



Girl Scouts.

Resource Center – Equipment Reservation Form

Toteable Topics

Required Deposit = \$20/item Required Fee = \$5/tub or \$2/notebook, **unless otherwise noted in FYI**
Certain topics (ex. Baby Think it Over) require facilitator coursework prior to checking out the topic. Refer to FYI for course dates.
Some topics require advance preparation (purchase of materials, use of VCR, etc.) and may need more than one meeting to complete.

Name of Toteable Topic: _____ # of girls being served by topic: _____

Flags/Banners

Required Deposit = \$20/item Required Fee = None

Large Flags (3' x 5') Mounted on 2 piece pole <input type="checkbox"/> USA <input type="checkbox"/> Girl Scout <input type="checkbox"/> WAGGGS <input type="checkbox"/> NC <input type="checkbox"/> SC	Small Flags (2' x 3') Mounted on 2 piece pole <input type="checkbox"/> USA <input type="checkbox"/> Girl Scout <input type="checkbox"/> WAGGGS <input type="checkbox"/> Brownie <input type="checkbox"/> Daisy	Folded Flags <input type="checkbox"/> USA <input type="checkbox"/> NC We may have flags available for flag retirement ceremonies. Call 704-731-6516 for info.	Stands: # requested _____ Stands are limited, we will do our best to accommodate you. No deposit needed with flag reservation Banners <input type="checkbox"/> Bronze Award
---	---	---	--

Ceremony Items

Required Deposit = \$20/item Required Fee = None

<input type="checkbox"/> # ___ Red Sashes <input type="checkbox"/> # ___ White Gloves <input type="checkbox"/> World Association Pin Puzzle <input type="checkbox"/> Bridge	<input type="checkbox"/> Candle Holder – 13 holes <input type="checkbox"/> Candle Holder – 18 holes <input type="checkbox"/> Candle Holder – 2 piece with 5 holes each <input type="checkbox"/> Candle Holder – 21 holes	Other Items Required Deposit = \$20/item Required Fee = None <input type="checkbox"/> Parachute <input type="checkbox"/> Binoculars <input type="checkbox"/> The Cookie Kid (video) & How to Sell More (book) <input type="checkbox"/> Golden Eaglet Video (film of the first Girl Scouts) <input type="checkbox"/> Other _____
--	---	--

Camping Equipment*

Required Deposit = \$20/item Required Fee = None *Level 2 outdoor coursework must be completed to use camping equipment.

<input type="checkbox"/> # ___ Propane Lanterns <input type="checkbox"/> # ___ Propane Stove <input type="checkbox"/> # ___ Nesting Pots	<input type="checkbox"/> # ___ Dutch Ovens <input type="checkbox"/> # ___ Backpacks <input type="checkbox"/> # ___ Backpack Cooking Pans
--	--

Cookie Costumes

Required Deposit = \$20/item (max deposit is \$100)

During cookie season, troops may reserve up to 2 costumes for one weekend during the months of February and March. During cookie season demand for costumes is high. Costume pick up day is Thursday and return day is Tuesday. All other times of the year, they may be reserved on a first-come-first-served basis.
___ Costumes Requested

FACES Trailer (used to haul items)

Required Deposit = \$100 Required Fee = \$20 per 24 hour period

You must supply your own hitch and adapter for lights and present your driver's license and a copy of your auto insurance policy.

DL State/#: _____ Auto Insurance Company _____ Auto Policy # _____

Resource Library

Books, videos, etc. are available for checkout (cannot be reserved). Please visit the Resource Center for more information.

Name: _____ Day Phone: _____ Cell/Eve Phone: _____

Address: _____ City: _____ State/Zip: _____

Service Unit: _____ Troop: _____ Grade Level: _____ Email: _____

- ◆ Return this form with **all deposits & fees** (separate checks) **4 weeks in advance** (no phone reservations) to GSHNC, Attn: Resource Center.
- ◆ You will be notified if equipment is not available. Call to confirm your reservation.
- ◆ Pick up and return items to GSHNC's Resource Center located in the Service Center on Idlewild Road.
- ◆ **Return equipment on time. Late Fees = \$2/day/item. If another leader is unable to use item because it was late, you will lose your deposit. Deposits made by check will be shredded after inspection. ___ Check here if you would prefer it to be mailed.**
- ◆ Toteable Topics may be checked out for 2 weeks at a time. All other equipment may be checked out for 1 week at a time, unless otherwise noted.

I understand that I am responsible for the care of the items I am reserving and agree to pay for damages and/or late fees incurred and agree to all terms above. I agree to return all items on the due date unless special arrangements have been approved.

Requested Pick Up Date: _____ Requested Return Date: _____

Leader's Signature: _____ Date: _____

Office Use Only

Scheduled Pick up Date: _____	Deposit Paid _____ Method _____ Fees Paid _____ Method _____ Reservation Grid _____ Reminder _____	Deposit Returned to Leader: ___ by mail ___ shredded ___ in person
Actual Pick up Date: _____		___ Deposit Withheld
Due Date: _____		Reason: _____
Date Returned: _____		___ Spreadsheet Noted for Quarterly Report
Late fee due: #days late: ___ x \$2 = _____		