#### Girl Scouts of Southwest Texas

Office Use Only

maximum deposit required: \$100.00

Card Scan: [] clear [] restricted

Mailed to Address on: [] check [] form

[] Deposit Check Processed: see attached form

[] Deposit Check Returned

Transferred to next kit - date:

Staff initials:

Check #

Dep. req: \$

Date rsr'd:

Fee reg: \$

Dep Amt \$

Date: \_\_\_\_\_ Handed to:

Check Name:

### INTERNATIONAL FLAG REQUEST

#### RESOURCE CENTER

(210) 349-2404 or 1-800-580-7247 (ext. 203) fax (210) 349-2666

Girl Scouts of Southwest Texas has a state flag for each of our 50 states and 144 International flags representing each member of the World Association of Girl Guides and Girl Scouts (WAGGGS). Flag check-out procedures are:

- Members may check-out up to 15 state and/or international flags.
- ► The flags measure 3'x5' and are mounted on 7', <u>ONE PIECE POLES</u>. The poles <u>**DO NOT**</u> break down into 2 pieces.
- The flags must be completely enclosed in the transporting vehicle. Pole(s) <u>CANNOT</u> stick out of windows or doors during transport so <u>plan accordingly.</u>
- ► The flags must be rolled and covered during transportation. Persons requesting use of international flags and equipment are responsible for rolling and covering, loading and unloading the requested equipment.
- Multi-flag stands are available for check-out, however, they weigh 35 40 pounds each and must be moved with care.

Flags should be scheduled for pick-up no more than <u>TWO DAYS PRIOR</u> to date of use and returned within <u>TWO DAYS AFTER</u> date of use. <u>All equipment</u> borrowed from the Resource Center <u>MUST BE RETURNED ON TIME!</u> Equipment returned late will be charged \$2.00 per day. A cleaning fee of \$5.00 will be charged for any item being returned in need of cleaning. You will be charged for lost or damaged items. Fees incurred will be deducted from the deposit. NO EXCEPTIONS!

kup date: Return date:			:
Person responsible for item:			
Phone: Day # ()	Evening # (	) Cell()	
Address:		City	Zip
Service Unit		Troop #	
upon return of all borrowed equinternational/state flag check-ofor replacement of lost or dama	uipment <b>ON TI</b> ut procedures aged items and	ME and in good cor and agree to abide I that any equipmen	by them. I understand that I am responsible it returned late will result in late fees.
Signature			Date
DEPOSIT REQUIRED:	\$25.00 per	flag / \$10.00 per m	ulti-flag stand / \$1.00 per Harness
		STATE FLAGS	
ist the state flags you wish to c	check-out here	. Maximum of 15 fla	gs total.

(\*\* check the international flags you wish to reserve of the reverse of form \*\*)

# Girl Scouts of Southwest Texas

Name	_
Pickup date:	Return date:

## **INTERNATIONAL FLAGS**

Below is a complete list of the INTERNATIONAL FLAGS available. Please circle the flag(s) you wish to reserve. Maximum of 15 flags total.

# OF HARNESSES REQUESTED:
# OF MULTI-FLAG STANDS REQUESTED: The multi-flag stands are available for check-out, however, they weigh 35 - 40 pounds each and must be moved with care. One stand will hold 8 flags.
Other: