

Guidelines for Projects Benefiting Girl Scouts of North-Central Alabama

Girl Scouts of North-Central Alabama welcomes the opportunity to work with girls, volunteers, service units and other groups to develop special projects that will directly impact our council through programming opportunities, facility improvements, etc. Whether you are working toward achieving an award or just looking for a community service project or team building opportunity, our council has specific guidelines that must be met to ensure projects meet long-term goals, as well as quality and safety guidelines. All projects must be approved, in writing, by council CEO **BEFORE** any work can begin.

Guidelines for Proposal Submission and Approval Process Overview

- A Project Proposal Form should be completed and submitted via the [online form](#). A detailed Project Plan Presentation must be included with the Project Proposal Form. Project approval will be on a case-by-case basis dependent upon board approved strategic initiatives and council needs.
 - All program related projects will require the approval of the Chief Girl Experience Officer. These would include special events or activities, workshops, trainings, trips, etc.
 - Please note: GSNCA cannot sustain/maintain patch programs as part of highest award projects. Girls **MUST** have a community partner sustaining any patch program. Girls may request GSNCA help share/advertise the program information and direct girls where to earn it. Exceptions will only be made if girls can demonstrate significant need for program and must be approved by Chief Girl Experience Officer and council CEO in writing.
 - Projects that involve construction, fabrication, or installation of facilities or fixtures on council properties require approval from the Chief Girl Experience Officer, with final approval by the CEO. These would include projects at camp and office properties, equipment purchases, furniture building, etc. GSNCA's CEO will coordinate with the GSNCA property board on behalf of the Girl Scout(s) to request board approval.
- Girls hoping to achieve Bronze, Silver or Gold Awards should follow the guidelines of each award in addition to guidelines provided here. For Gold Award projects, council approval must be received and approval letter attached to the Gold Award Project Proposal **BEFORE** proposal can be submitted to the Gold Award committee for approval. *Please note: Approval for project plan from GSNCA is separate from Gold Award Proposal Approval.
- Project Plan Presentation can be in the form of a written document or presentation slides and **MUST** include:

- Detailed project description including specific purpose
 - Proposed project timeline
 - Estimated costs and budget
 - Sources of funding for project
 - Detailed description of proposed construction and materials to be used
 - Drawings/pictures of planned project (including any proposed signage)
 - Maps and/or Google Earth images showing proposed location of project
 - Any relevant additional information
 - Project participant list (including membership status*)
- *additional insurance may be required for non-member participants
- A sample of a complete and detailed project proposal presentation is included at the end of this document. Proposal submissions submitted without all of the necessary details included will not be considered for approval.
 - Council staff are a resource to facilitate and approve projects, but we are not able to provide labor or funding for materials, supplies, transportation, marketing, etc.
 - Please plan up to 6 weeks for project proposal review and approval by council staff.
 - Failure to follow project plans as approved will result in removal of any components of project that did not meet requirements.

Longevity

- Please understand that projects have a limited lifespan, especially with plans related to facility improvements. A project will only last as long as the structure or fixture and at times, it may be necessary for council staff to remove, demolish, change, or even replace completed projects/items. Please understand and account for project lifespan in your proposal. Project approval decisions will be made based upon long term facility and program plans.

Fundraising and Money Earning

- Please refer to GSNCA's Money Earning Guidelines for information and proper processes for all money earning activities.
- Girls working on Gold Award projects should review Gold Award guidelines for additional money earning options available to them.

Naming Rights

- If signage is needed for your project, permanent signage, branding, and recognition must follow GSUSA and council guidelines and must be approved as part of the project approval process. Specific girl names will not be recognized, but troops, award levels, and service units may be.
- To receive approval for signage, a detailed description and/or drawing of your design must be included when you submit your proposal for approval. The council website has detailed examples of approved branding and logos.
- Larger projects may be great fundraising opportunities for the council and official naming rights or sponsorships may be sold by council staff/board members either during your project or at a later date. If this is done, every effort will be made to include

girls and the group working on the project, but ultimate decisions will be made by the Girl Scout CEO.

Safety

- Safety is always a priority. All council guidelines, Safety Activity Checkpoints and membership requirements must be met. If non-members will assist in the project, non-member insurance must be purchased.
- Once your project is approved, the Senior Director of Property and Program, Facility Manager, or their designee will have a conversation with you to discuss a safety plan.

Timelines

- Projects must be completed within one year of the project submission date and a project timeline must be included with the project proposal.
- Project timeline must coincide with facility and council calendars so as not to interfere with planned programming. Please note, the more notice council staff have about your plans, the more we are able to help coordinate various aspects of the project.

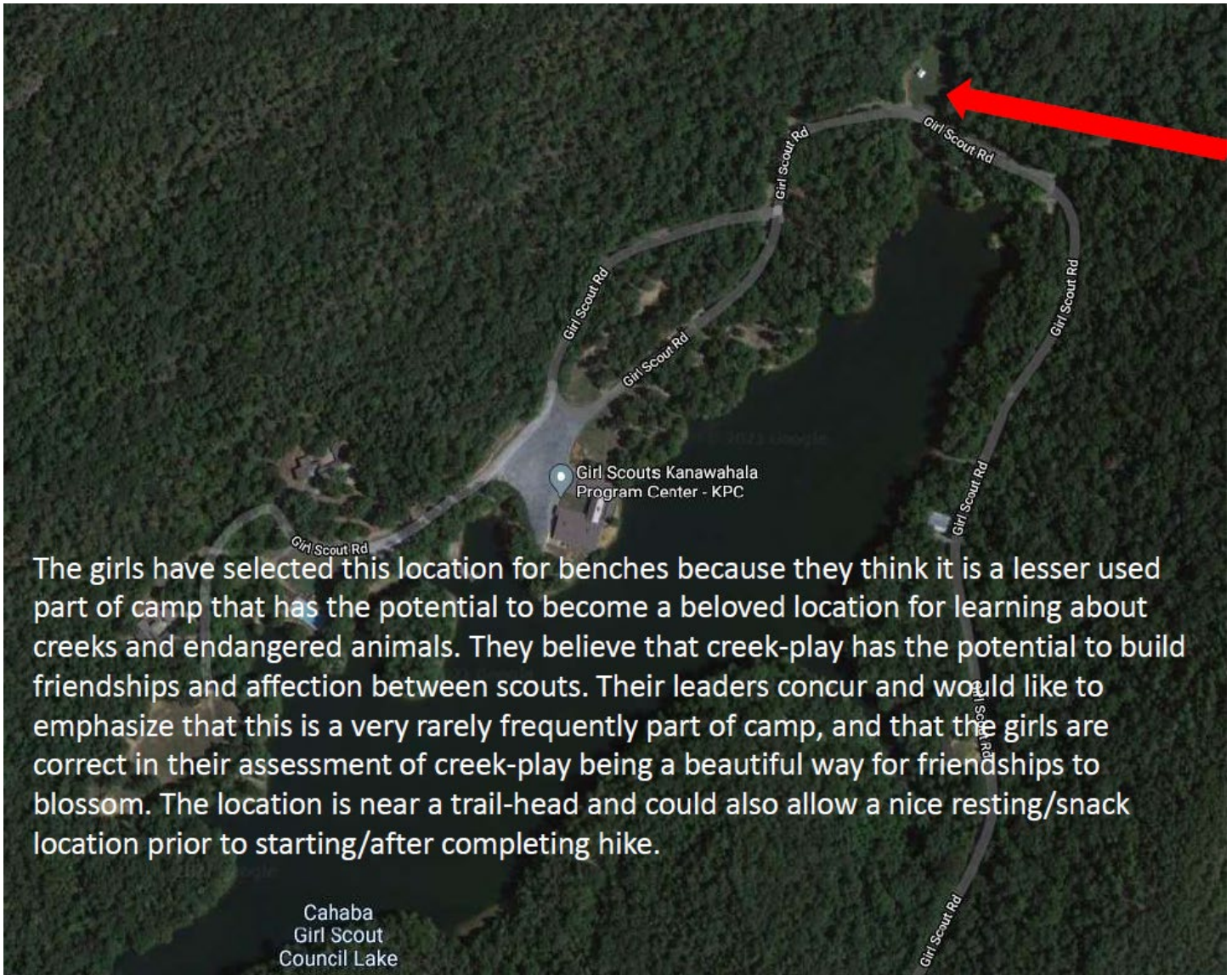
Have Fun

- Project proposals and project execution should be girl led as much as possible, based on progression and ages of girls participating. Working through the approval process from beginning to end can be a great learning experience for girls.
- Completing projects that specifically benefit the council is a great way for girls to give back and improve opportunities for sister Girl Scouts. Leaving a legacy for others can be truly inspiring! Don't forget to have fun and take pictures to share with us along the way!

GSNCA Project Resources

- [Project Proposal Form](#)
- [GSNCA Money Earning Guidelines](#)
- [Gold Award Guidelines](#)
- [Silver Award Guidelines](#)
- [Bronze Award Guidelines](#)
- [GSNCA Brand Center](#)

Sample Project Proposal Presentation

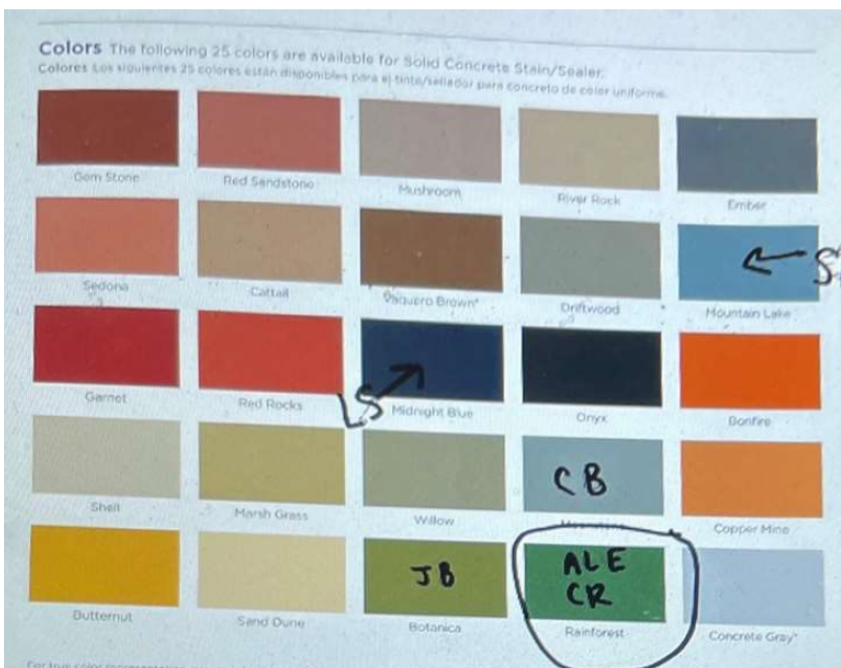


The girls have selected this location for benches because they think it is a lesser used part of camp that has the potential to become a beloved location for learning about creeks and endangered animals. They believe that creek-play has the potential to build friendships and affection between scouts. Their leaders concur and would like to emphasize that this is a very rarely frequently part of camp, and that the girls are correct in their assessment of creek-play being a beautiful way for friendships to blossom. The location is near a trail-head and could also allow a nice resting/snack location prior to starting/after completing hike.

Project Area: on the right side of the riflery field (as shown on map). There will be 3 benches, 4 foot long each, arranged in a semi-circle facing the creek. These will be set back an appropriate distance from the waterfront, the girls plan to clear the excess brush/fire hazard build-up from the creekfront prior to installing the benches. We are blessed to have a troop mom who is an engineer and able to give us specific guidance about how far back from the creek to set the benches. She also has ideas about how to insert various types of gravel that we will include into dug holes during instillation, depending on ground quality.



Stain Colors



There will be 3 benches, each 4 foot in length. Benches will be constructed of 3 cinder-blocks per Right and Left side. These will be stacked, concreted together, and secured with rebar into the earth, the initial block will be dug about 6 inches down, in order to stabilize. The top two cinder blocks will have a mosaic design, already completed by the girls, on the outer surface. The other sides of the cinder blocks will be painted with "rainforest" concrete paint. The benches will be done with a 2-way support system construction, with a smaller board secured to the cinder blocks with concrete screws, then the longer boards (two per length) attached length wise (the dimensions will be 2'x10'x4'). The wood will be painted with All-In-One stain and sealer, the color will be Honey-Gold Semi-transparent.



Mosaic designs



Source of Funds

- The troop is using money raised from cookie sales as well as from council early-bird registration perks and money donated through troop dues/parent donations. Cinder block/Mosaic portion is already purchased/completed. Remaining is the lumbar and paints. We are also working on a possible donation of lumber/paints through Lowes. At present time, troop has enough funds to complete the project with or without the donation. I don't feel the council needs to have any concerns of a 1/2 completed project, we will be installing the entire project at one time, the funds are secured through commitment of parents of troop that has been long standing for the past 6 years.

Ongoing Maintenance and Upkeep

- We do not anticipate any ongoing maintenance. Benches should be extremely secure. Any spills can be cleaned with soap/water and will be naturally cleaned by rain. Stain/Sealer may need to be refreshed after about 3-5 years. We anticipate the wood, resealed as necessary, will last at least 15 years. Concrete benches are one of the most durable options in terms of benches, and will at least match the wood in terms of durability.