

UNION 1 LEADER GUIDE

A Reference Guide for Union 1 District Girl Scout Leaders

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Union 1 District

Union 1 District of Hornets' Nest Girl Scout Council serves close to 1,000 girls through over 90 troops. Our District is one of the largest in Hornets' Nest Council. We are proud of our strong leadership team and of our dedicated leaders and other volunteers. We provide many opportunities for girls to grow strong, develop self-esteem and become self-reliant in a safe and welcoming environment. Our mission is to build girls of courage, confidence and character.

Girl Scout's Hornets' Nest Council

Girl Scout's Hornets' Nest Council (GSHNC) serves girls and volunteers in Mecklenburg, Union, Anson, Cabarrus, Stanley, Montgomery, and Rowan counties in North Carolina and York County, South Carolina. Over 12,000 girls are served through GSHNC. There are 21 Districts, of which Union 1 is one. Once a year **GSHNC publishes a book called "FYI."** This publication contains information about programs and other activities offered by GSHNC, a calendar of those programs, trainings offered by GSHNC for adults and girls, registration forms for events and trainings, product sales information and information about the Hornets' Nest Girl Scout store located at the Council headquarters/Service Center on Idlewild Road in Charlotte. **When you register for a program that is listed in FYI it is a Council Event, not a District event. Questions concerning an event in FYI should be directed to Council.** Contact numbers are usually listed under the event description in FYI. The GSHNC website: www.hngirlscouts.org will also provide you with information about GSHNC. In addition you can access troop forms (such as troop trip applications or money earning activity reports) and register on-line for GSHNC events and trainings.

District Team

The District Team consists of volunteers who determine our needs, direction and priorities for each Girl Scout year. The Team sets goals that reflect the Council's goals and objectives. The District Team **LEADS THE WAY** for our girls and volunteers. **The District Team is here to help all leaders with their questions and concerns.** Each member of the District Team has a specific job, but any member of the Team is available to help YOU. **Please refer to the Team roster, which can be accessed at our District website, or call or email an individual Team member with your questions or concerns.** Job Descriptions of District Team Members are included in this document.

District Meetings

Our District holds once per month meetings for all leaders and co-leaders. These are currently **held on the second Sunday of each month at Siler Presbyterian Church.** It is located at the corner of Waxhaw-Indian Trail Road and Rt. 84 in Weddington. **Our new leader time begins at 1:30 PM.** The general meeting begins at 2:00 PM followed by age level roundtable discussions. **It is important for leaders (co-leaders, assistant leaders, or a parent representative) to attend these meetings as information from the District and Council is conveyed to you at these meetings.** You also get an opportunity to meet and get ideas from other individuals who are leading troops of the same age level as yours. Your Age Level Consultant Team member is there to answer any questions you may have and other Team members are there to be of assistance to you also. Each troop also has a folder into which we put important information for you. Our District Manager sends out an email after each District meeting which gives you a recap of agenda items. However, this is not a substitute for attending the meetings.

District Newsletter

Our Union 1 District Team communicates in a variety of ways with our leaders. Each month we publish a District newsletter via email. It is sent to you a few days before our monthly District meeting. **It is important that you let us know if your email address changes (or if you do not have email access).** Your email address is also listed in our “Union1 Leaders Yahoo Group” so that we can send out information to you as needed. We also have email groups for our Daisy, Brownie, Junior and Older Girl leaders. **It is important that you check your email on a regular basis in order to keep up-to-date with information about our District.** Articles can be submitted to our Newsletter Coordinator and, if printed, pay 5 Daisy Dollars.

District Website

Our District website can be accessed at www.union1girlscouts.com . It includes our calendar of events, team roster, District community service projects, photographs, information about areas of our county that we serve, as well as other information that a leader in the Union 1 District might find useful. Please check it periodically for updated information.

District Calendar

This is a list of events/activities taking place within our District this Girl Scout year. Refer to this as a general guide for planning with your troop. This calendar can be found on our District website. Please remember that this calendar is subject to some changes, so you need to attend District meetings, read the District newsletter and check your email on a regular basis for the most recent information from our District.

Registration

Registration is required annually for all Girl Scout members. The current cost is \$10.00 per person. This money goes to Girl Scout National Headquarters. Our District receives \$1 for each girl registered by September 30th of each year. In March/April of each year, troop leaders receive **Early Bird** packets containing registration forms for currently registered girls and adults so that you may register early for the upcoming year and avoid the “fall crunch.” Council offers special badges and program for those troops who “early bird”. Our District also offers a special event for leaders/co-leaders who “early bird.” **All Registration Forms, Dues Summary Forms, checks, cash should be sent by mail or dropped off or given in person to our District Registrar. Do not send any of these to Council.** Please see our Team Roster for the name and address of our current Registrar.

District Storage Shed

Our District maintains a storage unit with District supplies. There are camping items (propane stove, propane lanterns, water coolers) as well as punch bowls, a large coffee urn, 2 canopies, some sporting equipment (volleyball nets, badminton sets), flags and flag stands, First Aid items and assorted craft items. This is also where we house items for our District events. **Items are available for YOU to borrow for your troop or by committees for events. Deposits are required for some items. Please contact the District Manager or Treasurer for more information.**

Science Bins

Our Science Consultant maintains these bins. Leaders may check these out for use at troop meetings. **A \$25.00 refundable deposit is required and the bins may be borrowed for up to 4 weeks.** Each bin contains activities to complete a badge for a specific age level. A Leader Guide accompanies each bin along with many of the non-consumable and hard-to-get items needed for the activities. The Leader Guide gives directions for completing the activities. The science bins available include: Color Wonders (Daisys), Senses, Science Wonders, Numbers & Shapes, My Body (Brownies), Aerospace, Today/Tomorrow, Geology, Making It Matter, Weather Watch (Juniors) Eco Action, Aerospace, Build a Better Future, Math Maps and More (Older Girls). Contact our Science Consultant if you are interested in checking out a bin.

District Events

Most District events are planned and implemented by a Committee of volunteers from our leadership. We encourage you to sign up for one of our various committees to help us continue to offer outstanding programming for all those in our District. Sign up sheets for events are posted at our August Kickoff event and at our District meetings. If YOU have ideas for additional events/activities, the District Team would love to hear from you. A listing of descriptions of possible events planned for this year is included in this document.

Monthly District Community Service Projects

You and your troop **can choose to participate** in any or all of these projects. Some are more “hands-on” than others. A list of the projects by month can be accessed on the District website. **Any troop that would like to coordinate one of these monthly projects is welcome to do so. Simply contact a member of our District Team for more information.** Whenever your troop participates in any community service project (whether it’s through the District or on your own), please **remember to fill out a Community Service Report** and send it/give it to our Membership Specialist at Council.

Miscellaneous Items

Daisy Dollars: This is money you as a leader can earn in several ways, including coming to District meetings, serving on an event committee, helping out at poinsettia and cookie distribution, bringing in items for our auctions, helping out at recruitment nights, etc. A list of ways to earn Daisy Dollars is available at our monthly District meetings, on our Union 1 website, and at the back of this document. We hold Daisy Dollar auctions at our December District meeting and at our Leader Banquet in late-May/early-June. Bring your dollars, bid against other leaders and go home with some great gifts.

Poinsettia Sale: As mentioned previously, there are several ways for your troop to earn money for the activities you want to participate in. Our District has a poinsettia sale each November. Girls sell plants of different sizes and colors to their family, friends and neighbors. After paying for the cost of the plants, the profits go directly to your troop.

Troop Forms: When you and your troop go **anywhere** other than to your regular meeting place, you need a **Permission Form** filled out. **A copy of this form needs to be emailed or snail mailed to our District Manager.** It can also be completed and submitted on our District website, under “Forms”. When your troop goes on an **overnight trip** you need a **Permission Form** and **you need to fill out a Troop Trip Application.** This is available on the Council website. **A troop trip application needs to be sent to the District Manager 1 month before your trip.** Send **Community Service Reports** to our **Membership Specialist** at Council. Send **Registration Forms** to our **District Registrar**.

Union 1 District Team Job Descriptions

Note: The use of “She” does not denote that only women can serve in these capacities. “He” could also be substituted. “She” was used for purposes of convenience and consistency.

Membership Specialist: This person is our liaison with Hornets’ Nest Council. She provides service and advice to our District as well as other Districts. She attends our Team meetings and monthly District meetings and brings us news and information from Council. If you have questions that are **directly related to Council**, she can help you get the answer. She also receives your community service reports—please send these directly to her by snail or email. Our current membership specialist is Larissa Lopez-Ibañez.

District Manager: Oversees the smooth operation of the District. The District Manager has many duties including conducting the monthly leader meetings, receiving various types of reports from troop leaders and generally being knowledgeable about Girl Scouting at the District, Council and National levels. Call or email her with any questions you have. Also send her your troop trip reports, annual troop reports, and parent permission forms. Our current Co-District Managers are Sharon Champion & Darlene Foreman.

Treasurer: Acts in a fiduciary capacity to insure the proper handling of our District funds. This includes writing checks for events/activities the District hosts, paying District bills, balancing our District checkbook, etc. Our current Treasurer is Chris Boyer.

Registrar: All your Registration Forms (girl and adult) should be sent to our Registrar. **Do not send them to Council.** Registration forms should always be accompanied by a Dues Summary. Make a copy of your Registration Forms before you send them in to our Registrar and do not separate (or keep) the original forms. Our Registrar inputs registration data into the Hornets’ Nest Council database, brings the paperwork to Council (along with payments) and keeps track of ALL TROOPS. Our current Registrar is Sharon Champion.

Recruitment Organizer: This person coordinates and facilitates all our recruitments of new girls and leaders. She has a staff of individuals responsible for “our” schools to help with placing girls in troops and finding leaders for those troops. Our current Recruitment Coordinator is Pam Palmer.

Placement Coordinator: This person coordinates the forming of new troops and placement of girls within those troops as well as adding girls to existing troops. Our current Placement Coordinator is Mary Louise Hough.

Librarian: This person maintains our District library. The resources available from our District library include books, videos and CD’s on various topics such as Girl Scout ceremonies, age-level leader books, and games. There is a wide variety of material available for leaders to “check out”. A deposit may be required for some items. If you would like to borrow from our library, please contact our Librarian. For a complete list of our District library materials please go to our District website. Our current Librarian is Kim McCranie.

Product Sales/Fall Sale/Cookie Sale: This person attends Council sales training and then trains/assists our troops/leaders with forms, questions, and concerns during our Council product sales. She collects troop product sales orders and money, submits these to Council, receives the products and distributes them to troops/leaders along with troop incentives. If your troop wishes to raise funds apart

from the opportunities given to you by our Council and District, you will need to follow certain Council and GSUSA guidelines. This will include adhering to “blackout dates” (times when you cannot raise funds) and filing the proper paperwork with Council. Please refer to the Council website and your FYI for more details. Our Product Sales Coordinator will also answer your questions. Our current Product Sales Coordinator is Chris Boyer.

Public Relations: These individuals “get the word out” about what our District troops are doing in the community. They contact various media (newspapers, TV) to showcase the great things our girls/troops do. Our current Public Relations Coordinators are Sandy Brunt and Janis Robertson.

Newsletter/Website Coordinator: This individual is responsible for publishing and emailing our District newsletter to all leaders/co-leaders and keeping our District website up-to-date with information about events/activities/news in our District. Our current Newsletter/Website Coordinator is Donna McRee.

Awards/Training Coordinator: This individual is responsible for keeping a record of the trainings that our leaders, co-leaders and other volunteers attend. Of course, **YOU** need to tell her which trainings you have attended and you should also keep your own record of your trainings. This individual also will announce and promote upcoming trainings to our volunteers. This person also promotes Board and District level awards and coordinates the nomination process for these awards. There are several awards which can be earned by all of our volunteers and individual troops. Criteria and nomination forms can be found in your Adult Awards Information Brochure that you receive as part of your “Getting Started” training. Our Awards/Training Coordinator will also help answer your questions. Our current Awards/Training Coordinator is Robin Wells.

Sponsorship Coordinator: This person is responsible for keeping track of where each troop meets, including time and place, and for seeking out additional meeting places for troops. Our current Sponsorship Coordinator is Aisha Rivera.

Hospitality Coordinator: This person promotes volunteer appreciation, plans special celebrations at Service Unit meetings, recognizes volunteers for supportive services, and promotes friendship and fellowship. Our current Sponsorship Coordinator is Pam Palmer.

Program Aide Trainer: This person coordinates opportunities for our girls in 7th grade and up to participate in training to become Program Aides. Our current Program Aide Trainer is Kathleen Holland.

New Leader Consultant: This individual is a mentor to our new leaders. She coordinates the “New Leader” time at our monthly District meetings, follows up with new leader questions, relays information to new leaders and acts to strengthen new leaders’ abilities as they lead their troops for the first year. Our current New Leader Consultant is Mary Louise Hough.

Age Level Consultants: These individuals provide materials and information to new and returning leaders. They share information about GSUSA, Council and District programs with leaders and provide guidance, support and assistance to leaders. Our current Age Level Consultants are: Donna Burgess (Daisys), Parisa Couzzi (Brownies), Julie Schillingburg (Juniors) and Gail Mercurio (Older Girls).

Science Consultant: This individual promotes science and technology for the girls/troops and leaders in our District. She maintains our Science Bins for each age level. Science bins are tubs which contain science activities on specific topics related to age level badges. You can borrow these bins for your troop meetings and your troop will earn specific badges by participating in the activities. More specific information about the types of bins available for each age level is contained on another page of this document. This individual also coordinates the Girls Are IT Mobile Technology Bus from Council. The computer activities conducted on this bus (by our Science Consultant as well as other District volunteers) are appropriate for girls ages 11-17. IT badges are also earned by participating in the bus activities. Our current Science Consultant is Cindy Brewer.

Family Campaign Liaison: This individual coordinates the Council fundraising efforts for our District which is targeted to our Girl Scout families. Our current Family Campaign Liaison position is vacant.

Lead Delegate: This individual disseminates information from Council to our District members and delegates regarding Open meetings and the Council Annual meeting. She makes sure that the Council is aware of our District's priorities regarding Council's long-term plan, polling membership if necessary. She also sees to it that all District delegates and alternates are trained for their position and that our delegates (or alternates) attend required meetings. Our current Lead Delegate is Gail Mercurio.

Union 1 District Events/Activities (tentative)

District Leader/Daughter Kickoff - This event kicks off our new Scout year. It is traditionally held one of the days of the second weekend in August. Leaders/co-leaders and their daughters attend. The type of event changes each year. In the past we have had a “pool” party, bowling, crafts, and “old tyme” photo/dress up. Leaders receive their Council FYI packet at this event as well as information from our District.

Early Bird Dinner - This is an annual event used as an incentive to encourage leaders/ co-leaders to register early for the upcoming Scout year. An emailed invitation will be sent to you if you are a leader, co-leader or assistant leader who “early bird” registered.

Me & My Gal Bingo - This event is held annually. The current Green Knights (dads, grandpas, uncles, etc.) come out to run this event so we leaders/co-leaders and other moms can have some fun with just our own daughters. Pictures are taken, prizes are awarded and lots of food is eaten. This is an individual event, not a troop event.

Trainfest – Hornets’ Nest Council hosts an all day training session for adult volunteers in Union County. Sessions usually include “getting started” training, age level training and specialty trainings also.

Older Girl Camporee - This event is held for girls Junior age level and up. It will be a 2-night event with food, activities (climbing wall, archery, canoeing, outdoor cooking, etc.), crafts, games, and campfire while enjoying the great outdoors!

Share-A-Bear - This community service event is open to all age levels. Girls “dress” stuffed bears which are then donated to area Emergency Medical Services to give to children in crisis situations. (This event can be coordinated by an Older Girl troop for leadership hours.)

Cookies With Santa - This event is for Daisy and Brownie troops (and can be coordinated by an Older Girl Troop for leadership hours.) Girls get to sit on Santa’s lap and tell him what they want for Christmas, have a picture taken with him, make crafts and have cookies and hot chocolate.

Share-the-Warmth - This service project is traditionally held in early December. Girl Scout troops or girls with their family members are invited to come decorate Christmas trees with hats, scarves, mittens and gloves that are later donated to those in need. Holiday songs, a craft and hot chocolate are also shared.

Leader/Daughter Pajama Party - Leaders and their daughters come in their pajamas to spend a few hours doing the things girls do at pajama parties! The evening *can* include dinner, a “girlie” movie, glamorizing, dancing, crafts—whatever the committee decides. As part of this party, participants must bring a pair of new pajamas to donate to those in need.

Older Girl Quilting Event - This is an overnight service project event where Cadette and Senior Girl Scouts stay up most of the night sewing together quilts which are donated to senior centers/nursing homes, etc. Girls get experience operating a sewing machine as they make quilts. Over the years that we have been holding this event, our girls have donated many beautiful quilts to those in need.

Black History Month Event - This event is held in February and is an opportunity for girls and adults to learn about Black History as well as pluralism and inclusiveness in a fun atmosphere. The event has included African American dancers, a story tellers and singers as well as traditional African American food to be tasted by participants.

Thinking Day - Thinking Day is a District event held in February to remind us that we are part of a large sisterhood, the World Association of Girl Guides and Girl Scouts. Each year this event changes slightly, but the event usually includes displays by our troops about various countries where Girl Scouts and Girl Guides are located, presentations by troops of songs or dances from other countries and samples of food from other countries. Crafts and SWAPS are usually available for purchase. Money earned from this event is divided between the Juliette Low World Friendship Fund and our District's "Destinations" participants.

Scouting for the Cure - This event provides girls and the significant female adults in their lives with information about breast cancer through fun learning activities. This 2 hour event includes games, crafts, food/drinks and goodie bags to take home after learning about this important topic.

Me & My Guy Dance - This event is terrific fun for any registered Girl Scout in our District to bring her adult significant male (dad, grandpa, uncle, etc.) to PARTY! The evenings always have a theme (Hawaiian luau, pirates, 50's sock hop, to name a few). A DJ spins the records for dancing, pictures are taken, heavy hors d'oeuvres and ice cream are eaten. Dressing the "theme" is optional, but FUN is on the agenda for all.

Leader Retreat - This event is a 2-night getaway for leaders/coleaders. We share ideas, fellowship and generally relax and make new friends. Past Leader Retreats have been to Savannah, GA, Wilmington, NC, Asheville, NC, Charleston, SC, Atlanta, GA, and Myrtle Beach, SC. Where we go is a decision made by the committee. If you have an idea, plan to be part of the committee.

Daisy Camp Day - This is an event for Daisy troops and their leaders to experience the joys of camping without staying overnight. Held at Camp Catawba near Lake Wylie, Daisy Scouts enjoy a day of singing, games, crafts, food and a campfire while earning their first Brownie Try-It.

Brownie Camporee - This is an overnight event for Brownie age level girl scouts and their leaders. Girls make crafts, sing songs, have a campfire, hike, eat, play games and enjoy and overnight camping experience while earning a Brownie Try-It.

District Bridging Ceremony - This event is for all age levels, including adults and is usually held on a Sunday in May or June as we "wind down" our official Girl Scout year. This event recognizes individuals leaving one Girl Scout age level and going on to another. Participants cross over a "bridge" as leaders speak about important milestones in Girl Scouting. A reception for participants and their families is held following the ceremony and includes cake, Girl Scout cookies, and punch. You may participate in this ceremony as well as hold a bridging ceremony at the troop level.

Leader Banquet - This event is a leader "Court of Awards" as well as a fun evening. It is an opportunity to recognize leaders and other volunteers for their efforts throughout the year and celebrate our accomplishments. It includes dinner and spouses are welcome too. Over the past few years this event has also included an auction in which the "Daisy Dollars" that leaders have earned over the course of the year can be used to purchase items for themselves, family members or friends.

District Day Camp - This week-long event is usually held the third week in June and is open to rising Brownies through older girls. Each day from 8:30 AM to 5:00 PM girls of all ages are involved in indoor and outdoor activities centered around a theme. Past themes have included pioneer days, the wild west, medieval times, Disney characters, etc. This event accommodates approximately 200 girls and needs many adult volunteers to help plan and implement this week of fun and learning.

Daisy Dollars

Salaries are subject to change, never down only up. Remember there will be other ways to earn money through the year. This is not a complete list!

DESCRIPTION:	AMOUNT PAID:
Attend District Meetings	\$5
Attend Team Meetings	\$2
Help set-up for district meetings (Arrive at 1:30pm)	\$3
Help clean up after district meetings	\$3
Day Camp Helpers	\$10 each full day
Serve on Committees:	
Each Meeting	\$2
Event Full Day	\$10
1/2 day event	\$5
Help at Poinsettia Delivery	
Help at Poinsettia Delivery	\$5 per hour
Help at Cookie Delivery	\$5 per hour
Participated in:	
Fall Sale	\$3 per troop
Poinsettia Sale	\$3 per troop
Cookie Sale	\$3 per troop
School Night Recruitment	
School Night Recruitment	\$5
Checkout item from the District Library	\$3
Checkout & Use District Science Tub	\$5
Turn In:	
Permission slips - <u>RECEIVED ON TIME</u> - One Week Before Event	\$5 per troop
Troop Trip Applications - <u>RECEIVED ON TIME</u> - One Month Before Event	\$5 per troop
Newsletter Articles	\$5 per troop
Auction Items	\$2 per item or TBD by committee