

Dear Service Area Team Members:

We want to let you know about an exciting new opportunity that you can put on in your Service Area. When there are half-days or full days off from school, one thing that you can do is to put on a No-School Day program!

The purpose of these events is two-fold: to introduce girls to the Girl Scout program who are not in a Girl Scout troop already, and to provide a safe, fun activity for area Girl Scouts.

We have included in this packet resources to help you make this great opportunity a reality in your Service Area.

Resources to use while planning:

- **Service Area Program/Event Planning Packet**
http://www.gsnwgl.org/forms/Complete_SA_Program_Event_Planning_Packet_W.pdf
- **Portable Program Kits** (http://www.gsnwgl.org/programs/portable_programs.html) and **reservation form**
http://www.gsnwgl.org/forms/GSNWGL_PortableProgramsReservation_W.pdf
- **Get the word out to help recruit new girls!**
http://www.gsnwgl.org/forms/GSNWGL_MediaContactAndTroopNewsForm_W.pdf and
http://www.gsnwgl.org/forms/SA_Program_Event_Listing_Form_W.pdf

First Steps:

1. Gather a group of volunteers (from Service Team and/or from the Service Area) into a No-School Day planning committee and divide up the following responsibilities:
 - Program Coordinator (or co-coordinators) – manages budget, necessary paperwork, oversees group of volunteers
 - Logistics – location, food
 - Activity coordinator – creates schedule for the day, arranges activities, manages supplies needed, coordinates speakers
 - Registrar – takes in registrations, sends out confirmations, provide recruitment materials to non-registered Girl Scouts, ensure all girls are registered who attend event (non-Girl Scout pay an additional \$12, which registers them for the current membership year)
 - First Aider – could be a volunteer who has two positions on the planning committee
2. Go through the Service Area Program/Event Planning Packet
3. Pick which Portable Program you will be using and reserve it
4. Publicize opportunity to currently registered Girl Scouts and girls who are not Girl Scouts yet
5. Put on event and evaluate when done
6. Turn in roster to your Membership Manager within a week of holding event; this way he/she can follow up with potential Girl Scout members about having them join a local troop

Portable Program Usage Fee

For Service Area events at which more than one troop will be participating in activities, the Portable Programs can be used. Here are the fees associated with using the Portable Programs at your Service Area event:

<u>Number of girls</u>	<u>Fee for Portable Program</u>
1 – 20	Standard fee posted on website and in <i>The Source</i>
21 – 30	Additional \$5
31 – 40	Additional \$5
41 – 50	Additional \$5
51 – 60	Additional \$5
61 – 70	Additional \$5
71 – 80	Additional \$5
81 – 90	Additional \$5
91 – 100	Additional \$5

For example, if you want to use the Incredible Insects kit at your event, and you have 43 girls attending, then your fee would be \$25. You'd pay the \$10 standard fee and then an additional \$5 for each increase in number of girls attending.

For kits with the standard fee figured per girl, these fees will stay the same for Service Area events. For example, if you have 27 girls attending your event, and the standard fee per girl to use the Anishinabe Patch kit is \$2, then your fee would be \$54.

