

# **E**verything you need to know about training...

Adult volunteers help build girls of courage, confidence and character. The Girl Scout motto is "Be Prepared" and training will help you guide and support girls in Girl Scouting. Previous Girl Scout experience is not necessary—we provide you with the information and resources needed to make volunteering a wonderful experience.

Girl Scout training is one of the many resources available to you as a volunteer. It helps you meet the growing needs of girls, today and tomorrow.

## **Frequently asked questions**

### **Who should attend Girl Scout Leader Training courses?**

Girl Scouts of Shagbark Council requires at least one registered Leader per Troop to complete their basic trainings within the first 4 months of being appointed.

### **What trainings are Girl Scout Leaders required to take?**

"This requirement may be completed by one person or by combining the training records for all adults registered with the Girl Scout Troop and active in Troop leadership positions."

*Volunteer Personnel Policies and Practices, p. 3*

- **Let's Get Started... (Introduction)**
- **Orientation to Girl Scouting**
- **Basic Leadership Grade Level**
- **First Aid and CPR**



**Girl Scouts®**

### **Other required training:**

- **Planning Troop Camping and Basic Outdoor Skills**  
This is required if you are going to take your Troop camping.
- **Swim Watcher**  
This is a mini-training and is required if you are going to take your Girl Scout Troop swimming, boating or to a water park.

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Grade level training must match the grade level of the Troop. If a Leader changes grade Levels, (example: from Brownie to Junior) the Leader must complete the new grade level training within 4 months of starting the first meeting for the new year.

### **Who teaches these classes?**

Girl Scouts of Shagbark Council is very lucky to have a pool of exceptional Volunteer Trainers that have gone through extensive training themselves in order to help serve the Council and its volunteers. Many are working professionals balancing family, Girl Scouts and other obligations. They remember what it was like starting out as a new volunteer and bring a variety of talents and skills to their trainings.

### **Do I need to register for the class?**

**YES!** Pre-registration is **required for all** training sessions offered by the Girl Scouts of Shagbark Council. You must register for training 5 business days prior to the session date, unless otherwise specified. **PLEASE DON'T WAIT**—register as soon as possible. Please remember that all participants must pre-register in order to avoid being disappointed or inconvenienced by showing up for a class that has been cancelled due to low-enrollment or is full to capacity.

## ...more questions

### How do I register for classes?

You can register by mail, e-mail or fax. Simply fill out the Training Registration form, and send it into the Girl Scout Service Center, along with any fees. A Training Registration form is provided for you with this information and is also available on our web site at

[www.shagbark.org](http://www.shagbark.org)

### What if I can't attend after I have registered?

Please notify the Service Center as soon as possible. Classes can only hold a certain number of people. Your cancellation may allow someone else to attend.

**Refunds:** If there is a fee for the course, we must receive notification of the cancellation in writing, 5 business days prior to the event, in order for you to receive a refund.

### Are Classes ever canceled?

**Yes,** circumstances occasionally require cancellation of a course. If this occurs, the Service Center will inform you by telephone at the phone number you provided on your registration form. In the case of severe weather, check for messages, or call the Service Center.

### What if I arrive late or leave early?

In order to have a successful training, it is important to be at the training on time. Excessive lateness or early departures could result in not receiving credit for the training.

Is there a training you would like to take but do not see it offered? Give us a call. If there is enough interest, we'll see what we can do to make it happen.

## Course Descriptions

### Let's Get Started...

#### Introduction to Girl Scouting

This workshop is done on an informal basis with your Service Unit Director or Council Trainer. You will be given Girl Scout materials that will prepare you for starting your Girl Scout Troop.

**Offered:** Contact your Service Unit Director for more information.

**Fee:** No Cost

**Bring:** Pen and Paper, *Safety-Wise* will be provided.

#### Orientation to Girl Scouting

This workshop is designed to provide knowledge and understanding of the principles of the Girl Scout program.

**Offered:** On-line or as a Take Home Workshop.

**Fee:** No Cost

**Bring:** *Safety-Wise*, pen and paper

#### Basic Leadership—Age Level

Program information and suggestions are provided for each grade level of Girl Scouting. Each course will acquaint you with handbooks, recognitions, age appropriate activities, badge work and other age level specific information. Leaders also learn how to help girls explore their individual interests, set troop goals, and work to earn awards.

**Offered:** Take Home Workshop, or see Calendar for dates and times.

**Fee:** No Cost

**Bring:** Pen, paper and *Safety-Wise*, age level books will be given at this time.



# First Aid and CPR Training

Girl Scouts always like to “Be Prepared”. In true Girl Scout fashion, at least one Adult Volunteer must have current CPR and First Aid certification within 4 months of appointment and to be able to go on any field trips.

## Where can I get First Aid and CPR training?

First Aid and CPR trainings are offered in every community by a variety of organizations. Please see the calendar for dates and times. If those dates aren’t open, here are some other places to check:

- A current copy of your CPR and First Aid certification card must be on file at all times at the Girl Scout Service Center.

- Always check with your Service Unit Director first—you may have a qualified instructor in your own Girl Scout community
- Hospitals
- Fire Department
- Police Department
- Community College
- Local American Red Cross or Heart Association
- Ambulance service



## Planning Troop Camping and Basic Outdoor Skills



For a Girl Scout camping experience, there must be **at least one** registered adult volunteer certified in **First Aid and CPR** and at least one registered adult who has taken **Planning Troop Camping and Basic Outdoor Skills** training.

You will learn basic camping and outdoor skills including fire building, cooking on an open fire, how to plan for a camping trip and outdoor activities. You will actually prepare your own lunch on this day. Not only is this course required but it’s a lot of fun!

- Offered:** Please see calendar.
- Fee:** \$10.00
- Bring:** A list of items will be mailed to you prior to the class along with directions to the location.
- Registration:** The course deadline is 5 business days prior to the course date. Fees are due at time of registration. No late registrations accepted.

## Water Watcher



This course is required in order for any Troop to be allowed to go to a water park, swimming, boating, or any water activity. According to Safety-Wise, there must be one registered adult “watcher” for every 10 girls. This course will give you information on basic water rescue and safety techniques.

This course is offered as a “mini-training” and is available in a down-loadable format. Check with your Service Unit Director or Membership Services Manager for more information.

- Offered:** On-line at the Girl Scouts of Shagbark Council web site [www.shagbark.org](http://www.shagbark.org)
- Fee:** No Cost



## How do I get training?

We know that you are a busy person, and want to make training as accessible as possible. We offer trainings in many areas and by a variety of methods.

### **Training Types~**

#### **Traditional, Face-to-Face Training:**

This is truly the most beneficial way to receive training. They are given by our Council Trainers and are conducted in several areas and at our regional Learning Fairs. Please check the Training Calendar for dates, times and places. If you cannot attend any of the listed trainings, please contact the Training Department at the Girl Scout Service Center for more information.

#### **Take Home Workshops:**

If you are unable to attend a Traditional Training, we offer take home workshops as an alternative. Each course is accompanied by a Video/DVD and a questionnaire packet. Each Service Unit has a set of Video/DVDs available for check out. The questionnaire packet is available in a down-loadable format at:

[www.shagbark.org](http://www.shagbark.org)

Once you have completed the packet, send it to the Girl Scout Service Center to receive credit.

#### **On-Line Orientation:**

At this time, only Orientation to Girl Scouting is available on-line at:

<http://training.girlscouts.org>

Password: Discover

(this training is also available as a down-loadable Take Home Workshop)

## Just for you...

For Leaders starting in the Fall of 2006 or after ~ we've added a new "sparkle" to our training.

When you complete your basic requirements, you will receive a silver charm bracelet and a Grade Level charm. For each added required course, you will receive another charm. The bracelets are designed by a local Southern Illinois Artisan and each charm is made from a Swarovski crystal.

Each colored charm represents a different training course:

<b>Sapphire -</b>	<i>Girl Scout Daisy</i>
<b>Topaz-</b>	<i>Girl Scout Brownie</i>
<b>Emerald-</b>	<i>Girl Scout Junior</i>
<b>Fuchsia-</b>	<i>Girl Scouts Older Girl</i>
<b>Aquamarine-</b>	<i>Leadership Experience</i>
<b>Ruby-</b>	<i>First Aid/CPR</i>
<b>Tanzanite-</b>	<i>Planning Troop</i>
	<i>Camping</i>
<b>Caribbean</b>	
<b>Blue-</b>	<i>Swim Watcher</i>

#### **Example:**

You are a new Daisy Leader—after completing Let's Get Started, Orientation, and Basic Leadership for Daisies you will receive your charm bracelet and a sapphire colored crystal charm.

✦ For our gentlemen leaders and those not wanting the charm bracelet ~ we offer a distinguished looking key ring. Colored crystals can be added for each grade level.



# First Aid and CPR Training

## Community First Aid and Safety

At least one adult with First Aid and CPR training (a "first-aider") must be with the troop. American Red Cross chapters regularly schedule First Aid and CPR courses. National Safety Council's Green Cross and the American Heart Association's CPR courses also meet requirements to certify Girl Scout Leaders. If you are unable to attend one in your area, we offer a limited number of First Aid and CPR classes. Be prepared to take a written exam and demonstrate CPR skills. Please dress comfortably.

Please use the Training Registration Form for the following trainings. Registrations must be mailed, faxed or phoned in.

## Schedule: **NO FEE**

The following courses are offered at no cost to you. This is made possible by grants provided through **John A. Logan College, Shawnee Community College and Rend Lake College.**

Date	Course	Place	Time	Registration Deadline
9/15/08	American Heart First Aid	First United Methodist Church, Marion IL	6:00~9:00 p.m.	9/8/08
9/22/08	American Heart CPR	First United Methodist Church, Marion IL	6:00~9:00 p.m.	9/15/08
9/27/08	American Heart *First Aid/CPR	Union Co. Ambulance Service, Jonesboro IL	10:00 a.m.~ 4:00 p.m.	9/19/07
9/29/08	American Heart First Aid	New Beginnings Assembly of God, W. Frankfort IL	6:00~9:00 p.m.	9/22/08
9/30/08	American Heart CPR	New Beginnings Assembly of God, W. Frankfort IL	6:00~9:00 p.m.	9/23/08
10/4/08	American Heart *First Aid/CPR	Little House Mt. Vernon, IL	9:00 a.m. ~ 3:00 p.m.	9/26/08
10/11/08	American Heart *First Aid/CPR	Union Co. Ambulance Service, Jonesboro IL	10:00 a.m.~ 4:00 p.m.	10/3/08
10/13/08	American Heart First Aid	First Christian Church DuQuoin IL	6:00~9:00 p.m.	10/6/08
10/20/08	American Heart CPR	First Christian Church DuQuoin IL	6:00~9:00 p.m.	10/13/08
10/27/08	American Heart CPR	Carterville Fire Dept. Carterville IL	6:00~9:00 p.m.	10/20/08
10/29/08	American Heart First Aid	Carterville Fire Dept. Carterville IL	6:00~9:00 p.m.	10/22/08



# Planning Troop Camping and Basic Outdoor Skills

Come learn about camping the Girl Scout way! No previous experience is necessary. This course is designed to help adults plan and prepare for an overnight camping event with their girls. This training is required for any overnight camping experience.

## Course Content:

- How to reserve a site
- Campfire building and site clean-up
- Emergency and safety procedures
- Indoor/outdoor cooking and recipes
- Menu planning and Kaper Charts
- Outdoor activities



## Cost: \$10.00 per person

This includes supplies, bandana, and lunch. You will receive a confirmation letter prior to the training date, which will include what to bring and directions to the location of the training.

**NOTE: All trainings will take place rain or shine. Please plan on being outdoors. Layered clothing is always suggested. Use the Training Registration Form to register for this event. Registrations must be mailed, faxed or phoned in with payment. Credit cards are accepted. In case of extreme weather conditions, please call the Council Service Center to check for cancellations.**

## Schedule:

Date	Time	Location	Registration Deadline
Saturday Sept. 20, 2008	9:00 a.m. ~ 3:00 p.m.	Camp Whispering Oaks, Salem IL	Friday Sept. 12, 2008
Saturday Sept. 27, 2008	9:00 a.m. ~ 3:00 p.m.	Camp Cedar Point Makanda, IL	Friday Sept. 19, 2008
Saturday Oct. 4, 2008	9:00 a.m. ~ 3:00 p.m.	Camp Cedar Point Makanda, IL	Friday Sept. 26, 2008
Saturday Oct. 18, 2008	9:00 a.m. ~ 3:00 p.m.	Camp Whispering Oaks, Salem IL	Friday Oct. 10, 2008

# Training Registration Form

Pre-registration is required for all training sessions offered by the Girl Scouts of Shagbark Council. The deadline for all training registrations is 5 business days prior to the event. If the minimum number of participants is not met for the class, it will be cancelled. You will be notified of cancellation by the telephone number you provided on your registration form.

If the minimum number of participants is met by the 5 day deadline, registration for the class will remain open until the class is full. Please do not show up for a class without registering, the class may have been cancelled due to low enrollment or is full to maximum capacity.

PLEASE PRINT ~ ONE FORM PER PERSON, PER CLASS

Troop # \_\_\_\_\_ Service Unit: \_\_\_\_\_

Name of class: \_\_\_\_\_

Date of Class: \_\_\_\_\_ Location: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Please list any special needs you have so we may accommodate you (physical, dietary, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If you are a new Leader, please specify the incentive you wish to receive. If you do not mark this are, and you are eligible, you will receive the charm bracelet.

Charm Bracelet       Key Ring

Course fee (if applicable) \$ \_\_\_\_\_

Send registration form to: Girl Scouts of Shagbark Council, 4102 S. Water Tower Place, Mt. Vernon IL 62864. **Make checks payable to Girl Scouts of Shagbark Council (GSSC).**

## Credit Card Authorization Information:

Credit Card Type:       Visa       Mastercard       Discover

Total Amount to be charged: \$ \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Account #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~ Feel free to photocopy form as needed ~

# Learning Fair Registration Form



Get your training done in a day!  
This is a fantastic opportunity to make new friends,  
take training, and get inspiring new ideas!

The day will be divided into morning and afternoon sessions. Lunch will not be provided, so please bring a sack lunch. If you are attending training at Heartland Regional Medical Center, there is a cafeteria available.

**Pre-registration is required and classes will be filled on a first come basis.**

**Check in will be from 8:30 a.m. - 9:00 a.m.  
Classes will begin at 9:00 a.m. THERE IS NO FEE.**

**Please choose the location of the Learning Fair you will be attending:**

- Sept. 27, 2008      Kaskaskia College, Centralia IL
- Oct. 4, 2008      Olney Central College, Olney IL
- Oct. 18, 2008      Rend Lake College, Ina IL
- Oct. 25, 2008      Heartland Regional Medical Center, Marion IL

**Please check the classes you wish to attend:**

**Morning Session**  
**9:00 a.m. - 12:00 p.m.**

Please check one:

- Girl Scout Daisy
- Girl Scout Brownie
- Girl Scout Junior
- Older Girl Age Level  
Cadette/Senior/Ambassador

**Afternoon Session**  
**1:00 p.m. - 4:00 p.m.**

Please check if you wish to attend:

- NEW Leadership Experience:  
Learn all about the new Leadership  
Essential Journey guide books and  
how to use them. Recommended for  
all grade levels.

Name: \_\_\_\_\_ Troop #: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_