

Center for Leadership and Organizational Excellence



2007–2008

**Professional Development
in Girl Scouting**

October 2007–December 2008

Living Learning Leading



2007–2008
Professional Development
in Girl Scouting
October 2007–December 2008

Register online at www.girlscouts.org/cloe



Girl Scouts of the USA
420 Fifth Avenue
New York, NY 10018-2798

www.girlscouts.org

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Inquiries related to *2007–2008 Professional Development in Girl Scouting* should be directed to the Center for Leadership and Organizational Excellence (CLOE), Girl Scouts of the USA, New York, NY 10018-2798.

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October 2007

Dear Girl Scout Friends:

It was 95 years ago that Juliette “Daisy” Low assembled the first Girl Scout troop meeting. Certainly, our world has changed since our Movement flowered and her vision became a reality. However, what has not changed is our commitment to keep pace with what girls need to develop the leadership skills that will help them succeed throughout their lives.

This year our catalog offers Girl Scout volunteers and staff a wider variety of learning opportunities, including e-learning, regional programs, and additional useful resources that support our mission. We must be leaders in our own development if we are to continue to build the future leaders of our society. To keep this Movement strong for another 95 years, please join us in becoming the best leaders we can be by participating in these programs. They have been created for all of us, and for all the girls whose lives we touch and inspire.

As you browse through the catalog, you will find many opportunities to strengthen your ability to help girls through your work, as well as to further your career goals. Be sure to share the catalog with your team and invite others to join you on the learning journey ahead.

Sincerely,

A handwritten signature in dark ink that reads "Kathy Cloninger". The signature is fluid and cursive.

Chief Executive Officer
Girl Scouts of the USA

welcome



October 2007

Dear Girl Scout Colleagues,

The Center for Leadership and Organizational Excellence, or CLOE (formerly known as National Learning Services), is excited to present *2007–2008 Professional Development in Girl Scouting*, the Girl Scouts of the USA and Edith Macy Conference Center course catalog. I am certain that as you thumb through the pages you will sense our new direction and schedule opportunities to share in the learning engagements that will unfold as we convene at Macy, online, or at your council. We've done things a little bit differently this year. You will see traditionally offered courses, but also you will notice new offerings that we are co-creating with strategic partners such as the Institute for Women's Leadership and the Oxford Leadership Academy. My team and I have been listening to voices of the Movement and believe that these courses attend to our collective needs. Please also know that the CLOE group will have customization capabilities that will allow us to design offerings with and for you and your team. We stand ready to be your learning partner!

As you take this journey with us to the bright future that awaits the Movement, please contact us to let us know how we're doing and share with us ways that we can continue to meet the diverse learning needs of you and your team. You can do this by providing feedback on our group Web site: <http://www.girlscouts.org/cloe>.

Girl Scouting provides girls of all ages with *roots* and with *wings*. Our roots as an organization provide a solid, established community from which to draw strength, direction, and inspiration. Our wings are uplifted and encouraged by the programs we provide, the skills and values we teach, and especially the heartfelt energy that our leaders of all ages bestow upon our community. The programs in this catalog will help us all lead our councils and our girls to new heights, as we are the keepers of Girl Scout tradition as well as agents of change.

Building capacity and performance at GSUSA while the same work is taking place at councils is a serious undertaking that involves leadership development and cultural change. We're looking forward to partnering with you in reaching your fullest potential as we continue to help girls soar!

My warmest regards,

Angela M. Airall, MBA
Chief Learning Officer
Girl Scouts of the USA

2007–2008 Chronology of Learning and Development

Code	Course Title	Start Date	End Date	Course Fee	Register By
September 2007					
NA	GSUSA: Leader to Leader Invitational Conference: A Call to Leadership and Action	9/8/2007	9/9/2007	By Invitation Only	NA
9070	95 Years and Counting	9/14/2007	9/17/2007	\$225	7/15/2007
NA	Girl Scout Merchandise Meeting	9/18/2007	9/20/2007	By Invitation Only	NA
October 2007					
NA	Renewing and Revitalizing Girl Scout Council Capacity and Performance	10/12/2007	10/14/2007	By Invitation Only	NA
I0072	Exploring the Solar System and Beyond with NASA	10/18/2007	10/22/2007	\$225	9/30/2007
I0074	Renewing and Revitalizing Girl Scout Council Capacity and Performance	10/26/2007	10/28/2007	\$250	9/30/2007
NA	*AGSES, Des Moines, IA	10/23/2007	10/25/2007	See p. 11	NA
November 2007					
I1070	New Board Chairs: Leading High-Performance Boards	11/2/2007	11/4/2007	\$250	9/30/2007
NA	Building the Leader Within—Ashland Institute	11/5/2007	11/9/2007	By Invitation Only	NA
NA	*AGSES, Anaheim, CA	11/11/2007	11/13/2007	See p. 11	NA
I1074	Council Enterprise System Training	11/12/2007	11/16/2007	By Invitation Only	NA
NA	*AGSES, Warwick (Providence), RI	11/14/2007	11/16/2007	See p. 11	NA
NA	GSUSA National Board Meeting	11/29/2007	12/1/2007	By Invitation Only	NA
December 2007					
I2070	Leadership from the Inside Out—Institute for Women's leadership	12/2/2007	12/4/2007	TBD	10/1/2007
I2074	Management Skills for Resident Camp Directors	12/10/2007	12/14/2007	\$250	11/21/2007

*Off-site



2007–2008 Chronology of Learning and Development

Code	Course Title	Start Date	End Date	Course Fee	Register By
January 2008					
NA	*Girl Scout Council Technology Conference, Los Angeles Area, CA	1/11/2008	1/13/2008	See p. 11	11/16/2007
1080	Property Management and Maintenance	1/14/2008	1/17/2008	\$250	11/16/2007
1082	Management Skills for Day Camp Directors	1/14/2008	1/18/2008	\$250	11/16/2007
1084	Relational Aggression Conference	1/7/2008	1/9/2008	\$175	11/16/2007
1086	Council Enterprise System Training	1/21/2008	1/25/2008	By Invitation Only	11/16/2007
1088	New CEOs in Realigned Councils	1/24/2008	1/27/2008	\$250	11/16/2007
1089	Membership Strategies and Systems	1/23/2008	1/26/2008	\$225	11/30/2008
1087	Building a Culture of Philanthropy—Fund Development	1/31/2008	2/2/2008	\$2,125	11/30/2008
February 2008					
NA	*CEO Gathering with National CEO	TBD	TBD	\$425	NA
2081	Single Entry Volunteer System	2/4/2008	2/6/2008	\$225	12/10/2007
2082	Council Enterprise System Training	2/25/2008	2/29/2008	By Invitation Only	12/30/2007
NA	Girl Scout Merchandise Regional Shop Meetings	2/25/2008	2/28/2008	By Invitation Only	NA
NA	GSUSA National Board Meeting	2/29/2008	3/2/2008	By Invitation Only	NA
March 2008					
3080	Leading Strategic Change—Institute for Women’s Leadership	3/10/2008	3/12/2008	\$1000	1/15/2008
NA	Girl Scout Merchandise Regional Shop Meetings	TBD	TBD	By Invitation Only	NA
NA	*CEO Gathering with National CEO	TBD	TBD	See Insert	NA
3082	Healthy Living Conference	3/3/2008	3/6/2008	\$250	1/7/2008

*Off-site

2007–2008 Chronology of Learning and Development

Code	Course Title	Start Date	End Date	Course Fee	Register By
3084	Management Skills for Program Directors	3/25/2008	3/29/2008	\$250	1/31/2008
3086	Council Enterprise System Training	3/27/2008	3/31/2008	By Invitation Only	1/31/2008
3083	Advanced Management Skills for Experienced Camp Directors	3/25/2008	3/29/2008	\$250	11/31/2008
3088	Strategic Planning: Peter Drucker's Five Most Important Questions	3/31/2008	4/2/2008	\$495	1/31/2008
April 2008					
NA	The New Leadership Experience for the Girls: A Bold Journey into the Future!	TBD	TBD	See p. 20	NA
NA	Regional Shop Management Conference	4/3/2008	4/4/2008	NA	NA
4080	Leading with Purpose and Passion: The Art of Effective Execution—Oxford Leadership Academy	4/7/2008	4/9/2008	\$833	2/15/2008
4081	Be the Voice for Girls	4/10/2008	4/10/2008	See p. 13	2/15/2008
4082	Council Enterprise System Training	4/21/2008	4/25/2008	By Invitation Only	2/29/2008
May 2008					
NA	*The New Leadership Experience for the Girls: A Bold Journey into the Future!	TBD	TBD	See p. 20	See Insert
5080	Council Enterprise System Training	5/19/2008	5/23/2008	By Invitation Only	3/30/2008
5082	Keeping Girl Scout History	5/19/2008	5/21/2008	\$225	3/24/2008
June 2008					
6080	Membership Cultivation and Communication	6/2/2008	6/4/2008	\$225	4/7/2008
6082	Finance Management 101	6/9/2008	6/11/2008	\$225	4/11/2008
6084	Membership Fundamentals	6/9/2008	6/12/2008	\$225	4/11/2008
NA	GSUSA National Board Meeting	6/14/2008	6/15/2008	NA	NA
6086	Leadership From the Inside Out—Institute for Women's Leadership	6/17/2008	6/19/2008	TBD	4/18/2008
6087	Global Girl Scouting: Helping Girls Make the World a Better Place	6/16/2008	6/18/2008	\$225	4/18/2008
6088	Moving into High-Capacity Product Sales	6/23/2008	6/26/2007	\$250	4/30/2008
6089	Council Enterprise System Training	6/27/2008	7/1/2008	By Invitation Only	4/30/2008
6085	Effectively Facilitating Adult Learning	6/30/2008	7/2/2008	\$225	4/30/2008

*Off-site

2007–2008 Chronology of Learning and Development



Code	Course Title	Start Date	End Date	Course Fee	Register By
July 2008					
7080	Essentials of Council Shop Management	7/8/2008	7/11/2008	\$250	5/12/2008
7081	Advanced Skills in Council Shop Management	7/8/2008	7/11/2008	\$250	5/12/2008
7082	Membership Fundamentals	7/8/2008	7/11/2008	\$225	5/12/2008
7083	Retail Management Systems	7/12/2008	7/14/2008	\$225	5/14/2008
7084	Leading with Purpose and Passion: The Art of Effective Execution– Oxford Leadership Academy	7/14/2008	7/16/2008	\$833	5/23/2008
7085	Be the Voice for Girls	7/17/2008	7/17/2008	See p. 18	5/23/2008
7086	Council Enterprise System Training	7/21/2008	7/25/2008	By Invitation Only	5/30/2008
7088	Membership Fundamentals	7/21/2008	7/24/2008	\$225	5/30/2008
7089	USAGSO from A to Z	7/25/2008	7/28/2008	\$225	5/30/2008
August 2008					
8080	Finance for High-Performance Measures	8/4/2008	8/6/2008	\$225	6/9/2008
8082	Membership Fundamentals	8/11/2008	8/14/2008	\$225	6/16/2008
8084	Council Enterprise System Training	8/18/2008	8/22/2008	By Invitation Only	6/23/2008
September 2008					
9082	Council Enterprise System Training	9/22/2008	9/26/2008	By Invitation Only	7/18/2008
9084	Strategic Planning: Peter Drucker's Five Most Important Questions	9/15/2008	9/17/2008	\$495	7/31/2008
October 2008					
10082	Council Enterprise System Training	10/27/2008	10/31/2008	By Invitation Only	9/18/2008
NA	*51st National Council Session/Convention, Indianapolis, IN	10/30/2008	11/2/2008	NA	NA
November 2008					
11080	Council Enterprise System Training	11/17/2008	11/21/2008	By Invitation Only	NA
December 2008					
12080	Council Enterprise System Training	12/15/2008	12/19/2008	By Invitation Only	NA
NA	Action Learning for Council Leadership Teams Sponsored by GSUSA and the University of Michigan Business School	TBD	TBD	NA	NA

*Off-site



October 2007

Dear Girl Scout Friends,

Welcome to Edith Macy Conference Center, a secluded and incomparable setting in Westchester County, New York, for meetings and gatherings. At peace with its natural surroundings of rolling hills and woods, our retreat also offers highly personal service. It is surprisingly easy to reach via five major airports, and just a 45-minute drive from Manhattan. Here, you can relax in comfortable accommodations and enjoy group dining and a distraction-free setting conducive to productivity. From the moment you arrive and walk down the flagstone path alongside a sparkling stream, you will know that you have come to the right place.

Edith Macy Conference Center is a one-of-a-kind destination for successful meetings, enhanced by cutting edge technology and enticing cuisine. This year we have expanded our course catalog offerings to include more than 40 different programs. Descriptions for these programs are contained in this colorful catalog, along with registration and lodging information and money-saving tips. All of these opportunities are designed to enhance your leadership skills and knowledge and to prepare you to better serve your community.

Generic courses like these, when offered to the public, cost much more. In addition to being less expensive, the courses in this catalog reflect the Girl Scout culture and are geared directly toward fulfilling the goals of the organization. So come up to Edith Macy, participate, and enjoy!

On behalf of our staff, we look forward to welcoming you to Briarcliff Manor. Consider Macy your home away from home.

For more information about Edith Macy Conference Center and its surrounding areas, please visit our Web site at www.EdithMacy.com

Regards,

David Vogt
General Manager
Edith Macy Conference Center



welcome

Other Educational Opportunities

The Association of Girl Scout Executive Staff (AGSES)

Purpose

The Association of Girl Scout Executive Staff (AGSES) is a national professional organization whose purpose is to enhance professional excellence for all eligible Girl Scout staff.

Vision

AGSES is the voice for all Girl Scout staff and is valued for dynamic professional development and for inspiring and connecting thousands of Girl Scout staff nationwide.

Benefits

- AGSES offers something for everyone:
- Professional and personal development opportunities
- A nationwide network of Girl Scout executive staff
- Collaborative workshops with GSUSA
- A monthly e-newsletter
- Opportunities for open discussion of issues and ideas
AGSES Web site: www.agses.org
- A members-only benefit on the AGSES Web site
- An annual national conference
- A national job-posting service

Fall 2007 Conferences

Des Moines, IA	October 23–25, 2007
Anaheim, CA	November 11–13, 2007
Warwick, RI	November 14–16, 2007

Driven by the new realities Girl Scout professionals will face in our Girl Scouts Movement, the AGSES fall 2007 conferences will offer participants a path for personal assessment of leadership capabilities in order to encourage professional excellence in a manner that is personally fulfilling.

Featured speaker:

Rayona Sharpnack, President,
The Institute for Women's Leadership

Spring 2008

The locations for the spring AGSES conferences will be Denver and Orlando. The dates have not yet been determined.

Featured speaker: Antony Bell, president and CEO of Leader Development Inc. The focus will be on helping leaders build and strengthen the leadership capacity of their organizations. Antony has worked with such clients as Bose Corporation, Nike South Africa, and March of Dimes. Tony is an adjunct faculty member of the Daniel School of

Management at the University of South Carolina and he travels internationally, speaking on the leader's role in organizations, corporate culture renewal, and personal development.

In his book *Great Leadership: What It Is and What It Takes in a Complex World*, Tony presents a coherent model that unifies the theories and notions about leadership into an easy-to-grasp, workable framework. Tony will work with AGSES members to develop within three leadership dimensions—organizational, operational, and people—to achieve stronger results within the organization in the sphere of our leadership influence.

Fall 2008

The Hyatt Regency Indianapolis
November 2–4, 2008
(in conjunction with the National Council Session)

Visit the AGSES Web site and register online or download a registration form.

AGSES Membership

The AGSES membership year is January through December, but you may register at any time. You also can invest in your future by becoming an AGSES lifetime member.

Association of Girl Scout Executive Staff
1601 North Bond Street
Suite 303
Naperville, IL 60563
Phone: 630-369-7781
Fax: 630-369-3773
Web site: www.agses.org

“AGSES has a key role to play in Girl Scouting, serving as a voice for executive staff and continuously inspiring us to keep learning and growing. I am a proud lifetime member!”

—Kathy Cloninger, CEO, Girl Scouts of the USA

“In Girl Scouting, GSUSA is moving us toward high-capacity councils to better serve girls. In AGSES, our purpose is to equip professional Girl Scout staff to develop high-performing councils. By taking charge of their own professional development, committed staff members determine the path and lead the way. AGSES provides the tools to help us model the Girl Scout mission of building girls of courage, confidence, and character, who make the world a better place.”

—Jody Johnston, Chief Executive Officer,
Girl Scouts of Suncoast Council

Inquiry and Action Conferences

Stay tuned for other educational opportunities called Inquiries in Action which focus on issues facing specific departments in councils. Councils will be contacted by an advisory board to identify current issues, participants will then be invited to attend a workshop to discuss the issues and resources available and to plan for the future.

Coming Soon!

Action Learning for Council Leadership Teams

Accelerating the development of leaders is required to drive the future success of council leadership. As councils strive to build higher capacity, leadership teams must simultaneously enhance their capabilities and increase the number of leaders at all levels throughout the movement

With this in mind, GSUSA is exploring a relationship with the University of Michigan's Global Business Partnership. This partnership would start in 2008 and extend through December 2010.

The development philosophy is based on the action learning principles developed by Professor Noel Tichy in more than 25 years of academic research and applied field work with thousands of leaders. This includes Dr. Tichy's work as the former head of General Electric's famed leadership development facility, Crotonville.

The development curriculum will be based upon the principles, tools, and practices Dr. Tichy has developed. The curriculum will be initially customized by CLOE to help GSUSA address unique aspects of each council and achieve their specific objectives

Who Should Attend?

Intact council leadership teams



Advocacy

Be the Voice for Girls

Gain a megaphone and develop the script to be the voice for girls in your community! This full-day session will help council leaders begin, deepen, or expand their advocacy efforts at the federal, state and local levels. Participants will leave with tools, strategies, and inspiration that can be utilized to advocate for girls. Council leaders will be confident in their advocacy efforts, become recognized experts in their community, and change policies and practices that impact girls' lives. These efforts will have additional benefits in accessing new and expanded opportunities for serving girls, raising money, recruiting volunteers, and attracting new members.

Who Should Attend?

CEOs, board chairs, COOs who attend *Leading with Purpose and Passion: The Art of Effective Execution*, and other council leaders who are responsible for advocacy in their councils or state.

Content

- Goal setting
- Utilizing proven strategies
- Developing a plan
- Assessing assets and resources
- Positioning Girl Scouts as an expert resource in your community
- Selecting specific policy issues
- Engaging girls in advocacy
- Communicating with policymakers
- Developing key partnerships
- Utilizing Web sites
- Planning special advocacy events

Number of days —one jam-packed, great day!

Registration fee: *Free for attendees of
Leading with Purpose and Passion:
The Art of Effective Execution*

Additional attendees: \$100

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: .6 CEUs

Course Code	Start Date	Register By
4081	4/6/2008	2/15/2008
7085	7/14/2008	5/23/2008



Property Management and Maintenance

Explore and develop the basic skills and knowledge that are necessary to effectively manage and maintain Girl Scout council sites and facilities. The emphasis will be on new ways for the council to support dynamic programming through planning and management operations and development, as well as establishing property management systems. We will review best practices for all types of council facilities, including administrative, program, and training.

Who Should Attend?

Management staff responsible for the establishment of property management planning, budgeting, project management, and long-range property planning, as well as property managers responsible for maintenance personnel, maintenance systems, and construction.

Content

- Working with the board to establish the long-range property plan
- Content and implementation of a master plan
- Project management for design
- Project management for construction
- Developing a maintenance plan
- ADA planning for facilities
- Human resources and property
- Property and insurance
- Working with operational volunteers
- Property and performance measures

Benefits of Attendance

- Learn new ways of work to improve effectiveness in managing and maintaining property.
- Network with persons who have similar accountabilities and gain insight into various regional approaches.
- Learn about current trends in management and construction practice.

Course code: 1080
Course date: January 14–17, 2008
Register by: November 16, 2007
Registration fee: \$250
Start time: 9:00 a.m. on the first day
End time: 12:00 noon on the last day
Location: Edith Macy Conference Center
Credits: 2.4 CEUs

Finance Management 101

CEOs are responsible for hiring and training accounting staff with knowledge of basic nonprofit accounting. This course, with its focus on budget development and reporting, is designed to assist councils in fulfilling this responsibility. In addition, the course introduces a variety of fiscal management tools. Participants will network with GSUSA staff and other Girl Scout council accounting staff as they learn nonprofit accounting methods and develop a comprehensive budgeting and planning process, which will ensure optimum utilization of the council's resources.

Who Should Attend?

Chief executive officers (executive directors), finance directors, business managers, interim chief executive officers (executive directors), and management staff with major budgeting accountabilities. The course is especially recommended for staff with less than 12 months' experience in their current position.

Content

- Introduction to Girl Scout services and standards
- Review of accounting standards and IRS regulations
- Internal controls
- Budget development and reporting
- Financial report preparation and analysis

Course code: 6082
Course date: June 9–11, 2008
Register by: April 11, 2008
Registration fee: \$225
Start time: 9:00 a.m. on the first day
End time: 12:00 noon on the last day
Location: Edith Macy Conference Center
Credits: 1.7 CEUs

Asset Management

Finance for High-Performance Measures

This course will assist a Girl Scout council in evaluating its finance department and developing a plan to enhance the council's finance operations. Participants will network with GSUSA staff and other experienced Girl Scout finance staff as they share fiscal management tools, review industry best practices, and apply Girl Scout benchmarks and measures.

Who Should Attend?

Chief financial officers or the finance staff person with oversight responsibility for the finance office. The course is recommended for those whose councils have completed or are not going through realignment.

Content

- Assess the council financial operations with a precourse assessment.
- Create a back-home plan for a high-performing office.
- Network with council peers.

Course code: 8080

Course date: August 4–6, 2008

Register by: June 9, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 1.5 CEUs



New Board Chairs: Leading High-Performance Boards

This course focuses on the leadership role of newly elected board chairs. During the course, new board chairs will be encouraged to explore the work of strategic boards, build and strengthen their leadership skills, focus on developing a supportive relationship with their chief executive officer, and look at ways to lead their board to a level of exceptional performance. In addition, they will have the opportunity to network with peers, share best practices, and learn about what works in governance and leadership. Without a doubt, this new network will be helpful to new board chairs as they provide strategic leadership to their councils!

Who Should Attend?

New board chairs. Participants must be elected to office before attending the course.

Course code: I1070
 Course date: November 2–4, 2007
 Register by: September 30, 2007
 Registration fee: \$250
 Start time: 9:00 a.m. on the first day
 End time: 12:00 noon on the last day
 Location: Edith Macy Conference Center
 Credits: 1.5 CEUs

“During a highly turbulent period in the history of our 100-year-old company, Brian Bacon’s intervention with the Strategic Focusing® process provided tremendous support in helping us manage the crisis. Mr. Bacon and his team from Oxford helped us clarify our strategy options and guided us in executing a new focus for the company. The issues of survival are now matters of the past, as we have achieved exceptional growth both in revenue and profitability, and I consider this to be the fruit of the efforts of Brian Bacon and the Strategic Focusing® program during this critical period.”

—J. L. Shah, Managing Director,
 Atul Industries Ltd., India

“As a result of this course I intend to become more involved in fund development calls with our CEO, ensure CEO goals are robust and clearly agreed upon, and improve communications with Board Members who do not participate in person this critical period.”

—New Board Chair

Leadership from the Inside Out

The Institute for Women’s Leadership (IWL)

“Sometimes the world seems like it has been and always will be a certain way... then someone nudges our beliefs or opens our eyes and a whole new universe of possibility becomes available.”

—*Trade Up: Five Essential Skills for Designing Your Leadership and Your Life from the Inside Out*, by Rayona Sharpnack

In just three days you will experience profound insights and practices that will move your leadership from good to great to extraordinary, including:

- Revealing and transforming your own and others’ mindset
- Releasing any obstacles to your ability to influence others effectively
- Specific skills for leading people through transformational change
- Learning to leave people delighted after working with you

Who Should Attend?

CEOs and board chairs.

Total cost: TBD
 Subsidized by GSUSA and IWL: 50%
 Your registration fee: TBD
 Start time: 9:00 a.m. on the first day
 End time: 12:00 noon on the last day
 Location: Edith Macy Conference Center
 Credits: 2.0 CEUs

Course Code	Start Date	End Date	Register By
I2070	12/2/07	12/4/07	10/15/07
6086	6/16/08	6/19/08	4/18/08

Leading Strategic Change

The Institute for Women's Leadership (IWL)

"It is faddish to think of leaders as people who master competencies and emanate character—leaders do much more than demonstrate attributes. Effective leaders get results."

— *Results-Based Leadership*, by Dave Ulrich, Jack Zenger, and Norman Smallwood. Published by Harvard Business School Press.

Be a leader who is great to work with and who gets great results in this three-day operationally focused workshop experience.

Who Should Attend?

Chief operating officers, assistant executive directors (AEDs)

Course code: 3080
Course date: March 10–12, 2008
Register by: January 15, 2008
Total cost: \$3,000
Subsidized by GSUSA: -\$1,500
Your registration fee: \$1,500
Start time: 9:00 a.m. on the first day
End time: 12:00 noon on the last day
Location: Edith Macy Conference Center
Credits: 1.2 CEUs

Content

- Direct coaching on your real-time GSUSA project
- Proven methods to ensure the highest probability of success with your team
- Preparing and enlisting your organization in change initiatives
- Step-by-step engagement, execution, and communication processes
- Best practices for defining, measuring, and disseminating your results
- Structuring your project with built-in, ongoing improvements

Building the Leader Within

The Ashland Institute

With the launching of the New Girl Scout Leadership Experience, it is critical that we have leaders who are aware of their authentic selves and prepared to model this and empower girls to do likewise. This is a train-the-facilitator course that will help us both as individuals and as an organization begin the internal work that we envision will lead to authentic leadership at all levels. Participants will be supported in understanding themselves from the inside out, and experience and discover their own strengths and potential as leaders. They will learn to facilitate sessions at the spring Regionals, which will introduce this human potential experience to the attendees. The Regional attendees and the trained facilitators will then be instrumental in helping this process unfold in the councils.

November 5–9, 2007

Credits: 2.7 CEUs

By invitation only

"This learning experience helped me realize my true leadership potential. Through the guidance of the facilitators I was able to strengthen my own underdeveloped capabilities and skills, which makes me more visible to upper-level management in our organization."

—*Consultant*

"I felt wholly supported as I let go of deep beliefs that no longer serve me. I left the CIYO knowing who I am, and how to move through the world in a way that springs from this core of myself. I also came to terms with a long-buried loss, regaining a lost sense of magic. This program matters personally and professionally."

—*Dee Ann Everson, Executive Director, United Way of Jackson County, Oregon*

"Twice now I have experienced the transformative power of this process, and the witnessing power of the carefully formed circles. I made space for new seeds to take root within myself. The shift in my life has been both subtle and profound."

—*Niki Steckler, Ph.D., Associate Professor of Management in Science and Technology, Oregon Health and Science University*

Board Chair: CEO Leadership Institute

Leading with Purpose and Passion: The Art of Effective Execution

Delivered by Brian Bacon, founder and president

The Oxford Leadership Academy

www.oxfordleadership.com

- What are the critical components of effective execution over the long term?
- How does a focus on outcomes often lead us to miss the causes of success?
- Is it possible to integrate personal values and passion with the council's agenda? How can this be done?

This workshop is based on Brian Bacon's celebrated Oxford Leadership Development Program, which has over 100,000 alumni from 90 countries. It will open up new and practical insights into how to move your council enterprise ahead in its growth path without selling your soul. It will help you focus on who you are and what you want, and how being true to your values can help you engage the passion and commitment of others. You will go beyond self-evident leadership tricks to discover subtle keys to effective execution—being the detached observer, facilitating meaningful dialogue, drilling to find the root cause, keeping an active “not-to-do” list, and leading from behind.

Brian Bacon is a leading international management consultant and mentor to corporate and government leaders. The Oxford Leadership Academy is an international management consultancy specializing in strategic focusing and organizational revitalization for governments and transnational corporations.

Strategic Focusing® Model



Who Should Attend?

Board chairs and CEO leadership team

“The Strategic Focusing® process provided our leaders with essential tools and techniques for focusing on the right things and the willpower necessary to tackle the immense challenges this government faced when assuming office.”

—Ramón Muñoz, Chief of Staff, Office of the President, Government of Mexico

Registration fee: \$1,666 per council (\$833 per person)

This cost represents a discount of 50 percent, with the remaining cost of the program absorbed by GSUSA.

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.0 CEUs

Course Code	Start Date	End Date	Register By
4080	4/7/08	4/9/08	2/15/08
7084	7/14/08	7/16/08	5/23/08

Be the Voice for Girls

Gain a megaphone and develop the script to be the voice for girls in your community! This full-day session will help council leaders begin, deepen, or expand their advocacy efforts at the federal, state, and local levels. Participants will leave with tools, strategies, and inspiration that can be utilized to advocate for girls. Council leaders will be confident in their advocacy efforts, become recognized experts in their communities, and change policies and practices that impact girls' lives. These efforts will have additional benefits in accessing new and expanded opportunities for serving girls, raising money, recruiting volunteers, and attracting new members.

Who Should Attend?

CEOs and board chairs who attend the Leading with Purpose and Passion: the Art of Effective Execution workshop, and other council leaders who are responsible for advocacy in their councils or state.

Number of days —one jam-packed, great day!

Registration fee: *Free for attendees of Leading with Purpose and Passion: The Art of Effective Execution*

Additional attendees: \$100

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: .6 CEUs

Executive Development

Course Code	Start Date	Register By
4081	4/6/2008	2/15/2008
7085	7/14/2008	5/23/2008

Content

- Goal setting
- Utilizing proven strategies
- Developing a plan
- Assessing assets and resources
- Positioning Girl Scouts as an expert resource in your community
- Selecting specific policy issues
- Engaging girls in advocacy
- Communicating with policymakers
- Developing key partnerships
- Utilizing Web sites
- Planning special advocacy events

Strategic Planning—Peter Drucker’s Five Most Important Questions

Based on the newly published third edition of Peter Drucker’s time-tested resource *The Five Most Important Questions You Will Ever Ask About Your Nonprofit Organization*, this intensive 2 ½-day training will fully prepare you to facilitate the process in your council or agency. The new edition features contributions by current leading thinkers in the field of nonprofit organization, including Jim Collins. The benefits include aligning board members and staff in a shared vision of the future, with a focus on the Girl Scout mission, long-range goals, priorities, and results. A strategic plan emerges as the final outcome. Councils emerging from realignment can especially benefit. The process lifts the spirit of the organization and builds collaborative relationships as it focuses on the future rather than the past.

The five most important questions a nonprofit organization can ask are:

1. What is our mission?
2. Who is our customer?
3. What does our customer value?
4. What are our results?
5. What is our plan?

Who Should Attend?

Board chairs, CEOs, council staff, senior management, internal planners/trainers and consultants

Content

- How to assess readiness, commitment, and engagement
- The principles and intent of the five questions
- Alternative ways to facilitate the process
- Facilitation skills to foster courageous conversations and build alignment
- How to develop an environmental scan and relevant customer surveys
- Tips for successful implementation and avoiding the pitfalls
- How other councils and agencies have successfully used this assessment and planning process

Facilitator: Maria Carpenter Ort, *master facilitator for the Leader to Leader Institute and current board chair for Girl Scouts-Arizona Cactus-Pine Council, Inc.*

Course date: September 14, 2008
 Register by: July 14 2008
 Registration fee: \$495
 Additional attendees: \$200
 Start time: 9:00 a.m. on the first day
 End time: 12:00 noon on the last day
 Location: Edith Macy Conference Center
 Credits: 1.5 CEUs

Course Code	Start Date	End Date	Register By
3088	3/31/08	4/2/08	1/31/08
4084	9/15/08	9/17/08	7/31/08

The New Girl Scout Leadership Experience: A Bold Journey into the Future!

We know you are eagerly awaiting the launch of the New Leadership Experience for Girls in the fall of 2008. In preparation for the launch, we are hosting six conferences in locations across the country for volunteers and staff.

You'll have an opportunity to preview the first of the new materials that support the New Leadership Experience for Girls. Using these new materials as a backdrop, we'll also consider how we need to engage with girls to bring the new program to life.

Following the leadership advice of the Ashland Institute (www.ashlandinstitute.org), we will be taking an inward journey—encouraging deeper introspection—to build our own self-knowledge and self-confidence. By starting with ourselves, we will become stronger and more capable as leaders, advisers, and mentors for our girls.

Don't miss this opportunity to Discover, Connect, and Take Action. We will sample not only the "what" of our new program but also explore the "how" – and together begin to prepare our Movement to fully embrace the girl-led, experiential, and collaborative New Leadership Experience for Girls.

Who:

8–10 council staff and volunteers from each council

When and Where:

April 2–4, 2008 (arrival April 1)
Hilton San Diego Mission Valley
901 Camino del Rio South
San Diego CA 92108

April 10–12, 2008 (arrival April 9)
Double Tree Hotel
Portland-Lloyd Center
1000 NE Multnomah Street
Portland, OR 97232

April 14–16, 2008 (arrival April 13)
Hilton Orlando/Altamonte Springs
350 South North Boulevard

Altamonte Springs, FL 32701
April 25–27, 2008 (arrival April 24)
Hilton Lisle Naperville
3003 Corporate West Drive
Lisle, IL 60532

May 8–10, 2008 (arrival May 7)
The Heldrich
10 Livingston Avenue
New Brunswick, NJ 08901

May 19–21, 2008 (arrival May 18)
Double Tree Hotel
6505 Interstate Highway-35 North
Austin, TX 78752

Cost:

\$250 per staff member

\$150 per volunteer

Of course, we need to journey much further than these six conferences. To complement the steps we will take together in the spring of 2008, we will be prepared to support everyone in taking the learning back to their councils and cascading it throughout our membership. We are partnering with council volunteers and staff, with national operational volunteers, and with national staff to build a cadre of "inner leadership guides." Depending upon your need and the learning opportunity, our leadership guides will be able to provide you with support either by using technology (e.g., phone conferences, online meetings, e-mail messaging) or by visiting face-to-face.

At a personal level, the Symbols Way—which will be a part of the journey we will take together at the conferences—is a way to reflect on your calling, unique to the phase of life you are in. At an organizational level, it reviews current reality and reaches into relevant and meaningful possibilities for the future.

For more information, contact Eusebio Silverio at esilvereri@girlscouts.org. We'll also keep you updated via the OCN. Look for new information in early September 2007.

“We need to have adult leaders and mentors who themselves possess the self-knowledge and self-esteem to be the leaders of their own lives, providing girls with an example of a coherent understanding of character and values from the inner sources of one’s human spirit.”

—Tamara Woodbury, CEO, Girl Scouts-Arizona Cactus-Pines Council

E-Learning for the Girl Scout Movement!

GSUSA has been working cross-functionally to bring e-learning to life at a national level. We recently contracted with Saba/Centra to use their e-learning platform and have already launched a few live, online e-learning events for both headquarters and council staff. Our goal is to offer consistent learning experiences across the Movement that can be supplemented by learning at the councils and, in some cases, at Macy.

We are providing two types of e-learning experiences—live, online e-learning (at the same time with other online learners and a learning facilitator) and on-demand e-learning (done on your own and at any time you wish). On demand e-learning is an especially effective way to reach volunteers and provide them with information when they need it and when they can fit it into their schedules. We will pilot an on demand Volunteer Orientation e-learning event with a few councils this fall (2007) and will roll it out nationwide in the spring of 2008.

- For staff, we are offering several live, online e-learning events, including sessions on:
- Implementing the Single Entry Volunteer System
- Introduction of the Pathways
- Membership cultivation focusing on Hispanic and other multicultural communities

- Disability awareness and inclusion of girls and adults with disabilities

A number of e-learning events are being developed (live, online and on demand) to help council volunteers and staff get ready for the launch of the New Leadership Experience for Girls in fall 2008. These e-learning events will complement The New Girl Scout Leadership Experience: A Bold Journey into the Future conferences (spring 2008) and will help reinforce the Discover, Connect, and Take Action leadership components of the journey.

The list of e-learning events continually grows. For example, we're beginning the conversation about what our delegates will need to know and do in preparation for the National Council Session in October 2008. An e-learning solution seems like an ideal way to reach our delegates! To share the latest and greatest information on what will be offered, and when it will be offered, we will announce our e-learning events via *Strategy News*, broadcast e-mail messages, postings to the OCN, and postings to the Girl Scout web site. Stayed tuned to those channels for more information!

What are people saying about our recent live, online Membership and Volunteerism e-learning events?
See below.

“I thought the technological capabilities were terrific! We enjoyed talking with others in Membership and sharing ideas! I will be looking for the next virtual meeting”

—Eileen Hickey, field manager, Sarah Wells Girl Scout Council

“I just wanted you to know I liked the experience and thought it was well done. I look forward to participating again”

—Bonnie Batchelor, COO, Girl Scouts of Spar and Spindle Council

Building a Culture of Philanthropy—Fund Development Conference

Led by a team of fundraising experts from Dini Partners (dinipartners.com), this program begins with an intensive, two-day group conference for up to four council staff members from each council (must include the CEO and VP/ Director of Development).

The conference introduces participants to the proven concepts in;

- Annual and major gift fundraising
- Culture of philanthropy
- Characteristics of a high performing development office
- Donor motivations

The conference will include a one on one meeting with each individual council to develop a detailed action plan to outline the steps that will take place in the next year.

This conference includes a one-year ongoing, on site coaching and training program for staff and board members. Monthly coaching calls with the Dini Partners will insure council's success in implementing the fundraising plan. For an application, e mail: RLindo-Britton@girlscouts.org

By Invitation Only

Cost: \$2,125 per person; \$8,500 per council for up to four council staff members

Course date: January 28-30, 2008

Register by: October 28, 2007

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.0 CEUs



Girl Scout Merchandise

Essentials of Council Shop Management

A dynamic four-day workshop that teaches everything needed to gain impressive bottom-line results in running a Girl Scout council-operated shop. This course is appropriate for council staff responsible for establishing, operating, or supervising a council shop or branch council shop.

Who Should Attend?

Council staff responsible for establishing, operating, or supervising a council shop.

Content

- Planning stocks and purchases
- Developing and implementing seasonal plans for advertising and display
- Using information systems to maximize sales
- Interaction with Girl Scout Merchandise directors, buyers, and customer service personnel.

Course code: 7080

Course date: July 8–11, 2008

Register by: May 12, 2008

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.4 CEUs

Advanced Skills in Council Shop Management

A stimulating four-day learning and sharing experience that covers the financial planning and business planning aspects of operating a council shop. The course will improve the experienced staff member's ability to increase shop sales, revenue, turnover, gross margin, and profitability. This course is designed to enhance the shop performance and will impact the individual staff member's understanding and use of the shop marketing and promotion calendar in conjunction with business analysis tools to increase and improve upon shop results.

Who Should Attend?

Council staff who are responsible for operating or supervising a council shop and who have a foundation in and understanding of their shop sales goals, inventory management, financial statement, gross margin, and business analysis tools. Particularly important for the director of retail operations, shop supervisor, and experienced shop manager.

Prerequisite:

Essentials of Council Shop Management

Course code: 7081

Course date: July 8–11, 2008

Register by: May 12, 2008

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 5:00 p.m. on the last day

Location: Edith Macy Conference Center

Credits: 2.4 CEUs

Moving into High-Capacity Product Sales

Product Sales 101 for New and Challenged Product Managers

Have your Girl Scout cookie activity sales gone from \$1 million to \$10 million, thanks to realignment? Where do you put three million boxes of cookies, anyway? Do you need tips on working with your membership, program, media, and volunteer development staff partners to maximize the product sale event? Do you need insights on tying the New Girl Scout Leadership Experience (Discover, Connect, and Take Action) to the cookie activity?

Join us as we explore the greatest challenges and opportunities of the council product sale position(s).

Who Should Attend?

New council product sales managers (or other product sale related positions) and product sale managers whose sales have grown due to reorganization and or restructuring.

Content

- Developing key partnerships
- Training the largest volunteer sales force in the country
- Maximizing the New Girl Scout Leadership Experience for girls
- Selling strategies that work
- Product sales and the Internet
- Logistics (did you say three million boxes?)
- Financing
- The art and science of incentives
- Managing the downside
- Executing the event from start to finish
- Debriefing the experience

This is a watershed event for arguably one of the most important staff functions in the Girl Scout council. It will be supported by selected council staff, our product vendors, and GSUSA staff. Establish the groundwork to ensure successful product sales and the girl entrepreneurial program moving forward.

Course code: 6088

Course date: June 23–26, 2008

Register by: April 30, 2008

Registration fee: \$ 250

Start time: 9:00 a.m. on the first day

End time: 5:00 p.m. on the last day

Location: Edith Macy Conference Center

Credits: 2.4 CEUs



Global Learning and Development

Global Girl Scouting: Helping Girls Make the World a Better Place

This course will offer council staff training about global Girl Scouting opportunities, including *destinations*, getaways, and global education and advocacy projects for girls. Council staff will gain a better understanding of global Girl Scouting and practical resources to implement global education and service learning projects in their councils.

Who Should Attend?

Open to Girl Scout council staff and volunteers.

Course code: 6087

Course date: June 16–18, 2008

Register by: April 18, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 1.2 CEUs

Course code: 7089

Course date: July 25–28, 2008

Register by: May 30, 2007

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs

World Association of Girl Guides and Girl Scouts (WAGGGS) Leadership Development Training

Two international training events are scheduled: in November 2007 at Sangam, the world center in India, and in March 2008 in Kenya. The focus of these two seminars will be to provide leadership skills for young women ages 18–35.

Leadership development training can help to build capacity in our member organizations so they can grow and strengthen and become the voice of girls and women around the world.

For more information, please visit the WAGGGS Web site at www.waggsworld.org

USAGSO from A to Z

Want to meet overseas volunteers and learn what's new with Girl Scouts and USAGSO? Enhance your organizational and program skills at this year's "A to Z" learning event! Sessions will include overseas committee topics, the New Girl Scout Leadership Experience, recruitment and retention ideas, and an exciting experiential "Global Action" camp simulation full of activities you can do with your volunteers and girls. Also, come spend a day at GSUSA in New York City and meet GSUSA staff!

Who Should Attend?

All volunteers associated with USA Girl Scouts Overseas (USAGSO), including but not limited to overseas committee members, troop leaders, co-leaders, and assistant leaders. This course is also the perfect opportunity for adults who will be relocating overseas and plan to be involved with USAGSO.

Content

- Updates on Girl Scouts of the USA, the New Girl Scout Leadership Experience, and USAGSO
- Recruitment and retention at overseas locations
- Organization and management of overseas committees
- Girl Scout program and training resources, including a "Global Action" camp
- Activities
- GSUSA staff
- Other special topics

Council Enterprise System Training

The Council Enterprise System offers a standardized set of council business practices and new operational efficiencies. Personify is the CES solution for membership registration; camp, training, and program registration; volunteer management; awards management; reporting; and much more.

During this five-day course, participants will develop an in-depth understanding of Personify's core functionality in order to serve as Power Users at each council. Each council is expected to send four Power Users to the training who will be responsible for teaching Personify to other users at their council and for serving as the first line of support for Personify-related questions.

Training dates will be provided to each council by GSUSA, based on the council's implementation schedule. Participation in this course is mandatory. Please see the CES Startup Kit for additional information regarding Personify, the implementation road map, Power User responsibilities, and much more.

By Invitation Only

Course code: 11074

Course dates: November 12–16, 2007

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.7 CEUs

Content

- RMS installation and configuration
- Store operations manager database functions
- Purchase orders
- Inventory
- Cash register operation/sales
- End-of-day reconciliation
- Reports
- GSUSA utility pack installation and use
- POS update on pricing
- New products

Course code: 7083

Course date: July 12–14, 2008

Register by: May 14, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 5:00 p.m. on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs

Retail Management System (RMS) Point-of-Sale System

Microsoft's Retail Management System, the upgrade to QuickSell 2000, is a premier point-of-sale and inventory management system. The course provides hands-on, in-depth training related to all Store Operations Manager functions, cash register functions, purchase orders, inventory control, and other operating and maintenance procedures. For participants who have upgraded to RMS from QuickSell 2000, the course teaches all new features and functionality that have been added to RMS. The course is presented and led by our own IT Training Department, in partnership with Girl Scout Merchandise (GSM).

Who Should Attend?

Shop managers and shop supervisors, or other staff who deal with cash register and merchandise operations.

Membership and Volunteerism

Membership Fundamentals (entry level)

Did you know that 1 in every 10 girls is a Girl Scout? Did you know that 99 percent of our adult members are volunteers? Each year membership staff from across the United States and overseas have a tremendous role in mobilizing girls and our adult membership. This course focuses on the development skills necessary to build membership in order to make Girl Scouting accessible to every community.

Who Should Attend?

New staff whose major job accountabilities are the development of membership—recruitment and retention of girls and adults, membership planning, volunteer development, and building community partnerships. Staff should be on the job for at least four months and have completed orientation of their job responsibilities in the council.

Content

- Examine membership trends and identify membership potential through demographic analysis.
- Develop strategies for recruiting and retaining volunteers and girls.
- Explore and practice ways to market Girl Scouting to all segments of the jurisdiction.
- Identify components of an effective Single Entry Volunteer Development System.
- Understand why community cultivation and collaboration are important to membership growth and retention.
- Identify the membership pathways for girls and adults.
- Review the latest GSUSA program resources, including those for the New Girl Scout Leadership Experience.
- Become familiar with career development opportunities that will provide for growth as a membership professional.
- Share membership strategies with colleagues from other councils and work directly with GSUSA's Membership and Volunteerism Team to effectively recruit and retain girls and adults in Girl Scouting.

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs

Course Code	Start Date	End Date	Register By
6084	6/9/08	6/12/08	4/11/08
7082	7/8/08	7/11/08	5/12/08
7088	7/21/08	7/24/08	5/30/08
7084	8/11/08	8/14/08	6/16/08

Membership Cultivation and Communication (intermediate)

Need to know who is in your community, where to find them, how to talk to them, and what to say—all at once? This is the course for you!

Who Should Attend?

Experienced membership staff who have been in their position two or more years and who have taken the Membership Fundamentals course or have experience in membership development.

Content

- Learn how to decode and analyze demographic data and apply them to your membership planning process.
- Utilize tools that will help you to determine which messages work best for the variety of communities you serve.
- Explore the key role you can play in crafting and delivering your message to your potential membership base.
- Whether you're working with an emerging community or a new constituency through realignment, get the tools you will need to cultivate long-lasting relationships in your communities and to achieve ultimate membership success.

Course code: 6080

Course dates: June 2–4, 2008

Register by: April 7, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs

“Wow! My own library. Now I don't have to hunt for the resources I need.”

—Membership Specialist

“Now I have a membership plan and know how to follow through.”

—Membership Manager

Membership Strategies and Systems (advanced)

This advanced course is designed to be taken by managers of the membership function to further develop strategic planning skills. Join us if you are seeking skill development in the areas of strategy, marketing, and managing volunteers. Major emphasis is on membership planning based on the achievement of extended and sustained girl and adult membership.

Who Should Attend?

Limited to COOs, AEDs, and directors of membership with a minimum of six months' experience who are responsible for the development and extension of membership and volunteer system development and sustainability.

Content

- Volunteer development—sustaining membership through the development of systems to support adults; the Single Entry Volunteer System; and membership pathways for girls and adults
- Marketing—developing skills to reach underrepresented populations by building cultural competencies
- Change, including how to successfully initiate change and how to manage it
- Managing conflict—identifying techniques for managing conflict while supporting volunteers

Special Feature

Using a case study approach, you'll develop a membership plan that can serve as a model for the council's selected underrepresented populations.

Prerequisite

Membership Fundamentals or its equivalent

Registration fee: \$225
 Start time: 9:00 a.m. on the first day
 End time: 12:00 noon on the last day
 Location: Edith Macy Conference Center
 Credits: 2.1 CEUs

Single Entry Volunteer System

This course will focus on how to implement the Single Entry Volunteer System in your council. Join us as we move toward a consistent approach to supporting volunteers and matching their interests with organizational needs.

Who Should Attend?

Adult development directors

Content

- The 10 steps of the Single Entry Volunteer System
- In-depth information on screening, the interview process, coaching, recognition, reassignment of volunteers, and assessing the council's readiness level
- How to begin the implementation of the Single Entry Volunteer System by assessing the current volunteer system in your council
- Staffing designs that support the Single Entry Volunteer System

Course Code: 2081
 Course Date: February 4-6, 2008
 Register By: December 10, 2007
 Registration fee: \$225
 Start time: 9:00 a.m. on the first day
 End time: 12:00 noon on the last day
 Location: Edith Macy Conference Center
 Credits: 1.5 CEUs

Course Code	Start Date	End Date	Register By
12072	12/10/07	12/12/07	10/12/07
2080	2/4/08	2/6/08	12/10/07

"The most valuable aspect of this training was the blending of new and old concepts into a new comprehensive strategy for membership recruitment and retention."

—Director of Membership Services

National Historic Preservation Center

Keeping Girl Scout History

Over 60 percent of all councils currently preserve and use a history collection to promote an understanding of our Girl Scout legacy. Sponsored by the National Historic Preservation Center (NHPC), this course has something for everyone involved in this work: an overview of the basics in managing a collection for those just beginning the task; and advanced courses in specialized areas for those who have taken previous NHPC courses and wish to expand their skills.

Who Should Attend?

- Council volunteers and staff who have just been given the responsibility of developing and implementing projects to preserve and interpret the council history, including program activities for girls.
- Council volunteers and staff who have been involved with the council history collection for a while and want a refresher.
- Individuals interested in Girl Scout history.

Content

- For those just beginning:
- Introduction to developing, organizing, and preserving a collection
- Collection policy development
- Identification, inventory, and accession of collection items
- Basic exhibit principles
- Collection ethics, including copyright
- For all participants:
- Hands-on activities
- Fun and inspirational speakers
- Practical solutions to shared problems and
- Free archival samples

Benefits

- Get started right away developing the council history collection.
- Learn to use the collection to benefit the council—in girl program, public relations, and council events.
- Network.

Special Features

Prior to the beginning of this event, participants have an opportunity for an interpretive tour of the National Historic Preservation Center. This tour is an elective pre-course event, and those who wish to attend should plan to arrive one day in advance of the start of the course.

Course code: 5082

Course date: May 19–21, 2008

Register by: March 24, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs



Effectively Facilitating Adult Learning

Are you looking for the Instructor-of-Trainers Course? If so, then this course is for you. Come and experience what content is now considered “basic” for any individual who wants to support learning within her or his council. Determine ways you can modify your current council Train the Trainer course to reflect an updated philosophy of adult learning.

The emphasis will be on maintaining a learner-centered focus in all learning events.

Who Should Attend?

Any council staff member or volunteer who leads or supports adult learning.

Content

- Today’s adult learners
- Developing tips and strategies for enhancing the learning environment
- Guiding discussions
- Developing questioning skills
- Giving clear directions
- Assessing the learning and engagement of each individual and group
- Managing the session content

This is a 2 1/2-day course. The first day will be focused on the basics of facilitating adult learning. On the second day, each individual will focus on the role she or he wants to perform in supporting learning within the council.

Course code: 6085

Course date: June 30–July 2, 2008

Register by: May 30, 2008

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 1.2 CEUs



Program

Exploring the Solar System and Beyond with NASA

NASA's lineup of solar system exploration launches, encounters, and landings provides high-interest topics for space science to Girl Scout programs. Hands-on, experiential science activities and current science mission information make up this experience.

The focus of this workshop is showing leaders, staff and trainers how to use the current lineup of solar system exploration missions to put space science in Girl Scout programs. An up-to-date mission information and science background will be followed by activities that encourage discovery and critical thinking. Although originally designed for the formal classroom, these activities have been adapted for use in informal settings, such as youth organizations and after-school programs. Activities are hands-on, practical, and inexpensive.

Content

- How and why we explore
- Solar system models and scale
- Rocky planets—common geology from Mercury to Mars
- Gaseous giants—meteorology, moons, and rings
- Small bodies—asteroids and meteorites
- Outer reaches—Pluto and the Keiper Belt
- Astrobiology—extreme life on Earth and beyond

Participants will be motivated to try thematically connected science activities. They will have basic knowledge and resource materials to incorporate the science into their programs and learn about other NASA resources and programs.

Course code: 10072

Course date: October 18-22, 2007

Register by: September 30, 2007

Registration fee: \$225

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.5 CEUs

Healthy Living Conference

Two cups mind. Three cups body. And a generous helping of community. Be part of the Healthy Living Initiative Team as we cook up our first healthy living course. Join us in March 2008 in helping girls take action to strengthen their physical, emotional, and community health.

Who Should Attend?

Council program staff

Dishes Cooked/Content

- Discuss hot health topics relevant to girls ages 6–11.
- Promote tools and resources that incorporate health in program activities.
- Integrate the New Girl Scout Leadership Experience into current health programs.
- Engage volunteers in the delivery of health-related programs.

Don't forget to bring your own recipes for success to share.

Course code: 3082

Course date: March 3-6, 2008

Register by: January 7, 2008

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon. on the last day

Location: Edith Macy Conference Center

Credits: 1.7 CEUs

“The most valuable part of this course was learning to infuse healthy living skills into what we're doing rather than just offering 'healthy events.'”

—Program Manager

Management Skills for Day Camp Directors

This course focuses on the management skills and tools necessary for administering or directing a day camp program. Participants will augment their knowledge and skills with regard to total operations, learn how to manage multiple priorities, and share experiences and information with camp directors and administrators from across the nation.

Who Should Attend?

Day camp directors and administrators with up to three years' experience.

Content

- Pre-camp training
- Program delivery and evaluation (including accommodating special needs)
- Human resources management (e.g., recruiting, training, and supervising)
- Office operations
- Marketing tools, tips, and techniques
- Health and safety practices, risk management, and crisis management
- Contracting with outside vendors and collaborators

Course code: 1082

Course date: January 14–18, 2008

Register by: November 16, 2007

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.4 CEUs

Management Skills for Program Directors

The focus will be on management skills and the tools that are necessary for administering a program team. Participants will augment their knowledge and skills with regard to staff management, plan-of-work development, outcomes-based evaluations, program management, and development. They will also share experiences and information with camp directors and administrators from across the nation.

Who Should Attend?

New program directors and managers with up to three years' experience

Content

- Transitioning to management
- Supervising staff (e.g., remote staff, administrative support, specialist, resident/day camp administrators)
- Collaboration and coordination with other youth-serving agencies and vendors
- Grant-writing tips
- Risk management (e.g., crisis communication, prevention, and recovery)
- Volunteers (e.g., recruitment, utilization, and training)
- Developing outcomes-based evaluation systems, marketing tools, tips and techniques, and property usage (e.g., year-round program, property development, and program/property relations)
- Use and development of new program pathways

Course code: 3084

Course date: March 25-29, 2008

Register by: January 31, 2008

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.7 CEUs

Management Skills for Resident Camp Directors

Management skills and the tools necessary for directing a resident camp are the focus of this course. Participants will augment their knowledge and skills with regard to total site operations, learn how to manage multiple priorities, and share experiences and information with camp directors and administrators from across the nation.

Who Should Attend?

Resident camp directors and administrators with up to three years' experience.

Content

- Pre-camp training
- Program delivery and evaluation (including accommodating special needs and out-of-camp trips)
- Human resources management (e.g., recruiting, hiring, training, and supervising)
- Office operations
- Marketing tools, tips, and techniques
- Health and safety practices, risk management, and crisis management

Program

- Site maintenance
- Special camper-related issues for overnight and extended stays

Course code: I2074

Course date: December 10–14, 2007

Register by: October 12, 2007

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 3.1 CEUs

Advanced Management Skills for Experienced Camp Directors

This blended course guides participants through an assessment of their current program, which will be used to develop a plan for improvement and growth. Participants will augment their knowledge, skills, and experiences with regard to total program operation as well as share experiences and information with camp directors and administrators from across the nation.

Who Should Attend?

Camp directors with four or more years of experience.

Content

- How to infuse the New Girl Scout Leadership Experience into camp program
- Goals, objectives, and outcomes
- Personal leadership style
- Creating a plan for growth

Course code: I1072

Course date: November 11–16, 2007

Register by: September 30, 2007

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Relational Aggression Conference

This conference will give you the opportunity to gain resources and to network on the topics of relational aggression and other forms of bullying. Keynote sessions and other workshops will look at identifying bullying and its prevention. This is also an opportunity to share information, gather resources, and network on this timely and critical subject.

Who should attend?

Council volunteers and staff who are engaged in increasing adults' awareness of relational aggression and its impact on the lives of girls and adults.

Course code: 1084

Course date: January 7–9, 2008

Register by: November 16, 2008

Registration fee: \$175

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 1.5 CEUs



New CEOs in Realigned Councils

This course explores the competencies required for success in this critical position (for example, leadership, membership extension, fund development, volunteer and staff management, board management, and more). In addition, it offers up-to-date information and rich discussions on current issues facing Girl Scout executives. Participants will be able to meet with key GSUSA staff members and build a network of peers.

Who Should Attend?

New chief executive officers/executive directors who have completed at least two months on the job before the beginning of the course.

Course code: 1088

Course date: January 24-27, 2008

Register by: November 16, 2007

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 2.1 CEUs

Course code: 10074

Course date: October 26-28, 2007

Register by: August 29, 2007

Registration fee: \$250

Start time: 9:00 a.m. on the first day

End time: 12:00 noon on the last day

Location: Edith Macy Conference Center

Credits: 1.5 CEUs

“The most valuable aspect of this training was meeting and talking with top management in the Girl Scout organization and sharing our experiences with seasoned pros.”

—Girl Scout council CEO

Renewing and Revitalizing Girl Scout Council Capacity and Performance

New Course for Non-Realigning Councils!

As we move toward the goal of 109 strong councils across the country, this course explores what changes will need to be made to prepare for The New Girl Scout Leadership Experience and for the Single Entry Volunteer System. By discussing the latest thinking in the Girl Scout Movement, participants will have input into its future direction.

Who Should Attend?

Board chairs and CEOs of councils whose jurisdictions met the demographers' capacity criteria, which were used to determine the realignment map, and who thus didn't engage in the national realignment process.

Content

- Lessons learned and tools and templates created through the realignment process that will be helpful for all councils as we move forward
- Initial findings from the capacity-building pilot project
- Effective practices that can be shared with the newly formed councils
- Refining interim measures of high performance for Girl Scout councils



Purpose

The Center for Leadership and Organizational Excellence, or CLOE, (formerly the National Learning Services Group) is committed to understanding and addressing the ever-changing development needs of GSUSA staff, councils, and girls. CLOE is dedicated to stimulating personal growth and leadership development in order to build a learning culture that drives the Core Business Strategy.

Goals

CLOE aspires to achieve excellence, innovation, and continuous improvement at the individual, team, and organizational levels as it focuses the Movement on effectively retaining and developing talent. CLOE incorporates a creative approach to learning with the goal of modeling a belief shift that learning does not happen through a single classroom event but requires ongoing self-insight, reflection, and repetition, combined with two-way feedback and dialogue. Additionally, CLOE espouses the idea that development is not restricted to a classroom environment but can happen anywhere.

Structure

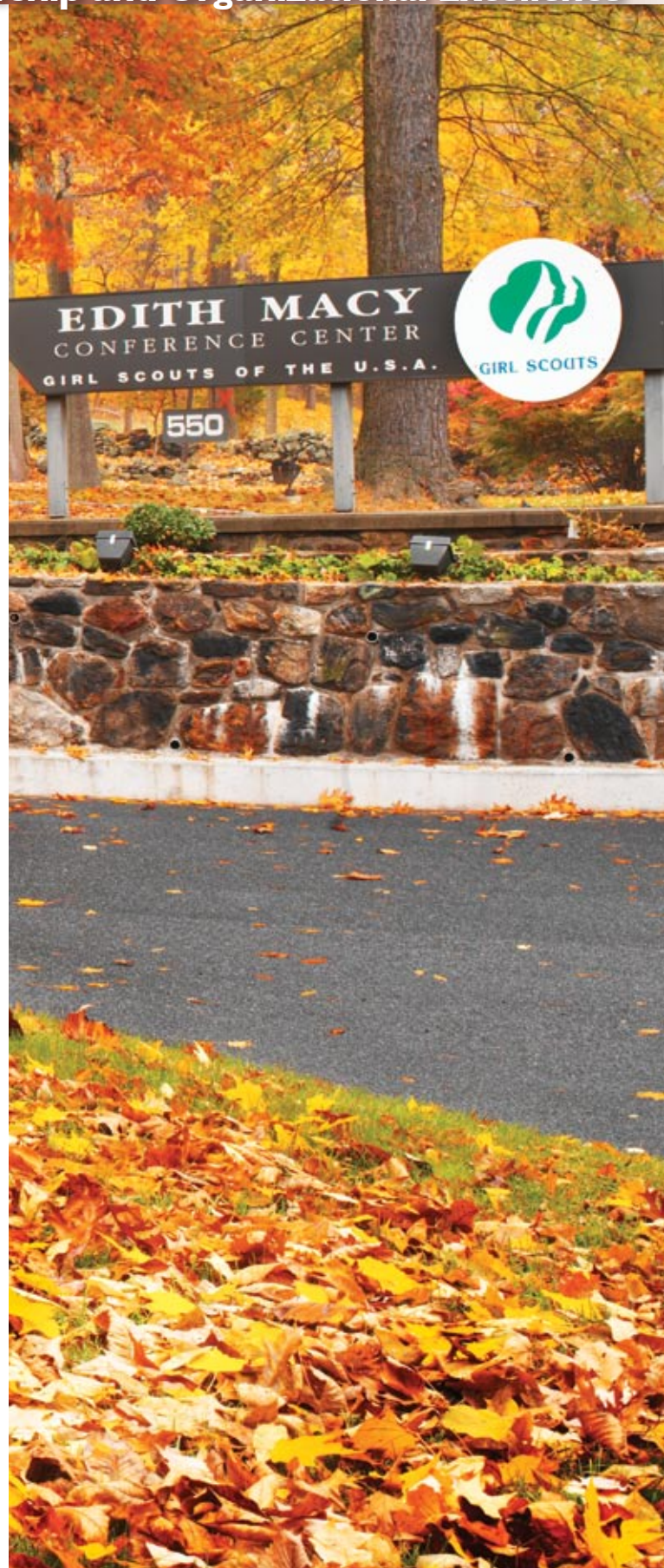
CLOE operates under the auspices of GSUSA, with the support of GSUSA and Girl Scout council staff members. Our group has experience in a wide variety of areas including (but not limited to) organizational development, change management, personality assessment, talent management, leadership and management development, team building, coaching, mentoring, career development, instructional design, e-learning, and knowledge transfer. CLOE also continues to expand and strengthen its networks with external constituencies in academia, government, business, and the not-for-profit sector for the purpose of collaborating on initiatives, benchmarking, and sharing best practices.

For more information, please visit the CLOE Web page:
<http://www.girlscouts.org/cloe>

Center for Leadership and Organizational Excellence, 420
Fifth Avenue, New York, NY 10018-2798

1-800-GSUSA4u (478-7248) www.girlscouts.org

October 2007



Edith Macy Conference Center Information

LODGING, RATES, AND PAYMENT METHODS

Every effort will be made to place guests in the accommodations of their choice. When this is not possible, the room rate charged will reflect the type of accommodation occupied.

All rates are based on the Benchmark Conference Plan and include dinner on the evening prior to your course, breakfast, lunch, and dinner on each full-course day, breakfast and lunch on the last day,* snacks during breaks, use of the facility, and overnight accommodations. All guests who take part in a scheduled leisure-time activity may substitute a box meal for a meal served at Macy. At times, when the participant count is very low, meals at a local restaurant will be suggested for those arriving early or departing late.

EDITH MACY CONFERENCE CENTER RATES

Single Room:	\$275 per night (depending upon availability)
Double Room:	\$175 per night, per person
Day Visitor	\$99 per day (includes breakfast, snacks during breaks, lunch and dinner)

Guest rooms are normally ready for occupancy by 2:00 p.m. on the day of arrival. Checkout time is 10:00 a.m. on the day of departure. Each of our three residence buildings features an inviting commons area, complete with fireplace and television. Our 46 guest rooms are tastefully decorated and include television, clock radio, telephone with data port, free high-speed Internet access, individual coffeemaker, private bath and shower with hair dryer, iron and ironing board, and a large walk-in closet. All meals are provided in the Hearthstone Restaurant. For the dinner meal, we encourage all guests to be seated at 6:00 p.m. On the day of arrival, any guest who arrives late will receive a box dinner.

*These meals will automatically be charged to your folio unless you notify the front desk that you will not be on-site. If the kitchen is closed, or few participants are in-house, a cold dinner may be provided at a charge of \$15

JOHN J. CREEDON EDUCATION CENTER RATES

Tree House:	\$275 per night per person single occupancy, \$175 per night per person double occupancy
Sun House:	\$150 per night per person
Day Visitor	\$ 99 per day (includes breakfast, snacks during breaks, lunch, and dinner)

Guests attending courses at the John J. Creedon Education Center will be housed in one of the three fully air-conditioned Tree Houses or the Sun House. The Sun House is furnished with single beds, shared bathroom facilities, and communal-style sleeping accommodations with individual closets and lamps. The Tree Houses offer two double beds in each room, private bath and shower with hair dryer, in-room phones with data ports, television, clock radio, refrigerator, individual coffeemaker, and free high-speed Internet access. The Cave Recreation Building (a non-residence) and the Sun House have common lounge areas with a television and fireplace, and each building has a shared telephone.

All meals are served buffet style in the dining room of the Gathering Place. We encourage all guests to be seated at 6:00 p.m. Guests who arrive late will be provided with a box dinner. Occasionally, dinners may be served in the dining room of the conference center.

ACCESSIBILITY

There are several walkways and stairs throughout the facility that connect all buildings to the main conference center. All buildings have access ramps, and some rooms are equipped with special amenities for persons with disabilities.

Additionally, some rooms in the John J. Creedon Education Center are reached exclusively by stairs.

Please make a note on your Guest Transportation and Accommodations Form (mailed in participant packet) if special accommodations are needed.

CANCELLATION POLICY

Guest reservations at Edith Macy Conference Center must be guaranteed by a major credit card or advance deposit. Should there be a need to cancel a reservation, it is the responsibility of the guest to notify Edith Macy Conference Center at 914-945-8000 no later than two (2) days prior to the scheduled arrival. Failure to cancel the reservation as described above will result in a charge of one (1) full day's package price to the credit card or advance deposit.

Edith Macy Conference Center Information

CONTACT INFORMATION

Address: 550 Chappaqua Road
Briarcliff Manor, NY 10510
Phone: 914-945-8000
Fax: 914-945-8009
E-mail: emcc@benchmarkmanagement.com
Web Site: www.EdithMacy.com

EARLY ARRIVAL/LATE DEPARTURE RATES

Edith Macy Conference Center:	\$140 per room per night
John J. Creedon Education Center	\$140 per room per night

These room-only rates are based on availability. Incidental charges for such items as meals, telephone calls, late-night snacks, alcoholic beverages, and transportation are additional.

MEALS REQUESTED BY GUESTS

(for B&B, early arrivals, or late departures)

Breakfast:	\$12.00*
Lunch:	\$18.00*
Dinner:	\$24.00*

* Prices do not include tax or service charge.

PAYMENT OPTIONS

All room, board, and incidental charges must be paid upon checkout. No refunds are given for meals not eaten.

- Cash.
- Council/personal check made out to Edith Macy Conference Center. *Please note: There are no cash refunds. Refunds will be sent to your council. Do not mail advance payments; all checks should be brought to the conference center by guests.*
- Council/personal credit card: MasterCard, Visa, American Express, Optima, Discover Card, or Diners Club. *Please note: Guests making payment by credit card must present the actual credit card or an authorization letter at the front desk when charges are made.*

EDITH MACY CONFERENCE CENTER TRAVEL SCHOLARSHIPS

A travel scholarship fund is available to volunteers and employed staff from Girl Scout councils to defray part of the travel costs of attending professional development at Edith Macy Conference Center. A travel scholarship fund is available to volunteers and employed staff from Girl Scout councils to defray part of the travel costs of attending professional development at Edith Macy Conference Center. As of October 1, 2007 eighty percent (80%) of actual travel costs will be reimbursed and thirty-five percent (35%) of actual lodging costs for participants who stay at Macy (not including telephone charges or incidentals) whether you stay over a Saturday night or not.

To be reimbursed for travel, you must:

- Submit a separate expense form for each individual participant. You may copy and use the expense report attached provided in this catalog.
- Submit all expense reports within sixty days after completing a course.
- Obtain an approval signature from your council's executive officer on the expense report.
- Attach all supporting documentation (originals only), including travel receipts and the Macy folio (guest charges summary). If a receipt is not included for a charge listed on the expense report, that charge will not be included in the reimbursement. Please note that fees for registration, meals, and gratuities (tips) are NOT eligible and should not be included.
- Send completed and signed expense forms to:

EDITH MACY TRAVEL SCHOLARSHIPS
Girl Scouts of the USA
420 Fifth Avenue, 14th Floor
New York, NY 10018-2798

Please note: Reimbursements are sent directly to the Girl Scout Council CEO.

See the Travel Scholarship Expense Report on p. 40.

GIRL SCOUT LEARNING OPPORTUNITIES

Registration Form

TO REGISTER:

- Fax to GSUSA'S Training Registrar at (212) 852-8015. Registrations received by fax **MUST include credit card number and authorized signature for charging the registration fee.**
- Mail to: Girl Scouts of the USA, Cashier, 420 Fifth Avenue, New York, NY 10018-2798. Mail completed and signed original. **DO NOT SEND PAYMENTS** for accommodations. Payment for lodging is made directly to the Edith Macy Conference Center (EMCC) at the time of your stay.

PLEASE NOTE: WE DO NOT ACCEPT REGISTRATIONS OVER THE PHONE

EVENT INFORMATION (One course per form)

Course Code	Course Title	Course Dates
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PARTICIPANT INFORMATION (One participant per form)

Name (to appear on the certificate upon completion of course)		Social Security No. (must include for processing)	
Council Position <input type="checkbox"/> Volunteer <input type="checkbox"/> Employed Staff	Position Title: _____	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Girl (up to 17 years) Age: _____
Council Name (do not abbreviate)			Council Code
Address (Street)	(City)	(State)	(Zip Code)
E-Mail Address (Required-please print clearly)	Daytime Phone	Evening Phone	Fax Phone
Emergency Contact and Daytime Phone		Relationship and Evening Phone	

SPECIAL REQUESTS OR IMPORTANT PARTICIPANT INFORMATION (Notify conference center ASAP, if any changes occur.)

Disability Requirements

COUNCIL PAYMENT AND AUTHORIZATION INFORMATION (Payment is for registration fee ONLY.)

Method of Payment (check one)				\$ Total Fee Amount
<input type="checkbox"/> Council Check	<input type="checkbox"/> Personal Check	Credit Card: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Credit Card Number	Exp. Date	Authorized Signature/Date		
Council Contact Person (please print)	Phone and Extension	Council Executive Director's Approval/Date		

NOTIFICATION OF CHANGE: In the event of any changes to this registration, contact GSUSA and EMCC as noted below. Notify GSUSA's Training Registrar IMMEDIATELY with any COURSE or PARTICIPANT changes at (800) 223-0624, ext. 6527. Notify EMCC of any changes to LODGING and/or TRANSPORTATION information (914) 945-8000 or by fax at (914) 945-8009.

Register by fax at (212) 852-8015. Registrations received via fax **MUST INCLUDE CREDIT CARD INFORMATION.**

Cancellation Policy

61 days or more prior to course - 100% refund or Participant may transfer to another course at time of cancellation and apply refund
 31-60 days prior to course - 50% refund or Participant may transfer to another course at time of cancellation and apply refund
 30 days or less - no refund or transfer

Girl Scouts of the USA



GUEST TRANSPORTATION / ACCOMMODATIONS FORM



Instructions: Return completed form DIRECTLY TO THE CONFERENCE CENTER immediately.

- You may fax your completed form to **(914) 945-8009**.
- You may mail to: **Edith Macy Conference Center, 550 Chappaqua Road, Briarcliff Manor, NY 10510-1621.**

Event Name:	Dates:
Arrival Date:	Departure Date:

PARTICIPANT INFORMATION

Participant Name:		Council Name:	
E-Mail Address:	Daytime Phone:	Evening Phone:	Cell Phone:

TRAVEL INFORMATION (Notify conference center IMMEDIATELY, if any changes occur.)

Arrival

By Plane:

Airport _____ Time _____

Airline _____ Flight # _____

Share-a-ride Individual service

By Train:

Station _____ Time _____

By Car: Yes

Departure

By Plane:

Airport _____ Time _____

Airline _____ Flight # _____

Share-a-ride Individual service

By Train:

Station _____ Time _____

By Car: Yes

NOTE: Guests are NOT required to pay the driver. Charges will be placed on the guest bill (folio) for their stay. Payment for all charges to guest folio must be paid in full to the front desk at departure.

ACCOMMODATIONS INFORMATION

(Notify conference center ASAP, if any changes occur.)

EMCC Room Request (check one) <input type="checkbox"/> Single* <input type="checkbox"/> Double	CEC Room Request <input type="checkbox"/> Single* <input type="checkbox"/> Double	<input type="checkbox"/> Day Guest
Roommate(s):		
*Based on availability. Note: Payment for all guest folio charges must be paid in full to the front desk at departure.		
Special Requests: For your comfort, please indicate any special needs to which conference center staff or event facilitators should be alerted. ALL REQUESTS WILL BE KEPT CONFIDENTIAL.		

CANCELLATION POLICY: Your reservation at Edith Macy Conference Center must be guaranteed by credit card or advance deposit. Please provide your credit card information below or mail a check or money order, made payable to Edith Macy Conference Center, directly to the address noted above. SHOULD YOU NEED TO CANCEL YOUR RESERVATION, YOU MUST CONTACT EDITH MACY CONFERENCE CENTER AT (914) 945-8000 NO LATER THAN 5:00 pm EST, TWO (2) DAYS PRIOR TO YOUR SCHEDULED ARRIVAL.

SMOKING POLICY: Effective January 1, 2005, Edith Macy Conference Center became a SMOKE FREE environment. There will be no smoking permitted inside the buildings, including the guest rooms. Guests who violate this policy will be charged \$295.00 for the cost incurred to clean and restore a smoke-free environment.

Name of credit card holder	Credit card type	Authorized signature
Credit card number	Exp. date	Date

Travel Scholarship Expense Report

(For Professional Development attended at Edith Macy Conference Center)

Instructions: Complete all items requested in this report. **ATTACH ALL SUPPORTING DOCUMENTATION (ORIGINAL DOCUMENTS ONLY).** Travel by personal car should be computed at .485¢ per mile (as of 1/1/07). Fees for registration, meals, and gratuities (tips) are **not** eligible and should not be included.

Return completed report **within sixty days** after the conclusion of the corresponding course to:
**Edith Macy Travel Scholarships, Girl Scouts of the USA, 420 Fifth Avenue, 14th Floor,
 New York, NY 10018-2798.**

Applicant Name (Last) _____ (First) _____ (Middle) _____		
Position <input type="checkbox"/> Volunteer <input type="checkbox"/> Paid Staff	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	Social Security No. (must be included to process) _____ - _____ - _____
Council Name (do not abbreviate) _____		Council Code _____ - _____ - _____
Council Address (Street) _____ (City) _____ (State) _____ (Zip Code) _____		Council Telephone No. () _____ - _____
Please Check One <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other Are you also of Hispanic origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Course Code	Title of Course Attended	Course Dates

ACTUAL TRAVEL COSTS

DATES		LODGING	LOCAL TRAVEL (taxi, bus, limo)	AIR, CAR*, BUS, RAIL (circle one)	AUTO		MISC. ** (see below)	TOTAL
FROM	TO				Miles	Amount		
		\$	\$	\$		\$	\$	\$
		\$	\$	\$				
		\$	\$	\$				
		\$	\$	\$				
		\$	\$	\$		\$	\$	\$
TOTAL EXPENSE								

The summary of guest charges (Macy folio) and all receipts supporting expenses must be attached.

* Car Expenses (garage and/or tolls) \$ _____ ** Misc. Expenses \$ _____ (Explain) _____

Signature of Traveler **Date Submitted** **Council CEO Approval**

FOR GSUSA USE ONLY
 Account # _____ Approved Amount \$ _____ Approved By _____