

### Forms

1. **Intent Form** – due 2 months before camp to be on council website and 1 month otherwise
2. **Only New Locations need this paperwork turned into council:** Non-Council Property, and Emergency Procedures Form
3. **Optional Templates:** <https://camp.gsw.org/summer-camp-sessions/volunteer-led-day-camp/>
  - Registration and Confirmation packets
  - Budget worksheet, Income and Expense Forms
4. **Contracts-** go through Council for signature of Regional Director (Site Rentals, etc.)
5. **Additional Insurance:** The Girl Scout policy now covers non-members so camp does not need to order additional insurance.

### Registration

1. Optional Templates: <https://camp.gsw.org/summer-camp-sessions/volunteer-led-day-camp/>
  - Registration and Confirmation packets
  - Do not use copyrighted graphics. Here are good resources: pexels.com or freepik.com
2. Non-Girl Scout members register as new members on [gsw.org](https://gsw.org) website.
3. **Financial Aid:** collect requests on your registration packet. Directors send in the Volunteer Day Camp Financial Assistance Request Tracker immediately after camp registration closes. Council will approve and transfer money into your camp account.
4. Digital Dough is still able to be used. Parents/caregivers submit for Digital Dough on council website and also record their Digital Dough number on your registration packet. Directors send in the Volunteer Day Camp Financial Assistance Request Tracker immediately after camp registration closes. Council will approve and transfer money into your camp account.
5. Rallyhood is available to use. You can set up one for your camp.

### Bank Account

1. **Use your Service Unit Account:** include your finances in your service unit end of year finance report  
- or -
2. **Set Up New Bank Account:** Give us your two signer names so we can generate your letter to take to the bank. Fill out bank notification form so we know your account number to transfer money into. Final Finance report due to council program manager after camp.
3. Because you will have access to your own account, you will no longer need to go through council for payments to vendors or to reimburse volunteers.

### Site Rental

There is a fee for council property. Reserve property through the Camp Intent Form and Council Registrar will contact you.

## Volunteers

1. **Trainings:** Camps need to host training. Council will print manuals as requested.
2. Camp Directors to check with their Service Unit Data Chair to verify that volunteers are registered and have background checks or contact your council staff program manager for help.
3. Program Aid Award is a GSUSA Award and no longer a council training program
  - Description: Program Aide award (Cadette): Grow your leadership skills by planning and leading multiple activities—including a full meeting—for younger Girl Scouts. You'll practice being a role model and engaging different age groups along the way.
  - For Details on requirements: [gsw.org/badgesandawards](https://gsw.org/badgesandawards)
  - You may still use any girls you want to be your Camp Aids/Program Aids.

## After Camp

1. **Evaluations:** Please have girls fill out and complete Girl Scout evaluations and return to council program manager after camp.
2. **Turn in after camp:** Health Log for long term storage.
3. Shred all personal info or turn into council.

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