

## Representing GSSNV in Parades

### Overview

The purpose of this document is to outline the process by which leaders and volunteers' represent Girl Scouts of Southern Nevada in parades in addition to the etiquette of hosting parades/events/activities in the community.

### Process

The Service Unit of the area a parade is taking place is hosting/in charge of the event (i.e. parades). If no service unit is in place then the first service unit to turn in the Special Activity Form will take Lead, become Point of Contact, and the parade organizer.

If a Service unit team or a troop leader is looking to host/participate in an event outside of their service unit location and the event resides in another service unit, they will need to work with the Service unit team that exists where the event is taking place.

All parties representing Girl Scouts of Southern Nevada should work together to represent one movement in one entry within - the event/parade.

#### Hosting Service Unit:

1. Must submit a Special Activity form to council and provide detailed information.
2. Purchase additional insurance.
3. Follow rules of parade etiquette and safety activity checkpoints.

#### Outside Service Unit/Troop Wishing to Host:

1. Contact the Service unit team in which the event resides.
  - a. If there is not team in place, you must submit a Special Activity form to council and provide detailed information as listed in the Special Activity. Application will be selected on a first come first serve basis.
2. Follow steps 1-3 under Hosting Service Unit.

#### Troop Hosting Inside Their Service Unit:

1. Contact your Service unit team.
2. Your service unit team will work with you to host the event.
  - a. If there is not team in place, contact council to work with neighboring service unit.
3. Follow steps 1-3 under Hosting Service Unit.

#### Parade Etiquette:

1. Service Units hosting a parade can charge for participation to cover cost of insurance fee, costume fee, and/or patch.
2. Any girl or troop unable to pay for the fee should not be excluded from the parade.
3. Girls should represent Girl Scouts by wearing proper Girl Scout attire, i.e. uniform, girl scout t-shirt, membership pin or parade theme listed attire by organizer. No girl will be turned away or

denied the opportunity to participate in the parade for not wearing any of the listed items above.

4. When charging for a parade or community event, troops must be provided with an itemized receipt to show actual costs and the Service Unit/Parade Organizer must get Council approval.
5. Parades fees to girls and/troops should not be prohibitive.
6. Cost cannot be to excessive or unaffordable (i.e. cost is meant to reimburse purchased supplies or to purchase supplies only).
7. Troops are allowed to march with their own banner within the main group
8. Troops must follow Safety Activity checkpoint and provide parent permission forms for their troop
9. Council will provide tag line for parade route. This is the information the announcer reads when the Girl Scouts march by.
10. Council will provide promotion items for girls to giveaway while they are marching.

**Girl Scouts of Southern Nevada will update this document on an annual basis or as needed.**