

A photograph of three young Girl Scouts in brown uniforms. The girl in the center is holding a red and white megaphone. They are all smiling and looking towards the camera. The background is a green felt tree with yellow leaves. One leaf has the word "Make" written on it. The uniforms have patches including "GIRL SCOUTS USA", "11", and "20711".

BUILDING MY COMMUNITY

STEP BY STEP GUIDE

BUILDING MY COMMUNITY

At your Building My Community event, local Girl Scouts will come together with their civic leaders and organizations to learn about the daily functions and responsibilities of local government, such as what a Mayor does for the community or the responsibilities of the Police Chief. Girls will connect with these leaders and discover how they can make a difference in their community through service to their local government agencies and community organizations. At this event girls will take action by signing up for “give-back” opportunities presented by the local agencies and discover new ways to help their community through take action projects.

This toolkit will help you prepare for your Building My Community event!

TABLE OF CONTENTS

EVENT PREPARATION

The materials listed below will help you make some key decisions about your event and prepare you to make connections in your community.

Event timeline and checklist.....	4
How to approach your town, city, village.....	6
Sample Request Letter	6
How to approach your local civic leaders/agencies/organizations	6
Sample Request Letter	7
List of speakers	7
Sample event agenda	8

MATERIALS FOR SPEAKERS AND AGENCY/ORGANIZATION REPRESENTATIVES

The materials below are to be emailed to all speakers and representatives attending your event.

Speaker’s guidelines.....	9
Community Service opportunity form.....	10
Examples of Service Projects	11
Guideline for age appropriateness.....	11

EVENT COMMUNICATION

These materials will help provide troop leaders, parents and girls with detailed information about the event. They also provide guidance for a discussion about their community prior to the event.

A resource to show the progression of service and why it is important is also included.

Event flyer template.....	14
Pre-event Letter.....	15-16
Service Progression Resource	17

FOR THE EVENT

These are day of event materials for the girls, leaders/facilitator and speakers.

Day of Checklist	18
Brainstorming worksheets	19-21
Girl Packet	22-31
Everyday Hero	22
Speaker worksheet.....	23
Service Opportunities.....	25
Girl Event Survey.....	27
Share Your Story.....	29
Community Service Log.....	31
Speaker/Agency Survey	33

POST EVENT

Post Event Follow-up Checklist.....	35
Sample Thank you letter	36



EVENT PREPARATION

EVENT TIMELINE AND CHECKLIST

Points to Consider

- Registration fee for event cost, what it will include and how it will be collected and used
- Will event include a service project activity
- How the event will be marketed to troops/girls and how they will register
- Are any signs needed on the day of the event (directional arrows, posters)
- Any additional staff/volunteers needed on the day of event and finalize volunteers (greeter at sign-in, someone to coordinate speakers and manage the agenda, facilitating discussion sessions, setup or takedown activities)

PRIOR TO EVENT

6 Months

- Contact Mayor or Village staff to set up an initial meeting-template included in kit

5 Months

- Pick a date for the event and secure a venue
 - Keep in mind girl's school schedule
 - Venue should accommodate room for speaker's session and sign up table
- Assemble a list of potential speakers and agencies and make initial contact. Suggested list and template to contact included in kit

4 Months

- Confirm the speakers and agencies interested in participating.
 - Provide them with Speaker & Agency section of kit.
- Contact email buildingmycommunity@girlscoutsgcnwi.org to provide information about your community event

3 ½ Months

- Assemble/create a flyer to send out to service unit
 - Flyer template included in kit
 - Send flyer to Service Unit

3 Months

- Service unit distributes the flyers and information to the leaders

2 Months

- Information is sent to girls and parents via the leaders
- Order event patches
- Contact local media agencies

2 Weeks

- Registration cut-off
- Contact speakers and agencies to re-confirm and give number of attendees
 - Collect service opportunities from speakers, confirm that they are appropriate
 - Forward to be loaded on Website
- Purchase additional insurance for unregistered Girl Scout family members attending by contacting Nancy Armstrong at buildingmycommunity@girlscoutsgcnwi.org
- Purchase water for event

1 Week

- Plan agenda for event and order of speakers
- Confirm room set-up with venue, including number of chairs, podium, projector, screen, etc
- Send out reminder to all participants, include time, directions, and parking information
- Print out sign-in sheet
- Print out girl packet for each girl attending and leader/facilitator packet for each leader attending

DAY OF EVENT

- Arrive at least 30 minutes before event
- Post any signage
- Set up sign-in area
 - Have photo release forms on hand
 - Have check in roster
 - Set up materials for girls and leaders
- Greet and thank participating agencies and speakers
- Name tags for those speaking and representing the agencies
- See AGENDA page for details
- Enjoy the event! Be flexible: remember that a valuable experience for the girls is more important than strictly following the plan...
- Collect surveys as people leave
- Collect (or copy/photograph) service project sign-up sheets if you will be entering into website

FOLLOWING THE BMC EVENT

- Thank participating speakers and agencies, ask if the event was valuable and if they have any feedback
- Brainstorm lessons learned and communicate back to organizing team and buildingmycommunity@girlscoutsgcnwi.org for others to benefit
- Keep an eye on service projects that were signed up for – are they being completed and documented?
- Do it again? Start back at the top

HOW TO APPROACH YOUR TOWN, CITY, VILLAGE

- Contact the Mayor's office by phone or email. Depending on the size of town, ask to set up an appointment to meet personally with the Mayor or to talk with the Village Administrator or Chief of Staff.
- Start by asking for help, not assuming that they themselves will take on this project (even though they might offer!)
- Assess the interest and availability of Mayor's participation, if not likely then ask if a staff member could serve as a key contact.
- Highlight the benefits to the Girl Scouts in the community and community leaders of this program such as: providing needed volunteers to the local agencies and helping girls become better engaged in their own community. This will help them identify community needs and create action plans to solve them.

SAMPLE EMAIL OUTREACH

DIRECTIONS: Copy and paste this message in an email. Customize language for your event.

Subject line: Girl Scout Volunteer Event in (insert name of town)

Dear [Title] [Last Name] (e.g. Mayor Smith),

I am a (member/leader/volunteer) with the Girl Scouts of Greater Chicago and Northwest Indiana, and a resident of (insert name of town). Our Girl Scout council has a "Building My Community" initiative that encourages civic engagement and volunteerism by exposing interested scouts and their families to local service opportunities. I feel this would benefit (insert name of town) in many ways and would like to talk with you about the possibility of organizing and hosting an event in our community. Would you have a few minutes to meet with me personally or talk over the phone at your convenience? If not, could you suggest a staff member with whom I could follow up? Thank you very much for your help with this.

Sincerely,

(insert your name and contact information)

HOW TO APPROACH YOUR LOCAL CIVIC LEADERS/AGENCIES/ORGANIZATIONS

- Contact the office by phone or email. Ask to set up an appointment to meet personally or by phone to present the Building My Community Event.
- Start by asking for help.
- Assess the interest and availability of Mayor's participation, if not likely then ask if a staff member could serve as a key contact.
- Highlight the benefits to the Girl Scouts in the community and community leaders of this program such as: providing needed volunteers to the local agencies and helping girls become better engaged in their own community. This will help them identify community needs and create action plans to solve them.

SAMPLE EMAIL OUTREACH

DIRECTIONS: Copy and paste this message in an email. Customize language for your event.

Subject line: Girl Scout Volunteer Event in (insert name of town)

Dear (insert name),

I am a (member/leader/volunteer) with the Girl Scouts of Greater Chicago and Northwest Indiana, and a resident of (insert name of town). Our Girl Scout council has a “Building My Community” initiative that encourages civic engagement and volunteerism by exposing interested Girl Scouts and their families to local service opportunities as well as connect girls to the leaders in their community. I feel this would benefit (insert name of town) in many ways and would like to discuss with you how your office can be a part of this important initiative. Would you have a few minutes to meet with me personally or talk over the phone at your convenience? If not, could you suggest a staff member with whom I could follow up? Thank you very much for your help with this.

Sincerely,

(insert your name and contact information)

LIST OF SPEAKERS

This is a suggested list of Offices to contact for your town’s Building My Community Event. Each town is different so please use this list keeping that in mind. It is helpful to start with the Mayor’s Office to ask for his/her help or for him/her to reach out to a member of their team to assist.

Mayor
City Manager
Community Board
Director of Public Work
Chief of Police
Chief of Fire Department
Director of Human Services
Park District
Library
Hospital/Health care representative
District School Superintendent
Historical Society
Local Rotary
Arts Council
Chamber of Commerce
Local Social Service Agencies
Local Trustees
Alderman



SAMPLE EVENT AGENDA

Here is sample agenda for your Building My Community Event. This agenda will work well with a group of 50 girls or less and can be adjusted for larger group sizes by changing the speaker and Q&A/brainstorming sessions into smaller breakouts and rotating the girls through.

ARRIVAL/CHECK IN (ORGANIZER)

- Using roster check in girls and adults
- Complete photo permission release forms
- Distribute girl community toolkit- By level
- Distribute leader event instructions- By level
- Get everyone seated and ready for Welcome

WELCOME 5-10 MINS. (ORGANIZER AND MAYOR)

- Organizer: Reinforce purpose of day and introduces Mayor or Executive Civic Leader
- Mayor or Executive Civic Leader: Welcome

For each speaker allow for one speaker session and one Q&A/ Brainstorming Session

SPEAKER SESSION (SPEAKER)

Allow 10 minutes per speaker

Please refer to Speakers & Agency Section of (Kit)

Q&A / BRAINSTORMING (GIRLS AND GIRL SCOUT FACILITATOR)

Allow 5 minutes after each speaker

A Girl Scout facilitator will lead the girls in a brainstorm session to discover service opportunities from the presentation.

Repeat as necessary

THANK YOU/NEXT STEPS (ORGANIZER)

- Reinforce each agency that has sign up opportunities
- Directions on visiting and sign up

SIGN-UP SESSION

- Girls and leaders/parents visit tables to find out about opportunities for service
- Girls Survey
- Girls complete survey
- Girls receive Civic patch

SPEAKER GUIDELINES

DIRECTIONS: Share these guidelines and tips with all speakers who will be at your event.

Thank you for participating! Making the world a better place is a core element of the Girl Scout Mission. Through Girl Scouts girls discover their values, skills, and the world around them, connect with others, and take action to make a difference in their world. By being part of the Building My Community Event, you are helping our girls learn more about their community, how it works, and ways that they can personally get involved.

These tips should help you have the greatest impact while minimizing the time and effort needed to prepare. You or a designated member of your team will be a part of each of the following sessions. We ask that you or a member of your team stay for the complete event which will be 2 hours.

GROUP PRESENTATION/SPEAKERS

Goal: Introduce who you are and how your organization fits within the larger community.

- 10 minutes total per presenter/organization
- Attendees range from kindergarten to high school
- An interactive presentation works best to keep the girls engaged
- Add a few interesting “fun facts” to help the girls relate
- Connect what you do to other aspects of the community—how you all fit together
- One or two items that can be passed around or shown to the group can add interest and make it easier for the girls to relate or remember what you talked about
- Let the girls know an example of how they can help

Q&A/ BRAINSTORMING BREAK OUT

Goal: Brainstorm with the girls ways that they can help or participate in the aspect of the community that you represent (led by Girl Scout facilitator).

- 5 minutes per session
- Ask the girls to think of any ways that they might be able to help
 - In their own home
 - On their street
 - In their neighborhood
 - Across their community
 - In other communities

INDIVIDUAL

Set up a table/booth following group sessions.

Goal: Answer specific questions, sign up for follow-up service opportunities

- Provide sign-up sheets for service projects (see attached guidelines and examples)
- Explain details of service projects
- Provide brochures or flyers for future events if appropriate
- Demo items to touch and see are excellent; give-away items are welcome but not required
- Answer any additional specific questions

SERVICE OPPORTUNITY

DIRECTIONS: Fill in your contact information and share this form with speakers who will have service opportunities to share at your event.

Service is woven into every aspect of Girl Scouts. Our mission is to build girls of courage, confidence and character that make the world a better place.

Girl Scouts is a girl-led organization and girls may have ideas of their own on how to help. To give them a starting point please have a few pre-defined service opportunities available. Please identify three to five service opportunities within your area of focus and email the following information to your coordinator at buildingmycommunity@girlscoutsgcnwi.org by 2 weeks prior to the event so the events can be added to our service opportunity database.

- Service Project Description: (General overview of project, expectation at completion, how it benefits the community)
- Date and time of project: (One day project, multiple days, hours)
- Where / environment: (Where will this service opportunity take place? Are there any surrounding hazards?)
- Skills required/ minimum age (Girl Scouts are in K-12th grade, see examples for age guide)
- Required Clothing, tools, etc.? Do the girls need to bring or wear anything specific to work on this project?)
- Can families and/or friends participate along with the Girl Scout?
- What are the maximum and minimum number of participants
- Date that final commitment to participate is needed: (can they just show up? Sign up by _____?)
- Does this project link to future opportunities?
- Who can the girls contact for future opportunities like this?

Please note that Girl Scouts are not allowed, when representing the organization, to solicit money on behalf of other organizations, cannot participate (directly or indirectly) in any political campaign and cannot work on behalf of or in opposition to a candidate for public office, or endorse, provide a testimonial for, or sell any commercial products.

Questions: Please contact your event coordinator _____ at _____
buildingmycommunity@girlscoutsgcnwi.org

EXAMPLES OF SERVICE PROJECTS

DIRECTIONS: Share this information about service projects with those needing assistance in identifying service opportunities.

Service projects may be targeted to a variety of participation methods (troop, family, individual girl, or self-directed) and can be completed by any girl from 6–18 years old. Through service projects girls give back to the community.

Remember: While inviting Girl Scouts to participate, you or your agency remain the sponsor of any event unless it is explicitly organized as a Girl Scout hosted event. Any participants are voluntarily attending as private citizens.

EXAMPLE OF SERVICE PROJECTS

- Walk the walk: Walk a neighborhood sidewalk to look for any potential sidewalk hazards such as shifting or broken sections that may need repair.
- Adopt a hydrant: Every time it snows, clear the snow around your adopted hydrant to make sure it is always ready in case of an emergency.
- Adopt a grate: During periods of heavy leaf fall, or after a heavy rain, clear the leaves from the sewer grate to make sure water can flow freely.
- Snow hero: Commit to shovel the sidewalk, walkway, or driveway of an elderly or disabled neighbor.
- Clean-up or beautification projects: Park clean-up, sidewalk clean-up, fence/wall painting, mural painting, planting or weeding, etc.
- Collect items and restock a local food pantry.
- Life of the Party: Provide energy and company for those in need through group activities such as sing-alongs, art projects, story time, skits, games, or other such events. Serve the elderly, hospitalized, or anyone needing some cheer.
- Conduct a flag ceremony to open and/or close an event or community meeting.
- Plant a community vegetable garden or garden. Tend a community.
- Participate in community events to provide crowd control, share stories, organize logistics, make signs, hand out water, set-up /break-down services.

GUIDELINE FOR AGE APPROPRIATENESS

Service projects can provide valuable benefits and learning that lead to a lifetime of good for all ages. The notes below are helpful suggestions on determining age appropriateness. Please use your own judgement and knowledge of the specific service projects when determining what ages are appropriate for your activity.

DAISIES (GRADES K–1, 5–7 YEARS OLD)

- 30–60 minute durations
- Work directly with an adult as part of a group, 6 or fewer youths per adult
- Bring joy with their giggles and youthful wonder, sing songs, dance, or play games
- Doing simple crafts
- Simple sorting, counting, moving, stacking, gathering

BROWNIES (GRADES 2–3, 7–9 YEARS OLD)

- 1-2 hour durations
- Work with adult supervision, up to 12 youths per adult
- Sorting, counting, moving, stacking, gathering, crafts, games, singing/dancing
- May use simple tools with supervision (rakes, shovels, scissors)

JUNIORS (GRADES 4–5, 9–11 YEARS OLD)

- 2-3 hour durations, up to 16 youths per adult
- May use simple tools
- May help coordinate or guide younger children

SENIORS (GRADES 9–10, 13–15 YEARS OLD)

- Up to full-day events, generally working independently with up to 24 youths per adult
- May use range of tools and equipment (no power tools, no motorized vehicles)
- More complex tasks: preparing food, organizing, cataloging, planning, painting

AMBASSADORS (GRADES 11–12, 15–17 YEARS OLD)

- Up to full-day events, generally working independently with up to 24 youths per adult (adult supervision may be in planning and approving activities if not attending)
- Nearly anything an adult could do. No transporting of others or use of heavy machinery or motor vehicles



EVENT COMMUNICATION

Share the following Building My Community resources with troop leaders, Girl Scouts, and Girl Scout families to promote your efforts and provide details about your event.



Building My Community

Make the world a better place!
Start in your community!



Girl Scouts will meet with civic leaders
of _____ to discover how to make a
difference through service. There will be an
opportunity to sign up for service projects
in _____.

All _____ troops and Girl Scouts are invited to join Girl Scouts of Greater
Chicago and Northwest Indiana, Service Unit _____, the mayor of _____ and
other community leaders to learn about the daily functions and responsibilities of local
government and to explore service opportunities in your community.

By participating in this event and a service project, girls will begin working towards earning a
portion of their Legacy: Citizen badge.

This special event will take place at:

_____, 2018

Check-in: _____
Program ends at _____

To be a part of this exciting opportunity, please register at:
register.girlscoutsgcnwi.org Code: _____

Questions? Please contact buildingmycommunity@girlscoutsgcnwi.org



Thank you for participating in the Building My Community program!

Being a good citizen and providing service to our community is at the heart of being a Girl Scout. Whether it's your own daughter who wants to volunteer independently or an entire Girl Scout troop who wants to volunteer as a team, you are helping girls learn more about the community in which they live, how it works and ways they can make their world a better place.

Civic responsibility is not only voting in a local, state, or national election—though voting is certainly an important duty—it's making a connection with the community in which you live. One way to learn civic responsibility is to volunteer, and as the Girl Scout slogan states, “do a good turn daily.” It feels good to help people in your neighborhood, cleaning up litter in a park where children play, sorting books at the library to be donated to charities, or just putting a smile on a senior citizen's face.

Perhaps you know a girl who wants to be a leader in her community when she grows up. The Building My Community initiative is a perfect place to start. She will learn more about what a Mayor does for the community, or what the responsibilities are of the Police Chief, or what services are offered by the Health and Human Services department. Girls will learn this and more by attending the Building My Community event and signing up for one (or more) of the many community service projects offered.

Before you attend your event, set aside some time to discuss with your girl or troop what community service is all about. Daisies might be learning what being a part of a community means. Some girls do not yet understand that there is a world beyond their own school. For girls in high school, many clubs and teams require girls to accrue service hours, and Building my community is a great way to complete this requirement.

Download the Brainstorm worksheet to help start your discussion. Allow the girls to lead the discussion. Ask them what they know about their community. Do they understand how their community fits into your state, country, or even the world? Once they understand what service to their community means, do they have any suggestions as to what they can do to help their community? Write them down, along with any questions they have for the civic leaders of the community, and bring them to your event.

REMEMBER WHAT DOROTHY HEIGHT, CIVIL RIGHTS AND WOMEN'S RIGHTS ACTIVIST, SAID...



“Without community service, we would not have a strong quality of life. It's important to the person who serves as well as recipient. It's the way in which we ourselves grow and develop.”



Thank you for participating in the Building My Community program!

Being a good citizen and doing service in the community is a huge part of being a Girl Scout. You can volunteer independently or with your troop. Through this program you will learn about your community and how you can help to make your world a better place.

Civic responsibility is making a connection with the community in which you live. The Girl Scout slogan, which states “do a good turn daily,” helps illustrate that volunteering is a part of your civic responsibility as a member of your community. It feels good to help people in your neighborhood. Just putting a smile on a senior citizen’s face is a huge way to help.

Are you a girl who wants to be a leader in your community? The Building My Community program is a perfect place to start. By signing up for one (or more) events, you can learn about the different parts of your community, such as the responsibilities of a Police Chief, or the services offered by the Health and Human Services department.

Before attending the event, ask your parents or leader what community service is all about. This program is also a good way to get service hours for a club or team. You can download the Brainstorm worksheet if you have trouble with your discussion. Write down any questions you have for the civic leaders of the community and bring them to your event.

SERVICE PROGRESSION

Giving back to your community is part of every aspect of Girl Scouting. Starting as early as Daisy girls can identify needs in their community and discover ways to help. This process of brainstorming solutions, making decisions, and taking action serves as a step toward making the world a better place. Girls dedicating their time to community service can use these problem-solving skills to achieve badges, complete Journeys, and earn awards.

Before completing a Highest Award with a Take Action project, most girls work on a service project first. Service projects can be done at any level, including Girl Scout Daisies. Service projects give back to the community and make the world a better place for some people right now. For example, collecting cans of food for the local food pantry feeds people right now. Gathering toys for a homeless shelter makes kids happy right now. Providing clothing and toiletries to people who have suffered a disaster helps them get through a traumatic event right now. These acts of kindness are important ways to help some people—right now!

Take Action projects, along with the Gold, Silver, and Bronze Awards, address the root cause of an issue and come up with sustainable, longer-lasting solutions. These projects strive to make the world a better place for more people for a much longer time.

Sometimes, service and action just naturally blend together into one sustainable effort. As a Girl Scout, both service and action live out the Girl Scout Law and help make the world a better place!

The Building My Community Initiative provides an opportunity for girls to do service in their community as well as fulfill some of the requirements for Girl Scout Skill Building badges and Leadership Journeys for all Girl Scout levels.

For more information about Girl Scout Community Service bars, Highest Awards, and ways for girls to give back, please visit:

www.girlscoutsgcnwi.org/program



FOR THE EVENT**DAY OF CHECKLIST**

- ☐ Arrive at least 30 minutes before your event
- ☐ Post any signage
- ☐ Set up a sign-in area
 - Have photo release forms on hand for girl's leader/guardian to complete
 - Have check-in roster
 - Set up materials for girls and leaders
 - Put out water and snacks if applicable
- ☐ Greet and thank participating agencies and speakers
- ☐ Provide name tags to those speaking and representing the agencies
- ☐ Review the agenda to prepare the flow of your event
- ☐ Take pictures and share them at www.girlscoutsgcnwi.org/stories or email them to gsmarketing@girlscoutsgcnwi.org
- ☐ If age appropriate, encourage girls to share pictures via social media. Please tag our council [@girlscoutsgcnwi](https://www.instagram.com/girlscoutsgcnwi) and use hashtags [#girlscouts](https://www.instagram.com/girlscoutsgcnwi) [#gcnwi](https://www.instagram.com/girlscoutsgcnwi)
- ☐ Collect surveys as girls leave
- ☐ Hand out Building My Community base patch to each girl participating
- ☐ Collect or snap a photo of Service Project Sign-Up Sheets to track and record
- ☐ Enjoy the event and be flexible. This event is supposed to be a valuable experience for the girls, and that's more important than strictly following a plan.

DIRECTIONS: Complete this worksheet before the event with Girl Scouts Daisies, Brownies, or Juniors.



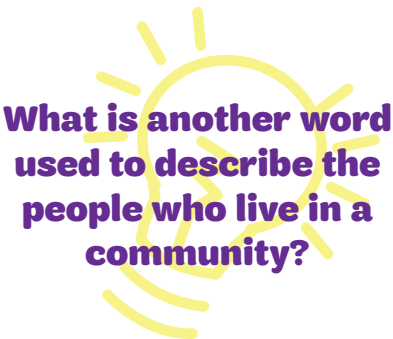
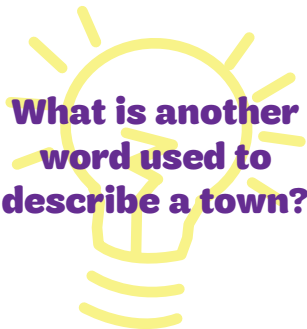
BRAINSTORM WORKSHEET

TOWN: _____

Before you attend the Building My Community event, what do you know about this community?

- _____
- _____
- _____

Discuss with your Girl Scout leader or parent what community service means to you.



DIRECTIONS: Complete this worksheet before the event with Girl Scouts Cadettes, Seniors, or Ambassadors.



BRAINSTORM WORKSHEET

TOWN: _____

Before you attend the Building My Community event, what do you know about this community?

- _____
- _____
- _____

When was this town established? _____

How many people live here? _____

How has the population changed in the past 10, 25 or 50 years? Researching your town's census records may give you a clue. A good place to start may be the United States Census Bureau or the National Archives. Do any of your family members know the history of your town? If your town has a historical society, perhaps schedule a future visit to learn more about your town.

Do you know in which county your town is contained? _____

Is your town part of a township? _____
(Hint: not all states identify townships.)

What are some pros and cons of living in an urban, suburban or rural community?

- _____
- _____
- _____

Discuss with your Girl Scout leader or parent what **community service** means to you.

BE AN EVERYDAY HERO!

How can you help make the world a better place?

Not every effort needs to be huge to make a difference. While the big movements are inspiring and important, it is the countless small things that we can all do that add up to make our world a better place for everyone.

Small acts.

Little things.

Spread some kindness.

Inspire others.

Beautify the world.

Make someone's day a little brighter.

- Pick up litter (even just 1 or 2 pieces) as you walk your neighborhood
- Participate in a food or supply drive
- Spend time with the elderly, sick, or others in need
- Smile, make eye contact, say hi
- Let someone else go first
- Hold the door open
- Invite someone shy to sit with you
- Rake a neighbor's yard
- Write inspiring messages in chalk on random sidewalks
- Help plant, weed, or water a garden
- Help someone else shine
- Shovel a neighbor's driveway or sidewalk
- Give a compliment
- Tell someone how they helped you or others
- Make something for someone without a special reason (cookies, a drawing/craft a card, etc.)
- Help prepare a meal for someone in need
- Help someone carry a heavy load
- Mow a neighbor's yard
- Clean up someone else's mess without asking for recognition

Make a difference by participating in any of the above opportunities or come up with our own! Share your own story at www.girlscoutsgcnwi.org/stories and help inspire others. Participation is leading by example!

DIRECTIONS: Girls complete this worksheet during the event.



SPEAKER WORKSHEET

TOWN: _____

DATE: _____

Who is the civic leader speaking?

Do you have any questions for this civic leader?

•

•

With 3 things did you learn from this civic leader?

1. _____

2. _____

3. _____

How can you help this leader's department? What service could you suggest?

What service opportunity did this civic leader offer? Did this opportunity interest you?

REMEMBER WHAT DOROTHY HEIGHT, CIVIL RIGHTS AND WOMEN'S RIGHTS ACTIVIST, SAID...



"Without community service, we would not have a strong quality of life. It's important to the person who serves as well as recipient. It's the way in which we ourselves grow and develop."

DIRECTIONS: Girls complete this worksheet during the event.



SERVICE OPPORTUNITIES

WHAT SERVICE OPPORTUNITY DID YOU SIGN UP FOR?

Description of Opportunity: _____

Date, Time & Location: _____

Department/Agency: _____

Contact Name: _____

Email/Phone: _____

WERE THERE OTHER OPPORTUNITIES THAT WERE OF INTEREST TO YOU?

Description of Opportunity: _____

Date, Time & Location: _____

Department/Agency: _____

Contact Name: _____

Email/Phone: _____

Description of Opportunity: _____

Date, Time & Location: _____

Department/Agency: _____

Contact Name: _____

Email/Phone: _____

DIRECTIONS: Girls complete this survey after the event.



GIRL EVENT SURVEY

Thanks for helping make the world a better place starting in your own community. Please take a few minutes to share your thoughts about today's event and how we can make it even better!

1. I attended as: **A Troop** **On my own**

2. I am a: **Daisy** **Brownie** **Junior** **Cadette** **Senior** **Ambassador**

3. I discovered: _____
_____ **about my community.**

4. I enjoyed the speaker from: _____
because _____

5. I am going to help my community by: _____

Please drop off your survey on your way out to receive your patch for the civic portion of our Building My Community patch.

DIRECTIONS: Girls complete this after the event and after they have worked on a service opportunity.



SHARE YOUR STORY

NAME: _____ **TROOP #:** _____

ORGANIZATION: _____

ADDRESS: _____

CONTACT: _____

CONTACT'S PHONE #: _____

CONTACT'S EMAIL: _____

DESCRIPTION OF SERVICE PERFORMED: _____

TIME SPENT ON PROJECT: _____

HOW DOES THIS BENEFIT YOUR COMMUNITY?: _____

WHY IS THIS IMPORTANT TO YOU?: _____

COMMUNITY SERVICE LOG

DATE	SERVICE PROJECT DESCRIPTION	TIME/HOURS	SUPERVISOR

TOTAL TIME: _____ HOURS

SIGNATURE

DATE

Building My Community

SPEAKER/ORGANIZATION SURVEY

Thank you for helping make today's Building My Community event a success! Please take a few minutes to share your thoughts about today's event and how we can make it even better next time!

Name: _____ Organization/Position: _____

Email: _____

Please rate the following on a scale of 1 to 5, where 1 = "strongly agree" and 5 = "strongly disagree."

This event helps girls understand how their community works and how they can participate in their community.

(Strongly Agree) 1 2 3 4 5 (Strongly Disagree)

This event provides a benefit for our community.

(Strongly Agree) 1 2 3 4 5 (Strongly Disagree)

This event provides a benefit for me/my organization.

(Strongly Agree) 1 2 3 4 5 (Strongly Disagree)

This event will lead to more collaboration with the Girl Scouts and my organization in the future.

(Strongly Agree) 1 2 3 4 5 (Strongly Disagree)

What made the Building My Community event impactful for you?

Is there anything we could do differently or better?

Would you be willing to participate in similar events in the future? Yes No

Any other comments or notes (feel free to write on the back):



POST-EVENT CHECKLIST

Thank you! Thank you! Thank you!

- ☐ Send thank-you notes to each person that volunteered their time (civic leaders, speakers, agencies, volunteers, etc.)
- ☐ Remind them that they can post additional service opportunities by contacting **buildingmycommunity@girlscoutsgcnwi.org**
- ☐ If possible have girls who attend the event sign the note

Sharing the Story

- ☐ Let others in your community know about this great event by submitting your story to the local community newspaper
- ☐ Post your story to your troop or Girl Scout Service Unit Facebook, Shutterfly, or other social media. Tag **[@girlscoutsgcnwi](#)** and use hashtags **[#girlscouts](#)** **[#gcnwi](#)**
- ☐ Tell other Girl Scouts by sharing your story and pictures on **www.girlscoutsgcnwi.org/stories**

Looking Ahead

- ☐ Collect, collate, summarize surveys
- ☐ Have a post-event reflection with the organizing team—what worked and what could be better. Use surveys to help inform things to do differently next time.
- ☐ Schedule next event
- ☐ Send feedback to **buildingmycommunity@girlscoutsgcnwi.org**

SAMPLE THANK YOU LETTER

[Name(s)],

Thank you so much for helping make the Building My Community event such a success!

[Insert personal anecdote—something specific that they said or did that had an impact. Ex: *The emphasis you placed on the police serving and protecting really helped reinforce the positive role of the organization over what we often see on movies and television. OR. The service opportunities you brought around our parks were a perfect example of the ways that even our youngest girls and their families can help.*]

Your participation has more impact than you may realize. The insights you shared today and the service projects initiated are just the beginning. The bigger impact is making often-hidden aspects of our community understandable and approachable while feeding a desire to help and be involved. You have helped plant seeds that will grow and multiply in the years to come as we shape these future leaders.

Thank you for the time and effort you and your team put into making this event great. We look forward to continued collaboration, through future Building my Community events, continued service opportunities, and other ways to work together to benefit the community!

[Insert any known next steps. Ex: *We hope to see you again in May when we host our next Building My Community event.*]

Helping girls find their voices, being a community advocate and making the world a better place are at the heart of Girl Scouting. If there are other opportunities for our girls to aid you, your agency, and our community, please let us know!

Sincerely,

[Name, title]

On behalf of the girls and families of [service unit]

[Telephone number]

[Email address]



BUILDING MY COMMUNITY BASE PATCH AND SERVICE CHARMS

BASE PATCH

Girls who attend and participate in a civic meeting with local government leaders will receive the Building My Community base patch, which will be paid for by Girl Scouts of Greater Chicago and Northwest Indiana. At this civic meeting girls will hear from local government leaders about their role as a leader in their community and how they work together with other departments. Girls will have a chance to brainstorm ways they can get involved and give back.

SERVICE CHARMS

Service charms are earned by giving back in the following areas:

- Taking care of our outdoors
- Helping our animals
- Working with those in need (human services)
- Using science, technology, engineering, art, and math (STEAM) to benefit the community
- Open-ended charm, giving girls the opportunity to create any type of service project. Girls can complete service by working together with their troop, individually, or as a family.

DAISYS, BROWNIES, JUNIORS

For each charm, a girl must meet the following criteria:

- Complete three service projects (At least one working outside in her community)
- Share her experience through photos and stories on social media

CADETTES, SENIORS, AMBASSADORS

For each service charm, a girl must meet the following criteria:

- 10 hours of service (can be multiple projects for multiple organizations) At least five hours must be working in the outside community
- Share her experience through photos and stories on social media