

Las Trampas Association Resource Guide 2002-03



Table of Contents

<u>WELCOME</u>	2
<u>OVERVIEW OF ORGANIZATION--HOW IT FITS TOGETHER</u>	3
Purpose of GSUSA-Mission	
Our Organization – Las Trampas Association and Beyond	
Adult Coordinating Team – Partial Roster and Job Description	
<u>LEADERS – HOW TO GET INFORMATION</u>	7
ACT Meetings	
Leader Meetings	
Reference and Resource Materials	
Ongoing Training	
Discoveree	
<u>TROOP MANAGEMENT</u>	9
I Am New to Girl Scouts--HELP!	
Troop Finances	
Where to Meet?	
Super Troop	
Association Equipment Rental/Borrowing Policy	
<u>TROOP ACTIVITIES</u>	11
Good Resources for Craft Ideas/Supplies	
Special Events and Activities	
Girl Scouting/Special Days	
Outdoor Experiences and Trips	
Service to Community	
Flag Ceremonies	
Patches	
Traditional Girl Scout Songs	
<u>ASSOCIATION AND COUNCIL INFORMATION</u>	14
Uniforms	
Friends of Girl Scouting - FOGS	
Crisis Management	
Wider Opportunities	
Association Adult Recognitions	
Association Event Guidelines	
<u>FORMS</u>	
Association Equipment Rental Agreement	15
LTA Patches – Order Form	16
Troop Event Application/Budget	17

LAS TRAMPAS ASSOCIATION

Dear New and Returning Leaders,

Welcome to the wonderful world of Girl Scouting! You are reading this guide because you have volunteered to work in a leadership role of a Girl Scout Troop. Thank You and congratulations on having the interest in the futures of our daughters - the leaders of tomorrow! Girl Scouting has the wonderful tradition of encouraging girls of all sizes, shapes, colors, abilities, backgrounds, and interests to learn to grow into the adults that they were meant to be. Girl Scout programs offer girls the opportunities to learn many new skills as diverse as kayaking and knitting, as well as opportunities to become active members of our community. Community service projects have included making bag lunches for homeless school children, sewing blankets for newborn infants at Children's Hospital, or organizing a fun event for other Girl Scouts.

I know that sounds like a daunting task - What Me? I'm supposed to take these little girls and do all that?! **Don't worry. You are not alone:** Your School Organizer, Adult Coordinating Team (ACT), Girl Scouts of the San Francisco Bay Area Council (GSSFBA), U.S. Girl Scout Organization (GSUSA), and even the world-wide Girl Scouts Organization (WAGGGS) are ready and willing to help you! There are literally thousands of people, books, training sessions, and web sites that are created expressly for you! Please read the information in this manual, attend all the free training that is required/offered, and most importantly meet and work with other leaders at your school. The quarterly leader meetings are the best opportunity to get together with the rest of the leaders in the Las Trampas Association (LTA). And please remember...your talents, endless efforts, and love will make a real difference in the life of a child. We don't know of a Girl Scout leader that has ever regretted taking on this job.

Thank you,

Your Adult Coordinating Team (ACT)

OVERVIEW OF ORGANIZATION--HOW IT FITS TOGETHER

This Resource Guide contains information that will help Girl Scout volunteers who are new to the Las Trampas Association and/or Girl Scouts receive more from their first year experiences. For an association as large as ours (over 120 troops) to be effective, we need good communication. To succeed as Girl Scout volunteers, you need to know where to turn for assistance. This Guide is intended to be your index...to direct you toward the best resource to answer your questions and give you some basic information about the Girl Scout organization and how it all fits together!

Thank you for your commitment to Girl Scouting and for taking on the position of a Troop Leader. You will play a key role in ensuring the success of Girl Scouting within our community. As a Troop Leader, you will provide the girls and parents within your troop quality Girl Scout activities. You will be a vital link between the girls and parents and the association volunteers (ACT). We look forward to working with you in the coming year, and wish you and your troop every success.

This Las Trampas Association Resource Guide has been developed to assist new and existing leaders and is intended to be your guide throughout the coming Girl Scout year. We hope it provides you with some useful important information and leads you to the many valuable resources available to you.

PURPOSE OF GSUSA (MISSION)

To inspire girls with the highest ideals of character, conduct, patriotism and service that they may become happy and resourceful citizens.

OUR ORGANIZATION

Confused by the jargon and acronyms bandied about at the leader meetings and in the Newsletter? Brand new to Girl Scouting? Here's a brief overview of our organization and how it fits into the big picture of Girl Scouts of U.S.A.

Girl Scouts of the United States of America or "**GSUSA**" is the national organization and is divided into 321 councils nationwide. Our council is the Girl Scouts of the San Francisco Bay Area or "**GSSFBA**." It serves the five bay counties: Alameda, Contra Costa, Marin, San Francisco, and San Mateo-and is divided into associations.

Our association is the Las Trampas Association #23 "**LTA**" and is one of the largest associations in the GSSFBA. Our association consists of over 120 Daisy, Brownie, Junior, Cadette and Senior level troops in the Danville, Alamo, Blackhawk and Diablo areas. It is divided into 11 Service Units. Each service unit serves a different elementary school in our school district (SRVUSD), plus one for "older girls" (Cadettes and Seniors). There is a volunteer Service Unit Organizer (also referred to as a "School Organizer") for each service unit. This person's contact information is listed on the enclosed ACT roster. Now, what is the "ACT?"

The governing body of LTA is called the **ACT**--Adult Coordinating Team. It consists of volunteers and one council employee. The ACT is the team that keeps the association running. We meet monthly (usually the 2nd Tuesday) to determine appropriate local programs/events for girls; ensure accurate and timely paperwork; maintain the assoc. budget; create and distribute the LTA newsletter; plan Leader meetings; and communicate with council. Leadership of the ACT is divided by functions. The Association Coordinator oversees the day-to-day running of the association and handles operational issues. The Association Chair handles the policy issues and attends regular meetings at the council level to represent LTA. Each association in our council has a council employee on the ACT called a Membership Development Director "MDD". She acts as our liaison between LTA and the council office and is present at all ACT meetings.

All of the people on our ACT can be wonderful resources. Feel free to contact any of them with questions and concerns you may have. Below is a partial listing of the some of the ACT positions (job descriptions). See the ACT roster for current contact information.

LAS TRAMPAS ASSOCIATION – ADULT COORDINATING TEAM (ACT)

(partial listing-see “fall packet” for complete roster and contact information)

Membership Development Director (Stephanie Chew, 1-800-447-4475; stephanie@girlscoutsbayarea.org)

An employee of the Girl Scouts of the San Francisco Bay Council. Acts as liaison between our association (LTA) and Council. Oversees issues not resolved by any ACT member.

Association Coordinator(s) (Donna Ratazak, 736-5539; imsvt@aol.com)

Oversees the running of the association, chairs ACT meetings, leader meetings, and adult recognitions. If you have any information, ideas, or problems that cannot be resolved any other way, call the Coordinator. Trip approval person.

Association Chair (Open position)

Available to answer any council or Girl Scout policy questions. In charge of Council Delegates. The Chair represents our association at the council meetings.

Secretary (Michelle Famular, 838-5696, Famular@sbcglobal.net)

Responsible for taking and distributing minutes of ACT meetings and sending out meeting notices to all members of LTA.

Treasurer (Donna O'Donnell, 837-0740; donnaodonnell@worldnet.att.net)

Manages all financial responsibilities for LTA. Submits monthly and yearly reports to ACT team and council. Maintains bank accounts, and administers accounts payable and expense reimbursement requests. Collects troop association event profit donations (10%).

Web site Coordinator (Nanette Frost, 855-9675, nanfrost@pacbell.net)

Maintains association web site, www.whatsimportant.org/lastrampas. Filters information submitted to ensure privacy and safety of LTA members.

Database & Label Manager (Carol Varcak, 930-7133, cevarca@pacbell.net)

Maintains LTA database for association mailings. Troop information is provided on the “Troop Committee Roster”. Generates labels for mailings.

Fall Products Sales Coordinator (Open position)

Provide sales training/resources and product information to leaders. Orders product based on sales forecasts and acts as liaison to council product sales office to ensure proper completion of paperwork. Coordinates distribution of product to troops.

Fall Product Booth Coordinator (Debbie Wetherell, 743-1787)

Secures and coordinates booth locations for fall product sales.

Fall Cupboard (Cal Lum, 736-7912, cal_lum@hotmail.com)

Maintains fall products inventory for additional sales.

Cookie Sales Coordinator (Marcia Gerg, 964-0325)

Provide sales training/resources and product information to leaders. Orders product based on sales forecasts and acts as liaison to council product sales office to ensure proper completion of paperwork. Coordinates distribution of product to troops.

Assistant Cookie Coordinator (Cal Lum, 736-7912, cal_lum@hotmail.com)

Assists Cookie Sales Coordinator with cookie sales tasks.

Cookie Booth Coordinator (Open position)

Secures and coordinates booth locations for cookie sales.

Cookie Cupboard (Charlene Bosso, 552-6011, no e-mail)

Maintains cookie inventory (about 350 cases) for additional sales. Call anytime to schedule an appointment.

Council Trainers (Kari Doolittle, 831-9887, karidoolittle@juno.com; Donna Ratazak, 736-5539, imsvt@aol.com).

Provides training through council to all leaders and other registered adults. If you need a specific training or leadership level training, check out the Council Training calendar. May provide specific training (such as first aid/CPR) for association during the year.

Newsletter Editor (Jill Schratz, 837-3578, jvschratz@earthlink.net)

LTA distributes an association newsletter monthly, from Aug. to June. E-mail copies are sent to all leaders and co-leaders who request it. Printed copies are distributed to all leaders designated to receive the troop mail (listed as "01" on the Troop Committee Roster), who do not have access to e-mail. Current and archived copies are posted on the LTA website.

Newsletter Proofing and Distribution (Nancy Garnick, 831-8699, nancynog@aol.com)

Proofs the LTA newsletter content and distributes it to troop leaders who do not have access to e-mail.

Adult Recognition Committee Chair (Robin Gowen, 743-8580, robin@dgi.com)

Coordinates council level and association level adult recognition programs.

Leader Training Records Coordinator (Robin Gowen, 743-8580, robin@dgi.com)

Maintains record of leader training courses completed. Leaders should submit updated training information, annually.

Super Troop Coordinator (Mary Grace Houlihan, 820-5227, engimom@aol.com)

Administers the association's Super Troop program. Super Troops provide a well rounded program to their members and earn a recognition patch for following the program guide.

Equipment Coordinator (Meg Fiset, 820-5897, megfiset@juno.com)

LTA rents a storage unit to house camping equipment and supplies for various association events. All of its contents may be borrowed by LTA troops, some at minimal cost. The coordinator has the key to this storage unit and an up-to-date list of its contents. Check the web site for an updated list. Rental/borrowing form is at the end of this resource guide.

LTA "Black Box" Coordinator (Jill Schratz, 837-3578, jvschratz@earthlink.net)

Each association has a "black box" collection of reference materials for leaders to borrow. These include copies of leader and girl handbooks, badge books, and books on ceremonies, Thinking Day, etc. LTA patches available, \$3.00 each.

Diablo Day Camp Liaison (Melinda Jensen, 838-4386, bubjens@aol.com)

Answers questions about the Diablo Day Camp (DDC) program in Lafayette at Camp Twin Canyon.

Represents LTA at monthly DDC meetings.

Discoveree Liaison (Open position)

Participates on council wide committee that plans Discoveree. Discoveree is a day long training event offered to all registered adults in GSSFBA. It is traditionally held in late January.

Small Fry Shoppe Liaison (Karen Castillo, 552-8075, krkcastillo@hotmail.com)

Small Fry Shoppe is a consignment shop in Danville, near Trader Joes. They sell "recycled" Girl Scout uniforms as well as various new items. Liaison maintains LTA relationship with store owner.

Wider Opportunies Liaison (Open position)

Promotes Wider Opportunity events. Wider Opportunity events are hosted by Girl Scout councils worldwide and are available for Cadette and Senior Girl Scouts to attend. Liaison receives Wider Opportunity updates from council office and distributes to Cadettes, Seniors, leaders, and ACT as appropriate.

Delegates:

Elected by the LTA to represent our association at council meetings and report council discussions and business back to the association membership.

Program Level Consultants (Daisies, Brownies, Juniors, Cadettes, Seniors) (see ACT roster)

Provide assistance and support to leaders. Offer advice, encouragement, and information to new and experienced leaders. Provide training information to leaders.

Service Unit Director (Jill Schratz, 837-3578, jvschratz@earthlink.net)

Works with School organizers and MDD to ensure that all interested girls get placed in troops. Steps in for absent School Organizer to start new troops and maintains waiting list. Provides end-of-year membership report to council.

School Organizers (see ACT roster)

Each elementary school served by Las Trampas Association has a School Organizer who is responsible for starting up new troops, and maintaining a wait list of interested girls. The current ACT roster includes an updated list of these volunteers. In addition, there is an Organizer for "older girls" who maintains the wait-list for Cadette and Senior Girl Scouts. Organizers offer information and support to all leaders within their school and work to ensure that troops are available for all girls who wish to join and for those ready to progress to the next level. Works with the MDD to promote diversity within the troops.

Head Registrar (Terrie Pane, 552-9622; propane@sbcglobal.net)

Answers questions about registration. Coordinates with leaders and council to ensure proper completion of registration paperwork. Works with school registrars to ensure all members and troops are registered. Steps in absent School Registrars when needed.

School Registrars (see ACT roster)

Each elementary school served by Las Trampas Association has a School Registrar who is responsible for processing the registration paperwork of new and existing troops.

Olympics Coordinators (Lisa Curtis, 930-7272, lcalamo@aol.com; Michelle Famular, 838-5696, famular@sbcglobal.net) Traditionally, the LTA Olympics is held in the spring. It is a day of relays, obstacle courses, etc. for Daisies through Juniors. See LTA calendar for event date.

Movie Day Coordinator (Mary Grace Houlihan, 820-5227, engimom@aol.com)

Traditionally, the LTA Movie Day is held during the winter at a local theater. Girl Scouts of all ages are welcomed. See LTA calendar for event date.

LEADERS—HOW TO GET INFORMATION?

ACT MEETINGS

The Association Coordinating Team members meet monthly (usually the 2nd Tuesday) to oversee the Girl Scout program, association events and services offered to association membership. We do not have a “regular” meeting place, so check the calendar for meeting locations. The meetings begin at 7:15 p.m. ACT membership is not limited to leaders. All parents and leaders are invited to attend the monthly ACT meetings, especially if they would like to help make decisions that concern the association as a whole. ACT also develops the annual calendar, roster and budget.

LEADER MEETINGS

Meetings are held three times a year for all troop leaders or their representative to receive information and discuss issues, events, and activities. All troops should plan to have at least one adult representative (leader/co-leader/registered adult) at EVERY meeting. This is the primary way for the ACT to get information to troop leaders and feedback on current programs. It is also a great way for leaders to interact and share information with other leaders. See the LTA calendar for meeting dates.

REFERENCE & RESOURCE MATERIALS

There are many resources for leaders, and below is a brief description of them.

Las Trampas Newsletter: This publication is distributed monthly to one registered leader in each troop via e-mail or U.S. mail, using a database maintained by LTA. It contains valuable and timely information regarding association and council activities. It is also posted on the LTA website at www.whatsimportant.org/lastrampas.

Council Resource Book: This book is designed as a resource guide for all Girl Scout Leaders about the policies, procedures, and philosophies of the GSSFBA. It is distributed with a New Troop packet, and updates are distributed annually in the Fall Packet.

Fall Bonanza: This booklet contains updated information from the GSSFBA, Program Resource information, insurance information, updates to “Safety-Wise”, etc.

Safety-Wise: This book contains information designed to establish a safe and sound program experience that will protect and maintain the well-being of every Girl Scout. It provides Basic Safety and Security Guidelines, Girl Scout Program Standards, Activity Checkpoints, and Planning Trips with Girl Scouts.

B.E.A.T. (Bay Area Events and Trips): This booklet is filled with fun and exciting activities sponsored by the GSSFBA. Girl Scouts can participate in activities and events on a troop level, or as an individual (Girl Scouts can even bring a non-Girl Scout friend along). Some of the activities that are available are badge workshops, Special Sports Days, self-defense workshops, special interest troops, Weekend Adventures, special girl events, Family Fun Days, teen events, and service projects. All registered adults and girls should receive a B.E.A.T booklet directly from council in the mail by mid-September. Leaders will receive an update to the B.E.A.T. booklet in the Spring Leader Packet. Contact council for additional copies.

Black Box (Association Resource Box): The association maintains a Black Box which contains reference materials (leader books, level handbooks, safety-wise), program materials, books, videos, and other training and publication kits. This box is maintained by the association, and is utilized in the training of the association membership. Association members may borrow any of the materials contained in the Black Box. Leaders should refer to the inventory list for specific items as well as the individual to contact to arrange for material checkout.

LTA Storage Facility: LTA stores the supplies for the Haunted Hike, Olympics and various other events. LTA also possesses and rents/lends camping equipment. See Equipment Coordinator for a complete list of contents and/or to obtain the key.

Publications:

Scoutlook: Mailed to all registered adults on a quarterly basis. Contains information on council news and programs.

What's Up? Mailed to all Cadette and Senior Girl Scouts. Contains information and updates specific to "older girls".

Wider Ops Catalog: Mailed to all registered Cadette/Senior leaders and all Cadette and Senior Girl Scouts. Contains a detailed listing of Wider Opportunities activities.

Training Calendar: Mailed to all registered leaders who are designated as the mail recipient on the Troop Committee Roster at registration (one per troop). Contains the schedule of classes offered throughout the council. Register early, these sometimes fill up quickly. Training class Information also available on the council website. A home study course is available for some trainings.

Leader Magazine: Mailed to all registered leaders from the GSUSA organization. Contains articles and information for Leaders.

Annual Girl Scout Catalog: Mailed to all registered adults. Contains Girl Scout products to order.

Girl Scout Web sites

National: www.gsusa.org

Council: www.gssfba.org For general information in English and Spanish about membership, upcoming events, volunteering, donations, the Girl Scout Shop, Girl Scout History, and Girl Scout Alumnae. You will also find the most recent edition of Girl ScoutLook newsletter and links to other Girl Scout recommended sites.

Association: www.whatsimportant.org/lastrampas For information about association events, copies of the LTA newsletter, ACT roster, etc.

ONGOING TRAINING

Learning and developing new skills are part of the Girl Scout program, but they are not limited to girls alone. Adult volunteers in Girl Scouting must meet qualifications for membership, demonstrate the ability to perform the job, and take required training.

Each Girl Scout troop must have at least one trained registered adult who assumes primary responsibility for that troop. The LTA will make all adult volunteers aware of the training requirements through the Council Training Calendar, through the Council Trainer, by information provided at leader meetings, through the newsletter and the website.

At a minimum, this adult must complete these classes: "Getting Started - Orientation to Girl Scout Leadership;" "Helping Girls Grow - Ongoing Troop Management;" appropriate troop program level training; and First Aid and CPR courses. Adult volunteers should refer to the council Training Calendar for specific information on training requirements for leaders and for specific activities.

The LTA may target specific training needs for older girls or adults which may be conducted at scheduled leader meetings or other appropriate times.

The association Training Records Coordinator will maintain a training history of all leaders and registered adults. All leaders, co-leaders, and adult volunteers who have direct responsibility for girls should update their training records with this coordinator when they complete the course.

DISCOVEREE

This event is a one-day training event available to all registered adults and Senior Girl Scouts. Many different topics are covered, including outdoor cooking, campfire songs, crafts and specialized leader trainings. It is great fun, and a wonderful way to meet other Girl Scout leaders in the Bay Area. The next Discoveree will be held in January. Information on date, location, classes and registration is generally mailed out to all registered adults in mid-October. If you really want a particular class, be sure to send in your registration form right away as some classes fill up very fast. The Discoveree planning committee is looking for a volunteer to serve as a liaison and to promote Discoveree within our association. If you are interested, please call Marilyn Texter, 800-447-4475, x104 for more details.

TROOP MANAGEMENT

I AM NEW TO GIRL SCOUTS.....HELP!

First, call a meeting of your troop parents to inform them of your decision about troop meeting time and place, and to gather volunteers for various troop functions. Solicit a co-leader if desired, and a treasurer. Encourage at least one parent per family to register as an adult Girl Scout and an authorized driver. This will greatly simplify planning transportation for troop outings. Sign up volunteers to help with Fall Sales, Cookie Sales, field trips/outings, service projects, and meetings. Set up a phone tree to share the responsibility of making phone calls/sending e-mails. Share with parents your ideas for the year and solicit theirs. Let them know you will need their support all year long.

Sign up for required level training. In particular, ensure that you and/or a co-leader/parent participate in First Aid training, and remember to assemble a first aid kit. See Safety-Wise for information on how to assemble a First-Aid kit. (Remember: a first-aid trained adult must be present at all troop meetings and events).

Confirm that all of your registered adults have all of their volunteer paperwork submitted by contacting the council. This is especially important if you plan any early field trips, as all three references and driver information must be on file at the council office for a driver to be covered by the council's insurance on a trip.

If you plan to participate in the Super Troop program, contact the Super Troop Coordinator (ACT roster) for an application. Troop registration for participation in this program is traditionally due by late October. See below for more information.

If you need help in getting started, our ACT has several people whom you can contact. Start with the Level Consultant (i.e. Brownie, Daisy, Junior, etc.). Or contact your School Organizer. Feel free to call anyone on our ACT. If we cannot answer your questions, we can most likely direct you to someone who can.

WHERE TO MEET?

Often, Girl Scout meetings are held on school campuses immediately following the school day. To request a location on a San Ramon Unified School District (SRVUSD) Site, you must fill out a "Facilities Use Request" form requesting a meeting place and turn it into the appropriate school office. The rates are currently \$3.11 per hour for a classroom or library and \$18.66 per hour for a multi-use room. An additional charge of \$40 per hour will incur if custodian services are required. The SRVUSD will allow Girl Scout troops to perform community services at the various schools in lieu of paying usage fees, but custodial fees must be paid if incurred. Be sure to write on the form that your troop intends to perform services "in lieu of fees", so that your troop will not be charged. Check out the web site: <http://12.232.116.187/MeridianMatters.html> for a list of approved service projects or check with the school's principal for additional ones. After your troop has completed a project, please e-mail Thomas Jamison at the district office with a description of the service performed. He is keeping a record of the completed projects. Thomas' e-mail is: TJamiso@srvusd.k12.ca.us.

Girl Scout meetings may be held in any safe, convenient location. If held in an approved public place (such as a school or community center), the Girl Scout insurance will cover all registered members. If a meeting is held in a private home, the homeowner's policy would be the primary coverage, and Girl Scout insurance would be secondary in the event of an emergency.

TROOP FINANCES

All Girl Scout troops in the LTA should have a troop checking account. Some banks offer free accounts for Girl Scout troops. Girl Scout-Friendly banks in our area include Washington Mutual and Wells Fargo.

The name on the account should read "Girl Scouts of the San Francisco Bay Area, Troop # ____." The bank will need the GSSFBA Taxpayer ID# 94-1551410 for the account.

Your troop should decide how many signatures you would like to have for withdrawal of funds. See council Resource Book for more specific information on this.

Each troop develops and administers its own budget. The budget is based on the troop's plans for the year. Girls should be part of the troop planning and budget process. Accurate, ongoing records of a troop's financial operations, including all receipts, must be kept. The troop treasurer is accountable to the troop members, the troop parents, the troop sponsor (if applicable), the LTA and the GSSFBA in reporting finances. A Financial Report (form 357x) must be completed at the end of the Girl Scout year and turned in to the council office by August 31st.

It is important to remember that the troop treasury is raised in the name of Girl Scouts to provide service to girls; **it does not belong to individual girls.** A final accounting must be made so that everyone knows how the money was spent and what is to be done with any unused money. Troops are encouraged to use money in the current year, but excess funds may be used as "seed money" for the following year. Funds can be accumulated for two or three years to pay for an expensive activity or trip as long as the girls, and their parents are kept informed of the funds and the long-term plans.

If a troop disbands for any reason, it has three options for troop funds:

1. Distribute the funds to the troop(s) that continuing girls are joining.
2. Donate the funds to the Opportunity Fund, the Juliette Low World Friendship Fund, FOGS, or other worthwhile non-profit organization of the girls' choosing.
3. Send the funds to GSSFBA to be held for one year pending reorganization of the troop. After one year, unused funds will be transferred to the Opportunity Fund.

For additional information, please refer to the *Guidelines for Raising, Banking, and Using Troop Funds* (form 1437x) found in the Council Resource Book.

SUPER TROOP

Super Troop is a patch program for all levels of Girl Scouts (Daisies-Seniors) in the Las Trampas Girl Scout Association that encourages and recognizes troops that complete a well-rounded scouting program, rich in Girl Scout Traditions. Being a Super Troop requires troops to participate in various activities throughout the Scouting year---many of which you will be participating in anyway. These include: service projects; flag ceremonies; on-time registration; celebration of Girl Scouts holidays; participation in association events; leader training, etc. Those successfully completing the Super Troop requirements by the deadline, usually May 1, are recognized at an annual Association Recognitions ceremony by receiving Super Troop patches or stars for every member of your troop and a Super Troop ribbon for your troop banner.

ASSOCIATION EQUIPMENT RENTAL/BORROWING POLICY

Several years ago, Las Trampas purchased some camping equipment for all troops to share. This equipment can be borrowed/rented for an event, and needs to be returned on a timely basis. A \$5 fee per tent will be assessed to be used for pole replacement, but the rest of the equipment may be borrowed free of charge. Equipment includes: 4 dome tents; 2 propane stoves; 2 cast iron cookware sets; 10 full sized backpacks; 10 junior sized backpacks; and 3 tent tarps. See Equipment Coordinator to borrow equipment, or obtain more information. A "rental" agreement form is included at the end of this resource guide.

TROOP ACTIVITIES

GOOD RESOURCES FOR CRAFT IDEAS/SUPPLIES

One of the best sources for information is an experienced leader. Another source is the Leader meetings. Or try the Internet. Or try the national or council web sites. In addition, there are numerous magazines that feature a steady supply of craft projects. Some of the better ones include:

Pack-o-Fun

Clapper Publishing Company; 2400 Devon Avenue, #375; Des Plaines, IL 60018-4618; 847-635-5800
\$16.97 for 6 issues/year

Family Fun Magazine

P.O. Box 37032; Boone, IA 50037-0032; 800-289-4849; www.familyfun.com
\$14.95 for 10 issues/year

Crayola Kids Magazine

Meridith Corporation; 1716 Locust St.; Des Moines, IA 50309-3023; 800-846-7968
\$19.97 for 6 issues/year

Oriental Trading (request a catalog)

P.O. Box 2308; Omaha, NE 68103-2308; 800-228-2269 or 800-327-8904 (FAX)

S & S Recreation (request a catalog)

P.O. Box 513; Colchester, CT 06041-0513; 800-243-9232 or 800-566-6678 (FAX)

East Bay Depot (non-profit group that encourages reuse of commonly wasted office and industrial materials)

6713 San Pablo Ave.; Emeryville, CA 94608; 510-547-6740.

Hours: M-F, 11-6 p.m.

SPECIAL EVENTS AND ACTIVITIES

The council and LTA offer special activities and events. For information regarding a council event, see the B.E.A.T. book. The B.E.A.T. book is printed and distributed annually to all registered Girl Scouts by council in early fall. Additional copies are available by contacting the council office @ 1-800-447-4475. Please note: The events in the B.E.A.T. book are open to the entire council and fill up quickly! If there is an event you would like to attend, it is advisable to register early.

Adult Volunteers and older girl troops coordinate LTA events. Flyers and information regarding these events are available at Leader meetings, and on the LTA web site (www.whatsimportant.org/lastrampas).

Occasionally event flyers will be e-mailed to leaders or distributed via the U.S. mail. Many times there are limits on the number of girls that may attend these events due to the size of the venue and the number of adult volunteers available. It is advised to get your registration in early on these events, and to submit it PRIOR to the registration deadline. (hint: Set your troop registration deadline a week ahead to ensure timely registration). Note: Due to insurance concerns and the size of the site, many events do not allow siblings and non-Girl Scouts to attend. This information will be noted on the event flyer.

Some traditional LTA adult and troop sponsored events include: Haunted Hike (Oct.); Movie Day (Nov/Dec/Jan); Olympics (spring); Leader/Daughter event (spring); San Ramon Holiday Parade (Dec.); Smile and Skate (Jan.); Daisy Event (Jan); Girl Scout Birthday Celebration (March); Father Daughter Dance (March); Jr/Sr Camporee (April/May); 3rd grade Brownie Overnight (April/May); Ice Cream Social for Bridging Juniors (March). Check the LTA calendar for actual dates.

If you are planning to coordinate an association event, either as an adult or as a troop, please remember to check the LTA calendar to make sure that the date does not conflict with an already scheduled event. In addition, please remember to submit an "Association or Troop Event Application" form to the LTA coordinator

at least 2 months prior to the event. A copy of this form may be found at the end of this resource book. For your reference, there is also a "Budgeting for Events" worksheet included to assist with event financial planning. We are always looking for new and exciting activities and events. If you have an idea, please feel free to share it at an ACT meeting, a leader meeting, or by contacting any ACT member.

GIRL SCOUTING SPECIAL DAYS

- October 31st is Juliette Low's Birthday. She was the founder of Girl Scouts in the United States. In the past several years, council has organized a trip to Great America to celebrate. Check the B.E.A.T. book.
- February 22nd is the birthday of both Lord and Lady Baden Powell, the founders of the worldwide Scouting movement, and is celebrated by Girl Scouts as "Thinking Day." It is a day set aside to reflect on Girl Scouts and Girl Guides throughout the world. Many schools hold school wide Thinking Day events. Check with your School Organizer for more information.
- March 12 is considered Girl Scout Birthday, as it marks the date the first troop meeting was held in 1912.
- April 22 is Leader Appreciation Day.

OUTDOOR EXPERIENCES AND TRIPS

One of the best sources for outdoor adventures in our area is the East Bay Regional Parks District. They publish a catalog of activities bi-monthly which is bundled with the local newspaper. If you miss it in the paper, you can usually find a copy at the Danville Library, or you can order a copy by calling 510-562-PARK or visiting their website at www.ebpbarks.org. Also approved for Girl Scout outings are National Parks, State Parks and members of the ACA (American Camping Association).

Our council also operates several campgrounds in the Bay Area. Order a copy of "Let's Go Camping", form 182x, from council for site descriptions and reservation details.

Local trips, within Contra Costa and Alameda Counties (changed from "over a bridge or through a tunnel"), and less than 100 miles, require no prior trip approval. But it is always a good idea to leave your travel information (number and types of cars, driver names, destination, cell phone numbers, etc) with your troop's "at-home" emergency contact person."

Any time your outing is outside the LTA area (outside Contra Costa or Alameda counties), or more than 100 miles from the council office, but less than three days in duration, you must submit a completed Troop Trip Approval form, 52x, to the LTA Coordinator or Service Unit Organizer **at least 7-10 days in advance of your outing**. This gives the ACT member time to verify with council that all of your drivers are approved volunteers by council (volunteer and driving forms on file).

If you are traveling over 100 miles from council, or doing a "high risk" activity (see Safety-Wise for clarification of "high risk" activities), you must submit two forms to council. The first is a "Notification of Intent to Travel" (589x). This form must be sent in duplicate to the Program Department at least two months prior to the trip. International trips require a 6-8 month lead time. Then, a "Final Notification and Itinerary for Trip" (591x) must be sent to council at least 3 weeks prior to the trip. Be sure to leave copies of both of these forms with your troop's "at-home emergency contact."

SERVICE TO COMMUNITY

Service is an important element of the Girl Scout program. All troops and groups are encouraged to seek out opportunities for service within our community. Service projects may be a troop, association-wide, or part of a council-wide effort. The council B.E.A.T. book lists many different types of service projects in which girls can become involved.

The Association Chair and Coordinator will keep association members informed of service projects and events taking place throughout our local community and council area via the LTA web site, e-mail and the LTA newsletter. Leaders should encourage all girls to spend time learning about our community (government, management, and school issues).

FLAG CEREMONIES

Teach your girls the proper flag etiquette, then contact local civic groups to offer your troop's services for flag ceremonies. Some examples are: Danville Town meetings, LTA Leader meetings, etc. One resource for flag ceremonies is the "Ceremonies In Girl Scouting" handbook available at the Girl Scout store in Oakland.

PATCHES

Patches are available from a variety of sources. The official Girl Scout Try-Its and Badges can be ordered directly from the council Girl Scout Shop in Oakland by calling 800-447-4475 x153 or by visiting their web site at www.gssfba.org, or by stopping by the store at 7700 Edgewater Dr., Suite 340, Oakland.

In addition to the earned national badges listed in your Girl Scout handbooks, our council also offers a number of other badges. These "patch programs" are listed on the Program Resources Index, form 247x, and the corresponding patches are also available through our Council Shop.

Unofficial patches are often used as souvenirs from special events or troop activities. The Council Shop carries the activity patches shown in the GSUSA catalog, as well as some additional ones as they are introduced. Stop by the store to see the selection.

Las Trampas Association has an official patch that is especially designed for our association. It is a 3" round patch, with an oak tree in the middle. The text says "Las Trampas Association, Where Girls Grow Strong as Oaks." These patches may be ordered from the LTA web site or by contacting the LTA "Black Box" Coordinator. They are \$3 each. Proceeds benefit LTA programs.

You can also order activity patches from independent patch companies. Two of the most commonly used ones are Design-It and Joycrest. We suggest you contact each of these companies to obtain their annual patch catalogs.

Design-It

P.O. Box 1250
Springdale, AR 72765
800-595-9121
800-352-7201(FAX)
www.design-it.com

Joycrest

P.O. Box 2649
Chino, CA 91708
909-947-0377
909-947-0894 (FAX)
www.joycrest.com

TRADITIONAL GIRL SCOUT SONGS

In recent years, the Girl Scouts have come under fire for distributing photocopies of copyrighted songs. Because of that, and because the passing down of songs from generation to generation is principally an oral tradition; it can sometimes be a tricky thing to learn new songs to teach the girls in your troop. There actually are a number of resources you can tap for material. One of the best ways to learn a new song is to learn it from someone else – an older girl, an experienced leader, etc. Some songs are so common to Girl Scouting that you really ought to make an effort to add them to your repertoire. They are: "We are Daisy Scouts"; "The Brownie Smile Song"; "Johnny Appleseed"; "Whene're You Make a Promise"; and many, many, many more.

Other sources you might use are official Girl Scout songbooks. Many are out of print, but the Council Shop carries those that are still available. Some Girl Scout organizations put out tape recordings from time to time. The local Girl Scout Alumnae Association recently released a recording of old favorites. Call the council office for information about ordering a copy.

Discoveree is a wonderful place to learn new songs. Most years there are several classes on songs and song leading from which to choose. In fact, the instructors sometimes offer themselves as ongoing resources; if you get home and can't quite remember a song's tune, they can sing it to you over the phone!

ASSOCIATION AND COUNCIL INFORMATION

UNIFORMS

The Girl Scout uniform says “I belong.” A uniform, however, is not required for participation in Girl Scout activities. The Girl Scout pin is all that is technically needed to be “in uniform.” But, if your troop is participating in a public ceremony, we ask that they wear a vest or sash to readily identify them as members of the Girl Scout organization.

FRIENDS OF GIRL SCOUTING (FOGS)

Donations to FOGS enable the council to provide such services as free orientations and leader training, volunteer application and screening process, free administrative volunteer trainings, trainings for other areas of interest, such as: camping; troop trips; songs; free program resources for leaders; 800 phone number to council; council website; Girl Scout Heritage Museum; year- round maintenance of properties such as Arequipa, Bothin, Butano, council office, Deer Lake, Sugar Pine, Hayward Cabin, Ida Smith, Twin Canyon, Two Sentinels; Year round support of the PAWS van; staff support to associations, day camps, program events and properties; mailings and communication pieces to adult volunteers, donors, leaders, parents and girls.

CRISIS MANAGEMENT

Council has developed a plan and a team to handle any “crisis” needing attention of more than local troop and association personnel. There is a detailed procedure in your Council Resource book (page HS1) on how to handle a “crisis” situation. Be sure that you and your parent chaperones are familiar with the correct procedure. We suggest that you provide a copy of this procedure to all drivers when taking a trip, along with a copy of each girl's permission slip and health form (if applicable).

WIDER OPPORTUNITIES

Wider Opportunities are experiences for “older girls” (older Juniors, Cadettes and Seniors) that occur outside the usual program activities. Opportunities may be council-wide, regional, national or international. Girl Scouts of the USA coordinates a National Wider Opportunity program that provides unique experiences for girls ages 12-17. This program places girls in events sponsored by councils throughout the United States, as well as special projects and encampments around the world. Information about these opportunities is mailed directly to girls within this age range during the summer. Information events are held in early fall. Applications are submitted to the council office. All applicants are interviewed and screened by the Wider Opportunities Committee at council. If recommended, the applications are forwarded to the selection committees for the individual events.

ASSOCIATION ADULT RECOGNITIONS

Outstanding Leader – Any leader may be nominated for this award for outstanding performance working with girls.

Outstanding Volunteer – Any non-leader adult member may be nominated for this award for service to a geographic area unit or program delivery audience that is beyond the expectations for the position.

We are looking for new ways to recognize our adult volunteers. Contact the association coordinator with your suggestions.

ASSOCIATION EVENTS GUIDELINES

Las Trampas Association sponsors several events throughout the year. The following guidelines are in effect for all adult-run association and troop-run association events.

- Advance reservation and payment is required for all events.
- Late registrations will be accepted at the door at the discretion of the event coordinators, and there is NO guarantee of admission and/or receiving patches. Watch the registration deadlines to ensure participation in an event.
- Only program level Girl Scouts may attend association events. No additional children or adults are allowed to attend the event unless specified on the event flyer.
- Patches are only given to troops and/or individuals that attend the event.
- Any troop that has a check returned due to insufficient funds will be responsible for immediate payment in full, along with any charges incurred. If a troop has more than one check returned unpaid, the troop must pay for future association events with a money order or cashier's check.

LAS TRAMPAS GIRL SCOUT ASSOCIATION (LTA)

Equipment Rental Agreement

Updated 4/02

As a registered leader within the Las Trampas Girl Scout Association, I promise to do the following:

1. Return the camping equipment to the storage unit in the SAME OR BETTER CONDITION than when it was received by me.
2. Follow all guidelines about equipment use that I learned in Girl Scout Training (Beginning Camping, etc.).

That MEANS:

- *Tents are swept out.
- *Tents are returned to their black bags & boxes with all poles, stakes, & rain flaps together. If you borrow more than one tent - please DO NOT combine poles. Each tent should be complete!
- *Girls are not allowed to eat in tents!!!! Water is OK, but please air dry the tent if any spills have occurred. Remember...wet tents that get packed away become moldy tents!

3. Report any broken equipment to Meg Fiset, the LTA person in charge of our camping equipment, and do not return to storage unit.

That MEANS:

- *Rips in tents, backpacks
- *Broken zippers
- *Broken poles

It would be nice if you could do the repairs yourself, but your rental fees are going towards a pool where the LTA will have the equipment professionally repaired. REI at the Willows in Concord does repairs, but keep in mind poles are \$40 each to replace.

4. Remember that the equipment is used and returned to the storage by leaders. It is not checked every time by Meg, so she won't know who left the melted marshmallow in a tent. Please use the equipment respectfully and we should all be able to use it for many, many years.
5. Pay \$5 for each tent used. This is a per event charge. No fees for backpacks, stoves, or cooking equipment. Send fee directly to LTA Treasurer, 909 Matadera Way, Danv. 94526

Happy Camping!

Meg Fiset, 24 Denyce Ct., Alamo, 94507
820-5897

I AGREE!

Leader's signature _____

Troop # _____

Date _____

LAS TRAMPAS ASSOCIATION PATCH ORDER FORM

Did you know that the LTA has a patch that is uniquely ours?



\$3.00 each

It can be worn on the vest or sash, like other "fun" patches. You could add it to a tote bag or keepsake pillow or quilt.

Did you know that many Girl Scouts and Guides have their troop or personal "patch collections" and share this interest through "patch trading rings" on the Internet? You could swap LTA patches with other associations or troops in the U.S. or around the world! It's a fun idea to take such a patch along with you when you travel to other parts of California or beyond. It can allow you to make and keep a new friend in a special way.

We have just received a new supply of these patches. If you are interested in purchasing this patch or have any other questions about it, please contact Jill Schratz, jvschratz@earthlink.net, 837-3578. All proceeds will benefit LTA programs.

To place an order:

Mail this form with the payment to Jill Schratz, 48 Remington Ct., Danville, CA 94526. Make check payable to "Las Trampas Association" or "LTA". You will be notified when the order is ready to be picked up.

Troop #: _____ **Leader/Contact name:** _____

e-mail: _____ **phone#:** _____

quantity of patches: _____ **x \$3.00 =** _____ **(\$ Amount due)**