

## Lynchburg Campbell County Girl Scout Service Unit May Update 2019

Please **welcome Daphene Lipscomb**, new co-leader D/B Troop 121, Phenix, Virginia.

Many thanks to the **12 LU students** who did a lot of general clean up at Camp Sacajawea on April 13...everything from trimming bushes, to raking to cleaning out drainage ditches along the main camp road. This was part of their "**Serve Lynchburg**" program.

**Congratulations** to 18 **Junior** scouts and their amazing **Bronze Award Projects**. They will be recognized at the "Going for the Gold" Banquet on Saturday, May 4, at First Presbyterian Church, along with our Gold and Silver Award recipients for this scouting year.

- **Alaina** Via, Troop 676. Bronze Award Project "Gardening." Alaina attended the Lynchburg Food Council Meeting to learn about Lynchburg City's goal of providing sources of fresh produce for its citizens in need and then educating them in use. Alaina worked at many community gardens and will teach young children at Camp Timothy this summer about the importance and value of eating a variety of fresh produce.
- **Arieona** Johnson and **Claire** Ramsey, Troop 676, "Feeding the Hungry." The girls were very involved working at the Holy Trinity Lutheran Church Food Pantry. They learned about the need in Lynchburg and how people were referred to Holy Trinity for a three day food supply. They filled starter bags with 17 different food items; filled additional bags for families with 3 – 4 members; filled hygiene bags with soap, dish and laundry detergent, toilet paper and tooth paste. They restocked the food pantry as needed, and made holiday cards and favors to put in the food bags for the recipients.
- **Anya, Elizabeth, Audrey, Rosa, Kyra, Elana, Sky, Danielle, Nia, Baily, Lauren, Ella, Sawyer, Izzy and Mariella**, Troop 440, "Clothing and Organizational System." These girl scouts collected clothing and hangers for their project. They funded the purchase of wood, paint, painting supplies and other materials for building the organizational system. Their project began in January, 2019 by collecting, sorting clothes and painting the space. By March, with assistance from troop parents, they installed the system for organizing and hanging clothes. By April they were able to hang all the sorted clothing. The Parkview Community Mission will continue to use and maintain the system.

We had such a good time at **Daisy Day, April 6**, at Camp Sacajawea, spear headed by the help from Troop 261, Cawannakie, Michelle, Marion, Helen, Kathie and Rebecca. The theme "Fun in Nature" focused on the Daisy Outdoor Journey. The girls especially loved the sensory hike up Chapel Trail, learning about rhythms using lummi sticks and the cool SWAPs designed by Marion and Helen. So much fun!

**Thank you Kappa Delta, UL** for a most informatory program on College Planning on Sunday afternoon, **April 7**, which also included a tour of the KD house and campus.

The **Brownie Camporee** was April 13/14 at Camp Sacajawea "Camping 101." The Brownies earned their Brownie Outdoor Journey...Hiker, Bugs, Cabin Camper, First Aid, Making Friends and Outdoor Adventure. Each girl made her own bug house, took a bug hike, learned a lot more about first aid from Nurse Janice, campfire safety making their own fire starter, enjoyed some super cool outdoor games plus a Take Action project. Thank you Shelly, April, A.J., Nurse Janice, Marc, Rebecca and Troop 295. Great Hands on Learning.

**Bridging and Award Recognition Ceremony**, Sunday afternoon, May 19, at Timberlake United Methodist Church. Girl Scouts arrive at 2:30, proceed to the Family Life Center, parents/families go to the sanctuary to watch a slide show showcasing their daughter's scouting year. The ceremony begins at 3:00. We will honor our bridging Girl Scouts and their leaders, and recognize our award recipients and high cookie sellers. The girls will be singing "On My Honor." Lyrics will be attached to flyer. Thanks for the pictures, we have all we need for the slide show.

**Leader Appreciation Dinner on Thursday, June 6**, from 6:00 – 7:30 pm (please note time change as requested...initially was 6:30 – 8:00), at First Christian Church. Invitation extends to our co-leaders, parent helpers, cookie moms. Please use flyer or RSVP to Rebecca [Becka6778@aol.com](mailto:Becka6778@aol.com)

#### Summer Programs:

- Just a reminder that registration deadline for **Camp Sacajawea Day Camp** (6/10 thru 6/14) is **May 24**. Link to register: <http://gsvsc.doubleknot.com/event/camp-sacajawea-day-camp-2019/2480064>. Need volunteers to help, both adult helpers, CITs and CPAs.
  - CPA/CIT training for Day Camp is Friday, May 10, 6:00 – 8:30 at Gay Lodge, Sac. RSVP to Captain Sarah at [daycampsacajawea@gmail.com](mailto:daycampsacajawea@gmail.com)
  - Adult Training for those who can work Day Camp June 2 4:00 – 7:00 pm at Gay Lodge. RSVP to Captain Sarah.
- **56<sup>th</sup> Anniversary Weekend Camp**, weekend June 21 – 23 at Camp Sacajawea. Register on line.
- **Girl Scout Day at Massanutten Water Park**, Saturday June 29. Park opens at 10:00 am and closes at 10:00 pm. Register on line at [gsvsc.org](http://gsvsc.org) "Events," then click on Girl Scout Day at Massanutten Water Park.
- **Dad and Me Camp Weekend Camp** of July 19 – 21 at Camp Sacajawea. Register on line.
- **Girl Scout Field Day at the Salem Red Sox**...7:05 pm Friday, July 19 – 12:00 pm Saturday, July 20. Girl Scout campout planned on the field (Haley Toyota Field, 1004 Texas Street, Salem, Va. [www.gsvsc.org/summer-camp](http://www.gsvsc.org/summer-camp) or [www.gsvsc.org/calendar](http://www.gsvsc.org/calendar))

**Save These Dates as you begin your Fall planning:**

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- **Cadette Camporee** at Sac weekend **9/28-9/29**, Hope to meet requirements for the Media Journey (LCC)
- **Outdoor Education** Planning Session 301a: **Tuesday, 9/3** at Gay Lodge. Sac. This is the in person classroom. This session can also be done on line.
- **Outdoor Education Overnight** Session 301b: Weekend of **October 5/6** at Sac (GSVSC)
- **Junior Camporee** weekend of **10/12-10/13** at Sac (LCC)
- **Girl Scout “Go Outside Camporee”** at GO Fest in Roanoke. weekend **10/18-10/20** (GSVSC)

### **Program and Training Updates**

#### 1) Adult membership and background checks are required:

- When chaperoning or providing supervision of girls (other than their own) to fulfill the girl to adult ratio
- When providing direct service (program or training) to girls without the presence of troop leaders or approved GS volunteer chaperones
- When driving girls (other than their own) to and from all GS activities
- When handling/managing GS products (fall products/cookies)
- When attending a GS trip and/or overnight

#### 2) Event Planning

- Program events require proper planning and proper budgeting
- Event Director responsible for:
  - Creating the budget
  - Ensuring event committee members are well trained, know their role, expectations and budget limits
  - Communicating changes in plans, budget, guidelines and expectations to all committee members and helpers
- Budget to the minimum participants to cover all expenses to ensure events break even. Do not recommend allowing registration and payment at the door.
- Break – even events – net less than \$100

#### 3) Additional money-earning fundraising efforts must have council pre-approval Submit: Additional Group Money-Earning Activities #2131 via [info@gsvsc](mailto:info@gsvsc)

### **VTK Updates**

- This summer, coinciding with the new program rollout, GSVSC will expand access to the Volunteer Tool Kit to administrative volunteers and individually registered members
- Cadette badges now in VTK

### **End of the Year Finance Report for '18 – '19**

- Due to GSVSC on line to [info@gsvsc.org](mailto:info@gsvsc.org) no later than June 30, 2019
- Paper copies still acceptable for this year and submitted to Rebecca no later than June 30. There is no drop off location so you will need to contact her directly at [Becka6778@aol.com](mailto:Becka6778@aol.com)

- **Best starting point for those who need a refresher is GS 102 Finance Training which covers the submission process**
- Use the Finance Report Excel Form (Form #4318). If you do not have access to Excel, the form can also be opened in Google Sheets.
- **Go to GSVSC.org, select MYGS, select Volunteer Tool Kit, select Finances. Copies of receipts and bank statements should be shared on PDF files.**

**Amazon Smile** is a simple automatic way to support GSVSC every time you shop, each purchase will benefit our council. Amazon will donate a portion of your purchase price to GSVSC. On your first time visit to Amazon (smile.amazon.com) select "Girl Scouts of Virginia Skyline Council" as your charity.

**Kroger Community Rewards** is another way to fundraise for GSVSC. When you shop at Kroger, swipe your Kroger Plus Card. Go to <https://www.kroger.com/community> rewards and choose "Girl Scouts of Virginia Skyline #82832 as your charity. Remember to re-register your Kroger card yearly. Troops are not eligible to register with either Amazon Smile or Kroger Community Rewards under the current money earning guidelines. These 2 reward programs benefit our own council's operating budget.

**Forms/documents:**

<http://www.gsvsc.org/en/for-volunteers/forms---documents.htm>

**Volunteer Resources Tab** for trainers, delegates, troop leaders, service units, info/suggestions on first 6 troop meetings (D,B,J) <http://www.gsvsc.org/en/for-volunteers/volunteer-resources.htm>

**Strong women don't play victim, don't make themselves look pitiful and don't point fingers. They stand out and deal.**

Lynchburg Campbell County Girl Scout Service Unit  
4925 Boonsboro Road, PMB 189  
Lynchburg, VA 24503

Questions: [LynchburgCampbellCoGirlScouts@gmail.com](mailto:LynchburgCampbellCoGirlScouts@gmail.com)  
[www.lburgccgirlscouts.weebly.com](http://www.lburgccgirlscouts.weebly.com)  
[www.facebook.com/LCCGSC](http://www.facebook.com/LCCGSC)

Enclosures: GSVSC Finance Report Guide  
This Little Camper that Follows Me  
Leader Appreciation Dinner

## **Girl Scouts of Virginia Skyline Council Finance Report Guide**

**YOU MAY ONLY ENTER INFORMATION IN THE (LIGHT BLUE) HIGHLIGHTED AREAS. INFORMATION WILL AUTOPOPULATE IN ALL OTHER FIELDS.**

- Enter only numbers, do not enter commas or dollar signs. Enter dates as 00/00/00.

### **INCOME – BLUE TAB**

- Enter the Troop Number or Program Name. If this is a troop report, enter the troop number. If this is for a Service Unit, Event, Group, or Committee report, enter the name.
- Enter Service Unit (County of Residence):
- Enter the previous balance from the last Finance Report Summary, line D. If this is a new troop, enter \$0.00.

(See examples of how to enter information on line 7 – 9. These examples will not be included in your totals.)

- Shown on bank statement will be discussed below.
- Enter date deposited.
- Enter source description of income. Always indicate whether income is check or cash in this field.
- Enter description of the activity that explains the reason for the income.
- Enter the amount of income in each appropriate column that best categorizes the source of income.
- Enter notes to fully describe supporting information.
- Amount of this deposit will be totaled in the far right hand column. If you are recording each check/amount received individually, this will be the total received from that source.

### **EXPENSES – RED TAB** (see examples on line 5 - 7 These examples will not be included in your totals.)

- Shown on bank statement will be discussed below.
- Enter transaction type (check number, debit, or cash) of each expenditure.
- Enter date of expenditure.
- Enter full name of payee of funds or merchant.
- Enter description of the activity that explains the reason for the expense.
- Enter the amount for each category in the appropriate column.
- Amount of this expenditure will be totaled in the far right hand column. If you are recording each transaction individually, this will be the total paid to that payee.
- If you are missing any receipt for an expenditure, indicate this in the notes section.

### **FINANCE REPORT SUMMARY – YELLOW TAB**

- Enter your information in the highlighted areas.
- Enter your troop age level, number of girls registered and number of adults registered.
- Place an "x" next to the way your troop/group participated in Girl Scouts.
- Place an "x" next to the status that applies to this report.
- Enter the bank information at the bottom of the page.
- Enter the number of debit cards issued on this account.
- Enter the names of all signers on this account. (Confirm with bank signatories.)
- Enter your name and the date this report was completed.

### **BANK RECONCILIATION – GREEN TAB**

- Once you have received your bank statement (however you get it), on the Income (Blue Tab) and Expenses (Red Tab) place an "X" in the column marked "Shown on Bank Statement". This shows that this item has cleared your bank.
- Enter "Report From" and "to" date.
- Enter your name in the Person Completing Form field.
- Enter the bank statement date of the Last Month's Bank Statement of the fiscal year.
- Enter the Ending Balance of Last Month's Bank Statement.

- From the Income (Blue Tab) If there is no “x” in the Shown on Bank Statement” column, these deposits need to be listed individually on the Bank Reconciliation (Green Tab) as an Outstanding Deposit item. Show date description and amount.
- From the Expenses (Blue Tab) If there is no “x” in the Shown on Bank Statement” column, these expenditures need to be listed individually on the Bank Reconciliation (Green Tab) as an Outstanding Withdrawal item. Show date description and amount.
- The Outstanding Deposits and the Outstanding Withdrawals will be automatically totaled at the top of the bank reconciliation. If everything has been recorded correctly, the difference will be \$0. If this figure is not \$0, you have made a mistake and must find your error.

## NEXT

The #4318 Finance Report Summary worksheet (Yellow tab) will be used to report finances to all Troop/Group members daily, week, or monthly in the Volunteer Toolkit Finance Tab and **annually to council by June 30**. Go to [GSVSC.org](http://GSVSC.org), select MYGS, select Volunteer Toolkit, select Finances

**[REQUIRED]** Report the Troop Finance Report Summary (Form 4318) to troop/group in VTK. Enter income and expense summary information only. Do not submit to council until June 30. Go to [GSVSC.org](http://GSVSC.org), select MYGS, select Volunteer Toolkit, select Finances

**[REQUIRED]** Submit the 4318 Finance Report (Excel) worksheets, all monthly bank statements, and scanned copies of ALL receipts to council by **June 30**. Go to [GSVSC.org](http://GSVSC.org), select MYGS, select Volunteer Toolkit, select Finances. Copies of Receipts and Bank Statements should be shared as PDF files.

NOTE! After completing the online summary and answering evaluation questions, select SUBMIT and this will allow you to upload/attach the #4318 Finance Report Worksheets, all monthly bank statements, and scanned copies of ALL receipts.

NOTE! VTK will roll over to the new year on July 1 and all Troop Co-Leaders who have not renewed their adult GS membership and volunteer role will lose access to the VTK and the ability to submit their annual finance report online.

NOTE! Keep copy of all financial records with troop records until troop disbands.

NOTE! Draw a line in the Girl Scout checkbook & checkbook register to indicate when you ended the reporting cycle. Begin a new reporting cycle with new Finance Report Worksheets.

NOTE! If the Troop/Group is disbanding, merging or dividing, contact the council for further assistance. If Disbanding, all resources and financial reports **MUST** be turned over to the Service Unit Team Leader and/or SU Finance Facilitator within 30 days of the last troop meeting.

## GSVSC FINANCE POLICIES

All Council Policies can be found online in Volunteer Essentials.

VF1 Any registered Girl Scout volunteer who assumes stewardship of any Girl Scout monies within his/her jurisdiction is accountable to Girl Scouts of Virginia Skyline Council for those monies, and those monies shall be held in a checking or interest-bearing account, at a GSVSC-approved bank.

### Procedures

- Council-wide approved banks are First Citizens Bank, BB&T, Union Bank, Bank of Botetourt, First and Citizens Bank, and Grayson National Bank. If none of these banks are available within the volunteer's service unit, special permission must be granted by the council's senior finance director.
- Troop/group bank accounts should be opened no later than 30 days after receipt of the bank resolution.
- A GSVSC Annual Finance Report is required to be completed for all Girl Scout troop/group accounts. Annually, the report is completed by the designated troop/group leader to justify all account activity for the year. The designated troop/group leader submits the report to GSVSC by June 30.
- A GSVSC Finance Report must be completed for all Girl Scout troop/groups that are disbanding and should be submitted within 30 days of their final troop/group activity.

VF2 - Each bank account established and managed by registered Girl Scout volunteers must have at least two adult signatories. No two persons from the same family or household may be considered signatories on a Girl Scout bank account.

### Procedures

# This Little Camper That Follows Me

A careful girl I have to be,  
a little camper follows me -

I do not dare to go astray  
for fear she'll go the self same way,

I cannot once escape her eyes,  
what ere she sees me do, she tries;

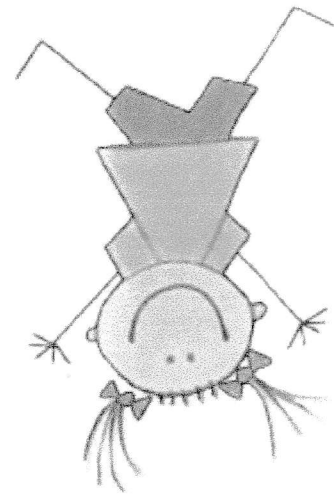
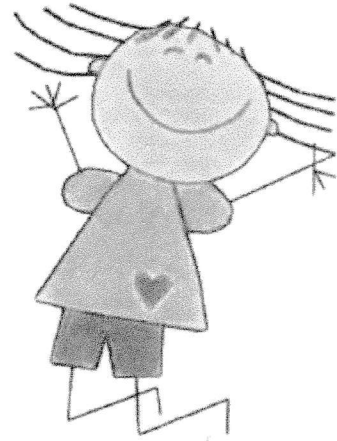
Like me, she says, she's going to be -  
this little camper that follows me.

She thinks of me as good and fine,  
believes in every word of mine

The fault in me she must not see,  
this little camper that follows me.

I must remember as I go  
through the months of sun and winter's snow

I'm helping build for years to be  
this little camper that follows me.



Leader Appreciation Dinner

Lynchburg Campbell County Girl Scout Service Unit

Thursday, June 6, 2019

First Christian Church, 3109 Rivermont Avenue

Time: 6:00

Event Planner: Jen, Michele and Rebecca

Cost: No charge to our troop leaders, co-leaders and troop's product sales managers although reservations are required. There is a \$6 fee if you would like to invite a special parent helper, a very nice way for the troop to say "thank you."

Special Recognition: Please let us know how many years you have been in scouting as a leader and as a girl. Numeral bars are provided in 5 year intervals.

This is a fun, casual affair when we thank our volunteers and recognize our team members and event planners.



Leader Appreciation Dinner

Troop # \_\_\_\_\_

Cost: \$6 (guest: troop assistant/parent helper)

Total Enclosed: \_\_\_\_ with troop check made out to LCCGSSU

Names of those attending. Please note troop leader, co-leader, product sales, troop assistant, parent helper: L, CL, PS, TA, PH

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Years in Scouting:

Name: \_\_\_\_\_ # of years as a leader \_\_\_\_\_, # of years as a girl.

Name: \_\_\_\_\_ # of years as a leader \_\_\_\_\_, # of years as a girl.

Name: \_\_\_\_\_ # of years as a leader \_\_\_\_\_, # of years as a girl.

Make your reservations to LCCGSSU, 4925 Boonsboro Road, PMB 189, Lynchburg, Virginia 24503. Please let us hear from you by Wednesday, May 29, 2019.

Questions: Backa6778@aol.com