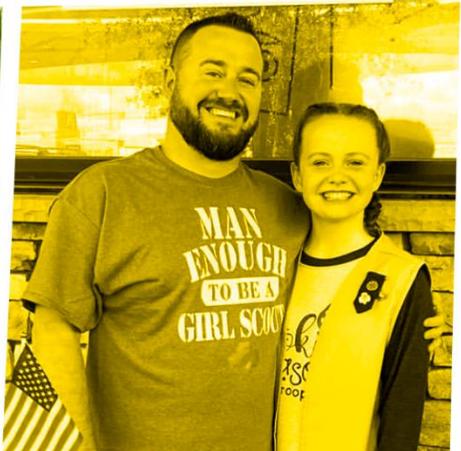


girl scouts  
of central and western  
massachusetts



# New Leadership Team's Guide to Success





# LEADERSHIP TEAM'S GUIDE TO SUCCESS

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### The Girl Scout Promise

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.

### The Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

### Our Mission

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

\*Members may substitute for the word God in accordance with their own spiritual beliefs.





# GUIDE TO SUCCESS

## Welcome to Girl Scouts!

Thank you for becoming a Girl Scout leadership team member! We're so excited to have you join the Girl Scout Movement.

Girl Scouts helps members empower themselves to stand up and make a difference. By cultivating leadership skills, we prepare them to overcome challenges and advocate for their ideas now and in the future. With an emphasis on self-discovery, character building, and community impact, Girl Scouts helps members become a powerful force for good in the world.

No matter where or how you volunteer, you'll make a difference in their lives—and this go-to guide will prepare you to effectively lead during your first year as a Girl Scout volunteer. Need help along the way? Let us know! We have various tools, training resources, and people to support you through each step.

You're now a part of our team. We can't wait to see the impact you'll make this year!

**Welcome to the Girl Scouts of Central and Western Massachusetts. You have made the decision to spend some of your valuable time impacting Girl Scouts and giving them the experiences that they will carry with them for a lifetime. THANK YOU.**

**We are so appreciative of your time and talent and look forward to working with you to make this experience meaningful for both you and the Girl Scouts you are working with.**

**Our founder Juliette Gordon Low said, "The work of today, is the history of tomorrow, and we are its makers." Your work with the Girl Scouts will prepare them for a lifetime of community impact and leadership skills. I hope that you have a wonderful year.**

**Please call email or call us if you need Assistance. We are here to help.  
413-584-2602, 508-365-0115, or [info@gscwm.org](mailto:info@gscwm.org)  
With very best regards,**

**Theresa Lynn  
Chief Executive Officer  
Girl Scouts of Central and Western  
Massachusetts**





# GUIDE TO SUCCESS

## You—A Girl Scout Volunteer!

Being a Girl Scout volunteer is an incredible journey along which you'll shape the future by working with Girl Scouts today. With your guidance, encouragement, and go-getting spirit, Girl Scouts will be ready to embark on a lifetime of leadership, success, and adventure. And along the way, you'll hone your own leadership style and discover that you'll achieve more than you thought possible!

In Girl Scouting, leadership is about more than “being in charge” or having a title; it's recognizing that you're part of a team and understanding that team's needs and interests.



### Leadership is teaching:

- That they can do and be anything!
- That they are decision-makers and should own their decisions
- How to live the Girl Scout Law by modeling it for them

### As a volunteer, see yourself as a coach who:

- Guides and instructs, not as a teacher providing rote lessons and activities
- Advises and discusses
- Ensures each Girl Scout can carry out their responsibilities within the troop
- Encourages Girl Scouts to build their skills and their ethics
- Assigns more responsibilities to the Girl Scouts as they grow and develop

### It's important to remember that:

- You can't expect to know everything they want to learn
- You'll explore and learn alongside the Girl Scouts and grow your confidence in the process
- You're not expected to know everything about Girl Scouting, but you should know where to go for information—and to ask for help when you need it





# GUIDE TO SUCCESS

## Let's Get Started!

### Managing Your Member Experience Online

After your background check is completed and you're approved to serve as a volunteer, you'll receive an email prompting you to log into MyGS, your Girl Scout member community. MyGS allows you to manage your member experience online.

On the Troop tab in MyGS, you can see any members who have signed up for the troop and you can add new members to the troop.

The Troop Opportunity Catalog allows the troop to display available openings for new members.

### Next Steps

Look out for a welcome email with details on any required trainings and how to connect with your service unit and council.

## Program Leader Training Path

When you're set up for success, you'll be empowered to set up the troop for success! To help you become the best volunteer you can be, we offer in-person workshops, online training courses, and other great resources.

### Get started by visiting gsLearn

Beyond your Meeting- gsLearn

Online courses you need for activities beyond your meeting from Field Trips to Camping Out.

- Field Trips Safety Paperwork
- Field Trips Insurance  
Emergency Plan
- Field Trips Planning
- Explore Out 1
- Explore Out 2
- Cook In
- Sleep In
- Sleep Out

## Congratulations! You're a troop volunteer!

**Level Trainings: Daisy Days, Brownie Share, Jump into Juniors, Teen and Tweens-** Dive into Badges and Journeys, share best practices, and get a handle on how to make the troop girl-led.

### Face to Face Trainings:

There's nothing like the great outdoors! When you are ready to cook over a fire or spend the night at camp, these REQUIRED outdoor education classes will get you and the troop ready and keep everyone safe.

### Cook Out

### Cook Out/Camp Out

**Team Challenge Course (Low Ropes)** - Learn to facilitate a group team building experience on a low ropes course.

### Certification courses:

- Archery Level 1 Certification
- Ax Yard Certification
- First Aid and CPR Certification
- Hatchet Throwing Certification





# GUIDE TO SUCCESS

## Volunteer Resources

### The Volunteer Toolkit

The Volunteer Toolkit (VTK) is your official source for delivering easy, fun troop meetings year-round! This fully customizable digital planning tool provides you with Girl Scout program content, award requirements, and other resources, so you can keep your Girl Scout year running smoothly. Accessible on any computer, tablet, or mobile device, the Volunteer Toolkit lets troop volunteers:

- Explore meeting topics and program activities with the troop
- Print step-by-step activity guides and shopping list
- Manage troop members attendance and track achievements
- Add local events
- Edit the troop roster and update contact information
- Renew members
- Track and share financial information
- Message and share meeting activities with troop families
- ... plus so much more!

Learn more and access the Volunteer Toolkit by logging into myGS at <https://www.gscwm.org/>

### Handbooks

Girl Scouting has never been more exciting than with these program resources. Girl Scouts and Volunteers will love the fun, eye-opening activities and the all-in-one handbook format.

### Safety Activity Checkpoints

This guide has everything you need to know to be prepared and keep your girls safe during a range of activities outside the normal Girl Scout troop meeting. It can be found at <https://www.gscwm.org/> Search Safety Activity Checkpoints.

### Volunteer Essentials

With key information, policies, and procedures that support the safe and consistent delivery of Girl Scout programming to girls across the council, *Volunteer Essentials* is just that—essential. By agreeing to be a Girl Scout volunteer, you agree to follow the items outlined in this resource. *Volunteer Essentials* is updated annually, and the newest version can always be found on our website. Find it at <https://www.gscwm.org/> Search Volunteer Essentials.

### Tips for Troop Leaders

When you're looking for real-world advice from fellow troop leaders who've been there, this volunteer- to-volunteer resource on the Girl Scouts of the USA website has the tips you need for a successful troop year. Find it at [girlscouts.org/tipsfortroopleaders](https://www.girlscouts.org/tipsfortroopleaders).





# GUIDE TO SUCCESS

## The Girl Scout Leadership Experience

What makes Girl Scouts truly unique? Everything is designed especially for, and is tested by, girls! Our program centers around our research-backed Girl Scout Leadership Experience—that is, *what* girls do and *how* they do it. Activities are girl-led, which gives them opportunities to explore leadership roles and “learn by doing” in a cooperative-learning environment.

### Girl Scouts will:

**Discover:** Every activity they tackle in Girl Scouts helps them discover who they are, what they care about, and what their talents are.

**Connect:** Girl Scouts collaborate with and learn from other people and expand their horizons. This helps them care about and inspire others locally and globally.

**Take Action:** As Girl Scouts connect with and show care for others, they become eager to take action to make the world a better place.

So what does this mean for the troop? Through Girl Scouting, the members will develop a strong sense of self, demonstrate positive values, seek challenges, solve significant problems in their community, and establish healthy relationships. These aren't just good qualities—they're leadership skills that will last a lifetime!

## What is the Girl Scout Program?

No matter what excites the troop members, they'll find engaging and fun activities in the four areas that make up the core of the Girl Scout program:



### STEM

Computer science, engineering, robotics, outdoor STEM, and more



### OUTDOORS

Adventure and skill building, from the backyard to the backcountry, including through camping experiences for all ages



### LIFE SKILLS

Civic engagement, healthy living, global citizenship, communication skills—to name a few



### ENTREPRENEURSHIP

The Girl Scout Cookie Program—the largest girl-led entrepreneurial program in the world— teaches goal setting, decision making, money management, business ethics, and people skills

Whether they complete Girl Scout Leadership Journeys, earn badges, unleash their inner entrepreneur through the Girl Scout Cookie Program, pack for their first hike, change the world through “Take Action” projects, or any combination of these activities, Girl Scouts have countless ways to explore our four program areas and hone the skills they'll need to power a lifetime of success—whatever that looks like for them.

Explore the many exciting possibilities with the Award and Badge Explorer at [https://www.girlscouts.org/en/our-program/badges/badge\\_explorer.html](https://www.girlscouts.org/en/our-program/badges/badge_explorer.html).





# GUIDE TO SUCCESS

## Where Girl Scouts Can Take Them

As the Girl Scouts progress through Girl Scouts, they'll learn to take the reins and make their Girl Scout experiences their own—it's what being girl-led is all about! And as a troop volunteer, you'll encourage them to dream big and challenge themselves as they take their newfound passions to the next level.

While program elements—like outdoor expeditions and entrepreneurial ventures—align across all grade levels, Girl Scout Daisies and Brownies won't be doing the same activities as seasoned Seniors and Ambassadors. But by building on the knowledge and skills they gain year after year, confidence will grow exponentially and they'll be eager to take those next steps.

So what can you expect as they grow through each level of Girl Scouting?



**Girl Scout Daisies** sparkle with that first-time newness in everything they do. They go on trips, learn about nature and science, and explore the arts and their communities—and so much more. Daisies can also earn learning petals. Grades K & 1



**Girl Scout Brownies** work together as they earn badges and explore their communities. Friendship, fun, and age-appropriate activities begin at the Girl Scout Brownie meeting and move out to the community and the wider world. While earning badges, Brownies build skills, learn hobbies, and have fun! Grades 2 & 3



**Girl Scout Juniors** are big-idea thinkers. They're explorers at camp and product designers when they earn their Innovation and Storytelling badges, or even their Bronze Award. Every day, they wake up ready to play a new role. Grades 4 & 5



**Girl Scout Cadettes** chart their own courses and let their curiosity and imagination lead the way. They learn about the power of being a good friend, gain confidence by mentoring younger Girl Scouts, and can earn their Silver Award. Grades 6, 7 & 8



**Girl Scout Seniors** are ready to take the world by storm, and Girl Scouts gives them countless ways to do it. Their experiences shape their world, while giving them a safe space to be themselves and explore their interests. Seniors can earn their Gold Award and change the world in a tangible, lasting way. Grades 9 & 10



**Girl Scout Ambassadors** know that small acts produce big change. While they get ready for life beyond high school, Girl Scouts helps them take flight. They can also earn their Gold Award and drive lasting impact in their communities. Grades 11 & 12

All of the skills and experiences gained throughout their time in Girl Scouts set them up for special recognition through the Bronze, Silver, and Gold Awards. Through their award projects, Girl Scouts will tackle issues close to their hearts and make a real difference—and if they decide to pursue their Gold Award, they'll also be eligible for unique college scholarships and open doors to promising career opportunities. The longer there in Girl Scouts, the brighter their futures will be—and they'll have you to thank for it!





# GUIDE TO SUCCESS

## What Makes a Successful Troop Experience?

No matter where Girl Scouts live, a universal Girl Scout experience connects them to their Girl Scout sisters around the country. And there are so many ways to make sure they get the full Girl Scout experience in a way that excites and inspires them!





# GUIDE TO SUCCESS

## Guiding the Troop Experience

You will want to guide the structure and experiences of the troop—from how and when meetings are held to how the troop communicates, and from steering girl-led activities to setting financial expectations. You'll make these decisions collaboratively with the volunteer team members.

Use these questions to guide your conversation with troop volunteers and leadership team members before discussing the topics with parents and caregivers.

### Meeting logistics:

- When will we meet and for how long? How frequently should we schedule troop meetings?
- Where will we meet? Great meeting spaces include schools, places of worship, libraries, and community centers. If working with teens, consider meeting at coffee shops, bookstores, or another place they enjoy.)

### The troop:

- Will the troop be single grade level or facilitated as a multi-level troop with members of many grade levels?

### Troop communication:

- How often will we communicate with troop families?
- How will we keep families in the loop? The Volunteer Toolkit? Emails? Group texts?

### Money matters:

- What will troop dues be? Troop Dues should not exceed \$5 per meeting. Dues may be paid at each meeting or collected monthly or quarterly based on what is best for each family.
- How much money will we need to cover supplies and activities? What should our financial plan look like?
- Which components of the uniform—the tunic, sash, or vest—will troop families need to purchase? (Troop leader pro tip: get the full rundown on uniforms and insignia at [girlscouts.org/en/our-program/uniforms](https://www.girlscouts.org/en/our-program/uniforms)).

## Your Troop Volunteer Team

It takes a village to lift up the next generation of leaders; you don't have to embark on your troop volunteer journey alone! Set the stage for a successful troop year by tapping into the people resources already at your fingertips: caregivers and other family members, friends, and members of the community have their own unique strengths and can provide troops with time, experience, and ideas—so get them involved from the very beginning as part of your troop volunteer team!

Some members of your volunteer team might play more active roles than others—and that's OK! One caregiver in your troop might step up as a dedicated troop treasurer, while others might volunteer to chaperone a field trip. Some roles, especially those that involve handling troop funds and supervising girls, require additional registration and approval. Be sure those volunteers register as adult members and pass a GSCWM CORI before they jump into the fun!





# GUIDE TO SUCCESS

## Family Connections: The Key Ingredient to Successful Girl Scout Troops!

Girl Scouting provides the best opportunities for members when families step up and play an active part in the troop. Without meaningful support from parents/guardians, it's difficult for a troop to be all it can be. Plus, Girl Scouts feel a special sense of pride when their families take part and show interest in the things they are doing!

### Kick the Year Off Right With a Parents and Caregivers Meeting

A parent and caregiver meeting should be the first meeting you hold to start each troop year—it sets up both new and returning troops for success!



#### Why? Because it helps:

Families and volunteers identify ways they will work as a team to support the troop.

- Families and volunteers discuss what the troop pays for and what families pay for individually
- You fill key troop positions—you never know which person will make an awesome leadership team member or troop cookie manager
- Families know how the troop will communicate things like upcoming events or schedule changes
- Families learn about uniforms, books, and other important basics information

Outlining clear expectations, building a team, and engaging families in the Girl Scout experience is a great way to start off on the right foot. When families are involved, volunteers have support, and when the troop has a plan, everyone benefits!

Check out our step-by-step guide and parent meeting outline in the Volunteer Toolkit. (Remember, you can access the Volunteer Toolkit via MyGS!) This hour-long meeting will make all the difference in the year ahead: **100% of troops with the most satisfied parents, caregivers and troop volunteers report they hold parent/caregiver meetings.** You'll also want to hold an additional family meeting ahead of cookie season to introduce parents and caregivers to the program and how they can pitch in.

And remember to make family part of the formula! While Girl Scout programming is always focused on the Girl Scouts themselves, it's important and helpful to open a few events to their families throughout the year. Inviting a whole crew to celebrate their accomplishments in Girl Scouting—whether at a holiday open house, a bridging ceremony, or a fun “reverse meeting” where Girl Scouts take on the role of leader and guide the adults, including caregivers, through an activity—will help families better understand the value of Girl Scouts and be more likely to invest their time and talents with the troop.

That said, there's no need to wait for one of these special events to engage parents and caregivers in their Girl Scouts' troop lives. Keep communication lines open throughout the year—whether it's through your troop's social media page, personal emails, or in-person chats—to keep families in the loop on what the girls are doing and learning during each meeting, and encourage them to let their Girl Scouts “be the expert” at home, by, for example, explaining or teaching a new skill learned to the rest of the family.





# GUIDE TO SUCCESS

## Let's Go - First Troop Meeting!

The first troop meeting is a great chance to get to know everyone and brainstorm all the exciting things they want to do in the year to come. If you're feeling a little nervous about leading troop meetings and experiences, that's OK! Just remember that:

**It doesn't need to be perfect.** Did an activity run over time? Or maybe a field trip didn't go according to plan? Take a deep breath, roll with the changes, and have fun! They aren't expecting perfection from you: your time, attention, and guidance are the best part of your leadership.

**Learn with the girls.** Keeping activities girl-led also means that at some point, the girls will want to earn a badge or complete a project in a subject unfamiliar to you. But don't let that hold you back! Be open with them when you don't know something and become their partner in learning more. You'll show them that learning is a lifelong process and that with an open mind, they can overcome any challenges that come their way.

### Six Elements of a Great Troop Meeting

The only requirement for your meeting? That the members are laughing, smiling, and having a fun time! That being said, many troop volunteers use this basic structure for meetings:

- 1. Ramp up.** Plan activities for the troop members on arrival at the meeting so they have something to do until the meeting begins. This could be as simple as coloring pages, journaling, or talking with one another. (5 minutes)
- 2. Opening.** Each troop decides how to open its meetings—most begin with the Girl Scout Promise and Law or a simple flag ceremony the girls. (5 minutes)
- 3. Troop business.** Collect dues and make announcements, or plan an upcoming event or trip while families are present. (5 minutes)
- 4. Let the fun begin.** Use the meeting plans found in the Volunteer Toolkit! Activities are already designed to fit easily into this part of your meeting as you help the troop earn badges or complete Journeys. (30–45 minutes)
- 5. Clean up.** Because Girl Scouts should always leave a place cleaner than they found it! (5 minutes)
- 6. Closing.** Just like the opening, each troop can decide how to close—with a song, a game, a story, or pretty much anything else! (5–10 minutes)

### First meeting checklist:

- 1. Cover the basics.** Review the details about when and where the meeting will take place and make sure parents/caregivers are aware.
- 2. Get ready.** Use the Volunteer Toolkit to verify the troop roster and email families. This might be a great time to ask parents/caregivers to provide you with any needed items, such as health history forms and permission slips.
- 3. Know the agenda.** Refer to our “Six Elements of a Troop Meeting” list and the Volunteer Toolkit sample meeting agenda.
- 4. Review and practice your agenda.** You'll feel calmer during the actual meeting and ready to make adjustments as needed.
- 5. Prepare for fun!** When the troop members and parent/guardians see that you're prepared for the meeting and ready to have a great time, they'll follow your lead!





# GUIDE TO SUCCESS

## Keeping Girls Safe

### Understanding How Many Volunteers You Need

From camping weekends to cookie booths, adult volunteers must always be present to ensure Girl Scouts have fun and stay safe, no matter their grade level.

Not sure just how many adults you'll need for your activity? The helpful chart below breaks down the minimum number of volunteers needed to supervise a specific number of Girl Scouts.

Girl Scouts Volunteer-to-Girl Ratios	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one is a woman) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one is a woman) for up to this number of girls:	One additional volunteer to each additional:
Girl Scout Daises (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

### Planning Safe Activities

When preparing for any activity with the troop, check Girl Scouts' *Safety Activity Checkpoints* at <https://www.gscwm.org/> Search Safety Activity Checkpoints, for required guidelines on where to do the activity, how to include members with disabilities, where to find both basic and specialized gear for the activity, and the specific steps to follow on the day of the activity. *Safety Activity Checkpoints* will also note if a first-aider is required.

If a safety activity checkpoint doesn't exist for an activity the troop is interested in, contact Customer Care at [info@gscwm.org](mailto:info@gscwm.org) before making any definite plans.

### What to Do in an Emergency

Although we all hope the worst never happens, you should know and follow our council's procedures for handling emergency incidents. Remember, at the scene of an incident, safety is your first priority. Provide care for the injured person and/or obtain medical assistance, then immediately report the emergency to 413-584-2602 press 3.

Make sure a general first-aid kit is available at the meeting place and accompanies the troop on any activity. You may need to provide the kit if one is not already available at the meeting location. You must always have on hand the names and telephone numbers of your council office, parents/caregivers of the Girl Scouts, and emergency services such as the police, fire department, and hospital.





# GUIDE TO SUCCESS

## Funding the Fun

The troop probably has some big ideas about what they want to do in Girl Scouts—and that’s awesome! As a troop volunteer, you’ll coach them as they learn to earn and manage troop funds. But where do you start?

Troop activities are powered in two main ways:

**Troop dues:** Troops collect troop dues to help provide startup funds for troop activities and supplies. Dues should not exceed \$1-\$5 per meeting. Dues may be paid at each meeting or collected monthly or quarterly based on what is best for each family.

**Money-earning activities:** The fall product and cookie programs are the primary money-earning activities for a troop—and they’re a hands-on way for Girl Scouts to learn money management skills that will serve them for the rest of their lives. You’ll learn the ins-and-outs of these programs in a separate training.

We know you have more questions about troop finances, and we’ve got answers! Check out the troop finances portion of *Volunteer Essentials* for the details you’ll need to keep troop business running smoothly.

## Organizational Structure

### Girl Scouts of the USA (GSUSA)

A national organization supporting the work of more than 100 councils across the U.S. for more than 100 years. Headquartered in New York City.

### Girl Scouts of Central and Western Massachusetts

Independent 501(c)(3) nonprofit chartered by GSUSA and operating under the direction of a local board of directors and overseeing all service units and troops within a specific geographic area.

### SERVICE UNITS

Made up of volunteers who support the work of troop volunteers within a given geographic area.

### Troops

Volunteer-supervised groups of Girl Scouts.

## Money FAQs

Our three most frequently asked about troop finance topics:

**Opening a bank account:** New troops will need to set up a bank account to collect dues, pay for troop supplies and activities, and collect product sales revenue.

*Volunteer Essentials* breaks down the process for you. Find it at <https://www.gscwm.org/Search/VolunteerEssentials>

**Financial assistance:** Finances shouldn’t stand in the way of a Girl Scout’s participation. Any girl needing financial assistance for membership can request it as part of the online member registration process. Other financial assistance is available for uniform components, events, and camps, and can be requested. Customer Care at [info@gscwm.org](mailto:info@gscwm.org)

**Tax exemption:** Councils are 501(c)(3) nonprofits, so take advantage of your council’s tax-exempt form when purchasing supplies and materials for Girl Scout troop use.



Girls are  
the heart of our  
organization





# GUIDE TO SUCCESS



## Quick References

For questions about:

**Product Program**  
**Program@gscwm.org**

**Or anything else 413-584-2602 or 508-365-0115**  
**E-mail: info@gscwm.org**

**In case of emergency, 413-584-2602 press 3**





# GUIDE TO SUCCESS

## Council Contact Information

Where we're located and how to connect

### Offices

Girl Scout Leadership Center -  
Worcester  
115 Century Drive  
Worcester, MA 01606

Girl Scout Leadership Center -  
Holyoke  
Crossroads Business Park  
301 Kelly Way  
Holyoke, MA 01040



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<https://www.facebook.com/gscwm>



<https://www.instagram.com/gscwm/?hl=en>



<https://www.pinterest.com/gscwm/>

### Office & Shop Hours

Office Hours of Operation  
Monday - Friday 9:00 am - 4:00 pm or, by appointment  
Store Hours of Operation  
Monday - Friday 9:00 am - 4:00 pm

Or shop online 24/7 at  
<https://www.gscwm.org/en/about-girl-scouts/our-council/shop-info.html>

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**girl scouts**   
of central and western  
massachusetts

<https://www.gscwm.org/>

**413-584-2602 or 508-365-0115**

**E-mail: [info@gscwm.org](mailto:info@gscwm.org)**



# **First Family Meeting Invitation email template sample**

This is a sample of what an invitation to the first parent/guardian meeting could look like. Volunteers can and should adapt for the troop's needs or they can create their own.

Once Troop Program Leaders have a contact list for the troop members they should schedule a family meeting.

Hello and welcome to troop \_\_\_\_\_,

We are so excited to have your child be a member of our troop. We will be having a parent/guardian meeting on (Date), (Location) (time).

## **The agenda of the meeting is as follows:**

- ❖ Introductions
- ❖ When/Where and how often the troop will meet
- ❖ Girl Scout program materials and uniform components
- ❖ Membership registration
  - We ask that families please pre-register their Girl Scout online to the troop if they have not done so already. Please come to the meeting with your confirmation email.
  - For people who are not able to register online we will have paper forms.
  - Please bring blank checks or credit/debit cards.
- ❖ The troop will need adult helpers
  - Anyone wishing to volunteer with the troop will need to register as an adult member.
- ❖ Authorization and Medical information forms
  - We ask that families pre-fill out the form. (Link to form)
- ❖ The need for troop helpers
  - Anyone one wishing to volunteer with the troop will need to submit a CORI as well as register as an adult member.
  - We ask that families pre-fill out the CORI form. (Link to form)
  - Please attach a copy of your license and have the form notarized. (Link to form)
- ❖ Annual simple trip permission slips
  - We ask that families pre-fill out the form. (Link to form)
- ❖ How we communicate with families
- ❖ Troop dues and money

# Sample First Family Meeting

In conjunction with, or before you start meeting with the troop you will want to meet with the parents/guardians.

**During the parent/guardian meeting you will cover:**

- Welcoming them to your troop- Introduce yourself and co-leaders.
- Have families get to know you.
- Give them your contact information
- When/Where the troop will meet
- Drop off and pick up protocols
  - Troop meetings are not for parents and siblings
- Girl Scout program materials and uniform components
  - Let your families know what they will need to start. What are things they need right away and what are things that can be purchased later on.
  - Where and how to purchase uniform components and books.
  - (Subsidized Financial Assistance is available for uniform components)
  - Council store and council website
- Troop dues
  - Troop Dues should not exceed \$5 per meeting.
  - Dues may be paid at each meeting or collected monthly or quarterly based on what is best for each family.

**Membership-** Let families know what the membership fees are.

- Girls need to be registered to attend any troop activity including meetings. Adults need to be registered to volunteer with the troop.
- \$35 girls (Financial Assistance is available)
- \$25 adults
  - You can have paper registration forms available or families should have been directed to register online before attending.
  - If registering by paper parents/guardians should be directed to bring blank checks to be filled in at the meeting.
  - If they have registered online before attending, they should be directed to bring a copy of the confirmation email.

**The need for troop helpers and what they need (register and CORI)**

- Have CORI forms there for them to fill out or they should have been directed to have one filled out with a copy of their license.
- Have a Girl Scout CORI authorized signer from their unit/town at the meeting if possible to sign them.
  - ❖ Chaperones and drivers
  - ❖ Fall product managers
  - ❖ Cookie program managers
  - ❖ First Aid CPR personnel
  - ❖ They should understand these do not have to be them. Any adult over the age of 18 can register and CORI to volunteer.
  - ❖ Drivers must be at least 21 years of age.

**How you will communicate with families and how you would like them to communicate with you.**

Perhaps you will send weekly or monthly emails or Facebook updating families of your troop. The work the troop is doing, or will be doing. What you need the families to do, etc.

