



GIRL SCOUTS, SAN DIEGO-IMPERIAL COUNCIL

## Community Partner Commitment Form

As a community partner you will have the opportunity to offer programs to the 30,000 Girl Scouts in the San Diego-Imperial Council and be able to advertise up to twice per year in Program News, our monthly publication which is mailed to over 6,500 Girl Scout leaders and co-leaders. You will also have the opportunity to directly promote your program offerings at various council-sponsored events. Most importantly, you will have the opportunity to positively impact the lives of girls!

**By signing this letter in the space provided below, you commit to:**

- Providing quality program in line with Girl Scout values and mission.
- Providing affordable program (activities, workshops, and events) available to every girl.
- Adhering to agreed upon program outline and content in line with earned requirements (as appropriate)
- Participating in an annual review of program with Program Specialist to assess program quality and safety, extent to which expectations are being met, and opportunities to further improve the partnership.
- Submitting Program News articles no later than the 15th of the month, 6 weeks prior to the publishing month Sending thorough confirmation packets to participants in a timely manner
- Submitting reports on the number of participants served and evaluation highlights to assigned Program Specialist within two weeks of your event
- Submitting to a background check which must be completed by at least one person from your company/ organization who will take responsibility for all employees working directly with girls.
- Maintaining current certificate of liability insurance on file at Girl Scouts. Coverage must be at least \$1,000,000.
- Refraining from using the Girl Scout name and logo on any materials without written consent
- Submitting and paying Girl Scout property requests in a timely manner
- Following appropriate channels of communication through assigned Program Specialist
- Refraining from using mailing lists generated from events as marketing tools

Again, we are pleased to be working with you to provide girls with the experiences and skills to be happy and successful in their lives, today and forever.

**Please update all contact information and program offerings below:**

Company/Organization Name	Address (include city and postal code)
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Program Offerings

( ) Company Phone	Collaborator Signature
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( ) Additional Phone	Contact (please print)
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Girl Scouts Program Specialist	Date
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## Community Partner Approval Checklist

Community Partner \_\_\_\_\_

What requirements does the program meet for earned recognitions?

\_\_\_\_\_

Is recognition for completion included?  YES or  NO

How will girls be fully involved? How will they be learning by doing?

\_\_\_\_\_

\_\_\_\_\_

What is the duration of the program? Is the program age-appropriate? Does the program lend enough time to fulfill insignia requirements?

\_\_\_\_\_

\_\_\_\_\_

Is the cost per girl fair? Do the girls receive value for their money? Disregard if free. Cost: \_\_\_\_\_

\_\_\_\_\_

What is the geographic location of the program and what areas are you willing to serve if you travel?

\_\_\_\_\_

Is it possible to deliver the program at a location of the leader's choice?  YES or  NO

What is your method of registration? How will you handle the registration process (phone calls, mail, e-mail, problems)?

\_\_\_\_\_

Does the confirmation notice contain all needed information?

\_\_\_\_\_

How and when will leaders be notified regarding the status of their registration?

\_\_\_\_\_

Is a minimum/maximum class size needed?  YES or  NO

\_\_\_\_\_

What is your refund policy? \_\_\_\_\_

Attach copy of evaluation used.

## GIRL SCOUTS, SAN DIEGO-IMPERIAL COUNCIL

Are *Safety-Wise* guidelines met?

### **Safety and Risk Management Checklist**

- Reviewed the *Safety-Wise* activity checkpoints and assure they will be covered
- Expectations for girl readiness and skill level have been determined and communicated
- Arrangements made for any specialized equipment
- Additional insurance purchased (if necessary)
- Program leaders have the necessary training/ experience/ certification
- Program leaders (including non-Girl Scout adults) have clearly defined expectations as to their responsibilities, arrival and departure time, supplies and equipment, clean-up procedures, etc.
- Site visit completed and deemed safe and appropriate for Girl Scouts
- Site hazards identified and a clear safety management plan will be shared with all participants
- Adequate restrooms and available drinking water have been identified
- Location of nearest emergency medical treatment facility and directions have been identified
- Plans developed for missing person, unfamiliar person or other potential crisis situation
- Evacuation plan established in case of fire or natural disaster, and will share information with participants
- Participants will be informed well in advance regarding any preparation, skills, equipment, clothing, etc. needed for the event

#### **Note:**

Girl Scouts maintains high levels of safety and quality in its program and requires the same of its partners. In addition, Council respects the privacy of its volunteer leaders.

Community partners may not use mailing lists or membership lists generated from events as marketing tools.

Communication with Girl Scout membership must be channeled through your assigned Program Specialist.

Community partners may not use the Girl Scout name or logo on any materials without permission.



GIRL SCOUTS, SAN DIEGO-IMPERIAL COUNCIL

## Community Partner Approval Checklist

Community Partner: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

The Mission of Girl Scouting, as defined by Girl Scouts of the U.S.A., is to build girls of courage, confidence, and character, who make the world a better place.” We do this by discovering, connecting, and taking action; and through experiences that are girl-led, cooperative, and where girls learn by doing.

1. What is the mission of your organization? Who is your target audience?

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2. How do your organization’s goals coincide with the mission of Girl Scouting?

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3. How will your activities/program enhance our council’s programming?

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4. Which program age level will benefit most from the program (*circle all that apply*)

Describe how the program content is age appropriate.

Daisy (K-1)    Brownie (2-3)    Junior (4-5)    Cadette (6-8)    Senior (9-10)    Ambassador (11-12)

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5. What training/certification does the instructor have to teach/lead the activity?

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6. What is the geographic range for offering this program?

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