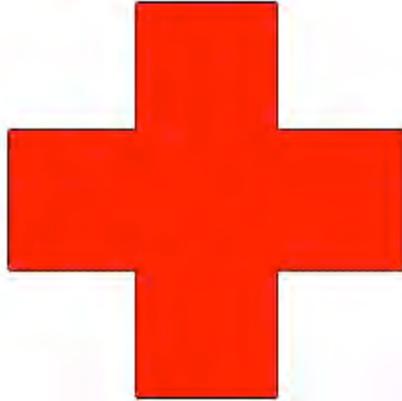


# First Aid Discovery



A National Platform for Community Service

By

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**Mission:**

To bring healthcare education to local communities

**Goal:**

To facilitate the exchange of educational resources between healthcare organizations and the Boy Scouts of America and the Girl Scouts of America

**Introduction**

From coast to coast each year, hundreds of thousands of people are injured and neither receive adequate nor proper care. First aid instruction saves valuable time, human resources, and lives. Knowledge of first aid equips people to be prepared for medical emergencies. The challenge encountered today is to educate society in order to save more lives. Healthcare organizations have many resources available to educate the public. Other community organizations like the Boy Scouts of America and the Girl Scouts of America (collectively referred to as Scouts) have national organizational structures that reach large demographics. In order to share healthcare resources and educate the community at large, the **First Aid Discovery (FAD)** functions as a national platform for community service.

What is **First Aid Discovery (FAD)**? FAD is a national platform that bridges scouting needs with healthcare organization goals. FAD provides a step-by-step guide for healthcare organizations, in collaboration with other community groups like the Scouts, to offer First Aid training. These healthcare organizations include but are not limited to, the American Red Cross, the American Heart Association, the National Safety Council, MayoClinic, National Student Nurses Association, Georgia Association of Nursing Students, Phi Delta Epsilon (pre-medical students), hospitals, community clinics, nursing programs at universities, nursing faculty, and student nurses. With the help of these organizations, the Scouts have registered counselors to teach First Aid according to their national standards for rank advancement and merit badge requirements. Thus, healthcare organizations can train and save many lives by teaching first aid to scouts nationally.



**The Tools:**

Boy Scouts Merit Badge Series First Aid Handbook, Girl Scouts First Aid Packet, and event management at [MeritBadge.info](http://MeritBadge.info).

The Boy Scouts Merit Badge Series First Aid Handbook and the Girl Scouts First Aid Packet are integral requirements necessary to earn their respective First Aid Badge or Patch. First Aid badges and patches are required by both BSA and GSA to earn their Eagle Rank and Gold Award. Thus, classes are in high demand and will fill-up fairly quickly.

The website [MeritBadge.info](http://MeritBadge.info) is an online registration system that allows scouts around the country to find upcoming merit badge and scouting related training opportunities while tracking their progress. Similarly, it allows healthcare organizations offering scout training, such as FAD, to instantly list, promote, and manage a First Aid training event for FREE. [MeritBadge.info](http://MeritBadge.info) is the logistical bridge between the healthcare organization resources and the individuals in search of such resources.

# How to Setup and Manage a First Aid Discovery Event for the Boy and Girl Scouts

By Rodrigo Cano, BSA Foothills District, Atlanta Area Council

*Edited by Lady Mendez, KSU SNA VP/GANS BTN and David Cano, Eagle Scout and member of Phi Delta Epsilon*

Setting up and managing a Boy and Girl Scout event is a fun and rewarding experience. For many boys and girls it is an invaluable advancement and training opportunity that serves them for life; First Aid is an Eagle required Merit Badge for Boy Scouts, and it is also required for the Girl Scout Gold Award. The following guidelines may assist you in your quest to provide a successful event.

1. Submit your **First Aid Discovery** event idea to your respective organizational programming committee.
2. Obtain your organization's support.
3. Secure your event location. For example, business locations, schools, colleges, universities, and church classrooms are ideal.
4. Long term planning is vital to a successful event. Set registration deadlines well ahead of event dates. It is recommended that event publication be at a minimum of 3 months prior or up to a year before event date.
5. DO NOT accept WALK-INS after the registration deadline so as to ensure readiness for class instructions.
6. Recruit expert merit badge counselors, such as trained healthcare organization members.
7. Make sure all instructors are Registered Merit Badge Counselors with your local Boy Scout Council and are fully trained in the ways of Scouting to include, Youth Protection Training.
8. We may email class information prior to the merit badge event. In the spirit of BSA Youth Protection guidelines, please provide an email address for the Scouts parents rather than the individual Scout. The Scoutmaster should not use his email address to register all boys in his troop.
9. Have at least 4 planning meetings with counselors prior to event date.
10. Recruit support personnel to assist with check-in and class rotation during the event day.
11. Promote your Merit Badge Program with local Boy and Girl Scout troops, districts, and councils.
12. Search for your local Boy Scout council by zip code: [Local Council Locator](#)<sup>1</sup>.
13. Search for your local Girl Scout council by zip code: [Local Council Finder](#)<sup>2</sup>.
14. MeritBadge.info has a national outreach. Use it to setup, publish, and manage your merit badge events, for FREE. Help video files are located [online](#)<sup>3</sup>.
15. Pre-register participating Scouts online, check-in and checkout Scouts by troop. This cuts down on labor.
16. Review all event logistics and keep it safe.
17. Set up a first aid station for larger groups.
18. Run your merit badge program and give emphasis to FUN and QUALITY.
19. For Boy Scouts: return properly filled-in blue cards to Scouts on the day of the event.  
For Girl Scouts: provide training records on the day of the event.
20. Solicit feedback from event attendees.
21. Keep your finances in perfect order. Run reports and communicate back to your organization in a timely manner.
22. When ready to retire, find and train your next EVENT MANAGER.

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<sup>1</sup> <http://www.scouting.org/LocalCouncilLocator.aspx>

<sup>2</sup> <http://www.girlscouts.org/councilfinder/>

<sup>3</sup> <http://meritbadge.info/mbn/Help.aspx>

## WHAT TO DO NEXT...

Choose if you would like to setup a Boy Scout or Girl Scout event or if you prefer to have both simultaneously.

Determine the number of persons in the classroom based on required criteria and resources as stated below.

Setup and manage your event online.

Run your event.

## First Aid Discovery for Boy Scouts



### Requirements:

The Boy Scout First Aid program requires counselors and volunteers to review the *Merit Badge Series First Aid Handbook*. The handbook can be purchased at any Boy Scout store or [online](#)<sup>4</sup>. A downloadable worksheet is also available: [PDF](#)<sup>5</sup>, [DOC](#)<sup>6</sup>. Once counselors have read and understood the material within the handbook, they are to create an interactive course for each requirement. Boy Scouts are to complete #1 and #2d requirements on the worksheet prior to coming to class (this may change over time). A sample worksheet with requirements is provided within this packet. Scout leaders/parents should be present per troop to help supervise the boys while staff volunteers present are to help with crowd control and bathroom breaks.

Search for your local Boy Scout council by zip code: [Local Council Locator](#)<sup>7</sup>.

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<sup>4</sup> <http://www.scoutstuff.org/bsa/literature-media/merit-badge-pamphlets/first-aid.html>

<sup>5</sup> <http://usscouts.org/mb/worksheets/First-Aid.pdf>

<sup>6</sup> <http://usscouts.org/mb/worksheets/First-Aid.doc>

<sup>7</sup> <http://www.scouting.org/LocalCouncilLocator.aspx>

## Sample Event for Kennesaw State University

In this case, student nurses from Kennesaw State University instruct the class with faculty supervision. Student nurses lead the event making sure that nothing is added or deleted from the Boy Scouts of America requirements.

### Event Overview:

<b>Program Title:</b>	First Aid Discovery for Boy Scouts
<b>WELLSTAR SCHOOL OF NURSING FIRST AID DISCOVERY:</b>	<u>Sample Online Event Registration</u>
<b>Event Manager</b>	(NAME and Contact Information)
<b>Scouts to instruct:</b>	40 Boys Scouts
<b>Classrooms:</b>	5 (Number of total stations)
<b>Staff Volunteers:</b>	12 counselors; 10 extra volunteers; 5 faculty; <i>1 or 2 Eagle scouts recommended</i>
<b>Course Credit for Student nurses:</b>	See Community Health Instructor; extra volunteers do not receive school credit; see course instructor for further details
<b>Staff Prerequisites:</b>	CPR/BCLS certified; at least one BSA (Boy Scouts of America) registered Counselor
<b>Co-requisites:</b>	Nursing Student/Pre-Nursing Student
<b>BSA (Boy Scouts of America) requirement:</b>	a.) <u>Youth Protection Training</u> for all staff members. b.) Registered Merit Badge Counselors in charge of class c.) Two deep leadership d.) The Buddy System e.) No one is authorized to modify/add class requirements. f.) Although there is group instruction, all advancement is individual
<b>Boy Scout prerequisites:</b>	Read the merit badge book and complete worksheet #1 and #2d; bring First Aid Kit from home.
<b>Course Faculty:</b>	Dr. Barbara Blake, RN, PhD, ACRN Lecturer of Nursing Phone: 555-555-5555 Email: <a href="mailto:sample@email.com">sample@email.com</a> (Adjust with additional faculty)
<b>Class Time and Location:</b>	8:00 AM. until 1:00 p.m.; Prillaman Hall (5 classrooms) (Time to equal about 5 hours and location TBD)
<b>Pre-event planning meetings:</b>	Minimum of 4 times to meet as group to discuss/present teaching plan TBD

<b>Class Materials:</b>	Boy Scouts Merit Badge Series First Aid Handbook and curriculum worksheets; registration with MeritBadge.info; 3 large white foam poster boards with a red cross and “First Aid” signage; color coded wristbands to divide up the group of boys for each station (5 stations=5 colors); tri fold to present material in an interactive way; 4 CPR mannequins; 4 AED pads; t-shirts and 2 long sticks to do 2 person stretcher lift; pens and paper; media to access videos or interactive games; other materials pertinent to your teaching plan; First Aid Kit; Blue Cards. <i>Provide light snacks at break.</i>
<b>Contingency:</b>	Make redundancy plans for certain key jobs in case of emergency. (i.e.: Event Manager) All information between the Event Manager/Faculty/Counselors should be openly and readily accessible so as to ensure a seamless transition.

### First Aid Discovery Pre-Event Logistics:

#### Event Manager

1. Completes “How to Setup and Manage a FAD Event for Boy Scouts”
  2. Delegates tasks and collects contact information. See sample below.
  3. Distributes *Merit Badge Series First Aid Handbook* to each counselor.
  4. Communicates with faculty and volunteers to coordinate meeting times.
  5. Coordinates time of arrival, introduction, station rotation, snack break, and dismissal on a comprehensive division of labor schedule.
  6. Announces finalized event details with Scout Master, scout parents, and all event volunteers via email and registration website ([MeritBadge.info](http://MeritBadge.info)). Sample email below.
  7. Be aware there is always one or two Boy Scouts that lose or forget their Blue Cards. Try to prevent this by having extra blue cards.
  8. Ensures all materials and facilities have been purchased or reserved.
- \*Consult sample “Division of Labor and Schedule” below.

#### Registered/Station Counselor

1. Registered Counselor prints roster of class for attendance and records.
2. Registered Counselor is in charge of dividing up the Boy Scouts into 5 color-coded groups for purposes of station rotation utilizing the class roster.
3. Station Counselors develop a creative, interactive, and age appropriate teaching plan for their respective station related to the requirements in *Merit Badge Series First Aid Handbook*. \*At least one Station Counselor should be a Community Health Student.
4. Station Counselors present teaching plan at final meeting to faculty and volunteers.

#### Extra Volunteers

1. Attend all pre-meetings.
2. Provide feedback on teaching plans.
3. Prepare signage for day of event station rotation and color-coding wristbands to correspond with each station.

## **First Aid Discovery Day-of-Event Logistics:**

### Event Manager

1. Introduces the Scouts on the day of event and encourages them to join a healthcare organization.
2. Ensures all volunteers are actively participating and engaging the Scouts.
3. Assigns extra volunteers to each group/station to aid in station rotation and crowd control.
4. Ensures at least one healthcare professional is posted at the "First Aid Station" with a First Aid kit in case of emergencies.

### Registered/Station Counselor

1. Registered Counselor assigns Boy Scouts to their designated groups upon arrival and records attendance.
2. Registered Counselor collects Blue Cards and First Aid Kits upon arrival.
3. Station Counselors prepare to teach the Boy Scouts and allow time for return demonstration of the material presented.
4. Station Counselors keep tally of the groups that have already completed their station.
5. Registered Counselor returns to Scouts signed Blue Cards and First Aid Kits upon dismissal.

### Extra Volunteers

1. Distribute color-coded wristbands to Boy Scouts once they are divided into groups.
2. Ensure station rotation is efficient, clear, and organized by posting signage and helping the boys rotate.
3. Keep tally of station attended by each group.

## **First Aid Discovery Post Event Logistics:**

### Event Manager

1. Ensures all materials and facilities are properly cleaned, returned, stored, or disposed.
2. Sends email thanking all event participants.
3. Gathers feedback from all participants.
4. Provides participation certificate to counselors.

### Registered/Station Counselors

1. Registered Counselor ensures all Blue Cards were returned to Boy Scouts.
2. Provide Event Manager with detailed feedback.

### Extra Volunteers

1. Assist with clean up and break down of all materials.



## Sample Boy Scout First Aid Volunteer List

<u>Volunteer Title</u>	<u>Name</u>	<u>Phone number</u>	<u>Email address</u>
Certified Counselor Faculty to coordinate and supervise	Dr. Barbara Blake	555-555-5555	<a href="mailto:sample@email.com">sample@email.com</a>
Faculty #2 to assist in reserving rooms and supervise			
Registered Counselor to sign Blue Cards			
Event Manager	Lady Mendez	555-555-5555	<a href="mailto:FADNational@gmail.com">FADNational@gmail.com</a>
Volunteer for Introduction and Division of Groups			
Volunteer to assist with introduction			
Volunteer Station 1			
Volunteer Station 1			
Volunteer Station 2			
Volunteer Station 2			
Volunteer Station 3			
Volunteer Station 3			
Volunteer Station 4			
Volunteer Station 4			
Volunteer Station 5			
Volunteer Station 5			
Extra Volunteer to help with station rotation			
Extra Volunteer to help with station rotation			

*\*All of the above information is necessary in order to receive a Boy Scout Participation certificate.*

## **2013 Sample Boy Scout First Aid Division of Labor and Schedule**

7:00 – 7:30	Arrive at Prillaman Hall and setup
7:30 – 8:15	Attend opening ceremony at Convocation Center
8:20 – 8:30	Walk from Convocation Center to Prillaman Hall
8:30 – 9: 25	Welcome/intro instructors/explain rotations/divide boys into 5 groups/take attendance Cover Tenderfoot, First Class, and Second Class Requirements (see worksheet #1)
9:25 – 9:30	ROTATE
9:30 – 9:55	Station 1 (see worksheet #2): - Triage, Standard precautions, 1st aid kit
9:55 – 10:00	Rotate
10:00 – 10:25	Station 2 (see worksheet #3): CPR, AED, tourniquet, bee stings, heat stroke
10:25 –10:45	BREAK and ROTATE
10:45 – 11:10	Station 3 (see worksheet #4): Fractures, head/back/neck injuries
11:10 – 11:15	ROTATE
11:15 – 11:40	Station 4 (see worksheet #5): Hypothermia, seizures, frostbite, dehydration, etc.
11:40 – 11:45	ROTATE
11:45 –12:10	Station 5 (see worksheet #6): Moving injured person/stretchers
12:10 – 12:20	Scouts teach each other
12:20-12:30	WRAP UP and Distribution of Blue Cards
12:30 PM	Dismissal to Campus Green (Escort the Scouts back to dismissal area)
12:30 – 1:00	Return to Prillaman Hall for clean up

*\*Be sure to create interactive hands on activities for the boys to learn. During the introductory session the boys should be challenged to work in teams to recall handbook information. ALL VOLUNTEERS should actively participate to engage scouts during ALL activities including the introduction session. ALLOW time at the end to check First Aid Kits.*

*\*Classroom division: All Boy Scouts in one lecture hall for the introduction and division then put 1 or 2 stations in a classroom.*

**Sample email to send out to the SCOUTS and PARENTS:**

Good morning Scouts and Parents,

I hope this email finds you well.

We are so excited to welcome you to Kennesaw State University's 10th Annual Merit Badge University and are looking forward to a great day of scouting.

Here are a few key points:

- READ THE MERIT BADGE BOOK. This will allow for an educated discussion. We have a lot of material to cover; therefore, please arrive prepared and on time.
- Please complete the prerequisites (#1 and #2d) PRIOR to coming to class.
- Print out and bring attached First Aid worksheet to class.
- Show knowledge of Tenderfoot, 2nd Class, and 1st Class first aid (Requirement #1)
- Bring your First Aid Kit to be checked off (Requirement #2d)
- HAVE YOUR BLUE CARD READY TO TURN IN to be signed. Blue cards will be returned at the completion of class.
- Adult supervision from Scout Troop Leaders is strongly advised and appreciated during class.

Please look for the large white poster with a red first aid cross! We will be in white lab coats ready to welcome you. Once we are dismissed from the opening ceremony, we will head over to Prillaman Hall. The boys will have snacks provided at Prillaman Hall. Boys will be escorted back to the Campus Green at 12:30PM.

If any questions arise please do not hesitate to contact me at [youremail@domain.com](mailto:youremail@domain.com).

Thank you,  
Lady Mendez, PCT  
(in collaboration with Dr. Blake)  
Kennesaw State University Bachelor of Science in Nursing  
Email: [youremail@domain.com](mailto:youremail@domain.com)  
Cell: provide number for parents to contact you

*Link to entire worksheet:*  
<http://www.usscouts.org/mb/worksheets/First-Aid.pdf>

## **Boy Scout First Aid Curriculum and Worksheet\***

*\*Curriculum can be found in the Merit Badge Series First Aid Handbook; this is to be purchased at local Boy Scout store. This is a copy of the pdf; this is **NOT** the entire worksheet. Boys are to complete part of this prior to class but will need to bring their copy to complete the remainder.*

1. Satisfy your counselor that you have current knowledge of all first-aid requirements for Tenderfoot, Second Class and First Class ranks.

### **Tenderfoot:**

11. Identify local poisonous plants; tell how to treat for exposure to them.  
Identify local poisonous plants

---

Tell how to treat for exposure to them.

---

12a. Demonstrate how to care for someone who is choking.

12b. Show first aid for the following:

Simple cuts and scrapes

Blisters on the hand or foot

Minor (heat/thermal) burns or scalds (superficial, or first-degree)

Bites and stings of insects and ticks

Venomous snakebite

Nosebleed

Frostbite

Sunburn

### **Second Class:**

7a. Show what to do for "hurry" cases of  
stopped breathing,  
serious bleeding,  
and internal poisoning.

7b. Prepare a personal first aid kit to take with you on a hike.

7c. Demonstrate first aid for the following:

Object in the eye

Bite of a suspected rabid animal

Puncture wounds from a splinter, nail, and fishhook

Serious burns (second degree)

Heat exhaustion

Shock

Heatstroke,

Dehydration

Hypothermia

Hyperventilation

### **First Class:**

8b. Demonstrate bandages for a sprained ankle, injuries on the head, the upper arm, and the collarbone.  
a sprained ankle,

injuries on the head,  
injuries on the upper arm,  
injuries on the collarbone.

8c. Show how to transport by yourself, and with one other person, a person:  
from a smoke-filled room  
with a sprained ankle, for at least 25 yards.

8d. Tell the five most common signs of a heart attack.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Explain the steps (procedures) in cardiopulmonary resuscitation (CPR).

---

2. Do the following:

a. Explain how you would obtain emergency medical assistance from your home, on a wilderness camping trip and during an activity on open water.

Home: \_\_\_\_\_

Wilderness camping trip:

---

Open water:

---

b. Explain the term triage.

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c. Explain the standard precautions as applied to bloodborne pathogens.

---

d. Prepare a first-aid kit for your home. Display and discuss its contents with your counselor.

## **End of Boy Scout Program**

## First Aid Discovery for Girl Scouts



### Requirements:

The Girl Scout First Aid program requires counselors and volunteers to review the *Girl Scout First Aid Packet*. The packet can be purchased from the Girl Scout store. Once counselors have read and understood the material within the packet, they are to create an interactive course for each requirement. Scout leaders/parents should be present per troop to help supervise the girls while staff volunteers present are to help with crowd control and bathroom breaks.

Search for your local Girl Scout council by zip code: [Local Council Finder](#)<sup>8</sup>



<sup>8</sup> <http://www.girlscouts.org/councilfinder/>

## Sample Event for Kennesaw State University

In this case, student nurses from Kennesaw State University instruct the class with faculty supervision. Student nurses lead the event making sure that nothing is added or deleted from the Girl Scouts of America requirements.

### Event Overview:

<b>Program Title:</b>	First Aid Discovery for Girl Scouts
<b>WELLSTAR SCHOOL OF NURSING FIRST AID DISCOVERY:</b>	<a href="#">Sample Online Registration</a>
<b>Scouts to instruct:</b>	32 Girl Scouts total: 16 cadette girls, 16 junior girls
<b>Event Manager</b>	(NAME and Contact Information)
<b>Classrooms:</b>	6 (Number of total stations)
<b>Staff Volunteers:</b>	16 First-aider volunteers; <i>1 or 2 Girl Scout Ambassadors recommended</i>
<b>Course Credit for Student nurses:</b>	See Community Health Instructor; extra volunteers do not receive school credit; see course instructor for further details
<b>Staff Prerequisites:</b>	CPR/BCLS certified; at least one registered Counselor
<b>Co-requisites:</b>	Nursing Student/Pre-Nursing Student
<b>Girl Scouts of America requirement:</b>	a.) Youth Protection Training for all staff members b.) Registered Counselors in charge of class c.) Two deep leadership d.) The Buddy System e.) No one is authorized to modify/add class requirements.
<b>Girl Scout prerequisites:</b>	Understand importance of safety and signed <a href="#">Permission Slip</a> from parents.
<b>Course Faculty:</b>	Dr. Barbara Blake, RN, PhD, ACRN Lecturer of Nursing Phone: 555-555-5555 Email: <a href="mailto:sample@email.com">sample@email.com</a> (Adjust with additional faculty)
<b>Class Time and Location:</b>	8:00 AM. until 1:00 p.m.; Prillaman Hall (2 classrooms) (Time to equal about 5 hours and location TBD)
<b>Pre-event planning meetings:</b>	Minimum of 4 times to meet as group to discuss/present teaching plan TBD
<b>Class Materials:</b>	First Aid Packet for Cadette and Junior Girl Scouts, crafting materials, posters, markers, foam stickers, small plastic boxes to make first aid kits, band-aids, gauze, white cardstock to create emergency contact cards, and alcohol swabs. Access to media to display videos or interactive games. Light snacks to be provided during break.
<b>Contingency:</b>	Make redundancy plans for certain key jobs incase of emergency. (i.e.: Event Manager) All information between the Event Manager/Faculty/Counselors should be openly and readily accessible so as to ensure a seamless transition.

## **First Aid Discovery Pre-Event Logistics for each class (Cadette/Junior):**

### Event Manager

1. Completes "How to Setup and Manage a FAD Event for Girl Scouts"
  2. Delegates tasks and collects contact information. See sample below.
  3. Distributes *Girl Scout First Aid Packet* to each volunteer First-aider.
  4. Communicates with faculty and volunteers to coordinate meeting times.
  5. Coordinates time of arrival, introduction, station rotation, snack break, and dismissal on a comprehensive division of labor schedule.
  6. Announces finalized event details with Girl Scout Leader, scout parents, and all event volunteers via email and registration site ([MeritBadge.info](#)). Sample email below.
  7. Ensures all materials and facilities have been purchased or reserved.
  8. Invites two healthcare professionals to be guest speakers for the Girl Scouts to interview.
- \*Consult sample "Division of Labor and Schedule" below.

### Registered/Station Counselor

1. Registered Counselor prints roster of each class for attendance and records.
2. Registered Counselor divides up the Girl Scouts in each class into 3 groups for purposes of station rotation utilizing the class roster.
3. Station Counselors develop a creative, interactive, and age appropriate teaching plan for their respective station related to the requirements in *Girl Scout First Aid Packet*. \*At least one Station Counselor should be a Nursing Student.
4. Station Counselors present teaching plan at final meeting to faculty and volunteers.

### Extra Volunteers

1. Attend all pre-meetings.
2. Provide feedback on teaching plans.
3. Prepare signage for day of event station rotation and color-coding wristbands to correspond with each station.

### **First Aid Discovery Day-of-Event Logistics:**

#### Event Manager

1. Introduces the Scouts on the day of event and encourages them to join healthcare organizations.
2. Ensures all volunteers are actively participating and engaging the Scouts.
3. Assigns extra volunteers to each group/station to aid in station rotation and crowd control.
4. Ensures at least one healthcare professional is posted at the "First Aid Station" with a First Aid kit in case of emergencies.

#### Registered/Station Counselor

1. Registered Counselor assigns Girl Scouts to their designated groups upon arrival and records attendance.
2. Station Counselors prepare to teach the Girl Scouts and allow time for return demonstration of the material presented.
4. Station Counselors keep tally of the groups that have already completed their station.
5. Registered Counselor gives the Girl Scouts a tour of the nursing labs and allows time for discussion.
6. Registered Counselor assists healthcare professional guest speaker during Q&A session.

#### Extra Volunteers

1. Distribute color-coded wristbands to Girl Scouts once they are divided into groups.
2. Ensure station rotation is efficient, clear, and organized by posting signage and helping the boys rotate.
3. Keep tally of station attended by each group.

### **First Aid Discovery Post Event Logistics:**

#### Event Manager

1. Ensures all materials and facilities are properly cleaned, returned, stored, or disposed.
2. Sends email thanking all event participants.
3. Gathers feedback from all participants.
4. Provides participation certificate to the counselors.

#### Registered/Station Counselors

1. Provide Event Manager with detailed feedback.

#### Extra Volunteers

1. Assist with clean up and break down of all materials.

## Sample Girl Scout First Aid Volunteer List

<b>Volunteer Title</b>	<b>Name</b>	<b>Phone number</b>	<b>Email address</b>
Certified Counselor Faculty to coordinate and supervise	Dr. Barbara Blake	555-555-5555	<a href="mailto:sample@email.com">sample@email.com</a>
Girl Scout Coordinator			
Event Manager	Lady Mendez	555-555-5555	<a href="mailto:FADNational@gmail.com">FADNational@gmail.com</a>
Volunteer for Introduction and Division of Groups			
Nursing Faculty to give tour of labs for Large Group Station			
Healthcare Professional Guest Speaker for Large Group Station #1 for Juniors			
Healthcare Professional Guest Speaker for Large Group Station #2 for Cadettes			
Cadette Volunteer Station 1			
Cadette Volunteer Station 1			
Cadette Volunteer Station 2			
Cadette Volunteer Station 2			
Cadette Volunteer Station 3			
Cadette Volunteer Station 3			
Cadette Extra Volunteer			
Cadette Extra Volunteer			
Junior Volunteer Station 1			
Junior Volunteer Station 1			
Junior Volunteer Station 2			

Junior Volunteer Station 2			
Junior Volunteer Station 3			
Junior Volunteer Station 3			
Junior Extra Volunteer			
Junior Extra Volunteer			

*\*All of the above information is necessary in order to receive a Girl Scout Participation certificate.*

## **2013 Sample Cadette/Junior Girl Scout First Aid Division of Labor and Schedule**

- 7:00 – 7:30 Arrive at Prillaman Hall and setup
- 7:30 – 8:15 Attend opening ceremony at Convocation Center
- 8:20 – 8:30 Walk from Convocation Center to Prillaman Hall
- 8:30 – 9: 25 Welcome/intro instructors/ice breakers/explain rotations/divide girls into 3 groups/take attendance
- 9:25 – 9:30 ROTATE
- 9:30 – 9:55 Station 1: Make poster, skit, or short video
- 9:55 – 10:00 Rotate
- 10:00 – 10:25 Station 2: Make First Aid Kits and understand how to use them.
- 10:25 - 10:30 Rotate
- 10:30 - 10:55 Station 3: Critical Thinking and Problem Solving: Emergencies
- 10:55 – 11:25 BREAK and ROTATE
- 11:25 – 11:55 Large Group (Step 4): Tour the Medical Simulation Lab #1 (Cadettes would tour Lab #2)
- 11:55 – 12:20 Large Group (Step 2): Interview Healthcare professional #1 (Healthcare professional #2 will interview with Cadettes).
- 12:20-12:30 Discussion time and WRAP UP
- 12:30 PM Dismissal to Campus Green (Escort the girls back to dismissal area)
- 12:30 – 1:00 Return to Prillaman Hall for clean up

\*Lead teacher can be a nursing student or Girl Scout mom volunteer; as long as at least one nursing student is present in each classroom and counselors are registered.

**Sample email to send out to the Scouts and PARENTS:**

Good morning Girl Scouts and Parents,

I hope this email finds you well.

We are so excited to welcome you to Kennesaw State University's 9th Annual Merit Badge University and are looking forward to a great day of scouting.

Here are a few key points:

- Print and turn in the attached Girl Scout Permission slip to your troop leader if you are attending with your troop or to workshop leader if you are attending as an individual: Link to [Permission Slip](#).
- Please fill out the required participation waiver on the MBU event page.
- Per Girl Scout regulations, adult supervision is required. A supervising adult must remain on premises at all times.
- Patches are not provided and can be purchased from Girl Scout store.

Please look for the large white poster with a red first aid cross! We will be in white lab coats ready to welcome you! Once we are dismissed from the opening ceremony, we will head over to Prillaman Hall. The girls will have snacks provided at Prillaman Hall. The Girls will be escorted back to the Convocation center at 12:30PM.

If any questions arise please do not hesitate to contact me at [youremail@domain.com](mailto:youremail@domain.com).

Thank you,  
Lady Mendez, PCT  
(in collaboration with Dr. Blake)  
Kennesaw State University Bachelor of Science in Nursing  
Email: [youremail@domain.com](mailto:youremail@domain.com)  
Cell: provide number for parents to contact you

## **Vocabulary:**

### **Boy Scouts of America**

The Boy Scouts of America (BSA) is one of the largest youth organizations in the United States, with 2.7 million youth members and over 1 million adult volunteers. Since its founding in 1910 as part of the international Scout Movement, more than 110 million Americans have been members of the BSA. The BSA holds a Congressional charter under Title 36 of the United States Code. The BSA operates traditional Scouting by chartering local organizations, such as churches, clubs, civic associations, or educational organization, to implement the scouting program for youth within their communities. Units are led entirely by volunteers appointed by the chartering organization, who are supported by local councils using both paid Professional Scouters and volunteers. The BSA goal is to train youth in responsible citizenship, character development, and self-reliance through participation in a wide range of outdoor activities, educational programs, and, at older age levels, career-oriented programs in partnership with community organizations (Scouting.org).

### **Girl Scouts of the USA**

The Girl Scouts of the United States of America (GSUSA) is a youth organization for girls in the United States and American girls living abroad. GSUSA aims to empower girls and to help teach values such as honesty, fairness, courage, compassion, character, sisterhood, confidence, and citizenship through activities including camping, community service, learning first aid, and earning badges by acquiring other practical skills. The GSUSA is a member of the World Association of Girl Guides and Girl Scouts (WAGGGS), and has an extensive history of accepting girls from any background. In 1994, the *Chronicle of Philanthropy*, an industry publication, released the results of the largest study of charitable and non-profit organization popularity and credibility. The study showed that the Girl Scouts was ranked as the 8th "most popular charity/non-profit in America" of over 100 charities researched with 41% of Americans over the age of 12 choosing Love and Like A Lot for the Girl Scouts. It describes itself as "the world's preeminent organization dedicated solely to girls" (Girlscouts.org).

**Scoutmaster:** will refer to the adult scout leader in charge of a Boy Scout troop.

**Boy Scout:** a male youth member of a Boy Scout Troop.

**Girl Scout:** a female youth member of a Girl Scout Troop.

**Event Manager:** person in charge of setting up and managing the online event. He/she coordinates the scouting troops.

**Volunteers:** healthcare organization members and faculty.

**First-aider:** An adult who has taken local Girl Scout council-approved first-aid training from a nationally recognized organization.

### **Conclusion of First Aid Discovery:**

Through utilization and integration of the Boy Scout First Aid Merit Badge Pamphlet, the Girl Scout First Aid Packet, and MeritBadge.info, both Boy Scouts and Girl Scouts are given the opportunity to better their knowledge in the field of First Aid. The First Aid Discovery (FAD) Program bridges the learning needs of the Scouts with the service needs of Healthcare Organizations. As a community service platform, founded locally, FAD has laid the foundation for replication on a National scale. The hope is that healthcare organizations ranging from nursing, pre-nursing, medical, pre-medical, and professional groups will have a positive impact on the lives of thousands of people around the United States. Healthcare organizations have the opportunity to educate local communities in various demographics, and through this, millions of lives can be saved across the nation.

### **PHOTOGRAPH/VIDEO RELEASE:**

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For more pictures visit **Meitbadge.info** on Facebook

See last year's program welcome at <http://www.youtube.com/watch?v=YV3t5TSgLxA>

**References:**

American Heart Association

<http://www.onlineaha.org/index.cfm?fuseaction=info.workplace&gclid=CLi3wcX207QCFZGPPAodLXcA5g>

American Heart Association

[http://www.heart.org/HEARTORG/CPRAndECC/WorkplaceTraining/HeartsaverCourses/Heartsaver-First-Aid-CPR-AED---Classroom\\_UCM\\_303778\\_Article.jsp](http://www.heart.org/HEARTORG/CPRAndECC/WorkplaceTraining/HeartsaverCourses/Heartsaver-First-Aid-CPR-AED---Classroom_UCM_303778_Article.jsp)

American Red Cross First Aid/CPR/AED Manual

<http://editiondigital.net/publication/?i=64159>

Boy Scouts

<http://www.scouting.org/>

FEMA National Training and Education Division

<https://www.firstrespondertraining.gov/content.do>

Girl Scout

<http://www.girlscouts.org/>

MayoClinic

<http://www.mayoclinic.com/health/FirstAidIndex/FirstAidIndex>

National Safety Council

[http://www.nsc.org/products\\_training/Training/firstaidandCPR/Pages/FirstAidTrainingPrograms.aspx#.UOmH2Injmz4](http://www.nsc.org/products_training/Training/firstaidandCPR/Pages/FirstAidTrainingPrograms.aspx#.UOmH2Injmz4)