

Girl Scouts of the Chesapeake Bay Memorandum of Understanding Website Utilization for the Management of Events

Parties

This Memorandum of Understanding (MOU) is between Girl Scouts of the Chesapeake Bay (GSCB) and volunteers requesting events to be built on the website and the subsequent registrations managed by staff on behalf of volunteers.

Purpose

This MOU specifies the conditions for the use of gsEvents, a system owned and operated by Girl Scouts of the Chesapeake Bay, as the primary method of advertising and managing events and their registrations.

This MOU is a document created to foster collaboration and enhance the quality of the experience Girl Scouts and Volunteers have in hosting and participating in events held by volunteers throughout the council.

Fee Structure

1. There is no fee to Volunteers for GSCB to manage events through gsEvents. Additionally, GSCB will not pass on the cost of transaction fees to Volunteers.
2. Events will follow GSCB's policy of registration closing 10 days prior to the event to ensure adequate time for staff to request a check and the funds to be provided to the Group.

Terms for the System

1. Girl Scouts of the Chesapeake Bay will promote the program opportunity on the Council event calendar. With enough lead time, promotion efforts may also extend to social media platforms, and email and print communications to members.
2. Girl Scouts of the Chesapeake Bay will work in coordination with the group to agree on a cadence in which reports of registrations will be sent.

3. The Group will ensure that they complete all required paperwork with any vendors, localities, or municipalities, etc., if applicable
4. The Group will ensure that all volunteers supporting the event are compliant with required background checks.
5. The Group will ensure that all Girl Scout programming meets and maintains the required Adult-to-Girl ratio as defined by Safety Activity Checkpoints.
6. The Group will ensure that any volunteers facilitating activities, such as Archery, are certified instructors, if applicable.
7. The Group will follow the established Emergency Procedures Protocols, notifying Girl Scouts of the Chesapeake Bay of an injury or incident within 24 hours.
8. The Group is responsible for making the decision to cancel the event for any reason. Including but not limited to, registration minimum not being met, inclement weather, issues with location, etc.
 - a. In such cases, GSCB will cancel all registrations within 7 business days and the Group is responsible for communicating with any registrants to inform them of the decision and set their expectations around refunds.
9. The Group will notify membercare@cbgsc.org of any changes to the event including but not limited to date, time, location, and capacity. The Group is also responsible for notifying any currently registered members of such changes.
10. The Group understands that posting this event on the GSCB calendar does not make this a council event, nor does it mean council is supporting or staffing the event. Such needs will require an additional MOU. To coordinate this support, please contact membercare@cbgsc.org.

Any questions regarding this agreement and/or the functionality of gsEvents should be directed to Kelly Hartwick at khartwick@cbgsc.org.