Welcome to Girl Scout Brownies!

Thank you for volunteering with Girl Scouts of the Northwestern Great Lakes! You are about to meet your troop or group of Girl Scout Brownies for the first time and we are sure you have a lot of questions. This guide will explain the basics of the Girl Scout Brownie program and will help you get started with your first troop meeting. Through your leadership and willingness to volunteer, girls in 2nd and 3rd grade will have the opportunity to learn about themselves, make friends, and make the world a better place.

The Foundation of Girl Scouting

Promise and Law
The Girl Scout program is fun with purpose! It is based on the Girl Scout Promise and Law that generations of girls have followed. All Girl Scout members—girls and adults—accept the Promise and Law upon joining.

<table>
<thead>
<tr>
<th>Girl Scout Promise</th>
<th>Girl Scout Law</th>
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</thead>
<tbody>
<tr>
<td>On my honor, I will try:</td>
<td>I will do my best to be</td>
</tr>
<tr>
<td>To serve God* and my country,</td>
<td>honest and fair,</td>
</tr>
<tr>
<td>To help people at all times,</td>
<td>friendly and helpful,</td>
</tr>
<tr>
<td>And to live by the Girl Scout Law.</td>
<td>considerate and caring,</td>
</tr>
<tr>
<td>*Individuals are free to substitute their own wording for “God” that best reflects their spiritual beliefs.</td>
<td>courageous and strong, and responsible for what I say and do,</td>
</tr>
<tr>
<td></td>
<td>and to</td>
</tr>
<tr>
<td></td>
<td>respect myself and others,</td>
</tr>
<tr>
<td></td>
<td>respect authority,</td>
</tr>
<tr>
<td></td>
<td>use resources wisely,</td>
</tr>
<tr>
<td></td>
<td>make the world a better place, and</td>
</tr>
<tr>
<td></td>
<td>be a sister to every Girl Scout.</td>
</tr>
</tbody>
</table>

Girl Scout Mission
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.
Girl Scout Leadership Experience

There are three components that make up the Girl Scout Leadership Experience (GSLE): the three keys to leadership, the five leadership outcomes, and finally the three Girl Scout processes.

Three Keys to Leadership
The Girl Scout Leadership Experience (GSLE) defines three keys to leadership: discover, connect, and take action. When girls discover their interests and values, connect with others, and take action in their communities, they are on a path toward leadership. The section below highlights our leadership model. Our girl-focused activities and methods lead to life-long skills and outcomes. Don’t feel you need to master all of these concepts before your first meeting. What you will learn through experience is that, in many cases, these concepts will occur naturally in your troop.

- **Discover**
  Girls understand themselves and their values and use their knowledge and skills to explore the world

- **Connect**
  Girls care about, inspire, and team with others locally and globally

- **Take action**
  Girls act to make the world a better place

Simply stated, any troop activity you plan should apply one or more of these keys to ensure girls are learning the values of leadership throughout their Girl Scout experience. Do the activities allow girls to discover something about themselves or the world around them (new skills, hobbies, careers, etc.)? Are girls able to connect with others in their troop or learn something new from someone in their community? Are girls able to use what they learn in Girl Scout to do something (big or small!) to make the world a better place?

The Five Outcomes
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 the 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.

**Girl Scout Leadership Experience Outcomes**
1. **Strong Sense of Self** - Girls have confidence in themselves and their abilities and form positive identities.
2. **Positive Values** - Girls act ethically, honestly, and responsibly, and show concern for others
3. **Challenge Seeking** - Girls take appropriate risks, try things even if they might fail, and learn from mistakes.
4. **Healthy Relationships** - Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.
5. **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.

Three Girl Scout Processes
The final component of the GSLE is about three processes that engage girls in what they are doing. How girls learn and grow in Girl Scouts is just as important as what they are learning. As girls engage in these three processes, they are given a sense of ownership over their Girl Scouts experience and building confidence and working well with others.

- **Girl-led**
  A girl-led approach to Girl Scouting allows girls to take a leadership role in the troop. It can be as simple as taking attendance, planning an activity, or leading a song.

- **Learning by doing**
  When girls are engaged in hands-on activities, they will have a more memorable, meaningful experience. Give girls the opportunity to do something themselves or simply get their hands dirty!

- **Cooperative learning**
  Cooperation among girls is key! Have girls work in groups to solve a problem or complete a project.
Understanding Healthy Development for Girl Scout Brownies

Just being attentive to what girls are experiencing as they mature is a big help to girls. Take some time to understand the likes, needs, and abilities of girls at the Girl Scout Brownie level.

As you listen and learn along with girls, you may find it useful to review the highlights of their development. What follows are the developmental abilities and needs of girls at the 2nd and 3rd grade levels. You’ll also find these listed in the adult guide of each leadership journey, along with tips for how to make the most of them as you guide and partner with girls. Of course, each girl is an individual, so these are only guidelines that help you get to know the girls.

### Girl Scout Brownies

<table>
<thead>
<tr>
<th>At the Girl Scout Brownie level (second and third grade), girls . . .</th>
<th>This means...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have lots of energy and need to run, walk, and play outside.</td>
<td>Taking your session activities outside whenever possible.</td>
</tr>
<tr>
<td>Are social and enjoy working in groups.</td>
<td>Allowing girls to team up in small or large groups for art projects and performances.</td>
</tr>
<tr>
<td>Want to help others and appreciate being given individual responsibilities for a task.</td>
<td>Letting girls lead, direct, and help out in activities whenever possible. Allow girls as a group to make decisions about individual roles and responsibilities.</td>
</tr>
<tr>
<td>Are concrete thinkers and focused on the here and now.</td>
<td>Doing more than just reading to girls about the Brownie Elf’s adventures. Ask girls questions to gauge their understanding and allow them to role play their own pretend visit to a new country.</td>
</tr>
<tr>
<td>Need clear directions and structure, and like knowing what to expect.</td>
<td>Offering only one direction at a time. Also, have girls create the schedule and flow of your get-togethers and share it at the start.</td>
</tr>
<tr>
<td>Are becoming comfortable with basic number concepts, time, money, and distance.</td>
<td>Offering support only when needed. Allow girls to set schedules for meetings or performances, count out money for a trip, and so on.</td>
</tr>
<tr>
<td>Are continuing to develop their fine motor skills and can tie shoes, use basic tools, begin to sew, etc.</td>
<td>Encouraging girls to express themselves and their creativity by making things with their hands. Girls may need some assistance, however, holding scissors, threading needles, and so on.</td>
</tr>
<tr>
<td>Love to act in plays, create music, and dance.</td>
<td>That girls might like to create a play about welcoming a new girl to their school, or tell a story through dance or creative movement.</td>
</tr>
<tr>
<td>Know how to follow rules, listen well, and appreciate recognition of a job done well.</td>
<td>Acknowledging when the girls have listened or followed the directions well, which will increase their motivation for listening and following again!</td>
</tr>
</tbody>
</table>
Running a Safe Girl Scout Meeting

Listed below are the essential building blocks for running a safe Girl Scout meeting.

**Adult-to-girl ratios**

Adult-to-girl ratios in Girl Scouting show the minimum number of Council-approved adults needed to supervise a specific number of girls. These supervision ratios were devised to ensure the safety and health of girls. For example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the girls. The chart below is helpful to understand the safety ratios involved for both troop meetings and outings for all Girl Scout grade levels.

<table>
<thead>
<tr>
<th>Group Meetings</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two unrelated volunteers (at least one of whom is female) for every:</strong></td>
<td>Two unrelated volunteers (at least one of whom is female) for this number of girls:</td>
</tr>
<tr>
<td><strong>Girl Scout Daisies</strong> (grades K-1)</td>
<td>12</td>
</tr>
<tr>
<td><strong>Girl Scout Brownies</strong> (grades 2-3)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Girl Scout Juniors</strong> (grades 4-5)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Girl Scout Cadettes</strong> (grades 6-8)</td>
<td>25</td>
</tr>
<tr>
<td><strong>Girl Scout Seniors</strong> (grades 9-10)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Girl Scout Ambassadors</strong> (grades 11-12)</td>
<td>30</td>
</tr>
</tbody>
</table>

**Follow the Girl Scout Safety Guidelines and Safety Activity Checkpoints**

Safety instructions are detailed in the Girl Scout Safety Guidelines and the Safety Activity Checkpoints. Whether you’re going swimming or hiking, or headed to a theme park, please read and follow the Safety Activity Checkpoints for your specific activity. Share them with other volunteers, parents, and girls before engaging in your activities. (From the GSNWGL website, search: “safety activity checkpoints” and “safety guidelines”.)

**Review Volunteer Essentials:** For more details on safety issues like internet safety, financial safety, traveling, creating safe spaces for girls, and volunteer responsibilities, reference Volunteer Essentials, found on the GSNWGL website (From the GSNWGL website, search: volunteer essentials.)

**First Aid:** Make sure a general first aid kit is available at your meeting place and accompanies girls on any activity (including transportation to and from the activity). Be aware that you may need to provide this kit if a fully stocked one is not available at your meeting site.

**Healthy history forms:** Every girl and adult in your troop should also complete a health history form provided by GSNWGL. A medical emergency can happen at any time, so always be prepared. Carry the emergency procedures card in your wallet for quick access to emergency information. If you haven’t received one, contact your Member Engagement staff person.

**First Aider:** A First Aider is what Girl Scouts call an adult volunteer who has taken Girl Scout-approved first aid and CPR training which includes specific instructions for both adult and child CPR. Activities may take place in a variety of locations, which is why first-aid requirements are based on the remoteness of the activity location, as noted in the Safety Activity Checkpoints for that activity.
Girl Scout Brownie Resources

There are many resources available for you to use with your Girl Scout Brownies. Below are a few that will help you get started and create the experience that is right for your girls.

The Girl's Guide to Girl Scouting

The Girl’s Guide to Girl Scouting is our primary program resource for girls. This resource book contains all the criteria for earning many of the badges Girl Scouting is famous for, but it also includes much more! Each guide contains:

- A colorful, easy-to-use binder specially designed for girls at each level. The binder comes chock full of essential information and badge activities—plus girls get to customize their own experience by choosing and adding in additional badge sets.
- Legacy, Financial Literacy, and Cookie Business badge activities
- A detailed diagram showing where girls place the badges, pins, or awards with pride on their vests or sashes.
- Ideas to help girls tie their badges right into their Journeys.
- Vintage illustrations and quotes from Girl Scout history to help girls feel connected to the proud traditions of the past.
- Criteria for other Brownie level girl awards and opportunities, including the My Promise My Faith Award.
- An awards log showing girls the awards and badges available at their level so that girls can see how their skills will grow in Girl Scouting.

If girls wish to earn even more badges than those included in the Girl’s Guides, additional badge activity sets are available to purchase at girlscoutshop.com and meeting plans are available on the Volunteer Toolkit (VTK).

For a complete listing of awards available at the Girl Scout Brownie level, check out the Award and Badge Explorer at girlscouts.org.

It is considered a best practice that all girls in the troop have their own books. This way, they can work on additional badges or criteria outside of the troop meetings, share projects with their families, and have a keepsake and record of their Girl Scout Experience.

Girl Scout Journeys

Journeys are a coordinated series of activities grouped around a theme. The activities included in the Journey guides may be done by troops, groups, by individually registered girls, or as part of larger program events. Each grade level Journey series includes an adult guide and a corresponding girl book. The facilitator set includes one girl book and one adult facilitators guide. Sets are available in all council shops. Additional copies of the girl’s workbook are available as well. The adult guide includes sample meeting sessions, activity ideas and tips for successfully providing a strong leadership experience for girls. The adult books are a wonderful resource because they are very flexible! A troop/group could hold a meeting, completely following the sample sessions included in the book, or choose only specific pieces selected by the girls. The girl guides include activity pages, stories and materials that support the activities planned in the leader guide.

Journeys are designed for 9-13 troop meetings. Detailed meeting plans and descriptions of each Journey are listed in the VTK, and an overview can be found on GSUSA’s Award and Badge Explorer page.

It's Your World – Change It! Brownie Quest

This is a leadership theme Journey. Brownies will travel along two colorful trails of fun and mystery, exploring individuality and being part of a troop. Girls learn how to take care of themselves, their family, their Girl Scout sisters, and their community—and do a Take Action project to show caring for others.
It’s Your Planet – Love It! WOW! Wonders of Water
This is an environmental theme Journey. Brownies dive in to learn about the water cycle and make their own rainbows as they explore themes of LOVE, SAVE, and SHARE around the precious resource of water. Girls complete a Take Action project to share what they know and make a difference in water use at home, at school, and in their community.

It’s Your Story – Tell It! A World of Girls
This Journey focuses on storytelling and creative expression. Brownies learn about girls around the world and how stories can create positive change in the world. Girls put their storytelling skills to work in the Take Action project that shares the important story they choose to tell.

Outdoor Brownie Journey
Brownies will learn all about the outdoors! Prepare for hikes by learning to follow trail signs and maps, packing the right gear, and sleeping under the stars on a troop camping trip. They choose a Take Action project to use their skills to help others enjoy their favorite outdoor area!

Outdoor STEM Journey
Brownies find out how citizen scientists make observations and collect data in their community. They’ll work with scientists to receive feedback on their research. Girls will sharpen their observation skills through games and a SciStarter project. The Brownie Take Action project will demonstrate how research helps others.
**Computer Science Journey**
Brownies discover how programmers use computational thinking to solve problems, exploring paper programming, algorithms, variables, functions, and rapid prototyping. Brownies use their Take Action project to search for patterns and help others.

**Engineering Journey**
Brownies learn how engineers use design thinking to solve problems. They try three design thinking activities: design and build an assistive device, a water collection device, and a device that can launch a ball across a room. Their Take Action project uses problem solving skills to help others.

***** Note: For help on earning these Journeys or other selected badges, detailed troop meeting plans and agendas are available on the Volunteer Toolkit.
**Girl Scout Brownie Award Record for:**

This form is a tool for volunteers. Use the form to keep record of each girl's achievement. (The girls can keep record of their achievements in their Girl's Guide to Girl Scouting books!) This form is not intended to be displayed or shared with other girls, and does not need to be turned in to the Council.

<table>
<thead>
<tr>
<th>Award</th>
<th>Date Completed</th>
<th>Date Received</th>
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<tbody>
<tr>
<td>It's Your World – Change It! Brownie Quest Journey</td>
<td></td>
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<tr>
<td>The Discover Key</td>
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<td>The Connect Key</td>
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<tr>
<td>The Take Action Key</td>
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<tr>
<td>The Brownie Quest Award</td>
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<tr>
<td>It's Your Planet – Love It! Wow! Wonders of Water Journey</td>
<td></td>
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<tr>
<td>LOVE Water</td>
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<tr>
<td>SAVE Water</td>
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<tr>
<td>SHARE Water</td>
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<tr>
<td>WOW!</td>
<td></td>
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<tr>
<td>It's Your Story – Tell It! A World of Girls Journey</td>
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<tr>
<td>Hear a Story</td>
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<tr>
<td>Tell a Story</td>
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<tr>
<td>Change a Story</td>
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<tr>
<td>Better World for Girls Award</td>
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<tr>
<td>Outdoor Brownie Journey</td>
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<tr>
<td>Badge</td>
<td>Date Completed</td>
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<tr>
<td>Brownie First Aid</td>
<td></td>
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<tr>
<td>Hiker</td>
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<tr>
<td>Cabin Camper</td>
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<td>Take Action Award</td>
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<td>Outdoor STEM Brownie Journey</td>
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<td>Award</td>
<td>Date Completed</td>
<td>Date Received</td>
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<tr>
<td>Think Like a Citizen Scientist</td>
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<tr>
<td>Take Action Award</td>
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<td>Computer Science Brownie Journey</td>
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<tr>
<td>Think Like a Programmer</td>
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<td>Take Action Award</td>
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### Engineering Brownie Journey

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<tbody>
<tr>
<td>Think Like an Engineer</td>
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<td>Take Action Award</td>
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### Girl Scout Brownie Legacy Badges

<table>
<thead>
<tr>
<th>Badge</th>
<th>Requirements</th>
<th>Date Completed</th>
<th>Date Received</th>
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</thead>
<tbody>
<tr>
<td>Brownie Girl Scout Way</td>
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<td></td>
</tr>
<tr>
<td>Painting</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Celebrating Community</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Snacks</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brownie First Aid</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
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<tr>
<td>Fair Play</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
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<tr>
<td>Bugs</td>
<td>1 2 3 4 5</td>
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</table>

### Girl Scout Brownie Financial Literacy Badges

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<thead>
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<th>Badge</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Money Manager</td>
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<td></td>
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<tr>
<td>Philanthropist</td>
<td>1 2 3 4 5</td>
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</table>

### Girl Scout Brownie Cookie Business

<table>
<thead>
<tr>
<th>Badge</th>
<th>Requirements</th>
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<th>Date Received</th>
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</thead>
<tbody>
<tr>
<td>Meet My Customers</td>
<td>1 2 3 4 5</td>
<td></td>
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<tr>
<td>Give Back</td>
<td>1 2 3 4 5</td>
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</table>

### Girl Scout Brownie Skill Building Badges: It’s Your World- Change It!

<table>
<thead>
<tr>
<th>Badge</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>Dancer</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>My Best Self</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Expert</td>
<td>1 2 3 4 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My Family Story</td>
<td>1 2 3 4 5</td>
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<td></td>
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<tr>
<td>Home Scientist</td>
<td>1 2 3 4 5</td>
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### Girl Scout Brownie Skill Building Badges: It’s Your Planet- Love It!

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<thead>
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<th>Badge</th>
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</thead>
<tbody>
<tr>
<td>Hiker</td>
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<tr>
<td>My Great Day</td>
<td>1 2 3 4 5</td>
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<td></td>
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<tr>
<td>Household Elf</td>
<td>1 2 3 4 5</td>
<td></td>
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</tr>
<tr>
<td>Potter</td>
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<td>Senses</td>
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## Girl Scout Brownie Award Record, Page 3

### Girl Scout Brownie Skill Building Badges: It’s Your Story- Tell It!

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<tr>
<td>Pets</td>
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<tr>
<td>Making Friends</td>
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<td>Letterboxer</td>
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<td>Making Games</td>
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<tr>
<td>Inventor</td>
<td>1 2 3 4 5</td>
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### Girl Scout Brownie Skill Building Badges: Outdoor/Environmental Stewardship

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<thead>
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<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Outdoor Art Creator</td>
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<tr>
<td>Outdoor Adventurer</td>
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<tr>
<td>Cabin Camper</td>
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<tr>
<td>Eco Friend</td>
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### Girl Scout Brownie Skill Building Badges: Space Science

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</thead>
<tbody>
<tr>
<td>Space Science Adventurer</td>
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### Girl Scout Brownie Skill Building Badges: Mechanical Engineering

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<tr>
<td>Race Car Design Challenge</td>
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### Girl Scout Brownie Progressive Badges: Robotics Engineering

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<th>Badge</th>
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<td>Showcasing Robots</td>
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### Girl Scout Brownie Progressive Badges: Cybersecurity

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<td>Cybersecurity Safeguards</td>
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<tr>
<td>Cybersecurity Investigator</td>
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## Other Awards for Girl Scout Brownies

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<td>My Promise My Faith (Year 2)</td>
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<td>World Thinking Day Award</td>
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<td>Cookie Activity Pin</td>
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<td>Medal of Honor</td>
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<td>Bronze Cross</td>
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<tr>
<td>Brownie Journey Summit Award</td>
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<tr>
<td>Bridge to Girl Scout Brownie Award</td>
<td>1 2</td>
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</tbody>
</table>
Girl Scout Brownie Vest and Sash

Visit www.girlscoutshop.com/GSNWGL for all your official Girl Scout Merchandise needs.

- American Flag Patch
- Girl Scout Council Identification Set
- Troop Crest
- Troop Numerals
- Membership Stars and Discs
- Bridge to Girl Scout Brownie Award
- My Promise, My Faith Pins
- Cookie Sale Activity Pin
- Safety Award Pin
- Girl Scout Brownie Badges
- World Thinking Day Award
- Global Action Award

Place your first Journey awards at the bottom of your vest. As you earn additional Journey awards, work your way up.

If your Journey awards and badges don’t fit on the front of your vest or sash, you can wear them on the back.

- Brownie Insignia Tab
- World Trefoil Pin
- Girl Scout Brownie Membership Pin
- Journey Summit Award Pins
- Journey Award Badges

Place your Journey awards above your badges.
Brownie Awards and Badges

**SKILL-BUILDING BADGES**

- Brownie First Aid
- Brownie Girl Scout Way
- Bugs
- Cabin Camper
- Celebrating Community
- Computer Expert
- Dancer
- Eco Friend
- Fair Play
- Fling Flyer Design Challenge
- Give Back
- Hiker
- Home Scientist
- Household Elf
- Inventor
- Leap Bot Design Challenge
- Letterboxer
- Making Friends
- Making Games
- Meet My Customers
- Money Manager
- My Best Self
- My Family Story
- My Great Day
- Outdoor Adventurer
- Outdoor Art Creator
- Painting
- Pets
- Philanthropist
- Potter
- Race Car Design Challenge
- Senses
- Snacks
- Space Science Adventurer

**PROGRESSIVE BADGES**

- Cybersecurity Basics
- Cybersecurity Safeguards
- Cybersecurity Investigator
- Programming Robots
- Designing Robots
- Showcasing Robots

**JOURNEY AWARDS**

- It's Your World–Change It!
  - Brownie Quest Set
- It's Your Planet–Love It!
  - WOW! Wonders of Water Set
- It's Your Story–Tell It!
  - A World of Girls Set

**Engineering Journey**

- Think Like an Engineer
- Take Action

**Computer Science Journey**

- Think Like a Programmer
- Take Action

**Outdoor STEM Journey**

- Think Like a Citizen Scientist
- Take Action

**Outdoor Journey**

- Brownie First Aid
- Hiker
- Cabin Camper
- Take Action
Holding a Parent/Guardian Meeting

A successful troop is the result of strong parent and leader cooperation and communication. It is important to build positive relationships with parents immediately. Begin the year right by holding a parent/guardian meeting before the troop meets for the first time, or as part of the first troop meeting. A parent/guardian meeting is also a chance for you to get to know the families of the girls in your troop. Check out our complete guide on holding a parent meeting. (From gsnwgl.org, search: Troop 101).

Troop Meeting Basics

Troop Leader Survival Kit

Before you begin planning, it’s always a good idea to have a troop leader survival kit. Here are some ideas for a survival kit to keep handy at all troop gatherings. First, find a plastic crate or bin to keep everything in. If you keep this kit handy during meetings, girls who complete activities early can start something new rather than just sitting around. Also, if an activity falls through at the last minute, you will be able to create a new one using the materials in your kit.

- Crayons, markers, colored pencils
- Construction paper, ruled paper, index cards
- Glue sticks
- String, ribbon, cardboard, postcards, used greeting cards, and other collage materials
- Age-appropriate books and magazines
- Balls and/or jump ropes
- Board games
- Child-sized scissors
- Coloring pages

What is a kaper chart?

A kaper chart is a chart that shows the delegation of tasks and rotation of responsibility day-by-day and/or meal-by-meal. A kaper chart can be a simple small chart on a sheet of paper or an elaborate chart with lots of decorations.

Six parts of a troop meeting

Most troop meetings last 60-90 minutes. Be sure to plan ahead with the Assistant Troop Leader and communicate who is leading each part of the meeting, as well as what supplies are needed. Leading a troop is a team effort so make sure to utilize other volunteers and parent helpers.

Think of each meeting as having six parts plus an optional snack time, as outlined below. Feel free to structure the meeting in a way that makes sense for you and your Girl Scouts. Don’t be afraid to get creative and change it as you and your troop become more comfortable.

1. **Start-up activity (5-10 minutes):** As the girls arrive, you may either have a quiet activity set up for them, or just let them visit with each other. It’s good for them to giggle and have fun; you want them to become good friends! **HINT:** If you make this part fun, the girls will tend to be on time.

2. **Opening (5-10 minutes):** If needed, use the quiet sign to call the meeting to order and recite the Girl Scout Promise. You will learn more about these in the next section. This is also a good time to teach a new song or game.

3. **Business (5-10 minutes):** Discuss the activity planned for the meeting, why you’re doing it, what you want the girls to learn from it, how it will be done, etc. Review the kaper chart for tasks or responsibilities. Let the girls complete as many of the business tasks as possible, like attendance, collecting forms, and passing out supplies.

4. **Activity (25-30 minutes):** This is the main part of the meeting for the girls. Make sure you have all the supplies needed! This activity should allow the girls to learn and do new things and, above all, have fun!

5. **Cleanup (5-10 minutes):** A Girl Scout leaves a place cleaner than she found it. Clean up is the girls’ responsibility. All the girls should help with the cleanup tasks. Too often, the leaders are left with this job when it should be the girls doing it. A kaper chart will help you divide the tasks among the girls.
6. **Closing (5-10 minutes):** Call girls to the Friendship Circle for reminders and last-minute discussion. This is a good time to reflect on what the girls learned and to compliment positive behavior. Review instructions for next time if needed. Complete the friendship squeeze to signal the end of the meeting. Other closing activities could be saying goodbye in other languages, or singing a goodbye song. Following the closing, the girls are dismissed.

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**Your First Girl Scout Brownie Meeting**

**Theme:** Get to Know You, Girl Scout!

**Goal:** The goal of the first meeting is to allow you and the girls to get to know one another and to learn a few Girl Scout traditions.

**Prep Time:** 30 minutes

**Supplies:**

- First aid kit
- Kaper chart
- Trefoil name tags (included in this packet)
- Yarn
- Scissors (or cut name tags ahead of time)
- Markers and/or crayons
- Snack (if this has not already been assigned to another parent/guardian)
- 1 large piece of paper that can be hung on a wall
- 1 large sheet of paper with the Promise & Law written on it

**Start-up Activity:**

**Trefoil Name Tags:** Set out the trefoil name tag patterns at the work area before the girls arrive. Let each girl decorate and cut out a trefoil. Help her print her name on it for a name tag (it’s best to print their name on both sides of the name tag). Help girls punch a hole in the top, tie a long piece of yarn through the hole to make a name tag necklace.

Make sure you visit and talk with the girls during the start-up activity so you will both feel more comfortable with each other. Encourage the girls to get to know each other. Most of the time you will only allow 5-7 minutes for the start-up activity, however, during the first meeting if girls are talking to each other well you may want to allow a little extra time.

**Snack (if this is your preferred time):** If the responsibility for bringing a snack was not assigned to someone at the parent/guardian meeting, the leader may want to use troop funds to purchase the snack or have her daughter provide it for the first meeting.

**Opening:**

**Girl Scout Brownie Ring:** Call the girls together and ask them to join hands and form a circle. Introduce yourself and any other volunteers. Go around the circle and have the girls introduce themselves. Ask them to share one fact about themselves (have examples such as a favorite animal, last vacation, etc.). To add some energy, consider having a ball that girls can toss to each other as they introduce themselves.

**The Quiet Sign:** Hold up what Girl Scouts refer to as the quiet sign (hold up your right hand, palm open). Explain to the girls that this is the Girl Scout Quiet Sign and is a signal for everyone to be quiet because the meeting is going to begin. Explain that the circle they are sitting in is called the Girl Scout Brownie Ring and will be used at the beginning of every meeting.

**The Brownie Smile Song:** Girl Scouts love to sing! Explain to the girls that you are going to teach them a very special Girl Scout song just for Brownies. Hint: Here is a link to an online video so you can practice prior to the meeting: [http://www.youtube.com/watch?v=9lcpeM-KiDE](http://www.youtube.com/watch?v=9lcpeM-KiDE)

**Brownie Smile Song**

I've got something in my pocket
It belongs across my face.
I keep it very close at hand,
In a most convenient place.

I'm sure you couldn't guess it
If you guessed a long, long while,
So I'll take it out and put it on,
It's a great big Brownie smile!

**Business:** If needed, use the quiet sign and bring the girls back together in the circle.

**Kaper Chart:** Explain the kaper chart to the girls. Let them know the tasks listed on the chart will be their responsibility and that the tasks will be rotated among the girls throughout the year so everyone will have a turn.

**Troop Expectations:** You will want to use one of your large sheets of paper for this exercise. With the girls, brainstorm a list of things to remember so that the troop can be safe and have fun at meetings. (i.e. listen to instructions, ask an adult before you go to the bathroom, etc.). Write these ideas down (if possible, use large paper so everyone can see). When the list feels complete, ask all the girls and adults to agree to follow these rules for all future meetings.
Activity:
The Girl Scout Promise and Law: On your second sheet of paper, write out the Girl Scout Promise. Recite it as you are writing it. Tell the girls that part of becoming a Girl Scout Daisy is learning the Girl Scout Promise and Law. The Promise and Law guides everything we do as Girl Scouts. For your first meeting, have the girls say the whole Promise and Law together and then talk about what it means to each of us. All Girl Scout meetings should begin by saying the Promise and Law.

Ask the following questions:
What is a promise?
• Why is it important to keep our promises?
• What if we forget?
• What do the words, “I will try” mean?

Teach the Girl Scout symbol (right hand, three fingers)

Teach the Girl Scout Promise.
Recite the promise a few times so girls can learn it.

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

Once girls have memorized the Promise, read the Girl Scout Law. The girls will not have to memorize this during the first meeting since they will be learning about the Girl Scout Law throughout the year (and for as long as they are Girl Scouts!).

Learn the Girl Scout Law: Once girls have memorized the promise, read the Girl Scout Law to them. The girls will not have to memorize this during the first meeting. Remind them that they will be learning about the Law throughout the year (and as long as they are Girl Scouts!).

Ask them the following questions:
• What does fair mean?
• What did they do during the day that was friendly to another person?
• What does it mean to be courageous?
• What does it mean to be respectful?
• What does “being a sister to every Girl Scout” mean?

Clean Up: Once the girls have decided what it means to be a sister to every Girl Scout, let them know that it is time to clean up.

Closing:
Friendship Circle:

• Use the Quiet Sign again to get the girls’ attention.
• Ask the girls to join hands to form a circle. Once they’ve formed a circle, they should rearrange their holds so that their arms are crossed right over left.
• One girl starts the circle by making a silent wish, then squeezing the hand of the girl on her right.
• Each girl squeezes the next girl’s hand in turn, until the squeeze “gets back” to the first girl.
• The girl who began the squeeze can say, “Goodbye Brownie Girl Scouts.”
• Remind the girls when the next meeting is.
• The circle breaks and the girls find their adults.
Trefoil Nametags
Copy this sheet prior to your first meeting and have girls print their name on BOTH sides of the trefoil pattern. Use a hole punch to make a hole in the top. Add yarn to make a name tag necklace.

Hint: If you use sturdy paper such as card stock or poster board, you will be able to reuse these nametags.
Other resources from GSNWGL

- Explore our council's website: [www.gsnwgl.org](http://www.gsnwgl.org)
- Get inspiration from our GSNWGL Pinterest page: [https://www.pinterest.com/gsnwgl/](https://www.pinterest.com/gsnwgl/)
- Know the Safety Guidelines and Safety Activity Checkpoints, to plan for outings with girls. On the GSNWGL website, search: safety guidelines OR activity checkpoints
- For answers to everything you ever wanted to know about Girl Scouts, see Volunteer Essentials. On the GSNWGL website, search: volunteer essentials
- For adjusting troop information and planning troop meetings, see the Member Profile and the Volunteer Toolkit. Access by password from the MyGS tab on our website.

Other resources from Girl Scouts of the USA

- For ideas for online resources and activities: [http://forgirls.girlscouts.org/](http://forgirls.girlscouts.org/)
- Pinterest search for photo ideas by grade level or by subject: [https://www.pinterest.com/gsusa/](https://www.pinterest.com/gsusa/)
- For reviewing all the options for earned awards and badges: [https://www.girlscouts.org/en/our-program/badges/badge_explorer.html](https://www.girlscouts.org/en/our-program/badges/badge_explorer.html)
- How to do "girl-led" leadership: [http://forgirls.girlscouts.org/3-processes-for-girl-scout-volunteers/?ar=girls5_9#/girls5_9/volunteer-guides/3-processes-for-girl-scout-volunteers](http://forgirls.girlscouts.org/3-processes-for-girl-scout-volunteers/?ar=girls5_9#/girls5_9/volunteer-guides/3-processes-for-girl-scout-volunteers)
Girl Scout Glossary

Girl Scouting has its own jargon, and there may be times you feel like someone is speaking to you in a different language! Here are some common terms to help you along the way.

**Badge:** Embroidered official recognition awards for Girl Scouts, to indicate increased knowledge and skill in a particular subject. Badges are placed on the front of the uniform.

**Buddy system:** A safety practice in which girls are paired to keep track of each other.

**Ceremonies:**
- **Bridging:** The move from one program level of Girl Scouting to the next (e.g. from Girl Scout Daisy to Girl Scout Brownie). Bridging requirements are found in the Girl's Guide to Girl Scouting handbook section.
- **Court of Awards:** A ceremony that can be held any time during the year at which petals, patches, pins, recognitions, and other awards are presented.
- **Girl Scouts' Own:** A quiet inspirational ceremony that has a theme and is planned by Girl Scouts and their leaders.
- **Investiture:** A special ceremony in which a new member makes her Girl Scout Promise and receives her membership pin.
- **Rededication:** A formal ceremony for girls or adults, previously invested, to renew the Girl Scout Promise (a good way to start a second year of a Girl Scout grade level).

**Community organizer:** A volunteer who oversees Girl Scouting in a community.

**Council trainer/facilitator:** A volunteer who assists with regional and/or Council-wide trainings and training curriculum development.

**Customer Care:** A team of staff available right away to assist with all your inquiries! Contact them at info@gsnwgl.org or 888.747.6945.

**Day camp:** Camping by the day; may be a single day program or a multiple day program.

**Daisy Flower Friends:** The Flower Friends represent the 10 different lines of the Girl Scout Law and guide Daisies through their Journeys and petals.

**e-Biz:** An online portal to register for Council programs and volunteer trainings.

**Friendship Circle:** A symbolic gesture in which Girl Scouts form a circle by clasping hands, crossing their right arm over the left. The circle represents the unbroken chain of friendship among Girl Scouts and Girl Guides all over the world. It is often used at a closing ceremony.

**Fun patches:** Optional patches worn on the back of a uniform. These patches are for available for activities or outings (everything from a radio station visit to a pizza party) that are not part of earning an official badge award through the Journeys or the Girl’s Guide to Girl Scouting.

**Girl Guides:** The original name for Girl Scouts, a term still used in many countries. The name originated in England.

**“Girl Scouts Always Leave a Place Better than They Found It”**: Unwritten Girl Scout rule.

**Girl Scout’s highest awards:**
- **Girl Scout Bronze Award:** The highest award a Girl Scout Junior may earn.
- **Girl Scout Silver Award:** The highest award a Girl Scout Cadette may earn.
- **Girl Scout Gold Award:** The highest award a Girl Scout Senior or Ambassador may earn, the highest award in Girl Scouting.

**Girl Scout handshake:** A formal greeting between Girl Scouts. The handshake is done by shaking left hands while giving the Girl Scout sign with the right.
Girl Scout holidays:

- **Founder’s Day:** Juliette Gordon Low’s birthday, October 31.
- **Girl Scout birthday:** March 12, 1912 marks the first Girl Scout meeting in Savannah, GA.
- **Girl Scout Week:** An annual celebration during the week of March 12, the Girl Scout birthday. It begins on Girl Scout Sunday and ends on Girl Scout Sabbath.
- **Girl Scout Leader’s Day:** April 22, a special day to honor Girl Scout leaders.
- **World Thinking Day:** Celebrated by Girl Guides and Girl Scouts throughout the world, February 22 is the mutual birthday of Boy Scout Founder Lord Baden-Powell and his wife Lady Olave Baden-Powell who was active in Girl Guides in England and served as World Chief Guide. This is the day for Girl Scouts and Girl Guides to think about their sisters around the world through special projects, international programs, activities, or pen pal correspondences. Girl Scouts at each level can earn an award that can be worn on the front of her uniform with their other badges and awards. More information and the requirements to earn this award can be found at [http://gsnw.gl/wtd](http://gsnw.gl/wtd).

**Girl Scout Leadership Experience (GSLE):** The Girl Scout program model that engages girls by developing the skills, knowledge, and values needed to be leaders.

**Girl Scout mission statement:** Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

**Girl Scout sign:** The official Girl Scout sign to be used as the Girl Scout Promise is being recited and may be used as the Girl Scout Law is recited (optional). It is also used during the Girl Scout handshake. The right hand is raised shoulder high with the three middle fingers extended and the thumb crossing over the palm to hold down the little finger. The three fingers represent the three-fold promise that every Girl Scout makes.

**Girl Scout slogan:** “Do a good turn daily.”

**Girl’s Guide to Girl Scouting:** Along with Journeys, Girl’s Guides are part of the National Program Portfolio and is the heart of the Girl Scout Leadership Experience. Inside each guide is the handbook for that Girl Scout level, petals and leaves (Daisy) or badges (Brownie-Ambassador) requirements, Girl Scout award information, a scrapbook section, and stories/activities.

**Grade levels:** Current girl levels include: Daisies (K-1), Brownies (2-3), Juniors (4-5), Cadettes (6-8), Seniors (9-10), and Ambassadors (11-12). These have varied over the years and may be different from what you remember if you were a Girl Scout.

**GSUSA:** Girl Scouts of the United States of America, our national organization.

**Journeys:** Part of the National Program Portfolio and based on the Girl Scout Leadership Experience, Journeys incorporate the three keys to leadership: discover, connect, and take action, into a series of 9-13 themed sessions for girls to follow.

**Journey Summit Award:** A special award pin earned by girls who have completed three Journeys at their grade level.

**Juliette Gordon Low:** Nicknamed Daisy, Juliette was the founder of Girl Scouting in the United States who formed the first troop meeting in Savannah, Georgia on March 12, 1912. Read the full story in your Girl’s Guide to Girl Scouting!

**Kaper chart:** A chart that shows the delegation of tasks and rotation of responsibility day-by-day and/or meal-by-meal.

**Leaves:** Award badges shaped as leaves. There are two Cookie Business leaves and two Financial Literacy leaves for Daisies to earn. The intent is that the girls earn one of each for each year they are in the Daisy level. These are found in the Girl’s Guide to Girl Scouting.

**Member Support Staff:** A GSNWGL staff member who works with Customer Care and Membership Engagement to assist volunteers and parents/caregivers with registration and renewals, as well as help to place girls and volunteers into Troop or Service Area roles.

**Membership Engagement Staff:** A GSNWGL staff member who oversees volunteers and girls and assists with program delivery in an assigned service area.

**Motto:** “Be Prepared.”

**My GS:** Our online troop management portal to access the Member Profile and the Volunteer Toolkit. Our registration system makes it easy to register, find a troop that is right for you, become a volunteer, create meeting plans for your troop, and much, much more! Troop Leaders and Assistant Troop Leaders can use their account to access information for both their troop and their own families, via separate tabs. Parents will be able to access their own household.
**My Promise My Faith:** Girls in grades K-12 can earn this pin each year by exploring the Girl Scout Law and teachings from their faith. Requirements are found in the handbook section of the Girl’s Guide to Girl Scouting.

**National Program Portfolio:** This is the combined activity materials for the Girl Scout Leadership Experience including Journeys and the Girl’s Guide to Girl Scouting.

**Petals:** Awards earned by Girl Scout Daisies. Each petal represents a line of the Girl Scout Law. Requirements for the petals are found in the Daisy Girl’s Guide to Girl Scouting.

**Program Aide:** A Girl Scout Cadette, Senior, and/or Ambassador who has been trained to assist younger Girl Scout groups with songs, games, crafts, ceremonies, or outdoor activities.

**Quiet sign:** The Girl Scout signal for silence in a group situation. The person in charge raises her/his right hand and the Girl Scouts present fall silent and raise their right hands. This is an extremely helpful tool when working with groups of girls! The five fingers on the hand represent the fifth part of the Girl Scout Law – Considerate.

**Resident camp:** A multiple-night camp experience at a Girl Scout camp facility.

**Safety Activity Checkpoints:** GSUSA’s safety program standards. Find it on the Volunteer Toolkit or our website.

**School organizer:** A volunteer who oversees Girl Scouting in a school.

**Sit-upon:** A cushion made by Girl Scouts to use when the ground is hard or damp or to keep their clothes clean.

**Service areas:** A geographic subdivision within Girl Scouts of the Northwestern Great Lakes.

**Service Area Manager (SAM):** A volunteer leadership position who leads a service area in partnership with service team volunteers and the membership engagement staff member assigned to the region.

**Service team:** A volunteer leadership team within a service area that works in partnership with the membership engagement staff member.

**SWAPS:** Special Whatchamacallit Affectionately Pinned Somewhere, a keepsake exchanged as a way for Girl Scouts to meet each other and promote friendship.

**Tag-a-longs:** An informal name for a non-Girl Scout child attending a Girl Scout event.

**Trefoil:** The international symbol of Girl Scouting; the three leaves of the trefoil represent the three parts of the Girl Scout Promise.

**Troop camping:** Camping with your own troop and leaders.

**Troop Trip Planning Guide:** GSNWGL’s Guide to planning a trip with your Girl Scout Troop.

**Volunteer Toolkit (VTK):** The Volunteer Toolkit is a digital planning tool that gives you resources and program content to get your year started—and keep it going smoothly! Fully customizable, the toolkit is accessible by phone, tablet or desktop so you can plan and prepare practically anywhere.

**World Association of Girl Guides and Girl Scouts (WAGGGS):** An international educational association of more than ten million Girl Guides and Girl Scouts in 150 countries. Learn more at [www.WAGGGS.org](http://www.WAGGGS.org).

**World Trefoil Pin:** A pin worn by all Girl Scouts and Girl Guides that symbolizes our global sisterhood.

**World Centers:** Four program activity centers owned by WAGGGS. The centers are located in Mexico (Our Cabana), England (Pax Lodge), India (Sangam), and Switzerland (Our Chalet), and Switzerland (Our Chalet). The fifth World Center (Kusafiri) rotates locations in Africa. In 2018, Kusafiri moves to Uganda.