

Hi Thinking Day Troops,

We're all excited about Thinking Day and our Girl Scout Birthday Celebration on **Saturday, March 4th** at the **Court of Four Seasons** at the **Alameda County Fairgrounds**. We hope you're excited too!

I know this email is long. If you are new to this event, please stick with it the whole way through. It will really make your experience better, easier, and answer a lot of questions. If you are an experienced Thinking Day leader, the only thing that has changed is that we are also celebrating GS's Birthday. Please be sure your registration is correct; otherwise use this email for reference.

We have already created a video so leaders/troops new to this event can see what it looks like.

[Registration Spreadsheet Link](#)

- **Check-in begins at 12 noon** but come at 11:30am if you need extra time to set up. All booths need to be ready at 12:55pm. At 12:55pm, we will clear the buildings and bring everyone out to the center courtyard for opening ceremonies. *Everyone*. Booths must stay open until 4pm and be staffed the entire time. **Prepare supplies for 300 girls**. Girls and adults from any level may visit your booth. You can see current participant numbers on the spreadsheet. **There WILL be a brief opening ceremony at 1pm sharp.**
- **We are not issuing paper parking passes.** Enter Gate 12 off Valley Ave, and tell security that you are with Girl Scouts. Drive to the Red Gate and park in the VIP lot. You will then need to carry (via wagon/etc) your supplies and walk in near the Red Tunnel (do not walk through the vehicle Tunnel). Follow the signs. It is about a 5 minute walk so come prepared.
- If you have a **STAFF parking pass**, you will drive in through the vehicle Tunnel and park up near the buildings. Vehicles parked near the buildings **WITHOUT** a STAFF parking pass **WILL** be towed. If you are driving all the way in, please arrive before noon to avoid driving while girls are walking the same path. **If you have a lot of gear for your booth, email me.**
- You may wish to **bring a few extra chairs** as we only provide one chair per table. One adult needs to stay at your booth at all times. Remember though that the adult is not staffing the table, the girls are. The adult is there to supervise/coach the girls.
- **Bring a tablecloth** or flat sheet to enhance the look of your booth. The tables are not pretty. They are approximately 8' long. **REMEMBER, nothing can be attached or taped**

to the walls. All of your decoration must be free-standing. PVC pipe attached to the tables works well for tall displays. You may bring any other tables or props that you need. If your activity requires extra space, please make sure you have told me and that it is noted in the registration spreadsheet.

- If your activity requires electricity, please make sure your registration is marked as such in the spreadsheet. Bring a **25 foot extension cord**.
- You may add girls and adults up to and including at check-in. **EVERY participant must pay the \$6 per person fee.** We encourage you to send your registrations in by 2/24 to speed up the check-in process. There will be a list at check-in with your Troop's registered number of girls and adults. No tickets are being sent. If you are adding people the day of, please bring exact change or a check made out to CRSU.
- **Costumes or specific accessory pieces** that represent your Country are also encouraged. Girls love to dress up!
- Have your Troops **wear their GS uniforms**.
- **There is nothing for sale at Thinking Day.**
- **Your registration fee covers** entry to the event and all amenities inside, including two snacks and water. Each participant can receive one sample of each food item. Your passport will be marked at each station. You are highly encouraged to eat lunch before you arrive or if arriving at 11:30-12:00 bring a sack lunch. You may bring additional snacks for your girls if desired. **If one of your girls has a food allergy, please bring alternative snacks for her.**
- **No siblings** are allowed at Thinking Day. Only **registered** girls and adults. Adults can get registered up to the day before by joining at [GSNorCal](#). **All people attending this event must be registered Girl Scouts** (it's an insurance thing). Volunteer screening does not need to be completed for all adults joining your troop, but your troop does need to have two, non-related & one female adults present according to GSNorCal.
- You will be **provided passports** for each person at check-in. This is your ticket to receiving many of the items at the event and to help girls ensure they complete the required activities to earn the badge for their level. It is also our way of knowing who belongs at the event and who does not. Those not wearing their passport will be asked to leave.
- All girls will receive an event fun patch by attending the event. This patch should be worn on the back of their uniform.

- **How do girls earn badges?** Passports will show where troops are located and troops will be listed by badge and step. Girls will need to visit a booth matching Steps 1-5 of the Event Specific badge and Steps 1-5 of the GS Way badge for their level. So 10 booths total to earn both badges. Leaders - it is up to you to verify that girls have visited the appropriate booths (by checking their passports) to see if they have earned the badges. The Event Specific Badge will be provided to you at the end of the event. The Girl Scout Way badge you will need to purchase. You can see last year's [passport here](#).
- **Bring a few color markers** for your girls to use to mark off visitor's passports. The space to mark is tiny... a simple felt tip marker works best.
- We are asking that each girl please **bring a new or gently used book** as a service project. Please see the attached flier. These donations should be delivered to Troop 33510 in Building R.
- If your booth will have **NUT items please print special signs to let attendees know in case they have allergies.** Avoid nuts if at all possible.
- Directions and a map of the Alameda County Fairgrounds can be found [here](#). We are using **Buildings P, O and R and the Restrooms in Building O.** Check-in will be between buildings O and R or noted via signage.
- **CHECK IN PROCEDURES:**
 - **One person** from your Troop will check-in and receive your Troops' passports. If you are not all together at arrival, you can meet at your booth to distribute the passports. Remember all participants (adults and girls) need to wear their passport as proof they have registered. Anyone not wearing their passport will be asked to leave.
 - **Each Troop needs to check in.** If you are sharing booth space with another Troop, they will not have your check-in materials and passports. You will meet all your Troop members and booth-mates at your booth to set-up and rehearse your activity. We will direct members who are not with you at check-in to your booth. You'll all find each other. The place is not *that* big. **Just make sure that all attendees know your Troop number.**
 - If you are adding people the day of the event, please have your exact change in cash or check ready to go so check-in is not slowed-down. **The person checking in should know your TROOP NUMBER.** This is how the check-in list will be sorted.
- **CHECK OUT PROCEDURES:**
 - Booths must stay open until 4 pm. NO cleaning up your booth before 4 pm. No one (except Kinder Daisy Troops) will be checked out before 4 pm.
 - Clear your booth table and display and pack up.
 - Take down your troop sign and pick up any trash/debris.

- Fold and stack your table and chair in the back of the building. Ask a Building Hostess (wearing a purple sweatshirt & blue shirt) if you do not see where to stack them.
 - Fill out your evaluation.
 - Have a Building Hostess initial your evaluation.
 - Turn the evaluation into the Registration table and receive your patches.
- **FORMS.**
 - Leaders need to **bring and keep with them a [Girl Health Form](#) and [Annual Permission Form](#) for each girl** in attendance.
 - They also need to **TURN IN their troop roster listing** all attendees (adults and girls) (attached). **Rosters must be emailed to me by Friday, February 24.** If you make any changes to your roster, please bring a revised copy with you to the event registration.
- After reading the evaluations from last year's event, a few key things kept coming up over and over. I thought I would share them with you as you work with your girls to plan and prep your booths:
 - Girls should be running your troop's booth, not leaders. It's amazing when you see Daisies teaching Cadettes about something. Never doubt whether they can do it. It's one of the best parts of this event.
 - Junior leaders and up, please talk with your girls about interacting with younger scouts. About patience, and letting the younger girls lead.
 - Make sure that girls visiting your booth actually have to learn something about your country. Your girls went through all the trouble to make the board, have booth hosts share some interesting info about your country before doing the activity, craft, etc.
 - Make sure you do not close up your booth early. It needs to stay open until 4 pm. We know some girls get tired, but it's not fair to the girls who worked an early booth shift and now want to visit booths.

We can't wait to see you all!

Please let us know if you have additional questions.

Kindra Mendall & Cadette Troop 32956