

## Community Partner Information Packet

Girl Scouts North Carolina Coastal Pines partners with businesses, organizations and content area experts to offer quality educational programs for our members. If your business or organization is looking to connect with our members and give back to your community, consider partnering with us! We are looking for Community Partners who are excited to offer opportunities across our council to 35,000 girls and adult volunteers plus their families.

Our approved Community Partners are organizations offering avenues for community service, programs, activities, events, and outings that present unique opportunities for Girl Scouts to enhance their Girl Scout Leadership Experience. We're excited to secure a partnership with organizations for anything from a fun outing to a program or activity that [aligns to our national curriculum](#).

Community Partners are a vital part of how girls connect with the world around them. The benefits of being a Community Partner include:

- Potential visibility to approximately 35,000 girls and adults as well as thousands of additional parents/guardians across 41 counties spanning central and eastern North Carolina who are experiencing new adventures every single day and making friendships that will last a lifetime. Teamwork, friendship, and community unite us, and we shine so much brighter when we're together.
- Possible support from girls and volunteers who are vested in community service and complete hundreds of service projects each year. Our girls and volunteers change the world through small acts of kindness and through BIG ideas that make a lasting impact. Serving meals at a soup kitchen, singing holiday carols to bring cheer, and collecting donations for pet shelters are just a few of the awe-inspiring projects.
- The opportunity to partner with the largest organization for girls in the world with access to resources on leadership development, team building, outdoor skills, technology, and much more.
- The satisfaction that comes from helping girls build courage, confidence, and character to make the world a better place!

### Are You a Good Fit?

Ideal program partners share [our values](#) and offer at least one of the following:

- Exclusive Girl Scout-only programming or opportunities,
- Programming in one of Girl Scouts' focus areas (STEM, Entrepreneurship, Life Skills, Outdoors), and/or
- Discounts for our members.

This Community Partner Information Packet and Agreement allows us to clearly articulate our requirements for implementing quality programs for girls, as well as Girl Scouts North Carolina Coastal Pines' partnership support and promotion capabilities.

Inside this guide, you will find information on:

- Council Map & Demographics
- The Girl Scout Program
- Community Partnership Options
- Activity Development
- Activity Marketing and Communication
- Insurance and Safety Requirements
- Community Partnership Checklist

### QUESTIONS:

Laura Lee Davis  
Program Executive

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## Council Map and Demographics

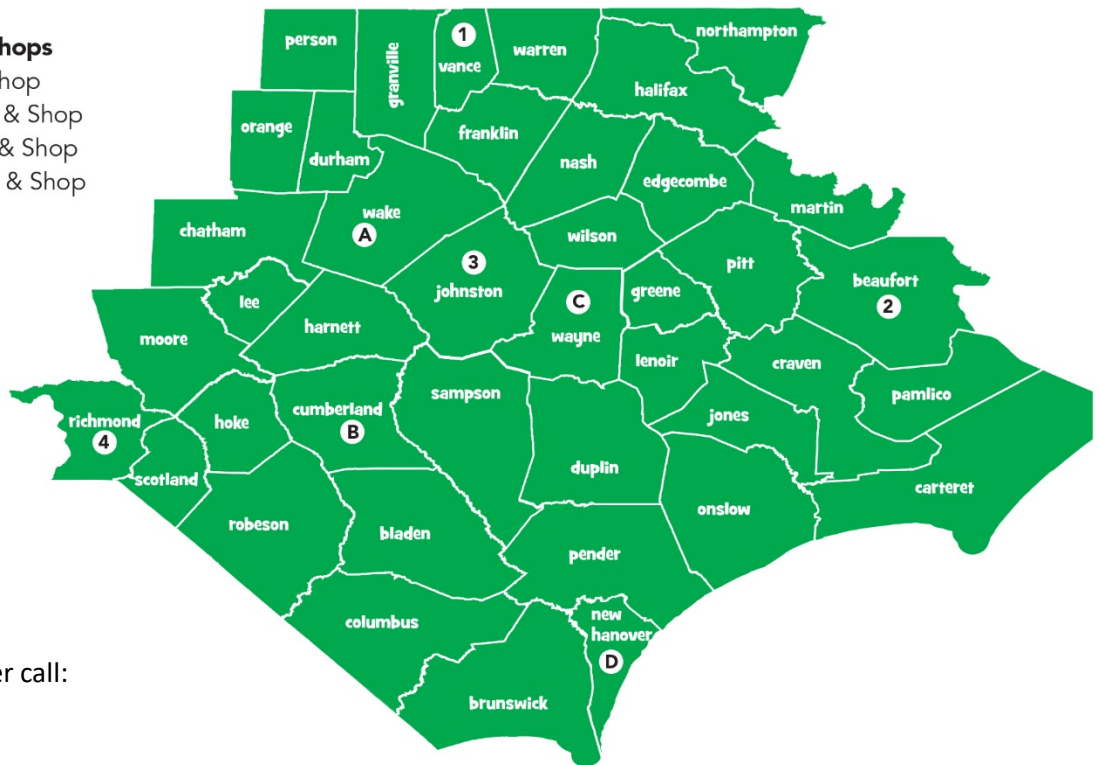
At Girl Scouts North Carolina Coastal Pines, we deliver our mission to thousands of girls from the sandy beaches of the Crystal Coast to the pine forests of the Piedmont – and everywhere in between. We serve 41 counties throughout NC with 4 Service Centers in Raleigh, Fayetteville, Goldsboro and Wilmington.

### Council Service Centers & Shops

- A. Raleigh Service Center & Shop
- B. Fayetteville Service Center & Shop
- C. Goldsboro Service Center & Shop
- D. Wilmington Service Center & Shop

### Camps

- 1. Camp Graham
- 2. Camp Hardee
- 3. Camp Mary Atkinson
- 4. Camp Mu-Sha-Ni



To reach any service center call:

**1.800.284.4475**

**A**



Raleigh Service Center  
6901 Pinecrest Road  
Raleigh, NC 27613

**C**



Goldsboro Service Center  
108 E. Lockhaven Drive  
Goldsboro, NC 27534

**B**



Fayetteville Service Center  
894 Elm Street Suite B & C  
Fayetteville, NC 28303

**D**



Wilmington Service Center  
2250 Shipyard Boulevard Suite 3  
Wilmington, NC 28403

## The Girl Scout Program

At Girl Scouts, your girl will prepare for a lifetime of leadership, success, and adventure in a safe, no-limits place designed for and by girls!

How? Through the **Girl Scout Leadership Experience**—a collection of engaging, challenging, and fun activities like earning badges, going on awesome trips, selling cookies, exploring science, getting outdoors, and doing community service projects.

The Girl Scout Leadership Experience (GSLE) is a time-tested and research-backed collection of engaging, challenging, and fun activities and programs specifically designed with and for girls across four program pillars: entrepreneurship; science, technology, engineering, and math (STEM); the outdoors; and life skills. Within each pillar, girls have the opportunity to explore and master the three keys to leadership – discover, connect, and take action – while building lifelong skills. As the best leadership experience for girls, we inspire and

empower girls ages 5 - 17 so every girl acquires the courage, confidence, character, and other skills they need to take the reins of leadership in the 21st Century.

### Core Program Categories

- STEM (Science, Technology, Engineering or Math)
- Outdoor
- Life Skills
- Entrepreneurship

### Our Mission

Girl Scouting builds girls of courage, confidence, and character who make the world a better place. The model we use to achieve our mission is the Girl Scout Leadership Experience.

### Girl Scout Grade Levels

All girls who are registered members are considered “Girl Scouts” and should be referred to as such. For example, Girl Scout Brownie. Girls are grouped into levels by grade. Each level has age-appropriate program resources.

- Girl Scout Daisy (Grades K–1)
- Girl Scout Brownie (Grades 2–3)
- Girl Scout Junior (Grades 4–5)
- Girl Scout Cadette (Grades 6–8)
- Girl Scout Senior (Grades 9–10)
- Girl Scout Ambassador (Grades 11–12)

### Program Participation

Girls can participate in Girl Scouting as part of a troop/group or individually. We recommend that partners design ways for both troops/groups and individual girls to participate in partner activities. In some instances, your organization might even want to incorporate families of the girls.

Girls, as Girl Scouts, may not:

- Raise or solicit money for other organizations/businesses
- Participate in walkathons or telethons (but can support by being activity volunteers)
- Participate directly or indirectly in any political campaigns

## Community Partnership Options

### Girl Scout Leadership Experience Partner for Badges or Journeys (GSLE Partner)

GSLE Partner activities are aligned specifically to the Girl Scout Leadership Experience and offered only to registered Girl Scout members. These are partners that help Girl Scouts with badge and Journey awards – the Girl Scout curriculum. Girl Scout awards and badges are a great way for a girl to explore her interests and learn new skills. For more information visit: [www.girlscouts.org/badgeexplorer](http://www.girlscouts.org/badgeexplorer)

Provided for you:

- Complimentary activity listing on both the *Activities* page and the *Community Partner* page of our website.
- Complimentary activity listing in the GO Guide publication (if submitted before deadline).
- Updates, information, and support from Girl Scouts North Carolina Coastal Pines’ Program Team.

### Resource or Just for Fun Partner

Resource or Just for Fun Partner offers activities or community service to Girl Scout members. Activities *may* offer Girl Scouts the opportunity to complete badge/Journey requirements (self-guided or with their troop), are educational in nature, or are just for fun. If your organization elects to provide a fun patch for your activity, you are responsible for providing the patch. Please consult with a member of the Program Team to discuss options.

Provided for you:

- Complimentary listing on the *Community Partner* page of our website.
- Updates, information, and support from Girl Scouts North Carolina Coastal Pines' Program Team.

### Community Discount Partner

Community Discount Partners offer activities that are open to the public and provide a discount or special offer to Girl Scout members and their families. Discount partners often offer activity related, fun patches to participating girls.

Provided for you:

- Complimentary activity listing on the *Community Partner* page of our website with a link to your website/flyer for registration information.
- Updates, information, and support from Girl Scouts North Carolina Coastal Pines' Program Team.

Community Discount Partners are featured on our community partner web page but are not required to submit a Community Partnership Agreement. These opportunities/activities are not sponsored by the council.

### Community Opportunity Partner

Community Opportunities are events and activities that are open to the public. Girl Scouts North Carolina Coastal Pines evaluates each opportunity for alignment to our Mission and values. Although girls are not completing badge or patch requirements nor receiving a special Girl Scout discount, we're happy to share these opportunities for the value-added experience offered.

Provided for you:

- Complimentary activity listing on the *Community Partner* page of our website with a link to your website/flyer for registration information.
- Updates, information, and support from Girl Scouts North Carolina Coastal Pines' Program Team.

Community Opportunity Partners are featured on our community partner web page but are not required to submit a Community Partnership Agreement. These opportunities/activities are not sponsored by the council.

## Activity Development

### Activity Description

Girl Scouts North Carolina Coastal Pines collects the information that a partner wants to promote via the Activity Description link. Use this link to complete the necessary information:

<https://gsnccp.wufoo.com/forms/ziq00mc1g1g90s/>. Please note that we request you complete the Activity Description link at least 6 weeks prior to the activity date, earlier is better.

### Activity Scheduling

As a partner, you can schedule Girl Scout activities in two ways:

- **Scheduled Activities:** Partner selects the date, time, and location for pre-scheduled activities that can accommodate multiple troops at one time. These activities must be open for individual girls to attend.
- **Flexible Activities:** Partner develops the activity, promotes the activity or activity topic, and then works with troops to schedule a day for the activity by request.

Some things to keep in mind when scheduling:

- Annually, January through March is Girl Scout Cookie time! Girls are busy during this season especially on the weekends at their Cookie Booths.
- Consider that girl and troop activities generally slow down during the summer months; if a partner would like to offer a summer activity, allow ample time for promotion.
- When considering the date for an activity, consult with a Program Team member to ensure that there is not a conflict with previously scheduled activities.

## Activity Registration

Unless otherwise arranged by a Girl Scouts North Carolina Coastal Pines staff member, all activity registrations will be handled by the Community Partner.

- The following are our expectations of a Community Partner regarding registration:
  - Track registrations to ensure maximums and minimum as needed
  - Collect activity fees (if applicable)
  - Email confirmation letter, with any special information needed (safety guidelines/waivers/permissions), to registrants at least five (5) days prior to activity date
  - Notify registrants and Girl Scouts North Carolina Coastal Pines Program Team if the activity cancels for any reason and handle any refunds

## Cancellation Policy

Girl Scouts North Carolina Coastal Pines' cancellation policies are below. If partner's cancellation policy is different from Girl Scouts North Carolina Coastal Pines' cancellation policy, partner will provide cancellation policy to registrants.

- Cancellation by Community Partner: If minimum capacities are not met by the registration deadline, the partner may choose to cancel the activity.
  - All registered girls and adults will be notified of the activity's cancellation.
  - All monies will be refunded within 30 days of the cancellation.
- Cancellation by Registrants: If a registrant is no longer able to attend an activity, they should notify the Community Partner as early as possible.
  - A refund in the amount of fees paid, less the nonrefundable deposit, will be made when cancellation notice is received at least 15 days prior to the event date.
  - A gift card in the amount of fees paid, less the nonrefundable deposit, will be issued to the registrant if the written cancellation notice is received less than 15 days prior to the event date.
  - In the event that a registrant has a family emergency or is sick, a written refund request must be made no later than 10 business days after the event date to receive a council gift card in the amount of the fees paid, less any nonrefundable deposit.

Click to view our entire [cancellation policy](#).

## Waivers

If the activity requires that a waiver needs to be signed by participants and/or a parent/guardian, please plan to include the waiver (or any other permission forms) in the confirmation before the activity.

## Additional Participants

If girls/families show-up at the activity without registering, it is up to the partner to determine if they want to accept registration and payment the day of the activity. If partner does not want to permit day-of activity registration, this should be stated in the promotion of the activity.

## Activity Survey

Girl Scouts North Carolina Coastal Pines requires that all partners complete an activity survey for each Girl Scout activity (scheduled or flexible) that your organization/business offers. The information provided in the activity survey will provide us information about the activities that Girl Scouts are doing in their local communities and enable us to better support and promote your partnership. Activity surveys can be accessed by clicking the following link: <https://gsnccp.wufoo.com/forms/rrlpngz1ahlyjm/>

***All Activity Surveys should be submitted on or before the 10<sup>th</sup> of the month following the activity date(s).***

## Participant Evaluation

Girl Scouts and families will have the opportunity to provide their feedback on your partner activity using our online evaluation form. This form is located on the Community Partner web page. Girl Scouts North Carolina



Coastal Pines will use feedback received from Girl Scouts and their families to evaluate the growth and continuation of our partnership. Please encourage participants to complete their evaluation after each activity.

## Activity Marketing and Communication

### Girl Scout Brand

Girl Scouts is a well-loved and iconic brand. Few brands can be identified by a color or shape like the Girl Scout brand. All Girl Scout products and the images and phrases featured on our products serve to raise Girl Scout brand voice, mission, and visibility. Therefore, all use of Girl Scout brand by community partners must be approved by Girl Scouts North Carolina Coastal Pines staff. This includes any digital or printed flyers, brochures, or other marketing material that is produced for the purpose of marketing services and activities. In addition, use of the Girl Scout brand on community partner websites or social media outlets must also be approved.

Girl Scouts has the sole and exclusive right by virtue of its Congressional Charter, 36 U.S.C. § 80106 et. seq., to have and use all service marks, trademarks, emblems, badges, descriptive or designating marks, and other words now or heretofore used in carrying out its program and is the owner of the GIRL SCOUTS name, service mark, and trademark, and of all other associated names, marks, slogans, insignias, logotypes and designs. You must contact Girl Scouts North Carolina Coastal Pines for copyright privileges.

Please refer to our the [Girl Scout Council Style Guide](#) for additional information.

### Girl Scout Materials

As a Community Partner, if you choose to provide GSLE programming, we will supply you with a copy of the program materials at no charge to you. However, this material is copyrighted and should not be duplicated for the purpose of selling or providing to another party. We know you will use this material to provide high-quality programs to our girl members, but please refrain from sharing the material with any other parties or organizations and only use it to train and prepare your staff to provide the program opportunities.

### Girl Scout Member Email, Personal Contact Information and Photos

Girl Scouts North Carolina Coastal Pines will not give out personal contact information or email addresses of its members. We request that partners do not spam our members and/or staff with emails sent to addresses found on the council website or publications. If a leader or parent voluntarily gives a partner an email address, they may use it for future activities with permission from the participant. If the council receives complaints regarding the use of personal contact information and email addresses, the partnership will be terminated.

To ensure the privacy and safety of our girls, Community Partners are not permitted to take photos or videos of Girl Scouts. The photo release parents sign for Girl Scouts only gives Girl Scouts permission to use their photos, not other organizations/businesses.

## Insurance and Safety Requirements

### Insurance

GSLE, Resource, and Just for Fun Partner organizations/businesses must submit a current certificate of insurance verifying that the organization has a reasonable amount of general liability coverage for the activities. By carrying adequate liability insurance, the partner can accept the responsibility for the actions of its staff and volunteers. Girl Scouts North Carolina Coastal Pines may not be able to partner with an organization whose activities are not covered adequately by liability insurance.

The partner must submit a Certificate of Insurance naming Girl Scouts North Carolina Coastal Pines as a certificate holder. A valid certificate of insurance includes:

- \$1,000,000 limit minimum for high risk activities (refer to Safety Activities Checkpoints for high risk activities)
- Scheduled/On-going activity falls within policy period shown

If your organization is self-insured, please send a document to verify this. If your organization is not providing insurance but the location of the activity is providing it, please send a copy of the location's liability insurance.

Everyone attending your activity might not be registered Girl Scouts. Non-members are not covered by Girl Scout insurance. A current certificate of insurance must be on file at Girl Scouts North Carolina Coastal Pines for all scheduled activities. Failure to provide an updated copy upon request will result in the termination of partnership.

Please email insurance information to your Program Team contact or the Program Executive.

Certificate holder naming information should be:

*Girl Scouts NC Coastal Pines, 6901 Pinecrest Road, Raleigh, NC 27613*

## Safety

As an organization offering activities to Girl Scouts, it is your responsibility to:

- Read and follow applicable [Safety Activity Checkpoints](#). Please note that Safety Activity Checkpoints (SAC) are reviewed annually and at that time changes may be made to the document. It is the responsibility of the Community Partner to review SAC before **each** activity to ensure alignment with safety guidelines.
- Ensure that all adults involved in the activity delivery have successfully passed a criminal background check.
- Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls, unless given special permission by Girl Scouts North Carolina Coastal Pines for group marksmanship activities.
- Provide hold-harmless or liability forms (if required for your activity) to troops in advance so that individual parents can decide on signing. Girl Scout volunteers cannot sign for a troop.
- Arrange for separate sleeping quarters and bathrooms for males during overnight activities. It is not appropriate for males to sleep in the same space with girl members.
- Contact the Program Executive or appropriate Program Team Member if an accident or incident occurs during a Girl Scout activity.

## Adult to Girl Ratio Requirements

When attending activities, Girl Scouts are required to fulfill the following adult-to-girl ratios. If it is a troop activity, the adult-to-girl ratio is normally maintained by the troop's registered and screened volunteers. If girls are attending individually, parents must stay on the property where the activity is held.

If a partner chooses to host a drop-off activity (adults do not stay), the partner **MUST** meet the adult to girl ratio requirements below and the adults working with the girls must pass a criminal background check.

Girl Scout Safety Requirements call for two (2) unrelated adults for every:

- 6 Girl Scout Daisies (K–1 Grade)
- 12 Girl Scout Brownies (2–3 graders)
- 16 Girl Scout Juniors (4–5 graders)
- 20 Girl Scout Cadettes (6–8 graders)
- 24 Girl Scout Seniors and Ambassadors (9–12 graders)

**Plus, one (1) adult for each additional:**

- 4 Girl Scout Daisies (K–1 Grade)
- 6 Girl Scout Brownies (2–3 graders)
- 8 Girl Scout Brownies (4–5 graders)
- 10 Girl Scout Cadettes (6–8 graders)
- 12 Girl Scout Seniors and Ambassadors (9–12 graders)

## First Aid/CPR

- When applicable, review all safety information at the start of the activity with the girls.
- A basic first aid kit should be provided at the location.
- Since most activities are considered field trips, troops should provide a certified first aid/CPR person. However, if the activity is a drop-off event, a certified first aid/CPR person must be provided by the partner.

## Weather

Partners should use their best judgement in regards to weather.

- The safety of the girls is most important both during the activity and when traveling to and from it.
- If planning an activity outside, consider making a contingency plan or establish an inclement weather make-up date prior to the activity.