



Council History Committee *Juliette's Treasure Chest* Request Form: Uniforms and more!

Thank you for your interest in sharing these council resources with girls, volunteers, families and the community.

Requestor Information:

Name:

Troop # or Group Name:

Program Level(s):

Community/Region:

Phone:

Email:

Mailing Address:

Event Used For:

girls participated:

of adults participated:

other viewed/participated:

Reserving Procedure:

1. Download this form and fill out entirely.
2. Email completed form to history@sjgs.org.
3. Please reserve at least two (2) weeks prior to when you would like to pick up.
4. The item is reserved when you receive a confirmation; Sending in this form is not a confirmation.

Cost:

\$25 deposit for each *Treasure Chest* or *Individual Uniform* + \$12 usage fee for each item = \$37 due for each

Deposit refund:

On a workday following return, the Council History Committee volunteers check *Treasure Chest* contents or *Individual Uniform* to ensure all items are returned and in good condition, after which they notify GSSJC staff to process a refund. Check requests are submitted for processing 1-2 weeks upon item return and a check is then mailed to the person at the address on this form.

Pick Up Procedure:

1. WAIT FOR CONFIRMATION PRIOR TO COMING TO PICK UP. Availability of supplies is limited, and we reserve them on a first-contact, first-serve basis. If a confirmation cannot be guaranteed, you will be contacted with this information and, if possible, alternate dates that supplies may be available.
2. When you reserve an individual uniform, your pick up will also include choosing the uniform. We have various styles and sizes and want to make sure it is a good fit for you. You may come in to look through the uniforms on Mondays or Thursdays from 10:30 a.m. – 3 p.m.
3. Upon confirmation, you will be asked as to your pickup preference. Pickup days are typically Mondays and Thursdays, but special requests can be considered. Due to schedules, we unfortunately cannot allow drop-in pickups.
4. When arriving to pick up, bring your confirmation. A staff member or volunteer from the Council History Committee will meet you at the specified time at the Museum welcome desk with a copy of your supply request form.
5. You will use the supply request form to pay fees listed above at the Program Place for Girls Girl Scout Shop, 3000 Southwest Fwy., Houston (same building as Museum). **Obtain 2 receipts –** one for you to keep and one will be given to the staff member or volunteer helping you.
6. Once payment is processed at the shop, the staff member or volunteer will provide you with the requested materials.

7. Before departing, set a return date/time (within 8 days) with the staff or volunteer if one has not already been set.
8. Do not make any alterations to the garments or wear perfume while handling/wearing.

Return Procedure:

1. On date and time agreed upon at the pickup, meet staff member or volunteer at Museum welcome desk.
2. Staff member or volunteer will have your check-out Request available for you to fill in how many people participated in the use of the *Treasure Chest* and/or *Individual Uniform*.
3. If return is late, *a late fee may be charged*. Contact the emails above if extenuating circumstances may cause a late return.

Resources Available	#	Date and Time (Return within 8 days)	
		Pick Up	Return
Girl Scout GIRL Uniform Treasure Chest Who: All levels What: Twelve randomly assorted vintage Girl Scout uniforms in all sizes for model or display,		Date	Date
		Time	Time
Girl Scout ADULT Uniform Treasure Chest Who: Various decades fashions in adult uniforms What: Twelve randomly assorted vintage Girl Scout uniforms in all sizes for model or display		Date	Date
		Time	Time
International GIRL Uniform Treasure Chest Who: All levels What: International uniforms from select countries		Date	Date
		Time	Time
Juliette Low Uniform Treasure Chest (<i>one available</i>) Who: Adults (uniform is adult size) What: Reproduction uniform of the style worn by Juliette Low		Date	Date
		Time	Time
Individual Vintage Uniform Who: Girls or adults What: Individual uniforms can be used for school projects, parades, meetings, etc.		Date	Date
		Time	Time
Daisy Low Treasure Chest <i>Learn about Juliette Low's life</i> Who: Girls or adults of all program levels What: Activities to teach girls about founder, one uniform (bloomers) included		Date	Date
		Time	Time

Checked by (sign and print) :

Returned in good condition – issue full refund

Returned in poor condition – issue no or partial refund – **notes:**

