

**Girl Scouts of Northern California  
Coyote Hills  
Service Unit Resource Guide**  
Serving Fremont, Union City, and Newark communities

# **Coyote Hills Service Unit Resource Guide**



**The purpose of Coyote Hills Service Unit is to provide a caring, learning environment based upon the Girl Scout program, where girls in Fremont, Union City and Newark can grow with diversity, develop values and leadership skills, and gain new relationships and experiences, based upon the girls' own needs and interests.**

Coyote Hills Website: <http://www.coyotehillsgs.org>

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## **Coyote Hills Service Unit**

### **Service Unit Coordinating Team (SUPER)**

S = Service  
U = Unit  
P = Planning  
E = Enrichment  
R = Retention

All interested and GSNorCal-screened adults are encouraged and welcome to support the service unit. SUPER members include troop leaders and volunteers and Older-girl Girl Scouts. Please be welcome to reach out to any member or just show up at a meeting to get started. For a current list of SUPER Members see the Coyote Hills Website.

The SUPER team is responsible for supporting leaders and troops, as well as organizing events and providing leadership opportunities for our girls. The SUPER team is a resource for all members of the Coyote Hills Service Unit, and acts in an advisory capacity for everything from planning a trip to earning badges. The SUPER team also coordinates product sales, and acts as a liaison between our service unit and GSNorCal.

### **SUPER Meetings**

SUPER Meetings are scheduled on the third Monday evening of each month, in order to prepare for upcoming Leader Meetings and Service Unit Events. These meetings are at 7:00 p.m. at Niles Veterans Memorial Hall, 37154 2nd St, Fremont 94536.

The SUPER meetings are open to all members of the service unit. Attendance at a SUPER team meeting is one requirement for troops to earn “Super Troop” recognition. Older Girl Troops (Cadette, Senior, and Ambassador) may also attend one or more SUPER meetings to learn more about the administration of running a service unit and organizing events.

**Emergency Meeting of SUPER** – The SUPER may schedule an Emergency Meeting if needed to hold a vote or address an issue that cannot wait until the next regularly scheduled SUPER Meeting. The decision to schedule the Emergency Meeting and the details of when and how to hold the meeting are up to the discretion of the Leader Support Manager (LSM). The Emergency Meeting must be conducted per the following requirements:

- 1) LSM must notify all SUPER members at least one week in advance of the meeting of the date, time, location and agenda for the meeting.
- 2) At the meeting, a quorum of the SUPER voting members must be present to hold any vote and the majority vote of the SUPER members present shall govern the decision.
- 3) The Secretary, or an individual designated by the LSM, shall take notes of all business conducted at the Emergency Meeting, including results of any voting. Notes of the Emergency Meeting shall be maintained consistent with notes of all regular meetings and submitted for approval by the SUPER team at the following regular SUPER meeting.

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**Voting Members of the SUPER**

- 1) **5 Core Voting Roles** - Leader Support Manager (LSM), Member Support Manager (MSM), Program Support Manager (PSM), Treasurer, Registrar
  - a. All Core Voting Roles are appointed by GSNorCal, in consultation with SUPER and SU members
  - b. All serve a 2-year term, eligible for renewal for a one successive term upon approval by GSNorCal (4 years maximum)
  - c. Roles may be shared
- 2) **Additional Voting Roles** – The following roles are also voting roles on the SUPER.
  - a. **Adult Recognition** - responsible for identifying, recognizing and celebrating adult volunteers in the Service Unit for their service to girls, the Coyote Hills Service Unit and the Girl Scouts, including nominating adults for GSUSA national, GSNorCal and any other regional recognitions or awards.
  - b. **3 Members-at-Large Troop Representatives**
    - i. Representing each of the following program levels – (1) Daisy/Brownie, (2) Junior/Cadette, (3) Senior/Ambassador
    - ii. Must be an active, registered Troop Leader for a troop in that program level
  - c. These Additional Voting Roles are appointed by LSM, in consultation with SUPER and SU members, and approved by GSNorCal, serve 1-year terms, and are renewable for one successive term (2 years maximum) upon re-appointment by the LSM and approval of GSNorCal
- 3) **SUPER Leadership Agreement** - All individuals serving in any Voting Role (Core or Additional) must meet all qualifications for the role and sign and commit to fulfilling the duties and expectations set forth in the GSNorCal Leadership Agreement for their role
- 4) **Attendance and voting** - All voting roles must make their best efforts to attend all SUPER meetings and come prepared to serve in their role and vote in the best interests of the Service Unit, setting aside if needed their own troop or personal interests
- 5) **Other Leadership Roles** - The SUPER may approve other leadership roles to support the business and operations of the Service Unit, such as Secretary or New Leader Support. These roles shall not be Voting Roles, so individuals serving in these roles will not be eligible to vote on business of the SUPER.
- 6) **Product Program Leadership Roles** – the duties, expectations and qualifications for serving in Service Unit roles supporting Product Programs (Cookies and/or Fall Product) are set forth by the GSNorCal Product Program department. Individuals to serve any Product Program role shall be appointed by the LSM, in consultation with the SUPER, and approved by GSNorCal, and the individual must sign and commit to fulfilling the duties and expectations set forth in the GSNorCal Leadership Agreement for their role. The term of service is one Product Program (either Cookie or Fall Product) and is renewable under the discretion of GSNorCal.
- 7) **SUPER Voting Rules** –
  - a. If a Voting Role is shared, each individual serving in the shared role gets 1 vote. If individuals sharing roles are from the same troop, they will have only 1 vote for that role as set forth below.
  - b. Any troop in the Service Unit may have only 1 vote on the SUPER team. If a troop has multiple members serving in an eligible Voting Role, the LSM shall identify at the time of approving individuals for their role, and note for the record for that year, which individual from that troop will be allowed to vote. The absence of that designated individual from a SUPER meeting shall not result in the voting right being transferred to

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the other representative of the troop present at the meeting. The transfer of a voting right shall only occur if approved in advance of a meeting by a vote of the SUPER team, and such transfer shall be permanent for the remainder of the individuals' terms of service.

- c. Only individuals holding Voting Roles may vote at the SUPER meeting.
- d. All registered adult member volunteers may vote on Service Unit business at Service Unit troop leader meetings.
- e. A Quorum of eligible Voting Roles (50% plus one of the total number of individuals holding Voting Roles in that year) must be present at any SUPER meeting in order to hold a vote.
- f. Items may only be voted on if included in published agenda for that meeting, with best effort to send agenda out to all SUPER members 48 hours in advance of meeting
- g. Option to vote electronically or hold emergency meeting for items that need to be expedited but were not eligible for vote at meeting
  - i. It is at the discretion of the LSM to determine if a vote or issue needs to be expedited and addressed outside of a regular SUPER meeting.
  - ii. Events meeting "Fast Track" requirements are eligible for electronic voting
  - iii. Electronic voting must be unanimous to be approved – all votes must be submitted electronically to LSM and SU Secretary and tally of votes and outcome shall be reported in minutes at next SUPER meeting
  - iv. If electronic voting is not unanimous approval, LSM may elect to hold a special meeting of the SUPER, per the requirements of an emergency SUPER meeting set forth in the SURG.
- h. Troop Leader Meeting voting – items subject to broader membership vote (including updating SURG, major changes in policy, annual SU budget or other decisions in discretion of LSM) – no quorum requirement, all registered adult member volunteers present are eligible to vote, majority rule.
- i. Team members holding voting roles on the SUPER may not exercise their right to vote if they have a conflict of interest. They may recuse themselves from the vote, at which time their role will not be counted towards the quorum for that vote. If a question of a conflict of interest is raised, the LSM will have the final decision as to whether to require recusal by that person for that vote.

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**School Reps**

These volunteers act as a liaison between the service unit and a designated school. The [School Rep](#) is also responsible for helping to increase awareness of the Girl Scout program within the school. See the Coyote Hills website for a list of schools with representatives as well as schools still needing a representative.

**Coyote Hills Patch**

The Coyote Hills Service Unit offers its own patch which can be worn on the back of a girl's tunic, vest, or sash. The design matches the front cover of this guide and is available at most Leader Meetings for \$1.00.

**Website/Groups.io**

The most current source of information for the Coyote Hills Service Unit is available online through the Coyote Hills website ([www.coyotehillsgs.org](http://www.coyotehillsgs.org)), Groups.io page, and Facebook group. The Coyote Hills website includes flyers for upcoming events, the registration links for Day Camp, and additional resources for trips and events.

To join the Groups.io list, send an email to [coyotehillsgs+subscribe@coyotehillsserviceunit.groups.io](mailto:coyotehillsgs+subscribe@coyotehillsserviceunit.groups.io).

To join the Facebook group, request to join "Coyote Hills Girl Scout Service Unit."

**Troop Collecting and Money Earning**

Troops are limited to two (2) money earning events (activities for girls, run by girls) per year. In order to provide opportunities for as many girls as possible, the Service Unit reserves the right to limit troop sponsorship of a recurring event to three (3) years. After three years, the opportunity to run the recurring event shall be offered to another troop. Should no other troop choose to administer the event, any troop who previously ran the event may do so.

Money earning activities (such as a bake sale, a garage sale, etc.) are exempt from the two-per-year limit.

Troops collecting items for donation are limited to one-per-year within the Girl Scout community.

A year is defined as a Girl Scout year which runs from October 1st - September 30th.

Please contact the Leader Support Manager (LSM) to be placed on the SUPER agenda for approval prior to the Leader Meeting. Any event or activity up for approval must first complete the Event Planning process. See **Event Planning Packet** for more information.

Permission for any and all Money-Earning (activities or events) is required from both the Coyote Hills Service Unit and GSNorCal.

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**Matching Funds for Higher Awards**

The Coyote Hills Service Unit will provide matching funds for girls working towards their higher awards as available.

Silver: Up to \$50/project matching

Gold: Up to \$100/project matching

The annual limit for this funding is \$500 for Gold and \$250 for Silver and is subject to availability. If funding is limited, it will be reserved for Gold awards. Funds do not carry forward.

Funds are requested by preparing a presentation for the SUPER team, detailing your award and how the funds will be used.

These funds are available as a matching contribution. Girls MUST raise their own funds through a money earning event (not inclusive of GS product sales or donations) to obtain these funds.

For Silver awards, the approval from the troop leader is required. For Gold awards, the approval should be submitted to council.

As a courtesy, unused funds granted from the Service Unit should be returned.

Funds are granted on a first-come first-served basis beginning at each Girl Scout year (October 1st).

Please complete the following form and email it to [lsm@coyotehills.org](mailto:lsm@coyotehills.org).

Name:

Troop Number:

Funds raised so far (exclusive of GS product sales):

Funds requested:

Brief Description of Project:

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## **Local Leader Support**

### **Volunteer/Leader Meetings**

#### **When and Where**

Service Unit Meetings are generally held the *first Monday* of each month at 7pm, Niles Veterans Memorial Hall, 37154 2nd St, Fremont 94536. If you have questions, please contact any SUPER Member.

#### **What Goes On?**

These meetings are a great source of information for leaders and their troops. Preliminary information regarding Service Unit Events, and information from Council including Fall and Cookie Sales are announced at the Leader Meetings. Refer to the section on Product Sales for details about Fall Sales and the Cookie Sale.

As the leader or a troop representative enters the leader meetings, please make and/or collect your name tag. Every troop should be represented at each leader's meeting by at least one leader or adult. Girls are also encouraged to attend these meetings.

The meeting opens with a flag ceremony, usually led by a local troop. The content of the meeting includes leadership development, resource sharing, and peer-to-peer sharing. Meetings may also include a craft or other enrichment activity for the leaders to try and share with their troop. This meeting provides an opportunity to become familiar with the events and programs available, as well as the process used to ensure safe, fun, and effective activities for our girls. Finally, this is the most robust networking opportunity the leaders of the service unit have.

As meeting notes are not posted, attendance is critical in order to receive the most up-to-date information. Attendance is also tracked as part of the requirement for Super Troop status, which requires at least one adult represented at all Leader Meetings.

### **Badge Exchange Program**

What is a Badge Exchange? Bring any of your troop's unused patches or badges to a Leader's Meeting where you may be able to swap for a badge that your troop can use.

### **The Lending Library**

The Lending Library is at most Leader Meetings. These resources, including handbooks, Girl Guides, and song books, belong to the Service Unit. The resources may be checked out for up to two months, with a cash deposit (returned, upon returning the items). The Lending Library allows troops to preview items without the financial investment, particularly when choosing badges or programs.

A limited number of uniforms are also available for those in need.

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**Service Unit Events**

Flyers for upcoming events are shared at the monthly Leaders' Meetings. Additionally, the service unit utilizes Facebook, Groups.io, and its website to communicate regarding events. As information may change without notice, it is recommended that sites are referenced frequently.

The Event Guide provides details regarding the collection of funds for money-earning events as well as the means by which a troop is reimbursed for expenditures and money-earned on an event. All money-earning events require prior approval from Council and the SUPER team; registration and funds-collection must go through the CheddarUp platform. Troops running a money-earning event or activity **must** contact the Service Unit Treasurer to set up the event on the CheddarUp platform. Money may not be collected via Paypal or other online platforms. Troops may collect checks, payable to "Coyote Hills Service Unit".

**Girl Scouts of Northern California**

Coyote Hills Service Unit is a member of the Girl Scouts of Northern California Council (GSNorCal). Council provides a wealth of resources and offers hundreds of events for girls at all levels of Girl Scouting. The annual *Event Guide* (mailed to registered Girl Scouts) lists events and activities for girls and adults. New events and activities are added throughout the year. Financial assistance may be available through Council. **Historical uniforms** are also available for rent.

**Council Training**

Council also provides many training opportunities for adults, including on-line and in-person training. Some events and activities (such as camping, backpacking, high-adventure activities) require adults to earn special training before engaging in such activities with their troop. A complete list of adult training is found on the GSNorCal website. (<http://www.gsnorcal.org/>)

**Discoveree (skills workshops)**

Recognizing the importance of adult formation in learning to lead girls, GSNorCal holds an annual adult and older-girl Girl Scout training day, called Discoveree. In addition to fun skill-building, the event also offers required training, such as First Aid/CPR and Troop Camp Certification. The event is generally held the last Saturday in January or the first Saturday in February. The event provides an excellent opportunity to network with other adult leaders and volunteers and to learn new skills. Additionally, GSNorCal is constantly looking to expand its offerings. Please consider sharing your talent at this event. (<https://www.discoveree.org/>)

**Supplies**

The service unit has various supplies for troops to borrow for their own use or for events. A list of available items is on the Coyote Hills website. Please contact the Quartermaster to borrow items.

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## **Event Sponsorship for Financial Hardship**

With the belief that all girls should have the opportunity to participate fully in Girl Scouting, regardless of financial ability, Coyote Hills Service Unit runs all events at cost. In addition, the service unit offers need-based financial assistance to off-set the cost of Service Unit events, by up to 50 percent. This does not include money-earning events hosted by other troops. GSNorCal and GSUSA provide need-based assistance for events sponsored by each.

Troop leaders can request financial assistance via the questionnaire below on behalf of the scout. The following information is required to be considered for assistance:

Troop Number  
Troop Leader  
Girl Name  
Parent Name  
Requestor

Event Name  
Cost of Event  
Amount I am to contribute  
Amount Requested

Date of Event

If the troop participated in money-earning activities, did you participate alongside your troopmates? If not, why?

Girl Scout statement: if possible, please share why the event is an important one to attend:

Please submit request as early as possible so that we have time to process the request.  
The application should be completed along with the event registration request.

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## **Annual Service Unit Events**

Coyote Hills Service Unit sponsors several events each year. Following is a description of each.

### **“Mom and Me”**

An event focused on the Troop Leader and his/her Girl Scout, allowing them to connect, relax, and enjoy themselves. If space allows, other parents and their daughters may also attend. This is not a troop event. This two night event is usually held at Bothin Girl Scout Camp near Fairfax, CA in early to mid-March.

### **Product Sales: Fall (Nuts, Candies, & Magazines) and Cookies**

#### ***Troop Requirements for participating in sales***

- 1) A representative from each troop is required to attend GSNorCal-provided training (the Service Unit Sales Coordinator may provide on behalf of Council).
- 2) Troops participating must be registered and have at least two adults registered with volunteer applications and references on file with Council.
- 3) Prior-year Troop Financial Report (TFR) must be on file. New troops do not need to fulfill this requirement.

#### ***Public Sales/ Booths***

- Booth Sale Coordinator manages all aspects of securing booth locations to sell product. It is critical that individual troops DO NOT contact locations on their own, potentially damaging relationships with location managers.
- Contact the Booth Sale Coordinator with suggestions for additional locations..
- Booth locations are determined by the Sale Coordinator and will be communicated at the time of the training.

#### ***Product Sorting***

Service Unit troops are encouraged to assist with product sorting. Fall products sorting is usually completed in an evening, whereas the Cookie sorting takes place on a Saturday from a warehouse. Girls can earn community service hours for their volunteering time. Detailed information will be shared at the product sales trainings.

### **Leader Appreciation**

Each April, the Service Unit recognizes leaders within the SU with an appreciation event for all adults with leadership positions in the service unit and in their troop(s), including all co-op leaders. The event is generally a dinner and small activity. A nominal fee is charged. Information is disseminated in mid-March.

### **Mysteree**

Troop camping event for Brownies and Juniors revolving around a mystery-theme. The weekend-long camp is planned and run by our service unit OMEGS (Older More Experienced Girl Scouts: see description of OMEGS). This event is usually held at Camp Butano Creek in mid-May .

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**Parades**

November: Niles Festival of Lights Parade  
July: Fremont 4th of July Parade

Parades provide an excellent opportunity for the Service Unit to gain exposure and allow girls to practice their public relations and share their own scouting experience. Marching in a parade shows our connection and commitment to scouts and our local community.

**Day In The Dirt**

A one-day Day Camp experience for Daisies and Brownies planned and run by our service unit **Cadettes**. This event is held rain or shine in mid-April at Garin Park or Quarry Lakes. **Cadettes** have the opportunity to develop programming skills and work closely with mentors to lead the younger scouts. Younger scouts learn what they can expect during summer Day Camp.

**Archeree**

A weekend-long troop camping event for Brownies, Juniors, and Cadettes, run by a group of OMEGS, The focus is archery and outdoor skills. This event is usually held in September at Camp Twin Canyon.

**Super Troop Program**

The Super Troop Program encourages troops within the Coyote Hills Service Unit to be well-rounded. All troops, leaders and girls fulfilling the requirements will be eligible to purchase an individual patch and then add rockers for each year that they earn Super Troop status. Requirements vary based on the level of the troop. The Super Troop form, which can be downloaded from the Coyote Hills Girl Scouts website, outlines activities and events which are necessary to be considered for Super Troop status. (Hint: Keep the worksheet handy and updated throughout the year.) Questions regarding the Super Troop Program may be directed to the Super Troop team. Troops qualifying are announced at the June Leaders' Meeting.

**Day Camp**

- Coyote Hills has run a community day camp in Garin Park in Hayward for several decades. The camp is usually a week long, with an optional overnight stay on Friday for older girls that want to sleep under the stars. The theme changes annually. Campers earn patches and badges while having fun and making friends. The camp is typically held in July.
- Currently registered Girl Scouts and Adults in our Service Unit will receive a Day Camp email in the early Spring. Neighboring Service Units (Chabot, Crossroads, etc.) also receive an email registration that can be distributed to the troop leaders.
- We need a significant number of adult volunteers for day camp in order to maintain the required Safety-Wise ratio. The more adult volunteers we have, the more girls will be able to attend! Day Camp is an excellent leadership and development opportunity for our older girl scouts, as they are leading the units and the stations for the younger girls. Older girls (entering 7<sup>th</sup> grade and above) are required to attend Program Aide training before serving in a leadership capacity.
- Day Camp planning for next year starts in October or November. Camp is held annually at Garin Regional Park. Camp is held from 9 am to 3 pm, typically runs for one or two weeks, and the theme varies each year based on the programming designed by the directors.
- Girls and boys aged three to five and potty-trained, and boys aged five to twelve may attend for a small fee during the hours that their parent is volunteering at day camp.
- Registration will be online through the CheddarUp website.

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## **Juliette/Event/Independent Girl Scouts**

Girls who are not actively participating in a troop are known as Juliettes (after our foundress Juliette Gordon Low), Event Scouts or Independent Scouts. Juliettes may participate in all Girl Scouting events and may earn badges and awards independently. Juliette's choosing to participate in product sales or who desire to earn the Silver or Gold Award will require the support of the service unit Juliette Coordinator. ([juliette.coordinator@coyotehillsgs.org](mailto:juliette.coordinator@coyotehillsgs.org))

Specifically for product sales, all Juliettes must affiliate with a troop for the duration of the product sale due to the financial nature of the program. Juliettes are not guaranteed the proceeds of what she sells as the affiliated troop makes the determination by way of a troop vote. The Juliette Coordinator can help a Juliette affiliate with a troop.

## **Older More Experienced Girl Scouts (OMEGS)**

Older More Experienced Girl Scouts are Cadette, Senior and Ambassador Girl Scouts in Coyote Hills Service Unit. The OMEGS program facilitates older girl troop networking, acts as a resource for older girl program and plans events exclusively for older girls. OMEGS events have included movie-nights, glow-in-the-dark miniature golf, and midnight bowling.

Communication for OMEGS is through an email account (see website) for questions or support regarding the OMEGS program. It is also used to disseminate information to older girls and their troop leaders. A closed Facebook account is another means for communicating with OMEGS.

## **C3: Coyote Camp Counselor**

The C3s are Older Girl Scouts in grades 7th through 12th and who have completed the C3 (Program Aide) training. C3s support major service unit events, including Day Camp, Archeree, Mysteree, and product sales distributions. Training is typically held in March.

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## **Troop Trips**

Any meeting, event, or activity that occurs outside of the regularly scheduled time and/or place of the regularly scheduled troop meetings is considered a trip. **GSNorCal must be notified.**

- Day Trips: Submit [Trip and Activity Approval](#) online two weeks prior to the excursion.
- Overnight Trips 1 - 2 nights: For trips for up to two nights, submit [Trip and Activity Approval](#) online two weeks prior to the event.
- Overnight Trips > 2 nights: For trips longer than two nights, submit [Trip and Activity Approval](#) online at least six (6) weeks prior to the trip.
- High-Risk/High Adventure Activities/Trips: For high-risk/high adventure activities (even if not over night), submit [Trip and Activity Approval](#) online at least six (6) weeks prior to the trip. See Safety-Wise at GSNorCal for the definition of high-risk/high-adventure activities.

**Exceptions:**

- Participation in pre-approved product sales booths
- Participation at a Service Unit event where registration is required

In all cases, permission slips for trips, events, activities, and product sales should be completed for each girl participating.

## **Adult Volunteers**

All adult volunteers must be registered with GSNorCal, have a current background check on file with GSNorCal, and have completed Mandated Reporter training. Any adult driving girls for any Girl Scout event, activity, or trip must complete the on-line training, have a [driver's form](#) and proof of current insurance on file. At least two registered adults (not related by blood or marriage) must attend every Girl Scout event. Additional insurance must be purchased for any non-Girl Scout (adult or girl) attending an event, activity, or trip. Adult-Girl ratios per Safety Wise must always be adhered to. Exceptions are not permitted.



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## **Girl Scouts of Northern California Crisis Plan**

The following plan is in place for all Girl Scout troops traveling away from their customary meeting place.

If you need to communicate with the senior leadership team during an emergency or report an emergency involving troops, service units, etc., call the 24/7 Emergency Answering Service at 1-877-636-1912. Or, for non-troop, service unit emergencies, you can leave a private message through the GSNorCal Facebook page at <https://www.facebook.com/GSNorCal> and it will be passed to the senior leadership team.

- The Troop “At Home Contact” should also have a copy of the Trip and Activity Approval and Crisis Team Contacts info. In virtually all crisis situations, Girl Scouts of Northern California should be contacted.
- The Troop Leader and all drivers should also have a copy of the Trips and Activity Approval form, girls’ permission slips, and all Crisis Team Contacts info.

See GSNorCal website for more details.

### **Crisis Plan:**

If the situation requires calling 911, do that first. Ensure the safety of the rest of the troop and yourself. Notify Coordinator. Notify parents.

## **Local Service Project Ideas**

Girl Scouts are encouraged to include service projects in their regular troop programming as well as establish projects and activities on their own.

Each troop has the opportunity to solicit items (“collect-a-thingie”) from the Service Unit **once** each year. Contact the Leader Support Manager to be placed on the agenda for the Leader Meeting.

There are lots of volunteer opportunities available. **You *can* make a difference!**

See the Coyote Hills Service Unit website for a list of places to volunteer.

**Note:** Girl Scouts cannot collect money for other organizations!

Coyote Hills Website: <http://www.coyotehillsgs.org>

**Girl Scouts of Northern California**  
**Coyote Hills**  
**Service Unit Resource Guide**  
Serving Fremont, Union City, and Newark communities

## **The Internet**

### **Netiquette and Email**

Please operate the net in the spirit of the Girl Scout Promise and Laws. All messages should be written in a spirit of generosity. It is especially important to remember that email is a quick and spontaneous medium, and that messages sent off in error usually can't be recalled. Do not post photos of scouts unless you have express written permission from the parent to do so.

### **Join the Coyote Hills Groups.io and Facebook Page!**

**What is a Group?** One email address & website that allows you to...

- Share photos & files, and plan events
- Send a newsletter
- Share troop meeting ideas, tips and badge files.
- Stay in touch with leaders and other adult volunteers
- Discuss current events, get answers to questions, and much more...

### **Who can join these Groups.io?**

- Leaders and Co-Leaders of Girl Scout Troops of Coyote Hills Service Unit
- Interested Adult Volunteers
- Both Groups.io and Facebook are private pages that are moderated.

Neither Groups.io or Facebook are intended for the girls, but please be sure to share appropriate email messages with your troop. If you wish to set up a more secure Group for your troop, contact the moderator if you need any assistance.

### **Why would I want to join?**

There are many items of interest for any leader in the Service Unit, such as:

- Announcements of upcoming Service Unit events
- Many tips and help files available for download
- Capability to have "reminders" emailed regarding the Service Unit and SUPER meetings
- Ability to get advice from seasoned leaders in the group
- Option to receive individual emails from others, or one bulk digest, or no email (read messages online at the Groups.io website instead), or "Special Notices" only (so you aren't left out of the loop!)

### **How do I join?**

- Send an email message to [coyotehillsgs+subscribe@coyotehillsserviceunit.groups.io](mailto:coyotehillsgs+subscribe@coyotehillsserviceunit.groups.io).
- To join the Facebook Group, request to join Coyote Hills Girl Scout Service Unit.

Coyote Hills Website: <http://www.coyotehillsgs.org>