



Paper Work Module

If you have prior experience with Girl Scout record keeping and troop kits you may test out of this module by satisfactorily completing the following equivalency test.

Prior to taking this test you must have completed the volunteer application and background check.

You may use: *Guide for Leaders*, Registration Packet, Troop Kit, *Safety-Wise* and the *Answer Book* to take the equivalency test. You may work with another leader to complete this test, but each must send in a completed test to get credit.

The *Answer Book*, *Girl Scout Council of Vermont's Guide for Leadership Teams* is a publication designed as a reference tool and contains policies, procedures and guidelines for Girl Scout troop/group leadership teams in Vermont. Each section will help you find answers to your questions and provide you with sample forms you will need throughout the year.

The equivalency test is scored. If you pass, you will receive a training certificate indicating credit toward completion of this module. If you do not pass the equivalency test, you will be expected to attend the Paperwork Module

Satisfactory completion of this equivalency test will count as 1/9 of the Basic Leadership Course.

Prior to the first meeting: Safety & Permission, Paperwork

Within the first 3 months: Dollars & Sense, Program Planning, and Partners in Planning

Within the first 6 months: Girl Scout Ways, How We Fit Together, Inclusive Environment, and Age Level Specifics

When you have successfully completed this module equivalency test you will have demonstrated your knowledge of the Mission Statement, registration procedure, publications in troop kit, troop financial forms, and the Website.

Once completed please return to
Girl Scout Council of Vermont
Attention: Paulette Petelle
1475 West Hill Road
Hardwick, VT 05843

Paper Work Module
Equivalency Test

1. What is the Girl Scout Mission Statement? (3 points)

2. Paperwork necessary for girl and adult registration: (A-H 2 points each blank)

A. The annual GSUSA registration fee is \$_____ The Girl Scout Membership year is from

B. Membership dues provide girls and adults with _____ insurance coverage.

C. Lifetime members pay _____ times the annual membership dues at the time they become lifetime members.

D. Membership Standards describe the age level at which a girl should participate and are established by the National Board of Directors. Fill in the appropriate name for the different age levels.

_____	Ages 5-6 or Grade K-1
_____	Ages 6-7-8 or Grade 1-2-3
_____	Ages 8-9-10-11 or Grade 3-4-5-6
_____	Ages 11-12-13-14 or Grade 6-7-8-9
_____	Ages 14-15-16-17 or Grade 9-10-11-12

STUDIO 2 B members are what age groups? _____

E. Individual Girl Members not belonging to a troop are called _____

F. All registration forms must be signed by _____

G. Emergency Contact should be someone other than the _____

H. List code numbers for the following:

Council Code _____

Troop Number _____

Report Code _____

Registration Area _____

I. List the registration paperwork that goes to the Service Unit Registrar: (5 points) _____

3. Publications and Information in a troop kit: (3 points each)

- A. Adult Adventures
- B. Answer Book
- C. Cookie Program Magazine
- D. Girl Scout Catalog
- E. Join the Fun Program Opportunities
- F. Leaders' Digest
- G. Outdoor Program Facility Guide
- H. QSP Be A Reader
- I. Personnel Policies for Volunteers
- J. Religious Recognitions
- K. Safety-Wise
- L. The Scoop

Select the correct letter that best defines the following statements.

_____ Provides you with a list of Girl Scout Program Standards and Policies, with safety checkpoints for program activities.

_____ This a great reference for any questions that may arise concerning working with a troop.

_____ You will find the Congressional Charter, Constitution of Girl Scouts of the United States, Policies and credentials of GSUSA. It is updated after every National Convention.

_____ Lists all council program events offered for Daisy, Brownie and Junior Girl Scouts

_____ An overview of all Girl Scout property sites and what is available at each site.

_____ A quarterly program publication for girls 11-17 provided by GSCV.

_____ A yearly publication mailed to members provided by GSUSA.

_____ With parental support each girl is encouraged to become a stronger member of her own religious group.

_____ Contains information on troop planning, goal setting and tips on preparing for the sale.

_____ Provides program ideas for each age level.

_____ There are two types of volunteers in Girl Scouting. Operational volunteers provide direct services to girls, to other volunteers or to the day-to-day functioning of the council. Policy volunteers serve in the areas of policymaking, policy influencing and administrative support. This provides for the selection, evaluation and retention or release of volunteers.

_____ List of what training is offered and how to register for training

4. Paperwork for troop activities beyond the meeting place: *(3 points each)*
- A. _____ Must be completed and given to SUM or Field Director 4 weeks prior to the event.
 - B. _____ Must be signed by parent or guardian for each and every event.
 - C. _____ Must be completed, signed, up to date and is brought to every event a girl attends as well as every meeting.
 - D. _____ Must be completed and signed by every adult
 - E. _____ Must be provided for all adults attending an event.
List council contact numbers in case of an emergency.
 - F. _____ Must be kept with the First Aid Kit.
5. Financial Paperwork: *(3 points each)*
- A. Application for Troop Money Earning Project
 - B. Detailed Cash Record
 - C. Dues Record
 - D. Financial Report Form
 - E. Request for Outreach Funds
 - F. Troop Sponsorship Worksheet

Select the correct letter that best defines the following statements.

- ___ This form provides girls with an opportunity for budgeting and financial responsibilities.
- ___ By keeping track of all income and expenses it will take less time to fill out the financial report.
- ___ Is available so that no girl or adult is denied a Girl Scout experience due to financial reasons.
- ___ Must be completed and sent with bank statement to the SUM or Field Director by June 30 each year.
- ___ Must participate in QSP and Cookie sale as a prerequisite for additional fundraiser for special projects or trips. Final approval is from the Finance Committee.
- ___ Support maybe received in many ways, such as providing a meeting place, books, supplies, or funds for girls that need financial assistance.

6. Girl Scout Council of Vermont forms can be found at this website *(3 points)*
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Name _____
 Address _____
 City _____ Zip _____
 Phone _____ E-mail _____
 Service Unit _____
 Troop Number _____ Level _____