



girl scouts 
western oklahoma

Volunteer Association & Committee Guidelines

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GSWESTOK Volunteer Committees*

Girl Scouts Western Oklahoma is thankful to have an amazing volunteer base who offer their time to support the delivery of the Girl Scout Leadership Experience. Dedicated volunteer committees work cooperatively to deliver safe, meaningful experiences by following the Girl Scout Promise and Law.

Alumnae Association

This association supports the mission of Girl Scouting. Alumni members provide services to Girl Scouts Western Oklahoma Council to help achieve its goals and objectives.

Primary Tasks

- Research and locate resources to further traditions.
- Organize events focusing on our traditions including ceremonies, Juliette Gordon Low's birthday (October 31st), Girl Scouts' birthday (March 12th), and Leader's Day (April 22nd).
- Be subject matter experts on flag ceremonies, uniforms, and songs, and bring workshops to Service Units.
- Recruit and mentor new members.
- Help support Council events and trainings.

Global Awareness Team

This team organizes global education events and travel. In partnership with GSUSA and GSWESTOK they help build a strong global presence at the council level and support special Global Girl Scouting days.

Primary Tasks

- Organize Global Education events connected to: The Global Action Award, World Thinking Day, and International Day of the Girl.
- Help build a strong global presence at our council.
- Support special Global Girl Scouting Days, including through education about WAGGGS World Centers.
- Recruit and mentor new members.
- Coordinates Travel Opportunities for girls with the help of GSWESTOK staff.

Highest Award Committee

Support Girl Scouts through the Highest Award process including training, guidance, and mentorship. Certain members are also responsible for reviewing and approving Gold Award projects. This committee consists of Gold Award Alumni and experienced Junior, Cadette, Senior and Ambassador Troop Leaders.

Primary Tasks

- Participate in one of the following opportunities: Helps lead Highest Award Workshops, Volunteers at Highest Award Ceremony hosted in May or approves Gold Award Projects alongside GSWESTOK staff.
- Support Girl Scouts through the Highest Award process including training, guidance and mentorship.
- Recruit and mentor new members.

*In this document, the term committee will be used to refer to both associations and committees within our organization

High Adventure Team (HAT)

The High Adventure Team (HAT) is an outdoors-oriented volunteer group who host events year-round such as hiking, camping, backpacking, rafting, caving, canoeing, rock climbing, winter camping, and traveling out of state for Cadette, Senior and Ambassador level Girl Scouts and adult members. They also host workshops and training events throughout the year.

Primary Tasks

- Organize at least 2 events per year (one event must be related to our core council program areas of STEM, Outdoors, Life Skills, and Entrepreneurship).
- Support the Outdoor Leadership Experience.
- Recruit and mentor new members.

Outdoor Committee

The Outdoor Committee is comprised of volunteers dedicated to providing Girl Scouts with opportunities for outdoor exploration, encountering new challenges, and nurturing a passion for nature. The Outdoor Committee plans and runs various outdoor programs such as Roundup, Multi-Madness, Council Wide, Discover the Wonders of Camp, and Junior Adventures in Wilderness Weekend (JAWW). Each program is designed to cater to different interests and skill levels; this variety ensures that there is something for everyone regardless of previous outdoor experience. Outdoor Committee members plan events that are open to all Girl Scouts in the Council.

Primary Tasks

- Organize at least 2 events per year (one event must be related to our core council program areas of STEM, Outdoors, Life Skills, and Entrepreneurship).
- Engage and encourage Service Unit and Family events.
- Support the Outdoor Leadership Experience by promoting or hosting events at Camp E-ko-Wah and Camp Trivera.
- Recruit and mentor new members.

STEAM Committee

This committee expands the efforts of the Council's STEAM goals through community networks, recruitment strategies, and STEAM programs. Members are active participants in GSWESTOK STEAM programs OR subject matter experts in some area of STEAM (*e.g.* robotics, aerospace, computer science, etc.) Committee members support STEAM activities, promote council-wide STEAM events, and serve as mentors and resources to other STEAM volunteers.

Primary Tasks

- Maintain current knowledge of the GSUSA and GSWESTOK STEAM Programs.
- Be an active participant in GSWESTOK STEAM programs,
- OR a subject matter expert in any area of Science, Technology, Engineering, Art, or Math.
- Attend a minimum of four committee meetings per year.
- Attend at least two STEAM program trainings.
- Support staff-led STEAM programs and events.
- Serve as a mentor and resource to new members and STEAM volunteers.

Volunteer Committee Responsibilities and Duties

- Reflect, through words and actions, the values contained in the Girl Scout Promise and Law in order to serve as an effective role model for Girl Scouts.
- Present a positive image of Girl Scouting to Girl Scouts, volunteers, staff, and community members.
- Uphold and interpret GSUSA and GSWESTOK policies, standards, and procedures.
- Support the council's strategic goals and programs with a true commitment to advancing our mission.
- Be a voice for our movement.
- Understand and value the voices of Girl Scouts.
- Work as a thought leader in true partnership with council staff.
- Maintain current knowledge of the Girl Scout program and other council initiatives.
- Be a strategic thinker with an open mind and positive, forward-thinking attitude.
- Work with diverse people across Western Oklahoma for the benefit of the council as a whole.
- Practice clear communication, collaboration skills, adaptability, and flexibility.
- Be a proactive committee member and plan to attend 75% of meetings scheduled, including at least one meeting at the council headquarters.
- Maintain a committee bank account and submit records and reports including the financial records of any event, annually or as requested.
- Work collaboratively with the council Marketing team to ensure flyers and communications materials are brand-compliant and secure the necessary permissions for events with the council.
- Promote troop leader growth through scheduled roundtables, events, and workshops.
- Attend required trainings for the position, as well as check-in meetings or calls with council staff as needed.
- Promote and seek out opportunities to ensure committees welcome new members, in order to continue the work of sustainability for respective positions!



The Committee Leadership Team

Each Committee has a leadership team comprised of volunteers, appointed or elected, within the committee. All registered and approved committee volunteers may be considered for a leadership position. The below positions are required leadership team positions for all committees. Committees are free to add additional positions as the need arises.

- Chairperson
- Chair-Elect
- Secretary
- Treasurer
- Girl Member

Leadership Position Overviews

Chairperson

Position Overview

The Chairperson provides the leadership and management for the committee, ensuring the support of girl and adult membership, as well as delivery of the Girl Scout Leadership Experience.

Key Responsibilities:

- Communicate regularly with council staff.
- Schedule, plan, and facilitate regular committee meetings.
- Share important Girl Scout information.
- Monitor committee finances in partnership with the committee Treasurer.
- Have a valid email address that can be shared with others (for Girl Scout-related business).
- Maintain positive relationships with paid staff, parents, troop leaders, and community partners.

Nominated by: Committee members

Elected by: Committee members

Approved by: Staff Liaison

Term of Appointment:

Two (2) year term limit, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. No consecutive terms. Time commitment is July 1—June 30.

Chair-Elect

Position Overview

The Chair-elect performs the duties of the Chairperson in his/her absence. The chair-elect will be elected during the May election of the current Chairperson's last year.

Key Responsibilities:

- Prepares to assume the chairperson role after 2-year term as Chair-Elect.
- Assists the chairperson in execution of responsibilities.
- Share important Girl Scout information.
- Have a valid email address that can be shared with others (for Girl Scout-related business).
- Maintain positive relationships with paid staff, parents, troop leaders, and community partners.

Nominated by: Committee members

Elected by: Committee members

Approved by: Staff Liaison

Term of Appointment:

Two (2) years, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. No consecutive terms. Time commitment is July 1—June 30.

Secretary

Position Overview

The Secretary records minutes, attendance, votes, and all final decisions made at meetings. The Secretary also ensures that this information is properly distributed throughout the committee in a timely manner.

Key Responsibilities:

- Record attendance and take minutes (including all motions made, seconds, and final decisions).
- Distribute minutes within 10 days of the meeting to all committee members and to info@gswestok.org.
- Attend committee meetings to contribute to accomplishing committee goals through planning and implementing; share in problem solving and decision making.

Nominated and elected by: Committee members.

Term of Appointment:

Two (2) years, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. No consecutive terms. Time commitment is July 1—June 30.

Treasurer

Position Overview

Treasurers provide records and distribution of funds related to the committee.

Key Responsibilities:

- Maintain committee financial records, bank account, and distribute funds as needed.
- Provide a balanced report to all registered members at all meetings.
- Make sure that all financial transactions are voted on and included in the meeting minutes.
- Communicate with Council liaison as necessary.
- Complete and submit the committee's financial report including receipts and bank statements. To be received by the Council on or before June 30th each year.
- Understand and be able to explain current banking procedures.

Nominated and elected by: Committee members.

Term of Appointment:

Two (2) years, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. No consecutive terms. Time commitment is July 1—June 30.

Girl Members

Position Overview

Each Committee should have at least 2 Girl members. The girl members will attend Committee meetings as the voice of the girls. At least one of the girl members must be unrelated to the adult members of the committee leadership team.

Requirements:

- Must be at least 14 years of age.

Key Responsibilities:

- Attend Committee meetings.
- Advise the Committee on girl perspectives.

Nominated and elected by:

- Girls apply through a Council Application sent out each Spring.
- Applications are forwarded to the committee for review and selection.

Term of Appointment:

Two (2) year, with annual reappointment based on demonstrated ability to fulfill the responsibilities of the position. Consecutive terms allowed for girl members. Time commitment is July 1—June 30.

Volunteer Committee Leadership Positions

Position	Name	Email Address	Phone Number
Chairperson			
Chair-elect			
Secretary			
Treasurer			
Staff Liaison			
Girl Member			
Girl Member			

Appointment and Dismissal Procedures

Appointment Procedures:

Appointment of Volunteer Committee Leadership members is extremely important. These groups of volunteers directly impact the Girl Scout Leadership Experience.

- All Volunteer Committee Leadership positions run from July 1st to June 30th.
- Elections are held each May.
- All registered and approved volunteers may be considered for a Volunteer Committee Leadership position.
- The Chairperson and Chair-elect must have council approval.

Election Procedures:

Pre-Election Steps - Required

1. At least three weeks prior to the election, the Chairperson sends out a communication to all adult members stating the committee is seeking interested candidates for the Committee Leadership Team.
 - a. Use the *Committee Leadership Team election email template* for communication to your committee members.
 - b. The current Chairperson sets a deadline for candidates to submit their interest.
 - c. Candidates are encouraged to send in their name and a short statement about why they would like to hold the position.
2. After the deadline, the Chairman will create a ballot with the names of all candidates and the positions. A *Committee Leadership Election Ballot Template* is provided in this packet.
3. The current Chairperson will send the ballot out to the committee members at *least one week prior to the election*. This allows committee members a chance to see the slate of candidates and consider their options.
4. Encourage all members to participate in the election. Include information regarding how and when to vote (see options in next section).

Election Methods

If only one candidate is on the ballot for each position no election needs to be held.

Method 1: On-Site Meeting Election

For committees that wish to have face-to-face election. This method is best when you have the majority of your members attending your regular meetings. Follow these steps to set up this election method:

1. Set up the space including ballots, pens, and a “ballot box.”
2. Allow time for the members to vote. Utilize the Committee Election Ballot Template to ensure fairness and anonymity.
3. Allow time for the candidates to share why they would like to hold the position.
4. Provide Members with a way to send their vote prior to the meeting if they are unable to attend in person.

Method 2: Internet-Based Election

For Committees that are more geographically spread out, a better option may be an electronic election. In this manner, people may vote even if they are unable to physically attend a meeting. A few options to consider are:

1. An online tool such as Survey Monkey or Google Forms. This allows for anonymous voting via electronic survey. There is no cost to use the basic service, and it allows for easy analysis of results.
2. Have people respond via email to the Chairperson or another team member with their vote.
3. Be sure to include a way for candidates to share why they would like to hold the position.
4. Communicate a clear deadline for voting.

Post-Election Steps - Required

1. After the election, results will be counted by the current Committee Leadership Team (at least 2 members) to ensure transparency.
2. Report next year's Leadership team to your Council Staff Liaison by June 15th.
3. Council Staff will review the results to ensure volunteers are eligible to hold the roles.
4. Elected and approved members should renew their membership during Early Bird renewal. Committee Leadership roles are added by council after election results have been received and approved, and the volunteer's membership is renewed.
5. Committee Leadership team members must complete Annual Training.

Dismissal Procedures:

The decision to release a person from a volunteer position could be the result of an evaluation and feedback process or the result of a problematic incident(s). Reasons for release may include, but are not limited to, elimination of the position in which the volunteer serves, failure to abide by procedures and standards of GSUSA or GSWESTOK, and refusal to accept and foster the Girl Scout mission and values. Dismissal procedures are conducted by council staff.

Forming a New Committee

Before creating a new committee, review the goals of the existing committees. There may be some overlap. If so, consider joining an existing committee and bringing your ideas forward.

If you feel that your idea is unique and requires a new committee, consider how it will help further the mission of the organization. All new committees must be approved by the GSWESTOK council. For consideration, please contact your Council Staff Liaison.

Committee Meetings

Leading a committee meeting is an important responsibility of Committee Chairs. These meetings should happen approximately 4-9 times a year, with the option of occurring more frequently based on the number of planned committee events. Ideally, Committee Chairs will compose the agenda and include time for questions from any committee member.

Tips for a Great Committee Meeting

- Start on time!
- Adhere to the agenda.
- Guide discussion.
- Review relevant dates/information regarding events.
- Ask questions! Everyone wants a successful event, ask for their ideas.
- Effectively communicate ideas and include everyone.
- Take notes.
- Maintain consistency at each meeting (similar time frame, agenda items, etc.).
- Meetings should be advertised/promoted to all GSWESTOK Members.
- Delegate tasks. Use all your committee members.
- End on time!

Things to Avoid

- **Negativity:** Try to avoid negative talk. Being a positive representative can make a difference in retaining committee volunteers.
- **Unpreparedness:** Remember, you will need to use the small amount of time you have as wisely as you can. This means you should create an agenda, arrive early, and be prepared when it is time for the meeting to start. Everyone is busy and we must respect each other's time.
- **Losing control of the discussion/agenda:** You might need to table a discussion until a later time when everyone has had an opportunity to think through the issue. If need be, set a timer on your phone to keep track of time.

Committee Bank Accounts

Each volunteer committee is required to set up a bank account*. If you are taking over an existing committee, you may inherit a checking account, but all previous signers must be removed and new signers must be added.



Committee bank account updates can be requested through the [Bank Account Update Request Form](#) located on the volunteer website.

Upon receipt of the request, Troop Finance will forward a DocuSign request which contains a copy of the GSWESTOK Bank Account Agreement to the signers to complete. Please verify all information on the DocuSign is correct before submitting.

*Highest Award and STEAM Committee do not have bank accounts.

Requirements for Opening a Bank Account

- Identify two or more adults who will be responsible for the funds. All signers must be unrelated adults not living in the same household, be currently registered adult members, hold an active role in the committee, have successfully cleared GSWESTOK's background screening process within the last two years, and have completed position related training.
- Council Signers: CEO, Janienne Bella must be listed as the beneficial owner of every account.
- All bank account statements must be mailed to the Committee Chair, signers, or other designated volunteer, at their home address(es). The volunteer who opened the account is always responsible for accounting, regardless of designation.
- GSWESTOK is not responsible or liable for committee accounts.
- All bank accounts MUST be non-interest bearing.

Guidelines for Year-End Finances

The Committee Chairs are responsible, in partnership with all members of the committee, to prepare and submit a finance report by June 30. Year-end reports cover the period from June 1 through May 31st. Committees should break even in cost and expenses by the end of the year. If any funds are to be carried over for the next year, an explanation of how the funds will be used must be given. The year-end financial report can be found on the forms tab of the volunteer website.



Money Earning

Committees are allowed to participate in group money earning activities. These activities are organized by the committee and are planned and carried out by girls (in partnership with volunteers) to earn money for the group.

Participation Guidance

- A Money-Earning Request Form must be completed and returned to your Staff Liaison for approval at least 30 days prior to the money-earning project. DO NOT engage in money-earning activities until approval is received.
- The requested money-earning activity must also meet the five leadership outcomes.
- If the request is for an extended trip, an approved event approval form must accompany the request.
- Money earning activities may not be completed during the Girl Scout Cookie Sale or Fall Product Sale.
- All money earned is considered Girl Scout money for girl programs and cannot benefit an individual.

Crowd Funding

Committees are prohibited from using crowd funding websites such as GoFundMe, Kickstarter, IndiGoGo, Upstart, and others that encourage income or contributions.

Fund Discrepancy

If there is a discrepancy with committee funds:

- Committee Chairs and members will meet to determine the problem and resolve it.
- If the problem is not resolved, a GSWESTOK staff member will meet with committee volunteers to determine accountability.
- In the event of fund mismanagement, GSWESTOK staff will make the decision as to what action, if any, will be taken.



Online Payments

A Volunteer Committee may use online payment options such as PayPal, Apple Pay, or Venmo to accept funds as payments for Girl Scout related events and activities, as long as the payment account is linked to a Volunteer Committee bank account and not to a personal bank account.

Volunteer Committees are not allowed to have outgoing expenses from this account. All Volunteer Committee payments must be made via the committee's debit card or check.

The decision to use a payment platform must be discussed with all committee members prior to setting up an account. These online accounts differ from troop bank accounts, which are established using the council's federal Tax ID and nonprofit status.

All risks in using an online payment platform belong to the committee, not the council. Consider additional fees. All payment platforms assess fees for providing their payment service.

Committees may only use these platforms if:

1. The decision to use a payment platform is discussed and approved by all committee members.
2. The platform is set up to connect directly with the committee bank account, and funds must be regularly transferred to the committee bank account.
3. All financial transactions are included in the year-end report and submitted to your staff liaison.

Use of a PayPal account: Committee Members should be aware that PayPal is not a bank and is not controlled by any banking laws.

Contracts

All contracts, agreements or other official documents require Council approval and signature. Volunteers are not authorized to sign any documents on behalf of the Council. Submit all contracts to your staff liaison.

Volunteer Committee Events

A GSWESTOK Volunteer Committee event is any activity organized, created, and implemented for Girl Scouts. Girl Scouts Western Oklahoma affirms its commitment to a partnership between girl and adult members in planning and delivering the Girl Scout Leadership Experience.

As a volunteer committee member, I will ensure that all events;

- Follow GSUSA and GSWESTOK policies and guidelines.
- Meet and follow the Safety Activity Check Points.
- Be appropriate to the grade level (s) for which it is planned.
- Provide positive learning experiences.
- Include partnership between girl members and adult volunteers.
- Consider the progression of activities and skills necessary.
- Deliver the Girl Scout Leadership Experience.
- Provide maximum potential for fun.
- Secure necessary permissions.



Secure Necessary Permissions

Your committee staff liaison should be aware of any event plans. For any event, an Event Approval Form should be filed by a committee member at least 90 days in advance.

Event Approval Form requests submitted 3 months or less prior to the event will be charged a 10% service fee.


General Event Safety Guidelines

- Keep troop leaders informed. Communicate regularly about your event and its registration.
- Girl Scouts are never alone! Girl Scouts should always use the buddy system and be always accompanied by two registered adults.
- Adults are never alone with Girl Scouts! At least 2 unrelated volunteers should be present any time Girl Scouts are together.
- Be prepared. Have a first aid kit, non-emergency number of local law enforcement, and phone/ charged cell phone on hand, just in case you need it. Know who your certified CPR/First Aid adult volunteer is for your event.
- Know your surroundings. Assess any risks that might be present and take appropriate action.
- See Volunteer Essentials for more information.
- When preparing for any activity with girls check Girl Scouts' Activity Checkpoints for required guidelines on where to do the activity, how to include girls with disabilities, and specific steps to follow on the day of the activity.

Understanding How many Volunteers You Need

From camping weekends to badge workshops, adult volunteers must always be present to ensure the girls have fun and stay safe, no matter their grade level.

Not sure just how many adults you'll need for your activity? The chart below breaks down the minimum number of volunteers needed to supervise a specific number of girls.

	Group Meetings		Events, Travel and Camping	
	Two approved, registered, trained, unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional approved, registered and trained adult for each additional number of this many girls:	Two approved, registered, trained, unrelated adults (at least one of whom is female) for this number of girls:	Plus one additional approved, registered adult for each additional number of this many girls:
GS Daisies (grades K-1)	12	1-6	6	1-4
GS Brownies (grades 2-3)	20	1-8	12	1-6
GS Juniors (grades 4-5)	25	1-10	16	1-8
GS Cadettes (grades 6-8)	25	1-12	20	1-10
GS Seniors (grades 9-10)	30	1-15	24	1-12
GS Ambassadors (grades 11-12)	30	1-15	24	1-12

Seven Steps to Successful Event Planning

1. Brainstorm
2. Girl Scout Leadership Experience (GSLE)
3. Event Timeline and Checklist
4. Finances, Budgets, Insurance, and Online payments
5. Safety and Conflict Resolution
6. Promotion, Communication, and Social Media
7. Wrap Up and Evaluation

STEP 1: Brainstorm

Start Event Planning Early

WHAT?

- What is the purpose of the event?
- What activities will be part of the event?
- What back-up plans do we need to have in place?
 - What if technology doesn't work?
 - What if attendance exceeds capacity?
 - What if the guest speaker doesn't show?
 - What if you are short on supplies?

WHEN?

- When will the event take place?
- When does the event begin and end?
Be sure to plan for prep and clean up times.
- When will the event need to be announced and promoted?
- When will confirmation be provided to registrants?

WHERE?

- Where will the event be held?
- Where are the bathrooms, PA systems, accessibility ramp, chairs, tables, etc?

WHO?

- Who is attending the event? Are tagalongs allowed?
- Who will conduct the activities?
- Who will send confirmation?
- Who is the contact person for troop leaders?

WHY?

- Why is the event for a specific level, or all levels?

HOW?

- How will the event be promoted?
- How are Girl Scouts involved in the planning and implementation?
- How will payments be collected?
- How will we know if the event was successful?

For an event to be included in the biannual program guide events must be submitted by the following dates:
Fall/Winter Guide (Aug.-Jan.)- June 1st
Spring/Summer Guide (Feb.-Aug.) – November 1st

STEP 2: Girl Scout Leadership Experience

Involve girls in the planning process. Depending on their grade level, decide how to appropriately include them in providing input, planning, or leading activities. All events should support the Girl Scout Leadership Experience (GSLE).

What is the Girl Scout Leadership Experience?

Girl Scouts prepare for a lifetime of leadership, success, and adventure in a safe, no-limits place!

How? Through the Girl Scout Leadership Experience (GSLE)—a collection of engaging, challenging, and fun activities like earning badges and awards, going on trips, selling cookies, exploring science, getting outdoors, and serving their communities.

Along the way, they will explore 4 areas of programming:

- STEM
- Outdoors
- Life Skills
- Entrepreneurship

Being a Girl Scout helps young people to:

- Develop a strong sense of self.
- Display positive values.
- Seek challenges and learn from setbacks.
- Form and maintain healthy relationships.
- Identify and solve problems in their communities.

How do you uphold the Girl Scout Leadership Experience at your event?

Follow the processes. Deliver programming with purpose.

To bring the Girl Scout Leadership Experience to life, activities are led by Girl Scouts themselves, feature cooperative learning, and highlight learning by doing. Girl Scouts come up with their own ideas, build teams, and experience the joy of making a positive impact.

Girl Scouts will Discover who they are, what they care about, and what their talents are. They will Connect and collaborate with other people, both locally and globally, to learn from others and expand their horizons. Finally, they will Take Action and do something to make the world a better place!

Always use the techniques of Girl-led, Learning by Doing, and Cooperative Learning to achieve these outcomes.

STEP 3: Event Timeline and Checklist

Always have a written copy of the event checklist. As a Volunteer Committee, you must keep clear communication lines with fellow committee members, event helpers, troop leaders, families, and Girl Scouts. Sharing the event outline will create an atmosphere of teamwork and will help the committee share the responsibilities of an event.

Review your event details with the committee and be sure to:

1. Assign tasks. It takes an entire team to have a successful event!
2. Always have a check-in/information table available.
3. Give depth to the activities. Uphold the Girl Scout Leadership Experience. Include a Girl-led component, teach a new skill, and/or create an environment where Girl Scouts can make new friends.
4. Be prepared. Don't forget to have songs and games to teach Girl Scouts during downtime. Always have a good back-up plan that everyone is aware of.
5. Do not over schedule. Make sure you have enough free time built in to allow for delays or last minute changes.
6. Include Girl Scout ceremonies and traditions. Always include an opening and closing activity such as a flag ceremony, friendship circle, or reciting the Girl Scout Promise and Law.
7. Make it fun! Events should be special and unique. It is worth the extra time needed to create colorful posters, appropriate costuming, etc.



Event Approval, Council Venue Reservation and Registrations Process

Event approval forms are required for all events, trips, campouts, workshops, etc. This form is available on the GSWESTOK Volunteer website and on the frequently used forms page of this manual. The event approval form captures all the information needed to reserve the venue, obtain council approval, and create registration for your event.

- This form should be submitted 4-6 months prior to the event and must be approved in advance. Requests submitted 3 months or less prior to the event will be charged a 10% service fee.
- This form will collect all necessary information for the event. Event registrations will also be created from this form.
 - All event registration must come through the GSWESTOK office and website.
 - Registration fees will be deposited after the event. Payment requests are made on the first Monday of each month and ACHs are made the following Friday.
- Before submitting any event approvals, check with your staff liaison to confirm the date with the council calendar.

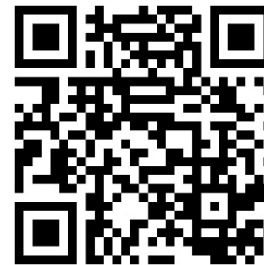
If the event is taking place at either Camp E-Ko-Wah or Camp Trivera you will use the *Committee Event Approval Form-Camps*.

Bookings for Camps will include One free event per booking. Charged per person for any additional. Cannot guarantee activity. Subject to staff availability and weather permitting. Do not base event around activities

If the event is taking place at the Council Office or Non-Girl Scout property you will use the *Committee Event Approval Form-Council office/Other*.



[Event Approval
Camp Property](#)



[Event Approval
Council
Office/Other](#)

For an event to be included in the bi-annual program guide events must be submitted by the following dates:

Fall/Winter Guide (Aug.-Jan.)- June 1st

Spring/Summer Guide (Feb.-Aug.) - November 1st



**CAMP
TRIVERA**
EST. 2020



Event Timeline

4- 6 Months Prior

1. Secure event venue.
 - For Girl Scout Properties requests should be made using the links found on the frequently used forms page.
2. Submit an Event Approval Form.
 - Request Registration Creation
 - All event registration must come through the council office and website.
3. Acquire permissions necessary as outlined in this guide.
4. Develop event budget.
5. Develop an event planning team.
6. Create an event checklist.
7. Begin marketing/promoting event.

1- 3 Months Prior

1. Closely monitor registrations and continue promoting event.
2. Periodically request an event roster from your your Staff Liaison. As registrations come in, this roster will include:
 - List of the troops or individuals participating.
 - Their name, phone number, and e-mail address
 - dietary needs
 - emergency contact information.
3. Recruit volunteers to assist on event day.
4. Create and review a safety plan.

2 Weeks Prior

1. Event registration deadlines should be set for 1- 2 weeks prior to the event.
 - Close event registration or
 - Decide if the deadline needs to be extended.
2. Finalize list of supplies needed.
3. Do a mock run-through of activities for timing purposes.
4. Purchase supplies.

1 Week Prior

1. Prepare schedules and/or handouts as necessary.
2. Ensure everyone involved understands their role.
3. Ensure everyone has contact information of key staff.
4. Send confirmation packets/email to all registrants, staff liaison and info@gswestok.org. Include all the information they will need to prepare.
 - Obtain parent/caregiver permission slips.
 - Health History Forms
 - Photo Release

1 – 2 Days Prior

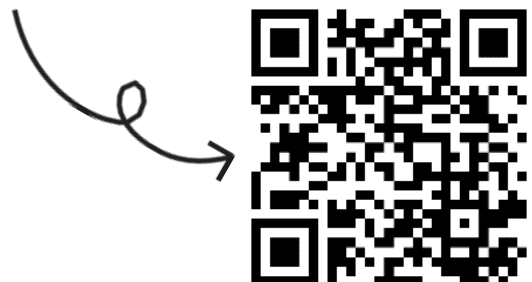
1. Tie up loose ends!
2. Purchase non-perishables, as necessary.
3. Pack up supplies needed (organize/box supplies by activity for easier set- up).

Day of Event

1. Arrive in plenty of time to set-up or set up the day before.
 - Be ready to greet early arrivals.
2. Designate a central area for “First Aid Station” visible to all.
3. Provide last-minute instructions to volunteers.
4. Check- in participants if necessary.
 - One or two workers should remain at the registration area to welcome late arrivals.
5. Welcome participants, review emergency procedures, and make sure to mention the location of the First Aid Station and restrooms.
6. Maintain a positive attitude, troubleshoot, have fun!

After the Event

1. Clean-up facility and leave as required by facility agreement.
2. Properly store left-over supplies and return any purchased items that can be returned for credit.
3. Debrief with planning team.
4. Send thank you notes to volunteers and site providers within 1 week.
5. Finalize budget to include all income and expenses with receipts.
6. Submit [final report](#) and budget to staff liaison.



Event Plan Checklist

Event Name _____

Event Date _____

Event Time _____

Event Location _____

Committee set up time of arrival _____

Event Level:

Daisy, Brownie, Junior, Cadette, Senior, Ambassador, Volunteers

Number of Participants _____

Purpose (What is the desired outcome of this event?)

Event Approval Form

• Date Submitted _____ Date Approved _____

Finances:

- Budget was created. Start-up money was _____
- Fee per participant is _____
- If this event is a fundraiser, a money earning request form was submitted and approved.
 - Date Submitted _____ Date Approved _____

Collaboration:

- Name of partner/collaborating organization (if any) _____
- I affirm there is no profit sharing.

Timeline:

- A timeline for this event was developed in collaboration with committee members.
- Event timeline has been shared with all event helpers and troop leaders.

Promotion:

- Event flyers follow current GSUSA branding rules.
- Social media guidelines were followed as stated in this guide.
- Communication and promotion of the event with troops, Service Units, and council was clear and included all Girl Scouts.
- For an event to be included in the bi-annual program guide submissions must be submitted by the following dates:
 - Fall/Winter Guide (Aug.-Jan.)- June 1st
 - Spring/Summer Guide (Feb.-Aug.) – November 1st

Safety:

- There will be a First Aid/CPR-certified adult at the event.
- Their name and cell phone number is _____.
- A First Aid kit has been inspected, replenished, and will be available on site during the event.
- I have referenced the Girl Scout Safety Activity Checkpoints guide for the activities that will take place at this event.

Ratios:

- Appropriate safety ratios were shared and will be met.
- Enough committee members and event helpers have been secured to support this event.
- Is your event open to tagalongs? (A tagalong is any person, child or adult, who is not a registered Girl Scout member).

Travel:

- Traveling tips are included in the approval confirmation packet.

How is the event girl-led?

How will you know the event was successful?

Sample Event Budget

In preparing for any Girl Scout event, you should project a break-even point that is zero-based. For this reason, the fee is never set before expenses are determined (as closely as possible).

1

_____ # of girls

_____ # of adults

_____ # of tagalongs

_____ # of other

Total Number of Participants

3

Total Expenses \$

÷

Total Number of Participants

=

\$ **Fee per person**

A tagalong is any person, child or adult, who is not a registered Girl Scout member.

2 Expenses

Item	Quantity	Cost	Total
Food/Beverage (everything edible)			
Admission Fees			
Facility Rental Charges			
Supplies for event activities			
Supplies for first aid			
Supplies for cleaning			
Supplies for decoration			
Recognition Items (t-shirt, patch, badge, etc.)			
Equipment (portable toilets, etc.)			
Insurance			
Printing & Postage			
Thank You Gifts			
Other			
Total Expenses			<input style="border: 2px solid pink;" type="text"/>

4 What is Event Revenue?

Total Number of Paying Participants X Fee per person =

5 Will Event Break Even?

Event Revenue — Total Expenses = Profit/Loss

STEP 4: Budgets

Event Budget

To develop an event budget, follow these procedures:

- Estimate the total number of attendees. Include non-paying participants as well such as volunteers, special guests, etc.
- Estimate your total expenses as closely as possible. Keep an itemized list of expenses for committee and council review.
- Determine fee per person to break even. Divide total expenses by total number of participants.
- Profit sharing — in which a troop, Service Unit, or committee receives a direct share of the profits when collaborating with another entity — is not allowed.

STEP 5: Safety And Conflict Resolution

The safety and well-being of Girl Scouts is our highest priority. As a volunteer, it is imperative to know and understand the safety policies and procedures in place, where to look, or who to ask for more information when necessary. Review our Safety Activity Checkpoints, which can be accessed on our website using this QR code lists on the resources page of this guide.

First Aid

- Have a current and up to date first aid kit for the event. (This is a priority, and each kit should be well stocked with new band aids and ample supplies).
- Identify who your First Aid-certified volunteers are for the event. One certified adult is required for every 200 participants.
- Designate a central, visible location for your First Aid station with clear signage. There should be nothing else happening at this location.

Health Histories

- Make sure the event registration process allows for notice of allergies or medical conditions requiring accommodations.
- In your confirmation packet, remind all participants to bring their Girl Scouts' Health History forms to be turned in at check in.

Supervision and Security

- A site survey before the event is encouraged. Make note of any potential hazards.
- If the site is open to the public, consider what guidelines must be in place to ensure Girl Scouts' safety. (i.e. designating some areas as off-limits and noting them in your confirmation packet, ensuring emergency exits are clearly marked and/or creating additional signs if they are not)
- Make sure parking is well-lit and allows for safe arrival and departure.
- Ensure adequate restrooms and drinking water are available.
- Make sure to follow proper adult/girl safety ratios.
- Be aware of your surroundings.
- Use the buddy system.
- Be sure the adults know their sleeping area assignments, if applicable.
- Make plans to lock up or store equipment when not in use.

Adult Membership

- All participants should be registered members of GSWESTOK. In some instances, tagalongs — anyone who is not a registered Girl Scout — are allowed. All adults interacting with children other than their own should have a membership and an approved background check.
- All genders are welcome to participate.



What To Do If There Is an Accident/Emergency

It's important to know and follow our council's procedures for handling emergency incidents. Make sure you are prepared in case of a fire, evacuation, missing person, or injury-related emergency. Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities.

At the scene of an accident, first provide all possible care for the injured person(s). Follow established council procedures for obtaining medical assistance and immediately reporting the emergency. To do this, you must always have on hand the names and telephone numbers of council staff, parents/guardians, and emergency services such as the police, fire department or hospital. GSWESTOK emergency contact number is 405-706-2024.

If a Girl Scout needs emergency medical care as the result of an accident or injury, first contact emergency medical services, and then follow council procedures for accidents and incidents. You will need:

- the exact time and location of the incident,
- a description of the incident,
- the names of the people involved, and
- the names of any witnesses.

After receiving a report of an accident, council staff will immediately arrange for additional assistance at the scene, if needed, and will contact parents/guardians, as appropriate. Your adherence to these procedures is critical, especially with respect to notifying parents/guardians. If the media is involved, let council designated staff discuss the incident with media representatives.

An accident/incident form should be filled out for any accident or incident that happens at a meeting or event. This form documents the information and can be found under [forms](#) on the volunteer website and the resources page of this guide. Once completed submit the form to info@gswestok.org and let your Staff Liaison know about the issue immediately.

Insurance

The Basic Plan 1 automatically covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or trip.

Basic Plan 1 will pay the first \$140.00 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges or large deductibles or ambulatory services.

If the injured person does not have medical insurance, the Basic Plan 1 will drop down to cover medical expenses from dollar one.

Note: Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers accidental bodily injury. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident to your council at the time it occurs.

Mutual of Omaha Insurance Accident Claim Forms

In the event of an accident, a Claim Form should be filled out. The Claim Form is prepared by the Girl Scout volunteer or another authorized person, usually one who was at the scene of the accident and familiar with the circumstances.

Volunteer or Activity Representative Procedures:

- Complete, including original signature, each section of the claim form to the best of your ability. Be sure to provide all the information required to expedite processing and to avoid delay.
- Submit an itemized bill complete with diagnosis, date(s), and procedure code(s).
- Retain one copy of the completed form for your records.
- Send the original and one copy to the council for validation, along with any available bills for covered expenses which have been incurred. Claims will not be processed without council signature.

Certificate of Liability

A Certificate of Liability Insurance states that GSWESTOK has a liability insurance policy in place with certain minimums. These are issued when GSWESTOK holds an event or uses the premises of another organization. This certificate ensures that GSWESTOK will have coverage in cases of injury, damage, etc. It also states that the host organization is insured on GSWESTOK's policy for the same issues. To process a certificate, complete the [Liability Insurance Request](#).



Missing Person

- When a person is discovered missing, determination should immediately be made when and where the person was last seen. Care must be taken to assure that the person is not just resting in a quiet spot, etc. The person in charge of the program should be notified immediately of the possibility of a lost person.
- Some adults should remain with Girl Scouts to calmly continue the program activities. Other available volunteers will organize search teams and designate a meeting location to coordinate the search teams.
- If the missing person is not found within 30 minutes, the person in charge will contact the local police department to conduct a further search. Immediately after notifying the police, contact the missing person's parents and the GSWESTOK emergency line at 405-706-2024. If the parents cannot be located, the emergency contact listed on the program registration form will be contacted.

Travel

- Follow Event Approval and Travel guidelines. The travel guidelines can be found on the volunteer website under forms/Camp & Travel.
- All overnight events require prior council approval.
- When transporting Girl Scouts to activities outside of their usual meeting time and place, every driver must be an approved adult volunteer and have a good driving record, valid license, and a registered/insured vehicle.
 - Each volunteer driver must complete the volunteer driver form.
 - Keep this with your committees' records.
- Insist that everyone is in a legal seat and wears their seat belt at all times and adheres to state laws regarding booster seats and requirements for children in rear seats.
- All Charter Buses must be approved by GSWESTOK. Volunteers may not sign contracts for charters. Contact info@gswestok.org for more information.



Safe Overnight Outings

- Prepare volunteers and Girl Scouts to be away from home by involving them in planning, so they know what to expect.
- Men should have a separate area for sleeping at overnight events.
- During family overnights, one family unit may sleep in the same quarters in program areas.
- When caregivers are staffing events, daughters should remain in quarters with Girl Scouts rather than in staff areas.

Role-model Behavior

Never use illegal drugs. Don't consume alcohol, smoke, use foul language, or carry ammunition or firearms in the presence of Girl Scouts. These are grounds for immediate dismissal.

Online safety

Instruct Girl Scouts never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group web sites, publish Girl Scout first names only and never divulge contact information. Encourage all Girl Scouts to take the Internet Safety Pledge!



[Internet Safety Pledge](#)

Emotionally Safe Spaces

Adults are responsible for making Girl Scouts a place where everyone is as safe emotionally as they are physically. Protect the emotional safety of Girl Scouts by creating a behavior and/or participation agreement and coaching Girl Scouts to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions, resolving conflicts constructively, and avoiding physical and verbal bullying, clique behavior, and discrimination.

Find yourself saying. ?	Try this instead!
“Welcome, girls!” or “Welcome, ladies!” Includes some people, but not everyone, and makes assumptions about the genders of your viewers.	“Welcome, Daisies!” “Welcome Girl Scouts,” or “Welcome, Everyone!” Try describing Girl Scouts by their level, or just welcoming everyone!
“Get your mom to help you.” Many kids may get support from their fathers, grandparents, or other adults that they live with, and are excluded by this. Remember: it takes a village to support a Girl Scout.	“Find an adult to help you.” This lets Girl Scouts in ALL living situations know they might need a grown-up's help!
“You should have X in your house.” This assumes Girl Scouts all live in houses, and saying “should” makes Girl Scouts who don't have X feel bad.	“If you have X at home.....” Use the word “home” when you can, since it includes houses, apartments, and other living arrangements. Encourage Girl Scouts to look for materials for your activity, but suggest alternatives, too. Not all kids have every supply item.
“Go out to your backyard.” Not every Girl Scout lives in a place with a backyard, especially in New York City.	“Try going outside to do this, if you can” Says the same thing, but doesn't make scouts without backyards feel bad.
A specific house of worship is your default place, or the best place for troop meetings.	Note that meetings can happen anywhere!
Assuming that your audience has the same physical capabilities.	Provide multiple ways to do the same task, especially if it's a physical task.

Inclusion

Girl Scouts welcomes all members, regardless of race, ethnicity, background, ability, family structure, religious beliefs, or socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all Girl Scouts involved, including school schedules, family needs, financial status, religious holidays, and the accessibility of appropriate transportation, technology, and meeting places.

Resources for Engaging Girl Scouts with Disabilities

- Inclusion video training (found on gsLearn)
- Kids Included Together | kit.org
- Partners for Youth with Disabilities | pyd.org

Confidentiality & Neutrality

As a committee member, you will be leading fellow volunteers through their Girl Scout volunteer experience. Please respect all personal information that is shared with you and do not share it with other volunteers, community members, or friends. Examples of information that is not to be shared is:

- Any personal or health issues of the volunteer (unless otherwise specified).
- Negative opinions shared about fellow volunteers.
- Any personal opinions you have about your assigned volunteers.
- Evaluation results or performance corrections of volunteers.
- Any contact information (addresses, emails, and phone numbers) outside of the Committee.
- Volunteer performance, interventions, or concerns (except with council staff).
- Confidential information and paperwork.

If a volunteer shares concerns about or witnesses:

- Abuse or neglect.
- Inappropriate behavior by a volunteer (drug or alcohol use while volunteering, violence, etc.).
- Concerns regarding theft of Girl Scout money or equipment.

These concerns need to be shared with your Staff Liaison immediately. Confidentiality is forfeited if Girl Scouts, volunteers, or staff are in any immediate danger.

As a committee member, you will find that you may be put into difficult situations between volunteers, volunteers and families, and volunteers and council. As a committee member, you are expected to remain neutral in any conflict. This includes:

- Not taking one side over the other.
- Taking time to know both sides of the story and not jump to conclusions.
- Not engaging in gossip.
- Offering positive solutions or action steps to problems as they arise.
- Helping to build an enthusiastic and positive volunteer community that is focused on service.

Conflict Resolution Protocols

When dealing with difficult situations or inappropriate behavior, there is a protocol that all adults follow. Protocols are outlined below for a variety of scenarios.

Committee Member working with Committee Member

If there is a conflict or disagreement between adults, always remember you are a Girl Scouts role model.

- Do not have disagreements or arguments in front of Girl Scouts.
- Agree to disagree.
- Discuss the situation and try to resolve it as quickly as possible.
- Compromise and negotiate for a solution.

If the situation cannot be resolved between both adults, a mediation meeting will be arranged by council staff and may include your Volunteer Support Specialist and/or Staff Liaison.

Committee Member working with Girl Scouts

If a Girl Scout in the event exhibits inappropriate behavior, the committee member should:

- Document interactions with all involved and submit an Incident Report via our website.
- Never scream or yell.
- Speak to the Girl Scout individually, away from the rest of the group.
- Ask what is wrong and if there is anything you can do to help.
- Address the inappropriate behavior exhibited at that time, not prior incidents.
- Speak to the Girl Scout's troop leaders and/or caregiver.

If the behavior continues, ask the Girl Scout's troop leader to contact their caregiver and speak to them privately. Ask the caregiver for insight into what may be causing the behavior. A call with the caregiver, committee member and troop leader may be arranged by the Staff Liaison.

Committee Member with Families

It is important to provide clear and detailed confirmation packets to everyone attending your event/trip. This will help address many of the questions or concerns they might have when dropping off Girl Scouts at events. Treating everyone with respect and acting as a role model is the most important job of the day. If there is a miscommunication or disagreement, please be sure to contact the caregiver. If, after a discussion with the caregiver, the issue is not resolved, please contact your staff liaison.

Removal: After a resolution has been reached and documented, if the behavior or conflict continues, volunteers may be removed from their positions after due process has been followed. Due process is defined as the opportunity for an in-person meeting with an appropriate manager who gives all sides the chance to be heard. An individual who is unwilling to participate in a conflict management meeting can be immediately removed from volunteer roles. Girl Scouts cannot be removed without due process.

REMEMBER: ADULTS WORKING IN GIRL SCOUTS ARE REPRESENTATIVES OF THE GIRL SCOUT ORGANIZATION.

STEP 6: Promotion and Social Media

Share the event early and in various ways. For additional marketing/promotional support work with your committee staff liaison.

Social Media Guidelines

Social Media & the Girl Scout Promise and Law

As a Girl Scout, the Girl Scout Promise and Law should guide all your actions, including when using social media. We've included some ideas to keep in mind below, but this isn't a comprehensive list—when in doubt, ask yourself, “Is this action in line with the Girl Scout Promise and Law?”

1. Be honest and fair. Be transparent about your role as a Girl Scout volunteer when communicating about Girl Scouts issues online.
2. Be friendly, helpful, considerate, and caring. Use social media to support fellow Girl Scout troops, volunteers, members, or staff.
3. Be courageous and strong. Don't be afraid to speak up. If you see concerning online behavior, contact info@gswestok.org.
4. Be responsible for what you say and do. Remember what you post online will be lasting. Even if you remove something, screenshots and site history records may still be visible.
5. Respect yourself and others. Create boundaries for yourself around social media. Consider making your profiles and groups private and utilizing apps that track or limit screen time.
6. Respect authority. If your actions on social media do not align with the Girl Scout Promise and Law, we reserve the right to take corrective action.
7. Make the world a better place and be a sister to every Girl Scout. Amplify the causes and voices you care about by sharing their content.

As a representative of Girl Scouts, your online presence can reflect positively or negatively on Girl Scouts. It's always recommended to set your personal profiles to private, especially if you have Girl Scouts Western Oklahoma listed as an organization you volunteer for or represent.

What if I'm contacted by the media or a public figure?

If you're contacted by a member of the media or a public figure through a social media site and asked to comment on an issue, please refer them to info@gswestok.org.

Best Practices for Committee Social Media

Many Girl Scout Troops, Service Units and Committees set up their own social media groups. If you choose to do so, here are some best practices to keep in mind:

Managing Your Group

Before you begin developing a Girl Scout social media account, designate two adults who will be responsible for managing the account—one who is the primary manager, and one back-up.

Naming Your Group or Profile

It's a good idea to give a descriptive name to your group or profile (ex: Girl Scout Troop XXXX or "Girl Scouts Western Oklahoma Service Unit XXX), so viewers can easily identify it.

Social Media and Privacy

- **Names:** If posting about specific Girl Scouts, share first names ONLY—safety is top priority!
- **Addresses:** Do not share addresses of Girl Scouts. You may share event location addresses.
- **Contact Information:** Create a generic email address (like GSTroop4444@gmail.com), instead of using contact information related to a specific person.
- **Photos:** Never post photos without the permission of those pictured, and/or the permission of their caregiver. *Make sure that your registration includes a photo release.

Posting Content

Anything you post on your group or profile can reflect on Girl Scouts, so ask yourself, "What information would be appropriate for a stranger to see on my page?"

Make sure Girl Scouts and adults in your group who may be contributing content realize this is a Girl Scout page, not a personal page. Please be particularly careful about inappropriate references to race, religion, age, sex, national origin, sexual orientation, marital status, learning disability, physical or mental disability, or political affiliation.

Advertising

Do not sell advertising on your site or within your group—including banner ads, sponsored links, etc. The sale of advertising creates an implied relationship between Girl Scouts and the goods or services advertised and cannot be permitted.

Committees may submit their events for promotion on the council's social media. Please contact your GSWESTOK staff liaison for next steps.

Social Media Bullying or Other Incidents

If any Girl Scout member's actions on social media do not align with the Girl Scout Promise and Law, we reserve the right to take corrective action.

If you have any concerns at all—about a specific post, person, or conversation—please contact the council immediately. We are here to help make sure that all Girl Scouts have a safe and supportive online environment!

Girl Scout Branding, Trademarks, and Copyrights

Check out the [GSUSA Copyrights and Trademarks page](#) for more information about how to use Girl Scout branded materials.

In general, you can't use copyrighted designs, text, graphics, or trademarked symbols without specific permission from the copyright or trademark holder. The basic principle is: If it is not yours, don't use it. Using the phrase "no copyright infringement is intended" (or similar wording) does not mean that you can upload copyrighted or trademarked material without permission. All necessary permission must be obtained, or the material cannot be posted.

STEP 7: Wrap Up and Evaluation

After the event, make sure to:

- Celebrate!
- Send an evaluation.
- Finalize event budget with actual figures. Reconcile your finances.
- Pay all outstanding invoices.
- Clean up, sort, and store supplies and equipment.
- Write and send thank you notes to those who helped with the event.
- Share pictures with participants.
- Evaluate and report.
 - Submit event report to staff liaison.
 - Staff Liaison will send out an event evaluation after your event and then share the results with you.
- Debrief with your planning team.
- Be receptive.



[Event Report](#)

Suggested Training for Committee Members

GSWESTOK strongly recommends all committee members complete the following training courses via gsLearn, Girl Scouts' official online, on-demand training platform.

gsLearn is available to all adults with an active Girl Scouts membership and can be accessed through your MyGS account. Explore the Content Library to discover resources, developed by both GSUSA and GSWESTOK.

Use the Search feature to locate the following courses, which GSWESTOK recommends for all committee members:

- GSUSA Foundation (Parts 1-4)
- GSUSA Delivering Inclusive Program
- Troop Finance 101: Understanding the Troop Account

Staff Support

Alumnae Association Staff Liaison
Kami Kuykendall
Chief Human Resources Officer
kkuykendall@gswestok.org

Global Awareness Team Staff Liaison
Tricia Kemp
Girl Engagement Specialist
tkemp@gswestok.org

Highest Award Committee Staff Liaison
Tricia Kemp
Girl Engagement Specialist
tkemp@gswestok.org

HAT and Outdoor Committee Staff Liaison
Audrey Parnell
Camp E-Ko-Wah Specialist
aparnell@gswestok.org

STEAM Committee Staff Liaison
Holly York
STEAM Specialist
hyork@gswestok.org

Notable Incident or Emergency
Call 405-706-2024 and email your staff liaison.

Resources

Council Website

Helpful resources – can be found at www.gswestok.org

Volunteer Website

This website is dedicated to all things volunteers. All GSWESTOK forms can be found at volunteer.gswestok.org.

gsLearn-On-demand learning platform for volunteers to receive training.



[GSWESTOK Travel Guide](#) -

This guide covers all the ins and outs of traveling with a group of girls.



[Volunteer Essentials](#)-

Think of Volunteer Essentials as your encyclopedia for Girl Scout Volunteering. This guide is a reference for you to use as needed.



[Safety Activity Checkpoints](#)-

This guide provides the standard safety guidelines for GSUSA and council approved activities.

Frequently Used Forms



[Accident/Incident Report](#) – documents information about an accident/incident that occurred during a Girl Scout Activity.



[Bank Account Update](#) - Committee bank account updates can be requested through the Bank Account Update Request Form.



[Committee Event Approval Form-Camp Properties](#) - required for any events held at Camp E-Ko-Wah or Camp Trivera. Outlines rules, requirements, and certifications needed to host the event.



[Committee Event Approval Form-Council Office/Other](#) - required for any events held at Camp E-Ko-Wah or Camp Trivera. Outlines rules, requirements, and certifications needed to host the event.



[Committee Money Earning Request](#) - A Money-Earning Request Form must be completed and returned to your Staff Liaison for approval at least 30 days prior to the money-earning project.



[Election Letter](#)-Letter template for Committee Leadership Positions.



[Election Ballot](#)-Ballot template for Committee Leadership Positions.



[GSWESTOK Committee Event Report](#) – provides committee staff liaison with event date for reporting purposes for the Board of Directors and potential donors.



[Health History](#) – documents health conditions in case of emergency and must be completed by all members attending event/trip.



[Insurance Claim Form](#) – completed by a volunteer who was present at the scene of the accident and familiar with the circumstances.



[Insurance Claim Form Instructions](#)

The Council reserves the right to amend, supplement, or rescind any provisions of these guidelines as it deems appropriate in its sole and absolute discretion. All such amendments, supplements and rescissions will be distributed as soon as practicable.

GSWESTOK.org

Girl Scouts Western Oklahoma
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