



**CURIOSITY  
TODAY. CAREER  
TOMORROW.**

**CIVIC ACTION  
TODAY. CONGRESS  
TOMORROW.**

**SKILLS TODAY.  
SUCCESS  
TOMORROW.**

**HONORS TODAY.  
THE WORLD  
TOMORROW.**

At Girl Scouts, she'll discover who she is, what she's passionate about, and what she wants to achieve, both today and in the future, all with the help of volunteers - just like you!

# INTRODUCING THE RECRUITMENT TEAM

## AND WHY DO WE RECRUIT

Welcome to the Recruitment Team! As a recruiter, you are a key player in bringing the Girl Scouts experience to girls and adults in your area. You strengthen your Service Unit, Hornets' Nest Council and Girl Scouts EVERYWHERE!

We want to thank you for your dedication and commitment as we embark on this new membership year. Remember we are here to support you the whole way!

Noel Bullard: Meck 1, Meck 4 and Meck 7  
(980) 247-0702  
nbullard@hngirlscouts.org

Hailey Beitel: Meck 8 and Meck 13  
(704) 774-6242  
hbeitel@hngirlscouts.org

Kim Keefe: Meck 19, York 1 and 2  
(919) 495-4184  
kkeefe@hngirlscouts.org

Melody Thompson: Anson, Montgomery, Rowan & Stanley  
(980) 354-1008  
mthompson@hngirlscouts.org

Karyssa Schmitt: Union 1, Union 2 and Union 3  
(248) 410-2519  
kschmitt@hngirlscouts.org

Willmarie Austin: Cab 2 and Trailblazer  
(980) 781-1048  
waustin@hngirlscouts.org

Keima Davis : Meck 12 and Pacesetters  
(704) 312-0331  
kdavis@hngirlscouts.org

For more information, contact Customer Care:  
(704) 731-6500  
customer care@hngirlscouts.org

### Why Do We Recruit?

Juliette Gordon Low assembled 18 girls from Savannah, Georgia on March 12th, 1912 for the first Girl Scouts meeting. Today, GSUSA has a membership of over 3.2 million girls and adults. Each and every one of those members was recruited into Girl Scouts! This is giving opportunity to others just like the opportunity we were given.

Recruitment also directly impacts your girls and your troop. Program opportunities, experience cost and fundraising proceeds are all improved with larger membership! Increased membership may allow us to engage new Community Partners, and often run new and existing programs at a lower cost. Through Product Sales programs like the Fall Treats & Reads Program and the Girl Scout Cookie Program, more girls participating will increase overall sales, which provides critical funding for Council operations, and helps additional proceeds go back to the troop depending on total amount sold.

Most importantly, recruitment events help us deliver the Girl Scout Leadership Experience to more girls in our area, at a time when girls need our help now more than ever. According to the 2017 State of Girls Report, a report from the Girl Scout Research Institute, North Carolina is currently ranked 41st in the nation, and South Carolina is 40th, based on national measures of girls' well-being. Through the Girl Scout program, girls are equipped with the skills, passion and ability to be successful leaders as they recognize a sense of self, learn positive values, become challenge seekers, develop healthy relationships and contribute to the community and beyond.

In other words- all Girl Scouts get MORE when there are MORE Girl Scouts!

# RECRUITMENT TEAM

## VOLUNTEER POSITIONS

### **Recruitment Coordinator**

This is the coordinator for your Service Unit. They work with the Membership Recruitment Specialists to plan recruitment operations in your area.

### **Recruitment Lead**

We require one for ALL events. This is a volunteer or staff member who has completed recruitment training. This person takes the lead in explaining Girl Scouts to care-givers and signing up volunteers and girls. They will also assist with materials distribution (flyers, cards, etc.)

### **Recruitment Assistant**

This is a volunteer who has completed recruitment training and can help caregivers sign up their girls at all events. They will help with organizing girl activities at Registration Events if no greeter or girl activity leader is available. They will also assist with distributing materials (flyers, cards, etc.)

### **Greeter/Girl Activity Leader**

This is a volunteer or Cadette/Senior/Ambassador Girl Scout who will greet people, show them where to sign in and sit, and then lead girls in their activities.--- This position does NOT require training but does require a 5 minute overview from the Recruitment Lead before the Registration Event begins.

### **Jumpstart Mentor**

This is a specialty position in which an existing leader helps “jumpstart” a troop for 4 meetings by acting as the second leader (co-leader?) until another volunteer steps into the role. Jumpstart troops do NOT have bank accounts, have pre-planned curriculum and materials provided by Council, and do not continue after the fourth meeting unless a second caregiver steps up. Jumpstart Mentors must host one Troop Meet and Greet, attend a recruiter training, and attend the Jumpstart Mentor training.

# THREE KINDS OF RECRUITMENT OPPORTUNITIES

| RECRUITMENT OPPORTUNITIES                         | DESCRIPTION   | VOLUNTEER POSITIONS NEEDED  | MATERIALS  |
|---|---|---|--|
| Girl Scout Info Session and/or Registration Event | An event promoted to caregivers where we provide pre-planned activities for girls explaining Girl Scouts to caregivers at a school or local church. The <b>primary</b> purpose is to create new troops, but girls can sign up for existing troops if troops are not created.                                | <ul style="list-style-type: none"> <li>- Recruitment Lead</li> <li>- Greeter/Girl Activity Leader</li> <li>- Recruitment Assistant</li> </ul> | <ul style="list-style-type: none"> <li>- Girl Activities Materials</li> <li>- American Flag</li> <li>- Let's Start a Troop Form</li> <li>- Sign In Sheets</li> <li>- Clipboard</li> <li>- Family Guides</li> <li>- New Leader Guides</li> <li>- Recruiter Manual</li> <li>- Pens</li> <li>- Window Flyer</li> <li>- Backup Registration Forms</li> </ul> <p>* Computer or Tablet<br/>* Official Uniforms<br/>* Books for Display</p> |
| Troop Meet & Greet                                | Held at the first or second troop meeting of the year. It is a traditional troop meeting where the leaders are prepared for new girls to join the meeting while recruitment volunteers/staff help the caregivers sign up for that troop.  | <ul style="list-style-type: none"> <li>- Recruitment Lead</li> <li>- Recruitment Assistant</li> </ul>   | <ul style="list-style-type: none"> <li>- Sign In Sheets</li> <li>- Clipboard</li> <li>- Family Guides</li> <li>- New Leader Guides</li> <li>- Recruiter Manual</li> <li>- Pens</li> <li>- Window Flyer</li> <li>- Backup Registration Forms</li> </ul> <p>* Troop Welcome Letter from Leader<br/>* Computer or Tablet</p>  |
| Table Event                                       | Held at public events, such as fairs or school events like open houses or curriculum nights. Girl Scouts have a table where we pass out information and collect contact details from caregivers interested in learning more. <b>Table events are for lead generation and not designed for registration.</b> | <ul style="list-style-type: none"> <li>- Recruitment Lead</li> <li>- Recruitment Assistant*</li> </ul>  | <ul style="list-style-type: none"> <li>- Tablecloth</li> <li>- Table Display Stand</li> <li>- Sign In Sheets</li> <li>- Clipboard</li> <li>- Family Guides</li> <li>- New Leader Guides</li> <li>- Recruiter Manual</li> <li>- Pens</li> </ul> <p>* Computer or Tablet<br/>* Official Uniform<br/>* Books for Display</p>  |

\*Optional volunteer positions or materials. Please utilize if available.

# RECRUITMENT LEAD TALKING GUIDELINES AND TIMELINE

## Recruitment Presentation and Technique

While we seek consistency between our events to ensure that each new Girl Scouts family is receiving the same information, we want you to feel empowered to make a recruitment opportunity your own. In this section, we will lay out the fundamentals and guidelines for how to conduct a Registration Event.

### The Four Essentials

#### #1- You Are the Face of Girl Scouts

Remember that, to these care-givers and girls, you are the face of Girl Scouting and the authority on the subject. You should feel empowered in that position and present yourself accordingly. This means that you should show up looking the part- wearing Girl Scout uniform or apparel. You should speak just as you would at any Girl Scout function- establishing a personal community atmosphere while still accomplishing the task at hand. This is just like getting a troop together for a Take Action project- you want it to be fun and lighthearted while getting something done!

#### #2- This Is Their First Girl Scout Meeting

We want these families to experience Girl Scouts, and a Girl Scouts meeting is a perfect representation. All Girl Scouts meetings have some essential elements-- the Promise, the Law and the Pledge at the beginning, engaging activities in the middle and a Friendship Circle at the end. Replicating this will not only give the families a sense of what they are stepping into, but will set the tone for you on how to conduct the event- like any other Girl Scouts meeting!

#### #3- Up Front Contract

We do not ever want to lead anyone into something they are not truly interested in. For that reason, we utilize Up Front Contracting to lay the groundwork for what caregivers should expect from the event and from Girl Scouts. This is most effective when you utilize the ANOT method. This is an acronym for **Appreciate, Naturally, Obviously and Typically**. Using these terms sets a conversational tone while impressing upon caregivers that this is how Girl Scouts exist. This is especially important because the Girl Scout 'structure' is not like other youth activities, and the level of family involvement can make care-givers unsure. Using ANOT alleviate those fears while addressing our expectations.

Here are examples of what an ANOT Up Front Contract could look like:

- We **appreciate** you taking the next hour so we can provide you with information about Girl Scouts so that we can form new Girl Scout Troops.
- **Naturally**, you may have questions. This meeting will include key components that you will see in any Girl Scout meeting, followed by an opportunity to ask questions and register your daughter in the troop that is created from this meeting.
- **Obviously**, if we are not able to create a troop tonight, we will register your daughter and try to place her in an existing troop.
- **Typically**, Girl Scouting is a family experience and is not possible without the help and guidance of parent volunteers.

#### #4- Encourage Community

The goal of the meeting is to start a troop, and people will not want to start a troop if they don't get to feel at ease with one another. For this reason, it is vital that this is not a place where you stand and talk the whole time. We have built in space for girls and caregivers to engage with each other, and that is purposeful. Here are some quick guidelines for helping that process:

- When someone asks a pointed question, reframe the question back to them to give you a better idea of the purpose of their question while also encouraging conversation. For example, if someone asks you "How much time does being a Girl Scout Leader required?", reframe the question by asking "Well, how much time do you think you would have available?". Or, if someone asks "Do all Girl Scouts camp?", reframe the question with something like "How do you feel about camping?".
- Don't let people spread. When setting up your tables, make sure that people are grouped together. If you have people who try to sit away from the group, you can use the activities to get them to sit together.
- Ask group questions. You can use group questions to get people to find common ground with one another. Some examples are "Was anyone here a Girl Scout when they were younger?" "Who has a kid who seems to want to try everything, but only for a week or two at a time?" "Who here struggles to find opportunities to teach their daughter about how they can help others in their community?" or when discussing Cookies, "Who has had moments where they want to teach their kids about a work-ethic, or goal-setting, or having to work for what you want?"

# EXAMPLE GIRL SCOUT INFO SESSION

IN THIS EXAMPLE, THE INFO SESSION EVENT ROOM IS RESERVED FROM 6 PM-8 PM, WITH THE EVENT ITSELF STARTING AT 6:30PM.

**6:00 pm** Recruitment Team arrives and brings in materials

**6:15 pm** All volunteers are present. Recruitment Lead gives job assignments and instructions. Volunteers work to setup tables with Family Guides and activities.

**6:25pm** All volunteers are at their stations.

**6:30pm** The Greeter is present at the front door of the building for the first 15 minutes of the Info Session to let people in and direct them to the event. Recruitment Lead starts with a brief introduction of themselves and other volunteers around the room. We want to give a few minutes for anyone who might be running late. This is a great time for Upfront Contract.

**6:35pm** Introduce and hand out the Family Resource. Use this document to run through your info session. Explain that every Girl Scouts event starts with the Promise and the Law. This is the basis of Girl Scouts. Show the caregivers and girls how to do the Girl Scout symbol. Direct them to the Promise/ Law in the Family Resource on page 3. Ask them to join you in the Promise, Law and Pledge of Allegiance.

**6:40pm** Explain why Girl Scouting is so important, go over the State of Girls report information on page 4 of the Family Resource.

**6:45pm** Begin activities to help girls get a glimpse of the Girl Scout Experience. Allow girls to self-serve through activities set up throughout the room, with details in the Family Resource (pages 5 & 6) and available on the tables to help guide them. Explain that these activities represent areas of the Girl Scout Leadership Experience. Give a 5 minute warning. While they are working, take a minute to look at the sign-in sheet to get an idea of the audience. This is also a good time to see if any of the names or email addresses are unreadable and ask for clarification. Ask the names of anyone who said they were interested in leading and introduce yourself. Also, take this time to make sure a Registration Station is prepared (computers and tablets are online and on the Registration Page) to have caregivers come up and register. Set up as many tablets/laptops as you have volunteers to register with the sign-in sheet(s) ready for reference.

**6:50pm** Wrap up the activity with a Friendship Circle. Then, begin sharing additional benefits of Girl Scouting, using pages 7-12 of the Family Resource as a guide. Make this section interactive, remember that girls will still be with their caregivers during this presentation.

- Highest Awards (page 7) & Community Service (page 8)
- Paths to Getting Involved & Cost of Participation (page 9)
- Volunteering (page 11)
- Next Steps (page 12)
- Questions

**7:05pm** Once you finish overview and questions, have caregivers come to the Registration Station to get registered. If you have additional help, have caregivers go to the Recruiter Assistant and take potential leaders to the table with the Recruitment Lead. Recruitment Leads can take caregivers if there are no potential leaders. Have the registration table set up with the sign-in sheets to reference and mark names as you get them registered with a check mark on the left. Process caregivers through AT LEAST page 2 of the registration page. Parents and girls are welcome to leave after they complete registration. COMPLETED registrations get a Window Cling \*\*TBD\*\*.

**7:30pm** Session complete. Clean up area entirely, returning the space to how it was found. As you leave, make sure to take event flyers from the front window and MAKE SURE to get any yard signs from the front area of the school/building. All materials go with the Recruitment Lead to be returned to Council.

## Wrap-Up

ALL RECRUITERS MUST SEND PICTURES OR SCANS OF ANY SIGN IN SHEETS OR START A TROOP FORMS WITHIN 24 HOURS OF THE EVENT.

BEST PRACTICE IS TO JUST SNAP A PICTURE RIGHT AT THE EVENT AND EMAIL IT TO [onboarding@hngirlscouts.org](mailto:onboarding@hngirlscouts.org).

Title the email as the name of the event. Anyone on the sign-in sheet who has not been entered through page 2 of the registration page needs to be entered by the Recruitment Lead, selecting [Looking for a Troop in Service Unit] as the troop option.

Contact your Membership Recruitment Specialist or Customer Care with any issues or problems you have wrapping up the event.

# OTHER PROMOTIONAL OPPORTUNITIES

## **Flyering**

Girl Scouts, Hornets' Nest Council will print and provide flyers to any school that would benefit from knowing about Girl Scout Info Sessions and Troop Meet and Greets (even if the event is at a different school). Membership Recruitment Specialists and Recruitment Coordinators may ask for your assistance in getting these flyers to schools in a timely manner to ensure they are distributed with weekly mailers from the school. If you would like additional flyers to distribute elsewhere, please let your Membership Recruitment Specialist know.

## **Yard Signs**

Girl Scouts, Hornets' Nest Council will provide yard signs for the events. They should be placed at the same time as the flyers are dropped off to the school. The signs have a whiteboard finish and can be reused for other events. PLEASE MAKE SURE TO PICK UP THE YARD SIGNS BEFORE YOU LEAVE THE RECRUITMENT EVENTS AND RETURN THE SIGNS/STAKES WHEN YOU RETURN THE EVENT BOX!

## **Promotional Poster**

Promotional posters are available. We have two varieties. The event poster is a half-printed poster where information can be written in marker on the bottom half to relay information about an event. It is suggested to use this on front doors of schools in the days leading up to the event. We also have full-page printed awareness posters that can be used to promote Girl Scouts year-round. These should be placed locations where other community posters are hung and remain for as long as the school will allow.

## **School Pep Rally**

Some schools provide us with the opportunity to come and promote in the days leading up to the Girl Scout Info Session with a Pep Rally. This process is different at every school, but it is essentially a window of time (before school, during assembly, or at lunch) where we can go and tell girls about the event. If a school gives us an opportunity to have a Pep Rally, Membership Recruitment Specialists will arrange to provide you with giveaway stickers or bracelets and additional flyers that you can use at the Pep Rally. Girl Scouts who attend the school should help, if allowed, and everyone should show their Girl Scouts pride with uniforms or Girl Scouts apparel.

## **Videos for Newscasts**

Many schools are opting to allow us to show a video on their morning newscast system instead of or in addition to Pep Rallies. They will generally run for the full week before the event. Contact your Membership Recruitment Specialist to have a copy of our professionally produced video sent to the school to promote the Recruitment Event.

## **Social Media/ PTA/ E-Newsletters**

Another great avenue of promotion is via the school or neighborhood social media or e-communications. This could be a PTA or school Facebook page, a Nextdoor post, or any other online community of caregivers that you are a part of. Please use approved messaging and imagines to share online. These resources are available on the Volunteer Resource section of our website. To access, visit [hngirlscouts.org](http://hngirlscouts.org), and select the Adult tab in the main header.

# GIRL ACTIVITIES

These suggested represent the core of the Girl Scouts Leadership Experience. When considering running these activities at your Girl Scout Info Session, please use your best judgement based on your audience size, girl to adult ratio, etc., and adjust the intended timeline of the sample session accordingly.

## Outdoor Adventure

At Girl Scouts, our program aims at inspiring girls to love nature and seek adventure!

**The Activity:** Girl Scouts are always prepared, and before you get outside, what's one thing you should be prepared to bring with you? A compass, of course! Understanding how to use a compass is an invaluable skill for any outdoors enthusiast. Teaching compass skills to girls is a great way to cultivate their abstract reasoning and ability to visualize when problem solving. With a paperclip, piece of foam, a magnet, a cup and some water, you will be able to make a compass and see which way it points.

**Alternative Activity:** Bring a tent to challenge girls and adults to work as a team to assemble it. Use the stopwatch on your phone to time them, and see what group can do it the fastest!

## STEM

Through activities, immersive experiences and programs with local partners, we focus on giving girls the know-how to invent the future.

**The Activity:** Girls will make popsicle catapults, focusing on mathematics and engineering, and see whose will launch the farthest! This experiment won't really launch you into space, but it will certainly help show energy, gravity and the Laws of Motion at work. Catapults are very useful in teaching STEM concepts, particularly Newton's 3 Laws of Motion – An object at rest stays at rest unless acted upon by an outside force; force is equal to the change in momentum per change in time; and for every action, there is an equal and opposite reaction.

## Financial Literacy

Through Product Sales and additional year-round programming, we prepare girls with business smarts to take on the world.

**The Activity:** There's more to Girl Scout Cookies than what's in the box! A lot more. In this activity, girls will learn basic math by calculating how much a customer owes them for their selected packages of cookies (costs varying depending on cookie variety), and practice their first sales pitch. The Girl Scout Cookie Program is such an important (and fun!) part of the overall Girl Scouts experience, where girls learn to work as a team to accomplish common goals and solve problems, while building the confidence they need to shine as girls, young women, and future leaders.

## Life Skills

Throughout the Girl Scout Leadership Experience, the primary goal is always to help set girls up with the skills they need to succeed in life.

**The Activity:** Turn girls into instant friends and help them use teamwork to achieve a common goal - getting the rope (or hula hoop!) all the way through a link of girls. By taking a rope and tying it into a circle, you will have to hold hands with the person next to you and try to get out of it by working together. The girls will be able to make new friends and work together to get out of the crazy knot.

# ONLINE REGISTRATION

The goal of Girl Scout Info Sessions and Troop Meet and Greets is to have girls join troops. This does not happen unless registration is complete. THE GOAL IS TO HAVE CAREGIVERS REGISTER AND PAY FOR THEIR MEMBERSHIP YEAR AT THE EVENT. All Recruitment Leads and Recruitment Assistants should have been trained on the online registration system. However, here is a brief overview of some steps that might pose a challenge.

## **Challenge #1 - An Error Message**

An error message is usually the result of the caregiver already being in our system, even if they never completed registration. The best solution is to explain that they should expect a call from a Membership Recruitment Specialist in the next 48 hours, make a note about the error on the sign-up sheet and email your Membership Recruitment Specialist within 24 hours.

## **Challenge #2 - Custodial Care Dropdown**

This drop-down will require all of the information for both caregivers if any option other than One Parent is selected. Explain that if they don't have all of the information available at that moment, just select the one caregiver option and you can add the other caregivers through the MyGS system later.

## **Challenge #3 - School Selection**

This is a difficult portion that requires the information to auto populate from our school database. You cannot type in the school name and immediately click enter. In this case, less information and patience is most useful. For example, if the girl goes to St. Mark's Catholic School, type St. Marks and wait a moment to see if it populates. If it does not show up within 10 seconds, try again with Saint Marks. If after 2 or 3 tries to get the best school to pop up, type and select School Not Found and that information can be fixed later.

## **Challenge #4 - Race Selection**

This selection is set up so that people can pick one or more races. People have a tendency to click on a race and move along, but this will give you an error message after you submit. The trick is that they need to select the race and then click the >> button to move it over to the box on the right.

## **Challenge #5 - Multiple Registrations**

If you have a caregiver who is willing to volunteer, you should register them before registering their daughter(s). You can add additional membershipS (adult or girls) by clicking the "Add Another Membership" button on the last screen.

## **Challenge #6 - Financial Assistance**

Financial Assistance is available to any Girl Scout or Adult Leader by clicking the Financial Assistance button on the last screen. Tell them that they should keep an eye on an email they will have to respond to from Girl Scouts, Hornets' Nest Council.

# OTHER THINGS TO EXPECT

## Registering New Girls and Leaders

If a girl is joining an existing troop that is available in the Opportunity Catalog, you can register her for that troop right away. In any other circumstance (new Leader, forming a new troop from the Recruitment Event, or cannot find an existing troop to join) you will select the [Looking for a Troop in Service Unit] option for troop selection on page 2 of the registration site.

## Start a Troop Forms

The start a troop form is a great way to get a new troop started. Please make sure to put any details that you might be able to gather for the potential new troop, such as meeting days, times, possible locations and Girl Scouts levels accepted. If the new leaders don't have these details, that's okay, but it's important to ask the questions and giving new leaders the idea that these are things they should think about.

## Back-Up Dates and Weather

We know that weather in our area can really put a damper on a Girl Scout Info Session or pep rally. With that being said, Membership Recruitment Specialists have made it a goal of theirs to ask each school and church for a back-up date if possible around the first two weeks of October. This way if weather strikes, we will be prepared. Please stay in communication with your Membership Recruitment Specialists to make sure we are ready for whatever storm is ahead.

## Tool-Kits

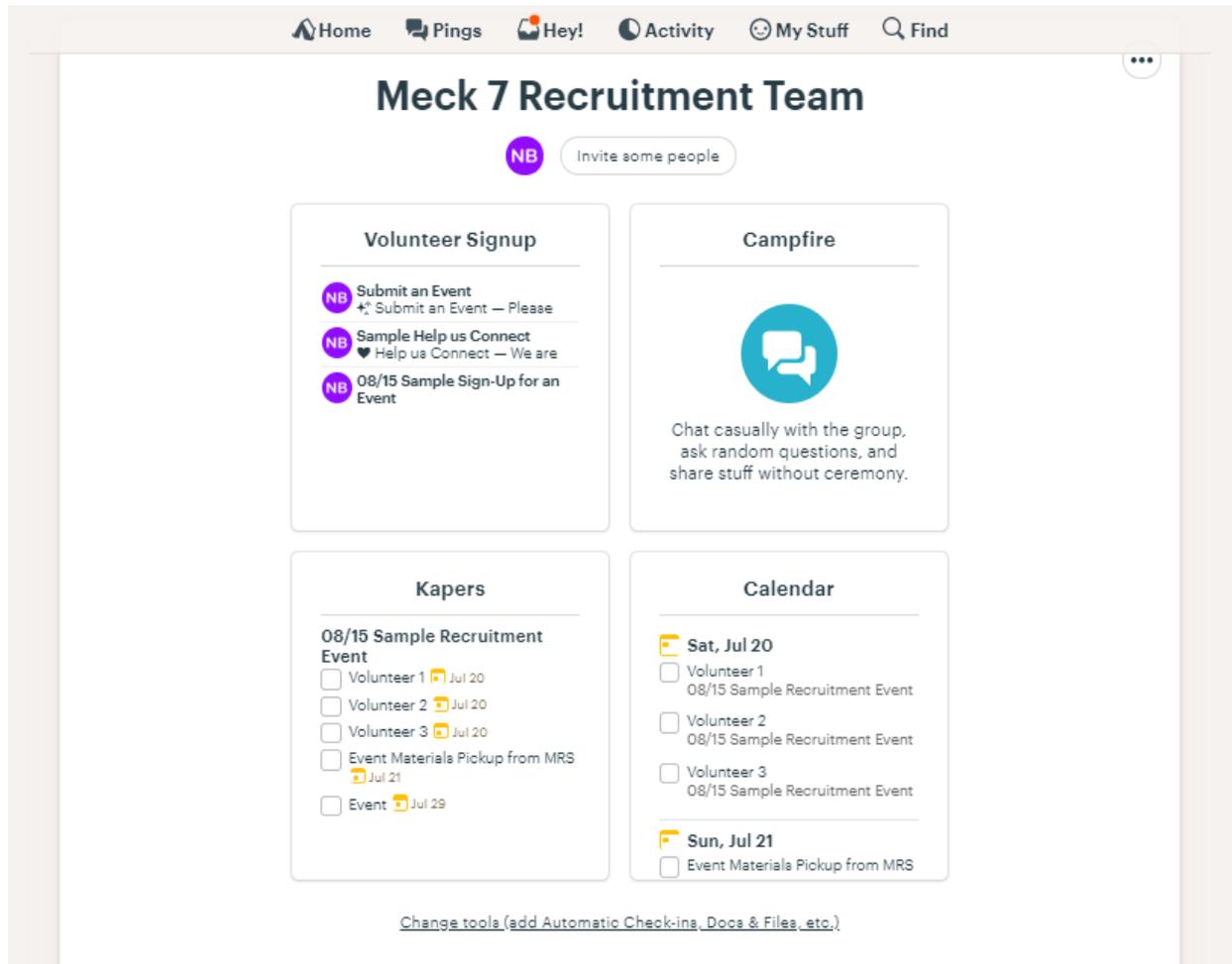
The Membership Recruitment Specialists have made toolkits that are prepared with all materials you need to have a Girl Scout Info Session, depending on the type of event you are having. The Membership Recruitment Specialist will arrange to have these distributed to the Recruitment Lead of the event in the days prior to the event. Our current campaign resources are available on our website. These resources are available on the Volunteer Resource section of our website. To access, visit [hngirlscouts.org](http://hngirlscouts.org), and select the Adult tab in the main header. For additional assistance, or if you have any questions, please email [marketing@hngirlscouts.org](mailto:marketing@hngirlscouts.org).

## What To Wear (Adults and Girls)

Uniforms have been a Girl Scouts tradition since 1912, where the first uniforms offered girls and adults freedom of movement and helped cover social and economic class differences. Today, uniforms are a symbol of membership, one that links Girl Scouts across the country and around the world. When going out in the field for a Registration Event, adult Girl Scouts uniform or Girl Scouts apparel must be worn. The recommended uniform for Girl Scout adults is their own navy blue business attire, worn with an official Girl Scouts scarf for women or official Girl Scouts tie for men, the Girl Scouts Membership Pin and World Trefoil Pin. Existing Girl Scouts in attendance need to be in uniform. More information about the adult uniform is available on the Volunteer Resource section of our website, and all pieces need can be purchased at the Girl Scouts, Hornets' Nest Council store, both online and in store at 7007 Idlewild Road, Charlotte, NC 28212.

# ALL ABOUT BASECAMP

This year, your Membership Recruitment Specialists are using a new communication tool. The system, called Basecamp, is an easy, user-friendly means of communication for the entire Service Unit Recruitment Team! As soon as you have completed recruitment training (either in person or online), you will receive an invitation to your email from Basecamp. Accept this invitation to be a part of that Basecamp.



There are 4 spaces we will be using:

- **Volunteer Signup** is an area where you can sign up to attend individual events that have already been scheduled, submit an event for others to sign up for, or find recruitment efforts that the Service Unit needs help with.
- **Campfire** is a chat area where we can discuss questions or communicate with the whole group.
- **Kapers** is the Girl Scouts “To-Do’ list. After you are signed up to attend an event, you will be assigned Kapers associated with that event.
- **Calendar** is just what it sounds like, but will include the Kaper due-dates so you can easily reference what is due and when.

Basecamp will send you emails to notify you of changes, updates and upcoming due dates to help the whole team stays up-to-date. If you have any questions about navigating Basecamp, ask your Membership Recruitment Specialist for assistance.