Volunteer Guide

girl scouts of kentuckiana

2020-2021

Volunteer Guide
From Our CEO,  
Maggie Elder  

As CEO, for Girl Scouts of Kentuckiana, I would like to thank you for your commitment to Girl Scouts. Whether you are a returning volunteer or a new volunteer we are so glad you have chosen to make a difference in the life of a girl!

Together, we'll be able to make a lasting impact on the lives of girls in our communities.

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

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

*Members may substitute for the word  
God in accordance with their own  
spiritual beliefs

Watch for email newsletters from gskentuckiana@email.girlscouts.org.
Girl Scouts of Kentuckiana

We’re so excited you joined the Girl Scout movement.

Girl Scouts empowers girls everywhere to stand up and make a difference. By nurturing innovation and developing leadership skills, we prepare girls to overcome challenges and advocate for their ideas now and later. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps girls become a powerful force for good in the world.

Our council spans a 64-county region made up of over 10,000 girls and 5,000 volunteers. Together, we are Girl Scouts of Kentuckiana.

No matter where or how you volunteer, you’ll make a difference in girls’ lives. This go-to guide will help you to effectively serve as a Girl Scout volunteer. Need help along the way? Let us know! We have tools, training resources, and people to help support you through each step.

We can’t wait to see the impact you’ll make this year!

Equal Treatment

Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, sexual orientation, gender identity, and socioeconomic status. When scheduling, planning, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
Operational Structure

Girl Scouts of the USA (GSUSA)
A national organization supporting the work of more than 100 councils across the United States.

Girl Scouts of Kentuckiana (GSK)
Independent 501(c)(3) nonprofit chartered by GSUSA operating under the direction of a local board of directors and overseeing Girl Scouts in 64 counties in Western Kentucky and Southern Indiana. Our council is subdivided into service areas. These service areas have a local program and learning center (PLC) with a council shop and staff to support you. Metro Louisville and Southern Indiana are supported out of the Louisville Program and Learning Center.

Service Unit
Your service unit is a local group of troops from your community. The group is led by a volunteer service unit manager who provides support for girls, troop leaders and other volunteers. Service units meet to share important information and to exchange ideas. Many service units also plan programs and events for girls. A list of service units can be found on the GSK website.

Troops
Groups of girls who participate in the Girl Scout Leadership Experience under the direction of GSK volunteers. Volunteers must be 18 years old and/or a high school graduate or equivalent, with a current membership, completed background check, and child protection training. Each troop must have a leader and co-leader who fulfill the GSK volunteer requirements and are unrelated. At least one of them must be female.

Governance Structure
Within the council there are geographic regions specified by the Board of Directors, known as area associations. The areas are governance bodies. A list of areas can be found on the GSK website. Each registered adult member and each girl fourteen years of age or older are assigned to an area association based upon their service unit. Each service unit is assigned to an area association and the Board of Directors must approve all requests for service unit reassignment. Area associations elect officers in the spring and delegates and alternates in the fall, provide opportunities for volunteers to meet and discuss matters of interest, recognize the contributions of members, receive information from and provide feedback to the board. Girls that are in the 11th and 12th grades can also apply to serve on the board.

Managing Your Online Experience

GSK Website – www.gskentuckiana.org
The council website is your most valuable resource. You can find activities to attend, resources to use, camp property information and reservation links, and so much more!

Member Profile (MyGS)
After you register as a volunteer, you’ll receive an email confirmation prompting you to log into MyGS, your Girl Scout member community, for the first time. MyGS allows you to manage your member experience online. It can also be accessed from the MyGS link in the header of any page at gskentuckiana.org. In MyGS you can:

- Renew your family’s membership and update personal information.
- Renew your troop’s membership.
- Check troop volunteers’ background check status and expiration date.
- Register for Activities and see the most up-to-date registration information available.

After your background check is approved, you can see any girls and adults who have signed up for your troop and add new girls to your troop on the Troop tab. You may also update your troop’s information at the bottom of the page including meeting information, grade level, and desired number of girls.
Girl Scout Volunteer Resources

Girl Scouts of Kentuckiana Resources
The Girl Scouts of Kentuckiana Resources 2020-2021 can be found at bit.ly/gskresources or under the Resources tab of the GSK website. These documents give guidance on all aspects of your Girl Scout experience. They will be referenced throughout the Volunteer Guide in green with an underline. On the digital version these are hyperlinks that will take you straight to the document. You can always search for the name of the document you are looking for once you are in the Resources folder. Documents are updated throughout the year as needed.

Volunteer Toolkit (VTK)
The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your year started—and keep it going smoothly with organization and communication tools! The VTK is fully customizable and troop leaders and co-leaders can:

- Explore meeting topics and program activities with their girls.
- Add local events their girls choose.
- Print step-by-step activity guides and shopping lists.
- Manage girl attendance and track achievements.
- Share troop meeting activities with parents/guardians.
- Email parents/guardians with a single click.
- Track and share financial information.
- Learn more and access the VTK at gskentuckiana.org/vtk.

Girl’s Guide to Girl Scouting
This easy-to-use binder (one for each grade level) is full of great info on Girl Scout traditions, activities, and awards. It’s part handbook, part badge book, and all fun! This resource is available for purchase in the council shops.

Program and Training Guide
This guide is printed biannually and mailed directly to girls and troop leaders. It contains fun and challenging activities designed to enhance the troop experience. You’ll find events designed to help girls earn badges, meet other Girl Scouts, try new things as well as trainings for current Girl Scout members. You will also find many opportunities for families to join in the girl experience! The guides are published in September and March.

Volunteer Essentials—GSUSA Reference Guide
This resource contains information, policies and procedures to guide volunteers and staff and to ensure that the Girl Scout program is delivered in a safe, consistent manner for girls across the United States. By agreeing to be a Girl Scout volunteer, you’re agreeing to follow the items laid out in this resource. It can be found at gskentuckiana.org/en/for-volunteers/VolunteerEssentials.html

Other Guides
In addition to this Volunteer Guide, there are also more detailed guides for your use: Finance Guide, Outdoor Guide, Safety Guide, and Travel Guide.

Council Shops
Each service area has a council shop where volunteers and parents can go to buy Girl Scout uniforms, badges, patches, and other items for their Girl Scouts. You can also shop online and see store hours by visiting the Shop tab on the GSK website.
**Participation Catalog**

The Participation Catalog (formerly known as the Opportunity Catalog) is a searchable database of available troop opportunities that potential members can easily browse from the comfort of their home. Each troop that is “on display” in the Participation Catalog will list personalized details—such as day of the week and neighborhood where they meet, areas of focus, and available openings and volunteer role opportunities. This catalog is a wonderful way for your troop to advertise your openings in a way that makes it welcoming and accessible to new members! We know your troop details change all the time. If you ever need to update your troop information, please visit bit.ly/3c60GwJ. Concerned about your troop being on display in the catalog? Don’t be! If a new girl joins your troop and the fit is not right, we can always place her into another troop—one that works best for her (and for you).

**Communication from GSK**

Members and their families are automatically subscribed to News You Can Use, our weekly e-newsletter and Product Power Connection, our seasonal e-newsletter that shares helpful information for our Product Programs. You’ll find great information from the council—everything from activities to volunteer opportunities. These emails are sent from gskentuckiana@email.girlscouts.org. We share the email program with GSUSA, so please note that if you unsubscribe from one email, you are unsubscribing from all emails.

**Volunteer Support**

**Volunteer Care**

The Volunteer Care Team is your "help desk" for all things GSK! They strive to be a valuable resource for all members by providing friendly, helpful assistance in a timely manner. They are your first point of contact and can help by:

- Assisting with membership registration and renewal.
- Supporting the Girl Scout Cookie and Fall Product programs.
- Resetting passwords for MyGS and other platforms.
- Updating the Troop Opportunity Catalog.
- Transferring girls between troops.
- Changing volunteer roles.
- Submitting background checks.
- Completing activity registration.
- Updating contact information (email, phone, mailing address, etc.).
- Finding the staff member who can help (Subject Matter Experts).
- And much more!

You can contact the Volunteer Care Team in one of three ways:

1. **Call**
   - 888-771-5170
   - 502-636-0900

2. **Email**
   - volunteercare@gskentuckiana.org
   - Emailing us is recommended when you want to pass on details that might be difficult to leave in a long voice message.

3. **Website**
   - www.gskentuckiana.org
   - and click on Contact.
Direct Local Staff Support

Troop Support
The Troop Support team provides direct support to service unit managers, troop leaders, and troop co-leaders. They reach out on a regular basis to provide support, answer questions, and just say thank you for all that you are doing. They’re your local staff support for the Fall Product and Cookie Programs, activities, adult awards, conflict resolution, Volunteer Toolkit, travel, renewal, and more!

Membership Development
The Membership Development team provides community cultivation and recruitment support to our service units and local community partners such as schools, community centers, and housing authorities. They’re your local staff support for recruitment, school relationships, and community engagement.

Volunteer Relations

GSK’s Code of Conduct
It is expected that all members, volunteers, and staff, exhibit behavior that is in accordance with the Girl Scout Promise and Law at all times when representing GSK. Members are trusted to be good stewards of their resources and to uphold rigorous standards of conduct and personal integrity. However, if a situation arises where it is difficult to determine the proper course of conduct, the matter should be brought to the attention of your local volunteer and/or staff support team. The Code of Conduct can be found in our Resources.

Managing Conflict
Conflicts and disagreements are an inevitable part of life, and when handled constructively, can enhance communication and relationships. At the very least, Girl Scouts are expected to practice self-control and diplomacy so that conflicts do not erupt into regrettable incidents. When a conflict arises, get those involved to sit down together and talk calmly and in a nonjudgmental manner. It is helpful to use a Girl Scout and Family Agreement to set encouraging and useful expectations for the entire troop family. Whatever you do, don’t spread your complaint around to others—that won’t help the situation and causes only embarrassment and anger. If a conflict persists, contact your Troop Support Specialist for guidance. Thank you for creating a safe and rewarding experience for our girls!

Grievance/Separation
GSK reserves the right to disqualify or restrict the volunteer duties of any person who has been convicted of certain crimes or whom the Council has deemed as unqualified or not fit to hold a volunteer position. The decision to exclude, limit, or discontinue a prospective or current volunteer’s participation remains at all times within the discretion of the Council. The Volunteer Statement Form can be used to document issues.

Volunteers not fulfilling the expectations for the position may be released from the position following problem solving steps to improve and develop the volunteer’s skills.

Factors which may be considered in the release of any volunteer may include but are not limited to:

- Endangering the health and safety of others.
- Failure to follow written policies and/or standards of Girl Scouts of Kentuckiana or Girl Scouts of the USA.
- Misappropriation, misuse or irresponsible management of troop, event or council funds.
- Inadequate job performance.

All GSK operational volunteers are afforded the opportunity to request an appeal when a negative action is taken against them as the result of a policy and/or standard violation. Procedures for the Grievance Process can be found in our Resources. Instances of child abuse, child endangerment, and group/troop financial mismanagement are not eligible for appeal. In these cases, volunteer suspension and/or termination will stand.
What's the Girl Scout Program?
At Girl Scouts, girls have tons of fun, make new friends, and best of all they plan the activities themselves! Our girl-led program centers on something called the Girl Scout Leadership Experience—a collection of activities and experiences girls have as they complete Journeys, earn badges, sell cookies, go on exciting trips, explore the outdoors, and do Take Action projects that make a difference.

In Girl Scouts, girls will:

**Discover**
Find out who they are, what they care about, and what their talents are.

**Connect**
Collaborate with other people, locally and globally, to make a difference in the world.

**Highest Awards**
These represent the highest honors a Girl Scout can earn. All three awards give girls the chance to do big things while working on an issue they care about. Whether they want to plant a community garden and inspire others to eat healthy for their Bronze, advocate for animal rights for their Silver, or build a career network that encourages girls to become scientists and engineers for their Gold, they’ll inspire others (and you!).

**Journeys**
Identify a problem, come up with a creative solution, create a team plan to make the solution a reality, put a plan into action, and talk about what they have learned. As girls go on Journeys, they’ll earn awards to put on their uniforms. The Volunteer Toolkit and Journey books are your resources for the requirements to earning awards.

**Badges**
What have your girls always wanted to do? Make their own movie, go geocaching, plant a garden? Great news! They can learn to do all these things and more while earning Girl Scout badges. Badges are worn on the front of the vest or sash. The Volunteer Toolkit and Girl’s Guide to Girl Scouting are your resources for the requirements to earning badges.

**Patches**
Think of patches like collecting memories in Girl Scouts. They’re often a part of the fun activities you can do in Girl Scouts without the requirements of badges. Patches are always worn on the back of the vest or sash.

**Take Action**
Do something to make the world a better place.
Delivering Fun With Purpose

Program Pillars: A Foundation for Success
The Girl Scout Leadership Experience is built on four core program pillars with civic engagement as the base that supports the entire program.

**Life Skills**
We provide programs that help girls succeed in school, build better relationships, make healthy choices, and deal proactively with serious issues such as bullying, body image, and drug abuse.

**STEAM**
Girls team up for engaging experiments, learn about female scientists, explore careers in fun innovative ways that break down traditional gender roles. They explore their creativity and learn about the world around them.

**Entrepreneurship**
Our programs develop innovative literacy and build business skills—all through the unique lens of leadership.

**Outdoors**
Girl Scouts give girls a sense of empowerment in the outdoors, show them how to use natural resources wisely, learn respect for our environment and wildlife, and help them to become lifelong stewards of the land.

**Civic Engagement**
Girl Scouts aims to inspire girls to be leaders by building the courage, confidence, and character to raise their voices and be advocates for the issues and ideas important to them. We encourage each girl to lead positive change through civic action and form her own ideas, opinions, beliefs, and political ideology. Girl Scouts use their determination to lead every day in the fight for a clean environment, racial and gender equality, safety issues, local concerns, and so much more. Please note that Girl Scouts of the USA prohibits fundraising for other organizations. This means that troops or service units cannot collect cash or solicit cash donations but can collect items for another organization.

The Girl Scout Leadership Experience: Outcomes
By participating in the Girl Scout Leadership Experience, girls benefit in five key ways as they:

- **Develop a strong sense of self.** She’ll find confidence in herself and all that she’s capable of as she tries new things, takes on challenges, and learns from her mistakes.
- **Display positive values.** She’ll learn to act ethically, lead with honesty, be responsible, and show concern for others.
- **Seek challenges and learn from setbacks.** She’ll take age-appropriate risks, open herself up to new opportunities and experiences, and embrace failure as an opportunity to learn.
- **Form healthy relationships.** She’ll practice leading with positivity, learn to communicate her feelings directly, and resolve conflicts constructively.
- **Become community problem-solvers.** She’ll identify problems in her community and create action plans to solve them.
For girl members, the official uniform is the tunic, sash or vest worn with a white shirt and khaki pants or skirt. It is required when girls participate in ceremonies or officially represent the Girl Scout Movement. The unofficial uniform can be a Girl Scout t-shirt or other item that identifies the girls as Girl Scouts and unifies the group. Troop leaders may opt to collect money from parents and purchase sashes, vests, and insignia from a council shop, or ask parents to purchase items on their own. Visit girlscouts.org/en/our-program/uniforms/where-to-place.html to learn about where to place insignia on each Girl Scout level's uniform and for a link to purchase uniform components.

Juliettes, or Individually Registered Members, can complete badges, journeys, and earn highest awards. They can go to camp and attend Girl Scout events. They are not members of a troop and do all these things independently, with the support of their family.

Activities Beyond the Troop Meeting

Looking for something to do as a troop, with a friend, or as a family? The GSK Activities Calendar, our Program and Training Guides, and our e-newsletters are filled with fun and challenging activities designed to help girls earn badges, meet other Girl Scouts, and try new things while being immersed in the Girl Scout Leadership Experience. These activities are offered by our program team, community partners, area associations, service units, or other troops. When an activity takes place outside the normal time and place of a regular troop meeting advise each family of the details of the activity and use the Troop Activity Permission Form to obtain permission for girls to participate.

Registering for Activities

Log in to MyGS for the most up-to-date information on activities, including number of openings, and to register. To guarantee your spot, simply complete the registration with a debit or credit card online or submit payments made by cash, check, or Kentuckiana Credits to your local PLC with a completed Activity Registration Form. Low registration numbers may cause cancellation and late registrations cannot be accepted.

Area, Service Unit, and Troop-Led Activities

As you attend your local service unit meetings and keep in touch with your service unit manager, you will learn about things to do with your girls that are happening locally. Sometimes these activities include leadership by older Girl Scouts who are awesome role models for younger girls.

Submit an Activity for the Online Calendar

Troop, service unit, or area events aligned with the Girl Scout Leadership Experience can often be included on the online activities calendar. To share your event, please submit an Activity Submission Form.

Girl Scouting at Home

You can be a Girl Scout anywhere, even from home. There are plenty of things you can do to keep your Girl Scout engaged, and we collected some of them for you at our Girl Scouting at Home website page. You can find this resource on the Activities section of the website.
Patch of the Month
Hands on activities are included for all Girl Scout age levels and can be done at meetings with your troop, at home with your family and/or friends, or as an individual project. You can find this resource on the Activities section of the website.

Program Packets
Program Packets provide step-by-step instructions for earning badges and patches. Available at all Girl Scout age levels, packets can be completed at meetings with your troop, at home with family and/or friends, or as an individual project. This resource can be found on the Activities section of the website.

Festival of the Arts
With the Festival of the Arts the possibilities are endless! Girl Scouts get arts experiences during this event that has been held for over 40 years. The Festival is a fun and engaging event for Girl Scouts of all levels to explore and includes nearly every genre of art including dance, drama, visual arts, and more. Due to Covid-19, the Festival of the Arts will be a digital experience in 2020.

Camping and High Adventure Activities
There are many ways that your girls can participate in outdoor programs and camping. Some activities, the girls can attend as individuals. Some activities can be attended by troops along with their leaders. Troops can prepare to go outdoors for a day, for overnights at modern camp buildings, or for camping in tents. You can also get your feet wet by attending activities that are sponsored by the council or other volunteers. Learn more at the Outdoors section of the website.

Community Connections
GSK partners with many organizations to offer programs that your troop can schedule at your convenience. You set the dates and times – some of them will even come to your meetings! The Program Team has vetted the activities, gauged grade level appropriateness, and often correlated it to a badge. You can find this resource on the Activities section of the website.

GSK S’mores List
Looking for s’more fun? The S’mores List is a great place to find more unique opportunities and benefits to Girl Scout membership. This list includes activities that aren’t necessarily part of the Girl Scout Leadership Experience but still offer lots of fun and discounts. You can also list your own activities here. Check the S’mores List often for new offerings. You can find this resource on the Activities section of the website.

Keeping Girls Safe
While working with girls and learning new skills is fun and rewarding, assuming responsibility for other people’s children means that some level of risk management and due diligence is involved. There are several resources we use to help you minimize risk and keep girls safe.

General Permission and Health History
Every girl needs to have a General Permission and Health History Form on file with the troop. This form gives permission for the girl to attend troop meetings at their regularly scheduled location. It also contains some general health history information to ensure that the girl is properly cared for in the event of an accident or illness. The form must be filled out and signed by a parent and/or guardian.

These forms are strictly confidential and should only be viewed by those members of the troop leadership team that will need access to this information. Adults who are regularly attending meetings should fill out this form on themselves as well. They do not have to fill it out in its entirety, but knowing any medical conditions, allergies, and emergency contact information is important in an emergency.
Understanding How Many Volunteers You Need

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow development of individual girls. Girl Scouts’ adult-to-girl ratios show the minimum number of volunteers needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls.

Your group must have at least two unrelated, approved volunteers present at all times, plus additional volunteers as necessary, depending on the size of the group and the ages and abilities of girls.

Any adult that is supervising girls must be an approved volunteer. One lead volunteer must be female. Please refer to the ratio chart below.

<table>
<thead>
<tr>
<th>Volunteer to Girl Ratio Chart</th>
<th>Group Meetings</th>
<th>Events, Travel and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated volunteers (at least one of whom is female) for this number of girls:</td>
<td>Plus one additional volunteer for each additional number of this many girls:</td>
</tr>
<tr>
<td>Girl Scout Daisies (Grades K-1)</td>
<td>12</td>
<td>1-6</td>
</tr>
<tr>
<td>Girl Scout Brownies (Grades 2-3)</td>
<td>20</td>
<td>1-8</td>
</tr>
<tr>
<td>Girl Scout Juniors (Grades 4-5)</td>
<td>25</td>
<td>1-10</td>
</tr>
<tr>
<td>Girl Scout Cadettes (Grades 6-8)</td>
<td>25</td>
<td>1-12</td>
</tr>
<tr>
<td>Girl Scout Seniors (Grades 9-10)</td>
<td>30</td>
<td>1-15</td>
</tr>
<tr>
<td>Girl Scout Ambassadors (Grades 11-12)</td>
<td>30</td>
<td>1-15</td>
</tr>
</tbody>
</table>

Tagalongs

A tagalong means a person who attends an activity but is not of an age or skill level to participate. A tagalong can be a registered Girl Scout, sibling, or friend (both boys and girls) who come with parents or guardians to a Girl Scout activity. For example, a registered Girl Scout Daisy tagging along with their parent who is leading a Girl Scout Junior activity is classified as a tagalong. A brother tagging along for a troop campout is also classified as a tagalong.

There are some key points to remember when working with tagalongs:

- Tagalongs are a separate group; therefore, a separate adult team meeting the adult-to-tagalong ratio is required for tagalongs to attend.
- Tagalongs must be kept under the continuous supervision of these adults while a Girl Scout activity takes place.
- Tagalongs follow the same rules as Girl Scouts regarding grade level for participating in activities, on and off GSK properties.
- **Optional insurance** is available for invited non-members who are participating in age-appropriate activities. Only invited guests may be covered by insurance.
• Troop funds should not be used for tagalongs or for the adults needed to supervise them.
• All adults must be registered members, have a background check, and have completed child protection training, even those working with tagalongs.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Two unrelated adults (at least one of whom is female) for this number of tagalongs:</th>
<th>Plus, one more adult for each additional number of up to this many more tagalongs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-1</td>
<td>6</td>
<td>1-4</td>
</tr>
<tr>
<td>2-3</td>
<td>12</td>
<td>1-6</td>
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<tr>
<td>4-5</td>
<td>16</td>
<td>1-8</td>
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<tr>
<td>6-8</td>
<td>20</td>
<td>1-10</td>
</tr>
<tr>
<td>9-12</td>
<td>24</td>
<td>1-12</td>
</tr>
</tbody>
</table>

**Family Engagement**

You want the girls in your troop to have fun, be inspired, take risks, and learn about themselves and the world this year – that’s why you’re a troop leader. Families want the same thing for their girls! So how can you involve them, without every adult family member becoming a volunteer? We recognize that this is a fine line to walk, so we’re providing guidance. Here are some examples of when family members may participate without membership, background check, and child protection training.

• Attending family activities sponsored by the council, community partners, service units, or area. Council-Led Family Activities are identified for your convenience in the Program and Training Guide and on our website in the Activities List.
• Working intermittently with your troop when the approved volunteers are there to maintain adult-to-girl supervision ratio. For example: bring snacks, lead an activity at a meeting, provide extra hands with a group project.
• They may stay with other parents in the room, but not supervise girls. Families may not be comfortable dropping their girl off with a stranger at troop meetings.
• Driving their girl to and attending a planned troop activity when no overnight is required.
  o They may not be included in the count for adult-to-girl ratio.
  o They may not drive other girls unless families are carpooling together.
  o They may not supervise other girls.

**Planning Safe Activities**

When preparing for any activity with girls, start by reading the Girl Scout Safety Activity Checkpoints for that particular activity. Each Safety Activity Checkpoint offers you required guidelines on where to do this activity, how to include girls with disabilities, where to find both basic and specialized gear required for the activity, how to prepare yourselves for the activity, and what specific steps to follow on the day of the activity. For activities requiring council permission, you must fill out the Safety Activity Checkpoint Permission Form.

If Safety Activity Checkpoints do not exist for an activity that you and the girls are interested in, contact Volunteer Care at 888-771-5170 or volunteercare@gskentuckiana.org before making any definite plans with the girls.
GSK’s Safety Policies

- **Weapons:** GSK strictly prohibits any person, licensed or not, from being in possession of weapons at any activity where girls are present, in any vehicle used for Girl Scout activities, and at any council facility or camp property. Prohibited weapons include all forms of weapons or explosives that are restricted by local, state, or federal law. This includes all firearms, even if licensed, illegal knives, and other weapons covered by the law. Exceptions to this policy may be made only in the performance of specific responsibilities for the council or educational or program purposes such as for group marksmanship activities. The council CEO will approve any such exception in advance and in writing only. Law enforcement officers are exempt from this policy provided they are following the requirements of their employer regarding weapons possession.

- **Tobacco:** The council supports and encourages a smoke-free environment inclusive of vaping and e-cigarettes. Smoking is prohibited at any council facility or camp property, except in designated areas set aside for smokers. The use of tobacco, or e-cigarettes by girls, or by adults in the presence of girls, at any Girl Scout activity, including transportation to and from the event, is prohibited.

- **Drugs:** Possession or consumption of illegal drugs or any legal substance not used according to accepted medical practices is prohibited at any Girl Scout activity or on any council property at any time.

- **Alcohol:** Alcoholic beverages are not permitted at any Girl Scout sponsored activity where girls are present. Alcoholic beverages may be permitted at council offices or on council property by staff, volunteers, outside groups, or non-members provided proper licensing and insurance considerations are met. Girl Scouts may participate as a group at any event provided by the community or other youth-serving organization where alcoholic beverages are available as part of the event. No adult accompanying Girl Scouts may consume alcohol during the activity.

- **Hunting and Trapping:** Hunting and trapping are not permitted on Girl Scout camp property. All camp properties must be posted. Exceptions to this policy may be made only in the performance of specific responsibilities for the council. The CEO will make any such exception in advance and in writing only.

- **Personal Pets:** Personal family pets are not permitted on Girl Scout camp properties during programs or when girls are present. Exceptions to this policy include service animals and program activities that include family pets and pets owned by council staff residing at camp. All pets will be under the control of a responsible person and not permitted to roam freely.

- **Political and Legislative Activity:** Girl Scouts may not authorize anyone in the name of Girl Scouting to participate or intervene directly in any political campaign on behalf of or in opposition to any candidates for public office. Girl Scouts may not participate in any legislative activity or function that contravenes the law governing tax-exempt organizations.

- **Hostility:** The council strictly prohibits hostility in any form against all persons having involvement with the council. Hostility is considered to include, but not be limited to, physical violence as well as harassment, intimidation, stalking, coercion, display of weapons, threats, bullying and talking or joking about hostility whether in person or through some other means of communications such as writing, telephone, text messaging, voicemail, email, or any other methods of communication or technology.

Background Checks

GSK requires adult membership and background checks on all volunteers and any adults (parents, guardians, family members, others):

- Directly supervising girls: troop leaders, troop volunteers, and camp volunteers.
- Attending overnight functions with girls: all adults attending overnight events.
- Driving girls: all adults driving girls, besides their direct family members.
• Working directly with troop/group funds: Cookie Chairs, Fall Product Chairs, and Finance Leads.

• Working indirectly with volunteers in a leadership capacity: service unit team, trainer, board members, area chair or vice chair, area delegate or alternate, etc.

• All staff members.

Volunteers will receive an email link from:

Girl Scouts of Kentuckiana <theadvocates@sterlingvolunteers.com>

A background check will be conducted and repeated every three years. These reports are handled in a confidential manner and staff will address specific follow up concerns with the volunteer. If there are certain restrictions on a volunteer's involvement, those limitations will be communicated with the service unit manager and volunteers who supervise the troops.

**Child Protection**

GSK seeks to provide the most secure environment possible for its girls. The [Child Protection Policy](#) helps provide an environment that is free of child abuse and that safeguards the health and well-being of our girls. Physical punishment, sexual misconduct, physical neglect, verbal and emotional abuse are strictly prohibited. GSK reserves the right to terminate, to dismiss, or to take any appropriate action in response to anyone who violates this policy or who is found guilty of child abuse and/or neglect.

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 a team agreement and coaching girls 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.

Leaders should promote internet safety by instructing girls never to put their full names or contact information online or engage in virtual conversation with strangers. Girls should never arrange in-person meetings with online contacts, other than to deliver cookies and only with the approval and accompaniment of a parent or designated adult. On group websites, publish girls' first names only and never divulge their contact information. Teach girls the Girl Scout Internet Safety Pledge and have them commit to it.

To protect the girls and yourself as well, here is the list of Top 10 Nevers from Safeguard from Abuse, our child protection training.

- Never tickle children—it's overstimulating and is considered a deceptive device that may lead to fondling.
- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in inappropriate touching.
- Never allow a child to stand between your legs when seated. Gently guide the child to your side. You may still speak to and comfort the child.
- Never hold school age and older children on your lap. Holding a preschooler is okay for short time spans.
- Never allow children to use inappropriate language or make sexually suggestive comments, even in fun.
- Never show pornography or involve youth in pornographic activities or photographs.
- Never let them out of your view. All children are within your sight at all times. If your girls are mature enough and are using the buddy system, you can make exceptions to this rule.
- Never kiss a child on the lips. Never let a child kiss you on the lips, especially if you are working with or coaching an older team of the opposite sex.
- Never let allegations a child makes go unchallenged or unrecorded. Act promptly.
Reporting Child Abuse or Neglect

Child Protection Officer
Maggie Elder
Office: 502-716-7222
Cell: 502-777-2476

Child Protection Hotline
Kentucky  Indiana
800-752-6200  800-800-5556
877-597-2331

- If you believe a child is in imminent danger and needs immediate protection, call the local police department.
- If there is no immediate danger, call the child protection hotline.
- Fill out an Incident/Accident Report with the case number and submit it to the Child Protection Officer within 24 hours.
- After reporting, your role is complete unless you see additional signs that require a report.

Girl Scout Insurance

Every registered Girl Scout and registered adult member in the Girl Scout movement is automatically covered under the basic Mutual of Omaha Activity Insurance plan upon registration. This insurance coverage is not intended to diminish the need for, or replace existing, family health insurance. When $130 in benefits has been paid under this plan for covered expenses, any subsequent benefits from the basic plan will be payable (up to the specified maximum) only for expenses incurred that are not covered under another insurance policy. If there is no family insurance or healthcare program, a specified maximum of medical benefits is available under the basic plan.

First Aider

A First Aider is not required for every Girl Scout activity, such as your standard troop meetings. Please consult the “Prepare for Emergencies” section of the Safety Activity Checkpoints for the specific activity to determine whether a First Aider is required and their level of certification. Being trained in First Aid and CPR is a valuable life skill.

Medications

No medications can be administered to a minor unless the following conditions are met:

1. No minor may administer medications at any time (except as noted in #5).
2. All medications must be in the original container and maintained in a location deemed to be safe and appropriately accessible.
3. Prescription medications must be administered according to the doctor’s orders.
4. Non-prescription medications must be administered according to the directions on the label and only with signed parent/guardian consent.
5. Prescriptions designed for self-medication in case of an emergency such as epinephrine, inhalers, etc., should be kept by the individual they are prescribed to all the time.

Emergency Preparedness

The Girl Scout motto is Be Prepared! Please follow these minimum emergency preparedness guidelines:

- Check out the emergency procedures for your meeting place, and regularly practice emergency drills with the girls. Be aware of how to contact available help.
- Know the signals for emergencies and tornado warnings for your troop meeting location.
• Know how to contact personnel who are responsible for the building you are using.

**What to Do in an Emergency**

Although you hope the worst never happens, you must observe council procedures for handling accidents and fatalities. Please follow these steps:

1. First, contact emergency medical services to arrange for care for the sick or injured person.
2. Ensure that the scene is safe before providing care for the sick or injured person.
3. Designate who will provide care for the sick or injured person and give priority attention to providing care.
4. Ensure other adults are supervising the remaining people. Ensure they are safe, and if possible, take them to another location away from the scene.
5. Notify the family of the sick or injured person.
6. In the event of a serious accident or fatality, contact GSK staff who will arrange for additional assistance at the scene, if needed, and will notify families as appropriate. To report emergency and secure additional assistance, call the office during normal business hours. Other times, please call one of the Staff Emergency Contacts.
7. In the event of a fatality or other serious accident, always notify the police.
8. Retain a responsible person at the scene. See that the victim and the surroundings are not disturbed until the police have assumed authority.
9. Refer any media inquiries (press, radio, television) to the Chief Executive Officer.
10. Make no statements to the press. Do not discuss the incident, place any blame, or accept liability.
11. Submit an [Incident/Accident Report Form](#) to the council within 24 hours.

Make sure a general first aid kit is available at your meeting place and accompanies girls on any activity. You may need to provide the kit if one is not already available at your meeting location. You must always have on hand girl health histories and the names and telephone numbers of our council office, parents/guardians, and emergency services such as the police, fire department, or hospital.

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**Transporting Girls**

How families decide to transport girls between their homes and Girl Scout meeting places is each family’s individual decision and responsibility.

For planned Girl Scout field trips and other activities—outside the normal meeting time and place—in which a group will be transported in private vehicles:

• Every driver must be an approved volunteer at least 21 years old and have a good driving record, a...
valid license, and a registered/insured vehicle.

- Girls never drive other girls.
- If a group is traveling in one vehicle, there must be at least two unrelated, approved volunteers in the vehicle, one of whom is female, and the adult-to-girl ratios (chart on page 11) must be followed.
- If a group is traveling in more than one vehicle, the entire group must consist of at least two unrelated, approved volunteers, one of whom is female, and the adult-to-girl ratios (chart on page 11) must be followed. Care should be taken so that a single car (with a single adult driver) is not separated from the group for an extended length of time.
- Obtain family permission for any use of transportation outside of family transportation.
- GSK does not allow use of 15 passenger vans.
- Never transport girls in flatbed or panel trucks, in the bed of a pickup, or in a camper-trailer.
- Volunteers and volunteer groups who rent private transportation do so under their personal insurance and liability. Girl Scouts of Kentuckiana does not enter into legal agreements on behalf of volunteers.

Private transportation includes private passenger vehicles, rental cars, privately owned or rented recreational vehicles and campers, chartered buses, boats, and flights. Each driver of motorized private transportation must be at least 21 years old and hold a valid operator’s license appropriate to the vehicle. In addition, state laws must be followed, even if they are more stringent than the guidelines here. Anyone who is driving a vehicle with more than 12 passengers must also be a professional driver who possesses a commercial driver’s license (CDL).

**Checklist for Drivers**

When driving a car, RV, or camper, take the following precautions and ask any other drivers to do the same:

- Keep directions and a road map in the car, along with a first-aid kit and a flashlight.
- Check your lights, signals, tires, windshield wipers, horns and fluid levels before each trip, and recheck them periodically on long trips.
- Keep all necessary papers up to date including, but not limited to your driver’s license; vehicle registration; any state or local inspections; and insurance coverage.
- Wear your seat belt all the time and insist that all passengers do the same. Girls under 12 must ride in the back seats.
- Follow all the established rules of the road in your state, including the speed limit. Some additional guidelines include: keeping a two-car-length distance between you and the car ahead of you; not talking or texting on a cell phone or other personal electronic device while driving; not using ear buds or headphones while driving; and turning your lights on when your windshield wipers are on.
- Plan rest stops every few hours and avoid driving for extended periods at night. If traveling with others, prearrange stopping places along the way. When planning longer trips, arrange for relief drivers.
- Don’t drive when you are tired or taking medication that makes you drowsy.
- Girl Scouts must adhere to all applicable state laws regarding seatbelts and child restraints. These laws are subject to change, but currently guidelines are:

**Kentucky Child Safety Seat Law**

- Any child under 40 inches tall must be in a child and/or infant seat.
- Any child younger than eight and between 40 and 57 inches tall be secured in a booster seat.
- Any child over eight or over 57 inches tall must be secured in a seat belt.

**Indiana Child Safety Seat Law**

- Any child under the age of eight must be properly restrained in a child safety seat or booster seat according to the child restraint system manufacturer’s instructions.
- All child under the age of 16 must be properly restrained either using a seat belt or a child restraint system, to include a booster seat.
Funding the Fun!

Girls have some big ideas about what they want to do in Girls Scouts. As a troop leader, you will guide them on how to plan and budget for those ideas.

Product Programs

The Fall Product Program (nuts, candy, and magazines) and the Girl Scout Cookie Program are the two council-sponsored product programs. The Girl Scout Cookie Program is the largest girl-led entrepreneurial program in the world. Through the Product Programs girls learn five skills that are essential to leadership, to success, and to life: goal setting, decision making, money management, people skills, and business ethics. Troops earn profit from all sales and these two programs are the best way for troops to fund their activities. Girls also have a chance to earn awesome individual rewards. During Girl Scout product programs, you are responsible for the safety of girls, money, and products. Learn more at the Cookies+ section of the website.

Money-Earning Activities

The best way to fund activities is through the Girl Scout Cookie and Fall Product Programs. If in planning it is determined that additional funds are needed, troops turn to money-earning projects. All money-earning activities must be planned and carried out by the girls as a hands-on project with the help of adults.

Questions to consider when thinking about money-earning activities are:

- Is the activity age-appropriate?
- What is the budget for the activity?
- Did the girls plan the activity?
- Are the girls involved in the activity?
- How does the troop plan to pay for any up-front costs?

The following are requirements for money-earning projects:

- Please be aware that only the Council holds the nonprofit status and a unique identification number with the IRS. Use of the tax identification number by troops or service units for money-earning is not allowed.
- If your troop decides to plan a money-earning activity that will raise more than $100, the Money-Earning Permission Form must be submitted to the Fund Development Team at Girl Scouts of Kentuckiana 30 days prior to the event. Please submit to the email address on the form.
- Troops must participate in the Girl Scout Cookie Program to do any additional money-earning projects.
- Troops or service units cannot solicit donations or individual/business sponsorship without prior approval from the Fund Development department.
- Troops cannot engage in fundraisers with business or corporations where a percentage of the price of the item is donated back to the troop, such as a restaurant give back night.
- Individuals, troops or service units cannot apply for grants. Girls may participate in troop money-earning but may not engage in any direct solicitation for money. Adults are the only ones who can ask for donations to Girl Scouts.
- Girls working on their Girl Scout Gold Award projects may seek council permission to solicit funds. More information is available during Gold Award training.
- Girl Scouts of the USA does not allow games of chance as acceptable activities or means of money-earning for Girl Scouts. This includes raffles, bingos, poker nights or other games of chance to raise money.
- Girl Scouts does not allow the promotion or sale of commercial products other than Girl Scout cookies and fall product items.
Raising money via the internet through crowd sourcing pages such as Facebook or Go Fund Me is not allowed.

When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics.

**Funds for Individual Girls**

**Financial Assistance**

Girl Scouts of Kentuckiana is committed to providing a significant Girl Scout experience to every member who wants to be a Girl Scout. So that a family’s economic status will not be a barrier to participation, financial assistance to individual members may be provided as part of the online membership registration process. The request financial aid box is only available at the family level. Troop leader’s may request financial assistance on behalf of girls or volunteers in their troop by contacting Volunteer Care. All membership financial assistance is approved upon request. No application or information is needed. A confirmation email will be sent to the contact’s email upon completion – typically in one business day. Other financial assistance may be available for girl programming and adult training using the Financial Assistance Application.

**Joyce Seymour Leadership Fund**

The Joyce Seymour Leadership Fund provides leadership opportunities for girls gained through the outdoor experience. Opportunities supported by the fund include GSK Camps and Outdoor Experiences, GSUSA destinations, and troop outdoor adventures. Applicants must be a registered member of Girl Scouts of Kentuckiana and submit the Joyce Seymour Leadership Fund Application to request funds.

**Managing Your Troop’s Funds**

Girl Scout funds are girl-earned and girl-spent. How the funds are used is a decision made by the entire troop, not just the leaders or a few select girls from the troop. It is also important to know that troop funds belong to the entire troop and cannot be earmarked for individual girl use. Funds can be used to renew membership, purchase badges, patches, Journey books, Girl’s Guides and uniform components, pay for celebrations and ceremonies, community service projects, field trips, and more. Let the girls come up with some ideas and then have the troop vote.

**Bank Account**

GSK requires funds in troop or group treasuries to be kept in checking or savings accounts in the name of the council and troop number or group name. Bank accounts must follow council guidelines for account naming and should use the council tax identification number. Each account shall have at least two unrelated signers. The Fund Like a Girl Scout chapter of Succeed Like a Girl Scout (one of our e-learning trainings) has more details on bank accounts. Before you open a new account, or make changes to an existing account, you should contact your Troop Support Specialist for assistance.

- **There are no secrets**: All financial matters are completely public transactions. Transparency is the rule. If you and your co-signer would be uncomfortable with one of your transactions appearing on the front page of your local newspaper, then you probably should not complete the transaction.

- **Always have a receipt**: No matter how honest you are, you still need to prove that all your transactions are accurate and appropriate. This means you must have a receipt for every expense. It might help to keep these receipts in a folder or stapled in a notebook in chronological order. Remember, if you don’t get a receipt for an expense, you have just made a donation to the group! Reimbursement must be made in the same troop year: October 1–September 30.

- **Don’t mix funds**: Group funds should only be kept in the group bank account. Funds from a signer’s personal accounts or other group accounts should not be mixed. Groups should have only one account. It is also best not to mix Girl Scout and personal expenses on the same receipt.

- **Never pay yourself**: A signer on an account should never write a check to themselves. Similarly, an adult should never make a purchase using an account debit card for their own benefit (i.e. individual
meals, fuel, or items for personal use). There are multiple signers on troop accounts for a reason. A co-signer can easily reimburse a signer for appropriate expenses. There should always be a third party in each transaction, safeguarding group assets from self-interested transactions.

- **All signers share responsibility**: All signers on an account share the responsibility for the fiscal management of the account. Each signer should review monthly bank statements against the receipted income and expenses.

- **Separation of governance and operational funds**: No person in the governance position of Board Officer or Member at Large, Board Development Committee, Area Chair, or Area Vice Chair may be a signer on an operational bank account such as a troop, service unit, or day camp account.

- **Report quarterly**: The best way to avoid questions, rumors and suspicion is to answer questions before they are asked. Girls and parents have worked hard to contribute and earn group funds, so it is natural that they should be interested in how funds are kept and spent. A simple, written report showing income and expenses should be provided to group families every 90 days. This report should match the most recent bank statement, a copy of which should be provided as well. The report should be signed by the bank account co-signers and should provide an easy contact point for questions.

- **It’s their money—involve them**: Having the girls assist in managing the troop’s finances, paying troop bills, and preparing the quarterly reports is a terrific way to teach important life skills, build interest and involvement, and promote transparency and fairness. Please use this opportunity to build a financially literate troop.

- **Collecting money**: Troops may use electronic payment systems, such as Venmo, Paypal, etc. to collect money from troop parents/caregivers for troop dues, activity fees, etc. All payments should go directly into the troop bank account and should never be deposited to a volunteer’s personal bank account.

- **All Income and expenses must be reported**: Use the finance tab in the Volunteer Toolkit to report this information by June 30 each year. Alternatively, troops may use the [Bank Account Reporting Form](https://www.girlscouts.org).

**Troop Dues**

Many troops decide to collect troop dues to help provide funds for troop activities and supplies. These could range from $1-$2 per meeting to $30-$40 for the entire school year paid all at one time. It’s completely up to each troop to decide what works best for them to support the activities they want to do.

**Sales Tax Exemption**

As a 501(c)(3) nonprofit, volunteers can use the GSK sales tax exempt form when purchasing supplies and materials for Girl Scout troop use. We have exemption for Indiana, Kentucky, and Tennessee.

**Kentuckiana Credits**

Girls can earn Kentuckiana Credits by participating in Product Programs. Service units and troops may earn Kentuckiana Credits by meeting membership goals. Kentuckiana Credits can be used in council shops, and to pay for membership, activities, or GSK property rental. Troops can use the [Kentuckiana Credits Swap Form](https://www.girlscouts.org) to reimburse the troop for troop funds used on membership, activities, or GSK property rentals.

**Global Girl Scouts: Passport to Discovery**

It’s a big world, and what better way to experience it than on a global scale? As a Girl Scout, she’ll find her place in the world and make a real difference, whether she travels the globe or decides to participate in local activities with worldwide impact. Visit our website for global opportunities.

Global Girl Scout activities help boost girls’ awareness of the world through cross-cultural learning opportunities—and help her better understand important global issues, giving her the power, inspiration, and resources to make the world a better place. Girl Scout founder Juliette Gordon Low once famously said, “Girl Scouting and Girl Guiding can be the magic thread which links the youth of the world together.”
Traveling with Girl Scouts

A Girl Scout trip is an opportunity for girls to have fun and experience adventures. It is also a way to enrich the Girl Scout Leadership Experience. It is not something planned for girls by adults. The girls should plan their trip with guidance from troop volunteers. In this way, a Girl Scout trip is an important learning experience for girls. Detailed information on travel can be found in the Travel Guide or you can reach out to your Troop Support Specialist. Due to Covid-19 travel policies are likely to change. Please check our website for the most current travel policies.

- For trips of one day with no overnight stay, you must notify your service unit manager.
- Before overnight trips, you and the girls will need to obtain council permission. The farther you travel, the more information the council needs for approval. Prepare girls to be away from home by involving them in planning, so they know what to expect. If at all possible, 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.
- When a trip budget total is $5,000 or more and funds will be accumulated for more than one troop year, a troop travel custodial account will be required. We encourage every troop that is saving for a large trip to consider using a custodial account to take the pressure off the troop leader and finance lead. Please contact Volunteer Care for more information.

Local and Regional Travel

A Travel Application must be submitted for all travel lasting one night or longer. The application must be submitted four weeks prior to your trip.

National and International Travel

1. Submit your Travel Plan which contains preliminary information and will allow us to better guide you through the process. It must be submitted at least three months prior to the trip or before beginning any money-earning projects. A Travel Plan is also required for trips where more than $250 per person is needed.
2. Submit the Travel Application for final trip approval.
   - Completed applications are due four weeks prior to local, regional, or national travel and three months prior to international travel. Late requests will not be approved. Within 10 business days of receipt of your request, you will be notified of the status of your request.
   - Additional insurance is required for travel lasting three or more nights and for all international travel.

Volunteer Development

The Volunteer Development team includes staff and a diverse group of volunteer trainers who provide you with the knowledge and confidence to deliver meaningful programs to girls. They are committed to giving you the tools you need to be a fearless and thriving volunteer. To learn more about training opportunities visit the Training tab on our website. Training is delivered in a variety of ways to meet your needs:

1. eLearning Videos, via our online eLearning platform, where you can watch training videos on your own schedule! View videos on a variety of subjects anytime. They are available to all GSK volunteers. Visit the Training tab on our website to sign in. Examples include:
   - Succeed Like a Girl Scout training is required for leaders and co-leaders. Each chapter is designed to give you the tools and resources you need to have a successful, safe, and fun Girl Scout experience.
   - Safeguard from Abuse training is required for all volunteers working directly with girls. The training takes 60-90 minutes to complete.
   - Plant a Seed, Grow a Leader: Join us for an adult journey through the Girl Scout Promise and Law
as you enhance your leadership skills. Each online module provides tools, tips, and encouragement for you to practice at your own pace, on your own time, and when you need it.

2. **Virtual Webinars**: Participate in a live training session with other volunteers across the council from the comfort of your home on your computer, smartphone, or tablet. Visit the Activities section of the website to register. Examples include:
   - **Grade Level Trainings, Highest Awards, and Volunteer Toolkit training.**

3. **Face-to-face**, via individual classes or at training weekends where there are a lot of different classes. We encourage you to attend a face-to-face session or a training weekend. We’re confident you’ll walk away with new skills and ideas and a passion for Girl Scouts while making new friends. Visit the Activities section of the website to register. Examples include:
   - Training Weekends offer everything you need to have a successful and fun troop year! You can drop by for just one class, stay all day, or enjoy the whole weekend at camp. You customize the weekend with training opportunities that fit your needs. Along with leader-to-leader networking, you can take workshops for troop camping, archery, badge work, grade level, skill-building courses, and more!

   - **Training Weekends:****
     - Autumn Adventure Weekend: October 9-11, 2020
     - Spring Training Weekend: April 16-18, 2021
     - Outdoor Training Weekend: May 14-16, 2021
     - Aquatics & More Training Weekend: August 20-22, 2021
     - Autumn Adventure Weekend: October 8-10, 2021

   - **Outdoor Trainings:** Readiness and safety for outdoor program is built into our GSK outdoor training plan. Like our outdoor activities for girls, our trainings are progressive in nature to build your skill set over time and with confidence.
     - **Outdoor Like a Girl Scout**—Learn more about GSK’s outdoor activity continuum.
     - **Camp In A**—Learn how to conduct safe day outings. This training is available as an e-learning class available anytime!
     - **Camp in B**—Learn how to do a simple cook-out around a campfire, and how to prepare for your troop’s first overnight at a camp building with modern facilities.
     - **Camp Out**—Learn how to cook more elaborate meals and prepare to take your girls tent camping.
     - **Camp Way Out**—Prepares leaders to guide Cadettes, Seniors, and Ambassadors through camp badges.
     - **Wilderness Travel**—Learn about camping in primitive areas and backpacking.

**Adult Awards and Recognitions**

Adult awards and recognitions are given to acknowledge the dedicated Girl Scout volunteers and staff who serve the Girl Scout movement. A series of awards are available to recognize contributions in various capacities and roles. Awards are presented on an annual basis.

- Volunteers are encouraged to nominate each other for awards. Guidelines for awards may be found in the Adult Awards and Recognitions Booklet.
- Council-level awards are presented at Girl Scouts of Kentuckiana’s Annual Meeting in March.
- All other awards are presented at area association or service unit meetings in the spring.
- Nominations for awards, which may be submitted by volunteers or staff, are due by February 1.
GSK Office and Shop Locations

Louisville
(Council Headquarters)
2115 Lexington Rd
Louisville, KY 40206

Seymour Satellite Office
113 North Chestnut
Seymour, IN 47274

Caveland
901 Lehman Ave, Suite 7
Bowling Green, KY 42101

Heartland
200 Sycamore St, Suite 134
Elizabethtown, KY 42701

Pennyroyal
3095 Girl Scout Rd
Utica, KY 42376

Bear Creek
711 Jefferson St
Paducah, KY 42001