

Guidelines for Projects Benefiting Girl Scouts Western Oklahoma

Girl Scouts of Western Oklahoma welcomes the opportunity to work with girls, volunteers, service units and other groups to develop special projects that will directly impact our council through programming opportunities, facility improvements, etc. Additionally, as of October 1, 2018, GSUSA has announced that Bronze, Silver and Gold award projects may now directly benefit our council. Whether you are working toward achieving an award or just looking for a community service project or team building opportunity, our council has specific guidelines and expectations that must be met to ensure quality and safety. Within this document you will find the guidelines for pursuing a council project.

Project Overview

- A project proposal form should be completed and submitted to the appropriate team for approval. Please start with your Troop Support Specialist or email it to info@gswestok.org. Project approval will be on a case by case basis based on board approved strategic initiatives and council needs.
 - All program related projects will require the approval of the Chief Program Officer. These would include special events or activities, workshops, trainings, trips, etc.
 - All facility related projects will require approval of the CEO and Facility Manager. These would include projects at camp and office properties, equipment purchases, furniture building, etc.
- Girls hoping to achieve Bronze, Silver and Gold Awards should follow the guidelines of each award in addition to guidelines provided here.
- The build plan, supply list, participant list and membership status should be provided in advance based on the timeline of the project, and approval from the council.
- Girl Scout Council staff are a resource to facilitate and approve projects, but we are not able to provide funding for materials, supplies, transportation, marketing, etc.

Longevity

- Please know that projects have a limited lifespan, especially with plans related to facility improvements. The life of a project will only last as long as the structure or fixture and at times, it may be necessary for council staff to remove, demolish, change, or even replace completed projects/items. Please help us explain this to girls.

Fundraising and Money Earning

- Please refer to your Troop Field Guidelines for information and proper processes of all fundraising and money earning activities. For a copy of the guidelines email info@gswestok.org.
- Girls working on Gold Award projects are the only exception to the fundraising policy. See Gold Award guidelines for more information.

Naming Rights

- If signage is needed for your project, permanent signage, branding, and recognition must follow GSUSA and council guidelines and must be approved as part of the project approval process. Specific girl names will not be recognized, but troops, award levels, and service units may be.

- To receive approval you will need to provide a description of what is wanted and/or a drawing when you submit your project for approval. The council website has detailed examples of approved branding and logos.
- Larger projects may be great fundraising opportunities for the council and official naming rights or sponsorships may be sold by council staff/board members either during the course of your project or at a later date. If this is done, every effort will be made to include girls and the group working on the project, but ultimate decisions will be made by Girl Scout Council CEO.

Safety

- Safety is always a priority. All council guidelines, safety activity checkpoints and membership requirements must be met. If non-members will assist with the project, non-member insurance must be purchased.
- Once your project is approved, the Facility Manager, Chief Program Officer or their designee will have a conversation with you to discuss a safety plan.

Timelines

- Projects must be completed within one year of the project submission date and a project timeline must be presented on the original proposal.
- Project availability must coincide with facility and council calendars. Please note, the more notice council staff have about your plans, the more we are able to help with various aspects of the project.

Have Fun

- Projects should be girl led as much as possible, based on the ages of girls.
- Completing projects that specifically benefit the council is a great way for girls to give back and improve opportunities for sister Girl Scouts. Leaving a legacy for others can be truly inspiring. Don't forget to have fun and take pictures to share with us along the way!

References/Forms

- Email us for the latest version of the following forms: info@gswestok.org.

Name	Where to submit for approval
Project Approval Form	Chief Program Officer, Facilities Manager or CEO (depending on the type of project) / info@gswestok.org
Fundraising Activities	Chief Development Officer/ info@gswestok.org
Money Earning Activities	Fund Development Manager / info@gswestok.org
Bronze, Silver, Gold Award	Troop Support / info@gswestok.org
Branding and Signage Guidelines	Marketing Dept. / info@gswestok.org

These guidelines were updated on 11/29/2018