



girl scouts
1912-2012

CELEBRATE

**100 YEARS
OF GIRL SCOUTING**



Council Archives Committee
Sugar Grove Service Center
200 New Bond
Sugar Grove, IL 60554
630-897-1565



Guidelines for 100th Anniversary Displays

Troops or Service Units

Every troop and Service Unit can put together a display or exhibit to celebrate 100 years of Girl Scouting anytime during 2012, keeping in mind that the Girl Scout Birthday is March 12!

Your exhibit can be put in a library, school, church, city hall, historical museum or store-front window. The exhibit can consist of:

Troop photos
Troop scrapbooks
Badges
Patches
Uniforms/ troop shirts
Handbooks

Journey books
Camp items
Banners
Flags
Pins
Cookie items

Fall Product items
Catalogs

*And whatever else
your imagination thinks of!*

Remember your Girl Scout Journey—Tell Your Story

The one item that needs to be in the display is a 100th Anniversary logo sign that you get by contacting Cindy Kocol at ckocol@girlscoutsni.org or 847-741-5521, Ext. 7139.

Please -email to let us know where and when your exhibit/display will be up and ready to be viewed: lbreitsprecker@girlscoutsni.org. We want to share with all Girl Scouts in the council.

Also, take photos of your display and send them to the attention of the Council Archives Committee at the Sugar Grove Service Center so they can be saved in the council archives. Photos can be dropped off at any service center. Remember to write on the envelope: **Attention—Council Archives Committee** and they will be delivered via interoffice mail.

If you need help please contact: ckocol@girlscoutsni.org

.....

EXHIBIT/DISPLAY SITE

Troop(s) number(s) _____ Service Unit _____

Place of exhibit _____

Dates of exhibit _____

City/Town/Village _____ State _____

Adult responsible for display _____

Phone—(Home) _____ Cell _____

E-mail _____

CHECKLIST

Guidelines for 100th Anniversary Displays

Decide on the Basics—Who will do: _____ Deadline: _____

- Gather Theme information:
100th Anniversary of Girl Scouting
- Date
- Hours
- Location: preview and reserve the site
- If Proof of Insurance is required, contact GSNI
- Determine audience

Recruit Volunteers— Who will do: _____ Deadline: _____

- Include girls!
- Reflect girl/adult planning
- Determine and confirm staff liaison
- Assign volunteers by tasks
 - Food
 - Decorations
 - Clean-up
 - Promotion/public relations
- Collaborate with other agencies and/or businesses in the community

Plan the Specifics— Who will do: _____ Deadline: _____

- Determine the supplies you will need
 - See **RESOURCES CHECKLIST** for details
 - Power point presentation with a laptop (confirm electricity is available)
 - Troop memorabilia
 - Girl Scout memorabilia
 - Tables & Chairs
 - Table cover
 - Table skirt
 - Overhead tarp for outdoor use
 - Signage/Banners
 - "Freebies" and "Give-aways" as determined by budget
 - Refreshments – Remember food allergies!
 - Who
 - What
 - How budgeted
 - Handouts: fliers, etc and how to make copies
 - Sign in sheets are a way to keep a record of interest and to follow-up with girls, parents, the community
- Advance publicity planning: council website, news release, TV, radio, posters (more details on next page)

Develop a Budget— Who will do: _____ Deadline: _____

- Establish needs
- Consider donation sponsorship for your project
- Confirm appropriate procedures for requesting donations by contacting your staff liaison
- Keep accurate records of all your expenses and donations

Take care of

miscellaneous details! – Who will do: _____ **Deadline:** _____

- First Aid
 - First Aid Kit and a copy of Safety-Wise
 - Designate someone to be responsible
 - Establish a place
- Emergency Procedures
 - Establish an emergency vehicle and designate a driver
 - Gather Permission Slips and Medical Forms
 - Develop a Plan B in case of bad weather or a change in circumstances
- Review with everyone:
 - Conduct expectations
 - No Tolerance Policy means no smoking, no drinking, no firearms
 - Appropriate attire – consider the weather
 - What to do in severe weather – cancellation procedures that include a calling plan
 - Directions to the site
 - Parking arrangements with instructions to back into parking areas for easy evacuation
 - Map of the event area that includes first aid station, registration area, bathrooms
 - Bring extra money, if appropriate
- Identification for staff/volunteers
 - Name tags, name badges – first names only for girls
 - Colored shirts, hats, neckerchiefs, buttons etc.
- Food: water, snacks, meals, etc. for the volunteers
- Trash: garbage and recycling bags, as needed
- Cameras for photos or videos; recruit a volunteer or contact the media
- AV Equipment: speaker system, bullhorn, karaoke, walkie-talkies, etc. as determined by needs
- Flags and equipment for display: American, Illinois, Girl Scout, World Association are all possibilities
- Confirm! Confirm! Confirm! Double check with all volunteers, locations, contacts

Publicize your Event– Who will do: _____ **Deadline:** _____

- Determine target audience
- Communicate with girls, volunteers, parents, community members, the council, your community
 - Fliers, registration forms that go to your internal audience can include Who, What, When, Where, Why and How – See Flier Guidelines
 - Press releases and articles that go to any external audiences (newspaper, radio, etc.) should also include Who, What, When, Where, Why and How
- Posters to advertise the event

Conducting the Event– Who will do: _____ **Deadline:** _____

- Prepare site early – be there ahead of time
- Make it attractive and eye-catching...sometimes “less is more”!
- Wear a smile, remember your manners and keep the display neat and tidy
- Keep a tally or sign in sheet of how many stop to chat or who are interested in finding out more
- Evaluate your display, particularly while your ideas and observations are fresh
- Clean up. Dispose of trash properly, even if that means taking it with you! Girl Scouts always leave a place better than how they found it.

Send Thanks– Who will do: _____ **Deadline:** _____

- Be sure to send to all donors, workers, community resource volunteers, staff

Evaluation– Who will do: _____ **Deadline:** _____

- Review your display evaluation
- Return all borrowed items to their owners

CHECKLIST

Resources for 100th Anniversary Displays

Display Board— Who will do: _____ **Deadline:** _____

- Trifold with Velcro photos
- Bi-fold – can be customized
- Power Point presentation with laptop
- Table top easel
- Other _____

Signage— Who will do: _____ **Deadline:** _____

- GSNI Banner
- Cookie Banner
- Posters
- Other _____

Handouts— Who will do: _____ **Deadline:** _____

- Fliers
- Freebies
- Candy, for ex. mints or peppermints
- Other _____

Girl Scout Resources— Who will do: _____ **Deadline:** _____

- Journey Books
- Handbooks
- Uniforms
- Other _____
- Other _____
- Other _____

Supplies— Who will do: _____ **Deadline:** _____

- Tape, push pins, thumbtacks
- Pencils, pens
- Paper
- AV equipment: speakers, bullhorn, karaoke system
- Flier display stands, small easels
- Other _____
- Other _____

Decorations— Who will do: _____ **Deadline:** _____

- Flowers (fresh or silk), planters
- Table covering
- Table skirting

Guidelines for Use of Girl Scout Assets



The service mark is final and complete art. It should not be reassembled or re-proportioned. Only the official colors of the service mark should be used. The service mark does not require a registration mark (®) at this time.

Please do not "copy and paste" these images. Contact ckocol@girlscoutsni.org or 847-741-5521, Ext. 7139 and Cindy Kocol will send you a JPEG copy of logos for placement in your display and/or document.