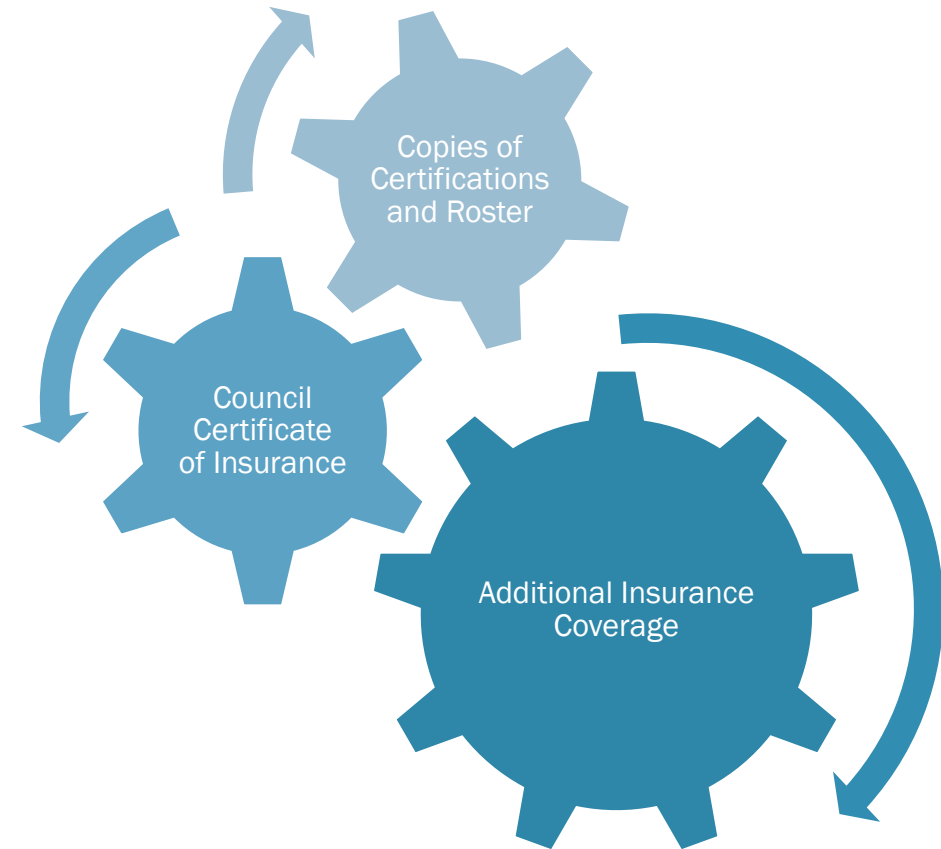
- ❖ What will you be doing?
- ❖ Are any vehicles or space being rented or borrowed?
- ❖ Is it just registered Girl Scout?
- ❖ How long will the trip be?
- ❖ Where is the trip?

# WHEN TO USE A TP103

- ❖ Camping outings
- ❖ Overnights
- ❖ Watersports
- ❖ Adventure Activities
  - ❖ Horseback Riding
  - ❖ High Ropes Course
  - ❖ Anything that someone needs to have special training to assist with

# TROOP PERMISSION REQUEST

- ❖ TP-103 – with copies of Certifications and Roster
- ❖ Council Certificate of Insurance Request
- ❖ Additional Accident and Sickness Coverage
  - ❖ Plan 2
  - ❖ Plan 3E
  - ❖ Plan 3I
  - ❖ Plan 3P



# TROOP MONEY EARNING PROJECT REQUEST



## **MONEY EARNING ACTIVITIES MUST:**

- ❖ Incorporate the Girl Scout Leadership Experience
- ❖ Be approved by Council
- ❖ Must be age-appropriate
- ❖ Must be in keeping with the Girl Scout Mission

## **TROOP MUST :**

- ❖ Have participated in or commit to participate the most recent product sale program
- ❖ Not hold the money-earning project during another council fundraising campaign or during a council product sale period

No Product Demonstration Parties, raffles, games of chance or commercial products and must comply with all local, state & federal laws regarding minors, food handling, etc.

**...DISCOVER ...CONNECT ...TAKE ACTION**

# INCIDENT/ACCIDENT REPORT AND LOG

## WHEN LEADERS NEED TO FILL THIS OUT

- ❖ A Crisis
  - ❖ Natural Disaster
  - ❖ Acts of Violence
  - ❖ Health Problems
  - ❖ Organizational Incidents
- ❖ Any substantial injury
- ❖ Any noteworthy incident

## WHERE THESE CAN OCCUR

- ❖ Troop meetings or Trips
- ❖ Local Area Events
- ❖ Council-Sponsored Events
- ❖ Adult Trainings
- ❖ Camping on Council Property
- ❖ Media or Communication Crisis
- ❖ Cookie Sale

# WHO SHOULD THE LEADER CONTACT?

- ❖ Troop Meeting or Trips/Local Area Events
  - ❖ Service Unit Manager who contacts Local Membership Director
- ❖ Council-Sponsored Events
  - ❖ Program Director
- ❖ Adult Trainings
  - ❖ County Training Manager
- ❖ Camping on Council Property
  - ❖ Camp Site Ranger
- ❖ Media or Communication Crisis
  - ❖ Area Media Coordinator
- ❖ Cookie Sale
  - ❖ Area Cookie Manager



# REGISTRATION AND RENEWAL

2015 ADMINISTRATIVE TEAM CONFERENCE

# MY GS

My Renewal Site and  
So much more!

## Welcome.

[VOLUNTEER TOOLKIT](#)



If you're a Daisy, Brownie, or Junior troop leader, go here for access to an action-packed year of activities. You'll find everything you need for a fun-filled year all in one place—including meeting-by-meeting breakdowns of what to do, resources, meeting aids, and more!

[MEMBER PROFILE](#)



Do you want to change your member profile or contact details? Do you need to renew a membership? Go to the Girl Scout Member Community for access to your member profile.

# RENEWAL OPTIONS

FAMILY, ADULT, GIRL, TROOP, “LIFETIME”

Welcome to Girl Scouts!

Ready to learn more about the organization and how we can help you get going?



I accessed and viewed the Girl Scouts video

The video presented a clear overview of being a Girl Scout volunteer.

The video showed me how to find answers to my questions about volunteering with Girl Scouts.

After viewing the video, I know where to find safety information essential to my role as a Girl Scout volunteer.

I know that I will receive help from Girl Scout staff and other volunteers, and I feel ready to begin.

Submit

**Membership Year: 2016**

I'll decide later	Active Member Name	Role	Renew	Do Not Renew	Status
<input type="checkbox"/>	Ella Girl Member	Troop09999	<input checked="" type="radio"/>	<input type="radio"/>	
<input type="checkbox"/>	Brenda Troop Leader	Troop Co-Leader, Troop09999	<input checked="" type="radio"/>	<input type="radio"/>	
		Area Service Unit Manager, Durham 10 SU Team	<input checked="" type="radio"/>	<input type="radio"/>	

**Continue**

Want to add a volunteer role for yourself? Maybe you want to add your daughter to a troop? No problem. Choose one of the options below:

**Volunteer Role**

**Girl**

## Renewal Options

If you need to renew or add a participation type for yourself, but you don't see the option, [click here](#).

Name	Position	Troop/Unit/Pathway	Continue This Position?
Brenda Troop Leader	Troop Co-Leader	Troop09999	Yes ▼
Brenda Troop Leader	Area Service Unit Manager	Durham 10 SU Team	Yes ▼

Are you Interested in Searching for Other Roles?  ▼

Next

From leading a troop to working an event, we'll help you find a volunteer opportunity that works for you. If you have a question or need more information, simply click on the title of the opportunity you'd like to know more about.

Pick a specific Troop/Group:

Troop/Group #

Find an opportunity near you:

Zip Code

Radius (miles)

Search

Clear Selection

## Your Selection for Brenda Troop Leader

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Volunteers Needed	Troop/Group#
<input type="checkbox"/>	Troop Fall Sale Manager	2,3	Pope Air Force Base	Weekly Wed	September 17, 2014 2:30 PM	1	Troop09999

[Next](#)

## Search Results

	Distance (in miles)	Title	Grade(s)	Location	Day(s)	Start Date/Time	Volunteers Needed	Troop/Group #
<input type="checkbox"/>	0	Adult Members	2,3	Pope Air Force Base	Weekly Wed	September 17, 2014 2:30 PM	0	Troop09999
<input type="checkbox"/>	0	Camp Certified Adult	2,3	Pope Air Force Base	Weekly Wed	September 17, 2014 2:30 PM	1	Troop09999

## Renewal Options

If you need to renew or add a participation type for yourself, but you don't see the option, [click here](#).

Name	Position	Troop/Unit/Pathway	Continue This Position?
Leslie Flood	Troop Co-Leader	Troop00584	Yes ▼
Leslie Flood	Test Leader	Outreach - CIS Ligon Site BFF	Yes ▼
Leslie Flood	Test Leader	SU801 Campaign	Yes ▼
Leslie Flood	Test Leader	SU860 Campaign	Yes ▼
Leslie Flood	GSNCCP Staff	SU888 Campaign	Yes ▼

Are you Interested in Searching for Other Roles?

[Next](#)

# LIFETIME RENEWAL



# GRADUATING SENIOR LIFETIME REGISTRATION

[HTTPS://GSNCCP.WUFOO.COM/FORMS/LIFETIME-MEMBERSHIP-FOR-GRADUATING-SENIORS-OFFER/](https://gsnccp.wufoo.com/forms/lifetime-membership-for-graduating-seniors-offer/)

## Home

Want to add a volunteer role for yourself? Maybe you want to add your daughter to a troop? No problem. Choose one of the options below:

[Volunteer Role](#)

[Girl](#)

### Renewal tip:

To renew more than one person in your family, use the "Family Renewal" tab. To renew just yourself or a girl, use either "Adult Renewal" or "Girl Renewal". If you are a volunteer and want to renew your troop, use the "My Troop(s)" tab.

Action	First Name	Last Name	Phone	Email	Role
<a href="#">Edit</a>	Brenda	Troop Leader	(800) 284-4475	testemail468618@testgmailaccount.com	Adult
<a href="#">Edit</a>	Ella	Girl Member	(800) 284-4475	testemail468619@testgmailaccount.com	Girl
<a href="#">Edit</a>	John	Troop Dad	(800) 284-4475	testemail468617@testgmailaccount.com	Adult

# GIRL RENEWAL

USE FAMILY OR GIRL RENEWAL

## Girl Renewal

If you need to renew or add a participation type for girl, but you don't see the option, [click here](#).

Would you like to continue your girl's participation?

- Yes
- No, but i'd like to review other Girl Scout opportunities
- No, my girl will not be continuing with Girl Scouts

Are you interested in searching for additional opportunities?

Name	Troop #	Action
Ella Girl Member	Troop09999	<a href="#">Next</a>

## Girl Renewal

If you need to renew or add a participation type for girl, but you don't see the option, [click here](#).

Would you like to continue your girl's participation?

Name	Troop #	Action
Ella Girl Member	Troop09999	<a href="#">Next</a>

# GIRL RENEWAL

## Ways to Participate

What are you interested in? Check out the list of opportunities below and choose. (You can search by age or location.)

If you have a question or need more information, simply click on the title of the opportunity you'd like to know more about.

If you're not certain what opportunity you'd like to choose, select "unsure," and let us know if you have questions. A staff member will reach out to you soon.

Pick a specific Troop/Group:

Troop/Group #

Find an opportunity near you:

Zip Code

27612

Radius (miles)

0

Grade as of Fall 2015

1

Search

Clear Selections

Skip Additional Opportunities

### Your Selection for Ella Girl Member

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Openings Remaining	Troop/Group#	Volunteers Needed To Start?
No Troop/Group Selected								

### Search Results

	Distance (in miles)	Title	Grade	Location	Day(s)	Start Date/Time	Openings Remaining	Troop/Group#	Volunteers Needed To Start?
<input type="checkbox"/>	0	Troop04403	1	St. Giles Presbyterian Church	Bi-weekly Tues	September 9, 2014 6:00 PM	1	Troop04403	0
<input type="checkbox"/>	0	Unsure			TBD		0	Unsure	0
<input type="checkbox"/>	0	Individually Registered Member					0	Individually Registered Member	0

# SHE'S IN LUCK!

There's a troop that has one opening that meets on Tuesday – Perfect!

OUR COUNCIL > FORMS AND DOCUMENTS > UPDATE MY TROOP

Have questions about joining our online troop catalog? [Read our FAQs](#) and fill out the form below to get started!

## Update My Troop

Please allow 3 business days for the request to be completed.

### UPDATE MY TROOP

Have something exciting to share? Maybe you've updated your troop meeting location, the time you meet, or the frequency. To help us maintain accurate records for your troop (for easy renewal and registration!) please take a moment to fill out the form below. These updates will be implemented into the MY GS community so that everyone has access to the troop information.

### JOIN THE CATALOG

Want to be displayed in our online catalog? Troops accepting new girls or troop volunteers can be displayed in our online catalog making it easy for your parents or new girls to go online and register for your troop! Simply check "Yes" to be displayed in our online catalog. You're only a few clicks away from your best year yet!

### URGENT REQUEST

**(If you want to display your troop in the online Catalog and you need this done right away so that girls can register to your troop, you may check this box. We will try our best to expedite your request.)**

Yes

NAME \*

First

Last

EMAIL \*

TROOP NUMBER \*

SERVICE UNIT

### DISPLAY TROOP IN THE ONLINE CATALOG

**(If this option is checked, please be sure to include Specific Meeting Location Address, Meeting Day, Meeting Time, Meeting Frequency)**

Yes

No

DISPLAY VOLUNTEERS ROLES IN THE ONLINE CATALOG



I can't wait to   
**Friends. Fun. And so much WOW.**  
 Join today >

I can't wait to   
**Make her day.**  
 Volunteer today >



**Volunteer e-Newsletter**  
 **Sign Up**

HOW TO  
 UPDATE MY  
 TROOP INFO  
 AND/OR  
 REQUEST  
 TO BE  
 DISPLAYED  
 ON THE  
 CATALOG

Great News! You can renew multiple members of your troop(s) at the same time. To renew multiple members, select the troop that you want to renew, then select the members of that troop who will be returning next year below.

Select Troop:

Troop00200  
 Troop00200  
 Troop09999

Select Member(s) to Renew	Campaign Member ID	Member Last Name	Member First Name	Current Membership Renewed Through	Role	Volunteer Position
<input type="checkbox"/>	00vg0000007TsDdAAK	Test	Leslie	September 2015	Girl	
<input type="checkbox"/>	00vg0000007TsEgAAK	Troop Girl	Susie	September 2015	Girl	
<input type="checkbox"/>	00vg0000007Ts7tAAC	Test	Angela	September 2015	Volunteer	Troop Co-Leader
<input type="checkbox"/>	00vg0000007TsDiAAK	Test	Angela	September 2015	Volunteer	Camp Certified Adult
<input type="checkbox"/>	00vg0000007TsDjAAK	Test	Angela	September 2015	Volunteer	Troop Cookie Manager
<input type="checkbox"/>	00vg0000007TsDnAAK	Troop Leader	Brenda	September 2015	Volunteer	Troop Co-Leader

Renew Membership



# TROOP RENEWAL

Closes September 30!

# ADDING ADDITIONAL VOLUNTEER ROLES

# Home



Want to add a volunteer role for yourself? Or do you want to add your daughter to a troop? No problem. Choose one of the options below:

[Volunteer Role](#)

[Girl](#)

## Renewal tip:

To renew more than one person in your family, use the "Family Renewal" tab. To renew just yourself or a girl, use either "Adult Renewal" or "Girl Renewal". If you are a volunteer and want to renew your troop, use the "My Troop(s)" tab.

Action	First Name	Last Name	Phone	Email	Role
<a href="#">Edit</a>	Brenda	Troop Leader	(800) 284-4475	testemail468818@testgmailaccount.com	Adult
<a href="#">Edit</a>	Ella	Girl Member	(800) 284-4475	testemail468819@testgmailaccount.com	Girl
<a href="#">Edit</a>	John	Troop Dad	(800) 284-4475	testemail468817@testgmailaccount.com	Adult

### Ways to Participate

From leading a troop to working an event, we'll help you find a volunteer opportunity that works for you. If you have a question or need more information, simply click on the title of the opportunity you'd like to know more about.

Pick a specific Troop/Group: Troop/Group #

Find an opportunity near you: Zip Code  Radius (miles)

### Your Selection for Brenda Troop Leader

Remove From Selected	Title	Grade	Location	Day(s)	Start Date/Time	Volunteers Needed	Troop/Group#
<input type="checkbox"/>	Camp Certified Adult		Glenwood Ave, Raleigh	Monthly Fri		1	Troop01396
<input type="checkbox"/>	First Aid/CPR Adult		Raleigh	Weekly Mon		1	Troop01255

### Search Results

Adult Renewal for Cristie Watson

## Become a member

Adults who want to join Girl Scouts can choose between a one-year membership or a lifetime membership. We just need a few more details.

This page is just for updating your contact information. Don't worry, you won't be charged for another membership.

Membership

\$15.00 Adult Membership (Valid 1) \*

Date of Birth

5/8/1977 \*

# ADDING ADDITIONAL VOLUNTEER ROLES



**FOR NEW  
MEMBERS**

**A SHOPPING  
CART!**



## Registration Summary

Ready for payment

The following membership registrations are ready for payment:

✕ Girl Membership (Valid 10/1/2015 - 9/30/2016) for Natalie Doe - [Edit](#) Request Financial Aid  
\$15.00

TOTAL \$15.00

ADD ANOTHER MEMBERSHIP

CHECKOUT

SHOPPING CART – A  
WAY TO REGISTER  
MULTIPLE FAMILY  
MEMBERS

FOR NEW MEMBERS

ADD ANOTHER MEMBERSHIP


Select a membership type:

Girl

Adult

CONTINUE

# ONE CHECKOUT – ONE ACCEPTANCE!



## Membership Registration Acceptance for Household

1. The Girl Scouts 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 Scouts Law. When making the GS Promise, individual members may substitute wording appropriate to their own spiritual beliefs for the word "God".

2. The Girl Scouts 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.

I/we accept and abide by the Girl Scouts Promise and Law \*

When participating in Girl Scouts activities I (or the person I am registering) give consent to be interviewed, photographed, videotaped, or electronically imaged for purposes of promotional materials, news releases, or other published formats for either the local Girl Scouts Council or Girl Scouts of the USA. The images will be the sole property of the local Girl Scouts Council or Girl Scouts of the USA. I hereby release and hold harmless the local Girl Scouts Council and Girl Scouts of the USA from any claim arising from the use of these images.

Email Opt In.  
Girl Scouts reserves the right to send transactional or service-related emails. I would also like to receive Girl Scouts promotional email.

Text Opt In.  
I would like to receive informational or marketing text messages (some of which may be autodialed), as well as autodialed/prerecorded calls from the Girl Scouts at the mobile number provided above. I understand that I am not required to agree to receive these text messages and calls to create an online profile.



### Confirmation and Thank You

Your payment has been accepted! If you have any questions, please contact [helpdesk@nccoastalpines.org](mailto:helpdesk@nccoastalpines.org). See you soon!

#### Paid By Credit Card

Membership Registration

	Amount	Qty	Total
Girl Membership (Valid 10/1/2014 - 9/30/2015)	\$15.00	1	\$15.00
		Section Total	\$15.00
		Order Total	\$15.00
<b>Total</b>			<b>\$15.00</b>

SAVE AS PDF

PRINT

We'd like to know a little more about you. If you'd like to answer the questions below, Girl Scouts of the USA will use the data to help us better serve our members.

BEGIN

[Privacy Policy](#) [Terms and Conditions](#)

# CONFIRMATION AND DEMOGRAPHICS SURVEY

Print your receipt or save it as a PDF!

# SU REPORTS AND ACCESS

View-only access to the Girl and Volunteer Catalogs

❖ Girl -

[https://girlscouts.secure.force.com/girl/GirlCatalog\\_TroopGroupRoleSearch](https://girlscouts.secure.force.com/girl/GirlCatalog_TroopGroupRoleSearch)

❖ Volunteer -

[https://girlscouts.secure.force.com/VolunteerCatalog\\_TroopOrGroupRoleSearch](https://girlscouts.secure.force.com/VolunteerCatalog_TroopOrGroupRoleSearch)

- ❖ Adults with Background Check
- ❖ Service Unit/Area Roster (in the works)
- ❖ New Troop Co-Leader list (being tested)



# BUILDING A DREAM TEAM – LET’S CHAT!

2015 ADMINISTRATIVE TEAM CONFERENCE

# GIRL RECRUITMENT

Every girl, every where.



# A GAME PLAN = RESULTS

1. Get the right people on the bus
  - ❖ Troop Recruiter
  - ❖ School Captain
2. Employ the recruitment game plan
  - ❖ Plan EARLY!
  - ❖ Put the plan into motion
  - ❖ Evaluate often

# READY, SET, RECRUIT!

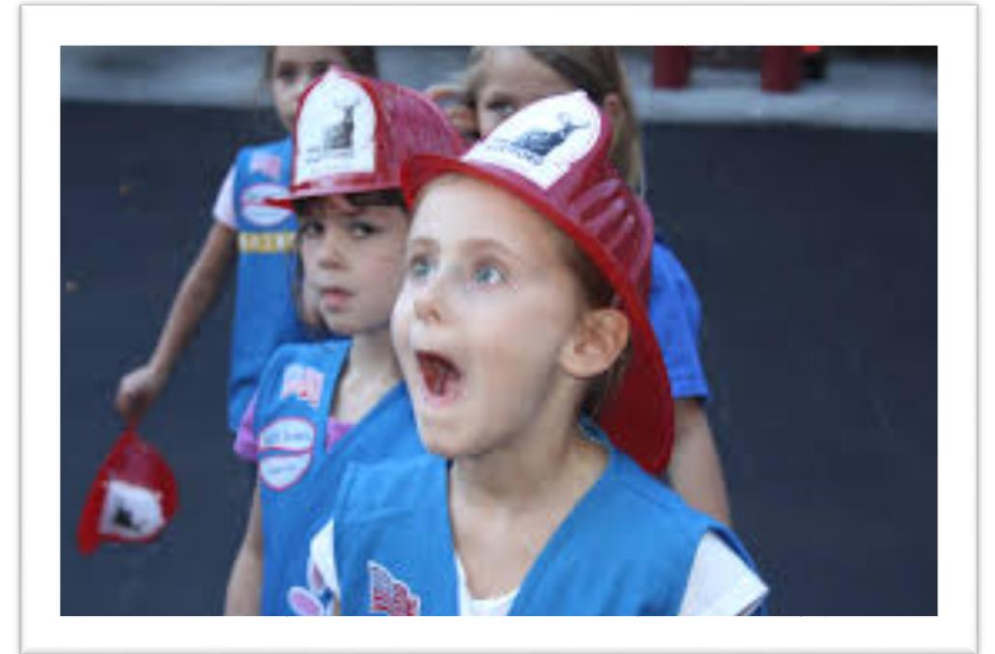
- ❖ Fall Recruitment Options
  - ❖ School open houses and back to school nights
  - ❖ Classroom visits
  - ❖ Recruitment event

# RECRUITMENT CONSIDERATIONS

- ❖ High number of girls at a school - think bring a friend
- ❖ Small number of girls at a school – think about an afterschool opportunity like a trefoil troop to get the adventure started
- ❖ Troop space available for a particular age group – think a princess party for grades K & 1 at school closest to troop openings or a mad scientist party for grades 2 & 3
- ❖ Older girl troop meets nearby, get a Daisy troop established as a Sister troop

# GET FIRED UP ABOUT GIRL SCOUTS

If you are interested in joining Girl Scouts, you are invited to join us for a hot craft and a cool treat. Learn about fire safety while constructing an edible fire, take a tour of the firehouse/trucks, create your own Girl Scout friendship bracelet, and enjoy a cool ice cream treat afterwards. Each girl who registers as a Girl Scout at this event will receive a Girl Power fun patch. Troop placement is available throughout Craven and Pamlico Counties for girls in K-12th. New volunteers bring new opportunities for troop placement. Don't miss this sizzling opportunity to fuel your girl's desire for fun and friendship!



# STEP RIGHT UP! ... JOIN GIRL SCOUTS



Step right up to hear all about Girl Scout opportunities in your area. Popcorn, face painting and carnival games will kick off your exciting Girl Scout adventure.

...DISCOVER ...CONNECT ...TAKE ACTION



Come one, come all!  
It's a Girl Scout round-up this fall.

Curious what Girl Scouts is all about?  
Saddle up and come try us out!

Food, games and lots of fun,  
the Girl Scout year has just begun.

**Who Can Attend:**

All school age girls and their families!

**Date & Time:**

Saturday, October 18<sup>th</sup>  
11:00 am – 2:00 pm

**Location:**

Middle School  
on RAF Feltwell

For more information, please contact:  
[angliagirlscouts@yahoo.com](mailto:angliagirlscouts@yahoo.com)



Could do a “grab your partner” phrase for bring a friend events. What a about a cute patch if the Girl Scout brings a friend?



**DISCOVER ...CONNECT ...TAKE ACTION**

# GIRL SCOUTS WANTED for the THIRD NEW YORK REGIMENT

To All Brave, Healthy, Able Bodied And Well Disposed  
Persons In This Neighbourhood Who Have Any Inclination  
To Join The Troop Now Raising Under General Washington

## TAKE NOTICE



### Now Recruiting

Men At Arms,  
Musicians And Camp Followers  
For Captain Gregg's Company

All Those With A Strong Interest  
In The History of New York State  
Are Urged To Join The Ranks!



## I can't wait to BUILD A SNOWMAN

Kindergarten Girls and a Parent are invited to  
"Come Build a Snowman"! You will learn all about  
the FUN you can have in Girl Scouts and have the  
opportunity to Build a new Kindergarten DAISY  
troop at your school!



Jackson Ave in the MRP  
Wed, January 21 3:30-5 PM  
OR Junction Ave

Thurs, January 29 6:00-7:30PM

Here's some  
**FROZEN**  
FUN we have planned for you!

- Build an Olaf snowman
- Attend a coronation and receive your own Girl Scout crown
- Girl Scout indoor snowball fight
- Enjoy a FROZEN snack

Join a  
Girl Scout  
Troop

Local GIRL SCOUT Connection:  
Vivian Hockley  
800-547-4475, ext. 3045  
Vivian.hockley@gsusa.com

## Be a Girl Scout!

This event is not sponsored by the Girl Scouts of the Hudson Valley Area Council. Admission is non-refundable. All items are for sale. All items are for sale. All items are for sale.

## Get Your SKATE On!



Monday, September 30, 2013

6:00 - 9:00 p.m.

Skateway

2424 North Verity Parkway, Middletown, 40442

\$2 Admission

FREE Skate rental

FREE fun patch for Girl Scouts!

Bring a friend who registers at the event and get  
an additional patch!

**ALL NIHKA GIRL SCOUTS**  
are invited to come celebrate the start  
of a new year and make new friends!

If you have questions please email [nihkagov@yahoo.com](mailto:nihkagov@yahoo.com)

We'll see you at the rink!

Registration tables will be available for NEW and  
RE-REGISTERING Girl Scouts and Volunteers!

# ADDITIONAL RECRUITMENT IDEAS

# SPRING RECRUITMENT OPPORTUNITIES

- ❖ Cookie sale
- ❖ Cookies & Milk with Santa
- ❖ Pizza box tops
- ❖ Area festivals
- ❖ Local events
- ❖ Pre-schools
- ❖ Summer series

**THANK YOU!**