

## **Girl Scouts of North-Central Alabama Procedures for Processing destinations Applications**

### **Definition**

“*destinations*” have been defined for destination scholarship purposes as any special event offered by Girl Scouts of the USA or a Girl Scout Council (including our own). These guidelines are intended to support individual participation in a variety of travel opportunities.

### **Eligibility**

All currently registered Cadette, Senior, and Ambassador Girl Scout members in our Council are eligible for destinations scholarship. *destinations Scholarship Funds* are for individuals and are not intended for the financial support of troop/group activities.

### **September – November**

#### **APPLICATIONS RECEIVED**

- Participant applications and references are received at the GSNCA offices. The application deadline is November 16, 2009, for the current listing of destinations. Girls may apply for up to four destinations.

#### **APPLICATIONS REVIEWED**

- The Program Manager sorts through the applications/references within a week after the deadline has passed. Two copies of the applications/references are made: One for the Program Manager and one for the Council.
- The Program Manager confirms that the applications are complete and all necessary references have been received. Signatures of the girl and parent are confirmed.
- The registrar confirms that the girl is a registered member of our Council using the membership registration system.
- Participants whose applications are incomplete or missing references will be notified to complete the necessary steps.

#### **APPLICATIONS MAILED**

- The Program Manager prepares and mails all of the completed applications to the sponsoring councils by the December 1 deadline.
- An email is sent to all applicants by the Program Manager to inform them that their applications have been mailed to the sponsoring council and the timeline for selection and notification as determined by GSUSA.

### **January-February**

#### **APPLICANTS NOTIFIED**

- Girls are notified via mail or email of their acceptance or denial to their selected destination(s) by the sponsoring council. GSUSA asks that sponsoring councils notify their applicants from January 15 – February 15.
- Copies of acceptance letters received at the GSNCA office via mail or email from the sponsoring councils are forwarded to the Program Manager.

## DEPOSITS DUE

- Most councils will request an acceptance reply and deposit immediately to hold their spot, generally \$100-\$300.
- Funds are available to help offset the costs of the trip through the *destinations Scholarship Fund*. If parents are going to apply for the aid, they have two options in regards to the deposit: 1) The parent or participant can call the sponsoring council and let them know that they have applied for and are waiting on scholarship funds from the council. Generally councils will work with the parent/girl on payment if clear communication is made that the girl does want the spot and commits to attending. 2) Parents can go ahead and pay the deposit, proceed with the scholarship application, and submit request for scholarship funding.

## SCHOLARSHIP PAPERWORK

- The Program Manager will prepare a congratulatory acceptance letter which will be mailed with destinations scholarship application to each participant selected for a destination once the acceptance letter has been received in the Council office.
- Girl and adult participants may apply for one destination scholarship award per Girl Scout year. The Girl Scout year is defined as October 1 – September 30.
- Scholarship applications and all supporting documentation are due back to the GSNCA office March 1.
- Sessions are held to discuss tips on packing and traveling alone; girls and parents are encouraged to share their ideas on fundraising and swaps.

## June – August

### DESTINATIONS TAKE PLACE

- Most events take place in the June-August timeframe, however, some may occur in late May and others take place during winter break.

### Council-Sponsored Trips

Once a destination location has been determined by the Council, girls attending a Council-sponsored destination can apply for *destinations Scholarship Fund*. More information will come on this year's (2009-2010) timeline for the Council's destination program and scholarship procedures.