



Troop 101

A Troop Leader's Guide to Troop Formation

Welcome to Girl Scouting!

Girl Scout volunteers are essential to our mission of building girls of courage, confidence and character who make the world a better place. Thank you for committing to this role and making an impact in the lives of girls. We are all here for you!

Customer Care can help!



Phone:
888-747-6945



Email:
info@gsnwgl.org



Customer Care Hours
Monday - Friday 8:30-5:00

Summer Hours
(Summer hours are effective following Memorial Day through Labor Day)
Monday - Thursday 8:00-5:00, Friday 8:30-12:00



My Membership Engagement staff contact is:



My Member Support staff contact is:



Other names and roles:



MyGS (Volunteer Toolkit and the Member Profile) username is:



MyGS (Volunteer Toolkit and Member Profile) password is:



My Troop number is:



My Service Area is:



New Girl Scout Leader FAQs

Girl Scout volunteers are essential to our mission of building girls of courage, confidence and character who make the world a better place. Thank you for committing to this role and making an impact in the lives of girls. We're here for you. Below is a list of the most common questions received from new leaders. Remember, if you have a question, please contact us!

When and where should my Girl Scout Troop meet?

Most troops meet in a public location – a local school, church, or library. Some Girl Scout offices may also have space available for you to meet.

How often should my Girl Scout Troop meet?

Every Girl Scout troop is different, but most troops meet twice a month. Some troops meet right after school; others meet in the evening or on a weekend. You could choose to have one meeting and one outing or Girl Scout field trip each month.

How big should my troop be and how do members join?

A troop needs two adult volunteers to get started. Troops average 12 to 15 girls and there are also multi grade level troops with 30+ girls. Your troop can be listed in the online troop catalog, making it easy for new members to join.

How much does it cost to be a Girl Scout?

Adult membership is \$25 and Girl membership is \$30. New troops typically charge additional dues of \$10-\$25 to help cover early troop costs. Suggested uniform pieces cost approximately \$40. After the first year, most troop activity costs are covered by funds raised through the Girl Scout Cookie Program. Finances should never be a barrier in Girl Scouting. For those who may need financial assistance, financial aid is available to cover the cost of membership dues, troop dues (for first year members), and a sash or tunic.

How does the troop pay for things? How much should my troop collect for dues?

Most new troops collect dues to cover the cost of basic materials. You may collect dues at each meeting, or once for the entire year. Things to consider when setting your dues amount are how often the troop meets, if snacks are provided, and supplies needed for the troop - including the cost of patches and badges, etc. Your troop dues could be anywhere from \$2 per meeting to \$30 for the year. Your troop can also earn a profit from participating in the Cookie Program or the Fall Product Sale to offset costs.

What do I need to know about running the finances of my new Girl Scout Troop?

As your new troop forms, you must set up a Girl Scout bank account. Every Girl Scout bank account requires two registered adult members who have passed a background check with GSNWGL. Once you have two adults to be signers on the account and you've opened the account, then complete the ACH form and mail it to our Council. See the [Managing Troop Finances](#) packet for forms and guidelines.

What else should my troop know about finances?

It is recommended that you ask the Assistant Troop Leader or a Troop Helper to help you manage finances. This person could also be the second signer on your bank account. For troop purchases, use the tax exemption form where applicable to save the troop the cost of taxes. Michigan and Wisconsin have different tax-exempt processes and forms. Ask your Service Area for guidance. We recommend providing a financial accounting update to troop parents twice a year. Troop Leaders must submit the year-end troop financial report to the Council by May 31 each year. See the [Managing Troop Finances](#) document for forms and guidelines.

What is the Girl Scout Cookie Program?

The Girl Scout Cookie Program, the largest girl-led business in the world, is a great opportunity for your girls to earn money for their troop while learning the five skills that the cookie program develops in girls: goal setting, decision making, money management, people skills and business ethics. It only happens once a year – and lasts 8 to 10 weeks. Troop Cookie Manager training begins in December and January.



New Girl Scout Leader FAQs continued...

How does the troop get our Girl Scout uniforms?

The full Girl Scout uniform is either a vest, sash, or tunic and all required insignia pieces. Official Girl Scout uniforms may be worn at troop meetings or other outings and are recommended for official ceremonies and when publicly representing the Girl Scout Movement. Our retail locations and our [online shop](#) are the best resource for uniforms. Use your parent meeting to discuss uniforms. Families may choose a tunic (Daisies only), vest, or sash. Wearing the uniform helps develop a sense of belonging for the girls. Troops may also have a Girl Scout shirt to help identify you when you are outside of troop meetings at activities.

What if one of our troop family's needs financial assistance?

Financial assistance may be available for Girl Scout members for membership, uniforms, program events, and troop dues (new members only). For membership fees, parent/guardian can call Customer Care at 888.747.6945. Troop Leaders contact Customer Care to request the financial assistance form for uniforms, program events, and troop dues for the girls in their troop or we now have online forms that are easier and faster!

- GSNWGL Financial Assistance Girl Scout Troop Dues Request, gsnwgl.org/duesrequest
- GSNWGL Financial Assistance Girl Scout Uniform Request, gsnwgl.org/uniformrequest

What Girl Scout forms should I know about?

As a new troop, the most common forms are:

1. ACH authorization form, found in the [Managing Troop Finances](#) packet.
2. [Membership forms](#), although online membership registration is the fastest and easiest, a paper membership form may help you when inviting girls to join your troop.
3. [Heath History form](#) for girl and adult members of your troop. These forms should be with you at every Girl Scout activity or meeting.
4. [Parent Permission Form](#), to secure parent permission to leave the troop meeting site for special field trips and outings.

All our GSNWGL troop management forms are on our website, gsnwgl.org/vol, under the following categories:

- Health and Safety
- Camp
- Financial Management
- Cookies and Product Sales
- Information and Applications
- Awards, Scholarships and Grants
- Volunteer Resources
- Facilities
- Trips and Travel

How do I connect with other Girl Scout leaders?

You can meet other Girl Scout leaders through your Service Area or at your school. Your local Membership Engagement staff will tell you about Troop Leader meetings, trainings, and social media conversation groups available in your community.

What is a Service Area?

Our Council is divided into geographic subdivisions called Service Areas, sometimes referred to as Service Units. The Service Area holds leader meetings, special events for girls and troops, organizes the Cookie Program and Fall Product Program (nuts, candy, and magazines), supports your work with girls, and more! Service Areas hold approximately 6-8 meetings each year to provide leaders and troops with materials, support and ideas, communicate Council information, discuss service area events and activities, provide networking opportunities, and hold mini-trainings on topics of interest to leaders.

How do I engage my parent/guardian and families in the troop?

You will have the most success as a new troop leader if you ask other parent/guardian to volunteer with your troop. Ideally, your troop will have two Troop Leaders, one Troop Cookie Manager and a few Troop Helpers. Parent/guardian can also help by bringing snacks, planning outings, and sharing personal skills or hobbies. Say thank you often. Good communication is key! Share the troop schedule and troop finances. Whenever you can, share a story about what girls discovered and what they did during troop meetings.

New Girl Scout Leader FAQs cont...

How does my troop find out about local events, activities, and camps?

The Activities page of our website, gsnwggl.org/activities is full of information about our upcoming badge programs, events, trainings, camp opportunities, and more! Use the Advanced Search option to query for program grade level, region, date, category or keyword. New events are added throughout the year, so check back often! Check out the On Your Own page of our website that lists local businesses willing to host troop outings. Follow us on facebook.com/gsnwggl and look for personal emails from your Membership Engagement staff.

How do men participate in Girl Scouting?

Any adult who registers as a Girl Scout and passes a criminal background check is eligible to serve as a Girl Scout volunteer. Men can serve as Girl Scout Leaders, Assistant Leaders, and various other volunteer roles within the organization.

What does the typical Girl Scout year look like?

Troop leaders set the schedule for the year with their troops – remember, it's a girl-led experience so every troop is different. Please refer to the [Volunteer Tool Kit \(VTK\)](#) to help schedule your calendar year and explore what patch programs and events are offered by the Council. A variety of experiences makes a memorable year! Most troops earn badges or Journeys, participate in trips and outings, and celebrate Girl Scout holidays or traditions. Make time to get outdoors, explore the STEM badges, and participate in the Cookie Program!

What do girls do in Girl Scouts?

Science, fine arts, geocaching, pet care... there are hundreds of options for girls to have fun, discover new interests, and learn valuable skills. Girl Scouts can choose to camp, travel, sell cookies, earn badges, attend events, and more.

How do we sign up?

Both girls and adults can register as Girl Scout members online. We are always looking for volunteers to step forward to help lead a troop, and girls feel a sense of pride when they can say their mom or dad is a Girl Scout Troop Leader or Troop Helper. Visit gsnwggl.org/join to learn more and sign up!

When are the shops open?

Retail Hours:

- Monday – Friday 9 a.m. - 5 p.m.
- Second Saturday of each month 9 a.m. - 12 p.m.
(September through May)
- Summer Hours
Monday – Thursday 8:30 a.m. - 5 p.m.
Friday 9 a.m. - 12 p.m.
(Summer hours are effective following Memorial Day through Labor Day)

Shop online anytime at girlscoutshop.com!

Retail Locations:

Appleton Shop
4693 N Lynndale Dr. Appleton, WI 54913

Green Bay Shop
112 N Adams St. Suite 101 Green Bay, WI 54301

Schofield Shop
3511 Camp Phillips Road Schofield, WI 54476

We are dedicated to providing new leaders with the resources they need to have a successful volunteer experience. If you have questions or need additional support, please contact Customer Care at 888.747.6945 or info@gsnwggl.org Thank you for your commitment to making a difference in the lives of girls. Have a wonderful Girl Scout year!



Your Volunteer Role

What does it mean to be a Girl Scout leader? As a leader, you'll introduce girls to new experiences and help them unleash their inner **G.I.R.L.** (Go-getter, Innovator, Risk-taker, Leader)[™] to take the lead and change the world. Troop leadership can bring many joys, including developing a personal relationship with each girl in the troop, building adult friendships through the sisterhood of Girl Scouts, receiving sincere appreciation and thanks from parent/guardian, and most importantly, knowing you are shaping the future by working with a girl today.



Working with the girls is the best part of being a troop leader! But, leaders also need to keep track of paperwork, so plan a way to organize and protect the information you will be collecting from families. You will be responsible for holding onto confidential materials including permission forms, health forms, girl records, a troop roster, troop attendance, dues roster, and financial assistance information.

If you're starting a new troop, there are two things to get in place first: girls and adults! Here's some advice on how to get your troop up and running.



Identify Your Support Team of Adults

You don't have to do this alone! Invite help from people you admire, who are dependable and who have time to help, including your closest friends! Surround yourself with troop helpers, assistant troop leaders, service team members, parent/guardian, Council staff, and others who are eager to help and support you as a troop leader! Connect with one another by discussing what brought you to Girl Scouts, review your strengths and skills, and talk about how you would like to work together as a team.

Delegate! Your troop committee volunteers might help by:

- Securing the meeting location
- Driving girls to field trips or special events
- Locating skilled adults to facilitate specialized troop meetings
- Chaperoning trips and outings
- Managing troop records (attendance, permission slips, financial)
- Shopping for badges or troop supplies
- Sending snacks to meetings
- Assembling a troop newsletter to families with pictures and announcements
- Assisting with Fall Product Program and Cookie Program
- Filling in for you when are ill, have a sick child, or a conflicting work commitment
- Leading a meeting, or a portion of a meeting (e.g. a project, games or songs, a reflection discussion)
- Party planning for special days or bridging ceremonies

Remember that troop volunteers serve as role models to girls! All involved adults must be at least 18 years old, need to register as a member of Girl Scouts and complete a criminal background check prior to working with the girls. One-time helpers are exempt from this but should always be supervised by a registered volunteer. Two unrelated volunteers, one of whom is female, should be present with the girls at all times. Here's a guide to help you plan how many adults need to be present during Girl Scout meetings or events.

Adult to Girl Ratio Chart:

	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for every:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for this number of girls:	One additional volunteer to each additional:
Girl Scout Daisies (grades K-1)	12	1-6	6	1-4
Girl Scout Brownies (grades 2-3)	20	1-8	12	1-6
Girl Scout Juniors (grades 4-5)	25	1-10	16	1-8
Girl Scout Cadettes (grades 6-8)	25	1-12	20	1-10
Girl Scout Seniors (grades 9-10)	30	1-15	24	1-12
Girl Scout Ambassadors (grades 11-12)	30	1-15	24	1-12



Identify Your Support Team of Adults cont...

If you have trouble finding reliable volunteers to assist you, contact your Membership Engagement staff, community/school organizer, or Service Area Manager. These people can also set you up to observe a meeting, match you with a coach, help with registration forms, assist you with opening a bank account, and help you plan your first meeting. Plan to attend Service Area leader meetings held throughout the year. And don't forget, our Customer Care team is available right away to assist with all your inquiries! Contact them at info@gsnwg.org or 888.747.6945



Gather the Girls!

Step 1: Inviting Girls

Whether you're taking on leadership of an existing troop or starting a brand new one, recruitment is vital to the success of the group and reaching the ideal troop size of 12-15 girls. One of the best (and easiest) ways to recruit girls and their families is by passing out a flyer and inviting girls to join your troop! See the [Recruiting for Your Troop](#) packet and use the writeable pdf [flyer](#) is available on our website. You can get help with this by working with your Membership Engagement staff or you can design your own flyer.

How will girls and their families find out about your troop?

- Make arrangements with the school to distribute your flyer within all appropriate classrooms.
- Make an invitation in a school newsletter or announcements. Your school/community organizer or Membership Engagement staff may be a great resource on specific strategies for your school.
- Organize a "bring a friend" incentive or event for girls who have already joined.
- Talk to friends and neighbors.
- Talk to troop leaders of older girls and have them inform their younger sisters.
- Distribute your flyers at after school programs, places of worship, and other community sites serving families.
- Set up a table at school events or registration nights.
- Organize Parent Interest meetings with the help of Girl Scout staff or Service Team volunteers.

Tell everyone what your troop number is. Parent/guardian can register their daughters directly to your troop when they sign up for Girl Scouts from our [website](#)! An ideal troop size is 12-15 girls.

Step 2: Registering Girls

Whenever possible, all members should register online. Our online system offers the fastest and most convenient option! From the Join page, parents can search the Opportunity Catalog to find your troop number.

When can paper forms be used?

- Paper forms can be helpful when Financial Assistance is requested. When Financial Assistance is requested for the \$25 GSUSA membership, parents can complete the paper registration form and give it to the troop leader who will mail it to the Council's Finance department. The address is GSNWGL, 4693 N. Lynndale Drive, Appleton, WI 54913. Parents can provide the \$5 Council fee by cash or check, made payable to GSNWGL.
- Paper forms can also speed up the recruiting and registration process at a parent meeting where high speed internet is not available. In these cases, the troop leader can collect the registration form and \$30 girl registration fee from families at the parent meeting. The troop leader deposits all cash and checks to the troop account the next day. Then, the troop leader goes to their Member Profile/Troop tab and registers the new members using the troop debit card as payment. Leaders may register both new girl and adult members to their troops. File the paper registration forms with your Girl Scout paperwork for future reference. Document or receipt registration fee payments.

How do I register a new member to my troop?

1. Collect a paper form with \$30 payment from your new girl member and \$25 payment from your new adult members.
2. Deposit the payment into your troop account.
3. Go to gsnwgl.org, and click on the MY GS tab. Open the Member Profile.
4. Log into the Member Profile with your username (usually your email address) and password.
5. Click on the TROOP tab, and you will see your troop information.
6. If you are registering a new member between May 1 and July 31, choose your registration option carefully. An extended year membership is available for girls who wish to participate in summer camp or activities before school starts. It begins May 1 and lasts 16 months through September 30 of the following year. The extended year membership is \$40. If the new member will begin with the new school year, select the upcoming school year membership option (e.g. 2018-2019) for \$30.
7. Scroll down to the bottom of the screen. Click on Add a new member to troop. Select girl or adult.
8. Select Go.
9. Fill in the requested information about your new member.
10. Use your troop's debit card to provide payment and complete the registration.

Gather the Girls! cont...

Step 3: Helping with Financial Assistance

Finances are never a barrier in Girl Scouts. GSNWGL is committed to offering our program to any girl who wishes to join. To qualify for this assistance, families should be eligible for the free or reduced school lunch program. Other financial circumstances will be considered on an individual basis.

Financial assistance is available to Girl Scout members for membership, uniforms, program events, and troop dues (new members only). For financial assistance toward the \$25 national membership, parents can register a girl by calling Customer Care at 888.747.6945 and paying the \$5 Council fee by credit card over the phone or complete a paper registration form and return it to the Troop Leader with the \$5 Council fee (check or cash). It is the Troop Leader's responsibility to complete the financial assistance form for uniforms, program events, or troop dues for the girls in their troop.

After girls are registered for the current membership year, Troop Leaders coordinate financial assistance for uniforms, programs or dues for the troop.

- Financial assistance for a uniform includes a Girl Scout sash (tunic for Daisies), American flag patch, and the GSNWGL council ID patch.
- Financial assistance for troop dues and program event fees is available only to new members. It is understood that the Cookie Program profits will help to cover troop expenses the following year.
- Contact Customer Care at 888.747.6945 to make your request or complete the 2018 Financial Assistance Form
 - GSNWGL Financial Assistance Girl Scout Troop Dues Request, gsnw.gl/duesrequest
 - GSNWGL Financial Assistance Girl Scout Uniform Request, gsnw.gl/uniformrequest



Deciding When and Where the Troop will Meet

When to meet is at your troop's discretion. What day and time is best for everyone? Does it work best to meet after school, in the evening, on the weekends? Meeting locations need to provide a safe, clean, secure environment that allows for participation of all girls. You might consider meeting at one of our Council properties, a school, the library, a church, childcare facilities, a community building, or local business.

Cost: The space should be free.

Size: Make sure the space is large enough to hold all the girls in the troop while engaged in a variety of activities

Availability: Be sure the space is available at the time and day you want to meet for the entire length of time you plan to use the space

Resources: Determine what types of furnishings (table, chairs) come with the room and ensure that the lighting is adequate. A bonus would be a cubby of some sort where you can store supplies!

Safety: Ensure that the space is safe, secure, clean, properly ventilated, heated or cooled, free from hazards, and has at least two exits that are well-marked and fully functional. Be sure first-aid equipment is on hand.

Facilities: Sanitary and accessible toilets are critical.

Communication friendly: Be sure your cell phone works in the meeting space.

Allergen-free: Be sure pet dander and other common allergens won't bother susceptible girls during troop meetings.

Accessibility: Be sure the space can accommodate girls and parent/guardian with disabilities.

Agreements and contracts: Some meeting places, even those without cost, may require a signed contract. Girl Scout volunteers should not sign contracts or agreements in the name of Girl Scouts. Membership Engagement staff must sign all agreements and contracts (meeting spaces, rental cars, vans, charter buses, facilities, programs). There may be exceptions with some rental companies, but only with express written permission from the Girl Scout staff. Contact 888.747.6945 if an exception is needed. If the troop's meeting site requires a usage agreement or contract, bring it with supporting information/documentation to a service center or mail it to the attention of your Membership Engagement staff contact. The school/community organizer can request a usage form that includes all the troops that use the site from the meeting site provider. Once the agreement is received:

- Expect to have the agreement signed in one week
- The signed original is mailed to the school or company and a copy is given to the troop leader.
- Follow up with the school or company to confirm the form was received and book your meeting dates.

Certificates of liability insurance: Often the agency, school, or organization where the troop holds an activity requires a certificate of liability insurance. To obtain the certificate of liability insurance, call 888.747.6945 or email info@gsnwg.org. The request must contain the name, address, and phone number of the place requesting the certificate; what meetings or activities are occurring at the site; and the troop number, name, address, and phone number of the volunteer. Allow at least two weeks for the certificate to be mailed directly to the school, agency, or organization requiring it.

Additional Resources

Most of our leader support resources are available online. Visit the Resources tab of the Volunteer Toolkit, or the Volunteer tab of the GSNWGL website. Here are copies of things you'll need right away.

- Leader's Guide to the First Parent/Guardian Meeting
- Safety Guidelines
- Parent Permission Slip
- 5 Ways Girl Scouts Builds Girl Leaders Health
- Girl Scout Health History Form



Leader's Guide

to the First Parent/Guardian Meeting

A successful troop is the result of strong parent-leader cooperation and communication. This outline will help you organize and carry out a meeting with parent/guardian that will result in committed support.

Planning the parent/guardian meeting

- Select a time, date and location that will work well for most families.
- Invite all families a minimum of one week prior to the meeting.
- Estimate that the meeting will take one hour; stress the importance of attending.
- Review the helper sign-up sheet and adjust it for the volunteer roles you need for your troop.
- Go over the information needed to complete the troop information sheet that you will be sharing with parent/guardian at the meeting, and compile all necessary information. Some decisions and assignments will likely be made at the meeting.
- Plan activities to keep children occupied. Consider inviting older Girl Scouts or another adult to supervise while you meet with the parent/guardian(s). If you need help locating an older girl troop, contact your school coordinator or Membership Engagement staff person. If you do not have access to helpers to watch children, consider meeting at a park or playground to keep the kids busy but nearby.
- Do not make attending this meeting a condition of joining the troop; your best parent helper could have a legitimate conflict to make it unable to attend.
- If you have contact with the parent/guardian(s) beforehand, have them fill out the parent/guardian involvement, health history, and registration forms ahead of time and bring them to the meeting.
- Parents/guardians who are unable to attend will need to make arrangements to gather information and return required forms before the parent meeting or no later than a week after.

Setting up

- If possible, arrange the room in a semi-circle so each person can contribute equally.
- If possible, have the girls supervised in another room doing an activity so the parent/guardian(s) will not be distracted.

Supplies

- Sign-in sheet
- Name tags
- Paper, pens, envelopes and paper clips/stapler (to keep money w/forms)
- Calendar of troop events and meetings, family welcome packets, troop information sheet
- Parent involvement, health history, girl and adult registration, and financial aid forms
- Parent mixer forms, helper sign-up sheet
- Journey books, a Girl's Guide to Girl Scouting, and uniform pieces if available
- Refreshments (optional)

Leader's Guide

to the First Parent/Guardian Meeting

Meeting Agenda

Welcome & introductions

Parent mixer (optional activity)

Give each parent a copy of the parent mixer form and have them mingle among one another. Their goal is to fill in a name for each item and to not repeat names. When you are done, ask the parent/guardian(s) if they learned anything new or surprising.

Troop plans

Review the troop information sheet on page 2 of the family welcome packet. Have the parent/guardian(s) fill in each blank on the sheet, and tell them to keep the form handy as a reference throughout the year.

- If the time, dates, and locations of meetings and other troop activities have not yet been decided, this is a good time to make group decisions.
- Bring a calendar and assign responsibilities for each of your meetings, such as a parent helper, snack provider, or activity planner for each date. Many leaders find it works well to have each parent/daughter pair take one assigned meeting to lead activities, provide snack, and be the parent/guardian helper.
- Share your hopes and expectations for the girls and the troop. Above all else, it is the girls' troop and activities need to be planned around their needs and interests. Explain that we emphasize girl-planning, which means that even the youngest girls get to make big decisions for their troops!
- Share your troop calendar and review field trips, Council events, service area events, and Girl Scout holidays you many already have planned. Let the parent/guardian(s) know you will periodically provide additional dates to update the calendar as things are planned.
- Talk about the Fall Product Program and Cookie Program (dates are on the troop information sheet).
- Let them know that financial aid is available for families in need—typically, those eligible for free or reduced lunch. Make sure you have forms for uniform and troop dues aid requests. Membership financial aid is applied for right on the membership registration form.
- Talk about the uniform pieces, books, or other supplies each girl will need, referring them to the retail stores in Appleton, Green Bay, and Schofield and our online shop at shop.gsnwgl.org/store.

Complete registration

Pass out registration forms to parent/guardian who have not yet registered their daughters, and have them return it to you with the \$30 membership fee at the meeting, or direct them to online registration at gsnw.gl/reg.

Parent responsibilities

- Talk to the parent/guardian(s) about the support the troop will need. Review parent/guardian expectations on page 1 of the family welcome packet and add in any additional expectations you might have specific to your troop.
- Have parent/guardian(s) complete the parent/guardian involvement forms and pass around the troop helpers sign-up sheet. These are not mandatory troop positions, they are just ideas. You can adjust them to include only those volunteer roles you need.
- Parent/guardian(s) who will regularly volunteer, provide transportation, or work with troop finances need to register as an adult member and pay the \$25 adult membership fee and fill out a volunteer application (information is on page 1 of the family welcome packet). Pass out adult registration forms as needed.

Take questions

- Answer any questions parent/guardian(s) may have. If someone asks a question which you don't have an answer for, jot down some notes and contact your community development staff person for help. Make sure you follow up with the parent/guardian(s) in a timely manner!

Wrap up

- Collect completed registration forms and fees, parent involvement forms, and health history forms.
- Review the next steps (training courses for volunteer positions, sending refreshments to the first meeting, etc.)
- Inform the parent/guardian(s) if you plan to have more parent/guardian meetings during the year.
- Thank everyone for attending!



Troop Information Sheet

Troop leaders: This form is found on page 2 of the family welcome packet.

Parent/guardian: Fill in this sheet and hang it up on your fridge or bulletin board to keep this important troop information on hand throughout the year.

Troop number: _____

Grade level: Daisy (K–1) Brownie (2–3) Junior (4–5) Cadette (6–8)
 Senior (9–10) Ambassador (10–12)

Our troop meets at this location: _____

Our troop meeting dates are: _____

Our troop meeting time is: _____

Our troop dues are: _____

Our troop leader can be reached at: _____

I will be a parent helper on the following troop meeting dates:

Our family will provide the troop snack on the following meeting dates:

To get started, we should purchase the following items for our Girl Scout:

Fall Product Program (nuts, candy, magazines) dates are:

Most of the Council: September 10 – October 14

Cranberry Valley and Rockwood Service Areas: November 1 – 11

Girl Scout Cookie Program dates are:

Order taking: January 18 – February 3

Delivery begins: February 27

Booth sales run: March 1 –31

Other dates, activities, and notes:



Parent/Guardian Mixer

Find someone who:

First and last name:

Was a Girl Scout as a child

Volunteers for other organizations

Thinks being a parent is great!

Enjoys cooking

Has a full-time or part-time job

Likes to sing

Likes talking on the phone

Works with computers

Likes adventure and trying new things

Would rather deal with paper than people

Enjoys crafts

Is working toward earning a degree

Loves to shop

Likes to keep track of money

Enjoys camping

Is a kid at heart

Is trained in first aid, CPR, and AED

Is the life of the party

Has other daughters in Girl Scouts



Troop Helpers Sign-Up Sheet

Note to leaders: only troop leader and co-leader/assistant leader positions are required. All others can be added or removed based on troop needs.

Leader: _____

Co-leader: _____

Assistant leader: _____

Troop committee member/helper: _____

Troop cookie manager: _____

Troop fall product manager: _____

First aider: _____

Transportation coordinator: _____

Secretary/Communications Coordinator: _____

Treasurer: _____

Troop camper: _____

Special skills consultant: _____

Babysitter: _____

Refreshments coordinator: _____

Other:



5 Ways Girl Scouts Builds Girl Leaders

Girl Scouts' mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to *discover* their values, skills, and the world around them; *connect* with others in a multicultural environment; and *take action* to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:



STRONG SENSE OF SELF

Girls have confidence in themselves and their abilities, and form positive identities.



POSITIVE VALUES

Girls act ethically, honestly, and responsibly, and show concern for others.



CHALLENGE SEEKING

Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



HEALTHY RELATIONSHIPS

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



COMMUNITY PROBLEM SOLVING

Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.

Why do these five outcomes matter?

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. But don't take our word for it! Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.¹

Youth who develop these five outcomes...



Are happier, healthier, and less likely to engage in problem behaviors or be victimized.

Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.²



Achieve more academically and feel more engaged in school. Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not.³ When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.



Become strong job applicants. While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills.⁴ Yet many employers around the world report that job candidates lack these attributes.⁵



Become successful, well-adjusted adults. Kindergarteners who learn how to share, cooperate with others, and be helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills.⁶ They are also less likely to have substance-abuse problems and run-ins with the law.

Join Girl Scouts today! www.girlscouts.org/join

¹ Child Trends. (2015). [Key "Soft Skills" that Foster Youth Workforce Success: Toward a Consensus across Fields.](#)

² OECD. (2015). [Skills for Social Progress: The Power of Social and Emotional Skills.](#) OECD Skills Studies, OECD Publishing, Paris.

³ Durlak, J., Weissberg, R. Dymnicki, A. Taylor, R., & Schellinger, K. (2011). [The impact of enhancing students' social and emotional learning: A meta-analysis of school-based universal interventions.](#) *Child Development*, 82(1), 405-432.

⁴ National Association of Colleges and Employers. (2015). [Job Outlook 2016: Attributes Employers Want to See on New College Graduates' Resumes.](#)

⁵ ManpowerGroup. (2015). [Talent Shortage Survey.](#)

⁶ Jones, Greenberg, & Crowley (2015). [Early Social-Emotional Functioning and Public Health: The Relationship between Kindergarten Social Competence and Future Wellness.](#) *American Journal of Public Health*, 105(11), 2283-2290.



Girl Scout Safety Guidelines

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we demonstrate that by agreeing to follow these standards at all times.

- 1. Follow the Safety Activity Checkpoints** - Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints. Read the checkpoints, follow them, and share them with other volunteers, parents, and girls (as grade-level appropriate) before engaging in activities with girls.
- 2. Arrange for proper adult supervision of girls** - Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.
- 3. Get parent/guardian permission** - When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
- 4. Report abuse** - Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting.
- 5. Be prepared for emergencies** - Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
- 6. Travel safely** - When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
- 7. Ensure safe overnight outings** - Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.
- 8. Role-model the right behavior** - Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.
- 9. Create an emotionally safe space** - Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- 10. Ensure that no girl is treated differently** - Girl Scouts welcome all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
- 11. Promote online safety** - Instruct girls never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group Web sites, publish girls' first names only and never divulge their contact information. Teach girls the [Girl Scout Online Safety Pledge](#) and have them commit to it.
- 12. Keep girls safe during money-earning** - Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girls, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girls cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.



Girl Member
 Adult Participant

GIRL SCOUT HEALTH HISTORY FORM

The Troop leader must retain a copy of the Health History Form for each troop member and keep ALL information CONFIDENTIAL. Adults completing this form may sign for themselves on the Parent/Guardian signature line. Submit this form on or before the event. PARTICIPANTS WILL NOT BE ABLE TO ATTEND WITHOUT THIS COMPLETED FORM.

CONTACT INFORMATION

Name: Last	First	Middle	D.O.B.	Age
Street Address				City/State/Zip
				Male <input type="checkbox"/> Female <input type="checkbox"/>
Custodial Parent/Guardian	Day/Work Phone	Evening//Home Phone	Cell/Mobile Phone	
2 nd Parent/Guardian	Day/Work Phone	Evening//Home Phone	Cell/Mobile Phone	
Street Address (if different from girl)			City/State/ZIP	

If an emergency arises, and parent/guardian can't be reached, please contact the following people: (Adult participants, please list emergency contacts here.)

Name _____	Phone _____	Relationship _____
Name _____	Phone _____	Relationship _____

HEALTH INFORMATION

Name of Physician _____ Clinic Name _____ Phone (____) _____

Is the participant covered by medical insurance? Yes No If so, please list plan name: _____

Please answer the following questions completely. Use the back side of page if necessary.

Does the participant have any health concerns we should be aware of? If so, please provide any important information, such as symptoms to watch for or care needs.

Does the participant have any allergies? If so, please explain the cause, reaction, and how it should be handled.

Does the participant have any specific dietary needs or restrictions? If so, please describe.

Does the participant take any medications? If medications need to be distributed at event, please give them to the troop leader or council staff with a note giving permission and specific instructions.

Is participant up to date on basic immunizations? Yes No

Has participant had a current tetanus shot? Yes No If so, please list date: _____

Does participant have any emotional, psychological, or behavioral health concerns we should be aware of? If so, please list any relevant information on how we can support these needs.

IMPORTANT - SIGNATURE REQUIRED FOR ATTENDANCE

Parent/Guardian Authorization: This health history is correct and complete as far as I know, and the person herein described has permission to engage in all activities except as noted. I hereby give permission to the Girl Scouts of the Northwestern Great Lakes, Inc. to provide routine health care, administer prescribed medications, and seek emergency medical treatment including ordering x-rays or routine tests. I agree to the release of any records necessary for insurance purposes. I give permission to the Girl Scouts of the Northwestern Great Lakes, Inc. to arrange necessary related transportation for me/my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the Girl Scouts of the Northwestern Great Lakes, Inc. to secure and administer treatment, including hospitalization, for the person named above. This completed form may be photocopied for trips to all activities.

Signature of Parent/Guardian or Adult Participant

Date



Parent Permission Form

Use this form for special troop activities and return it promptly to your Troop Leader in order to ensure participation in the event. **Instructions:** Troop leader fills out Section 1. Parent/guardian signs Section 2 and returns to troop leader before participation.

Section 1:

Troop/Group #: _____ is planning a _____

Date: _____ Time: _____

Phone: (_____) _____ Location: _____

Arrangements for transportation:

Time/place of departure: _____

Time/place of return: _____

Mode of transportation: _____

Leaders accompanying the girls:

Name(s): _____

Each girl will need to bring:

Expenses: _____

Equipment and clothing: _____

In case of an emergency, the leader will notify the at home contact person who will immediately notify the Parents.

At home contact's name: _____ Phone: (_____) _____

Leader's signature: _____ Phone: (_____) _____

Sensitive Issues Activity – If this box is checked we plan to take part in activities involving sensitive issues. Attendance is optional for all or part of the activities.

High Risk Activity – If this box is checked we plan to take part in activities that could be considered high risk. Attendance is optional for all or part of the activities.

(Detach and return to troop leader)

Section 2:

My daughter, _____ has permission to participate in _____ Yes No

During the activity, I may be reached at _____ Phone: (_____) _____

Address: _____

If I/we cannot be reached in the event of an emergency, the following person is authorized to act on my/our behalf:

Name: _____ Phone: (_____) _____

Address: _____ Relationship: _____

Physician: _____ Phone: (_____) _____

Additional remarks: _____

Sensitive Issues Activity – I understand that my child will participate in activities that could be considered sensitive. I am confident in her maturity and am comfortable with her participation.

High Risk Activity – I understand that my child will participate in activities that could be considered high risk. I am confident in her health and ability to participate.

Parent/Guardian Signature: _____ Date: _____