

**Girl Scouts of Northern California
Coyote Hills
Service Unit Resource Guide**

Coyote Hills Service Unit Resource Guide



The purpose of Coyote Hills Service Unit is to provide a caring, learning environment based upon the Girl Scout program, where girls in Newark and Fremont can grow with diversity, develop values and leadership skills, and gain new relationships and experiences, based upon the girls' own needs and interests.

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Coyote Hills Service Unit

Service Unit Coordinating Team (SUPER)

We welcome any interested adults to join us on SUPER. SUPER members include leaders, parents, other interested adults, and older Girl Scouts. Let any of us know that you are interested, or just show up at a meeting! For a current list of SUPER Members see the Coyote Hills Yahoo group in the **Files** area. You'll need a Yahoo ID to access the online roster. For more information on this see "The Internet" section of this manual.

Please remember, all SUPER members are volunteers and are vital to the running of our Service Unit! Treat them with kindness and respect!

SUPER Meetings

SUPER Meetings are scheduled on the third Thursday evening of each month, in order to prepare for upcoming Leader Meetings and Service Unit Events. If you would like to learn more about what SUPER does, please come to a meeting! The meetings are at 7:30 p.m. at Chadbourne Elementary School on Plymouth Avenue in Fremont.

All are welcome at our meetings, **without any further commitment required!** In order for your troop to become a "Super Troop", attendance at one meeting of the SUPER is part of the deal. Older Girl Troops (Cadette, Senior, and Studio 2B) may wish to attend one or more SUPER meetings to see what goes into running our Service Unit and organizing events.

School Organizers

These volunteers keep track of openings in troops associated with their listed schools. See the Coyote Hills Yahoo group for the most up-to-date list in the SUPER Roster, located in the **Files** area. You'll need a Yahoo ID to access the online roster.

Currently we are in need of:

We always have room for more volunteers! Please see the Coyote Hills website for more information.

Other Things you can expect from SUPER:

Our SUPER members are there to help Girl Scouting in our area. If at any time you have a question, or need to air out a frustration, or get some recognition and acknowledgement of your efforts, please feel free to contact an SUPER Member! If we do not have the answer to your question, we can usually find someone who does! The Placement List coordinator maintains the waiting list for girls looking for a troop to join, and we encourage you to cocontact her if you have openings for more girls in your troop.

Coyote Hills Patch

Want a Coyote Hills Service Unit patch? See design on front cover of this resource guide. They are available at most Leader Meetings for \$2.50 each.

Website and Yahoo Group

You will see many references to the Coyote Hills website and the Yahoo group – those are usually the most current source of information. Go to the section in this manual on "The Internet" for more details.

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Coyote Hills Service Unit (continued)

Placement List

Do you have room in your troop for another girl? A current copy of the placement list is kept in Coyote Hills Yahoo Group under the "Files" section. To keep the information as accurate as possible, please email the placement list coordinator (see Coyote Hills Yahoo group, SUPER Roster) if you add girls from the placement list into your troop. Remember that your troop must meet the minimum membership requirements (see Safety-Wise).

The placement list coordinator makes every effort to place girls in a timely fashion while focusing on the retention of registered girls. The majority of troop placements normally take place in the fall and early spring. Please note, girls from disbanded troops are given priority for troop placement.

Please refer all requests from families expressing an interest in their daughter joining a Girl Scout troop to the Coyote Hills Website, and request that they complete the "I Want To Be A Girl Scout" questionnaire. The completed questionnaires are emailed directly to the placement list coordinator so that the placement list can be updated regularly.

Note: A girl will be removed from the placement list after two unsuccessful attempts to place her in a troop.

Troop Fund Raising

In an effort to level the playing field among all of the troops in Fremont and Newark we are asking the troops to limit their fund raising efforts among the Coyote Hills Service Unit community to twice a year (registration year). You are encouraged to reach out to the greater community for additional fund raising opportunities.

Please contact the Service Unit Director to be placed on the SUPER agenda for approval prior to the Leader Meeting. See **Event Planning, Flyers, and Approval Process** for more information.

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Local Leader Support

Leader Meetings

When and Where

Service Unit Meetings are generally held the *first Thursday* of each month at 7pm Oliveira Elementary School on Alder Avenue in Fremont. If you have questions, please contact any SUPER Member!

What Goes On?

These meetings are a great source of information for leaders and their troops. During the school year, five information packets will be distributed. These include the annual Registration Packet, Fall Information Packet, and Spring Information Packet (all of which you can also get from your registrar). Preliminary information regarding Service Unit Events, and information from the Administrative Offices including Fall and Cookie Sales are announced at the Leader Meetings. If your troop chooses to participate in Product Sales, at the mandatory training session for either Fall Sales or Cookies, you will take these packets back to your troop. Refer to the section on Product Sales for details about Fall Sales and the Cookie Sale.

As you or a troop representative enter the leader meetings, please sign in (attendance is tracked as part of the requirement for Super Troop status), and pick up any papers in your troop's file folder in your Service Unit box. You may also turn in any travel forms due (more on this later). Usually a troop volunteers to deliver a ceremony of some kind to open the meeting, and sometimes there is a craft for the leaders to try. We have found that the chat sessions during crafts give us help and hope! This is a convenient opportunity for Leaders to share information and hints with each other. There is also a "Volunteer Wall" listing upcoming events, and you can sign up to assist in planning. (Those who volunteer have first priority to attend the event!)

Why Attend?

Troop representatives can be any adult who is willing to get the information to the troop, or troop leader, and will need to sign in with the troop number. (One adult can represent more than one troop.) Troops who wish to achieve Super Troop status require representation at 100% of the Leader Meetings. This is also a convenient time to network with other leaders and if needed, turn in your travel forms (more on this later).

What If No One From our Troop Can Attend?

We feel that the leaders who attend the meeting should get priority in signing up for Service Unit events! However, we really want to see full participation at events, so those leaders who are unable to get a representative to the leader meetings can pick up the flyers from their folders in the Service Unit boxes (located at the home of your Service Unit Registrar, often on their porch) or keep an eye on the Coyote Hills website for up-to-date information.

Placement List

Is there space in your troop for another girl? Contact the Placement Coordinator (see Coyote Hills Yahoo group, SUPER Roster) for a girl who has expressed interest in joining a troop. Remember that your troop must meet the minimum membership requirements (see Safety-Wise).

Note: A girl will be removed from the placement list after two unsuccessful attempts to place her in a troop.

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Local Leader Support (continued)

Registration Rally

Registrars hold a Registration Rally twice a year to make it easy for a Troop to submit their registration and financial report in advance of the deadline. Even if your Registrar isn't present another Registrar will be able to accept registrations. You will be able to meet with a Registrar in person who will be able to answer your questions and receive your "registration receipt".

Registrar Boxes

As a convenience each Registrar has a box on their porch that contains basic forms, planning packets, and a folder for each troop. Troop leaders can leave paperwork for their Registrars in this box. Please email or call your Registrar to let them know that you have left paperwork.

Uniform Exchange Program

We have a very successful Uniform Exchange Program! If you are considering donating, we especially appreciate vests and handbooks, for all levels of Girl Scouting. You can bring donations to our Leader Meetings on the first Thursday of each month, or contact the Uniform Exchange Coordinator (see Coyote Hills Yahoo group, SUPER Roster) to make donation arrangements. The Uniform Exchange box is usually brought to each Leader Meeting.

Badge Exchange Program

What is a Badge Exchange? Bring any extra patches or badges that your troop doesn't need to a Leader's Meeting where you may be able to swap for a badge that your troop can use.

Equipment Shed

Is your troop going camping and doesn't have enough supplies? Maybe you need foot skis with a rope? Nail clippers? How about "Caution" tape or a gunnysack? Perhaps your troop doesn't have tents, a jumbo pot or a cheese grater. All these items and more are available for borrowing at the Coyote Hills Service Unit Equipment Shed. Some items require a deposit. See Coyote Hills Yahoo group SUPER Roster for contact information.

The "Black Box"

The Black Box is at most Leader Meetings. These are resources that belong to the Service Unit, including handbooks and songbooks. You are welcome to check out the books and tapes, to be returned at the next Leader Meeting. This is a great way to avoid the expense of "one-time use" items! Complete list of contents can be found on the Coyote Hills website.



New Leader Box

Are you a new leader starting a new troop? If so, we have a gift for you...a box filled with craft and activity supplies, donated by our Service Unit members! To pick yours up at the next leader meeting, contact the New Troop Supply Box Coordinator (see Coyote Hills Yahoo group, SUPER Roster). Be sure to specify your troop number and program level (Daisy, Brownie, Junior, or older Girl Scout) in order to receive an age-appropriate box.



Service Unit Calendar

Please remember that this listing may change without notice! For "Council" and "Training" events listed please contact the Girl Scout Administrative Offices at 800-447-4475 to register. For Service Unit events

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please refer to the flyers handed out at each Leader Meeting. See the Coyote Hills website for the most up-to-date calendar. See Appendix for a copy of this year's calendar.

Local Leader Support (continued)

Reimbursement

If directing an Service Unit Event and you are collecting money, you *must* contact the Service Unit Treasurer to set up an account for deposits and reimbursements. See Appendix for Reimbursement form.

Girl Scout Administrative Offices

Check your *Beat Book* and *Untitled* (mailed to girls ages 11-17) for a listing of events open to your girls! (Some financial assistance is available). Also ask for **Juliette's Trunk, OBIS, or the Paws Van!** These are easy, fun, and low-cost activities for your girls. **Historical uniforms** are also available for rent for events where you want your girls to all be in uniform.

Council Training

Take advantage of the many training opportunities offered! Great ideas come from the trainers as well as the other attendees. See the GSSFBA council website for a complete list of trainings available (<http://www.girlscoutsbayarea.org/>)

Don't Forget Discoveree!

You meet great people and learn really fun things! Mark your calendar for January! If you have a skill you can share, please sign up to teach a class at Discoveree. Past class offerings have included rubberstamping, outdoor cooking, songs, games, team-building, working with teens, crafts, and even some required training classes for troop leaders for specific activities such as camping.

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Girl Scouts of Northern California Coyote Hills Service Unit Resource Guide Annual Service Unit Events

In addition to the many things you've read about so far, Coyote Hills Service Unit offers the following annual events:

Blood Drive

Our Service Unit holds at least one blood drive each year through the American Red Cross. It is usually on or near "Make A Difference Day," which is on the fourth Saturday of October each year.

Stressless

Are you a Leader or Advisor of an older girl troop? Watch for information on this fun weekend event for older girls to earn an Interest Patch (IP). OMEGS (Older More Experienced Girl Scouts) are invited, and this event is usually held in the winter.

Leader/Daughter

This themed event is a chance for Leaders and their daughters to have an exciting weekend where they can relax and enjoy themselves. Usually held in January/February.

Product Sales: Fall (Nuts) and Cookies

Troop Requirements for participating in sales

- 1) A representative from your troop is required to attend a training that the Service Unit Product Sale Manager offers.
- 2) Troops participating must be registered and have at least two adults registered with volunteer applications and references on file with council.
- 3) Financial report must be filed. If you are a **new troop**, you will not have the requirement for the financial report, but still are required to have your volunteers registered with their paperwork in order. Contact Service Unit Sales Coordinator with questions (see Coyote Hills Yahoo Group SUPER Roster for Service Unit Sales Coordinator).

Public Sales/ Booths

- Please DO NOT contact locations on your own; we have a Booth Sale Coordinator who will handle contacting the store managers, providing insurance information and other information for the entire Service Unit. This way we can ensure that each store is not bombarded with all 120+ troops contacting them individually.
- If you have an idea for an additional location, contact the Booth Sale Coordinator.
- **How do you get a booth?** You will be notified during training of the current process that will be followed.

Product Sorting

To help the product coordinators we invite the Service Unit to assist with the sorting of the products. The Fall sorting is usually completed in an evening, whereas the Cookie sorting takes an entire day in a working warehouse. This is a great opportunity for community service hours to be earned!

Detailed information will be shared at the product sales trainings.

Leader Appreciation

Can't forget Leader Appreciation Day! Include April 22 on your troop calendar so others will know about it.

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Annual Service Unit Events (continued)

Mysteree

This is a themed event and the theme is the mystery! Want to try your hand at camping, or learn new outdoor skills? Mark your calendars for this fun-filled weekend event. This event is planned and run by our seasoned OMEGS (Older More Experienced Girl Scouts: see description of OMEGS). Brownies and Juniors are invited to attend. Usually held in May.

4th of July Parade

Each 4th of July we join in the annual Fremont 4th of July Parade.

Day In The Dirt

This fun-filled one-day, themed event is planned and run by our new OMEGS. Brownies are invited to attend. Usually held in May.

Annual Thank You Dinner

Instead of the regular Leaders Meeting in April, we have a Thank You Dinner. This is an opportunity for you to thank key adults in your troop for all of the support they provided during the year. The theme always changes and sometimes in the past has been a potluck, or, for a nominal fee, a catered event. Watch for more information in the spring.

Super Troop Program

Our Coyote Hills Girl Scout Service Unit is loaded with **SUPER**, well-rounded Scout troops filled with active, eager leaders and girls. These troops are the lifeblood of Girl Scouting and deserve an award! Your troop, whether it's Daisy, Brownie, Junior, Cadette, Senior, or Studio 2B, can have a rich and fulfilling year in your quest for this **SUPER TROOP** award.

All troops, leaders and girls, fulfilling the requirements will be eligible to purchase an individual patch and then add rockers for each year that they earn Super Troop status.

The Coyote Hills Service Unit Super Troop team will review all worksheets. Hint: Keep the worksheet current to avoid year-end panic! Girl Scouts are able to earn many Try-Its, Patches and badges as they check off the Super Troop items. As you plan your troop activities for the year, schedule in the Super Troop items – you are probably already doing them, so you may as well get your Super Troop award for your efforts!

- Questions regarding the Super Troop Program may be directed to the Super Troop team.
- Qualifying Super Troops will be announced at the June Thank You dinner.
- A copy of the form can be downloaded from the Coyote Hills website.

Day Camp

- Currently registered Girl Scouts and Adults will be mailed a Day Camp Registration application in the early Spring.
- We need many adult volunteers for day camp, in order to maintain the required Safety-Wise ratio so that as many girls as possible will be able to attend!!
- Day Camp planning for next year starts in October or November.
- Girls and boys aged three to five and potty-trained, and boys aged five to twelve may attend for a small fee during the hours that their parent is working at day camp.

Coyote Hills Website: <http://www.coyotehillsgs.org>
Coyote Hills Yahoo Group: <http://groups.yahoo.com/group.coyotehillsgs/files/>

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OMEGS
(Older More Experienced Girl Scouts)

OMEGS - Older More Experienced Girl Scouts is the name in Coyote Hills Service Unit for activities provided for girls in 7th grade or above. OMEGS helps older girl troops network, acts as a resource for older girl program and plans some events for older girls each year, such as *Stressless*, which is an older girl weekend that usually happens each winter.

We have a dedicated email account – chomegs@yahoo.com – for any questions regarding OMEGS. This email account is also used for sending out mailings to older girls and their troop leaders.

During the course of the year we've offered many events to the OMEGS including such activities as shopping mall scavenger hunts, midnight bowling, glow-in-the-dark miniature golf, international fast food potlucks, and a Destinations Showcase in October.

What is Destinations? “Studio 2B Destinations is your source to travel across your state, your country, your globe. Get psyched for the time of your life.” See the Studio 2B website for more information (www.studio2b.org).

What is Studio 2B?

The STUDIO 2B Mantra

Become. Celebrate yourself today, and become your best self in the future.

Belong. Be part of a group where you have fun, relate to others with respect, and develop lasting friendships.

Believe. Develop your ideas, and voice what's important to you.

Build. Take action for what you care about, and make a difference.

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Troop Trips

So, you want to go somewhere?

If you are taking just a day trip, you will need to submit Trip and Activity Approval (52x) two weeks prior to your excursion. If you will be gone overnight you **MUST** submit a Trip and Activity Approval (52x) *two weeks* prior to the event to the TAR. If you are planning to be gone longer than two nights or are doing high-risk activities (see Safety-Wise for the definition of high-risk activities), you must submit your 52x *six weeks prior* to the activity. If you are planning to travel internationally, you must submit your preliminary 52x *two years* prior to the event!

Exception: You do not need to turn in a permission slip to the TAR if you are participating in booth sales AND the Booth Sale Coordinator knows that you will be there. You should, however, still have your girls complete a permission slip as for any other troop outing.

Turn in all Permission Slips and Trip and Activity Approval (52x) forms to:

Trip Approval Representative (TAR) can be contacted at trip@coyotehillsgs.org

Adult Volunteers

Please note: any adults who will be interacting with the girls **must** have their volunteer paperwork and three references on file with the Administrative Office. Any adult driving girls on the trip must also have a copy of their driver's license on file with the Administrative Office. You must have at least two registered adults (not related by blood or marriage) attending any Girl Scout event, and purchase extra insurance for any non-Girl Scout registered volunteer. In addition, you must have enough adults to satisfy Safety-Wise requirements. No exceptions are made to this policy!

To summarize: What information does the Service Unit need?

- For a day trip you will need to submit a copy of your permission slip to the TAR.
- For an overnight trip of any length you will need to complete a 52x. For the 52x the TAR will be checking e-Council to ensure that all of your attending adults have turned in their Volunteer Application, 3 references, and, if they will be driving, have their Driver's License on file.

How do I submit my Permission Slips and 52x?

You can either email, drop off, or US mail your paperwork to the TAR. The TAR can be contacted at trip@coyotehillsgs.org.

When does the leader send trip information to the Administrative Office?

You will *always* first send the information to your local TAR. The TAR will evaluate if the outing requires Administrative Office involvement, and forward paperwork when necessary.

What information do I need as a leader?

If another adult will be driving your girls, make sure they show you their current proof of insurance. After the initial copy of their driver's license has been sent to the Administrative Office, it is the leader's responsibility on an on-going basis to make sure that everyone has a valid driver's license and current proof of insurance.

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Coyote Hills Service Unit Crisis Plan

The following plan is in place for all Girl Scout troops traveling away from their customary meeting place.

- The Troop “At Home Contact” should also have a copy of the Trip and Activity Approval (52x) and Crisis Team Contacts info
- The Troop Leader and all drivers should also have a copy of the 52x, girls’ permission slips, and all Crisis Team Contacts info

See Council Resource Guide for more information on Crisis Management.

Crisis Plan:

If the situation requires calling 911, do that first. Ensure the safety of the rest of the troop and yourself. Notify Coordinator. Notify parents.

Anytime something happens in your troop, whether on an outing or something you heard about happening to another troop that makes you feel unsure, uncomfortable or just downright panicked, please contact the Service Unit Coordinator as soon as possible. The Coordinator will work with you to make sure that any necessary paperwork is completed, that the Administrative Staff at GSSFBA are notified, etc.

Please refer all media inquiries (newspaper, TV, radio) regarding emergency incidents to the Communications Department at GSSFBA.

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Local Service Project Ideas

Girl Scouts are encouraged to include service projects in their regular troop programming as well as establish projects and activities on their own. The council resource, "Service: A World of Giving" (425x in the Program Resources Index Order Form), is available to help adults and girls organize and encourage service.

Each troop has the opportunity to solicit items ("collect-a-thingie") from the Service Unit **once** each year (this includes yahoo group and Leader Meeting). Contact the Service Unit Director to be placed on the agenda for the Leader Meeting.

There are lots of volunteer opportunities available. **You *can* make a difference!**

- **Troop meeting place** – Do something to improve or beautify your troop meeting place.
- **Your School** – ask if your girls can do a Flag Ceremony for your Parent-Teacher Group.
- **Fremont City Council** – Call the City Council offices and ask if your troop can lead the pledge during one of their Tuesday night meetings! They enjoy having the girls! If you can get more than one troop to go, perhaps City Council will give you all a tour of City Hall.
- **Albertsons Community Partners Donation** for GSSFBA ID # 4 90001 13490 1
- **Operation One Warm Coat** – collect warm clothing from Oct. 23 until November 25 to be donated to a local participating shelter. See www.onewarmcoat.org for tools, and to register your project
- **To Kids from Kids** – December project: gifts from kids for kids. Contact the Administrative Office at 800 447-4475
- **Make A Difference Day** – The fourth Saturday of each October. Many citywide opportunities, including the Coyote Hills Service Unit Blood Drive, or plan your own. www.makeadifferenceday.com
- **National Youth Service Day** – The second weekend of April. Coyote Hills Service Unit is asking that all troops collect canned and dry food. Our goal is to have a food drive at each Fremont and Newark Elementary School. Older Girl Scouts may help younger troops.
- **East Bay Regional Parks, & Don Edwards San Francisco Bay National Wildlife Refuge** - Sign up to paint, plant or help with habitat restoration. Check phone book for number
- **Children's Hospital of Oakland** – Make coloring books, scarves and hats for cancer patients, blankets, craft kits. Collect decks of cards, books, videotapes (G and PG-13) and crayons. Free Patches offered as a "thank you." Contact Guest Relations, Susan Martinez 428-3000
- **Lucile Packard Children's Hospital's Neonatal Quilt Project** – pre-register with the Administrative Office
- **Tri-City Homeless Coalition** – needs help serving food, collecting items and welcomes home cooked food for Winter relief Program 657-7409
- **S.A.V.E** – adopt a child or family for the holidays. Check phone book for phone number
- **Sight Night** – Collect used eyeglasses then drop off at Fremont Main Library in the bin offered by Lions Club, by Halloween
- **American Red Cross** – Please support annual Girl Scout Leader Blood Drives; free CPR and First Aid training every March
- **C.E.R.T** (Community Emergency Response Team) – Many times a year CERT offers disaster preparedness, First Aid and CPR. Watch The Argus Newspaper for details.
- **Toys for Tots** – Check local Fire station for information
- **Furry Friends Rescue** – welcomes handmade pet toys: 794-4703
- **Secure the Call** – collect used cell phones for domestic violence programs October-November
- **Fremont & Newark Senior Center** – Share your troop's talents and bring joy to the elderly. Help serve low-cost meals every Tuesday and Thursday. Paseo Padre Parkway Senior Center

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- **Operation Mom** – Girl Scouts may choose to support US service personnel with cards and sundries
- **City of Fremont, 4th of July Parade** – Show pride in the good old flag and Girl Scouting

As always, see the Coyote Hills website for more information.

Note: Girl Scouts cannot collect money for other organizations!

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Event Planning, Flyers, and Approval Process**

So you have a great idea for an event or service project but don't know where to start?

What constitutes an event? An activity in which more than two troops are participating, individual Girl Scouts or public invited or monies will be collected

- Discuss your idea with someone who has done this type of event before to get a “reality check.”
- Complete the Event Request Form, Event Budget and Event Flyer (copy of the forms and information can be found in the Event Planning Packet, which is on the Coyote Hills Yahoo website).
- Bring both to the next SUPER meeting for hints, tips, moral support, and approval.

Flyers

- All Flyers need to be approved by the Service Unit Director and Event Coordinators at a SUPER meeting. See the section on SUPER Meetings for date and time.
- Flyers must include:
 - On the top of the page, spelled out, not abbreviated, should be this heading: (It's OK to use a small font – but no smaller than 10pt and must be in Times Roman)

**Girl Scouts of Northern California
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Coyotehillsgs.org**
 - Event name
 - Date, Time – beginning and ending, Location, Cost, Registration deadline
 - Brief description of what will be offered
 - Cancellation policy
 - If fees are collected, must note that attendees can apply to the Council Opportunity Fund for assistance and to make the check out to “Coyote Hills Service Unit,” also must note that there will be a \$10 returned check fee.

These guidelines also apply to emailed messages.

See appendix for complete Planning Packet, including complete Flyer guidelines. This packet looks large and intimidating – don't worry! It is full of useful information. Take a look and don't hesitate to ask questions!

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The Internet

Netiquette and Email

Please operate the net in the spirit of the Girl Scout Promise and Laws. All messages should be written in a spirit of generosity. It is especially important to remember that email is a quick and spontaneous medium, and that posts sent off in error usually can't be recalled. If someone makes an error, please do not send him or her private mail berating them for it. Angry private mail only discourages people from emailing. Please do not use ALL CAPS in email messages as it is equivalent to yelling in the Internet.

Join the Coyote Hills Yahoo Group!

What is a Group? One email address & website that allows you to...

- Share photos & files, and plan events
- Send a newsletter
- Share troop meeting ideas, tips and badge files.
- Stay in touch with leaders and other adult volunteers
- Discuss current events, get answers to questions, and much more...

Who can join this Group?

- Leaders and Co-Leaders of Girl Scout Troops of Coyote Hills Service Unit
- Interested Adult Volunteers

The Group is not for the girls, but please be sure to share appropriate email messages with your troop. If you wish to set up a more secure Group for your troop, contact the moderator (coyotehillsgsowner@yahogroups.com) if you need any assistance.

Why would I want to join?

There are many items of interest for any leader in the Service Unit, such as:

- Announcements of upcoming Service Unit events
- Many tips and help files available for download
- Capability to have "reminders" emailed regarding the Service Unit and SUPER meetings
- Ability to get advice from seasoned leaders in the group
- Option to receive individual emails from others, or one bulk digest, or no email (read messages online at the yahoo website instead), or "Special Notices" only (so you aren't left out of the loop!)

How do I sign up?

- Acquire a Yahoo ID if you don't already have one. Go to <http://groups.yahoo.com/>. On the left side of the page look for "New Users" and then "Click here to Register".
- Send an email message to coyotehillsgs-subscribe@yahogroups.com. Please include your name and troop number.
- If you're already a member of the Yahoo group and receiving email messages, but don't have a Yahoo ID, visit <http://help.yahoo.com/helpus/groups/groups-51.html> for instructions on creating a Yahoo ID.
- If you need help with any of the above, send the moderator an email message at chwebsite@comcast.net.

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The Internet (continued)

Favorite Links

This is not meant as a comprehensive guide to Girl Scout and Girl Guide resources on the Internet, but merely as a place to start. Have fun! See the Coyote Hills website for links to other useful sites:

- Girl Scout Links
- Troop Links
- Leader Resources
- Crafts and SWAPS
- Flag and Other Ceremonies
- Camping
- Service Projects
- Patches and Pins – many general designs ready-to-use, as well as custom designs available
- Patch Programs

**Girl Scouts of Northern California
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Appendix**

- ❑ Service Unit Calendar
- ❑ Service Unit Roster
- ❑ Event Planning Packet
- ❑ Reimbursement Form

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