



Campus Girl Scouts[®] Guidebook

Your Roadmap to Starting and
Growing a Campus Girl Scouts Club



Whether you spent a decade as a Girl Scout or logged one year as a Girl Scout Brownie, you now belong to a community of over 50 million Girl Scout alums. As an alum, there are plenty of ways to stay involved with the Girl Scout community beyond high school graduation. One of the best ways is to start or join a Campus Girl Scouts club at your college. This guidebook is a resource to help you start a Campus Girl Scouts club. It refers to institutions of higher education as “college”; this could include public and private universities, tech or vocational schools, business or medical schools, and more.

Girl Scout Clubs on Campus

As part of the Girl Scout Network™, Campus Girl Scouts clubs provide college students with opportunities to make the world a better place, both on campus and in their communities.

With members collaborating and supporting one another, the possibilities are as diverse as your imagination! You can choose to structure your club’s activities in one of two ways: the first option is to lead a troop of local Girl Scouts, and the second is to plan four or more events throughout the academic year for your Campus Girl Scouts club. Leading a Girl Scout troop allows your club members to be role models for local girls and provide the opportunity of Girl Scouting to girls who may not be able to find a leader.

If your club elects to plan events rather than lead a troop, the club’s activities should include a minimum of two events per semester for a total of four events during the academic school year. These activities may range from hosting a local Girl Scout troop on campus for a booth sale during cookie season to volunteering at a nearby food bank or planning a women’s leadership conference.

This guidebook will walk you through the process of establishing, strengthening, and sustaining a Campus Girl Scouts club on your campus. It covers the steps needed to register as an official club with your local Girl Scout council and with your college and plan activities, as well as templates and samples of club resources. Whether the club hopes to organize a networking event with female scientists, volunteer with a local Girl Scout council, or run its own Girl Scout troop, this guide provides all the information you need to take action.

Stay Connected

Girl Scouts doesn’t end after high school! There’s a sisterhood throughout adulthood of like-minded advocates who feel passionately about coming together in support of girls. It’s the Girl Scout Network: a powerful network of adults—Girl Scout alums and supporters from across the country—who believe in preparing girls to be the leaders of the future. We encourage each member of your Campus Girl Scouts club to sign up and join the Girl Scout Network today at www.girlscouts.org/alum.

If you have questions or feedback on this guidebook, please contact: CampusGS@girlscouts.org

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Starting a Campus Girl Scouts Club

Hoping to get involved with a Campus Girl Scouts club? First, check if the campus already has one. If not, this is your opportunity to start one! Remember, many of the existing groups on campus were initiated by student leaders.

Why Girl Scouts?

With 111 councils around the United States, programs in over 92 countries, and global affiliations, Girl Scouts of the USA is part of a worldwide family of 10 million girls and adults in 146 countries. By bringing a Campus Girl Scouts club to your campus, you can be a trailblazer who actively channels the skills, passions, and aspirations of college students into fueling the Girl Scout Movement.

Here are some things you can do when starting or joining a Campus Girl Scouts club on your campus:

Hone your skills.

Practice project management, organization, and communication through event planning, fundraising, and more.

Make your mark.

Volunteer, mentor, and inspire young girls in your community.

Build your resume.

Some employers consider volunteer work as valuable as paid work when evaluating job candidates.

Bring Girl Scout troops to campus.

Give girls exposure to higher education opportunities.

Create lasting friendships.

Connect with other young go-getters and expand your network by partnering with other student groups.

Tap into campus resources.

Leverage college resources and partnerships to maximize your impact.

How Much Time Is Involved?

There is no minimum time requirement for staying active with Girl Scouts in college as an annual adult member or lifetime member. However, to remain in good standing, Campus Girl Scouts clubs are required to host a minimum of two events per semester or a total of four events during the academic year, or to serve as a troop leader to a local Girl Scout troop. Individual Campus Girl Scouts clubs may choose to require a minimum time commitment for their members.

Use This Checklist

This checklist is a reference sheet to keep track of your progress in establishing a Campus Girl Scouts club at your college. Don't forget to use the sample materials in the toolkit to help make it happen!

1. Outline your objectives.

- Brainstorm club goals.
- Review preapproved mission statement.
- Update and complete constitution/bylaws.
- Start a master record with information about officers, membership, plans, and finances.

2. Build a team.

- Reach out to the local Girl Scout council to establish contact and share interest in starting a Campus Girl Scouts club, and request that the council create a Campus Girl Scouts "volunteer opportunity" for your campus
- Establish membership and good standing.
- Establish and elect officers.
- Find a campus advisor.

3. Make it official: become a recognized student club.

- Register with campus to become an official club.
- Submit application to your local Girl Scout council to become an official Campus Girl Scouts club.
- Learn how to create a group email, reserve meeting rooms, and find supply storage space.

4. Spread the word.

- Create recruitment materials.
- Recruit members.
- Advertise on the college website and social media.

5. Take the lead.

- Connect with the team.
- Delegate responsibilities.
- Plan activities and meetings.
- Evaluate the club's finances.

6. Transition.

- At the end of each semester, send a semester-end report to your local council contact.
- At the end of each academic year, elect new officers for the following academic year, and determine next year's academic advisor.
- At the start of each academic year, submit application to your council contact to renew your club's official status with Girl Scouts.

Ensure Sustainability

As you set up a structure, step back and evaluate whether the model is sustainable. Aim for the group to stay active long term so it will generate a substantial impact.

Remember that you don't have to embark on this journey alone! Leverage your network by partnering with the local Girl Scout council, a school advisor, and other students throughout the process. With a core commitment to female leadership and a united team, there's no limit to what the group can accomplish!

1. Outline Your Objectives

- The official name of the club will be “Campus Girl Scouts Club at [COLLEGE/UNIVERSITY NAME].”
- Accept the preapproved mission statement: Mission Statement: [GROUP NAME] supports the Girl Scout mission of building girls of courage, confidence, and character who make the world a better place. We seek opportunities to volunteer with Girl Scouts, and to promote female leadership, empowerment, and advancement, both on campus and in our community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.
- Draft goals—see the sample in the “Toolkit” section of this guidebook. Having a strong purpose will be essential to forming an enthusiastic and cohesive group.
- When drafting goals, ask:
 - What is the purpose?
 - Which structure of activities will the group engage in?
 - How often and where will everyone meet?
 - Which officer positions are needed (e.g., president, vice president, treasurer, and secretary)?
 - What are the club’s short- and long-term goals?
- Prepare a constitution (sometimes called “bylaws”). This will establish how your club is set up and run, including meetings, officer duties, elections, etc. Your campus may require a constitution or bylaws when you apply to become an official campus club. You may use the sample in the “Toolkit” section as a template when drafting a constitution or bylaws. Make sure not to contradict anything in the Campus Girl Scouts Application and Permission Agreement when drafting the constitution or bylaws.

Keep all relevant documents together so the team can easily collaborate on files, and consider seeking advice from already established campus groups.



2. Build a Team

Start by reaching out to your local council to inform them of your interest in starting a Campus Girl Scouts club at your college. Then recruit friends and classmates to join, and use their unique perspectives to refine the vision. Check with the college to learn if a minimum number of students is required for the group to be recognized.

Reach Out to Your Local Council

Reach out to your local Girl Scout council to establish contact and share interest in starting a Campus Girl Scouts club.

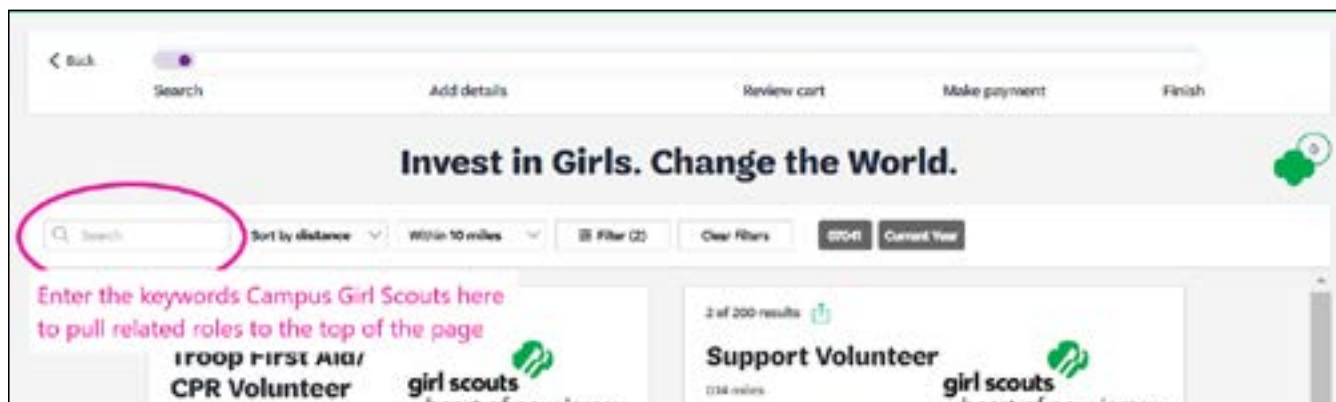
- Use the [Council Finder](#) tool at GirlScouts.org and enter your campus zip code. Find the contact page for your local council and send a message to inform the council about your interest in starting a new group (see sample email in the “Toolkit” section).
- It is important to request that the council contact lists your group as a “volunteer opportunity” following the national guidelines provided in GSUSA’s Council Addendum to the Campus Girl Scouts Guidebook so your group members can join and be part of the national Campus Girl Scouts community.
- Ask your council contact to share about any council needs that your club can support.

Girl Scout Membership

Each member of the Campus Girl Scouts club must become an annual adult member or lifetime member of Girl Scouts to remain in good standing. Annual adult membership is \$25 and lifetime membership dues are \$400, although we offer “young alum” lifetime membership for \$200 (which applies to any Girl Scout alum under age 30).

To sign up for an annual adult membership or lifetime membership associated with your Campus Girl Scouts club and join the nationwide Campus Girl Scouts community, please ask prospective members or advisors to follow these steps:

- Navigate to mygs.girlscouts.org
- Choose the “volunteer” button.
- On the “Volunteer with Girl Scouts near you!” search page, provide your campus zip code. No need to enter other information. Scroll Down, Click Search.
- Use the search filter field on the next screen to enter “Campus Girl Scouts”; results containing the words Campus Girl Scouts will filter to the top of the page. (see screen shot)
- Select “Campus Girl Scout Member – Your College or University” if you are a student, or “Campus Girl Scout Advisor – Your College or University” if you are a staff advisor.
- Continue registration through payment confirmation.



Existing college/university students who are already adult annual members or lifetime members in Girl Scouts can join the nationwide Campus Girl Scouts community and your Campus Girl Scouts club by following the steps below:

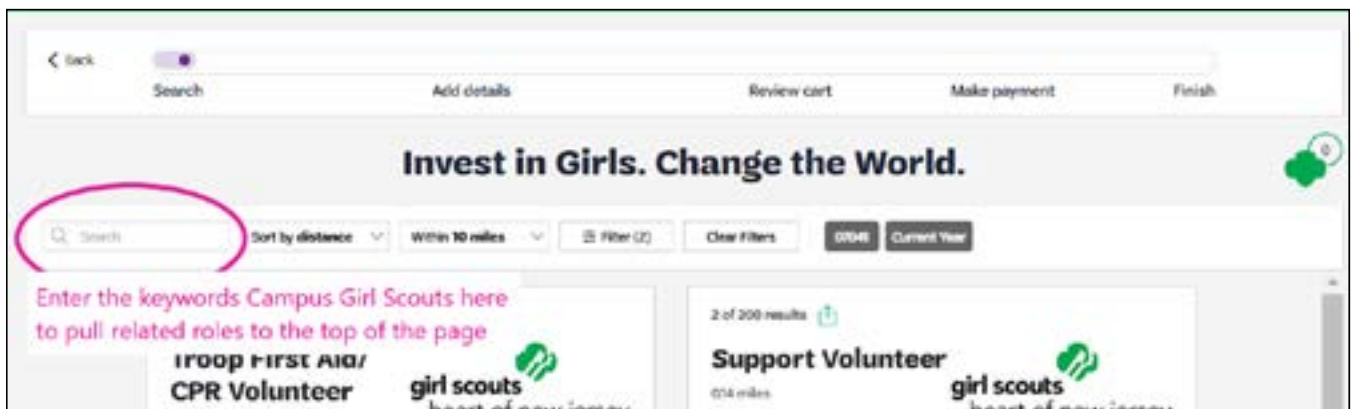
- Log into your account through the MyGS portal at mygs.girlscouts.org
- On the My Account tab, click “Manage my household members.”
- Click “Add a new role.”
- Ensure the zip code displayed at the top right-hand side of the screen is your **campus zip code** (if not, click on the zip code and change the zip code filter to be your campus zip code. Then scroll down and click “Apply Filters”).
- Enter “Campus Girl Scouts” in the search filter field. Results containing the words Campus Girl Scouts will filter to the top of the page. (see screen shot)
- Select “Campus Girl Scout Member – Your College or University” if you are a student, or “Campus Girl Scout Advisor – Your College or University” if you are a staff advisor.

A Campus Girl Scouts **member in good standing** is someone who has complied with the membership process as follows:

- upholds the mission statement of their campus club and act in accordance with the larger Girl Scout mission and principles
- registers as a member of Girl Scouts of the USA, as stated above
- honors the Campus Girl Scouts club’s agreement with Girl Scouts of the USA, including appropriate use of the Girl Scout logo

A **Campus Girl Scouts club** in good standing has complied with the membership process as follows:

- Honors the Campus Girl Scouts club’s agreement with Girl Scouts of the USA, including:
 - upholding the mission statement of the campus club and acting in accordance with the larger Girl Scout values and principles
 - ensuring all members of the Campus Girl Scouts club are registered members of Girl Scouts of the USA, as stated above
 - using the Girl Scout servicemark (logo) in an appropriate manner
 - completing an evaluation form at the end of each semester and submitting it to the local council contact



Establish and Elect Officers

Having energetic and devoted leaders is the key to success. Here is a sample election procedure:

- 1. Before the meeting, publicize the elections.** Inform members that there will be an election. Encourage interested members to nominate themselves and let them know that they will need to provide a short overview of their interest.
- 2. Candidates make statements.** At the meeting, invite each candidate to make a brief speech, sharing their intended position, qualifications, and interest.
- 3. Vote.** Conduct a secret ballot vote with all members in attendance at the meeting. The winning officer for each position is the one with the most votes.
- 4. Confirm.** Inform all members of the election results. Make sure that officers accept their positions and are aware of their delegated duties.

Recommended Campus Girl Scouts Club Positions

Student Club Officers:

- **President:** coordinates membership and oversees meetings; acts as official representative of the club; ensures that the club adheres to all standards of the college; acts as a liaison between the club and local Girl Scout council contact; and performs other duties that typically pertain to this office
- **Vice President:** assists the president and assumes the president's role in their absence, coordinates events and activities, and oversees partnerships
- **Secretary:** maintains a file of the club's records, including accurate notes of each meeting, an official membership roll, and meeting agendas; sends out notices before each meeting; and maintains the club's media accounts
- **Treasurer:** collects money, oversees club finances, and keeps an accurate record of all money received and disbursed

Optional Elected/Appointed Student Club Chairpersons:

- Program Chairperson: plans event activities
- Marketing Chairperson: promotes all events (girl and college student activities)

Find a Campus Advisor

A campus advisor is mandatory. This is someone who agrees to support the existence of the Campus Girl Scouts club as a representative of the school, to maintain consistent contact with the club, to identify active members, to stay informed of club activities, and to advise the club when necessary.

Responsibilities of the Campus Club Advisor:

- attends general and officer meetings
- assists the club in building a strong relationship with the local Girl Scout council
- provides guidance and advice to the club
- helps with the student leadership transition
- assists the club in identifying campus and community resources
- acts as a consistent contact person for the club

Below are actions to consider when searching for an advisor:

- Research faculty and staff members online if you're new to campus.
- Think about which professors might also be Girl Scout alums.
- Identify professors who are passionate about gender studies, female empowerment, or community service.
- Consider how a special interest of a professor relates to the group's mission.
- Review any forms that will be needed from the advisor or college to establish this relationship.
- When approaching the potential advisor by email or appointment, explain the concept of the Campus Girl Scouts club and how it aligns with their interests. Clarify why they have been selected and review their expected role. Use the sample email in the "Toolkit" section to initiate contact.

3. Make It Official: Become a Recognized Student Club

Finished cultivating the vision? Now take initiative and obtain recognition. This way, your club can reserve campus spaces, post informational posters, and attend extracurricular or volunteer fairs.

Register with the Campus

Complete the campus's club registration form. If new groups are required to submit a budget, refer to the "Finance Club Programs" section.

Apply for Official Recognition from Girl Scouts

Being an officially recognized Campus Girl Scouts club comes with several benefits. It allows your club to use the Girl Scout logo and enables Girl Scouts to spread the word about your club to prospective members.

- Submit an application to your council contact to become an officially recognized Campus Girl Scouts club. The application can be found in the "Toolkit" section and asks for contact information for you, a campus advisor, a council contact, as well as basic information around your vision for the club.

- Remember to use the name of "Campus Girl Scouts Club at [COLLEGE/UNIVERSITY NAME]."
- Once the application has been approved by your council, the council contact will forward it to Girl Scouts of the USA for approval.

Tips for Making It Official

When establishing an official club at your college, you will likely connect with the office of student activities, a student life advisor, or already established student groups. Find out how to do the following on your campus:

- **Set up email.** Learn how to create a college-affiliated email. Talk with your campus advisor on how to do this.
- **Reserve space.** Learn the procedure for reserving campus spaces. Consider booking a lounge or classroom on a regular basis for meetings.
- **Think about storage.** Ask to reserve a place on campus, such as a locker or office cabinet.

4. Spread the Word

It's time to let others know about the club and increase your membership count! Encourage members to tell others about the group, and invite a friend to the next activity.

Recruit Members at Activity Fairs

Reserve a table at the college's activity or volunteer fair; you're likely to meet many Girl Scout alums and supporters who may want to get involved.

Marketing Materials

Create marketing materials to recruit members. These materials should be available both digitally and as hard copies. Examples include flyers, posters, email templates, and social media posts, etc. Campus Girl Scouts clubs may use the Girl Scouts of the USA servicemark logo. This logo can be obtained through your local council contact. Official clubs must also use the correct naming convention to

identify their club, which is "Campus Girl Scouts club at [COLLEGE/UNIVERSITY NAME]." Please note that Campus Girl Scouts should include the registered R symbol (®) on all materials in the first instance it is used in the material.

Tips for Your Club's Table at an Activity or Volunteer Fair:

- **Be prepared.** Expect to answer questions about the purpose, current projects, time commitments, expectations, and benefits of being a member.
- **Display Girl Scout items.** Ask your council about borrowing a Girl Scout banner, tablecloth, or other supplies. Note that if your local council is within a reasonable driving distance, you can arrange for someone to drop off and pick up supplies. If your local council is not close to your college, plan weeks ahead to contact your

council and determine if supplies can be shipped to a designated Campus Girl Scouts member. Make sure to arrange a date you will ship the supplies back to the council.

- **Stock the booth.** Don't forget to bring a sign-up sheet where prospective members can write their names, graduation years, email addresses, and phone numbers.
- **Be inclusive.** Members do not need previous Girl Scout experience to join.
- **Connect with other groups.** Introduce yourself to other student groups and jot down their contact information to potentially collaborate later.
- **Make a pitch.** Present your club as a dynamic, organized group that offers members opportunities for affiliation and friendship, skill development, and practical leadership experience.

5. Take the Lead

Starting a club on campus takes a lot of courage, confidence, and character! Below is some advice on how to connect the team and be effective club representatives.

Pointers on Leading a Student Club:

- Be committed to the mission and goals.
- Show interest and attentiveness to others through body language, demeanor, and expression.
- Ensure that communication is clear and effective.
- Value others' opinions and differences.
- Create a culture where members want to be involved and take pride in their accomplishments. Offer praise to those who make efforts on behalf of the club.

6. Transition

Please see the Transition section included below under "Evaluating Progress and Planning Ahead."

Recruitment Etiquette:

- **Follow up.** Within 24 hours of meeting a potential member, send an email that lets them know you appreciate their interest and that you hope they'll join! Include details about the next meeting or event.
- **Value your recruits.** The longevity of the club depends on finding enthusiastic and committed members to join. Stay open to recruitment all year-round.

Website and Social Media

Work with your campus advisor to learn if you can create a club webpage on your college's website. Many colleges may provide a templated site for officially recognized campus organizations.

Your club may also want to consider creating a social media group on Facebook to help drive recruitment or share information and event invites. When setting up this group, please include the following disclaimer: "This page is run by the Campus Girl Scouts club at [COLLEGE/UNIVERSITY NAME] and is not an official Girl Scouts of the USA or Girl Scout council page."

Delegate Responsibility

Increasing member involvement will provide valuable experience while strengthening loyalty and commitment. Over time, encourage members to grow into new roles within the group.

- **Tap into the strengths of others.** Assign tasks that correspond with a person's strengths and abilities.
- **Communicate.** Be clear about what the task involves, timelines, and expected outcomes.
- **Provide support.** Ensure that the team member has the right resources or training before giving them space to execute the task.
- **Follow up.** Take the time to thank club members.

Planning Activities

The activities that your Campus Girl Scouts club plans will depend on the club structure that you choose.

Choose Your Club's Structure

Decide how your club would like to be structured. There are two main options to choose from:

- **Option 1: Lead a Girl Scout Troop—Connect with your local council to learn about troop leader opportunities.** As a Girl Scout troop leader, you fill important roles in your girls' lives: fearless leader, empowering role model, and innovative event organizer, among others.
- **Option 2: Events Based—Host a minimum of two events per semester, or at least four events throughout academic year if your school has more than two semesters.** Choose from events in the categories below, ensuring at least one event each semester is from the Girl Scout Volunteer Events section. If your club chooses to host events for girls, a minimum of two unrelated Girl Scout troop leaders must be present at all times.

Organize Events

- If you choose the Events Based club structure, here are some ideas to consider:

Women's Leadership Events

- Invite presenters or speakers to join a meeting in person or virtually, depending on health guidelines and accessibility. For instance, an economics professor could discuss the gender pay gap or a mental health advocate could talk about stress management.
- Arrange for a professional development opportunity. For example, invite an expert to advise members on how to establish a strong LinkedIn profile or resume, and ask a student photographer to take professional headshots.

Social and Community Events

- Plan a social event at a local ice cream shop for members to get to know one another.
- Participate in a community park cleanup day.
- Get to know your Campus Girl Scouts members virtually by asking each member to submit fun and inspiring photos from their time in Girl Scouts or a favorite camping experience, and one recent photo of themselves. Designate one or two members to put together a slideshow of all the photos, with members names and home Girl Scout council. Set up a virtual meeting and ask each member to share five minutes about their Girl Scout experience and why they joined a Campus Girl Scouts club.

Girl Scout Volunteer Events

Volunteering with Girl Scouts is a great way for members to gain even more leadership skills. When planning campus events for Girl Scouts, be sure to partner with the council and fulfill any campus safety requirements and council requirements. Check with the council about opportunities for volunteering at single-day events off campus.

Volunteer Events Activity Suggestions

Interested in developing and facilitating your own program for local Girl Scouts? Teaching girls about entrepreneurship, STEM, the outdoors, or any life skills offers an infinite number of learning experiences for club members to create. To brainstorm and prepare for an event, use the event planning guide in the "Toolkit" section, and be sure to partner with the local council.

Here are some ideas to get you started:

- Co-host a STEM workshop for local Girl Scouts with a chemistry club at a campus lab.
- Arrange for an in-person panel or virtual meeting of Campus Girl Scouts club members (or college admissions staff) to advise older Girl Scouts on the college application process and how to decide which college is the best fit for them.
- Give an in-person or virtual tour of your campus for teenage Girl Scouts and answer their questions about life on campus. Consider partnering with other student groups on campus to host events for local Girl Scouts (see the next section for partnership ideas).

- Host or facilitate an established Girl Scout council program. Connect with the local Girl Scout council to learn about their needs, interests, and upcoming programs. Offer to host an established Girl Scout program at a campus site, possibly using campus equipment, or remotely if in-person opportunities are not possible due to health restrictions.

Examples include:

- Offer for the group to serve as speakers or moderators if the council is hosting virtual mentorship events for girls.
- Arrange for local Girl Scouts to host a Girl Scout Cookie booth in the campus dining hall.

Create a plan for the year as a team-building exercise with members. Start by encouraging members to brainstorm goals, then narrow the

list to several clear, action-oriented, and realistic objectives. Consider inviting your local Girl Scout council representative to attend and provide insight into existing council programs and available Girl Scout resources.

Remind members that creating and implementing an effective plan is a great way to cultivate skills transferable to their futures. The plan that is developed together may include some combination of community outreach activities, leadership meetings, virtual meetings, and social events. In the planning process, keep club finances and budget in mind (see the “Finance Club Programs” section).

Also keep in mind that some of your events may take place virtually due to space constraints, health concerns, gathering restrictions or accessibility. Whenever possible, offer a call-in number to club meetings and events for those who choose to attend via webinar or phone.

Partner with Other Student Groups

Teaming up with other clubs is a great way to enhance the experience. Girl Scouts of the USA has a national partnership with the Kappa Delta Foundation. Check to see if your campus has a chapter and reach out! Note: council approval is needed for any activities involving in-person interaction with a Girl Scout troop. Here are a few other examples of possible collaborations:

- Organize a volunteering opportunity at the local food bank with a campus group.
- Plan a workshop with an environmental advocacy group to teach local Girl Scouts about bees and their ecosystem.
- Co-host a women’s entrepreneurship panel with the business group.
- Partner with the debate club to plan a workshop where girls learn public speaking strategies and practice articulating what they believe in.

Best Practices for Collaborations

Find potential partners. Use a list of student groups to identify others that have similar missions. Questions to ask:

- Would any be interested in co-hosting special campus meetings, events, or service activities?
- Which partners can help create a positive learning experience for local Girl Scouts?
- Do any have a curriculum geared toward young people in the community? Can they adapt and run their program for local Girl Scouts?

Keep track. As members meet or recognize potential partners, develop a list that includes the names of student groups, individual contacts’ names, and email addresses.

Reach out. The “Toolkit” section includes a sample email template that you can use and adapt to contact another group representative. Introduce the Campus Girl Scouts club, and broadly outline how a collaboration would serve the missions of both groups.

Facilitate Meetings

While meetings inform members about operations and upcoming events, they also create a space for learning, connecting, and having fun. Bring in hands-on activities, guest speakers, and social opportunities to promote high engagement. Also provide the opportunity to attend meetings virtually for those who can't make it in person for any reason. Be mindful that not everyone can or will want to attend in person. Offering solutions for virtual engagement allows for greater attendance and widens the opportunity for speakers.

Meeting Basics

Before the Meeting

- **Handle the logistics.** If not already reserved, book a meeting room or set up a virtual call. Set the meeting date, time, call-in number, and location, and clearly communicate these details with members. If possible, set a regular place and cadence for meetings.

Create an agenda. Decide on the purpose of the meeting and create an agenda. See a sample meeting agenda in the “Toolkit” section.

At the Meeting

- **Start and end on time.** Keep the meeting on track by connecting the conversation to the agenda and purpose.

- **Listen.** Respect different perspectives and appreciate input from members.
- **Involve others.** Present ideas for future speakers or events at your meetings.
- **Keep meeting minutes.** Remind the secretary to record items discussed.

Build a Social Atmosphere

Create a community where members feel valued and confident in themselves, eager to collaborate, and inspired to make a difference.

- **Expand the group circle.** Advertise special meetings through flyers and social media event pages. Open them to anyone who's interested, including nonmembers, and encourage current members to invite a friend.
- **Break the ice.** Get to know everyone using an icebreaker game.
- **Create a community.** Let club members know that Girl Scouts is a community and that members should view each other as resources when seeking advice on campus life, internship applications, and more.
- **Set up special activities.** Bring members together to do something like take a hike, make crafts, or practice yoga outside of typical meetings.



Finance Club Programs

Here's an opportunity for the treasurer to flex their managerial skills! Be sure to create a budget and document finances. Many schools offer the ability for student groups to open a bank account. Ask your school's student activities office if your school provides this option. All finances must be maintained in accordance with your school's policies for approved student groups.

Develop a Budget

Invite the treasurer to prepare a projected budget (see template in the "Toolkit" section). The budget can be divided into two main sections: income and expenses.

- **Consider income.** List your potential sources of revenue and estimate the amounts you expect to receive from them.
 - An example of funds could be sourced from member dues owed to the Campus Girl Scouts club or fundraisers hosted by the club.
- **Figure out expenses.** Think about what the group will need for meetings and events, and anticipate how much will be spent. How much will supplies, snacks, and promotional materials cost?

- **Choose realistic targets.** Confirm that the expected income is higher than anticipated expenses, and be sure to have a little buffer.

Tap into College Resources

Check with the campus club office to determine if funds are provided to new groups and if they have recommendations for fundraising. The Campus Girl Scouts club may also decide to apply for student life grants from the college. Research specific grants for community outreach, women's leadership groups, and any other categories relevant to the club. Be mindful about application requirements and deadlines.

Manage Your Money

- **Keep track.** Take photos of receipts for all transactions and keep an organized file with expenses and income.
- **Stay informed.** Set aside time during each meeting for the treasurer to make a financial report.
- **Promote sustainability.** Ensure that there are members in addition to the treasurer who are familiar with finances, like the advisor or an assistant treasurer. Create a plan to smoothly transition the next treasurer into this role.



Evaluating Progress and Planning Ahead

Use the last meeting of the semester to reflect on the mission, activities, and impact. Use the Semester Evaluation Questions for Discussion, found in the “Toolkit” section, to initiate discussion and take notes to help inform future plans. It’s also useful to keep a summary of responses on file for future officers to learn from past club experiences.

Transitions

End of Each Semester

- **Submit a Semester-end Report.** Complete the Semester Evaluation Form and send a copy to your council contact for them to review.

Closing Out the Year

- **Elect new officers.** Before the end of the current academic year, host an election for new officers for the upcoming academic year. This is one of the most important things you can do to ensure the sustainability of your group for years to come!
- **Reconnect with your advisors.** Send your campus advisor and council contact a copy of the Semester Evaluation Form to keep them informed about achievements, reaffirm their connection to the club, and thank them for their support throughout the year. This evaluation form must be submitted to the local Girl Scout council at the end of each semester for the club to remain in good standing.
- **Create and share a reference sheet.** Compile a set of notes with all account passwords, best practices, key responsibilities, and general pointers about what does and does not work. This should include the names and email addresses of your club’s former and existing officers so they can be contacted to share key information.

- **Connect with new officers.** After investing time and energy in starting the Campus Girl Scouts club, be sure to keep it going! Arrange for the next set of officers to meet the outgoing officers, and acquaint yourself with club records and what’s on deck for the future.

Starting a New School Year

- **Renew Your Campus Girl Scouts Club Status.** Complete a new Campus Girl Scouts Club Application each fall prior to hosting an event and send to your council contact. This ensures Girl Scouts has the most up-to-date contact information for your club and can support you in the coming year. Submitting a new application is recommended to continue as an official club that is recognized and promoted by Girl Scouts of the USA.

Lastly, congratulate, thank, and reward the members (and yourself) for all the fantastic work! By fostering female leadership on and around campus, you have become superheroes of the Girl Scout Network, making the world a better place and establishing the right framework for others to follow in your footsteps.

Toolkit

Use these sample templates to help turn your vision for making a Campus Girl Scouts club a reality!

Mission Statement and Goals

Mission Statement: [GROUP NAME] supports the Girl Scout mission of building girls of courage, confidence, and character who make the world a better place. We seek opportunities to volunteer with Girl Scouts, and to promote female leadership, empowerment, and advancement, both on campus and in our community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.

Sample Short-Term Goals

- Draft constitution/bylaws to establish a strong and sustainable framework.
- Establish a relationship with the local Girl Scout council.
- Apply to become an official student club on campus.
- Submit application to local council to become an official Campus Girl Scouts club
- Recruit members.
- Find and elect officers.
- Choose an advisor.
- Develop a social media presence and publicize events online.

- Brainstorm activities and event ideas.
- Connect with student groups that are potential partners for future workshops and events.

Sample Long-Term Goals

- Build a network of driven, community-oriented women to promote female leadership, empowerment, and advancement.
- Encourage members to practice organizational and leadership skills transferable to their futures, including event planning, media relations, project management, and logistics.
- Equip members with the skills and relationships they need to grow, connect, and make a real impact.
- Communicate with members about opportunities for volunteering on campus and in the surrounding community.
- Create opportunities for members to mentor, inspire, and volunteer with young Girl Scouts on campus.
- Create a fun, dynamic, and enriching experience for members.

Constitution/Bylaws

If your school requires a constitution or bylaws for an official school club, we have included a sample constitution and sample bylaws below. Your club can modify this for your purposes in partnership with your campus advisor. However, the “purpose” clause should not be changed. No changes should contradict the wording in the Campus Girl Scouts Application and Permission Agreement.

Constitution of [GROUP NAME]
Adopted [DATE]

PREAMBLE

Name: The name of this club shall be [GROUP NAME].

Purpose: [GROUP NAME] promotes female leadership, empowerment, and advancement, both on campus and in our surrounding community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.

ARTICLE 1: MEMBERSHIP

- A. Full members of [GROUP NAME] are required to:
 1. be an enrolled student, faculty member, or staff member at [COLLEGE NAME]
 2. be an annual adult member or lifetime member of Girl Scouts
 3. support the principles of Girl Scouting, including the Girl Scout Law and the Girl Scout Promise
- B. Membership in [GROUP NAME] shall not be restricted based on age, ethnicity, sex, gender identity or expression, race, marital status, national origin, disability, religion, or sexual orientation. No previous experience with Girl Scouts is required to join the group.

ARTICLE 2: REGULATIONS

This club shall comply with all [COLLEGE NAME] standards; with local, state, and federal laws; and with all rules and regulations set by [GIRL SCOUT COUNCIL NAME].

ARTICLE 3: LEADERSHIP

- A. The officers of this club shall be president, vice president, secretary, and treasurer. Optional officers are program chairperson and marketing chairperson.
 1. **President:** coordinates membership and oversees meetings; acts as official representative of the club; ensures that the club adheres to all standards of the college; acts as a liaison between the club and [GIRL SCOUT COUNCIL NAME]; and performs other duties that typically pertain to this office
 2. **Vice President:** assists the president and assume the president’s role in their absence, coordinates events and activities, and oversees partnerships
 3. **Secretary:** maintains a file of the club’s records, including accurate notes of each meeting, an official membership roll, and meeting agendas; sends out notices in before each meeting; and maintains the club’s media accounts

4. **Treasurer:** collects money, oversees club finances, and keeps an accurate record of all money received and disbursed
 5. **Program Chairperson:** plans event activities
 6. **Marketing Chairperson:** promotes all events (girl and college student activities)
- B. Elections: Officers shall be elected once every year by majority ballot vote of all members present at the meeting. If a tie occurs, the ballot will be recast.
 - C. Terms: Officers shall serve full-year terms starting at the beginning of the fall semester.
 - D. Vacancies: vacancies in offices shall be filled by nomination and voting of active members.

ARTICLE 4: ADVISOR

A campus advisor to [GROUP NAME] is responsible for providing guidance and support to the club.

ARTICLE 5: ACTIVITIES

- A. Meetings: This club will hold regular meetings at a time and place determined by the officers. Officers will notify all members about meetings in advance.

ARTICLE 6: FINANCES

- A. All funds shall be used to support [GROUP NAME]. In the event that the club becomes defunct or is terminated, all funds of [GROUP NAME] shall be donated in full to the [GIRL SCOUT COUNCIL NAME] and any accounts officially closed, if permitted by guidelines governing student group accounts.
- B. Dues and budget: annual budget and any club membership dues (which are separate from annual adult membership or lifetime membership in Girl Scouts of the USA), if applicable, are to be decided by members of the club, dependent on events and activities planned.

ARTICLE 7: AMENDMENT

This constitution may be amended at any regular meeting of the club by 60 percent vote of members present at a meeting at which a quorum is present. A quorum is a majority of members.

Email to Potential Advisor

Dear [ADVISOR'S NAME],

My name is [NAME], and [BRIEF STATEMENT ABOUT WHO YOU ARE AND HOW YOU KNOW THEM].

As a passionate believer in female advocacy and community service, I am now collaborating with my classmates to form a **Campus Girl Scouts**® club on our campus. Because you have a strong interest in [ADVISOR'S RELEVANT INTEREST], I am writing on behalf of our members to ask you to provide your support by becoming our advisor.

[GROUP NAME] supports the Girl Scout mission of building girls of courage, confidence, and character who make the world a better place. We seek opportunities to volunteer with Girl Scouts, and to promote female leadership, empowerment, and advancement, both on campus and in our community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.

Our group intends to organize activities like [SPECIFIC EXAMPLES OF IDEAS]. Through volunteering and girl advocacy, we will help its members to develop the skills they need to inspire lasting change.

At this point in our development, it would be incredibly helpful to bring on an advisor to offer insight and identify useful resources. We think you would be a great support to us in this role because [INFORMATION ABOUT THE SKILLS OR PASSIONS THAT MADE YOU CHOOSE THEM].

Would you be available to meet with us to discuss?

Thank you in advance for your consideration. We are grateful for your time and welcome any questions or comments.

All the best,

[NAME]

Email to Local Council

Hello!

My name is [NAME], and I am a student at [COLLEGE NAME].

Together with some of my classmates, I am interested in establishing a **Campus Girl Scouts®** club at [COLLEGE NAME]. [GROUP NAME] supports the Girl Scout mission of building girls of courage, confidence, and character who make the world a better place. We seek opportunities to volunteer with Girl Scouts, and to promote female leadership, empowerment, and advancement, both on campus and in our community. Through volunteering and personal leadership growth, [GROUP NAME] builds a community of women who propel the global Girl Scout Movement forward and make the world a better place.

Through a combination of community service, girl advocacy, and individual leadership growth, our club will provide members with a means of identifying with the Girl Scout Movement and helping to propel it forward.

We would like the opportunity to establish a main point of contact at the council to act as our liaison. This will help us to build strong relationships with your council, [COLLEGE NAME], and our **Campus Girl Scouts®** club.

We would like to request that the council list our group as a “volunteer opportunity” following the national guidelines provided in GSUSA’s Council Addendum to the Campus Girl Scouts Guidebook so our group members can join.

Thank you in advance for your help. We are committed to supporting the Girl Scout Movement and are excited to bring it onto our campus!

All the best,

[NAME]

Budget

To create your club budget, fill in a table like the one below with your sources of income and your expenses. At the beginning of the semester, use the “Expected Amount (This Semester)” column to record estimates for what the club expects to earn and spend this year. At the end of the semester, use the “Actual Amount (This Semester)” column to record the amounts the club earned and spent. To find the net balance, subtract expenses from income.

Sample Budget for Semester

Income	Expected Amount (This Semester)	Actual Amount (This Semester)
Grant Money	\$ 500	\$ 650
Dues	\$ 200	\$ 200
Subtotal	\$ 700	\$ 850
Expenses		
Materials	\$ 300	\$ 400
Flyers and Promo Items	\$ 100	\$ 150
Subtotal	\$ 400	\$ 550
Net Balance	\$ 300	\$300

Sample Agenda

Campus Girl Scouts Club at [COLLEGE NAME] Meeting [DATE OF MEETING]

Attendees: [NAMES OF ATTENDEES]

Agenda:

- Announcements (5 minutes)
 - Welcome any new attendees to introduce themselves and sign up for emails.
- Report from Executive Officers (5 minutes)
 - Update members on the club's status, including the treasurer's financial report.
- Old Business (5 minutes)
 - Discuss outcomes, impact, and lessons learned from past activities.
- New Business (15 minutes)
 - Talk about upcoming projects and events, ask for input, and present opportunities for members to get involved.
- Responsibility Sign-up (5 minutes)
 - Invite members to sign up for tasks in planning or executing future events.
- Discussion (10 minutes)
 - Open the floor for discussion as well as socializing and serving refreshments.
- Guest Speaker or Special Activity (20 minutes)
- Reminders (5 minutes)
 - Announce the date, time, and location of the next meeting.
 - Ask for input from members about what should be on the agenda.
 - Review the plan and prep for any upcoming events.

Event Planning Guide

When brainstorming how to best use campus resources, think of the unique **people** (faculty, staff, and students), **places** (auditoriums, science labs, museums, and special facilities), and **things** (funding or equipment) that the campus has to offer.

Here are some other examples of the types of events the club can organize:

- **College admissions panel:** Arrange for a panel of Campus Girl Scouts club members (or college admissions staff) to advise older Girl Scouts on the college application process and how to decide which college is the best fit for them.
- **Public speaking workshop:** Partner with the debate club to plan a workshop where girls learn public speaking strategies and practice articulating what they believe in.

Adapt this sample chart to fit your needs.

Two to three months before

- Determine the goal and theme of the event, and available campus resources. Check out Girl Scout badge or local Girl Scout council patch programs to help you decide.
 - Consider collaborating with other student groups.
 - Begin drafting an event outline (see Sample Event Outline in the “Toolkit” section).
 - Create a budget.
- Consult with your local Girl Scout council for event approval. Discuss their specific safety requirements, recommended timeline, budgeting, event registration and promotion, and any other procedures for planning one-time events.
- If required, register the event with your campus.
- Coordinate the event date, time, and location.
 - Avoid competition with other activities and events.
 - Consider what time will work best for the attendees.

One to two months before

- Form an event team and delegate responsibilities.
- Recruit volunteers to facilitate on the day of the event.
- Add detail to your event outline (see sample in “Toolkit” section).
- Consider using online resources to plan specific activities.

One month before

- If applicable, ask the Girl Scout council to advertise the event.
- Assign volunteers their tasks, including someone to take photos.

Three weeks before

- Reconfirm event location and volunteers.
- If applicable, arrange for on-site refreshments, such as a drink station, a snack station, and the like.
- Continue to promote and recruit participants.

One week before

- Secure supplies.
- Work with the team member who facilitated registration to send a confirmation to each registrant.
- Send a final reminder to volunteers.
- Ask the person in charge of registration to provide a list of attendees for sign-in on the day of the event.
- Print out copies of the Event Evaluation Form (see sample in the “Toolkit” section) to collect feedback from attendees after the event.

Day of the event

- Arrive on site early to set up.
- Review emergency procedures with volunteers.
- Check in participants when they arrive.
- Briefly welcome participants and introduce any activities.
- Have refreshments available for staff and volunteers.
- Invite participants to complete your Event Evaluation Form with feedback.

After the event

- Clean up and return any borrowed items.
- Thank all volunteers.
- Reflect with your club members on the success of the program and ways that it could be improved.

Sample Event Outline

Event Title: _____

Basic Description: _____

Purpose (how will this event create a positive learning experience for girls?): _____

Audience: _____

Minimum and Maximum Number of Participants: _____

Participant Fee: _____

Duration/Time: _____

Venue: _____

Projected Outcome(s): _____

Collaboration/Partnership Opportunities: _____

Materials/Supplies Needed: _____

Equipment Requests: _____

Costs: _____

Volunteer Roles Needed: _____

Event Logistics: _____

Activities: _____

Sample Email to Potential Partner

Hi, [PARTNER CLUB'S CONTACT]!

My name is [NAME], and I am the [POSITION] of **Campus Girl Scouts**® club at [COLLEGE NAME], a club that promotes female leadership, empowerment, and advancement, both on campus and in the community.

Today I'm reaching out to ask if [PARTNER CLUB NAME] would be interested in partnering with us to [BRIEF DESCRIPTION OF EVENT OR IDEA].

As your club's interest in [INTEREST] aligns well with our goal of [GOAL], we think that joining forces would be a great way to advance our missions and strengthen our impact.

If your club is interested in a collaboration, we would like to meet with you in person to talk more about partnership opportunities.

Thank you! We look forward to hearing from you!

All the best,

[NAME]

Semester Evaluation Questions for Discussion

Start by reviewing the goals set for the semester. Let everyone know that the conclusions from this discussion will help shape the club's future.

- Let's compare our goals for the semester with the results. Which goals were fulfilled? Which ones should we keep working on next semester?
- What did members like about their experience?
 - What changes can be made to enhance member experience?
- For our budget, we initially predicted the group would spend \$[DOLLAR AMOUNT] and earn \$[DOLLAR AMOUNT]. The club spent \$[DOLLAR AMOUNT] and earned \$[DOLLAR AMOUNT].
- The membership target for this semester was [NUMBER]. We currently have [NUMBER] members. Of these members, [PERCENTAGE] are actively involved. Of these members, [NUMBER] members are annual adult members of Girl Scouts.
 - What will encourage more members to get actively involved?
 - What is the membership target for next semester?
 - How can new members be recruited?
- What are some of the successes that resulted from the programs we created and facilitated?
 - What can be changed to improve future programs?
- We have reached [NUMBER] girls/participants through our programs. Let's discuss the impact we have had on them.
- What additional activities should we do next semester? Next school year?
- What next steps can we take to advance our mission and the Campus Girl Scouts club of [COLLEGE NAME]?

Semester Evaluation Form

This is a formal evaluation to be completed and submitted to the council contact at the end of each semester.

1. Council advisor name, email and phone number:

2. Optional volunteer advisor, email and phone number (if assigned by council):

3. Campus advisor name, email and phone number:

4. List club officers and their email addresses:
 - President: _____
 - Vice President: _____
 - Secretary: _____
 - Treasurer: _____
 - Program Chairperson: _____
 - Marketing Chairperson: _____
5. How many members does your club have?
 - A. Annual Adult Members: _____
 - B. Lifetime Members: _____
6. Will there be any leadership changes next semester? If so, please list new officers and their contact info:

7. How was your group structured?

Option 1

 - Troop # _____
 - How often did you meet with your troop? _____

 - What badges or journeys were earned? _____

 - Tell us about the activities you did: _____

Option 2

List events, dates, and number of attendees:

Event Name	Date	# Attendees

Option 3: alternative structure. Please explain below.

8. What was successful? _____

9. What wasn't successful? _____

10. What would you do differently? _____

11. Optional: what were your goals for this semester, and how did you work toward them?

12. Optional: what are your goals for the upcoming semester?

Campus Girl Scouts Club Application and Permission Agreement

Please complete and submit to your local council contact along with a letter of recognition from College/ University affirming status as official school club. This form should be submitted for each school year.

School Year: _____

Person Submitting the form:

First Name _____

Last Name _____

Email Address _____

Phone Number _____

Club Information:

This Application is for a Campus Girl Scouts Club that is: New Renewing [choose one]

Campus Girl Scouts Club Name _____

College _____

College Street Address _____

College City _____

College State _____

College Zip Code _____

College URL _____

College Advisor Name _____

College Advisor Title _____

College Advisor Department _____

College Advisor Email _____

College Advisor Phone _____

Girl Scouts

Local Girl Scout Council _____

Girl Scout Council Contact _____

Girl Scout Council Contact Title _____

Girl Scout Council Contact Department _____

Girl Scout Council Contact Email _____

Girl Scout Council Contact Phone _____

Impact

How do you foresee your club impacting the campus community?

How do you foresee your club supporting Girl Scouts in your local community?

Opportunities for Success

What requirements does your college expect to officially recognize a student organization?

What is your estimated membership for the upcoming membership year?

Goals

What are your goals for this Campus Girl Scouts club?

Decide how your Campus Girl Scouts club would like to be structured.

There are two main options to choose from:

- Option 1: Lead a Girl Scout troop: Connect with your local council to learn about troop leader opportunities.
- Option 2: Host a minimum of 2 events per semester, for a minimum total of 4 throughout academic year.
- Alternate structure agreed upon with council. Described below:

- Unsure, to be determined

I represent a group of students at

who desire to form a Campus Girl Scouts club (the "Club"). We are requesting permission to use the "Campus Girl Scouts" name, Girl Scouts servicemark, and brand assets made available by GSUSA (the "Marks") in connection with the Club's activities. By submitting this application, we agree to the following:

Our group has been recognized as an official student club by our university. Our group will operate under the EIN of our university. *(Documentation must be included with this application)*

I have obtained approval from my local Girl Scout council to form the Club. *(Approval of local Girl Scout council indicated below)*

The Campus Girl Scouts group

- Will use the following name:
“Campus Girl Scouts club at

(Name of University)

- Will abide by all guidelines for campus clubs established by my college or university.
- Will abide by all guidelines provided by the local Girl Scout council, including those for fundraising, volunteering and working with troops.
- Will use any funds raised to strictly to further the mission of Campus Girl Scouts
- Will abide by all guidelines for use of the name and Marks provided by GSUSA.
- Will not engage in any lobbying or political activities.
- Will not discriminate in admission to the group on the basis of age, ethnicity, sex, gender identity or expression, race, marital status, national origin, disability, religion, or sexual orientation, and will comply with all federal, state and local antidiscrimination laws.

All Club members must be registered members of Girl Scouts of the USA and enrolled in the college or university named above.

GSUSA may list the campus club on the national Campus Girl Scouts webpage so potential members can find the club. I understand that my academic institution, local council information, and campus advisor contact information may be shared on the GSUSA website. Student member names and contact information will not be published in the listing.

I agree to:

- Complete an evaluation form at the end of each semester and submit to my local Girl Scout council contact
- Make sure that all members of my Campus Girl Scouts club are registered members of Girl Scouts of the USA
- Uphold the mission statement of my campus club and act in accordance with the Girl Scout mission and principles.

This permission to use the Marks may be revoked at any time by Girl Scouts of the USA.

Sincerely:

Signature: _____

Name: _____

Date: _____

APPROVAL OF CAMPUS ADVISOR

Signature: _____

Name: _____

Title: _____

Date: _____

APPROVAL OF LOCAL COUNCIL

Council Name: _____

Signature: _____

Name: _____

Title: _____

Date: _____

**PERMISSION TO USE MARKS
GRANTED ON THE TERMS ABOVE:**

Girl Scouts of the USA

Signature: _____

Name: _____

Title: _____

Date: _____