programs & events coordinator
The Service Unit Program & Events Coordinator enthusiastically facilitates and coordinates fun and exciting service unit programs and events that support and enhance the Girl Scout Leadership Experience.

Our Mission:
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
<table>
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<tr>
<th>Qualities of a Great Girl Scout Leader</th>
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<tr>
<td><strong>Honesty</strong></td>
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<tr>
<td>You are a trusted representative of your service unit and of Girl Scouts. If you strive to make honest and ethical decisions, your team will too.</td>
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<tr>
<td><strong>Ability to Delegate</strong></td>
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<tr>
<td>Where there is trust, there is strength! The ability to delegate tasks to appropriate team members is one of the greatest skills you can have.</td>
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<td><strong>Communication</strong></td>
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<tr>
<td>Be clear and be knowledgable about what you want done or the information you wish to convey. If you can't explain it, they can't understand it.</td>
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<tr>
<td><strong>Sense of Humor</strong></td>
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<tr>
<td>Always try to find the smiles inside the struggles! If you strive to find the “punny” and positive side of any situation, your teammates will too!</td>
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<tr>
<td><strong>Confidence</strong></td>
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<tr>
<td>When setbacks occur, help assure everyone that everything is going to be OK. Be a source of encouragement and calm during life’s little storms.</td>
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<tr>
<td><strong>Commitment</strong></td>
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<tr>
<td>Lead by example. If you expect your team to work hard and give of their time and talents, always do your best to do the same.</td>
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<tr>
<td><strong>Positive Attitude</strong></td>
</tr>
<tr>
<td>Help keep your team focused on the goals ahead by keeping a smile on your face and in your voice. Positive energy produces positive results!</td>
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<tr>
<td><strong>Creativity</strong></td>
</tr>
<tr>
<td>Problems don’t always have clear solutions and sometimes the best ideas take a little time to find. Always try to think outside the box!</td>
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<tr>
<td><strong>Ability to Inspire</strong></td>
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<tr>
<td>Motivation is key to achieving your goals. Keep everyone’s spirits high by appreciating hard work and recognizing team members’ strengths.</td>
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<tr>
<td><strong>Intuition</strong></td>
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<tr>
<td>Use your best judgment. Trust your gut. When there is no roadmap telling you where to go or how to proceed, trust yourself and trust your team.</td>
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# PROGRAM & EVENTS COORDINATOR

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The basic job description for the Service Unit Programs & Events Coordinator is listed below. We would like for you to be the first line of contact for all of our troops across your service unit regarding all programs and/or events and other duties as noted.

- Create, implement, and maintain SU calendar of programs and events; submit to council Program Department.
- Promote and encourage council-level initiatives, programs, events, and camp opportunities.
- Provide guidance, assistance and support with travel standards and insurance guidelines.
- Implement, participate in, and/or support council National Stand Beside Her activities.
- Ensure service unit hosts an annual family event, Court of Awards (in collaboration with Learning & Support Coordinator), camporee and recruitment event(s).
- Work with the service unit team to recruit volunteers to plan, implement and evaluate service unit events.
- Submit work plan and manage budget for all service unit events.
- Ensure that all events are girl-led, involving girls in brainstorming activities, the planning and implementation process when appropriate.
- Monitor and ensure compliance with health and safety standards for all service unit functions, as outlined by GSHS and GSUSA guidelines.
- Ensure that all service unit events are open and accessible to all girls of appropriate grade level.
- Organize registration and payment methods for events, keeping accurate participation and financial records and receipts.
- Design flyers and advertising materials for events in collaboration with the Community Relations Coordinator.
- Ensure that girls and adults from varied social, cultural, ethnic, religious and economic backgrounds are considered when planning events.
Thank you for accepting the position of Service Unit Program & Events Coordinator. You are a vital member of the team at Girl Scouts Heart of the South!

The primary role of the Service Unit Program & Events Coordinator is to help promote and encourage participation in council-sponsored programs and to help plan, promote, and coordinate service unit-sponsored programs and events throughout the year. Council program staff will work with you to identify and train volunteers on how to deliver Girl Scout programs. We are also encouraging service units to plan and host at least two events per year.

In addition to an individual troop’s activities, these additional opportunities are meant to help enhance the Girl Scout Leadership Experience and are open to any Girl Scout.

This playbook is designed to present you with overall knowledge about the various types of council-sponsored programs along with all the tools needed to guide your team in the planning and safe execution of your own service unit events. In the Appendix, you will find additional information about several of our program categories along with other important forms and documentation that you will need in order to fulfill your role as Service Unit Program & Events Coordinator. Thank you again for agreeing to serve.

We appreciate your time and continued dedication to Girl Scouts!

COUNCIL-SPONSORED PROGRAMS

Council programs are now divided into nine interest based categories:

- Adventure
- Awards & Scholarships
- Camping
- Connect
- Day Camp
- Equestrian
- Partners
- STEAM
- Travel

Well who doesn’t love a great adventure?

Our ADVENTURE program category includes the GEAR program [Girls in Extreme Adventure Recreation] which gives girls the opportunity to explore the outdoors through extreme outdoor experiences like white water rafting and rappelling. Be sure to check Heartstrings and our online activity calendar often for upcoming ADVENTURE experiences and share them with your service unit.

Awards & Scholarships are key components of the Girl Scout Leadership Experience.

Check with your Service Unit Learning and Support Coordinator to find out about all of the awards available for girls in each grade level - including all necessary trainings and requirements - and speak to your council liaison regarding available scholarships. Speak to your Service Unit Development & Advancement Coordinator about hosting a Scholarship Social event for your service unit to benefit YOUR girls.

The Girl Scout Gold Award is the highest award in Girl Scouting. Learn more about the Girl Scout Gold Award and its requirements at http://www.girlscouts.org/en/our-program/highest-awards/gold-award.html
The camp experience is integral to Girl Scout life.

Whether through participating in summer resident camp or a weekend camporee with your service unit, the fun and excitement of Girl Scout camp fills each girl with memories to last a lifetime. Girl Scouts Heart of the South owns three camp properties which are available throughout the year for service unit or special events or for volunteer trainings. Be sure to check Heartstrings and the online activity calendar often for information on upcoming council-sponsored programs and events being held at each camp. For more information, visit our newly redesigned camp website at www.getheroutdoors.org and be sure to see the Appendix for site reservation information.

Camp Fisherville
Kamp Kiwani
Camp Tik-A-Witha

Connect with each other and with the council!

Connect is a new area of programming that links the council directly to the troops and service units through great new programs such as event director trainings, Journey Jamborees, Programs in a Box, and our new Pop-Up Programs. These are predetermined programs that the council will take directly to the service units. Please note that to qualify to have the council provide a Pop-Up Program for your service unit, the service unit must first host two service unit-sponsored events during the year. You can also encourage individual troops to take advantage of the council’s various “Programs in a Box” that can be checked out for troop use. More information about “Pop-Up Programs” and “Programs in a Box” can be found in the Appendix.

Camp Fisherville has been renovated and is perfect for day camp!

Girl Scouts Heart of the South is planning to introduce council-sponsored day camp in Summer 2016 at the newly renovated Camp Fisherville right outside Memphis in Fisherville, TN. Stay in touch with your council liaison as we will soon begin training service units who are interested in holding their own day camps at this amazing facility.

New features coming for the Equestrian Program at Kamp Kiwani

For many years, Kamp Kiwani has been the home of GSHS’s exceptional Equestrian Program. This coming year we have plans to launch a comprehensive progressional riding program, and thanks to a private donor, our horses are getting a new home! Funds for a barn have been designated and construction will begin in 2015. For more information about upcoming Equestrian Program events check Heartstrings and visit our online activity calendar.
GSHS has great program partners!

GSHS teams up with other local businesses and organizations throughout the year to offer unique programming opportunities for our girls. Check Heartstrings and the online activity calendar often to see what partnership events are coming up and promote them to your Service Unit Team. Current partners include:

- Delta State University
- Elvis Presley Enterprises
- HealthWorks!
- Junior Auxiliary
- Kappa Delta
- Memphis Grizzlies
- Memphis Zoo & Aquarium
- Mississippi State University
- Pink Palace Museum
- University of Memphis
- University of Mississippi

GSHS goes full-STEAM ahead!

A portion of GSHS council-sponsored programs include activities that promote STEAM [science, technology, engineering, arts & math] education and skills. These include our upcoming new Lego Robotics program and our first ever council-wide Powder Puff derby, in partnership with Mid South Raceway! Check the online activity calendar often to see what other STEAM events are coming up and promote them to your Service Unit Team.

Get ready, get set, Girl Scouts, GO!

On March 11, 2015, GSHS launched “Girl Scouts Go!,” a council-sponsored travel program offering regional, national, and international travel opportunities. We are also preparing a travel program for younger Girl Scouts called “Let’s Explore” for girls in 4th grade and older. Plans are also in progress to offer “Travel with a Purpose,” a travel opportunity for older girls through our new World Changers program. Check Heartstrings and the online activity calendar often to learn more about upcoming GSHS travel opportunities and promote them to your Service Unit Team.

GSHS is pleased to continue Stand Beside Her,

a national call to action initiative started by GSHS, to mentor, support and develop women and girls; to end comparison and competition and create more collaboration and support for one another. Starting in childhood girls are inundated with negative messages and behaviors that prevent them from building healthy relationships and ideals about their potential. Girls keep these unhealthy ideals and relationships as they mature into women.

At Girl Scouts Heart of the South, we’re developing the next generation of girl leaders. We want to create a world where all women and girls are appreciated for their talent, strengths and uniqueness. As a Service Unit Program & Events Coordinator, it is your responsibility to promote Stand Beside Her campaign efforts and to help your Service Unit Team brainstorm ways to celebrate National Stand Beside Her Week (the last week in October of each year). For ideas and more information, visit the Stand Beside Her website at www.standbesideher.org.
SAFETY GUIDELINES & COMPLIANCE

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times.

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. They’re linked right [HERE](www.girlscoutshs.org/activitycheckpoint). Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.

2. **Arrange for proper adult supervision of girls.** Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.

3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.

4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council’s guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.

5. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls’ families.

6. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.

7. **Ensure safe overnight outings.** Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.

8. **Role-model the right behavior.** Never use illegal drugs. Don’t consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.

9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating
Upon registration, every Girl Scout and adult member in the Girl Scout movement is automatically covered under the basic plan (Mutual of Omaha). The entire premium cost for this protection is borne by GSUSA. The basic plan is effective during the regular fiscal year (October to the following October). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual’s primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-registered parents, tagalongs, (brothers, sisters, friends), and other persons are not covered by basic coverage.

This insurance coverage is not intended to diminish the need for or replace family health insurance or to replace the benefits that may be available under a family medical plan. Rather, it is the plan’s objective to provide you and the parents/guardians of each girl entrusted to your care the assurance that, should the need arise; financial coverage is available to help pay the medical expenses of accidents that occur during normal, supervised Girl Scout activities.

An optional plan of activity insurance is available for Girl Scouts taking extended trips and for non-members who participate in Girl Scout activities. These plans are secondary insurance that a council may offer to cover participants taking part in any council-approved, supervised Girl Scout activity. Optional insurance coverage is available for any Girl Scout activity that involves non-Girl Scouts or lasts longer than three days and two nights.

GSHS requires you to submit an Additional Insurance Request form along with payment (minimum payment $5) to your local service center three weeks prior to event or travel (see Appendix for form). All claims must be submitted through the council office. Mutual of Omaha will not process claims unless submitted through council.

Accident/Incident Report should be submitted to the council within 24 hours (see Appendix for form).
GUIDELINES FOR COORDINATING & HOSTING EVENTS

Event Planning At-A-Glance
The success of an event, more than anything else, depends on careful planning. The following steps will help you plan a successful event for your service unit (or council-wide) event.

1. Determine the purpose and the focus of the event.
2. Recruit an event committee.
3. File any necessary paperwork For council-wide events:
   a. Complete Proposal for Council Wide Event form (see Appendix).
   b. Once approved, council will add to the council activities calendar noting if the event is sponsored by a service unit.
4. Complete a Site Reservation Form if the event is to be held at a council property (see Appendix).
5. Determine the budget for the event.
6. Plan the event considering the following criteria:
   a. Number, ages, abilities of the participants
   b. Space and facilities of the event area
   c. Registration process – is this to take place through the council or service unit?
   d. Program staff/facilitators/cooks needed
   e. Program for event including specific activities and schedule
   f. Event evaluation
   g. Clean-up plan

THE IDEA
So, someone says, “Wouldn’t it be nice to have a Brownie Play Day?” “Oh yes!” says someone else. “We could have games, songs, a cookout, and do some camp skills, too!” Right there is an IDEA for an event! So, what do you need to do to really make it happen?

STEP ONE: TEST THE IDEA
Before adding it to the calendar, you need to ask some questions to be sure the event is realistic and feasible.

- Is there a need for an event like this?
- Is it appropriate for the grade level(s) that will be served?
- Does the idea appeal to or provide something the intended audience wants?
- What is the potential for attendance? How many girls and adults must attend in order to make it feasible?
- Does the program for the event meet the council’s and service unit’s goals and objectives?
- Are there other events planned that will conflict with the event? Are there any meetings, or major holidays that will occur at the same time?
- Is the event affordable?
- Is there enough time to plan the event?
- Will the event be worth the time, money, and effort that will be invested?
- Is the event weather-dependent?

If you determine that your idea should be a “go,” move on to Step 2!
STEP TWO: PLAN THE EVENT

The success of an event depends on careful planning. The following steps will help you and your committee to plan a successful event.

- Determine the purpose and focus of the event.
- Recruit the committee (if needed). See “The Personnel” below.
- Choose an appropriate site, keeping weather in mind. Complete a Site Reservation Form if the event is to be held at a council property (see Appendix). See “Event Site” below.
- Develop a budget. See “Budgeting” on page 6.
- Plan the event considering: (See “Event Program” on page 6)
  a. Number, ages, abilities of the participants
  b. Space and facilities of the event area
  c. Registration process – is this to take place through the council or service unit?
  d. Program staff/facilitators/cooks needed
  e. Program for event including specific activities and schedule
  f. Event evaluation
  g. Clean-up plan
- Carry out the event.
- Evaluate and compile the final report.

THE PERSONNEL

The event director (Service Unit Program & Events Coordinator or other designated volunteer) and/or committee will plan the event, find the committee, manage the budget, and operate the event. The team should include people who can and will be present both for planning meetings and during the entire event. The event director should try to recruit members who will have no troop leadership responsibilities during the event. An event director may choose to divide responsibilities differently depending on the type and size of the event. Some suggested positions are:

- Assistant Event Director – assists the director as needed.
- Business Manager – handles all of the event finances and keeps records for the event such as budget, contracts, check requests, etc. (see Appendix for forms).
- Program Manager – is responsible for planning and seeing that the event program is carried out.
- First Aider – arranges for first-aid supplies to be available at the event and establishes a central station at the event. Must be certified.
- Program Staff/Facilitators – persons assisting with archery, Challenge Course, and lifeguards must all meet the certification requirements outlined by the council. Complete the Outdoor Adventure Activities Request form (see Appendix) if applicable.
- Cooks – must have completed the Food Service Training in order to use the dining hall kitchen. Contact the council Program Department for assistance in securing a cook.

EVENT SITE

Once an appropriate site for the event has been located, a site visit should be scheduled. Refer to Safety Activity Checkpoints for activities being offered. (www.girlscoutshs.org/activitycheckpoint)

Be sure to consider the following items:

1. Is the space large enough for the maximum number expected?
2. Is the space suitable and SAFE for the activities planned? Is it handicap accessible?
3. What are your contingency plans for inclement weather?
4. Are there plenty of bathrooms? (Are port-a-potties needed?)
5. What arrangements need to be made for trash disposal? Recycling?
6. Is it possible to leave the building/site easily in case of fire?
7. Who is the person to contact when making arrangements? Is there a backup person who can be contacted?
8. Make sure the arrangements are clear; including date, times, cost, facilities you can and cannot use, available equipment, and what services are provided. It’s best to obtain written confirmation with all the details.
9. Be sure there is adequate parking for the number of vehicles expected. Clearly mark the parking areas so participants can easily find their way upon arrival. Having people in the parking area to direct traffic and answer questions is a good idea.
10. You may want to have people in the event area to help participants find their way to restrooms, registration areas, and activities.

If this event is council-wide, and taking place on a council property, please complete the Site Reservation Form (see Appendix) once the proposal for the event has been approved. This will ensure your date is secure. Site Reservation fees for council-wide events will be waived.

**BUDGETING**

When you are budgeting for the event, you need to think of everything. To begin with, estimate the minimum number of people who will attend the event and plan for that number. It is easier to increase the budget than to decrease it.

Using the Event Budget Form as a guide (see Appendix):

- Estimate expenses for each of the items listed that you will need for the event.
- Decide if both girls and adults will pay or only girls pay.
- Divide the number of people (minimum) that you expect to pay into the total estimated cost of the event.
- This will give you the fee per person

You can also go about planning your budget by first determining the amount that each person will pay (including the patch, if there is one). Then decide how much of this total amount will be spent in each expense category. For the budgets to be balanced, remember the total income and the total expenses lines should be the same amount.

**EVENT PROGRAM**

Programming (activities) for the event should be chosen keeping the number of participants, their ages, and their abilities in mind. Activities planned should be FUN, challenging, and in keeping with the theme or purpose of the event.

While planning the event activities, consider...

- ...whether troops will need to prepare something for the event like SWAPs or a skit. They will need the information far enough in advance so that they have at least 3 or 4 meetings to prepare.
- ...if there are rules (do’s and don’ts) for the event. If so, publicize them clearly in advance.
- ...how you will communicate with attendees at your event. Depending upon the space, you may need to use a loud speaker system to talk to large groups. If microphones are not available at your event site, check with your regional service center to see if there is a portable PA system you can check out.
- ...that events should have a definite opening and closing ceremony. Participants should know for sure when the event is about to begin and when it is at an end. Be clear and concise in your instructions to participants. Do not assume that people know what you expect of them.

Participants should be divided into small groups for activities.
Colored bracelets, different name tags, etc. are good means of determining groups. Be sure girls have at least one or two buddies with them in their group. Be flexible.

**SCHEDULING**

- Allow time for setup before registration begins.
- Provide a printed Schedule of Events/Agenda. These should be clear and available to all participants.
- Allow at least 30 to 45 minutes for registration before the event opening. Publish the beginning and ending registration time. FOR CAMPING- Allow several hours for arrival and setup before the first activity is scheduled to begin - particularly if troops need to pitch tents and/or cook meals.
- Activities should begin and end on time as much as possible. Keep in mind the distances people need to travel when planning the starting and ending times.
- All activity leaders should be in place, with all required material, at least 30 minutes before the activity is scheduled to start.
- Allow time for groups to move from activity to activity. The larger the group, the longer this will take.
- Be sure activity leaders know how much time they have and can identify the signal to change groups.
- Plan “flex” time into the schedule – just in case things run behind. An easy way to do this is to allow more time than you need for lunch/dinner or the closing ceremony.
- Plan in some quiet time for rest and relaxation. All-day events (including travel time from home) are long days for girls. Weekend events need rest time planned in as well.
- Remember to allow time for clean-up and evaluations.

**SHOPPING**

If the event is to be council-wide, you have several options on purchasing items/supplies:

- You can purchase items with troop money or personal funds and be reimbursed after the event.
- You can meet with a program staff person and go over your list of materials that they can then purchase for you.
- You can also take a staff person shopping with you to purchase the supplies and they can purchase these items for you.

All receipts should be turned in with the Event Final Report seven days after the event (see Appendix for form).

**FOOD**

If meals/snacks are to be part of the event, consider the following:

- Who will provide the meals? Who will plan the menu, buy the food, cook and clean up? It should be someone who does not have any other responsibilities at the event.
- Be sure to include a “dietary restrictions” line on the registration form.
- Where will the food be stored (i.e. refrigerator, coolers, etc.)?
- Allow time for preparation, eating, and clean-up.
- What provisions have been made for garbage disposal?
- If troops are bringing lunches, have a designated place for these items to be stored in an orderly fashion.
- For Camp: Anyone wishing to use the dining hall kitchen must receive Food Service Training. Contact the GSHS Program Department for more information.
COUNCIL-WIDE EVENT CONFIRMATIONS

For council-wide events, the council will send out confirmations to all registered participants. Information to be included in the confirmation details must be completed and turned into the council office one month prior to the event.

Include the following information:

- Date(s) of the event
- Location of the event
- General schedule of events
- Any special items to bring
- Dietary Limitation information

HEALTH, SAFETY, AND SECURITY

Maintaining the health and safety of our girls and volunteers must be a top priority at all programs and events.

Each event should have a first aid station. If it is a camping event, leaders need to be responsible for their troop’s first aid. Serious emergencies should be reported to the event first aider. You should have insurance forms on hand in case they are needed (see Appendix).

Leaders should bring their girls’ Health History Form (completed at the beginning of each year and kept on file with the troop leader) with them to the event. Be sure leaders know this in advance. Communicate this to them in whatever materials you send confirming receipt of their registration for the event.

Procedures for Serious Accident, Emergency, or Crisis Situation:

- Give priority attention to care of injured person
- Secure Doctor, Ambulance, and Police as appropriate
- Provide supervision for those not involved
- Refer all media to Jenny Jones, Sr. Director of Communications and Community Engagement at (662) 350-6041 or jenny.jones@girlscoutshs.org.

Note: Do not make any statements to the press. Your response should always be: “A statement will be made by an official council representative once more is known.”

INSURANCE

Girl Scout Activity Insurance covers registered girls and adults that participate in the event. If the event lasts 3 days or more or there are more than 150 participants, additional insurance must be purchased. See page 5 of this manual for more information about Girl Scout Activity Insurance and additional insurance. See Appendix for forms.

EVALUATIONS

You may wish to design several evaluations for the event. Before you design the evaluation, you need to decide what you want to know. Do you want to know what the girls/adults like/disliked most? Suggestions for future events? Questions on cost, facilities, etc.

Be creative with the evaluation, but find out what you want to know. Not all evaluations have to have written answers. Sometimes you can perform effective informal assessment evaluations simply by asking questions and getting answers by asking for applause or by asking girls to stand or sit. If this event is a council-wide event, your evaluation results must be included on the Event Final Report and turned into the council office. Evaluations do not always have to be written in paragraph form. Results could be presented as graphs if that seems more effective. See Appendix for form.

If this is a council-wide event we can mail you evaluations prior to the event. Please let the council Program Department know if you need evaluations or if you want to make
RECOGNITIONS
Each person who helps with the event should be recognized for sharing their time and talents. Below are some great ideas for how to recognize volunteers. You can also ask your Service Unit Learning & Support Coordinator for more ideas on how to say, “Thanks!”
- Recognize all the helpers with special name tags.
- Thank those who made the event possible during the closing ceremony.
- Helpers always appreciate thank you letters. You may also want to give small tokens such as certificates, gifts, or event patches with helper rockers.

COUNCIL-WIDE EVENT FINAL REPORT
As soon after the event as possible, summarize the evaluations, complete the financial reports, and complete the Event Final Report. Please mail all copies to the Council office 7 to 10 days following the event. See Appendix for forms.

THANK YOU for your continued dedication to Girl Scouts, our mission, and to Girl Scouts Heart of the South! We appreciate you!
APPENDIX A

GSHS Program Descriptions & Information
The program team will deliver GSLE program with the following requirements met for service units:

**Guidelines:**

1. The group must meet girl/adult ratios outlined in Volunteer essentials.
2. The group must meet with the Regional Program Specialist to work on details of the event.
3. The group must have a minimum of 50 members attending the event.
4. The program team will need at least 2 possible dates and 8 weeks’ notice before the programs can be delivered.
5. The group must provide the location.
6. The group must select a program from a list of programs.
7. Groups will be serviced on a “first come, first served” basis.
8. The group must be an active service unit (holding at least 2 events within the Girl Scout year).
9. The group must register using the GSLE Program Request Form.
GIRL SCOUTS HEART OF THE SOUTH
POP UP PROGRAMMING DESCRIPTIONS

Team building
As Girl Scouts we want to build leaders of tomorrow and that is the intention of this event. We will start with getting to know each other and move into communicating and finally working together to solve problems as individuals, pairs, and a cohesive team. This event is designed for multi-ages and intended to meet each girl on her individual level. It is interactive and requires involvement from all participants. Girls will learn about themselves as well as other girls from other troops and how they can accomplish tasks given to them by working together. (Minimum: 50 Maximum: 100)

I can be anything...
Daisy-Brownie
Girl Scouts will learn about different careers that relate to the badges they are currently working on. Girls will participate in fun activities associated with each career and try something new they’ve never done. Girls will meet women in these professions as well as take photos as they become a become a Be Anything Barbie themselves!! (Minimum: 50 Maximum: 100)

Etiquette Everywhere
Junior, Cadette, Senior
This event will focus on different types of etiquette for multi-grade levels; from table etiquette to business etiquette. The girls will learn manners while eating, how to interview for a job or scholarship, and also correct etiquette online. (Girls will earn portions of Social Butterfly, Business Etiquette, and Netiquette badges which can be bought at your local Council Shop.) (Minimum: 50 Maximum: 200)

Journey-in-a-Day
Daisy-Brownie
This day is all about JOURNEYS! Not sure how to earn a Journey? Girls attending the event and meeting the requirements will earn the awards set out in the specific Journey and will also be awarded a certificate for their completion. Journey awards can be purchased at the Council Shops for each participant. (Minimum: 25 Maximum: 200)

Journey-in-a-Day
Juniors-Cadettes
This day is all about JOURNEYS! Not sure how to earn a Journey for their grade level? This is the event for you. This event will bring the Girl Scout Leadership Experience to life! All girls attending the event and meeting the requirements will earn the awards set out in the specific Journey and will also be awarded a certificate for their completion. Journey awards can be purchased at the Council Shops for each participant. (Minimum: 25 Maximum: 200)

Journey-in-a-Day
Seniors-Ambassadors
This day is all about JOURNEYS! Not sure how to earn a Journey for their grade level? This is the event for you. This event will bring the Girl Scout Leadership Experience to life! All girls attending the event and meeting the requirements will earn the awards set out in the specific Journey and will also be awarded a certificate for their completion. Journey awards can be purchased at the Council Shops for each participant. (Minimum: 25 Maximum: 200)
Pop-Up Programming Request Form

To request program, please submit form to your local service center or email to emilie.hutcheson@girlscoutshs.org at least 8 weeks in advance. After the request has been reviewed, you will be contacted by the council. Please remember, however, that the ability to fulfill the request depends on the availability of council facilitators.

Name: ____________________________________________ Volunteer Position: ____________________________

Phone: (_____)___________________________ Email: ________________________________________________

Service Unit/County: ____________________________

Program Requested:

☐ Journey (Daisy-Brownie)

☐ Journey (Junior-Cadette)

☐ Journey (Senior-Ambassador)

☐ Team Building (Juniors-Ambassadors)

☐ I can be anything... (Daisies and Brownies)

☐ Etiquette Everywhere (Juniors, Cadettes, and Seniors)

When:

☐ Jan/Feb ☐ May/June ☐ Sept/Oct

☐ Mar/Apr ☐ July/Aug ☐ Nov/Dec

What location can you provide for this program?

Facility name: ________________________________________________________________
Facility address: ______________________________________________________________
Facility contact (who will confirm location?) _______________________________________
Contact number: (_____)________________________ Email: __________________________

Expected attendance: _________

Additional comments/information: __________________________________________________

_________________________________________________________________________________
GIRL SCOUTS HEART OF THE SOUTH
PROGRAM KIT DESCRIPTIONS
All kits include materials for 15 girls.
All kits include materials for one 45 minute – 2 hour session.

Anti-Bullying

Bullying is an unfortunate part of girl culture today, and is far more prevalent than adults can imagine! Cyber bullying, peer pressure, and cliques are just a few of the obstacles Girl Scouts of all ages face in their worlds. Introduce this program kit to your Girl Scouts and get the anti-bullying conversation started! Girls will learn how to properly identify bullying through a series of games and hands on craft activities. Girls will also have a chance to put a “stop” to bullying in a fun craft activity and then take an anti-bullying pledge.

Anti-Bullying

Juniors

Bullying is an unfortunate part of girl culture today, and is far more prevalent than adults can imagine! Cyber bullying, peer pressure, and cliques are just a few of the obstacles Girl Scouts of all ages face in their worlds. Introduce this program kit to your Girl Scouts and get the anti-bullying conversation started! Junior Girl Scouts will learn self-acceptance, confidence, how to identify a bully, and how to breakdown each bullying situation by properly categorizing the types of bullies. Girls will have a chance to “flip the script” by dissecting real bullying scenarios and coming up with a real solution! At the end of the session, all girls will have a chance to take the anti-bullying pledge.

Cyber-Bullying & Social Media Safety

Cadettes, Seniors, Ambassadors

Bullying is an unfortunate part of girl culture today, and is far more prevalent than adults can imagine! Cyber bullying, peer pressure, and cliques are just a few of the obstacles Girl Scouts of all ages face in their worlds. But bullying has taken on a new face in recent years, often following our girls around 24-7. Bullying no longer ends when girls leave school, it can happen anytime of day on the internet. Girls who are cyberbullied are more likely to receive poor grades, have health problems, skip school, and use drugs (according to stopbullying.gov). The first step in stopping this vicious cycle is knowing how to identify and resolve cyber bullies! Girls will learn how to identify bullies and take a cyberbullying quiz. Girls will also watch a short video about oversharing on the internet and take an internet sharing quiz.

Free Being Me- Healthy Self Esteem

Brownies, Juniors

Lack of body confidence is a global issue. Despite an amazing diversity in looks and cultures around the world, many girls feel unsure about their bodies and lack body confidence. Only 11 percent of girls would use the word “beautiful” to describe themselves. By developing self-esteem and leadership skills, “Free Being Me” empowers young people to recognize and challenge these global beauty pressures and become more body confident. Brownies and Juniors will learn to think critically about the media’s image of beauty by analyzing their favorite “pretty princess” and spotting the difference between airbrushed photos. Girls will create a fortune teller and create a positive message “star” to give to a friend in their life.

Free Being Me- Healthy Self Esteem

Cadettes

Lack of body confidence is a global issue. Despite an amazing diversity in looks and cultures around the world, many girls feel unsure about their bodies and lack body confidence. Only 11 percent of girls would use the word “beautiful” to describe themselves. By developing self-esteem and leadership skills, “Free Being Me” empowers young people to recognize and challenge these global beauty pressures and become more body confident. Cadettes will learn about what beauty means around the world, discuss the image myth, and participate in a self-acceptance activity.
Leadership

Girl Scouts are proud of the leadership skills they gain through their Girl Scout experiences! Daisies and Brownies will create a “leaders in my world” art project, play the similarities and differences game, and learn the Girl Scout Law by creating a rainbow bracelet!

Leadership

Girl Scouts are proud of the leadership skills they gain through their Girl Scout experiences! Juniors and Cadettes will discuss what makes a good leader, create their own grade level specific craft, and participate in a fun, interactive leadership game!

Leadership

Recognizing a born leader is not a tough or an impossible task. One can observe the qualities of a great leader from an extremely young age. Leadership qualities and skill often come to light through various games and activities that require following a person and her set of rules. Seniors and Ambassadors will pin-point their leadership style, participate in a self-reflection activity, play the minefield leader game, and create a “defining trait” bracelet.

STEM

STEM is an acronym describing the combined fields of Science, Technology, Engineering, and Math. STEM programs are important because they teach girls to think critically. There is also a variety of career opportunities within these fields that will be available to this generation of girls as they prepare to enter college and/or the workplace. The hands-on activities in this program kit are designed to encourage Girl Scouts to explore the fun of STEM! Daisies and Brownies will participate in three hands-on science experiments highlighting the principles of gravity, air, and water movement.

STEM

STEM is an acronym describing the combined fields of Science, Technology, Engineering, and Math. STEM programs are important because they teach girls to think critically. There is also a variety of career opportunities within these fields that will be available to this generation of girls as they prepare to enter college and/or the workplace. Juniors and Cadettes will complete four hands-on “science of magnets” experiments. Girls will look at various objects, make predictions about whether they are magnetic, and then test their predictions. This exploration is an introductory activity to magnets and magnetism. After they have learned general knowledge of magnets they will test out questions and use their knowledge to make educated guesses about other magnetic devices in the world.
Program Kits

FAQ for Troops

Hey...what’s a program kit?
Think of a program kit as a “program in a box”. Each box is stocked with all the materials necessary to deliver a specific program to girls. Each kit is stocked with enough supplies for 15 girls. Program kits can be reserved by troop leaders, community partners, and GSHS staff.

Where are program kits?
A full collection of program kits will be available at each Regional Service Center.

What program kits are currently available?
These are the current program kits available:

- Anti-Bullying (Daisy/Brownie; Juniors)
- Cyberbullying and Social Media Safety (Cadette-Ambassador)
- Free Being Me-Healthy Self-Esteem (Brownie/Junior; Cadette)
- Leadership (Daisy/Brownie; Junior/Cadette; Senior/Ambassador)
- STEM (Daisy/Brownie; Junior/Cadette)

NOTE: As additional topics are added, we will notify GSHS staff and troop leaders. Some kits have a built-in patch program with order forms included. Please complete the patch form and return it along with the kit.

Is there a fee to use a program kit?
Troop leaders will pay a $5.00 nonrefundable fee to check out a program kit. This fee is used to replenish materials that have been used up. If a program kit is returned late or returned damaged or destroyed, the troop leader will have to pay an additional $25.00 nonrefundable fee.

How do I reserve a program kit?
Simply complete the council’s “Program Kit Reservation Form” and email or fax it in to reserve your program kit. The Program Kit Reservation Form is available on the Girl Scouts Heart of the South council website under Forms. You can also pick up a copy of the reservation form at any of our Service Centers. The form can be faxed to the attention of the Program Specialist, Emilie Hutcheson at (662) 840-1671 or emailed to emilie.hutcheson@girlscoutshs.org.

Program kit reservations must be made at least one week prior to the pickup date. Reservations will be accepted on a first come, first served basis. Confirmation notices will be sent out following reservation form processing.

Program kits may be checked out for one month at a time. They must be picked up by close of business and returned to the same location by close of business the following month or sooner. No refund will be issued if the program kit is picked up late or returned early.

Can I reserve a program kit for more than a month at a time?
Yes, you may reserve any program kit for longer, that just needs to be addressed on your reservation form.

Can my troop or an individual in my troop earn their Bronze or Silver by creating program kits for the council?
Yes. There are requirements attached to this document. Also, you should check the full requirements for each award as well.

What if I still have questions?
If you or a volunteer want more information about program kits, please email Emilie Hutcheson at emilie.hutcheson@girlscoutshs.org or call 662-350-6044.
**Program Kit Reservation Form**

### Contact Information

Name of Adult Completing this Form

____________________________________

Home Address

____________________________________

City  State  Zip

___________________  _______  _______

Email

____________________________________

Phone (H) ________________________ (C) ________________________

Service Unit (if applicable)  Troop (if applicable)

___________________  __________

### Program Kit Checkout Information

Which Program Kit are you requesting?

*Please specify Program Level (D, B, J, C, S, A)*

____________________________________

Pick-Up Date

*Please allow one week for confirmation*

_______________________________

Return Date

*Must be one week following pick-up date*

_______________________________

Pick-Up Location

*Please select one:

- Tennessee Service Centers
  - Memphis  Jackson
- Mississippi Service Centers
  - Tupelo  Corinth

Program Kits must be picked up from and returned to the same location.

### Program Kit Usage Information

Kit Audience

*Please select one:

- Girl Scout Troop
- Partner Organization
  Who?

Recruitment

*Where?*

Other

*Please Specify*

Audience Size

_______________________________

### Program Kit Details

*Please initial next to each statement*

- The nonrefundable checkout fee for each program kit is $5.00. This fee is used to replenish materials.

- An additional fee of $25.00 will be attached to program kits not returned by assigned deadline and/or that are damaged or destroyed.

- To ensure that girls get the best possible experience from using Program Kits, please allow time to familiarize yourself with the contents of the program kit and the accompanying Activities Guide before beginning the activities.

### Payment

<table>
<thead>
<tr>
<th></th>
<th>Visa</th>
<th>MC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Card Number</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expiration</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>EPOS #</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For Office Use Only*  

**Questions? Emilie Hutcheson**

662-350-6044  
emilie.hutcheson@girlscoutshs.org

Fax Completed Form to 662-840-1671  
Attention: Emilie Hutcheson
Requirements for Creating Program Kits

What’s a program kit?
Think of a program kit as a “program in a box”. Each box is stocked with all the materials necessary to deliver a specific program to girls. Each kit is stocked with enough supplies for 15 girls. Program kits can be reserved by troop leaders, community partners, and GSHS staff.

Where are program kits?
A full collection of program kits is available at each Regional Service Center.

What program kits are currently available?
- Anti-Bullying (Daisy/Brownie; Juniors)
- Cyberbullying and Social Media Safety (Cadette-Ambassador)
- Free Being Me-Healthy Self-Esteem (Brownie/Junior; Cadette)
- Leadership (Daisy/Brownie; Junior/Cadette; Senior/Ambassador)
- STEM (Daisy/Brownie; Junior/Cadette)

Can I do a Journey or even a badge program as a program kit?
Yes. Check with the program specialist about what Journeys/badges have already been done and what the council would need in a program kit before creating. Please look over the requirements for the Journey/badge program you are interested in supplementing. In the program kit leader guide, remind the leaders that they will need the Journey/badge requirements (available through the Council Shops) to complete this program kit.

What do I need to provide?
Girl Scouts Heart of the South provides one program kit on a specific age level for each Service Center. This would include Tupelo, Jackson, Corinth, and Memphis. We ask that you provide enough program kits for those (4) locations.

Kits must include a leader guide and supplies for 15 girls.

Does the council offer any assistance?
Yes. Before creating your program kit, you or your troop must schedule a meeting with the program specialist emilie.hutcheson@girlscoutshs.org to go over ideas, guidelines, and general program elements.

Is there an outline for the program kit?
Yes. In our program kits we provide supplies for 15 girls as well as a leader guide telling the leaders how to complete the program. You can get a sample from emilie.hutcheson@girlscoutshs.org

Do I or my troop have to sustain the program kits we create?
No. Once donated to the council, GSHS will charge leaders to check them out and the council will take care of replenishing them as needed.
APPENDIX B

GSHS Program & Events Forms
EVENT DIRECTOR CHECKLIST
Prior to Event

1. Complete Proposal for Council Wide Event Form
2. Date Set
3. Complete Site Reservation Form
4. One month prior to event, mail itinerary and confirmation to Program Department C/O GSHS Tupelo Regional Service Center
5. Budget completed
6. Food service arrangements completed including identifying cooks
7. Registration deadline set
8. Patches ordered
9. Supplies purchased
10. Helpers for event recruited
11. Insurance requirements checked
12. Safety Activity Checkpoints have been reviewed
13. Evaluations designed and printed
14. Programs designed and printed
15. Event schedule designed
16. Signs for site ready
17. Name tags ready
18. Opening and Closing ceremony planned
19. Recognition planned
20. Plan for site clean up

EVENT DIRECTOR CHECKLIST
After Event

1. Finances summarized
2. Budget Form with receipts completed and submitted to council
3. Event Report Form completed and submitted to council within 7 to 10 days following event.
4. Thank you letters written

Rev. 8.15
PROPOSAL FOR COUNCIL-WIDE EVENT
Due to council office by April 30

Proposed Event Name: ____________________________

Proposed Event Dates: ____________________________

Location: ______________________________________

Event Director’s Name: ____________________________

Phone #: _____________  Email: ______________________

Event Description: ______________________________________

Age level: ____________________________

Cost: ____________________________

Minimum/Maximum: ____________

FOR COUNCIL USE ONLY

Proposed Budget due to council office 7-10 days post-approval.

Event Approved Date: ____________

Itinerary Received Date: ____________

Proposed Budget Received Date: ____________

Confirmation Received Date: ____________

Posted to Calendar Date: ____________

Rev. 8.15
GIRL SCOUTS HEART OF THE SOUTH
EVENT FINAL REPORT

Name of Event:_________________________________________________

Dates Held:___________________________________________________

Location of Event:_____________________________________________

Name and Address of Event Coordinator:____________________________

Attendance Information:

Girls ________________________
Adults_______________________
Number of Troops______________
Number of Individuals___________
Event Helpers_________________

Summary of Event Evaluations:

______________________________________________________________

Financial Summary

Total Income   $___________________________
Total Expense $___________________________
Difference    +/- _______________________

If Supplies were purchased by Event Directors, Reimbursement Check is to be Made Payable
to:_________________________________________________________

Report with receipts attached must be submitted within 7 to 10 days following event to the following:
Myra Collins, GSHS, PO Box 1087, Tupelo, MS  38802
GIRL SCOUTS HEART OF THE SOUTH
EVENT BUDGET

(Proposed budget should be based on minimum number of participants, revised budget after registration closes, and final budget completed after event)

Name of Event ___________________________________________________

Date of Event ____________________________________________________

Event Director ____________________________________________________

<table>
<thead>
<tr>
<th>Income:</th>
<th>Proposed Budget</th>
<th>Revised Budget</th>
<th>Final Budget</th>
</tr>
</thead>
<tbody>
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<td>Girl Fee</td>
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<tr>
<td>Adult Fee</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
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<table>
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<tr>
<th>Expenses</th>
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</thead>
<tbody>
<tr>
<td>Office Supplies</td>
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<tr>
<td>Health Supplies</td>
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<tr>
<td>Maintenance</td>
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<td></td>
</tr>
<tr>
<td>Program Supplies</td>
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<td></td>
<td></td>
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<tr>
<td>Food</td>
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<tr>
<td>Patches, etc.</td>
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<td></td>
<td></td>
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<tr>
<td>Postage</td>
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<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Camporees can add a variety of outdoor activities to the camp schedule. Program activities may be scheduled mornings beginning at 9:00 AM or afternoons beginning at 1:00PM. Instructors (if needed) will lead two, 3-hour programs geared toward the participants’ age and skill level.

**Reservations must be made one month in advance.**

A Day use or overnight reservation must be confirmed prior to requesting outdoor adventure programs. Note: All participants must also bring the completed Health History Card to participate.

**Group Information**
Service Unit /Group Name________________________________ Service Unit Number____

Contact Name: ________________________________________________________________

First                     Middle                     Last

Mailing Address: ________________________________________________________________

Street/P.O. Box           City                      State                      Zip Code

Day Phone (___) _________  Night Phone (___) _________  Cell Phone (___) _________

Email Address: ________________________________________________________________

**Participant Information**
Indicate the number of program participants in each grade level. If adults are participating please include them in your numbers.

K-3_______ 4-5 _______ 6-8 _______ 9-10 _______ 11-12 _______ Adults _______

Number of participants with special needs? _________

Please explain special needs briefly so we may better serve your group

___________________________________________________________________________________________

**Reservation Information**
Location of Camp reservation:

Camp Tik-A-Witha _____  Kamp Kiwani______  Camp Fisherville_____

WE MUST RECEIVE YOUR REQUEST AT LEAST 30 DAYS BEFORE YOUR EVENT DATE

Arrival Date ____________________________ Arrival Time ____________________________

Departure Date __________________________ Departure Time __________________________

Requested time of Activity: Start Time: ___________ End Time: ________________

*Please note that this is a request. Every effort will be made to secure an instructor for your program.

Updated August 2015
Submission Instructions
Please follow these submission instructions:

Step #1 Submit your site reservation request form

Step #2 Once Confirmed, Complete the Outdoor Adventure request and submit to Outdoor Program Department at P.O. Box 1087, Tupelo, MS 38802 or fax to 662-840-1671.

Step #3 You will be contacted to confirm or discuss any scheduling conflicts.

Step #4 Payment for services will be due two weeks prior to event date.

<table>
<thead>
<tr>
<th>Camporee Fee Per Day (6 hours)</th>
<th>Min / Max per day</th>
<th>Circle Age Level</th>
<th>Location</th>
<th>Flat Fee</th>
<th>Instructor/ Lifeguard Fee</th>
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<td>J,C,S,A</td>
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<td>$25.00</td>
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<tr>
<td>Lake</td>
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<td>$50.00</td>
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<tr>
<td>Pool</td>
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<td>Tik-A-Witha</td>
<td>$100.00</td>
<td>$50.00</td>
<td></td>
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<td>Rock Wall</td>
<td>25 / 100</td>
<td>B,J,C,S,A</td>
<td>Tik-A-Witha</td>
<td>$100.00</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Low Ropes</td>
<td>25 / 150</td>
<td>J,C,S,A</td>
<td>TAW or KK</td>
<td>$50.00</td>
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<td>B,J,C,S,A</td>
<td>Kiwani Only</td>
<td>$5.00 Per Horse</td>
<td>$250.00</td>
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<tr>
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<td></td>
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</tbody>
</table>

*Life guards are limited to 25 participants per rotation.
*Archery, Challenge Course/Rock Wall Instructors are limited to 12 participants per rotation.

Payment for services will be due two weeks prior to event date.

| Total Fee Due: | $ |

Updated August 2015
Every registered member of the Girl Scouts of the USA is automatically covered under the Basic Activity Accident Insurance (Plan 1).

Additional Girl Scout insurance and special permission from the council office is required for any group planning an event or activity for more than 150 people.

Additional Girl Scout Accident and Illness insurance is required for a troop/group participating in any approved, supervised Girl Scout activity lasting more than two consecutive nights.

---

**Accident-Only Coverage – (Plan 1)**

Member’s Accident – The Basic Plan covers registered Members for any approved, supervised Girl Scout activity lasting two consecutive nights or less (three nights when one is a federal holiday).

**Accident-Only Coverage – (Plan 2)**

Member’s and Nonmember’s Accident – Accident Insurance covers all members as participants for events lasting longer than those covered by Plan 1; and all nonmembers as participants regardless of the length of the activity/event.

**Accident and Sickness Coverage – (Plan 3E & 3P)**

Member’s and Nonmember’s Accident and Sickness – Accident and Sickness Insurance covers all participants for events lasting longer than those covered by Plan 1.

**Accident and Sickness Coverage – (Plan 3PI)**

Member’s and Nonmember’s Accident and Sickness – Accident and Sickness Insurance covers all participants for international trips.

---

Note: Under all Optional Plans, 100% enrollment of all participants in the event to be insured is required. There is a minimum premium charge of $5 for each submission.

Insurance must be ordered for the period of time beginning with the day the participant leaves home through the day the participant returns home (i.e., event scheduled June 1 through June 5 equals five calendar days).

---

Additional Girl Scout insurance and special permission from the council office is required for any group planning an event or activity for more than 150 people.

www.girlscoutshs.org
Additional Girl Scout Accident and Illness insurance is required for a troop/group participating in any approved, supervised Girl Scout activity lasting more than two consecutive nights.

Return this form with payment no later than 3 weeks prior to date of Girl Scout activity to:
Girl Scouts Heart of the South
P. O. Box 240246, Memphis, TN 38124-0246

**Additional Insurance Purchase Form**

- [ ] Troop# _____
- [ ] Service Unit _____
- [ ] Association _____
- [ ] Council Event _____

Event Coordinator’s Name__________________________________________

Address__________________________

City__________________________ State__________ Zip__________________________

Home Phone__________________________ Work Phone__________________________

Email Address__________________________

Trip/Event Information: Destination__________________________________________

Insurance must be ordered for the period of time beginning with the day the participant leaves home through the day the participant returns home (i.e., event scheduled June 1 through June 5 equals five calendar days).

Beginning Date___________ Ending Date___________ = Total # of days ______

**Accident-Only Coverage – (Plan 2)**

Number of Participants_______ X Number of Days___________ X $ .11 = $ _______ *

*Minimum premium is $5.00 per Plan

**Accident and Sickness Coverage – (Plan 3E)**

Number of Participants_______ X Number of Days___________ X $ .29 = $ _______ *

*Minimum premium is $5.00 per Plan

**Non-Member Coverage – (Plan 3P)**

Number of Participants_______ X Number of Days___________ X $ .70 = $ _______ *

*Minimum premium is $5.00 per Plan

**International – Member and Non-Member Coverage – (Plan 3PI)**

Number of Participants_______ X Number of Days___________ X $ 1.17 = $ _______ *

*Minimum premium is $5.00 per Plan

Make check for total amount payable to Girl Scouts Heart of the South and mail to:
Girl Scouts Heart of the South
P. O. Box 240246
Memphis, TN 38124-0246

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www.girlscoutshs.org

Corinth, MS: 1901-C S. Harper Rd., Corinth, MS 38834  I  mail: P.O. Box 1145, Corinth, MS 38835  I  p: 662.287.8321  I  f: 662.287.5338

Jackson, TN: 1007 Old Humboldt Rd., Jackson, TN 38305  I  p: 731.668.1122  I  f: 731.661.0011

Memphis, TN: 717 S. White Station Rd., Ste. 2, Memphis, TN 38117  I  mail: P.O. Box 240246, Memphis, TN 38124-0246  I  p: 901.767.1440  I  f: 901.797.2183

Tupelo, MS: 1140 W. Main St., Tupelo, MS 38801  I  mail: P.O. Box 1087, Tupelo, MS 38802  I  p: 662.844.7577  I  f: 662.840.1671

Update 08/2015
**Accident/Incident Report**

File this report within 24 hours of an accident/incident that occurs during a Girl Scout activity. Fax (901-797-2183) or mail to: Girl Scouts Heart of the South P. O. Box 240246 Memphis, TN 38124-0246

<table>
<thead>
<tr>
<th>Person Injured/Involved</th>
<th>Name</th>
<th>Phone: Home (___)</th>
<th>Work: (___)</th>
<th>Cell: (___)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Troop # (___)</td>
<td>Grade Level</td>
<td>☐ Adult</td>
<td>☐ Girl</td>
<td>Age (___)</td>
</tr>
<tr>
<td>Parent/Guardian (if minor)</td>
<td>Home # (___)</td>
<td>Work # (___)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was parent notified? ☐ Yes ☐ No</td>
<td>By Whom</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Accident/Incident</th>
<th>Date (___)</th>
<th>Time (___)</th>
<th>a.m. ☐</th>
<th>p.m. ☐</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describe what happened and injury: (Use the back of this form if necessary.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witnesses</th>
<th>Name</th>
<th>Phone (___)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Phone (___)</td>
</tr>
<tr>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Describe Care Given</th>
<th>Care given by whom:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Describe care: (Use the back of this form if necessary.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Medical Treatment</th>
<th>Physician's name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hospital Location</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Was person retained overnight in hospital? ☐ Yes ☐ No</td>
<td>Date released</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person Completing This Form</th>
<th>Name</th>
<th>Phone (___)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>Position</td>
<td>Signature</td>
</tr>
</tbody>
</table>

**Office Use**

Claim form(s) sent to ___________________________________ Date ___/___/___

Claim submitted for payment to ___________________________________ Date ___/___/___
Accident/Incident and Emergency Procedure Guidelines

- Adhere to all Safety Activity Checkpoints
- Please keep a copy of these guidelines and report form with you in your First Aid Kit at all Girl Scout Activities.
- In the event of a serious accident, emergency or fatality please follow the following council emergency procedures:
  1. Provide First Aid to the injured person. Dial 9-1-1 if emergency assistance is needed.
  2. Keep a responsible person at the scene at all times.
  3. Keep the girls calm and occupied.
  4. Notify the Council Crisis Team: during business hours at 800-624-4185 or after hours at (901) 734-2574 (cell).
  5. Call your troop’s emergency contact person to let the parents know there is a delay. Have it planned in advance what the person will say.
  6. In the event of a fatality, see that no disturbance of the victim or surroundings is permitted until police arrive.
  7. Do not surrender permission slips or medical records. **Keep your copies.**
  8. Refer all media (press, radio, TV) inquiries to the Council. **Do not make any statements or release names to anyone.**
  9. File an Accident/Incident Report and refer all insurance questions to Council personnel.

**Please remember:** Only Council-designated spokespersons (Council Crisis Team) are authorized to speak on behalf of the Council. It is very important that communications are controlled to minimize risk. A good response is:

“I really don’t have all of the information you are looking for. You need to speak with someone from our communications team.”

Feel free to give them the office phone number: 800-624-4185

In addition to reporting emergencies and serious injuries occurring during a Girl Scout activity or on Girl Scout property to the Council Crisis Team, you are asked to report any situation or potential situation that poses a threat to the Girl Scout name and/or impairs the Council’s ability to operate effectively.

The Council Crisis Team appreciates it when it has time to **Be Prepared.**

- An **Accident/Incident Report** should be completed for any accident, illness or inappropriate behavior that occurs on the site or during a program event. It is used to supplement insurance information and to notify the council of an incident while awaiting insurance forms and doctor’s statements.
- This report should be completed and submitted to the council office within 24 hours following the incident. You may call the council and file an initial report by phone at: 800-624-4185 (Office) or (901) 734-2574 (cell); a copy will then be mailed for your signature.
- A leader, activity planner or parent may fill in sections of the form that relate to their actions. On-site First Aider and Program Director should complete separate forms.
- Incident report forms can be subpoenaed for legal evidence, so information should relate only to the known facts.

**www.girlscoutshs.org**

Corinth, MS: 1901-C S. Harper Rd., Corinth, MS 38834  |  mail: P.O. Box 1145, Corinth, MS 38835  |  p: 662.287.8324  |  f: 662.287.5338
Memphis, TN: 717 S. White Station Rd., Ste. 2, Memphis, TN 38117  |  mail: P.O. Box 240246, Memphis, TN 38124-0246  |  p: 901.767.1440  |  f: 901.797.2183
Tupelo, MS: 1140 W. Main St., Tupelo, MS 38801  |  mail: P.O. Box 1087, Tupelo, MS 38802  |  p: 662.844.7577  |  f: 662.840.1671

Update 08/2014
Site Reservation Request
(For Girl Scouts Heart of the South Troops/Groups)

Instructions
1. Sites may be reserved no more than four months prior to the date requested. All fees for usage must accompany this form.
2. Service Unit Camporees & Events: A $100.00 deposit, which will be applied toward the final camp fee, must accompany the reservation form used for a camporee. At the time of reservation, a camporee must reserve all areas of the campsite they anticipate using. The final amount of camp fees must be paid when the camporee forms are submitted, four weeks prior to the event.
3. No refund will be given when any reservation is cancelled with less than four weeks notice. If the reservation is cancelled with more than four weeks notice, then a refund will be issued with a cancellation fee of $20.00 deducted.

Note: Girl Scout troops/groups will need to submit the Travel Form at least three weeks prior to camping/overnight trip and include who will be the first aider and the trained troop camper accompanying the troop.

Date of Application Service Unit Troop/Group # Age Level: [ ] Br. [ ] Jr. [ ] Teen Girl Scout. #Girls #Adults
Leader Name Home Phone Work Phone Cell Phone
Address City State Zip
E-mail Address Name of TCL Trained Adult
What is your preferred method of receiving correspondence? [ ] E-mail [ ] Mail (Confirmations will be emailed unless otherwise requested)

Check Site Requested (one only): [ ] Kamp Kiwani [ ] Camp Tik-A-Witha [ ] Camp Fisherville

Date First Choice: to Second Choice: to
Arrival Time: Departure Time:

Usage period: For camps – 2:00 p.m. to 2:00 p.m. next day

There is some flexibility on these arrival/departure times depending on bookings. Please let us know in advance if time flexibility is needed. Indicate desired facility and/or equipment in the “✓” column below.

Items in Bold MUST Be Completed
Camporees Requesting Program Service Must Complete the Outdoor Adventure Program Request One Month in advance

www.girlscoutshs.org

Corinth, MS: 1901-C S. Harper Rd., Corinth, MS 38834 I mail: P.O. Box 1145, Corinth, MS 38835 I p: 662.287.8321 I f: 662.287.5338
Jackson, TN: 1007 Old Humboldt Rd., Jackson, TN 38305 I p: 731.668.1122 I f: 731.661.0011
Memphis, TN: 717 S. White Station Rd., Ste. 2, Memphis, TN 38117 I mail: P.O. Box 240246, Memphis, TN 38124-0246 I p: 901.767.1440 I f: 901.797.2183
Tupelo, MS: 1140 W. Main St., Tupelo, MS 38801 I mail: P.O. Box 1087, Tupelo, MS 38802 I p: 662.844.7577 I f: 662.840.1671
### Girl Scout Kampo Kiwani

<table>
<thead>
<tr>
<th>Facility/Equipment</th>
<th>Dates Open</th>
<th>Capacity</th>
<th>Accommodations</th>
<th>Cooking</th>
<th>Bath</th>
<th>Fee for Girl Scout Groups**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabin Units – Water’s Edge (1)</td>
<td>4/1-11/1*</td>
<td>16</td>
<td>4 per cabins</td>
<td>SUH/FP, E, R, OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Maple Creek (handicapped access)</td>
<td>4/1-11/1*</td>
<td>36</td>
<td>4 per cabins</td>
<td>SUH/FP, E, R, OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Sweet Gum Hill (3)</td>
<td>4/1-11/1*</td>
<td>36</td>
<td>4 per cabins</td>
<td>SUH/FP, E, R, OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Rocky Top (5)</td>
<td>4/1-11/1*</td>
<td>36</td>
<td>4 per cabins</td>
<td>SUH/FP, E, R, OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Whispering Oaks (6)</td>
<td>4/1-11/1*</td>
<td>36</td>
<td>4 per cabins</td>
<td>SUH/FP, E, R, OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Kitchen w/Dining Hall (camporees only)</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50/day,$125/Weekend</td>
</tr>
<tr>
<td>Dining Hall Only (handicap access)</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$30/day</td>
</tr>
<tr>
<td>Ranch (experienced Jr., Cad., Sr. only)</td>
<td>4/1-11/1*</td>
<td>25</td>
<td>5 per shelters/bunk beds</td>
<td>SUH/FP, E, R</td>
<td></td>
<td>$30/night</td>
</tr>
<tr>
<td>Ginny Lodge</td>
<td>YR</td>
<td>16</td>
<td>Bunk beds/Wood stove</td>
<td>E/R/OC</td>
<td>FT, HWS</td>
<td>$50/night</td>
</tr>
<tr>
<td>Tent Sites</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15/night</td>
</tr>
<tr>
<td>General Camp Site Day Use (max 4 hrs)</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20 / day</td>
</tr>
</tbody>
</table>

### Girl Scout Camp Tik-A-Witha

<table>
<thead>
<tr>
<th>Facility/Equipment</th>
<th>Dates Open</th>
<th>Capacity</th>
<th>Accommodations</th>
<th>Cooking</th>
<th>Bath</th>
<th>Fee for Girl Scout Groups**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arapaho</td>
<td>3/1-11/1*</td>
<td>20</td>
<td>4 per tent</td>
<td>OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Bynum</td>
<td>3/1-11/1*</td>
<td>24</td>
<td>5 per cabin/ 4-person tent</td>
<td>OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Cherokee</td>
<td>3/1-11/1*</td>
<td>25</td>
<td>5 per cabin</td>
<td>OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Chippewa/Collins Lodge</td>
<td>YR</td>
<td>14</td>
<td>Bunk beds</td>
<td>E/R/OC</td>
<td>FT, HWS</td>
<td>$50/night</td>
</tr>
<tr>
<td>Choctaw</td>
<td>3/1-11/1*</td>
<td>20</td>
<td>4 per tent</td>
<td>OC</td>
<td></td>
<td>$30/night</td>
</tr>
<tr>
<td>Natchez</td>
<td>3/1-11/1*</td>
<td>20</td>
<td>4 per tent</td>
<td>OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Taposa</td>
<td>3/1-11/1*</td>
<td>20</td>
<td>4 per tent</td>
<td>OC</td>
<td>BH w FT, HWS</td>
<td>$30/night</td>
</tr>
<tr>
<td>Kitchen w/Dining Hall (camporees only)</td>
<td>YR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50/day,$125/Weekend</td>
</tr>
<tr>
<td>Dining Hall Only (handicap access)</td>
<td>YR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$30/day</td>
</tr>
<tr>
<td>Carpenter Hall</td>
<td>YR</td>
<td>6</td>
<td>Beds</td>
<td>FP, E, R, K</td>
<td>FT, HWS</td>
<td>$35/night</td>
</tr>
<tr>
<td>E.G. Troop House/Navajo</td>
<td>YR</td>
<td>14</td>
<td>Bunk beds</td>
<td>E/R/FP</td>
<td>BH, FT, HWS</td>
<td>$50/night</td>
</tr>
<tr>
<td>Infirmary</td>
<td>YR</td>
<td>10</td>
<td>Beds</td>
<td>E, R</td>
<td>FT, S</td>
<td>$30.00</td>
</tr>
<tr>
<td>Tent Sites</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15/night</td>
</tr>
<tr>
<td>General Camp Site Day Use (max 4 hrs)</td>
<td>4/1-11/1*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20 / day</td>
</tr>
</tbody>
</table>

### Girl Scout Camp Fisherville

<table>
<thead>
<tr>
<th>Facility/Equipment</th>
<th>Dates Open</th>
<th>Capacity</th>
<th>Accommodations</th>
<th>Cooking</th>
<th>Bath</th>
<th>Fee for Girl Scout Groups**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodge (handicapped accessible)</td>
<td>YR</td>
<td>20</td>
<td>Bunkbed/Gas Heat</td>
<td>K, FP, ER</td>
<td>FT, HWS</td>
<td>$75/night</td>
</tr>
<tr>
<td>Cookie Pavilion Tent Camping (Site 1)</td>
<td>4/1-11/1</td>
<td>20</td>
<td>Tent Camping</td>
<td>FP, E</td>
<td>FT</td>
<td>$15/night</td>
</tr>
<tr>
<td>(Site 2)</td>
<td>4/1-11/1*</td>
<td>20</td>
<td>Tent Camping</td>
<td>FP, E</td>
<td>FT</td>
<td>$15/night</td>
</tr>
<tr>
<td>General Camp Site Day Use (max 4 hrs)</td>
<td>4/1-11/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$20/4 hours or less</td>
</tr>
</tbody>
</table>

**Fee Note:** All fees on this form are for Girl Scouts Heart of the South Girl Scout member groups. BH – Bathhouse CSH – Central Shower House DM – Drink Machine DW – Dishwasher E – Electricity FP – Fireplace FT – Flush Toilets HWS – Hot Water Showers K – Kitchen M – Microwave R – Refrigerator OC – Outdoor Cooking PL – Pit Latrines S – Showers SUH – Screened Unit House YR – Year Round

Note: * Except for resident camp season (approx. 6/1 – 8/15)

Updated August 2015