

Slide 1



Welcome back to a new Girl Scout year. It's sure to be the best ever. And thank you for taking time today to be with us.

We'll start off with Keli Berkman sharing the updates on the Volunteer Toolkit – which I think is absolutely the best tool yet for leaders to plan their year and ensure girls are receiving THE Girl Scout leadership experience.

Following Keli, Dee Dee Rivers will speak share the Finance Tab information, Finance Tab is part of the Volunteer Toolkit

Then a program team member will share updates on the Troop Trip Application and the new badges launched this summer.

Susan King, our Director of Product Sales, will then talk about upcoming Product Sales information

And then I'll round out the call with a policy change and organizational structure changes and a few reminders.

Sounds like a lot but hang in there - - it's worth every minute. Thanks again for being with us.....Keli will you start us off.

Because of the number of participants, I ask that you please put your questions in the chat log. After each section, we'll stop to check the chat log for any questions and the presenter for that section will answer them.

## Volunteer Toolkit

- Register for 2019 to have access



## Finance Tab Training

- Troop financial report
- SA financial report



## Troop Trip Application

- A task group of volunteers and staff has updated forms and process.
- New Safety Activity Checkpoints were incorporated.
- Difficulties were addressed.
- Online and Paper forms will be available.



A task group of staff members and experienced volunteers has been very busy over the last few months making improvements to the Troop Trip Application forms and process. We have heard your frustrations with this form and have worked hard to make things more clear and simple for troops taking trips.

The new SACs have some major updates; there are new activities included and they are easier to use and reference. We've incorporated all of this into our new forms.

Some of the difficulties we've addressed:

1) The need to buy extra activity insurance before your TTA could be approved and also the need to have your TTA approved before you could purchase extra activity insurance. You can now purchase your insurance prior to submitting your TTA.

2) SAMs have asked to be able to approve simple trips – now they can.

3) SAMs have asked to know when troops in their areas are travelling – now they will be informed of approved trips in their areas.

We have developed online forms which we want to encourage our travelers to use – it's easiest for staff to work with and keep track of electronic forms. But we know that sometimes we need paper forms for those areas where internet access is dicey, and so we'll have those available too.

## Troop Trip Application – Four forms

### #1) Troop Trip Application

- Program staff approves
- Submit 4 weeks out
- For trips that have one or more of these attributes:
  - **Require extra activity insurance**
    - are 3 nights or more in length
    - include participants who are not registered members of Girl Scouts
  - **Require special certifications per Safety Activity Checkpoints**
    - Lifeguard, archery, canoe, etc
  - **Require council venue approval per Safety Activity Checkpoints**
    - Horseback riding, trampoline parks, etc.
  - **Involve rental vehicles or ticketed transportation**
    - Rental mini vans, trains, planes, bus, etc.



We've replaced the existing Troop Trip Application with four new forms. Now I know that sounds MORE complicated, not less, but stick with me here. We hope you'll see that this will improve the way we handle trips in the council.

The first form is the one that replaces what we have now – the standard Troop Trip Application. These TTAs are approved by program staff and include space for all the things that require council involvement in some way.

Insurance

Special certs

Venue Approval

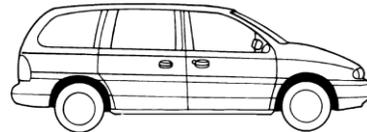
Transportation other than personal vehicles



## Troop Trip Application – Four forms

### #2) Troop Trip Application – EZ

- SAM can approve
- Submit 2 weeks in advance
- For trips that:
  - require no special leader/advisor certifications other than First Aid/CPR,
  - are 2 nights or less in length
  - include only registered members of Girl Scouts.



The second form is for those trips that involve none of the things that require council approval; for instance, a troop wishes to spend their cookie money on an overnight at Zoo Atlanta. They are only taking registered members of Girl Scouts including a First Aid/CPR trained adult, and they are driving only personal vehicles. This is what we are calling a simple trip, and can be approved using a TTA –EZ form.

This form doesn't have any unnecessary extra information required, and a Service Area Manager can approve without any need for council staff to be involved. We will ask the SAM to pass the approved trip info along to our customer care team so that we can attach it to the troop's record in our database.

## Troop Trip Application – Four forms

### **#4) International Trip or Cruise – Intent to Travel**

- Program staff approves
- Submit at least 12 months before departure
- For any trip outside of the US and any cruise.
- Requires very few details: trip description and purpose, number of travelers, approximate dates of trip, how trip will be funded.



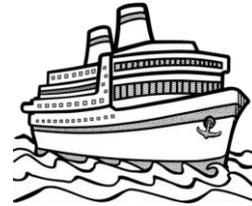
The third form is the one to be used to let staff know that you are planning an international trip or cruise. Trips of this nature require extra paperwork to be prepared for all contingencies, and program staff will help you to make sure all of your ducks are in a row for this kind of trip.

We require the info at least 12 months out, because trips of this kind generally take (or should take) 2 to 3 years to fund and plan with girls. If staff knows of your plans, we can assist you when asked.

## Troop Trip Application – Four forms

### #4) TTA – International Trip or Cruise

- Program staff approves
- Submit 8 weeks before departure
- For any trip outside of the US and any cruise. Additional special forms and requirements for these trips include:
  - Passport for each traveler
  - Notarized parent permission from each legal guardian for each minor travelling
  - Specialized extra activity insurance



The last form is also for international trips and cruises, but it will include all of the fine details of your trip from travel itinerary to sites and overnight accommodations. You'll have to acknowledge that you've taken care of all of these extra requirements.

The forms will be on our website by next week. Please direct any questions to [bconnell@gshg.org](mailto:bconnell@gshg.org) or your local Program Manager. Questions?

## New Badges and Journeys



Here is a chart of all of the new badges and Journeys from GSUSA this fall. All of them can be found in the VTK, and paper requirements can also be purchased online or at our shops, or purchased for download online.

The highlights:

- Space Science badges for D,B, J in conjunction with NASA. (C,S,A, coming next fall).
- Cybersecurity badges for D, B, J in conjunction with Palo Alto networks and other cybersecurity experts (C,S, A coming next fall)
- Eco badges completed for all grade levels (J already had Eco Camper)
- Think Like an Engineer and Think Like a Programmer journeys for C,S and A
- Three new robotics badges each for C,S, and A
- Mechanical Engineering badges for J
- LIA for the Cadettes that go with the Programmer, Engineer and Outdoor journeys for Cadettes and Brownies
- College Knowledge badge for A

So many new badges! Don't be afraid of these topics – each badge and journey in the VTK is written with so many adult aids and explanations that you can't go wrong. The Brownie and Daisy badges are pretty simple – they start out with activities that girls can do to introduce them to concepts. You don't need computers or astronauts or anything special to do the badges with younger girls (though you are certainly welcome to add on to any of the activities in ways that enhance learning and fun!). Questions? Contact the Program Team.

## Moose on the Loose!

**Girls will automatically be entered to win our 4-foot, plush moose each time they complete one of the following:**

- 1) Sign up for our Fall Product Program**
- 2) Register as a **NEW** Girl Scout**
- 3) Attend a GSHG council event**
- 4) Attend a service area event**
- 5) Be a top seller in our Fall Product Program**



# 2018-19 Product Sales Dates

## SEPTEMBER

- ◆ 9/6- Fall Product Training, 10:30am (online and in-person)
- ◆ 9/8- Fall Product Training, 10:30am (online)
- ◆ 9/11- Fall Product Training, 6:30pm (online)
- ◆ 9/20- Fall Product Training, 6:30pm (online and in-person)
- ◆ 9/24- **Fall Product Program begins**

*\*In-person trainings will be held at our Service Centers in Savannah, Albany, Augusta, Macon, Columbus, Gainesville and Athens.*

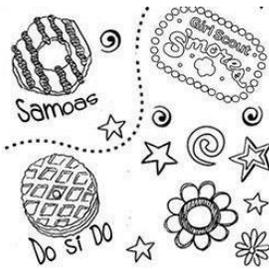


## OCTOBER

- ◆ 10/1-Troop information verified in M2/TNOS system
- ◆ 10/28- **Fall Product Program ends**
- ◆ 10/29 to 10/30-Troop orders verified by midnight on 10/30
- ◆ 10/30- Email your Service Area Product Manager when paperwork is complete
- ◆ 10/30- Deposit ALL money in troop account

## NOVEMBER

- ◆ 10/31 to 11/1- Service Area Product Manager to verify all troop orders/rewards. Email local Product Program Manager when complete.
- ◆ 11/8- ACH bank drafts to post
- ◆ 11/13 to 11/15- Products sent to Service Area Product Manager for distribution
- ◆ 11/16 to 11/30- Girls deliver products to customers
- ◆ 11/29- Cookie Program Training, 10:30am (online), 6:30pm (in-person)



## DECEMBER

- ◆ 12/1 – Cookie Program Training, 10:30am (online)
- ◆ 12/4 – Cookie Program Training, 10:30am (in-person), 6:30pm (online)
- ◆ 12/10 – Cookie Program Training, 10:30am (online), 6:30pm (in-person)
- ◆ 12/17 – **Girl Scout Cookie Season begins**

*\*In-person trainings will be held at our Service Centers in Savannah, Albany, Augusta, Macon, Columbus, Gainesville and Athens.*

## JANUARY

- ◆ 1/5– ACH paperwork due
- ◆ 1/5– Booth spreadsheets due to local Product Program Manager
- ◆ 1/12– Sign-ups for booths begin
- ◆ 1/14– Initial order ends
- ◆ 1/15– Initial Girl Scout Cookie order due in eBudde by midnight
- ◆ 1/16– Service area to submit initial order/rewards in eBudde by midnight



## FEBRUARY

- ◆ 2/1-2/4– Initial delivery to service areas
- ◆ 2/7– Cookie cupboards open
- ◆ 2/8– **Cookie booths begin**
- ◆ 2/11– Troops notify of decrease in withdraw of first payment
- ◆ 2/19– First half of initial order payment due in troop account

## MARCH

- ◆ 3/1– Cookie cupboards close
- ◆ 3/3– **Girl Scout Cookie Program Ends**
- ◆ 3/5– Money due in troop account
- ◆ 3/6– Troops notify local Product Program Manager of decrease in withdraw of final payment
- ◆ 3/6– Troops submit final rewards and paperwork by midnight
- ◆ 3/8– Service areas submit final rewards and paperwork by midnight



## Policy Change

### **2.4 POLICY: STEWARDSHIP OF FUNDS**

#### **TROOP/GROUP:**

#### **PROCEDURES:**

8. When a girl chooses to transfer to another troop, a prorated share of troop funds will be forwarded to the troop to which she transfers.



Mary

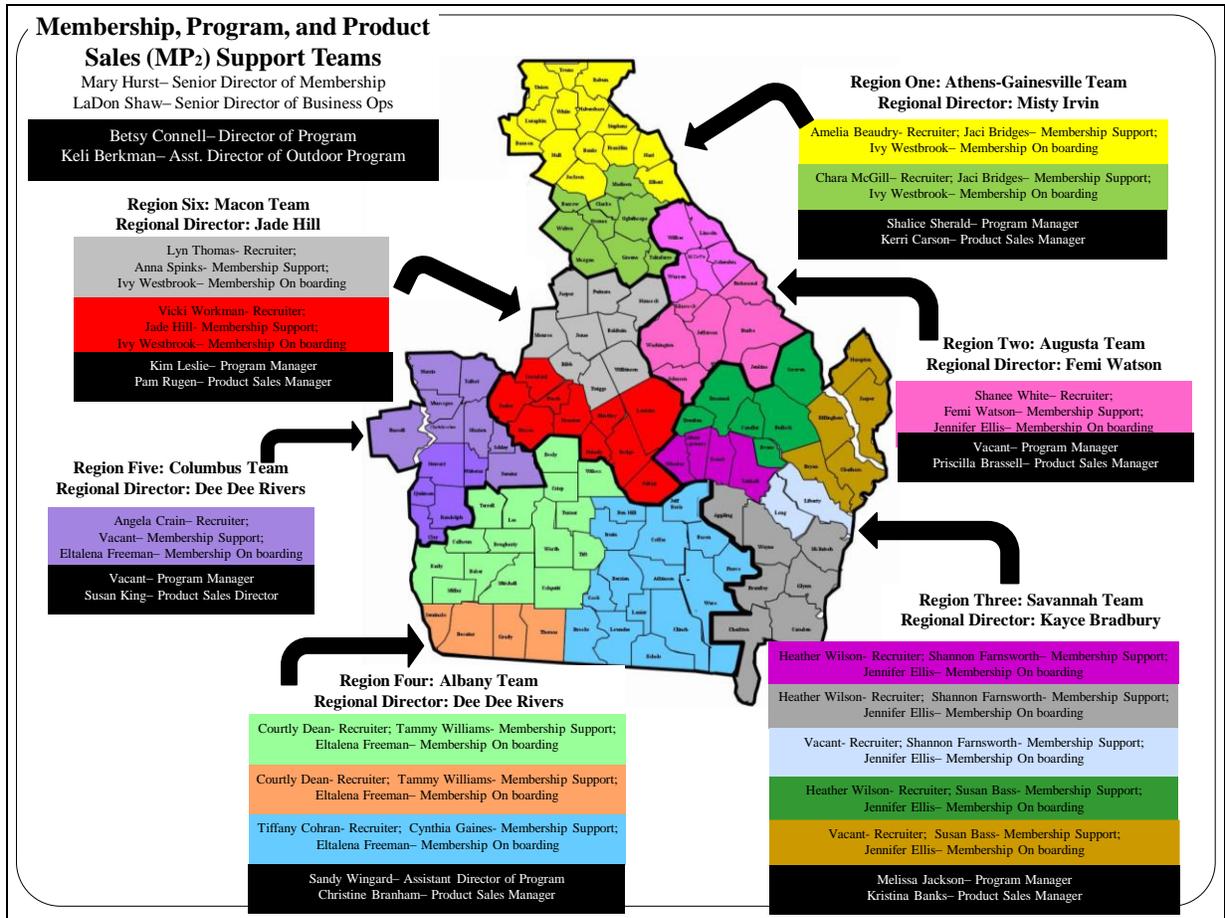
We added a procedure to the Financial policies under 2.4 Stewardship of Funds. This procedure was already being accomplished, we just needed to clarify it.

So, when a girl chooses to transfer to another troop, a prorated share of the troop funds are forwarded to the troop to which she transfers.

## Personnel Changes



- No more Volunteer Development Department
  - GSUSA creating more online training
  - Training handled through Membership- NLO, SA Team position, FA/CPR
  - Training handled through Program-Grade Level, High Awards, PA/VIT
  - Adult Recognitions handled through Membership
- New\* Regional Directors of Membership and Volunteer Support
  - Supervise Membership Recruitment and Support Managers, and Membership Onboarders
  - Supervise Direct Delivery Assistants
- New\* Assistant Director of Outdoor Program
  - Basic Outdoor Skills Training
  - Girl Outdoor Program-Camp and Outdoor Events



This is a very busy slide - - but we wanted to put all this information on one.

Because our national organization is putting many trainings online diminishing the need for a Volunteer Development department, the Volunteer Development department has been phased out and its responsibilities absorbed by the membership team. Some trainings like Outdoor Skills trainings will now be handled by our new Assistant Director of Outdoor Programs, Keli Berkman. There is a need to have a focus on outdoor experiences and Keli will provide that in fine fashion. Trainings for new leaders like NLO and the First Aid/CPR trainings as well as Adult Recognitions will be coordinated by the membership team. Grade level and all of the girl trainings will be the responsibility of our Program Team.

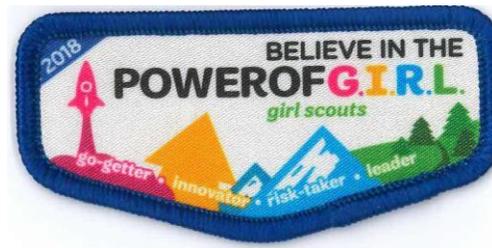
Additionally, we’ve identified Regional Directors of membership and support for each region. So, for example, Kayce Bradbury is the Regional Director in the Savannah region. Femi Watson is the

Regional Director for the Augusta region, Jade Hill for the Macon region....each region has its own Regional Director except the Columbus and Albany regions will share Dee Dee Rivers.

There are vacancies in both the program and membership teams and we hope to fill those as soon as possible but certainly by October 1<sup>st</sup>.

## On Time Registration

- Register by Sept. 15<sup>th</sup>, 2018



Just a reminder - - don't forget to re-register by September 15<sup>th</sup> and the girls will receive the Power of G.I.R.L. patch AND you, as a troop leadership team member, will maintain access to the Volunteer Toolkit.

Any questions of me?

Have an AWESOME year!

